SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)

COVID-19– School Restart Health & Safety Plan

May 25th, 2020
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1. Executive Summary

Rocky Mountain School District (RMSD) is committed to providing a safe and healthy workplace for all staff and students. A combination of measures will be used to minimize the risk of exposure to the COVID-19 virus. The Exposure Control Plan (ECP) and Safe Work Procedures (SWP) will protect staff and students within the district. It is important that all staff are trained and follow the procedures outlined in the ECP and SWP in order to prevent or reduce risk of exposure to COVID-19.

The SARS-CoV-2 virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from a person touching a contaminated surface and then touching their face. Higher risk situations require adequate protocols to address the risk.

Infection prevention and exposure control measures help create a safe environment for students and staff. The figure below describes measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

The Rocky Mountain School District ECP identifies the risks and outlines the control measures needed to reduce the exposure and transmission of the COVID-19 virus. This plan was reviewed by the District Health and Safety Committee, which has representation from both the BCTF and CUPE unions, exempt staff and supervisors from Rocky Mountain School District.

The Rocky Mountain School District’s School Restart Health & Safety Plan, in conjunction with school-specific operational procedures, has been put in place to reduce the risk of exposure to COVID-19. This safety plan complies with WorkSafeBC, and the Provincial Health Office and Ministry of Education protocols for the re-opening of the K-12 schools in Rocky Mountain School District.
On March 17, 2020, the British Columbia government declared a provincial state of emergency to support the response to the novel coronavirus (COVID-19) pandemic.

The primary objective of the Federal and BC Provincial government is to limit potential exposure of Canadians to COVID-19. Employers are to review operations and take preventative measures to ensure workers are not exposed; everyone must do their part to help reduce the spread of the virus and help flatten the curve.

To minimize risk of exposure to COVID-19, the School District’s Safety Plan for COVID-19 works in conjunction with the District’s Pandemic Plan. This includes the Exposure Control Plan detailing how the District will keep workers safe, and the Safe Work Procedures which support the Exposure Control Plan through preventative measures, training and record-keeping.

School District No. 6 requires all staff to follow these operational directives and safe work procedures for COVID-19. The documents linked below are all available on the School District website portal under the COVID-19 tile.

SD6 Exposure Control Plan
Safe Work Procedures
Education and Information
COVID-19: Public Health Guidance for Public School Settings

COVID-19 Preventative Measures

- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Maintain safe social distancing between yourself and others.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- If you have questions about whether or not you should be tested for COVID-19, use the self-assessment tool at https://bc.thrive.health/covid19.

Note: The BCCDC has indicated that the wearing of masks is not required in K to 12 educational settings. However, the wearing of a mask at school is a personal choice which will be respected.
**Arriving at School**

- Perform daily self-assessment for symptoms of common cold, influenza, COVID-19 or other infectious or respiratory disease prior to entering the school.
- Use designated entrance(s)
- Use automatic door openers whenever possible (*pressing the switch with your elbow*).
- Immediately wash hands at the nearest washroom.
- When hand hygiene is complete go directly to your classroom/work area. Stay in your work area as much as reasonably possible.
- Commence work day.

**Shared Spaces** *(Such as Photocopier or Supply Room)*

- Perform hand hygiene prior to using shared equipment.
- Only one person allowed in the room at a time.
- Handle office equipment as little as possible.
- Using disinfectant provided, disinfect commonly used surfaces or equipment after use.

**Staff Rooms and Breaks**

*Using the Provincial Health Officer’s guidelines for social distancing, Principals/Supervisors will determine and post maximum occupancy of the staffroom.*

- Perform hand hygiene before you go into the staff room.
- Use dedicated coffee and drinking cups. (*staff should label their cup and keep it in their work area*)
- Do not sit in staff rooms for meals or breaks. Staff rooms can be used for food storage, accessing appliances, etc.
- Bring a lunch/snack that does not require a lot of preparation (to limit microwave use, surface use, etc.). It is encouraged that you bring your own plate, utensils, etc.
- Using disinfectant provided, disinfect commonly used surfaces or equipment after use.
- Do not share food or drinks.
- Before you return to your classroom/workspace, practice hand hygiene again.

