

Exposure Control Plan

Appendix G: District Pandemic Plan

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Introduction

The purpose of this document is to outline control measures to minimize or eliminate the potential for transmission of communicable disease.

To coordinate the District's response and safety measures, a combination of guidelines are provided to minimize the potential of exposure to COVID-19 at school sites.

The Exposure Control Plan can be subject to revisions given policy changes or as a response to the COVID-19 Pandemic.

Risk Assessment

As COVID-19 poses a risk to everyone, this risk assessment correlates the ability of staff to practice physical distancing to their level of risk.

Low Risk: Workers who typically are not required to work within 2 meters of students or others.

Moderate Risk: Workers, who must work within 2 meters of others, or who clean and disinfect areas.

High Risk: Workers who must work within 2 meters of symptomatic people.

Role	Low	Moderate	High
Reception/Administration	X		
Teachers/Educational Assistants/Indigenous Support	X		
Supporting complex learners		X	
Supporting students with care plans		X	
Custodians		X	
Information Technology Support	X		
Trades	X		
Drivers		X	
First Aid Attendants			X

Risk Control Measures

Control measures are planned interventions to eliminate or minimize risk of exposure to workers. This plan prescribes precautionary measures and safe work procedures. Precautionary measures apply for all job duties, while safe work procedures apply job-specific control measures and documented procedures.

For COVID-19, it is expected that precautionary measures of physical distancing and hand washing will have the most significant impact on exposure risk. These controls are implemented and outlined in safe work procedures.

The School District prescribes the following controls *to be considered* for implementation in the following order of preference for safe work procedures for the job duties identified in the risk assessment:

1. **Engineering controls**
 - a. Droplet shield barriers for service counters providing face-to-face service to public
 - b. Increase HVAC fresh air make-up
 - c. Quarantine area
2. **Administrative controls**
 - a. School site protocols
 - b. Room capacity limits
 - c. Floor lines (6 feet markers)
 - d. Hand washing signage
 - e. Physical distancing signage
 - f. Sneeze etiquette signage
 - g. Limited site access signage
 - h. Staggered breaks
 - i. Self monitor
 - j. Self-isolate
 - k. Sick days policy amendments
 - l. Work from home flex options
3. **Personal protective equipment (PPE)**
 - a. Airway Protection – surgical mask
 - b. Body protection – Apron or gown
 - c. Disposable gloves
 - d. Eye protection – goggles or face shield

Personal Protective Equipment

In most cases, precautionary measures (physical distancing and regular hand washing) are sufficient to prevent transmission of COVID-19. The Provincial Health Officer notes that personal protective equipment such as masks, gloves, and gowns are not recommended for staff who work in the education sector. In some very specific cases, personal protective equipment may be required when physical distancing or regular hand washing may be inadequate.

The table below identifies PPE prescribed to eliminate or minimize exposure risks identified above.

	Low	Moderate	High
Airway protection (Surgical mask)	Not required	Not required at this point unless required as part of normal operations *	Required
Body Protection (Aprons or gown)	Not required	Not required	Not required
Disposable gloves	Not required	Not required at this point unless required as part of normal operations *	Required
Eye protection (Goggles or face shield)	Not required	Not required at this point unless required as part of normal operations *	Required

- * *Current Ministry direction: Emergency Management of BC (April 23, 2020) is asking all sectors implement appropriate PPE conservation/mitigation strategies in order to reduce the provincial “burn rate” of PPE and has provided a non-exhaustive list of potential conservation/mitigation strategies (not Education specific, noting N95 masks and gloves should only be used if part of normal operations and not required in the Covid-19 context).*

Education and Training

Workers should receive training in the following:

- 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 the COVID-19.
- The District also has access to the Safetyhub video training.

Record keeping

School District 54 will keep records of instruction and training provided to workers regarding the COVID-19, as well as reports of exposure and first aid records.

Periodic Review

This Exposure Control Plan will be reviewed at least annually or following a pandemic. The plan will be updated, as new and updated information is made available.

