



SD 50 (Haida Gwaii) Safe Work Instructions for Site Operations during Pandemic COVID 19

Purpose:

To outline the safe work instructions for site operations during pandemic influenza COVID 19 Ministry of Education Stage 3.

Scope:

This work instruction applies to employees of School District 50 (Haida Gwaii) and all sites.

Related Documents

Exposure Control Plan for <https://sd50.bc.ca/wp-content/uploads/2020/05/SD50-COVID-19-Exposure-Control-Plan-200522.pdf>

Pandemic Response Plan <https://sd50.bc.ca/wp-content/uploads/2020/03/SD50-Pandemic-Response-Plan-032020.pdf>

Definitions:

1. **COVID-19** means the illness resulting from an infection by the novel coronavirus SARS-CoV-2 (2019-nCoV)
 - a. COVID-19 signs and symptoms
 - i. cough
 - ii. fever
 - iii. difficulty breathing
 - iv. pneumonia in both lungs
2. **Mass gathering** means any collection of over 50 people in a defined area indoors, and outside, where physical distancing cannot be established or maintained.
 - i. This does not apply to staff or students in a school setting provided that school physical distancing measures can be followed. This means that there can be more than 50 students and staff in a school at any given time if they are not all in one area at the same time and are actively engaged in physical distancing to the extent possible.
3. **Physical Distancing** means minimizing close contact with others including:
 - a. Avoiding crowded places and non-essential gatherings
 - b. Avoiding common greetings, such as handshakes, hugs and kisses
 - c. Limiting contact with people at higher risk (e.g. older adults and those in poor health)
 - d. Keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible
 - i. It is expected that physical distancing will be more challenging for young children in a school setting, the focus should be on minimizing contact
 - ii. Secondary students will self monitor and manage physical distancing compliance during transitions and unstructured time.
4. **Stage 3** means K-7 attending 50% and 8-12 attending 20% of the time in class.



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Instructions

1. Supervisor must:

- a. Ensure that all employees are informed of these instructions and the Exposure Control Plan for Pandemic Influenza – COVID-19 as well as other related documents.
- b. Facilitate physical distancing by
 - i. Minimizing congestion at entrances.
 - ii. Ensure adequate supply of PPE
 - iii. Propping external main entrance doors open during transition times – start of the day, recess, end of the day.
 1. Propping open doors does not include internal fire separation doors.
 - iv. Identifying narrow stairwells as going up levels or down levels only.
 - v. Appropriately plan and schedule work and breaks as necessary.
 - vi. Assessing the proximity of employees in workspaces and change seating arrangements by moving employees or installing a physical barrier.
- c. Inform occupants to stay to the right when transitioning between classes or workspaces.
- d. Implement a system to manage the access of the building by employees and others.

Consider:

- i. Promoting virtual communications using online booking times systems
- ii. Planning in person visits by appointment only
- iii. Ensuring droplet shields are installed for all administrator assistant or secretary desks where physical distancing is not possible.
- iv. Implementing physical distancing floor markings or other equivalent means where it is expected that more than one person will be waiting for service. For example, spacing of chairs, placing cones, or signs.
- v. Ensuring a contact registry is in place and maintained for all those that are on site.
 1. Ensure all staff that are present onsite have signed the registry.
 2. Ensure all visitors – including contractors, and district personnel – use the contact registry giving their name, date, in-time and out-time.
 3. This contact registry may be accomplished multiple ways
 - a. Electronic log maintained by the office admin staff – excel in a shared OneDrive
 - b. Paper copy – office admin to fill out information
- vi. Parents or caregivers with an appointment should go no further than directly to the reception area
 1. In most cases only one parent or guardian should be in the reception area at a time.
- vii. Kindergarten – drop off and pick up must be coordinated to reduce a parent's need to enter the school.
 1. Receive students at the drop off area,
 2. Take students outside to a defined pick up area / drop off area,



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- viii. The needs of parents of learners with unique requirements can be addressed on a case-by-case basis.
 - e. Ensure that mass gatherings are not carried out.
 - i. Adapt alternate means of holding the event
 - f. Ensure that custodial staff are carrying out required cleaning services.
 - g. Ensure that all parents and guardians are aware of the requirement to complete a daily COVID-19 screening of their children prior to dropping them off at school.
 - h. Ensure all parents and guardians are aware that they must remain outside of the school during drop off and pick up unless agreed to in advance.
- 2. Employees must:**
- a. review all COVID-19 related district published information in a timely manner, including the “Exposure Control Plan for Pandemic Influenza-COVID19” prior to initiating onsite work
 - b. continuously be self-monitoring for illness symptoms
 - c. stay home when ill, if symptoms persist self-isolate for 14 days and call the Northern Health Covid-19 Online Clinic and Information line at 1-844-645-7811
 - d. sign in and out of the contact registry when attending a district workplace
 - e. practice physical distancing as defined
 - f. plan accordingly, within reason, to limit your need to leave the workplace for lunch or appointments to go to public places during working hours
 - g. report safety hazards to your supervisor or Joint Health and Safety Committee
 - h. take extra care in ensuring their work area remain clear of clutter and organized (personal desks, tables etc...) to facilitate cleaning by the custodians
 - i. not:
 - i. plan, encourage or participate in mass gatherings greater than 50 people
 - ii. bring cleaning chemicals from home
- 3. Hygiene**
- a. A thorough washing of the hands with soap and water is the best protection against illness. Follow this instruction for handwashing:
 - i. Check that the paper towels are accessible from the dispenser,
 - 1. If not adjust dispenser until paper towels are accessible.
 - ii. Wet hands with running water.
 - iii. Apply a small amount of liquid soap. Antibacterial soap is not required.
 - iv. Rub hands together for at least 20 seconds (sing the ABC’s). Rub palms, backs of hands, between fingers and under nails/creating a lather.
 - v. Rinse off all soap with running water.
 - vi. Dry hands with a clean, disposable towel.
 - vii. Turn off taps, using the paper towel – if required
 - viii. If door is not propped open, use paper towel to open door.
 - ix. Discard the used towel in the waste container.
 - b. Employees must wash their hands often to maintain appropriate hand hygiene and minimize illness transmission
- 4. Personal Protective Equipment**



