

WSBC Safety Plan Stage 2– Resumption of In-class Learning

This COVID-19 Safety Plan outlines the six-step process Surrey Schools will take while moving to Stage 2 during the COVID-19 pandemic.

Each step outlines the initiatives the District will implement prior to resuming operations.

A copy of this plan will be posted on our District and School Websites in accordance with the order of the Provincial Health Officer.

Step 1: Assessment of risk within Surrey Schools

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.

Identification of areas where there may be risks of exposure to COVID-19, 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).
 - The School District Health and Safety Department has been in contact with the District Health and Safety Committee as well as reaching out and collaborating with the Fraser Health Authority, the Ministry of Education, Ministry of Health, Surrey Principals' and Vice Principals' Association, CUPE 728 and Surrey Teachers Association (STA) leadership/executive teams.
- We have identified areas where people gather, such as staff rooms, multipurpose rooms, and meeting rooms.
 - During Stage 2 students will be returning to full time instruction in schools. Interactions between students and staff will be minimized where possible to 60 persons (including staff and students) in Elementary and up to 60 persons in Secondary schools.
 - Parents and visitors to the school will not be permitted within the school building unless previously arranged and agreed to by the Principal.
 - If permitted inside the building, parents and visitors must abide by the hand washing and physical distancing (unless with other household contacts) requirements.
 - Common areas where large numbers of students congregated prior to COVID-19 will be limited to the number of persons able to safely physically distance. Students and staff

are encouraged to remain within their designated learning group where possible. If interaction in a separate group is necessary, physical distancing of 2 metres is required. Staff and students are discouraged from gathering in proximity and activities/flow of people are encouraged to take place outside. Signage reminding staff and students of the need to physically distance will be provided to schools by the district for placement in these areas and throughout the site. Small rooms with maximum occupancy of less than 5 and elevators will have signage and limits for occupants.

- ❑ We have identified job tasks and processes where workers are close to one another or students.
 - Employees who are not directly involved with the supervision of students or delivery of education to students and who are able to work from home effectively continue to do so in consultation with their manager in an effort to achieve 60% of pre-COVID physical contact with other adults.
 - Assigned employee workstations to be separated by 2 metres or physical partitions. Principals and managers will be required to work with employees and the District Health & Safety Department to ensure this is in place.
- ❑ We have identified the tools, machinery, and equipment that workers share while working.
 - General cleaning of the premises will occur at least once per day. Frequently-touched surfaces are intended to be cleaned and disinfected at least twice per day. Teachers will need to limit shared resources that students will touch as much as possible to reduce and limit the number of items and those that are not easily cleaned. Sharing of tools or other items will be discouraged. Planning of learning activities should include consideration of capacity for cleaning shared objects, equipment and supplies.
 - “There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students.” Please see the source from the BCCDC in the appendix¹.
- ❑ We have identified surfaces that people touch often, such as exterior doorknobs, elevator buttons, faucets, toilet handles, shared tables/, desks, chairs, handrails, keyboards and necessary teaching manipulatives.
 - Offices or work locations used by only one person will be identified by School Administration or the site Manager and cleaned once daily.

Step 2: Implementation of relevant protocols to reduce and minimize the risks of transmission