Precautionary Measures

All employees should ensure they understand and comply with the infection prevention policies and practices in place in their workplaces.

Physical Distancing

- Attempt to keep a distance of 2 meters between you, your co-workers, clients and parents.
- Increase distance between desks, tables and workstations.
- Reduce activities that require close physical proximity or contact with people, such as team meetings.
- Limit any contacts closer than 2 meters to the shortest time possible.

Hygiene Etiquette

- [Wash your hands](#) often with soap and water for at least 20 seconds
- If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth
- Cough or sneeze into the bend of your arm
- Avoid touching surfaces people touch often
- Instead of a handshake, give a friendly wave

Cleaning

- Use appropriate [products to clean and disinfect](#) items like your desk, work surface, phones, keyboards and electronics, keypads, locks, door handles, bus seats, chair backs, tables at least twice daily, and more often if they are visibly soiled.

If you have a symptom of COVID-19

- Staff and students will promptly report any symptoms of COVID-19 to the school or school district by email or phone call. Staff and students are encouraged to call 8-1-1 for advice and instructions.
- If you think you might have COVID-19, use the BC [self-assessment tool](#) to find out what to do.
- It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others.
- If you develop, even mild [symptoms](#), while at your workplace, separate yourself from others and go home, avoiding use of public transit if possible.
- Contact 8-1-1 and follow their advice.

Physical Distancing

Definition

This means making changes in your everyday routines in order to minimize close contact with others, including:

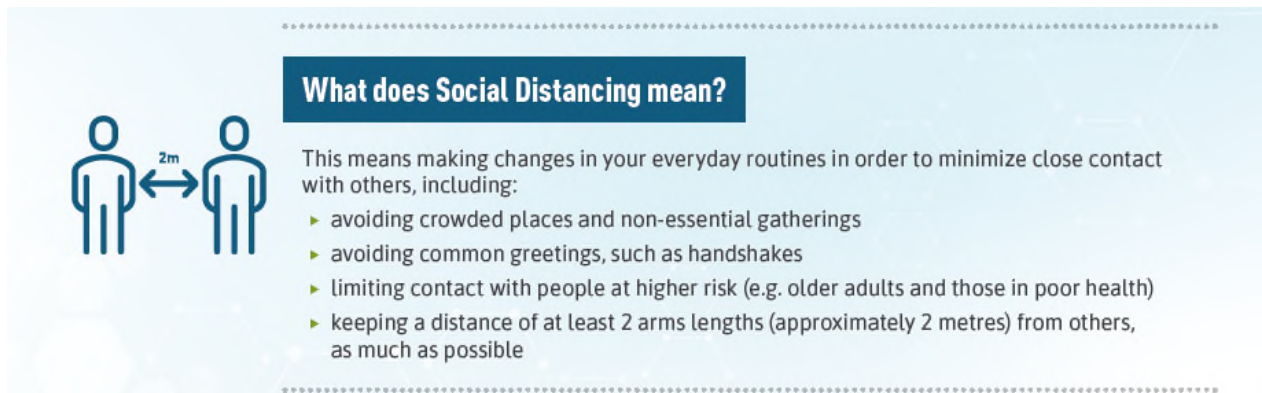
- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance of at least 2 arms lengths (approximately 2 meters) from others, as much as possible

All Staff

- Follow task specific safe work procedures outlined in this plan
- Practice regular hand washing and physical distancing
- Separate yourself from others and go home as soon as you have any symptoms

Students

- Planning guidelines from the Provincial Health Authority have been adapted on page 11



What does Social Distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

Hand washing

Hand washing is required when:

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- After breaks and sporting activities
- Before eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Before administering medications
- Before food preparation, handling, or serving
- Before and after assisting student with eating

How to wash hands

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Students should wash their hands...

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Teachers, administrators and support staff should wash hands...

