

	SAFE OPERATING PROCEDURE	<b>Pandemic Influenza</b>
	REVISION DATE	<b>August 20, 2020</b>

## A. PURPOSE

This SOP is designed to outline the safe operating procedure for staff who are responsible for education and administration at Ecole Saint Sacrament. 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.

## B. REQUIRED PERSONAL PROTECTIVE EQUIPMENT

Eye Protection	No
Fall Protection	No
Foot Protection	No
Hand Protection	Yes*
Head Protection	No
Hearing Protection	No
Limb Protection	No
Respiratory Protection	Yes**
Skin Protection	No
Visibility	No

\*Nitrile gloves or other material (Optional)

\*\*Masks or face covering (Required for grades 4-7 students, adults in common areas and those not in specific cohorts)

\*\*Face shields (required for those not in specific cohorts)

## C. HAZARDS

- ✓ Pandemic Influenza
- ✓ 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

## D. PROCEDURES

### 1.0 Classroom Service

Staff will continue education and administration as per usual, keeping as much distance as safely possible and keeping all safety protocols in mind. Please refer to *Social/Physical Distancing* in the Relevant Information Section.

### 2.0 Health Screening

All staff and visitors (excluding children) may be subject to health screening prior to entering any facilities. Employees, volunteers, visitors, and caregivers should monitor themselves and their dependents each day.

Clients may be asked if they or anyone they live with have:

- new cough
- sore throat
- new difficulty breathing (not associated to medical conditions)
- fever
- new chills (not associated to medical conditions)
- been out of the country or province in the last 14 days

If the answer to any of the above is yes, refuse service.

Screening for symptoms helps identify people who are sick and ensure that their contact with others is limited. (BCCDC April 10, 2020).

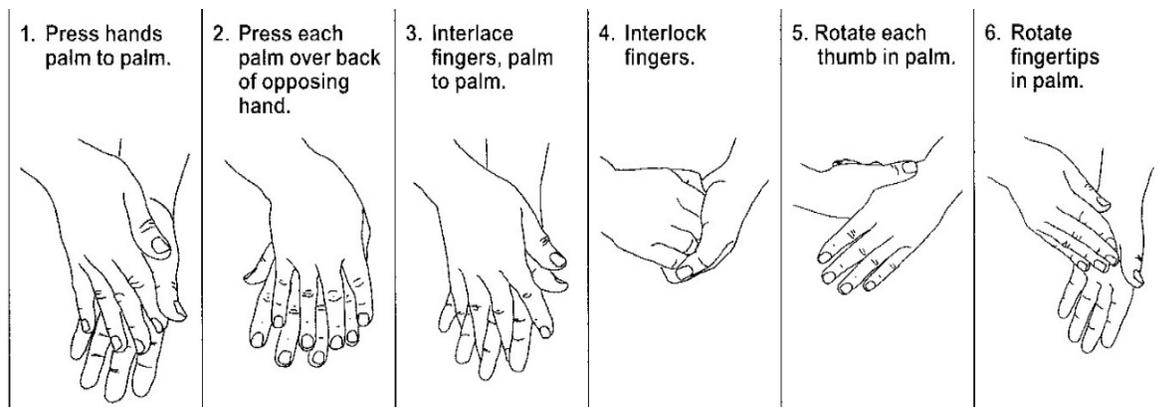
### **3.0 Communication**

Parents and caregivers will be informed of the requirement for them assess their children and dependants daily for the presence of symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease 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.

### **4.0 Hand Washing Procedures**

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body – particularly the eyes, nose and mouth – or to other surfaces that are touched. Wash your hands:

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



Use soap and warm running water; it does not have to be hot to be effective. Wash and rinse your hands for at least twenty seconds. If water is unavailable, use a waterless hand cleanser that has at least 60% alcohol.

### **5.0 Coughing/Sneezing Etiquette**

Cough/Sneeze etiquette includes the following components:

- Step 4.1** Cover your mouth and nose with a sleeve or tissue when coughing or sneezing
- Step 4.2** Use tissues to contain secretions, and dispose of them promptly in a waste container
- Step 4.3** Turn your head away from others when coughing or sneezing
- Step 4.4** Wash hands regularly

### **6.0 Sick Policy**

The school has a strict sick policy. If a staff member becomes ill with influenza or any other cold or flu like symptoms (even if they believe it is allergies), they **must** stay home. If a worker comes to work ill, they will be sent home.

### **7.0 Contact with staff or students who have or who may have been exposed**

In the event a staff member or family self-declares they have pandemic influenza or have been in close contact (as defined by the CDC) with someone who has pandemic influenza, the staff member will contact

their supervisor, head home (if applicable) and call 811 for more information. They will inform the supervisor of the recommendations from 811.

