



## Contents

General Information .....	4
1.0 Foundational Principles .....	5
1.1 Schools are Low Risk .....	5
1.2 Vaccines are Effective .....	5
1.3 Clean Schools .....	5
1.4 Healthy Occupants .....	5
1.5 Personal Space .....	6
1.6 Masks .....	6
1.7 Standard Precautions .....	6
1.8 Training and Education .....	6
1.9 Joint Occupational Health and Safety .....	7
2.0 Clean Schools .....	7
2.1 Cleaning and Custodial Services .....	7
2.2 Accidental Exposure to Cleaning or Disinfectant Products .....	8
2.3 Workplace Hazardous Materials Information System (WHMIS) .....	8
2.4 Frequently Touched Surfaces .....	8
2.5 Disinfectants .....	9
3.0 School Based Requirements .....	10
3.1 Isolation Room .....	10
3.2 Sign-in Station .....	10
3.3 Staff Shared Spaces .....	10
4.0 Classroom Environment .....	10
4.1 Air Quality .....	10
4.2 Food Services .....	11
4.3 Keyboards and Electronic Devices .....	12
4.4 Music / Singing Classes .....	13
4.5 Books and Print Materials .....	13
5.0 Health Checks .....	14
5.1 School Staff .....	14



## SD71 Communicable Disease Prevention

5.2 Students .....	14
5.3 Allergies and Asthma .....	15
5.4 Staff Illness at Work .....	15
5.5 Illness of Close Family Members .....	15
6.0 Personal Space .....	17
6.1 Reinforcing the Need for Personal Space .....	17
6.2 Directional Markers .....	17
6.3 Outdoor Play Activities .....	17
6.4 How to encourage personal space in the Classroom .....	17
7.0 Busing .....	18
7.1 Hand Sanitizing .....	18
7.2 Cleaning and Disinfecting SD71 Buses .....	19
7.3 Personal Space .....	20
7.4 Ventilation.....	20
7.5 Child Illness on the Bus .....	21
8.0 Carpooling.....	21
9.0 Hand Hygiene and Respiratory Etiquette.....	21
10. Personal Protective Equipment (PPE) .....	22
10.1 Face Masks .....	22
10.2 Cleaning and Disposing of Masks .....	23
10.3 Gloves .....	24
11.0 Student Drop off and Pick up.....	24
12.0 Access Control.....	24
12.1 Office Staffing .....	24
12.2 Challenge Unauthorized/Unrecognized Personnel .....	24
12.3 SD71 and Visitor ID .....	24
12.4 Maintenance Staff Sign-in/Sign-out Procedures .....	24
12.5 Contractors.....	25
12.6 Parents and School Visitors.....	25
13.0 Reporting to Public Health and Managing Exposures .....	26



## SD71 Communicable Disease Prevention

14.0 Sick Child Procedures .....	26
15.0 First Aid .....	27
16.0 Blood and Body Fluids .....	28
Appendix A Hand Washing Protocol .....	29
Appendix B Enhanced Cleaning Procedures.....	30
Appendix C 25 Ways to Beat COVID-19 .....	32
Appendix D Daily Health Check .....	36
Appendix E – Sign-in Sheet.....	37
Appendix F – Blood and Body Fluid Procedure .....	38



# SD71 Communicable Disease Prevention

## General Information

This document has been created to align with the [direction of the Provincial Health Officer](#) and [requirements of WorksafeBC](#) to have employers to transition away from a COVID-19 only safety plan to a more comprehensive communicable disease protocol.

This transition will prepare SD71 for the fall and winter seasons of respiratory and other communicable diseases to come, including COVID-19.

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace or school from one place to another. Examples of a communicable disease that may circulate include COVID-19, Norovirus and seasonal influenza.

Information in this document that is specific to COVID-19 has been drawn from two primary sources, namely the [BCCDC COVID-19 Public Health Guidance for K-12 School Settings](#) and the Ministry of Education [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#).

The recommendations and guidance in this document are subject to change based on the evolution and transmission of COVID-19 and other communicable diseases and the discovery of new evidence.

In the case of any variance between SD71 guidelines and the guidance in Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, the provincial standards should be followed.

THIS IS A CONTROLLED DOCUMENT. Copies may not be current. For a current copy of the document visit the SD71 Health and Safety Pages [here](#).

## 1.0 Foundational Principles

### 1.1 Schools are Low Risk

Schools continue to be considered low-risk settings for COVID-19 transmission, particularly in the context of a highly immunized population.

### 1.2 Vaccines are Effective

Vaccines are the most effective way to reduce the risk of COVID-19 in schools. All eligible students and staff are strongly encouraged to be fully vaccinated (i.e., receive 2 doses) against COVID-19. Most COVID-19 cases, hospitalizations, and deaths are now among unvaccinated adults. School exposures are more likely in communities with lower vaccination uptake/greater community risk. For more information on how to get vaccinated visit [ImmunizeBC](https://immunizebc.ca).



Remember to be Kind and Respectful of others.

### 1.3 Clean Schools

- a) Day-time custodians, will, working in a shared or full-time capacity, carry out cleaning and disinfection of “high touch areas” throughout the school.
- b) Night-time custodians’ clean schools using *Enhanced Cleaning Protocols* (see Appendix B).
- c) All staff will implement ongoing, supplemental cleaning/disinfection of high touch areas and shared items in their assigned work areas.

### 1.4 Healthy Occupants

- a) All users of SD71 facilities including staff, students, visitors, contactors, volunteers and user groups must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to arriving / entering any school premises (see [BC COVID-19 Self-Assessment Tool](#) and Appendix D).
- b) After-school user groups must verify that all members of their group have received COVID-19 vaccination before they are granted access to any SD71 facility.
- c) Parents and caregivers must assess their school aged children daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school (parents are encouraged to use the [BC K-12 Daily Health Checker App](#)).
- d) Staff and students must go home if sick See *Sick Child Procedures* (Section 14.0) and *Staff Illness at Work* (Section 5.4).



# SD71 Communicable Disease Prevention

## 1.5 Personal Space

Staff, students and all occupants of SD71 buildings must consider and respect others personal space. Personal space is the distance from which a person feels comfortable being next to another person. All must endeavour to minimize unintentional physical contact (see Section 6). Personal space must be respected in schools, on buses (Section 7), while carpooling (Section 8) and on School District grounds.

## 1.6 Masks

All K-12 staff and 4-12 students must wear masks while indoors, on buses and while carpooling. K-3 students are encouraged to wear masks, but it is a family decision. Bus drivers must wear a nonmedical mask with optional face shield (face shields are not to be worn without non-medical mask). All personal or school related multi household carpooling occupants aged 9 or more must wear a mask.



No student should be prevented from attending or fully participating at school if they do not wear a mask. Staff should utilize positive and inclusive approaches to engage students in the use of masks, and should not employ measures that are punitive or stigmatizing in nature.

