



Exposure Control Plan

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In the midst of COVID-19 the K-12 sector is taking direction from a number of governing body, staff are encouraged to familiarize themselves with information that is being put out by the following:

- Government of BC – Response to COVID-19
- BC Canadian Centre for Disease Control
- WorkSafe BC

Health Hazards of COVID-19

COVID-19 is a disease caused by the coronavirus. It is very contagious. All Canadian provinces and territories have declared it a public health emergency. The World Health Organization has declared it a global pandemic. That means the disease has spread across a large part of the world and affects a large part of the population.

COVID-19 can make breathing difficult and lead to hospitalization or death. Its effects could be more dangerous than regular flu. This is a new disease so most people will not be immune. Seniors and people with other health issues such as heart disease, diabetes, and lung disease have a greater risk of hospitalization or death. But COVID-19 does not discriminate; it attacks the young and the healthy, too.

How it Spreads

People catch COVID-19 from other people by:

- Breathing in droplets in the air from other people coughing, talking or sneezing.
- Being in close contact with other people (e.g., shaking hands or hugging).
- Touching a surface that has the virus on it and then touching your face or food. The virus can enter your body through your eyes, nose, or mouth, so keep your hands off your face!

NOTE: You could transfer the virus if you touch a surface that has the virus on it and then touch another surface.

People who have symptoms of COVID-19 should not come to work. COVID-19 can be spread by people who do not show symptoms. People who may have been in contact with COVID-19 should not come to work, even if they have no symptoms. This includes people who:

- Have travelled outside of Canada within the previous 14 days (including the USA).
- Have been exposed to someone with COVID-19.
- Live with someone who has symptoms of COVID-19.
- Live with someone who has been exposed to COVID-19.

Daily Self-Assessment – Safe Work Procedures

Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the work site and they include:

- Fever (average normal body temperature is 37C)
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

Please note:

⇒ If you typically have seasonal allergies you should conduct yourself in a responsible manner when out in public (i.e. cough or sneeze into your arm and/or wear protective face covering). Staff experiencing excessive allergy symptoms will need to seek medical attention.

⇒ All 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.

⇒ If you become symptomatic while at work you must inform Dispatch and promptly exit the worksite.

⇒ For more information on whether you should be tested visit the BC CDC's website.

⇒ Information regarding the BC's Self-Assessment App & Tool can be found on-line.

Our Purpose

It is very important at First Student that we provide a safe and healthy workplace for all staff. We will use several ways to reduce exposure to COVID-19 in our workplace. This will include the most effective control methods available now. Our work procedures will protect our workers and drivers and other workers and drivers who enter our facilities. All employees must follow the procedures in this plan. We all have a role to play in preventing or reducing our exposure to COVID-19.

Responsibilities

Employer Responsibilities

First Student will:

- Ensure that the supplies and resources needed to set up and follow the Exposure Control Plan are available. Supplies include gloves, alcohol-based hand rubs, and washing facilities. Resources include worker training materials and current COVID-19 bulletins and notices.
- Ensure that workers are able to stay 2 metres/6 feet apart (physical distancing) at all times.
- Set up and explain the best control methods for each site.
- Make sure that we teach supervisors and workers how to work safely by following the Exposure Control Plan. This includes how and when to report exposures.
- Make sure that workers use the proper personal protective equipment (PPE) (e.g., gloves, eye protection, shields and masks). Wear this equipment along with PPE that would regularly be required.
- Review the plan's effectiveness regularly. We will also review the control methods that will make sure we have the best plan and it is successful.
- Maintain records of training and inspections.
- Make sure that a copy of the Exposure Control Plan is available to all workers.

Management Responsibilities

First Student Managers will:

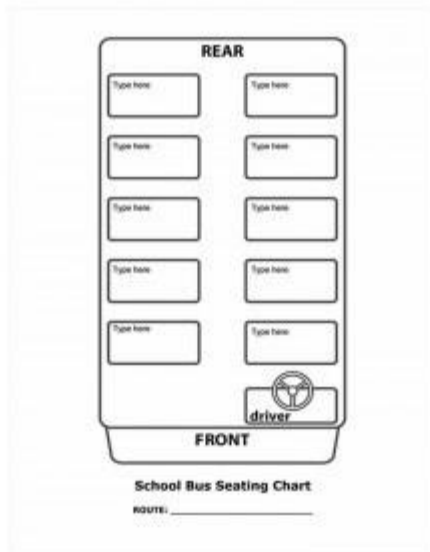
- Make sure they instruct workers properly on how to control hazards at the worksite.
- Make sure that workers have been fit PPE (Personal Protective Equipment).
- Ensure that workers practice physical distancing.
- Direct work in a way that eliminates or minimizes the risk to workers.

Worker Responsibilities

First Student workers will:

- Maintain physical distance by staying 2 meters/6 feet from others.
- Know the hazards of the workplace.
- Follow work procedures as directed by Management.
- Follow instructions for using required PPE.
- Report any unsafe conditions or acts to Dispatch.
- Report exposures in the way they have been trained.
- Disinfect bus after each school drop off and at the end of each shift.

