



Cowichan Valley School District

OCCUPATIONAL HEALTH AND SAFETY PROGRAM EXPOSURE CONTROL PLANS

- Fecal Matter
- Pandemic COVID-19
- Pandemic Influenza

Fecal Matter

Introduction

The Public Health Agency of Canada has determined that a Risk Group 2 for microorganisms is associated with exposure to human feces. As per Part 6.34 of the Occupational Health and Safety Regulations, if a worker may be exposed to a biological agent such as those in Risk Group 2 then the employer must put in place an exposure control plan to mitigate that risk.

Definitions

Risk Group 2 biological agents are ones that:

- Can cause human disease
- Are unlikely to spread to the community
- May be a hazard to workers
- Usually has an effective treatment available

Cleaning

- A method used to reduce or eliminate dirt or other substances from a surface by using some sort of detergent, water, and friction.

Sanitizing

- A method used to destroy micro-organisms and/or pathogens.

Responsibilities

Administration

- Must conduct a risk assessment that lists and identifies:
 - All work activities for which there is a potential for occupational exposure.
 - Engineering and/or administrative controls that will eliminate and/or minimize the potential for occupational exposure.
 - Standard or routine infection control precautions and transmission based precautions for all work activities that have been identified as having a potential for occupational exposure.
- Develop an exposure control plan based upon the precautionary principle.
- Ensure training and education is provided to workers as required.

Supervisors

- Implement the exposure control plan and ensure all identified engineering, administrative, and personal protective equipment controls are in place and utilized.
- Educate workers regarding proper hand washing techniques.
- Requesting extra custodial services when required.

Employees

- Adhere to the Exposure Control Plan and report any potential exposures without delay
- Practice proper hand washing procedures
- Instruct students, with age appropriate techniques, on the proper procedures for washing hands

Risk Identification

While in theory it is possible for any employee in the Cowichan Valley School District to be exposed to Group 2 Microorganisms as a result of close contact with fecal matter, the following positions have been identified as having an increased risk of exposure as a result of their specific job duties. These positions include:

| Job Classification | Workers with potential risk of exposure | | | Task or procedure presenting potential risk of exposure |
|--------------------------------------|---|------|-----|--|
| | None | Some | All | |
| Principal/Vice/TIC | | X | | Principals, Vice Principals and TIC's are occasionally called upon to assist a student that has had an accident or to clean up small messes as required during the course of a school day. |
| Custodian | | | X | All custodians in the district are required to clean washrooms and so will face potential exposure in the course of their duties. Custodians are also called upon to disinfect specific areas if a student has had an accident during the day. |
| Plumber | | | X | Plumbers can be called on to repair or replace toilets and so face a potential for exposure during that task. |
| Educational Assistant, Personal Care | | | X | Toileting and personal care activities. |
| Educational Assistant, Specific Care | | | X | Toileting and personal care activities. |
| Educational Assistant, Behaviour | | X | | Toileting and personal care activities. |
| Educational Assistant, Academic | | X | | Toileting and personal care activities. |
| Teachers | | X | | Teachers of the younger grades, kindergarten and possibly up to grade 3, do have times where a child in their care will have an accident or even just some difficulty in the washroom. As a result these employees are at risk of exposure. |

Reporting Procedures

- Site Administration will:
 - When washroom surfaces are found to be contaminated with fecal matter administration will:

- Notify the Custodial Supervisor so that thorough sanitization can occur that evening as required.
- Ensure the area is cleaned as per the procedures below. If the cleanup required is beyond the schools capacity, the principal or designate will contact Operations and request custodial support.
- If a staff member or student reports being diagnosed with a Risk Group 2 Biological Agent administration will notify the Custodial Supervisor and request a thorough sanitization of effected areas that evening.
- Employees will:
 - Immediately notify site administration if they discover fecal matter contamination so that this information can be passed on to the Custodial Supervisor if required.

Prevention

The Cowichan Valley School District is closely following the recommendations of the Vancouver Island Health Authority with respect to prevention measures. These measures include:

Attendance

The most effective way to reduce the spread of any disease is to reduce exposure. Sick staff and students should be staying home while they are sick to prevent spreading the illness among the school community.

