



ÉCOLE DE L'ANSE-AU-SABLE
675 Chemin Lequime
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HEALTH AND SAFETY PROTOCOL COVID-19 November 2020

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GENERAL INFORMATION ON CORONAVIRUS

Due to the current pandemic situation, many steps have been taken by the various levels of government to limit the spread of COVID19 and ensure the health and safety of all.

The information in this document comes from Worksafe BC, the Ministry of Education and the BC Center for Disease Control.

BCCDC

<http://covid-19.bccdc.ca/>

Worksafe BC

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

<https://www.worksafebc.com/en/about-us/covid-19-updates>

Ministry of Education

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

1. Signs and symptoms of covid-19

The main symptoms of COVID-19 are:

- Fever, chills;
- Coughing or worsening of a chronic cough;
- Breathing difficulties;
- Sore throat;
- Nasal discharge or nasal congestion;
- Loss of smell or taste;
- Headaches;
- Fatigue;
- Diarrhea;
- Nausea and vomiting;
- Muscle pain;
- Conjunctivitis;
- Dizziness, confusion;
- Abdominal pain
- Skin irritation, discoloration of the toes or fingers.

Symptoms may be mild (similar to a cold) or more severe (such as those associated with pneumonia and lung or kidney failure). In rare cases, the disease can lead to death. Those most at risk of complications are immunosuppressed people, those with chronic diseases, and the elderly.

4. Method of transmission

Research is still ongoing on COVID19. The following information concerns human coronaviruses. They are likely to apply to COVID19. <https://www.youtube.com/watch?v=O-KviLbtBq8>

Usually, coronaviruses infect the nose, throat and lungs. They most often spread through:

- Close contact with an infected person when that person coughs or sneezes;
- Contact of the hands with infected surfaces and then with the mouth, nose or eyes.





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2. Isolation recommendations

People with or without symptoms who are in any of the following categories should go into isolation and monitor their symptoms for 14 days:

- have travelled outside of Canada and are now back home.
- are in contact with someone who has been diagnosed

People who have been diagnosed with COVID19 must isolate themselves for 10 days

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>

KEY POINTS RELATED TO THE PREVENTION OF COVID19 AND RETURN TO SCHOOL

1. Schools are important environments for children's development

The transition from classroom to online education has highlighted the importance of school environments for parents who need the school system to work and support their children's learning and for students to pursue academic learning and socio-emotional development. The impact of this shift to distance and hybrid education has, according to experts, contributed to widening the gaps, especially for the most vulnerable.

2. Children are at low risk of transmission

Public health authorities tell us that children between the ages of 0 and 19 have a very low infection rate. In B.C., less than 1% of children tested for covid 19 tested positive. Most children are not considered at high risk of covid 19 infection and when infected, generally have only mild symptoms and mild illness (i.e. low fever, dry cough, gastrointestinal problems). There is no conclusive evidence that asymptomatic children pose a risk to other children and adults.

Rather, the evidence indicates that transmission of cases involving children is mainly limited to adults living in the same home. Thus, the authorities consider that children are not an effective vector of transmission in schools and childcare facilities. *It should be noted that children with weakened immune systems will still be able to receive classroom instruction. Parents of these students are encouraged to consult with their health care provider to determine the level of risk to their child's health. A special communication will be made for these particular cases.*

3. Transmission of covid 19 in schools and safe environment (controlled)

Schools are environments considered safe environments by public health authorities primarily for two reasons. First, because the majority of schools are made up of healthy young people, seen as ineffective vectors of transmission and secondly because the school population is constant and stable over time (i.e. The people who make it up are the same over time) and that it is possible to establish permanent groups with limited contacts easily identifiable unlike other public places where visitors are constantly changing.





