

JAMES CAMERON SCHOOL

School Health & Safety Plan
For Pandemic COVID-19

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Preface

This health and safety plan may be amended to respond to an increased risk of transmission. If required, personal protective equipment (PPE) will be provided to teachers through existing WorkSafeBC processes. As the law currently provides, employees who are immune-compromised, have underlying conditions that put them at greater risk, recovering from or receiving cancer treatment, or age 70 or older will be accommodated.

Responsibilities

Employer Responsibilities

James Cameron School will:

- Ensure that materials (for example, gloves, alcohol-based hand wash, soap, paper towel, and washing facilities) and other resources (for example, worker training materials) required to implement and maintain the plan are readily available where and when they are required
 - Select, implement and document the appropriate site-specific control measures
 - Ensure that supervisors and workers are educated and trained to an acceptable level of competency
 - Ensure that workers use appropriate personal protective equipment (PPE) — for example, gloves, eye protection, and surgical masks
 - Conduct a periodic review of this plan's effectiveness. This includes a review of the available control technologies to ensure these are selected and used when practical
- Maintain records of training and inspections

Supervisor Responsibilities

Our supervisors will:

- Ensure that workers are adequately instructed on the controls for the hazards at the location
- Direct work in a manner that eliminates or reduces the risk to workers

Worker Responsibilities

Our workers will:

- Know the hazards of the workplace

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

Health Hazards of Pandemic COVID-19

[Coronaviruses](#) are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

COVID-19 is a new coronavirus that has not been previously identified in humans. Rarely, animal coronaviruses can infect people, and more rarely these can spread from person to person through close contact.

There have been two other specific coronaviruses that have spread from animals to humans and which have caused severe illness in humans. These are:

1. [Severe Acute Respiratory Syndrome Coronavirus \(SARS CoV\)](#)
2. [Middle East Respiratory Syndrome Coronavirus \(MER CoV\)](#)

While many of the characteristics of COVID-19 are still unknown, mild to severe illness has been reported for confirmed cases. Most people experience a mild illness. However, people over 65 years of age and people with a weakened immune system or underlying medical condition are at a higher risk of developing severe disease.

Symptoms

The BC Centre for Disease Control and the Public Health Agency of Canada advise that symptoms may take up to 14 days to appear after exposure to COVID-19. This is the longest known infectious period for the disease. Symptoms have included:

- Fever
- Cough
- Difficulty breathing
- Pneumonia in both lungs

Transmission

Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- Respiratory droplets generated when you cough or sneeze
- Close, prolonged personal contact, such as touching or shaking hands

- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

Current evidence suggests person-to-person spread is efficient when there is close contact.

Although we are still learning how it spreads, two primary routes of transmission have been identified for COVID-19, both of which need to be controlled. These are contact and droplet transmission.

Contact Transmission, both direct and indirect

Direct contact involves skin-to-skin contact, such as touching or shaking hands.

Indirect contact involves a worker touching a contaminated intermediate object, such as a desk, light switch, telephone, or computer keyboard, and then touching the mouth, nose, or eyes.

Droplet Transmission

Large droplets may be generated when an infected person coughs or sneezes. Droplets travel up to 2 metres through the air and can be deposited in inanimate surfaces or in the eyes, nose, or mouth.

Current evidence suggests person-to-person spread is efficient when there is close contact (less than 2 metres).

The following risk assessment table is adapted from WorkSafe BC's Regulation Guideline G6.34-6.

Table 1: Risk Assessment for COVID-19

	Low Risk Workers who typically have no contact with people infected with COVID-19	Moderate Risk Workers who may be exposed to infected people from time to time in relatively large, well-spaced out workspaces	High Risk Workers who may have direct contact with infected people or with infected people in small, confined spaces
Hand Hygiene	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
Disposable gloves	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes, in some cases (for example when working directly with COVID-19 patients)
Aprons, gowns, or similar body protection	Not required	Not required	Yes, in some cases (for example when working directly with COVID-19 patients)
Face masks and eye protection — goggles or face shield	Not required	Not required	Yes, in some cases (for example when working directly with COVID-19 patients)

Using this guideline as a reference, we have determined that our risk level of the majority of James Cameron employees is **moderate to low**. Our employees work in a school environment and have contact with students, and discretionary contact with the general public. However, they may be potentially and inadvertently in direct contact with students who are asymptomatic and may be handling potentially contaminated objects.

Requirements for Health & Safety in BC Schools¹

Foundational Health & Safety Requirements

LEGISLATION

The Medical Health Officer, under the [Public Health Act](#), may issue orders or recommendations relating to independent schools.