Students that arrive at school with symptoms or become sick while at school should be separated from the general population until their caregiver can pick them up. The school medical room can be used for this purpose however anywhere that they are not in close proximity to others will do. On days when this occurs, the custodian coming in that evening will be notified so that contact surfaces in those areas can be sanitized.

Proper Hand Washing

The best way to protect yourself is by practicing proper hand washing techniques. These 6 steps can prevent you from inadvertently transferring the virus/germ from a contact surface (door knob, light switch, etc.) to susceptible areas (nose, mouth, etc.).

- Wet hands
- Add soap
- Scrub hands, all sides
- Rinse
- Dry
- Use paper towel to turn off faucet

The Cowichan Valley School District has published and distributed a poster with these 6 steps on it at sinks throughout the district.

Important points to consider:

- All you need is water, soap, and the friction of rubbing your hands together to clean them sufficiently. Antibacterial soap is not required.
- If you do not have access to soap and water, use a hand sanitizer as an effective alternative.
- Scrubbing your hands together for 15 to 20 seconds with soap and water is all that is needed. (Singing Happy Birthday to yourself 2 times is a good way to ensure you have scrubbed your hands long enough).

Cleaning Practices for Fecal Matter Contamination

Day to day prevention cleaning

- Ensure you have all the supplies that you need on hand
- Put on any required PPE (gloves, mask, goggles and/or apron)
- Use paper towel to remove any excess fecal matter and dispose of appropriately
- Use cloth saturated with cleaning detergent to scrub area to remove remaining fecal matter to make the surface clean
- Once clean, use clean cloth saturated with Oxivir to sanitize the affected surface.

Cleaning during a reported outbreak of Clostridium Difficile (or other spore producing organisms)

- Procedures as above only substitute Oxivir with Accel Rescue, a sporicide.

Student Toileting

Upon entering washroom ensure that you have all the supplies that you will need

- Put on required PPE (at minimum gloves are required)
- Use paper towel to remove any visible fecal matter.
- Using an Oxivir wipe, wipe down toilet seat and rim of toilet bowl. Allow seat and rim to remain wet for 30 seconds.
- Using a second Oxivir wipe, wipe down the toilet seat and rim of toilet bowl this time allow seat and rim to remain wet for 60 seconds. Then wipe area dry with paper towel.
- Dispose of wipes and paper towel as required
- Assist student as per their toileting requirements
- Repeat steps 3 and 4 above
- Remove gloves as per the Safe Work Procedure – Glove Removal
- Wash hands

Education and Training

Instruction on how to adequately minimize exposure to fecal matter will be included in the orientation given to new employees by their respective departments in their first week of work and also when requested or required. If you require education/training please contact your supervisor or the Custodial Supervisor.

Reference and Cross Reference Material

SD79 safe work procedures

- Glove Removal
- Body Fluids

Occupational Health and Safety Regulations

- Part 6.34

Pandemic COVID-19

Introduction

Coronaviruses are a large family of viruses mostly found in animals. In humans they can produce symptoms alike the common cold and flu. The current coronavirus spreading around the world is causing a disease in humans that has been named COVID-19. It is currently estimated that of the majority of people who contract COVID-19, approximately 82% will suffer mild symptoms. The virus can be spread through droplet transmission, and infected persons can spread droplets up to two meters, for example, when coughing or sneezing. These droplets do not stay suspended in the air due to their size. The virus can infect other people via entry on surfaces like the eyes, nose, and mouth. Droplet transmission is different from airborne transmission in which the microorganism can be suspended in the air for long periods and inhaled.¹

Signs and Symptoms that typically appear 2-14 days after exposure can be¹:

- Respiratory symptoms such as shortness of breath, coughing, sneezing, and/or respiratory congestion
- Fever
- Cough

Definitions of confirmed and probable cases defined below are from the Government of Canada Case Definitions²:

Confirmed case is a person with laboratory confirmation of infection with the virus that causes COVID-19

Probable case is a person:

