



# VMS Safety Procedures

When accessing the building please follow the following safety procedures:

- All staff and students are to **wear a mask when on site and on the bus** except when at their work station, with 2m distance, or eating and drinking.
- **Masks are not a replacement for physical distancing.**
- Avoid prolonged **close face-to-face** contact whenever possible, even within cohorts.
- Same cohorts must **minimize** physical contact
- Staff and Students are to use their **assigned door** to enter/exit the building.
- While in the building please maintain the **2-meter distance from all** who you may pass
- Use the spacer markers on the sidewalk/floor to help with distancing
- If a door is propped open, please leave it that way. This has been done so we can move throughout the building and minimize the amount of surface touching.
- All Equipment Shared between cohorts (Balls, props, clipboards, bins, ect.) can be used, provided it is **cleaned and disinfected between users.**
- **Crowding** should be avoided, even when masked.
- Arrange desks/tables to maximize space between students. Seating arrangements where students directly face one another should be avoided if possible.
- Laminated/glossy paper items can be share with proper hand hygiene being used.
- Itinerant educator (e.g. a teacher teaching on call, an Indigenous support worker, a teacher candidate, a district specialist) can teach/support multiple cohorts but **must** practice physical distance from students and other staff and **avoid** close face to face interactions. They must also wear a mask.
- Configure learning environments to maximize distance between students and adults.
- Use **consistent or assigned** seating arrangements where practical.
- Students and staff should be encouraged to bring an individual, filled water-bottle or other beverage container to school each day for their personal use to support hydration needs.
- Students and staff are also required to follow the safety protocols required by the of-campus.
- Food and beverages should not be shared

## Visitor

- All visitors must;
  - must wear a non-medical mask.
  - maintain physical distance
  - avoid crowding while on school grounds, including outside.
  - confirm they not ill and are not required to self-isolate before entering.
  - provide names and contact information if entered the school.

# Students

Parents/caregivers are **responsible** to assess their children **daily** before school

- Keep students home if they are sick or if directed to self-isolate by their local health authority.
- Parents/caregivers and students can utilize the [Provincial K-12 Health Check App](#) for daily assessment of symptoms.

## Entering

1. Reminder to have your mask at all times. Except when eating or drinking or seated.
2. Follow the markings outside as you enter the building.
3. Enter the building using the **door assigned** to you class.
4. Proceed **DIRECTLY** to your classroom.
5. Wash your hands and move to your assigned seat.
6. Students are also required to wear a non-medical mask or face covering when receiving services indoors, in close physical proximity and where there is no barrier between the student and staff member.

## Leaving

1. At the end of the day;
  - a. Wash your hand/use sanitizer
  - b. Double check you have on our mask
  - c. Proceed directly to the same door you entered through proceed home.

## Eating

1. Each time you eat
  - a. Wash your hands
  - b. Eat – Do NOT share your food.
  - c. Wash your hands
  - d. Put your mask back on.

## Leaving Your Classroom During the Day/Washrooms

Students that are to use the washroom closest to their entry/exit door.

1. Ask your teacher/EA Permission to leave.
2. 1 student out at a time
3. Wash your hand/use sanitizer
4. Wearing your mask
5. Go directly to the washroom
6. Reminder wash your hands and return directly to your class room
7. Check in with your teacher/EA

# PE

K-12 **staff are required to where Mask** in PE program classes when they are indoors unable to maintain 2 m.

**Sporting activities should be held outside as much as possible.**

**High intensity** physical activities involve sustained heavier breathing and elevated heart rates- most people engaged in these activities cannot say more than a few words without having to catch their breath.

**Low intensity** physical activities can carry on a conversation without having to catch their breath.

### **Low Intensity sport activities:**

1. Stationary activities need to be spaced 2 m apart.
2. Masking is required.
3. No activities that include prolonged physical contact crowding
  - For example, in Basketball, this eliminates the ability to have scrimmages or other game-like situations where players are constantly in close physical contact or have face-to-face interaction.
4. Avoid physical contact as much a possible.
5. Shared Equipment can be used, provided it is cleaned and disinfected
6. All teaching aids must be disinfected.

### **High Intensity sport activities:**

1. When performed indoors, are no longer permitted to happen even within an educational learning cohort. (game type play that is face to face)
2. Stationary activities require 2m of physical distance.
3. Activities involving movement require ample space to minimize contact and ensure there are not less than 2m between participants for no more than a brief moment.
4. Masking is not required but are permitted by student choice.
5. Prolonged face to face exposure with less than 2 m exposure, such as guarding someone is now prohibited.

Interschool sports remain banned

# Music

Under Stage 2:

- Staff and student are to wear mask while singing;
- Physical contact to be kept to a minimum even withing learning cohort;
- Staff and students from the same cohort should be spaced out as much as possible;
- Physical distancing of 2m between cohorts;
- No inperson performances.

# Theatre

Staff and students are **required** to wear masks during these programs when they are indoors, unable to maintain physical distancing (2m), and a barrier is not present.

