



École Mountainview  
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## EMV COVID-19 Safety Plan **UPDATED** Sept. 14th, 2020

Developed in accordance with WorkSafe BC COVID-19 Safety Plan, School District No. 82 COVID-19 School Site Safe Work Procedures, and CMSD PHASE 2: Site Specific School Plan Outline for Principals/Vice Principals.

Parents or guardians are expected to conduct daily self-checks for signs of COVID-19 virus on themselves and on their children before arriving at EMV.

**If your child has signs of illness, even very mild symptoms, please keep your child home and contact either 811 or your family healthcare provider for further instruction.**

Online self-assessment tool: <https://ca.thrive.health/covid19/en>

**The questions include:**

### **KEY SYMPTOMS OF ILLNESS**

1. Do you have fever (Temperature 37.8 °C and above) and/or chills?
2. Do you have a cough or worsening of a chronic cough?
3. Do you have shortness of breath?
4. Have you lost your sense of taste or smell?
5. Do you have diarrhea?
6. Do you have nausea and vomiting?
7. Do you have a loss of sense of smell or taste?

### **International Travel and Confirmed Contact**

Have you returned from travel outside of Canada within the past 14 days?  
Are you a confirmed contact of a person confirmed to have COVID-19?

**If you answered "YES" to one of the questions included in the KEY SYMPTOMS OF ILLNESS (excluding fever),** your child should stay home for 24 hours from when the symptom(s) started. If the symptom improves, you may return to school when you feel well enough. If the symptom(s) persists or worsens, seek a health assessment.

**If you answered "YES" to two or more of the questions included under KEY SYMPTOMS OF ILLNESS, or you have a fever,** seek a health assessment. A health assessment includes calling 811 or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.



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All students and staff who have travelled outside Canada in the last 14 days **OR** were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.

**NOTE:** Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have improved (i.e. only mild symptoms remain like a sustained cough or an occasionally runny nose). **A doctor's note is not required for students or staff to return to school.**

**If you choose not to seek a health assessment, or if a COVID-19 test is recommended but is not done, and if your child's symptoms are not related to a previously diagnosed health condition, your child should stay home for the 10 days after the onset of symptoms, and then your child may return to school if they are feeling well enough.**

*These requirements are taken directly from Appendix C: Daily Health Check Example in the BCCDC's Coronavirus COVID-19 Public Health Guidance for K-12 School Settings – UPDATED SEPT 11, 2020.*

Please contact the school office 250-635-3115 to inform us that your child is home sick.

- If you have questions about whether or not you should be tested for COVID-19, use the self-assessment tool at <https://bc.thrive.health/covid19>.

**If your child has a chronic health condition, please email your child's teacher and the school office at [emv@cmsd.bc.ca](mailto:emv@cmsd.bc.ca) to inform us.**



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## Parent Correspondence for September Re-entry to EMV

All students must have their form filled out and returned to EMV by September 14<sup>th</sup>.  
Teachers and the office will keep a copy of student information in case of emergencies.

**Student's name:** \_\_\_\_\_

	Name	Telephone number
<b>Emergency contact 1</b>	_____	# _____
		# _____
<b>Emergency contact 2</b>	_____	# _____
		# _____
<b>Who will normally pick your child up from school at 3pm?</b>	_____	# _____
<b>Alternative pickup</b>	_____	# _____
<b>I agree to conduct a daily self-check on myself and my child for symptoms related to COVID-19 before arriving to EMV.</b>	_____	_____
	(Parent/Guardian Full Name)	(Parent/Guardian Signature)
	_____	_____
	(Parent/Guardian Full Name)	(Parent/Guardian Signature)
Date: _____		



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**What if the student develops symptoms of COVID-19 at school?**

1. Remove the child from the room and call Admin. Local 7423
2. Everybody washes their hands and the teacher takes the rest of the students outside.
3. Staff responsible for facility cleaning (custodian) must clean and disinfect the space where the student was separated and any areas used by them (class, bathroom, common areas).
4. Admin will bring a face shield and escort the child to be isolated from others in the office area.
5. Isolation space is at the front entrance.
6. The school secretary, under the direction of the Principal, calls parents immediately to pick-up child with symptoms as soon as possible without delay.
7. Provide the student with tissues to cover their coughs or sneezes. Throw away the used tissues ASAP.
8. Once student is picked up from school, admin practices diligent hand hygiene and has the seat that the student was using sanitized.
9. Parents will contact 811 or phone their family physician to seek further direction.
10. If a child tests positive for COVID-19, Public Health will notify those possibly impacted.

