



## **CUMBERLAND COMMUNITY SCHOOLS SOCIETY (CCSS) COVID-19 SAFETY PLAN**

The Cumberland Community Schools Society (CCSS) is committed to providing a safe and healthy environment for staff, volunteers and clients. The purpose of this document is to outline safe work practices and procedures to limit the transmission of COVID-19. The goal is to protect not only our employees, but our volunteers, clients and members of the general public. The information in this document is based on guidelines issued by *WorkSafe BC*, the *Ministry of Health* and the *BC Centre for Disease Control*. It will be updated as the situation changes and new information becomes available.

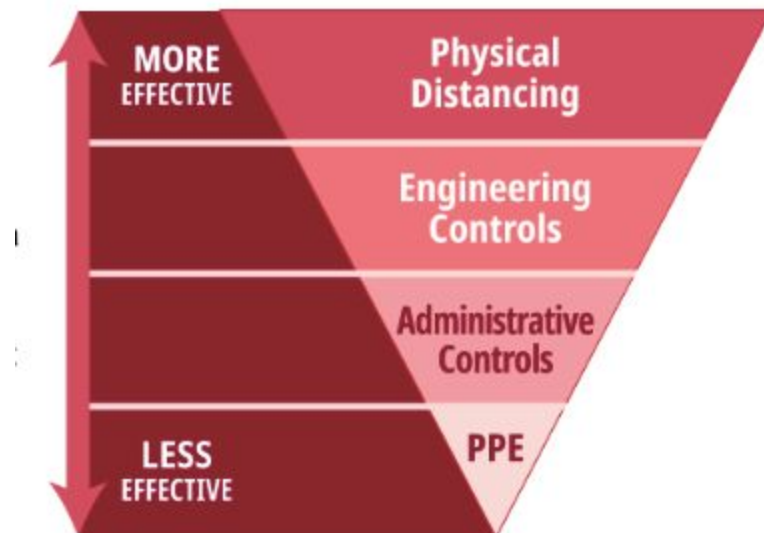
### **COVID-19 TRANSMISSION**

Coronavirus is transmitted via liquid droplets when a person coughs or sneezes. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact. The virus is not known to be airborne (e.g. transmitted through the particles floating in the air) and it is not something that comes in through the skin. It can be spread by touch if a person has used their hands to cover their mouth or nose when they cough.

### **ASSESSING AND REDUCING RISK**

#### **Hierarchy of Controls for COVID-19**

The hierarchy of controls is a framework for reducing transmission hazards. The most effective controls are at the top of the pyramid.





**Physical distancing** is the best control possible. Controls would include distance controls (i.e. when interacting with people), working from home, and relying on phone, email or virtual meetings to communicate.

**Engineering controls** would be such examples of working from inside an enclosure or installing physical barriers, which limit personal human contacts.

**Administrative controls** include hand hygiene and respiratory etiquette. Allow a reasonable personal distance space to reduce human-to-human transmission. An increase in cleaning frequencies for shared work surfaces and equipment.

**Personal Protective Equipment (PPE)** is the last resort of mitigation including wearing a mask, coveralls/turnout gear, gloves, goggles and/or face-shields. The use of PPE is required in high-risk situations, such as dealing with known or suspected infectious people.

## **RESUMING OPERATIONS**

Before restarting or introducing a program, CCSS staff and Board of Directors will assess the risks of transmission and ensure that appropriate protocols are in place to reduce these risks. This includes the risks to not only employees, but volunteers, clients and the general public. Protocols to manage identified risk will be based on the hierarchy of controls for COVID-19. The decision to restart or introduce programs will be made on a case by case basis with approval from the Board of Directors.

## **SAFE WORK PRACTICES AND PROCEDURES**

### **1. Education and Training**

CCSS will clearly communicate safe work practices and procedures to employees, volunteers and clients through both training and signage.

### **2. Reduce Number of Employees at Workplace**

Whenever possible CCSS staff will work from home. This may include virtual meetings and rescheduling work tasks.

### **3. Physical Distance**

When working on site (Cumberland United Church, Cumberland Community School, Cumberland Legion or other areas of the Village) employees will maintain a distance of at least



2 meters (6 feet) from other employees, volunteers, and clients. If physical distancing is not possible, employees will wear a mask (cloth or disposable).

#### **4. Hand Hygiene and Respiratory Etiquette**

Employees, volunteers and clients will practice appropriate hand hygiene and respiratory etiquette. CCSS will ensure that staff have access to hand-washing stations and/or hand sanitizer. Hand hygiene includes washing hands “well” and “often” with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand rub to clean hands.

“Often” includes:

- upon arriving and when leaving work
- after coughing or sneezing
- after bathroom use
- when hands are visibly dirty
- before, during and after you prepare food
- before eating any food (including snacks)

“Well” means:

- wet hands and apply soap
- rub hands together vigorously for at least 20 seconds ensuring the lather covers all areas – palm to palm, back of hands, between fingers, back of fingers, thumbs, fingernails (using palm) and wrists
- rinse hand thoroughly with water
- dry your hands with paper towel (or a hand dryer), use the paper towel to turn off the tap and open the door, dispose of the paper towel

Additionally:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Use utensils: consider using forks, spoons or toothpicks when eating and serving foods (especially snacks or “finger foods”)

Employees are expected to follow respiratory etiquette including:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing to reduce the spread of germs
- Use tissues to contain secretions, and immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- Turn your head away from others when coughing or sneezing



## **5. Employees and others showing COVID-19 symptoms are prohibited from the workplace**

CCSS employees, volunteers and others who have had symptoms of COVID-19 in the last 10 days must stay home. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

If an employee starts to feel sick while at work they must notify their supervisor immediately. Sick workers will be asked to wash or sanitize their hands, provided with a mask, isolated and be asked to go straight home. Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.

Employees and volunteers must follow the guidance around self-isolation as outlined by the provincial health officer and the BC Centre for Disease Control including:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.
- Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call HealthLink BC at 811 for an assessment and to determine any necessary next steps.

## **6. Cleaning and disinfecting**

Staff will declutter program spaces to facilitate effective and efficient cleaning. Unused items should be disposed of or relocated. Desktops and counter surfaces must be kept clear to facilitate ongoing disinfection throughout the day. Employees will ensure adequate cleaning of all common areas and surfaces, and regular disinfection of high touch areas (door knobs, light switches, handles, countertops, desks, keyboards etc.)

## **7. Use of PPE**

Employees, volunteers and clients who are experiencing symptoms of respiratory illness, even if mild, should stay home. The use of a mask is not an acceptable alternative. Outside of the health care setting, the effectiveness of PPE is generally limited to protecting others should you be infected. Non-medical masks or cloth face coverings are not considered personal protective equipment (PPE).



Commercial / non-medical masks may be used in situations where close personal contact can not be avoided. When used, commercial / non-medical masks must be maintained in a clean and sanitary condition and be regularly changed and properly disposed of.

Gloves may be used by employees providing first aid, close personal care or when working with cleaning agents. Other than that, they are not recommended. Instead, employees should practice hand washing and good hygiene as outlined above.

#### **8. Mass gatherings**

CCSS will not host programs or events of more than 50 people as outlined in the [March 22, 2020 Order of the Provincial Health Officer, Mass Gathering Events.](#)

#### **9. School District 71 Policies**

When using Cumberland Community School facilities, employees must adhere to relevant SD Policies including [SD71 Recoccupancy Requirements and Protocols.](#)