



DISTRICT EXPOSURE CONTROL PLAN

Communicable Disease Prevention

Occupational Health and Safety Department

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1.0 Overview

Definition

A communicable disease is an illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of communicable disease that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza¹.

Purpose

The purpose of this guidance document is to provide SD43 employees important information required to help prevent communicable disease in the workplace. This document refers to the standards, guidelines and protocols established from the BC Centre for Disease Control and WorkSafeBC.

2.0 Understanding the risks

2.1 Recognize Hazards/Assess Risks

The District will regularly assess all the hazards within their operations, and will take appropriate steps to eliminate or control the associated risk. This process is referred to as a risk assessment.

Within the District, there are many routine situations where staff will have contact with students, coworkers, and the physical environment (surfaces, doors, equipment etc.).

The District will consider the risks in the workplace and take steps to control them. Such controls will include adhering to current public health orders, public health advice, and implementing best practices to eliminate or reduce the risk to staff and students.

When selecting control measures, considerations will follow the hierarchy outlined by the Ministry guidelines (see below). A less effective control measure would only be selected when more effective solutions are impracticable. Ongoing monitoring will ensure that workers are provided with the best level of protection.

2.2 The hierarchy of controls (in order of their effectiveness):

Elimination or substitution:

- Consider eliminating or postponing work tasks that may create a risk of exposure
- Look at the potential for changing work processes to eliminate or reduce contact with others
- Consider opportunities to work from home under public health guidance

Engineering controls:

- Remove or block the hazard at the source before it comes in contact with the worker
- Independent of the worker's interaction to provide a high level of protection

¹ <https://www.worksafebc.com/resources/health-safety/books-guides/communicable-disease-prevention-guide-employers?lang=en>

- Use of physical barriers such as plexiglass partitions is practicable and readily available in our work environment

Administrative Controls:

- Occupancy limits for shared spaces
- Cleaning practices
- Directional traffic flow
- Staggered start and end times

Personal protective equipment (PPE)

- This is the least effective of all controls, as it requires the participation of the affected workers and requires full adherence to established protocols
- When use of PPE is not mandated, the decision to wear a non-medical mask or face covering is a personal choice. A person's choice is to be supported and treated with respect.
- This form of protection should only be considered after careful consideration of the previous control measures, or as recommended by the Health guidelines or legislation
- Use of gloves and face masks may be considered where none of the above controls are possible / effective
 - If or when gloves and masks are used, it is key to follow the proper written procedures made available for their use
 - Refer to safe work practices for Personal Protective Equipment (PPE) such hand protection and face masks provided on the Occupational Health and Safety Website or resources from the BC Centre for Disease Control (BCCDC)² or the Public Health Agency of Canada (PHAC)³

The District supplies and has readily available Personal Protective Equipment (i.e. goggles / face shields / face coverings / gloves for protection) for employees that require this level of protection for the performance of their work duties.

² http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf

³ <https://www.canada.ca/content/dam/hc-sc/documents/services/publications/diseases-and-conditions/covid-19-safely-use-non-medical-mask-face-covering/covid-19-safely-use-non-medical-mask-face-covering-en.pdf>

