



## Safety and Restart Plan

### School Information: Kindergarten to Grade 5

(Susan)

To: Lax Kxeen Elementary staff and families

Parents: Please pay close attention to important Green Highlights.

Date: Revised September 4<sup>th</sup>, 2020

This plan was originally created by the Lax Kxeen on-site Occupational Health and Safety Committee using the guidance from WorkSafe BC for K-12 Education, the BC Centre for Disease Control (BCCDC) Covid-19 Public Health Guidance for K-12 settings and the Provincial Covid-19 Health & Safety Guidelines for K-12 setting issued by the Ministry of Education (MoE).

Recent updates are based on the most recent information from the document: Provincial Covid-19 Health & Safety Guidelines for K-12 settings released to schools on September 3<sup>rd</sup>, 2020. Please refer to the following resources for information regarding the provincial restart plan:

- [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)
- [BCCDC COVID-19 Public Health Guidance for K-12 School Settings](#)
- [K-12 Education Restart Plan](#)

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

In March 2020, the World Health Organization (WHO) declared COVID-19 a pandemic.

Symptoms may take up to 14 days to appear after exposure to COVID-19. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days. Staff, parents and students are encouraged to use the BC COVID-19 self-assessment test at:

<https://bc.thrive.health/covid19/en> or call 811 if their child is symptomatic.

Symptoms of COVID-19 may include:

- Fever  Cough  Difficulty breathing  Sore throat  Sneezing

Spread: Coronaviruses are most commonly spread from an infected person through:  respiratory droplets when you cough or sneeze  close personal contact, such as touching or shaking hands  touching something with the virus on it, and then touching your eyes, nose or mouth before washing your hands.

#### Exposure Control Plan Implementation:

- **Communication to Parents**
  1. Electronic copy of Exposure Plan will be emailed to staff and families of Lax Kxeen Elementary School before September 8<sup>th</sup>, 2020.
  2. Regular emails from the school to families about what to expect in the coming weeks.
  3. Phone calls from staff /messenger calls from the school to families.
  4. Website will have Lax Kxeen School Exposure Control Plan available on August 26<sup>th</sup>.

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5. Frequent SD52 Website, twitter updates from the Superintendent about the start-up plan and new and updated documents from the Ministry of Education.
- **Access to school premises**
    1. There will be limited access to visitors. Parents will be permitted to enter the school and inquire at the front office (follow social distancing decals) but are not permitted to go beyond the front office. Posted sign will clearly indicate accessible and non-accessible areas in the school.  
 Visitor access during school hours will be prioritized to those supporting activities that benefit student learning and well-being (e.g. teacher candidates, public health nurses, meal program volunteers, etc.).  
 Schools must ensure that visitors are aware of health and safety protocols and requirements prior to entering the school (e.g., maintaining physical distance, requirement to wear a non-medical mask in high traffic areas such as buses and in common areas such as hallways, or whenever physical distancing cannot be maintained. (sign posted on front door and office window)  
 School will ensure that all visitors confirm they have completed the requirements of a daily health check before entering.  
 Schools should keep a list of the date, names and contact information for any visitors who entered the school.  
 Schools could include, as part of their visitor registration form, a checkbox for the visitor to confirm they have completed their daily health check.
    2. Visitors who go beyond the front office will be accommodated by pre-arranged appointments only.
    3. Parents: Please wait outside for your child(ren) at designated entry and exit points. The school asks for prompt drop off and pick up times. Classroom line-up and exit areas will be communicated with families before September 10<sup>th</sup> by phone call or email.  
 Bell times are as follows: 8:57 a.m. (welcome bell), 10:15 to 10:30 and 10:35 to 10:50 (recess) 12:00-12:45 (lunch) and 2:53 p.m.(dismissal)
    4. Staff will greet students at the door to bring them into the school and conduct health checks. Teachers will escort classes out when the bell rings.
    5. Library, Computer Lab and Gymnasium are open for communal use. A mesh bag of playground equipment will be provided to each class. Gym equipment will need to be sanitized after use (with Food Grade Spray) which will be in a bin in the gym. Staff using those spaces are responsible to disinfect. will disinfect equipment after each use.  
 Computers and library spaces will be disinfected between learning groups. Cleaning guidelines to be followed outlined in the Provincial Covid 19 Health and Safety Guidelines in K-12 settings- Pg. 15
    6. Visitors, specialists and district staff will be required to maintain a physical distance of 2 meters or if not possible, they will be required to wear a mask.
  - **Cleaning and Hygiene**
    1. Three entry/exit points in the school will have sanitation (wipes and hand sanitizer) available at the west, east and front entrance doors.
    2. Handwashing signs are posted above every sink in the school to remind students and staff of frequent handwashing protocols.
    3. Wipes and hand sanitizer will be located in the following high traffic areas: office, staffroom, staff bathrooms and both pods, office counter and library service desk.
    4. Signage posted everywhere (student friendly) outlining the key preventative Covid- 19 measures including:

