



Policy	COVID-19 Pandemic Policy
Implementation Date	August 20, 2020
Approved By	Reine Mykyte, Principal Ecole St-Sacrement
Revision Date	April 2 nd , 2021

Purpose

This policy is designed to outline the safe operating procedure for staff who are responsible for education and administration at Ecole Saint Sacrement. The procedure is to be followed so as to provide duties and responsibilities of Staff under this procedure. All staff are expected to follow this procedure to prevent incidents, injuries and illnesses from pandemic influenza.

Supplemental Documentation

Supplemental Documentation listed below has been written to provide specific information on job tasks and processes. This list will be updated when new procedures are implemented.

Please refer to the following supplemental documentation for further information:

- ✓ COVID-19 Internal Contact Tracing Process Document
- ✓ BC Centre for Disease Control - COVID-19 Public Health Guidance for K-12 School Settings

Roles and Responsibilities

It is essential that all employees understand the roles and responsibilities regarding COVID-19 and pandemic influenza. For this reason, the following roles and responsibilities have been laid out in detail.

Employer

- Create, maintain and enforce all policies, procedures, memos, and guidelines
- Report all required incidents and near misses to the appropriate authorities
- Contact all employees that may have been in contact with children or other employees who test positive for COVID-19
- Track children and employees who are symptomatic or test positive for COVID-19
- Ensure all employees are provided training and education and that all training is properly documented
- Ensure cleaning and sanitization of all school areas
- Ensure daily health screening is completed by all employees

Employees

- Report all hazards, incidents, illnesses and near misses to their employer
- Participate in all training and education
- Know and follow all policies, procedures, memos, and guidelines to ensure their safety and the safety of their fellow workers
- Wear/use and be responsible for all required PPE
- Participate in internal contact tracing processes
- Complete daily health screening

Education and Training

All employees will receive adequate training and education to carry out their work safely. Training will include:

- All applicable policies, procedures, and program guidelines
- Rights and responsibilities under the law
- Personal protective equipment
- Cleaning and disinfecting protocols and schedules

Hazards

- COVID-19
- Other staff and students with symptoms
- Other staff or students coughing or sneezing
- Individuals coming into the school
- Staff coming back from international travel
- Staff and students are in close quarters

Required Personal Protective Equipment

Please see below for types of personal protective equipment (PPE) and their use. Please see definitions for more information.



<p>Eye Protection</p> <ul style="list-style-type: none"> • Face shields • Safety Glasses 	<p><u>Employees</u></p> <ul style="list-style-type: none"> • Required for all employees who do not have a specific cohort • Optional for all other employees <p><u>First Aid Attendants</u></p> <ul style="list-style-type: none"> • Required <p><u>Children</u></p> <ul style="list-style-type: none"> • Optional <p><u>Visitors</u></p> <ul style="list-style-type: none"> • Optional
<p>Hand Protection</p> <ul style="list-style-type: none"> • Disposable Nitrile (or other) gloves 	<p><u>Employees</u></p> <ul style="list-style-type: none"> • Optional <p><u>First Aid Attendants</u></p> <ul style="list-style-type: none"> • Required <p><u>Children</u></p> <ul style="list-style-type: none"> • Optional. <p><u>Visitors</u></p> <ul style="list-style-type: none"> • Optional
<p>Respiratory Protection</p> <ul style="list-style-type: none"> • Cloth masks • Surgical masks • N95 respirators 	<p><u>Employees</u></p> <ul style="list-style-type: none"> • Required for all employees <p><u>First Aid Attendants</u></p> <ul style="list-style-type: none"> • Required <p><u>Children</u></p> <ul style="list-style-type: none"> • Required for children grade 4 to 7 both within and outside of their learning group, except when: <ul style="list-style-type: none"> ○ Sitting in (or standing at) their seat or desk/workstation in a classroom learning space ○ There is a barrier in place ○ Eating and drinking ○ Outdoors • Optional for children grade k to 3 but highly recommended <p><u>Visitors</u></p> <ul style="list-style-type: none"> • Required
Hazards	
<ul style="list-style-type: none"> ✓ Pandemic Influenza ✓ Other employees, children, or visitors with symptoms ✓ Individuals coming into the school ✓ Employees coming back from international travel ✓ Employees, children, and visitors are in close quarters 	
Procedures	
<p>1.0 Classroom Service</p>	<p>Employees will continue educational and childcare work as per usual, ensuring appropriate physical distancing between employees and wearing all required PPE.</p> <p><u>Learning Groups</u></p> <p>Children will be placed in cohorts or “learning groups” throughout the school year. The use of cohorts in schools allows for a significant reduction in the number of individual interactions while allowing most students to receive in-person learning in a close-to-normal school environment. Interactions within the cohort will vary, with classes continuing as the primary form of grouping where students will spend the majority of their time.</p>



