



Conrad Elementary

825 Conrad St. Prince Rupert, BC V8J 3R7

Safety & Restart Plan (Version 3)

School Information: Kindergarten to Grade 5

This is a living document influenced by meeting with the Conrad on-site Occupational Health and Safety Committee, staff and the direction of the Ministry of Education and Provincial Health Officer using the guidance from WorkSafe BC for K-12 Education, the BC Centre for Disease Control (BCCDC), COVID-19 Health & Safety Guidelines for K-12 setting issued by the Ministry of Education (MoE) August 28, 2020.

COVID-19 is an illness caused by coronavirus. Human coronaviruses are common and are typically associated with mild illness, 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 5 days. Staff and students are encouraged to use the BC COVID-19 self-assessment test at: <https://bc.thrive.health/>

Symptoms of COVID-19 may include:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Fever | <input type="checkbox"/> Cough |
| <input type="checkbox"/> Difficulty breathing | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Sneezing | <input type="checkbox"/> Fatigue |

[COVID-19 Awareness Fact Sheet](#)

Exposure Control Plan Implementation

Families have been notified of the return of students to Conrad Elementary on Sept. 10-11, 2020 as we begin Phase 2 of BC's Restart Plan (www2.gov.bc.ca). The province is to return to full-time classes in **September 2020**. Having students in the classroom helps to minimize learning gaps and provide the academic, social and emotional supports essential for learning. Schools and school districts will also have the necessary plans in place to be able to shift quickly between stages if and when required. (www.2gov.bc.ca).

HELPFUL RESOURCES

The following Ministry of Education guides have been used in preparing this 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](#)



School information:

Thursday, September 10

9:00 – 11:00 am - last name: A-H

12:45 – 2:45 pm - last name: I-R

Friday, September 11

9:00am- 11am - last name: S-Z

Phone calls will be made on Sept. 8 and 9 to let families know who their child’s teacher will be and where they line up.

Kindergarten students have been sent home a letter in the mail

Monday, September 14- ALL STUDENTS RETURN

- Regular class time: 8:57am-2:53pm

- Lunch: 12:00pm-12:45pm

*****Students will line up at their designated spots by 8:57am and will wait until their teacher comes to pick them up. We encourage all students to come to school close to the bell as the school will not be open for students. Breakfast Club will be served in classrooms from 9-9:15am beginning September 14.**

Parents/Guardians: please wait outside for your child(ren) at designated entry and exit points. The school asks for prompt drop off and pick up times.

Learning Cohorts

A learning group is a group of students and staff who remain together throughout a school term (e.g. a school quarter, semester or year) and who primarily interact with each other. A learning group could be made up of a single class of students with their teacher, and/or multiple classes that sometimes join for additional learning activities.

Maximum learning group sizes (inclusive of students and staff)				
STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGES
<ul style="list-style-type: none"> Elementary: no limit Middle: no limit Secondary: no limit 	<ul style="list-style-type: none"> Elementary: 60 Middle: 60 Secondary: 120 	<ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 60 	<ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 30 	<ul style="list-style-type: none"> Elementary: 0 Middle: 0 Secondary: 0



*Learning Cohort A-	Divisions 1, 2, 3	(Scherr, Cornett-Ching, Honey)
*Learning Cohort B-	Division 4 and 5	(Parnell, Yagi)
*Learning Cohort C-	Divisions 6 and 7	(Hague, Cavin)
*Learning Cohort D-	Divisions 8 and 10	(Dhillon, Friendship)
*Learning Cohort E:	Divisions 9 and 11	(Dias, Paul)

***changes have been made to this section**

Communication to Parents:

1. Electronic copy of Exposure Plan will be emailed to staff and families of Conrad Elementary School
2. Emails to families from the school and classroom teachers about what to expect in the coming weeks
3. Phone calls from staff/messenger from the school to families
4. Newsletter with updated information sent via email
5. The Conrad Exposure Plan will be placed on the Conrad School website and Facebook page on September 1, 2020.
6. Frequent SD52 Website updates from the Superintendent about the start-up plan and new and updated documents from the Ministry of Education

School Premises:

- All classrooms will be used
- All bathrooms will be used
- Classes will enter/exit from specific doors
- Gym will be used for entrance/exit for designated areas
- Room 104 will be used as the quarantine area
- Staff will greet students at each designated entry point to bring them into the school. As well, staff will escort classes out when the bell rings.

