

## Stage 2 Safe Work Instructions for Site Operations during Pandemic COVID 19

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### Purpose:

To outline the safe work instructions for site operations during pandemic influenza COVID 19 Ministry of Education Stage 2. **This document must be read in conjunction with the District's Stage 2 Exposure Control Plan for Pandemic Influenza – COVID 19**

### Scope:

This work instruction applies to employees of the Revelstoke School District and all sites.

### Related Documents on district website.

Exposure Control Plan for Pandemic Influenza – COVID 19

Safe Work Instructions for Mobile Staff during Pandemic COVID 19

### Definitions:

- I. COVID-19 means the illness resulting from an infection by the novel coronavirus SARS-CoV-2 (2019-nCoV)
  - a. COVID-19 signs and symptoms
    - i. cough
    - ii. fever
    - iii. difficulty breathing
    - iv. pneumonia in both lungs
- II. Mass gathering means any collection of over 50 people in a defined area indoors, and outside, where physical distancing cannot be established or maintained.
  - i. This does not apply to staff or students in a school setting provided that school physical distancing measures can be followed. This means that there can be more than 50 students and staff in a school at any given time if they are not all in one area at the same time and are actively engaged in physical distancing to the extent possible.
- III. Physical Distancing means minimizing close contact with others including:
  - a. avoiding crowded places and non-essential gatherings
  - b. avoiding common greetings, such as handshakes, hugs and kisses
  - c. limiting contact with people at higher risk (e.g. older adults and those in poor health)
  - d. keeping a distance of at least 2 arms lengths (approximately 2 metres) from other adults, whenever possible
    - i. it is expected that physical distancing will be more challenging for younger children in a school setting so there should be a focus on minimizing the frequency of physical contact in these situations. However, it is currently believed that children are at lower risk for transmission to each other and to adults.
    - ii. Secondary students will self monitor and manage physical distancing compliance during transitions and unstructured time.
- IV. Stage 3 means K-5 attending 50% and 6-12 attending 20% of the time in class.



**School District 19**  
(Revelstoke)

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### Instructions

1. Supervisor must:
  - a. Ensure that all workers are informed of these instructions and the Exposure Control Plan for Pandemic Influenza – COVID-19 as well as other related documents.
  - b. Facilitate physical distancing by
    - i. minimizing congestion at entrances.
    - ii. encouraging the use of alternate doors to enter the building
    - iii. propping external main entrance doors open during transition times – start of the day, recess, end of the day.
      1. Propping open doors does not include internal fire separation doors.
    - iv. Identifying narrow stairwells to consider modifying traffic patterns.
    - v. Appropriately planning and scheduling work and breaks as necessary.
    - vi. Assessing the proximity of workers in workspaces and change seating arrangements by moving workers or installing a physical barrier if that is the only alternative.
  - c. Inform occupants to stay to the right when transitioning between classes or workspaces.
  - d. Implement a system to manage the access of the building by employees and others.

Consider:

    - i. Ensuring contractors schedule onsite work in advance
    - ii. Promoting virtual communications using online booking times systems
    - iii. Planning in person visits by appointment only
    - iv. Implementing physical distancing floor markings or other equivalent means where it is expected that more than one person will be waiting for service. For example, spacing of chairs, placing cones, or signs.
    - v. Ensuring a contact registry is in place and maintained for all those that are on site.
      1. Ensure all staff that are present onsite have signed the registry.
      2. Ensure all visitors – including contractors, and district personnel – use the contact registry giving their name, phone number, date, in-time, out-time, and areas/people visiting.
      3. This contact registry may be accomplished multiple ways
        - a. Electronic log maintained by the office admin staff – excel in a shared OneDrive
        - b. Paper copy – office admin to fill out information
    - vi. Parents and guardians should go no further than directly to the office.
      1. In most cases only one person should be in the office at a time.
    - vii. Kindergarten – drop off and pick up must be coordinated to reduce a parent’s need to enter the school.
      1. receive students on the field or in the play area,
      2. use the external door to the class,
      3. take kids outside to a defined pick up area / drop off area,