wash your hands often

avoid touching your eyes, nose or mouth  
 maintain 2 meters physical distance from others whenever possible (except learning group)  
 cover your mouth and nose with your arm to cough or sneeze, provide staff and students  
 with tissues to cover their coughs or sneezes (throw away used tissues as soon as possible  
 and perform hand hygiene).

students are to let staff know immediately if they are not feeling well, individual will be  
 quarantined and be required to wear a mask until they leave the school building

Teachers will review all of the above actions with students on the first day back

5. Stay home if you are sick to avoid spreading illness to others.
6. Parents will be required to complete the health check assessment at home with their child before sending them to school: <https://bc.thrive.health/> or use the [checklist on page 16 of: BCCDC COVID-19 Public Health Guidance for K-12 School Settings](#). This checklist (provided during orientation sessions) does NOT need to be returned to the school.
7. Staff to check on students-upon arrival to school to assess if they are ill. For example: Are you symptom free? Is anybody sick – sneezing? coughing? fever? How are you feeling today?
8. Each classroom will be supplied with wipes, paper towel, cleaning disinfectant solution (Food Grade) spray- that you spray and leave on for 1 minute until dry
9. Basket of gloves and more sanitization equipment in each pod near the sink  
 Throughout the day, disinfect in high touch areas after use: photocopier, door knobs, bathrooms light switches, exterior door push bars, staffroom appliances used and electronic devices. No sharing of food between students. Students are allowed to bring their own snacks and water bottle from home. Catering for staff is permissible if food is served by one or two staff members
10. A roving day time custodian will be disinfecting high touch areas around the school twice a day: e.g. bathrooms, door handles, hand railings, common areas touched. General cleaning of classrooms will be done once in a 24-hour period. Staff are encouraged to disinfect areas throughout the day with the supplies provided.
  - a. Please leave classrooms tidy for Amelita – **leave chairs out and staff are responsible to disinfect tables and chairs with Quatromycide II RTU** indoor shoes in cubbies and lights turned off, doors and windows closed and locked at the end of the day. Thank you!
11. Teachers are permitted to work in the school later in the afternoon / evening and on the weekend as long as they disinfect touched surfaces.
12. Minimize the objects shared by students. Only have easy to clean toys available for centers or learning activities.
13. Carpets, stuffed toys, pillows or bean bag chairs are not to be used in classrooms. Cloth surfaces are porous and cannot be easily cleaned.

In the updated provincial Covid-19 document Health & Safety Guidelines for K-12, schools will have 2 masks available for staff and students (middle and High School) in the case where physical distancing is not possible outside of learning groups. Shields will also be available upon request. Exceptions will be made for staff and students who cannot wear masks for medical and /or disability -related reasons. For these exceptions, schools/district should implement other environmental and administrative measure to ensure student staff and safety. Please view the videos about masks:

<https://www.theweathernetwork.com/ca/news/article/canada-takes-a-stance-on-wearing-masks-or-not-during-coronavirus-covid19>

[https://www.youtube.com/watch?v=9Tv2BVN\\_WTk](https://www.youtube.com/watch?v=9Tv2BVN_WTk)