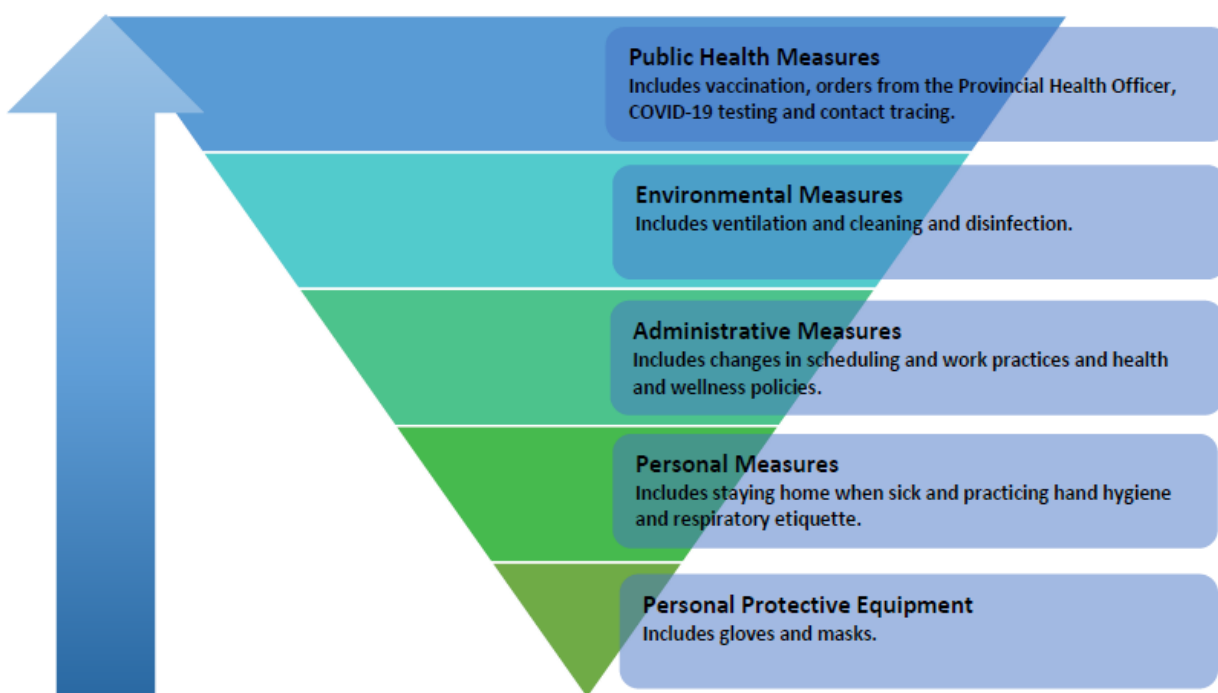
BCCDC Ministry of Health - Infection Prevention and Exposure Controls Measures

Infection Prevention and Exposure Control Measures

Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. These are more effective in controlled environments, like schools, where multiple measures of various effectiveness can be routinely and consistently implemented.

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures to reduce the transmission of COVID-19 in schools. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



Note:

In the case of any variance between the guidelines in this document and the guidance in the BCCDC's [Public Health Communicable Disease Guidance for K-12 Schools](#), schools and school districts should follow the guidelines outlined in the Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings (Updated-March 10, 2022)

3.0 Roles and Responsibilities

3.1 Administrators and Supervisors

Follow the recommendations outlined by the Ministry of Education, Fraser Health Authority, and/or the Provincial Health Officer (PHO) and WorkSafeBC.

School administrators are encouraged to review the information in this section with their school community, to increase awareness and support from staff, students and families.

Administrators and Supervisors have the following responsibilities:

- Education with respect to proper hand hygiene
- Education with respect to proper respiratory etiquette
- Increased cleaning and disinfecting when required / mandated
- Ensure all employees understand the means to enhance workplace ventilation (i.e. increase air flow / ventilation). This includes:
 - Opening windows or doors, even a few inches to increase air exchanges
 - Using fans: direct them downwards and not toward a person's breathing zone

3.2 Employees

Employees of the District are responsible for:

- Completing a daily health check prior to attending work – easy tool to track individual wellbeing to prevent infecting others
- Following expectations set out by the District, Administrator, and/or Supervisor
- Practicing proper hand washing procedure and proper respiratory etiquette
- Instructing students with age-appropriate techniques, on the proper procedures for washing hands as well as proper respiratory etiquette
- Remaining at home if sick and/or get tested if the worker becomes ill
- Monitor symptoms if anyone in the household becomes ill
- Stay home if you are required to self-isolate

Note: When a staff or other adult can return to school depends on if they have tested positive for COVID-19 and/or improvement of their symptoms. Refer to the information from the [BCCDC](#).

3.3 Monitor and review communicable disease-related information

Public Health Directives

The Provincial Health Officer (PHO) is the senior public health official for B.C. and is responsible for monitoring the health of the population across the province, providing independent advice to the ministers and public officials on public health issues.

