



# Vancouver Elementary School Teachers' Association

## VESTA Health and Safety Guidelines for Joint Occupational Health and Safety Committees

WS – [WorkSafe K-12 Education Protocols Document](#) (August 11, 2020)

PG – [COVID-19 Public Health Guidance for K-12 School Settings Document](#) (September 3, 2020)

VC – [VSB COVID-19 Safety Plan, Safe Work Instruction and Protocols](#) (August 25, 2020)

| <b>Staff Practices</b>  | <b>Source</b> | <b>Checked</b> |
|---|---------------|----------------|
| All staff must self-assess daily before coming into the school building and stay home if ill  | PG / WS / VC  |                |
| Protocols established for staff that become ill during the day  | PG / WS / VC  |                |
| Protocols established for flow of people in common areas, hallways and bathrooms  | PG            |                |
| Protocols established for bringing materials in and out of schools  | PG            |                |
| Clear communication of respiratory etiquette, cough and sneeze, sharing of food or drink  | PG            |                |
| Workers on site will adhere to physical distancing of 2m wherever possible  | WS / PG       |                |
| Workers encouraged to remain on site during lunch or break  | WS            |                |
| Employees who wish to use PPE (masks, face shields) may bring their own, districts will also provide upon request   | WS / PG       |                |
| Established and posted occupancy limits for shared spaces.  | WS            |                |
| In settings where physical distancing is difficult, teach appropriate behaviours, use other options where possible  | WS            |                |
| Limits to cohort contact / physical distancing outside of cohort required   | PG / VC       |                |
| <b>Student / Parent Responsibilities</b>  | <b>Source</b> | <b>Checked</b> |
| All workers or students with symptoms of COVID-19, who have travelled outside of Canada in past 14 days, or have come into contact with someone with symptoms must stay home. | WS / VC       |                |
| Communication to staff and families of processes for students leaving school if symptoms develop during the school day  | PG / WS       |                |
| Visitor access to school hours prioritized to supporting activities that benefit student learning and well-being  | PG / VC       |                |
| Staggering of pick-ups, drop-offs, recess and lunch time if necessary   | PG            |                |
| Clearly communicated and posted protocols for employees, students and others entering the school  | PG            |                |
| Students will limit the materials brought to schools and should not share materials   | WS            |                |
| Communication to parents that lunches should not be prepared or require heating at school   | WS            |                |
| <b>Administrative Areas</b>   | <b>Source</b> | <b>Checked</b> |
| School Administrators must communicate to caregivers and parents their responsibility to assess children daily before school  | PG / VC       |                |
| School Administrators must establish procedures for students and staff who become sick while at school to be sent home as soon as possible                                    | PG            |                |
| Employers are required to post a COVID-19 Safety plan outlining policies, guidelines, procedures to reduce the risk of COVID-19 transmission                                  | WS / VC       |                |

|   |               |                |
|---|---------------|----------------|
| All visitors must confirm they have completed daily health check before entering the school building  | WS / VC       |                |
| Sites have signage posted at entry points on proper entry procedure   | WS            |                |
| Handwashing encouraged upon entry, before / after breaks and eating, when using bathroom and using gym / playground equipment   | PG            |                |
| Designated 2m area in front of kiosks or desks (office, library) using tape to indicate distanced lineup where required. Plexiglass may be used to separate workers from public if 2m distancing cannot be maintained   | WS            |                |
| Workers have received training on:  | WS / PG       |                |
| - Risk of exposure to COVID-19 and signs and symptoms of the disease  |               |                |
| - Safe work procedures and instruction to be followed including hand washing and respiratory etiquette  |               |                |
| - How to report an exposure to or symptoms of COVID-19  |               |                |
| - Changes that have been made to work policies, practices, and procedures due to COVID and 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  |               |                |
| - Ensure TTOCs, itinerant staff and other casual workers have site orientation for COVID-19 policies, practices and procedures for the site when reporting to work  |               |                |
| Review school emergency and evacuation procedures considering new health and safety guidelines (i.e. additional muster points)  | PG            |                |
| Conduct a periodic review on the effectiveness of training, procedures and policies, training to be updated as new information emerges  | WS            |                |
| <b>Interior preparations</b>  | <b>Source</b> | <b>Checked</b> |
| No mass in-person gatherings except for according to PHO guidelines and within cohorts  | PG / WS       |                |
| Ensure handwashing supplies are well stocked, including soap, paper towels, and, where appropriate, alcohol-based hand sanitizer with a minimum of 60% alcohol  | PG            |                |
| General cleaning and disinfecting of the school at least once in a 24 hour period. This includes items a single student uses, like an individual desk   | PG / VC       |                |
| In addition to above, cleaning and disinfecting of frequently touched surfaces at least twice in 24 hours, including at least once during regular school hours. This includes doorknobs, light switches, hand railings, faucet handles, toilet handles, desks, tables and chairs used by multiple students, water fountains | PG / VC       |                |
| Consider using alternate spaces and different classroom / learning environment configurations to allow physical distancing  | PG            |                |
| After hours community use of facilities in alignment with other H&S measures  | PG            |                |
| Classroom Preparation   | Source        | Checked        |
| No homemade food items to be made available to other students (i.e. birthday treats, bake sales etc.)   | PG            |                |
| Employees and students should not be sharing items such as electronics, writing instruments etc.  | PG            |                |
| Removal of unnecessary furniture and provision of temporary storage   | VC            |                |