



Staff and Volunteer Information - Please read carefully

1. Before coming to the school, please review the daily health check:

Daily Health Check			
1. Symptoms of Illness	Do you have any of the following symptoms?		
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
	Skin rashes or discoloration of fingers or toes	YES	NO
2. International Travel	Have you or anyone in your household returned from travel outside of Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) you should not come to the school.

If you are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.

2. Hand Hygiene

- All staff and volunteers are required to sanitize their hands upon entry.
- Rigorous handwashing with plain soap and water is the most effective way to reduce the spread of illness (antibacterial soap is not needed for COVID-19).
- Follow these guidelines:
 - Practice diligent hand hygiene by washing hands with plain soap and water for at least 20 seconds (temperature does not change the effectiveness of washing hands with plain soap and water).
 - Avoid touching your eyes, nose, or mouth with unwashed hands
- When staff and volunteers should perform hand hygiene:
 - When they arrive at school
 - Before and after breaks
 - Before and after eating and drinking
 - Before and after handling food or assisting students with eating
 - Before and after giving medication to a student or self
 - After using the toilet
 - After contact with body fluids (runny nose, spit, vomit, blood)
 - After cleaning tasks
 - After removing gloves
 - After handling garbage
 - Whenever hands are visibly dirty

3. Non-medical Mask Use

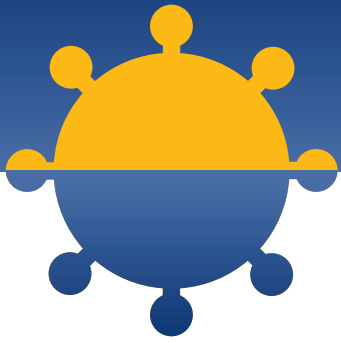
- Please wear a non-medical mask while working/volunteering at the school. Ensure that you follow proper mask etiquette. See the attached poster for more information.

4. Physical Distancing

- Please ensure that you maintain a physical distance of 2m from staff, students, and other volunteers.

5. One-way Hallways and Stairwells

- One-way hallways (1st floor heads west; 2nd and 3rd floors head east)
- One-way stairwells (Intermediate stairwell heads up; Primary stairwell heads down)
- Please walk on the right side of all hallways and stairwells



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Hand Hygiene

**SOAP OR ALCOHOL-BASED
HAND RUB: Which is best?**

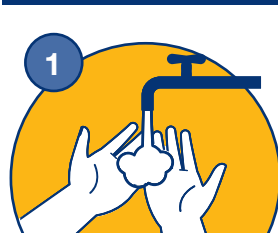


**Either will clean your hands:
use soap and water if hands
are visibly soiled.**

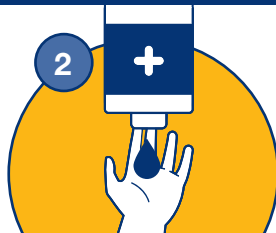


Remove hand and wrist jewellery

HOW TO HAND WASH



Wet hands with warm
(not hot or cold)
running water



Apply liquid or foam soap



Lather soap covering
all surfaces of hands
for 20-30 seconds



Rinse thoroughly
under running water



Pat hands dry thoroughly
with paper towel



Use paper towel
to turn off the tap

HOW TO USE HAND RUB



Ensure hands are visibly
clean (if soiled, follow hand
washing steps)

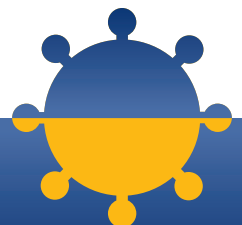


Apply about a loonie-sized
amount to your hands



Rub all surfaces of your hand
and wrist until completely
dry (15-20 seconds)

COVID19_HH_001





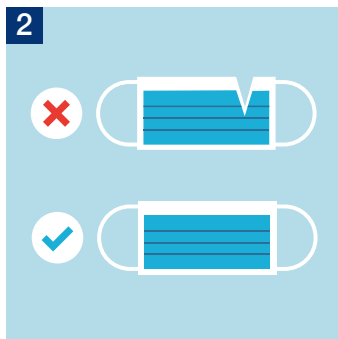
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How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



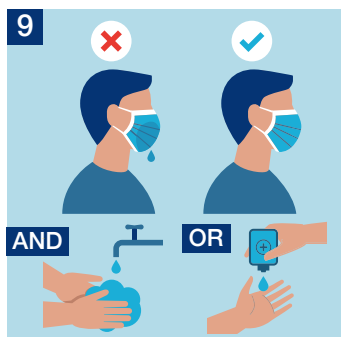
6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask



1 Perform hand hygiene.



2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.

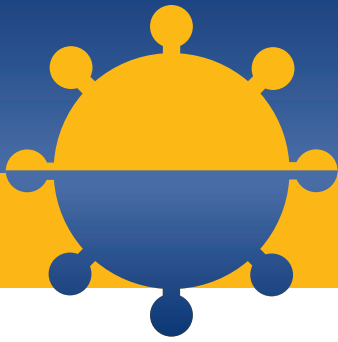


3 Discard the mask in a waste container.



4 Perform hand hygiene.





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REDUCE THE SPREAD OF COVID-19



PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**



Ministry of
Health



BC Centre for Disease Control

**If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.**