The responsibilities of the Provincial Health Officer are outlined in the *Public Health Act* and include the following:

- Provide independent advice to the ministers and public officials on public health issues
- Monitor the health of the population of B.C. and advise on public health issues and on the need for legislation, policies, and practices
- Recommend actions to improve the health and wellness of the population of BC
- Deliver reports that are in the public interest on the health of the population and on government's progress in achieving population health targets
- Establish standards of practice for and conduct performance reviews of Medical Health Officers; and
- Work with the BC Centre for Disease Control (BCCDC) and Prevention and BC's Medical Health Officers across the province to fulfill their legislated mandates on disease control

Ministry of Education

Schools are operating under the guidelines established by the Provincial Health Officer and the BC Centre for Disease Control to ensure the safety of students and education professionals. From this guidance, the Ministry of Education has produced a [guide for K-12 settings](#), which is the document which defines most clearly the guidelines for schools.

The District is prepared to implement or maintain additional measures at times when the risk of communicable disease in their region or workplace is elevated, as advised and directed by public health. Some safety measures used / implemented during the COVID-19 pandemic may continue to be used throughout the District as they have proved effective to reduce the transmission rate of communicable disease.

- Use of routine sign-in/sign-out sheet to track visitors and guests at work location
- Use of plexiglass partition / barriers erected at some workstations (i.e. reception area)
- Use of directional signage to manage traffic flow – this practice may be continued at various locations to manage areas of congestion.
- Use of maximum occupancy signs

Always follow Public Health guidance provided for safety measures and protocols.

*****Public Health's specific guidance for a particular communicable disease will be followed where their information differs from this document*****

WorkSafeBC Directives (Workers Compensation Act / OHS Regulation Requirements)

WorkSafeBC is a provincial agency dedicated to promoting safe and healthy workplaces across BC. They partner with workers and employers to prevent work-related injury, disease, and disability. Their services include education, prevention, compensation and support for injured workers, and no-fault insurance to protect employers and workers.

WorkSafeBC helps businesses meet their obligations under the [Workers Compensation Act](#) and the [Occupational Health and Safety Regulation](#). All employers in British Columbia have an

obligation under the *Act* to ensure the health and safety of workers and other parties at their workplace.

To assist employers in the fundamental components of communicable disease prevention, WorkSafeBC has developed [Communicable disease prevention: A guide for employers⁴](#). This guide describes a four-step process to help employers reduce the risk of communicable disease in their workplace, which involves understanding the level of risk in the workplace, application of the fundamentals and implementing appropriate measures, communicating policies and protocols to all workers, and updating measures and safeguards as required.

Note: The District's Communicable Disease Prevention Plan is based on the document developed by WorkSafeBC. This document is a living document. It will be modified as necessary and additional information may be included based on regulatory requirements, research, best industry practice, etc.

4.0 Communication

Effective and ongoing communication with school leaders, community partners, Indigenous rightsholders, parents, caregivers, students, unions and employees is an essential aspect of successfully implementing an exposure control plan.

The District will consider how best to communicate to workers about potential exposures in the workplace. Open communication is key to finding out about specific tasks that concern workers as well as gaining input on appropriate control measures to keep workers safe.

Communication methods may vary based on circumstance.

- District wide messages
- District web pages
- Communication from superintendents to administrators (cascaded to workers)

Means of communication will include provisions for workers (including joint health and safety committee representatives and worker representatives) to inform management of their concerns related to their potential exposures while in the workplace. Workers can reach out to their site administrator or supervisor at any time should they have questions regarding health and safety protocols in place at their work location.

