

School District #75 (Mission)
Special Public Meeting of the Board of Education
Agenda

May 26, 2020, 1:00 pm

Zoom Meeting

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Pages

1. CALL TO ORDER

The Board Chair will acknowledge that this meeting is being held on Traditional Territory.

2. ADOPTION OF AGENDA

3. STAFF REPORTS

3.1 SD 75 Stage 3 - Re-Entry of Students Plan

Information

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4. QUESTION PERIOD

Questions asked must be related to items discussed on the Agenda. Labour, Land, and Legal issues will not be discussed.

5. ADJOURNMENT

ITEM 3.1 Action

TO: Board of Education
FROM: A. Wilson, Superintendent of Schools
SUBJECT: SD 75 – Stage 3 Re-Entry of Students Plan

Recommendation

THAT the Stage 3 Re-Entry of Students Plan for Mission Public School be approved.

1. Summary:

As directed by the Ministry of Education, BC public schools are required to offer direct face to face part-time service to K-5 students a minimum of 2 to 3 days a week, and to Grade 6 – 12 students a minimum of 1 day a week, through to the end of June. To support this requirement, Mission Public Schools (MPSD) developed a plan and a Return to School Staff Handbook to ensure MPSD responsibly achieves this requirement.

The plan has considered consultation with stakeholders, risk assessments following WorkSafeBC Guidelines, the continuity of supports and the continuity of learning for students, the need for busing students to school, as well as childcare needs.

MPSD continues to address issues, such as training and orientation on safe operating procedures, use of handwashing / sanitizing stations, the use of plexiglass and other environmental barriers, flow of people in buildings, plans for use of equipment, use of bottle filling stations, creating safe staff room spaces, regular and deep cleaning activities, establishing physical distancing measures, and creating signage for all sites.

The plan significantly alters how the schools will function during the Covid19 pandemic to provide a safe and healthy learning environment for both students and staff. It is a living document that may require adjustments as we navigate the Covid19 pandemic. Information on changes to the plan will be communicated regularly to staff, students, and parents.

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Enhancement Agreement
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity
- f. Risks
 - i. Organizational

- ii. Reputational
- iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

6. Implementation:

7. Attachments:

- a. SD 75 – Stage 3 Re-Entry of Students Plan



Contact Overview

Mission Public Schools (SD 75)

Angus Wilson, Superintendent of Schools angus.wilson@mpsd.ca

Plan Background

The Government of BC has established that schools in BC must be, at a minimum, offering the following direct service levels by June 1:

- K-5* - Part-time 2-3 days per week
- 6-12 - 1 day per week

*In Mission, we will include K-6 as a group due to our structural organization. This was discussed and planned with our local Teachers' Union. The draft of this plan has been covered in recent Committee of the Whole and Public Board Meetings in May.

Engagement with First Nations

Mission Public Schools is located within the traditional, ancestral, unceded, and shared territories of the Leq'á:mel, Matheqwi, Qwó:ltl'el, and Sq'éwlets peoples. Our Principal of Indigenous Education has been in ongoing contact with local First Nations during the pandemic. FNSWs have been working closely with families on issues ranging from access to technology to food packages during this time. In addition, we have continued our ongoing work on items like our Equity Scan during this time so broader communication has also been available. At this time, local First Nations will continue their lockdown and education will continue remotely. They have set up innovative supports for students in their community to assist them during the pandemic as well.

Health and Safety

School Re-entry Plan has been reviewed by District H&S. Risk Assessments done at all sites following WorkSafeBC guidelines. Draft is connected to this submission.

Schools developed their plans in concert with the District. Classes at the elementary level will not exceed 15, and 10 at the secondary level. Capacity will be capped at 50% daily at elementary and 20% elsewhere. Non-staff adults are not permitted entry unless through special arrangement. Middle and Secondary students come in on an appointment basis.

Desks, etc have been rearranged to allow for distancing. Staff rooms have been closed; most schools are using gymnasiums or other similar spaces as staff rooms with tables and tape to create social distancing. Classrooms without ready access to washrooms will have hand sanitizer present. Daytime custodians have been added to all schools.

Continuity of Supports

Childcare will continue for ESWs and others in need of it. There is some expansion due to teachers returning to work. Vulnerable students, and those with diverse needs will be able to attend school up to five days a week. Food programs like the Starfish Program will continue; however direct support at the secondary school level has been moved to municipal programs as of the end of March.



Until late June, we will be allowing students to continue to use school district property (eg laptops, tablets, etc)

Counsellors, LATs, and other non-enrolling specialists will continue to work both in person and online with children as they adjust to the new reality. It has been noted that even the return to school, while welcome, will be traumatic, as things will not be as they were before. We have also worked hard to check in on the mental health of our staff, in everything from memos to phone calls to on going group chats to stay connected. Our open dialogue is an important part of our cohesion as a team.

Continuity of Learning

SD#75 will expand its roll-out across the district in the following way:

	Schedule	Bussing	Instruction
K-6	M/T & Th/F in school (2 cohorts)	Partial	2 days in class, 1 day online
7-12	Support Available in School as needed 1 day/week	None	Online; Face to Face as needed

Full Start is set for June 1st. Principals have surveyed their families to get a picture of the number of students coming to school initially, the demand for bussing, and related considerations. Currently, approximately 20%-65% of elementary students will be returning for in class instruction, varying by school. Some students will have access to school up to five days a week. Please note, with the return to some direct instruction, the remote learning provision will still exist, but it will not be as robust as in the Stage Four delivery model.