Student Entrance/ Exit

All classes will use the same entrance and exits each day. There are enough entry and exit doors in the school so staggering the schedule is not necessary at Conrad.

- **Div. 1** - Use room exit door and wash hands in classroom sink
- **Div. 2** - End door (primary hallway) - Wait in hallway for Mrs. Scherr's class to finish washing hands, then use Mrs. Scherr's sink to wash hands
- **Div. 3** - Use class exit door and sink in classroom to wash hands



- **Div. 4** - Side door (regular entrance)- go directly in class and wash hands
- **Div. 5** - Will line up in the undercover, go directly to their classroom through the library and use the sink in the classroom to wash hands.
- **Div. 6** - Use class exit door and use the sink in classroom to wash hands
- ***Div. 7** - Go directly to the downstairs hallway to wash hands in downstairs girls' bathrooms.
- ***Div. 8** - Use front door- wait for Mr. Cavin's class to enter the school and then go directly to classroom to wash hands.
- **Div. 9** - Gym door- closest to kindergarten room- wait for Mrs. Paul's class to go in and then use male and female washrooms upstairs to wash hands.
- **Div. 10** - Side door- wait for Ms. Parnell's class to go in regular entrance and then wait in hallway to wash hands in counselling room
- **Div. 11** - Gym exterior door closest to office (at the bottom of the ramp) go directly to downstairs boys' washrooms downstairs to wash hands

***changes have been made to this section**

Access to the Conrad School Site

- **Visitors**
 - There will be limited access to visitors.
 - Visitors will have to make an appointment in order to visit the school.
 - The main entrance must be used by all visitors.
 - Posted signs will clearly indicate accessible and non-accessible areas in the school.
 - *All doors will be locked except the front door which will be propped open at the beginning of each school day, weather dependent; to decrease the need to clean the door every time it is opened. A doorbell will be installed and be used after the doors are closed.
 - *Conrad office staff will 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.)
 - *Conrad office staff are responsible for ensuring that all visitors confirm they have completed the requirements of a daily health check before entering.
 - *A sign-in book will be kept in front of the office for visitors to record the date, their names and contact information.
- **Late Arriving Students**
 - *To help ensure that the beginning of each group session runs smoothly, please try to have your child to school on time. Being on time ensures that children are



able to receive more in-class instruction time. In the case that your child is late, the front door will be opened for students who are late and greeted by a staff member with hand sanitizer and late slips for the first half an hour in morning and afternoon. A doorbell can be used if the door is locked.

*Changes have been made to this section

- **Closed Areas of the School**
 - The breakfast club room will stay closed for communal usage (however, breakfast will be served in a different way).

Cleaning and Hygiene

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

Appendix A: Summary of School-Based Control Measures

1. STAY HOME WHEN SICK
All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.

2. HAND HYGIENE
Everyone should wash their hands more often!
Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.

3. RESPIRATORY AND PERSONAL HYGIENE
Cover your coughs.
Do not touch your face.
No sharing of food, drinks, or personal items.

4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT
Spread children out to different areas.
Take them outside more often.
Stagger lunch times. Incorporate individual activities.
Remind children, "Hands to Yourself!"

5. CLEANING AND DISINFECTION
Clean and disinfect frequently touched surfaces at least twice a day.
General cleaning of the centre should occur at least once a day.
Use common cleaning and disinfectant products.

- Students/staff will be required to wash their hands upon arrival and departure.
- Soap will be available for all classroom sinks. If classes do not have sinks, they will be supplied hand sanitizer or, depending on student numbers, will share another sink.