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4. Clean schools

Schools need to be cleaned more often, which is defined as an increase in the frequency of routine cleaning of contaminated surfaces (water, soap), daily, and an increase in the frequency of disinfection of frequently affected surfaces (door handles, switches, tables, desks, chairs, electronic devices, keyboards and toys) at least twice a day using commercial products available. Other measures are implemented on a daily basis such as limiting the use of items that are difficult to clean (e.g. fabric items) and emptying garbage cans on a daily basis. For a full detailed description, see the cleaning section.

5. School staff and students free of symptoms

In order to ensure the presence of healthy staff and students at the school, staff and students will be required to undergo daily symptom checks. Staff and parents of students will undertake a daily check of **coronavirus-related symptoms** using a commitment form. All will commit to checking the following symptoms on a daily basis (e-mailed form):

- Fever, chills;
- Coughing or worsening of a chronic cough;
- Breathing difficulties;
- Sore throat;
- Nasal discharge or nasal congestion;
- Loss of smell or taste;
- Headaches;
- Fatigue;
- Diarrhea;
- Nausea and vomiting;
- Muscle pain;
- Conjunctivitis;
- Dizziness, confusion;
- Abdominal pain
- Skin irritation, discoloration of the toes or fingers.

The affirmative answer to one of these questions results in a ban on access to school. **Staff and students who have these symptoms and for whom these symptoms are not related to a known condition should stay at home.**

If a student begins to show symptoms during the school day, the isolation protocol for a sick student should be followed.

If a staff member develops symptoms during the school day, they should notify their supervisor and leave immediately.

6. Mass groupings

The recommendation of public health authorities limiting groupings of 50 or more does not apply to schools, but rather to one-time groups of people for whom it is difficult to implement the necessary security measures to prevent the spread of the virus. Thus, there may be more than 50 people at the same time in a school if they are not all in the same section.

In schools, public health authorities are proposing the use of learning groups. This measure is seen effective to both provide the necessary support for student learning and well-being and to maintain a limited and safe level of close contact for the community as a whole. Large assemblies should not be held in person.

Students and staff will be grouped first by class group and also by learning group with a maximum of 60 people in elementary and 120 in high school (Grades 7-12). The school has six learning groups (see table below).





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7. Tracing cases

Case tracing will be handled by public health authorities. Some of you may be on display during public outings. It is important to inform your principal or supervisor at the central office if you think you have been exposed. The following BCCDC link will allow you to see potential public exhibitions by region.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/public-exposures>

Any communication with the community about potential cases will require approval by public health authorities. If you have any questions about this, please consult your principal.

SAFE WORKING MEASURES FOR STAFF

All staff are required to complete training on the safe work measures to be followed before returning to school with students. All staff should read and understand the documentation provided by the employer including the updates.

Summary of standardized general precautions and recall posters

- Respect the rules of physical distance **between adults** and between learning groups;
- Follow instructions for people entering school (e.g., symptom-free, flow control system);
- Follow instructions for people on site (e.g., avoid groupings, learning groups, recreation, circulation, hand washing, controlled use of dishes, microwaves, refrigerator, common cutlery, etc.);
- Follow site safety management guidelines (e.g., maximum number of occupants for common areas such as staff lounge, bathrooms, photocopier office);
- Attend health and safety training, read and understand the educational materials provided and pass the quiz to test your knowledge at the end of the training;
- Follow the rules of hand washing, respiratory hygiene and the prohibition of touching your face;
- Commit to stay at home when ill and to check for symptoms on a daily basis;
- Respect symptom development management measures when present in a school setting for staff and students;
- Ensure adequate ventilation in all occupied areas (i.e. promote natural ventilation and maximum air exchange); <https://www.worksafebc.com/en/resources/about-us/covid-19/general-ventilation-and-air-circulation-covid-19-faq?lang=en>
- Limit travel in the school by encouraging specialists to come into the classroom rather than moving students from class to class (specialists who are not part of the learning groups will have to respect physical distance);
- Ensure compliance with protocols for equipment brought by students (backpack, coat, etc.);
- Promote outdoor activities as much as possible.