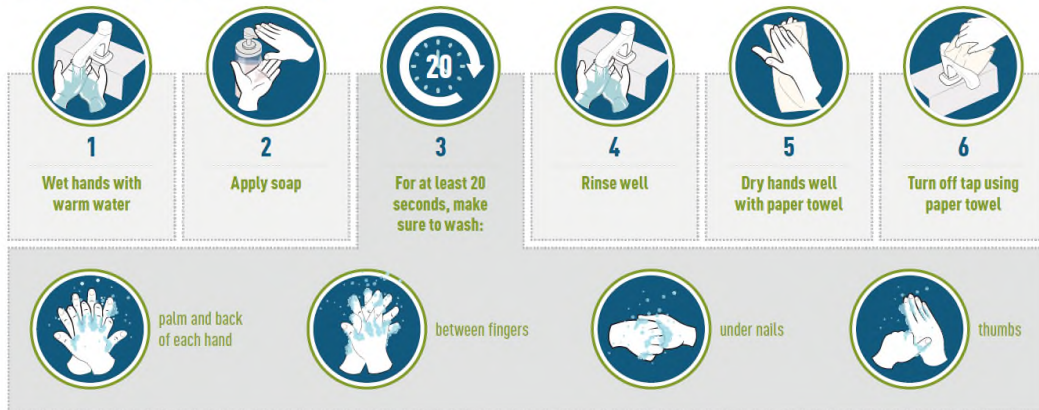
- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before handling food or assisting children with eating
- Before and after giving or applying medication or ointment to a child or self
- After using the toilet
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks (staff)
- After removing gloves
- After handling garbage

If No Sink Is Available

- Use waterless antiseptic agents. For COVID-19 a 60% - 70% alcohol agent is required.
 - Please note: this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defense only.
- If hands are soiled with gross (visible) contamination, they must first be washed with soap and water. The hand-sanitizer may then be used to further reduce the microorganism load on the skin.
- Secondary classrooms may not have any sinks; therefore, access school bathrooms for handwashing or sanitization stations should be an option.

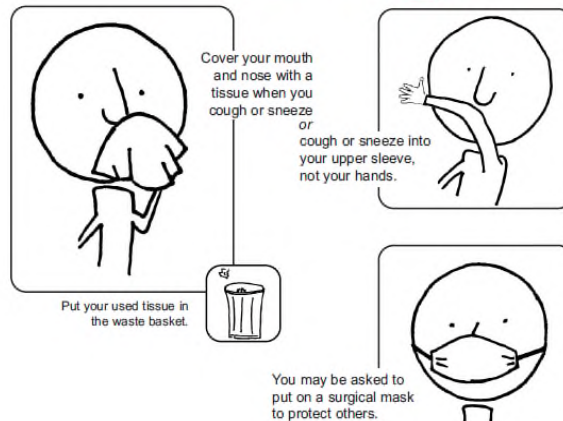
- Elementary classrooms without sinks should be provided a sanitization station within proximity.
- If no sink or sanitization station is available, please contact district occupational health & safety officer: cwhalen@sd54.bc.ca

REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



Stop the spread of germs that make you and others sick!

Cover your Cough



Please note: If you are unable to perform hand washing as above due to injury or medical skin conditions, please contact District OHS for consultation.

[BCCDC – Public health guidance for schools \(March 27, 2020\)](#)

[COVID-19 BC public health guidance for schools and childcare programs \(February 23, 2020\)](#)

Cleaning

The District will ensure:

- Clean and disinfect shared high-touch surfaces regularly.
 - Door handles and edges
 - Bathroom faucets
 - Front desk counter
 - Shared tables
- Shared spaces such as kitchens and bathrooms should also be cleaned more often.
- Focus cleaning efforts on locations where students and staff will be present (as opposed to the entire school). This will help maximize cleaning supplies and focus cleaning efforts.
- Empty garbage containers often.
- Clean high-touch electronic devices (i.e., keyboards, tablets, smartboards) with minimum 60% alcohol. Wipes must contact the surface for 1 minute for disinfection.
- Do not dust or sweep which can distribute virus droplets into the air. Use damp cleaning methods such as damp clean cloths, and/or a wet mop.
- Provide extra waste receptacles as necessary.