<https://www.youtube.com/watch?v=gggtXTuhJek>

14. Improvements have been made to SD52 facilities to increase fresh air flow and exchange.

**See Chart Below:**

COVID-19 Guidance for K-12 Schools  
May 19, 2020

Appendix C: When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> <li>• When they arrive at school and before they go home.</li> <li>• Before and after any breaks (e.g., recess, lunch).</li> <li>• Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).</li> <li>• Before and after eating and drinking.</li> <li>• After using the toilet.</li> <li>• After handling common resources/equipment/supplies or pets.</li> <li>• After sneezing or coughing into hands.</li> <li>• Whenever hands are visibly dirty.</li> </ul>	<ul style="list-style-type: none"> <li>• When they arrive at school and before they go home.</li> <li>• Before and after any breaks (e.g. recess, lunch).</li> <li>• Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom).</li> <li>• Before and after eating and drinking.</li> <li>• Before and after handling food or assisting students with eating.</li> <li>• Before and after giving medication to a student or self.</li> <li>• After using the toilet.</li> <li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li> <li>• After cleaning tasks.</li> <li>• After removing gloves.</li> <li>• After handling garbage.</li> <li>• Whenever hands are visibly dirty.</li> </ul>

(Steven)

How are you configuring your classrooms and learning environment to allow distance between students and adults?

1. Students can use cubby areas and coat hooks as they are in the same learning cohort. (jacket, lunch, backpacks are to be stored in this location). Provincial Guidelines pg. 13 Staff are encouraged to ask students to only bring necessary items. Staff should manage the follow of students and to minimise crowding as much as possible. Students will change into their indoor shoes when they come in from outside.
2. **Maintaining Physical Distance Process:** Minimized touching is encouraged in learning cohorts and physical distancing is required with other staff and students outside of their learning groups. Teachers will space desks and tables apart so there is opportunity for fluid movement within the classroom. Create space between students and staff as much as possible. Configure classroom and learning environment differently to allow distance between students and adults e.g. Different desk and table formation. As much as possible arrange desks and tables so students are not facing each

Updated September 4<sup>th</sup>, 2020

other and using consistent or assigned seating arrangements. Store excess equipment to allow for more spacing in classroom and school.

3. Occupancy signs are posted up around the school: staffrooms, pods, bathrooms, office, photocopy room. Staff members who are in the same learning group are not required to physically distance.
4. Students will continue to be escorted to the washroom by EAs working in classrooms to ensure students are following proper hand hygiene.
5. Travelling up and down the hallways classes and students will be asked to walk very closely to the left or right of the hallway, as distance across is 7 feet (directional arrows in place)
6. All classes will use the same entrance and exits each day. There are enough entry and exit doors in the school so that the start and end times are on par with the bell schedule; however, we will stagger how many classes come into the school at once. For example: we will allow learning groups to come in together.
7. There will be staggered recess and lunch breaks. There will be 5 learning groups. 2 groups will go out at the same time and be in different areas of the playground. For example: one group plays on the adventure playground, while the other group is on the field. Recess shifts are: 10:15 and 10:30 a.m. Lunchtime: 2 groups in eating while 2 groups outside then switch-12:00-12:25 and 12:20 to 12:45p.m.
8. Evacuation procedures are outlined on the fire drill map in staff handbooks. The Division signs posted outside on the chain link fence are spaced more than six feet apart. The only difference from past fire drills are the exits for each Division.

In the event of illness:

The quarantine area will be Room 117 to isolate an individual if they are showing any symptoms of illness. Our First Aid attendant will be summoned for assistance.

