



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 September 29 2020/revised February 26 2021

SCOPE:

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

Related Documents

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

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

DEFINITIONS:

1. **COVID-19** means the illness resulting from an infection by the novel coronavirus SARS-CoV-2 (2019-nCoV)
 - a. COVID-19 signs and symptoms
 - i. cough
 - ii. fever
 - iii. difficulty breathing
 - iv. pneumonia in both lungs
 - 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. **Exposure:** occurs when a person attends school when they may have been potentially infectious with COVID-19 and there is a risk of transmission to others. If there was a potential exposure at a school, public health will work with the school to understand who may have been exposed, and to determine what actions should be taken, including identifying if other students or staff are sick (case finding) or have been exposed. Public health will notify by phone or letter everyone who they determine may have been exposed, including if any follow-up actions are recommended. Those who public health determines are close contacts will be advised to self-isolate. Those who public health determines are not close contacts but may still have been



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

exposed may be advised to self-monitor for symptoms. Once those who may have been exposed have been directly notified, regional health authorities post a notification on their website that details the school and dates a person attended when they may have been infectious. In some regions, this exposure notification is also provided by letter to the school community; this is determined at a regional level.

- a. To ensure personal privacy rights are maintained, public health will not disclose that a student or staff member is a confirmed case of COVID-19 unless there is reason to believe they may have been infectious when they attended school. Public health will only provide the personal information needed to support effective contact tracing.
3. **Cluster:** refers to two or more confirmed cases of COVID-19 that occur among students and/or staff within a 14-day period, and isolated transmission is suspected or confirmed to have occurred within the school. When this occurs, public health, under the direction of a Medical Health Officer will investigate to determine if additional measures are required to prevent transmission of COVID-19. It is expected that multiple cases may occur within a 14-day period, especially when COVID-19 is circulating in the community. This does not necessarily mean that transmission occurred in the school, as they can also be the result of interactions outside of the school setting.
4. **Outbreak:** is when there is sustained, uncontrolled, widespread transmission of COVID-19 within a school, and a Medical Health Officer determines extraordinary public health measures are necessary to stop further transmission in the school or school community. Extraordinary public health measures are at the discretion of the Medical Health Officer and may include ordering the school to close for a certain amount of time or requiring testing of all potentially exposed individuals regardless of symptoms.
5. **Mass gathering:** The Provincial Health Officer's Order for Gatherings and Events prohibits the gathering of more than 50 people for the purpose of an event. This order does not apply to students, teachers or instructors at school when they are engaged in educational activities but does apply to community events held at schools. The Order is focused on one-time or recurrent events where people gather and where control measures may be hard to implement.
 - a. 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.
 - b. School gatherings are events that bring staff and students together outside of regular learning activities. School gatherings should occur within the cohort, and occur infrequently.
 - c. Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome.
 - d. Limit attendees from outside of the cohort to the minimum number necessary (e.g. school staff, visitors etc.) to meet its purpose.
 - e. Schools should seek virtual alternatives wherever possible when a group is gathered, including for assemblies, extracurricular practices, and other activities. If a virtual



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

alternative is not possible, the size of the gatherings should be minimized as much as possible.

- i. Gatherings or events at a school, including social gatherings of students and/or staff, must comply with the PHO

6. **Non-Medical Masks and Face Coverings (Masks)** Although personal protective equipment (including masks) is low on the Hierarchy of Infection Prevention and Exposure Control Measures, it can provide an additional layer of protection when more effective measures are not feasible. Masks have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them. The term 'mask' in this document means a non-medical mask or face covering. Medical-grade masks are not recommended within school settings for general use. Masks do not prevent the spread of COVID-19 on their own. They should not be used in place of physical distancing or any other measures noted in this guidance. Masks can be safely worn by school-aged children.

- a. Elementary students' mask use should be based on their personal or family/caregiver's choice.
- b. K-12 staff and middle/secondary students should wear a mask indoors at school except when
 - i. Sitting or standing at their seat or workstation in a classroom or learning space
 - ii. There is a barrier in place
 - iii. Eating or drinking.
- c. Those wearing masks must still seek to practice physical distancing. There must be no crowding or congregating of people, even if masks are worn. Masks should not be used in place of the other measures detailed in this document.
- d. Students should not be required to wear a mask if they do not tolerate it (for health or behavioural reasons).
- e. Schools are encouraged to support student mask use through positive and inclusive approaches, and not punitive measures or enforcement activities that exclude students from fully participating in school or that could result in stigma.
- f. Do not require a health-care provider note (i.e. a doctor's note) to determine if a person does not tolerate a mask.

