



NISGA'A SCHOOL DISTRICT NO. 92

COVID-19 HEALTH & SAFETY RESPONSE PLAN

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

The plan considers measures to be taken when students enter schools and will be updated as needed, as more information is provided by the Provincial Health Officer, the Minister of Education and Nisga'a Lisims Government.

Last updated: 15 September 2020

COVID-19 RESPONSE PLAN

**A copy of this plan will be made available on the District website and will be posted at each site.*

Table of Contents

Introduction	3
COVID – 19	3
Symptoms	3
Spread	3
Prevention	4
Purpose	4
Responsibilities	4
Risk Assessment	6
Site Specific Risk Assessment	6
Risk Control Measures	7
Education and Training	9
Record Keeping	9
Periodic Review	9
Precautionary Measures	9
Physical Distancing	9
Hand Washing	10
Cleaning	11
Enhanced Environmental Cleaning	13
What to Do if Staff or Students Develop Symptoms at School.....	14
Supporting Students.....	15
School Site Protocols	16
Transportation of Students on Buses.....	17
Safe Work Procedures	18
Roles	18
Principal/Vice Principal Guide	21
WorkSafe OH&S Regulation Guideline 3.12 Refusal of Unsafe Work	23
Site Inspection Report	25
Visuals & Daily Assessment Tool.....	27

COVID-19 RESPONSE PLAN

Introduction

The purpose of this document is to outline control measures to minimize the transmission of COVID-19 and maintain a safe and healthy school environment for students, families, and staff. 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.

A copy of this plan will be made available via the SD92 website. All staff will be familiar with, and have access to, the document.

The purposes of this Response Plan for COVID-19 include:

1. To ensure all school district staff reduce the risk of infection through transmission of COVID-19.
2. To follow the direction of the Provincial Health Officer, the Minister of Education, and the Nisga'a Lisims Government 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 & 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, like 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 5 days. Staff and students are encouraged to use the BC COVID-19 self-assessment tool <https://bcthrive.health/>

Symptoms of COVID-19 may include:

- Fever
- Chills
- Cough or worsening chronic cough
- Shortness of breath
- Loss of sense of smell or taste
- Diarrhea
- Nausea & vomiting

Spread

Coronaviruses are not known to spread through ventilation systems or through water. Coronaviruses 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

COVID-19 RESPONSE PLAN

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 sneezing
- Clean and disinfect frequently touched objects, surfaces, such as doorknobs, electronic devices
- **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 **WorkSafeBC Act Occupational Health & 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** <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education> and **Public Health Agency Workplace and Risk-Informed Decision Making Guidelines for COVID-19** <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>.

Responsibilities

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

Employer

The District will:

- Ensure that a copy of the COVID-19 Response Plan is implemented, maintained, and made available to workers.
- Select, implement, and document the risk assessment and appropriate control measures used.
- Ensure that all the resources (information, authorization of administrative changes, technology, training, human resources) and materials (personal protective equipment, cleaning, 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.

COVID-19 RESPONSE PLAN

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 controls for hazards at the work site.
- 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 information material in an accessible area for workers to see.

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** <https://www.thrive.health/bc-self-assessment-tool> to determine appropriate course of action.
- Follow the advice given by Nisga'a Valley Health Emergency Phone Line or medical professionals. *Do not come to work when you are sick, or 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 school, separate yourself from others and go home, avoid contact with others 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: a vaccine is not currently available for COVID-19).
- Instruct students, with age appropriate techniques, on good respiratory etiquette and hand hygiene.

Director of Operations

The Director 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.
- Provide adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe procedures specified in this response plan.

COVID-19 RESPONSE PLAN

- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revising the work schedule to ensure prior intensive cleaning of impacted work area surfaces and touched 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 determine the appropriate course of action.
- Follow the advice given by Nisga'a Valley Health emergency contact or medical professionals. *Do not come to school when you are sick, if you have taken aspirin, Tylenol/acetaminophen, ibuprofen, or if you have been told to self-isolate.*
- Keep children home if they are symptomatic or ill.