	<p><u>Space Arrangements</u> As per the BC CDC K-12 Guidelines, ESS will spread people out as much as possible. ESS will consider different common space, classroom and learning environment configurations to allow space between students and adults (e.g., different desks and table formations).</p> <p>ESS will:</p> <ul style="list-style-type: none"> • Arrange desks/tables to maximize space between students. • Use consistent seating arrangements where possible. • Avoid activities that require close face-to-face contact during school activities. • Install engineered barriers wherever practicable <p><u>Physical Education</u> Running will only take place outside for grades 4 to 7 (with masks). Running will take place outside and inside for grades k to 3 (without masks).</p> <p><u>Pick Up and Drop Off</u> Drop off and pick up should occur outside of the school. These locations will have a designated area for each grade/cohort (including before and after school care). Parents will be required to wear a face-covering/mask and will be directed to maintain physical distance from employees and other parents.</p> <p><u>Snacks and Lunch</u> Food is not to be shared by children or employees.</p> <p>Please see the <i>Supplementary Guidance for School Meal Programs</i> section in the BC Centre for Disease Control COVID-19 <i>Public Health Guidance for K-12 School Settings</i> for more information.</p> <p><u>Physical Distancing</u> 2m distance should be maintained wherever reasonable and practicable; it is important to understand that this is not always reasonable or possible with younger children. Employees should minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other. Employees should always maintain distance between each other.</p>
<p>2.0 Communication</p>	<p>Parents and caregivers will be informed of the requirement for them to assess their children and dependants daily for the presence of symptoms of COVID-19 prior to drop off. Parents and caregivers must keep their children at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.</p> <p>Signage will be posted to inform visitors that they must call and make an appointment. All information can be provided to them by phone or email.</p> <p>Signage will be posted to inform visitors that they must sanitize their hands when they enter and must not enter if they have cold or flu-like symptoms.</p>
<p>3.0 Health Screening</p>	<p>As per November 7th, 2020 notices and guidelines, all employees will be screened each day prior to entering the school. This screening includes symptoms, travel and contact with those in quarantine or who are symptomatic.</p> <p><u>Symptoms</u> The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. The most common symptoms of COVID-19 include new or worsening:</p> <ul style="list-style-type: none"> • Fever (see below) or chills • Cough or worsening of chronic cough • Loss of sense of smell or taste • Difficulty breathing • Sore throat



- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes.

Fever: Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's information for children age 11 and younger and people age 12 and older. Infants less than three months of age who have a fever should be assessed by a health care provider.

Children

Children's symptoms vary from adult symptoms. Children typically have much milder symptoms of COVID-19, if any. The daily health check is a tool to use to reduce the risk of a person attending a Childcare setting when potentially infectious. Parents will be informed that it is their responsibility to conduct a daily health check before attending or dropping their child.

There is no need for teachers or the school to verify that a health check has occurred every day; similarly, parents do not need to submit a daily health check form to the school.

The following is an example of a daily health check to determine if you should attend school that day.

Daily Health Check			
1. Key Symptoms of Illness*	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If they answered "YES" to one of the questions included under 'Key Symptoms of Illness' (excluding fever), they should stay home for 24 hours from when the symptom started. If the symptom improves, they may return to school when they feel well enough. If the symptom persists or worsens, seek a health assessment.

If they answered "YES" to two or more of the questions included under 'Symptoms of Illness' or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, they should not return to school until COVID-19 has been excluded and their symptoms have improved.

When a COVID-19 test is recommended by the health assessment:

- If the COVID-19 test is positive, they should stay home until they are told by public health to end self-isolation. In most cases, this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is negative, they can return to school once symptoms have improved and they feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless they develop a new illness.

- If a COVID-19 test is recommended but is not done because they choose not to have the test, or they do not seek a health assessment when recommended, and their symptoms are not related to a previously diagnosed health condition, they should stay home from school until 10 days after the onset of symptoms, and then they may return if they are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, they can return to school when symptoms improve, and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).¹

4.0 Hand Hygiene










Hand sanitizer and/or wash stations will be provided at all entrances to ensure employees, children and visitors can sanitize when they enter the school.

