



SCHOOL DISTRICT 46 - SUNSHINE COAST
Excellence in all we do!

Exposure Control Plan for COVID 19



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Background - Pandemic Influenza

A pandemic is the outbreak of an infectious disease that occurs over a large geographical area, often worldwide, affecting a large proportion of the population with elevated rates of illness.

- When viruses combine or mutate they evolve into a new virus.
- When people have little or no immunity to a new virus, it results in a greater person-to-person spread of illness.
- Wide-spread illness that affects all age groups, including young adults, may lead to a pandemic.
- The results of a pandemic can lead to more serious outcomes like hospitalization and death.

The [World Health Organization \(WHO\)](#), [Health Canada](#), and the [BC Centre for Disease Control](#) have recommended that all jurisdictions and workplaces create pandemic influenza preparedness plans to diminish the potential adverse effects of a flu pandemic. The WHO has advised that there is a risk of pandemic influenza that could cause widespread illness and death in humans. Contingency planning is essential for an effective response to a pandemic.

Exposure Control Plan for COVID 19

This Exposure Control Plan (ECP) is specific to WorkSafeBC, BCCDC and Ministry of Education directions for safe school operations. For specific information, please see [BCCDC site for schools](#), and the [COVID-19 Public Health Guidance for K-12 Schools](#), [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#), the [Ministry of Education "B.C.'s Back to School Plan" website](#) and [Worksafe BC Education \(K-12\): Protocols for returning to operation](#).

COVID 19 Facts

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. Coronavirus disease - COVID-19 - is a new strain that was discovered in 2019 and has not been previously identified in humans. Coronaviruses are zoonotic, meaning they are transmitted between animals and people.

Transmission

According to the BC Centre for Disease Control, the virus spreads mainly by droplet contact from person-to-person. This is achieved when:

- an infected person coughs or sneezes when within two (2) meters of another.
- these droplets land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- These droplets land on surfaces and a non-infected person touches that surface and then touches their own mouth, nose, or possibly their eyes,

Review BC Centre for Disease Control for information: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/how-it-spreads>



Signs and Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include:

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

Symptoms may appear 2-14 days after exposure.

Purpose

The Sunshine Coast School District is committed to providing a safe and healthy workplace for all of our staff and contractors. A combination of measures will be used to minimize exposure to COVID 19. Our safe work procedures and instructions are in place not only for our staff but all workers who enter our facilities. 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 to COVID 19.

Exposure Control Plan Responsibilities

Employer

Sunshine Coast School District will:

- Ensure that a copy of the exposure control plan implemented, maintained and available to workers.
- Select, implement, and document the risk assessment and appropriate site-specific control measures.
- Ensure that the all 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 the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.

Supervisors

School Administrator or Supervisor will:

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Ensure that workers use proper Personal Protective Equipment (PPE) as outlined in this plan and any fit testing has been completed, and the results are recorded.
- Direct work in a manner that eliminates or minimizes the risk to workers.

Workers

Workers and onsite Contractors will:

- Know the hazards of workplace.
- Follow established work procedures and instructions as directed 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.
- Know how and when to report exposure incidents.



Service Operations Managers

Service Operations Managers are responsible for:

- Maintaining an inventory of
 - PPE for custodians,
 - Disinfectant / antiviral chemicals
 - 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 maintenance staff is minimized and adequately controlled.
- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

Risk identification and assessment

Two (2) primary routes of transmission are anticipated for pandemic influenza COVID 19, each of which need to be controlled. These include contact, and droplet transmission.

Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact, such as patient care or emergency response activity that requires direct personal contact (for example, turning or bathing a patient). Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because viruses can persist on hands and on surfaces.

Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes, and also during certain medical procedures such as cough induction. Droplets travel a short distance through the air, and can be deposited on inanimate surfaces or in the eyes, nose, or mouth.

Airborne transmission

At this time, BC CDC does not believe airborne transmission to be a route of transmission, as the droplets are too large to remain airborne beyond the two (2) meters from point of origin.



Exposure Control Plan for COVID 19

School District activities during COVID 19 Risk Assessment

Role	Low Risk Workers who typically have no contact with people infected with pandemic influenza	Moderate Risk Workers who may be exposed to infected people from time to time in relatively large, well ventilated workspaces	High Risk Workers who may have regular close contact with infected patients or with infected people in small, poorly ventilated workspaces
<i>Reception</i>	X		
<i>Office Staff</i>	X		
<i>Exempt Staff</i>	X		
<i>Teachers/Support Staff</i>		X	
<i>Custodians</i>		X	
<i>Trades</i>	X		
<i>Drivers</i>	X		
<i>Daycare</i>		X	

Note: Medical and other “Front Line” health care workers are deemed to be “High Risk” in their roles as primary care givers to those who are actively infected with COVID-19.