- With fever (over 38 degrees Celsius) and/or new onset of (or exacerbation of chronic) cough
AND
- Who meets the COVID-19 [exposure criteria](#)

Exposure Criteria

In the 14 days before onset of illness, a person who:

- Traveled to an affected area
- Had close contact with a confirmed or probable case of COVID-19
- Had close contact with a person with acute respiratory illness who has been to an affected area within 14 days prior to their illness onset
- Had laboratory exposure to biological material

¹ BC Center for Disease Control (2020, March 10) *FAQ about 2019 Coronavirus (COVID-19)*: <http://www.bccdc.ca/Health-Info-Site/Documents/Coronavirus-FAQ-English.pdf>

² Government of Canada (2020, February 25) *Interim national case definitions: Coronavirus Disease (COVID-19)*: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/national-case-definition.html>

Purpose

The purpose of this exposure control plan is to outline the measures the Cowichan Valley School District will implement in order to limit the spread of Coronavirus in the school community including students, staff and the general public.

Responsibilities

District Response Team

The District has set up a Pandemic District Response Team that will be charged with leading the response to the pandemic. This team is comprised of the following:

- Superintendent
- Secretary / Treasurer
- Associate Superintendents
- Director of Communications (liaison to Regional Emergency Operations Centre)
- Director of Indigenous Education and Learner Engagement
- Director of Instruction
- Director of Operations
- District Principal of Instruction and Innovation
- Human Resources Manager
- Human Resources Officer
- Manager of Health and Safety

The District Response Team will be responsible for the following:

- Initiating the Pandemic Response Plan
- Oversee this Exposure Control Plan for the COVID-19 pandemic
- Support community response to manage pandemic
- Report to the health authority in responding to any confirmed or probable cases.
- Coordinate the flow of information with the school community
- Support administrators, supervisors and workers in maintaining safe work practices and safe work spaces.

Administration and Supervisors

Within the following recommendations outlined by the Provincial Health Officer, Ministry of Health, Ministry of Education and the Vancouver Island Health Authority, Administration and Supervisors of the Cowichan Valley School District have the following responsibilities when faced with the potential of a pandemic COVID-19 outbreak:

- Make aware and instruct staff on Safe Work Procedures
- Enforce practices amongst staff and coordinate opportunities for staff to engage in work safely (e.g. limiting and coordinating access to avoid large gatherings)
- Increased cleaning and disinfection, using Safe Work Procedures.
- Recognition of an individual's right to confidentiality
- Administrators will continue to have clear lines of communication with groups making use of their facilities (such as daycares and Strong Start) regarding

- status and reporting any hazards or concerns.
- Identify any hazards/risks and review any hazards/risks identified by workers; resolve to ensure safe workspaces.

Workers

Workers of the District are responsible to:

- Practice Safe Work Procedures for executing work
- Identify any known hazards/risks
- Report their individual probable or confirmed case of COVID-19 to their supervisor and Health & Safety Manager.**

Risk Assessment

School District activities during COVID-19 Risk Assessment

| <i>Role</i> | Low Risk Workers who typically have no contact with people infected with pandemic influenza/COVID-19 | Moderate Risk Workers who may be exposed to infected people from time to time in relatively large, well ventilated workspaces | High Risk Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces |
|---|---|--|---|
| <i>Reception</i> | X | | |
| <i>SBO Office Staff</i> | X | | |
| <i>SBO Exempt Staff</i> | X | | |
| <i>Teachers/Educational Assistants in traditional in-classroom instruction</i> | | X | |
| <i>Teachers/Educational Assistants instructing out-of-classroom instruction</i> | X | | |
| <i>Custodians</i> | | X | |
| <i>Trades</i> | X | | |
| <i>Drivers – non Bus</i> | X | | |
| <i>Bus Drivers performing in-classroom bus service</i> | | X | |

Prevention

The Cowichan Valley School District is closely following the recommendations of the Provincial Health Officer, Ministry of Health, Ministry of Education, and the Vancouver Island Health Authority with respect to prevention measures. These measures include:

Attendance

The most effective way to reduce the spread of COVID-19 is to reduce exposure. Sick staff and students must stay home while they are sick to prevent spreading the illness among the school community.