A School Medical Officer can require a board or independent school authority to close a school if the School Medical Officer considers the health or safety of students is at risk. If a School Medical Officer believes that the health condition of a student or an employee of the school would endanger the health of other students or employees at a school, the School Medical Officer must report that to the Principal, who must then remove that person from the School.

The School Medical Officer for James Cameron School is Anjie Turner, Fraser Health 604-474-7004 or 604-363-8154.

An independent school authority has the authority to close a school on a required day of instruction if it believes the health or safety of students is endangered.

Independent school authorities can require students or employees who are suffering from a communicable disease to be excluded from school or suspended from work until they can provide a certificate from their doctor permitting them to return to school or work. These must be reported to the School Medical Officer.

If a student is excluded from attending school due to health reasons, the independent school authority needs to continue to provide an educational program to the student.

An independent school authority has a general authority to close a school if it believes the health or safety of students is endangered. In all circumstances, the independent school authority will work to ensure confidentiality of student information and ensure privacy for students and their families.

¹ Provincial COVID-19 Health & Safety Guidelines for K-12 Setting, *Ministry of Education*, May 15, 2020

PROFESSIONAL STANDARDS

The [Professional Standards for Educators](#) sets out the principles that guide educators' professional practice. Standard 1 states that “*educators value and care for all students and act in their best interest.*”

OTHER LEGAL GUIDANCE

Schools and teachers are expected to take responsibility for their student's physical and mental safety and well being. This general duty of “*in loco parentis*” or acting in the place of a careful and judicious parent is found in common law of court decisions and precedents.

Additional COVID-related Requirements

GUIDELINES/JAMES CAMERON SCHOOL RESPONSES FROM THE PROVINCIAL HEALTH OFFICER²

Public Health Measures

1. **Mass Gathering:** The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people. However, this Order does not apply to regular school activities:
 - a. There can be more than 50 students and employees in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. Large assemblies of employees and students should not be held.

2. **Case Finding:** Active testing of people with mild COVID-19 like symptoms (case finding) helps to identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up:
 - a. Confirmed cases of COVID-19 within the School community (employees and students) will be reported *in confidence* to the Medical Health Officer to help identify clusters and outbreaks.
 - b. Absences of more than 10% of the school population (employees and students) will be reported to the Medical Health Officer to help identify clusters and outbreaks.

² BC Centre for Disease Control (May 15, 2020). *COVID-19 Public Health Guidance for K-12 School Settings*. Retrieved from: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_k-12_school_guidance_-_2020_may_15_-_final.pdf

2. Self-Isolation & Quarantine:

- a. Should students or employees have common-cold, influenza, or COVID-19 like symptoms they must stay home, be assessed by their health care provider and tested for COVID-19. When someone is symptomatic, they should self-isolate and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.
- b. If a person is found to be a confirmed case of COVID-19, public health will ensure there is robust contact tracing and management of any clusters or outbreaks. They will also ensure that children, employees, parents and caregivers have access to health care providers and that appropriate supports are in place.
- c. "Quarantine" is a term typically reserved for persons who return from travel outside the country are at risk of developing COVID-19:

Environmental Measures

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. The School will be cleaned and disinfected in accordance with and in excess of the standards outlined in the [BCCDC Cleaning and Disinfectants for Public Settings document](#):

- Cleaning employees will use appropriate PPE
- General cleaning and disinfecting of the classrooms and premises will occur regularly (minimum daily)
- Frequently-touched surfaces will be cleaned and disinfected twice daily by janitorial employees, and as needed by faculty and staff using a hydrogen peroxide solution.
- Washrooms will be cleaned twice daily.
- Garbage containers will be lined and emptied daily.
- Paper hand towels will be available in bathrooms and classrooms
- Water fountains will be disabled
- There will be adequate supplies of cleaning products for common devices and materials
- There will be clear protocols for safe and healthy handling of all food items, including snacks; students attending day-long classes will be asked to bring their lunches from home and consume them outside or in the classroom environment.
- There will be clear communication to students not to contact or share items, and other parameters deemed appropriate.
- Employees and students should not be sharing personal items (e.g. electronic devices, writing instruments, etc.).

