

# Delta School District



## COVID-19 Safety Plan May 2020

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## COVID-19 TRANSMISSION, PREVENTION AND SELECTION OF CONTROL MEASURES

### How does COVID-19 spread?

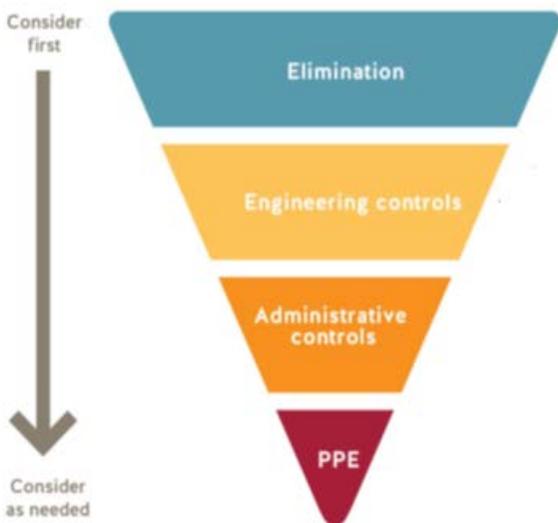
COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing and sneezing. Your exposure is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches the surface with contaminated hands.

The best way to prevent transmission is to frequently wash your hands with soap and water.

### Selection of Control Measures

To reduce the risk of COVID-19 transmission in District schools and worksites, a variety of control measures will be implemented. Whenever possible, the District will select control measures that provide the best/widest protection to all staff and students first. Should those control measures not be feasible or practicable, control measures will be selected from the next level of protection. Personal protective equipment will only be used if other control measures are not possible or practicable.



#### Elimination

- Limit the number of staff and students
- Virtual learning and meetings
- Work/learn from home opportunities
- Shutting off drinking fountains

#### Engineering Controls

- Physical Barriers/Plexiglas shields
- Touchless building fixtures

#### Administrative Controls

- Maintain Physical Distancing
- Designated entry and exit points
- Limiting/directing foot traffic
- Separating desks/workstations
- Staggering work schedules

#### Personal Protective Equipment

- Cloth face coverings
- Disposable nitrile gloves
- Face shields

## ROLES AND RESPONSIBILITIES

### *District Leadership (Superintendents, Directors)*

- Select, implement, and document risk assessments and appropriate site-specific control measures.
- Ensure that 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 safety plan are reasonably available as practical when required.
- Ensure that all District staff are informed about the content of safety policies.
- Conduct a periodic review of the effectiveness of the plan. This includes a review of work practices and the available control technologies to ensure that these are selected and used when practical.
- Where possible, direct District staff to perform only essential tasks to maintain the student's education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the Provincial Health Officer.

### *Supervisors (Principals/Administrators)*

- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.
- Direct work in a manner that eliminates or minimizes the risk to workers.
- Post or relay educational and informational material in an accessible area for workers to review.
- Maintain records of training and inspections.

### *District Staff*

- Know the controls required to minimize their risk of exposure to COVID-19.
- Participate in COVID-19 related training and instruction.
- Follow established work procedures and instructions as directed by the employer or supervisor.
- Report any unsafe conditions or acts to the supervisor.
- Know how and when to report exposure incidents.

### *Students/Parents/Families*

- Check students for signs and symptoms of illness prior to arrival at school.
- Stay home if signs and symptoms of illness are present
- Have a plan for the pick up their child if the child shows symptoms of illness at school

## RESTRICTING ACCESS TO SCHOOL/DISTRICT SITES

Schools will take steps to limit access to their buildings by locking unused outside doors and limiting access to unused parts of the building. Parents and visitors will have limited access.

### *Staff/Students that have with COVID-19 symptoms or have travelled outside of Canada in the last 14 days*

All workers and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control.

### *Staff/Students that are currently ill or showing signs and symptoms of illness*

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Students with symptoms must be kept home until they have been assessed by a healthcare provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.