- Hand washing signs are posted above every sink in the school to remind students and staff of frequent handwashing protocols.
- An adult will escort students to the washroom to remind them to wash their hands.
- Wipes and hand sanitizer will be located in the following high traffic areas: office, front entrance, and staffroom.
- A custodian will clean bathrooms and high touched areas twice per day.
- Cleaning supplies and gloves will be provided. Each classroom will be supplied with a cleaning disinfectant solution spray (Food Grade) that is to be sprayed on all surfaces and left for a minimum of 1 minute (until dry) or spray and walk away.
- Gloves should be worn when using cleaning supplies.
- *All staff need to continue to wipe down all areas that they touch, i.e. photocopier, door knobs, hand railings, bathroom light switches, staffroom appliances used, exterior door push bars and electronic devices, office service counter and the library circulation desk.
- Provide staff and students with tissues to cover their coughs and sneezes. Students will be reminded to throw away used tissues as soon as possible and perform hand hygiene.
- Student friendly signage will be posted throughout the school outlining the key preventative COVID-19 measures including:
 - Wash your hands often
 - Avoid touching your face, eyes, nose, or mouth
 - Maintain 2m distance from others whenever possible
 - Cover your mouth and nose with your arm to cough or sneeze
- Students are to let staff know immediately if they are not feeling well.
- Staff will review all above procedures with students on the first day of student return.
- Students will need to wash their hands before and after playing on the playground

***changes have been made to this section**



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

***Cleaning and Disinfecting Bodily Fluids**

Follow these procedures, in conjunction with school/district policies, when cleaning and disinfecting bodily fluids (e.g., runny nose, vomit, stool, urine)

- Wear disposable gloves when cleaning blood or body fluids.
- Wash hands before wearing and after removing gloves.
- Follow regular health and safety procedure and regularly used PPE (e.g., gloves, Kevlar sleeves) for blood and bodily fluids (e.g. toileting, spitting, biting).

***This section has been added**

Laundry

Follow these procedures when doing laundry (Home Economics, Physical and Health Education, Life Skills Programs, etc.):

- Laundry should be placed in a laundry basket with a plastic liner.
- Do not shake dirty items



- Wearing gloves is optional. If choosing to wear gloves, ensure hand hygiene is performed before and after use. No other PPE is required.
- Clean hands with soap and water immediately after removing gloves.
- Wash with regular laundry soap and hot water (60-90°C).

Health Check

- **STAY HOME IF YOU ARE SICK TO AVOID SPREADING ILLNESS TO OTHERS**
- Staff members in each classroom are to check student health upon arrival to school. Staff members will ask students the following questions:
 - How are you feeling today?
 - Are you feeling sick today?
 - Do you have a cough? Fever?
 - Are you sneezing?

Water

- Students are encouraged to bring full bottles of water from home
- All classes will have water pitchers/student cups.
- An adult in the class will be the only one to touch and pour water.

Food

- Students are allowed to bring snacks from home
- Students and staff are not to share food
- Snacks will only be eaten after students have washed their hands or have used sanitizer.

PPE (Personal Protective Equipment). i.e. masks/shields

- In the provincial COVID-19 document [Healthy and Safety Guidelines for K-12](#) state under PPE
- Staff moving from cohort to cohort must wear a mask/shield. The first aid attendant is required to wear a mask when assisting a staff member or student. Staff/students will be supplied with masks.
- Visitors to our school must wear a mask.
- Exceptions will be made for staff who cannot wear masks for medical and/or disability-related reasons.

Maintaining Physical Distance Process

- Tape will be on the floors to show to walk on right side of the halls.
- Posters will be put up around the school to support social distancing
- Recess will staggered be scheduled for students (cohorts) and a supervision schedule will be posted



Recess:

- *10:15- Cohort A and B
- *10:30- Cohort A and B back in to wash hand
- *10:35- Cohort C, D and E wash hands
- *10:40- Cohort C, D and E outside
- *10:55- Cohort C, D and E wash hands inside

Lunch will be staggered:

