



School District No. 50 (Haida Gwaii)

Exposure Control Plan for COVID-19

This document has been created to plan pro-actively for the safety of staff (all SD50 employees), students, and the community, in response to COVID-19.

As of May 19, 2020 the majority of students and the general public do not have regular access to schools.

The plan considers measures to be taken should students enter schools in the future and will be updated as needed and as more information is provided by the Provincial Health Officer and the Minister of Education.



Exposure Control Plan for COVID-19

Table of Contents

Introduction	3
A copy of this plan will be made available via the SD50 website and all staff will be made aware of, and have access to, the document.	3
COVID-19	3
Symptoms	3
Spread	4
Prevention	4
Purpose	4
Responsibilities	4
Risk Assessment	6
Site Specific Risk Assessments	6
Risk Control Measures	6
Education and Training	8
Record keeping	8
Periodic Review	8
Precautionary Measures	9
Physical Distancing	9
Hand washing	10
Cleaning	11
Enhanced Environmental Cleaning	13
Symptomatic staff/students	14
Supporting Students	15
School Site Protocols	16
Safe Work Procedures	17
Roles	17
Principal and Vice Principal Guide	20
Working from Your Home	24
WSBC OH&S Regulation Guideline 3.12 Refusal of Unsafe Work	27
Site Inspection Report	29



Exposure Control Plan for COVID-19

Introduction

The purpose of this document is to outline control measures to minimize or eliminate the potential for transmission of communicable disease. In order to coordinate the district's response and safety measures, a combination of measures will be used to minimize the potential of exposure at school sites to the pathogen known as COVID-19.

The following process and this document are linked to School District No. 50 Pandemic Response Plan <https://sd50.bc.ca/wp-content/uploads/2020/03/SD50-Pandemic-Response-Plan-032020.pdf>. The plan will be activated by the Superintendent when there is an increasing or ongoing risk of exposure to COVID-19.

A copy of this plan will be made available via the SD50 website and all staff will be made aware of, and have access to, the document.

The purposes of this Exposure Control Plan for COVID-19 include:

1. To ensure all school district staff reduce the risk of infection through the transmission of COVID-19.
2. To follow the direction of the Provincial Health Officer and BC Health Minister (Public Health) on the measures for infection control based on current COVID-19 related information available.
3. To ensure all school district staff take reasonable care and cooperate with the district to ensure the health and safety of themselves, other staff, and students.

COVID-19

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. In March 2020, the World Health Organization (WHO) declared COVID-19 a pandemic.

Symptoms

Symptoms may take up to 14 days to appear after exposure to COVID-19. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days. Staff and students are encouraged to use the BC COVID-19 self-assessment test <https://bc.thrive.health/>

Symptoms of COVID-19 may include:

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Sneezing



Exposure Control Plan for COVID-19

Spread

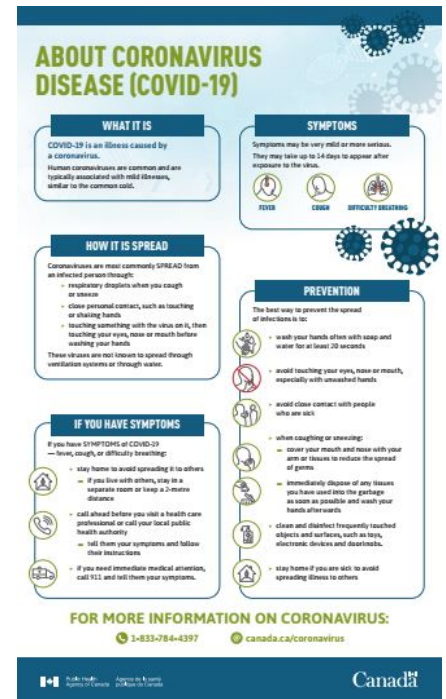
Coronaviruses are not known to spread through ventilation systems or through water. Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when coughing or sneezing
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching eyes, nose or mouth before washing hands

Prevention

The best way to prevent the spread of infections is to:

- wash hands often
- avoid touching eyes, nose or mouth
- maintain a two (2) metre physical distance from others
- cover mouth and nose with arm when coughing or to sneeze
- clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs
- stay home if sick to avoid spreading illness to others



Purpose

The district is committed to providing a safe working and learning environment. In accordance with the *Workers Compensation Act Occupational Health and Safety Regulation 6.34*, this plan outlines measures to ensure the safety of all employees when there is an increased risk of exposure to a chemical or biological agent.

For advice and more information, refer to the [WorkSafeBC Exposure Control Planning Guidelines](#) and [Public Health Agency Workplace and Risk-Informed Decision-Making Guidelines for COVID-19](#)

Responsibilities

All staff must follow the procedures or instructions outlined in or referred to in this plan as this will minimize the risk and reduce exposure and transmission. As required by WorkSafeBC, this plan supports measures to eliminate or minimize risk of exposure to employees. The control measures and procedures prescribed in this plan are in place not only for our employees, but also for students and visitors who enter our facilities.

Employer

The district will:

- Ensure that a copy of the exposure control plan is implemented, maintained and available to workers.
- Select, implement, and document the risk assessment and appropriate site-specific control measures.
- Ensure that all of the resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain the plan are reasonably made available, as practical, when required.
- Ensure that supervisors and workers are informed about the content of this plan.
- Conduct a periodic review of the plan's effectiveness. This includes a review of available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.



Exposure Control Plan for COVID-19

Supervisors

Following recommendations outlined by both the Provincial Health Officer and WorkSafeBC, administrators and supervisors of the school district will:

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Educate staff and students on good respiratory etiquette and hand hygiene.
- Ensure cleaning requirements are met as per public health.
- Maintain privacy and protect an individual's right to confidentiality.
- Ensure that workers use proper PPE (Personal Protective Equipment) as outlined in this plan.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to see.
- Continue to have clear lines of communication with external groups using their facilities (such as daycares and/or others) regarding possible cases of COVID-19.

Workers

All on-site staff and contractors will:

- Follow established safe work procedures and instructions provided by the employer or supervisor.
- Appropriately use and maintain any required PPE as instructed and trained.
- Report any unsafe conditions or acts to the supervisor.
- Notify their supervisor of high student absentee rates (when school is in session).
- Practice good respiratory etiquette and hand hygiene.
- If you think you might have COVID-19, or if someone in your household is showing symptoms, use the BC [self-assessment tool](#) to find out what to do.
- Follow the advice given by 8-1-1 and/or medical professionals. Do not come to work when you are sick, or if you have been told to self-isolate. Contact your supervisor and follow usual HR practices for sick leaves.
- If you develop even mild [symptoms](#) while at your workplace or at school, separate yourself from others and go home, avoiding use of public transit (e.g. buses, taxi) if possible.
- Notify your supervisor immediately of confirmed illness, such as COVID-19, and other reportable illnesses.
- Consider acquiring immunization as recommended or required by public health (note: as of May 11, 2020 a vaccine is not currently available for COVID-19).
- Instruct students, with age appropriate techniques, on good respiratory etiquette and hand hygiene.

