



# 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 2 **DRAFT August 21 2020**

## 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/2020/08/SD50-COVID-19-Exposure-Control-Plan.pdf>

Pandemic Response Plan <https://sd50.bc.ca/wp-content/uploads/2020/08/SD50-Pandemic-Response-Plan.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
    - v. chills
    - vi. shortness of breath
    - vii. runny nose/stuffy nose
    - viii. loss of sense of smell or taste
    - ix. headache
    - x. fatigue
    - xi. diarrhea
    - xii. loss of appetite
    - xiii. nausea and vomiting
    - xiv. muscle aches
    - xv. conjunctivitis (pink eye)
    - xvi. dizziness, confusion
    - xvii. abdominal pain
    - xviii. skin rashes or discoloration of fingers or toes
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



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

---

- b. Avoiding common greetings, such as handshakes, hugs and kisses
  - c. Limiting contact with people at higher risk outside of their cohort (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, when outside of your cohort.
    - 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 when outside of their cohort
4. **Cohort** means a group of students and staff who remain together throughout a school term. Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.
- a. In elementary school a cohort can be composed of up to 60 people.
  - b. In secondary schools, a cohort can be composed of up to 120 people.
  - c. Cohorts can be composed of students and staff.
  - d. School administrators should determine the composition of the cohorts. The composition of the cohort should remain consistent for all activities that occur in schools, including but not limited to learning and breaks (lunch, recess, classroom changes, etc.).
  - e. Within the cohort, minimized physical contact should be encouraged but a 2 metre physical distance does not need to be maintained.
  - f. Cohort composition can be changed at the start of a new quarter, semester or term in the school year. Outside of these, composition should be changed as minimally as possible, except where required to support optimal school functioning. This may include learning, operational, or student health and safety considerations.
  - g. Consistent seating arrangements are encouraged within cohorts where practical.
  - h. School administrators should keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.
  - i. During break times (e.g., recess, lunch), students may want to socialize with peers in different cohorts:
    - i. In elementary schools, students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.
    - ii. In secondary schools, students can socialize with peers in different cohorts if they can maintain physical distance. Students must maintain physical distance when socializing with peers in different cohorts.
  - j. Students from different cohorts may be required to be together to receive beneficial social supports, programs, or services (e.g., meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much possible while still ensuring the support, program, or service



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

---

continues. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.

## 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 administrative 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.



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

---

1. Receive students at the drop off area,
  2. Take students outside to a defined pick up area / drop off area,
  - 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 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.
  - h. 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.
  - i. Consider having parents and caregivers provide a copy of a completed daily health check form that confirms they understand how to complete the daily health check and that it must be completed daily. An example is included as Appendix B.
  - j. Alternatively, conduct daily health checks for respiratory illness at drop-off by asking parents and caregivers to confirm the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
  - k. 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.
  - l. Should not provide notification to staff, students or 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.
- 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. Staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
  - d. Any staff who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider.
  - e. Staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
  - f. Staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms they should seek assessment by a health-care provider.
  - g. sign in and out of the contact registry when attending a district workplace
  - h. practice physical distancing as defined



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

---

- i. plan accordingly, within reason, to limit your need to leave the workplace for lunch or appointments to go to public places during working hours
- j. Staff outside of a cohort must practice physical distancing when interacting with the cohort. For example, a learning assistance teacher or a counsellor can work with students from multiple cohorts, but they should maintain physical distance from students and other staff as much as possible. When physical distancing cannot be maintained and other strategies, for example reconfiguring rooms, securing an alternate space or installing physical barriers are not viable options, staff are required to wear a non-medical mask.
- k. report safety hazards to your supervisor or Joint Health and Safety Committee
- l. take extra care in ensuring their work area remain clear of clutter and organized (personal desks, tables etc...) to facilitate cleaning by the custodians
- m. Masks will be required for staff in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their cohort whenever physical distancing cannot be maintained.
- n. Not plan, encourage or participate in mass gatherings greater than 50 people
- o. Not bring cleaning chemicals from home
- p. Should not provide notification to students or 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.

### 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

- a. Non-medical masks
  - i. Surgical masks are not recommended for children. Non-medical masks are required for grade 8 to 12 students and staff in situations where a person cannot maintain physical distance for extended periods of time and is in close proximity with a person outside of their regular contacts. This includes riding



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

the bus to school where a student may be sitting next to a person outside of their cohort or household.

- ii. Non-medical masks are required for employees
  - 1. When they cannot safely distance from others outside their cohort, including crowded common spaces like hallways and school buses.

### 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





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

---

### 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 and 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 or caregiver 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



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

---

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 general supervision 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. Keep seating consistent and assign seats where possible. Each student should have their own seat unless sharing with a member of their household. Where possible, students should sit next to the window.
  - ii. Buses should be loaded from back to front and offloaded from front to back
  - iii. Be scheduled to ensure physical distances can be achieved.
  - iv. Have touch points disinfected after each trip
  - v. Grade 8 to grade 12 students are required to wear non-medical masks. No student is required to wear a mask if they do not tolerate it
  - vi. Face shields and non medical masks are required for bus drivers when students or staff are on the bus.
  - vii. Bus drivers should clean their hands often, including before and after completing trips. They are encouraged to regularly use alcohol-based hand sanitizer with at least 60% alcohol during trip.
  - viii. Students should clean their hands before they leave home, when they leave school, and when they get home.
  - ix. Encourage private vehicle use where possible to decrease transportation density.