If a student develops symptoms while at school:

- Immediately separate the symptomatic student from others in a supervised, isolation room.
- Contact the student's parent or caregiver to pick them up as soon as possible.
- Contact 811 or the local public health unit to notify them of a potential case and seek further input.
- Where possible, maintain a distance of 2 metres from the ill student.
- Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
- Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
- Once the student is picked up, practice diligent hand hygiene.
- Clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Parents or caregivers must arrange for pick up their child as soon as possible if they are notified their child is ill.

Through observations, school staff will conduct a daily health check of students for symptoms of common cold, influenza, COVID-19, or other respiratory disease upon entry to their school/classroom.

Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. Should symptoms be present, staff must not report for work.

An information poster that provides information on who should be restricted from our schools/sites can be found in Appendix A. This poster will be posted at the main entrance of all District sites.

## *Parents/Caregivers*

Parents and caregivers should remain outside of the school to drop off their children. Schools will develop a plan and inform parents/caregivers of where and when drop off/pick up is to happen.

If parents or caregivers need to contact the school principal or their student's teachers, they should be directed to do so by phone or email. In-person visits should be for specific purposes and arranged in advance by appointment. Visitors must be aware of and follow safety protocols and be limited in their access to necessary spaces only.

## *Food/lunch drop off*

Students should bring their lunch, snacks and other required items with them when they arrive at school. To maintain physical distancing and minimize contact with others, parents are asked to not drop off student lunches/supplies during the school day.

## *Contractors/Deliveries*

Deliveries are to be pre-arranged through phone contact with the school office wherever possible. Upon arrival, delivery people will need to contact the office from outside the building and await instructions. In most cases, a member of the office staff will meet them at the front door and accept the delivery. In cases where the delivery is a heavy or oversize item, office staff will direct and accompany the delivery person to the items destination. Their access to the building is limited to the delivery route only.

Contractors and delivery personnel entering the school will be informed of the safety measures that are in place in the District (i.e., maintaining safe social distance, standing on the physical distance stickers, sanitizing hands upon entry of the school, etc.).

# HANDWASHING AND HYGIENE

## *Handwashing*

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs easily, from objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents, caregivers and staff can teach and reinforce these practices amongst students.

Staff and students must wash their hands:

- When they arrive at school and before they go home
- Before eating and drinking
- After using the washroom
- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty
- When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).

Staff will assist younger students with hand hygiene as needed.

A handwashing poster is provided in Appendix B. This poster will be posted at all sinks and washrooms within the District.

Washing with soap and water is the preferred method. However, if soap and water is not readily available, use alcohol-based hand sanitizer to disinfect your hands until you are able to wash with soap and water.

Consider the maximum number of staff and students required to wash their hands at peak times. Stagger handwashing breaks/times when needed to ensure that effective hand washing and sanitizing can be maintained.

## *Food and Drink*

Staff and students should bring food in their own containers and take those containers home with them at the end of the day. Any garbage or recyclables must be carefully disposed of using the usual process. Food, drink items, dishes and cutlery are not to be shared. The only exception is manufacturer wrapped food products. Group food preparation activities (e.g., foods classes) will be discontinued unless appropriate distancing and food protocols can be accommodated

Water fountains throughout the District will be shut off. Staff and students should bring their own water with them to school.

The sharing of staff coffee urns/stations will be discontinued. Other staff room amenities (fridge, microwave, etc.) may be continued to be used, however, staff are encouraged to use these items as infrequently as possible and only with a routine cleaning and sanitizing plan in place. Hands must be washed before and after using shared staff room items.

When possible, recess and lunch times will be staggered transition times to provide a greater amount of space for everyone. Staff and students are encouraged to remain on site throughout the day and not leave during lunch or break times. The staffroom and other common staff areas will be configured to allow for appropriate distancing and reduced density.

