

Covid-19 Safety Plan

Be Kind. Be Calm. And Be Safe. - Dr. Bonnie Henry

Updated – Feb 10th 2021

Before coming to school

- Parents must assess their child’s health daily and should not send their children to school if they are sick, they should not be sent to school
 - <https://bc.thrive.health/covid19/en> can be used to assess one’s health
- School staff must assess their own health daily and should not come to school if they are sick, they are required to fill out the daily health check form to indicate their health check has been completed, or let the office know upon arrival at school

Reasons to Self-Isolate

- Any student, staff or other person within the school who has symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers.
- Any student, staff, or other person within the school who has cold, influenza, or COVID-19 like symptoms should seek assessment by a health-care provider and self-isolate while they await the result
- Students and staff who experience symptoms consistent with a previously diagnosed health condition (e.g. seasonal allergies) can continue to attend school when they are experiencing these symptoms. They do not require re-assessment or a health-provider note. If they experience new symptoms, they should seek assessment by a healthcare provider.

Learning Groups

Group 1	Group 2	Variance Teachers
K to 7	8 to 12	Donna Hicks
Kyoko Conne	Hannah Boomer	Katrina Sumrall
Debbie Dubinsky	Scott Kipkie	Mark Lada
Kerry Hiechert	Margot Baker	Richelle Johnston
Jess Briton	Barb Mark	
Susan King		

- Variance is approved for small crossover of teaching and support staff who teach in both elementary and secondary settings. Crossover staff will maintain physical distancing where possible in elementary and be required to physically distance in secondary settings.
- Within the cohort minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained
- Consistent seating arrangements are encouraged within cohorts where practical. This can assist public health should contact tracing need to occur.

Elementary students:

When interacting with peers outside of their learning group, students should:

- minimize physical contact when outdoors
- maintain physical distance (2m) when indoors. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance.

Middle/Secondary students:

- When interacting with peers outside of their learning group, students should maintain physical distance (2m).
- Middle and secondary school students capable of consistently maintaining physical distance, when it is required, should be expected to do so.
- If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance.

Use of Masks

K-12 Staff

- All staff are required to wear a mask, or a face shield and mask, in schools, both within and outside of their LG, except when:
 - o Sitting or standing at their seat or workstation in a classroom or learning space
 - o There is a barrier in place
 - o Eating or drinking
 - o Outdoors
- All staff are required to wear a mask, or a face shield and mask, on buses.

Middle and Secondary Students

- All middle and secondary students are required to wear a mask, or a face shield and mask, in schools, both within and outside of their LG, except when:
 - o Sitting or standing at their seat or workstation in a classroom or learning space
 - o There is a barrier in place
 - o Eating or drinking
 - o Outdoors
- All middle and secondary students are required to wear a mask or a face shield and mask on buses.
- In all cases, exceptions will be made for staff and students who cannot tolerate masks for health or behavioural reasons. No healthcare provider note is required.

Mask Use During PE

For high intensity exercise activities:

- If indoors and the activity is stationary, students and equipment (e.g. exercise bikes, weight training equipment) should be spaced 2m apart.
- If indoors and the activity involves movement, ensure that there is ample space available.
- Activities should be moved outdoors, or replaced by low-intensity exercise if the conditions can't be met.
- Wearing masks when doing high-intensity exercise is a personal choice, however the 2m physical distance must be maintained.

For low-intensity exercise:

- masks must be worn when they are indoors, unable to maintain physical distance and a barrier is not present.

- Shared equipment can be used, provided it is cleaned and disinfected per guidelines.

Elementary Students

- Elementary students are not required to wear a mask in schools or on school buses. Mask use should be based on the student or family/ caregiver choice, and choices must be respected.
- In line with current public health guidance, masks are not required for elementary school students based on international evidence regarding younger children's capacity to comply with the correct use of masks (e.g. frequent touching and removal, incorrect use), and the potential impact of mask wearing on learning and development.

Visitors

- All visitors must wear a non-medical mask when they are inside the school.

