

PANDEMIC RESPONSE PLAN



January 2020
CORONAVIRUS (COVID-19)

Amended March 11, 2020

Amended March 16, 2020

Amended March 25, 2020

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1.0 INTRODUCTION

A pandemic is defined by the World Health Organisation (WHO) as an epidemic of infectious disease that is spreading through human populations across a large region. A pandemic can start when three conditions have been met:

- ⇒ Emergence of a disease new to a population
- ⇒ Agents infect humans, causing serious illness, and
- ⇒ Agents spread easily and sustainably among humans

Pandemics that have occurred in the last century include: the Spanish Flu (1918), the Asian Flu (1957) and the Hong Kong Flu (1968) SARS (2002 – 2003) and H1N1 (2009 – 2010).

2.0 PURPOSE & OVERVIEW

The Ministry of Education requires School Districts to establish a Pandemic Plan should a pandemic situation arise. This document outlines the key actions and individuals responsible in each of the three phases of planning should a pandemic become a reality.

The main body of the District's Pandemic Response Plan involves three phases which outline the key roles and responsibilities of School District 54 in each of the three pandemic phases, as follows:

1. Pre-pandemic Period: this is the critical stage for pandemic preparedness and this part of the plan focuses on the planning efforts associated with education, business continuity and infection control.
2. Pandemic Period: The Provincial Health Officer will declare when it is time to activate plans for the pandemic phase. Obviously, we cannot anticipate exactly what will happen but plans will need to be adapted to reflect circumstances and situations as and when they arise. During this phase, the key goals will be to minimize rates of mortality, morbidity, and suffering as well as to minimize educational and business disruptions.
3. Post-pandemic Period: This period begins when the Provincial Health Officer declares that the influenza pandemic is over. The focus of work at this time will be to restore normal services, deactivate pandemic response activities, review their impact and use the lessons learned to guide future planning activities.

The key planning components of each of these three phases are identified below.

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Key Components	Pre-pandemic	Pandemic	Post-pandemic
Emergency Response Team	Yes	Yes	Yes
OH&S	Yes	Yes	Yes
Communications	Yes	Yes	Yes
Continuity of Instruction	N/A	Yes	N/A
Core Operations	N/A	Yes	N/A

For the most recent public health information and advice, readers are referred to

HealthLinkBC <https://www.healthlinkbc.ca/>
BC Centre for Disease Control website <http://www.bccdc.ca/>

3.0 KEY COMPONENTS OF THE PANDEMIC PLAN

3.1 EMERGENCY RESPONSE TEAM

Lead by the Superintendent of Schools, the Emergency Response Team (ERT) develops plans for effective educational and business continuity in the event of a pandemic. During a pandemic, the roles of the members will shift from planning to emergency response. Members of the team include:

Secretary Treasurer
Assistant Superintendent
Director of Facilities
Transportation & Safety Supervisor
Supervisor of IT Services

When the pandemic is declared, the ERT will assume overall responsibility for:

- ⇒ Liaison with the Ministry of Education, Northern Health Authority and administrators
- ⇒ Effective communications with all stakeholders
- ⇒ Act as a resource to the Board, Administrators and other Supervisory staff
- ⇒ Identify strategic priorities with respect to OH&S, instructional continuity and core operations

3.2 OCCUPATIONAL HEALTH & SAFETY

The risk of pandemic impacts the occupational health and safety of staff as well as the health of our students. OH&S involves the reduction of risk of infection through infection control procedures, compliance with provisions of Worksafe BC as well as developing plans for replacement workers in the key areas of custodial and transportation. The table below provides key tasks and responsibilities.