**Receiving Items/Materials at the Workplace**

*Items will not be accepted from any facility or household with known exposure to COVID-19.*

- Each facility will designate a room for receiving parcels, packages, and materials that are delivered to them.
- The room will have a designated area for “Used/Received” items and another designated area for “Clean/Sanitized” items.
- An employee will direct the person delivering the items to the designated room.
- The person delivering items will place them in the area marked “Used/Received”.
- The custodian will check daily to see if there are items/packages in the used/received area that require sanitization.
- The custodian will sanitize items and place them in the area marked “Clean/Sanitized”.
- An employee will remove cleaned items from the “Clean/Sanitized” area the next work day.

**Illness**

- If you are sick, stay home.
- If you start to develop symptoms while at work, let your Principal/Supervisor know via text, email or phone.
- If you are not sure whether you should stay home, use the self-assessment tool at [https://bc.thrive.health/covid19](https://bc.thrive.health/covid19)

Surrena Craig,  
District Health & Safety Officer  
Extension: 3908  
Cell Phone: 250-688-6276  
e-mail: surrena.craig@sd6.bc.ca

June 1, 2020
On May 15, 2020, the Ministry of Education published the K-12 Education Restart Plan and the accompanying Health and Safety Guidelines for K-12 Education. This document is provided to parents/guardians to outline our plans in SD6, following the continuity of learning principles that have guided us during the pandemic:

- Maintain a healthy and safe environment for all students, families and employees
- Provide the services needed to support the children of our essential workers (ESWs)
- Support vulnerable students who may need special assistance
- Provide continuity of educational opportunities for all students

Moving from Stage 4 to Stage 3 on June 1

**Public Health Recommendations:**

- Adolescent children **should physically distance themselves** where possible when outside the family unit or household.
- For younger children, maintaining physical distance is less practical and the focus should be on **minimizing physical contact** instead.

SD6 Plan Overview:

- Attendance is optional – parents have indicated by responding to the survey whether their children will attend.
- Schools will contact each family to advise them of the schedule for their children.
- Students in K-5 will attend 2 days per week; students in 6-12 will attend 1 day per week.
- K-5 will be scheduled at no more than 50% of the students at a time; 6-12 will be scheduled at no more than 20%.
- Schools will operate in-class instruction Monday-Thursday; Friday will be for remote learning.
- Expectations must be adjusted; teachers will be teaching students face to face during the day Monday through Thursday, therefore remote learning will not be as “robust” as it was previous to June.
- The school day will be the same length as before the suspension of in-class instruction (the usual start and dismissal times).
- Some children of ESWs and others with unique circumstances may attend Monday to Friday as necessary.
- Busing requests will be prioritized based on distance from school and available space. Capacity is reduced as safety guidelines allow only one per student per seat.

**Health and Safety Measures at School**

- Parents are required to monitor their children daily for symptoms and not to send them to school if they are sick. People who are sick will not be allowed at school. If a child has a fever, a new cough or has difficulty breathing, call 8-1-1.
- Children will be asked to wash their hands frequently, including upon entering the school. Washing hands often with soap and water for at least 20 seconds is expected, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. Hand sanitizer will be available at entrances and in classrooms that don’t have a sink. We are well-stocked.
- Coughing/sneezing etiquette is to be followed; students are to use their elbow or a tissue, and then throw out the tissue if used and wash their hands afterwards.
- Students are to avoid touching their eyes, nose, and mouth and avoid close contact with anyone who is sick.
- Social distancing is expected for students in grades 6-12. Primary students are expected to refrain from physical contact with each other, including on playgrounds. Learning activities will be planned with these guidelines in mind.
- Student belongings should be labelled, and each student’s school supplies and lunch should be transported back and forth from school in a backpack. Students should bring a labelled water bottle. Students will not have access to lockers.
- Students will keep “outside shoes” on and will keep their backpack with them at their desk or table. Students will hang coats on their chair, they will not use coat rooms or lockers. Students are not to share food or personal items with others.
- Schools will be cleaned more frequently; washrooms 2x per day, high touch points 2x per day (door knobs, light switches, toilet handles, tables, desks, chairs, electronic devices, keyboards and toys), any surface that is visibly dirty, and general cleaning and disinfecting once a day.
- Recess, lunch times and transitions will be staggered to minimize the number of children in common areas. Playground structures are open for use as of June 2. Students are asked to refrain from physical contact with each other and to wash their hands upon re-entering the school. SD6 will not be sanitizing playground structures.
- Students will be physically spaced during learning activities. Classes will operate outside on a more frequent basis.
- Strategies will be used to manage the flow of people in common areas, including hallways. We will use a “stay right” policy.
- Parents and caregivers are asked not to come into the school except by appointment, and to practice diligent hand washing and social distancing when present.

