SD70

COVID-19 School Re-occupancy Protocols
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Disclaimer: This document does not supersede Childcare licencing requirements administered by Island Health or the direction of the Provincial Health Officer or local Medical Health Officer.
General Information
As information on COVID-19 illness is evolving, up-to-date information on symptoms and prevention can be found on the following websites:

**BC Centre for Disease Control:**
- [Child Care Guidance](#)
- [K-12 Guidance](#)

**WorkSafe BC:**
- [Education (K-12): Protocols for Returning to Operation](#)

**Ministry of Education:**
- [Provincial COVID-19 Health and Safety Guidelines for K-12 Setting](#)

**School District 70:**
- [SD70 Home Page](#)

Foundational Principles

**Children are Low Risk**

Based on the current epidemiology of COVID-19 in B.C., and the fact that children are at a much lower risk of developing COVID-19, K-12 schools in British Columbia should begin increasing the number of students receiving in-class instruction within the school environment, while supporting the health and safety of children and adults. Schools should adapt as much as possible to implement public health and infection prevention and control measures, including staying home when ill, physical distancing, minimized physical contact, hand hygiene, frequent cleaning and disinfection, as described in this guidance. While remote and online learning options will continue to play a role in the education of our children, it is up to individual schools through their local planning processes to determine the optimal balance between virtual and face-to-face opportunities for students.
Clean Schools

- Custodial support via cleaning and disinfection during the day.
- Night-time custodians’ clean schools using *Enhanced Cleaning Protocols* (see appendix C).
- All staff implement ongoing, informal cleaning/disinfection of high touch areas in their work areas.

Healthy Occupants

- All students and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.
  - Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. A student may still receive in-person instruction if another person in their home has symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease, but they remain asymptomatic.
  - Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
  - School Administrators must ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.
  - School Administrators must: Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school.
  - Alternatively, conduct daily checks for respiratory illness at drop-off by asking parents and caregivers to confirm the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
  - Establish procedures for students and staff who become sick while at school to be sent home as soon as possible.
    - Staff and students who are ill, including children of essential service workers, should not be permitted to attend school.
• Those unsure of if they or a student should self-isolate should be directed to use the BC COVID-19 Self-Assessment Tool. If concerned, they can be advised to contact 8-1-1 or the local public health unit to seek further input.
• They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.
• There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals.
• Staff and students must go home if sick.
• In the event of onset of student illness, staff must follow the *Sick Child Protocol* (section 11).
• Access to the school by non-school district personnel including parents, contractors and visitors is discouraged and, where required, pre-approval from the principal is required along with the placement of restrictions on which areas of the school which may be accessed.

**Standard Precautions**

All staff and students must follow standard COVID-19 precautions:

• Physical Distancing
• Hand Hygiene
• Respiratory Etiquette

**Training and Education**

All school district personnel are required to:

• Review this document and all periodic updates/notices as distributed by the district
• Participate in any training or education sessions as required to operationalize this protocol

**Joint Occupational Health and Safety Committee**

In accordance with the general requirements of *Section 36 of the Workers Compensation Act* the Joint Occupational Health and Safety Committee members at each location have a responsibility to thoroughly familiarize themselves with the content and requirements of this document and consult with workers and inspect the workplace.
Protocols

1. Cleaning

- All schools will have daytime custodial support to implement ongoing general area cleaning and focussed cleaning/disinfection of high touch surfaces.
- Custodial staff will ensure ongoing top-up of hand washing supplies and alcohol-based sanitizer.
- Custodial staff will inform the Custodial Supervisor, well in advance, if hand washing, alcohol-based sanitizer stock begins to run low.
- Each facility will be thoroughly cleaned nightly using Enhanced Cleaning Protocols (see appendix C).
- All staff will implement ongoing, informal, cleaning and disinfecting of their workspaces.
- Custodial services will provide readily accessible spray bottles with approved and properly mixed disinfectant and cleaning wipes and or paper towels for this purpose.
- Custodians will implement “terminal cleaning”, where required, under the direction of the Custodial Supervisor or the Director of Operations in the event of a confirmed case of COVID-19 in the school. If the school’s “Isolation Room” has been used custodial staff will, as a last step in the terminal cleaning process, remove and clean the sign posted on the exterior of the door and place it in an obvious location inside the room, ready for use should the room be required again.
- Custodial staff will check the sign-in/out sheet at the main entry every shift to keep track of persons who may have been in the building. All areas in the school that have been accessed after hours must be cleaned daily in addition to the regular routine.
- Maintenance and Grounds staff must keep shared vehicles clean and sanitized daily. Sanitation can be affected using alcohol-based hand sanitizer and paper towels or pre-mixed, approved disinfectant sprayer (available from the Custodial Supervisor) and paper towels. All high touch areas must be sanitized daily including shared tools and shared equipment.
- Transportation staff must sanitize buses/vans by wiping down touch points after every run.
1.1 Accidental Exposure to Cleaning or Disinfectant Products
If you or someone you know has been exposed to a disinfectant or sanitizer, do the following first aid measures and call your local Poison Control Centre: 1.800-567-891.