Fully vaccinated Staff may remove their masks if they:

- are behind a barrier or at their desk/workstation
- at their desk/workstation and no one else is in the immediate vicinity (2 M)

Unvaccinated staff must, whenever possible, wear a mask in all indoor spaces. Unvaccinated staff are encouraged to use of alternate areas, including outside, for breaks/lunch.

*Note: Sd71 will not be verifying vaccination status or requesting proof of vaccination at this point and will rely solely on the honesty of those concerned. Remember to be Kind and Respectful of others.*

## 1.7 Standard Precautions

All staff and students must follow standard communicable disease precautions (see Section 9):

- a) Hand Hygiene
- b) Respiratory Etiquette

## 1.8 Training and Education

All school district personnel are required to:

- a) Review this document and all periodic updates/notices as distributed by the District Safety Manager.
- b) Complete and submit an online knowledge test as directed to confirm that the requirements of this document are understood (mandatory knowledge test can be found [HERE](#)).
- c) Participate in any 'hands-on' training or education sessions as required to operationalize this protocol.



## SD71 Communicable Disease Prevention

### 1.9 Joint Occupational Health and Safety

In accordance with the general requirements of Section 36 of the Workers Compensation Act the Joint Occupational Health and Safety Committee (JOHSC) members at each location have a responsibility to thoroughly familiarize themselves with the content and requirements of this document and consult with workers and inspect the workplace to:

- Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations;
- Consider and expeditiously deal with complaints relating to the health and safety of workers;
- Consult with workers and the employer on issues related to occupational health and safety and occupational environment;
- Make recommendations to the employer and the workers for the improvement of the occupational health and safety and occupational environment of workers;
- Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the OHS provisions and the regulations and to monitor their effectiveness;
- To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
- To advise the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers;
- To ensure that accident investigations and regular inspections are carried out as required by the OHS provisions and the regulations;
- To participate in inspections, investigations and inquiries as provided in the Occupational Health and Safety (OHS) provisions and the regulations.

Safety Committee Members have an important role to play in inspecting the workplace, evaluating the effectiveness of Communicable Disease protocols and making recommendations for improvement. BCCDC has developed a [COVID-19 School Communicable Diseases Checklist](#) that can support regular review of the School District Communicable Disease Plan.

Administrators will encourage and accommodate reasonable requests for release time to carry out these functions and SD71 Manager of Occupational Health and Safety (OHS) will provide release time as appropriate.

## 2.0 Clean Schools

### 2.1 Cleaning and Custodial Services

- Surfaces can be disinfected using disinfectant wipes or with spray bottles filled with SD71 approved disinfectant and paper towels or microfibre cloths as provided by the school custodian.
- Managers of OHS and Custodial will endeavour to provide approved (see section 2.5) disinfecting supplies in all classrooms as inventory and supply allows.



## SD71 Communicable Disease Prevention

- All cleaning and disinfectant supplies must be safely stored away from children and used by children only under adult supervision.
- All schools will have a shared or full-time daytime custodian to implement general area cleaning and focussed cleaning/disinfection of high touch surfaces.
- Custodial staff will ensure ongoing top-up of hand washing supplies and alcohol-based sanitizer.
- Custodial staff will inform the Custodial Supervisor, well in advance, if hand washing, alcohol-based sanitizer, cleaning or disinfectant stock begins to run low.
- Each school will be thoroughly cleaned nightly using *Enhanced Cleaning Procedures* (see Appendix B).
- All staff will implement ongoing, supplemental, cleaning and disinfecting of their workspaces.
- Maintenance and operations staff must keep their vehicles clean and sanitized.

### 2.2 Accidental Exposure to Cleaning or Disinfectant Products

If you or someone you know has been exposed to a detergent disinfectant or sanitizer, seek first aid and call the Poison Control Centre: 1-800-567-8911.

- ✦ Inhalation: ventilate the area and seek fresh air
- ✦ Eye exposure: flush eyes with water for 15 minutes
- ✦ Skin exposure: rinse skin with water for 5 minutes

### 2.3 Workplace Hazardous Materials Information System (WHMIS)

- All users of controlled products must be WHMIS trained.
- **All** disinfectants, detergents, hand sanitizers must be safely stored out of reach of children.
- Safety Data Sheets (SDS) for all cleaning products are available through the SD71 MSDSonline.
- Soap and water are the preferred method of sanitizing hands. Hand sanitizers should only be used with small children under the direct control of supervising staff.
- All chemicals must be properly labelled in accordance with WHMIS requirements.
- **Young children should only use hand sanitizer with adult supervision.**

### 2.4 Frequently Touched Surfaces

Frequently touched surfaces and shared items in classrooms and staff areas must be cleaned between users. Examples of frequently touched items include:

- glassware and testing equipment for science labs
- kitchen equipment for culinary programs
- sewing machines and sewing equipment for home economic programs
- PE/sports equipment, music equipment
- shop equipment and tools, PPE
- microwaves, refrigerators, coffee pots
- photocopiers or laminators
- service counters

Science, foods and shop teachers will implement ongoing disinfection of high touch areas within the classroom and will educate, direct and supervise students to ensure adequate cleaning and disinfection of PPE, equipment, supplies and tools before and after to use.

## 2.5 Disinfectants

The School District is in a continuous improvement cycle for the disinfectants used in schools. This means that product safety is constantly being evaluated and some products may be added or discontinued based on product safety evaluations and workplace experience. Every disinfectant used by the District is approved by Health Canada for effectiveness against COVID-19.

The following table outlines which disinfectants can be used by school staff and which disinfectants that may only be used by Custodial staff.

Product Name	PPE				Physical and Chemical Properties								Dwell Time (minutes)	
	Gloves required	Eye protection required	Respirator required	Impervious footwear required	PH	Corrosive	Eye Irritant	Flammable	Skin Sensitizer	Respiratory Irritant	Toxic by Ingestion	Skin Irritant		
Botanical Disinfectant	No	No	No	No	7 - 8.5	No	No	No	No	Possible slightly	Non-toxic	Slightly	10	Approved for use by staff and supervised students
Vital Oxide	No	No	No	No	8 - 9	No	Mild	No	No	No	Non-toxic	No	10	
Oxiver TB	No	No	No	No	3	Yes	Mild	No	No	No	Non-toxic	No	1	
Lysol Wipes ECO Multipurpose	No	No	No	No	10.5	No	Moderate	No	No	No	Non-toxic	Slightly	4	
Oxigenic	Yes	Yes	No	Yes	10.5 - 11	No	No	No	No	No	Toxic	No	5	Approved for use by Custodial Staff Only
Virex 256	Yes	Yes	No	No	5.5 - 6.5	No	Serious	No	Yes	Yes	Toxic	Yes	1	
Hygiene Surface Cleaner	Yes	Yes	No	Yes	10.5	Yes	Serious	No	Unknown	Yes	Toxic	Yes	10	
Clorox 360	Yes	Yes	No	Yes	Unknown	No	Serious	Yes	Unknown	Unknown	Toxic	No	1	
	Yes	Yes	Yes	Yes	11.0	Yes	Serious	No	Unknown	Yes	Toxic	Yes	3	

## 3.0 School Based Requirements

### 3.1 Isolation Room

- Principals will select a room with a door that can be used for isolating a sick child (see Section 14.0) while awaiting parental/caregiver pick-up.
- The selected area will, ideally, have a sink with hot and cold running water and handwashing supplies. As a minimum, it will be supplied with a hand sanitization dispenser, waste receptacle and tissues.
- The room must have an “Isolation” sign (available from the District Print Shop) that can be posted while the room is in use.
- The selected Isolation Room location must not impede the timely provision of school first aid services.