### *Shared Items and Equipment*

The sharing of equipment is highly discouraged. Should there be shared equipment (eg. between teaching partners), each member using the equipment shall take appropriate safety measures before using the equipment by using the disinfectant spray and cloth provided in each room and there shall be a regular cleaning routine for the equipment.

Staff and students will have access to appropriate cleaning solutions and cloths or paper towels to keep their individual work spaces clean throughout the day. See “Cleaning, Sanitizing and Disinfecting” protocols for more details.

## PHYSICAL DISTANCING/LAYOUT

Maintain 2 metre physical distancing whenever possible between staff and students. Consider the use of virtual meetings or other means to reduce the number of staff onsite. Modify work processes and practices to encourage physical distancing between staff and student, and other workers.



Physical distancing (e.g. maintaining a distance of 2 metres between two or more people) is challenging in a K-12 school setting, particularly with younger students. It is reasonable to establish different expectations for varying age levels and activities. For example, younger students should be supported to have minimized physical contact with one another, while older students and adults should seek to maintain a safe physical distance whenever possible. The goal with all students is to teach them to be respectful of physical distance.

Strategies for maintaining physical distancing of students include:

- Organizing learning activities outside including snack time, place-based learning and unstructured time.
- Taking activities that involve movement, including those for physical health and education, outside.
- Incorporating individual activities or activities that encourage more space between students and staff.
  - For younger students, adapt group activities to minimize physical contact and reduce shared items.
  - For adolescent students, minimize group activities and avoid activities that require physical contact.
- Organizing students into smaller groups that stay together throughout the day.
- Minimizing the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day.

### *Staff/Student Arrival at School*

Parents and caregivers will remain outside of the school to drop off their children according to the plan provided by the school

Close greetings (e.g. hugs, handshakes) are to be avoided. Regularly remind students about keeping their “hands to themselves”.

Student pick-up and drop-off times should be staggered when needed to avoid the gathering of large crowds. Consider staging areas of smaller groups outside of the school.

## *School Administration Office Areas*

Limit the public coming into the office by encouraging parents and others to call instead of visiting the school and to make an appointment if an in-person meeting is necessary.

Plexiglas barriers may be used to separate administrative workers from the public if 2 metres of separation cannot be maintained.



Physical distancing floor stickers will be placed outside school administration offices and other similar areas to indicate spaces where students should wait in line. Additional floor stickers are available from District Facilities and Maintenance. As well, floor tape can be used in appropriate areas to remind staff and students of two metres distancing.

## *Hallways and Corridors*

Hallways and corridors will be marked to separate paths of travel and maintain as much distance as possible when walking between school/site areas. One-way routes of travel will be indicated as much as possible when school/site configurations allow them and where traffic in the area warrants it.

## *Classrooms*

Classroom layout will be organized and, where appropriate, marked off to allow staff and students to be present while being able to maintain 2.0 m of physical distancing.

Students will have an assigned seat and will remain in that seat for the remainder of the school year. Desks and tables that are not required to be occupied will be removed or identified with a sign indicating it must not be used.

## *Staff Meetings, Assemblies, Group Gatherings*

Assemblies and other school-wide events will be held virtually to avoid a large number of people gathered in one space.

Staff meetings can be held in person as long as safe, physical distancing can be maintained. Consider the use of libraries, gymnasiums and other large spaces for staff meetings. When physical distancing is not practicable, meetings will be held virtually. In no case will in-person meetings be attended by more than 50 people.

## *Safe Occupancy Limits*

Safe occupancy limits will be determined for rooms in all District schools and sites that are normally occupied by 2 or more staff and/or students. Safe occupancy limits will consider the number of staff and students that can be present while maintaining 2.0 m of physical distancing between occupants, taking into consideration the need to move from one place to another. An Occupancy Limit poster can be found in Appendix C. This poster will be posted at the door/entrance to all rooms.