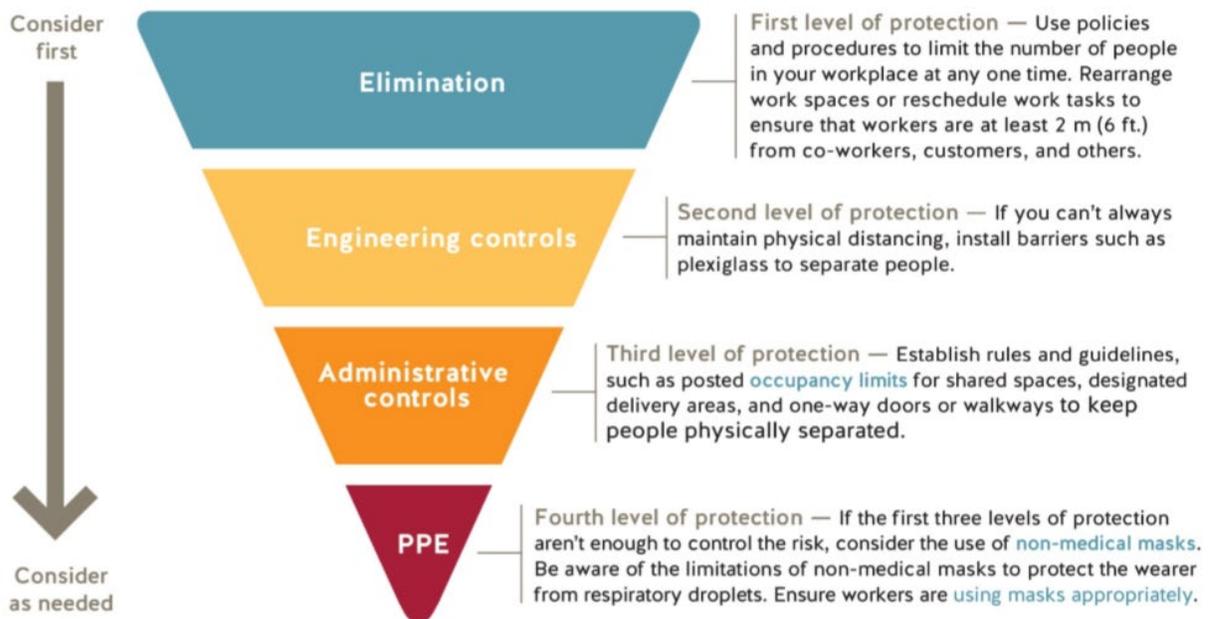
The following protocols will be implemented:

- ❑ Industry-specific protocols as recommended by WorkSafeBC and the COVID-19 K-12 Guidance have been reviewed and are being implemented.
 - As recommended by Public Health, staff and students will be assigned to Learning Groups of 60 persons in Elementary and up to 60 persons in Secondary. Interaction with other groups will be minimized where possible. If interaction occurs, physical distancing measures will be required.
 - Secondary students will be required to wear masks while in areas that do not enable physical distancing such as moving between classrooms.

- Parents and visitors to the school will not be permitted within the school building unless previously arranged and agreed to by the Principal. This includes pick up and drop off of students and lunches. Lunches should be sent with the student rather than dropped off mid-day.
- If permitted inside the building, parents and visitors must abide by the hand washing and physical distancing (unless with other household contacts) requirements.
- We are currently updating our Health & Safety Recommendations to meet the requirements of Stage 2 and updating our Exposure Control Plan to reflect current recommendations issued on July 29, 2020.
- ☐ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
 - We will communicate essential health and safety information to all staff in writing before the schools re-open, which will give staff time to review the material.
 - We engaged all our joint health and safety committees to review the safety protocols prior to Stage 3 implementation. Stage 2 information for Health & Safety Committee members will be disseminated to Safety Committee members in preparation of the September restart.
- ☐ Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
 - 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. As such, there can be more than 50 students and staff 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. However, large assemblies of staff and students will need to be held virtually if required.
 - The District has worked to implement Learning Groups to limit the number of staff and student that regularly interact with each other as per Public Health recommendations. Each school will be responsible for organizing Learning Groups and assigning staff to work within the Learning Group.
- ☐ Your health and safety association or other professional and industry associations.
 - We are actively working with the STA and CUPE 728 and the School Safety Association of BC (SSABC).

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.



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.
 - Employees will be reminded to maintain 2 metres distance from one another when working outside of the assigned learning group. Assigned employee workstations will be separated by 2 metres or partitions used when other controls are not possible.
 - Classrooms will be arranged to help facilitate student physical distancing and movement within the classroom. Students and staff will remain in their assigned Learning Group for the duration of each term.
- ❑ 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.
 - Employees not engaged in the direct supervision of students or not otherwise required to be onsite due to the nature of their work and who are able to work from home effectively, may continue to do so in consultation with their manager in an effort to achieve 60% of pre-COVID physical contact with other adults.
- ❑ We have established and posted occupancy limits for common areas such as multipurpose rooms, staff rooms, meeting rooms, washrooms, and elevators.
 - Principals and Managers are asked to review small area rooms and post occupancies if physical distancing is not possible for less than 5 people. Other locations will have physical distancing signage.

- ❑ 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.
 - Employees will be requested to maintain 2 metres distance from one another. Assigned employee workstations will be separated by 2 metres or by workspace partition when other controls are not possible.