# COVID-19 Computer Disinfecting

For the most up to date information, please always refer to the "SAFE WORK INSTRUCTION & PROTOCOLS FOR COVID-19" document which is posted in Sharepoint (<https://sharepoint.sd33.bc.ca/Pages/COVID-19.aspx>)

- Shared computers (including desktop computers, laptops, and tablets) should be disinfected twice/day.
- Computers that are not shared are to be disinfected once per day.
- Custodial staff will disinfect all desktop computers once daily.
- Custodians will provide cleaning supplies for each laptop cart/cabinet so that the devices can be disinfected before use. Laptops should be disinfected once per day before use, and then again every time they are used by a different student.
- Wherever possible, teachers should try to keep students using the same computer or laptop.
- Laptops & tablets that are not used do not need to be disinfected.

Disinfecting a device means wiping the touch surfaces of the device with either a disinfecting wipe or a cloth sprayed with alcohol-based disinfectant. **Please spray disinfectant on the cloth and then wipe the device rather than spraying the disinfectant directly on the device.**

## Surfaces to wipe

**Desktop Computer:** Keyboard and mouse

**Laptop:** Keyboard and trackpad + exterior of laptop.

**iPad:** Front and Back

\*Peroxide based cleaning solutions should not be used on monitors, iPads, or laptop screens as they may damage them.

# Stay Home When Required to Self-Isolate

The following students, staff or other adults must stay home and self-isolate:


- A person confirmed by the health authority as testing positive for COVID-19; or
- A person confirmed by the health authority as a close contact of a confirmed case of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.
- A person who has been tested for COVID-19 must stay home while they are waiting for the test result.




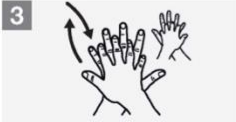

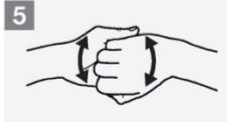




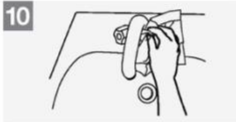
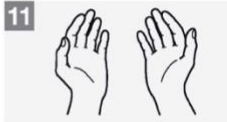
## Hand Hygiene

Rigorous hand-washing with plain soap and water is the most effective way to reduce the spread of illness (antibacterial soap is not needed for COVID-19). If you can not wash use hand sanitizer.

## How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the entire procedure: 40-60 seconds

 <p>0</p>	 <p>1</p>	 <p>2</p>
<p>Wet hands with water;</p>	<p>Apply enough soap to cover all hand surfaces;</p>	<p>Rub hands palm to palm;</p>
 <p>3</p>	 <p>4</p>	 <p>5</p>
<p>Right palm over left dorsum with interlaced fingers and vice versa;</p>	<p>Palm to palm with fingers interlaced;</p>	<p>Backs of fingers to opposing palms with fingers interlocked;</p>
 <p>6</p>	 <p>7</p>	 <p>8</p>
<p>Rotational rubbing of left thumb clasped in right palm and vice versa;</p>	<p>Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;</p>	<p>Rinse hands with water;</p>
 <p>9</p>	 <p>10</p>	 <p>11</p>
<p>Dry hands thoroughly with a single use towel;</p>	<p>Use towel to turn off faucet;</p>	<p>Your hands are now safe.</p>

 <p>World Health Organization</p>	<p>Patient Safety</p> <p>A World Alliance for Safer Health Care</p>	<p>SAVE LIVES</p> <p>Clean Your Hands</p>
<small>All reasonable precautions have been taken by the World Health Organization to verify the information contained in this document. However, the published material is being distributed without warranty of any kind, either expressed or implied. The responsibility for the interpretation and use of the material lies with the reader. In no event shall the World Health Organization be liable for damages arising from its use. WHO acknowledges the Hospital Universitario de Girona (HUG) in particular the members of the Infection Control Programme, for their active participation in developing this material.</small>		

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# Putting On & Taking Off Your Mask

It is important to put on and take off your mask properly. Follow the steps below on how to put on and remove your mask.

## **Putting on your mask:**

1. Wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.
2. Pick up your mask by the ties or loops to place the mask over your nose and mouth and secure it.
3. Adjust the mask if needed to make sure your nose and mouth are covered. You want the mask to be comfortable, but also tight enough that there are no gaps.
4. While wearing the mask avoid touching your mask or face, and wash your hands if you do.

## **Removing your mask:**

1. Wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.
2. Remove it by the ties or loops without touching the front of the mask.
3. Fold the outer part of the mask together and place it inside a clean paper bag.
4. Wash your hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer.

Be sure to change your mask if it becomes moist, dirty or damaged. Your mask should be cleaned at least once a day.

## **Storing Your Mask**

When you are not using your mask, place it in a paper bag or envelope. This keeps your mask clean until you wear it again, or until you are able to wash it. It's best to use a paper bag or envelope because it does not retain moisture, which is especially important if you are planning on wearing your mask again before you are able to properly wash it.

## **Washing Your Mask**

Your mask should be washed at least once a day, or if it becomes damp or soiled. Your mask can be cleaned by:

- Putting it directly into the washing machine, using a hot cycle, and then drying thoroughly.

- If a washing machine is not available, wash it thoroughly by hand using soap and warm/hot water. Allow it to dry completely before wearing it again.