7. **Physical distancing** refers to a range of measures aimed at reducing close contact with others. Physical distancing is used as a prevention measure because COVID-19 tends to spread through prolonged, close (face-to-face) contact.

- a. Within cohorts, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available. Young children may not be able to consistently reduce physical contact.
- b. Outside of cohorts, practicing physical distancing should include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available, and ensuring there is 2 meters of space available between people.
- c. For situations where members of different cohorts interact and people will be in the same space for an extended period of time (e.g. beyond 15 minutes), the space should



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

- be sufficiently large, and/or should have limits on the number of people so that 2 meters of space is available between people from different cohorts
- d. If people will be in the same space for transition purposes (e.g. changing between classes), and other measures are in place (e.g. markings on the floor, staggered transition times), there should be enough space to ensure no physical contact.
 - e. Avoiding common greetings, such as handshakes, hugs and kisses
 - f. Limiting contact with people at higher risk outside of their cohort (e.g. older adults and those in poor health)
 - i. Secondary students will self monitor and manage physical distancing compliance during transitions and unstructured time when outside of their cohort
8. **Self-isolation** means staying home and avoiding situations where you could come in contact with others. Self-isolation is required for those confirmed as a case of COVID-19 (i.e. those diagnosed with COVID-19) and those who are identified as a close contact of a confirmed case of COVID-19. Public health staff identify and notify close contacts of a confirmed case who are required to self-isolate. Public health ensures those required to self-isolate have access to health-care providers and that other appropriate supports are in place.
- a. Quarantine is a term typically reserved for people who return from travel outside the country, who are at risk of developing COVID-19.
9. **Cohort** means a group of students and staff who remain together throughout a school quarter, semester or 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 per quarter, semester or term.
 - b. In secondary schools, a cohort can be composed of up to 120 people per quarter, semester or term.
 - 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.) during the quarter, semester or term.
 - 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 needed 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. Multi-Cohort learning groups of students from different cohorts can be in the same learning space at the same time if physical distancing can be strictly practiced between people from different cohorts, and there is adequate space available to prevent crowding of those from within the same cohort.



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

- i. 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.
- j. 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. Students must maintain physical distance and wear a mask when socializing with peers in different cohorts. A mask does not need to be worn when students are outside or they are sitting or standing at their seat or workstation in a classroom or learning space
- k. 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 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. Arrange desks/tables to maximize space between students. Seating arrangements where students directly face one another should be avoided, particularly for secondary schools. Use consistent seating arrangements where possible. Avoid activities that require close face-to-face contact during school activities.
 - 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



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

- 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 caregiver should be in the reception area at a time.
- vii. Kindergarten – drop off and pick up must be coordinated to reduce a parent’s need to enter the school.
 - 1. Receive students at the drop off area,
 - 2. Take students outside to a defined pick up area / drop off area,
- viii. The needs of parents of students 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. Establish procedures for those who become sick at school to go home as soon as possible. Some students or staff may not be able to be picked up immediately. As such, consider having a space available where the student or staff member can wait comfortably, which is safe and is separated from others. This can include being in the same room as others, as long as the person experiencing illness is at least 2 metres away from others and wears a mask if they’re able to. Provide supervision for younger children.
- g. Ensure that custodial staff are carrying out required cleaning services.
- h. Schools and school districts should notify their local medical health officer if staff and/or student absenteeism exceeds 10 percent of regular attendance, to help with the early identification of clusters or outbreaks.
- i. Should minimize the number of staff who interact with learning groups they are not a part of as much as possible while continuing to support learning and a positive, healthy and safe environment.
- j. Hold meetings, in-service and professional development activities and other gatherings virtually whenever possible. If meetings cannot be held virtually Staff should practice physical distancing for face-to-face meetings, whenever possible.