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- viii. The needs of parents of learners with unique requirements can be addressed on a case-by-case basis.
  - e. Ensure that mass gatherings are not carried out. i.e. standard grade 7 Farewell
    - i. Adapt alternate means of holding the event
  - f. Ensure that custodial staff are carrying out required cleaning services.
  - g. Ensure that all parents and guardians are aware of the requirement to complete a daily COVID-19 screening of their children prior to dropping them off at school.
  - h. Ensure all parents and guardians are aware that they must remain outside of the school during drop off and pick up unless agreed to in advance.
2. Workers must:
- a. review all COVID-19 related district published information in a timely manner, including the “Exposure Control Plan for Pandemic Influenza-COVID19” prior to initiating onsite work
  - b. continuously be self-monitoring for illness symptoms
  - c. stay home when ill (if a symptom is part of your baseline health ie: a headache that regularly occurs with no other symptoms or regular allergies, you are allowed to attend school/work)
  - d. sign in and out of the contact registry when attending a district workplace
  - e. practice physical distancing as defined
  - f. plan accordingly to limit your need to leave the workplace for lunch or appointments to go to public places during working hours
  - g. Report safety hazards to your supervisor
  - h. not:
    - i. plan, encourage or participate in mass gatherings greater than 50 people
    - ii. bring cleaning chemicals from home
3. Hygiene
- a. A thorough washing of the hands with soap and water is the best protection against illness. Follow this instruction for handwashing:
    - i. Check that the paper towels are accessible from the dispenser,
      - 1. If not adjust dispenser until paper towels are accessible.
    - ii. Wet hands with running water.
    - iii. Apply a small amount of liquid soap. Antibacterial soap is not required.
    - iv. Rub hands together for at least 20 seconds (sing the ABC’s). Rub palms, backs of hands, between fingers and under nails/creating a lather.
    - v. Rinse off all soap with running water.
    - vi. Dry hands with a clean, disposable towel.
    - vii. Turn off taps, using the paper towel – if required
    - viii. If door is not propped open, use paper towel to open door.
    - ix. Discard the used towel in the waste container.
  - b. Workers must wash their hands often to maintain appropriate hand hygiene and minimize illness transmission

#### 4. Personal Protective Equipment

##### a. Use of Non-Medical Masks

- 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 their learning group or household.
- Students in Middle and Secondary school 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.
- Staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in high traffic areas such as buses and in common areas such as hallways, or anytime outside of the learning group whenever physical distancing cannot be maintained (e.g., itinerant teachers/specialists interacting with multiple learning groups). Staff can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, this PPE will continue to be used when performing these tasks.

##### b. Gloves

- i. Gloves are not recommended for workers
  1. Except:
    - a. those carrying out first aid treatment
    - b. custodians who are cleaning
    - c. where required prior to the pandemic
  2. Follow the doffing gloves instructions and wash your hands after removing gloves

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5. Emergency Evacuations
  - a. In the event of a fire alarm or evacuation while on site, physical distancing is secondary to the immediate life safety of occupants.
    - i. Evacuate using your nearest safe exit
    - ii. Proceed to the gathering area and confirm your head count with your supervisor.
    - iii. Maintain your physical distancing while remaining in an orderly fashion.
  - b. Lockdown
    - i. Follow standard lockdown procedures as physical distancing is secondary to the immediate risk of the lockdown.
6. Cough/sneeze etiquette:
  - a. Cough and sneeze into the crease of the elbow or tissue.
  - b. Throw tissues into a lined receptacle immediately after use,
7. Supporting or giving first aid response to
  - a. asymptomatic individuals
    - i. In addition to following universal precautions.
      1. maintain physical distancing whenever possible
      2. allow for, and encourage, self care and treatment
  - b. symptomatic students
    - i. lead student to the designated space
    - ii. maintain appropriate physical distancing
    - iii. notify admin to contact guardian for pick up at designated area
    - iv. avoid touching student's bodily fluids
    - v. have student cover their mouth and nose with a tissue
    - vi. provide necessary treatment
    - vii. discard any used tissues
    - viii. wash hands
    - ix. request an intensive room clean
  - c. symptomatic workers
    - i. Worker
      1. Notify your supervisor of your symptoms.
      2. Go home and self-monitor.
        - a. If symptoms persist self-isolate for 10 days and call 8-1-1
      3. Update your supervisor of your condition
    - ii. Supervisor
      1. Request an intensive cleaning of the spaces where the worker was deployed.
      2. Take action as requested by Interior Health with respect to contact tracing or outbreaks management.
      3. Keep the Superintendent or Secretary Treasurer informed of any required actions.

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8. Practicing physical distancing in a school
  - a. Workers entering the school or building must do so while maintaining physical distancing requirements.
    - i. Do not enter or leave the building in groups.
  - b. Avoid hallway discussions, move to a classroom, to allow movement to happen freely in the halls.
  - c. Stay to the right when walking in the corridors.
  - d. Time your use of the corridors if possible, to when they are not as busy
  - e. When possible, prop open doors that are frequently used.
    - i. Except fire doors unless equipped with electric door holders.
  - f. Use Microsoft Teams, telephone, or email for most communication, minimize the need for face to face meetings.
9. Shared spaces
  - a. Arrival at school
    - i. If a large number of students are expected at the school, the arrival at school should be managed to minimize congestion. Use other entrances in addition to the main entrance, the use of classroom external doors is also an option.
    - ii. Walking and riding to school should be promoted.
    - iii. Parents should not be entering the school during drop off.
  - b. Busses
    - I. Drivers must wear PPE (gloves) to clean and disinfect the high touch areas of the bus after drop offs. Recommendations regarding potential additional protection for the driver will be reviewed.
    - II. Dispose of gloves appropriately in a lined waste receptacle.
    - III. The district will create consistent and assigned seating arrangements for students.
    - IV. Buses should be loaded from back to front and offloaded from front to back.
    - V. If space is available, students should each have their own seat (unless sharing with a member of their household) and sit separated side to side and front to back.
    - VI. Middle and secondary students are required to wear non-medical masks when they are on the bus however, no student is required to wear a mask if they do not tolerate it.
    - VII. 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.
    - VIII. Bus drivers will clean their hands often, including before and after trips. Drivers may wear non-medical masks or face covering when they cannot physically distance.
    - IX. Be scheduled taking into consideration physical distancing.
    - X. Bus drivers will clean and disinfect the high touch areas of the bus after school drop offs and at the end of the day. Buses used for transporting students should be cleaned and disinfected according the guidance provided in the BC CDC's [Cleaning and Disinfectants for Public Settings](#) document.