Cleaning

- Frequently touched surfaces will be cleaned twice a day, these include: Doorknobs, light switches, hand railings, faucet handles, toilet handles, tables, desks and chairs used by multiple students, water fountains.
- Water fountains can continue to be used, as access to water should not be restricted. Students and staff should be encouraged to use personal water bottles. If using water fountains, students and staff should practice hand hygiene before and after use, and should not place their mouth on the fountain. Water fountains should be cleaned as a frequently touched item.
- Shared learning items and manipulatives are discouraged when possible, however their use is likely inevitable. Frequent handwashing, and the use of disinfectant wipes can be used to increase safety. These are not the responsibility of the custodian.
- Staff and students can share the use of appliances and other objects, but treat items like microwaves, refrigerators, coffee pots, photocopiers or laminators as frequently touched surfaces

Bussing

- Prioritize students sharing a seat with a member of their household or learning group. If space is available, students should each have their own seat (unless sharing with a member of their household).
- Parents are encouraged to transport their children to school when possible, however the regular bus run will be occurring for those who need it.
- Middle and secondary students are required to wear non-medical masks or face coverings when they are on the bus. Exceptions will be made for students who cannot wear masks for health or behavioral reasons. Elementary students are not required to wear a non-medical mask or face covering on school buses. For more information, see the Personal Protective Equipment section.
- Students should sanitize their hands when they get on the bus.

Arrival and Break Times

Entrances

Bus arrives at 845 -- Doors Open at 845

Group 1 - Rear Door and Classroom Doors

Group 2 - 4 Square Door and Classroom Doors

Group 3 - Main Entrance

Recess

Group 1 - 1010-1040 or 1020 to 1050 (no bell)

Group 2 - 1010 to 1040 or 1020 to 1050 (no bell)

Group 3 - 1050 to 11

* Students are not allowed to go to the store during recess

Fire Drills and Emergency Evacuations

- In the case of an evacuation drill, or an emergency situation, the emergency evacuation plan will supersede the covid entrance/exit requirements
- At the muster points students should maintain physical distance if safe to do so

Playgrounds

- There is no current evidence of COVID-19 transmission in playground environments. Playgrounds are a safe environment.
- The following measures should be taken when using playgrounds:
 - Ensure appropriate hand hygiene practices before and after outdoor play
 - Attempt to minimize direct contact between students

Lunch Schedule and Considerations

- Students are expected to eat their lunch in their classroom or outside, and then go outside after they have eaten
- When outside students in different learning groups can interact, but they are encouraged to keep their physical distance and minimize physical contact
- Students in grade 4 to 12 may sit in the hallway in their designated area, or in the Mac Lab, however they are encouraged to go outside when possible

Water Fountains

- We are encouraging all students to bring a water bottle, however water fountains will be accessible as per BCCDC guidelines
- They will be treated as high touch areas

Food Safety

- Schools can continue to provide food services, including for sale. Some schools offer food services that are regulated under the Food Premises Regulation. These are typically cafeterias, though may include some meal programs.
- If food service is provided in schools that is regulated under the Food Premises Regulation, no additional measures beyond those articulated in this document and regular requirements as outlined in the regulation need to be implemented (e.g. a FOODSAFE trained staff member, a food safety plan, etc.).

- Additional considerations that may be relevant when providing food services in schools are detailed in the WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation
- The September 18th, 2020 Order of the Provincial Health Officer Food and Liquor Serving Premises does not apply to schools. As such, the restriction of six patrons at a table does not apply. However, requirements related to learning groups and physical distancing outlined in these guidelines continue to apply.
- Schools can continue to accept food donations to support learning and the delivery of meal programs, breakfast clubs and other food access initiatives.
- Schools should not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items).
- Schools should continue to emphasize that food and beverages should not be shared.

Music Programs

- All K-12 staff and middle and secondary students wear masks while singing indoors.
- Music education should be delivered in line with the Guidance for Music Classes in British Columbia during COVID-19.

Lockers

- Students can continue to use their lockers, as it is better for personal items to be stored in a locker than to be stored in classrooms or carried throughout the school.
- Students should try to only use their lockers when necessary (beginning of the day and end of the day) and should carry as much of their supplies as possible
- Grade 8 to 12 lockers will be closest to the social studies room
- Grade 6/7 lockers will be beside the science room and grade 6/7 classroom

Moving in the Hallways

- During class changes and at the start and end of the day students in grade 6 to 12 should wear their masks in the hallways if other students that are not in their learning group are present.
- *The school will be split into three sections, one for each group, and students should minimize their time in sections that are not theirs*
 - *Grades 4/5 & 6/7 will use the bathrooms in the elementary wing*

Handwashing

- All teachers will do a demonstration and orientation for all students
 - Grades K to 3 should do frequent tutorials on handwashing about 5-7 times in the first two weeks
 - Grades 4 to 7 should do 2-3 handwashing tutorials in the first two weeks
 - Grades 8 to 12 students should be oriented at least once in each class
- Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs from objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents and staff can teach and reinforce these practices among students.
- Facilitate regular opportunities for staff and students to practice hand hygiene.
- Staff should assist younger students with hand hygiene as needed.
- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
 - Temperature does not change the effectiveness of washing hands with plain soap and water, though warm water is preferred for personal comfort.

- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are dirty

Sick Child or Staff Member at School

If individuals identify that they are beginning to experience symptoms while attending work or school, schools should:

1. Promptly separate the student or staff with symptoms in an area separate from others, with adequate ventilation until they can go home.
 - a. This room should not be one that is commonly used for other purposes (i.e., the lunchroom). It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system.
2. Ill persons should be placed in well-ventilated areas and where minimum physical distancing can be maintained between the ill person and others.
3. Provide a mask to the person experiencing symptoms to wear if they can tolerate it.
4. Limit the number of staff designated to care for ill persons until they can be sent home.
5. These caregivers should not be at increased risk of viral infection complications (i.e., pregnant women or persons that have a chronic illness), and they should be familiar with infection control recommendations to prevent the spread of the virus.
6. Contact parent/care giver, or in the case of staff, a family member if appropriate, to make arrangements to have the staff or student picked up as soon as is feasible.
7. Some students or staff may not be able to be picked up immediately. As such it will be important to consider alternate or additional spaces for any others who may start to experience symptoms while attending work or school.
8. Notify custodial staff that the isolation room has been used.
9. Custodial staff will conduct enhanced cleaning of this room and other rooms where the staff or student was present while symptomatic.
10. Post signage on the door of the isolation room 'for cleaning' until the custodian is able to clean the room.

If an individual is identified as a close contact of a confirmed case or outbreak, they are also required to stay home and self-isolate.

Visiting Adult Protocol

- All non-regular adults need to log their presence in the school and confirm they have assessed their health
- All non-SD10 employees and all casual SD10 employees must report to the office and speak with an administrator before being allowed to access the school
- Parents will not be allowed to enter the school unless they have an appointment, or there is an emergency
- Specialists and other adults who infrequently but regularly come to the school will be trained in all COVID procedures by an administrator and be asked to limit their movement throughout the school

Sharing of items

- The practice of multi-user computer workstations is discouraged. If workstations must be shared, they must be first disinfected by the next user using the workstation.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.
 - Students should be encouraged to practice proper hand hygiene before and after participating in physical activity and equipment use.
 - Disinfect teaching aids (e.g., clipboards, white boards, pens, plastic bins for transporting materials etc.)

School Gatherings

- School Gatherings School gatherings should occur within the cohort.
- Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome.
- Additional people should be minimized as much as is practical to do so.
- Schools should seek virtual alternatives for larger gatherings and assemblies.
- Staff meetings, in-service and professional development activities, and other staff-only gatherings should be held virtually wherever possible.
- Staff should practice physical distancing (2m) for face-to-face interactions, whenever possible.
- The number of participants gathered, and the length of the gathering should be minimized as much as possible.

Field Trips

- When planning field trips, staff should follow existing policies and procedures as well as the COVID-19 health and safety guidelines.
- Additional measures specific to field trips should be taken, including:
- Field trip locations must provide supervisors with their COVID-19 operating plan and ensure it does not conflict with the school's plan. The field trip supervisor should then share the plan with parents and school administration.
- Use of parent volunteers for driving groups of students is not permitted during stages 2 to 4.
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to physical distancing and other health and safety guidelines.
- Ensure field trip numbers align with the PHO guidance on mass gatherings (i.e. 50 people).
- Field trips to outdoor locations are preferable.
- Conduct a risk assessment considering the field trip location - science exploration vs. exploring at the beach.
- No overnight field trips should occur.
- International Field Trips - cancelled until further notice.

Printing

- Students are not allowed to go behind the main office desk

- Printing should be done in groups with one student coming to collect the printing

Non-school Use

- Use by community groups will be dependent on how it impacts school operations, as well as the ability to ensure that proper cleaning is conducted after use.

Additional Resources

This plan was developed off the following documents

<https://sd10.bc.ca/wp-content/uploads/2020/08/SD-10-Stage-2-Restart-Plan-August-2020.pdf>

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

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