Wednesday was selected as the online instruction day to allow further cleaning and other safety measures to be enacted at the school site.

Bussing is currently being planned on the new ‘one student per bench model’ to determine capacity to transport students. Bussing may not commence on June 1st; barrier upgrades and retraining may delay their start to the following week. Transportation is reviewing the list of students requiring bussing to determine if we have the capacity to move them all. Potentially excepting secondary special education bus students, the focus is entirely on transporting elementary aged students.

Middle and Secondary students will attend as needed by appointment. Teachers will be in the school at least one day a week to provide face to face support. Online work will continue approximately four days a week. As noted previously, some students will be in school up to five days.

Childcare will continue to function. There will need to be an expansion due to demand from teachers. New cohorts and one of the Windebank groups will move to Heritage Park Middle School as the classrooms are demanded for regular instruction. We are unable to accommodate childcare for under 5 year olds, and are hopeful other agencies will re-open to provide this in the Mission area.

During the week of May 18-22, Schools surveyed parents for their receptiveness to returning their children to school, to determine the load required at each site. Schools have also surveyed staff to assess childcare needs and various health concerns for staff members.



The Ministry has set 'density limits' of 50% for the K-5 and 20% for 6-12, though districts and regions can propose some variance provided any delivery beyond these requirements must be within guidelines established by the Health Authority.

Communication of Materials

SD#75 will provide all communications through regular channels (email, website, social media, etc) for parents and partner groups. Any posters or associated materials will be provided to all sites and posted accordingly.

All schools will post their site-specific plans for:

- Site access and risk limitation
- Cleaning and hygiene
- Physical distancing
- Scheduled return of students as per Ministry expectations
- Review of problems as they arise will be ongoing at both the site and district level for troubleshooting

Troubleshooting

A series of issues have arisen and are being dealt with at the district level. For example, we have ordered plexiglass screens for our buses, but they have not arrived or been installed at this time. We will refrain from using buses until that issue is resolved. Some further areas we are working on include:

- Environmental Barriers at various workstations
- Gymnasiums or Libraries now being used as Staff Rooms
- Bottle filling stations
- Plans around the use of sports equipment, etc
- Limited bussing plans - triage of students
- Flow in office areas

Schools will communicate specific learning schedules to parents. Developments in Health and Safety may be sent from the District level.

UPDATES

As information changes or requires updating, all information for parents and the public will be sent out through all school channels, social media, and our website. Staff messages will be sent to stakeholders ahead of general memos.

APPENDIX - School Re-Entry



Mission Public Schools

School District #75

COVID-19

Return to School

Staff Handbook



Return to School Handbook

Purpose

The intent of this handbook is to inform School District #75 Mission Public Schools staff on the Operations and Health & Safety for SD 75 sites during COVID-19 to ensure worker health and safety.

Background

The BC Center for Disease Control has published the following information in its April 3, 2020 COVID-19: Public Health Guidance for K1-2 School Settings,

- COVID-19 has a very low infection rate in children, estimated at 1-5% worldwide.
- There is no documented evidence of child-to-adult transmission.
- There is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- There is no evidence indicating children of health care workers (HCW) are at increased risk of COVID-19 infection than children of non-HCW. This is likely due to careful monitoring of HCW for symptoms and follow-up of their household contacts.

Safe Work Procedures

All SD 75 staff must follow the applicable COVID-19 Safe Work Procedures (SWP) listed in the appendix and posted on the Learn 75 site.

Training and Education

All SD 75 staff must:

- Review this document and complete any and all orientation/training related to this document.
- Review all applicable COVID-19 SWP's.
- Complete staff orientation checklist on first day of return to work. See Appendix H.
- Review all updates/notices provided to staff.
- Participate in any additional training and or education sessions, as required (e.g. WHIMIS).

Site-Based Joint Occupational Health and Safety Committee

- Joint Occupational Health and Safety (JOHSC) Committee members are required to,
- Follow applicable WorkSafeBC legislation as laid out in the Site-Based Terms of Reference (TOR),
- Support and assist site-based administration regarding COVID-19 concerns brought forward by workers,
- Participate in the COVID-19 JOHSC training and
- Complete the JOHSC Site-Based Checklist COVID-19. See Appendix I.



Work Environment

The following are considerations for classroom and other SD 75 work environments,

- Sufficient ventilation in classrooms that meets WorkSafeBC legislative requirements and building standards.
- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
- All lids will be removed from the recycling/garbage bins to lessen the touch point areas. Please ensure users are maintaining physical distance.

Return to School Handbook

- Have a tissue box strategically located in the room to provide easy access and not prevent physical distancing.
- Classrooms must be decluttered with non-essential items and furniture removed to allow for efficient and effective ongoing and nightly custodial cleaning.
- Worker workspaces and desks must be separated from each other by a minimum of 6 feet /2 metres.
- Ideally desks to be set up around the perimeter of the room leaving the central area open for adequate distancing during entry/exit of the classroom.
- Number of desks allowed in each classroom will depend on the size of the classroom.
- As per WorkSafeBC legislative requirements (OHSR 4.79) if air quality concerns are brought forward, they will be investigated accordingly.
- Ideally, the classroom will have a hand washing sink with soap (NO bar soap) and paper towel.
- If no handwashing sink is in the classroom, students and staff will have access to a designated washroom.
- Desktops and counter surfaces **must be kept clear** to facilitate ongoing disinfection throughout the day and allow for nightly custodial cleaning/disinfection.
- If assistance is needed with moving heavy items, please notify administration for support and they can submit a work order, as required.
- Science (labs and prep-rooms), Shops, computer labs and Foods rooms will remain closed to students. No instruction will take place in these areas.
- Access to science classrooms is permitted for instruction but no science experiments or dissection permitted.
- Access to gyms, music rooms and library will be permitted for classroom space if needed.
- Use of shared items such as instruments will not be allowed.
- Gym equipment use will be limited to items staff can clean easily.
- Administration in collaboration with the JOHSC Committee can determine any additional access limitations.
- Handouts for students can be placed on student's desks before the start of class or during breaks to maintain physical distancing.