Ministry of Education note: *There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution of books or paper based educational resources to students because of COVID-19.*

Notes from worksafe BC: *There is no need to limit the distribution or sharing of books or paper based educational resources to students. Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people..*





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1. Checking for symptoms:

- All staff members must sign the commitment form to check their symptoms on a daily basis before arriving at school.
- All staff members agree to stay at home when symptoms occur and to contact 811 to confirm the authorization of a return to school and to take the number of the person with whom they are communicating.

2. Entry and exit from the site:

- Do not enter school if you have symptoms of fever, cough or breathing difficulties (see full list in the BCDCD document)
- Respect the 2-metre distance rules between learning groups and between adults when entering and exiting the building.
- Use the designated door to enter and the door to leave the school.
- Respect the system of control of the flow of incoming people established by the principal and allowing to respect the rules of social distance (follow the arrows ...)
- Wash your hands as soon as you enter the school and leave at the end of the day (first aid room) and clean your electronic devices that come from home as soon as you arrive.
- Place your belongings (backpack, electronic devices, etc.) in a bag for your place for the day or in your locker.

3. Physical distance between intra and extra learning groups:

- Avoid physical contact at all times (e.g. hugs, handshakes, etc.);
- Respect the 2-metre physical distance rules between all adults and students who are outside your learning group;
- When respect for physical distancing is impossible and that first aid must be given to the student, staff will have to wear a disposable mask and gloves. These should be placed immediately in the trash can after they are used. Disposable masks should not be worn for an extended period of time, they should only be worn for short periods where physical distance is not possible (<https://publications.msss.gouv.qc.ca/msss/fichiers/2019/19-207-09F.pdf>)
- Adults must wear a mask in the school hallway when physical distance is not possible;
- If you need to talk to someone outside your learning group, respect the 2-metre distance between people or use your favorite phone or chat tool;
- If it is necessary to meet colleagues in a shared location or in a meeting room, ensure that the chosen location respects the 2-metre distance between people;
- Meetings with parents should be done by zoom or phone;
- Deliveries including mail should be made in a way that minimizes contact. **Wash your hands after receiving a delivery;**
- Public access to schools is limited, visits are prohibited. In-person appointments must be approved by management;
- Your school's plan minimizes the number of adults interacting with learning groups they are not part of and, when necessary, prioritizes those who support student learning and well-being;
- When interacting with different learning groups, physical distance must be respected.



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- If physical distance is impossible to maintain, alternatives will have to be proposed such as a reorganization of the room, the use of a physical barrier of transparent plexiglass, to offer the services in a virtual way or as a last resort, the wearing of the mask.

| Groupe d'apprentissage | Classes/Niveaux |
|------------------------|---|
| #1 | Classe 4 ans |
| #2 | Maternelle et Maternelle/1 ^{re} année |
| #3 | 1 ^{re} année et 1/2 ^e année |
| #4 | 2/3 ^e année |
| #5 | 3 ^e année et 3/4 ^e année |
| #6 | 4/5 ^e année |
| #7 | 5/6 ^e année et 6 ^e année |
| #8 | 7 ^e à la 12 ^e année |

4. Use of bathrooms:

- When using the bathroom, make sure you follow the distance rule
- The door stays open when not used.
- Wash your hands before closing/touching the door
- Wash your hands after going to the toilet and before leaving the bathroom.
- Follow handwashing recommendations.

5. Illness/Symptoms:

- **If you're sick, stay home.**
- If you develop symptoms while at work, notify your supervisor and leave immediately.
- Check your symptoms on the self-assessment website: <https://bc.thrive.health/covid19>
- Contact 811 to validate your return to school or not and take the number of the nurse who is talking to you.

You may have been exposed to COVID in a public place. To verify the alerts, please visit the BCCDC website by clicking on the following link: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/public-exposures>

If you think you have been exposed or if the information on this site confirms your potential exposure, contact 811 to obtain the proposed procedure by public health authorities and inform your school principal or supervisor.