### 3.2 Sign-in Station

A Sign-in Station conspicuously located in proximity to the main entry doors will be established in situations where the school design does not allow for office staff to closely monitor school access. The sign-in station will be set-up to remind all of access restrictions, personal space and handwashing requirements. The sign-in station may also function as a health check station in some instances. The Sign-in station will have:

1. Sign in sheet (standard version available from SD71 Print Shop, See Appendix E)
2. Hand sanitizer
3. Tissues
4. Handwashing and personal space posters (available from the Print Shop) [Communicable Diseases Print Shop Catalogue](#) .

### 3.3 Staff Shared Spaces

All staff shared spaces such as breakrooms, lunchrooms, etc., must have posted occupancy limits (signs available through SD71 Print Shop) as determined by the Principal in consultation with the local Safety Committee. Occupancy limits will be determined, based on:

- WorksafeBC recommended occupancy rate of 5 m<sup>2</sup>/person.
- Avoiding situations where there may be unintentional contact and respecting personal space.



Chair seating and table arrangements should be adjusted to match posted occupancy rate. Staff are encouraged to use of alternate areas, including outside, for breaks.

## 4.0 Classroom Environment

### 4.1 Air Quality



## SD71 Communicable Disease Prevention

Good ventilation reduces the potential for COVID-19 transmission to this end HVAC system controls (DDC system) in all schools must be optimized to comply to the most modern standards.

Filters in the unit ventilators must be upgraded to the highest MERV rating that the units are engineered to receive.

HVAC systems must be programmed to comply with the American Society of Heating and Refrigeration Engineers (ASHRAE) best practices and recommendations for the prevention of COVID-19 transmission in schools.

Program and maintenance adjustments must include:

- Setting systems to run a building flush for two hours prior to occupancy;
- Increasing the volume so that a maximum of fresh air being brought into buildings;
- Adjusting CO2 setpoints to 800 PPM to increase fresh air volumes introduced into the school;
- Increasing the duration of all systems with occupancy sensors to run systems for a minimum of 2 hours so that systems continue exchanging the air in the classroom post occupancy;
- Setting systems in gymnasiums, and other large single zones, to run 100% rather than a reduced fan speed which is the normal mode;
- Increasing the frequency of HVAC filter changes to twice the normal rate;
- Engaging the services of an independent mechanical engineer to review the operation and set up of the HVAC systems.

Where possible, occupants must maximize natural ventilation by opening the doors and windows to periodically change the air.

When using air conditioners and fans in ventilated spaces, air should be moved from high places to lower places. Avoid situations where air is blowing directly from one person's breathing zone to another's. Avoid horizontal cross breezes.

Air quality testing will be conducted by the District Safety Officer either as routine or upon request by a principal.

### 4.2 Food Services

Schools can continue to provide food services, including for sale.

Some schools offer food services that are regulated under the [Food Premises Regulation](#). These are typically cafeterias, though may include some meal programs.

- If food service is provided in schools that is regulated under the Food Premises Regulation, no additional measures beyond those articulated in this document and regular requirements as outlined in the regulation need to be implemented (e.g. a FOODSAFE trained staff member, a food safety plan, etc.).



## SD71 Communicable Disease Prevention

- [Food Safety Legislation](#) and the [Guidelines for Food and Beverage Sales in B.C. Schools](#) continue to apply as relevant.

For food contact surfaces, schools should ensure any sanitizers or disinfectants used are approved for use in a food service application and are appropriate for use against COVID-19. These may be different than the products noted in this document for general cleaning and disinfection. Additional information is available on the [BCCDC website](#).

Schools can continue to accept food donations to support learning and the delivery of meal programs, breakfast clubs and other food access initiatives.

Schools should continue to emphasize that food and beverages should not be shared. School meal programs should follow regular operating practices.

Best practices for food safety:

- No communal food such as a box of donuts/bowl of fruit, bag of popcorn etc.
- No self-serve options or buffets.
- No shared use of condiments, cutlery, or dishware.
- Coffee and tea stations can be used with proper hand hygiene after use. There should be no sharing of stir sticks, spoons etc.

### 4.3 Keyboards and Electronic Devices

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice and gaming consoles can carry germs. These electronics should be cleaned and disinfected regularly.

The BC Center for Disease Control advises:

- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting.
- If no manufacturer guidance is available, use disinfectant wipes or sprays with at least 70% alcohol.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Do not immerse devices in liquids and do not use hydrogen peroxide or vinegar as they do not work and may damage screens.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Keyboards, mice, controllers and electronic devices will be disinfected using hand sanitizer and paper towels/tissues or antiseptic wipes before use.



## SD71 Communicable Disease Prevention

- Ideally, check with the manufacturer of your device for the best cleaning methods (e.g. did you know that you are not supposed to clean the tip of an Apple Pencil?).
- Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
- Disinfecting wipes and/or a 70% isopropyl alcohol solution will work fine for most devices – don't soak the cloth, just make sure it's damp and lint-free.
- You should avoid using aerosol sprays and window cleaners, as well as cleaning products with abrasives, hydrogen peroxide, chlorine, acetone, ammonia, or bleach, as these may discolor or otherwise harm your devices.
- Make sure whatever you are using for a cloth is soft – avoid paper towels and other abrasive items.
- Gently wipe all hard, nonporous surfaces (display, keyboard, frame, etc.) on devices. You don't need to scrub or press hard.
- Do not spray cleaner on the device or submerge it in cleaner but do spray cleaner onto a cloth so you don't risk getting unwanted moisture in any places where it shouldn't be. You may want to test on fabric, leather, or other porous surfaces to make sure this won't damage them (a mild solution of soap and water may be preferable for those).
- Don't clean inside any ports or openings – if you need to remove something from these then use a dry cloth.
- Young children should only use hand sanitizer with adult supervision.

### 4.4 Music / Singing Classes

- K-12 staff and students in Grades 4 to 12 must wear masks when indoors and a barrier is not present. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument) but must be worn while singing.
- Shared equipment should be cleaned and disinfected as per Cleaning and Disinfecting guidelines and students should be encouraged to practice proper hand hygiene before and after music equipment use.

Equipment that touches the mouth (e.g. instrument mouth pieces) should not be shared unless cleaned and disinfected in between uses.

- The B.C. Music Educators' Association and the coalition for Music Education in B.C. have developed [Guidance for Music Classes in BC During COVID-19](#). In the case of any discrepancy in guidance, schools and school districts are expected to follow the Ministry of Education guidelines.