Manager of Operations

The Manager of Operations is responsible for:

- Maintaining an inventory of: PPE for appropriate staff, disinfectant / antiviral chemicals and well maintained equipment used for cleaning and disinfecting
- Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

Parents and Students

Parents and students are responsible for the following:

- Practicing and encouraging good respiratory etiquette and hand hygiene.
- If you think you might have COVID-19, or if someone in your household is showing symptoms, use the BC [self-assessment tool](#) to find out what to do.
- Follow the advice given by 8-1-1 and/or medical professionals. Do not come to school when you are sick, or if you have been told to self-isolate.



Exposure Control Plan for COVID-19

- Keep children home/stay home when required or necessary; if you or a child are symptomatic or ill.

Risk Assessment

As COVID-19 poses a risk to everyone, this risk assessment correlates the ability of staff to practice physical distancing appropriate for their level of risk.

Low Risk: Workers who are not required to work within two (2) metres of others

Moderate Risk: Workers who must work within two (2) metres of others, or who clean and disinfect areas.

High Risk: Workers who must work within two (2) metres of symptomatic students or others.

Role	Low	Moderate	High
Clerical/Administration	X		
Teachers/Educational Assistants	X		
Supporting complex learners		X	
Supporting students with care plans		X	
Custodians/Enhanced Cleaners		X	
Trades	X		
Drivers (bus & delivery)	X		
First Aid Attendants			X

Site Specific Risk Assessments

The physical configuration of each district site will be reviewed by site specific Occupational Health and Safety (OH&S) Committees in order to assess and recommend how best to implement site-specific control measures. A form to record this process is located at the [end of this document](#) and site based OH&S committees should review their sites periodically.

Risk Control Measures

Control measures are planned interventions that eliminate or minimize risk of exposure to workers. This plan prescribes precautionary measures and safe work procedures. Precautionary measures apply for all job duties, while safe work procedures apply job-specific control measures and documented procedures.

For COVID-19, it is expected that precautionary measures of physical distancing and hand washing will have the most significant impact on exposure risk. These controls are implemented and outlined in safe work procedures.

The district prescribes the following controls to be considered for implementation (in order of preference) for safe work procedures for the job duties identified in the risk assessment:

A. Engineering controls

- Droplet shield barriers for service counters on a case by case basis (*currently not using as sites are closed to the general public*)
- Monitor HVAC fresh air make-up
- Quarantine/Isolation area (*site medical room*)

B. Administrative controls

- School Site/Facilities Procedures
- Transportation Department Procedures
- Meal Plan/Food Distribution Procedures
- Room capacity limits (*site specific, based on the two (2) metre distancing recommendations*)
- Vehicle capacity limits (*one person per vehicle*)
- Floor lines/markers (*2 metre markers*)



Exposure Control Plan for COVID-19

- Hand washing/sneeze etiquette signage
- Physical distancing signage
- Limited site access signage
- Staggered breaks (site specific)
- Self-monitor (*as per 8-1-1 or medical professional guidance*)
- Self-isolate (*as per 8-1-1 or medical professional guidance*)
- Sick days (*follow usual practice for reporting*)
- Working remotely (*with supervisor approval*)

C. Personal Protective Equipment (PPE)

- Airway Protection – surgical mask
- Body protection – apron or gown
- Disposable gloves
- Eye protection – goggles or face shield

Personal Protective Equipment (PPE)

In most cases, precautionary measures (physical distancing and regular hand washing) are sufficient to prevent transmission of COVID-19. In some cases, personal protective equipment may be required when physical distancing or regular hand washing could be inadequate.

For more information about how to properly use and dispose of PPE, please refer to the [safe work procedures](#) included in this document.

Role	Low	Moderate	High
Clerical/Administration	X		
Teachers/Educational Assistants	X		
Supporting complex learners		X	
Supporting students with care plans		X	
Custodians/Enhanced Cleaners		X	
Trades	X		
Drivers (bus & delivery)	X		
First Aid Attendants			X

The table below identifies PPE prescribed to eliminate or minimize exposure risks as identified above.

	Low	Moderate	High
Airway protection (Surgical mask)	Not required	Required when working with students with high risk for droplet contact	Required
Body Protection (Aprons or gown)	Not required	Not required	Not required
Disposable gloves	Not required	Required when handling potentially contaminated objects	Required
Eye protection (Goggles or face shield)	Not required	Required when working with students with high risk for droplet contact	Required



Exposure Control Plan for COVID-19

Education and Training

Staff will receive information on the following:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease.
- Safe work procedures to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of the COVID-19 virus.

Record keeping

The district will keep records of instruction and training provided to workers regarding the COVID-19, as well as first aid records and reports of exposure.

These documents include:

- Safe Work Procedures
- Workplace Inspection Reports
- Joint Occupational Health and Safety meeting minutes
- Accident/Incident Investigation Reports
- Training Records

Periodic Review

This Exposure Control Plan will be reviewed at least annually or following a pandemic. The plan will be updated, as new and updated information is made available.



Exposure Control Plan for COVID-19

Precautionary Measures

All employees should ensure that they understand and comply with the infection prevention policies and practices that are in place in their workplaces.

Physical Distancing

Definition

This means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- Increase distance between desks, tables and workstations
- keeping a distance of at least two (2) arm lengths (approximately 2 metres) from others, as much as possible
- limit any contacts closer than two (2) metres to the shortest time possible.
- Reduce activities that require close proximity or contact with people, such as team meetings.

General

- greet with a wave instead of a handshake
- stay home as much as possible, including for meals and entertainment
- shop or take public transportation during off-peak hours
- conduct virtual meetings
- host virtual playdates for your kids
- use technology to keep in touch with friends and family
- If possible, use food delivery services or online shopping

All Staff

- Follow task specific safe work procedures outlined in this plan
- Practice regular hand washing and physical distancing
- Separate yourself from others and go home as soon as you have any symptoms

Teachers

- Follow task specific safe work procedures outlined in this plan
- Practice hand washing before/after close contact with children

Students

- Planning guidelines from the Provincial Health Authority have been adapted on [page 15](#).

PHYSICAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

What does physical distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arm lengths (approximately 2 metres) from others, as much as possible

Here's how you can practice physical distancing:

- greet with a wave instead of a handshake, a kiss or a hug
- stay home as much as possible, including for meals and entertainment
- shop or take public transportation during off-peak hours
- conduct virtual meetings
- host virtual playdates for your kids
- use technology to keep in touch with friends and family

If possible,

- use food delivery services or online shopping
- exercise at home or outside
- work from home

Remember to:

- wash your hands often for at least 20 seconds and avoid touching your face
- cough or sneeze into the bend of your arm
- avoid touching surfaces people touch often

If you're concerned you may have COVID-19:

- separate yourself from others as soon as you have symptoms
- if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- stay home and follow the advice of your Public Health Authority, who may recommend isolation
- call ahead to a health care provider if you are ill and seeking medical attention

FOR MORE INFORMATION:

canada.ca/coronavirus 1-833-784-4397

Public Health Agency of Canada / Agence de la santé publique du Canada

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Exposure Control Plan for COVID-19

Hand washing

Hand washing is required:

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- After breaks and sporting activities
- Before eating any food, including snacks
- Before and after touching face (nose, eyes or mouth)
- Before administering medications
- Before food preparation, handling, or serving
- Before and after assisting student with eating



How to wash hands:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap (antibacterial soap is not required).
3. 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.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Students should wash their hands:

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Teachers, administrators and support staff should wash hands:

- When they arrive at school and before they go home
- Before handling food or assisting children with eating
- Before and after giving or applying medication or ointment to a child or self
- After using the toilet and after contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks (staff)
- After removing gloves
- After handling garbage

Alternatives:

- Use waterless antiseptic agents. For COVID-19 a 60% - 70% alcohol agent is required.
 - Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defence only.
- If hands are soiled with gross (visible) contamination, they must first be washed with soap and water. The hand-sanitizer may then be used to further reduce the microorganism load on the skin.
- If you are unable to perform hand washing as above due to injury or medical skin conditions, please advise your supervisor.



Exposure Control Plan for COVID-19

Cleaning

General

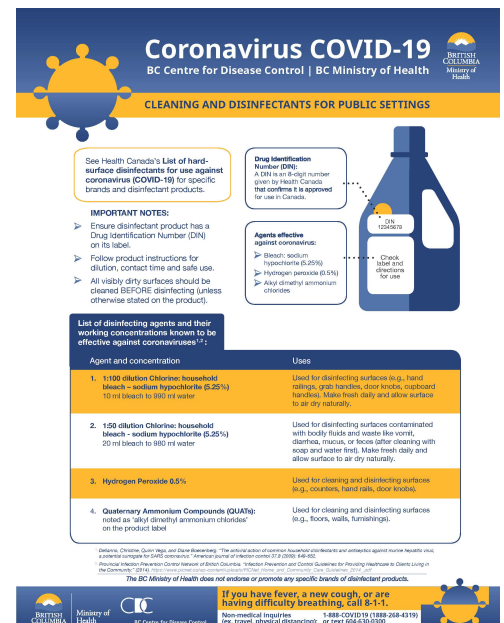
- Clean and disinfect shared high-touch surfaces regularly (a reasonable time for cleaning is every three (3) hours).
 - Door handles and edges
 - Bathroom faucets
 - Front desk counter
 - Shared tables
- Shared spaces such as kitchens and bathrooms should also be cleaned more often.
- Focus cleaning efforts on locations where students and staff will be present (as opposed to the entire school). This will help maximize cleaning supplies and focus cleaning efforts.
- Empty garbage containers often.
- Clean high-touch electronic devices (i.e., keyboards, tablets, smartboards) with disinfectant wipes.
- Do not dust or sweep which can distribute virus droplets into the air. Use damp cleaning methods such as damp clean cloths, and/or a wet mop.
- Cleaning to remove debris/soil (e.g. floor care and dusting) will be done as time permits.

Cleaning Equipment

- Ensure adequate hand washing supplies at all times (i.e., soap, paper towels and alcohol-based hand sanitizer (minimum 60%) where hand washing is not readily available).
- Household detergents and common disinfectant products are sufficient for cleaning and disinfection in schools.
- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
- Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often.

Cleaning Responsibilities

- Regular, enhanced, and as needed cleaning will be performed by custodial staff
- Other staff may also clean areas as needed in to maintain a clean environment.
 - Cleaning supplies are provided
 - Do not bring cleaners from home
 - Do not bring school materials home to clean
- If cleaning is required, staff should notify the principal or school office
- The principal or school office will request cleaning, per their protocol with custodial staff





Exposure Control Plan for COVID-19

Cleaning Tools/Equipment and Desk/Workstations

Staff who must clean equipment will use a spray bottle with disinfectant solution

- Use gloves (rubber, nitrile, or vinyl) and paper towel.
- To clean, spray surface and let disinfectant solution sit for 5-10 seconds, wipe off and dispose of towel.
- When cleaning the vehicle, make sure to clean outside in a well-ventilated area with the vehicle windows down.
- Staff are responsible for cleaning their tools/equipment and desk/workstation throughout the workday. This will ensure limiting the risk of infection from staff to staff.
 - Cleaning shall be conducted at a minimum in the morning, afternoon (after lunch) and at end of day. Additional cleaning throughout the day shall be repeated whenever possible.
 - Allocate enough time to do a thorough cleaning of surfaces of tools/equipment touched during the work day.
 - These surfaces/items include but are not limited to spray bottles, mop handles, mop bucket handles, bucket pail handles, cleaning wands/extensions, keyboards, mouse, and monitor within the desk/workstation.
 - All sets of keys that are used by operations staff and keys loaned out to other staff must also be cleaned prior to shift/lending out and upon end of shift/return of keys.
 - If any tools/equipment cannot be cleaned, please contact your supervisor for further direction.
 - Limit sharing of any tools/equipment with other staff while on shift.
 - Daily change of work clothes is beneficial to limit the spread of infection.

Cleaning of High Touch Surfaces

- If school-based staff or other school district site staff require cleaning for their personal desk/workstation/area, they may request a spray bottle of the disinfectant solution and paper towel from the school office.



Exposure Control Plan for COVID-19

Enhanced Environmental Cleaning

Custodial staff will engage in an enhanced environmental cleaning multiple times a day (a reasonable timeline for cleaning is every three (3) hours), including:

Main entrance and exit doors <ul style="list-style-type: none"> <input type="checkbox"/> Door handles on both sides of door <input type="checkbox"/> Push area above door handle on both sides 	Reception offices <ul style="list-style-type: none"> <input type="checkbox"/> Countertops
Classrooms <ul style="list-style-type: none"> <input type="checkbox"/> Handles (and above handle on both sides) <input type="checkbox"/> Light switches <input type="checkbox"/> Cabinet handles <input type="checkbox"/> Teacher's chair (top back and arm rests) <input type="checkbox"/> Classroom chairs and stools (top back, sides) <input type="checkbox"/> Desks and tables (tops and area around sides) 	Washroom <ul style="list-style-type: none"> <input type="checkbox"/> Handles (and above on both sides) <input type="checkbox"/> Faucets, soap and towel dispenser <input type="checkbox"/> Toilet stall locking mechanisms and area
Handrails and Elevators <ul style="list-style-type: none"> <input type="checkbox"/> Staircase handrails <input type="checkbox"/> Elevator push buttons 	Water fountains <ul style="list-style-type: none"> <input type="checkbox"/> Handles <input type="checkbox"/> Buttons
Exceptions when school is NOT in session <ul style="list-style-type: none"> – custodial staff clean the following as required: <input type="checkbox"/> Shop equipment <input type="checkbox"/> Kitchen equipment <input type="checkbox"/> Computers <input type="checkbox"/> Furniture brought in by teachers <input type="checkbox"/> Sensory room mats <input type="checkbox"/> Telephones 	