Rick Assessment

As COVID-19 poses a risk to everyone, this 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/Maintenance	X		
Drivers (Bus Drivers/Maintenance	X		
First Aid Attendants			X

Site Specific Risk Assessments

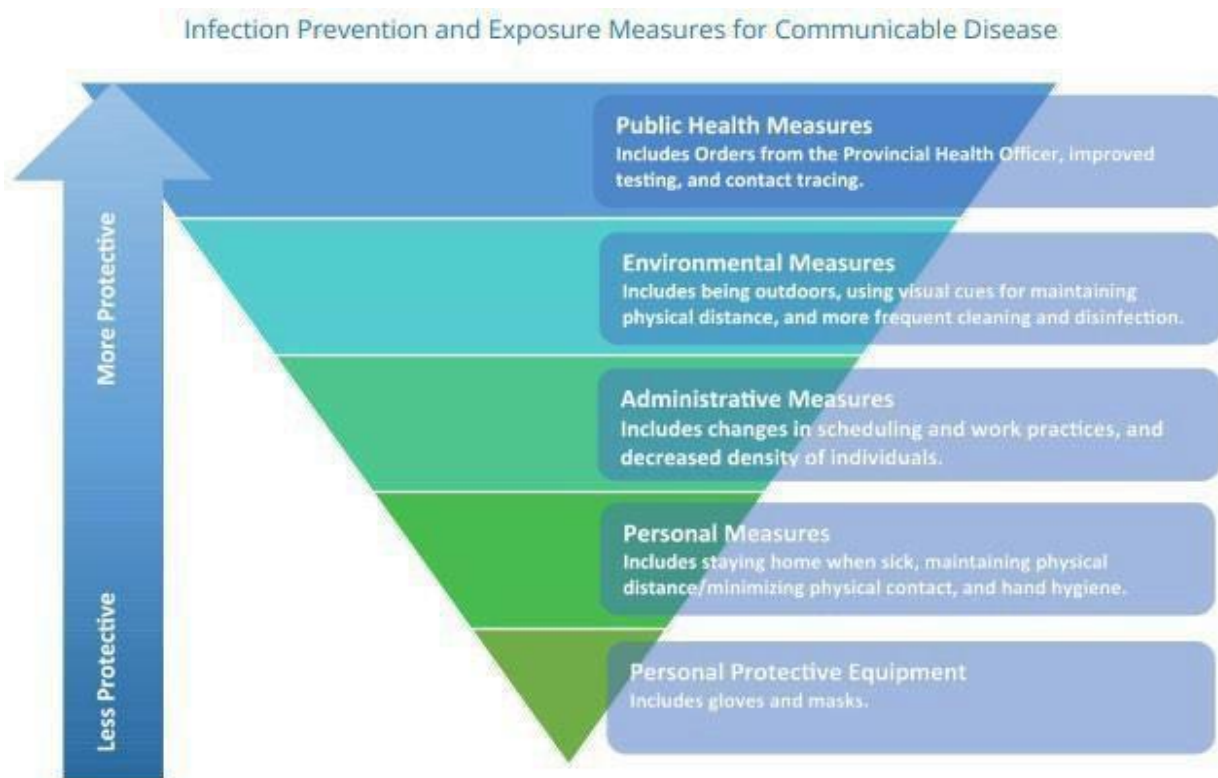
The physical configuration of each district site will be reviewed by specific Occupational Health & Safety (OH&S) committee members and representative, to assess and recommend how best to implement site-specific control measures. A form to record this process is located at **end of this document** and 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 work procedures apply to 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.

Schools are considered a controlled environment. This is because schools include a consistent grouping of people, there are robust illness policies for sick students and staff and there is an ability to implement effective personal practices that are followed by most people most of the time in the setting.



