

School District 70 (Alberni) COVID-19 Mandatory Protocol Staff in Facilities Procedures



On March 17, 2020 the government of British Columbia declared a provincial state of emergency to support the province wide response to the novel coronavirus (COVID-19) pandemic.

The primary directive from the Federal and Provincial governments is aimed at limiting potential exposure of Canadians to COVID-19. Employees are to review operations and take preventative measures to ensure workers are not exposed; everyone must do their part to help reduce the spread of the virus and help flatten the curve.

All staff are to follow these operational arrangements when working in any SD70 facility

COVID-19 Preventative Measures



- Practice Social Distancing by staying at least 6' away from any other individual while working
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; entering and exiting new spaces, and before eating or preparing food
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Stay home when you are sick. If you have a fever, a new cough or are having difficulty breathing call 8-1-1
- Avoid close contact with people who are sick
- Clean and disinfect frequently touched objects and surfaces
- If you have questions about whether or not you should be tested for COVID-19, use the self -assessment tool at <https://bc.thrive.health/covid19> and follow the directive

Entering/Leaving the Building

- Maintain safe social distancing guidelines of six feet/two metres between people when entering and leaving the building. **Do not enter or leave the building in groups**
- Use the designated entrance and exit
- Wash your hands after you enter the building and disinfect your workspace as needed

Office Hours

- Facilities hours will remain the same but will be reviewed regularly
- No in-person visits from consultants or sales people
- No access to facilities after hours

Daily Sanitizing Routines

- After arriving at work wash your hands right away
- If you must meet in a shared space or meeting room, disinfect any surfaces, handles, equipment, furniture, etc. that have been used following the meeting
- Wipe down all high-frequency touch surfaces as needed; chair handles, keyboards, tools, countertops, work surfaces, switches, doorknobs, phones, etc.
- When workers share a workstation, you are required to sanitize as you go, as well as one final sweep of your workspace before you leave for the day
- If you leave facilities at any time during the day, follow the same guidelines as when you arrived
- **Only one person per vehicle is permitted.** If a vehicle must be used by multiple people, it must be wiped down with the disinfectant after each use

COVID-19 MANDATORY PROTOCOL: STAFF IN FACILITIES PROCEDURES

Social Distancing

- Use safe social distancing guidelines of six feet/two metres between people
- Work in your office as much as possible
- If you need to talk to someone, make sure you stay six feet/two metres away or use your phone
- If you need to work in a group or meet with others, the number must be three people or less. Ensure that the workspace allows you to keep the six feet/two metre distance between people
- When travelling anywhere, only one person is allowed per vehicle
- Deliveries from outside agencies, including mail delivery, should be conducted in a manner as to minimize contact. Wash your hands before and after accepting deliveries and handling mail
- Public access is limited, visiting is prohibited. In-person appointments must be limited and pre-approved by an Administrator or Foreman

Additional Information

- Planned work for Maintenance employees to be approved by Working Foreman
- Facilities staff will still have access to all school sites during regular work hours. Social distancing and disinfectant protocol will apply. Please check-in with school secretary or Principal if on site
- Only one person in a vehicle at a time is allowed. If multiple individuals are using the same vehicle it must be disinfected after each use
- If in store purchasing is necessary precautions must be taken to maintain safety and follow vendor protocol
- Limited delivery to school sites will continue at this time; delivery person will maintain social distancing rules and must wear gloves. Precautions must be taken to not contaminate one site to the next

Bathrooms

- Follow COVID-19 handwashing guidelines as posted
- Make sure to wash your hands when you leave the bathroom

Staff Room/Kitchen

- Wash your hands before you go into the staff room
- Pack lunches that do not require extensive preparation
- A maximum of three people will be in the staff room at any time maintaining a distance of six feet/two metres amongst each other. If there are three people in the staff room, do not enter it or continue through to another destination without stopping
- Use disinfectant to clean any area or surface used
- When you are finished, wash your hands before you go back to your office or workspace
- Do not share food or drink

Photocopier/Mail

- Disinfect the photocopier when finished using it
- Disinfect any shared surfaces or equipment used at the photocopy area such as staplers, hole punches, etc.
- Only **one** person at a time allowed in the photocopier area and mail area
- When you are finished at the photocopier or in the mail area, wash your hands before you go back to your office or workspace

Illness

- If you are sick, stay home and call in sick
- If you start to develop symptoms while at work, let your supervisor know via email or phone and go home
- If you are not sure whether you should stay home use the self-assessment tool at <https://bc.thrive.health/covid19> and follow the directive

Communication

- We recognize that it may be more difficult to complete certain tasks. **The priority is to ensure everyone is safe and we are moving forward as best we can. If you have questions please contact your Administrator or Foreman**
- We appreciate your understanding and efforts in taking the necessary precautionary measures to keep each other safe