

COVID – 19 SAFETY PLAN

Employers must develop a COVID-19 Safety Plan. WorkSafeBC provides a six-step process and template for developing this plan.

STEP 1: ASSESS THE RISKS AT YOUR WORKPLACE

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person to person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Workers will be involved when assessing the workplace.

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- ✓ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable)
- ✓ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- ✓ We have identified the tools, machinery, and equipment that workers share while working.
- ✓ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

STEP 2: IMPLEMENT PROTOCOLS TO REDUCE THE RISKS

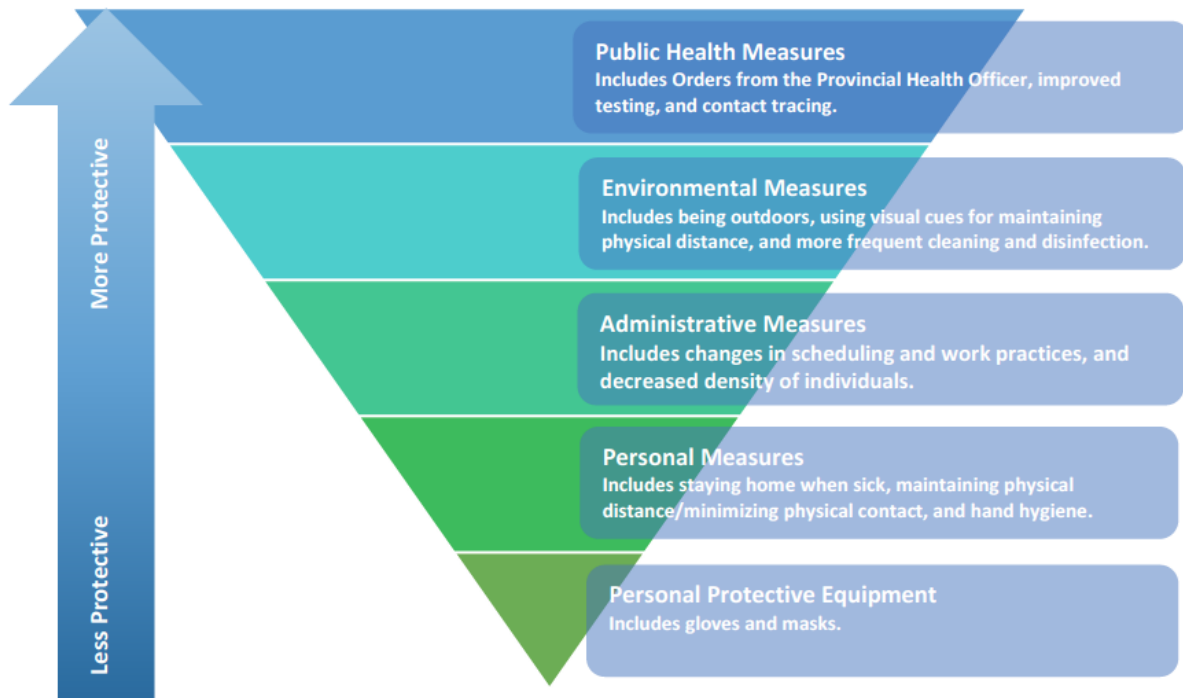
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ✓ Review industry-specific protocols on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols do not address all the risks to your workers.
- ✓ Frontline workers, supervisor, and the joint health and safety committee (or worker representative).
- ✓ Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
- ✓ Your health and safety association or other professional and industry associations.

Reduce the risk of person to person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Whenever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level is not practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk at your workplace.

Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible.

- ✓ We have established and posted an occupancy limit for various spaces on our premises where appropriate. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings) and is therefore not intended to apply to workplaces.
- ✓ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ✓ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in Place

- ✓ We are complying with all guidelines contained in the BC Centre for Disease Control/BC Ministry of Health “COVID-19 Public Health guidance for K-12 School Settings”
- ✓ We are complying with the “Provincial COVID-19 Health & Safety Guidelines for K-12 Settings”
- ✓ We are complying with the standards, guidelines and protocols from WorkSafeBC
- ✓ We have developed a Restart Plan as required by the Ministry of Education
- ✓ We are using the “Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease” which describes measures that should be taken to reduce the transmission of COVID-19 in schools.
- ✓ We are implementing a combination of measures at each level to reduce the risk of transmission of COVID-19.