Workers should know and understand their workplace health and safety responsibilities — and those of others. Workers have three key rights:

- The right to know about hazards in the workplace
- The right to participate in health and safety activities in the workplace; and
- The right to refuse unsafe work

⁴ <https://www.worksafebc.com/resources/health-safety/books-guides/communicable-disease-prevention-guide-employers?lang=en>

5.0 School Operations

Cafeterias and Food Services

- Food services will continue to operate under regular food safety practices

Buses

- Cleaning / sanitization / spacing / hygiene procedures of staff and students align with building procedures in the District, and will follow guidance from the Provincial Health Officer (PHO), and the Ministry of Education

Community use of schools

- Gatherings and events in District Facilities will follow PHO Guidelines and Provincial Orders / Legislation
- Visitors are to be aware of communicable disease protocols and requirements, and have completed a daily health check, prior to entering the site
- Information on communicable disease protocols and requirements for visitors will be posted by the entrance of the facility, on the site's website and included in communications to students and families.
- Visitors will sign in/sign out as per school practices.
- Distancing / spacing measures will be encouraged. (Respect others' personal space while on District properties, including outside).

6.0 Measures, practices, and policies to reduce the risk of exposure to communicable disease

6.1 Sick Leave policies and illnesses

An important way to reduce the spread of communicable diseases is to keep sick people away from those who are not sick. The District has sick leave policies and practices and these are communicated to staff every year especially before flu season and any time when there is a risk of a communicable disease. Communicable diseases do not change how an employee accesses sick leave and there have been no changes to District requirements for when medical documentation is required for sick leave.

Current practice, prior to returning to work from an illness requiring an extended absence, is that employees are asked to provide the District with a medical clearance note from their doctor.

- For the flu, advise all employees to stay home if they are sick until at least 24 hours after their fever is gone without the use of fever-reducing medicines, or after symptoms have improved.
- For COVID-19, local health authorities advised a medical note was not necessary to return to work, and employees should follow the guidelines of the Health Authority for return to work protocols

Refer to District directives when exhibiting symptoms of illness. Remain at home when exhibiting symptoms of illness.

If you become sick at work

- Anyone who presents symptoms upon arrival to work or school or become ill during the day should promptly separate themselves from others, inform their supervisor, and then go home.

It is important to understand that all employees have obligations under the Workers Compensation Act to take reasonable care to protect the health and safety of themselves and others in the workplace. Reasonable care extends to both on and off duty conduct.

6.2 Hygiene / Cleaning

Personal Hygiene

Depending on the communicable disease, it's possible for people to become infected if they touch contaminated surfaces and then touch their nose, mouth, or eyes. The most reliable way to prevent infection from surfaces is to wash your hands. Washing your hands often and practicing good hand hygiene will reduce the chances of getting or spreading germs. Washing your hands with soap and water for at least 20-30 seconds is most effective. This is because soap actively destroys the surface of some viruses, and a soapy lather really reduces the number of germs left on your skin.

Alcohol-based hand rubs can be used to disinfect your hands when soap and water are not available.

Hand hygiene information for staff and students will be available. Remind all to wash or sanitize when arriving on school property, after you had touched fluids or your face or meal breaks, and hand washing posters in washroom.

Other things to consider:

- Follow respiratory etiquette: cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough instead of your hands.
- Avoid sharing food, drinks, utensils, etc.
- Avoid unnecessary contact (i.e. handshakes, hugs)
- Consider physical distancing or increase distance between self and others
 - Schools are to be encouraged to spread people out within available space and to prevent crowding in indoor common spaces (i.e. entrances, hallways, etc.) as practical
 - Workplace will promote the use of all available space in indoor common spaces

6.3 Cleaning – Facility / Vehicle / Equipment Hygiene

Cleaning and disinfecting surfaces can also reduce the risk of infection.

Always follow standard practices and appropriate regulations specific to your type of facility for minimum standards for cleaning and disinfection.

Determine What Needs to Be Cleaned

Consider the [type of surface](#) and how often the surface is touched. Generally, the more people who touch a surface, the higher the risk. Prioritize cleaning high-touch surfaces at least once a day. If the space is a high traffic area, or if certain conditions (listed above) apply, you may choose to clean more frequently or disinfect in addition to cleaning. Shared materials, shared equipment, and shared district vehicles (including District buses) will also be subject to District cleaning practices – clean per use or items flagged for cleaning at the end of each day.

During periods of communicable disease events, there may be additional considerations given to the frequency of sanitizing and disinfecting of high-touch surfaces as determined by public health or other regulatory bodies. Examples of high-touch surfaces include pens, counters, tables, doorknobs, photocopiers, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks.