Expected mitigation measures based upon risk level for COVID 19

	Low risk Workers who typically have no contact with people infected with pandemic influenza	Moderate risk Workers who may be exposed to infected people from time to time in relatively large, well ventilated workspaces	High risk Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
<i>Hand hygiene</i>	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)		
<i>Disposable gloves</i>	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes, in some cases (for example, when working directly with pandemic influenza patients)
<i>Aprons, gowns, or similar body protection</i>	Not required	Not required	Yes, in some cases (for example when working directly with pandemic influenza patients)
<i>Eye protection — goggles or face shield</i>	Not required	Not required	Yes, in some cases (for example when working directly with pandemic influenza patients)
<i>Masks/Face Coverings</i>	Required in common areas or when not able to maintain distancing	Required in common areas or when not able to maintain distancing	Yes (minimum N95 respirator or equivalent)
<i>Physical Distancing</i>	Yes - 2 meters	Yes - 2 meters	No – essential services
<i>Social etiquette</i>	No shaking hands or hugging as a formal greeting		
<i>Travel restrictions</i>	As directed by the PHO and Health Canada when traveling outside of Canada		
<i>Isolation</i>	Yes – if you <ol style="list-style-type: none"> 1. have symptoms, even if mild, associated with COVID-19 or 2. have been diagnosed with COVID-19 or are waiting for laboratory test results or 3. have been advised to do so by your Public Health Authority 		
<i>Self-isolation</i>	Yes – If you have no symptoms and may have been exposed to COVID-19 as a result of: <ol style="list-style-type: none"> 1. travelling outside of Canada within the last 14 days or 2. coming in close contact with someone diagnosed with COVID-19 3. have been asked to do so by your Public Health Authority 		
<i>Self-monitor</i>	Yes – if you: have no symptoms and may have been exposed to COVID-19 in the last 14 days or are in close contact with older adults or people who are medically vulnerable and have been asked to do so by your Public Health Authority.		



Risk control

Infectious disease controls shall be considered for implementation in the following order of preference:

1. Environmental Measures: increase fresh air intake, being outdoors, physical barriers (plexiglass), visual cues for traffic flow and more frequent cleaning and disinfection
2. Administrative Measures: changes in scheduling and work practices, health and wellness policies and placing students and staff in Learning Groups.
3. Personal Measures: staying home when sick, maintaining physical distance/minimizing physical contact and hand hygiene.
4. Personal protective equipment (PPE): gloves, masks and face shields

See a specific summary of school-based control measures on p. 8.

Education and Training

Workers will receive training in the following:

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

Health monitoring

All staff, students or other person wishing to enter a district site must assess their health daily. Workers will promptly report any symptoms of common cold, influenza, COVID 19 to their manager or supervisor by email or phone call. Then call 8-1-1 to get further information on testing, self-monitoring, or the need to self-isolate.

- Take the BC Health COVID 19 self-assessment test: <https://bc.thrive.health/>
- If tested: staff may return to work when they are symptom-free and have received a negative test result
- If test result is positive: follow Public Health direction and report to your absence to your employer
- If testing was not required: staff may return to work when symptom free
- Staff and staff experiencing symptoms related to seasonal allergies or other symptoms related to pre-existing conditions may attend school or work as long as those symptoms do not change or worsen.

Record keeping

The Sunshine Coast School District will keep records of instruction and training provided to workers regarding the COVID 19, as well as reports of exposure and first aid 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.



Information and Safe Work Instructions



1. STAY HOME WHEN SICK

All students and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

Spread students and staff out to different areas when possible.

Take students outside more often.

*Stagger break and transition times.
Incorporate individual activities.*

Remind students to keep their hands to themselves.



2. HAND HYGIENE

Everyone should clean their hands more often!

Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.



5. CLEANING AND DISINFECTION

Clean and disinfect frequently touched surfaces at least twice every 24 hours (once during the school day).

General cleaning of the school should occur at least once a day.

Use common cleaning and disinfectant products.



3. RESPIRATORY AND PERSONAL HYGIENE

Cover your coughs.

Do not touch your face.

No sharing of food, drinks, or personal items.