Office, Staff Room and Shared Space Access

Administrators will develop access protocols for their site in conjunction with the Site-Based JOHSC. These protocols must be in line with current SD 75 protocol

- Access to the school office will be limited.
- Signs will be posted regarding maximum occupancy requirements.
- Office doors will remain closed.
- Staff will bring your own lunch (no takeout deliveries) with a cooler pack, if needed.
- Staff room will not be available for eating.
- Staff may not use the microwave, toaster, coffee pot, kettle, fridge etc.
- Weight rooms will remain closed
- Photocopier rooms will be limited access
- Staff are asked to limit printing and use email or other platforms instead.
- Handouts for educational purposes are allowed but should be limited as able.
- Staff must disinfect items touched (copier buttons, hole punch, stapler, etc.) before leaving.
- Access to staff mailboxes shall be limited, use of email to scan documents is preferred.

Hand Washing Facilities

- Where multiple sinks are installed at one hand washing station, counters will be designed to allow for a minimum of 2 metres between sinks to allow for appropriate Physical Distancing.
- Where necessary, some sinks will be temporarily taken out of service to ensure Physical Distancing while washing hands.
- Signage will be posted at the entrance of required washrooms to limit number of occupants based on size and ability to physical distance.

Temporary Storage Area

Classrooms must be decluttered, excess desks, chairs, equipment, supplies and materials must be reduced to provide a 'minimalist' type environment in the classroom. If the SD 75 property cannot be stored safely in the room Administration can select a room, or area, for temporary storage during COVID-19. **Boiler, electrical and mechanical rooms MUST NOT be used for storage.**

Isolation Room

- Administration in consultation with the JOHSC Committee will select a room with a door that can be used for isolating a sick student while awaiting parental/caregiver pick-up.
- The selected area will, ideally, have a sink for hand washing and a waste receptacle. If no sink is possible the room shall contain a hand sanitization dispenser.
- The room must have an "Isolation" sign that can be posted while the room is in use.



- The room must have capabilities to house more than one student.
- The room will need to be de-cluttered and all non-essential items to be removed to allow for ease of cleaning.
- The first aid room MUST NOT be used as an isolation room.
- If isolation room is used custodial staff will be notified and conduct enhanced cleaning as per the Enhanced Cleaning SWP COVID-19. See Appendix E.

Illness

If ill, with any common cold, influenza or COVID-19 like symptoms students or staff must stay home and isolate for 10 calendar days following onset of symptoms and until symptoms resolve. If returning before 10 days, it must be accompanied by a medical note clearing the return. If you are unsure of your status or have symptoms contact 811 for guidance. Staff must to notify their administrator if they are unable to attend work due to illness and log the absence accordingly in Atrieve.

If staff or students become ill while on site,

- Staff must notify administrator and go home.
- As per the First Aid SWP COVID-19 document any child exhibiting COVID-19 symptoms must move to the isolation room.
- Parents / caregivers must be notified and advised to pick-up the child immediately.
- Staff supervising symptomatic children must use strict hand washing techniques, maintain 6 feet/2 metre distance.
- Except for the designated Supervisor, there must be no access to the seclusion room during isolation.
- There must be no access to the room after child is picked-up until cleaning has been performed by custodial staff as per the Enhanced Cleaning SWP COVID-19.

Daily Health Checks

Any person (staff or students) who answers yes to any of the health check questions listed in the health check document or who is ill, with any common cold, influenza or COVID-19 like symptoms may not enter/occupy any SD 75 site. See Appendix B and C.

- Teaching staff must ensure parents/guardians must complete the Health Care Check via email before dropping student off.
- Childcare screening must be completed prior to the child being granted access.
- Parents/guardians are required to keep student home who are showing symptoms listed above or on the health check form.
- If additional household members attend SD 75 sites for education or work they must remain home as well, regardless of symptoms.
- All SD 75 staff must complete the daily SD 75 Health Check form and submit as per administration or managers requirements prior to arrival on-site.

Arrival procedures



Parents/guardians must remain outside of the school to drop off their children. They must not enter the school.

Administration in collaboration with the JOHSC Committee will determine student entry points and if the drop-off and pick-up schedule needs to be staggered based on student attendance. Physical distancing of 2 meters/6 feet must be maintained regardless of the number of parents/guardians arriving.

In addition to the Daily Health Check, parents/guardians of Learners with Diverse Needs, as required, will communicate with staff via email prior to arrival to communicate any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please consult with case manager and administration if support is needed.

Site-Specific Building Access Protocol will be completed by Administration or Manager in consultation with Site-Based JOHSC. Template located in Appendix J. Staff must review the Site-Specific Building Access Protocol for their site. On-site staff must check-in and out electronically as per the Site-Specific Building Access Protocol.

Access Control

Parent/guardians and visitors must not enter the school/site building. Only SD 75 staff may enter. In all cases authorized Maintenance and /or Operations staff must thoroughly wash hands as per the COVID-19 SWP prior to entering the childcare area and only enter when area is unoccupied.