Enhanced Cleaning

GUIDE FOR REGULAR CUSTODIANS AND REPLACEMENT CUSTODIAL STAFF

Regular custodians and replacement staff will have regular daily duties with emphasis on all high-touch points, which include the following:

Main entrance doors

- door handles on both sides of door
- push area above door handle on both sides of door (A)

Exit doors

- handles on both sides of door
- push area above door handle on both sides of door (A)

Reception

- countertop

Water fountains

- handles
- buttons

Classrooms

- door handles and area above door handles on both sides of door (A)
- light switches
- cabinet handles
- teacher chairs: top back of chair; top and bottom of arm rests (C)
- classroom chairs and stools: top back of chair; sides of chair/stool (D)
- desks/tables: top and sides of student desks/tables. Includes 1'-2' of area immediately under the sides (E)

Washrooms

- door handles
- faucets
- toilet stall: locking mechanisms
- toilet stall: area around locking mechanisms (B)

Handrails

- disinfection of handrails in the stairwell

Exceptions

Custodial staff do not clean the following:

- shop equipment
- kitchen equipment
- computers
- furniture brought in by teachers
- sensory room mats
- telephones

Low priority cleaning: gym floor(s), office vacuuming, hallway and classroom spot vacuuming/mopping.

Childcare spaces and StrongStarts: these groups are required to clean their own tables, counters, top and chairs. Custodians replenish supplies, and also clean door handles (both sides of door and push area above door handle), washrooms, and stairs. Custodians also vacuum and wash the floors in these spaces.

A

Push area above door handle

B

Toilet stall area around locking mechanism

C

Teacher chairs: top back of chair and bottom of arm rest

D

Classroom chairs: top back of chair and sides of chair

E

Top and sides of desk, including 1'-2' area immediately under sides

For questions about these enhanced cleaning procedures, contact the manager of operations at Tel #



Exposure Control Plan for COVID-19

Symptomatic staff/students

Staff who have symptoms

- If you are sick, stay home and report sickness to your supervisor.
- If you start to develop symptoms while at work, let your supervisor know via email or phone and go home if you can safely do so.
- Request medical assistance on site if required.

Separate the ill individual from others

As a precautionary measure, students and staff who are showing symptoms of illness upon arrival at school or become ill during the day must be promptly separated from other students and staff in an isolation/quarantine room (*first aid room*).

- Symptoms of COVID-19 are similar to the flu, which include:
 - Fever
 - Cough
 - Difficulty breathing
 - Sore throat
 - Sneezing
- Call home to arrange pick up of the ill individual.
- Only one staff member should monitor and provide care for the individual while they wait to go home.
- Continue to practice good hand hygiene and respiratory hygiene such as coughing or sneezing into the creases of elbows and throwing tissues out immediately after use.
- Monitoring staff should avoid touching their eyes, nose and mouth with unwashed hands. Individuals who are being monitored should be provided tissues and encouraged not to touch their face.
- Monitoring staff should maintain physical distance when possible. If staff needs to be within two (2) metres of the individual they are monitoring, use a face mask, disposable gloves, and goggles.
- Face masks and disposable gloves should not be reused. Goggles should be washed with soap.
- Do a thorough cleaning of the space once the individual has been picked up and ensure that everyone who may have had contact with them washes their hands thoroughly.
- People who are at higher risk of serious illness from COVID-19 should not care for a person with COVID-19. These include elderly persons, those with chronic medical conditions (e.g., heart disease, diabetes) or compromised immune systems.

Advice for parents and caregivers

Mental Health

- Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 situation.
- It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.
- Resources that can assist with maintaining mental health in the workplace during this time include:
 - [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#)
 - [Coronavirus: Managing Stress & Anxiety](#)

CORONAVIRUS DISEASE (COVID-19): HOW TO CARE FOR A CHILD WITH COVID-19 AT HOME: ADVICE FOR CAREGIVERS

Children who have mild COVID-19 symptoms are able to stay at home with a caregiver throughout their recovery without needing hospitalization.

If you are caring for a child who has suspected or probable COVID-19, it is important to follow the steps below to protect yourself and others in the home, as well as those in your community.

Symptoms of COVID-19

- Fever
- Cough
- Difficulty breathing

Monitor your child for symptoms

- Monitor your child's symptoms as directed by your healthcare provider or Public Health Authority.
- Watch for worsening symptoms, such as fast breathing, difficulty breathing, confusion, or inability to recognize you, chills from fever or fever that will not come down with fever-reducing medication (e.g., ibuprofen, acetaminophen) for more than 32 hours.
- If your child develops severe symptoms, call 911 or your local emergency number.
- If calling a 911 ambulance, tell the dispatcher that the child has COVID-19. If going to the hospital in a private vehicle, call ahead to the hospital and let them know that the child has COVID-19.

Keep hands clean

- Wash your hands and those of your child often with soap and water for at least 20 seconds, especially after any type of contact with the child (e.g., changing diapers) and after removing gloves.

Avoid spreading infection to others

- If soap and water are not available and if you have hands that do not look dirty, use an alcohol-based sanitizer (ABS) that contains at least 70% alcohol. If hands look dirty, remove dirt with a wet paper towel, then use ABS.
- Dry hands with disposable paper towels.
- If not available, use a reusable towel; replace it when it becomes wet. Do not share.
- Avoid touching your eyes, nose and mouth with unwashed hands and encourage your child not to touch their face either.
- Your child should remain in your home or in a private outdoor space; should not play with friends or go to school or to public areas; and should not be within 2 metres of others if possible.
- Do not share personal items with the child, such as food, dishes, utensils, bed linen, towels, or electronic devices.
- Do not share food and dishes.
- Use a separate towel from the child if possible. If not possible, put the towel down before flushing.
- For breastfeeding, do not give the health benefits to your child from breastfeeding. The recommendation that you continue breastfeeding while a face mask is used is specific to the disease.
- If you are feeling well, have no or expressed milk, start the re-use of a baby bottle as soon as you can and do not share bottles or breast pumps.

Public Health Agency of Canada / Agence de la santé publique du Canada

Canada



Supporting Students

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 of children. At the same time, build physical distancing strategies into your learning activities.

Physical Distancing

Understandably, physical distancing is challenging in a K-12 educational setting, particularly with younger children or students with unique needs. At the same time, it is important that we do what we can to try to assist children in understanding the importance of minimizing the frequency of physical contact with one another.