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6. Manage a student with symptoms:

Any student developing symptoms of COVID-19 infection during support hours must be recovered by their parents. Staff with symptoms should return home immediately.

If a student begins to show symptoms of what could be influenza-type flu or COVID-19 infection, it is recommended to:

- Quickly separate the student with the symptoms by placing him in a secluded area (isolation room), and allow the designated staff to supervise him until the parents come to pick him up: local #4
- Put on a mask and gloves (see safe method for putting masks and gloves)
<https://publications.msss.gouv.qc.ca/msss/fichiers/2019/19-207-09F.pdf>
<https://publications.msss.gouv.qc.ca/msss/fichiers/2020/20-210-41W.pdf>)
- If the student is able to put on a mask, tell them how to put on the mask.
- Ask someone at the office to contact the parents/guardians of the child who is exhibiting symptoms and tell them to pick him up immediately.
- Remind the student to practice proper breathing etiquette, frequent hand washing and to remain at a safe distance (2m) where possible.
- The custodian will clean and disinfect any rooms that have received a symptomatic student as recommended by public health before other students or staff can enter.

If a case of Covid 19 is diagnosed, public health will take over the management of the school and notify the CSF of the measures to be put in place.

7. Building access rules:

- All staff entering schools must be trained in safe work measures.
- Meetings with parents should be done by zoom or phone
- Deliveries including mail should be made in a way that minimizes contact. **Wash your hands before and after receiving delivery.**
- Access to the building to parents, members of the public, subcontractors and non-CSF staff is prohibited unless there is a special agreement with management. If their entry is necessary, access must be authorized by the school's principal and they will have to know and submit to the sanitary measures in force.

District staff visiting schools or moving from one site to another

Staff travelling from one school to another will have to follow the specific procedures for each site visited. In interactions with students and staff, they will have to maintain the physical distance of 2 meters. If this physical distance is impossible to maintain, alternatives will have to be proposed such as a reorganization of the room, the use of a physical barrier of transparent plexiglass or as a last resort, the wearing of the mask. If staff are required to travel in groups, the use of separate vehicles should be considered. Larger vehicles can potentially be used if they can maintain physical distance between passengers.

8. Cleaning Routine for Staff/Increased Cleaning

We have an improved process of daily cleaning and disinfection of frequently affected surfaces. A day custodian will disinfect frequently affected surfaces.





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Staff must:

- Wash your hands:
 - As soon as you get to school
 - After going to the bathroom,
 - Before and after school transitions (i.e., move to another classroom, from the outside to the inside, transitions, if applicable, etc.),
 - Before touching food/helping students with their meals,
 - Before and after offering first aid,
 - After all contact with bodily fluids (i.e. mucus, saliva, vomit, blood),
 - After cleaning soiled surfaces
 - Before putting on and after removing gloves
 - Before putting on and after removing a mask
 - After handling garbage cans
 - When you leave school.
- Avoid touching your face
- If meeting with colleagues or relatives in a shared place or in a meeting room, disinfect all surfaces, handles, equipment or furnishings used, after your meeting;
- If sharing a workstation/classroom with a co-worker, disinfect work surfaces after use;
- If you need to use the photocopier, wash your hands before and after using it;
- Disinfect all shared office supplies before and after they have finished use (including staplers, drills, slicers, etc.);
- Do not share beverages or food;
- take a break in their classroom or respect the maximums of staff lounge occupancy and established schedules.

Water and soap remain the preferred method of hand washing.

Staff lounge Maximum of 13 people at all times. Be sure to disinfect common tools before and after use.

In the work/photocopy room: No more than 2 person² at a time. Be sure to disinfect common tools before and after use.

9. Cleaning supplies

- The cleaning service will fill the dispensers of alcohol-cleaning gel, soap dispensers and paper towels.
- All staff will be given cleaning equipment to ensure the cleaning and disinfection of their workstation and common tools.
- The cleaning service will provide spray bottles containing an approved disinfectant mixture or disinfectant wet wipes and paper towels.

