

North Vancouver School District No. 44  
Stage 3 Return-to-School Instruction Plan  
Submitted to the Minister of Education May 25, 2020



## Purpose

School districts will use this template to submit their high-level operating plan to the Ministry of Education for expanded in-class instruction starting on June 1, in line with Stage 3 of [BC's Education Restart Plan](#). Independent schools will develop their own template to assist in their planning process. The Independent Schools Branch will work with FISA on a separate process and further information will follow.

The operating plan is aligned with the four guiding principles:

1. Ensure a healthy and safe environment for all students, families and employees
2. Provide the services needed to support children of our essential service workers
3. Support vulnerable students who may need special assistance
4. Provide continuity of educational opportunities for all students

Completed templates are due by **May 25, 2020**. Please email your district's completed template and any supporting documentation you feel the Ministry will need to support your move to Stage 3 (e.g. exposure control plan, any plans to assess need for students requiring in-school support, communications plan) [EDUC.Covid@gov.bc.ca](mailto:EDUC.Covid@gov.bc.ca).

## Current and Future Stage

- School district name

North Vancouver

- Contact information

Chris Atkinson

- Describe current delivery of education in the district.

As of May 25 all K – 12 students are receiving online instruction. There are 85 students of essential service workers receiving full time child care. There are also 25 students with complex needs receiving full time support during school hours

- How and when will your school district make your plan available to the public?

The plan has already been shared with the public and this will continue until June 1 as more clarity can be provided. There are three levels of communication: district, school, and teacher/educational assistant. Each level of communication sends messages to families and/or all staff. District messaging provides the big picture; school messaging contains school specific health and safety, school routines, or general educational program information; teacher/educational messaging provides details on classroom composition, class routines, and opportunities for individual support for students.

## Engagement with Indigenous People

- Did the district engage with Indigenous peoples (First Nations, Metis and Inuit) in developing the

## Stage 3 plan?

- Answer: **Yes**
- If yes, please briefly describe.

District Principal of Indigenous Education Brad Baker is part of the district's Priority Learners team that has developed materials to assess and engage any student requesting or requiring support. His input, from his conversations with our local nations, has reshaped the structure of this team to include all Indigenous Learners. (see attached)

- Did the district consult with local First Nations in developing the plan – particularly First Nations with whom the district has a Local Education Agreement and First Nations with students in the district?

- Answer: **Yes**
- If yes, please briefly describe.

District Principal Brad Baker has had weekly contact by telephone or video conferencing with the education departments at the Squamish Nation and the Tsleil Waututh Nation. NVSD does not have an LEA with either nation.

- What modifications to the plan, if any, did the district make based on feedback from Indigenous partners and/or local First Nations?

The primary concerns of both nations are student safety and transportation. The NVSD has created OHS protocols, based on information from the CDC and PHO, and shared them with both nations in order to address their concerns. In terms of transportation, the NVSD will be issuing bus passes for Indigenous secondary students to provide safe transportation to school. The Squamish and Tsleil Waututh Nations were both appreciative of being consulted and kept updated during the planning, and having their feedback incorporated into the emerging plan.

## Health and Safety

- Do you have a health and safety plan that implements the [Provincial COVID-19 Health & Safety Guidelines](#) for K-12 Settings, the COVID-19 Public Health [Guidance for K-12 School Settings](#) and [WorkSafeBC](#) guidelines?

- Answer: **Yes**
- Please submit your district plan **Attached**

- How are you organizing your classrooms in order to meet the school density targets?

In elementary schools, student desks are combined in pairs and arranged in a checkerboard pattern in the room. Students are assigned desks and use only their specific desk when in attendance.

In the secondary schools the school load factor of 20% is divided by the number of learning spaces to determine the class load factor. For example, the school load factor of 20% of the regular capacity of 1500 students is 300 students. This school load factor if divided by 50 learning spaces for a class load factor of 6 students. Teachers are instructed not to exceed the class load factor at any time when arranging in-class appointments to support student learning.

- How are configuring your classrooms and learning environments to allow distance between students and adults?

Elementary students are assigned seating and asked to remain in their assigned positions. Students are asked to bring all necessary personal materials including lunch and remove materials at the end of each day. Adults will monitor and limit proximity when supporting student individually or in small groups.

Secondary students are asked to bring their own materials, including technology devices. Adults will interact with students electronically where possible.

## Cleaning Supplies

- Does your district have the supplies available to implement cleaning and hygiene protocols in your health and safety plan?

○ Answer: Yes

## Continuity of Supports

- Is the district ensuring children of essential service workers can attend school 5 days/week?
  - Answer: Yes
- Is the district providing full-time instruction when requested to students with disabilities/diverse abilities and students requiring extra support?
  - Answer: Yes
- Is the district continuing school meal programs?
  - Answer: Yes
- Is the district continuing students access to technology?
  - Answer: Yes
- Is the district providing mental health supports for:
  - Students returning to school?
    - Answer: Yes
  - Students continuing to learn remotely?
    - Answer: Yes
  - Teachers, support staff and administrators?
    - Answer: Yes

## Continuity of Learning

- How is the district organizing the delivery of in-class instruction? For example, half days, alternating days, students attending in shifts, combining in-person and online. Please address:
  - K- Grade 5

Monday and Tuesday:

First cohort in class from 9 to 3

Wednesday:

Online learning for all K – 5 students

Cleaning of K – 5 learning spaces

Thursday and Friday:

Second cohort in class from 9 to 3

Friday evening:

Cleaning of K – 5 learning spaces

In class instruction for children of ESW and complex learners all 5 days

- **Grade 6 and 7 students**

Monday or Tuesday:

First cohort in class

Wednesday:

Online learning for all grade 6 and 7 students

Cleaning of grade 6,7 learning spaces

Thursday or Friday:

Second cohort in class

Friday evening:

Cleaning of grade 6,7 learning spaces

In class instruction for children of ESW and complex learners all 5 days

- **Grade 8-12**

Schools have established unique schedules for teachers to meet students online during predetermined times for each class/block. This online structure will continue and will be enhanced by inviting students requiring or requesting support to in-class sessions.

Priority Learners:

Complex

Vulnerable

Indigenous learners

Non designated students requesting assistance

Teachers will invite and/or students will request to arrange in class support. Teachers will not exceed class load capacity which is defined as school load capacity (20% in phase 3, divided by the number of learning spaces).

- How is the district organizing the delivery of remote instruction for students who choose to continue to learn remotely? Please address:

- **K-Grade 5**

See above

- Grade 6-7  
See above
- Grades 8-12  
See above
- How is the district organizing your workforce to balance the delivery of remote and in-person instruction?  
See above
- Have you completed a process with local unions to determine the delivery model and the balance between in-class instruction and on-line?

At the district level, the NVSD began this consultative process on May 21 and is the process of receiving feedback from the NVTAs. At the school level, School Re-Opening Planning teams were created on May 21 and will begin meeting May 25 to customize OHS protocols to specific school sites, and to create delivery models for each class.

# Attachments to North Vancouver School District No. 44 Stage 3 Return-to-School Instruction Plan

## Health and Safety Plan, Measures and Instruction



Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan must be posted at the worksite.

## Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

### Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- ☒ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- ☒ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ☒ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- ☒ We have identified the tools, machinery, and equipment that workers share while working.
- ☒ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

## Step 2: Implement protocols to reduce the risks

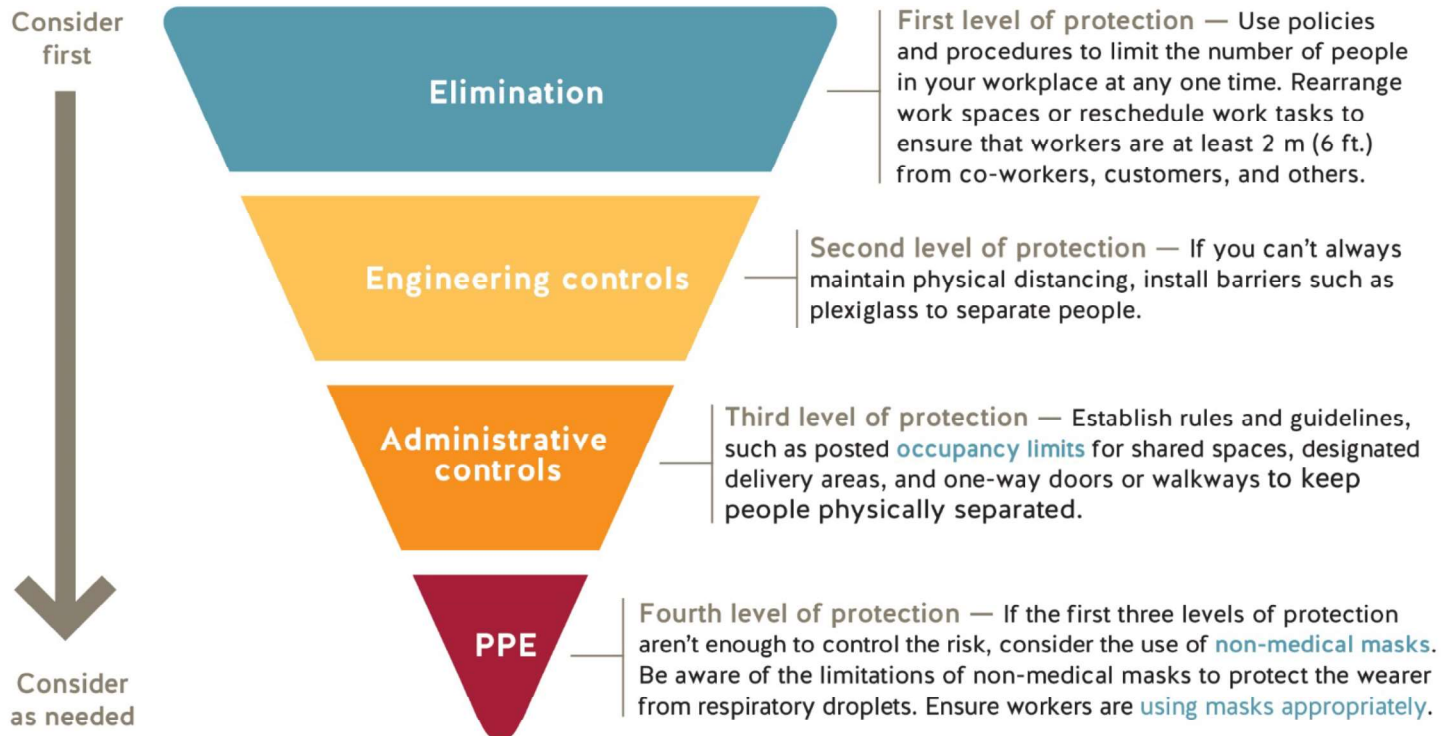
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ☒ Review [industry-specific protocols](#) on [worksafebc.com](#) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- ☒ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- ☒ [Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry.
- ☒ Your health and safety association or other professional and industry associations.



## Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.



**First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

- ☒ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed [guidance for the retail food and grocery store sector](#) that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- ☒ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ☒ We have [established and posted occupancy limits](#) for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ☒ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

**Measures in place**

The information required above can be found in the Exposure Control Plan for Pandemic COVID 19 and associated documents like the Safe Work Instructions for Site Operations during COVID-19.

Special notes with respect to check boxes above:  
Mass gathering limits do not apply to K-12.

Working from home was part of Stage 4.  
During Stage 3 employees will be returning to the workplace.

Document:

Safe Work Instructions for Site Operations during COVID-19

9 (m) 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

Safe Work Instructions for Site Operations during COVID-19

- 1(b)vi Assessing the proximity of workers in workspaces and change seating arrangements by moving workers or installing a physical barrier.

**Second level protection (engineering): Barriers and partitions**

- ☒ We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- ☒ We have included barrier cleaning in our cleaning protocols.
- ☒ We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

**Measures in place**

The information identified above can be found in the following documents:

Safe Work Instructions for Site Operations during Pandemic COVID 19

1(b)vi - Assessing the proximity of workers in workspaces and change seating arrangements by moving workers or installing a physical barrier.

1(d)iv - Ensuring droplet shields are installed for all customer service desks where physical distancing is not possible.

Safe Work Instructions for Custodian Operations during Pandemic COVID 19

7(a)ix - Droplet shields

1. Where droplet shields are installed these must be included in the enhanced cleaning.

**Third level protection (administrative): Rules and guidelines**

- ☒ We have identified rules and guidelines for how workers should conduct themselves.
- ☒ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

**Measures in place**

The information required above can be found in the Exposure Control Plan for Pandemic COVID 19 and associated document Safe Work Instructions for Site Operations during Pandemic COVID 19.

Document:

Safe Work Instructions for Site Operations during Pandemic COVID 19.

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
  - 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 [online](#)
  - h. not:
    - i. plan, encourage or participate in mass gatherings greater than 50 people
    - ii. bring cleaning chemicals from home

Distribution of links to all documents has been issued during various communications.  
Training/information sessions to be completed and documented.

**Fourth level protection: Using masks** (optional measure in addition to other control measures)

- ☒ We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).
- ☒ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ☒ We have trained workers in the proper use of masks.

**Measures in place**

The information required above can be found in the Exposure Control Plan for Pandemic COVID 19 and associated document Safe Work Instructions for Site Operations during Pandemic COVID 19.

**Documents:**

Safe Work Instructions for Site Operations during Pandemic COVID 19

- 4. Personal Protective Equipment
  - a. Surgical masks
    - i. Surgical masks are not recommended for children.
    - ii. Surgical masks are not recommended for workers
      - 1. Except those with symptoms and requiring first aid from within 2 meters.
  - b. Gloves
    - i. Gloves are not recommended for workers
      - 1. Except:
        - a. those carrying out first aid treatment
        - b. custodians who are cleaning
      - 2. Follow the doffing gloves instructions and wash your hands after removing gloves

**Reduce the risk of surface transmission through effective cleaning and hygiene practices**

- ☒ We have reviewed the information on [cleaning and disinfecting](#) surfaces.
- ☒ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ☒ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at [worksafebc.com](https://worksafebc.com).]
- ☒ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ☒ Workers who are cleaning have adequate training and materials.
- ☒ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

**Cleaning protocols**

The information required above can be found in the Exposure Control Plan for Pandemic COVID 19 and associated document Safe Work Instructions for Site Operations during Pandemic COVID 19 and Safe Work Instructions for Custodial Operations during Pandemic COVID 19.

### Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- ☒ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ☒ Anyone directed by Public Health to self-isolate.
- ☒ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must **self-isolate for 14 days and monitor** for symptoms.
- ☒ Visitors are prohibited or limited in the workplace.
- ☒ First aid attendants have been provided **OFAA protocols** for use during the COVID-19 pandemic.
- ☐ We have a **working alone policy** in place (if needed).
- ☐ We have a **work from home policy** in place (if needed).
- ☒ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate **violence prevention program** is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- ☒ Sick workers should report to first aid, even with mild symptoms.
- ☒ Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the **BC COVID-19 Self-Assessment Tool**, or call 811 for further guidance related to testing and self-isolation.]
- ☒ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- ☒ Clean and disinfect any surfaces that the ill worker has come into contact with.

### Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ☒ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ☒ All workers have received the policies for staying home when sick.
- ☒ We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable **occupancy limit poster** and **handwashing signage** are available on [worksafebc.com](https://worksafebc.com).]
- ☒ We have posted signage at the main entrance indicating who is restricted from entering the premises, including **visitors** and **workers** with symptoms.
- ☒ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

**Step 5: Monitor your workplace and update your plans as necessary**

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- ☒ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ☒ Workers know who to go to with health and safety concerns.
- ☒ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

**Step 6: Assess and address risks from resuming operations**

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- ☒ We have a training plan for new staff.
- ☒ We have a training plan for staff taking on new roles or responsibilities.
- ☒ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ☒ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ☒ We have identified a safe process for clearing systems and lines of product that have been out of use.





## 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 4 and Stage 3.

### Scope:

This work instruction applies to employees of the NVSD and all sites.

### Related Documents

[Exposure Control Plan for Pandemic Influenza - COVID 19](#)

[Safe Work Instructions for Mobile Workforce during Pandemic COVID 19](#)

### Definitions:

1. 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
2. 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.
3. 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 others adults, as much as possible
    - i. it is expected that physical distancing will be more challenging for young children in a school setting, 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.
4. Stage 3 means K-5 attending 50% and 6-12 attending 20% of the time in class.



## Safe Work Instructions for **Site Operations** during Pandemic COVID 19

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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 as going up levels or down levels only.
    - 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.
  - 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. Ensuring droplet shields are installed for all customer service desks where physical distancing is not possible.
    - v. 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.
    - vi. 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
    - vii. 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.
    - viii. 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,



## Safe Work Instructions for **Site Operations** during Pandemic COVID 19

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- ix. 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
  - 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 [online](#)
  - 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. Surgical masks
    - i. Surgical masks are not recommended for children.

- ii. Surgical masks are not recommended for workers
  - 1. Except those with symptoms and requiring first aid from within 2 meters.
- b. Gloves
  - i. Gloves are not recommended for workers
    - 1. Except:
      - a. those carrying out first aid treatment
      - b. custodians who are cleaning
    - 2. Follow the doffing gloves instructions and wash your hands after removing gloves





## Safe Work Instructions for **Site Operations** during Pandemic COVID 19

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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. Earthquake
    - i. Proceed with normal drop, cover, hold procedures.
  - c. 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 as much as 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
    - 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 Vancouver Coastal Health with respect to contact tracing or outbreaks management.
      3. Keep your Zone Assistant Superintendent informed of any required actions.



## Safe Work Instructions for **Site Operations** during Pandemic COVID 19

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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 must
    - i. be scheduled to ensure physical distances can be achieved.
    - ii. have touch points wiped down after each trip
    - iii. have a log of riders maintained – students and employees
    - iv. protective barrier should be in place for the driver
  - c. Cafeteria services
    - i. Cafeteria services are prohibited during this period.
  - d. Classrooms
    - i. The maximum capacity of a classroom shall ensure that physical distancing can be maintained 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.
    - iv. Late arrivals should continue to sign in at the office,
      1. for elementary schools this could happen at the exterior classroom door if one exists
    - v. Early departures require the parent or guardian go to office 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 removed/discarded.
    - 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



## Safe Work Instructions for **Site Operations** during Pandemic COVID 19

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1. Items used should be 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
- xiii. Science labs, tech shop, and textile classes should be reviewed safety with input from the JHSC.
- xiv. Food classes are prohibited at this time
- e. Computers and shared Technology
  - i. Computer labs are not to be used during this period
  - ii. Shared tablets are not to be used at this time.
  - iii. The use of personal devices is permitted.
- f. Counselling
  - i. Use empty classrooms or meeting rooms for sessions
  - ii. counselling offices if big enough
  - iii. Maintain physical distancing
- g. Food Access Program
  - i. TBD
- h. 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
- i. 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.
  - iii. Sports equipment use should be minimized to that which is easy to clean.
- j. 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.
- k. Music/Band and Strings
  - i. Attempts must be made to meet physical distancing requirements
  - ii. Wind instruments are prohibited from use inside the school at this time.
  - iii. Activities that increase the probability of droplet transmission should be





## Safe Work Instructions for **Site Operations** during Pandemic COVID 19

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reviewed to ensure that the most protective measures are taken. i.e. choir might require a larger room or outside.

- I. 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
    - 2. schedule use of copier during NITs?
- m. 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.





## Safe Work Instructions for Mobile Workforce during COVID 19

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### Purpose:

To outline the safe work instructions for a mobile workforce during pandemic influenza COVID 19.

### Scope:

This work instruction applies to all NVSD mobile workforce.

### Related Documents

[Exposure Control Plan for Pandemic Influenza - COVID 19](#)

### Definition:

1. 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
2. Mobile workforce means employees carrying out jobs in which they start out in one geographic location and end up in another, or travels between multiple locations in a typical workday. It includes but is not limited to:
  - a. Trades
  - b. Custodians
  - c. ICT
  - d. District Teachers
  - e. District service groups
  - f. Executives
3. Physical Distancing (social 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 others, as much as possible

### Instructions

1. Supervisor must:
  - a. Plan to minimize site inter-site mobile workforce movement as much as possible
  - b. Ensure remote work is considered as an option as much as possible.
  - c. Ensure when off site work is required it is planned to appropriately accommodate physical distancing requirements in conjunction with the site.
  - d. Ensure that all employees considered mobile workforce are informed of these instructions.
2. Workers must:
  - a. stay home when sick
  - b. ensure they have been signed in and out of the site they are working at



## Safe Work Instructions for Mobile Workforce during COVID 19

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- c. practice physical distancing as defined
  - d. review the information found in the "Exposure Control Plan for Pandemic Influenza-COVID19" prior to initiating work.
  - e. not participate in mass gatherings greater than 50 people.
    - i. Section 2.e does not apply to students or staff 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.
3. Hygiene
- a. Thorough washing of hand 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 accessible, adjust dispenser until paper towels are accessible.
    - ii. Wet hands with warm 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. Mobile workforce should wash hands
    - i. When they arrive at a school and before they leave a school.
    - ii. After sneezing or coughing into hands or tissue.
    - iii. Before handling food
    - iv. Before assisting other employees or students
    - v. After using the toilet
    - vi. After contact with body fluids (i.e., runny noses, spit, vomitus, blood)
    - vii. After cleaning tasks (staff)
    - viii. After removing gloves
    - ix. After handling garbage
    - x. Whenever hands are visibly dirty
4. Illness response
- a. Cough/sneeze etiquette:
    - i. Cough and sneeze into the crease of the elbow or tissue.
    - ii. Throw tissues into a lined receptacle immediately after use,
      - 1. Wash hands
  - b. If a staff member starts showing symptoms of what could be influenza or COVID-19:
    - i. Worker
      - 1. Notify your supervisor of your symptoms.
      - 2. Go home and self-monitor.