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

A. Public Health Measures

- Case finding & contact tracing
- Self-isolation & quarantine

B. Environmental Measures

- Physical barriers for service counters on a case by case basis
- Monitor HVAC fresh air make-up system
- Quarantine/Isolation (site medical room)

COVID-19 RESPONSE PLAN

- Visual cues/signage for maintaining physical distance, proper hand hygiene and respiratory etiquette
- Visual cues/signage for site access by public/visitors
- Visual cues/signage for common/shared area capacity
- Floor markings and posters to address traffic flow in hallways and common areas
- Increased cleaning and disinfection

C. Administrative Measures

- School site/Facilities Procedures
- Transportation Department Procedures
- Meal Plan/Food Distribution Procedures
- Take students outside more often
- Cohorts (An up-to-date list of all members of a cohort is maintained by administration to share with public health if contact tracing is needed)
- Physical distancing
- Seek virtual alternatives for school gatherings
- Schools remain “closed” to the public; entry is by appointment only (and a list of visitors is kept at the office)
- Staggered breaks (site specific)
- No overnight field trips or inter-school events

D. Personal Measures

- Stay home when required to self-isolate
- Stay home when sick
- Staff & other adults should assess themselves daily for key symptoms
- Parents & caregivers should assess their child daily for key symptoms
- Stay home when new symptoms of illness develop
- Procedures for managing illness at school
- Hand hygiene
- Respiratory etiquette
- Bring an individual, filled water bottle each day; refill stations may be used if needed
- Personal items can be brought for personal use; these items should be limited to those items that are easily cleaned and/or are considered to be low risk (ie. clothing, paper, etc.)

E. Personal Protective Equipment (PPE)

- Disposable gloves
- Non-medical masks may be useful for secondary students and staff when physical distancing cannot be consistently practiced, and a person is interacting with people outside of their cohort
- Eye protection – goggles or face shield

Personal Protective Equipment (PPE)

PPE, such as masks and gloves, is not needed for most staff beyond that used as part of routine practices for the hazards normally encountered in their regular work. In most cases, precautionary measures (physical distancing and regular hand washing) are sufficient to prevent transmission of COVID – 19. Public Health Guidance for K-12 School Settings is that personal protective equipment, such as masks

COVID-19 RESPONSE PLAN

and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. Staff and secondary students should wear masks on school buses, in hallways, and any other common areas where physical distancing is not possible outside of their learning group. When within learning groups, masks are not necessary. They are a personal choice. However, personal protective equipment may be required when physical distancing or regular hand hygiene could be inadequate.

For more information about how to properly use and disposal of PPE, please refer to the **safe work**

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 hygiene and respiratory etiquette. (BCCDC Guidelines for K-12)
- How to report 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 Occupation Health & Safety meeting minutes
- Accident/Incident Investigation Reports
- Training Records

Periodic Review

This COVID-19 Response Plan will be reviewed and updated regularly as new information is made available.

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 to **minimize close contact with others**, including:

- Avoiding crowded places and non-essential gatherings.
- Avoiding common greetings, such as handshakes and hugs.
- Limiting contact with people at higher risk (e.g. older adults and those in poor health).
- Increasing distance between desks, tables, and workstations.
- Keeping a distance of at least two (2) metres from others, as much as possible.
- Limiting contact closer than two (2) metres to the shortest time possible.

COVID-19 RESPONSE PLAN

- Reducing activities that require proximity or contact with people, such as team meetings.

General

- Greet with a wave instead of a handshake or hug.
- Stay home as much as possible, including for meals and entertainment.
- Shop or takeout at off-peak hours.
- Conduct virtual meetings.
- 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 and after close contact with students.

Students

- Planning guidelines from the Provincial Health Authority have been adapted on page 14.

Hand Washing

Hand washing is required:

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

How to wash Hands:

1. Wet hands with warm water.
2. Apply a small amount of liquid soap (antibacterial soap is not required).
3. Rub hands together for at least 20 seconds. Rub palms, back 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. Turn off taps using disposable towel.
7. Discard the used towel in the waste container.

Students should wash their hands:

- When they arrive at school and before they go home.

COVID-19 RESPONSE PLAN

- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, etc).
- Before and after eating and drinking.
- Before and after using washroom.
- Before and 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 students with eating.
- Before and after giving or applying medication or ointment to a student or self.
- Before and after using washroom or 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 defense only.**
- If hands are soiled with visible contamination, they must first be washed with soap and water. 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.