Consider the Resources and Equipment Needed

The District has readily available cleaning and disinfecting supplies and microfibre cloths at all work locations.

Please read and refer to the product label and Safety Data Sheet for more information. The disinfecting product provided (Saber) in the District does not require the use of Personal Protective Equipment. Keep in mind the availability of cleaning products and the personal protective equipment (PPE) appropriate for the cleaners and disinfectants used (as recommended on the product label, product information sheets or Safety Data Sheet).

Note: Only utilize the cleaning / sanitizing products provided by The District. The sanitizing products that are supplied to the work locations are recognized by the Government of Canada to be effective to fight against the spread of viruses.

Protection for workers and cleaning staff

- Ensure cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products – responsibility of the Custodial Department
- Read the instructions on the product label, product information or Safety Data Sheet (SDS) to determine what safety precautions are necessary while using the product. This could include PPE (such as gloves, eye protection such as glasses, or goggles), additional ventilation, first aid procedures, or other precautions.
- [Wash your hands](#) with soap and water for at least 20-30 seconds after cleaning. Be sure to wash your hands immediately after removing gloves.
 - If hands are visibly dirty, always wash hands with soap and water.
 - If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

Disinfect Safely when needed

If you determine that regular disinfection may be needed

- If your disinfectant product label does not specify that it can be used for both cleaning and disinfection, clean visibly dirty surfaces with soap or detergent before disinfection.
- Use a disinfectant product that is effective against the communicable disease.
- Always follow the directions on the label to ensure safe and effective use of the product. The label will include safety information and application instructions. Keep disinfectants out of the reach of children. Many products recommend keeping the surface wet with a disinfectant for a certain period (see “contact time” on the product label).
 - Check the product label to see what PPE (such as gloves, glasses, or goggles) is required based on potential hazards
 - Ensure adequate ventilation (for example, open windows)
 - Use only the amount recommended on the label
 - If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label)
 - Label diluted cleaning or disinfectant solutions
 - Store and use chemicals out of the reach of students
 - Do not mix products or chemicals.
 - Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin. They can cause serious harm.

When to clean and when to disinfect

- Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces
- When confirmed or suspected communicable disease cases are low, [cleaning once a day is usually enough](#) to sufficiently remove germs that may be on surfaces and help maintain a healthy facility
- Disinfecting will be done once in a 24-hour period
- Extra cleaning should occur if something is visibly dirty
- Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection. Shared space in high traffic area or if certain conditions apply that can increase the risk of infection from touching services. It is key to be alert to:
 - [Fraser Health Region – BC COVID-19 Dashboard](#)
 - [Reportable Disease Data Dashboard](#)
 - Consideration for vaccination rates in area (especially if low)
 - The space is occupied by people at increased risk for severe illness, may be cleaned or disinfected more frequently based on the needs to prevent the risk of infection
- Sanitizing solution and other cleaning supplies are readily available at all locations. For list of products available, please consult with caretaker staff at your location.
- If there has been a sick person at the work location within the last 24 hours, the space is required to be clean and disinfected.

6.4 Ventilation

For all activities that take place indoors, basic principles of good indoor air quality include supplying outdoor air to replenish indoor air, thereby removing and diluting contaminants that naturally accumulate in indoor settings, especially in well-sealed buildings.

Strategies to optimize ventilation system functionality.

- Maintain ventilation systems
 - WSBC requires employers to ensure that heating, ventilation and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort for workers ([Part 4 of the OHS Regulation](#))
- Ensure preventative maintenance is conducted (for example, regular filter changes and inspection of critical components)
- Make sure the system is properly balanced, which means verifying that the system meets its design conditions for air flow, temperature, pressure drop, noise and vibration
- Limit occupancy in facilities /spaces should be considered
- Move activities to the outdoors when possible (for example, lunch, classes, physical activity, classes) when appropriate and time, space, and weather permits

In order to enhance the ventilation in classrooms, portable, and other office / work areas: open exterior windows and door to allow in outside air.

Note: A window does not need to be fully opened to enhance ventilation. Just a few inches will be beneficial. This is key especially in inclement or during colder season.

