



Guidelines for Joint Occupational Health and Safety Committees

(This document will be revised with any changes from the Provincial Health Officer)

WS—WorkSafe Document

PG—COVID-19 Public Health Guidance for K–12 School Settings Document

Staff practices	Document/page	Checked
All staff must self-assess themselves daily before coming into the school building.	PG (p. 8) / WS	
If a staff member is ill, they must stay home.	PG (p. 5) / WS	
Protocols must be established for staff that become ill during the day.	PG (p. 8) / WS	
Protocols need to be established around flow of people in common areas, such as hallways and bathrooms.	PG (p. 6)	
Protocols need to be established for bringing materials in and out of schools.	PG (p. 7)	
Clear communication of respiratory etiquette: cough or sneeze into your elbow or a tissue, no sharing of food or drink.	PG (p. 9)	
Workers on site will continue to adhere to physical distancing guidelines or two metres wherever possible.	WS / PG (p. 6–7)	
Encourage workers and students to remain on site and not to leave during lunch or at break times.	WS	
Employees who desire to wear personal protective equipment (PPE) may bring their own. *Update Dr. Tam—Canada Chief Health Officer—May 20, 2020 In areas where COVID-19 activity is present, in addition to handwashing and cough etiquette, "use of non-medical masks or face coverings is recommended as an added layer of protection when physical distancing is difficult to maintain," said Theresa Tam, Canada's chief public health officer, on May 20.	WS / PG (p. 9)	
Establish and post occupancy limits for shared spaces, such as lunchrooms and break rooms. Consider removing chairs or tables to ensure occupancy limits are not exceeded. If possible, provide additional areas for workers to have their breaks, including outside areas if available. This should have already been done—if not, then it needs to be established.	WS	
In primary grades, physical distancing is difficult to enforce with younger children; however, workers should teach appropriate behaviors, consider space limitations, and options where possible.	WS	
Where possible, have workers 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.	WS	

Guidelines for Joint Occupational Health and Safety Committees

(This document will be revised with any changes from the Provincial Health Officer)

WS—WorkSafe Document

PG—COVID-19 Public Health Guidance for K–12 School Settings Document

Student/parent responsibilities	Document/page	Checked
<p>All workers or students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days, or who have come into contact with someone who has experienced symptoms, must stay home.</p> <ul style="list-style-type: none"> • All sites will have a clear screening process where staff and students are asked if they are sick. • Sites will have processes for students leaving if sick. • More information on WorkSafeBC Protocols for ill students in the COVID-19 WS document. 	WS	
<p>Sites should not have visitors or volunteers, but if they do, it should be by appointment.</p>	WS	
<p>Staggering of pick-ups, drop-offs, recess, and lunch times may be necessary. Clear protocols need to be established for employees, students and others entering the school.</p>	PG (p. 5)	
<p>Students will bring limited materials to school (e.g., backpack, water bottle, etc.), and should not share any materials.</p>	WS	
<p>Parents should not send students with food that needs to be prepared or heated.</p>	WS	
<p>Where possible, students should avoid physical contact to the greatest extent.</p>	WS	
<p>Older students will also be encouraged be more mindful of physical space and contact and limit the size of groups.</p>	WS	
<p>Encourage workers and students to remain on site and not to leave during lunch or at break times.</p>	WS	
Administrative areas	Document/page	Checked
<p>School administrators must:</p> <ul style="list-style-type: none"> • Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. • Alternatively, conduct daily checks for respiratory illness at drop-off by asking parents and caregivers to confirm the child does not have symptoms of common cold, influenza, COVID-19, or any other respiratory disease. • Establish procedures for students and staff who become sick while at school to be sent home as soon as possible. 	PG (p. 7)	
<p>Employers are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission.</p>	WS	
<p>Limit the public coming into the office. Encourage parents and others to call instead of visiting the school.</p>	WS	
<p>Sites should have signage posted at entry points on proper entry procedure.</p>	WS	
<p>Hand hygiene stations should be set up at the school entrance, so everyone can perform hand hygiene when they enter the school.</p>	PG (p. 8)	

Guidelines for Joint Occupational Health and Safety Committees

(This document will be revised with any changes from the Provincial Health Officer)

WS—WorkSafe Document

PG—COVID-19 Public Health Guidance for K–12 School Settings Document

Designate a two metre area in front of or behind a kiosk (office windows). Consider the use of tape or other floor markers to designate where people can stand and line up (if required). Plexiglass may be used to separate administrative workers from the public if two metres of separation cannot be maintained.	WS	
Train your workers on: <ul style="list-style-type: none"> • The risk of exposure to COVID-19 and the signs and symptoms of the disease. • Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette. • How to report an exposure to or symptoms of COVID-19. • Changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training. • Document COVID-19 related meetings and post minutes at a central location. Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.	WS	
Interior preparations	Document/page	Checked
No mass gatherings (e.g., assemblies, groupings of kids or staff meetings that include more than 50 people). Assemblies and other school-wide events should be held virtually to avoid a large number of people gathering in one space.	PG (p. 4) / WS	
Hand washing stations or alcohol-based hand rub containing at least 60% alcohol needs to be available.	PG (p. 8)	
Paper hand towels need to be provided rather than hand dryers.	PG (p. 6)	
Cleaning: general cleaning needs to occur at least once a day. Frequently touched shared surfaces need to be cleaned and disinfected at least twice a day, including bathrooms, doorknobs, tables, desks, etc.	PG (p. 5)	
Schools should be cleaned and disinfected in accordance with the BC Centre of Disease Control's (BCCDC) Cleaning and Disinfectants for Public Settings. Cleaning practices should be in line with the Provincial Health Officer's COVID-19 Public Health Guidance for Childcare Settings. Develop a cleaning policy that focuses on high-traffic areas and high-contact surfaces such as doors and cabinet handles, stair railings, washrooms, shared office spaces, desks, keyboards, light switches, and communications devices.	WS	
Water fountains need to be disabled.	PG (p. 6)	
Cleaning supplies need to be available for common devices such as photocopiers and supply rooms.	PG (p. 6)	
Consider using alternate spaces, and different classroom and learning environment configurations to allow distance between students.	PG (p. 6)	
Schools are not to be used for community related events.	PG (p. 7)	

Guidelines for Joint Occupational Health and Safety Committees

(This document will be revised with any changes from the Provincial Health Officer)

WS—WorkSafe Document

PG—COVID-19 Public Health Guidance for K–12 School Settings Document

Classroom preparations	Document/page	Checked
Number of students in a space should not exceed the ability to maintain a safe distance.	PG (p. 6)	
Clear protocols of safe handling of all food items, such as labeling beverage containers, and items that can be opened independently.	PG (p. 7)	
Employees and students should not be sharing items, such as electronics, writing instruments, etc.	PG (p. 7)	
Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.	WS	

This checklist was created by members of the Health and Safety Advisory Committee.

6486545
ds:tfu