



## **Covid-19 Safety Procedures for Building Entry and Occupancy for** **Nechako-**

Updated August 20/20

### **Staff Entering at Nechako**

- Please use side teacher entrance
- Please enter and exit one at a time leaving the entrance one at a time
- When you enter sign in. Use the hand sanitizer when you enter the building (Liquid Gold).
- Check in at the office
- Sign in Table: This data is required in the event of a confirmed Covid-19 case, **Please use your own writing utensil.**

### **Parents Entering the Building**

- Parents, guardians, or guests will be restricted from entering the building. If they must enter the building, they must complete the Health Check form and provide contact information.
- Parents, guardians, guests are asked to call the school from the front doors where they will be met and helped.

### **Physical Distancing**

- Please maintain at least a 2-metre physical distancing between staff
- The physical distancing is applicable at all times. Please follow the maximum capacity below and mindful of others.
- Any meetings being held must be mindful of physical distancing
- Hallways are divided and arrows indicate the direction to walk
- In the hallways, walk single-file on the right side of the hallway (follow the arrows).
- Staff should proceed to their work space (classroom/office) as quickly as possible
- Student should eat snacks in their classroom and take all breaks outside
- Maximum of two students in the washrooms at one time

## **Students**

- If students are coughing or have a runny nose please inform the office immediately
- Be vigilant of students maintaining social distancing in hallway and following the arrows

## **Staff in all sites**

- Max occupancy of staff room will be 4 people at a time for social distancing
- Max occupancy of office is 3 and max occupancy for photocopy room is 2
- Only one person can enter the front office at one time.
- A two-meter distance from staff in the office must be maintained.
- Washrooms: staff upstairs will use the washroom opposite the elevator. Staff downstairs will use the staff washroom  
use

## **Hand Washing/Hygiene**

- All staff must wash their hands immediately upon entering the building.
- Students will go from their line up to their classroom and wash their hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- No water fountains will be available. One Water fountain bottle fill station will still be available for student and staff use.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands afterwards.
- Hand washing should occur:
  - o When they arrive at school and before they go home
  - o Before eating and drinking
  - o After using the toilet
  - o After sneezing or coughing into hands or tissue
  - o Whenever hands are visibly dirty
  - o When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).

## **Lunchtime**

- It is suggested that staff and students, not leave the building during the day for such things as lunch, etc.
- If a student or staff member leaves, they must follow the entry routine again when returning to the building.
- All students will be encouraged to bring their snack and lunch from home.
- Students in different Cohorts will eat on opposite sides of the MPR

## **Interacting with Cohorts**

During break times (e.g. recess,)students may want to socialize with peers in different cohorts.

Elementary-aged students are less able to consistently maintain physical distance. Outdoors is a lower-risk environment than indoors.

Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.

Students from different cohorts may be required to be together to receive beneficial social supports, programs or services (e.g. meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support, program or service continues.

## **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.
- These gatherings should happen minimally.
- Schools should seek virtual alternatives for larger gatherings and assemblies

## **Cleaning and Sanitizing**

- Cleaning supplies will be made available, as possible.
- There will be a custodian for cleaning from noon to 2:00 pm.
- There will be NO sharing of supplies. This includes such things as pens, pencils, water bottles, snacks, etc.

## **Communication**

- All Health and Safety information will be emailed to staff and posted in the Staff Room
- Student specific Health and Safety plans will be emailed home to Parents/Guardians and reviewed by staff with students upon their entry into the building.

# Nechako School Cohorts

Draft Updated August 17/20

## First Day Sept.10

- Children will find their name on a list (list will be posted on the wall) and then students will be shown where they will line up by staff.
- Teachers will take their students to their classrooms.
- Teachers in their classrooms will discuss protocols and procedures.
- Each cohort will be assigned a specific time to attend a Welcome assembly in the gym and to review expectations.

## Eagles Cohort

Grade	# of students	Recess	Lunch	Duty
Kindergarten	15	1 <sup>st</sup> recess Area 1	1st 12:00- 12:20	Mon/Thurs
K/1	16	1st recess Area 1	1st 12:00- 12:20	Tues/Fri
Gr.1	19=50 students	1st recess Area 1	1st 12:00- 12:20	Wed/Bus duty
<b>Total</b>	<b>4 staff</b> <b>Total= 54</b>			

Eagle Cohort will lie up at the primary doors

## Nass Cohort

Grade	# of students	Recess	2 <sup>nd</sup> Lunch	Duty
Gr.1/2	19	2 <sup>nd</sup> recess Area 1	2nd 12:30- 12:50	Mon/Thurs
Gr.2/3	18= 37	2nd recess Area 1	2nd 12:30- 12:50	Tues/Fri
	<b>5 staff</b> <b>Total=42</b>			

Salmon Cohort will line up outside opposite gym doors

## Grizzly Bear Cohort

Grade	# of students	Recess	Lunch	Duty
Gr.3	21	2 <sup>nd</sup> recess Area 1	2 <sup>nd</sup> 12:30- 12:50	Wed/Bus Duty
Gr.3/4	18=39 students	2 <sup>nd</sup> recess Area 1	2 <sup>nd</sup> 12:30- 12:50	Mon./Thurs
	4 staff Total=43			

Grizzly Bear Cohort will line up near the second floor stairs

## Skeena Cohort

Grade	#of Students	Recess	Lunch	Duty
Gr.4/5	19	1 <sup>st</sup> recess Area 2	1 <sup>st</sup> 12:00- 12:20	Mon./Thurs.
Gr.6	23= 42 students	1 <sup>st</sup> recess Area 2	1 <sup>st</sup> 12:00- 12:20	Tues/ Fri
	4 staff Total=46			

Skeena Cohort will line up on the right side of the double doors

## Stikine Cohort

Grade	#of Students	Recess	Lunch	Duty
Gr.5	23	2 <sup>nd</sup> Recess Area 2	2 <sup>nd</sup> 12:30- 12:50	Mon./Wed.
Gr.6	23=46 students	2 <sup>nd</sup> Recess Area 2	2 <sup>nd</sup> 12:30- 12:50	Tues./Thurs.
Total	3 staff Total =49			

Stikine Cohort will line up on the left side of the double doors

## Notes:

- Eagles, and Skeena will have recess and lunch together in the MPR.
- Nass, Grizzly Bear and Stikine will have recess and lunch at the same time.
- Each class in the cohort has been assigned to a table in the MPR.
- We will use these Cohort names as part of a writing theme as outlined in our School Plan and weave it through the curriculum of each grade level.