## Safe Work Instructions for Mobile Workforce during COVID 19

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- a. If symptoms persist self-isolate and call 8-1-1
    3. Update your supervisor of your condition
    4. Submit an injury/incident report online.
  - ii. Supervisor
    1. Request an intensive cleaning of the spaces where the worker was deployed.
    2. Notify others in the area to self-monitor.
5. Cleaning
- a. Workers may also clean areas or items as needed to maintain a clean safe working environment.
    - i. Cleaning supplies are provided as necessary
      1. Do not bring cleaners from home
      2. Do not bring work materials home to clean
    - ii. Cleaning of tools and equipment
      1. Mobile workforce are responsible for cleaning communal tools and equipment with disinfectant wipes or spray upon completion of use.
        - a. If any tools/equipment cannot be cleaned, please contact your Supervisor for further direction.
6. Travel and vehicles
- a. All NVSD fleet vehicles currently deployed with only one (1) worker shall maintain this practice.
  - b. NVSD fleet vehicles may carry more than one (1) worker if:
    - i. physical distancing, as defined, can be achieved
  - c. Where physical distancing cannot be achieved in an NVSD fleet vehicle;
    - i. workers are to take another available fleet vehicle, or
    - ii. the worker own personal vehicle
      1. Workers who must use their personal vehicle for work must demonstrate and maintain applicable levels of insurance as per ["Employee Acknowledgement - ICBC Requirement for Business Insurance for Use of Personal Vehicle for Employer Related Business"](#) form.
  - d. All workers that currently use a personal vehicle for work shall maintain this practice.
    - i. car pooling is prohibited at this time.
7. Personal Protective Equipment
- a. Surgical masks
    - i. Surgical masks are not recommended for children.
    - ii. Surgical masks are not recommended for workers
      1. Except those treating individuals with symptoms from within 2 meters.
  - b. Air purifying respirators are not recommended.
  - c. Gloves
    - i. Gloves are not recommended for workers
      1. Except those treating individuals with symptoms, custodians.
      2. If using gloves follow the doffing gloves instructions.
      3. Dispose of used gloves in the waste receptacle.
      4. Wash hands after removing gloves.

## ii. Doffing gloves instructions





## Safe Work Instructions for Mobile Workforce during COVID 19

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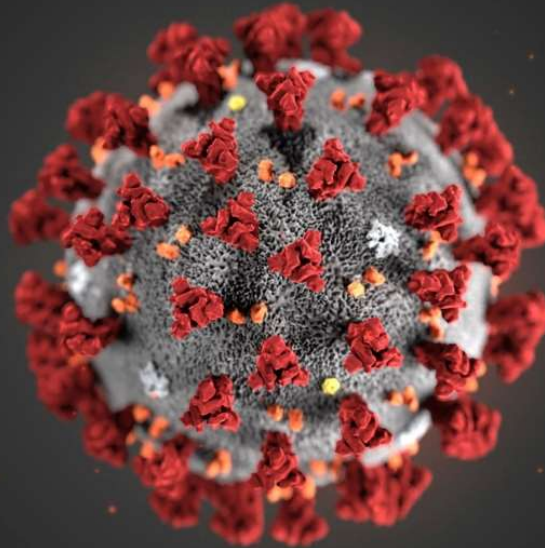
### 8. Emergency Evacuations

- a. In the event of a fire alarm or evacuation
  - i. Evacuate using your nearest safe exit
  - ii. Proceed to the gathering area and confirm your head count with the site Administrator.
  - iii. Maintain your physical distancing while remaining in an orderly fashion.

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# Exposure Control Plan for Pandemic Influenza – COVID 19



Thorough hand washing with plain soap and water is still the single most effective way to reduce the spread of illness. [source](#)

Hans Loeffelholz CRSP, EP  
North Vancouver School District  
4/24/2020

## Contents

Background - Pandemic Influenza .....	2
Exposure Control Plan for COVID 19 .....	2
COVID 19 Facts .....	2
Transmission .....	2
Signs and Symptoms .....	3
Purpose .....	3
Related Documents .....	3
Exposure Control Plan Responsibilities .....	3
Employer .....	3
Supervisors .....	3
Workers .....	3
Service Operations Managers .....	4
Risk identification and assessment .....	4
Contact transmission, both direct and indirect .....	4
Droplet transmission .....	4
Airborne transmission .....	4
School District activities during COVID 19 Risk Assessment .....	5
Expected control measures based upon risk level for COVID 19 .....	6
Risk control .....	7
Education and Training .....	7
Health monitoring .....	7
Record keeping .....	7
Periodic Review .....	7
Information and Safe Work Instructions .....	8
About COVID 19 Link .....	8
Self-monitoring, Self-isolation, Isolation Link .....	9
Social Distancing Link .....	10
Hand washing .....	11
Please wait to be served Link .....	13
Cough and sneeze etiquette Link .....	14
General COVID 19 Safe Work Instructions .....	15
All staff .....	15
School based Admin assistants .....	15
Reception and Client Service Kiosk Support .....	15
ESC Exempt Staff, Trades, District Principals, Principals, and those at multiple sites .....	16
Teachers/Educational Assistants .....	16
Those working with complex learners or students on care plans .....	16
Construction Contractors .....	16
Bus Drivers .....	16
BC Ministry of Health – Guidance for K-12 School Setting Link .....	16
Revision Log .....	17



## Background - Pandemic Influenza

A pandemic is the outbreak of an infectious disease that occurs over a large geographical area, often worldwide, affecting a large proportion of the population with elevated rates of illness.

- When viruses combine or mutate they evolve into a new virus.
- When people have little or no immunity to a new virus, it results in a greater person-to-person spread of illness.
- Widespread illness that affects all age groups, including young adults, may lead to a pandemic.
- The results of a pandemic can lead to more serious outcomes like hospitalization and death.

The [World Health Organization \(WHO\)](#), [Health Canada](#), and the [BC Centre for Disease Control](#) have recommended that all jurisdictions and workplaces create pandemic influenza preparedness plans to diminish the potential adverse effects of a flu pandemic. The WHO has advised that there is a risk of pandemic influenza that could cause widespread illness and death in humans.

Contingency planning is essential for an effective response to a pandemic. For more information on pandemic response, review the [NVSD Pandemic Response Plan](#).

## Exposure Control Plan for COVID 19

Exposure Control Plan (ECP) is specific to WorkSafeBC Occupational Health & Safety Regulation requirements (Section 5.54). This ECP is based on the current understanding of COVID 19 Influenza. This ECP also follows the guidelines outlined in the North Vancouver School District Pandemic Plan.