Cleaning Equipment

- Ensure adequate hand washing supplies at all times (i.e., soap, paper towels and alcohol-based hand sanitizer (minimum 60%) where hand washing is not readily available.
- Household detergents and common disinfectant products are sufficient for cleaning and disinfection in schools.
- Read and follow manufacturer's instructions for safe use of cleaning and disinfection products (e.g. wear gloves, use in well-ventilated area, allow enough contact time for disinfectant to kill germs based on the product being used).
- Contaminated disposable cleaning items (e.g. mop heads, cloths) should be placed in a lined garbage bin before disposing of them with regular waste.
- Reusable cleaning items can be washed using regular laundry soap and hot water (60-90°C). Clean and disinfect surfaces that people touch often.

Related Documents

See Custodian Cleaning and Disinfecting Instructions - Appendix

Symptomatic Staff & Students

Staff who have symptoms

- Staff members who experience mild symptoms should stay home or go home immediately
- If staff members are absent, the School District HR department will assign a temporary employee.

Separate the student from others

- As a precautionary measure, students and staff who are showing symptoms of illness upon arrival at school or become ill during the day must be promptly separated from other students and staff.
- Symptoms of COVID-19 are similar to the flu, which include:
 - Fever
 - Cough
 - Difficulty breathing
 - Sore throat
 - Sneezing
- Do a thorough cleaning of the space once the child has been picked up and ensure that everyone who may have had contact with the child washes their hands thoroughly.
- Continue to practice good hand hygiene and respiratory hygiene such as coughing or sneezing into the creases of elbows and throwing tissues out immediately after use.
- Masks are not recommended for children. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.
- Safe work procedures for monitoring symptomatic students is detailed as a safe work procedure.

Monitoring symptomatic students

- While waiting to return home, the student should be assigned to a “quarantine area”
- The designated “quarantine area” should not be an area that persons who are not ill may need to access before surfaces in the quarantine area are disinfected. Administration should assign a specific room that will be used at any time to quarantine students. Staff should be advised of this room.
- Only one staff member should monitor and provide care for the child while they wait to go home.
- A limited number of staff should be designated to supervise and monitor ill persons until they can be sent home. Supervising staff should not be persons who are at increased risk of contracting the illness (for example, persons who have a chronic or respiratory illness).
- People who are at higher risk of serious illness from COVID-19 should not care for a child with COVID-19. These include elderly persons, those with chronic medical conditions (e.g., heart disease, diabetes) or compromised immune systems.
- Avoid touching your eyes, nose and mouth with unwashed hands and encourage your child not to touch their face, either.
- If you need to be within 2 meters of the child, wear a face mask, disposable gloves and eye protection. Do not re-use face masks or gloves.
- If possible, the child should also wear a face mask when you are caring for them and be encouraged not to touch their face or mask.
- **Wash your hands** and the child’s often with soap and water for at least 20 seconds.
- Dry hands with disposable paper towels. If not available, use a reusable towel and replace often.
- Use a separate bathroom from the child if possible. If not possible, put the toilet lid down before flushing.

Advice for parents and caregivers

- Monitor your child's [symptoms](#) using the BC COVID-19 self-assessment test <https://bc.thrive.health/>
- If your child develops severe symptoms, call 8-1-1 for information and advice.
- Monitor yourself for symptoms and follow any advice provided by 8-1-1 about self-isolating.
- If you develop even mild symptoms, [isolate](#) yourself as quickly as possible and contact 8-1-1 for further instructions.

Mental Health

- Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 situation. It is important to remember that mental health is just as important as physical health, and to take measures to support mental well-being.
- Resources that can assist with maintaining mental health in the workplace during this time include:
 - [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#)
 - [Coronavirus: Managing Stress & Anxiety](#)

Supporting Students

Provide reassurance, good listening and maintain routines

Children hear and take in a lot of the talk that is going on around them, especially as they get older.