### *Situations Where Physical Distancing Cannot Be Maintained*

There may be times when maintaining physical distancing may not be possible at all times and working in close proximity to students and/or other staff may be required. Examples of these situations include:

- Managing students with complex/aggressive behaviours
- Managing students with the need for physical support
- Necessary travel in a vehicle with students or other staff
- Maintenance work requiring staff to work closely together

In these situations, staff can maintain their safety and the safety of others by:

- Following all usual protocols including frequent hand washing and not touching the face
- Regular cleaning and disinfecting shared surfaces and equipment
- Limiting close contact to a small number of students or other staff
- Use of Personal Protective Equipment based on an assessment of the specific situation

### *Use of Personal Protective Equipment (PPE)*

Personal protective equipment (PPE), such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in the normal course of their work. PPE should only be used when all other controls are not possible or practicable.

The District will assess the need for PPE in specific situations where close proximity to students and or staff is required.

Should staff wish to wear a cloth face mask in situations where they are not required, this is a personal choice and staff must supply their own masks in these situations. Instructions from the Center for Disease Control on how to make your own cloth mask, and how to use them properly, are provided in Appendix D.

## CLEANING, SANITIZING AND DISINFECTING

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools should be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document

This includes:

- General cleaning and disinfecting of the premises at least once a day.
- Cleaning and disinfecting of frequently-touched shared surfaces at least twice a day. (e.g. door knobs, light switches, toilet handles, tables, desks, chairs, electronic devices, keyboards and toys)
- Cleaning and disinfecting of any surface that is visibly dirty.
- Using common, commercially-available detergents and disinfectant products and closely following the instructions on the label.
- Limiting items that are not easily cleaned and disinfected (e.g. fabric or soft items).
- Providing paper hand towels rather than hand dryers.
- Emptying garbage containers daily.
- Wearing disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- Washing hands before wearing and after removing gloves.
- Washrooms should be cleaned at least twice a day keeping in line with the high touch surface area protocols.

District custodial schedules and protocols are being revised to ensure that custodial staff are able to meet above requirements. Revisions and updates will be made to this plan as changes occur.

The risk of the COVID-19 virus being transmitted via textbooks, paper or other paper-based products is considered very low. As such, there is no need to limit the distribution of books or paper based educational resources to students because of COVID-19.

Detailed Elementary and Secondary custodial cleaning schedules and routines have been developed by District Facilities and Maintenance staff. These schedules as well as a Custodial FAQ are provided in Appendix E.

## STUDENT AND STAFF TRANSPORTATION

### *Bussing of Students*

First Student will be implementing the following measures to ensure that our students and staff can be safely transported. These include:

- Installation of Plexiglas shields or screens/curtains to separate drivers from occupants. if so it would have to follow the requirements of CSA and transport Canada.
- Requiring that occupants wear a cloth face mask so that they can have their own seat and can maintain 2.0 M of social distancing.
- Restricting busses pick up/drop off at only one school and not multiple schools to prevent exposure to staff and students.
- Cleaning and disinfection of busses after each drop off.

Additional instructions for students, staff and parents will be provided by Student First when they are available.

### *Students Transported by District Staff*

For the remainder of the school year, students will not be transported by staff in their personal vehicles.

### *Staff Travelling Together in a Single Vehicle*

When possible, staff should drive their own vehicle (District or personal vehicle) when travelling during work hours or for District business.

When 2 or more staff are required to ride in the same vehicle, cloth masks should be worn and the seat and touch points should be disinfected upon entry and exit of the vehicle.