Cohorts & Physical Distancing

- ✓ We are reducing the number of in-person, close interactions through two different but complementary approaches: cohorts and physical distancing.
- ✓ In elementary schools, a cohort will be composed of up to 60 people.
- ✓ In secondary schools, a cohort will be composed of up to 120 people.
- ✓ During Stage 2, within the cohort, minimized physical contact will be encouraged but physical distance does not need to be maintained.
- ✓ During Stages 3 and 4, staff, middle and elementary students will have to maintain physical distance at all times even if they are part of the same cohort
- ✓ Cohorts will be changed as minimally as possible
- ✓ Schools will keep up to date lists of all members of a cohort to share with public health should contact tracing need to occur

- ✓ We will minimize the number of adults who interact with cohorts
- ✓ When staff are in close proximity with a student within their cohort, personal protective equipment is not required beyond that used as part of the personal care routine normally encountered in their regular course of work
- ✓ Those individuals outside of a cohort must practice physical distance.
- ✓ Where staff outside a learning cohort cannot practice physical distancing, other measures will be explored. Where other measures are not viable options, staff are required to wear a non-medical mask.
- ✓ Schools will have non-medical masks and face shields available for staff
- ✓ All staff will practice physical distancing from each other at all times.
- ✓ The public will not be allowed inside sites without an appointment. All visitors will be limited in numbers.
- ✓ Visual cues for physical distancing will be established where necessary.
- ✓ Schools will not be used for community related events during school hours

Illness

- ✓ We will report illness as required to assist the Public Health Office in case finding, contact tracing and outbreak management.
- ✓ Employees and students who are sick must stay home. Employees and students will be assessed by their healthcare provider and will be symptom free prior to returning to the site.

Second level protection (engineering): Barriers and partitions

- ✓ Physical distancing will be practiced by all employees at all times.
- ✓ Barriers may be installed in places where physical distance cannot regularly be maintained and a person is interacting with numerous individuals outside of a cohort.

Third level protection (administrative): rules and guidelines

- ✓ We have identified rules and guidelines for how workers should conduct themselves.
- ✓ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

Cleaning and disinfection:

- ✓ General cleaning and disinfection of all school premises will be in accordance with the BCCDC's "Cleaning and Disinfectants for Public Settings" document.
- ✓ Every custodian will have a copy of the BCCDC "Cleaning and Disinfectants for Public Settings" document
- ✓ There will be general cleaning and disinfecting of the premises at least once every 24 hours. This includes items that only a single student uses, like an individual desk or locker.
- ✓ Cleaning and disinfecting of frequently touched surfaces will occur at least twice every 24 hours. These include doorknobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys.
- ✓ All visibly dirty surfaces will be cleaned and disinfected
- ✓ Common, commercially available detergents and disinfectant products will be used by closely following the instructions on the label.
- ✓ Custodial staff will use brands and disinfectant products listed in Health Canada's list of "hard-surface disinfectants for use against coronavirus (COVID-19)
- ✓ Items that are not easily cleaned will be limited or removed from premises
- ✓ Schools will limit the use of shared equipment as much as is practical to do so
- ✓ Garbage containers will be emptied daily

- ✓ Disposable gloves will be worn when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Hands will be washed before and after wearing gloves.
- ✓ Paper towels and garbage containers will be provided in all washrooms
- ✓ Water fountains will be disabled
- ✓ Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children
- ✓ Dishwasher safe items will be cleaned and disinfected in a dishwasher with a hot rinse cycle
- ✓ When doing laundry in a school setting, laundry should be placed in a laundry basket with a plastic liner; dirty items should not be shaken; wash will be performed with regular laundry soap and hot water (60-90 degrees Celsius)

Cohorts:

- ✓ We will implement cohorts in all of our schools. A cohort is a group of students and staff who remain together throughout the school term
- ✓ Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.
- ✓ In elementary schools, a cohort will be composed of up to 60 people.
- ✓ In secondary schools, a cohort will be composed of up to 120 people.
- ✓ Within the cohort, minimized physical contact should be encouraged, but physical distance does not need to be maintained.
- ✓ The composition of cohorts will remain consistent for all activities in schools.
- ✓ Cohort composition will be changed as minimally as possible.
- ✓ Schools will keep up to date lists of all member of a cohort to share with public health should contact tracing need to occur.
- ✓ Schools will seek to minimize the number of adults who interact with cohorts.