Task	Responsibility
Implement custodial training in Modified Cleaning	OH&S
Ensure adequate custodial supplies on hand	OH&S
Custodial Replacement plan (due to absenteeism)	OH&S

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Develop plan for contracting custodial services	OH&S
Ensure appropriate inventories of personal protective equipment at all sites	OH&S
Identify high risk staff & students	OH&S
Develop alternative bus schedules to accommodate staff and student absenteeism	OH&S
Develop contingency plans for replacement bus drivers	OH&S
Develop bus disinfection procedures in the event of confirmed illness	OH&S
Development of Employee work policies	ERT
Separation, supervision & transportation of sick students	Principals

3.3 COMMUNICATIONS

During a pandemic, clear and effective communications with affected groups and individuals will be vital. One of the most important relationships will be that between the ERT and public health officials. The table below provides key tasks and responsibilities.

Task	Responsibility
Establish & Maintain contacts with Public Health, Ministry and Municipal contacts	Superintendent & ERT
Maintain and evaluate website for pandemic planning	IT
Maintain method of communication with students and families to receive immediate information if child needs to be sent home or if school is closing	Superintendent, Principals
Continue to provide relevant information and links on monitoring and prevention to Principals	Safety Supervisor
Media Communications	Superintendent

3.4 CONTINUITY OF INSTRUCTION

In the event of a prolonged interruption to education services due to a pandemic, the School District will provide for continued educational opportunities for secondary Grades 10-12 students using alternative distance learning technologies.

Task	Responsibility
Ensure secondary schools have plans for continuity of instruction. Continuity of Instruction may include: <ul style="list-style-type: none"> • Communication of assignments via e-mail • Communication of assignments via web pages • Schedule for drop off and pick-up of assignments 	Asst Superintendent, Principals
Communicate plan for continuity of instruction to parents/ students (PAC/SPC)	Principals
May include opening a lab in another site for non ill students	Principals

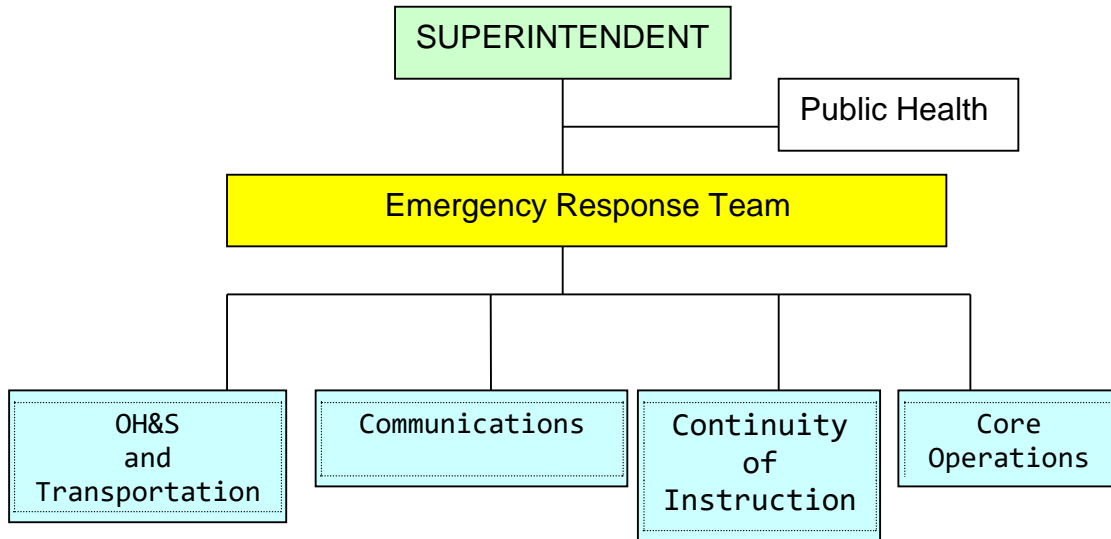
3.5 CORE OPERATIONS

Core operations are defined as those business functions that are critical and must be sustained in a worst-case pandemic scenario. Core operations include payroll, A/P, facilities, maintenance and security.