- Communicate with room occupants: Ensure air vents are unimpeded (i.e. clear vents of any clutter, do not block, cover, or blank off vents in classrooms.)
- Setup portable fans to avoid blowing air directly from one person's breathing zone to other occupants of a room
 - Avoid Introducing horizontal cross breezes
 - Place devices so that air flow moves downward (i.e. from cabinet top)

Air circulation in vehicles

Staff who travel in District vehicles or travel during work in their personal or other vehicles should:

- Turn on the vents or air conditioning controls to allow outdoor air to flow in. Avoid recirculating air and turn any recirculation functions off
- Leave windows partially open to allow as much outdoor air as possible into the vehicle
- Limit when feasible the number of people allowed in one space.
- Limit occupancy in vehicles should be considered

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6.5 Employee Vaccinations

SD43 will support Public Health messaging for vaccinations against pandemic or communicable diseases and may collaborate with Public Health to offer vaccination clinics in public facilities. Directives from the government or legislation, will be followed and workers will be informed, if necessary, on these measures.

Note:

Vaccination protects from serious illness due to COVID-19 and is the most effective way to reduce the impact of COVID-19 on our communities. BCCDC strongly recommends adults interacting with children to be fully vaccinated. All COVID-19 vaccines approved for use in Canada protect against serious complications, including from the Omicron variant. See BCCDC for trusted information on [COVID-19 vaccines](#).

Reasons to get Vaccinated.

1. **Vaccine-preventable diseases have not gone away**

The viruses and bacteria that cause illness and death still exist and can be passed on to those who are not protected by vaccines.

2. **Vaccines will help keep you healthy**

Vaccines can prevent short term illnesses and prevent long term chronic disability or increased risk of cancer depending on disease.

3. **Vaccines are as important to your overall health as diet and exercise**

Like eating healthy foods, exercising, and getting regular check-ups, vaccines play a vital role in keeping you healthy. Vaccines are one of the most convenient and safest preventive care measures available.

4. **Vaccination can mean the difference between life and death**

Vaccine-preventable infections can be deadly. Example: Every year in the US, prior to the COVID-19 pandemic, approximately 50,000 adults died from vaccine-preventable diseases.

5. **Vaccines are safe**

Potential side effects associated with vaccines are uncommon and much less severe than the diseases they prevent.

6. **Vaccines will not cause the diseases they are designed to prevent**

Vaccines contain either killed or weakened viruses, making it impossible to get the disease from the vaccine.

7. **Young and healthy people can get very sick, too**

Infants and older adults are at increased risk for serious infections and complications, but

vaccine-preventable diseases can strike anyone. If you are young and healthy, getting vaccinated can help you stay that way.

8. Vaccine-preventable diseases are expensive

Diseases not only have a direct impact on individuals and their families, but also carry a high price tag for society.

9. When you get sick, your children, grandchildren, and parents may be at risk too

Adults are the most common source of pertussis (whooping cough) infection in infants which can be deadly for babies. When you get vaccinated, you are protecting yourself and your family as well as those in your community who may not be able to be vaccinated.

10. Your family and co-workers need you

Millions of adults get sick from vaccine-preventable diseases, causing them to miss work and leaving them unable to care for those who depend on them, including their children and / or aging parents.

Schools and school districts are expected to work with their local health authority to share evidence-based information about vaccination (e.g. from [BCCDC](#) and [ImmunizeBC](#)), and to explore opportunities to establish school-based vaccination clinics when requested⁵.

7.0 Promotion of Employee Mental Health

A communicable disease event may cause increased levels of stress or anxiety for employees. This is because some communicable diseases are new or evolved so the scientific facts about the hazards and risks of the disease may be unknown or uncertain. Uncertainty may increase stress.

The District will continue to support the health and safety of all workers, including their mental health as this is especially important during this stressful time. Some employees may feel anxious about contracting a communicable disease, like COVID-19, or transmitting it to someone else during the pandemic.