The following ideas should be taken into consideration during planning:

- Avoiding close greetings like hugs or handshakes
- Help younger children learn about physical distancing 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 with 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 and arts and craft time.
- Regularly clean and sanitize items that are designed to be shared.
- Set up mini environments within the school to reduce the number of children in a group, i.e., set up two or three learning areas for numeracy and literacy activities.
- Consider different classroom configurations to maintain distance between children (e.g. separating desks) or different locations in the school (e.g. different classrooms, gym or library, outside).
- Increase the space between children during activities such as snack/lunch, i.e., move or separate tables, move chairs farther apart.
- When children want to use the same area/activity redirect some of them to another area.
- Follow protocols for isolation areas for children who may have symptoms of illness until they can be picked up.
- Students should not share food or drink.
- Consider staggering snack/lunch time so as to accommodate smaller groups with more space.
- Limit access to your classroom/workspace to ensure physical distancing
- Reinforce and often remind 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.

Toys

- Keep enough toys out to encourage individual play. Try to limit toys/items only to those that can be easily cleaned (i.e., no dress-up clothes or stuffed animals). Items that may encourage group play in close proximity or increase the risk of hand-to-hand contact (i.e. playdough) should be avoided.
- If regular cleaning of toys/manipulatives between users is not possible, students should not have access to them.



Exposure Control Plan for COVID-19

School Site Protocols

The following protocols will ensure controlled access and movement for currently active school sites:

Entering/Exiting

- Limit entrance access (e.g. "Please call the office to reduce building occupants")
- Designated entrance(s) and exit(s) and reduce contact when passing
- Signage on designated entrances and exits to provide instructions and public health information
- Limit access times and days for staff or students to be in the building (8am-3pm Mon-Fri access only)
- Sign in/out for visitors – name, phone number, date, time in, time out, areas occupied
- Hand sanitizer at point and time of entry

Visitors

- Limit school visitors (e.g. "Visitors/parents please call principal to discuss information")
- Visitors can phone office to make an appointment (e.g. pick up student info, material, etc.)
- Visitors can leave messages for staff/teachers to call back when available
- Contact info for making appointments posted on school website and school door
- Office waiting area with designated sitting/standing area; adjust furniture and use signage.
- Visitors who have travelled or had any symptoms in the past 14 days should not enter the school.

Classrooms

- If any students are entering classrooms, as a precautionary measure, classrooms should limit the number of students to ensure physical distancing of two (2) metres.
- Furniture should be spread out to reduce close contact when students are sitting
- Students should practice physical distancing
- Students should wash their hands when they enter and leave the classroom/school

Movement

- Limit contact of students & staff from different classrooms by staggered time outdoors (e.g. shifts), lunch in classrooms, staggered entry times

Washrooms

- Student access to the washrooms should be staggered to avoid congregation
- Custodians will clean washroom faucets, surfaces, and doors handles regularly
- Washrooms should be designated to allow for alternated cleaning

Fire/Emergencies

- In the event of a fire alarm or other emergency, physical distancing may not be possible
- Follow all regular emergency procedures outlined in the school emergency management plan



Safe Work Procedures

Roles

All staff

- Follow responsibilities listed on pg. 4-5 of this document
- Review the Pandemic Response Plan including this Exposure Control Plan
- Review protocols for school site procedures
- Check emails at least daily for new information and additional guidance
- Abide by all signage and instructions when visiting and/or working at a school site
- Wash hands (as prescribed) on arrival, departure, and throughout the day.
- Do not touch your face (eyes, nose, and mouth) with unwashed hands.
- If group work occurs maintain physical distancing (2 metres).
- If group work cannot be achieved while maintaining physical distancing (2 metres), contact your supervisor immediately for further instructions.
- Do not come to work when you are sick, or if you have been told to self-isolate. Contact your supervisor and follow usual HR practices for sick leaves.
- Physical attendance will be limited to those required to be on-site to perform their roles/functions
- Use remote communication methods like TEAMS, emails, and conference calls to communicate
- Coffee and lunch breaks — drink/eat away from others if in a shared space and maintain physical distancing (2 metres). Do not share food or utensils.
- In-person meetings should be short, in a large space or an outside open space where staff can maintain physical distancing (2 metres) from each other. If meeting is held in a room, physical distancing (2 metres) must be maintained.

School Clerical Staff

- Limit the public coming into the office – label the door to the office – “Wait to be served”
- Designate a two (2) metre area in front of or behind a kiosk/reception counter
- Wash hands or sanitize after handling publicly handled documents
- Encourage parents and stakeholders to call instead of visiting the school
- Rearrange desks/chairs to achieve physical distancing
- Limit any school district staff in the office to one at a time
- Establish communication methods with staff that maintains physical distancing (e.g. PAs, phones, email or video conferencing)
- Set up chairs outside the school office in the hallway for those people waiting and have these chairs spaced two (2) metres apart.
- Limit any visitor into the school office/reception counter to one at a time.
- Apply tape on the floor, spacing of two (2) metres away from the reception counter.
- Create a drop box for documents being turned into the school office to avoid handing documents directly to school-based office support staff.



Exposure Control Plan for COVID-19

Teachers & Support Staff working with Students

- Maintain a two (2) metre physical distance while working with a student
- Demonstrate appropriate hygiene practices
- Watch for potential signs of illness in students
- Plan activities that maintain physical distancing
- Rearrange desks/chairs to achieve physical distancing
- Limit access to your classroom/workspace to ensure physical distancing

Working with a complex learner or students with care plans

- If maintaining two (2) metre physical distancing while working with a student is not possible then wear appropriate personal protective equipment ([PPE](#))
- As applicable, review individual safe work instructions and other at risk behaviours that may impact the use of PPE
- Review individual student's safety plans on a case by case basis.

Staff working at multiple sites

- One worker per vehicle; dash and steering wheel should be cleaned prior to use
- Notify your supervisor of the areas you worked in during a shift (room numbers, common areas)
- When possible, contact your supervisor/manager by phone rather than in person
- If two people are required for a task, maintain two (2) metre distance (wash hands after task is complete)
- Work that normally requires personal protective equipment (PPE) for known workplace hazards (as per WorkSafeBC), other than COVID-19, will continue to require the use of PPE for the job task
- Stagger breaks to reduce congregation
- Lunch room limited to two (2) people, utilize vehicles and other non-common areas for breaks and lunches
- Sign in/out at all schools and sites.

Custodians

- Utilize rubber/nitrile gloves when cleaning
- Perform additional cleaning in areas as directed by supervisor/manager
- Stagger breaks to reduce congregation
- Plan cleaning activities to maintain two (2) metre distance from others
- Wash hands immediately after removing and disposing of gloves
- If running low on any supplies let your supervisor / manager know as soon as possible

Bus Drivers

- Bus drivers will be supporting enhanced cleaning practices on all buses.
- Buses will be running limited routes for student pick up and drop off.