All disinfectant products, cleaning products, hydrogel alcohol cleanser must be stored appropriately and in accordance with the rules regarding hazardous products. The fact sheets are available to all staff on the intranet in the human resources section, dangerous products MSDS fetch (SIMDUT):

<https://intranet.csf.bc.ca/ressources-humaines/ressources-humaines-securite-au-work/products-dangerous/dangerous/and travail/produits-dangereux/produits-dangereux/>



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All products must be properly identified.

http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

What to do if accidental exposure to a cleaning or disinfectant?

If you or someone in your community is exposed to disinfectant, apply the following first aid measures and call your local poison control centre 1.800-567-891.

- If inhalation: Go to a well-ventilated area and breathe fresh air
- Eye exposure: Rinse eyes with running water for 5-10 minutes
- Skin exposure: Rinse skin with running water for 5 minutes
- Ingestion: Drink 1/2 to 1 cup of water.

10. Details of food, meals and snacks

- o Everyone will have to bring their own lunch
- o Don't share food or beverages
- o Always wash your hands before handling food
- o Eat your dinner in your classroom or in the staff lounge according to the schedule set, making sure you meet the maximum occupancy

11. Disclosure of isolated or home-return staff incidents

Report any incident of isolation of a student to your Principal who will communicate to his DGA and/or Karine Boily, Department of Health and Safety.

12. Use of Personal Protective Equipment (EPI)

Wearing a mask is recommended when physical distance is not possible, such as in hallways during transitions or in close interactions with a staff member or student outside learning groups. Personal protective equipment is the last line of protection against COVID 19, as it has gaps in protection capacity. PPE should be used in combination with other safeguards and after exhausting any possibility of changes to activities/tasks.

STUDENT-SPECIFIC MEASURES

1. Verification forms:

- o All parents of the children must sign the commitment form to check their symptoms on a daily basis before school.
- o All parents agree to keep their children at home when they have symptoms and to contact 811 to confirm the authorization of a return to school and to take the number of the person with whom they are communicating at 811.





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2. Buses

- The Ministry of Education encourages parents to find an alternative means of transportation to the bus if possible.
- The bus driver wears a mask and, in some cases, visors,
- Students should wash their hands before boarding the bus
- Bus loading:
 - Determine the boarding sequence of students; boarding must be from the rear to the front and disembark from front to rear
 - Seats must be assigned (students from the same groups and families)
 - Promote one student per seat
- Bus lists and assigned seats must be maintained for contact tracing.
- Buses must be cleaned and disinfected in accordance with BCCDC guidelines
 - Lined up by school staff in the afternoon, depending on unloading
- Establish a system of respect of physical distance for boarding (e.g. duct tape on the sidewalk, delaying bus boarding, etc.)
- Masks required for all students;
- No student is required to wear a non-medical mask if he does not tolerate it.

3. Student arrival and departure policy:

- Children arrive between 8:25 am and 8h45am, departure 3:00pm
- Parents should not get out of their cars, they should let children walk to the school yard on their own.
- ***An exception** will be granted to parents of new **kindergarten** students for the month of September. These parents will be able to come to the gate and leave the child with the staff on the schoolyard. They will have to respect physical distance with all children and adults, or wear a mask. They will not be able to enter the school during school hours.
- No parents/guardians on school grounds and/or in school. (With one *exception)
- All communication must be by phone, email or zoom.
- Upon arrival, students will go to the assigned area in the playground. Upon departure they will be accompanied either to the bus or to pick-up location.
- When the bell rings at 8h45 am, students will line up by class in the designated places.
- Students will use alcohol gel upon entering the school.
- Students will go directly to their classrooms and they will be able to use the lockers to deposit their belongings.
- After recess, students will follow similar procedures put in place by each teacher.