- [WSBC - Managing Mental health effects of Covid-19 in the workplace: a guide for employers](#)
- [WSBC - Managing Mental health effects of Covid-19 in the workplace: a guide for workers](#)
- All District staff have access to Homewood Health – EFAP provider
 - access through the right side of [District Health and Wellness page](#)

8.0 Response to exposures

Tracing and Communication:

⁵ The Inter-Ministerial Protocols for the Provision of Support Services to Schools (p.12-13) require boards of education and participating independent school authorities to provide a designated space in each school for public health nurses or other qualified health personnel to carry out their duties (including immunizations).

- The District will follow Provincial Measures and will rely on direction from local Health Authorities
 - Workers directly affected by an exposure may receive communication directly from the District / School or Health Authority as the case may be
- Local Health Authorities may liaise with school principals and superintendents regarding the exposures – Superintendents will then notify, as necessary, the following:
 - School community (staff, students, parents)
 - User groups for rentals
 - Custodial services – implement any cleaning procedures necessary

9.0 Best Practices during Illness Outbreaks

9.1 Employee safety orientation / training

- As soon as possible upon changes to this document and or school year start, the District / School will provide health and safety training and orientation of District, including new employees and staff who work at multiples sites and/or across multiple cohorts in a school (i.e., counsellors, itinerant teachers, education assistants)
- The District will follow up with all workers who did not attend the training, and provide information
- Site Administrators should document all employees trained to new protocols (acknowledgement and documentation)
- Review site requirements (protocols, PPE, hand washing)
- Point of Care document – document instructing District staff with direct / close contact with students – steps to identify and reduce risk of exposure to communicable diseases

9.2 Health checks and hand sanitizing

- Establish and maintain personal contact records of persons entering the facility
- Requirement for those entering the premises to complete health check screening
- Place health requirement posters at entrance (health screening, hygiene measures, physical distancing, etc.)
- Requirement for hand sanitizing / hand washing to take place prior to or upon entering the workplace.
 - Readily accessible hand sanitizer
 - Portable sink – for handwashing

9.3 Physical Distancing Methods / Strategies

Schools can return to classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches, though should still consider implementing strategies to help create space between people and to support students and staff using a trauma-informed approach.

Remind students and staff about respecting others personal space. Use visual supports, signage, prompts, video modelling, etc. as necessary.

- Use available space to spread people out, both in learning environments and for gatherings and events, where possible.
- Implement strategies that prevent crowding at pick-up and drop-off times
- Take students outside more often, where and when possible.
- Manage flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.
- Use floor markings and posters to address traffic flow throughout the school. This may include one-way hallways and designated entrance and exit doors. It is important not to reduce the number of exits and ensure the fire code is adhered to.

Distancing methods and strategies can be deployed in buildings to increase space between physical interactions. School sites do the best they can given the number of staff and students in the building.

- Place safe distance signage – keep safe distance from others where possible
- Consider strategies to maintain physical distancing between workstations
- Review maximum room occupancy – organize space and activities in room to prevent involuntary contact
- Review traffic flow in buildings – use floor markings, directional arrows
- Establish drop off / pick up guidelines / procedures at school sites – waiting outside until start time
- Last resort – working from home if recommended from health authorities and partnership groups agree – using virtual meetings where possible

9.4 Limited building access

- All guests to the location are required to report directly to the office to sign-in
- Health screening requirements in place for everyone attending to a site
- Recommendations for visitors to contact the school by phone or make an appointment prior to attending

9.5 Sharing and Common supplies

- Limit the number of items that are available for sharing
- Strongly recommend not to bring items from home to be shared with peers
- Avoid “pot-luck” (food sharing) meals
- When providing meals – pre-packaging of meals is recommended
- Provide “sanitized” or “used” sections / areas so items are returned to proper areas after use.