Administrative Measures

1. **Physical Distancing:** The following physical distancing strategies will be implemented at James Cameron School, with expectations adjusted for varying age levels and activities:
 - a. Close greetings will be avoided; students will be reminded of the “Hands Off” rule
 - b. Learning environments will be configured to allow distances between students and adults (2 metre spacing)
 - c. Students will be taken outside more often
 - d. Flow of people in common areas will be managed:
 - 1.d.i. Clear protocols for employees, students, and others entering and exiting the School.
 - 1.d.ii. Parents and caregivers will be asked to drop off/pick up in front of the school
 - 1.d.iii. Other non-employee adults entering the school (i.e. delivery people) will need to follow arrival protocols and signage
 - d.iv. Where workers are asked to continue to work in their office environment, they will be relocated (as needed) to a separated work space to as to minimize contact and transmission

Personal Measures

1. **Stay Home When Sick:** James Cameron School will institute a triple-screening protocol for all entrants to campus:
 - a. All employees and students will enter the campus through a single entry point
 - b. Employees and students with suspected COVID 19 symptoms will be taken to the Isolation Room for a secondary health screen.
 - c. Parents will be advised that it is their responsibility to pick up their child as soon as possible when notified by the School.
 - d. Employees and student absenteeism will be reported to the local public health office to help in early identification of clusters and outbreaks. Public Health will conduct robust contact tracing and management of any clusters or outbreaks
 - e. Students and employees who have symptoms of a respiratory illness will be asked to stay at home and self-isolate, undergo assessment and testing, and follow directions from their health care provider; this includes children of essential service workers.
 - f. People who have returned to British Columbia from travel outside of the country are asked to quarantine for 14 days prior to coming onto school property.

- g. If students, families, or employees are unsure if they should self-isolate, they will be directed to the [BC COVID-19 Self-Assessment Tool](#) and call 8-1-1.

2. Hand Hygiene: Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Everyone will practice diligent hand hygiene. This will include the following practices that will be taught explicitly at school and reinforced by parents/guardians in the home environment. Students and employees will:

- a. Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
- b. Alcohol-based hand sanitizer, containing at least 60% alcohol will be made available as an alternative to hand washing, should it not be readily available.
- c. Students will be directed to classroom sinks so they can perform hand hygiene when they enter and throughout the day.
- d. Reminders, including images and signage will be present throughout the school to re-enforce the importance of diligent hand hygiene.
- e. Additional hand hygiene opportunities will be incorporated into the daily schedule, including before and after the following activities: arrival, recess, bathroom visits, lunch, snack, outdoor play, any time when students enter or exit the classroom and as needed to support respiratory etiquette (see below).
- f. Stock of paper towel, soap and additional alcohol-based hand sanitizer (when available) will be readily available to restock supplies when needed
- g. Employees will assist younger students with hand hygiene when needed

3. Respiratory Etiquette: Everyone will practice diligent respiratory etiquette. This will include the following practices that will be taught explicitly at school and reinforced by parents/guardians in the home environment. Students and employees will:

- a. Cough and sneeze into their elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
- b. Refrain from touching their eyes, nose or mouth with unwashed hands.
- c. Refrain from sharing any food, drinks, unwashed utensils
- d. Cloth or homemade masks are recommended, particularly for children, when in common areas. There is limited evidence outside of health care settings and only in uncontrolled situations where physical distancing between adults cannot be maintained for extended periods of time (greater than 15 minutes with a person who has probable or lab confirmed COVID-19).
- e. For all adults at James Cameron School, wearing a mask or face shield is mandatory.
- f. Parents, caregivers and employees can teach and reinforce these practices amongst students.

4. Personal Protective Equipment (PPE):

- a. Use of masks may be required if:

1. If a student becomes symptomatic during a school day, and it is impossible to maintain a 2 metre distance from the ill student.
 2. If an employee member develops symptoms at work, they may use a mask to cover their nose and mouth while they make arrangements to leave the school.
 - b. More information about COVID-related mask use is available on the [BC Centre for Disease Control website](#).
- 5. Supporting School Communities:** James Cameron School follows the BC Centre for Disease Control as a primary source of information about COVID-19, and will support learning and direct questions from our community to the BC Centre for Disease Control [website](#).

WorkSafeBC Resources³

***See Appendix 1 for the James Cameron Exposure Control Plan
for COVID-19***

See Appendix 2 for the James Cameron WorkSafeBC Safety Plan

³ BC Centre for Disease Control (May 15, 2020). *COVID-19 Public Health Guidance for K-12 School Settings*. Retrieved from: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_k-12_school_guidance_-_2020_may_15_-_final.pdf

APPENDIX 1: EXPOSURE CONTROL PLAN FOR COVID-19

Nature and Scope of Work

The daily mix of students and employees in school setting provides many opportunities for viruses, bacteria and other potentially infectious materials (OPIMs) to be passed between everyone in these settings. As well, some positions and work tasks put employees at a higher risk of an occupational exposure to communicable diseases.

