

Vancouver Island West <i>School District 84</i>	Safe Work Procedures COVID-19	
Document Owner: District Health and Safety	Approved By: Deane Johnson	Last Revised Date: April 1, 2020

Purpose

This safe work procedure will provide information regarding recognition of symptoms, evaluation of workplace hazards, and controls to put in place regarding the current pandemic COVID-19.

All information is current and the procedure will be updated as information is provided from WorkSafeBC, the Ministry of Health BC, and other best practices. The most up to date procedure can be found on the District website.

Note: For specific directions pertaining to Maintenance, Custodial, School Board Office and School Staff working physically at schools or facilities in the district; or pertaining to Public access to or the the exchange of materials from inside schools to outside and vice-versa please see the end of this document.

Risk Review

The creation of this document utilizes risk assessment to determine if and when employees are required to work at schools, facilities, and from home.

The manager or supervisor of each location, in conjunction with district staff, will determine what is essential in terms of services to ensure operations continue while falling within Ministry of Health declarations.

Risk Reduction will be achieved by implementation of various controls, and will require employees to follow the guidance from this document.

Symptoms

COVID-19 is a viral infection that is thought to spread mainly from person to person through droplets from an infected person.

The transfer of virus may also occur when transferred by a surface to an individual's eyes, nose, or mouth.

The defining symptoms of COVID-19 are:

- Fever
- Cough
- Shortness of Breath

This is not an exhaustive list, as people have experienced other symptoms similar to those of common colds and flus.

Assessing when to come to work

The following circumstances will require employees, visitors, contractors, and all others to stay home:

- **Persons who are ill, whether or not the illness is confirmed to be COVID-19**
- **Persons who have travelled internationally in the past 14 days.**
- **Persons who have an ill person in their home**
- **Persons who share a residence with a person who has a confirmed exposure to COVID-19**

Self – Isolation or quarantine shall consist of 14 days at home. Please do not come to work.

Persons who believe that they have been exposed to someone with a confirmed case of COVID-19 should call Health Link BC at 8-1-1 for recommendations.

Social Distancing and other Protective Measures

Social distancing will play an important role in our district to reduce the potential for exposure to the COVID-19 virus in our workplace.

If practicable, the following shall be followed:

- As per Provincial Health mandate March 18th, 2020 maintain 1-2 metres minimum distance between you and other persons;
- Avoid congregating in common areas;
- Where possible and practicable, use phone calls and teleconferencing rather than in person meetings;
- Rearrange your work area to provide 1-2 meters of separation with other work stations;
- Utilize the Schools supplied posters to restrict access to reception and office areas;
- Chairs in rooms should be spread out or stacked and stored if not required;
- Schedule rotating breaks and do not share food or drinks;
- Avoid skin to skin contact (handshaking, etc.)

Handwashing

Handwashing frequently with soap and water is good practice and will help reduce the chance of being exposed to viruses and bacteria.

Hands should be washed:

- Upon arrival to work
- After using the restroom
- After breaks
- Before eating/drinking
- Before touching your face
- Before administering first aid or medication to others

How to wash hands: <https://.youtube.com/watch?v=3PmVJQUCm4E>

- 1) Remove jewellery
- 2) Wet hands with warm running water
- 3) Distribute liquid cleaner
- 4) Clean hands for 20 seconds
 - a. Rub palm to palm
 - b. Rub right palm over the back of left hand with interlaced fingers and vice-versa
 - c. Rub palm to palm with fingers interlaced
 - d. Back of fingers on opposing palms
 - e. Rub thumb rotationally, clasped in opposing hand
 - f. Rub tips of fingers rotationally on opposing palm
 - g. Rinse hands thoroughly
 - h. Dry hands with paper towel
 - i. Use paper towel to shut off water

If Sink is not available:

Utilize waterless antiseptic agents (hand sanitizer) with at least 60% alcohol content.

Please note that antiseptics are a last line of defence and washing shall always take priority.

Respiratory Protection

Respirators are currently only required for certain tasks.

The BC CDC advises that surgical/procedure masks should be used by sick people to prevent transmission to other people. A mask will help prevent the spread of a person's droplets from their respiratory system to others.

The CDC also advises that it may be less effective to wear a mask in the community when a person is not sick themselves. Masks may give a person a false sense of security and are likely to increase the number of times a person will touch their own face (e.g. to adjust the mask).

Mental Health

Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 situation. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#)

[Coronavirus: Managing Stress & Anxiety](#)

Maintenance Staff – additional Requirements

- Review and follow Covid-10 Procedures4Facilities with your supervisors
- One worker per vehicle when possible
- Dash and steering wheel should be cleaned prior to use
- Utilize vehicles and other non-common areas for breaks and lunches
- When arriving to work, do not congregate in common areas.
- When possible, contact the Operations Supervisor by phone rather than in person
- Check emails at least daily for new information and additional guidance
- If two people are required for a task, maintain 1-2 meters distance (if not practicable, wash hands after task is complete)
- Notify your supervisor of the areas your worked in during a shift (Room numbers, common areas)

Custodial Staff – Additional Requirements

- Review and follow Covid-10 Procedures4Schools with your supervisors
- Utilize rubber/nitrile gloves when cleaning
- Perform additional cleaning in areas as directed by supervisor/manager
- Stagger breaks to reduce congregation
- Plan cleaning to maintain 1-2 meters distance from others
- Wash hands immediately after removing and disposing of gloves
- If running low on any supplies let your supervisor know as soon as possible

School Staff – Required to work physically on site – Additional Requirements

- Review and follow Covid-10 Procedures4Schools with your supervisors
- Identify max occupancy of staff room for social distancing and post.
- Stagger break times to reduce number of people in the room.
- Identify who has access to each washroom. One person at a time. May need occupied sign.
- Identify max occupancy of office and post at entrances.
- Confirm workstation locations meet social distancing requirements.
- Where possible limit areas including washrooms to reduce cleaning requirements
- Review hand washing practices with any students required to attend classrooms
- Watch for potential signs of illness in students
- Plan class activities that promote social distancing
- Notify Administrator/Custodian of areas worked in during a shift (if outside of designated areas)

SBO Staff – Additional Requirements

- Review and follow Covid-10 Procedures4Facilities
- Wash your hands before and after using shared equipment such as the photocopier
- Stagger break times to maintain social distancing

- Disinfect shared surfaces daily

Public Access all sites

- Public access is by appointment only.
- Develop school based protocols for pick up of materials that follow our other safety protocols
- If multiple appointments at the same time are necessary mark waiting areas to maintain social distancing. Tape on sidewalk 6' apart
- Post contact info on website and at door for making appointments
- Establish an inside identify waiting area with marked 6' separation
- If access to any part of the school other than the lobby is required hands must be washed first.

Exchange of Materials

From Outside the School to Inside

- All exchanges are by appointment only. Schools arrange appointments.
- One person (custodian) collects the material and either disinfects it immediately or puts in in storage for 4 days. (2 days only for paper based items)
- Once material is ready for pick up by the intended recipient it is delivered to their workspace or a pre-arranged drop-off location.

From Inside the School to Outside

- All exchanges are by appointment only. Schools arrange appointments.
- Material to leave the school is either disinfecting or left in an isolated location for 4 days.
- One person (custodian), wearing clean gloves, collects the material and places it in a bag which is then labelled for the recipient.
- Once material is ready for pick up by the intended recipient an appointment is scheduled for them to pick it up.
- The item is placed in a location where social distancing can be observed.
- The location is disinfecting after pick-up if necessary.