

Pineridge September Restart/ Exposure Control Plan

Revised Sept. 9, 2020

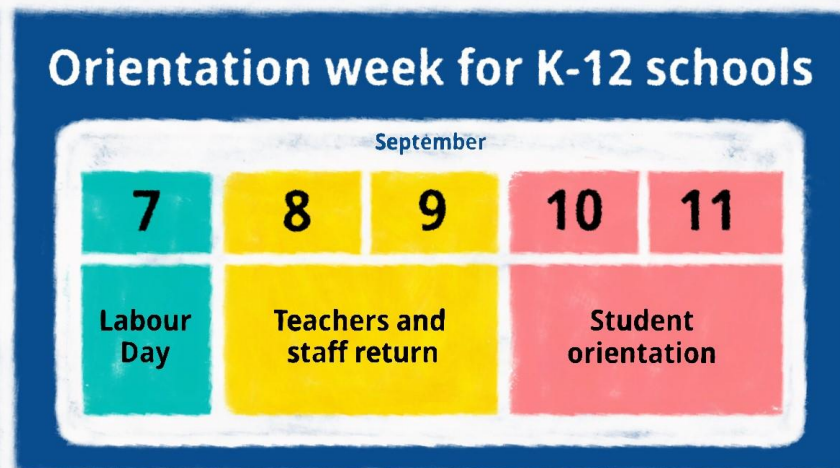
This document was developed taking in to account information from the COVID-19 Public Health Guidance for K-12 School Settings (BCCDC), including Worksafe BC protocols. It is subject to changes dependent on collaboration with the O, H & S Committee, the Staff and the PAC, as well as new information from the Ministry of Education and the BC Centre for Disease Control (BCCDC).

Parents please pay particular attention to the yellow highlighted areas.

School information:

- 7 enrolling classrooms, 4 non-enrolling rooms (Strong Start, prep, Sm'algyax and other classroom which will possibly be used for LST), approx. 130 students enrolled, 9 full-time teaching staff and 1 part time prep, 13-16 support (Educational Assistants, Kindergarten Family Resource Worker) or district staff (ie: Speech-language Pathologist, Occupational Therapist, Counsellor, Aboriginal Family Resource Worker, etc.) on site at one time.

Orientation Schedule



September 8 and 9

On these 2 days, staff will review the district and school restart plans and receive instruction on how the updated BCCDC guidelines will work in their school. Students will not attend during this time. This allows teachers and staff to:

- Adjust to their new routines
- Finalize plans for learning groups
- Review health and safety protocols
- Confirm lesson plans that align with the new normal in schools

September 10 and 11

Students will attend for a 2-hour block on one of these days. See schedule below. This gives students and staff extra time to learn about the new health and safety measures in their school and classroom. During this time, students will:

- Get assigned to their class or classes
- Find out who is in their learning group and who their teacher is
- Practice their new routines
- Familiarize themselves with how to safely move from the class to outdoor and common areas of the school

Schedule for Student Orientation, Sept. 10-11

Thursday, Sept. 10 from 9:00-11:00

Students with last names starting with letters A-E will attend

Thursday, Sept. 10 from 12:45-2:45

Students with last names starting with letters F-M will attend

Friday, Sept. 11 from 9:00-11:00

Students with last names starting with letters N-Z will attend

If your children have different last names, please send both children during the assigned time for child with the last name that come first in the alphabet ie: Sara Johnson and Mike Wilson; come during the time assigned for Sara Johnson.

Kindergarten families will be receiving a letter with the time of their 2 hour visit. During the week of Sept. 14-18, they will attend from 8:57 to 1:00. They will attend full time starting Sept. 21.

Week of Sept. 14-18 Full Time Classes Begin

PLEASE NOTE: All students grades 1-5 will attend for the full day, **starting Monday, September 14.** There is a new start and finish schedule. The new start time (3 minutes earlier) is to accommodate a later start to the school year and the continuation of a 2-week Spring Break. Families are strongly encouraged to drop off and pick up their children on time to avoid crowding on the school grounds.

8:57 Bell rings, Learning Groups 1 and 2 will line-up and enter the school at their assigned doorway, School day **ends at 2:53.**

9:04 Bell rings, Learning Group 3 will line-up and enter the school at their assigned doorway. School day **ends at 3:00**.