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- c. Classrooms
  - i. The maximum capacity of a classroom shall ensure that physical distancing can be maintained whenever possible when students occupy their assigned seating.
  - ii. Doors should be left ajar as much as reasonably practicable so that they do not require use of hands to open.
  - iii. Seating arrangements should ensure physical distancing whenever possible
  - iv. Late arrivals should continue to sign in at the office or follow such other procedure that had been established by the principal,
    - 1. for elementary schools this could happen at the exterior classroom door if one exists
  - v. Early departures require the parent or guardian go no further than the office, respecting physical distancing, and no further and must be done with advance notice.
    - 1. For elementary schools this could happen at the exterior classroom door if one exists with advance notice
  - vi. Classrooms must be decluttered to facilitate intensive cleaning. Couches and other items that cannot be appropriately disinfected and are communal in nature of use must be blocked off or covered.
  - vii. Waste receptacles should be in each classroom and lined with a plastic bag.
  - viii. All desk surfaces must be kept clean at the end of the day to facilitate cleaning.
    - 1. There should be no items stuck to the desk tops
  - ix. The use of communal tools and instruments should be minimized
    - 1. Items used should cleaned or wiped down as necessary post use.
  - x. Avoid demonstrations that required the class to gather closely around to view.
    - 1. Use video or projection as alternatives.
  - xi. Students should be reminded to
    - 1. Not come to school when sick
    - 2. Wash their hands frequently
      - a. When they arrive, and before they go, before eating and drinking, after using the toilet, after sneezing or coughing, when visibly dirty, transitions to different areas,
      - b. This will require scheduling to avoid significant line-ups and congestion.
    - 3. Place all parent provided food items in a designated clean area.
    - 4. Not to share food or utensils
    - 5. “pack out” their waste
  - xii. Access to cleaning supplies is currently limited for custodians.
    - 1. Chemicals from outside the workplace are not permitted
    - 2. Spray disinfectant bottles will be provided to each classroom
  - xiii. Science labs, tech shop, foods, and textile classes should be reviewed safety with input from the JHSC.
- d. Computers and shared Technology
  - i. Computer labs and carts may be used during this period respecting physical distancing

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- ii. Shared tablets may be used at this time.
  - iii. The use of personal devices is permitted.
- e. Counselling
  - i. counselling offices if large enough
  - ii. Use empty classrooms or meeting rooms for sessions if the counselling office isn't large enough
  - iii. Maintain physical distancing
- f. Front/main office
  - i. Limit your need to go into the office
  - ii. No more than one to two people should be served in the office, all the while maintaining physical distancing
- g. Grounds, play structures and games/sports
  - i. The use of sports fields and open areas are permitted.
  - ii. The use of play structures is currently prohibited but is under review.
  - iii. Sports equipment use should be restricted to that which is easy to clean.
- h. Libraries
  - i. Borrowed material should be collected, grouped and placed on hold for three (3) days from the date returned prior to being re-shelved for circulation
    - 1. materials with plastic coverings could be wiped down and put into circulation immediately if necessary.
- i. Music/Band and Strings
  - i. Wind instruments are prohibited from use inside the school at this time.
  - ii. Activities that increase the probability of droplet transmission should be reviewed to ensure that the most protective measures are taken. i.e. choir might require a larger room or outside.
- j. Photocopier rooms
  - i. Minimize the use or need for printed materials,
  - ii. Only one person at a copier at a time.
    - 1. plan or schedule large photocopier jobs –e.g. use an online calendar, or sign up log
- k. Staffrooms/meeting rooms
  - i. The maximum capacity of a meeting room or staffroom shall ensure that physical distancing can be maintained.
    - 1. If necessary, post maximum occupancy on the entrance door
  - ii. Wash your hands before and after you use items in the staffroom and after leaving the staffroom
  - iii. Maintain physical distancing while in a staffroom.
  - iv. Refrain from eating in the staffroom; use it for food storage, accessing appliances, etc.
  - v. Clean the areas, surfaces, appliances, etc. that you use in the staffroom.
  - vi. Wash your hands before you eat
  - vii. Do not share food, drink, or containers.