Lathering with soap and scrubbing your hands for 20 seconds is important to this process because these actions physically destroy germs and remove germs and chemicals from your skin. When you rinse your hands, you wash the germs and chemicals down the drain.

If you do not have soap and water, use a hand sanitizer with at least 60% alcohol. Please see below for when you should use Soap and Water or Hand Sanitizer.

When should I use?

<p>Soap and Water</p> <ul style="list-style-type: none"> • Before, during, and after preparing food • Before eating food • Before and after caring for someone who is sick with vomiting or diarrhea • Before and after treating a cut or wound • After using the toilet • After changing diapers, or cleaning up a child who has used the bathroom • After touching an animal, animal feed, or animal waste • After handling pet food or pet treats • After touching garbage • If your hands are visibly dirty or greasy 	<p>Alcohol-based Hand Sanitizer</p> <ul style="list-style-type: none"> • Before and after visiting a friend or loved one in a hospital or nursing home, unless the person is sick with <i>Clostridioides difficile</i> (if so, use soap and water to wash hands). • If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can. <p>DO NOT use hand sanitizer if your hands are visibly dirty or greasy—for example, after gardening, playing outdoors, fishing, or camping. If a handwashing station is available, wash your hands with soap and water instead.</p>
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<h3>HOW TO HAND WASH</h3>	<h3>HOW TO USE HAND RUB</h3>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>1 Wet hands with warm (not hot or cold) running water</p> </div> <div style="text-align: center;">  <p>2 Apply liquid or foam soap</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>3 Lather soap covering all surfaces of hands for 20-30 seconds</p> </div> <div style="text-align: center;">  <p>4 Rinse thoroughly under running water</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>5 Pat hands dry thoroughly with paper towel</p> </div> <div style="text-align: center;">  <p>6 Use paper towel to turn off the tap</p> </div> </div>	<div style="text-align: center;">  <p>1 Ensure hands are visibly clean (if soiled, follow hand washing steps)</p> </div> <div style="text-align: center; margin-top: 10px;">  <p>2 Apply about a loonie-sized amount to your hands</p> </div> <div style="text-align: center; margin-top: 10px;">  <p>3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)</p> </div>

¹ BC Centre for Disease Control. COVID-19 Public Health Guidance for K-12 School Settings. http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf



<p>5.0 Coughing/Sneezing Etiquette</p>	<p>Children will be taught, and employees will be reminded of, proper cough/sneeze etiquette. Cough/Sneeze etiquette includes the following components:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a sleeve or tissue when coughing or sneezing • Use tissues to contain secretions, and dispose of them promptly in a waste container • Turn your head away from others when coughing or sneezing • Wash hands regularly
<p>6.0 Sick Policy</p>	<p>If an employee becomes ill with influenza or any other cold or flu-like symptoms they must stay home. If an employee comes to work ill, they will be sent home.</p> <p>It is imperative that employees self-monitor if their “normal” symptoms become worse. For example:</p> <ul style="list-style-type: none"> • if it is “normal” for someone to have a cough or shortness of breath due to a medical condition, they should monitor for if the symptoms become worse, or • if it is normal for a person to have allergy symptoms due to seasonal allergies, monitor “normal” symptoms. <p>If normal symptoms become worse or there are new symptoms, employees must stay home and seek the advice of 8-1-1 or their medical provider.</p>
<p>7.0 Employees and children who have symptoms, test positive or are required to self-isolate.</p>	<p>Employees must inform the employer and are not able to come to school if they:</p> <ul style="list-style-type: none"> • have symptoms of COVID-19, • test positive for COVID-19, or • are required to self-isolate are not permitted on site <p>Employees and children will not be able to return to ESS until they meet the following criteria:</p> <ol style="list-style-type: none"> 1. <u>Symptomatic/Positive Cases</u> <ul style="list-style-type: none"> • At least 10 days have passed since any symptoms started, and • Their fever is gone without the use of fever-reducing medications (e.g., Tylenol, Advil), and • They are feeling better (there is an improvement in sore throat, nausea, vomiting, diarrhea, fatigue). <p>**Note: Coughing may go on for several weeks, so a cough alone does not mean you need to continue to self-monitor and self-isolate.</p> <p style="text-align: center;">OR</p> 2. <u>Symptomatic but not COVID-19</u> <ul style="list-style-type: none"> • Until such time that they can provide a negative test result to the employer (if children have symptoms or have already gone for a test and are awaiting results). <p>**Note: Children and employees may not enter ESS if they are sick, even with a negative test.</p> <p style="text-align: center;">OR</p> 3. <u>Self Isolation due to international travel or contact with a positive case of COVID-19</u> <ul style="list-style-type: none"> • Has completed 14 days of self-isolation (if exposed to someone who is symptomatic or tested positive for COVID). <p>**Note: If an immediate family member tests positive for COVID-19 the children must stay away and self isolate for 14 days after their family member has recovered (minimum 24 days total). If the family member was able to self isolate, the child may return 14 days from last contact with the family member. Children from the same family may return together, not one at a time.</p>



If employees develop symptoms of influenza while at ESS, they should leave the school as soon as possible in order to minimize the potential further spread of the infection.