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

- i. If physical distancing is not possible, and a barrier is not present, participants should wear masks. The number of participants gathered, and the length of the gathering should be minimized as much as possible.
- ii. Use visual cues (floor markings, posters, etc.) to promote physical distancing in common spaces (e.g. break rooms, copy rooms, etc).
- k. Ensure staff and other adults entering the school are aware they should not come to school if they are sick or are required to self-isolate.
- l. Ensure parents and caregivers are aware that their child should not come to school if they are sick or are required to self-isolate as per public health direction.
- m. Staff (who have the drivers abstract under policy) who drive students will have to wear masks and so will the student. They will have to follow hand washing rules.
- n. Ensure that all parents and caregivers are aware of the requirement to complete a daily COVID-19 screening of their children prior to dropping them off at school.
- o. All visitors should provide active confirmation (e.g. sign in at entry, e-mail before entry, etc.) that they have no symptoms of illness and are not required to self-isolate before entering.
- p. Ensure all parents and caregivers are aware that they must remain outside of the school during drop off and pick up unless agreed to in advance. Schools must ensure that visitors are aware of health and safety protocols and requirements prior to entering the school (e.g., maintaining physical distance, requirement to wear a mask in all areas. Exceptions will be made for visitors who cannot tolerate masks for health or behavioural reasons.)
- q. Should not provide notifications to staff or students' families about potential or confirmed COVID-19 cases unless the school administrator is directed to do so by the school medical health officer or the superintendent. School Administrators are to follow processes outlined in COVID-19 Protocols for School and District Administrators: Management of Illness and Confirmed Cases.

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 were identified as a close contact of a confirmed case or outbreak by the Northern Health Authority (NHA) must stay home and self-isolate. School District No. 50 (Haida Gwaii) cannot impose a 14-day isolation on return to Haida Gwaii, however we strongly encourage those travelling to or from Haida Gwaii to respect the State of Emergency measures of the Council of the Haida Nation.
- d. Students and staff should stay at home when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.



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

- e. If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.
- f. For mild symptoms without fever, students and staff can monitor at home for 24 hours. If symptoms improve, they can return to school without further assessment.
- g. If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner, or going to a COVID-19 testing centre.
- h. Any staff who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider.
- i. Staff may still attend school if a member of their household develops new symptoms of illness, provided the staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic staff on quarantine or self-isolation and when they may return to school.
- j. When a COVID-19 test is recommended by the health assessment:
 - i. If the COVID-19 test is positive, the person should stay home until they are told by public health to end their self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
 - ii. If the COVID-19 test is negative, the person can return to school once symptoms have improved and they feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. BCCDC has information on receiving negative test results.
 - iii. If a COVID-19 test is recommended but is not done because the person or parent chooses not to have the test or a health assessment is not sought when recommended, and the person's symptoms are not related to a previously diagnosed health condition, they should stay home from school until 10 days after the onset of symptoms, and then may return if feeling well enough.
 - iv. If a COVID-19 test is not recommended by the health assessment, the person can return to school when symptoms have improved and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).
- k. sign in and out of the contact registry when attending a district workplace
- l. practice physical distancing as defined
- m. Employees should seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a mask or working within the same cohort. This includes during social interactions in staff areas and during meetings.
- n. plan accordingly, within reason, to limit your need to leave the workplace for lunch or appointments to go to public places during working hours
- o. 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



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

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 mask.

- p. report safety hazards to your supervisor or Joint Health and Safety Committee
- q. take extra care in ensuring their work area remain clear of clutter and organized (personal desks, tables etc...) to facilitate cleaning by the custodians
- r. K-12 staff should wear a mask indoors at school except when
 - i. Sitting or standing at their seat or workstation in a classroom or learning space
 - ii. There is a barrier in place
 - iii. Eating or drinking.
- s. Staff (who have the drivers abstract under policy) who drive students will have to wear masks and so will the student. They will have to follow hand washing rules.
- t. Not plan, encourage or participate in mass gatherings greater than 50 people
- u. Not bring cleaning chemicals from home
- v. Staff should not provide notifications to other staff or students' families if a staff member or student becomes ill at home or at school as well as a potential or confirmed COVID-19 cases.

3. If a confirmed case of COVID-19 in a school

- a. Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the BCCDC website.)
- b. Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- c. If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- d. Public health may then:
 - i. Recommend up to a 14-day isolation if necessary (for confirmed close contacts).
 - ii. Recommend monitoring for symptoms if necessary
 - iii. Provide follow-up recommendations if necessary.
- e. Schools must continue to provide learning support to students required to self-isolate.
- f. Together, schools/school districts and public health officials will determine if any other actions are necessary.