- Reassure children about their personal safety and health. Tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy. Make sure the information is suitable for their age level.
- Let them know they can ask questions. Answer questions honestly but make sure that the information is suitable for their age level.
- Maintain familiar activities and routines, as possible, as it can reinforce the sense of security of children. At the same time, build in those physical distancing strategies into your learning activities.

Keeping parents/caregivers informed

- Keep parents and caregivers informed about what you are doing in your educational setting to take extra precautions, be responsive to children.
- Be clear about your policy that children need to stay home if they are sick.

Physical Distancing

Understandably, physical distancing is challenging in a K-12 educational setting, particularly with younger children. At the same time, it is important that we do what we can to try to assist children in understanding the importance of minimizing the frequency of physical contact with one another.

The following ideas should be taken into consideration during planning:

- Avoiding close contact (eg. holding hands, hugs, ...)
- Educate students in practices to :
 - Reduce touching surfaces
 - Walking in lines to right side in hallways and rooms
 - Walking 2 meters apart
 - Walking directly to new location and wash hands
- Help younger children learn about physical distancing by creating games. For example, put on some music and have children spread their arms side to side and spin around slowly trying not to touch their friends. Older children can be provided age appropriate reading material and encouraged to self-regulate.
- Take children outside more often, perhaps dividing children into smaller groups to maintain a degree of distance.
- Set up regular learning activities outside such snack time, arts and craft time.
- Regularly clean and sanitize items that are designed to be shared, such as game controllers.
- Set up mini environments within the school to reduce number of children in a group, i.e., set up 2 or 3 learning areas for numeracy and literacy activities.
- Consider different classroom configurations to maintain distance between children (e.g. separating desks) or different locations in the school (e.g. different classrooms, gym or library, outside).
- Increase the space between children during activities such as snack/lunch, i.e., move or separate tables, move chairs farther apart.
- When children want to use the same area/activity redirect some children to another area.
- Set up distinct areas for children who may have symptoms of illness until they can be picked up. (quarantine area)
- Discourage any food or drink sharing.
- Consider staggering snack/lunch time so you can accommodate smaller groups with more space.



- Minimize the number of non-essential people entering the school or classroom.
- Reinforce and remind of the rule of “hands to yourself”.
- Consider using educational videos and online programs as a part of learning so children can sit independently and distanced from each other.

School Site Protocols

The following protocols will ensure controlled access and movement for currently active school sites:

Entering/Exiting

- Limit entrance access.
 - There should only be one “entrance”.
 - Protocols for entry line-ups outside should be provided by administrators.
 - In particular grades, staff may want to pick up students at entry door and travel with students to classrooms.
 - If possible, there should be one “exit”. This reduces contact when passing.
- Signage on non-designated exits (e.g. “Emergency exit only, please use designated exit”)
- Limit access times and days for staff to be in the building (e.g. “7am - 4pm Mon-Fri access only” unless authorized by administration)
- Greeter at designated entrance(s) for access controls, safety protocol reminders, directions.
- Sign in/ out for **visitors** – name, phone number, date, in-time, out-time, areas occupied
- Hand washing / sanitizer at time of entry

Visitors

- Limit school visitors (e.g. “Visitors/parents should be encouraged to contact school by telephone or electronically)
- Visitors can phone office to make an appointment (e.g. pick up student info, material, etc.)
- If visitor requires entry to the school they must proceed directly to office
- Visitors can leave messages for staff/teachers to call-back when available
- Contact info posted on school website and school door for making appointments
- Indoor waiting area, if required, with designated standing area for visitors and deliveries

Custodians/Maintenance/Contractors

- District staff or contractors who visit an active school site must:
 - Notify the front office of their arrival/departure
 - Wash their hands on arrival
 - Follow all signage and safe work procedures outlined in this plan

Classrooms

- As a precautionary measure, classrooms should have no more **than half the regular number of students in class**, but classes may have less depending on age and educational environment
- Larger spaces (library, common areas gymnasiums) may allow for greater numbers if social distancing can still be followed.
- Furniture should be spread out to reduce close contact when students are sitting
- Students should practice social distancing when possible
- Students should not bring non-essential toys or equipment to school.