Cleaning

General:

- Clean and disinfect shared high-touch surfaces regularly (door handles, bathroom faucets, front desk counter, shared tables, etc.). A reasonable time for cleaning is every three (3) hours.
- 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 as it 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:

COVID-19 RESPONSE PLAN

- Ensure adequate hand washing supplies are always available (e.g. soap, water, 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 degree Celsius). 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 and 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.

Cleaning Tools/Equipment and Desk/Workstations

Staff who must clean equipment will use a spray bottle with disinfectant solution. To clean, spray paper towel or cleaning cloth and then wipe down surface. Do NOT spray cleaner directly onto surfaces.

When cleaning a vehicle, make sure to clean outside in a well-ventilated area with the vehicle windows down.

1. 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.
2. 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.
3. Allocate enough time to do thorough cleaning of surfaces and of tools/equipment touched during the workday.
4. The surfaces/items to be cleaned 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.
5. 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.
6. If any tools/equipment cannot be cleaned, please contact your supervisor for further direction.
7. Limit sharing of any tools/equipment with other staff while on shift.
8. 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 disinfectant solution and paper towel or a cloth from the school office.

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:

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

What to Do if a Student or Staff Member Develops Symptoms at School

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
<p>Parents or caregivers must keep the student at home</p> <p>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student's parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff must stay home</p> <p>IF STAFF DEVELOPS SYMPTOMS AT WORK:</p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).
<p>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</p>	
<p>Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved</p>	

COVID-19 RESPONSE PLAN

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 is 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**

Supporting Students

Provide reassurance, good listening and maintain routines.

Children hear and take in a lot of what 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 that the information is suitable for their age level. Communicate calmly and clearly.
- 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 it reinforces a 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. Within cohorts, it is expected that students will minimize and limit contact, but physical distancing is not required. **Outside of cohorts, physical distancing must be maintained.**

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 as snack time, and arts and crafts 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 minimize contact between children (e.g. separating desks) or different locations in the school (e.g. different classrooms, gym, or library, outside).

COVID-19 RESPONSE PLAN

- Increase the space between children during activities such as snack/lunch, i.e., move or separate tables, move chairs farther apart.
- Use visual reminders throughout the school and classroom.
- 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.
- Students should not share supplies.
- Stagger snack/lunch time to accommodate groups with more space.
- Limit access to your classroom/workspace.
- Reinforce and often remind students to keep your “hands to yourself”. Visuals are helpful.
- Consider using educational videos and online programs as a part of learning so children can sit independently 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 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.**

School Site Protocols

The following protocols will ensure control of access and movement for school sites.

Entering/Exiting:

- Limit entrance access (e.g. “Please call office to reduce building occupants”).
- Designated entrance(s) and exit(s) to reduce contact when passing.
- Signage on designated entrances and exits to provide instructions and public health information.
- Limited access times and days for staff or students to be in the building (8:00 am – :00 pm Monday -Friday access only).
- Sign in/out for visitors – name, phone number, date, time in, time out, areas occupied.
- Handwashing requirement (or hand sanitizer if handwashing is not possible) at point and time of entry.

Visitors

- Limit school visitors (e.g. “Visitors/parents please call principal to make inquiries.”)
- Visitors can phone office to make an appointment (e.g. pick up student information, material, etc.)
- Visitors can leave messages for staff/teachers to call back when available.
- Contact information for making appointments will be posted on school website and at school entrance.
- 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

COVID-19 RESPONSE PLAN

- Furniture should be arranged to reduce close contact when students are sitting.
- Students should practice limiting/minimizing contact with each other. They need to keep their hands to themselves.
- Students should wash their hands when they enter and leave the classroom/school.

Movement

- Limit contact of students and staff from different classrooms by staggered time outdoors, lunch in classrooms, staggered entry times, etc.

Washrooms

- Student access to the washrooms should be staggered to avoid congregation.
- Custodians will clean washroom faucets, surfaces, and door handles regularly.
- Washrooms should be designated to allow for alternated cleaning (when possible).

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.

Transportation of Students on Buses

Students should wash their hands before leaving home to ride the school bus, when they leave school prior to taking the bus, and when they arrive home.