Students that arrive at school with flu-like symptoms, or become sick while at school, should immediately be separated from the general population until their caregiver can pick them up. The school medical room can be used for this purpose, however anywhere that they are not in close proximity to others will do. On days when this occurs, the custodian coming in that evening will be notified so that contact surfaces in those areas can be cleaned.

Proper Hand Washing

The best way to protect yourself from COVID-19, and most germs for that matter, is by practicing proper hand washing techniques. Safe Work Procedures regarding Handwashing are to be utilized by workers, and visitors to premises.

The Cowichan Valley School District previously published and distributed posters with steps for handwashing at sinks throughout the district.

Respiratory Etiquette

Respiratory etiquette is required to reduce the risk of droplet transmission:

Do:

- Sneeze/cough into a disposable tissue
- Direct the sneeze/cough away from those in the general area
- Wash your hands frequently

Do Not:

- Sneeze/cough without covering your mouth
- Sneeze/cough into re-usable hankies
- Sneeze/ cough into your hands (if you do, wash hands immediately)

Area control and Isolation^{3,4}

In the event that a probable or confirmed case of COVID-19 is introduced into an

³ Government of Canada (February 2020) *Public health guidance for schools (K-12) and childcare programs (COVID-19)*: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/guidance-schools-childcare-programs.html>

⁴ Wang CJ, Ng CY, Brook RH. (March 2020) *Response to COVID-19 in Taiwan: big data analytics, new technology, and proactive testing*. JAMA. doi:10.1001/jama.2020.3151

area, the following step will be taken to ensure recommended isolation practices are maintained. These parameters may be updated to incorporate the most recent recommendations. If 1+ case of COVID-19 is identified in a class (student or educational staff) at the K-12 level, in-classroom instruction is suspended for 14 days.

Custodial Practices

While it is recognized that the best way to protect yourself from influenza is by practicing proper hand washing techniques, the district will put in place certain custodial practices in an effort to help prevent viral transmission. These practices include:

- A two-stage cleaning process which includes firstly, a neutral cleaner and secondly, a disinfectant cleaner.
- The inclusion of high contact surfaces such as door knobs, doorways, and others.
- Where possible, additional cleaning resources to ensure areas are cleaned twice daily.

Mitigation

Expected mitigation measures based upon risk level for COVID-19.

| | Low risk | Moderate risk | High risk |
|--|---|--|---|
| | Workers who typically have no contact with people infected with pandemic influenza/COVID-19 | Workers who may be exposed to infected people from time to time in relatively large, well ventilated workspaces | Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces |
| <i>Hand hygiene</i> | Yes (washing with soap and water – SWP - Handwashing, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant) | | |
| <i>Disposable gloves</i> | Not required | Not required (unless likely to be exposed to droplet transmission or regularly handling contaminated objects) | Yes, in some cases (for example, when working directly with pandemic influenza/COVID-19 patients) |
| <i>Aprons, gowns, or similar body protection</i> | Not required | | |
| <i>Eye protection — goggles or face shield</i> | Not required | | |

| | | | |
|--|--|---|--|
| Airway protection — respirators | Not required | | Yes (minimum N95 respirator or equivalent) |
| Physical Distancing | Yes (as directed by Public Health Officer) 2 meters | Yes (as directed by Public Health Officer) 2 meters | No – essential services |
| Social etiquette | Yes – no shaking hands or hugging as a formal greeting | | |
| Travel restrictions | Yes - as directed by the PHO and Health Canada, Inter-school district movement (school to school) to be minimized and tracked | | |
| Isolation | Yes – if you <ol style="list-style-type: none"> 1. have symptoms, even if mild, associated with COVID-19 or 2. have been diagnosed with COVID-19 or are waiting for laboratory test results or 3. have been advised to do so by your Public Health Authority | | |
| Self-isolation | Yes – If you have no symptoms and may have been exposed to COVID-19 as a result of: <ol style="list-style-type: none"> 1. travelling outside of Canada within the last 14 days or 2. coming in close contact with someone diagnosed with COVID-19 3. have been asked to do so by your Public Health Authority | | |
| Self-monitor | Yes – if you: have no symptoms and may have been exposed to COVID-19 in the last 14 days or are in close contact with older adults or people who are medically vulnerable or have been asked to do so by your Public Health Authority. | | |

