



BCTF

British Columbia Teachers' Federation A Union of Professionals
 100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 bctf.ca
 604-871-2283 1-800-663-9163 
 ISD fax: 604-871-2287 email: benefits@bctf.ca

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)

Staff practices	Source	Checked
All staff must self-assess themselves daily before coming into the school building. If a staff member is ill, they must stay home.	PG / WS	
Protocols must be established for staff that become ill during the day.	PG / WS	
Protocols need to be established around flow of people in common areas, such as hallways and bathrooms.	PG	
Protocols need to be established for bringing materials in and out of schools.	PG	
Clear communication of respiratory etiquette: cough or sneeze into your elbow or a tissue, no sharing of food or drink.	PG	
Workers on site will continue to adhere to physical distancing guidelines of two metres wherever possible.	WS / PG	
Encourage workers and students to remain on site and to not leave during lunch or breaktimes.	WS	
Employees who desire to wear personal protective equipment (PPE) may bring their own. Districts will also provide PPE.	WS / PG	
Establish and post occupancy limits for shared spaces, such as lunchrooms and break rooms. If possible, provide additional areas for workers to have their breaks, including outside areas if available.	WS	
In primary grades, physical distancing is difficult to enforce with younger children; however, workers should teach appropriate behaviors, consider space limitations, and other options where possible.	WS	
Student/parent responsibilities	Source	Checked
All workers or students who have symptoms of COVID-19, who have travelled outside of Canada in the last 14 days, or who have come into contact with someone who has experienced symptoms, must stay home. 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.	WS	
Visitor access during school hours should be prioritized to those supporting activities that benefit student learning and well-being.	PG	
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.	PG	
Students will bring limited materials to school (e.g., backpack, water bottle, etc.), and should not share any materials.	WS	
Parents should not send students with food that needs to be prepared or heated.	WS	
Administrative areas	Source	Checked
School administrators must: <ul style="list-style-type: none"> • Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. • 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 develop and post 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.	WS	
All visitors should confirm they have completed the requirements of a daily health check before entering.	WS	
Sites should have signage posted at entry points on proper entry procedure.	WS	

Administrative areas (continued)	Source	Checked
Handwashing should be encouraged upon school entry, before/after breaks and eating, when using washroom, and using gym/playground equipment.	PG	
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 coughing and sneezing 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. • Ensure TTOCs, itinerate staff and other casual workers have site orientation for COVID-19 policies, practices and procedures for the site when reporting to work. 	WS / PG	
Review school emergency and evacuation procedures (e.g., fire drill) considering the new health and safety guidelines (e.g. establishing additional muster points to reduce gathering size).	PG	
Conduct a periodic review on the effectiveness of the training, procedures and policies. Training needs to be updated as new information emerges.	WS	
Interior preparations	Source	Checked
No mass gatherings (e.g., assemblies, groupings of kids or staff meetings).	PG / WS	
Gatherings can be according to the grouping of students within their cohorts according to PHO guidelines.	PG	
Ensure hand-washing supplies are always well stocked, including soap, paper towels, and where appropriate, alcohol-based hand sanitizer with a minimum of 60% alcohol.	PG	
Cleaning: <ul style="list-style-type: none"> • General cleaning and disinfecting of the premises at least once in a 24-hour period. This includes items that only a single student uses, like an individual desk. • In addition to the cleaning and disinfecting of the premises, 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, tables, desks and chairs used by multiple students, water fountains. 	PG	
Consider using alternate spaces, and different classroom and learning environment configurations to allow distance between students.	PG	
After hours community use of facilities is allowed in alignment with other health and safety measures.	PG	
Classroom preparations	Source	Checked
Schools should not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items, etc.).	PG	
Employees and students should not be sharing items, such as electronics, writing instruments, etc.	PG	
Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. To be determined.		

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

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