Bus Drivers will clean their hands often, including before and after completing trips. They are encouraged to regularly use alcohol based hand sanitizer with at least 60% alcohol during trips, as well as wear a non-medical mask or face covering when they cannot physically distance or be behind a physical barrier during the course of their duties.

Additional measures should be taken:

- Encouraging private vehicle use where possible to decrease transportation density.
- **Secondary students need to wear non-medical masks while on the bus.**
- Consider the order students typically load and offload to support buses being loaded from back to front and offloaded from front to back.
- Assign seats to students.
 - Prioritize students sharing a seat with a member of their household or cohort.
 - The seating arrangement can be altered whenever necessary to support student health.
 - Maintain an up-to-date passenger list to share with public health should contact tracing need to occur.
 - Where possible, students should sit next to the window.

Non-medical masks are recommended in situations where a person cannot maintain physical distance for extended periods and is near a person outside of their regular contacts. This includes riding the bus to school where a student may be sitting next to a person outside of their cohort or household. Non-medical masks are not recommended for elementary students on buses due to the increased likelihood they will touch their face and eyes, as well as required assistance to properly put on and take off their mask (requiring increased close personal contact from school staff). No student is required to wear a non-medical mask if they do not tolerate it.

Safe Work Procedures

Roles

All staff

- Follow responsibilities contained within this document
- Review the COVID -19 Response Plan, including the Work Site Safety 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 maintain physical distancing (2 metres). Contact your supervisor immediately for further instruction.
- 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 leave.
- Use remote communication methods like TEAMS, emails, and conference calls to communicate with colleagues when physical distancing is not possible.
- 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

COVID-19 RESPONSE PLAN

- Establish communication methods with staff that maintains physical distancing (e.g. PAs, phone calls, 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 two (2) metres away from the reception counter
- Create a drop box for documents being turned into the office to avoid handing documents directly to school-based office support staff.

Teachers & Support Staff working with Students

- Limit physical contact while working with a student
- Demonstrate appropriate hygiene practices
- Watch for potential signs of illness in students
- Plan activities that limit physical contact
- Rearrange desks/chairs to allow students their own space and minimize contact
- Limit access to your classroom/workspace to those within your cohort
- Those not in your cohort must maintain physical distance

Working with a complex learner or students with care plans

- If maintaining two (2) metres physical distance 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 behaviors that may impact the use of PPE
- Review individual student 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) metres 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
- Stagger breaks to reduce congregation
- Lunchroom 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) metres 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

COVID-19 RESPONSE PLAN

- Buses will be running limited routes for student pick up and drop off
- Have students sit in their assigned seat. Students from the same household can share seats if space is limited.
- If safe distances cannot be maintained between students and bus drivers, plexiglass barriers may be erected provided they do not obstruct the view of the driver or the safe operation of the vehicle.

Construction Contractors (when applicable)

- Follow the directive of the Provincial Health Officer and maintain less than 50 employees on site
- Ensure you have a COVID-19 Response Plan in place for your organization.
- Follow School District No.92 safety procedures.

Food Services Staff

- Refer to any recommendations published by the Northern Health Authority for minimizing COVID-19 risk for community-based food programs.
- Follow district protocols for meal delivery.

Greater-School Entrance

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

Using Fleet Vehicles and Personal Vehicles for Delivers

- All school district fleet/personal vehicles currently being deployed should have only one person per vehicle. The only circumstances where this prohibition will be waved is when both the driver and passenger is wearing a face mask and the vehicle windows are at least ½ open to maximize natural ventilation.
- Must also follow enhanced cleaning practices on all vehicles.