Measures in place

Our control measures for maintaining physical distance in the workplace include:

- Placing temporary directional signs on floor to avoid meeting in aisles and teaching the practice of travelling on the right, passing left hand to left hand as the “new normal”.
- Labeling stairwells that are less than 3.5 meters wide as one-way travel routes signified by directional signs and instructions to workers.
- Staff leading by example and working with students to encourage:
 - Avoidance of close greetings (e.g., hugs, handshakes) and regular reminders to students about keeping “hands to yourself”.
- Spreading people out into different areas:
 - Consider different classroom and learning environment configurations to maximize distance between students and adults (e.g., different desk and table formations).
- Organizing students into Learning Groups, and where possible have that group stay together throughout the day.
- Striving to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day (i.e. minimize the amount of mixing between students and different staff in the setting). If an adult is introduced to the Learning Group, they will be required to physically distance 2 metres.
- Staggering pick-up and drop-off times, where appropriate, and working within existing agreements. School Administration will be responsible for determining local context and needs as appropriate.
- Staggering recess/snack, lunch and class transition times to provide a greater amount of space for everyone in different Learning Groups when possible.
- Taking students outside more often:
 - Organize learning activities outside including snack time, place-based learning and unstructured time.
 - Take activities that involve movement, including those for physical health and education, outside. Group sports activities should be organized in a thoughtful way, taking into consideration personal hygiene practices.
 - Reassure students and parents that playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play.
- Incorporating more individual activities or activities that encourage space between students and staff in the same Learning Group
 - 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.
- Managing flow of people in common areas, including hallways or when mixing with others in other Learning Groups.
- Secondary students and staff will be required to wear non-medical masks while in areas which do not allow for physical distancing of at least 2 metres for example in hallways and on busses.
- Minimizing numbers of parents, caregivers and other non-staff adults entering the school. They should also be reminded to practice diligent hand hygiene and maintain physical distance when they are at the school.
- Discontinuing in person assemblies and other school-wide events.

Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
 - Bussing staff and Secondary students will be required to wear non-medical masks while on the bus. Elementary school children will be encouraged to wear non-medical masks while on the bus.
 - Offices are encouraged to enable staff to sign in and conduct their office business with as little backup as possible. For example, sign-in books should be placed in areas that allow staff to remain in an open area rather than having to enter the office if possible.
 - Where schools have no glass partitions at the reception counters, clerical staff will sit at least 2m from the front counter. If this is not possible, physical barriers will be put in place to prevent persons from being within 2 metres of the clerical staff for extended periods of time.
- We have included barrier cleaning in our cleaning protocols.
 - Staff should contact the District Health & Safety Department to assess the need for barriers. Any barriers approved by the District will be added to the cleaning routine. If staff bring in personal barriers, they will be responsible for cleaning those barriers.
- 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)
 - Barriers installed by the district will be installed in a safe manner and will be mindful of safe use.

Measures in place

- Mask use will be recommended while on busses by both staff and students due to the limited ability to physically distance while on the bus.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Take students outside more often.
 - Organize learning activities outside including snack time, place-based learning and unstructured time.

- Take activities that involve movement, including those for physical health and education, outside. Group sports activities should be organized in a thoughtful way, taking into consideration personal hygiene practices.
 - Reassure students and parents that re-opened areas of playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play. We may continue to have sections of the playgrounds off limits. This will be indicated by signage.
- Incorporate more 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.
- Manage flow of people in common areas, including hallways.
- Parents and Caregivers and other non-staff adults entering the school should be minimized as much as is practical to do so. They should also be reminded to practice diligent hand hygiene and maintain physical distance when they are at the school.
- Assemblies and other school-wide events should be held virtually to avoid a large number of people gathered in one space.
- We encourage private vehicle use where possible to decrease transportation density.
- Vending machine usage will be discontinued during Stage 2. Out of Service signage was placed on vending machines prior to June 1, 2020.

Second level protection (engineering): Barriers and partitions

- We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
 - Where schools have no glass partitions at the reception counters, clerical staff will sit at least 2m from the front counter. If the Health & Safety Department assessment determines this is not possible, physical barriers will be installed to prevent persons from being within 2 metres of the clerical staff.
- We have included barrier cleaning in our cleaning protocols.
 - Staff should contact the District Health & Safety Department to assess the need for barriers. Any barriers approved by the District will be added to the cleaning routine. If staff bring in personal barriers, they will be responsible for cleaning those barriers.
- 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)
 - Barriers installed by the district will be installed in a safe manner and will be mindful of safe use.