- *12:00-12:20: Cohort A and B- wash hands, and eat lunch in their classrooms
- *12:00-12:20: Cohort C, D and E- wash hands, play outside
- *12:15-12:20: Cohort A and B will wash hands then go outside to play
- *12:20-12:25: Cohort C, D and E will wash hands then eat lunch

- Staffroom tables will be 6 feet apart and staff will be encouraged to go home or eat in their classrooms, staffroom or in the library. Staff will not gather in groups.
- On the playground, students will need to stay in cohort groups and follow the physical distancing rules when not in their cohort groups

Create space between students/staff as much as possible:

- *Configure classroom and learning environment differently to allow distance between students and adults (e.g., different desk and table formations).
 - *Arrange desks/tables so students are not facing each other and using consistent or assigned seating arrangements.
- *changes have been made to this section

*Office

- Only two people are allowed in the office area at a time (including the secretary)
- Handwashing or hand sanitizer is needed before touching supplies
- Please be quick when checking your mailboxes
- The communication book will be located in the hallway, please check daily

***changes have been made to this section**

Playgrounds

- Playground equipment will not be sanitized
- Students will wash their hands before and after using the playground equipment using soap and water or hand sanitizer.
- Adults supervising the students will remind them to practice social distancing
- Students will stay in their cohort groups



- If equipment must be used:
 - Avoid sharing equipment by numbering and assigning each student their own supplies
 - Assemble individualized PE kits that can be assigned to students
 - Anticipate equipment hygiene compromises and keep extra equipment on hand so that instructional time is not lost to re-cleaning equipment
 - Disinfect teaching aids (e.g., clipboards, white boards, pens, plastic bins for transporting materials etc.) Encourage students to come to school in clothing that is appropriate for PE and the weather conditions to eliminate the use of change rooms
 - When transitioning to/from outside remind students to use designated areas for changing into jackets and winter clothing if moving outdoors, such as in designated desk area or a marked side of the hallway*
- *this section has been added**

***Library**

- School libraries / learning commons facilities should be open and book exchange can continue to occur during stages 1 to 4.
- Students and staff should practice diligent hand hygiene: wash hands with plain soap and water for at least 20 seconds (antibacterial soap is not needed for COVID-19). Students and staff should wash their hands:
 - before and after handling shared equipment/resources; o whenever hands are visibly dirty.
- Laminated paper-based products, including laminated books, should be cleaned and disinfected daily if they are touched by multiple people or upon return, before reshelving.
- For information on cleaning, including technological devices, see the guidelines in the [Cleaning and Disinfecting](#) section.
- When visiting the library / learning commons, students and staff should remain in their learning group as much as possible and maintain physical distance from members outside of their learning group. For more information on learning groups and maintaining physical distancing, see the [Learning Groups and Physical Distancing](#) section.
- Students should bring their personal school supplies for classes held within the space. For makerspace and STEM activities, see the [STEM Programs](#) section.
- Schools should install a barrier made of transparent material at the library check out desk if physical distance cannot be regularly maintained. See guidance from [WorkSafeBC](#) on designing effective barriers
- 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.



***this section has been added**

Field Trips

- Adults must remind students to social distance during field trips, walks or outdoor activities (masks can be worn if physical distancing can not be maintained).
- Classes can go on field trips with their cohort groups. If classes wish to go on field trips with a class not in their cohort group, physical distancing must be maintained.
- Hand sanitizer will be available if handwashing with soap and water is unavailable.
- Sharing of snacks is not recommended.
- If on the bus, one person per seat.
- If traveling by car, one student per car or a parent driver is required.
- Gloves should be worn if passing of food or equipment.
- Equipment should be wiped down with cleaner or a disinfectant wipe if needed.
- No sharing of toys or items needed on field trip unless in their cohort group.

School-wide activities

- Physical distancing at all times- no touching each other.
- If there is food being offered, individual packaging is preferred. Sharing of food is not recommended- gloves should be worn if handling food.
- Students should have individual items to use- no sharing of supplies or toys.
- All areas that are touched need to be cleaned by an adult.
- *Students should stay in one area if any rotation the adults should move, but if adults are not in their regular cohort as mask will need to be worn.