Principal and Vice Principle 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 techniques, breaks, and special gatherings. ○ Signage and instructions are included in this document 	<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 class furniture ○ Post common area occupancy limits ○ Post physical distancing posters 	
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 long capacity and require less 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"> ○ Ensure sanitizer is available throughout the site, especially where hand washing is not available 	

COVID-19 RESPONSE PLAN

Cough & Sneeze Etiquette	<ul style="list-style-type: none">○ Schools are to promote proper cough & sneeze techniques. Posters are available in this document	<ul style="list-style-type: none">○ Distribute the Respiratory Etiquette Sheet to teaching staff	
	District Direction	ACTION AT SCHOOL	RECORD OF COMPLETION
Face Masks And Respirators	<ul style="list-style-type: none">○ Provide 2 non-medical, reusable masks to staff & students upon request○ Train staff on proper donning and doffing methods○ Respirators are not recommended; when needed, use a surgical mask	<ul style="list-style-type: none">○ Reusable masks will be provided on request to school principal○ Refer staff to BC Centre for Disease Control FAQ about masks/respirators: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-question	
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 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	
Higher-Risk Staff/Students	<ul style="list-style-type: none">○ High-risk staff and students should consult Nisga'a Valley Health	<ul style="list-style-type: none">○ Encourage staff/students to contact Nisga'a Valley Health○ Contact HR with any issues arising	
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 any staff who report that they have been in contact with someone who has a presumptive, or confirmed case of COVID-19○ Continue to practice physical distancing and self-monitoring or self-isolation○ Contact NVHA	

	District Direction	ACTION AT SCHOOL	RECORD OF COMPLETION
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 or students who go home ○ Ensure that employees understand the need to contact Nisga'a Valley Health or their medical professional for guidance 	
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 	
Complex Learners	<ul style="list-style-type: none"> ○ In some cases, employees will be working near learners during the pandemic 	<ul style="list-style-type: none"> ○ Ensure employees are aware of appropriate measures to reduce the risks; frequent hand washing & not touching their face ○ Review and update any individual support plans to determine the appropriate steps to be taken on a case by case basis ○ In some cases, PPE may be required 	
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 	

WSBC OH & S Regulation Guideline 3.12 Refusal of Unsafe Work

Nisga'a School District's Response 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 act as needed and as appropriate to address the concerns. The following flowchart from [Guideline G3.12](#) illustrates the district's general process.

COVID-19 RESPONSE PLAN

Both worker and supervisor should consult the guideline to clarify roles and responsibilities and report any unresolved concerns to the Director of Facilities.

Steps to follow when work might be unsafe

- | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Report the unsafe condition or procedure <ul style="list-style-type: none">• As a worker, you must immediately report the unsafe condition to a supervisor or employer.• As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker. |
| 2 | If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task <ul style="list-style-type: none">• As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed.• This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union. If there is no safety committee or representing trade union at the workplace, the worker who first reported the unsafe condition can choose to have another worker present at the investigation. |
| 3 | If a worker still views work as unsafe, notify WorkSafeBC <ul style="list-style-type: none">• If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution. |

Guiding documents:

BCCDC

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

WorkSafeBC

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

Ministry of Education

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf>

COVID-19 RESPONSE PLAN

Site Inspection Report

	YES	NO	Additional Controls Needed (comment here)
1. School site COVID-19 protocol and/or "limited site access" signage at entryways and exit?			
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 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 workspaces (including keyboards and/or shared equipment)?			

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: _____

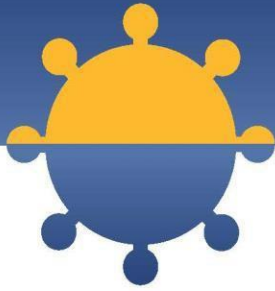
Additional Comments from Inspection Team:

COVID-19 RESPONSE PLAN

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



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



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



Apply liquid or foam soap



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



Rinse thoroughly
under running water



Pat hands dry thoroughly
with paper towel



Use paper towel
to turn off the tap

HOW TO USE HAND RUB



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



Apply about a loonie-sized
amount to your hands



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



Ministry of
Health




BC Centre for Disease Control

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


COVID19_HH_001






Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health




The 5 steps to Don (put on) Personal protective equipment (PPE)

1 Hand hygiene




Clean all surfaces of hands and wrists

2 Gown




Cover torso and wrap around back, fasten in back of neck and waist

3 Surgical/procedure mask



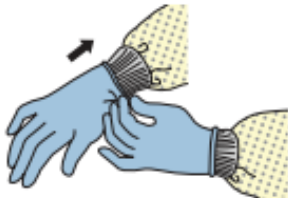
Secure ties at middle of head and neck, fit nose band to your nose and pull bottom down to completely cover chin

4 Eye protection




Place goggles or face shield over face and eyes and adjust to fit

5 Gloves




Extend to cover wrist of gown




Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health




9 Steps to Doff (Take Off) Personal Protective Equipment (PPE) For Droplet and Contact Precautions

1 Gloves




The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

2 Perform Hand Hygiene




Clean all surfaces of hands and wrists.