## 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

According to the BC Centre for Disease Control, the virus spreads mainly by droplet contact from person-to-person. This is achieved when:

- An infected person coughs or sneezes when within two (2) meters of another (within about 6 feet).
- These droplets land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- These droplets land on surfaces and a non-infected person touches that surface and then touches their own mouth, nose, or possibly their eyes,

Review BC Centre for Disease Control for information: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/how-it-spreads>

Those infected may be most contagious when they are symptomatic (the sickest). However, some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not the main way the virus spreads. (CDC, March 2020, <https://www.cdc.gov/coronavirus/2019-ncov/prepare/transmission.html>)

Until more is understood about the virus, older people and people with a weakened immune system or underlying medical condition are considered at higher risk of severe disease.



## Signs and Symptoms

The symptoms of COVID-19 are similar to other respiratory illnesses, including the flu and common cold. They include:

- Cough
- Sneezing
- Fever
- Sore throat
- Difficulty breathing

Symptoms may appear 2-14 days after exposure.

## Purpose

The North Vancouver School District is committed to providing a safe and healthy workplace for all of our staff, and contractors. A combination of measures will be used to minimize staff, and contractor exposure to COVID 19. Our safe work procedures and instructions are in place not only for our staff but also for all workers who enter our facilities. All staff must follow the procedures or instructions outlined in or referred to in this plan as this will minimize the risk and reduce exposure to COVID 19.

## Related Documents

Pandemic Response Plan

[Safe work instructions – Custodian Operations during a Pandemic](#)

[Safe work instruction - Site Operations during a Pandemic](#)

[Safe work instruction - Mobile Workforce during a Pandemic](#)

[Safe Work Instruction – Childcare Program - sample](#)

## Exposure Control Plan Responsibilities

### Employer

North Vancouver School District will:

- Ensure that a copy of the exposure control plan implemented, maintained and available to workers.
- Select, implement, and document the risk assessment and appropriate site-specific control measures.
- Ensure that the all resources (information, authorization administrative changes, technology, training, human resources) and materials (personal protective equipment, equipment, cleaning and disinfecting products and systems) required to implement and maintain the plan are reasonably made available as practical when required.
- Ensure that supervisors and workers are informed about the content of this plan.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.

### Supervisors

School Administrator or Supervisor will:

- Ensure that workers are adequately instructed on the controls for the hazards at the location.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Ensure that workers use proper PPE as outlined in this plan.
- Post or relay educational and informational material in an accessible area for workers to see.

### Workers

Workers and onsite Contractors will:

- Know the hazards of workplace.

- Follow established work procedures and instructions as directed by the employer or supervisor.
- Appropriately use and maintain any required PPE as instructed and trained.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

### **Service Operations Managers**

Service Operations Managers are responsible for:

- Maintaining an inventory of
  - PPE for custodians,
  - Disinfectant / antiviral chemicals
  - Well maintained equipment used for cleaning and disinfecting
- Providing adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan.
- Directing the work in a manner that ensures the risk to custodians is minimized and adequately controlled.
- Revising the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points.

### ***Risk identification and assessment***

Two (2) primary routes of transmission are anticipated for pandemic influenza COVID 19, each of which need to be controlled. These include contact, and droplet transmission.

#### **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 (for example, turning or bathing a patient). Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because viruses can persist on hands and on surfaces. At this time, it is believed that the virus can last up to several days depending on the surface material.

#### **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 or in the eyes, nose, or mouth.

#### **Airborne transmission**

At this time, BC CDC does not believe airborne transmission to be a route of transmission, as the droplets are too large to remain airborne beyond the two (2) meters from point of origin.



## Exposure Control Plan for Pandemic influenza – COVID 19

### School District activities during COVID 19 Risk Assessment

<b>Role</b>	<b>Low Risk</b> Workers who typically are not required to work within 2 meters of adults.	<b>Moderate Risk</b> Workers, who must work within 2 meters of adults.	<b>High Risk</b> Workers who must work within 2 meters of symptomatic students or adults.
<i>Reception</i>	X		
<i>ESC Office Staff</i>	X		
<i>ESC Exempt Staff</i>	X		
<i>PVP, Teachers/Educational Assistants</i>	X		
<i>Those working with complex learners or students with care plans</i>	X		
<i>Custodians</i>	X		
<i>Trades</i>	X		
<i>Drivers</i>	X		
<i>First Aid Attendant</i>			X

## Expected control measures based upon risk level for COVID 19

	Low risk	Moderate risk	High risk
	<b>Workers who typically are not required to work within 2 meters of adults.</b>	<b>Workers, who must work within 2 meters of adults.</b>	<b>Workers who must work within 2 meters of symptomatic students or adults.</b>
<i>Hand hygiene</i>	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)		
<i>Disposable gloves</i>	Not required	Not required (unless handling potentially droplet contaminated objects)	Yes, in some cases (for example, when working directly with ill student or worker)
<i>Aprons, gowns, or similar body protection</i>	Not required	Not required	Not required
<i>Eye protection — goggles or face shield</i>	Not required	Not required (unless working with students with high risk for droplet contact)	Yes, in some cases (for example, when working directly with ill student or worker)
<i>Airway protection — respirators</i>	Not required	Not required (unless working with students with high risk for droplet contact)	Yes (surgical mask) for worker and ill student
<i>Droplet shield</i>	Yes - if servicing the public	Not required	Not required
<i>Physical Distancing</i>	Yes – keep a distance of 2 m from adults, stagger breaks, mass gatherings < 50 people, Classroom size restrictions,	Yes when possible keep your distance at greater than 2 m.	Not possible – medical response essential services
<i>Increased daily cleaning of touchpoints</i>	Yes - Custodial staff will carry out enhanced environmental cleaning of high-touch-surfaces as often as deemed necessary. These surfaces include doorknobs, sinks, toilet handles, reception counters, etc.		
<i>Social etiquette changes</i>	Yes – no shaking hands or hugging as a formal greeting		
<i>Travel restrictions</i>	Yes - as directed by the PHO and Health Canada, Inter-school district movement (school to school) to be minimized and tracked		
<i>Isolation</i>	Yes – if you 1. have symptoms, even if mild, associated with COVID-19 or 2. have been diagnosed with COVID-19 or are waiting for laboratory test results or 3. have been advised to do so by your Public Health Authority		
<i>Self-isolation</i>	Yes – If you have no symptoms and may have been exposed to COVID-19 as a result of: 1. travelling outside of Canada within the last 14 days or 2. coming in close contact with someone diagnosed with COVID-19 3. have been asked to do so by your Public Health Authority		
<i>Self-monitor</i>	Yes – if you: have no symptoms and may have been exposed to COVID-19 in the last 14 days or are in close contact with older adults or people who are medically vulnerable, or you periodically go to public places – shopping, worksite - or have been asked to do so by your Public Health Authority.		

## ***Risk control***

Infectious disease controls shall be considered for implementation in the following order of preference:

1. Engineering controls –install droplet shield barriers for those working behind service counters, increase fresh air make.
2. Administrative controls – hand hygiene, physical distancing, signage – awareness for cough/sneeze etiquette, staggered breaks, room set up, floor lines, communications, self monitor, self-isolate, isolate, sick days policy, work from home flex options, enhanced environmental cleaning
3. Personal protective equipment (PPE) – surgical masks, gloves, aprons, glasses or goggles,

It is expected that administrative controls will have the most significant impact on exposure risk.