- Special Needs School bus route must have assigned seats for students. Submit seating chart to Dispatch and update regularly.



- When possible, student picked up 1st sits at the back of the bus and load towards the front.
- When students disembark from the bus, exit one student at a time and physical distance. Students closest to the front of the bus will exit 1st.
- Encourage student passengers to remove their own garbage at the end of a trip.
- Open windows to have fresh air in the school bus.
- If using disposable gloves, use a fresh pair for each new trip.
- Report to Dispatch if you have come in contact with anyone who has COVID-19 and self-isolate if instructed by health practitioner.

Site Entry/Exit – Safe Work Procedures

Any staff member accessing the Vancouver Office must adhere to the following:

Entrance	Venables Street
Exit	Shop Side Door

Any staff member accessing the Surrey Office must adhere to the following:

Entrance	Dispatch Area Front
Exit	Safety Office exit to yard

1. Drivers and attendants report directly to the school bus. As much as possible, avoid going into the Office. Employees should not be onsite unless scheduled to work.
2. Upon entry to the Office, first check to make sure that the occupancy limit has not been exceeded. Line up is on Venables Street and continues to Odlum Street.
3. At the entrance, there is hand sanitizer. In addition, hand sanitizers are located in the Lunchroom and at the Tent in the Yard.

Book Out

Yard and Park out Drivers, call 604-255-3555 to book out and retrieve student messages.

Please note:

All bus keys will be in the Compressor Room.

Mileage sheet will be outside in the tent area on Mileage Day Tuesday or telephone the Office with your mileage after your morning route.

Buses: Loading/Unloading – Safe Work Procedures

Every school bus is equipped with hand sanitizer, disinfectant spray, towels and disposable gloves. The following are directions for loading/unloading students on the bus:

- 1) Student will enter the bus and be directed to rear of the bus.
- 2) Student will need to sit in the first available seat starting at the rear of the bus.
- 3) Students who may sneeze or cough while on the bus may need a reminder to cover their face using a tissue, an article of clothing, or the crux of their arm.
- 4) Upon arrival at a destination, students will need unload the bus from front to back and may need reminders on physical distancing.
- 5) Disinfect your school bus after each route.

Please note:

∂ It is the parent/student/teachers' responsibility to maintain physical distancing while waiting for the bus.

∂ If there are multiple students at a location for pick-up, once the first student boards and reaches the top of the stairs, only then can the next student load the bus.

∂ Students must load the bus evenly (side to side) starting at the rear.

∂ Drivers should not be engaging in any dialogue with the students, parents/guardians, or other site staff about possible illness. If you suspect one of the students on your bus may be experiencing flu like symptoms you are asked to report this directly to Dispatch and they will follow up accordingly.

∂ Yes, some students will be passing by other students while on the bus, this will happen, the goal is to minimize the risk by limiting the exposure time(s).

IMPORTANT

Wearing a mask is a personal choice and it is important to treat people wearing a mask with respect. If you choose to wear facial protection it must fit securely and not impede the driver's vision in any way. More information about COVID-related mask use is available on the BC Centre for Disease

Control website. Masks should only be worn while students are boarding on and off the bus. Company Policy prohibits our drivers to wear masks or face shields while driving.

Driver's Lunchroom Procedures

Lunchroom will be closed to avoid group gathering.

Bus Cleaning Plan

1. Bus Cleaning Plan

- Drivers will be required to wipe touch points inside the bus with disinfectant at between each run during the day.

High Touch Points Include;

- Handrails, seats and seat backs, around window
- Any other areas that you may touch while walking through/sitting on the bus

Entire bus must be wiped down and cleaned with a disinfectant at the end of the day.

First Aid

First Aid will continue to provide treatment to students as necessary. Because of the possibility of community infection, modification of standard protocols for first aid treatment may need to be modified to reduce the potential for transmission.

Although the risk of virus transmission from an asymptomatic (no symptoms) person is low, staff providing first aid must use gloves when rendering first aid and if possible, instruct from a safe distance (adult). If the patient can not self treat (child) and it is available, utilize a mask or face shield along with the gloves and perform first aid (Worksafe recommendation form attached for your reference).

Identify and Assess the Risk

There are three main ways to spread COVID-19. They all need to be controlled. These include close contact, droplets in the air, and surface contact.

Droplets in the Air

BCCDC says coronavirus is not transmitted through airborne transmission (when bacteria or viruses travel on dust particles in the air). COVID-19 travels in larger droplets sprayed out when someone coughs or sneezes. The droplets can spray as far as 2 meters and floats in the air. But, if somebody coughs or sneezes close to you, you could inhale the droplets. So, make sure you stay at least 2 meters away from others and wear a face cover or mask.

Close Contact

Close contact means physical contact with another person, such as shaking hands or hugging. When people cough or sneeze, especially into their hands, the droplets will be on their skin or clothing. The droplets on their hands or clothing can transfer to others during close contact.