### 4.5 Books and Print Materials

The BCCDC advises that there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources. The risk of COVID-19 transmission by books and print materials is low and is expected to be similar to other common surfaces such as doorknobs and handrails. As always, good handwashing practices are essential.

### 5.0 Health Checks

#### 5.1 School Staff

- All SD71 staff must complete daily health checks prior to their arrival at work (see Appendix D).
- Health checks can be carried out using the [Covid-19 self assessment tool](#).
- No person who is ill may attend school.

#### 5.2 Students

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID19, or other infectious respiratory disease before sending them to school (Use the BC K-12 Daily Health Checker App).

Students and staff should stay at home when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.

If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.

For mild symptoms without fever, students and staff can monitor at home for 24 hours. If symptoms improve, they can return to school without further assessment.

If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner or going to a COVID-19 testing centre.

Administrators must clearly communicate with parents and caregivers about their responsibility to assess their children daily before sending them to school.

Classroom staff must remain vigilant and inquire about student health daily. Teaching staff must remind students about the importance of daily health checks and staying home if sick.

Classroom staff must follow sick child protocol in the event of student illness and immediately isolate sick children and arrange for parental pick-up (see section 14.0).



Schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

### 5.3 Allergies and Asthma

A person with a history of allergies or asthma can attend school if they do not, in addition to expected allergy or asthma symptoms:

- have fever
- feel un-well
- have respiratory or gastrointestinal symptoms

### 5.4 Staff Illness at Work

If a staff member becomes ill at work, they should leave their school/assigned work area without delay.

Those with symptoms which resolve within 24 hours that they can return to school as soon as their symptoms improve, and they do not require testing.

Those who's symptoms persist must be tested for COVID-19. If the test is negative, they can return to work when well. If a staff member is diagnosed with COVID-19, they must follow public health directives and self-isolate. They will be required to self-isolate for a minimum of 10 days from when symptoms began.

To arrange for a COVID test call the COVID-19 CALL CENTRE: 1-844-901-8442 (MON-SUN 8:30 A.M. - 4:30 P.M.) or 811.

Schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

### 5.5 Illness of Close Family Members

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff member has no symptoms themselves. If the household member tests positive for Covid-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experience in BC is not Covid-19 even if the symptoms are similar. Students and staff who experience symptoms consistent with a previously diagnosis health condition can continue to attend school when they are experiencing these systems as normal. They do not require reassessment by a health care provider and should not be required to provide a health care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a health care provider.



## SD71 Communicable Disease Prevention

To arrange for a COVID test call the COVID-19 CALL CENTRE: 1-844-901-8442 (MON-SUN 8:30 A.M. - 4:30 P.M.) or 811.

## 6.0 Personal Space

### 6.1 Reinforcing the Need for Personal Space

Personal space is defined as the distance from which a person feels comfortable being next to another person.

Students, staff and Visitors need to respect personal space. Principals must remind students and staff about the need to respect other's personal space using visual supports, signage, prompts, video modelling, etc. as necessary. Resource materials are available from the SD71 Print Shop. Strategies that schools can consider to help create space between people include:



- Use available space to spread people out, both in learning environments and for gatherings and events, where possible.
- Implement strategies that prevent crowding at pick-up and drop-off times. Focus on entry and exit areas, and other places where people may gather or crowd.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Take students outside more often, where and when possible.
- Parents/Caregivers and other visitors should respect other's personal space while on school grounds including outside.
- Manage flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.

### 6.2 Directional Markers

Use floor markings and posters (available from the SD71 Print Shop) to address traffic flow throughout the school and remind individuals of the requirement to respect personal space. Principals can reapply directional floor markers at their discretion in consultation with the local Safety Committee.



### 6.3 Outdoor Play Activities

Teachers should endeavor to maximize outdoor play/instruction. Playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play.

### 6.4 How to encourage personal space in the Classroom

- Avoiding close greetings like hugs or handshakes.

- Help younger children can learn about Personal space by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends. Older children can be provided age appropriate reading material and encouraged to self-regulate.
- Take children outside more often, perhaps breaking children into smaller groups to maintain a degree of distance.
- Set up regular learning activities outside such snack time, arts and craft time.
- Regularly clean and sanitize items that are designed to be shared, such as game controllers.
- Set up mini environments within the school to reduce number of children in a group (e.g., set up 2 or 3 learning areas for numeracy and literacy activities).
- Increase the space between children during activities such as snack/lunch (e.g., move or separate tables, move chairs farther apart).
- When children want to use the same area/activity, redirect some children to another area.
- Discourage any food or drink sharing.
- Consider staggering snack/lunch time so you can accommodate smaller groups with more space.
- Reinforce and remind of the rule of 'hands to yourself'.
- Consider using educational videos and online programs as a part of learning so children can sit independently and distanced from each other.
- Provide reassurance, good listening and maintain routines.
- Children hear and take in a lot of the talk that is going on around them, especially as they get older.
- Reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy. Make sure the information is suitable for their age level.
- Let them know they can ask questions. Answer questions honestly but make sure that the information is suitable for their age level.
- Maintain familiar activities and routines, as possible, as it can reinforce the sense of security for children. At the same time, build in those personal space strategies into your learning activities.
- Keep parents and caregivers informed about what you are doing in your educational setting to take extra precautions, be responsive to children.
- Be clear about your policy that children need to stay home if they are sick.



## 7.0 Busing

### 7.1 Hand Sanitizing

Bus drivers must wash their hands often, including before and after completing trips. The driver must keep hand sanitizer readily available for self and occupants as may be required.

Children must wash or sanitize their hands before they leave home to take the bus, when they arrive at school, when they are leaving school prior to taking the bus, and when they get home.



## SD71 Communicable Disease Prevention

Drivers must carry Alcohol-Based Hand Sanitizer (ABHS) with at least 60% alcohol and use it after assisting a child to their seat, touching wheelchairs or other assistive devices, or having other direct contact with children, as needed throughout a trip.

### 7.2 Cleaning and Disinfecting SD71 Buses

It is the Driver's responsibility to ensure that the school bus interior surfaces are disinfected using a School District 71 approved disinfectant (See Section 2.5) prior to use. Disinfecting can be carried out by the driver using the following work procedure:

#### *Equipment/Supplies*

- Disinfectant wipes
- Waste disposal bags and tape/ties
- Mop with disposable mop pads or HEPA filtered vacuum.
- Spray bottle with approved Disinfectant Solution
- Paper towels
- Nitrile gloves

#### *Work Procedure:*

1. Sanitize hands
2. Don disposable nitrile gloves
3. Work from the front of the bus to the rear in a methodical fashion. Use disposable wipes or spray disinfectant with disposable towels and wipe down all high touch surfaces including:
  - Keys
  - Drivers door grab handles, pads and armrests
  - Steering wheel
  - Shift lever and console
  - Dashboard
  - Turn signal and wiper stalks
  - Seat and Seat adjuster
  - Seat surfaces including back, top and sides facing the aisles
  - Hand railing(s)
  - Window opening hardware and surrounding areas
  - Interior wall sections below passenger windows
  - Manual control handle for service door
4. Wet mop or HEPA vacuum the floor.