Communications Plan

District administration has implemented a Communications Plan for the purpose of sharing information with schools, parents/guardians and the Vancouver Island Health Authority. This includes a COVID-19 section on the District website. This plan includes:

Pre-Exposure Communication

- Safe Work Procedures; General COVID-19 Work Procedures, Hand Washing, Cleaning and Disinfection, Work from Home
- Up to date information sharing of public communications provided by the Ministry of Health, Ministry of Education and local Health Authority amongst others.
- Regular staff communique sent to staff by email.

Post Exposure Communication

- A. Communication of area and isolation measures.
- B. Confirmed or probable case exposure: Any report of a confirmed or probable

case requires review of possible contacts and related notification of:

- **Direct contact** of staff, students and other within 14 days (defined in the exposure criteria) after exposure; and
- **Indirect contact** within 7 days, such as sharing a workspace in absence of physical contact under 2m

Reporting Procedures

Record of educational materials and instruction regarding work practices will be maintained by the school district. Records of any probable or confirmed cases, and first aid records, will be maintained, and may be utilized to inform communication and response. Under certain circumstances, school administration may report any confirmed or probable cases to the Health Authority.

Pandemic Influenza

Introduction

H1N1 influenza is a respiratory disease of pigs caused by type A influenza. Changes to this virus have allowed H1N1 to infect humans. Spread of the virus occurs mainly through poor coughing/sneezing etiquette or poor hand washing and then touching of a regular contact surface (door knobs, handles, etc.). The virus can then be transferred to another person's hand and in turn their mucus membranes (eyes, nose, mouth). H1N1 (swine influenza) has been seen worldwide with varying degrees of severity. With symptoms similar to regular seasonal influenza, steps need to be taken in order to help prevent (and respond) to any outbreaks in Cowichan Valley schools.

Purpose

The purpose of this exposure control plan is to outline the measures the Cowichan Valley School District will implement in order to reduce the spread of the H1N1 virus within the school community including students, staff, and the general public.

Responsibilities

Emergency Response Team

The District has set up an Pandemic Emergency Response Team that will be comprised of, but not limited to, the Superintendent of Schools, the Secretary Treasurer, the Director of Operations, and the Occupational Health and Safety Manager. This team is responsible to:

- Oversee this Exposure Control Plan for pandemic influenza
- Closely monitor of illnesses within the district
- Report high absenteeism rates to the Vancouver Island Health Authority
- Coordinate the flow of information to the school community

Administration and Supervisors

Following recommendations outlined by both the Ministry of Education and the Vancouver Island Health Authority, Administration and Supervisors of the Cowichan Valley School District have the following responsibilities when faced with the potential of a pandemic influenza outbreak:

- Education of proper hand washing techniques
- Education of proper sneezing coughing etiquette
- Increased cleaning when required
- Recognition of an individual's right to confidentiality

Administrators will continue to have clear lines of communication with groups making use of their facilities (such as daycares and Strongstart) regarding possible cases of influenza.

Employees

Employees of the District are responsible to:

- Practice proper hand washing procedures and proper sneezing/coughing etiquette.
- Notify their supervisor of high absenteeism rates
- Notify their supervisor immediately of confirmed H1N1 cases
- Instruct students, with age appropriate techniques, on the proper procedures for washing hands as well as proper sneezing/coughing etiquette

Communications Plan

District administration has implemented a Communications Plan for the purpose of sharing information with schools, parents/guardians, and the Vancouver Island Health Authority. This plan includes:

Pre Exposure Communication

- Provide information related to H1N1 influenza on the Cowichan Valley School District web site
- Education of proper hand washing techniques to staff and students through instructional posters installed at sinks throughout the district
- Education of good coughing/sneezing etiquette through posters (same as above)
- Instruction to administrators regarding aspects of the Exposure Control Plan