- ✓ Any adults outside of a cohort must practice physical distance when interacting with the cohort.
- ✓ No gathering should exceed 65 people in elementary schools
- ✓ No gathering should exceed 125 people in secondary schools.

Physical distancing:

- ✓ Close greetings will be avoided
- ✓ Students and employees will be encouraged and reminded not to touch their face
- ✓ People will be spread out into different areas creating different classroom and learning environment configurations
- ✓ For secondary schools, consistent and assigned seating arrangements will be considered
- ✓ Pickup and drop off times will be staggered where necessary
- ✓ Recess, lunch and class transition times will be staggered where necessary
- ✓ Students will be directed to enter/exit school buildings at specific locations
- ✓ Students will be taken outside for instruction more frequently
- ✓ Flow of people in common areas will be managed
- ✓ Activities that involve movement, including physical health and education, will be taken outside where practicable
- ✓ Appropriate hand hygiene practices will be enforced before and after outdoor play and playground use.
- ✓ More individual activities will be incorporated. At elementary, group activities will be adapted to minimize physical contact and reduce shared items. At secondary, group activities will be minimized and activities that require physical contact will be avoided
- ✓ Assemblies and other school wide events will be held virtually
- ✓ Inter-school events (including competitions, tournaments, and festivals) will not occur at this time.

Visitor Access / Community Use

- ✓ Parents, caregivers, volunteers and other non-staff adults entering the school will be prioritized to those entering to support activities that are of benefit to student learning and wellbeing
- ✓ Parents, caregivers, volunteers and other non-staff adults will require an appointment to enter the premises
- ✓ All visitors will confirm they have completed the requirements of a daily health check before entering the premises
- ✓ All visitors will be made aware of the health and safety protocols prior to entering the school
- ✓ Schools will keep a list of the date, names and contact information for any visitors who enter the school. A checkbox for the visitor to confirm they have completed their daily health check will be included with the sign in.
- ✓ In Stage 2, after hours community use of facilities is allowed in alignment with all other health and safety measures
- ✓ Building access will be limited to only those areas required for the purpose of the activity
- ✓ Spaces and equipment used by community members should be cleaned and disinfected prior to students and staff re-entering the space
- ✓ During Stages 3 & 4, visitor access will be limited during school hours and no non-essential community use of school facilities will occur.

Personal Items

- ✓ Students will be encouraged to only bring items that are necessary to school
- ✓ Staff and students should not share personal items
- ✓ Personal items should be labelled with student's name to discourage accidental sharing

- ✓ Students will be instructed to bring their own food to school and to avoid sharing any food items.
- ✓ Students and employees will be instructed not to share personal items (e.g. phones, writing instruments)

Student Transportation on Buses:

- ✓ Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus and when they get home
- ✓ Bus line up areas will be set up to prevent crowding and allow for physical distancing
- ✓ The use of consistent and assigned seating arrangements will be considered
- ✓ The order of onload and offload with buses being loaded from back to front and offloaded from front to back will be considered
- ✓ If space is available, students will each have their own seat (unless sharing with a member of their household) and sit separated side to side and front to back
- ✓ Secondary students are required to wear non-medical masks during bus travel
- ✓ Private vehicle use will be encouraged to decrease transportation density
- ✓ We will keep up to date passenger and seating arrangement lists to share with public health should contact tracing need to occur

Food Services

- ✓ If food is prepared as part of learning and is consumed by the student(s) that prepared it, no additional measures beyond those articulated in the guidelines and normal food safety measures need to be implemented
- ✓ If food is prepared within or outside a school for consumption by people other than those that prepared it (including for sale), it is expected that the “WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation” are implemented as appropriate

- ✓ A food business COVID-19 Safety Plan is required for food businesses. Other external organizations charities or programs providing food in schools should complete on if they are to provide food to schools.
- ✓ Schools will not allow homemade food items to be made available to other students.
- ✓ Schools will continue to emphasize that food and beverages should not be shared.