4. Students should wash their hands:

- Before you get on the bus;
- When they arrive at school, in school;
- Before and after school transitions (i.e., move to another room, from the outside to the inside, etc.);
- Before eating or drinking;
- After going to the toilet;
- After blowing its nose, sneezing or coughing in his hands;
- When their hands are visibly dirty;
- When they leave school.



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Note: Teach students good respiratory hygiene (coughing in the elbow, throwing tissues in the trash, etc.). Model and remind students of proper and frequent hand washing

5. Physical distance for children and learning groups:

We understand that it is difficult to respect the rule of social distancing of 2 meters between each person and groups of less than 50 people in school and especially with younger students. However, it is important to maximize our efforts in this regard.

- Students are placed in a learning group with a maximum of 60 people in elementary and 120 in high school (7-12)
- Avoid physical contact at all times (e.g. hugs, handshakes, etc.)
- Respect the 2-metre physical distance rules between students who are outside your learning group;
- Help students learn about physical distance through games. For example, for younger students, you can use music to ask students to extend their arms on each side and slowly turn on themselves by not touching anyone around them. For older people, you can use readings explaining what physical distance means and the importance of self-regulation (e.g. space camp).
- Promote outdoor activities in smaller groups of students to facilitate respect for a certain degree of distance (e.g. snacks, arts activities, etc.).
- Keep enough games available to promote solo games
- Increase the distance between students during activities such as meals by separating chairs.
- When students want to use the same location, redirect some to another station.
- Consider shifting the time of snacks and dinner to reduce the number of children in groups and increase the distance between each of them.
- Recall the rule of keeping your hands to yourself.
- When interacting with different learning groups, physical distance must be respected.
- If physical distance is impossible to maintain, alternatives will have to be proposed such as a reorganization of the room, the use of a physical barrier of transparent plexiglass, to offer the services in a virtual way or as a last resort, wearing the mask

6. Managing food, equipment and school supplies

- It is forbidden to bring objects such as toys from home
- It is forbidden to share food and beverages
- Frequently recall rules for not sharing equipment, food and beverages
- Regularly shared items will be cleaned and disinfected at the end of the day (e.g. toys)
- Promote games that are easily cleanable
- Avoid the use of playdough, stuffies, costumes, to avoid sharing germs between students
- Each student should have a school supply kit that will not be shared with other students (e.g. pencils, notebooks, math handling materials, etc.)
- When they arrive, students will take all the school and food belongings they need from their bags to bring to class in order to limit access to lockers (corridor) during the day



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7. Extracurricular activities and sports

Extracurricular activities including sports may be available if physical distance can be provided between members of different learning groups and physical contact avoidance is practised by members of the same group. Extracurricular activities between schools will not be able to take place at this stage.



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Appendixes

Cleaning electronic devices

Each staff member will be responsible for cleaning their electronic devices on a daily basis by following the following procedure:

1. Close all devices and disconnect all connections before cleaning electronic devices
2. First remove visible dirt, dust and fat
3. Use 70% alcoholic disinfectant towels
4. Gently wipe the surfaces. It is not necessary to rub vigorously or scour with strong pressing.
5. Dry the surface well
6. Avoid using products containing bleach, chlorine or other abrasive products that could damage appliances.
7. Do not spray or submerge electronic devices in disinfectant liquid or other liquids
8. Consider using a plastic overlay to make cleaning easier
9. Keyboards, mouse, electronic controllers should be cleaned similarly with damp alcoholic towels or with hydrogel and paper towels.



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For more information

Call 1-888-COVID-19, text 604-630-0300 or see The BC Centre For Disease Control: <http://covid-19.bccdc.ca/>

Health Link BC: <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

Health Canada: <https://www.Canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

The World Health Organization: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Website for self-assessment of COVID-19 risks <https://bc.thrive.health/covid19>

References:

<https://www.worksafbc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operationbc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools> http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

<https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Pages/outils-secteur-education.aspx> <https://www.cnesst.gouv.qc.ca/Publications/900/Pages/DC-900-1076.aspx>