**PROTOCOL IF A STUDENT/STAFF DEVELOPS SYMPTOMS OF ILLNESS AT SCHOOL**

**If a student or staff member develops symptoms at school, schools should:**

- Provide the student/staff with a non-medical mask if they don't have one (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
- Provide the student/staff with a space where they can wait comfortably that is separated from others.
- The student is to be supervised and cared for, when separated.
- Make arrangements for the student/staff to go home as soon as possible.
- Contact the student's parent/caregiver with a request to have their child picked up as soon as possible.
- Clean and disinfect the areas the student/staff used.
- Encourage the student/staff to seek assessment by a health-care provider.
- Ensure they receive the Northern Health COVID-19 Assessment card which includes a local Northern Health phone number to call ( Virtual Information Line: 1-844-645-7811)
- Request that the student/staff stay home until COVID-19 has been excluded and symptoms have resolved.
- ***\*\*\*IF students have pre-existing conditions/known allergies, communication between families and teachers is necessary to determine baseline conditions that might be mistaken for the virus\*\*\****

**Please refer to the chart at the end of this document.**

Communication Materials:

Updated September 4<sup>th</sup> , 2020

In the school: Signage is posted regarding proper hygiene, floor markings, occupancy limits, communication book in staff room, emails, staff meetings, Monday Memo for staff, [school website](#), [Facebook](#) and [newsletters for parents](#).

Staff will be updated with new information from Provincial Health Officer, WorkSafeBC and Ministry of Education – documents by email. Please check your emails daily for information.

Documentation of Health and Safety meetings with information/ safety procedures about Covid-19 will be posted in the staffroom. Members will document any cases of Covid -19 in the First Aid log book.

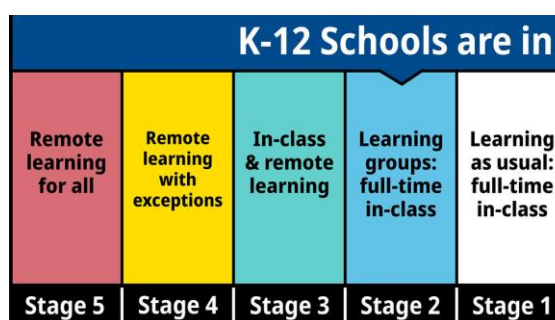
#### Continuity of Supports:

- Full-time instruction to all students including those with diverse abilities /disabilities will have access to all of their typical educational supports and programs. I.E.P. meetings will be held with School Based Teams to ensure goals for the new school year are established.
- Learning Services bus will continue to pick up certain students and will abide by strict protocols. Elementary students are not required to wear masks on the bus.
- “A needs assessment for students and educators is crucial as part of trauma-informed transition back into classrooms. Use of needs-based assessments and regular “check-ins” can assist in gathering important information to inform the level of trauma response and recovery necessary to support the school community” page 6 of SD 52 Exposure Control Plan. Please check out the following resources:

The North American Centre for Threat Assessment and Trauma Response resource called [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing the Social-Emotional and Traumatic Impact](#) can be used to support the transition back to school. The support educators to develop compassionate learning communities through trauma-informed practice, the Ministry has created [trauma-informed practice resources](#) that are available on the [erase website](#).

#### As of July, 29<sup>th</sup>, 2020 New COVID-19 Safety Protocols

1. Students back to school 100%
2. Consistent groups of people in learning groups.
3. Robust illness policies for students and staff.
4. Mandated safety and personal practices like hand washing and wearing of masks.
5. Consistent peer and staff social & emotional support.



#### Continuity of Learning: Re-entry Plan

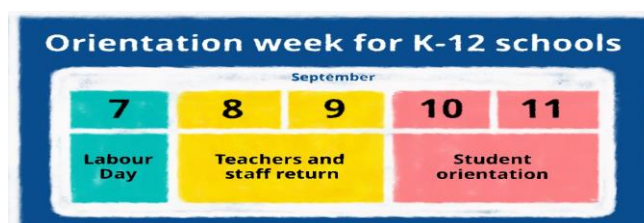
(Jean)

