This guide aims to support the school environment for the management of occupational health and safety (OHS) in the workplace. It aims to ensure that activities can resume or continue under the safest and healthiest conditions possible in the context of COVID-19. In times of crisis, it is important that together, workers, employers and other community players work together to have healthy and safe work environments for everyone! Dialogue and cooperation are essential to achieve this.

**Occupational health and safety**

Taking charge means putting in place the measures necessary to comply with your legal obligations, that is to say, identifying, correcting and controlling risks, and promoting the participation of workers in this prevention process.

Good collaboration between the employer and the staff is essential to promote OHS management. The employer **must identify the risks of transmission of COVID-19 in the workplace**. If it **cannot eliminate the risks of contamination**, it must aim to reduce and control them. He must identify the tasks during which workers can be exposed to the virus. Suppliers, subcontractors, partners and customers have been informed of the measures implemented in the company to control the risks associated with COVID-19 and make them aware of the importance of respecting them. The preventive measures that can be applied are based on the principles of excluding symptomatic people from the workplace, physical distance, hand washing, respiratory etiquette and maintaining hygienic measures with the equipment, tools, equipment and frequently touched surfaces.
The context of COVID-19 can be a major stressor, as much for the employer as for workers, suppliers, subcontractors, partners, parents and students, by the upheaval it causes. Different spheres of society. Particular attention must therefore be paid to the psychological health of the staff.

Exclusion of symptomatic people from the workplace

People with symptoms are part of the chain of COVID-19 transmission in the workplace. Procedures that take into account the following can prevent transmission of the disease:

- Identification of workers with symptoms of COVID-19 before entering the workplace, for example by:
  - a questionnaire,
  - self-assessment by workers;
- Posters are installed, recalling the importance of hand hygiene, respiratory etiquette and physical distancing in sensitive areas (entrance, premises, toilets, exterior doors, etc.);
- Suppliers, subcontractors, partners and parents were informed of the measures implemented in the school environment to control the risks associated with COVID-19 and made aware of the importance of respecting and limiting them as much as possible. Possible their movements inside the school establishment;
- Attendance at school is prohibited for anyone (preschool or elementary school student or school staff) with symptoms associated with the disease (fever or cough or difficulty breathing or other symptoms depending on the government website) until 24 to 48 hours after the symptoms have ended;
- Access must also be denied to any preschool or elementary school student whose parents or another person in the same residence have these symptoms or who are already placed in isolation due to COVID-19 (case or contact). When symptoms associated with the disease (fever or cough or difficulty breathing or other symptoms depending on the government website) appear in the school environment:
- A COVID-19 emergency kit prepared in advance must be used and contain, at a minimum, gloves, procedural masks, eye protection, a resealable bag, a tracksuit (blouse), as well as a hydroalcoholic solution;
- Preschool or elementary school students with symptoms must be isolated in a room provided for this purpose and wear a procedural mask. The staff member with symptoms must leave the workplace;
• A single staff member takes care of the preschool or elementary school student with symptoms while his parent comes to pick him up;

• The staff member must wear gloves and a tracksuit (gown), in addition to the procedure mask and eye protection;

• Personal items of a preschool or elementary student who has symptoms should be given to parents in a cloth or plastic bag;

• Once the preschool or elementary student or staff member with symptoms has left, disinfect the room and the objects and surfaces touched by the student or staff member;

• The staff member must safely remove the gloves, eye protection, procedural mask and gown from the room and dispose of them on site (if a non-contact bin is available) or in resealable containers or bags reserved for this purpose, then discard the disposable equipment. Wash hands immediately after;

• Reusable personal protective equipment (eg eye protection) is disinfected with a product adapted to the equipment;

• Parents of preschool or elementary students in the affected student's group, the isolation staff member and the group's educator or teacher should call 1 877 644-4545 for instructions. the Department of Public Health.

Physical distance

• As far as possible, a minimum distance of 2 meters between people must be kept at work, from arrival to exit;

• This distance must also be maintained during breaks and at lunchtime;

• Handshakes and braces should be avoided;

• Workstations and working methods have been revised to respect, as far as possible, the physical distance of 2 meters;

• The circulation and interactions between workers are limited.

Adaptations must be made to limit the risk of transmission when the principles of physical distance cannot be respected: In offices, these are:

• the use of technological means (teleworking);

• the installation of physical barriers (full transparent partition) between different workstations that are too close or cannot be spaced.
In the premises of preschool and primary:

- measures must be taken to promote physical distance between people and limit the duration of close contact with preschool or elementary students;

- the maximum ratio of preschool or primary students per room for schools prescribed by the Ministry of Education and Higher Education (MEES) must be respected;

- the maximum ratio of students in vocational training and general adult education who can be in class simultaneously to carry out the practical activities of their training must be respected as prescribed by the MEES;

- non-essential common areas must be closed and access to schools reserved for staff and preschool or elementary students only;

- schedules must be adjusted to minimize travel and groupings at the same time. Access to the playground will be in sub-groups and in a controlled manner and the cafeterias will be closed;

- meals for preschool or elementary students are taken in the premises or classrooms or outside to avoid trips to the school;

- if possible, the same preschool or elementary students should always be kept in the same group, the same premises, at the same desk, and staff should always have the same group of students;