5. If wet mopping, apply approved disinfectant solution to a disposable mop pad and mop floor surfaces spraying the mop head frequently with disinfectant solution to keep it damp. Change the mop pad as required to prevent it from becoming excessively dirty.
6. Dispose of soiled mop pads, used wipes and any other items in contact with contaminated surfaces in a waste disposal bag. Seal the waste disposal bag and discard in lined trash bin.
7. Wash / sanitize hands.

### 7.3 Personal Space

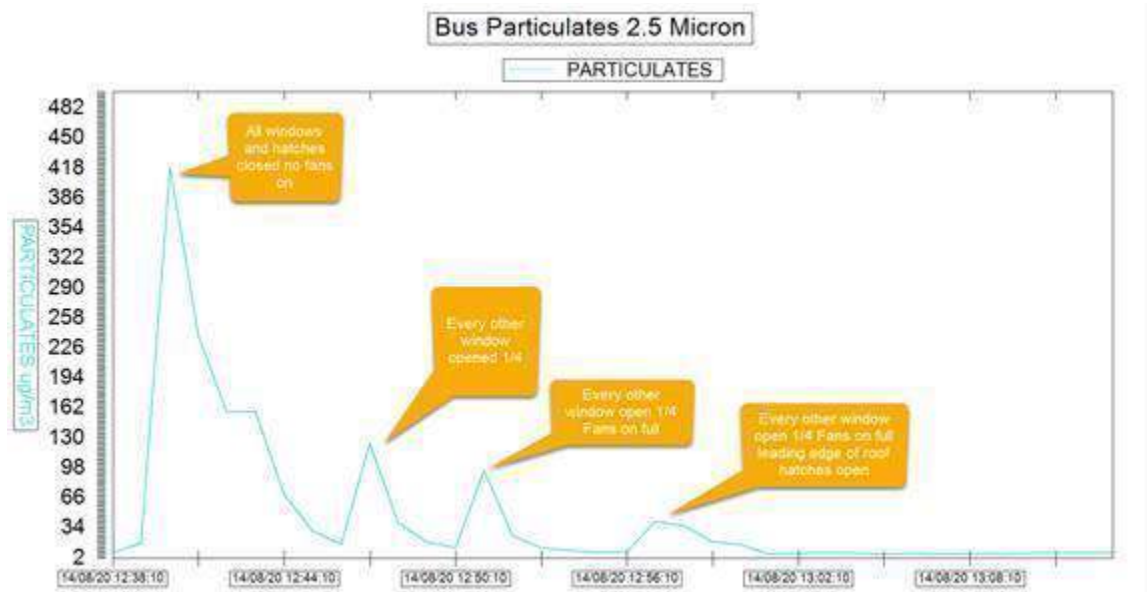
Students must be positioned on the bus to maximize personal space and prevent unintentional contact. Passengers must be spread out if empty seats are available.

All students, grade 4 to 12, are required to wear face masks.

Bus drivers will wear a non-medical mask and a reusable face shield at any time when they cannot physically distance from others during the course of their duties.

### 7.4 Ventilation

Buses will operate with mechanical and natural ventilation at all times.



As a minimum:

- Every other window on the bus must be opened ¼ of the way.
- Mechanical ventilation must be switched on and in operated in the non-recirculating mode.
- Roof hatches will be opened to the maximum extent possible given weather conditions.

Administrators will advise parents and caregivers of the ventilation protocol and told to dress children accordingly.



## SD71 Communicable Disease Prevention

### 7.5 Child Illness on the Bus

If a child displays covid-19 like symptoms on the bus the driver will:

- Don a face non-medical masks and face shield.
- Move the student to the front of the bus on the passenger side and move other students as necessary so that the seats adjacent and behind remain unoccupied.
- Provide the student with a mask if they are not already wearing one. If the child is preadolescent provide a child sized non-medical mask (if tolerated) and help them don it, then sanitize hands.
- Open the window nearest the ill child to the ½ position.
- Inform the destination school by cell phone or through dispatch that there is a sick child on board and advise the administration to arrange for pick up by the parent or guardian.
- Upon arrival at the school unload the sick child first and supervise the student outside of the bus physically distance the child from self and others.
- Instruct all students to sanitize their hands while exiting the bus.
- Stay with the child until school staff arrive.
- Ensure that the student does not enter the school and remains outdoors and away from others while awaiting parental pick-up.
- Thoroughly clean and disinfect the bus prior to leaving the school see section 7.2 above.

### 8.0 Carpooling

Schools should share the following guidance with staff and families regarding carpooling arrangements (personal or school-related):

- Spread out vehicle occupants as much as possible.
- Travel with the same people whenever possible.
- Set the vehicle's ventilation to BRING IN FRESH OUTSIDE AIR, and do not recirculate the air.
- Open windows when the weather allows.
- Clean hands before and after trips.
- Clean frequently touched surfaces regularly.

For carpooling related to school activities, students, staff and other adults must follow the mask requirements outlined in the Personal Protective Equipment section (Section10). For personal carpooling, as per public health recommendations, people 9 and older are encouraged to wear masks while carpooling (masks are not suggested if carpooling with members of the same household).

### 9.0 Hand Hygiene and Respiratory Etiquette

Proper hygiene can help reduce the risk of infection or spreading infection to others. All staff are required to wash hands with soap and water for a minimum of 20 seconds or sanitize hands frequently with alcohol based (60%) hand sanitizer, at a minimum:

THIS IS A CONTROLLED DOCUMENT. Copies may not be current. For a current document contact SD71 Safety Manager. Safe Work Procedure: SWP17 September 6, 2021 Safety Manager Cell 250.897.8211 Email: Safety@SD71.bc.ca Page: 21

- When arriving at work.
- When arriving at any school.
- Before and after any breaks.
- Before and after eating and drinking.
- Before and after using an indoor space used by multiple occupants.
- Before and after handling food.
- After using the toilet.
- After contact with body fluids (i.e., runny noses, spit, vomit, blood).
- After cleaning tasks.
- After removing gloves.
- After handling garbage.
- Whenever hands are visibly dirty.
- When using frequently touched shared equipment.



When coughing or sneezing:

- Cough or sneeze into a tissue or the bend of your arm, not your hand.
- Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

## 10. Personal Protective Equipment (PPE)

### 10.1 Face Masks

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) indoors in schools, on school buses and while carpooling. Where used, commercial/cloth non-medical masks must be maintained in a clean and sanitary condition and be regularly changed and properly disposed of.



All students in Grades 4 to 12 are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) indoors in schools and on school buses.

Students in Grades K to 3 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.

Staff should utilize positive and inclusive approaches to engage students in the use of masks and should not employ measures that are punitive or stigmatizing in nature.

Staff and students who are experiencing symptoms of respiratory illness, even if mild, should stay home. The use of a mask is not an acceptable alternative. Outside of the health care settings, the effectiveness of PPE is generally limited to protecting others should you be symptomatic.