Construction Contractors (*when applicable*)

- Follow the directive of the Provincial Health Officer and maintain less than 50 employees on site
- Ensure you have an Exposure Control Plan in place for your organization.
- Follow SD22 safety procedures.

Food Services Staff

- In-School Food Services programs are not active.
- Refer to any recommendations published by the Northern Health Authority for minimizing COVID-19 risk for community-based food programs.



Exposure Control Plan for COVID-19

- Follow district protocols for meal delivery

Greeter – School Entrance

- This role may be further developed/considered following directions of the Provincial Health Officer.

Using Fleet Vehicles and Personal Vehicles for Deliveries

- All school district fleet/personal vehicles currently being deployed should have only one person per vehicle.



Exposure Control Plan for COVID-19

Principal and Vice Principal Guide

This supplemental summary is provided as support to principals for implementation of this Exposure Control Plan.

	DISTRICT DIRECTION	ACTION AT SCHOOL	RECORD OF COMPLETION
Hand Washing Etiquette	<ul style="list-style-type: none"> ○ Schools are to promote proper hand-washing technique, breaks, and special gatherings. ○ Signage and instructions are included in the Exposure Control Plan 	<ul style="list-style-type: none"> ○ Distribute the Hand Washing Poster to teaching staff to instruct their students ○ Remind staff to wash their hands often ○ Post hand washing signage at all sinks 	○
Physical Distancing	<ul style="list-style-type: none"> ○ Limit number of people in a space ○ Stagger entrance/exit/break times ○ Adjust furniture to slow movement ○ Use online meetings when possible 	<ul style="list-style-type: none"> ○ Establish protocols and capacities to limit occupants in any given school area ○ Adjust student scheduling and request staff to adjust their breaks accordingly ○ Adjust school and classroom furniture 	○
Paper Towel and Tissues	<ul style="list-style-type: none"> ○ Paper towel is expected to be used at an increased rate, supply is not a concern. ○ Toilet paper dispensers changed out last year have longer capacity and require fewer restocking. ○ Tissues will be initially supplied to schools ○ Monitor the use of facial tissue. 	<ul style="list-style-type: none"> ○ Ensure and provide adequate paper towel supplies (custodian on shift). 	○
Hand Sanitizers	<ul style="list-style-type: none"> ○ Hand sanitizer is currently available at the entry/exit door and at the office. 	<ul style="list-style-type: none"> ○ Supply of certain items is on backorder or only available to emergency service centres. 	○
Cough & Sneeze Etiquette	<ul style="list-style-type: none"> ○ Schools are to promote proper cough & sneeze techniques. Poster available in the 	<ul style="list-style-type: none"> ○ Distribute the Sneeze & Cough Etiquette Sheet to teaching staff. 	○



Exposure Control Plan for COVID-19

	DISTRICT DIRECTION	ACTION AT SCHOOL	RECORD OF COMPLETION
	Exposure Control Plan	<ul style="list-style-type: none"> ○ Ask teaching staff to instruct on cough & sneeze etiquette. 	
Face Masks and Respirators	<ul style="list-style-type: none"> ○ There is a limited supply of these items and the supply chain is reserved for emergency medical personnel ○ Respirators are not recommended; when needed, use a surgical mask. 	<ul style="list-style-type: none"> ○ Refer staff to your school administrator to ensure staff know when and how to use required PPE. ○ Refer staff to BC Centre for Disease Control FAQ about masks/respirators: ○ http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions 	<ul style="list-style-type: none"> ○
Daily Cleaning Frequency	<ul style="list-style-type: none"> ○ Cleaning and disinfecting of high-touch-surfaces (surfaces touched by many people each day) will be carried out by custodial staff on a reasonable timeline (every three (3) hours). ○ In the event of any increased concern, custodial staff will follow safe work procedures to disinfect identified areas. 	<ul style="list-style-type: none"> ○ Inform all staff of the cleaning and frequency to be done by custodial staff. ○ Staff should be advised to not bring cleaning products to the school, including bleach. ○ Custodial staff will disinfect rooms when requested and approved by the district. ○ Immediate cleaning will take place upon request and approval by the principal. 	<ul style="list-style-type: none"> ○
Musical Instruments	<ul style="list-style-type: none"> ○ Programs involving the sharing of instruments or demonstrations have been postponed. ○ Wind instruments and mouth pieces must not be shared among students. 	<ul style="list-style-type: none"> ○ Staff should be advised that playing instruments has been suspended at this time and alternate music options should be provided. 	<ul style="list-style-type: none"> ○
Higher-Risk Staff/Students	<ul style="list-style-type: none"> ○ High-risk staff and students should consult 8-1-1. 	<ul style="list-style-type: none"> ○ Encourage staff/students to contact 8-1-1 ○ Contact HR with any issues arising. 	<ul style="list-style-type: none"> ○



Exposure Control Plan for COVID-19

	DISTRICT DIRECTION	ACTION AT SCHOOL	RECORD OF COMPLETION
Case Confirmations	<ul style="list-style-type: none"> Staff and students should monitor for symptoms of COVID-19. Staff and students who have symptoms should remain at home. Staff and students who show symptoms while at school should quarantine and be sent home; disinfect as required. 	<ul style="list-style-type: none"> Provide training to school staff on how to identify and respond to symptoms. Support staff who report that they have been in contact with someone who has a presumptive/confirmed case of COVID-19. Continue to practice physical distancing and self-monitoring or self-isolation. Contact 8-1-1 for information. 	<ul style="list-style-type: none">
Reporting	<ul style="list-style-type: none"> Principals are asked to be diligent in reporting Northern Health will provide directive to the district as necessary. 	<ul style="list-style-type: none"> Notify school district of any staff/students who go home. Ensure that employees understand the need to contact 811 or their medical professional for guidance. 	<ul style="list-style-type: none">
Vaccinations	<ul style="list-style-type: none"> Currently there is no vaccination for COVID-19 Annual seasonal flu vaccination program will continue in the fall of 2020 	<ul style="list-style-type: none"> Await further instructions from the district and health authority. 	<ul style="list-style-type: none">
Complex Learners	<ul style="list-style-type: none"> In some cases, employees will be working in close proximity to learners during the pandemic. 	<ul style="list-style-type: none"> Ensure employees are aware of appropriate measures to reduce the risks; frequent hand washing and not to touch their face. Review and update any individual support plans to determine the appropriate step to be taken on a case by case basis. In some cases, PPE may be required. 	<ul style="list-style-type: none">



Exposure Control Plan for COVID-19

	DISTRICT DIRECTION	ACTION AT SCHOOL	RECORD OF COMPLETION
Exposure Control Plan and COVID-19 Inquiries	<ul style="list-style-type: none">○ Contact HR for general inquiries○ Visit the BCCDC website for up to date information about COVID-19.	<ul style="list-style-type: none">○ Contact HR Health & Safety with specific issues or questions that arise involving COVID-19 and the safety of employees.○ Advice for “Parents, Students or Schools” is also available on the web at the BCCDC website.	<ul style="list-style-type: none">○



Exposure Control Plan for COVID-19

Working from Your Home

In support of the Provincial Health Officers' advice, and during this period of pandemic, school and district employees may be approved to work-from-home to assist in physical distancing.