If you have questions about whether or not you or your child should be tested for COVID-19, use the self-assessment tool at [https://bc.thrive.health/covid19](https://bc.thrive.health/covid19).

*Note: The BCCDC has indicated that the wearing of masks is not required in K to 12 educational settings. However, the wearing of a mask at school is a personal choice which will be respected.*
Principals emailed to families a document that outlines restart information specific to the school. The school specific operational procedures for restart can be found on the district website under COVID-19 Communication and also on each school’s website.

If you did not respond to the survey advising the school as to whether your child(ren) will be attending in June and would now like your child(ren) to attend, and if you are requesting bus service, please contact the school directly.

If you have questions, please contact your child’s school.

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**Bus Transportation**

- Space Is limited, so please make arrangements to transport your child(ren) if possible.
- Students may only be one to a seat, except for children from the same household.
- Transportation will be prioritized based on space available and families will be notified by the Transportation dept.
- Buses will be disinfected twice daily.

**Arriving at School**

- Ensure children have been screened for any symptoms of illness prior to arrival. Children who have symptoms must stay home.
- Use designated entrance(s).
- Use automatic door openers whenever possible (*pressing the switch with your elbow*).
- Immediately wash hands at the nearest sink or use the hand sanitizer at the door.
- When hand hygiene is complete go directly to your designated classroom.

**Illness**

- If your child is sick, have them stay home.
- If your child starts to develop symptoms while at school, let your Principal/Supervisor know via text, email or phone.
- If you are not sure about symptoms, use the self-assessment tool at [https://bc.thrive.health/covid19](https://bc.thrive.health/covid19)
SCHOOL DISTRICT NO. 6 (ROCKY MOUNTAIN)

COVID-19– Exposure Control Plan

March 27th, 2020
Revised May 21st, 2020
Revised May 22nd, 2020
COVID-19– Exposure Control Plan

**Purpose of Exposure Control Plan:**

The purpose of this exposure control plan is to eliminate or minimize the risk of occupational exposure to biological agents, as well as to reduce the risk of infection should exposure occur.

1. Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS-CoV). A new coronavirus, known as 2019-nCoV (COVID-19) is the cause of an outbreak of respiratory infections.

The symptoms reported to date are similar to other respiratory illnesses, including the flu and common cold. They include cough, sneezing, fever, and difficulty breathing. Changes to this virus have allowed COVID-19 to infect humans. Spread of the virus occurs mainly through poor coughing/sneezing etiquette or poor hand washing and then touching of a regular contact surface (door knobs, handles, etc.). The virus can then be transferred to another person’s hand and in turn their mucus membranes (eyes, nose, mouth). Infections of COVID-19 are occurring worldwide with varying degrees of severity. With symptoms similar to regular seasonal influenza, steps need to be taken in order to help prevent (and respond) to any outbreaks in Rocky Mountain School District (RMSD) schools.

2. **Policy Statement**

The Board of Education of School District No. 6 (Rocky Mountain) is committed to providing a safe and healthy environment for its workers. To achieve this, our district has established and will maintain an occupational health and safety program designed to prevent injuries and disease. It is also a belief of the Board of Education that the focus on health & safety will also benefit students and the general public by providing a safe and healthy environment for all.

All workers share a responsibility with the Board of Education to take reasonable care to protect their own health and safety and that of other persons in the workplace. Every worker is to protect the health and safety of themselves and other persons by working in compliance with the school district safe work procedures and by complying with those regulations applicable to their work.

In accordance with the BC Workers’ Compensation Act and Regulations, the Board of Education shall provide a copy of this policy for inclusion in the School District’s Occupation Health and Safety Program.