Illness & Attendance:

- ✓ Students and employees will stay home when sick
- ✓ 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 not enter the school and will 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.
- ✓ Employees must assess themselves daily for symptoms of common cold, influenza or COVID-19 prior to entering the school
- ✓ Principals will ensure parents and employees are aware of the need to self-assess daily
- ✓ We will make available to all parents, caregivers and employees the “Daily Health Check Example” prepared by the Ministry of Health and the BC CDC
- ✓ We will follow the Ministry of Health and BC CDC document “What to do if a student or staff member develops symptoms”
- ✓ Students and employees who develop symptoms will be provided with a non-medical mask
- ✓ All schools will have a clearly marked medical isolation room
- ✓ Cleaning and disinfection of the medical isolation room will occur after each use

- ✓ Any student, staff, or other person within the school who has cold, influenza or COVID-19 like symptoms will seek assessment by a health care provider
- ✓ Those unsure if they should self-isolate or be tested for COVID-19 should be directed to use the BC COVID-19 self-assessment tool
- ✓ Employees and students will also be advised to contact 811 to seek further input
- ✓ Students or staff may attend school if a member of their household has cold, influenza or COVID-19 like symptoms provided the student/staff is asymptomatic.
- ✓ Students and staff who experience seasonal allergies or other COVID-19 like symptoms that are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal.
- ✓ We will report elevated staff and student absenteeism due to influenza-like illness to public health
- ✓ We will notify our local medical health officer if staff and/or student absenteeism exceeds 10 percent of regular attendance.

Hand Hygiene

- ✓ We will post the WorkSafeBC and the BC CDC hand washing posters for reference and to promote the importance of regular handwashing
- ✓ We will encourage hand hygiene upon arrival at school
- ✓ We will place hand washing stations in various locations including school entrances, hallways and classrooms to encourage appropriate hand hygiene throughout the day
- ✓ Where sinks are not available, alcohol-based hand sanitizer stations will be available
- ✓ Employees will assist younger students with hand hygiene as needed
- ✓ We will ensure hand washing supplies are well stocked at all times

- ✓ Additional hand hygiene opportunities will be incorporated into the daily schedule
- ✓ Everyone will be reminded to avoid touching their eyes, nose or mouth with unwashed hands
- ✓ Hand hygiene will be practiced before and after handling shared devices
- ✓ We will follow the guidance of the Ministry of Health and the BC CDC document “When students and staff should practice hand hygiene”

General Ventilation and Air Circulation

- ✓ We will ensure that heating, ventilation and air condition (HVAC) systems are designed, operated and maintained as per standards and specifications for ongoing comfort for workers per Part 4 of the Occupational Health & Safety Regulation
- ✓ Schools will also consider moving activities outdoors when possible; increasing air exchanges by adjusting the HVAC system; and opening windows when possible

Respiratory Etiquette

- ✓ Employees and students will be directed to cough and sneeze into their elbow, sleeve or a tissue
- ✓ Tissues will be disposed of immediately and hand hygiene performed
- ✓ Employees and students will be directed to refrain from touching their eyes, nose or mouth with unwashed hands

Training and communication

- ✓ We will clearly and consistently communicate guidelines from the Provincial Health Officer and resources available for information on COVID-19 as needed
- ✓ We will provide early and ongoing health and safety orientation for staff, parents/caregivers and students