In accordance with the WorkSafeBC Occupational Health & Safety Regulations, if there is a risk of occupational exposure, an Exposure Control Plan based upon the precautionary principle must be delivered and implemented.

Purpose

The purpose of this Exposure Control Plan is to both inform and help protect employees from exposure to COVID-19.

Early Signs and Symptoms

According to the [BC Centre of Disease Control \(BCCDC\)](#), symptoms of COVID-19 can appear up to 14 days after being exposed to the virus.

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

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

Symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and

vomiting a few days after the onset of the above symptoms. If you only have gastrointestinal symptoms, you may not have COVID-19.

Risk Assessment

Two primary routes of transmission have been identified for COVID-19, both of which need to be controlled. These are contact and droplet transmission.

Contact Transmission, both direct and indirect

Direct contact involves skin-to-skin contact, such as touching or shaking hands.

Indirect contact involves a worker touching a contaminated intermediate object, such as a desk, light switch, telephone, or computer keyboard, and then touching the mouth, nose, or eyes.

Droplet Transmission

Large droplets may be generated when an infected person coughs or sneezes. Droplets travel up to 2 metres through the air, and can be deposited in inanimate surfaces or in the eyes, nose, or mouth.

Current evidence suggests person-to-person spread is efficient when there is close contact (less than 2 metres).

The following risk assessment table is adapted from WorkSafe BC's Regulation Guideline G6.34-6. Using this guideline as a reference, we have determined that our risk level of the majority of James Cameron employees is **moderate to low**. Our workers work in a school environment and have contact with students, and discretionary contact with the general public. However, they may be potentially and inadvertently in direct contact with students who are asymptomatic, and may be handling potentially contaminated objects.

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Face masks and eye protection — goggles or face shield	Not required	Not required	Yes, in some cases (for example when working directly with COVID-19 patients)
Biological Agent	Route of Transmission	Public Health Measures	Environmental Measures

<p>COVID-19</p>	<p>Direct & Indirect Contact</p> <p>Droplet Transmission</p>	<p>May 18, 2020 – the PHO Order for Mass Gatherings in excess of 50 people does not apply to regular school activities, provided that students and employees are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. No large assemblies of employees or students should be held.</p> <p>Parents will be advised that it is their responsibility to screen their child before each in-class learning session.</p> <p>All employees and students will enter the school through a single entry point</p> <p>Any employee or students with an elevated temperature will be taken to the isolation room for further evaluation</p> <p>Parents will be advised that it is their responsibility to pick up their child as soon as possible when notified by the School.</p> <p>Employee and student absenteeism will be reported to the local public health office to help in early identification of clusters and outbreaks. Public Health employees will conduct robust contact tracing and management of any clusters or outbreaks</p> <p>Students and employees who have symptoms of a respiratory illness will be asked to stay at home and self- isolate, undergo assessment and testing, and follow directions from their health care provider.</p> <p>People who have returned to British Columbia from travel outside of the province and country are asked to quarantine for 14 days prior to coming onto school property.</p>	<p>The School will be cleaned and disinfected in accordance with the BCCDC’s Cleaning and Disinfectants for Public Settings document.</p> <p>General cleaning and disinfecting of the premises will occur daily, using the School’s Clorox-360 machine.</p> <p>High touch surfaces will be cleaned twice daily, at a minimum.</p> <p>If a student or employees member becomes ill at School, they will be isolated until arrangements are made to take them home. Once they have left the campus, the room will be thoroughly sanitized.</p> <p>Faculty members and office employees will be provided with oxygenic cleaner and wipes to disinfect objects and surfaces between scheduled cleans.</p>
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				<ul style="list-style-type: none">• Students will sit in their own seat (may share with household members)			
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APPENDIX 2: WorkSafe BC COVID-19 Safety Plan