## SD71 Communicable Disease Prevention

All visitors must wear a non-medical mask when they are inside the school.

Maintenance and Operations staff must wear a mask in vehicles containing more than one occupant.

Masks will be distributed by the District Safety Manager. They are also available upon request by submitting an [eBase](#) request or by contacting SD71 Maintenance Department directly at (250) 338-7475.

The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:

- to a person who cannot tolerate wearing a mask for health or behavioural reasons;
- to a person who is unable to put on or remove a mask without the assistance of another person;
- if the mask is removed temporarily for the purposes of identifying the person wearing it;
- if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.);
- if a person is eating or drinking;
- if a person is behind a barrier (e.g., a divider, a cubicle, or in a room by themselves) or;
- while providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important.

*No student should be prevented from attending or fully participating at school if they do not wear a mask. Staff should utilize positive and inclusive approaches to engage students in the use of masks, and should not employ measures that are punitive or stigmatizing in nature.*

### 10.2 Cleaning and Disposing of Masks

Commercially available, disposable non-medical masks should not be cleaned and reused because putting these masks in the washing machine may damage the protective layers, reducing their effectiveness. All masks should be changed if wet or visibly soiled; a wet mask should not be used for an extended period.

To dispose of masks after use:

1. Wash your hands with soap and water before taking off your mask.
2. Dispose of used masks in a wastebasket lined with the plastic bag.
3. After taking off your mask, wash your hands again with soap and water before touching your face or doing anything else.
4. All waste can go into regular garbage bins.
5. Clean your hands with soap and water after emptying the wastebasket.

Homemade or cloth masks should be cleaned and changed often:

- To clean a homemade cloth mask, wash it using the directions on the original material (for example, if the mask was made from t-shirt material, follow the washing instructions on the



## SD71 Communicable Disease Prevention

t-shirt tag) but in general, warmer water is better. Dry the mask completely (in the dryer using a warm/hot setting if possible).

- Do not shake dirty masks to minimize spreading germs and particles through the air. If dirty cloth masks have been in contact with someone who is sick, they can still be washed with other people's laundry.
- Any damage, fabric break down, or change in fit will reduce the already limited protection of cloth masks.

See this video from Health Canada: [How to wear a non-medical mask](#)

### 10.3 Gloves

Gloves may be used by staff providing first aid, staff providing close personal care or custodians working with cleaning agents. Other than that, they are not recommended; good hand washing and sanitation practices are.

## 11.0 Student Drop off and Pick up

Student drop off and pick-up in most situations should occur outside the school. Incidental or unplanned access to the school by parents/caregivers should be discouraged.

## 12.0 Access Control

### 12.1 Office Staffing

The principal must ensure that access to the school is monitored throughout normal operating hours. Office staff must be readily available to deter un-authorized access.

### 12.2 Challenge Unauthorized/Unrecognized Personnel

All staff are required to assist in maintaining access control by challenging those who are unauthorized/unrecognized and directing them to the front entry exterior of the school.

### 12.3 SD71 and Visitor ID

All staff who do not regularly work in the school, including maintenance staff, must wear and prominently display School District ID.

Visitors should wear SD71 Visitor ID.

### 12.4 Maintenance Staff Sign-in/Sign-out Procedures



## SD71 Communicable Disease Prevention

Maintenance staff must, in all cases, check-in at the front office when carrying out work in schools. Maintenance staff must not, except in emergency situations, commence work activities inside the school with out front office staff first being advised.

### 12.5 Contractors

All contractors entering School District buildings must:

1. Have prior authorization to enter from either Maintenance and Operations or the School Principal.
2. Conduct daily health checks and do not come to work if there is anyone in their household who is ill, or, if they have any of the following symptoms:
  - Fever
  - Cough
  - Congestion
  - Nasal Drip
  - Sneezing
3. Advise the school in advance of arrival and indicate ETA .
4. Wear a reusable cloth mask or commercial non-surgical mask while on school property.
5. Thoroughly wash/sanitize hands upon arrival at the school.
6. Sign in at front office, identify where you will be working in the building.
7. Wear contractor ID or a school visitors' badge.
8. Expect that staff will challenge unrecognized personnel in the building.
9. Sanitize all common high touch areas touched such as switches, doorknobs, etc. with antiseptic wipes or hand sanitizer and paper towels.
10. Use good respiratory etiquette such as coughing or sneezing into your sleeve or a tissue.
11. Observe physical distancing requirements (2M).

### 12.6 Parents and School Visitors

Access to the school by parents and visitors is permitted. Where possible visitor access at the school will be limited to those areas required for the purpose of the visit. Parents and visitors are asked to go through the school office for appointments and Visitor ID must be worn. Student drop off and pick-up in most situations should occur outside the school. Visitors must comply with school-based requirements and the conditions listed on the back of Visitor ID card.



### 13.0 Reporting to Public Health and Managing Exposures

It is important for school staff to report unusual absenteeism patterns or symptoms in staff or children who recently attended the school. It is recommended that notification to District Health & Safety Department ([safety@sd71.bc.ca](mailto:safety@sd71.bc.ca)) occur in outbreaks or unusual situations, such as when absenteeism of students/children or staff is greater than would be expected (10%), or severe illness is observed. The District will notify Public Health of any reported concerns.

See the Ministry of Education resource [Management of Illness and Exposures at School](#)

### 14.0 Sick Child Procedures

Any child exhibiting COVID-19 symptoms must be isolated from others and supervised in a separate pre-selected room with a door (Seclusion/Isolation Room).

If the child is on the bus, they should remain supervised outside of the school while awaiting parental pick-up (see section 7.5).

Parents/caregivers must be notified and advised to pick-up the student immediately.

Staff supervising symptomatic children must use strict hand washing techniques, wear a surgical mask and face shield and, where tolerated, have the ill student wear a surgical mask.

Where possible, maintain 2 metres from the ill student.

Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.

Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. Except for the designated Supervisor, there must be no access to the seclusion room during isolation (signs available through the Print Shop).

Place the 'Seclusion Room' sign on the exterior of the door providing access to the room.

There must be no access to the room after child pick-up until the room has been thoroughly cleaned by custodial staff.

Staff supervising a sick child must disinfect touch points with a spray bottle filled with SD71 approved disinfectant and disposable paper towels or hand sanitizer and properly disposed paper towels or tissues.

Once cleaning has been effected supervising staff must then thoroughly sanitize hands before leaving the room used for isolating the sick child.

The sign on the door must remain in place until thorough custodial has been carried out.

Those who experience symptoms which resolve within 24 hours can return to school as soon as their symptoms improve, and they do not require testing.

To arrange for a COVID test call the COVID-19 CALL CENTRE: 1-844-901-8442 (MON-SUN 8:30 A.M. - 4:30 P.M.) or 811.



Schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

### 15.0 First Aid


Although the risk of virus transmission from an asymptomatic (no symptoms) person is low. First aiders should use gloves and surgical masks when rendering first aid. First Aiders must follow the BBF protocol (Appendix F) when cleaning up blood and body fluids.