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- a. Surgical masks
 - i. Surgical masks are not recommended for children.
 - ii. Surgical masks are not recommended for employees
 1. Except those with symptoms and requiring first aid from within 2 meters.
- b. Gloves
 - i. Gloves are not recommended for employees
 1. Except:
 - a. those carrying out first aid treatment
 - b. custodians who are cleaning
 2. Follow the doffing gloves instructions and wash your hands after removing gloves





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5. Emergency Evacuations

- a. In the event of a fire alarm or evacuation while on site, physical distancing is secondary to the immediate life safety of occupants.
 - i. Evacuate using your nearest safe exit
 - ii. Proceed to the gathering area and confirm your head count with your supervisor.
 - iii. Maintain your physical distancing while remaining in an orderly fashion.
- b. Earthquake
 - i. Proceed with normal drop, cover, hold procedures.
- c. Lockdown
 - i. Follow standard lockdown procedures as physical distancing is secondary to the immediate risk of the lockdown.

6. Cough/sneeze etiquette:

- a. Cough and sneeze into the crease of the elbow or tissue.
- b. Throw tissues into a lined receptacle immediately after use
- c. Wash hands with soap and water

7. Supporting or giving first aid response to

- a. asymptomatic individuals
 - i. In addition to following universal precautions.
 1. maintain physical distancing as much as possible
 2. allow for, and encourage, self care and treatment
- b. symptomatic students
 - i. lead student to the designated space
 - ii. maintain appropriate physical distancing
 - iii. don PPE if physical distancing is not possible or a worker has to stay in the isolation room
 - iv. notify admin to contact guardian for pick up
 - v. avoid touching student's bodily fluids
 - vi. have student cover their mouth and nose with a tissue or a non-medical facemask
 - vii. provide necessary treatment
 - viii. discard any used tissues
 - ix. wash hands
 - x. request an intensive room clean
- c. symptomatic employees
 - i. Worker
 1. Notify your supervisor of your symptoms.
 2. Go home and self-monitor.
 - a. If symptoms persist self-isolate for 14 days and call the Northern Health Covid-19 Online Clinic and Information line at 1-844-645-7811
 3. Update your supervisor of your condition
 - ii. Supervisor



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1. Request an intensive cleaning of the spaces where the worker was deployed.
2. Take action as requested by Northern Health with respect to contact tracing or outbreaks management.
3. Keep your Superintendent informed of any required actions.

8. Practicing physical distancing in a school

- a. Employees entering the school or building must do so while maintaining physical distancing requirements.
 - i. Do not enter or leave the building in groups.
- b. Avoid hallway discussions, move to a classroom, to allow movement to happen freely in the halls.
- c. Stay to the right when walking in the corridors.
- d. Time your use of the corridors if possible to when they are not as busy
- e. When possible, prop open doors that are frequently used.
 - i. Except fire doors unless equipped with electric door holders.
- f. Use Microsoft Teams, telephone, or email for most communication, minimize the need for face to face meetings.

9. Shared spaces

- a. Arrival at school
 - i. There will be an exterior door greeter to direct students when they can enter the building after using the hand washing stations or the hand sanitizing stations
 - ii. If a large number of students are expected at the school, the arrival at school should be managed to minimize congestion.
 - iii. Walking and riding to school should be promoted.
 - iv. Parents or caregivers should not be entering the school during drop off.
 - v. Where possible all students and staff should enter through one designated main entrance door and exit through a different designated main exit door
- b. Busses must
 - i. Have no more than one student per seat
 - ii. Be scheduled to ensure physical distances can be achieved.
 - iii. Have touch points wiped down after each trip
 - iv. PPE and non medical face masks must be used by drivers.
- c. Schools must
 - i. Be cleaned twice a day wiping down doors, bathrooms, counters, light switches and other high touch areas with a deep clean in the evening
 - ii. Discontinue the recycling program
 - iii. Discontinue the use of lockers or cubbies for student storage
- d. Gym class, weight rooms and exterior basketball courts
 - i. Will remain closed
- e. Hallways
 - i. Visual markers to coordinate traffic shall be placed
 - ii. Drinking fountains and refillable water stations are not in use at this time. Bottled water is to be provided if students or staff do not bring their own.
 - iii. Consider the implementation of one way hallways
- f. Bathrooms