- Inhalation: ventilate the area and seek fresh air
- Eye exposure: flush eyes with water for 15 minutes
- Skin exposure: flush skin with water for 5 minutes

1.2 WHMIS
- All disinfectants, detergents, hand sanitizers must be safely stored out of reach of children.
- Soap and water are the preferred method of sanitizing hands in the childcare areas. Hand sanitizers should only be used with children under the direct control of supervising staff.
- All chemicals must be properly labelled in accordance with WHMIS requirements.

2. School Based Requirements

2.1 Isolation Room
- Principals will select a room with a door that can be used for isolating a sick child while awaiting parental/caregiver pick-up.
- The selected area will, ideally, have a sink with hot and cold running water and handwashing supplies. As a minimum it will be supplied with a hand sanitization, waste receptacle and tissues.
- The room must have an “Isolation” sign (see Section 1 above) that can be posted while the room is in use.
- The selected Isolation Room location must not impede the timely provision of school first aid services.

2.2 Hand Washing Facilities
- Existing hand washing sinks will be provided with soap. If no sink is available hand sanitizer will be provided.

3. Classroom Environment

3.1 Handwashing/Sanitizer Supplies
- Monitor soap, sanitizer and towel supplies. Alert your Administrator if you need supplies replenished.
• As a minimum, a conveniently located, wall-mounted hand sanitizer station must be provided, or a pump/squeeze bottle of hand sanitizer located in direct proximity to the commonly used entrance/exit door.

3.2 De-cluttering
• Classroom staff will de-clutter classrooms to facilitate effective and efficient cleaning.
• Desktops and counter surfaces must be kept clear to facilitate disinfection throughout the day and allow for nightly custodial cleaning/disinfection.
• Teaching staff will direct students to take home any unnecessary personal items and keep their desks clean and uncluttered.
• Desks or tables should be arranged in a fashion to minimize physical contact.

3.3 Toys and Manipulatives
• The use of Toys and manipulatives will be minimized.
• Only items which can be readily disinfected will be selected to be used.
• School staff will disinfect toys as required.
• No plush toys.

3.4 Science and Shop areas
• Science and shop teachers will implement ongoing disinfection of high touch areas within the classroom and will educate, direct and supervise students to ensure adequate cleaning and disinfection of PPE, equipment, supplies and tools before and after use.
• Teachers will request/obtain additional disinfectant and paper towels from custodial staff as required.

3.5 Foods Areas
• Foods area teachers will implement ongoing cleaning and disinfection of high touch areas within the classroom.
• Foods area teachers will educate, direct and supervise students to ensure adequate cleaning and disinfection of equipment, supplies and tools before and after use.
• Teachers will request/obtain additional approved disinfectant, sanitizer and paper towels from custodial staff as required.
• Foods area staff will use good hygiene practices and avoid bare hand contact when handling food. For example, staff will use utensils, deli napkins or dispensing equipment to handle food.
• All will frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods.
3. No food sharing.
4. Wash all fruits and vegetables with soap and cold water then rinse before cooking/consuming.
5. All incoming food items will be placed in a designated, delineated and freshly sanitized tabletop/countertop area labelled ‘Incoming Food’ (see example infographic below) upon arrival.
6. The exterior packaging on all food items will be sanitized with alcohol disinfectant and then placed in a designated, delineated and freshly sanitized ‘Food - Packaging Sanitized’ (see example infographic below) clean area and allowed to sit 10 minutes before being opened/used.

3.6 Keyboards and Electronic Devices
Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, and mice can carry germs. These electronics should be cleaned and disinfected regularly according to manufacturer’s recommendations.

4. Health Checks

- All students and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
School Administrators must ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.

School Administrators must:

- Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school.
- Alternatively, conduct daily checks for respiratory illness at drop-off by asking parents and caregivers to confirm the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- Establish procedures for students and staff who become sick while at school to be sent home as soon as possible

Staff and students who are ill, including children of essential service workers, should not be permitted to attend school.

Those unsure of if they or a student should self-isolate should be directed to use the BC COVID-19 Self-Assessment Tool

- If concerned, they can be advised to contact 8-1-1 or the local public health unit to seek further input.
- They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals.