Refer to Policy 4500 Occupational Health & Safety:

3. **Responsibilities**

**Senior Management:**

1. Follow the direction of the Provincial Health Officer to reduce or restrict contact between individuals in the workplace (i.e.: workers, contractors, couriers, public).
2. Follow the direction of the Ministry of Education, BCPSEA and Interior Health.
3. As per WorkSafe BC’s guidelines, assess whether employees need to be present in the workplace or if they can work remotely during the COVID-19 pandemic.
4. Update information for all staff concerning current emergency issues.
5. Update the District webpage with information regarding COVID-19 as it becomes available.
6. Provide updates and act as a resource to the Board of Education, Administrators, Principals/Supervisors, employees and parents.
Principals/Supervisors:
1. Instruct staff to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory diseases prior to entering the school.
2. As per WorkSafe BC guidelines, employers should ensure that the following workers do not come to work:
   i. Workers who are ill, whether or not the illness has been confirmed as COVID-19;
   ii. Workers who have travelled internationally must remain away from the workplace for at least 14 days;
   iii. Workers who have an ill person in their home (this means a person who is experiencing symptoms similar to COVID-19);
   iv. Workers who share a residence with a person who has been exposed to COVID-19.
3. Educate students, staff members, parents and others regarding proper washing of hands with soap and water and/or the use of the sanitizer dispensers.
4. Educate students, staff members, parents and others on proper sneezing, coughing and social distancing etiquette.
5. If a student or staff member develops signs or symptoms of COVID-19 while at school or at work, follow the BCCDC guidelines for K-12 school settings. Refer to Appendix A.
6. Arrange increased cleaning/disinfection as required.
7. If an employee must get close to a person who is indicating signs and symptoms of the COVID-19 virus, they must wear personal protective equipment such as a mask and gloves.

Employees:
1. Employees must assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory diseases prior to entering the school.
2. As per WorkSafe BC guidelines do not come to work if:
   i. You are ill, whether or not the illness has been confirmed as COVID-19;
   ii. You have travelled internationally you must remain away from the workplace for at least 14 days;
   iii. You have an ill person in your home (this means a person who is experiencing symptoms similar to COVID-19);
   iv. You share a residence with a person who has been exposed to COVID-19.
3. If you are exhibiting signs and symptoms of COVID-19 while at work notify your Principal/Supervisor.
4. Follow applicable safe work procedures.
5. Participate in proper hand washing procedures and proper sneezing/coughing etiquette.
6. Practice recommended social distancing.
7. Instruct students, with age appropriate techniques, on proper procedures for washing hands, proper sneezing/coughing etiquette, as well as social distancing etiquette.
8. Follow this Exposure Control Plan.

Occupational First Aid Attendants: (see COVID-19 Tile for Poster File)
1. Always follow routine practices (universal precautions) for infection control.
2. Stock the medical rooms with the appropriate personal protective equipment required for the protection of first aid staff.
3. Notify Principal/Supervisor if a student or staff member has signs and symptoms of COVID-19 and are in an isolated area.
4. Notify the Principal/Supervisor when cleaning/disinfection of the medical room is required.
## 4. Risk Identification & Assessment

<table>
<thead>
<tr>
<th>Job Duty</th>
<th>Potential Exposure</th>
<th>Frequency and Duration</th>
<th>Risk Level</th>
<th>Control Measure</th>
</tr>
</thead>
</table>
| Classroom Teacher, Education Assistant, Principal, School Clerical Staff, Other Staff who Interact Directly with Students | • Co-workers  
• Shared work surfaces  
• Students | Daily for the duration of a school day | Low | Elimination/Substitution Controls  
• None  
Engineering Control  
• Plexiglass barriers  
Administrative Control  
• Decrease density of people in building  
• Frequent handwashing  
• Do not report to work if unwell  
• Prior to school, parents must assess their child daily for illness  
• Cough/sneeze etiquette  
• For older students and adults maintain safe physical distance whenever possible  
• For younger students minimize physical contact  
• Twice a day clean and disinfect frequently touched surfaces  
| | | | |  
Personal Protective Equipment (PPE)  
• None Required |
## Risk Identification & Assessment – continued