Employees must recognize their responsibility to maintain a safe and secure work location and that the conditions of their employment contract and the policies of the school and/or district extend to their work-from-home situation.

Process:

1. Managers and supervisors should review the following with employees who may be temporarily working-from-home during the COVID-19 Pandemic period. Employees that feel they cannot establish a safe work environment in their home must report this situation to their supervisor prior to accepting a work-from-home schedule. If working from home is not safe, alternative arrangements will be explored on a case by case basis, including arrangements to work safely at the worksite.
2. Once reviewed with the employee and any questions answered, a confirmation and agreement to these conditions is required from each employee before they begin their work-from-home schedule. **Employees working from home will be required to confirm their understanding of and compliance with these work-from-home requirements by completing the 'Temporary Telework Protocol' Form and returning this to their supervisor.**

The following are the minimum safety conditions required with respect to OH&S Regulations when employees are working from home:

Supervision

- The supervisor will have direct and regular contact with the employee and provide work direction and safety instruction as appropriate.
- The employee agrees to provide a phone/cell phone number at the home work location which will be used to contact the supervisor.
- The employee must confirm with the supervisor that a process for summoning assistance is present in the home.
- The supervisor's contact information will be provided to the employee and vice versa.
- The employee will provide the location (address) and description of the work area to the supervisor. The supervisor may, but is not required to, request a photograph of the work location within the home in place of a site inspection.
- The employee will report to the supervisor any work-related injury, accident, or incident and do so on the same day as the incident (following usual incident reporting procedures).
- The employee will seek immediate medical attention for any work-related injuries (if required).
- First aid is not required in a work location of one (1), but a means to summon assistance is.

Working From Your Home Procedures

A schedule for working from your home, if approved, will be arranged and confirmed by the employee with the supervisor.

For low risk work and work locations, such as computer, phone, and office-style work from home, the work from home check-in process is as follows:

- The employee checks-in via the online form in the morning; and
- The employee checks-in again the online form in the afternoon.
- Records must be kept.



Exposure Control Plan for COVID-19

Failure to check-in: (**tip - set a reminder on your phone*)

- If the employee fails to check-in, the supervisor or designate will try all available means of communication to contact the employee directly.
- If this is unsuccessful, the supervisor will contact the employee's emergency contact (as on record with the employer).
- If this is not successful, the supervisor will report the situation to police for inquiry.

Ergonomics & Lighting

- The home work location and furniture will not create physical strain on the employee when working their regular work schedule from home.
- Home work locations must not provide strain or risk to the worker. Work locations that are not clearly ergonomically appropriate for extended periods of computer and office work must be avoided. Please review the [WorkSafe document- How to Make your Computer Work Station Fit You](#).
- Lighting is to be adequate to permit work to proceed without strain or risk to trips or falls.

Tripping hazards

- Tripping hazards will be cleared by the employee from the work area and all access areas.

Electrical hazards

- The employee is to confirm that electrical hazards are not created in establishing a home work location.
- Matching electrical plugs to compatible electrical outlets is the responsibility of the employee.
- The employee agrees to "lock out"/de-energize any electrical devices, appliances, or other powered work tools before conducting any physical or electronic service on the devices.

Security & FIPPA

- The work location must be such that it does not place the employee at risk of violence or domestic violence. If it does, this risk must be identified and resolved, or shared with the supervisor.
- The computer, information, and computer programs utilized by employees working-from-home will be kept secure at all time; including from other persons in the home. Both district privacy rules and FIPPA legislation applies to work-from-home.

Emergency procedures

- The employee will have a ready exit from the home work location should an emergency occur and agrees to transfer the district's emergency procedures to their home.
- The employee will post emergency contacts near their home phone.
- The employee will update their emergency contact information with the district as soon as they begin working from home.

Disease Control

- The employee will follow the same prevention and control measures used in the school/site to prevent transmission of COVID-19:
 - Ensure that they have ready access to hand-washing facilities and supplies in the home and wash their hands frequently and properly (soap and water for a minimum 20 seconds).
 - Avoid touching their face with unwashed hands.
 - Maintain a two (2) metre physical distance from others outside of the home environment.
 - Keep surfaces in the work location clean and disinfect high-touch surfaces regularly.



Exposure Control Plan for COVID-19

Inspection

- The employee confirms that they are aware of the employer's expectations regarding working from home.
- The employee's confirmation and agreement to the listed expectations regarding working from home, when completed, represents an accurate description and inspection of the home work area and that any outstanding health or safety hazards have been resolved in advance of working from home or discussed with the supervisor.
- The employee and district agree that the school/site Joint OH&S Committee and its members will not conduct inspections in an employee's home, including their home work location.

Incident Reporting & Investigations

- Investigations into workplace accidents/incidents will follow the district's standard process as closely as practicable.
- All parties agree that the school/site Joint OH&S Committee and its members will not enter the home, without the employee's permission, to investigate accidents reported in the home work location.
- The employer will not be responsible for any non-work related injuries or illnesses that may occur at home. Compensation will be limited to the approved work-from-home times only and will be limited to the designated work-from-home location within the employee's home.

Costs

- Employees are expected to maintain their home and related costs including items such as homeowner or tenant insurance, heat and hydro.
- Employees are responsible for any costs linked to home renovations required to have a home office.
- Employees are responsible for maintenance of their own furniture and equipment.
- Employees should not be removing equipment (tables/chairs etc.) from work sites to be used at their home location.

Tips for Working-from-Home

- As an employee working-from-home you may not have to commute to work daily but it is still important to keep to a 'work day ritual'.
- Have a specific location where you work. This may be a room, or just a corner of a room, but it is always the place where you do your work.
- Begin and finish at the same time every day that you are working at home. Have a beginning and end of day ritual. A simple example is opening and closing your laptop.
- As you would for working in the office, set a schedule and stick to it. Make a 'to do' list and check your accomplishments at the end of the day.
- Set and stick to deadlines.
- Maintain contact with the office and maintain your work relationships by making telephone calls/teleconferences or video calls/video conferences rather than relying exclusively on email or other technology.
- Keep your supervisor informed of your progress and any difficulties encountered. This contact includes conveying the need for overtime to complete projects.
- Determine which interruptions are okay and which are not. Tell your friends and family what the ground rules are. Household members need to understand that you are working and are not to disturb you unnecessarily.
- Be honest with yourself. Working from home is not a substitute for sick days, child or elder care. Too much compromise or a lack of clarity on the part of the employee or employer can lead to problems. eg. if you are sick, take a sick day instead of trying to work through it.