Movement

- If possible, limit contact of students from different classrooms
- staff should remain in their own areas and minimize movement throughout facility
- Movement through school should be minimized to allow for social distancing
- Line-ups should be managed to allow for 2 meters separation
- Staggered time outdoors (e.g. recess shifts)
- Recess/Lunch in classrooms

- Staggered drop-off and entry times for students/grades. (Elementary schools may want to organize teacher or support worker pickup of class while lined up outside.

Doors

- If possible interior doors should remain open in order to reduce personal contact

Washrooms

- Student access to the washrooms should be staggered to avoid congregation
- Custodians will clean washroom faucets, surfaces, and doors handles regularly
- Doors should remain open as long as it still allows for privacy

Communal Areas

- Communal areas such as central office, staff rooms or washrooms should be regulated to ensure:
 - social distancing,
 - limited number of people (eg. one person in central office at a time)
 - handwashing stations,
 - regular cleaning

Water Stations

- Touch water stations should be shut down with signage. Hands free water stations can be utilized. In the event of no hand-free water stations, other sources of water supply can be provided (eg. bottled water stations).

Fire/Emergencies

- In the event of a fire alarm or other emergency, physical distancing may not be possible
- Follow all regular emergency procedures outlined in the school emergency management plan
- Contact the School District office to notify them of the event

Safe Work Procedures

Role Specific

All staff

- Wash hands regularly
- Practice physical distancing of at least 2 meters at all times.
- Notify your supervisor of any symptoms you are experiencing when at work.
- Do not come to work when you are sick, if you have been told to self-isolate or isolate. Take the BC Health Link COVID-19 self assessment test <https://bc.thrive.health/>
- Use remote communication methods like MS Teams, emails, and conference calls to communicate
- Follow room capacity limits when in place.
- Where face to face meetings are deemed necessary the number of participants in both internal and external meetings is limited to numbers the available meeting space can accommodate while respecting social distancing
- Larger face to face meetings on sites will be held outside where social distancing can be maintained
- Check emails at least daily for new information and additional guidance

Reception & Client Service Kiosk Support

- Limit the public coming into the office – label the door to the office – “Wait to be served”
- Designate a 2 meter area in front of or behind a kiosk
- Wash hands or sanitize after handling publicly handled documents
- Encourage parents and stakeholders to call instead of visiting the school
- Ensure the clear droplet shield is in place (service security gate may be partially closed)
- Wash hands or sanitize after handling publicly handled documents

Administration

- **Implementing & monitoring administration controls and school safety protocols**
- **Organizing and orientation of staff with regards to the Exposure Control Plan and safety procedures**
- **Investigating school-related issues concerning the Exposure Control Plan.**

Teachers & Educational Assistants

- Maintain 2 meter physical distancing while working with a student.
- Demonstrate appropriate hygiene practices
- Watch for potential signs of illness in students
- Plan class activities that promote social distancing
- **Those working with complex learners or students on care plans**
 - If maintaining a 2 meter physical distancing while working with a student is not possible then appropriate PPE may be necessary if normally prescribed for the student.
 - As applicable review individual safe work instructions for biological hazards, and other at risk behaviours that may impact the use of PPE.