3 Gown



Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).


4 Perform Hand Hygiene



Clean all surfaces of hands and wrists.


! If you are NOT 2 meters away from the patient, exit room now, perform hand hygiene, and finish the remaining steps.

5 Goggles or Face Shield




Do NOT touch the front of the eye wear. Place in receptacle for reprocessing (if reusable) or in regular waste bin (if disposable).

6 Perform Hand Hygiene




Clean all surfaces of hands and wrists.

7 Surgical or Procedure Mask



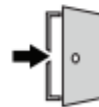
Grasp ties or elastics at back and remove WITHOUT touching the front. Place in receptacle for reprocessing or in regular waste bin.

8 Perform Hand Hygiene




Clean all surfaces of hands and wrists.

9 Exit Room




Exit room and perform hand hygiene.




Ministry of Health

BC Centre for Disease Control



IPC v2.0





Stop the spread of viruses that make you
and others sick!



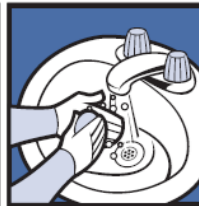
Cover your mouth
and nose with a
tissue when you
cough or sneeze.



Throw tissues
away
immediately.



No tissue? Cough
or sneeze into
your upper
sleeve, not your
hands.



Clean your hands
often with soap
and warm water,
or a gel or
alcohol-based
hand cleanser.



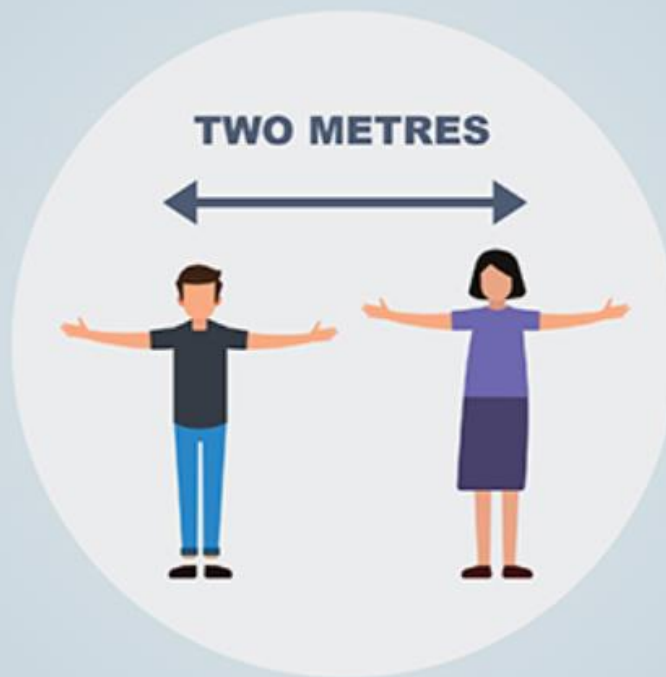
Stay home if you
are sick.



Ministry
of Health

For more information, visit
[www.health.gov.bc.ca/
pho/influenza.html](http://www.health.gov.bc.ca/pho/influenza.html)

PHYSICAL DISTANCING PREVENTS THE SPREAD OF COVID-19



COVID-19 RESPONSE PLAN

Daily Health Assessment Tool

The following is an example of a tool that can be used for parents and caregivers to complete prior to their child coming to school. It should be adapted if used for school staff and visitors.

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

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

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

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](https://www.thrive.health/bc-self-assessment-tool) <https://www.thrive.health/bc-self-assessment-tool> to determine if you should be tested for COVID-19.