If staff need to travel between worksites, maintain physical distance in vehicles wherever possible. Consider separate vehicles if possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people

## COMMUNICATION STRATEGIES

- All COVID-19 related messaging will be developed centrally by the school district to help ensure consistency of messaging.
- The district will use multiple channels to communicate with key stakeholders including: email, conference and video calls, the district's website, social media, posters and news releases.
- Staff have been reminded that all health and safety measures in place prior to the pandemic are still in place.
- Additional health and safety information is being shared with staff via email in advance of their return to work to help to mitigate any concerns they may have.
- All emails sent to staff and parents are posted on the All Staff Conference for easy future reference by staff.
- Staff are being encouraged to contact their school administrator/site manager, or their joint health and safety committee to share concerns/ask questions.
- Schools and other district sites are being encouraged to hold a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters as soon as practical after all staff return to work.
- School administrators and site managers will hold daily check-ins with staff to provide them with new information and review any concerns.
- Staff, parents and caregivers will be informed of our policy that staff and students must stay home if they are sick.
- The number of non-essential people coming into the school, such as parents and caregivers and contractors, has been limited since mid-March. The front doors of schools and other district sites are locked requiring all visitors to wait outside while they telephone the office/reception for assistance.
- Parents and caregivers will be emailed detailed information regarding the extra precautions being taken to help ensure the safety of our students and staff prior to the resumption of in-class instruction on June 1.
- The district's website contains a page dedicated to COVID-related information. This website is updated daily with information from the Ministry of Education and Provincial Health Officer.
- The district is in regular communication with other key stakeholders (DTA, CUPE 1091, DPVPA, the media, City of Delta, local MLA and MP) to keep them well informed of the district's plans as we deliver continuity of learning during the pandemic.
- Communications will be evaluated regularly to ensure that messaging is being received as intended, and will be used to enhance future communication materials as required.

# Help prevent the spread of COVID-19

## **Please do not enter this workplace if you:**

- Have any of the following symptoms:
  - Fever
  - Chills
  - New or worsening cough
  - Shortness of breath
  - New muscle aches or headache
  - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

**If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.**

[worksafebc.com](https://www.worksafebc.com)

**WORK SAFE BC**

## Appendix B: Handwashing Instructions Poster

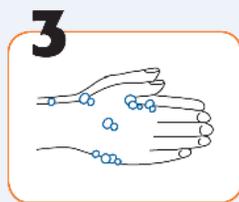
# CLEAN YOUR HANDS USING SOAP AND WATER



1  
Wet hands with warm water.



2  
Apply soap.



3  
Lather soap and rub hands palm to palm.



4  
Rub in between and around fingers and wrists.



5  
Rub back of each hand with palm of other hand.



6  
Rub nail beds of each hand in opposite palm.



7  
Rub each thumb clasped in opposite hand.



8  
After 15 to 20 seconds rinse thoroughly under running water.



9  
Pat hands dry with paper towel.



10  
Turn off water using paper towel.



11  
Your hands are now clean.

PRINTSHOP # 256524



# Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

**School/Site and Room Number**

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**Occupancy limit:** \_\_\_\_\_ **Students**

\_\_\_\_\_ **Staff**

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

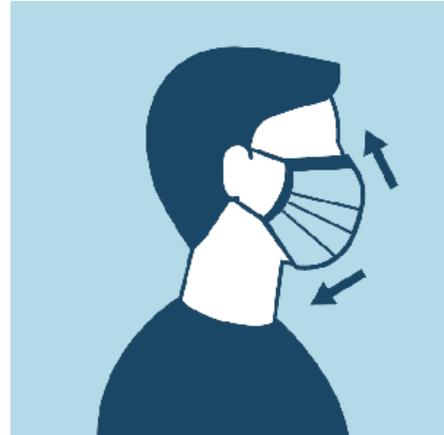
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



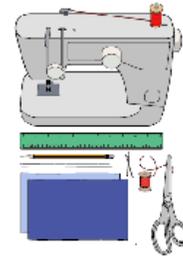
US1635310 04/10/2020, 8:37 AM

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Sewn Cloth Face Covering

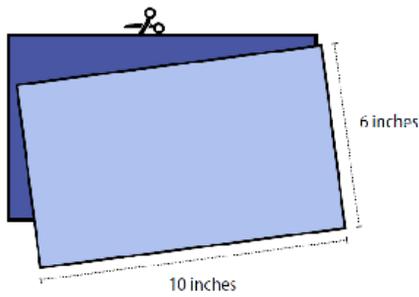
### Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