Children

Children's symptoms vary from adult symptoms. Children typically have much milder symptoms of COVID-19, if any. They often present with low-grade fever and a dry cough. Gastrointestinal symptoms are more common than in adults over the course of the disease, while skin changes and lesions are less common. If a child indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.

For mild symptoms without fever children can be monitored at home for 24 hours. If symptoms improve, they can return without further assessment.

²If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner or going to a COVID-19 testing centre.

<i>If a Child Develops Any New Symptoms of Illness While in a Child Care Setting</i>	<i>If a Staff Member Develops Any New Symptoms of Illness While in a Child Care Setting</i>
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic child from others in a supervised area. 2. Contact the child's parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a 2-metre distance from the ill child. If not possible, staff should wear a non-medical mask or face covering if available and tolerated or use a tissue to cover their nose and mouth. 4. Provide the child tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the child's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the child is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the child was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers should pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or non-medical mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).
<p>Children and staff should return to the child care facility according to the guidance in this document.</p> <p>A health-care provider note should not be required for children or staff to return.</p>	

8.0 Personal Protective Equipment

Gloves:

- While wearing gloves, avoid touching personal items that could become contaminated.
- Disposable gloves should be removed:
 - as soon as possible if they become damaged or contaminated, and
 - promptly after completing the task.
- Use new gloves for each task. It is not acceptable to wash gloves instead of removing gloves, washing hands, and putting on clean gloves.
- When removing disposable gloves, follow the safe work procedure titled "Safe Removal of Disposable Gloves".

² BC Centre for Disease Control. Public Health Guidance for Childcare Settings During the COVID-19 Pandemic. http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf

Masks

- Refer to ***Instructional Use of Masks and Respirators Procedure***

Eye Protection

- A face shield should be worn by all employees who are not in a specific cohort or who are first aid attendants
- Face shields should also be worn where there is a risk of splashes of blood or other body fluids.

Emergency Procedures

In the event of an injury or exposure involving biohazardous material or potentially infectious material contact the First Aid Attendant and seek medical attention immediately.

9.0 Safe Removal and Disposal of Gloves



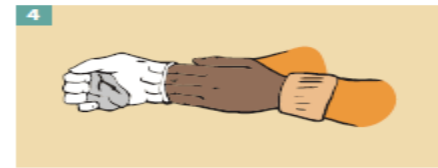
1 With both hands gloved, grasp the outside of one glove at the top of your wrist, being careful not to touch your bare skin.



2 Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3 Hold the glove you just removed in your gloved hand.



4 With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves and before touching any objects or surfaces.

10.0 Handling Garbage

Follow these steps:

- Handle garbage as little as possible.
- Use waterproof garbage bags.
- Be alert. Listen for broken glass when the bag is moved.
- Do not compress garbage or reach into garbage containers with your bare hands.
- Do not use bare hands to pick up garbage that has spilled out of an overflowing container. Wear puncture-resistant and liquid-resistant gloves, or use other tools designed for picking up garbage.
- Do not let garbage bags get too full. Leave enough free space at the top of the bag so that when the bag is picked up only the top of the bag is held rather than grabbing any of the contents. Bags may have to be changed more often to prevent them from getting too full; however, this will also make them lighter and thus easier to hold away from your body.