All surfaces where that the ill worker encountered, will be cleaned and disinfected.

Anyone who has arrived from another province or country must self-isolate for 14 days.

If 811 deems that the staff member can return to work without a test, staff may return to work immediately. If 811 recommends the staff member receive a test, they must send the results to their supervisor and may not return until a negative test result is received by the supervisor.

### **8.0 Staff, Children and Family with COVID**

Staff and children (and their families) who communicate that they test positive for COVID-19 are not permitted on neighbourhood house premises. In class learning for the client will be suspended until the family can provide a negative test for all its affected family members. Please note that children are not usually tested for COVID-19 unless necessary. Clients will also need to self-isolate for 2 weeks after their family members are declared recovered (has a negative test result).

### **9.0 Staff and Students with Symptoms**

Staff and clients who have symptoms of influenza are not permitted on site. If staff develop symptoms of influenza while at work, to minimize the potential further spread of the influenza, they must inform their supervisor. They will be provided a mask (if they are not wearing one), asked to wash their hands, and leave the workplace to head straight home. They will be required to call 811 when they get home and a negative test result must be provided before a staff can return to work. If a worker is severely ill, 911 will be called.

<i><b>If a Student Develops Symptoms of COVID-19</b></i>	<i><b>If a Staff Member Develops Symptoms of COVID-19</b></i>
<b>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</b>	<b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b>
Parents or caregivers must keep their child 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.	Staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.
<b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b>	<b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b>
<p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student's parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>8. Contact the local public health unit to notify them of a potential case and seek further input.</li> </ol>	<p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>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).</li> <li>5. If concerned, contact the local public health unit to seek further input.</li> </ol>
Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.	

## **10.0 Garbage Handling**

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.
- 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.

## **11.0 Cleaning and Sanitizing**

The following cleaning and disinfecting schedules will be maintained:

- General cleaning and disinfecting of the workplace should occur at least once a day.
- Frequently touched surfaces should be cleaned and disinfected conducted before opening the facility and after the facility has closed. Areas where lunch/snack are held will be cleaned before and after food has been consumed.
  - High touch point areas include:
    - Common equipment
    - Vehicle interiors
    - Shared tables
    - Desks
    - Light switches
    - Doorknobs
    - Counter tops
- Employees will also be responsible for disinfecting high touch point areas after meetings are held or a room has been used for an extended period of time.
- Kitchens will be disinfected at the opening of the facility, before and after food preparation and before closing.
- If a worker, client, or child becomes ill at work, all surfaces where that the person came into contact with, will be cleaned and disinfected.
- Bathroom will be cleaned twice
- Employees will wipe down commonly used items after use (coffee machine, clean/dirty sign in pens, printer, photo copier, etc.).
- Garbage should be emptied daily (at minimum)

### Personal Protective Equipment (PPE)

PPE should always be worn when using cleaning products. At minimum, all employees should wear disposable gloves when handling disinfectants. Employees must always follow Safety Data Sheet and manufacturer's instructions.

### Cleaning and Disinfectant Products

One of the most common disinfectant solutions is water and bleach. Ensure to wipe off the soap from the cleaning, then spray with the bleach solution.

## **12.0 Outbreak Protocol**

In the event of an outbreak, facilities will take direction from Vancouver Coastal Health, the BC Centre for Disease Control, and the Chief Medical Officer.

A deep cleaning and sanitizing of the facility will be completed immediately. All employees will be required to get a COVID-19 test and the facility will open once enough employees have provided their negative tests to ensure adequate staffing.

### 13.0 Donning and Doffing of Gloves



## E. RELEVANT INFORMATION AND 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*

The term asymptomatic means literally the absence of symptoms. It describes a condition that is present, but in which a person does not show any outward signs or symptoms of the disease.

### *Cleaning and Sanitization*

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

### *Close Personal Contact*

A close contact is defined as a person who provided care for the individual, including healthcare Staff, family members or other caregivers, or who had other similar close physical contact with the person without consistent and appropriate use of personal protective equipment OR who lived with or otherwise had close prolonged contact (within 2 meters) with the person while they were infectious OR had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.

### *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) and Middle East Respiratory Syndrome (MERS). The disease caused by the new coronavirus has been named COVID-19. While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases.

### *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.

### *Influenza*

Influenza, often called the 'flu', is an infection of the upper airway (e.g. nose and throat) caused by an influenza virus.

### *Optional*

Workers 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. You may have been exposed to the virus and are at risk for developing COVID-19 and passing it on to others.

### *Social/Physical Distancing*

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least six feet/ two meters away from other people lessens your chances of catching COVID-19.<sup>1</sup> 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. It is important that we 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 any program or service at the facility.

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