Task	Responsibility
Ensure appropriate cross training in Payroll, A/P and other district level	Secretary Treasurer

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functions.	
Ensure security of facility operations including Fire Alarm, boiler alarm, intrusion, etc.	Director of Facilities
Develop contingency plans for emergency facility maintenance	Director of Facilities



3.6 ANNUAL REVIEW

The Pandemic/Epidemic Response Plan will be reviewed annually by the District Occupational Health and Safety Committee and updated as required or as new information becomes available.

4.0 KEY RESPONSIBILITIES

Key function	Responsibility
Planning	Superintendent, ERT
Infection Control	Director of Facilities,
Communications	ERT, IT, Administrators
OH&S	Transportation & Safety Supervisor, ERT
Transportation	Transportation & Safety Supervisor, ERT
Continuity of Instruction	Asst Superintendent, Administrators, ERT
Core Operations	Secretary Treasurer, Director of Facilities, ERT

SUPERINTENDENT

Overall responsibility for the ERT, coordination with the Ministry of Education and local public health officials. Lead representative with respect to communication with schools, media and communication planning. In consultation with ministry, board and public health officials, determine when and if school closure takes place.

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EMERGENCY RESPONSE TEAM

Overall responsibility for planning, coordination, and communication.

ASSISTANT SUPERINTENDENT

Responsibility for liaison and coordination with administrators on matters relating to continuity of instruction and parent communications from schools. Works with schools and school staff to ensure actions associated with the pre-pandemic phase are being implemented. Examples include infection control procedures, student education and communications to parents.

SECRETARY TREASURER

Overall responsibility for board liaison, messaging, core operations, OH&S, and transportation. Core operations includes facilities, maintenance, finance, payroll and other business functions of the district.

ADMINISTRATORS

Primary responsibility for effective communications with parents, staff and students on matters relating to prevention, absenteeism, instructional continuity. Ensure functional reporting to the ERT and public health, if necessary. Administrators will have primary responsibility for pre-pandemic education to students on prevention, the separation and supervision of ill students, and the coordination and/or communication with parents regarding transportation of sick students to their home.

DIRECTOR OF FACILITIES

Primary responsibility for facility and maintenance core operations including environmental control and security. Overall responsibility for facilities, OH&S, Transportation and Custodial functions ensuring appropriate conversations are conducted with custodial staff with respect to a wide variety of OH&S, and infection control issues, including but not limited to the cleaning the medical room, dealing with vomit, exposure control plans when necessary.

TRANSPORTATION & SAFETY SUPERVISOR

Primary responsibility for Occupational Health & Safety and transportation issues.

INFORMATION TECHNOLOGY

The district's website (www.sd54.bc.ca) will be the primary communications tool. IT personnel will have 'front-line' responsibility for the timely publication on the district's website of information relating to all functional areas.

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SCHOOL CLOSURE DECISION-MAKING PROCESS

The Provincial Health Officer will direct the province when it is time to activate pandemic plans. The Medical Health Officer for Northern Health Authority will direct the District if closure of specific district site(s) is/are required. If, to minimize the spread of infection, activation of these plans is to include school closures, the Medical Health Officer will advise the Superintendent of Schools.

OR

The Ministry of Education can direct that school closures occur to reduce the spread of infection in the school population or for other public health reasons.

EXAMPLE: A student or staff member has tested positive for the pandemic virus:

1. CDC informs: the Provincial Health Officer and Medical Health Officer (MHO)
2. MHO Informs: - the Superintendent of Schools
3. Superintendent of Schools informs: the Ministry of Education
4. The Superintendent of Schools, in consultation with the Medical Health Officer, the Ministry of Education and the school principal, will determine whether the school should be closed, based on criteria established by the Ministry of Education.

EDUCATION AND TRAINING

If advised by Public Health, the Manager of Health & Safety through the Principal will inform Site Based Staff. Staff will receive information about:

- the risk of the pathogen in schools and the community,
- the procedures to be followed to minimize risk of contracting the specific pathogen,
- the importance those with high risk of complications having a pre-developed response plan in case they develop symptoms of the pathogen,
- how to report illness rates in excess of 10% in either a classroom at the elementary level or as a whole school for all district sites
- how to find more information from public health on the pathogen in the community.