- ✓ We will ensure employees, families and the school community are well informed of their responsibilities and resources available
- ✓ All employees will be informed of and trained on the health and safety protocols of the school district and the school site(s)
- ✓ All employees will attend health and safety updates as they occur
- ✓ Principals and managers will ensure all staff understand health and safety protocols
- ✓ Joint H&S committees will meet regularly to discuss any concerns and to resolve any issues
- ✓ The Joint H&S committees will identify solutions that may be unhealthy or unsafe and will advise on effective systems for responding to those situations
- ✓ All employees will be advised of health and safety plans
- ✓ New staff will be advised of and trained on all health and safety protocols
- ✓ Principals and managers will seek feedback from the joint H&S committee about the effectiveness of protocols and procedures
- ✓ Principals and managers will regularly inspect the workplace to ensure adequate safety
- ✓ Workers will be trained on:
 - The risk of exposure to COVID-19 and the signs and symptoms of the disease
 - Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette
 - How to report an exposure to or symptoms of COVID-19
 - Changes made to work policies, practices and procedures due to the COVID-19 pandemic
- ✓ Records will be kept of training and reports of exposure

Specific School Programs

- ✓ For the specific school programs outlined, we will follow all guidelines in the Ministry document “Provincial COVID-19 Health & Safety Guidelines for K-12 Settings”

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ✓ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ✓ We understand the limitations of masks to protect the wearer from respiratory droplets.
- ✓ We understand that masks should only be considered when other control measures cannot be implemented.

Measures in place

- ✓ Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their cohort or household
- ✓ Secondary students are required to wear non-medical masks in high traffic areas such as buses and in common areas such as hallways or anytime outside of their learning group whenever physical distancing cannot be maintained.
- ✓ No student needs to wear a non-medical mask if they do not tolerate it.
- ✓ Staff are required to wear a non-medical mask in high traffic areas such as buses and in common areas such as hallways or anytime outside of their cohort whenever physical distancing cannot be maintained.
- ✓ Itinerant teachers and specialists interacting with multiple learning groups are required to wear a non-medical mask
- ✓ Managing students with complex behaviours, medical complexities or receiving delegated care may require staff providing health services or other health care providers to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time.

- ✓ Wearing a non-medical mask or face covering in schools, outside of the requirements above, is a personal choice. It is important to treat people wearing masks with respect.
- ✓ Those that choose to wear non-medical masks must still seek to maintain physical distance from people outside of their cohort. There must be no crowding, gathering or congregating of people from different cohorts, or those practicing physical distancing, even if non-medical masks are worn.
- ✓ Schools will consider requesting students and staff have a non-medical mask or face covering available at school and accessible should they become ill while at school.
- ✓ Wearing non-medical masks at all times in schools is not recommended as there are multiple more effective infection prevention and exposure control measures in place.

STEP 3: DEVELOP POLICIES

Our workplace policies ensure that workers and other showing symptoms of COVID-19 are prohibited from the workplace.

- ✓ anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ✓ Anyone directed by Public Health to self-isolate
- ✓ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms
- ✓ Visitors are prohibited or limited in the workplace
- ✓ First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic
- ✓ We have a working alone policy in place
- ✓ We have a work from home policy in place

- ✓ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- ✓ Sick workers should report to first aid, even with mild symptoms.
- ✓ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Workers will be asked to go straight home and consult the BC COVID-19 self-assessment tool or call 811 for further guidance related to testing and self-isolation.
- ✓ If the worker is severely ill (e.g. difficulty breathing, chest pain) call 911.
- ✓ Clean and disinfect any surfaces that the ill worker has come into contact with.

STEP 4: DEVELOP COMMUNICATION PLANS AND TRAINING

Everyone entering the workplace knows how to keep themselves safe while at the workplace.

- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All workers have received the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

STEP 5: MONITOR WORKPLACE AND UPDATE PLANS AS NECESSARY

Things may change as business operates. Steps will be taken to update policies and procedures as things change or new areas of concern arise. Workers will be involved in this process.

- ✓ We have a plan in place to monitor risks. We will make changes to our policies and procedures as necessary.
- ✓ Workers know who to go to with health and safety concerns.
- ✓ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives.

STEP 6: ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

We will manage risks arising from restarting our business.

- ✓ We have a training plan for new staff.
- ✓ We have a training plan for staff taking on new roles or responsibilities.
- ✓ We have a training plan around changes to our business, such as new equipment, processes or products.