***changes have been made**

Large group gathering

- No gathering of more than 60 people in one area from each cohort
- Tables/chairs need to follow social distancing spacing
- If serving food, gloves should be worn, servers should handle food
- All areas that are touched need to be cleaned after use
- No sharing of food or items

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

- Students will use cubby areas- teachers will have to allow students to go in small groups.
- Students will use indoor shoes when at school.
- Students will have their own bins/bag with supplies in them in each classroom and will not share any items. Centres can happen, but students should use their own toys and if shared they need to be cleaned.



- All classrooms will have tables and desks spread apart so students and adults can stay the requested distance apart.
- Visual reminders will be posted.
- Staff will model for students appropriate social distancing etiquette.
- Social distancing will be challenging in a K-5 setting. Students will be supported to have minimized physical contact with one another. Adults will maintain a safe social distance whenever possible. Masks/Shields will be worn if not in same cohort groups or when physical distancing cannot be maintained.
- Decals and tape will be placed on the floor to show either direction, boundaries, or a social distance spot to stand on.
- Travelling up and down the hallways, students will be asked to walk very closely to the left or right walls of the hallway as distance across is 7 feet.

In the event of Illness

- Students/ Staff will have an area in room 104 to go to if they are sick, they will wait for a family member to pick up.

Students/Staff SHOULD NOT COME TO SCHOOL IF THEY HAVE SYMPTOMS:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Fever | <input type="checkbox"/> Cough |
| <input type="checkbox"/> Difficulty breathing | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Sneezing | |

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

If a student or staff member develops symptoms at school, we will:

- 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.
- Supervise and care for students, 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.
- Request that the student/staff stay home until COVID-19 has been excluded and symptoms have resolved.
- First aid members will document any cases of COVID-19 in the First Aid log book.

***this section has been added**



***PROTOCOL IN THE EVENT OF A CONFIRMED COVID-19 CASE IN A SCHOOL**

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the BCCDC website.)
 - Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then:
 - Recommend 14-day isolation if necessary (for confirmed close contacts).
 - Recommend monitoring for symptoms if necessary.
 - Provide follow-up recommendations if necessary.
- We will continue to provide learning support to students required to self-isolate.
- Together, schools/school districts and public health officials will determine if any other actions are necessary.

***this section has been added**

Communication Materials:

- Signage is posted regarding proper hygiene, floor markings, & social distancing
- Emails and newsletters will be sent to families
- Information will be updated on the Conrad website and Facebook page
- Staff communication –will continue to be in the forms of the communication book in the office, staff meetings, and the weekly Monday Memo
- Staff will be emailed with updated with new information from the Provincial Health Officer, WorkSafeBC and Ministry of Education. Staff, please check your emails daily for information.

Parents, staff, 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
- keeping children home /staying home when required or necessary

Questions or concerns can be addressed to Kerri.levelton@sd52.bc.ca.



K-12 RESTART EDUCATIONAL OPTIONS – STAGE 2

	In Class Instruction	*Students/Parents /Caregivers with Immune Suppression	Distributed Learning	Homeschooling
Status of Student with School	Enrolled in SD 52 School	Enrolled in SD 52 School	Enrolled in a Distributed Learning School	Registered as a Homeschooling student in Catchment school
Students Organized in Learning Groups/Cohorts	Yes	Depends on Accommodation	No	No
Parent/Caregiver must provide a doctor's note indicating the need for accommodations due to health related risks	No	Yes	No	No
Method of Instruction	Full time instructions for all students for the maximum instructional time possible within cohort limits	Parents/Care Givers work with District Teacher to develop options to continue education which may include remote learning	Online	Parent provides and supervises the entire educational program
Must meet the Learning Outcomes of the BC Curriculum	Yes	Yes	Yes	No
Student Progress Evaluated and Reported by a Teacher	Yes	Yes	Yes	No

*With Doctor's note



Thank you - Conrad Elementary OH&S Committee

Updated: September 3, 2020

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