Surface Contact

An object becomes contaminated when an infected person sneezes or coughs on it or touches it. Droplets land on it. Surface contact happens when a worker touches a contaminated object and then touches their face. Droplets enter the worker. Researchers have not figured out how long the COVID-19 virus stays contagious on different surfaces. It varies with the type of surface, humidity and temperature. Stay safe! Clean your hands often with soap and water or an alcohol-based hand rub.

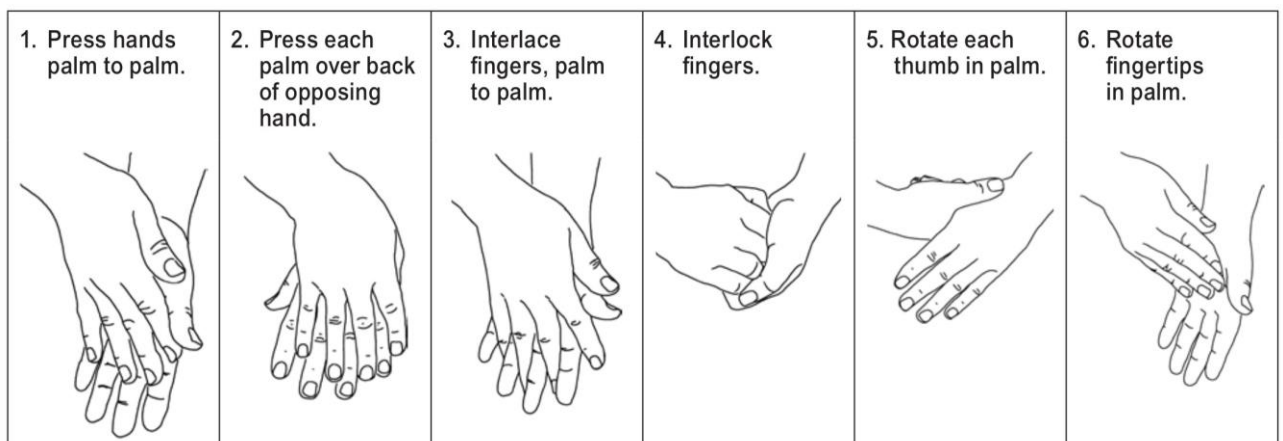
Handwashing

Washing your hands is one of the best ways to reduce the risk of infection. Proper handwashing with soap and water helps prevent transferring virus particles from the hands to other parts of the body—especially the eyes, nose, and mouth—or to other surfaces.

Wash your hands immediately:

- Before leaving a work area
- After handling anything that may be contaminated
- Before eating, drinking, smoking, handling contact lenses, or applying makeup.

Handwashing Procedure With Soap



Remove jewelry. Use soap and warm running water—it doesn't have to be hot to do the job. Wet your hands, then apply soap. Wash the fronts and backs of your hands. Work soap under your fingernails and between fingers for at least 20 seconds. Rinse well. Dry your hands with a paper towel or clean towel. If water is not available, use a waterless hand cleaner that has at least 70% alcohol. Follow the manufacturer's instructions on how to use the cleaner.

There are dispensers of alcohol-based hand sanitizer in the following locations: Reception, Lunchroom, Yard.

Cough/Sneeze Etiquette

First Student workers are expected to follow cough/sneeze etiquette to reduce the risk of spreading the virus by droplets. Cough/sneeze etiquette includes:

- Teaching workers about control methods, including handwashing.
- Posting signs at entrances to instruct everyone about control methods.
- Covering your mouth and nose with a sleeve or tissue or coughing or sneezing into your elbow.
- Using tissues to contain what comes out when you cough or sneeze and then throwing tissues in a waste container right away.
- Offering masks to people who are coughing or sneezing.
- Turning your head away from others when coughing or sneezing.
- Washing hands immediately after coughing or sneezing. Wash them regularly throughout your day/shift as well.

If Workers Show Symptoms of COVID-19

If workers have COVID-19 or show symptoms of having it, they must stay home. If they develop symptoms of COVID-19 while at work, they should leave. Workers should only return to work when they have medical clearance that they have recovered from COVID-19. Workers must inform their manager or supervisor if they have symptoms of COVID-19, feel ill, or have been diagnosed with COVID-19.

Workers who suspect they may have COVID-19 can use the BC Self-Assessment Tool at <https://covid19.thrive.health> or call 811 for assistance.

Training our Workers

First Student workers will be trained in the following:

- The risk of exposure to COVID-19, and the symptoms of the disease.
- Safe work procedures to be used including handwashing, physical distancing and cough/sneeze etiquette.
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs.

- How to properly put on PPE such as masks and gloves and disposal of the PPEs.
- How to seek first aid.
- How to report an exposure to or symptoms of COVID-19.

Monitoring our Health

If First Student workers have symptoms of COVID-19, they will report them right away to Dispatch.

Keeping Records

First Student will keep records of instruction and training we have provided to workers about COVID-19. We will keep exposure reports as well.

FGA EAP

First Student EAP (Employee Assistance Program) is available to all First Student workers.

Life Happens. Let us help 1-800-387-4765 workhealthlife.com

workhealth*life*

for **FIRST CANADA ULC DBA FIRST STUDENT** Your Employee and Family Assistance Program is a support service that can help you take the first step toward change.