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

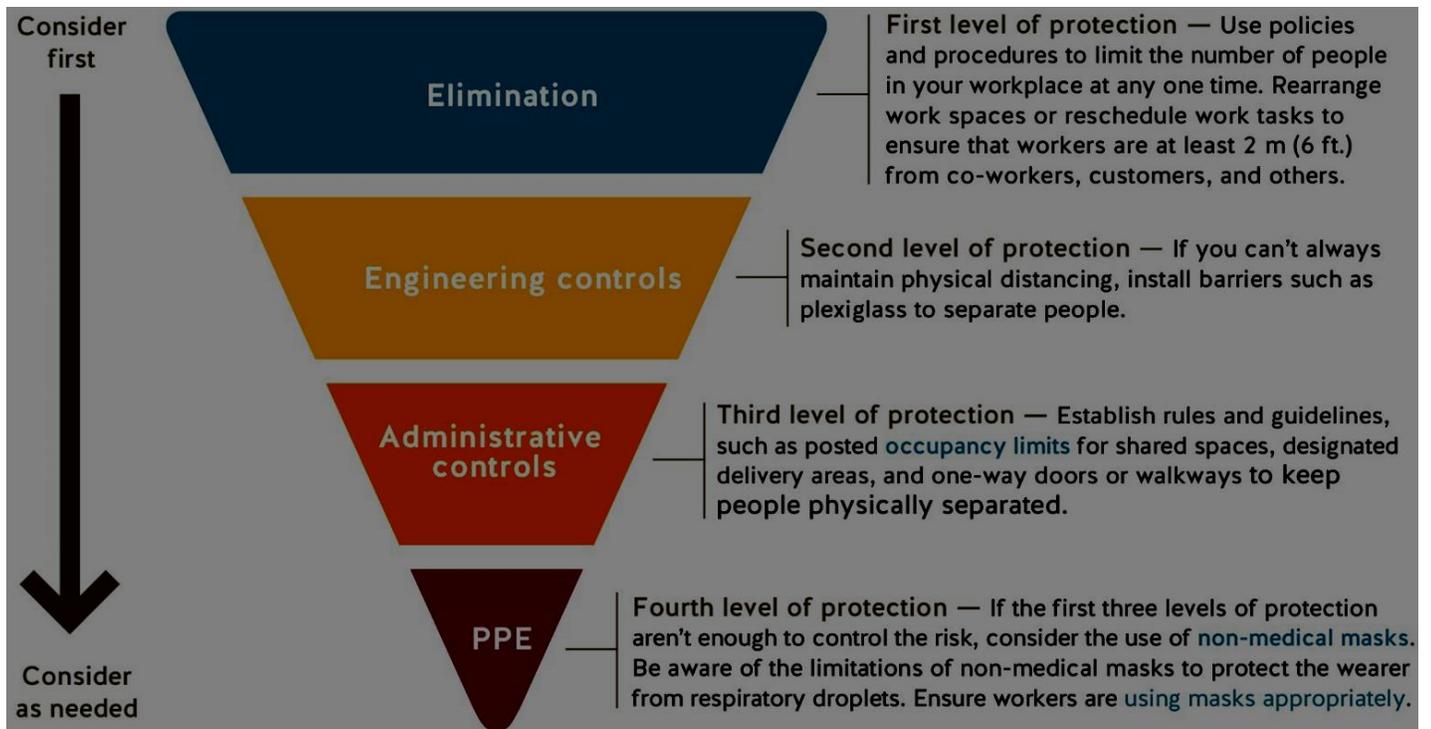
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- ✓ 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.

COVID-19 Safety Plan

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.



COVID-19 Safety Plan

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

List your control measures for maintaining physical distance in your workplace, for example:

REFER TO JAMES CAMERON SCHOOL HEALTH & SAFETY PLAN FOR PANDEMIC COVID-19

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

Describe how barriers or partitions will be used in your workplace.

Barriers will be set up at the main school entrance, on the tutoring desks, and on teacher stations

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

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission.

REFER TO THE JAMES CAMERON HEALTH & SAFETY PLAN FOR PANDEMIC COVID-19, APPENDIX 1: COVID-19 EXPOSURE CONTROL PLAN.

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 have trained workers in the proper use of masks.

Measures in place

Who will use masks?

What work tasks will require the use of masks?

How have workers been informed of the correct use of masks?

REFER TO THE JAMES CAMERON SCHOOL HEALTH & SAFETY PLAN FOR PANDEMIC COVID-19, APPENDIX 1: COVID-19 EXPOSURE CONTROL PLAN.

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.]
- ✓ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, equipment, 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

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines).

James Cameron employees will be primarily responsible for cleaning. Faculty and office employees will be provided oxygenic cleaner (DIN# 02247845) to clean and disinfect high-touch surfaces and objects between scheduled cleanings.

James Cameron will be responsible for cleaning and disinfecting highly touched surfaces a minimum of twice daily and when visibly dirty; cleaning and disinfecting any rooms that housed employees or students who developed symptoms of respiratory illness while waiting to be transported home.

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.
- ✓ 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 the administrator even with mild symptoms.
- ✓ Sick workers should be asked to wash or sanitize their hands, and isolate. 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](#).]
- ✓ 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 employees.
- ✓ We have a training plan for employees 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 identified a safe process for clearing systems and lines of product that have been out of use.