Measures in place

- The need for barriers will be assessed by the District Health & Safety Department and implemented where other controls are deemed insufficient.

Third level protection (administrative): Rules and guidelines

- ☐ We have identified rules and guidelines for how workers should conduct themselves.
 - We have designed a Form in consultation with CUPE 728 and the STA which provides employees the information regarding controls put in place by the District, expectations of employees to not attend work if exhibiting signs or symptoms of common cold, influenza, COVID-19 as well as other procedures and other information to be disseminated to our employees. Additional information linked to the Form will provide employees information on the Exposure Control Plan, H&S Recommendations for Stage 2, Information on how to prevent the spread of COVID-19, the limitations of use of personal masks and how to properly use and care for one if required to wear one, and a list of Frequently Asked Questions for Employees.
- ☐ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
 - The Form referenced above will confirm employees have been provided the information referenced above.

Fourth level protection: Using masks

- ☐ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
 - The District is constantly monitoring information regarding mask usage and updating our policies to align with the advice of public health officials. In August, public health updated their recommendations to require non-medical face coverings or masks be worn by all Secondary students and all Staff in School Settings. In response, the District has ordered two (2) masks recommended by the Focused Education Resources Group for every student and staff member within Surrey Schools to be available on site by September 8, 2020.
- ☐ We understand the limitations of masks to protect the wearer from respiratory droplets.
 - We will be reinforcing that non-medical masks' primary purpose is to prevent ill people from spreading their own droplets to other people. We recognize that masks are not effective at protecting the wearer from contracting COVID-19. Employees, students and their families will be reminded that they must stay home if unwell.
 - Whenever possible, we will be emphasizing the importance and effectiveness of physical distancing and proper hand hygiene as superior controls to prevent the spread of COVID-19.
 - The District will provide two (2) reusable masks for the employee and student use while at work or school. The District will provide information on the limitations of use, risks to be avoided while using information and how to care for re-usable masks properly.
- ☐ We understand that masks should only be considered when other control measures cannot be implemented. We have trained workers in the proper use of personal masks.
 - First Aid Attendants have been provided instructions.

- For additional resources we have included WSBC’s “Selecting and Using Masks”² and “How to Use Masks”³ documents in the Appendix.

Measures in place

Employees at risk will be identified in the Exposure Control Plan.

1. The District will follow the requirements laid out in the COVID-19 K-12 Guidance document⁴. First Aid Attendants will be required to follow the procedure attached in appendix.

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
 - We are following guidelines as per WSBC and the Ministry of Health’s “Public Health Guidance for K-12 School Settings”⁴. Cleaning schedule outlined in “Step 1: Assessment of risk within Surrey School” above.
- Our workplace has handwashing facilities on site for employees and students. Handwashing locations are visible and easily accessed.
 - Soap and water should be utilized as much as possible as it is the most effective form of hand sanitization.
 - Hand sanitizer will be utilized ONLY when access to soap and water is limited as it is less effective. Hand sanitizer will be provided in locations where there are no sinks and at the reception entrance. This includes portable classrooms and District busses.
- 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.
- We have implemented cleaning protocols for all common areas and surfaces —e.g., washrooms, tools, equipment, vehicle interiors, shared tables and desks, water faucets and exterior 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).
 - Locations where it is anticipated that more than one person will regularly touch items, they will be disinfected twice a day, once during the day and once in the evening in preparation for reopening the next day. Please see chart below.
- Workers who are cleaning have adequate training and materials.
 - Our Caretakers are trained in the use of the disinfectants) approved for disinfection of COVID-19 and have a safe work procedure developed for use.
- We have removed unnecessary tools and equipment to simplify the cleaning process —e.g., coffee makers and shared utensils and plates
 - Unnecessary items will be removed from school sites. Focusing on essential items particularly in the classroom setting will expedite the cleaning process.