SEPARATING ILL STUDENTS AND STAFF

1. Sick students and staff should always be required to stay home. Students and staff who appear to have symptoms of illness including fever, vomiting or diarrhea at arrival or become ill during the day must be promptly separated from other students and staff and sent home.
2. Schools should regularly update contact information for parents so that they can be contacted more easily if they need to pick up their ill child.
3. Staff should be encouraged to provide emergency medical contact information to their Principal or Manager and First Aid Attendant for use in cases of emergency.
4. Recognizing that space is often in short supply, early planning on the location for a sick room is essential. This room should not be one commonly used for other purposes; for example, a lunchroom during non-mealtimes. It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system. Ill persons should be placed in well ventilated areas and placed in areas where at least 2 meters or 6 feet of distance can be maintained between the ill person and others.

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5. A limited number of staff should be designated to supervise ill persons until they can be sent home. These supervisors should not be at increased risk of influenza complications (for example, pregnant women or persons that have a chronic illness) and they should be familiar with infection control recommendations to prevent spread of influenza.

6. Staff who act in this capacity are to maintain a safe distance (2m) when possible and wash their hands thoroughly after any contact with an ill person. Adequate hand washing supplies and facilities should be readily available.

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APPENDIX A
2020 EMERGENCY RESPONSE TEAM (ERT)

Lead by the Superintendent of Schools, Mr. Michael McDiarmid, the Emergency Response Team (ERT) develops plans for effective educational and business continuity in the event of a pandemic. During a pandemic, the roles of the members will shift from planning to emergency response. Members of the team include:

Michael McDiarmid, Superintendent
Dave Margerm, Secretary Treasurer
Matthew Monkman, Assistant Superintendent
Tim Bancroft, Director of Facilities
Cathy Whalen, Transportation & Safety Supervisor
Ted Owens, Supervisor of IT Services

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APPENDIX B CURRENT PANDEMIC

COVID ~ 19

On March 11, 2020, the World Health Organization (WHO) declared COVID-19 a pandemic.

What does COVID-19 mean?

COVID-19 is a highly infectious respiratory disease caused by a new coronavirus, any of various RNA-containing spherical viruses of the family Coronaviridae, including several that cause acute respiratory illness. The disease was discovered in China in December 2019 and has since spread around the world.

Governments and health authorities are taking vigorous action every time a new case of COVID-19 is identified. Be sure to comply with any local restrictions on travel, movement or large gatherings. Cooperating with disease control efforts will reduce your risk of catching or spreading COVID-19.

While we are still learning about how COVID-2019 affects people, older persons and persons with pre-existing medical conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes) appear to develop serious illness more often than others.

How is B.C. preparing for the spread of COVID?

The Ministry of Health and the BC Centre of Disease Control (BCCDC), working with many partners, have plans and are prepared to respond to new illnesses of public health concern.

They have been actively monitoring the situation with COVID-19 over the past weeks, together with national and international groups, to be ready for identifying and caring for those who may have COVID-19 and to prevent its spread. B.C. developed one of the first tests to confirm COVID-19.

A Provincial Coordination Committee is in place to respond to COVID-19 in British Columbia. This committee will co-ordinate provincial preparedness and response across our health sector.

APPENDIX C

SIGNS AND SYMPTOMS OF CORONAVIRUS (COVID-19)

Symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

Fever	Dry Cough	Sore Throat
Headache	Muscle Ache and pains	Extreme Fatigue
sore throat or diarrhea	Runny Nose and nasal congestion	

PERSONAL & FAMILY PREPAREDNESS

To minimize the chance of 'catching' or spreading influenza, follow the simple rules below:

- ⇒ Wash hands often. When soap and water are not available, use alcohol based disposable hand wipes or gel sanitizers.
- ⇒ Cover nose and mouth with a tissue when sneezing or coughing or cough or sneeze into your sleeve. Wash your hands after you cough or sneeze.
- ⇒ Avoid touching eyes, nose or mouth. People can become ill by touching a contaminated surface and then touching their eyes, nose or mouth.
- ⇒ If you or a family member becomes sick with flu like symptoms, stay at home, get plenty of rest and contact a health care provider as needed.