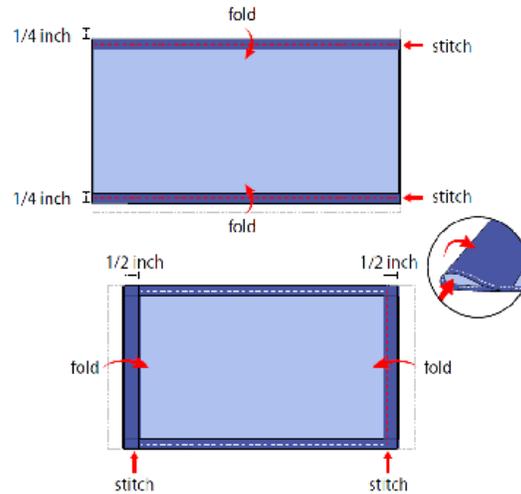


### Tutorial

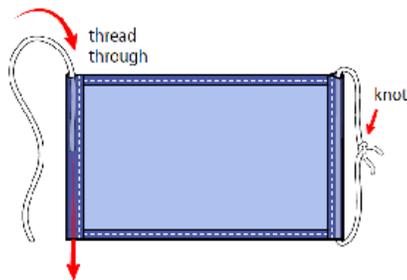
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



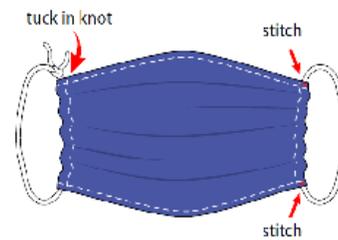
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