## ***Education and Training***

Workers will receive training in the following:

- The risk of exposure to COVID 19 and the signs and symptoms of the disease.
- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
- How to report an exposure to or symptoms of the COVID 19.

## ***Health monitoring***

Workers will promptly report any symptoms of pandemic influenza COVID 19 to their manager or supervisor by email or phone call. Then call 8-1-1 to get further information on self-monitoring, or the need to self-isolate.

- Take the BC Health COVID 19 self assessment test <https://bc.thrive.health/>

## ***Record keeping***

The North Vancouver School District will keep records of instruction and training provided to workers regarding the COVID 19, as well as reports of exposure and first aid records.

## ***Periodic Review***

This Exposure Control Plan will be reviewed at least annually or following a pandemic. The plan will be updated, as new and updated information is made available.

## Information and Safe Work Instructions

About COVID 19 [Link](#)

### ABOUT CORONAVIRUS DISEASE (COVID-19)




#### WHAT IT IS

**COVID-19 is an illness caused by a coronavirus.**

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

#### SYMPTOMS

Symptoms may be very mild or more serious. They may take up to 14 days to appear after exposure to the virus.

 **FEVER**
 **COUGH**
 **DIFFICULTY BREATHING**

#### HOW IT IS SPREAD

Coronaviruses are most commonly SPREAD from an infected person through:

- ▶ respiratory droplets when you cough or sneeze
- ▶ close personal contact, such as touching or shaking hands
- ▶ touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

#### PREVENTION

The best way to prevent the spread of infections is to:

- ▶ wash your hands often with soap and water for at least 20 seconds
- ▶ avoid touching your eyes, nose or mouth, especially with unwashed hands
- ▶ avoid close contact with people who are sick
- ▶ when coughing or sneezing:
  - cover your mouth and nose with your arm or tissues to reduce the spread of germs
  - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- ▶ clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs.
- ▶ stay home if you are sick to avoid spreading illness to others


#### IF YOU HAVE SYMPTOMS

If you have SYMPTOMS of COVID-19 — fever, cough, or difficulty breathing:


- ▶ stay home to avoid spreading it to others
  - if you live with others, stay in a separate room or keep a 2-metre distance
- ▶ call ahead before you visit a health care professional or call your local public health authority
  - tell them your symptoms and follow their instructions
- ▶ if you need immediate medical attention, call 911 and tell them your symptoms.

### FOR MORE INFORMATION ON CORONAVIRUS:

📞 1-833-784-4397    @ [canada.ca/coronavirus](https://canada.ca/coronavirus)



Public Health  
Agence de la santé  
publique du Canada






## Self-monitoring, Self-isolation, Isolation [Link](#)

### KNOW THE DIFFERENCE: SELF-MONITORING, SELF-ISOLATION, AND ISOLATION FOR COVID-19

SYMPTOMS OF COVID-19

  
**FEVER**

  
**COUGH**

  
**DIFFICULTY BREATHING**

SELF-MONITORING	SELF-ISOLATION	ISOLATION
<p><b>You have:</b></p> <ul style="list-style-type: none"> <li>▶ no symptoms</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>▶ a history of possible exposure to the novel coronavirus that causes COVID-19, in the last 14 days</li> </ul>	<p><b>You have:</b></p> <ul style="list-style-type: none"> <li>▶ no symptoms</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>▶ a history of possible exposure to the novel coronavirus due to travel outside of Canada or close contact with a person diagnosed with COVID-19</li> </ul>	<p><b>You have:</b></p> <ul style="list-style-type: none"> <li>▶ symptoms, even if mild</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>▶ you have been <b>diagnosed with COVID-19</b> or are waiting for the results of a lab test for COVID-19</li> </ul>
<p><b>SELF-MONITOR</b> means to:</p> <ul style="list-style-type: none"> <li>▶ <b>monitor yourself</b> for 14 days for one or more symptoms of COVID-19</li> <li>▶ go about your day but <b>avoid crowded places</b> and increase your personal space from others, whenever possible</li> </ul>	<p><b>SELF-ISOLATE</b> means to:</p> <ul style="list-style-type: none"> <li>▶ <b>stay at home</b> and monitor yourself for symptoms, even if mild, for 14 days</li> <li>▶ <b>avoid contact with other people</b> to help prevent the spread of disease in your home and in your community in the event you become symptomatic</li> </ul>	<p><b>To be ISOLATED</b> means to:</p> <ul style="list-style-type: none"> <li>▶ <b>stay at home</b> until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others</li> <li>▶ <b>avoid contact with other people</b> to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people</li> </ul>
<p><b>You need to self-monitor if:</b></p> <ul style="list-style-type: none"> <li>▶ you have reason to believe you have been <b>exposed to a person with COVID-19</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▶ you are in <b>close contact</b> with older adults or medically vulnerable people</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▶ you have been <b>advised to self-monitor</b> for any other reason by your Public Health Authority</li> </ul>	<p><b>Self-isolate if:</b></p> <ul style="list-style-type: none"> <li>▶ you have travelled <b>outside of Canada</b> within the last 14 days</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▶ your Public Health Authority has identified you as a <b>close contact</b> of someone diagnosed with COVID-19</li> </ul>	<p><b>You need to isolate if:</b></p> <ul style="list-style-type: none"> <li>▶ you have been <b>diagnosed with COVID-19</b></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▶ you are <b>waiting to hear the results</b> of a laboratory test for COVID-19</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>▶ you have been <b>advised to isolate at home</b> for any other reason by your Public Health Authority</li> </ul>
<p><b>If you develop symptoms, isolate yourself from others immediately and contact your <b>Public Health Authority</b> as soon as possible</b></p>	<p><b>If you develop symptoms, even if mild, stay home, avoid other people and contact your <b>Public Health Authority</b> as soon as possible</b></p>	<p><b>If your symptoms get worse, immediately contact your healthcare provider or <b>Public Health Authority</b> and follow their instructions</b></p>

**WE CAN ALL DO OUR PART IN PREVENTING THE SPREAD OF COVID-19. FOR MORE INFORMATION:**

 1-833-784-4397
 [@canada.ca/coronavirus](https://canada.ca/coronavirus)



Public Health  
Agence de la santé  
publique du Canada



Social Distancing [Link](#)

## SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

### What does Social Distancing mean?



This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

### Here's how you can practice social distancing:



- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ shop or take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family

If possible,

- ▶ use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home

### Remember to:



- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often

### If you're concerned you may have COVID-19:



- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend self-isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

### FOR MORE INFORMATION:

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Canada



### Hand washing

#### 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

- remove jewellery
- 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% - 70% alcohol agent is required.
  - Note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defence 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.

**Note:** If you are unable to perform hand washing as above due to injury or medical skin conditions, inform your supervisor.