HAND WASHING PROCEDURES

1. Remove jewelry and watches from fingers and wrists.
2. Wet hands under warm running water.
3. Apply soap and rub hands together for 10 seconds to produce lather.
4. Wash all surfaces thoroughly, including wrists, palms, backs of hands, between fingers and thumbs, and under finger nails, for 20 seconds.
5. Rinse hands with fingers pointing downwards.
6. Dry hands with a clean or disposable towel.
7. Turn off the water with the same towel used to dry your hands. Do not turn off the taps with solely your hands as this will only re-contaminate them.
8. If single use, dispose of the towel in the nearest wastebasket.

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SANITIZING YOUR HANDS WITH AN ALCOHOL SANITIZER

ONLY in the event that no running water and soap are available, and hands are not contaminated with visible dirt, hands may be sanitized with an alcohol based sanitizer (≥60% ethanol). Sanitizing your hands with waterless hand sanitizer consists of the following steps:

1. Remove jewelry and watches from your fingers and wrists.
2. Apply an alcohol-based sanitizer to your hands.
3. Rub all surfaces thoroughly, including wrists, palms, back of hands and between fingers.
4. Do not touch eyes, nose or mouth until after product has evaporated.

Health Monitoring

Schools and district sites must be report illness rates of 10% of the total population (staff & students) and include symptoms when known to their Assistant Superintendent. The District will then pass on this information to the Northern Health Authority if warranted. In an effort to minimize spread of infection, elementary classrooms within excess of 7% of absences due to similar symptoms should report the absenteeism to maintenance@sd54.bc.ca so the Custodial department can analyze the situation. At 10% the absenteeism is reported to the Assistant Superintendent. The Manager of Facilities Services will coordinate targeted cleaning of affected rooms if criteria for surface contact cleaning has been met. Facilities Services will ensure staff on site will have sufficient and appropriate product and instructions to perform targeted cleaning of common surface contact points.

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APPENDIX D

REPORTING OF ABSENTEEISM
(Greater than 7% of the school population on any given day)