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

---

- c. Schools must
  - i. Be cleaned once when school is in session wiping down doors, bathrooms, counters, light switches and other high touch areas with a regular clean in the evening.
  - ii. Discontinue the recycling program
  - iii. The use of lockers or cubbies for student storage is permitted.
- d. Gym class, weight rooms and exterior basketball courts
  - i. Can reopen if reduced physical contact is practiced by those within the same cohort
  - ii. Encourage students to come to school in clothing that is appropriate for PE and the weather conditions to eliminate the use of change rooms.
  - iii. All inter-school events including competitions, tournaments and festivals should not occur at this time.
- e. Hallways
  - i. Visual markers to coordinate traffic shall be placed
  - ii. Drinking fountains are not in use at this time. Refillable water stations can be used where available. Bottled water is to be provided if students or staff do not bring their own.
  - iii. Consider the implementation of one way hallways
  - iv. Masks will be required for staff, secondary students in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their cohort whenever physical distancing cannot be maintained.
- f. Bathrooms
  - i. Where possible bathrooms should only have 1 student if they are used with different cohorts
- g. Cafeteria services
  - i. Cafeteria services are prohibited during this period unless it's the same cohort using the facilities and services
- h. Classrooms
  - i. Where possible students should enter the school and exit the school through different doors.
  - ii. 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.
  - iii. The ventilation systems will be programed to allow for more fresh air to circulate.
  - iv. Teachers will have access to a 60% alcohol hand sanitizer for their rooms, sanitizer is not to be left out unsupervised.
  - v. Late arrivals should continue to sign in at the office
  - vi. Early departures require parents or caregivers to go only as far as the office and must be done with advance notice.
  - vii. 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.
  - viii. Waste receptacles should be in each classroom and lined with a plastic bag.
  - ix. 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.



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

---

- x. Keyboards and copiers will be wiped down twice a day with the approved disinfectant. Contact the IT manager for additional information
- xi. The use of communal tools and instruments should be minimized
  - 1. Items used should be cleaned or wiped down as necessary post use.
- xii. Avoid demonstrations that required the class to gather closely around to view.
  - 1. Use video or projection as alternatives.
- xiii. 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
- xiv. Access to cleaning supplies is currently limited for custodians and emergency cleaning
  - 1. Chemicals from outside the workplace are not permitted
- i. Computers and shared Technology
  - i. Computer labs are not to be used during this period unless keyboards and devices are disinfected twice per day with the appropriate cleaner
  - ii. Shared tablets are not to be used at this time unless they are disinfected twice per day 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 distance or wear a mask if physical distancing is not possible, unless from the same cohort
- k. Food Access Program
  - i. Schools can continue to include food preparation as part of learning and provide food services, including for sale and meal programs.
  - ii. If food is prepared as part of learning and is consumed by the student(s) who prepared it, no additional measures beyond those articulated in this document and normal food safety measures and requirements need to be implemented (e.g., Foodsafe trained staff, a food safety plan, etc.).
  - iii. If food is prepared within or outside a school for consumption by people other than those that prepared it (including for sale), it is expected that the WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation are implemented as appropriate and as relevant to the school setting, in addition to normally implemented food safety measures and requirements (e.g., Foodsafe trained staff, a food safety plan, etc.).
  - iv. Schools should not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items).
  - v. Schools should continue to emphasize that food and beverages should not be shared.



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

---

- I. 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 permitted
  - iii. Sports equipment use should be minimized to that which is easy to clean.
- n. Libraries
  - i. There is no need to limit the distribution or sharing of books or paper based educational resources to students. Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people.
- o. Music/Band and Strings
  - i. Attempts must be made to meet physical distancing requirements
  - ii. Wind instruments are permitted as long as physical distancing can be achieved
  - 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 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.



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

---

The following can be used as an example of a tool that can be used for parents, caregivers, students and staff to complete prior to them coming to school.

### Daily Health Check

1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE
Fever	YES	NO
Chills	YES	NO
Cough or worsening of chronic cough	YES	NO
Shortness of breath	YES	NO
Sore throat	YES	NO
Runny nose / stuffy nose	YES	NO
Loss of sense of smell or taste	YES	NO
Headache	YES	NO
Fatigue	YES	NO
Diarrhea	YES	NO
Loss of appetite	YES	NO
Nausea and vomiting	YES	NO
Muscle aches	YES	NO
Conjunctivitis (pink eye)	YES	NO
Dizziness, confusion	YES	NO
Abdominal pain	YES	NO
Skin rashes or discoloration of fingers or toes	YES	NO
 2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES                      NO
 3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES                      NO

If you answered “YES” to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) you should NOT come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should be tested for COVID-19.