5. Physical Distancing

5.1 On the Bus

- 1 student per seat in a staggered fashion, the seats behind and to the right of the driver will be empty
- Bus drivers must disinfect high touch areas on the bus between runs and implement ongoing good hand sanitizing practices
• Bus drivers should maximize natural ventilation on the bus by opening or partially opening selected widows, as weather conditions allow, and maintain passenger comfort with additional heat.
• Drivers should wear surgical masks and face shields in instances where Physical Distancing can not be maintained (i.e. while students are boarding the bus or while positioning wheelchairs or securing students restraints).
• Bus drivers must have ready access to hand sanitizer and appropriate lined waste receptacles.

5.2 Close Personal Care
Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. No additional personal protective equipment beyond normal universal precautions are required.

5.4 Outdoor Play Activities
Teachers should endeavor to maximize outdoor play/instruction.

5.5 How to Implement Physical Distancing
• Avoiding close greetings like hugs or handshakes.
• Help students learn about physical distancing.
• Consider increasing space between students during lunch and snack time.
• Discourage any food or drink sharing.
• Reinforce and remind students of the rule of ‘hands to yourself.’

6. Standard Precautions
Proper hygiene can help reduce the risk of infection or spreading infection to others:

• Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food (see Appendix A).
• Use alcohol-based hand sanitizer if soap and water are not available.
• When coughing or sneezing:
  o Cough or sneeze into a tissue or the bend of your arm, not your hand
  o Dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
• Avoid touching your eyes, nose, or mouth with unwashed hands.
7. PPE

7.1 Face Masks
- Children who are experiencing symptoms of respiratory illness, even if mild, should stay home. The use of a mask is not an acceptable alternative.
- There is no evidence to support the use of medical grade, cloth, or homemade masks in school settings at this time. Wearing one is a personal choice. It is important to treat people wearing masks with respect. More information about COVID-related mask use is available here.
- Surgical masks are not recommended for small children as they may increase the risk of infection with improper use and disposal. With young children, in particular, masks can be irritating and may lead to increased touching of the face.
- Masks may be used in situations where there is an incidence of a sick child, where close personal care is being provided or when first aid is being administered and the patient is symptomatic.

7.2 Gloves
Gloves may be used by staff providing first aid, staff providing close personal care or custodians working with cleaning agents. Other than that, they are not recommended; good hand washing and sanitation practices are preferred.

7.3 Donning and Doffing PPE

7.3.1 Steps for putting on (donning) personal protective equipment
- Hand hygiene – Clean all surfaces of hands and wrists.
- Surgical/procedure mask – Secure ties in middle of head and neck, fit nose band to your nose and pull on bottom down to completely cover chin.
- Eye protection – Place googles or face shield over face and eyes and adjust to fit.
- Gloves – (optional not recommended)
7.3.2 Steps for taking off (doffing) personal protective equipment

- Gloves – (optional not recommended) remember, 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.
- Perform hand hygiene – Clean all surfaces of hands and wrists.

8. Arrival procedures

8.1 School Staff
- School staff should avoid congregating and socializing in groups.
- Where possible Physical Distancing must be observed.

8.2 Students
- Discourage group socialization.
- Reinforce with younger students to avoid physical contact, adolescents should observe Physical Distancing.

9. Access Control

9.1 Office Staffing
- Adults who are not SD70 staff should be minimized.
- Only authorized visitors will be allowed access.

9.2 Unauthorized/Unrecognized Personnel
Door signage directing them to the front entry exterior of the school will be posted.

9.3 Main Door Access Only
- Where possible, all but the main entry doors must remain locked during normal operating hours.
- Unauthorized/unrecognized personnel must be redirected to the main entry to control access to the building.
- Where it is impossible to lock all but the main doors, alternative entries must have signs placed on the doors directing all to use the main entry.

9.5 Sign-in/Sign-out Procedures
Maintenance staff must, in all cases, check-in at the front office when carrying out work in schools.

9.6 After Hours
All persons who access the school outside of regular school hours must have permission, in advance, from their supervisor. In addition, all persons who
access the school after hours must sign in and out identify all areas access so that custodial staff are aware and can ensure that all areas, which have been occupied have been cleaned daily.

10. Reporting to Public Health
It is important for school staff to report unusual absenteeism patterns or symptoms in staff or children who recently attended the school. It is recommended that notification to Public Health occur in outbreaks or unusual situations, such as when absenteeism of students/children or staff is greater than would be expected (10%), or severe illness is observed.

The District will notify Public Health of any reported concerns.