### 16.0 Blood and Body Fluids

Blood and body fluids (BBF) should be cleaned up by the school custodian. Where a custodian is not readily available a request for custodial assistance can be made by calling the Operations Dept and ask for the dispatch of a custodian. If the BBF spill is presenting an immediate hazard and a custodian is not readily available clean-up should be carried out by the School First aider. In all cases blood and body fluids will be cleaned up using the SD71 protocol, equipment and supplies. BBF totes have been placed in the first aid area of every school. The totes contain recommended equipment and supplies along with step by step clean-up procedures. See Appendix F.




Appendix A Hand Washing Protocol




## Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



### Hand Hygiene


**SOAP OR ALCOHOL-BASED  
HAND RUB: Which is best?**





Remove hand and wrist jewellery


**Either will clean your hands:  
use soap and water if hands  
are visibly soiled.**


#### HOW TO HAND WASH


- 

1  
Wet hands with warm (not hot or cold) running water
- 

2  
Apply liquid or foam soap
- 


3  
Lather soap covering all surfaces of hands for 20-30 seconds
- 


4  
Rinse thoroughly under running water
- 


5  
Pat hands dry thoroughly with paper towel
- 

6  
Use paper towel to turn off the tap


#### HOW TO USE HAND RUB

- 


1  
Ensure hands are visibly clean (if soiled, follow hand washing steps)
- 

2  
Apply about a loonie-sized amount to your hands
- 

3  
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)




Ministry of Health



BC Centre for Disease Control

**If you have fever, a new cough, or are  
having difficulty breathing, call 8-1-1.**



COVID19\_181521



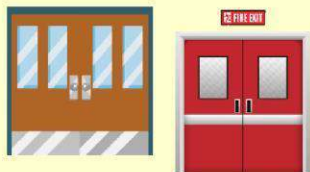
## SD71 Communicable Disease Prevention

### Appendix B Enhanced Cleaning Procedures

Next Page

# SD71 Enhanced Environmental Cleaning Guide

The following enhanced cleaning measures have been developed to mitigate the spread of virus during an outbreak or pandemic. During these times, Custodians place a priority on cleaning and disinfecting surfaces and objects that are touched often:



## Main Entrance and All Interior Doors

- Door handles and crash bars
- Push plates and push areas above door handles and crash bars (both sides)



## Reception and Offices

- Countertops and desktops
- Light switches
- Cabinet handles
- Copiers/printer touchscreens and lid handles
- Telephones, keyboards/mice monitor power button



## Handrails and Elevators

- Staircase handrails
- Guardrails
- Elevator pushbuttons



## Drinking Fountains

- Handles, knobs and pushbuttons of drinking fountains and bottle fillers



## Washrooms

- Countertops, faucets, sinks
- Toilet and urinal flush buttons/handles
- Toilet stall locking mechanisms, pulls and areas around (both sides)
- Soap/paper dispensers



## Classrooms

- Light switches
- Cabinet handles
- Teacher's chairs (top back and arm rests)
- Student chairs and stool (top back and sides)
- Desks and tables (top and sides and 1-2" of area immediately under the sides)
- Faucets, sinks, countertops
- Telephones, Keyboards, mice and monitor power button
- Soap/paper dispensers



## Libraries and Computer Labs

- Light switches
- Cabinet handles
- Countertops and desktops
- Keyboards, mice and monitor power button
- Touchscreens and lid edges on copiers/printers
- Telephones



## Staff Rooms

- Light switches
- Cabinet handles
- Faucets, sinks
- Appliance handles
- Countertops
- Tables (top and sides and 1-2" of area immediately under the sides)
- Chairs (top back and arm rests)
- Keyboards, mice and monitor power button

### Exceptions:

Shop equipment, kitchen equipment, furniture (other than listed above), books

### Childcare spaces:

These groups are required to clean their own tables, counters, toys and chairs.

After the centre is closed, custodians are responsible to replenish supplies and disinfect all touch points as per enhanced cleaning Procedures above.

If an electrostatic sprayer is available, a custodian will spray disinfectant on all touch points at the end of each day.

***If you have any questions regarding these enhanced cleaning procedures, contact Manager of Custodial Services***



***Phone: 250-338-4193 Cell: 250-650-1453 Email: [rene.lanoix@sd71.bc.ca](mailto:rene.lanoix@sd71.bc.ca)***

## Covid-19 School Occupancy Requirements and Protocols

### Appendix C 25 Ways to Beat COVID-19

#	Item	Notes	✓
1.	Has the school clearly communicated with parents and caregivers about their responsibility to assess their children daily before sending them to school?	Request that parents use the BC K-12 Daily Health Checker App.	
2.	Are school staff and other adults entering the school are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school?	Request that staff use the BC COVID-19 Self-Assessment Tool	
3.	Have all students and staff been made aware that they must go home if they become ill at school?	See Sick Child Procedures Section 14.0 of the SD71 protocol and Section 5.4 Staff Illness at work.	
4.	Are the members of the local Joint Occupational Health and Safety Committee aware that they have an important role to play in inspecting the workplace, evaluating the effectiveness of Communicable Diseases protocols and making recommendations for improvement.	Administrators will encourage and accommodate reasonable requests for release time to carry out these functions and SD71 Manager of Occupational Health and Safety (OHS) will provide release time as appropriate. "Communicable Diseases" should be a standing item on the Committees agenda. Committees must meet monthly and submit minutes to the District Safety Manager.	
5.	Are all staff aware that they are responsible to carry out ongoing, supplemental cleaning of their work areas to ensure that high touch areas remain disinfected?	This is an unprecedented requirement that must be understood and implemented, "for now", to reduce the potential of disease transmission during the pandemic.	
6.	Have all classrooms been provided with disinfectant wipes, spray bottles, paper towels, tissues and hand sanitizer?	See section 2.5 of the protocol. There are currently 4 disinfectants approved for use in the classroom and an additional 5 that must be used by custodial staff only.	

## Covid-19 School Occupancy Requirements and Protocols

7.	Are disinfectants safely stored out of reach of children in the classroom?		
8.	Have all staff completed the online 2021/22 communicable Diseases knowledge test?	This is a mandatory requirement.	
9.	Does the school have a room selected that can be used to isolate a sick child while awaiting parental pick-up?	 <p>See section 3.1 and 14.0 of the protocol. The isolation room sign must be readily available for placement on the door providing access when in use.</p>	
10.	Are Staff aware that schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.		
11.	Are staff aware that the "Isolation Room" must be carefully cleaned by Custodial staff after use?	High touch areas should also be disinfected by the staff member who supervised the sick child after the child has left.	
12.	Has a "sign-in" station been established in proximity of the main doors?	Hand sanitizer should be located at this area. All access to the school should be monitored and, where possible, all but the main entrance doors should remain locked during the day.	
13.	Have directional markers (available from the print shop) been applied to the floor as deemed appropriate in consultation with the Safety Committee?		