Attendance

Like every year, students who are registered in "bricks and mortar" schools are expected to attend school in-person, unless they are sick.

At this time, schools and teachers at the elementary and middle school grades will not be providing daily online options for students.

Parents have the option of registering for Distributed Learning online or Home Schooling. Look under "Home Schooling in BC" to get more information. At this time, SD#52 is not offering an online option, with the exception of students who cannot attend for medical reasons confirmed by a professional.

Access to site

Office procedures are set up to avoid congestion and ensure that everyone remains safe. Visitor access during school hours is prioritized to those supporting activities that benefit student learning and well-being.

- Everyone entering through the office should use the hand sanitizer provided
- Visitors will need to ring the doorbell to be let in.
- Parents, visitors and district staff will need to sign in when they come in to the school with this information: name and contact info., date, time of entry and exit, areas occupied, as well as indicate they have done a daily health check
- Parents/guardians will not be able to enter the school building to bring students in or pick them up, they will need to wait outside. This is very important, since we need to do contact tracing for anyone who enters the building
- Only one person or family allowed in to the office at a time.
- Parents/visitors will need to wait outside (our entranceway is too small to have a waiting area).
- If not at a busy time (before or after school are often busy), there can be one person/family waiting to be seen at the office in the designated area on the bench.
- Disposable masks will be available for anyone entering the school for a period of time ie: district staff, etc. A basket will be available by the sign-in sheet.
- People will be encouraged to phone/E-mail, with questions/concerns and make appointments whenever possible.
- There will be stickers outside the office to mark where people should wait.
- Signage on the front door with reminders about COVID precautions and for people not to enter who have symptoms, have travelled outside the country, etc.
- Office procedure outlined on poster on front door
- Staff access will be according to the district guidelines. Staff is to leave by 4:00 and is allowed to go in the building on the weekends, as long as they sanitize behind

themselves. The usual weekend sign-in procedure will be in place, including both entry and exit times.

Cleaning and Hygiene

Entry:

- An EA (greeter) will meet the students at their entrance door, record attendance and time of entry and do health check questions ie: Is your child feeling well? Do they have any COVID-19 symptoms?
- If students are late, they will go to the office as usual
- Spots marked outside for line-up to mark social distance
- Hand sanitizer is to be used right at the entrance, EA's will spray students' hands with sanitizer
- Classes will use their assigned entrance to avoid crowding, we will ensure there is not crowding,
- Once students enter their class, the first thing they do is wash their hands with soap and water
- Signage at entrances with reminders about social distancing and not entering when ill
- Cones or markings outside will indicate social distancing for line-ups outside
- Staggered entry and exit times

Cleaning

- Frequent cleaning and sanitizing of high touch surfaces
- General cleaning occurs once per day, high touch areas are cleaned at least 2 times per day by custodial staff
- Appliances used by staff should be treated as high touch areas (ie: microwaves, refrigerators, coffee pots, photocopiers). Use a lysol wipe to sanitize.
- The office counter and library circulation desk are high touch areas.
- Cleaning supplies in each room: childsafe cleaning/sanitizing spray, dish soap, hand sanitizer, soap pump, wipes, gloves, masks
- EA's and CRT's will develop a cleaning routine throughout the day. At the end of the day, EA's will sanitize high touch areas that are not done by the custodial staff ie: keyboards used by students, as well as chairs, tables, manipulatives at the end of the day. The custodian will do a full clean at the end of each day.
- Adults are responsible for cleaning and sanitizing their own work areas ie: desk, computer, keyboard, etc.
- There is a childsafe spray in each room for cleaning and sanitizing tables, it doesn't need to be wiped off the tables if there is time for it to dry
- Review proper handwashing procedures with students and monitor as they wash their hands
- Frequent hand-washing, entry and exit, and when leaving the room to go to another part of the school ie: washroom, library, playground

- Proper hand-washing procedures will be reviewed with students regularly, posters by sinks
- If no hot water, students can use hand sanitizer

Classroom set-up:

- Clearly mark where students will sit ie: put away unnecessary furniture, only have enough chairs out
- Rearrange furniture to accommodate social distancing
- Have student supplies in individual Ziploc bags or individual cases/bags (pencils, eraser, crayons, markers, scissors, glue), marked for each student
- Students will only use their own supplies
- Have out only supplies, manipulatives, etc. that are needed and are easily cleaned
- No sharing of supplies, adults should have their own pens/pencils as well if needed
- Students should use easily cleaned supplies, plush toys, etc. are not appropriate at this time
- Students will hang up their coats and backpacks in the coat area. Classroom routines will be developed to ensure belongings are stored safely and that there isn't congestion
- Rugs have been removed
- Cover unused areas with cloth/plastic/large paper to make out of bounds areas obvious
- Mark traffic flow and/or waiting areas by sinks, etc. with tape and/or arrows as needed

Hand Washing:

Students should wash their hands...

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
 - Before eating and drinking
 - After using the toilet
 - After playing outside or handling pets
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty

Teachers, administrators and support staff should wash hands...

- When they arrive at school and before they go home
- Before handling food or assisting children with eating
- Before and after giving or applying medication or ointment to a child or self
- After using the toilet
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks (staff)
- After removing gloves
- After handling garbage

Masks/Shields: When will they be worn?

Non-medical masks are required when a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household. Schools will be well supplied with disposable masks. Adult staff and students grades 6-12 will be provided with reusable masks. Shields will be available for staff as needed and requested.

Students

- Elementary school students are not required to wear masks. “due to the increased likelihood they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff” (Provincial COVID-19 H and S Safety Guideline for K-12 Settings, Sept. 3). Students may wear a mask if they choose.
- If students are not able to physically distance from people not in their Learning Group, and are able to tolerate it
- If they are showing signs of COVID-19, while they wait to be picked up by their family

Adults

- Adults who work with multiple Learning Groups ie: LST/ELD, OT, Prep, Counsellor, TTOC’s.
- Adults who work closely one to one with students and are unable to maintain physical distance
- Shields are available and required for staff who work with students that could potentially transmit water droplets ie: spit
- First Aid attendant should wear a mask if distancing can’t be maintained
- Exceptions will be made for staff who cannot wear masks for medical and/or disability-related reasons

Other:

- Signage for hand-washing, sneezing, social distancing and not entering the building if you are sick are visible
- Students and staff are not to share food or personal items like phones, pens or pencils.
- Students will not bring personal items to school such as toy, trading cards, stuffed animals or phone
- They should bring indoor shoes that will remain at school, a water bottle and backpack

Maintaining Physical Distance/New School routines

Younger students are not expected to maintain a 2-meter social distance, but instead maintain a “safe physical distance whenever possible” (COVID-19 Public Health Guidance for K-12 School Settings). Students should not touch each other or adults.

Learning Groups/Cohorts:

A learning group is a group of students and staff who remain together throughout the school quarter, semester or year and who primarily interact with each other. Learning groups were recommended by the Provincial Health Officer to help reduce the transmission of COVID-1. In Elementary Schools, learning groups should not be more than 60 people. Students will remain in their learning group during recess, lunch and break times. They do not need to wear masks when with their own learning group. When with other Learning groups, students need to socially distance or wear masks if distancing isn't possible. Students can socialize with a friend in a different learning group if they minimize physical contact outdoors and maintain physical distance indoors.

Pineridge will have 3 learning groups:

- **Group 1 (Total of approx. 55 people):** Kindergarten: Ms. Russell, Grade 1: Ms. Gee, Grade 1/2 Ms. Parnell
- **Group 2 (Total of approx. 45 people):** Grade 2/3 Ms. Weismiller, Grade 3/4 Ms. Thomson
- **Group 3 (Total of approx. 45 people):** Grade 4/5 Ms. Moore Grade 4/5 Mr. Martin

Classroom line-ups/routines and Set-up

- Students will use their assigned doorways, staggered drop off and pick-up
- Line-up marked outside for students to wait
- Parents will remain outside the school for drop-off and pick-up
- Create space between students/staff as much as possible
- Tables and desks will be organized to accommodate distance and avoid students facing each other when possible
- Use consistent seating
- Unnecessary furniture will either be put away, removed or covered
- Minimize traffic flow in the hallway (scheduling, monitoring students coming and going, only when necessary)
- Minimize number of adults who work with students (scheduling)
- Posters/signage and teaching of what social distancing means
- If sitting on the floor, spots will be marked for students
- Minimal changing of rooms for students
- Avoid greetings with close physical contact ie: hugging, handshakes, teach children other alternatives
- No large group gatherings at this time, small gatherings can only occur within a learning group (up to 60 people). There will not be full school assemblies or other large gatherings at this time.