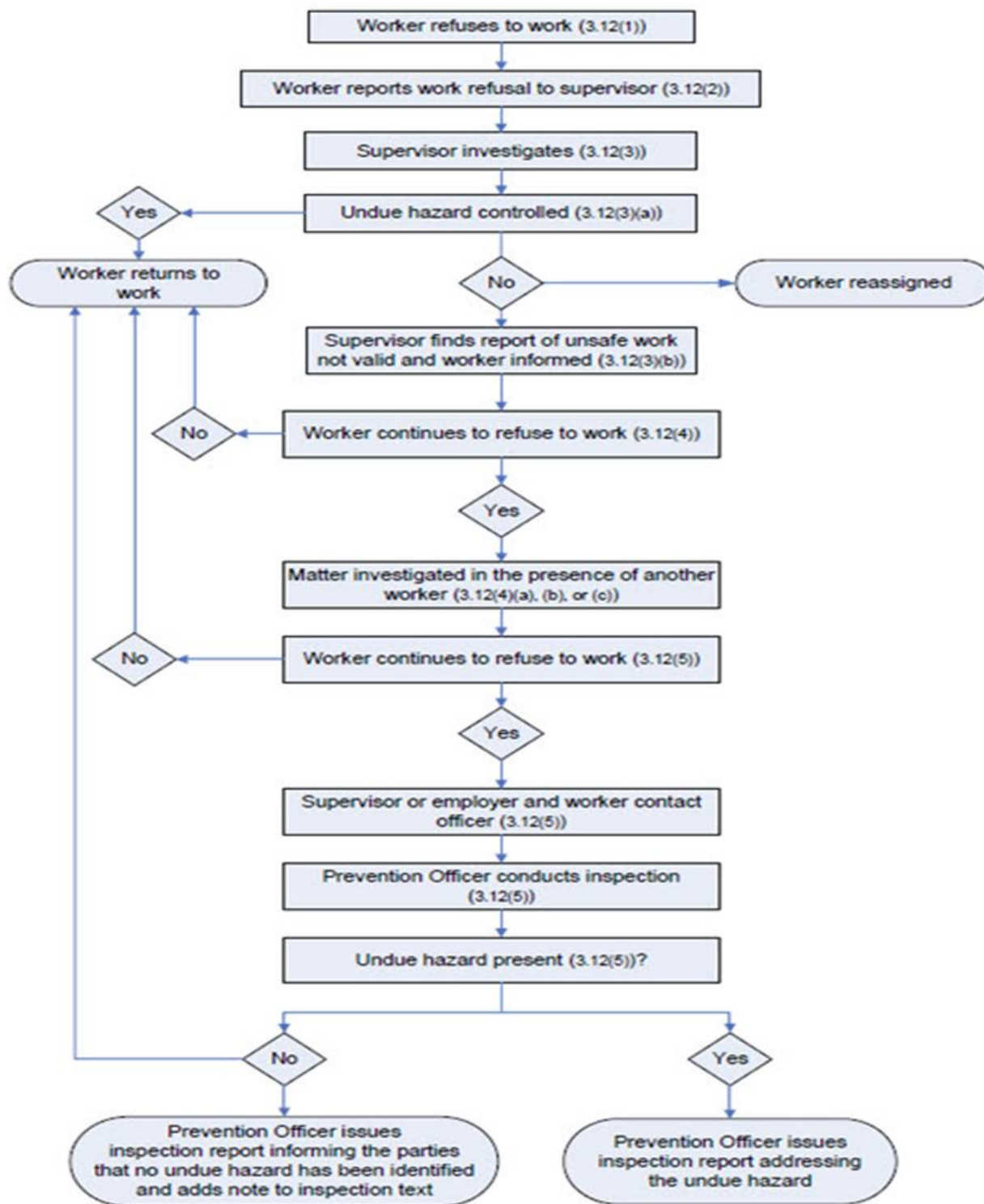
WSBC OH&S Regulation Guideline 3.12 Refusal of Unsafe Work

SD No. 50's Exposure Control Plan for COVID-19 is intended to minimize or eliminate the potential for transmission of the COVID virus at school district work sites, thereby mitigating any undue hazards. Nonetheless, according to WSBC's [Occupational Health and Safety Guideline G3.12](#), workers in BC have the right to refuse work if they believe it presents an "undue hazard". In those circumstances, the district will investigate and consider each refusal on a case-by-case basis. Supervisors will take action as needed and as appropriate to address the concerns. The following flowchart from [Guideline G23.12](#) illustrates the district's general process. Both worker and supervisor should consult the guideline to clarify roles and responsibilities and report any unresolved concerns to the Director of Facilities.



Exposure Control Plan for COVID-19

Flowchart for Regulation Guideline 3.12





Exposure Control Plan for COVID-19

Site Inspection Report

Location name: _____

Date of inspection: _____

The purpose of this inspection is to review the physical site environment and identify exposure hazards so that appropriate control measures can be developed to minimize or eliminate the specific risk related to the potential exposure to COVID-19. If other unrelated safety hazards are noted during this inspection they should be addressed as well.

For COVID-19, it is expected that measures of physical distancing and hand washing will have the most significant impact on exposure risk, therefore the inspection should focus on this.

Look at areas or situations in which physical distancing could be of concern, such as building entryways and exits, school offices, staff room(s), washrooms etc. Observe the controls that are already in place, make note of them and comment:

	YES	NO	Additional Controls Needed (comment here)
1. School site COVID-19 protocol and/or "limited site access" signage at entryways and exits?			
2. Signage for room capacity limits?			
3. Floor lines (2 metre markers) where needed in potentially higher traffic areas (e.g. school office, staff room)?			
4. Sufficient hand washing/sneeze etiquette signage?			
5. Sufficient physical distancing signage?			
6. Are surgical masks or other relevant Personal Protective Equipment available for those employees who require it (such as: custodians, those teachers/EAs supporting complex learners or students with care plans and First Aid Attendants)?			
7. Is there a process and supplies available for sanitizing personal work spaces (including keyboards) and/or shared equipment?			



Exposure Control Plan for COVID-19

8. Site supervisor comments:

- a. Have employees been asked to provide feedback regarding existing controls and whether they have additional ideas for where potential exposures may occur and how they think exposures could be better controlled? This can be done via staff meetings or other informal communications.

YES ____ NO ____

If YES, provide comments: _____

Additional Comments from Inspection Team:

Inspected by:

(please print and sign in the spaces provided)

_____ Name	_____ Signature
_____ Name	_____ Signature
_____ Name	_____ Signature
_____ Name	_____ Signature
_____ Name	_____ Signature

Note: Site Safety Inspections should be conducted by the Site OH&S Committee.