Custodians

- Utilize gloves when cleaning
- Perform additional cleaning in areas as directed by supervisor/manager

- Continue employing custodians on a day shift to clean while staff and students are in facility
- Concentrate on cleaning and disinfecting surfaces on a consistent and ongoing basis
- Stagger breaks to reduce congregation
- Plan cleaning to maintain 1-2 meters distance from others
- Wash hands immediately after removing and disposing of gloves
- If running low on any supplies let your supervisor / manager know as soon as possible

Exempt Staff, District Principals, Principals, Trades and those at multiple sites

- When arriving to work, do not congregate in common areas, move directly to vehicle when possible
- One worker per vehicle when possible; dash and steering wheel should be cleaned prior to use
- Notify your supervisor of the areas you worked in during a shift (Room numbers, common areas)
- When possible, contact your Supervisor / Manager by phone rather than in person
- If two people are required for a task, maintain 1-2 meters distance (if not practicable, wash hands after task is complete)
- Stagger breaks to reduce congregation
- Lunch room at office to remain closed, utilize vehicles and other non-common areas for breaks and lunches
- Sign in at all schools and sites indicating with whom you are meeting, if anyone.

Bus Drivers

- At this point PPE, excluding gloves, is not required as there is no bussing transportation that encroaches on the 2 meter distancing. The district is seeking advice on bus driver PPE if students will be transported.
- Wear gloves to clean and disinfect the high touch areas of the bus after drop offs.
- Dispose of gloves appropriately in a lined waste receptacle.

Construction Contractors

- Follow the directive of the Provincial Health Officer and maintain less than 50 employees congregated in one area.
- Ensure you have an Exposure Control Plan in place for your organization.

Job Duties from Home

- Employees that feel they cannot establish a safe work environment in their home must please report this situation to their supervisor prior to accepting a work-from-home schedule.
- Establish a clear, safe and secure area to complete work-related tasks;
- Try to find a place where you can have periods of uninterrupted time;
- Take micro breaks throughout the workday;
- If you are working alone check in with others throughout the day by text or email;
- Avoid multitasking with home and work items. Try to separate the two and switch between them;
- Request a Virtual Private Network (VPN) access through your supervisor if you feel this is necessary;
- Review the Office Ergonomics course to determine how to best set up your workstation.

This link will take you to a grid that identifies risks for workplaces in general. It also has good guidelines.

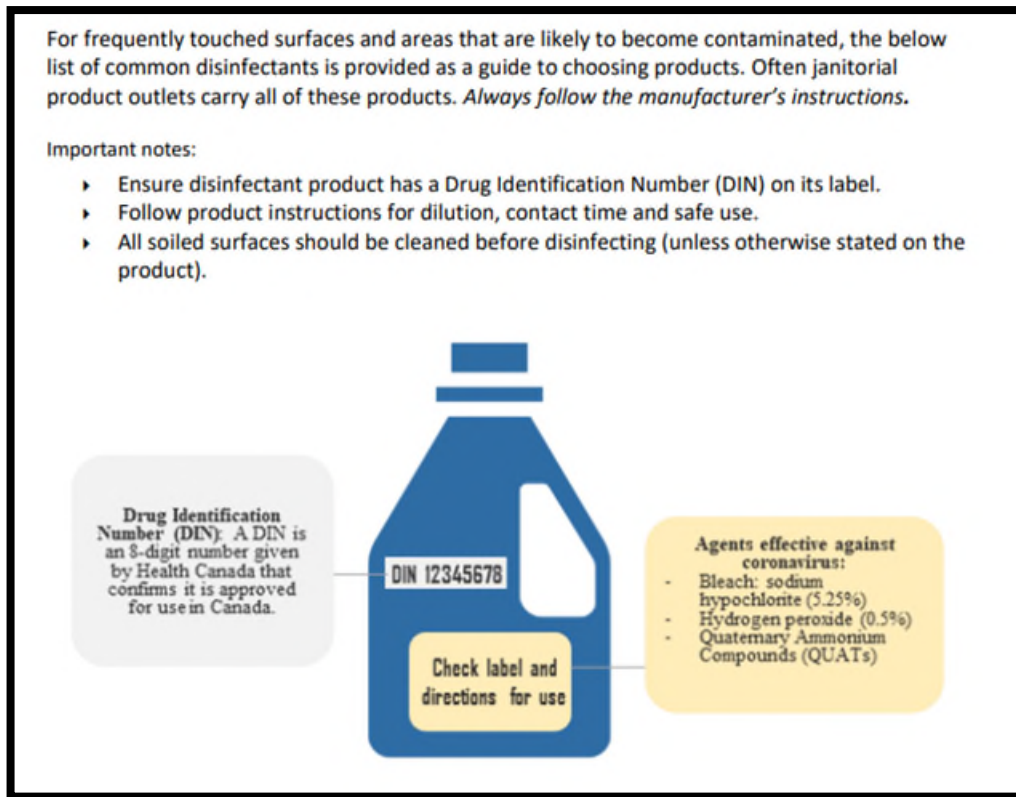
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