Access to SD 75 sites by non-school district personnel is not permitted unless deemed necessary by administration or site-manger. Communication should occur via the phone, virtual meeting or email. If access is required, it must be by pre-approval from administration or site-manger and by appointment only.

Handwashing

Soap (NOT bar soap) and water are the preferred method for cleaning hands.

Handwashing is required for students,

- Before leaving home, on arrival at school and before leaving school
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- After sneezing or coughing
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Whenever hands are visibly dirty

Handwashing is required for SD 75 staff,

- Before leaving home, on arrival at work and before leaving work



- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- After sneezing or coughing
- Whenever hands are visibly dirty
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Before administering medications
- Before food preparation, handling, or serving
- Before and after assisting student with eating
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks
- When donning and doffing gloves
- After handling garbage
- Whenever hands are visibly dirty

Personal Protective Equipment (PPE)

It is only recommended for healthcare workers and other related professions. Good handwashing and sanitization practices are recommended.

If 2 staff are supporting a student within 6 feet of each other, it is recommended by FHA that staff wear a non-medical grade mask. Please note the mask is to protect others, specifically the student, not the wearer. Please see appendix F.

Masks are not recommended for use by children unless advised to do so by a health care provider. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.

Lockdown or Hold and Secure

Each site review current lockdown processes to determine if changes need to occur due to COVID-19. The site based JOHSC Committee should be involved in consultation with the Safe Schools Coordinator and District OHS, as required. On-site staff must be made aware of any changes to lockdown locations as per the Staff Orientation Checklist. See Appendix H.

Cleaning

WHMIS Requirements

- All disinfectants, detergents, hand sanitizers must be safely stored out of reach of children.
- Safety Data Sheets for all cleaning products are paper based (BSW closet/Principal office)
- Only those with WHMIS training can use cleaning products or any hazardous product.
- SD 75 Staff who are WHMIS trained must, review the SDS for the product before they use it, for the following information, but not limited to,
 - What to do in case of exposure and



- What PPE is required for use?
 - Only use Quat+ and designated cloths to disinfect surfaces
 - No outside products are allowed unless pre-approved by OHS Manager and accompanied by SDS
 - All chemicals must be properly labelled in accordance with WHMIS requirements.

Custodial

Following the Enhanced Cleaning SWP COVID-19, custodial staff must clean the school thoroughly every evening after the school is closed. Custodians must also clean high touch points and check supplies (paper towel and soap) in the school daily when the classroom or area is unoccupied. If supplies are low let your supervisor know you require more supplies.

Building access protocols will be followed to ensure custodial staff are aware of areas that have been occupied and cleaning is required. See Appendix J.

Custodial staff will keep spray bottles with Quat+ sanitizer (or equivalent) and microfiber cloths or paper towels readily accessible for WHMIS trained SD 75 education staff to sign-out to clean their work area and IT equipment. If required, education staff may require a bucket with Quat solution for disinfecting toys or other items.

Facilities and Transportation

Maintenance and operations staff must keep their vehicles clean as per the Facilities and Transportation SWP. See Appendix G.

Cleaning by Staff Supporting Learners with Diverse Needs

Staff working with Learners with Diverse Needs must implement ongoing cleaning and disinfection of high touch areas throughout the day both as a routine practice and on an as needed basis. Staff working with Learners with Diverse Needs will have access to disinfectant sprays and cloths. Learners with Diverse Needs spaces need to be left, neat and uncluttered and in as near as possible, to 'as found' condition at the end of the day.

Keyboards and Electronic devices

Mobile phones and other frequently touched electronics like tablets, remotes, keyboards, mice and gaming consoles should be cleaned and disinfected regularly.

When cleaning devices please consider the following,

- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting requirements.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
- For screen, use a soft cloth and do not press hard.



- DO NOT use alcohol-based cleaners as it will react with the Quat sanitizer.
- Do not spray cleaner on the device or submerge it in cleaner or spray cleaner onto a cloth and wipe the device.
- Do not clean inside any ports or openings.
- Clean between users.

Toys and Sports Equipment

SD 75 staff will select the minimum number of toys and sports related equipment required. Selected items must be easily cleaned. No stuffed toys or porous items. BSWs will not be responsible for cleaning toys/sports equipment.

Parents/guardians must not allow students to bring toys from home, unless approved by administration.

Two sets of toys must be pre-selected by staff and stored separately in plastic tubs, one set for the Mon/Tue group and the second set for the Th/Fri group. All toys sets must be cleaned daily.

SD 75 staff and students must not use outdoor play equipment.

Food

No food sharing for staff or students. Staff and students will be required to pack-in and pack-out all food wrap and waste.

Parent/guardian provided food items only. Parents will be asked to have food provided in clean containers. Have student store food under chair or on the back of their chair and wash hands before eating.

Learners with Diverse Needs, if students need support for eating.

Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods.

Place all Learners with Diverse Needs and client provided food items in sanitized designated area upon arrival. Parents will be asked to have food provided in clean containers.

Behaviour Support Plans, Personal Care Plans and Worker Safety Plans

Children are screened case by case to determine levels of support required to safely bring students into the school environment and any support plans will be provided to the site-based Administrator. Staff working with children that have Behaviour Support Plans, Personal Care Plans and/or Worker Safety Plans in place must review these plans prior to working with the child.

Please see Appendix F for recommendations for Behaviour Support Plans, Personal Care Plans and/or Worker Safety Plans based on student need.