Hand washing [Link](#)



## REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1-833-784-4397

@canada.ca/coronavirus



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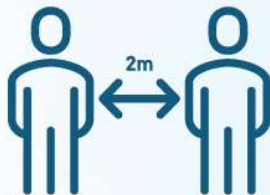
Please wait to be served [Link](#)

## SOCIAL DISTANCING

**PLEASE WAIT  
TO BE SERVED**

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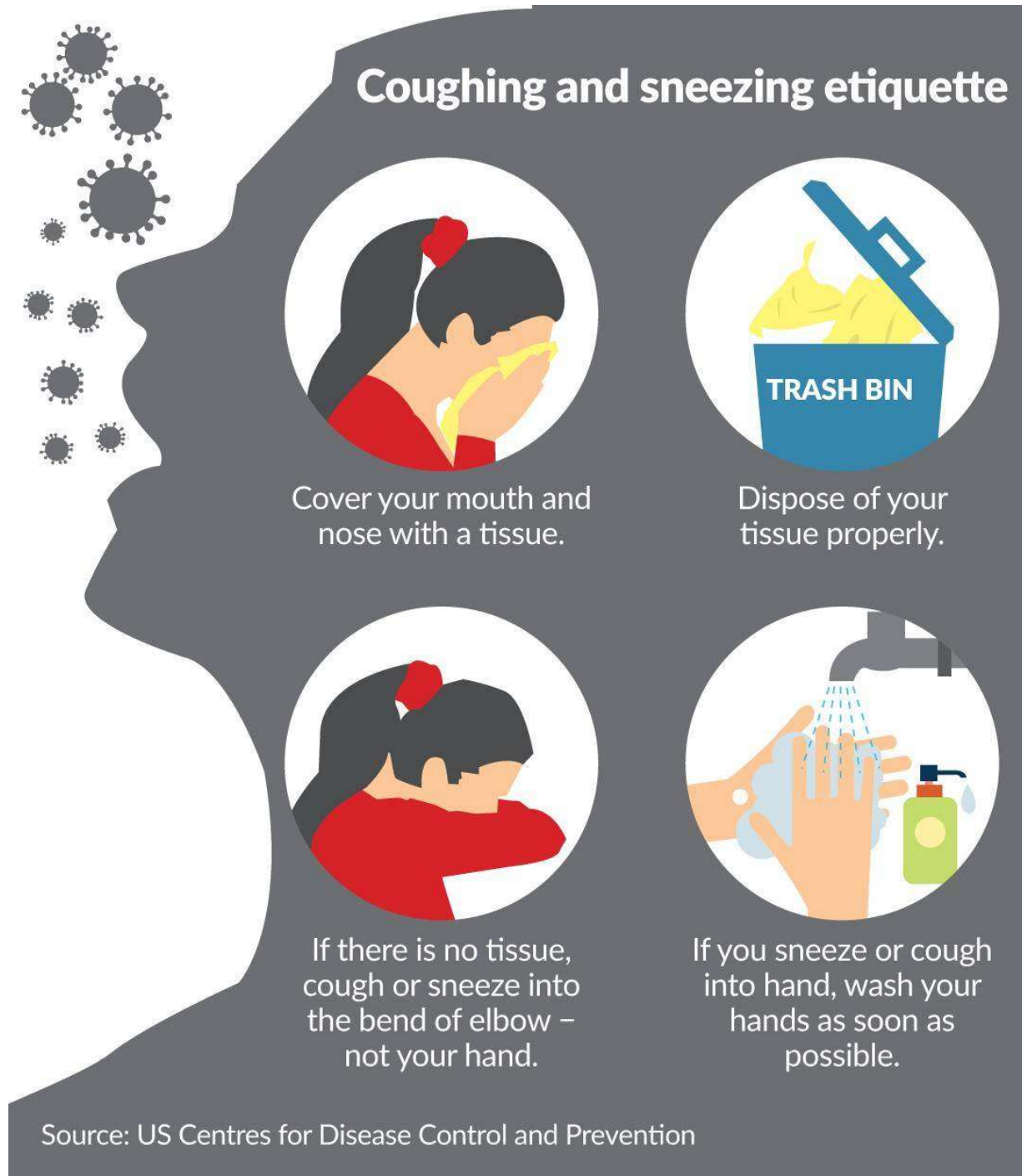
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- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Cough and sneeze etiquette [Link](#)



## General COVID 19 Safe Work Instructions

### All staff

- Do not come to work when you are sick, if you have been told to self-isolate or isolate. Take the BC Health Link COVID 19 self assessment test <https://bc.thrive.health/>
- Notify your supervisor of any symptoms you are experiencing when at work.
- Practice physical distancing >2 meters if face-to-face meetings are required.
- Refrain from typical handshaking as a greeting.
- Follow room capacity limits when in place.
- Do not participate in mass gatherings - greater than 50 people; must still maintain 2 meter physical distancing
- Use remote communication methods like MS Teams, emails, and conference calls to communicate
- Wash hands regularly as prescribed
- Notify your supervisor if intensive cleaning is required in your workspace due to droplet contamination.
- Obtain personal protective equipment from your supervisor if required as outlined in the risk assessment.
  - If wearing disposable gloves and or surgical mask place in a waste receptacle lined with a plastic bag.
- Review the applicable safe work instructions.
- If working from home is planned
  - Workers that feel they cannot establish a safe work environment in their home must immediately report this situation to their supervisor prior to accepting a work-from-home schedule, or as soon as reasonably practicable
  - Establish a clear, safe and secure area to complete work-related tasks;
  - Try to find a place where you can have periods of uninterrupted time;
  - Take micro breaks throughout the workday;
  - Review the following tips document from Homewood Health for working from home, available at this link;
  - If you are working alone check in with others throughout the day by text or email;
  - Avoid multitasking with home and work items. Try to separate the two and switch between them;
  - Ensure your equipment and remote connections function appropriately and consider alternatives like OneDrive or Microsoft Teams if you require and do not have access to an S:\ drive;
  - Request a Virtual Private Network (VPN) access through your supervisor if you feel this is necessary;
  - If you have not done so already, complete the online BC FIPPA (Freedom of Information and Protection of Privacy Act) Training. This is available at the following [link](#);
  - Review the Office Ergonomics course to determine how to best set up your workstation – available at this [link](#).

### School based Admin assistants

- Limit the public coming into the office – label the door to the office – “Wait to be served”
- Designate a 2 m area in front of or behind a kiosk
- Wash hands or sanitize after handling publicly handled documents
- Encourage parents and stakeholders to call instead of visiting the school

### Reception and Client Service Kiosk Support

- Designate a 2 m area in front of or behind the kiosk
- Ensure the service security gate is partially closed as applicable and ensure the clear droplet shield is in place
- Wash hands, wear gloves or sanitize after handling publicly handled documents



**ESC Exempt Staff, Trades, District Principals, Principals, and those at multiple sites**

- Use separate vehicles when travelling to different sites
- Sign in at all schools and sites indicating with whom you are meeting, if anyone.

**Teachers/Educational Assistants**

- If maintaining a 2 meter physical distancing while working with adults.
- Demonstrate appropriate hygiene practices.
- Report incidents of suspected illness.

**Those working with complex learners or students on care plans**

- Maintain physical distancing when working with adults.
- If maintaining physical distancing while working with a student is not possible then:
  - If applicable review the Individual Safe Work Instruction (ISWI) for biological hazards, and other at risk behaviours that may require the use of PPE.
  - If an ISWI is not in place, evaluate the nature of the work and assist in the development of the ISWI as necessary.
    - In most cases, additional personal protective equipment beyond that which was in place prior to the pandemic COVID 19 is not required.