Chart 1 Cleaning protocols

Cleaning Tasks [Refer to 'COVID -19 Public Health	Frequency		Disinfecting Tasks [Refer to 'COVID -19	Frequency
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Guidance for K-12 School Settings']⁴			Public Health Guidance for K-12 School Settings']⁴	
Clean Surfaces with Visible Dirt	Daily		Washrooms [sinks faucet handles, counters, mirrors, toilets handles, urinal flush handle, partition walls, dispensers knobs or push actuator, doors handles, garbage bins, floors, grab bars, and all washroom supplies maintained/replenished]	Twice per day
Empty Garbage Containers	Daily		Secondary Classrooms [desks, tables, chairs, sinks, faucets, doorknobs, appliance handles] Elementary Classrooms [sinks, faucets, doorknobs, appliance handles]. Elementary desks/tables and chairs used by one student and staff member will be disinfected once per day.	Twice per day
Empty Central Waste Collection Stations	Daily		Front Entry Doors [handles]	Twice per day
Spot Mop	Daily		Water Fountains [push control, basin/spout]	Twice per day
Spot Vacuum	Daily		Hallways [handrails, , push bars, doorknobs, elevator buttons]	Twice per day
Wash All Resilient Floors	Weekly		Office desks, counters, tables, chairs, telephones (if used by multiple users), doorknobs	Twice per day
Vacuum All Carpeted Floors	Weekly		Staff Room [appliance and cupboard handles, doorknobs, sinks, tables/chairs, common area keyboards]	Twice per day

Step 3: Develop policies

The following workplace requirements will help ensure that employees and students showing symptoms of COVID-19 are informed not to enter 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.
 - All students and staff who have symptoms of COVID-19 are encouraged to get tested for COVID-19. Any staff member or student with symptoms of COVID-19 must stay home and self-isolate for 10 days from the onset of symptoms. Staff and students should report their absence as per the established absence reporting protocol
 - Staff and students who have pre-existing medical conditions which may present with symptoms similar to COVID-19, must discuss with their physician and follow any guidance provided prior to returning to work or school.
- Anyone directed by Public Health to self-isolate.
 - Fraser Health's Public Health staff will contact the Superintendent of Schools or designate in the event contact tracing of a confirmed case indicates a District site as a potential site of community transmission and will provide direction to the District on actions recommended to prevent further transmission.
- 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.
 - Per BC's Provincial Health Officer, these persons must abide by the Quarantine Act and self-isolate for 14 days and monitor themselves for symptoms of COVID-19.
- Visitors are prohibited or limited in the workplace.
 - Only authorized personnel will be allowed in school buildings. Pick-up and drop-off times may be staggered to reduce the numbers of people at the site. Persons like contractors will be limited and if their work can take place outside of school hours they will do so.
 - Parents will be asked to send packed lunches with students rather than drop off lunches.
 - District Facilities such as the District Education Centre are currently closed to the public.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
 - The WorkSafeBC OFAA protocols have been communicated to all designated First Aid Attendants and are included in the appendix to this document⁵.
- We have a working alone policy in place (if needed).
 - Employees who may be in a situation where they are working alone should discuss with their direct supervisor. Employees were previously asked during Stage 4 (suspension of in-class instruction) to declare if they are working alone and to establish a check-in schedule with their supervisor.
- We have a work from home policy in place.
 - Employees who continue working from home will continue to follow previously developed procedures.
- Ensure workers have the training and strategies required to address the risk of violence that may arise as the school community adapt to restrictions or modifications to the workplace.
 - We have a violence prevention program in place.

Employees are encouraged to contact their Supervisor or Health and Safety committee if they have concerns around increased violence from members of the public. For additional information about the “Keeping Schools Safe”⁶ policy and Regulation #7280.1 Violence Against Employees in the Workplace⁷, and the District’s Violence Prevention Program⁸ please see the Appendix for reference links.

We have procedures in place to address workers who may start to feel ill at work. It includes the following:

- ❑ Sick workers should report even with mild symptoms to their supervisor and if in need of medical assistance to first aid.
- ❑ Sick workers should be asked to wash or sanitize their hands, self-isolate, inform their supervisor and the First Aid Attendant if in need of medical assistance. Employees will then go straight home and will be asked to consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation.
 - School staff will be briefed on this procedure.
 - Each site has identified an area where an individual who is experiencing symptoms of COVID-19 or other respiratory disease at their site for students while waiting for pickup.
- ❑ If the worker is severely ill (e.g., difficulty breathing, chest pain), the First Aid Attendant will be summoned and 911 will be called.
 - First Aid Attendants will follow procedures as per their training for assisting persons who are severely ill. First Aid Attendants will be provided personal protective equipment for use if exposed to potentially infectious materials or required to perform treatment to a person exhibiting signs or symptoms of COVID-19 as per the procedure provided to them.
- ❑ Clean and disinfect any surfaces that the ill worker has come into contact with.
 - Caretakers will clean and disinfect areas as appropriate and will follow the established safe work procedure.