<table>
<thead>
<tr>
<th>Job Duty</th>
<th>Potential Exposure</th>
<th>Frequency and Duration</th>
<th>Risk Level</th>
<th>Control Measure</th>
</tr>
</thead>
</table>
| Non-School Clerical Staff, Board Office Staff, International Staff, Operations Administration Staff | • Co-workers
• Shared work surfaces | Daily for the duration of the day | Low | Elimination/Substitution Controls
• Where possible, consider remote work options for workers who do not require office attendance
• Avoid large meetings or gatherings. Use virtual communication |
| | | | | Engineering Control
• Plexiglass barriers |
| | | | | Administrative Control
• Frequent handwashing
• Do not report to work if unwell
• Cough/sneeze etiquette
• Social/physical distancing from others
• Twice a day clean and disinfect frequently touched surfaces |
| | | | | Personal Protective Equipment (PPE)
• None Required |
| Operations – Custodians, Maintenance and IT Personnel | • Co-workers
• Shared Work Surfaces
• Students | Daily | Low | Elimination/Substitution Controls
• None |
| | | | | Engineering Control
• None |
| | | | | Administrative Control
• Frequent handwashing
• Do not report to work if unwell
• Cough/sneeze etiquette
• Social/physical distancing from others
• Twice a day clean and disinfect frequently touched surfaces |
| | | | | Personal Protective Equipment (PPE)
• None Required (though other PPE may be required due to other reasons, ie use of cleaning product) |
## Risk Identification & Assessment – continued

<table>
<thead>
<tr>
<th>Job Duty</th>
<th>Potential Exposure</th>
<th>Frequency and Duration</th>
<th>Risk Level</th>
<th>Control Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transportation – Bus Drivers</strong></td>
<td>• Co-workers&lt;br&gt;• Shared Work Surfaces&lt;br&gt;• Students</td>
<td>Daily</td>
<td>Low</td>
<td>Elimination/Substitution Controls&lt;br&gt;• Encourage parents to transport children if possible</td>
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<td></td>
<td>Engineering Control&lt;br&gt;• None</td>
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<td></td>
<td>Administrative Control&lt;br&gt;• Decrease density of students on the bus&lt;br&gt;• Frequent handwashing&lt;br&gt;• Do not report to work if unwell&lt;br&gt;• Prior to morning pickup, parents must assess their child daily for illness&lt;br&gt;• Cough/sneeze etiquette&lt;br&gt;• Social/physical distancing from coworkers&lt;br&gt;• Minimize physical contact on the bus&lt;br&gt;• Twice a day clean and disinfect frequently touched surfaces</td>
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<td></td>
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<td>Personal Protective Equipment (PPE)&lt;br&gt;• None Required <em>(though other PPE may be required due to other reasons. ie use of cleaning product)</em></td>
</tr>
<tr>
<td><strong>First Aid Attendants</strong></td>
<td>• Co-workers&lt;br&gt;• Shared work surfaces&lt;br&gt;• Students</td>
<td>Infrequent Occurrences</td>
<td>Low</td>
<td>Elimination/Substitution Controls&lt;br&gt;• Triage at a distance where possible</td>
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<td></td>
<td>Engineering Control&lt;br&gt;• None</td>
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<td></td>
<td></td>
<td></td>
<td>Administrative Control&lt;br&gt;• Frequent handwashing&lt;br&gt;• Do not report to work if unwell&lt;br&gt;• Cough/sneeze etiquette&lt;br&gt;• Frequent cleaning of high touch-point surfaces&lt;br&gt;• Proper Donning/Doffing of PPE</td>
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<td></td>
<td>Personal Protective Equipment (PPE)&lt;br&gt;• Face mask&lt;br&gt;• Gloves</td>
</tr>
</tbody>
</table>
5. Control Procedures

You can call HealthLinkBC at 8-1-1, 24 hours a day/seven days a week to speak to a nurse if you have more questions or if you are feeling ill. COVID-19 is a virus and is generally spread when an infected person coughs or sneezes. Here are eight simple, common sense precautions that can help safeguard everyone’s health:

1. **Prior to work, check self for signs/symptoms of COVID-19** *(common cold, influenza, COVID-19 or other infectious respiratory diseases).* If exhibiting signs/symptoms of the COVID-19 virus refer to the BCCDC website self-assessment tool.
   

2. **Stay home when you are sick with any illness** such as *common cold, influenza, COVID-19* or other infectious respiratory diseases. Get plenty of rest and check with a health care provider as needed.

3. **Avoid close contact with people who are sick.** Practice social distancing keeping 2 metre distance from others to minimize risk of exposure.