Need Assistance?



If additional support is needed, staff can reach out to Student Services regarding Behaviour Support Plans, Worker Safety Plans, Personal Care Plans, visual supports, or other child/student centric needs.

If you are having difficulty implementing any of the recommended strategies, please contact the Director of Student Services or your site-based administrator.

Appendix A - SWP COVID-19

COVID-19 Facts

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. Coronavirus disease (COVID-19) is a new strain that was discovered in 2019 and has not been previously identified in humans. Coronaviruses are zoonotic, meaning they are transmitted between animals and people.

Transmission

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads (CDC, March 2020).
- There is no evidence that COVID-19 is transmitted via text books, paper or other paper products (BCCDC April 3, 2020).
- COVID-19 has a very low infection rate in children, estimated at 1-5% worldwide (BCCDC April 3, 2020).
- There is no documented evidence of child-to-adult transmission (BCCDC April 3, 2020).
- There is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults (BCCDC April 3, 2020).
- COVID-19 can remain in the air, in droplet form, and remain on surfaces for up to 2-3 days on plastic and stainless steel (New England Journal of Medicine, 2020).

Signs and Symptoms

- respiratory symptoms (shortness of breath and breathing difficulties)
- fever



- cough

Symptoms may appear 2-14 days after exposure.

How to avoid spread

- For staff who are ill with respiratory illness symptoms (shortness of breath, breathing difficulties, fever and cough) to stay home from school/work. If you have symptoms contact 811 for guidance.
- The consistent practice of good respiratory etiquette, social distancing (2 meters/6 feet) and hand hygiene.
- Please note masks are not necessary for people who are not experiencing symptoms.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
- Contact 811 for guidance.
- Do not share office equipment like pens, scissors, staplers, etc.
- Do not share food (fruit trays, deli trays, etc.)
- No skin to skin contact with others (handshaking, hugging, etc.)
- Avoid touching your face with your hands
- No congregating in common rooms or areas (lunchroom, lobby, washroom, etc.)
- Endeavour to make use of phone calls instead of in-person conversations
- Whenever possible, relocate to another workspace or location to maximize social distancing
- Always follow the guidelines and recommendations of the public health officer

Respiratory Etiquette

- Covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow and disposing of used tissues in a plastic-lined waste container.
- Followed by handwashing.
- Handwashing is required
- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Before administering medications
- Before food preparation, handling, or serving
- Before and after assisting student with eating
- How to wash hands



- Follow video from World Health Organization
<https://www.youtube.com/watch?v=3PmVJQUCm4E>
- remove jewelry
- wet hands with warm running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
 1. Rub palm to palm
 2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
 3. Rub palm to palm with fingers interlaced
 4. Back of fingers on opposing palms
 5. Rub thumb rotationally, clasped in opposing hand
 6. Rub tips of fingers rotationally on opposing palm
 7. Rinse hands thoroughly
 8. Dry hands with paper towel
 9. Use paper towel to shut off water

If No Sink Is Available

Use waterless antiseptic agents. For COVID-19 a 60% alcohol agent is required.

Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defense only.

If hands are soiled with gross (visible) contamination, they must first be washed with soap and water. The hand-sanitizer may then be used to further reduce the microorganism load on the skin.

Please note: If you are unable to perform hand washing as above due to injury or medical skin conditions, please contact District OHS for consultation.



References

2019 Novel Coronavirus(COVID-19) B.C. public health guidance for schools and childcare programs, Feb. 23, 2020

New England Journal of Medicine, 2020. ABC news. <https://www.nejm.org/coronavirus>

Centers for Disease Control and Prevention. <https://www.cdc.gov/coronavirus/2019-ncov/prepare/transmission.html>

BC Centers for Disease Control and Prevention, April 3, 2020, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/health-and-safety-protocols-for-schools.pdf>

Appendix B - Daily Health Checks for Students

Parents: this document must be completed and submitted to the teacher prior to your child being admitted to the program.

Instructions: Complete this health check **daily each morning before drop off**. Children or parents/caregivers must not enter a SD 75 site if,

- There is a yes to any of the health check questions,
- If child is ill with any common cold, influenza or COVID-19 like symptoms or
- The child has unusual or persistent respiratory symptoms.

Name:	Date:	School Location:
	Yes	No
Does the child have a cough?		
Does the child have congestion?		
Does the child have nasal drip?		
Is the child experiencing nausea, vomiting and/or diarrhea?		
Is anyone in your household ill?		

*If child is presenting baseline symptoms such as seasonal allergies please contact administration for further guidance.

If ill, with any common cold, influenza or COVID-19 like symptoms child must stay home and isolate for 10 calendar days following onset of symptoms and until symptoms resolve. Please call 811 for advice. If returning before 10 days, it must be accompanied by a medical note clearing the return.



Appendix C - Daily Health Checks for Staff

Staff: this document must be completed and submitted by email to your principal prior to arrival.

Instructions: Complete this health check daily. Staff must not enter an SD 75 site if,

- There is a yes to any of the health check questions,
- If ill with any common cold, influenza or COVID-19 like symptoms or
- Have unusual or persistent respiratory symptoms.

Name	Date	School Location
	Yes	No
Does the worker have a cough?		
Does the worker have congestion?		
Does the worker have nasal drip?		
Is the worker experiencing nausea, vomiting and/or diarrhea?		
Is anyone in your household ill?		

*If staff is presenting baseline symptoms such as seasonal allergies please contact administration for further guidance.