- It is not recommended for a teacher to wear personal protective equipment (PPE) to protect themselves from COVID-19. The physical distance of 2 meters should be respected as far as possible. However, for teachers who would be more comfortable wearing a face cover, we invite them to consult the Wearing a face cover in public places to find out how to make and use a face cover properly;

- staff mainly in contact with preschoolers, disabled students or vocational training students for practical activities, if the tasks absolutely require being within 2 meters of another person for a period of more than 15 minutes without physical barrier, once a day, must wear a procedure mask and eye protection at all times;

- the necessary personal protective equipment, including procedural mask and eye protection, must be provided and made available to staff in sufficient numbers.
In the schoolyard:

- play areas can be specifically reserved for different groups, so as to prevent contact between the students of these groups;
- changes to recreation schedules and beat intervals between periods to minimize contact between students should be provided;
- particular attention is paid to spaces that act as bottlenecks (eg: entrance to changing rooms, exit to the courtyard, stairs, etc.) to avoid queues of close people being created there.

In school transport:

- parents of students are informed that if their child has symptoms, they must keep him at home and refrain from making him take school transportation;
- physical barriers (transparent solid wall) were installed between the driver and the students. For more information, see the Automobile Insurance Company of Quebec;
- in the absence of physical barriers in the bus, the first benches are condemned to respect the distance of 2 meters with the driver;
- the driver, in the absence of physical barriers and if the tasks absolutely require being less than 2 meters from a student or more than one for a period of more than 15 minutes, must wear a safety mask, procedure and eye protection at all times;
- the necessary personal protective equipment, including the procedural mask and eye protection, must be provided and made available to the driver in sufficient number;
- adequate ventilation in the vehicle is ensured by avoiding recirculation of air and by, for example, promoting the opening of windows, when possible;
- the driver's position is cleaned and disinfected at each shift or when changing the driver (e.g. steering wheel, interior and exterior door handles, interior mirror, seat belts, doors, seat);
- frequently touched surfaces in vehicles are cleaned and disinfected daily (e.g. seat belts, straps, grab bars, bells, doors, seats).
Hand washing
Washing your hands often with lukewarm water and soap or with a 60% hydroalcoholic solution for at least 20 seconds limits the risk of transmission in the workplace, especially:

- before touching your face (eyes, nose, mouth);
- after coughing, sneezing or blowing your nose;
- on arrival in the morning and before departure at the end of the day;
- before and after eating;
- after handling something frequently touched;
- when entering and leaving the premises and after each use of the collective equipment. All staff and preschool or elementary students should be educated on hand hygiene.

Breathing label
Respecting the respiratory label consists of:

- cover your mouth and nose when coughing or sneezing, and use tissues or your bent elbow;
- use disposable tissues;
- immediately dispose of used tissues in the trash;
- wash your hands frequently;
- do not touch your mouth or eyes with your hands, whether gloved or not. All staff and preschool or elementary students should have been educated on respiratory etiquette.

Maintaining hygiene measures with materials, tools, equipment and surfaces frequently affected
Since the virus responsible for COVID-19 can survive on surfaces, the application of hygienic measures is essential.

- Limit the sharing of professional accessories and devices (e.g. pens, telephone, tablets, computer mouse);
- Clean and disinfect collective equipment regularly (e.g. telephone, computer, mouse, photocopier, printer) or as soon as more than one person uses it;
- Ensure the proper functioning and maintenance of ventilation systems, according to regulatory requirements for the type of establishment and the tasks performed;
- Clean sanitary facilities and disinfect them daily;
• Clean the eating areas after each meal and disinfect them daily. For example:
  - the handle of the refrigerator,
  - the backs of the chairs,
  - microwaves;
• Clean and disinfect with a disinfection product usually used, every day or more, depending on the frequentation of the places and when they are visibly soiled, the surfaces frequently touched. For example:
  - the tables,
  - the chairs,
  - the locals, the residents,
  - sanitary facilities,
  - any other relevant place or material.

Resources are available online for more information on the surface cleaning where the recommended disinfectants.

Legal obligations

The legal obligations in occupational health and safety, both for the employer and for the workers, must be applied in the context of COVID-19. Here is a summary.

Employer

The employer has an obligation to protect the health and ensure the safety and physical integrity of his workers. The Occupational Health and Safety Act ([LSST], requires the employer to take all necessary measures to achieve this ([article 51](#)). To do this, it must, among other things, implement methods for identifying, correcting and controlling risks. In the context of COVID-19, the employer must ensure that the prevention measures usually implemented are always adapted. Otherwise, it must modify them to protect workers against the risk of contamination. The employer must also inform them of the risks related to their work, including those related to COVID-19. He must also provide them with the appropriate training, supervision and training so that everyone has the skill and knowledge required to safely perform the work assigned to them.
Worker

Every worker has the obligation to take the measures necessary to protect their health, safety or physical well-being, and to take care not to endanger the health, safety or physical well-being of other persons who are in the workplace (article 49 of the LSST). To do this, he must respect the rules and measures applied in the context of COVID-19, just like the other rules applied in the workplace. The worker must also participate in the identification and elimination of risks. If he sees risks or if he has suggestions in this regard, he must communicate them to the health and safety committee (if there is one), his supervisor or a representative of the employer.

The guide and the kit are the result of a reflection aimed at supporting workplaces in the management of occupational health and safety in the context of COVID-19. The project is evolving and will be harmonized with the prevention measures decreed by the Public Health Department.