4. **Physical Distancing and Minimizing Physical Contact.** Physical distancing strategies should be implemented wherever possible. Younger students should be supported to have minimized physical contact with one another, while older students and adults should seek to maintain a safe physical distance of 2 metres whenever possible. This includes school activities such as field trips, fund raising, etc.

The following physical distancing strategies should be implemented where possible.

- Avoid close greetings (e.g. hugs, handshakes). Regularly remind students about keeping “hands to your self”.
- The number of students in a space should not exceed the ability to maintain health and safety measures.
- Spread out into different areas. *(consider different classroom and learning environment configurations to allow distance between students and adults. An example would be different desk and table formations.)*
- Stagger pick-up and drop-off times *(including busing)* as necessary.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Take students outside more often.
  - Organize learning activities outside including snack time, place-based learning and unstructured time.
  - Take activities that involve movement, including those for physical health and education, outside.
  - Reassure students, parents and caregivers that playgrounds are a safe environment, and encourage appropriate personal hygiene practices before, during, and after outdoor play.
- Incorporate more individual activities or activities that encourage more space between students and staff.
  - For younger students, adapt group activities to minimize physical contact and reduce shared items.
  - For adolescent students, minimize group activities and avoid activities that require physical contact.
- Manage flow of people in common areas, including hallways and bathrooms.
- Parents and caregivers and other non-staff adults entering the school should be minimized. They should also be reminded to practice diligent hand hygiene and maintain physical distance when they are in the school.
- Assemblies and other school-wide events should be held virtually to avoid large gatherings of people in one space.
5. **Personal Protective Equipment.** No additional personal protective equipment is required for reducing COVID-19 transmission) beyond precautions regularly taken or previously identified for the use with a specific student. There is no evidence to support the use of medical grade, cloth, or homemade masks in school settings at this time. Wearing one is a personal choice and is to be respected.

6. **Use Proper Sneezing and Coughing Etiquette.** The best way to protect others from COVID-19 is to practice proper sneezing and coughing etiquette.

   **Proper Sneezing and Coughing Etiquette**
   - **Do:**
     - Sneeze/cough into a disposable Kleenex or your sleeve (elbow/arm).
     - Direct the sneeze/cough away from those in the general area.
     - Wash your hands frequently.
   - **Do Not:**
     - Sneeze/cough without covering your mouth.
     - Sneeze/cough into re-usable hankies.
     - Sneeze/cough into your hands (if you do, wash hands immediately.)

7. **Wash your hands.** Washing your hands often will help protect you from getting sick. When soap and water are not available, use disposable hand wipes or alcohol-based hand-sanitizers.

   **Proper Hand Washing**
   The best way to protect yourself from COVID-19, and most viruses and germs for that matter, is by practicing proper hand washing techniques. These 4 steps can prevent you from inadvertently transferring the virus/germ from a contact surface (*door knob, light switch, etc.*) to susceptible areas (*nose, mouth, eyes*):
   - Wet hands with hot water.
   - Add soap, scrub hands, all sides, top of hands and palms, for **20 seconds**.
   - Rinse and dry with paper towel.
   - Use paper towel to turn off faucet.

   **Hand Sanitizer Stations**
   Hand sanitizer stations may be offered at the school or workplace, however:
   - These stations are only intended as a supplement to proper hand washing procedures noted above.
   - They will be refilled by Operations as required.

   **Washroom Hygiene Etiquette**
   During the current COVID-19 pandemic, proper washroom hygiene etiquette is **as important** as proper handwashing etiquette. These 4 steps can prevent you from inadvertently transferring the virus/germ from a contact surface (*door knob, light switch, etc.*) to susceptible areas (*nose, mouth, eyes*):
   - Enter the washroom and wash hands as directed above;
   - Once you have used the facilities, approach the sink and turn on the faucet;
   - Wash hands as directed above;
   - Leave the water running from the faucet, dry hands with paper towel and turn off the faucet using paper towel (be careful not to touch sink with your hands. Using the paper towel, open the door of the washroom, discard the paper towel into the nearest garbage can.

8. **Staff Rooms/Areas must maintain the social distancing of 2 metres.** Do not sit in staff rooms/areas for lunch or breaks. Staff rooms and shared spaces must have a maximum occupancy posted on the door.

