



DAVIDSON
ELEMENTARY SCHOOL **ROAD**

*Discovery,
Respect &
Encouragement*

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DRE Communicable Disease Prevention Measures

INTRODUCTION:

To provide workers who are working at the SBO / HRES COVID-19 procedures for safely working in the School Board Office and Hollywood Road Education Centre. Workers must also review the *Central Okanagan Public Schools Staff and Student Safety Plan for the Novel Coronavirus (COVID-19)* located on the 'All Staff' webpage of the My23Portal under the 'COVID19 Updates'.

Please find the School District Covid-19 Updates by clicking [here](#).

1. SITE ENTRY:

- All individuals who enter the building must have performed the Daily Health Check and stay home if ill or showing symptoms of illness.
- Stop at the message board and familiarize yourself with the information posted.
- Upon entering the facility immediately disinfect your hands with hand sanitizer and sign in to the log book.
- Immediately proceed to the nearest handwashing station in the staff washroom. Although, not as effective as handwashing, alcohol-based hand sanitizers may be used.
- Visitors must wear masks at all times.

2. COMMUNICABLE DISEASE CONTROLS:

Physical spacing.

- Please try to maintain physical spacing. Spread out as much as possible, respect one another's personal space.
- Please be mindful of traffic flow patterns and follow the floor markings.

Hand hygiene

- Avoid touching your face
- Wash your hands often (see handwashing poster), but especially
 - Upon entry and re-entry to the facility
 - After sneezing, coughing, using a tissue
 - Before you prepare food / eat
 - Before and after using a shared space / shared materials
 - Before leaving work
- Sneeze/cough into the crease of your sleeve

Face Covering

- Non-medical masks required by staff, visitors, and students in Grade 4 to 12 when indoors, in schools and in school buses.
- Students in K-3 are encouraged to wear masks when indoors, in schools and in school buses, but not required

Individuals displaying symptoms at school

- Individuals displaying symptoms while at school must immediately inform their supervisor and leave the school.
- If unable to immediately leave the school, the individual must isolate in an area away from others until able to leave. The teacher prep room 115 may be used for a symptomatic individual to isolate them self.
- Room(s) occupied by the symptomatic person must be cleaned/disinfected prior to re-occupancy.

3. OTHER MEASURES:

- Custodial cleaning team will disinfect frequently. Cleaning once per day for frequently touched surfaces.
- Continue electrostatic cleaning procedures to sanitize once a day.

4. SHARED SPACES:

Assemblies

- No more than 50 people (or 2 classes) indoors in single spaces

Washroom

- Please be mindful of the tight space in the staff washroom hallway and leave the area as soon as possible.

Staffroom

- May be used by multiple users at the same time if physical spacing is maintained, according to posted occupancy limit of 10. Masks must be worn when not eating.

Photocopier Room

- Single user at a time. Masks must be worn. Sanitize/wash hands before and after using the photocopier.

Meeting Room

- Library Prep room has an occupancy limit of 3
- May be used by multiple users at the same time if physical spacing is maintained.

Department Shared Space

- May be used by multiple users at the same time if physical spacing is maintained.

5. SHARED ITEMS:

Appliances

- Wash hands before and after using shared appliances.

Food

- Homemade food or food prepared on site must not be shared (home baked food, brewed coffee, potlucks, etc).

Water Fountains

- Water dispensing stations can be used. Water fountains are turned off.

Personal Items

- Do not share personal items (pens, food, beverages, cell phones, water bottles, etc.).