## Covid-19 School Occupancy Requirements and Protocols

14.	Has the Safety Committee reviewed all shared staff spaces such as breakrooms and lunchrooms to determine if maximum occupancy limits need to be posted?	Occupancy limits should be determined based on limiting incidental contact and respecting personal space. Encourage staff to use of alternate areas, including outside, for breaks.	
15.	Have staff been advised to maximize natural ventilation in the classroom by opening doors and windows and “airing out” the room frequently?		
16.	Are there an adequate number of waste receptacles in the classroom, are their tissues in each class?		
17.	Are classroom desktops and counter surfaces kept clear to facilitate ongoing disinfection throughout the day and allow for nightly custodial cleaning/disinfection?		
18.	Do teachers working in shop, art, music and foods programs understand that they, in addition to implementing ongoing disinfection of high touch areas themselves, must educate, direct and supervise students to ensure adequate cleaning and disinfection of PPE, equipment, supplies and tools between, before and after to use.	This is an unprecedented requirement that must be understood and implemented,” for now” to reduce the potential of disease transmission during the pandemic. Only use disinfectants approved for staff or supervised student use. See table in section 2.5.	
19.	Are staff aware that mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice and gaming consoles must be cleaned and disinfected regularly.	See section 4.3 for specific procedures for doing this.	
20.	Are Teachers aware that they should continue to maximize outdoor play/instruction.		

## Covid-19 School Occupancy Requirements and Protocols

21.	Have staff been advised to assist in maintaining access control in the school by challenging those who are unauthorized/unrecognized and directing them to the front entry exterior of the school.	See section 12.2	
22.	Do Buses always operate with every other window at least ¼ open, roof hatches opened to the maximum extent that weather permits, and mechanical ventilation switched on high and set in non-recirculation mode.	See Section 7.4 of the Protocol	
23.	Are bus drivers aware that a child exhibiting COVID like symptoms on the bus must not enter the building upon arrival at the school but be supervised outside while awaiting parental/caregiver pick-up.	See section 7.5	
24.	Do bus drivers remind students to sanitize their hands when entering or exiting the bus.		
25.	Have staff been advised to report unusual absenteeism patterns or symptoms in staff or children to the Principal.	Principals should notify District Health & Safety ( <a href="mailto:safety@sd71.bc.ca">safety@sd71.bc.ca</a> ) of outbreaks or unusual situations, such as when absenteeism of students/children or staff is greater than would be expected (10%), or severe illness is observed.	

# Covid-19 School Occupancy Requirements and Protocols

## Appendix D Daily Health Check

Daily Health Check			
1. Key Symptoms of Illness*	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered "YES" to one of the questions included under 'Key Symptoms of Illness' (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

If you answered "YES" to two or more of the questions included under 'Symptoms of Illness' or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

When a **COVID-19 test** is recommended by the health assessment:

- If the COVID-19 test is **positive**, you should stay home until you are told by public health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.
- If a COVID-19 test is **recommended but is not done** because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from school until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).


If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should seek testing for COVID-19.

**A health-care provider note (i.e. a doctor's note) should not be required to confirm the health status of any individual.**


\*Check BCCDC [Symptoms of COVID-19](#) regularly to ensure this list is up to date.

[COVID Self Assessment Tool](#)

## Appendix E – Sign-in Sheet



### Please Sign-In




CORONAVIRUS

DATE	NAME	OCCUPATION OR SCHOOL AFFILIATION	AREA VISITED	HEALTH CHECK COMPLETED (Y/N) See Below**	TIME IN	TIME OUT

## Appendix F – Blood and Body Fluid Procedure

The following applies mainly to diseases transmitted through blood but should also be followed when handling other body fluids such as vomit, urine or feces.



### Clean-up Procedure

1. Keep all personnel well away from spill. If required, have someone stand by while you gather clean-up supplies (spill kit)
2. Obtain the blood and body fluid spill kit from the first aid room, if there are any sharps (needles) involved obtain the sharps container and tongs as well
3. Isolate the immediate area, place wet floor signs and/or cordoning off tape well away from the spill (10' where possible)
4. Be aware of and guard against the potential for a slip and fall for self and others
5. Don disposable gloves, eye protection (Face Shield), disposable booties
6. Pick up any sharps with tongs and place them in the sharps container, close lid on sharps container NOTE: always take the sharps container to the sharps and not the other way around
7. Cover the spill with paper towels and/or absorbent material (Eco Absorb) to absorb the liquid
8. Clean up the paper towels and/or absorbent material and place waste directly in lined garbage can
9. Spray affected area and a further 2' out around the perimeter of the area with alcohol or hydrogen peroxide based disinfectant
10. Leave disinfectant on surface for 5 minutes
11. Dry affected area with paper towels
12. Wipe reusable equipment with disposable disinfectant wipes (scraper, dustpan, sharps container, tongs, face shield)
13. Place all waste including used disposable gloves and booties in a lined trash can
14. Double bag waste and place it directly in the garbage dumpster
15. Wash hands with soap and water
16. Return spill kit/sharps container to storage location in the first aid room
17. Replenish spill kit supplies (Replacement supplies and equipment available from school custodian or Custodial Supervisor)

Notes: The affected floor area can be washed with mop and standard detergents and disinfectant. If mop and bucket used mop and mop bucket must be disinfected and well rinsed after use. If the spill is on porous materials carpet cleaning or wet vacuuming will also be required.

### If you get blood or body fluids in your eyes or mouth or on skin

- Go to plumbed in eyewash station and rinse eyes and mouth with copious amounts of continuously running water
- Wash exposed skin with soap and water and rinse and dry
- Notify your supervisor

### If you get blood or body fluids on your clothing

- Don disposable gloves
- Wipe clothing with paper towel to remove excess moisture

## Covid-19 School Occupancy Requirements and Protocols

- Use disinfectant wipe or spray bottle with disinfectant saturate affected area of clothing with alcohol or hydrogen peroxide based disinfectant
- If you suspect that blood or body fluids have saturated through clothing and come in contact with skin:
  - o remove affected clothing
  - o wipe skin with alcohol or hydrogen peroxide based disinfectant
  - o dry skin with paper towel
  - o use disinfectant wipe or spray bottle with disinfectant liberally saturate the affected area of clothing with alcohol or hydrogen peroxide based disinfectant
  - o pat dry clothing with paper towels

### If you prick your self with a needle or sharps

- o notify and obtain assistance from the local first aid attendant (where available)
- o encourage the wound to bleed, hold it under running water
- o wash the wound area with soap and water
- o dry the wound and cover it with a dressing
- o go to the hospital emergency ward
- o if no first aid attendant available notify the first aid attendant at the next possible opportunity
- o notify your supervisor

### Spill Kit

Bucket	Spray bottle with alcohol or hydrogen peroxide based disinfectant	Eye Protection (face shield)
Paper towels	Disinfectant wipes	Garbage bags
Gloves	Absorbent Material (currently Eco Absorb)	Dust pan
Scraper	Cordoning off tape (caution tape)	Waste bags
Disposable Booties	Duct Tape	Replacement supplies and equipment available from school custodian or Custodial Supervisor



**Blood and Body  
Fluid**

**SPILL  
KIT**