9. **Avoid touching your eyes, nose or mouth.** You can become ill by touching a surface contaminated with COVID-19 and then touching your eyes, nose or mouth.
10. **Practice other good health habits.** Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods, avoid smoking and vaping (*which may increase the risk of serious consequences if you do contract the virus*).

6. **Education & Training**

The District will inform all workers of the risk related to COVID-19 and recommended prevention controls. The District will educate all workers on contents of the Exposure Control Plan and applicable Safe Work Procedures.

**Note:** contact the District Health & Safety Officer 250-688-6276 for clarification and/or questions.

**Content of training:**

**All staff at RMSD**

1. Hand Hygiene, Sneezing and Coughing Etiquette
2. Exposure Control Plan
3. Applicable Safe Work Procedures

**Custodians**

1. Infection Control Cleaning Procedures – (*see COVID-19 Tile for Safe Work Procedures (SWP) File*)
3. Applicable Safe Work Procedures


- Alternate Work Sites
- Arrival at School
- Bodily Fluids
- Custodial Infection Control Plan
- First Aid Attendant
- Home Visits
- Learners at School Setting
- Operations/Maintenance and Trades
- PPE
- Receiving Items Materials at the Workplace
- Removal of Students Belongings – Elementary
- Removal of Students Belongings – Secondary
- Safety Inspection for Working at Home
- Students with Complex and Diverse Needs
- Transportation Infection Control Plan
- Work Environment

8. **Health Monitoring**

- If a worker is exhibiting signs and/or symptoms of COVID-19 while at work their Principal/Supervisor will direct the worker to return home immediately and direct them to the BCCDC website to use the self-assessment tool.
- The Principal/Supervisor will alert the Superintendent of Schools (DRT Director) and the Director of Operations (Operations-Facilities) of the possible exposure of COVID-19.

9. **Documentation**

Documentation associated with the exposure to COVID-19 will be maintained. The documentation includes, but is not limited to:

- Exposure Control Plan and Safe Work Procedures for COVID-19
- Education and training records related to COVID-19
- First aid records pertaining to exposures to COVID-19
- Incident investigation reports pertaining to exposures to COVID-19
- WorkSafe BC inspection reports, if applicable
- Refusal of Unsafe Work related to exposure to COVID-19

10. References

RMSD Safe Work Procedures
RMSD6 Safe Work Procedures

Education (posters)
https://portal.sd6.bc.ca/Covid19/Pages/default.aspx#

BC Center for Disease Control
http://covid-19.bccdc.ca/

Interior Health website
https://www.interiorhealth.ca/Pages/default.aspx

WorkSafe BC

Government of British Columbia website
https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations/ministries/health
## Appendix A: What to Do if a Student or Staff Member Develops Symptoms at School

<table>
<thead>
<tr>
<th>If a Student Develops Symptoms of COVID-19</th>
<th>If a Staff Member Develops Symptoms of COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</strong></td>
<td><strong>IF STAFF DEVELOPS SYMPTOMS AT HOME:</strong></td>
</tr>
<tr>
<td>Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</td>
<td>Staff must be excluded from work and stay home for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</td>
</tr>
<tr>
<td><strong>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</strong></td>
<td><strong>IF STAFF DEVELOPS SYMPTOMS AT WORK:</strong></td>
</tr>
<tr>
<td>Staff must take the following steps:</td>
<td>Staff should go home as soon as possible.</td>
</tr>
<tr>
<td>1. Immediately separate the symptomatic student from others in a supervised area.</td>
<td>If unable to leave immediately:</td>
</tr>
<tr>
<td>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</td>
<td>1. Symptomatic staff should separate themselves into an area away from others.</td>
</tr>
<tr>
<td>3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</td>
<td>2. Maintain a distance of 2 metres from others.</td>
</tr>
<tr>
<td>4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</td>
<td>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</td>
</tr>
<tr>
<td>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</td>
<td>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</td>
</tr>
<tr>
<td>6. Once the student is picked up, practice diligent hand hygiene.</td>
<td>5. If concerned, contact 8-1-1 or the local public health unit to seek further input.</td>
</tr>
<tr>
<td>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).</td>
<td></td>
</tr>
<tr>
<td>8. Contact 811 or the local public health unit to notify them of a potential case and seek further input.</td>
<td></td>
</tr>
<tr>
<td>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</td>
<td></td>
</tr>
</tbody>
</table>

If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.