	<ul style="list-style-type: none"> • Hold garbage bags by the top of the bag, away from your body. Do not hold garbage bags against your body. • Do not place one hand under the bag to support it. • Dispose of wastes according to federal, provincial, and local regulations. <p><u>Emergency Procedures</u> In the event of an injury or exposure involving biohazardous material or potentially infectious material contact the First Aid Attendant and seek medical attention immediately.</p>
<p>11.0 Cleaning and Sanitizing</p>	<p>Regular cleaning and disinfection are important to prevent the transmission of COVID-19 from contaminated objects and surfaces. Schools should be cleaned and disinfected in accordance with the BCCDC’s Cleaning and Disinfectants for Public Settings document.</p> <p>This includes:</p> <ul style="list-style-type: none"> • General cleaning and disinfecting of the premises at least once every 24 hours. <ul style="list-style-type: none"> ○ This includes items that only a single student uses, like an individual desk or locker. • Frequently touched surfaces should be cleaned and disinfected an additional time every 24 hours (i.e. twice total). At least one of these cleanings should occur during the school day. These include: <ul style="list-style-type: none"> ○ door knobs ○ light switches ○ water fountains ○ toilet handles ○ tables, desks and chairs ○ keyboards ○ sports equipment, manipulatives and toys used by multiple students. • Clean and disinfect any surface that is visibly dirty. • Use common, commercially available detergents and disinfectant products and closely follow the instructions on the label. <ul style="list-style-type: none"> ○ See Health Canada’s list of hard-surface disinfectants for use against coronavirus (COVID-19) for specific brands and disinfectant products. • Limit frequently touched items that are not easily cleaned to those that support learning, health and development. <ul style="list-style-type: none"> ○ Some frequently touched items like toys or manipulatives may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc.). These items can continue to be used if hand hygiene is practiced before and after use. ○ There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. Laminated or glossy paper-based products (e.g. children’s books or magazines) and items with plastic covers (e.g. DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use. • Empty garbage containers daily and when full. • Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves. <p>There are no additional cleaning and disinfecting procedures necessary. This includes when different cohorts use the same space (e.g. a classroom, gym, arts room, home economics or science lab, etc.).</p>
<p>11.0 Outbreak Protocol</p>	<p>In the event of an outbreak, ESS will take direction from Vancouver Coastal Health or Fraser Health, the BC Centre for Disease Control, and the Chief Medical Officer.</p> <p>Deep cleaning and sanitizing of the school will be completed immediately. All employees will be required to get a COVID-19 test and the school will open once enough employees have provided their negative tests to ensure adequate staffing.</p>



Definitions

Airborne transmission

Airborne (inhalable) particles can be generated from coughs and sneezes. Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced, but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

Asymptomatic

Describes a condition that is present, but in which a person has no signs or symptoms of the disease.

Cleaning and Sanitization

Regular cleaning and sanitizing of ESS are completed by the janitor each evening. All “high touch” areas (such as doorknobs, handles, toilets, etc.) will be cleaned throughout the day.

Close Personal Contact

any individual who was within 6 feet/2 meters of a person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the person is isolated.

Contact transmission, both direct and indirect

Direct contact involves skin-to-skin contact, such as patient care or emergency response activity that requires direct personal contact. Indirect contact involves staff touching a contaminated intermediate object such as a table, doorknob, telephone, or a computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because influenza viruses can persist for minutes on hands, and hours on surfaces.

COVID-19

Coronaviruses are a large family of viruses found mostly in animals. In humans, they can cause diseases ranging from the common cold to more severe diseases such as Severe Acute Respiratory Syndrome (SARS).

Droplet transmission

Large droplets may be generated when an infected person coughs or sneezes, and during certain medical procedures such as cough induction. Droplets travel a short distance through the air and can be deposited on inanimate surfaces (leading to indirect contact transmission), or in the eyes, nose, or mouth.

Optional

Employees are not required to wear PPE but can if they choose.

Required

Use of PPE is required and will be enforced.

Self Monitoring vs Self Isolation

Self-monitoring means you are not currently symptomatic but must monitor for new symptoms or signs.

Self-isolation means staying home and avoiding situations where you could encounter others. You may not self-isolate in a place where they will be in contact with vulnerable people, such as seniors and individuals with underlying health conditions.



Social/Physical Distancing

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least two meters away from other people lessens your chances of catching COVID-19.³ It is important to understand that this physical distancing is not always appropriate, possible, or practicable. This is when other important safety protocols come into place (minimizing groups, hand washing, not touching our faces, PPE, etc.)

It is important that we remember that holding someone's arm will a person give us COVID-19, even if another person sneezed on the place we touched. We must remember the two main ways to stop the spread of pandemic influenza is washing hands adequately and not touching our face.

Visitors

Anyone from the public who is not an employee, or is not a part of service at the school. This includes delivery drivers, parents, drop-in members of the public, etc.

Record Keeping

A record will be kept of all employees and children who have tested positive for COVID19.

All training and education will be properly documented and will be kept for 3 years.

Program Maintenance

This program must be reviewed annually, as per the requirements of the BC OHSR. This policy will also be reviewed if significant changes are required by WorkSafeBC, the Chief Medical Officer or the Provincial and Federal Government.