Date: _____

Name of School: _____

Contact Person: (Principal) _____

Phone No. _____ Student Population _____

Number of Students absent: _____ Percent of Students absent _____

Reported Symptoms of Sick Students *(where known)*

_____ Fever and/or chills

_____ Arthralgia (joint pain)

_____ Cough

_____ Extreme tiredness

_____ Sore throat

_____ Vomiting

_____ Myalgia (muscle pain)

_____ Diarrhea

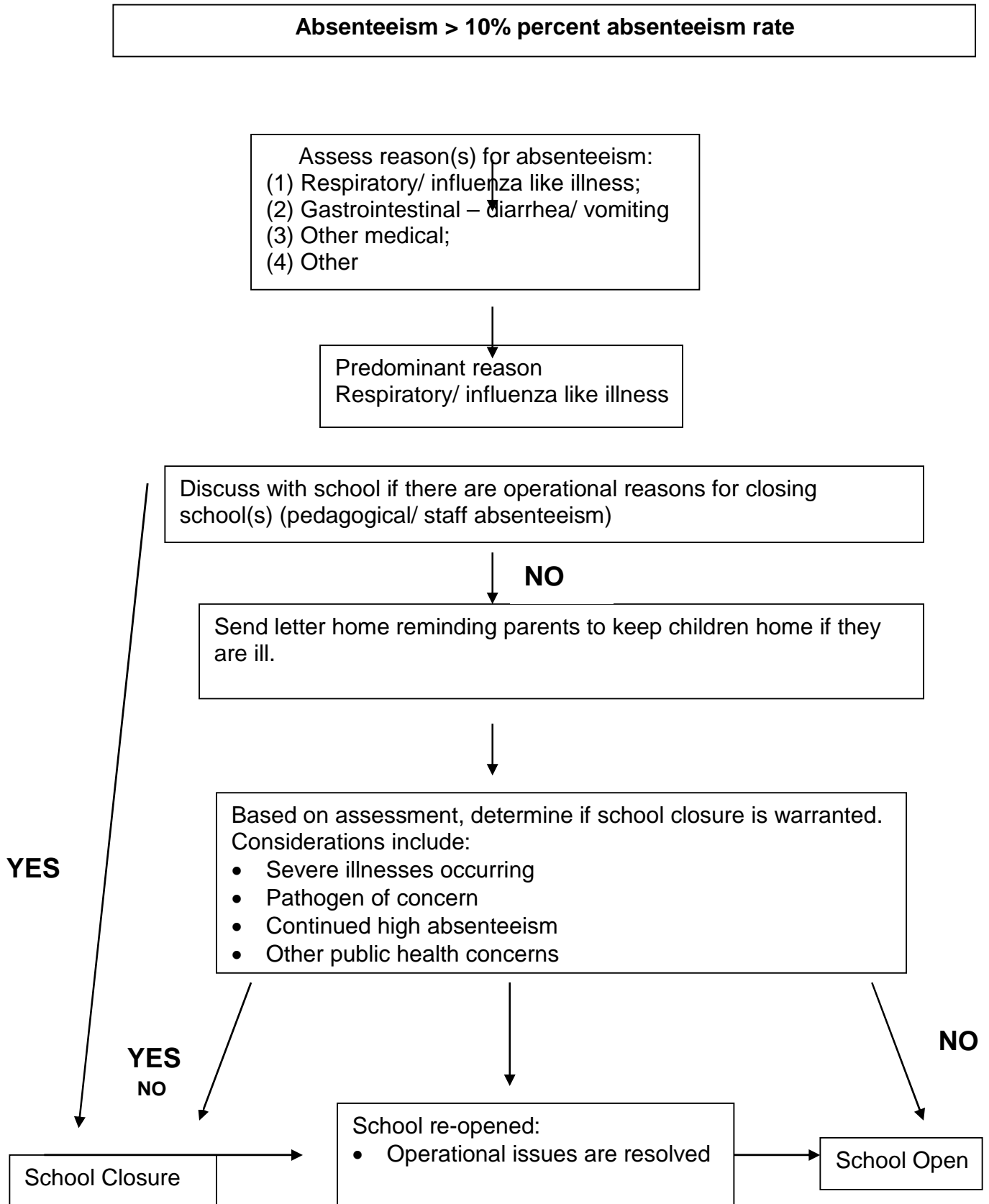
_____ Other _____

Email information to maintenance@sd54.bc.ca

Advise School Board Office (Assistant Superintendent) @ 10% as soon as possible.

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Appendix E
School Closure Flowchart



Appendix F
Administrator's Checklist

- ⇒ Review of Pandemic Response Plan and Ministry of Education Fact Sheets and Coronavirus (COVID-19) links from the district's website.
- ⇒ Identify a room which may be used as an isolation room and assign staff responsibility for monitoring the room
- ⇒ Ensure emergency contact information for all parents is up to date.
- ⇒ Ensure contact information for all staff is up to date.
- ⇒ Identify a list of after school care facilities your students use.
- ⇒ Discuss with staff the use of alternative learning strategies in the event of student's extended absence from school.
- ⇒ Develop & implement communications strategies with staff, students and parents regarding Coronavirus (COVID-19).
- ⇒ In the event of closure, ensure appropriate communications to parents, students and staff regarding the cancellation or postponement of field trips.
- ⇒ In the event of closure, ensure appropriate communications with School Board Office, Maintenance, Municipality and other user groups with respect to cancellations, closures and reopening.

APPENDIX G
EXPOSURE CONTROL PLAN

Purpose & Scope:

The district is committed to providing a safe and healthy workplace for all of our staff and students. A combination of measure will be used to minimize staff and student exposure to the Coronavirus (COVID-19) influenza. Our work procedures will protect not only our staff, but all staff and students who enter our facilities. All staff must follow the procedures outlined in this plan in order to prevent or reduce exposure to the Coronavirus (COVID-19).