Staggered School Start:

Learning Groups 1 and 2 will start at 8:57 and end at 2:53. Most have different entrances so there should not be crowding. Group 3 will start at 9:04 and end at 3:00. Bells will be rung for both entry times.

Playground:

Students will wash their hands before and after going outside to the playground. They will go out with their Learning Group. Students are not to touch other students. They can go out with other Learning Groups if they are able to physically distance. When 2 learning groups are out at the same time, the playground will be divided in half, so that each learning group will have their own area. Then they will switch the next day.

Recess:

Group 1 will have recess from 10:15-10:30. Groups 2 and 3 from 10:30-10:45. We will alternate areas of the playground to avoid crowding ie: alternate which learning group is on the equipment and/or area on the playground.

Lunch:

Group 1 will go outside from 12:00-12:20 and then eat their lunch from 12:20-12:45. Groups 2 and 3 will eat in their classes from 12:00-12:20 and go outside from 12:25-12:45. There is a 5-minute break between to avoid crowding.

There will need to be adult supervision for each group to monitor handwashing before and after going outside, as well as sanitizing the tables. Students will eat at their own spots and are not to share food. Students will wash their hands before eating and before going outside.

Staff who work with multiple cohorts

They will need to wear masks or shields and masks (ie: principal, vice-principal, counsellors, LST, Teacher/librarians, OT, SLP).

Prep and Sm'algyax:

These teachers will go to the classroom, rather than having students go to the prep and multipurpose rooms so that students are not travelling to different rooms. The teachers will wear a mask.

Gym

The gym will be open for classes to use. The activities will be no contact and distancing protocols followed. Activities without equipment are encouraged. Equipment can be used if it is sanitized after use. Examples of how that could work might be putting equipment in mesh bags or bins which can easily be sprayed with sanitizer. Another option could be classes keeping their own set of equipment, which they are responsible for sanitizing. We may also look at monthly rotation of equipment. Going outside is encouraged. There will be a sign-up for particular equipment ie: badminton equipment.

Library

The library won't be open in the mornings before school at this time, since it would be difficult to ensure students were physically distancing and staying within their Learning Group. Procedures will be developed for use of the library to ensure safety for everyone. There will be a barrier installed around the desk area.

Breakfast club/Lunch Program.

Likely both of these will continue, but there will be more information to come. Protocols need to be developed that will ensure safety for everyone.

Student Bathroom

We will have 2 persons per bathroom at a time. Unused stalls will be locked. There will be a sticker to indicate where to wait outside in the hallway. Students need to wash their hands before and after using the bathroom.

Learning Services/ELD (English Language Development):

LST will go in to the classrooms for most of the direct support, the teacher will need to wear a mask if social distancing isn't possible. A space will be set up in one of the empty classrooms so that there is enough space to work with small groups. Small groups will be kept within the learning groups whenever possible. We will divide LST/ELD time (2 people) so that LST will work mainly in one or 2 learning groups.

Grade 5 Band:

Band will be set up in the gym with students spread out. Band teacher may need to wear a mask. Band will not start right away, so that we will have time to advertise and recruit students, since we weren't able to do that as well as we would have liked in June.

Daily Health Screening**Parent & caregiver responsibilities**

Daily screenings start at home. The district has developed a daily health check form that parents will need to go through every day before sending their children to school. Please keep the form at home for daily reference. It does not need to be returned to school. Parents are responsible for asking these questions every day:

- Does your child have the symptoms of a common cold, influenza, COVID-19, or other infectious respiratory disease?
- Has your child been outside Canada in the last 14 days?
- Has your child been identified as a close contact of a confirmed case or outbreak?

If the answer is **yes** to any of these questions, **you must keep your child at home, self-isolate, and seek advice from a health-care provider.**

Staff and other adults are responsible for assessing themselves daily for symptoms prior to entering the school.

