

## COVID-19 Mandatory Protocol Site Procedures



Effective June 1, 2020 the British Columbia government moved schools to Stage 3 as part of the BC Covid-19 Go-Forward Management Strategy and the BC Restart Plan.

In order to limit potential exposure to COVID-19, employees are to review our Safe Work Plans available at our school district website: Engage-Covid19-Health and Safety, and take preventative measures. Everyone must do their part to help reduce the spread of the virus and maintain a safe workplace. These “Site Procedures” are to direct our work at our respective school sites and facilities.

School District #46 is directing staff to follow these operational arrangements.

### COVID-19 Preventative Measures



- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, going to the bathroom, or before eating or preparing food.
- Maintain safe physical distancing of two metres between yourself and others where possible.
- If you have to cough or sneeze, do it into your elbow or a tissue, and then throw out the tissue and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home if you are sick. If you have a fever, a new cough or are having difficulty breathing, contact medical services.
- Avoid close contact with people who are sick.
- Frequently touched objects and surfaces will be wiped down twice daily, use cleaning materials where provided.
- If you have questions about whether or not you should be tested for COVID-19, use the self -assessment tool at <https://bc.thrive.health/covid19>.

### ENTERING AND LEAVING THE BUILDING

- Maintain safe physical distancing guidelines of two metres between people when entering and leaving the building. Do not enter or leave the building in groups.
- Each site will identify an entrance and an exit to be used by all staff.
- All staff are required to sign in at the office.
- Follow all hand hygiene protocols upon entering or leaving your site.

### SITE HOURS AND ACCESS

- **For your safety, access to school buildings or other sites will be during regular working hours only.** All other access must be made by prior arrangement with the Principal or Manager (or designate).
- Use the designated entrance and exit and sign in.
- Schools will lock their doors during the day to limit public access.
- Access to school sites will be to staff, students and authorized personnel only.
- Parents and caregivers should make prior arrangements for meetings.
- Visitors will not be allowed.

## **DAILY SANITIZING ROUTINES**

- Wash your hands when you arrive at work.
- Custodians will be present on site daily.
- Two “wipe downs” on high touch surfaces will be done daily.
- Confirm with the principal or supervisor if you require additional cleaning supplies as directed by your specific Safe Work Practices document.
- Confirm the spaces you are using with your principal or supervisor.
- Shared equipment, such as technology, must be wiped down after use, using products provided.

## **PHYSICAL DISTANCING**

- Follow safe physical distancing guidelines by maintaining two metres between people where possible.
- Work only in your classroom, office or workspace as much as possible.
- If you must talk to someone, make sure you stay **two metres** away or use your phone to contact them.
- Limit the need to meet in groups. When a meeting is required, ensure that you choose a space that allows for the two metre distance among people.
- Use phone or online options, such as Zoom, as much as possible.

## **ILLNESS**

- **All staff are required to do a self-assessment prior to leaving for work. If you have any symptoms of illness consistent with Covid-19 (fever, cough, shortness of breath) stay home and contact your health care provider.**
- When you are sick, stay home and log a sick leave.
- If you start to develop symptoms while at work, go home and let your supervisor know via email or phone.
- If you are not sure whether you should stay home use the self-assessment tool at <https://bc.thrive.health/covid19>
- Confirm your health status with your Principal or manager as soon as possible if you are required to get tested.

## **PHOTOCOPIER OR SUPPLY ROOMS**

- **Wash your hands** prior to using the photocopier.
- When you are done, disinfect the photocopier using materials provided.
- Disinfect any shared surfaces or equipment you used at the photocopy area/room such as staplers, hole punches, etc.
- **LIMIT** the number of persons in a photocopy or supply room.
- When you are finished at the photocopier or in the supply room, wash your hands again before you go back to your office or workspace.

## **BATHROOMS**

- Follow the plan for bathroom use established at your site. Only use bathrooms that have been authorized.
- Washrooms will be cleaned twice daily as with all “high touch surfaces”.
- Follow COVID-19 handwashing guidelines as posted.

## **STAFF ROOM**

- Wash your hands **before** you go into the staffroom.
- **LIMIT** the numbers of persons in the staff-room at any time, maintaining a distance of two metres between each other. If you cannot maintain a two metre distance from others in the staff room, do not enter.
- When you are finished wash your hands again before you go back to your classroom, office or workspace.

## **OTHER SHARED AREAS**

- Principals and supervisors will develop protocols for use of other shared spaces within their individual buildings (libraries, gyms, shops, etc.).
- Protocols for these spaces must be in line with this document. A safe distance must be maintained and an occupancy limit set.

Additional information may be found at [www.sd46.bc.ca](http://www.sd46.bc.ca)