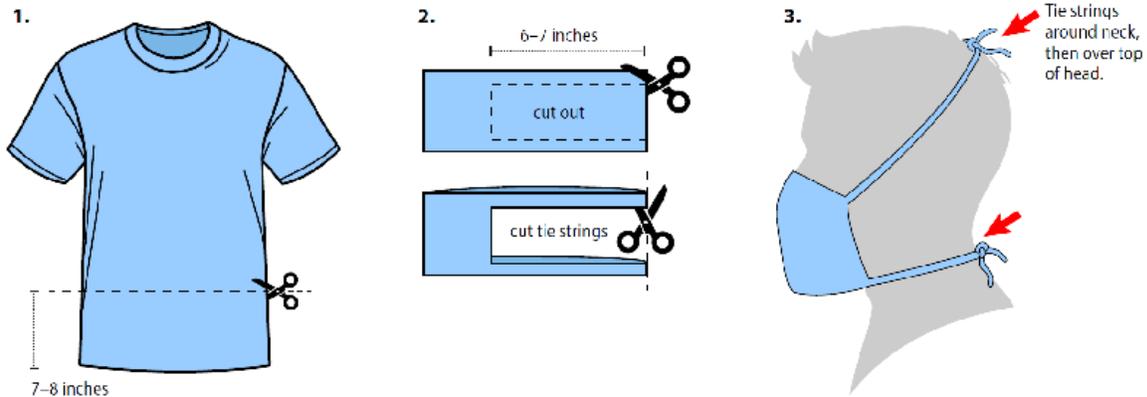


## Quick Cut T-shirt Cloth Face Covering (no sew method)

### Materials

- T-shirt
- Scissors

### Tutorial

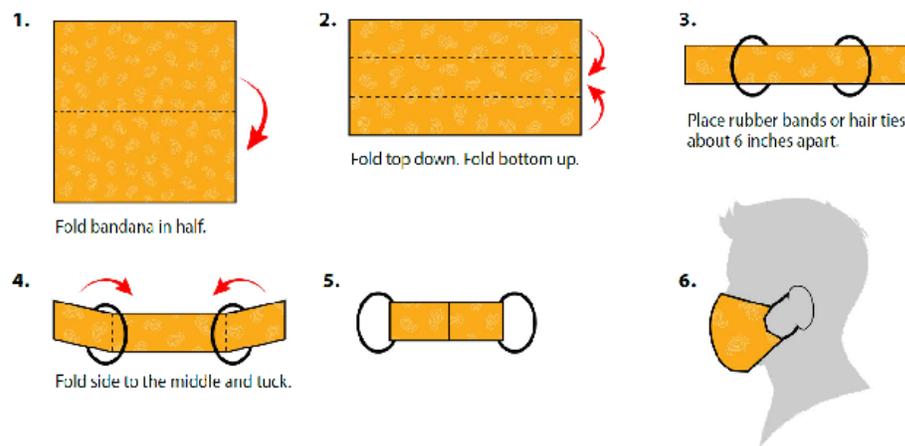


## Bandana Cloth Face Covering (no sew method)

### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

### Tutorial



## Appendix E: Custodial Schedules, Routines and FAQ

### **Custodial Schedules:**

#### **Elementary:**

Afternoon shift is currently 2pm to 10.30pm we have already rolled this back by one hour to overlap with administration in each school

We are also contemplating revising this back by another hour or 2 based on the school needs.

No elementary schools have daytime custodians we have 8 casual staff available that fill in as required for each shift at schools they are assigned by 10am each day when they are not assigned we will be bringing them in for the whole month of June to ensure more coverage for each school, especially elementary

#### **Secondary:**

Day shift: 6.30am to 3.30om & 7am to 3.30pm every day and each school has at least 1 custodian on this shift

Secondary afternoon shift is 2pm to 10.30pm and based on the size of each site the amount of staff varies from 2 to 5.

We can also manipulate some of these shift times and amount of staff to provide more day coverage and visibility at each site, the important point to note with this is obviously it is easier to do the main cleaning required every day after standard school hours.

### **Supplies to each site**

#### **Elementary:**

- 24 X bottles of sanitizers (refilled as needed)
- Cloths: 5 for each teacher with each bottle (we will set up a system or drop box for used cloths so we can pick them up for washing and they will be part of the original 5 on rotation)
- 5 X rolls painters tape
- Extra “physical distancing stickers” not unlimited amounts (many schools have already been provided a second round of these as requested)

#### **Secondary:**

- 60 X bottles of sanitizers (refilled as needed)
- Cloths: 5 for each teacher with each bottle (we will set up a system or drop box for used cloths so we can pick them up for washing and they will be part of the original 5 on rotation)
- 10 X rolls painters tap
- Extra “physical distancing stickers” not unlimited amounts (many schools have already been provided a second round of these as requested)

We can maintain current and expected operations under stage 3 with existing supplies, specifically related to soap, disinfectant and paper products.

## **General Items – FAQ's**

- Every school has dispensers located at the main entrances we have enough refills to go 3 rounds at each location
- We have some extra portable squirt tabletop sanitizing units that we are placing in the pods
- We cannot provide dispensers to every entrance to each site, so maintaining good hand hygiene will be key at all sites
- Every bathroom will have posters up regarding the correct procedure for hand washing etiquette
- Gloves: only available to staff working with those programs or in areas that specifically require them.
- Masks: following PHO guidelines, currently a personal choice and not provided to all staff *(Masks may be provided in exceptional circumstances)*
- At a minimum admin staff at all schools will see a custodial manager every second day throughout the month of June, and in the week proceeding opening to help alleviate any concerns or answer questions
- Plexi-glass & Partitions: Work orders should be submitted through School Dude, there is limited inventory available so Worksafe guidelines around Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease Public Health Measures should be followed. We expect to receive more requests of this nature through the summer in lieu of the September start up, especially around offices.
- We have provided sanitizer to all front offices, this will also need to suffice for photocopier rooms\* or staff will need to take their classroom assigned bottles with them.