If ill, with any common cold, influenza or COVID-19 like symptoms staff must stay home and isolate for 10 calendar days following onset of symptoms and until symptoms resolve. Please call 811 for advice. If returning before 10 days, it must be accompanied by a medical note clearing the return.



Appendix D - Administering First Aid Safe Work Procedure - COVID-19

Purpose

The purpose of this document is to provide a procedure for Occupational First Aid (OFA) designates to follow while performing first aid to either students or staff at schools/sites during COVID 19 to ensure worker safety.

PPE: Nitrile gloves. Safety eyewear or other PPE is task dependent.

Before performing administering first aid OFA designate must read and understand the COVID 19 SWP and watch the associated hand washing video <https://www.youtube.com/watch?v=3PmVJQUCm4E>

Procedure - Flu like Symptoms

OFA designates are not to assess or approach patients with suspected flu like symptoms. Should a staff or a child begin to show flu like symptoms:

1. Ensure safe distance of 6 feet / 2 meters and reassure the patient
2. Alert the Principal or Manager
3. Direct staff to move everyone to another room.
4. If patient is a child, have them wait in the isolation room for pick from a parent or guardian.
5. Advise custodial staff of areas patient occupied to ensure Enhanced Cleaning Safe Work Procedure (SWP) are followed.

Procedure - Non -Flu like Symptoms- Standard First Aid

- First Aid rooms / dressing rooms are to be kept as a clean staging area; patients are NOT to enter. Have patient sit in chair outside room or other designated area.
- Perform hand washing as per COVID 19 SWP regarding Hand Washing.
- Don nitrile gloves.
- Gather appropriate first aid supplies and leave first aid kit in staging area (First aid room / dressing area).



- Perform injury assessment verbally and visually prior to administering first aid.
- Advise the patient not to speak when possible and to look to the side while you administer first aid.
- Administer appropriate first aid.
- Advise custodial of areas used/touched for disinfecting purposes.
- Remove Gloves:
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP.
- Complete -First Aid Record (Form 55B23) as per WorkSafeBC (you can use the same form for students).

N 95 masks are not required PPE for performing first aid on patients who are not presenting flu like symptoms. For additional information please contact District OHS (OHS@MPSD.ca).

Appendix E - Enhanced Cleaning SWP COVID-19

Purpose

The purpose of this document is to provide a procedure for custodial staff to follow while performing enhanced cleaning of schools/sites due to COVID 19 to ensure worker safety and effective disinfecting.

Enhanced Cleaning

Regular cleaning as well as enhanced cleaning of washrooms, horizontal surfaces and high touch points such as: door handles, light switches, handrails. Please follow the process below to ensure cleaning is sufficient for COVID 19.

Personal Protective Equipment (PPE)

Nitrile gloves, splash goggles, masks where required

Procedure

1. Perform hand washing as per Hand Washing Safe Work Procedure (SWP).
2. Don required PPE.
3. To ensure access is restricted to room to be cleaned, use cart or sign to restrict access.
 - The custodial cart can be placed outside the room against a wall, DO NOT bring into room.
 - Use bucket to bring in essential supplies only to the room.
 - Bucket along with all its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination.
 - A waste bag will be placed on the floor by the doorway.
 - A wet mop can be pre-dipped and stood in the corner of the room. Its handle should be disinfected thoroughly before being placed back in the cart.
4. Using SD 75 approved disinfectant begin cleaning at the doorway and work around the room in a clockwise direction to ensure no areas are missed.



- Using a disinfectant and separate clean microfiber cloth, rub and scrub all horizontal and contact surfaces, including,
 - phone, chairs, low ledges, window crank, counter, sinks, wall mounted equipment, light switches and doorknobs, desktops and spot wash walls.
- 5. Ensure Contact Time for the product is sufficient to disinfect, see table 1 below.
- 6. Inspect window coverings and remove dirt if visibly soiled.
- 7. For washrooms using separate clean microfiber cloth, disinfect working from top to bottom.
 - Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub and spot wipe walls.
 - Use a separate clean microfiber cloth and a separate bucket of solution, clean toilet fixtures, seat, tank and base. Wipe splash marks from wall around toilet. Use the bowl mop to clean the bowl.
- 8. Remove trash from the garbage bins, damp wipe the can inside and out and replace the liner.
 - DO NOT leave additional liners in the bottom of the garbage container or hanging over the side.
- 9. Wipe down vacuum after use.
- 10. Take garbage/soiled items to exterior dumpsters.
- 11. Replace all mop bucket solutions and gloves every 2 to 3 rooms.
- 12. Removing personal protective equipment and dispose,
- 13. Goggles or safety glasses – Do NOT touch the front of them. Place in container for disinfection.
- 14. Wash hands as per Hand Washing SWP.
- 15. This procedure should be repeated twice daily for areas in use (e.g. school office, entrance doors, etc.).

Table 1: Shows the contact time for the cleaning product to ensure effective disinfection

Product	Contact Time
Quat+	10 minutes



Appendix F - Diverse Learners Support Considerations COVID-19

Purpose

Learners with diverse, complex needs are considered vulnerable students whose specialized supports and continuity of learning plans are challenging to deliver remotely. These students require personal care and communication systems that require staff to be in closer proximity. As a result, this document has been created to aid in creating Worker Safety Plan, Behaviour Support Plans and Personal Care Plans for students due to COVID-19.

Personal Protective Equipment (PPE)

Dependent on Personal Care Plan or Safe Work Procedure.