In the event of illness while at school:

- We will follow the procedure from the SD#52 Exposure Control Plan See p. 15-16. Students or staff members will need to go home right away if showing symptoms, and stay home until until COVID is ruled out and their symptoms have resolved. If someone in your household has symptoms, you do not need to stay home, as long as you do not have any symptoms yourself.
- If there is a confirmed case of COVID-19 in your family, you DO need to self-isolate for 14 days.

Students:

- If students are showing symptoms such as: fever, cough, difficulty breathing, sore throat and sneezing, they will wait in one of the quarantine rooms, the multi-purpose room or room 4, whichever one is available.
- Parents will be called to come and pick up the student as soon as possible
- Students will wear a non-medical mask while waiting to be picked up if they are able to tolerate it
- Thoroughly clean the space once the student has been picked up and ensure that everyone who may have had contact with the student washes their hands thoroughly
- Only one staff member should monitor and provide care for the student while they wait to go home. Staff should wear a mask if they are not able to maintain physical distance.
- Parents will be asked to seek assessment by a health-care provider. They will be given a health card with information on what to do, including a local Northern Health Virtual Clinic and Information line, 1-844-645-7811
- Student will need to stay home until COVID is ruled out and their symptoms have resolved

Staff:

- Staff and students should not attend work/school if they are not well or exhibit any of the listed symptoms (fever, cough, difficulty breathing, sore throat and sneezing). If showing symptoms of COVID-19, staff needs to go home immediately and stay home until they have been assessed by a health care provider and symptoms have resolved. If you have been in contact with someone who has been diagnosed with COVID-19, then you need to self-isolate for 14 days or until you have contacted your health care professional and been given the OK to return to work.

- Staff will be given a health card with information on what to do, including a local Northern Health Virtual Clinic and Information line, 1-844-645-7811
- The 811 health line can also be called for further information.

If there is a confirmed case of COVID-19, whether it is a student or staff member, we will await direction from Northern Health, regarding contact tracing, etc.

Communication to Families:

- The restart plan has been posting on our district and school websites. A synervice went home with start-up info. and families will have reminder phone calls Tuesday or Wednesday afternoons (Sept. 8-9). Throughout the year, families will be contacted through newsletters, whole school E-mail messages from the office, personal phone calls, school messenger (synervice), letters E-mailed, AFRW calls and home visits, E-mail from classroom teachers to their classes, school website, monthly PAC meetings, PAC facebook page, District website. **Parents will be encouraged to check District and School website frequently.**

Continuity of Supports: Students with Diverse Abilities/Disabilities Requiring Extra Support

- LST will continue to communicate with parents of students with IEP's. This may be in person, by phone, E-mail, and/or via Zoom.
- A letter was sent home to families of students with IEP's to let them know that services would continue.
- LST will continue to provide individual or small group support as needed with appropriate social distancing. More in-class support will be encouraged
- Adults working in close contact with students will wear masks/shields
- Specific plans may need to be made with students who require more one-to-one support with close proximity
- EA support will stay within Learning groups whenever possible
- If necessary and appropriate, some specialized instruction will occur through Zoom
- If a student is unable to attend in-person for health reasons, technology may be provided to families, if needed to meet learning outcomes and/or IEP goals and objectives
- Goals/objective may need to be revised to reflect the current situation ie: social goals
- As usual, busing will be provided for some students with complex needs through Learning Services.
- If learning from home, students may have peer and teacher contact through zoom, using technology and online resources where appropriate
- Aboriginal Family Resource Worker will continue to connect with families frequently to provide support and/or help families find the support they need

- Counsellor will also connect with families as needed, information will be sent out with contact info. and resources for families

Note: If a medical professional determines that a student cannot attend school due to their health risks, the school district will work with the family to review alternative learning options for the student.

Field Trips

- The usual field trip procedures will be followed for permission, etc.
- The field trip location will provide school with its COVID-19 safety protocols
- Outdoor locations are preferable
- When walking, students will socially distance
- If transportation is needed, families will transport their own children/relatives, etc.
- Hand sanitizer will be readily available
- If there are snacks, students will either bring their own or snacks will be individually wrapped
- Students will wash hands before and after the field trip
- Maintain social distance while on the field trip

Documents for Reference:

- School District 52 Exposure Control Plan for COVID-19 (rupertschools.ca)
- Provincial COVID-19 Health and Safety Guidelines for K-12 Setting (Sept. 3, please check as there are ongoing revisions)