### **Items to consider & think about:**

Gyms & music rooms being out of commission or having reduced usage helps us significantly, if this is to change we need to know ASAP.

We will rely on Admin staff through their meetings with Custodial Managers & staff to provide us updates of classrooms going back into service as well as those out of service so we can react accordingly with regard to supplies. In addition, as graduation plans are known and laid out the custodial requirements should be shared with our custodial team to help meet all cleaning requirements.

### **Items specific to the: Provincial COVID - 19 Health & Safety Guidelines for K-12 Setting:**

[https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf?bcgovtm=20200506\\_GCPE\\_AM\\_COVID\\_9\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

## WHAT CHANGES ON A REGULAR SHIFT FOR A STAGE 3 SHIFT:

### **Custodial Daily Work Routine (Guideline) 8HR Section**

#### **3.30pm-4.30pm**

- At 3.30pm everyone should be already in their working area. *Revised hours will now be in place for all sites.*
- For Leadhands/Foreperson, check with the Office first for any special request(s). *Remove all used cloths and replace with clean from each drop box area.*
- Check Firstclass email and Facility Rentals Report. *Currently Facilities are not rented to any outside groups in the majority of sites.*
- Bring inside any cones, pillars, flags from the front of the school if there are any.
- Conduct the security check of the building. Everyone needs to secure their own area. Make sure all doors and windows are closed and locked properly. Lock up any side chains and gates except for the ones at the front entrance of the property.
- Remove waste from the waste stations as needed. Make sure to wipe down waste station and its component. *Waste bins are all to be emptied and cleaned daily.*

#### **4.30pm-6pm**

- Dry mop all hard surface floors including the gymnasium if there is a rental usergroup in the building for that night. *With no rental groups and gyms being used less we expect to see this time added to specific cleaning of areas in use*
- Spot wash the floor in the gym as well “if there is a need”. Doors should only get opened 5-10 minutes prior to the arrival of the group giving them access to our facility. If you have a group showing up that is not on your list, then you must call your zone manager before allowing/denying them access into your building. *As above*

#### **6pm-6.30pm** – Dinner Break

#### **6.30pm-7.30pm**

- Vacuum all the carpet/entrance mats, stairwells in your area. Vacuum teaching board ledges at the same time when vacuuming carpet in classrooms

#### **7.30pm-9pm**

- Disinfect all washrooms thoroughly in your area and wash the floors in the classroom and washroom. *In this area cleaning will be increased to match the provincial guidelines, and ensuring all washrooms are stocked with supplies.*

### **9pm-9.30pm** – Coffee Break

#### **9.30-10pm**

- Sweep your gym if the rental group has vacated the building and disinfect the changeroom/washrooms. If the group is still in the building, then go to the next step of running the floor machine on your hallways and complete the sweeping of the gym after. *Again it is from this area we expect to redistribute cleaning time to be spent on high use areas to ensure we meet all the guidelines*

#### **10pm-10.40pm**

- Run the floor machine (autoscrubber) and wipe all the edges with a mop.

#### **10.40-11.40pm**

- Every school should have a general cleaning schedule/colored map divided into Day 1, Day 2, Day 3 and Day 4 on a school map. On top of what is required for the daily cleaning in your area, one must complete the general cleaning duties as well. Some of the general cleaning duties would include; desktops, sinks, touch points, horizontal surfaces, counter tops, high dusting, changing of burnt out tubes, locker tops, windows/glass, behind the doors, etc.. *Increased focus on all high touch points and areas in use.*

#### **11.40-11.50**

- Complete the security check of the whole building from outside. Return the CATS Cradle to its base if You are required to use one as a Working Alone Policy of the District.

#### **12.00am** - Finish