Post Exposure Communication

- Provide information related to H1N1 influenza on the Cowichan Valley School District web site
- Schools report absenteeism rates that are 10% or more above normal rates for their school
- Superintendent of Schools (or designate) reports absenteeism figures to VIHA as required
- Schools send notices home to parents/guardians when there are confirmed cases of H1N1 influenza in their school (standard notice is provided by the Pandemic Emergency Response Team – see attached)

Reporting Procedures

Under certain circumstances, school administration make reports as follows:

- Greater than 10% of school population (above normal levels) sick
 - Notify the Superintendent of Schools
 - Superintendent to notifies public health
 - Superintendent notifies the Occupational Health and Safety Manager
 - Occupational Health and Safety Manager notifies the Custodial Supervisor

Prevention

The Cowichan Valley School District is closely following the recommendations of the Vancouver Island Health Authority with respect to prevention measures. These measures include:

Attendance

The most effective way to reduce the spread of the H1N1 virus is to reduce exposure. Sick staff and students should be staying home while they are sick to prevent spreading the illness among the school community.

Students that arrive at school with flu like symptoms or become sick while at school should be separated from the general population until their caregiver can pick them up. The school medical room can be used for this purpose however anywhere that they are not in close proximity to others will do. On days when this occurs, the custodian coming in that evening will be notified so that contact surfaces in those areas can be cleaned.

Proper Hand Washing

The best way to protect yourself from H1N1, and most germs for that matter, is by practicing proper hand washing techniques. These 6 steps can prevent you from inadvertently transferring the virus/germ from a contact surface (door knob, light switch, etc.) to susceptible areas (nose, mouth, etc.).

- Wet hands
- Add soap
- Scrub hands, all sides
- Rinse
- Dry
- Use paper towel to turn off faucet

The Cowichan Valley School District has published and posted a poster with these 6 steps on it at sinks throughout the district.

Important points to consider:

- All you need is water, soap, and the friction of rubbing your hands together to clean them sufficiently. Antibacterial soap is not required.
- If you do not have access to soap and water, use a hand sanitizer as an effective alternative.
- Scrubbing your hands together for 15 to 20 seconds with soap and water is all that is needed. (Singing Happy Birthday to yourself 2 times is a good way to ensure you have scrubbed your hands long enough).

Proper Sneezing and Coughing Etiquette

The best way to protect others from influenza is to practice proper sneezing and coughing etiquette.

Do:

- Sneeze/cough into a disposable Kleenex or your sleeve (elbow/arm)
- Direct the sneeze/cough away from those in the general area
- Wash your hands frequently

Do Not:

- Sneeze/cough without covering your mouth
- Sneeze/cough into re-usable hankies
- Sneeze/ cough into your hands (if you do, wash hands immediately)

High Absenteeism Rates

In the event that absenteeism rates due to influenza reach high levels an additional step will be taken. The district has 6 portable hand sanitizing stations which can be delivered to schools on an as needed basis. When it is determined that a school is in need of one of these stations, Operations will deliver it to the hallway outside the main office.

- These stations are only intended as a supplement to the proper hand washing as outlined above
- They will be refilled by Operations as required
- They must remain supervised at all times
- And will remain in place until it is determined that absenteeism levels have dropped to a more acceptable level

Custodial Practices

While it is recognized that the best way to protect yourself from influenza is by practicing proper hand washing techniques, the district will put in place certain custodial practices in an effort to help slow the spread of the influenza virus in CVSD schools. These practices include:

- The use of cleaning products deemed effective in cleaning surfaces contaminated with the influenza virus
- Giving higher priority to cleaning high contact surfaces in schools with high absenteeism due to influenza like illnesses (contact surfaces include such things as doorknobs, light switches and etc.)
- As much as is possible, full custodial coverage will be maintained in schools with high absenteeism due to influenza like illnesses
- If a vaccine clinic is held in a school the custodians will place a high priority on the contact surfaces in those areas

Reference and Cross Reference Material

Vancouver Island Health Authority website

<http://www.viha.ca/h1n1/>

Government of British Columbia website

<http://www.gov.bc.ca/h1n1/>