Regulatory Requirements:

Worksafe BC is the responsible provincial agency for regulations associated with Occupational Health & Safety and employers have a responsibility to protect workers from all work related hazards, including exposure to infectious diseases like influenza.

There are 2 relevant regulations:

1. Section 5.54 (Exposure Control Plans)
2. Section 6.34 (Specific reference to ECPs for biological agents)

Description of Coronavirus (COVID-19):

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19 and is being reported in many other countries around the world. The most common symptoms of COVID-19 are fever, tiredness, and dry cough. Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are usually mild and begin gradually. Some people become infected but don't develop any symptoms and don't feel unwell. Most people (about 80%) recover from the disease without needing special treatment. Around 1 out of every 6 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. People with fever, cough and difficulty breathing should seek medical attention.

Transmission:

The WHO advises it is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment).

If you think a surface may be infected, clean it with simple disinfectant to kill the virus and protect yourself and others. Clean your hands with soap and water or an alcohol-based hand rub. Avoid touching your eyes, mouth, or nose.

- ⇒ Shaking hands with an infected person or touching a surface contaminated with the virus, followed by touching one's eyes, nose, or mouth

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- ⇒ Infectious droplets (from a coughing or sneezing person) landing in the eye or onto the mucosa of the nose or mouth
- ⇒ Breathing infectious airborne droplets or particles (from coughing, sneezing, or aerosol-generating medical procedures on infected patients)
- ⇒ Sharing food items or utensils with an infected person.

Responsibilities:

Administrators

Ensure communications from Northern Health are made available to parent and staff.

Superintendent

The Superintendent will work closely and directly with their regional medical health officers and the Provincial Health Officer in each instance where a school closure is being considered.

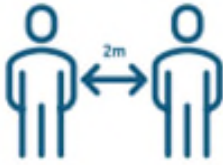
Staff & Students: Proactive Measures:

The efficacy of an exposure control plan for an illness with no defined exposure limits will be enhanced by the practice of the following procedures.

1. Stay at home when you're sick or have influenza symptoms. Get plenty of rest and check with a health care provided as needed.
2. Education of students, parents, and staff on precautions.
3. Posting of visual alerts at the entrance to schools and in strategic locations instructing parents, students and staff on infection control strategies.
4. Isolation procedure if staff or students present symptoms including room to isolate individual as well as masks being made available
5. Avoid close contact with people who are sick. Maintain 2 meters distance between yourself and those showing symptoms.
6. Cover your nose and mouth with a tissue when coughing or sneezing, and throw the tissue away.
7. Wash your hands frequently and properly. The use of hand sanitizers is also encouraged.
8. Avoid touching your eyes, nose or mouth.
9. Implement modified custodial practices.
10. Practice other good health habits. Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods, and avoid smoking, which may increase the risk of serious consequences if you do contract the flu.

Physical 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

Cough & sneeze etiquette

Cover Your Cough

Stop the spread of germs
that make you and others sick!



cough or sneeze into your
sleeve, not your hands

OR



cover your mouth and
nose with a tissue



put your used tissue
in the waste basket

Clean your hands after coughing or sneezing



wash your hands with
plain water and soap

OR



clean with waterless
hand cleaner

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Hand Washing

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

- 1**
Wet hands with warm water
- 2**
Apply soap
- 3**
For at least 20 seconds, make sure to wash:
palm and back of each hand
between fingers
under nails
thumbs
- 4**
Rinse well
- 5**
Dry hands well with paper towel
- 6**
Turn off tap using paper towel

1-833-784-4397 @canada.ca/coronavirus

Public Health Agency of Canada / Agence de la santé publique du Canada

Canada

Record Keeping:

The district site committees will keep records of instruction and training provided to workers regarding the **Coronavirus (COVID-19)** influenza, as well as reports of exposure and first aid records. Please include these reports in your Health and safety minutes.