4. 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.



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

- 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

5. Personal Protective Equipment

- a. Non-Medical Masks and Face Coverings (Masks)
 - i. Although personal protective equipment (including masks) is low on the Hierarchy of Infection Prevention and Exposure Control Measures, it can provide an additional layer of protection when more effective measures are not feasible. Masks have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them. The term 'mask' in this document means a non-medical mask or face covering. Medical-grade masks are not recommended within school settings for general use. Masks do not prevent the spread of COVID-19 on their own. They should not be used in place of physical distancing or any other measures noted in this guidance. Masks can be safely worn by school-aged children.
- b. Face shields
 - i. Are a form of eye protection for the person wearing it.
 - ii. They may not prevent the spread of droplets from the wearer.
 - iii. Face shields should not be worn in place of masks, except for those communicating using lip-reading, when visual facial cues are essential, or when people may be unable to wear a mask. Clear masks that cover the nose and mouth are another option when visual communication is necessary.
- c. 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





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

6. 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.

7. 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

8. 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 isolation area.
 - 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 clean of the isolation area.
- 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.

9. 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.

10. 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. Implement strategies that prevent crowding at pick-up and drop-off times. Focus on entry and exit areas, and other places where people may gather or crowd.
 - 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 should
 - 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. Open windows when the weather permits.
 - v. Have high touch points disinfected after each trip
 - vi. All K-12 staff and secondary students should wear masks. These should be put on before loading.
 - vii. Bus drivers are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on school buses except while driving or able to maintain physical distance (2M). Exceptions will also be made for bus drivers who cannot tolerate masks for health or behavioural reasons.
 - viii. Bus drivers should clean their hands often, including before and after completing trips. They are encouraged to regularly use alcohol-based hand



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

- sanitizer with at least 60% alcohol during trip.
- ix. Students should clean their hands before they leave home, when they leave school, and when they get home.
 - x. Encourage private vehicle use where possible to decrease transportation density.
- c. Field trips
- i. Use of parent volunteers for driving groups of students is not permitted.
 - ii. Schools must ensure that volunteers providing supervision are trained in and strictly adhere to physical distancing and other health and safety guidelines.
 - iii. No overnight field trips should occur.
- d. Schools must
- i. Be cleaned once when school is in session wiping down items used by multiple students and staff, including doorknobs, light switches, hand railings, water, fountains, faucet handles, toilet handles, tables, desks, chairs, manipulatives, and toys along with a regular clean in the evening.
 - ii. Discontinue the recycling program
 - iii. The use of lockers or cubbies for student storage is permitted.
- e. Gym class, weight rooms and exterior basketball courts
- i. Physical education and extracurricular exercise and sport activities should occur outside whenever possible.
 - ii. High intensity exercise activities are those that result in significantly increased respiration rates. Move activities outside or pursue a low-intensity activity if this isn't possible. Masks should be worn indoors by secondary students during low-intensity indoor activities where physical distancing cannot be consistently practiced. Wearing masks during high intensity exercise activities or outdoors is based on personal choice, but cannot be in place of the other measures detailed in this section. Masks should be worn by staff during physical education when they are unable to practice physical distancing.
 - iii. There should be no activities that include prolonged physical contact (i.e. physical contact beyond a brief moment) or crowding.
 - iv. Weight room equipment should be cleaned after every use if it is considered a high intensity exercise.
 - v. Encourage students to come to school in clothing that is appropriate for PE and the weather conditions to eliminate the use of change rooms.
 - vi. All inter-school events including competitions, tournaments and festivals should not occur at this time.
 - vii. If indoors and the activity is stationary, have students spaced 2 metres apart. If the activity involves movement, ensure there is ample space available to reduce the likelihood of physical contact beyond a brief moment.
- f. Hallways
- i. Visual markers to coordinate traffic shall be placed
 - ii. Re-filling water stations can be used to re-fill personal containers. These should not include bathroom sinks or other water sources not typically used for drinking water. Water fountains where a person drinks directly from the spout should be used minimally, and only if no other means of water access are available. Hand hygiene should be practiced before and after use.