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- i. Where possible bathrooms should only have 1 student
- g. Cafeteria services
 - i. Cafeteria services are prohibited during this period
- h. Classrooms
 - i. The maximum capacity of a classroom shall ensure that physical distancing can be maintained when students occupy their assigned seating.
 - ii. Where possible students should enter the school and exit the school through different doors.
 - iii. Doors should be left ajar as much as reasonably practicable so that they do not require use of hands to open and to increase airflow.
 - iv. The ventilation systems will be programed to allow for more fresh air to circulate.
 - v. Teachers will have access to a %70 alcohol hand sanitizer for their rooms, sanitizer is not to be left out unsupervised.
 - vi. Seating arrangements should ensure physical distancing and have visual reminders where necessary
 - vii. Late arrivals should continue to sign in at the office
 - viii. Early departures require parents or caregivers to go only as far as the office and must be done with advance notice.
 - ix. Classrooms must be decluttered to facilitate intensive cleaning. Couches and other items that cannot be appropriately disinfected and are communal in nature of use must be removed/discarded.
 - x. Waste receptacles should be in each classroom and lined with a plastic bag.
 - xi. All desk surfaces must be kept clean at the end of the day to facilitate cleaning.
 - 1. There should be no items stuck to the desk tops except for name tags.
 - xii. Keyboards and copiers will be wiped down after every user with the approved disinfectant. Contact the IT manager for additional information
 - xiii. The use of communal tools and instruments should be minimized
 - 1. Items used should be cleaned or wiped down as necessary post use.
 - xiv. Avoid demonstrations that required the class to gather closely around to view.
 - 1. Use video or projection as alternatives.
 - xv. Students should be reminded to
 - 1. Not come to school when sick
 - 2. Wash their hands frequently
 - a. When they arrive, and before they go, before eating and drinking, after using the toilet and when visibly dirty.
 - b. This will require scheduling to avoid significant line-ups and congestion.
 - 3. Not to share food or utensils
 - 4. Place their waste directly into garbage cans
 - xvi. Access to cleaning supplies is currently limited for custodians and emergency cleaning
 - 1. Chemicals from outside the workplace are not permitted
 - xvii. Science labs, tech shop, and textile classes will remain closed unless they are reviewed for safety with input from the Joint Health and Safety Committee and a sanitization plan is implemented



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- xviii. Food classes are prohibited at this time
- i. Computers and shared Technology
 - i. Computer labs are not to be used during this period unless keyboards and devices are cleaned after every use with the appropriate cleaner
 - ii. Shared tablets are not to be used at this time unless they are cleaned after every use with the appropriate cleaner
 - iii. The use of personal devices is permitted.
- j. Counselling
 - i. Use empty classrooms or meeting rooms for sessions
 - ii. counselling offices if big enough
 - iii. Maintain physical distancing
- k. Food Access Program
 - i. To be continued the same as stage 4
- l. Front/main reception area
 - i. Limit your need to go into the reception area
 - ii. No more than one to two people should be served in the reception area, if possible, all the while maintaining physical distancing
- m. Grounds, play structures and games/sports
 - i. The use of sports fields and open areas are permitted.
 - ii. The use of play structures is currently prohibited unless adequate cleaning can be provided
 - iii. Sports equipment use should be minimized to that which is easy to clean.
- n. Libraries
 - i. Will be closed unless they are reviewed for safety with input from the Joint Health and Safety Committee and a sanitization plan is implemented
- o. Music/Band and Strings
 - i. Attempts must be made to meet physical distancing requirements
 - ii. Wind instruments are prohibited from use inside the school at this time.
 - iii. Activities that increase the probability of droplet transmission should be reviewed to ensure that the most protective measures are taken. i.e. choir might require a larger room or outside.
- p. Photocopier rooms
 - i. Minimize the use or need for printed materials,
 - ii. Only one person at a copier at a time.
 - 1. Plan or schedule large photocopier jobs –e.g. use an online calendar, or sign up log
 - 2. Schedule use of copier during non instructional time if possible
 - 3. Wipe down photocopier after use with approved disinfectant
- q. Staffrooms/meeting rooms
 - i. The maximum capacity of a meeting room or staffroom shall ensure that physical distancing can be maintained.
 - 1. If necessary post maximum occupancy on the entrance door
 - ii. Wash your hands before and after you use items in the staffroom and after leaving the staffroom
 - iii. Maintain physical distancing while in a staffroom.
 - iv. Refrain from eating in the staffroom; use it for food storage, accessing



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appliances, etc. unless your Joint Health and Safety Committee approves a safe use plan

- v. Clean the areas, surfaces, appliances, etc. that you use in the staffroom.
- vi. Wash your hands before you eat
- vii. Do not share food, drink or containers.