11. Sick Child or Staff Procedures

IF STUDENT DEVELOPS SYMPTOMS AT HOME:
Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.

IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:
Staff must take the following steps:

- Immediately separate the symptomatic student from others in a supervised area.
- Contact the student’s parent or caregiver to pick them up as soon as possible.
- Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
- Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
- Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
- Once the student is picked up, practice diligent hand hygiene.
- Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
• Contact 811 or the local public health unit to notify them of a potential case and seek further input.

Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

IF STAFF DEVELOPS SYMPTOMS AT HOME:

Staff must be excluded from work and stay home for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.

IF STAFF DEVELOPS SYMPTOMS AT WORK:

Staff should go home as soon as possible. If unable to leave immediately:

• Symptomatic staff should separate themselves into an area away from others.
• Maintain a distance of 2 metres from others.
• Use a tissue or mask to cover their nose and mouth while they wait to be picked up.
• 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).
• If concerned, contact 8-1-1 or the local public health unit to seek further input.

If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.

12. First Aid

Although the risk of virus transmission from an asymptomatic (no symptoms) person is low, First aiders must use face shields, gloves and masks when rendering first aid (See section 7.2)
Appendix A Hand Washing Protocol

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 coin-sized amount to your hands
3. Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

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

Physical distancing
Protect yourself, your loved ones and your community from COVID-19
March 23, 2020

Physical distancing means making changes in your everyday routines in order to minimize close contact with others.
Keeping about two metres apart when we are outside our homes is something we can all do to help stop the spread of COVID-19.

Here are some other tips to practice physical distancing while keeping up mental wellness:

- Greet with a wave instead of a handshake, kiss or hug
- Exercise at home or outside
- Get groceries and medicines at off-peak times
- Go for a walk with family or others you are living with
- Work from home
- Use food delivery services or online shopping
- Go outside for some fresh air
  - Go for a run, bike ride, rollerblade, snowshoe, walk the dog or get the mail while maintaining safe physical distance from others
- Use public transportation at off-peak times
- Have kids play in the backyard or park

Remember to:
- Stay at home when you’re sick, even if symptoms are mild
- Avoid crowded places and non-essential gatherings
  - No play dates, group walks, basketball games or gathering on the beach
- Take care of your mental well-being through checking in with loved ones and self-care
- Cough and sneeze into your elbow or sleeve
- Wash your hands regularly

Learn more at bccdc.ca/covid19

March 23, 2020
Physical distancing: Protect yourself, your loved ones and your community from COVID-19

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.
Appendix C: Enhanced Environmental Cleaning Guide

The following enhanced cleaning measures have been developed to mitigate the spread of virus during an outbreak or pandemic. During these times, Custodians place a priority on cleaning and disinfecting surfaces and objects that are touched often:

**Main Entrance and All Interior Doors**
- Door handles and crash bars
- Push plates and push areas above door handles and crash bars (both sides)

**Reception and Offices**
- Countertops and desktops
- Light switches
- Cabinet handles
- Copiers/printer touchscreens and lid handles
- Telephones, keyboards/mice monitor power button

**Handrails and Elevators**
- Staircase handrails
- Guardrails
- Elevator pushbuttons

**Drinking Fountains**
- Handles, knobs and pushbuttons of drinking fountains and bottle fillers

**Washrooms**
- Countertops, faucets, sinks
- Toilet and urinal flush buttons/handles
- Toilet stall locking mechanisms, pulls and areas around (both sides)
- Soap/paper dispensers

**Classrooms**
- Light switches
- Cabinet handles
- Teacher’s chairs (top back and arm rests)
- Student chairs and stool (top back and sides)
- Desks and tables (top and sides and 1-2” of area immediately under the sides)
- Faucets, sinks, countertops
- Telephones, Keyboards, mice and monitor power button
- Soap/paper dispensers

**Libraries and Computer Labs**
- Light switches
- Cabinet handles
- Countertops and desktops
- Keyboards, mice and monitor power button
- Touchscreens and lid edges on copiers/printers
- Telephones

**Staff Rooms**
- Light switches
- Cabinet handles
- Faucets, sinks
- Appliance handles
- Countertops
- Tables (top and sides and 1-2” of area immediately under the sides)
- Chairs (top back and arm rests)
- Keyboards, mice and monitor power button

**Exceptions:**
Shop equipment, kitchen equipment, furniture (other than listed above), books

**Childcare spaces:**
These groups are required to clean their own tables, counters, toys and chairs.
After the centre is closed, custodians are responsible to replenish supplies and disinfect all touch points as per enhanced cleaning procedures above.
If an electrostatic sprayer is available, a custodian will spray disinfectant on all touch points at the end of each day.