9.6 Barriers

Barriers to help reduce transmission / spread of viruses

Use of portable plexiglass partitions – possible permanent partitions where staff interact with public / visitors

Sample strategies that can be used:

- Locking school doors to restrict access
- Reconsidering tasks where you have close 15-minute cumulative contact
- Using virtual meetings (Microsoft Teams / Zoom)
- Wearing Face coverings (Mask and shields)

10 References and resources

- Employee & Family Assistance Program (EFAP) Homewood Health 1-800-663-1142
- SD43 Health and Wellness Page
- Canadian Mental Health Association
- K-12 Education Recovery Plan
- COVID-19 Public Health Guidance for K-12 Schools
- COVID-19 Operational Guidelines for School Districts and Independent School Authorities
- WSBC – Communicable Disease Prevention: A guide for employers
- WSBC – Communicable Disease Prevention: A guide for workers
- BC's response to COVID-19, step 3
- BC Centre for Disease Control
- SD43 OHS Webpage



**SD43 – EXPOSURE CONTROL PLAN
COMMUNICABLE DISEASE PREVENTION
SITE ACTION PLAN**

School Name	Baker Drive Elementary	Date completed	September 9, 2022
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1. Cleaning and disinfecting

- Review with your caretaking staff the requirements for touch points cleaning/disinfection and frequency, continued use of Vert2Go
- Deploy portable handwashing stations/sanitizers

2. Personal Protective Equipment (PPE)

- Masks optional in place for all members of the Baker Drive Community
- Post information in common areas – visual communication
- Provisions for extra masks to be available for use as needed

3. Hand and respiratory hygiene

- Sanitization requirements for all staff and students (upon entering facility, before and after meals, etc.)
- Hand washing education available
- Review respiratory etiquette with all staff and students

4. Implementation space awareness strategies

- Posters around the school
- Barriers available for those who wish them

a. Student and staff movement

- Assigned washrooms for students/classes

b. Communication to parents/guardians

- Students arrive, line up at assigned doors when warning bell rings, parents stay back from lines.

c. Limited building access

- Signage available at main entrance door to direct visitors
- All visitors/parents sign in at office, wear a visitor badge, indicate their purpose, the teacher, their location and length of stay.

d. Gathering and events

- Following all protocols

5. General Ventilation and Air Circulation

- Ensure air vents are unimpeded (i.e. clear unvents of any clutter, do not block, cover, or blank off vents in classrooms)
- Allow for air circulation around venting units
- Encourage outdoor activities when possible
- If portable fans units are used, set them up to avoid blowing air directly from one person's breathing zone to other occupants of a room.

6. Shared transportation – vehicles

- Turn on the vents or air conditioning controls to allow outdoor air to flow in
- Leave windows partially open to allow as much outdoor air as possible into the vehicle
- Requirements to wash/sanitize hands upon entering
- Maximize use of space – spread occupants and wear masks

7. First Aid Attendants

- Review first aid treatment protocols
- Ensure eye protection, face, and hand protection is available and used

8. Symptom assessment and illness policies/procedures

- All staff continue daily health assessment and stay home if sick
- Review procedures for staff when someone becomes ill
 - Stay at home when you are sick – call 8-1-1
 - Staff / student to notify principal when feeling ill

9. Communication with Zone Assistant Superintendent

- For queries/as needed

10. General Safety Information

- Include Health and Safety agenda item at staff meetings
- Review and assess measures in place at monthly JHSC meeting (monthly agenda item)
- Update staff on Communicable Disease Prevention plan, employee should review it and know what to access it
- Review of your site safety rules
- Maintain Occupational Health and Safety bulletin board
- Reporting of safety concerns – speak to administrator as soon as possible if concern arise; admin to address / review (including work refusals)
- If employees not in attendance at the meeting, reach out and provide meeting notes
- Keep a record of all employees trained to protocols

11. Revised Site-Specific Safety Orientation (for all persons working at your site)

- Please print attachment – site specific orientation document
- Fill in the blanks – on page one
- Have all staff complete online acknowledgement: site specific safety orientation
- Provide orientation for all current staff – review and follow up on orientations for casual staff as well

12. Documentation – records

- Document/keep track of all communication sent to staff
- Safety orientation – acknowledgment form (as per regular practice, each new employee will complete on their first day at your location)

13. Contact OHS

- Contact OHS immediately if WorkSafeBC is at your site or told they are on their way
- Contact OHS immediately if a worker indicates they are refusing to work as it is unsafe