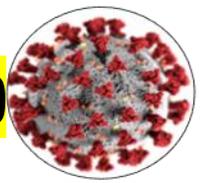


SD84 Board Office/Maintenance Shop/Hub



Covid-19 Mandatory Protocol - Stage 2

Updated November 23, 2020

On March 17, 2020, the British Columbia government declared a provincial state of emergency to support the province-wide response to the novel coronavirus (COVID-19) pandemic.

The primary directive from the Federal and BC Provincial government is aimed at limiting potential exposure of Canadians to COVID-19. Employees are to review operations and take preventative measures to ensure workers are not exposed. Everyone must do their part to help reduce the spread of the virus and help flatten the curve.

School District 84 is directing the School Board Office and Maintenance staff to follow these mandatory safety procedures.

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; and before eating or preparing food. Alternatively, hand sanitizer may be used.
- Maintain safe social distancing of six feet/two meters between yourself and others outside of your bubble (SBO staff, Maintenance workers and Hub employee(s) – does not include custodians).
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing, call 8-1-1.
- Clean and disinfect frequently touched objects and surfaces.
- Documentation
 - Document COVID-19-related meetings and post minutes at a central location.
 - Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.
- If you have any questions about whether or not you should be tested for COVID-19, use the self-assessment tool at <https://bc.thrive.health/covid19>.

Entering/Leaving the Building

The School Board Office, Maintenance Shop and Hub will be closed to the public. If a member of the public is required to enter the building, special arrangements that adhere to these safety procedures must be made ahead of time, and the staff in the building informed.

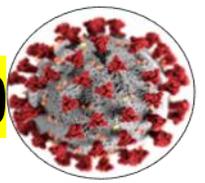
- All visitors must confirm that they have completed the requirements of a daily health check before entering, and a list of the date, names and contact information for any visitors will be kept.
- The School Board Office will be accessible to the SBO/Maintenance/Hub staff who are trained in the SD84 COVID-19 Protocols and the SBO/Maintenance/Hub Safety Procedures.
- Once in the building, immediately wash your hands with soap and water as per the posted hand-washing procedures. Alternatively, you may use the hand sanitizer provided at the main entrance.
- **Masks are required in all shared work areas (i.e. more than one employee present) - including the Shop and Hub - excluding private offices with one employee present.**

Cleaning and Disinfecting Frequency

The following frequency guidelines should be adhered to when cleaning and disinfecting:

- General cleaning and disinfecting of the premises at least once in a 24-hour period. This includes items that only a single employee uses, like an individual desk.
- In addition to the cleaning and disinfecting of the premises, cleaning and disinfecting of frequently touched surfaces at least twice in 24 hours, including at least once during regular work hours, will occur. (Examples of frequently touched surfaces include door knobs, handrails, washrooms, shared office spaces, light switches, entry keypads, communication devices including photocopier.)
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily.

SD84 Board Office/Maintenance Shop/Hub



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- Wipe surfaces that you will be using (including coffee machine and kettle), and then wash hands.
- Place used dishes in the dishwasher immediately.
- Wipe up touched surfaces after you are finished and wash your hands.
- The Custodian or designate will empty the garbage containers and clean and disinfect the School Board Office each morning on regular work days, using cleaning practices as outlined by the BC Centre for Disease Protocols. A Custodian or designate will conduct a cleaning/disinfecting of high-touch areas a second time during each work day.
- Cleaning will be focussed on regular traffic areas and high-contact surfaces such as doors, cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, entry keypads, and communication devices.
- There are disinfectant wipes available on top of the file cabinet by Deane's office. Clean and disinfect your work space and any objects and surfaces that you regularly touch at least once per day.
- If disinfecting supplies are not available, let Deane, Bonnie, Lynne, or Annie know.
- Please talk to your Supervisor about any concerns – and if your concern is about a specific employee, speak to that person directly.
- Remember that you have the right to refuse unsafe work if you believe that you are in an unsafe situation – and report that to your Supervisor immediately.

Use of Personal Protective Equipment (PPE)

According to the BC Centre for Disease Control and the BC Ministry of Health, masks and gloves are not needed except when required by the designated First Aid Attendant (Steve/Lynne) when attending to a workplace injury. **Employees are required to wear masks in shared work areas.**

Social Distancing

Staff who work at the Maintenance Office and School Board office are considered part of the same bubble. Social Distancing is not required between members of the same bubble. However, when interacting with the public or people outside of this bubble it is expected that social distancing will occur.

Responsibilities

All employees in the SBO, Maintenance Shop and Hub are responsible for each other's safety in the workplace and to follow these established safety procedures and instructions.

- All employees are required to report any unsafe conditions or acts to their Supervisor.
- All employees are required to participate in any required training – and records of training and inspections will be kept on file in the main office.
- All minutes of the OH&S meetings or WSBC Inspections will be posted on the Staff Room white board and kept on file in the main office.
- The OH&S employer and employee reps will review these safety procedures periodically, and will communicate any changes to the employees.
- Staff are required to do a daily health self-assessment before entering the building and anyone who has symptoms of COVID-19 or travelled outside Canada in the last 14 days or was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- Staff may still attend work if a member of their household has a cold, influenza or COVID19-like symptoms, providing the staff member is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
- Staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition, can continue to attend school when they are experiencing these symptoms as normal. If they experience any change to symptoms, they should seek assessment by a health-care provider.