Latest updates

Updates on the impact of the outbreak in BC are being provided regularly by the Ministry of Health <https://www.healthlinkbc.ca/> or BC Centre of Disease Control <http://www.bccdc.ca/> , or The Government of Canada website <https://www.canada.ca/en.html> .

If you have questions about the health situation in your district, you can call HealthLink BC at 8-1-1, 24 hours a day/seven days a week.

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APPENDIX H
CORE OPERATIONS

School District 54 (Bulkley Valley) is a relatively small school district with limited administrative personnel. Core operations are defined as those functions within the district that must continue even in a pandemic situation in which key district personnel are unable to work. They include:

1. Payroll and Accounting

Cross training as been implemented to the extent possible.

2. Facility security

School District maintenance staff are responsible for security of facilities. Staff are used on a rotational basis. If the person on call is not available, the next person on the list is called. If no maintenance staff are available, the school Principal would be called out. Should the school Principal be unavailable, the Supervisor of Operations or the Custodial/ Bussing Supervisor will attend to security.

3. Facility custodial

Custodial service requirements will be assessed on individual basis. Where regular custodial staff are not available, spare custodial staff will be used or staff from other facilities may be shifted to other worksites. Where qualified school district custodial staff are not available, a private cleaning contractor will be hired on an as-needed basis.

4. Facility plant maintenance

Core facility functions such as heating, safety and security will be maintained by qualified school district maintenance staff. Where qualified school staff are not available, contractors qualified in the discipline required, will be hired on an as-needed basis.

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APPENDIX I
POSTERS

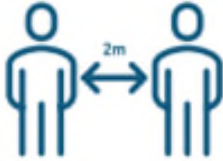
PHYSICAL DISTANCING

COUGH AND SNEEZE ETIQUETTE

HANDWASHING

KEEPING YOU SAFE AT WORK

Physical Distancing



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
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- ▶ 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

Cough and Sneeze Etiquette

Cover Your Cough

Stop the spread of germs
that make you and others sick!



cough or sneeze into your
sleeve, not your hands

OR



cover your mouth and
nose with a tissue



put your used tissue
in the waste basket

Clean your hands after coughing or sneezing



wash your hands with
plain water and soap

OR



clean with waterless
hand cleaner

Hand Washing

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

1
Wet hands with warm water

2
Apply soap

3
For at least 20 seconds, make sure to wash:
palm and back of each hand
between fingers
under nails
thumbs

4
Rinse well

5
Dry hands well with paper towel

6
Turn off tap using paper towel



1-833-784-4397

@canada.ca/coronavirus

Keeping you safe at work

MARCH 2020


KEEPING YOU SAFE AT WORK




WHAT DOES SOCIAL DISTANCING MEAN?

THIS MEANS MAKING CHANGES IN YOUR EVERYDAY ROUTINES IN ORDER TO MINIMIZE CLOSE CONTACT WITH OTHERS INCLUDING:

- Avoid crowded places of 50 people or more and common greetings such as handshakes. Wave instead.
- Keep a distance of at least 2 arms length apart (or approximately 2 meters).




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



Keep your hands clean:

1. Wash your hands often, with soap and water for at least 20 seconds. And always after coughing, sneezing, or blowing your nose.
2. If soap and water are not available use an alcohol based hand sanitizer.
3. Avoid touching your eyes, nose and mouth.
4. Cough or sneeze into the bend of your arm.
5. Avoid touching surfaces and people.
6. Instead of a handshake, give a friendly wave from 2 meters apart.
7. Use personal protective equipment as directed.



The District Custodial Department has the appropriate products to keep your environment clean and safe. Extra attention may be required for work surfaces, phones, keyboards and electronics. Products have been distributed for disinfection.

Email maintenance@sd54.bc.ca or call 250-847-2065.

If you think you have symptoms of COVID-19, fever, cough or difficulty breathing, you should stay home to avoid spreading the illness to others. Please contact your Supervisor.