For instance, under infrastructure, it talks about restricted points of entrance and exits. The risk here is at a “medium” risk and identifies control measures in the last column.

APPENDIX 1 - CUSTODIAL PROCEDURES Exposure Control Plan

Custodial practices through the district during the COVID-19 pandemic meet the provincial guidelines as per the Office of the Provincial Health Officer:

1. Our disinfection products, Quat Plus, Silver Bullet and Saval, all meet the requirements as per the Public Health Office for disinfecting against COVID-19.



2. The Custodial department is well stocked with disinfection products as well as PPE's. Masks are not a required as a required PPE, but custodians have been provided with respirators upon request. We have some bleach in stock, although it is not recommended for use in the disinfection of COVID ~ 19. We are well stocked with soap and water for hand washing purposes. As well we are providing disinfection and disinfection stations at school entrances for additional hand sanitization.
3. Regular custodians are working the day shift, 10 – 6 pm, with the priority on high touch surfaces (door handles inside and out, light switches, banisters, keyboards and mice, staff rooms, washrooms, etc.).
4. Custodians have been advised to stay home if they are ill.
5. All custodians that are away on leave are being covered full time
6. Additional staff (bus drivers) have been assigned additional duties where they are scheduled to come in 10 – 2 with disinfection priorities on high touch surfaces (door handles inside and out, hard surfaces etc.) including staff rooms and washrooms after coffee/lunch breaks. This effectively increases custodial time at sites as required as much as possible.

7. Toys in Strong Start and Kindergarten rooms are all being disinfected (including Lego). In some schools, the cleaning of toys has gone beyond these groups.
8. Custodians have all been educated with regards to COVID~19, physical distancing, hand washing and cough etiquette.
9. Custodians are following sign-in sheets at schools that identify where staff or visitors have been so they can follow up with necessary cleaning/disinfection.
10. Custodial Foreman following up on a regular basis with regards to disinfection policies procedures during this time.
11. As well as focusing on disinfection, Custodians are performing deep cleaning duties in preparation for Schools to be re-opened.

APPENDIX 2 – “GREETER” PROCEDURES Exposure Control Plan

“Greeter” – School Entrance

- Stand at the designated entrance, wearing a designating vest
- Using a clipboard, monitor and document arriving students/staff/visitors
- Ask that arriving students/staff/visitors stand on the demarcated lines to maintain 2 meters distance
- Duties of entrance greeters:
 - Track staff/students and visitors (who, when and where)
 - Once schools re-open for general student population, sign in will not be required given
 - Inform visitors/staff of hand sanitization stations and washrooms
 - Inform visitors that office is only open space for public and restrictions about entering office.
 - Remind arriving students/staff/visitors to maintain 2 meters apart. For family members, remind them to stay in a group but keep 2 meters apart from others.
 - Remind visitors/staff of respiratory etiquette - cough/sneeze into your sleeve
 - Screening:
 - Advise that if staff/students have been out of the country in the past 14 days, the staff/student should not be entering the school.
 - Advise that if staff/students have symptoms of an illness (cough, cold or flu) they should not be entering the school
 - Greeters should advise administration of students that display symptoms illness or suspect symptoms of illness
 - Communicate staff levels to the site office and SD54 Safety Officer - First Aid requirements at sites. (Level 1)
- Greeters are a temporary COVID-19 support and may be subject to withdraw in the event staffing is required elsewhere (eg. bus drivers are required to return to transportation duties.)