

Guidelines for Joint Occupational Health and Safety Committees

(Will be revised with any changes from the Provincial Health Officer)

SD5 Protocols for School Operations – SD5 WorkSafe Document – WS

COVID-19 Public Health Guidance for K-12 School Settings Document - PG

Staff Practices	Document/Page	Checked
All staff must self-assess daily before coming into the school building	PG (Pg. 7) SD5	
If a staff member is ill they must stay home	PG(pg. 2) SD5	
Protocols must be established for staff that become ill during the day	PG(Pg. 10) SD5	
Protocols need to be established around flow of people in common areas like the hallways and bathrooms. Signage needs to be considered for clarity	PG(Pg. 6)	
Protocols need to be established for bringing materials in and out of schools	PG(pg. 7)	
Clear communication of respiratory etiquette: cough or sneeze into your elbow or a tissue, no sharing of food or drink.	PG(pg. 9)	
Workers on site will continue to adhere to physical distancing guidelines of 2 meters wherever possible.	WS	
Encourage workers and students to remain on site and not to leave during lunch or at break times	WS	
Employees desiring to wear PPE may request non-medical masks from their Administrator	WS	
<p>Establish and post occupancy limits for shared spaces such as lunch rooms and break rooms. Consider removing chairs or tables to ensure occupancy limits are not exceeded. If possible, provide additional areas for workers to have their breaks, including outside areas if available. – this should have already been done – if not, then needs to be established. Regardless of the limits below, the configuration of the class should be such that the physical distancing measures are followed and the health and safety of students and employees is paramount:</p> <p>Instruction time limitations: K-5 – 50% of regular instruction time; 6-12 – 20% of regular instruction time.</p> <p>School limitations: K-5 – 50% of school enrolment, 6-12 – 20% of school enrolment.</p> <p>Classroom limitations: K-12 – 50% of class size limits.</p> <p>Refer to your Administrator for school specific limits.</p>	WS	
In lower grades, physically distancing is difficult to enforce with younger children, but workers should teach appropriate behaviors and consider space limitations and options where possible	WS	
Where possible, have workers perform only essential tasks to maintain the student’s education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.	WS	
Student/Parent Responsibilities		
All workers or students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or have come into contact with someone who has COVID-19 must stay home.	WS	

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<ul style="list-style-type: none"> All sites will have a clear screening process where staff and students are asked if they are sick Sites will have processes for students leaving if sick More information in WorkSafeBC Protocols for ill students on in the Covid 19 WS document 		
Sites should not have visitors or volunteers, but if they do, it should be by appointment	WS	
Staggering of pickups, drop offs, recess and lunch times may be necessary. Clear protocols need to be established for employees, students and others entering the school.	PG(pg. 5)	
Students will bring limited materials to school (backpack, water bottle, etc.) and should not share any materials	WS	
Parents should not send students with food that needs to be prepared or heated	WS	
Students should avoid physical contact to the greatest extent, where possible	WS	
Older students will also be encouraged be more mindful of physical space and contact, and limit the size of groups	WS	
Encourage workers and students to remain on site and not to leave during lunch or at break times	WS	
Administrative Areas		
School Administrators must: <ul style="list-style-type: none"> Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. Establish procedures for students and staff who become sick while at school to be sent home as soon as possible. 	PG (7)	
Employers are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission.	WS/SD5	
Limit the public coming into the office. Encourage parents and others to call instead of visiting the school	WS	
Sites should have signage posted at entry points on proper entry procedure	WS	
Hand hygiene stations should be set up at the school entrance, so everyone can perform hand hygiene when they enter the school.	PG(pg. 8)	
Designate a 2 meter area in front of or behind a kiosk (office windows). Consider the use of tape or other floor markers to designate where people can stand and line up (if required).	WS	

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<p>Plexiglass may be used to separate administrative workers from the public if two metres of separation cannot be maintained. Requests should be submitted to Manager of Operations.</p>		
<p>Train your workers on:</p> <ul style="list-style-type: none"> ○ 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 which have been made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training. ○ Document COVID-19 related meetings and post minutes at a central location. <p>Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.</p>	<p>WS</p>	
<p>Site Preparations</p>		
<p>No mass gatherings ie. Assemblies, grouping kids or staff meetings that include more than 50 people</p>	<p>PG(pg. 4)</p>	
<p>Assemblies and other school-wide events should be held virtually to avoid a large number of people gathered in one space.</p>	<p>WS</p>	
<p>Hand washing stations or alcohol-based hand rub containing at least 60% alcohol needs to be available</p>	<p>PG(Pg. 8)</p>	
<p>Paper hand towels need to be provided rather than hand dryers</p>	<p>PG(Pg. 6)</p>	
<p>Cleaning: general cleaning needs to occur at least once a day Frequently-touched shared surfaces need to be cleaned and disinfected at least twice a day including bathrooms, door knobs, tables, desks etc.</p>	<p>PG(pg.5)</p>	
<p>Schools should be cleaned and disinfected in accordance with the BC CDC’s Cleaning and Disinfectants for Public Settings. Cleaning practices should be in line with the provincial health officer’s COVID-19 Public Health Guidance for Childcare Settings</p> <p>Develop a cleaning policy that focuses on high-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices.</p>	<p>WS</p> <p>WS</p>	
<p>Water fountains need to be disabled. Contactless bottle filling stations are acceptable</p>	<p>PG(pg. 6)</p>	

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Cleaning supplies need to be available for common devices such as photocopiers and supply rooms	PG(pg. 6)	
Consider using alternate spaces, different classroom and learning environment configurations to allow distance between students	PG(pg. 6)	
Schools are not to be used for community related events	PG(pg. 7)	
School District signage posted at play structures.	SD5 (pg. 9)	
Ensure site compliance for washing their hands with soap and water (preferred) or sanitizer before and after playground structure use.	SD5 (pg. 9)	
Establish scheduling which minimizes the density while maintaining physical distancing guidelines for play structure use.	SD5 (pg. 9)	
Classroom Preparations		
Number of students in a space should not exceed the ability to maintain a safe distance and signage shall be posted on all rooms in use.	PG(pg.6)	
Clear protocols of safe handling of all food items such as labeling beverage containers, items that can be opened independently.	PG(Pg. 7)	
Employees and students should not be sharing items such as electronics, writing instruments, etc.	PG(pg. 7)	
Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.	WS	
Organize students into smaller groups that stay together throughout the day.	PG(pg. 6)	
Strive to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day (e.g. minimize the amount of mixing between student and different staff in the setting).	PG(pg. 6)	
Ongoing Review		
Establish protocols for employees to provide feedback with regards to Health and Safety and the effectiveness of the practices (comment board, email, etc).	WS	
Meet with JOHS Committee as needed based on feedback, changes to protocols or other matters which may arise.	WS	
Perform routine inspection of classrooms to ensure physical distancing measures are maintained.	WS	