Hand washing

Handwashing 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 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

- remove jewellery
- wet hands with warm running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
 1. Rub palm to palm
 2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
 3. Rub palm to palm with fingers interlaced
 4. Back of fingers on opposing palms
 5. Rub thumb rotationally, clasped in opposing hand
 6. Rub tips of fingers rotationally on opposing palm
 7. Rinse hands thoroughly
 8. Dry hands with paper towel
 9. Use paper towel to shut off water

If No Sink Is Available

- 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 defense 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.

Please note: If you are unable to perform hand washing as above due to injury or medical skin conditions, please contact District OHS for consultation.



Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health




Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?



Either will clean your hands: use soap and water if hands are visibly soiled.



Remove hand and wrist jewellery

HOW TO HAND WASH

1



Wet hands with warm (not hot or cold) running water

2



Apply liquid or foam soap

3



Lather soap covering all surfaces of hands for 20-30 seconds

4



Rinse thoroughly under running water

5



Pat hands dry thoroughly with paper towel

6



Use paper towel to turn off the tap

HOW TO USE HAND RUB

1



Ensure hands are visibly clean (if soiled, follow hand washing steps)

2



Apply about a loonie-sized amount to your hands

3




20 s

Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)


COVID19_HH_001



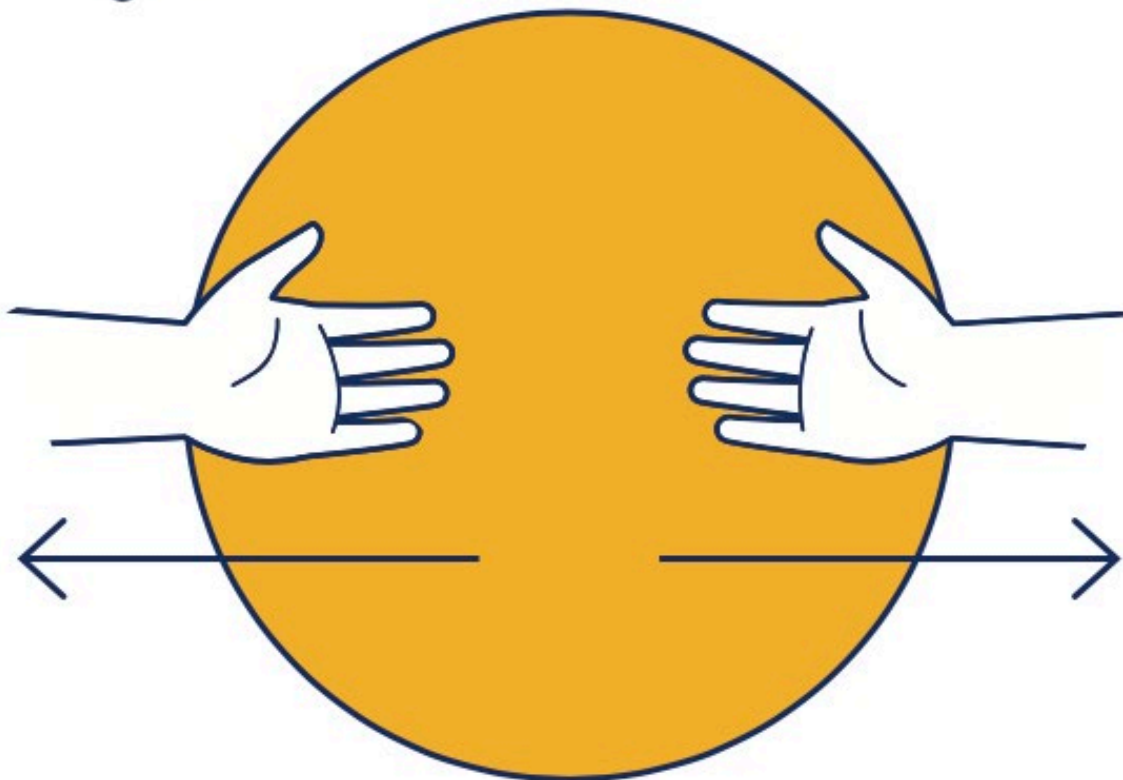
If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

Coronavirus COVID-19
BC Centre for Disease Control | BC Ministry of Health





REDUCE THE SPREAD OF COVID-19




PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**

**If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.**





Coughing and sneezing etiquette



Cover your mouth and nose with a tissue.



Dispose of your tissue properly.



If there is no tissue, cough or sneeze into the bend of elbow – not your hand.



If you sneeze or cough into hand, wash your hands as soon as possible.