Step 4: Develop communication plans and training

We have ensured that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at a district school or site.

- ❑ We have a training plan to ensure everyone is trained in workplace policies and procedures.
 - All staff must assess themselves daily for symptoms of common cold, influenza, COVID-19, prior to entering the school. In addition, all employees are requested to acknowledge the following at sign in each day:
 - “I confirm I am not experiencing any current signs or symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease.”
- ❑ All workers have received the policies for staying home when sick.
 - Employees are aware of the established procedures to use to report an absence from work. All Employee absences from work must be reported via the established absence reporting procedure.
 - Students must report absences via the established school absence reporting protocol.

- ❑ 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.]
 - There are currently posters available at all school district sites regarding hand washing. Additionally, there are posters on District buildings stating that we are closed to the general public. We are currently working on other measures regarding signage. These will be specific to the site as each school is unique. Employees are encouraged to contact their administrator or manager if they have questions and to discuss any concerns with the site-based Health & Safety Committee.
- ❑ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
 - Signage templates will be provided and are able to be modified to each site as each school is unique. Employees are encouraged to contact their administrator if they have questions.
- ❑ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
 - School Administrators have the additional tasks of:
 - Ensuring school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. Staff will be required to complete a form prior to returning.
 - Clearly communicating with parents and caregivers their responsibility to assess their children daily before sending them to school.
 - Establishing procedures for students and staff who become sick while at school to be sent home as soon as possible.

Step 5: Monitor your workplace and update your plans as necessary

We realize that things may change as we move forward. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures and involve workers in this process.

- ❑ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
 - Information around COVID-19 is rapidly changing and evolving as health officials learn more and refine their policies and procedures. The District will continue to monitor any communications from WorkSafeBC, the Ministry of Education, the Ministry of Health, the BC Center for Disease Control, BC's Provincial Health Officer, and other authoritative voices and will adapt our measures according to their recommendations.
- ❑ Workers know who to go to with health and safety concerns.
 - Workers are to speak to their direct supervisor with any health and safety concerns and to forward concerns to the site-based Health & Safety Committee.
- ❑ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

- Participation of the joint health and safety committees is highly encouraged, and we are thankful for their efforts and dedication to helping promote health and safety in the workplace.

Step 6: Assess and address risks from resuming operations

Schools and district offices have been in operation during Phase 1 of the Provincial COVID-19 Pandemic. As we prepare to move from Stage 3 of our Operational Plan into Stage 2,

- ❑ We have a training plan for new staff.
 - New staff will receive regular onboarding training as well as additional briefings around physical distancing, hand washing, and other COVID-19 related preventative measures.
- ❑ We have a training plan for staff taking on new roles or responsibilities.
 - Staff assuming new roles or responsibilities will receive appropriate training.
- ❑ We have a training plan around changes to our business, such as new equipment, processes, or products.
 - The District will continue to adapt and modify our processes and procedures based on new or updated information around COVID-19 and with direction from appropriate authorities.
- ❑ The District continued to operate vehicles, equipment and machinery and as such, no “startup” review is required.
 - N/A. The District continued to operate without the need to shut down or discontinue use of equipment.

This is a living document and may require to be updated as further information becomes available from BCCDC, the Mistry of Education or WorkSafeBC.

Appendix:

1. BC Center for Disease Control “COVID-19 Public Health Guidance for K-12 School Settings.” [Source.](#)
2. WorkSafeBC COVID-19 health and safety: Selecting and using masks in non-health care settings. [Source.](#)
3. WorkSafeBC Help prevent the spread of COVID-19: How to use a mask. [Source.](#)
4. Ministry of Health COVID-19 Public Health Guidance for K-12 School Settings. [Source.](#)
5. WorkSafeBC OFAA protocols during the COVID-19 pandemic: A guide for employers and occupations first aid attendants. [Source.](#)
6. Surrey School District “Keeping Schools Safe.” [Source.](#)
7. Surrey School District “Regulation #7280.1 Violence Against Employees in the Workplace.” [Source.](#)
8. Surrey School District Violence Prevention Program. [Source.](#)