#### **Stage 2**

Updated September 4<sup>th</sup>, 2020

- Staff will meet on September 8<sup>th</sup> and 9<sup>th</sup> to review and plan procedures and protocols for a safe return of students on September 10<sup>th</sup> and 11<sup>th</sup>. September 10<sup>th</sup> and 11<sup>th</sup> will be orientation days for students. Teachers will invite ½ of their class in for a ½ day to review new procedures in their learning groups and expectations for safety in and out of the school. The times for orientation day will be 2-hour time blocks: 9-11:00 a.m. and 12:45 to 2:45 p.m. 2 or 3 classes will be combined to create learning groups to ensure the number of individuals in each learning group does not exceed 60. Staff will be making personal phone calls to each family on September 8<sup>th</sup> in the afternoon, to inform them of: 1. Who their teacher is for this school year. 2. Where they need to line-up. 3. Date and time of their orientation session. First full day of school is Monday, September 14<sup>th</sup> for all students. There may be staggered start and end times. Kindergarten students will follow their regular school entry plan as in previous years. Kindergarten teachers will be in contact with parents the week before school starts to communicate the gradual entry plan into school (letter emailed on September 3<sup>rd</sup>).

Maximum learning group sizes (inclusive of students and staff)				
STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGES
• Elementary: no limit	• Elementary: 60	• Elementary: 30	• Elementary: 30	• Elementary: 0
• Middle: no limit	• Middle: 60	• Middle: 30	• Middle: 30	• Middle: 0
• Secondary: no limit	• Secondary: 120	• Secondary: 60	• Secondary: 30	• Secondary: 0



- Teachers are encouraged to take their students outdoors as much as possible, activities can take place outside with their learning group and outside of their learning groups if they minimize physical contact. Teachers will be encouraged to find creative ways to redesign and deliver the curriculum.
- Assemblies can be held with learning groups
- Playgrounds are open- signs posted on the chain link fences with a safety warning: “Covid-19 Safety Warning”: playground equipment is not sanitized. Public officials remind you to: Wash your hands with soap and water frequently, stay home if you are sick and practice social distancing. Sign also states that public will be able to use the playground at their own risk.
- **Parents and students are responsible for the following: practicing and encouraging good respiratory etiquette and hand hygiene, following the advice given by: 8-1-1 and/or medical professionals and keeping children home /staying home when required or necessary.**

## Fieldtrips and Outside Events

- For transportation, parents are asked to drive their students if fieldtrip is beyond walking distance
- If using the district bus, one student per seat is required
- Outdoor learning opportunities in the forest, parks, trails, students are encouraged to minimize physical contact and adults are required to maintain a distance of 2 meters.
- Teachers are to take hand sanitizer and small package of wipes with them on their field trip
- Students are to bring their own snacks or if provided by staff, they are to be individually wrapped

**Follow the 4 basic guidelines:**

1. Stay home if you are ill
2. Cough or sneeze into your sleeve and sanitize hands after
3. Wash hands before and after fieldtrip
4. Staying 2 metres apart is not always feasible and is not expected at all times in schools. Encourage children to avoid physical contact. This is more important than keeping 2 metres apart. Adults should still keep 2 metres apart from each other and students, while minimizing physical contact as much as possible (PHSH and BCCDC) June 22<sup>nd</sup> release of information

**Note:** this document is subject to adjustment when new information is received from the Ministry of Education, B.C Ministry of Health and the BC Centre for Disease Control. Also, this document is subject to adjustment based on consultations with the site OH&S committee and Lax Kxeen Parent Advisory Council.

**Concerns are to be addressed to the committee :**

[susan.kobza@sd52.bc.ca](mailto:susan.kobza@sd52.bc.ca); [steven.einarson@sd52.bc.ca](mailto:steven.einarson@sd52.bc.ca); [jean.marogna@sd52.bc.ca](mailto:jean.marogna@sd52.bc.ca); [kerry.carpenter@sd52.bc.ca](mailto:kerry.carpenter@sd52.bc.ca)

**Lax Kxeen OH&S Committee**

**See Chart Below**



## Appendix B: What to Do if a Student or Staff Member Develops Symptoms at School

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
<p><b>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p><b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student's parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>8. Contact the local public health unit to notify them of a potential case and seek further input.</li> </ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p><b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>5. If concerned, contact the local public health unit to seek further input.</li> </ol>
<p><b>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</b></p>	