Source: US Centres for Disease Control and Prevention



General COVID 19 Safe Work Instructions

All staff

- Follow all District Safe Working Practices
- Do not come to work when you are sick, if you have been told to self-isolate or isolate. Take the BC Health Link COVID 19 self-assessment test <https://bc.thrive.health/>
- Notify your supervisor of any symptoms you are experiencing when at work
- Practice physical distancing >2 meters if face-to-face meetings are required
- Non-Medical masks are required for all K-12 staff in schools except when: seated at their workstation or learning space, or if there is a barrier in place, or when eating and drinking, or when outdoors. A face shield requires a mask as well.
- Masks, face shields or coverings can be worn in any situation at personal discretion
- See Appendix A for instructions on “Mask Wearing” from the [Worksafe Poster](#).
- Follow room capacity limits where in place
- Limit group meetings as much as possible, with four persons maximum. Ensure physical distancing.
- Use virtual communication methods to communicate when possible
- Wash hands regularly as prescribed
- If working from home is planned:
 - Employees must have made prior arrangements with their supervisors and reviewed the district “Teleworking Program”.
 - Employees that feel they cannot establish a safe work environment in their home must please report this situation to their supervisor prior to accepting a work-from-home schedule;
 - Establish a clear, safe and secure area to complete work-related tasks;
 - Try to find a place where you can have periods of uninterrupted time;
 - Take micro breaks throughout the workday;
 - If you are working alone check in with others on a regular schedule by text or email;
 - Request a Virtual Private Network (VPN) access through your supervisor if you feel this is necessary;
 - If you have not done so already, please complete the online BC FIPPA (Freedom of Information and Protection of Privacy Act) Training.

Sign in Procedures:

- All sites must have a sign in procedure for staff and visitors.
- Staff signing in acknowledge that they have completed a Worksafe-required health check prior to arriving at work.
- Sign in procedures for site staff, other district employees and members of the public must be separate and kept for 30 days.
- A [Worksafe Health Check poster](#) must be posted at the sign in site.

School Based Administration and Clerical assistants

- Limit the public coming into the office – label the door to the office – “Wait to be served”
- Designate a 2 metre area in front of or behind a kiosk
- Wash hands or sanitize after handling publicly handled documents
- Expect parents and public to call instead of visiting the school
- Review with your supervisor whether a plexiglass barrier is required if a 2 metre distance cannot be maintained with other staff or students, or high traffic is present in your work area

Exempt Staff, Trades, District Principals, Principals, and those at multiple sites

- Use separate vehicles when travelling to different sites
- Document site visits with your supervisor following their established procedures



Teachers/Support Staff

- Maintain a 2 metre physical distancing while working with a student where possible
- Demonstrate appropriate hygiene practices
- Report incidents of suspected illness
- Some positions, such as Teacher Librarians, Learning Assistance, Counseling, etc, may require close contact with students. Masks, face shields or plexiglass barriers are required depending on the type of work being done. Consult with your school principal or health and safety committee.

Contractors

- Follow the directive of the Provincial Health Officer, maintain physical distance expectations and document your site visits with the Maintenance Department
- Ensure you have an ECP in place for your organization

Transportation of Students

Given the limited ability to remain physically distant in vehicles, following strategies are recommended for student transportation:

- Student transportation on buses, including Multi-Function Activity Buses (MFABs) must follow Provincial COVID-19 Health and Safety guidelines: [Student Transportation on Buses](#) (p.18)
- MFAB users must disinfect buses following their use and as required by provincial guidelines.
- Use of parent volunteers for driving groups of students is not permitted during stages 2 to 4
- Students should be transported in personal staff vehicles for emergency purposes only.
- When personal vehicles are required:
 - Hand hygiene should be practiced before and after travel.
 - Drivers and secondary students are required to wear non-medical masks during travel.
 - High-contact surfaces in the vehicle should be disinfected prior to the student entering the vehicle.
 - Extra ventilation should be provided (open windows).

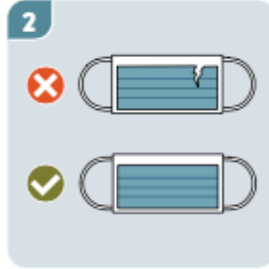


APPENDIX A: MASK WEARING

Help prevent the spread of COVID-19: How to use a mask



Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



Inspect the mask to ensure it's not damaged.



Turn the mask so the coloured side is facing outward.



Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



Put the loops around each of your ears, or tie the top and bottom straps.



Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



Don't touch the mask while you're wearing it. If you do, wash your hands.



Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



Wash your hands with soap and water or use an alcohol-based hand sanitizer.



Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



Dispose of the mask safely.



Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."