**Construction Contractors**

- Follow the directive of the Provincial Health Officer and maintain less than 50 employees on site
- Ensure you have an ECP in place for your organization.

**Bus Drivers**

- Wear PPE (gloves) to clean and disinfect the high touch areas of the bus after drop offs.
- Dispose of gloves appropriately in a lined waste receptacle.

**BC Ministry of Health – Guidance for K-12 School Setting [Link](#)**

## Revision Log

Revision	Description of changes
20200424 V1.3	<p>p. 3 under “Related Documents” added Safe work instructions for custodians and childcare.</p> <p>p. 4 under: Contact transmission, both direct and indirect, added “depending on the surface material”</p> <p>p. 5 updated the Risk Assessment table: removed students and replace with adults for low risk, for medium risk: removed “students and others, or area required to clean and disinfect areas” and replaced with “adults”, for High: added “or adults”. Changed those working with complex learners and custodians to Low risk. <i>Rational: These changes are based upon the PHO guidance for K-12 issued on</i></p> <p>p. 6 controls table also updated to reflect the risk levels on the risk assessment table. Under physical distancing replaced “others” with adults. Under increased daily cleaning added “enhanced environmental” Under self monitor added “you periodically go to public places – shopping, worksite”</p> <p>p. 15 under “All Staff” added “review the applicable safe work instructions” Under Reception and Client Service Kiosk Support” added “as applicable”</p> <p>p. 16 under Teachers/Educational Assistants” replaced “a student” with “adults”</p> <ul style="list-style-type: none"> <li>Under “Those working with complex learners to students on care plans” Added “Maintain physical distancing when working with adults.” And add “If an ISWI is not in place, evaluate the nature of the work and assist in the development of the ISWI.” And “In most cases, additional personal protective equipment beyond that which was in place prior to the pandemic COVID 19 is not required”</li> </ul> <p>Removed the word “please” throughout</p>
20200401 V1.2	<p>p.3 Related Documents – Added “Safe work instruction - Site Operations during a Pandemic” and “Safe work instruction - Mobile Workforce during a Pandemic”</p>
20200329 V1.1	<p>p. 3 Supervisor - Removed reference to fit testing and records. Added “Post or relay educational...”</p> <p>p. 5 Update the risk Assessment table definitions of Low, Moderate and high. To better reflect SD risk based on proximity. Added “those working with complex learners or students with care plans” and “First Aid Attendants”</p> <p>p. 6 changed “mitigation” to “Control” in table title. Updated definitions, Updated Risk table by adding, added “droplet shield”, and “increased daily cleaning of touchpoints”</p> <p>p.7 Risk Control – updated Engineering to remove UV and Ozone, and add “droplet shield...”, under administrative added “staggering breaks, room set up, floor lines” and under personal protective equipment replaced “respirators” with “surgical masks”</p> <p>p. 15 All Staff added “Notify your supervisor if intensive cleaning...”, “Obtain personal protective equipment...” to the instructions</p> <p>p. 16 Teacher/Educational Assistants; Removed “is not possible then wear appropriate PPE” Added: “Those working with complex learners or students with care plans and sub bullets. Bus Drivers: changed “Wear PPE and clean” to “Wear PPE to clean” and added “in a lined waste receptacle.”</p> <p>p. 17 Added BC Guidance for K-12</p>

# Attachments to North Vancouver School District No. 44 Stage 3 Return-to-School Instruction Plan

## Priority Learner Considerations





**Review Return to School Feedback**

- # of students returning to in school instruction
- # of students continuing with remote learning

**Planning for In-Class Learning (UNIVERSAL)**

- Determine scheduling of classes and learners i.e. which students on which days
- Consideration of class profile / composition needs
- Group learners within class / grade i.e. priority learners balanced with other students
- Develop support schedule i.e. EA, Indigenous Education Team, Specialist Staff
- Determine learning targets / plan direct instruction
- Focus on reconnection with students (SEL document)

**Priority Learners**

- Determine support needs i.e. staff, resources
- Determine scheduling for support staff
- Contact family to discuss current situation and identify possible supports, including:
  - full time in-person support,
  - part time in-person support,
  - continuation of remote learning

**TARGETED Supports:** *\*students with Mild - Moderate needs*

- Teacher, Case Manager review priorities for instruction (may include IEP review)

**INTENSIVE Supports:** *\*students with Moderate - Complex needs*

- Teacher, Case Manager and EA (where assigned) review ECP/ IEP priorities in collaboration with the family
- Assess whether to continue or to adjust goals
- Review ISWI, if applicable

**Full Time In-Person Support Considerations**

- Learning Goals are often across multiple domains including, communication, social interaction, physical, intellectual, behavioural, independence / self-determination
- Inclusion in the classroom is central to fostering a sense of belonging and reconnection to school and peers
- Repetition is helpful and important in enhancing and reinforcing concept development
- Student and staff schedules need to be flexible and adaptable to emerging student needs



## Priority Student Support Workflow – May / June 2020

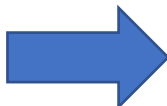
### Stage 3: K-12 Education Restart Plan

#### Priority Learners

- Children of Essential Service Workers
- Students of Indigenous Ancestry
- Any student who requires additional support

#### **This may include:**

- Students with complex medical and/or developmental needs
- Students with social, emotional and mental health related needs
- Students who are at risk of not passing a course / graduating
- Students who are struggling in a remote learning environment
- Students who are and are not formally identified



#### Communication

**School initiated:** Through communications with the student or family, Case Manager or Classroom Teacher may determine that student or family is at-risk or “in-crisis”.

**Family initiated:** Family may indicate through school survey or through direct contact with the school that they would like their child to return to in-school instruction

Classroom Teacher, Case Manager or School Administrator, contacts family to discuss current situation and identify possible supports including:

- Full time in-person support
- Part time in-person support
- Continuation of remote learning



#### Indigenous Students

“In addition to developing continuity of learning plans, school districts and schools are expected to collaborate with local First Nations and Indigenous communities to continue to deliver enhanced Indigenous education programs and services that integrates academic achievement and Indigenous culture. These supports must be in addition to any other program and services for which an Indigenous student is eligible.”

*Ministry of Education*

#### Prioritization of In-Person Support

Level of student independence / need for adult assistance will be considered in the prioritization of access to on-site support:

- **Priority #1 - Health Care Needs**
  - Medical/health needs are the highest priority.
- **Priority #2 - Access Needs**
  - This area of priority includes self-help, behaviour, sensory access and essential communication needs, the management of which is essential for facilitating student access to the learning environment or to the instructional opportunity.
- **Priority #3 – Instructional / Social Emotional / Mental Health Needs**
  - Priority consideration based on a student’s ability to access educational continuity and participate in a remote learning environment
  - Consideration based on a student’s mental health and impact of social isolation
  - Priority consideration for students at risk of not graduating and/or at risk of failure in two or more courses



#### Considerations for bringing students into home school sites

- OH & S staff training – Exposure Control Plan and Safe Work Instructions
- Safe and supportive classroom set up to allow for distancing/ proximity
- Review of student ISWI (if applicable)
- Staffing – Admin, Case Manager, Classroom Teacher, Educational Assistants, Indigenous Education Team, Specialist Staff if needed