Please note, personal protective equipment such as masks, gloves and gowns are not recommended for staff who work in the education sector (BCCDC, April 3, 2020). To mitigate risk, we have daily health checks before admittance and isolation rooms should a child or staff member become ill while on site.

Non-surgical masks are required for staff when working 2 to 1 with a student, to protect the student. No additional personal protective equipment (PPE) is required for personal care unless identified on a case by case basis by the health authority. For particularly complex cases, example feeding tubes, direct any inquiries to the Inclusive Education.

Personal Care Plans

Students with complex health needs may have Personal Care Plans developed in conjunction with OT and PT staff. The same personal protective equipment (PPE) needed prior to COVID-19, such as masks, gloves, and gowns, for implementing a student's Personal Care Plan, continues to be required during this time of concern due to COVID-19.



Food/Eating

Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with plain soap and water to reduce risk of transmission if you are handling foods. Fresh foods will be washed with soap and water and rinsed thoroughly.

- Wash hands as per Hand Washing SWP
 - Staff prepare student's food wearing gloves; use paper towel to place fresh food items on and keep food in container it was brought in
- Staff support student in washing hands, if required
- Wash hands as per Hand Washing SWP
 - Staff monitor to ensure student remains seated while eating
- Staff to return all waste and containers to student's backpack (pack in, pack out)
- Staff support student in washing hands, if required
 - Wash hands as per Hand Washing SWP

Toileting

- Staff to ensure the appropriate items are accessible in washroom to assist in toileting.
- Wash hands as per Hand Washing SWP
- Staff wear gloves
- Staff support student in areas required
 - Staff to remain at student's side ask student not to speak and to turn head away from worker, if able.
- If second person is required to assist, second staff member will wear gloves while supporting,
 - Two staff members to distance as much as possible
- Bathroom door ajar (if appropriate) to support physical distancing
- Staff support student in washing hands, if required
- Remove Gloves
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP

Self-injurious Behaviours

- Wash hands as per Hand Washing SWP, if able
- Staff to employ a verbal prompt to student
- Staff request assistance
- Staff approach employing CPI supportive stance
- Staff to assist if safe:



- Pushing into the bite
 - For head banging – place soft object between head and floor/wall/etc.
- Wash hands as per Hand Washing SWP.

Hand over Hand Support

Handwashing

- Staff support student to wash hands as required on page 4 of the handbook “Handwashing is required”
 - In addition, if student touches face, mouth or nose, whenever possible staff support student to wash hands
- Staff to provide verbal cues for hand washing
- If student requires hands on support, staff to remain at student’s side using diagonal CPI supportive stance, ask student not to speak and to turn head away from worker, if able.
 - Staff support to wash hands with soap and water, dry hands with paper towel
- Wash hands as per Hand Washing SWP

Communication:

- Wash hands as per Hand Washing SWP
- If student requires hand over hand support for signing, wash hands with soap and water or a disinfectant wipe
 - Support student to wash hands, as above
- Wash hands as per Hand Washing SWP
- Ensure PECS or assistive communication devices are wiped down with disinfectant twice daily

Programming

- Self-regulation: student may use items (fidgets) identified specifically for them and kept in a clearly marked bin.
- Items to be wiped down twice daily or after each use as required.
- Items e.g.: cozy swing, SafeSpace for a designated student only (single use).
- Activities: include tasks in student’s clearly marked bin. If using edible reinforcers, follow eating protocol above.

Medication Administration

- Wash hands as per Hand Washing SWP
- Staff wear gloves, if required as per health care provider’s recommendations
- Administer medication
- Remove gloves
 - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing SWP



Specialized Equipment (eg: Helmet, stander, stroller/wheelchair, lift)

- If staff need to support students with specialized equipment
- Wash hands as per Hand Washing SWP
- Staff to remain at student’s side using diagonal CPI supportive stance, ask student not to speak and turn head away from worker, if able
 - Staff to support student, as needed
- Wash hands as per Hand Washing SWP

Recommendations for Worker Safety when student exhibits any of the following behaviour

Although these behaviors are challenging, if the student is asymptomatic and healthy, the risk of transmission is low, especially if the behavior is paired with handwashing and cleaning.	
Review student’s updated Worker Safety Plan and follow staff response accordingly	
1.	Spitting <ul style="list-style-type: none"> • Wipe down any area with saliva with disinfectant • If in contact with saliva, wash hands and/or affected areas
2.	Biting <ul style="list-style-type: none"> • If in contact with saliva, wash hands and/or affected areas • If skin is broken seek first aid and follow universal precautions
3.	Lunging <ul style="list-style-type: none"> • Move self out of way
4.	Grabbing <ul style="list-style-type: none"> • If in contact with saliva, wash hands and/or affected areas
5.	Assisted movement <ul style="list-style-type: none"> • If in contact with saliva, wash hands and/or affected areas • If staff are supporting a student 2:1 within 6 feet, staff should wear a non-medical grade mask.



Appendix G - Facilities/ Transportation Guidelines COVID-19

Purpose

The purpose of this document is to provide a guidance for Facilities / Transportation staff while working during the COVID- 19 pandemic to ensure worker safety.

PPE

Job/task dependent. See job/task specific procedures or SD for product being used.

DO NOT share vehicles, do not enter or touch any other vehicle and park in alternating spots, leaving an empty spot between vehicles at the yard. If you are using a vehicle after another worker, it must be re-sanitized before use.

DO NOT ride in a vehicle with a co-worker.

- Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
- Staff will need to check in to Facilities / Transportation as per the Working Alone or From Home Safe Work Procedure COVID-19 to ensure they are safe and to get any information they may have missed.
- Lunchroom at Transportation yard will remain closed (Facilities limited to maximum two people at one time), please use other non-common areas for breaks and lunches.
- Do not share tools without disinfecting first.
- When arriving to work, do not congregate in common areas, move directly to vehicle when possible.



- Contact your Manager or clerical staff by email or phone rather than in person.
- Check emails daily for new information and additional guidance.
- If two people are required for a task, maintain 2-meter (6 feet) distance (if not practicable, contact District OHS (OHS@MPSD.ca) for guidance.)
- Stagger breaks to reduce congregation.
- Notify your manager and custodial at the site of the areas worked during a shift (room numbers, common areas) via email.

Procedure – District Vehicle Cleaning

PPE

None required for 1:16 percept ratio. Additional PPE may be required depending on chemical and supply.

1. Perform hand washing as per Hand Washing COVID-19 Safe Work Procedure (SWP).
2. Using SD 75 approved disinfectant begin cleaning at the door and work your way into the vehicle.
 - Using a disinfectant and green microfiber cloths or paper towel, rub and scrub all contact surfaces, including,
 - Door handle, interior door, ignition, heating controls, steering wheel, dash, seat belt and clip, gear shifter, keys, windows (follow up with window cleaner on front and side windows), etc.
 - To clean the microfiber cloth, please hand wash and hang to dry before next use.
3. Ensure Contact Time for the product is sufficient to disinfect, see Table 1 below.
4. Take garbage/soiled items to exterior dumpsters.
5. Wash hands as per Hand Washing WSP.
6. This procedure should be performed at end of every shift.



Please note: If a co-worker is assigned to use the vehicle after you they must also perform this procedure before they use the vehicle at the start of their shift.

Table 1: Shows the contact time required for the cleaning product to ensure effective disinfection

Product	Contact Time
Quat+	10 minutes

Appendix H - Staff Orientation Checklist

Person Conducting Orientation: _____ Worker Name _____
 School: _____ Date: _____

Items reviewed	Site Specific Information	Reviewed (X)
Site Based Admin/Contact		
Staff Check-in/out process		
Muster Station Location		
Lockdown Process/Location		
JOHSC Rep	CUPE: MTU: P/VP:	
Isolation Room Location		
First Aid Designate		
First Aid Location		



DO NOT enter first aid room		
How to Summon First Aid Designate	#:	
Staff Health Check Requirement	Send to:	
Staff Washroom Location		
Student Washroom Location		
Confirm Staff have reviewed the following SWP's: (if not applicable please put NA)	<ol style="list-style-type: none"> 1. SWP COVID-19 (hand washing) 2. Administering First Aid Safe 3. Enhanced Cleaning 4. Diverse Learners Support Considerations 5. Facilities/ Transportation Guidelines 6. Building Access Protocol 7. Return to School Handbook 	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7.

To be completed with staff upon return to the school/site, please note this can be done via MS teams.

Additional comments/information:

Appendix I - JOHSC Site-Based Checklist COVID-19

Date: _____ School/Site: _____

Employee Group	JOHSC Participant(s)
CUPE	
MTU	
Admin	

Consideration	Action Needed	No Action Needed
Staff room <ul style="list-style-type: none"> • max occupancy • signs and markings 		
Photocopier room <ul style="list-style-type: none"> • max occupancy • signs and markings 		
Office		

<ul style="list-style-type: none"> • access • signs and markings • sign-in process (electronic) 		
Classrooms <ul style="list-style-type: none"> • sink for handwashing? • layout • if no sink, alt. site 		
Staff mailbox access <ul style="list-style-type: none"> • email vs paper • schedule for access, if required 		
Isolation Room <ul style="list-style-type: none"> • location • capacity • signs (occupied) 		
First Aid Room First aid station/dressing area		
Washrooms Consideration <ul style="list-style-type: none"> • max occupancy • signs and markings • student and staff • sink spacing 		
Hand washing locations <ul style="list-style-type: none"> • Classrooms • Washrooms 		
Lockdown considerations <ul style="list-style-type: none"> • Current lockdown processes sufficient • Current hold and secure processes sufficient 		
Electronic Plan Access <ul style="list-style-type: none"> • worker safety plan/threat synopsis • behavior support plan • personal care plans 		
Student Attendance <ul style="list-style-type: none"> • staggered drop off • access points/entrance 		
Access to Disinfectant for staff <ul style="list-style-type: none"> • Quat access and sign-out 		
Site Specific Considerations		



<ul style="list-style-type: none"> • Library, gym and music room access • Building access/entrance 		
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Additional comments or concerns: _____

Appendix J – Building Access Protocol

Do not go to any schools or SD 75 sites if you have been directed by a health official to self-isolate, have respiratory symptoms (cough, congestion or difficulty breathing) or are feeling ill. If you are sick you must stay home.

School/Site: _____

Administration or Manager (name/contact #): _____

Entry and Exit Locations: _____

Electronic Sign in information: _____

Additional Site Specific Comments:

General comments:



Upon entry wash hands in the designated washroom using the COVID-19 Safe Work Procedure regarding Handwashing.

Proceed to your immediate work area, only access to other areas of the school/site, if required.

Copies of the Return to School Handbook and Safe Work Procedures related to COVID-19 are available on the MPSD Learn 75 website for staff.

If you have any questions about regarding Health and Safety, please contact your site-based administrator, Site-based JOHSC representative or manager.