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

- iii. Consider the implementation of one way hallways
- iv. K-12 staff and secondary students should wear a mask
- g. Bathrooms
 - i. Where possible bathrooms should only have 1 student if they are used with different cohorts and secondary students should wear a mask.
- h. Classrooms
 - i. Arrange desks/tables to maximize space between students. Seating arrangements where students directly face one another should be avoided, particularly for middle and secondary schools. Use consistent seating arrangements where possible. Avoid activities that require close face-to-face contact during school activities.
 - ii. K-12 staff and secondary students should wear a mask indoors at school except
 - 1. when Sitting or standing at their seat or workstation in a classroom or learning space
 - 2. There is a barrier in place
 - 3. Eating or drinking.
 - iii. Where possible students should enter the school and exit the school through different doors.
 - iv. 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.
 - v. The ventilation systems should be programed to allow for more fresh air to circulate where possible.
 - vi. Teachers will have access to a 60% alcohol hand sanitizer for their rooms, sanitizer is not to be left out unsupervised.
 - vii. Late arrivals should continue to sign in at the office
 - viii. Early departures require parents or caregivers to go only as far as the office and must be done with advance notice.
 - ix. Classrooms must be decluttered to facilitate intensive cleaning. Couches and other items that cannot be appropriately disinfected and are communal in nature of use must be removed/discarded.
 - x. Waste receptacles should be in each classroom and lined with a plastic bag.
 - xi. All desk surfaces must be kept clean at the end of the day to facilitate cleaning.
 - 1. There should be no items stuck to the desk tops except for name tags.
 - xii. Keyboards and copiers will be wiped down twice a day with the approved disinfectant. Contact the IT manager for additional information
 - xiii. The use of communal tools and instruments should be minimized
 - 1. Items used should be cleaned or wiped down as necessary post use.
 - xiv. Avoid demonstrations that required the class to gather closely around to view.
 - 1. Use video or projection as alternatives.
 - xv. Students should be reminded to
 - 1. Not come to school when sick
 - 2. Wash their hands frequently
 - a. When they arrive, and before they go, before eating and drinking, after using the toilet and when visibly dirty.
 - b. This will require scheduling to avoid significant line-ups and congestion.



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

3. Not to share food or utensils
4. Place their waste directly into garbage cans
- xvi. Access to cleaning supplies is currently limited for custodians and emergency cleaning
 1. Chemicals from outside the workplace are not permitted
- 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
 - iv. K-12 staff and secondary students should wear a mask indoors at school except when:
 1. Sitting or standing at their seat or workstation in a classroom or learning space
 2. There is a barrier in place
 3. Eating or drinking.
- 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.
- l. Front/main reception area
 - i. Limit your need to go into the reception area
 - ii. No more than one to two people should be served in the reception area, if possible, all the while maintaining physical distancing
 - iii. K-12 staff and secondary students should wear a mask indoors at school except when



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

1. Sitting or standing at their seat or workstation in a classroom or learning space
 2. There is a barrier in place
 3. Eating or drinking.
- 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.
 - ii. When visiting the library / learning commons, students and staff should remain in their learning group as much as possible and maintain physical distance from members outside of their learning group.
 - iii. K-12 staff and secondary students should wear a mask indoors at school except when
 1. Sitting or standing at their seat or workstation in a classroom or learning space
 2. There is a barrier in place
 3. Eating or drinking.
- o. Music/Band and Strings
- i. Music education should occur in line with guidance developed by the British Columbia Music Educators' Association and the Coalition for Music Education in British Columbia.
 - ii. Students within the same cohort should be spaced as far apart as possible.
 - iii. Wind instruments are permitted as long as physical distancing can be achieved
 - iv. 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.
 - v. In secondary schools, masks should be worn when singing.
- p. Photocopier rooms
- i. K-12 staff should wear a mask indoors
 - ii. Minimize the use or need for printed materials,
 - iii. 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



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

- 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.

Daily Health Check Example

The following is an example of a daily health check to determine if you should attend school that day.

Daily Health Check

1. Key Symptoms of Illness

Do you have any of the following new key symptoms? CIRCLE ONE

Fever	YES NO
Chills	YES NO
Cough or worsening of chronic cough	YES NO
Shortness of breath	YES NO
Loss of sense of smell or taste	YES NO
Diarrhea	YES NO
Nausea and vomiting	YES NO
Have you returned from travel outside Canada in the last 14 days?	YES NO
Are you a confirmed contact of a person confirmed to have COVID-19?	YES NO

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

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