**What if a staff member develops symptoms of COVID-19 at work?**

**Staff should go home as soon as possible**

1. Staff member calls and notifies Admin of their symptoms: Local 7423
2. Admin will take students who are under the teacher's care outside immediately.
3. Teacher shall use tissue and wear a face mask to cover nose and mouth while waiting to be picked up.
4. Staff member notifies First Aid attendant
5. Staff will separate themselves into an area away from others (go outside or go to your vehicle)
6. Maintain a 2 metre distance away from others and practice good hand hygiene.
7. Staff responsible for facility cleaning (custodian) must clean and disinfect the space where the staff member was separated and any areas used by them (class, bathroom, common areas). The custodian will be starting at 12PM to ensure frequently touched surfaces are appropriately disinfected as per industry guidelines.
8. Staff member will contact 811 or phone family physician to seek further direction.
9. If a teacher tests positive for COVID-19, Public Health will notify those possibly impacted.



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## **Pickup/Drop off**

Parents must conduct a self-assessment on their child's health each morning before arriving to the school.

Online self-assessment tool: <https://ca.thrive.health/covid19/en>

- All teachers greet their students after the first/warning bell and promote appropriate physical distancing while in line, where necessary. NOTE: In cohort groups, physical distancing is not required. Children will be assigned designated areas to wait for their teacher by class and/or cohort.
- Students arrive at EMV at 8:55 or as close to the bell as possible. Parents/guardians may bring their children to school and wait at the designated parent/family spots, or at a spot the parent and child have predetermined, away from the mudroom doors with their children.
- For safety of all, students cannot be in the parking lot areas unattended by an adult
- Warning bell 8:55
- When the warning bell goes, students will line up outside of their mudroom doors when they arrive in the morning, practicing physical distancing as they wait to be invited into the building.
- Bus students will be required to wear masks prior to getting on the bus.
- Classes enter one at a time - youngest to oldest. Teachers manage students entering building and providing hand sanitizer to each child as they enter the building.
- Students wash their hands immediately as they enter the classroom as they wait for their turn.
- Students hang their bag/jacket in the mudroom assigned to them. Students do not touch other students' items.
- Students will use mudrooms by class and cohort. They will need indoor shoes.
- **Students wash their hands before leaving the building**
- Parents or guardians pick up their children at 3:00pm at their designated entrance. Only children registered for the bus may take a bus home. Parents and guardians maintain social distancing of 2 meters as much as possible and wear a mask if not possible to maintain physical distance.
- Parents will wait for children at designated waiting/pick up areas away from the school or on the fields.
- Children are not to cross our parking lots. Young children should have an older sibling or parent walk with them **at the designated crossings**.
- If your child is going to walk home, parents must send written permission to EMV.



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## **Attendance**

- Teachers will complete their attendance by 9:15
- The school secretary will phone the parents/guardians of students who are expected at school **but are absent**.

No visitors, public, parents, or guardians in the school. Please call or email if you need to reach us.

Phone Number: 250-635-3115

Email: [emv@cmsd.bc.ca](mailto:emv@cmsd.bc.ca)

## **Children 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
- Whenever hands are visibly dirty

## **Physical Distancing and Preventative Measures**

- Desks and tables will be set up, allowing for the maximum distancing within the classrooms
- Chairs will stay at desks at the end of the day
- Students will only sit at their own designated spot while in the classroom
- Physical distancing in the hallways will be followed as much as possible with arrows and stickers on the floor identifying 2-meter distances.
- To limit contacts within the school, students and staff have been assigned to cohorts of no more than 60. Students and staff may interact with others from outside their own cohort, but must practice physical distancing or wear a mask when physical distancing is not possible.
- Students in classrooms and within their own cohort are encouraged to practice physical distancing, but this may not be feasible within the classroom setting.



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- We recognize that maintaining 1-meter distance throughout the day with children is difficult and emphasis will be placed on frequent and thorough hand hygiene and no physical contact.
- Staff will be required to wear masks when interacting with others outside their own cohort, when physical distancing is not possible. Masks will be made available to any staff member who requests them.
- Recess and lunch **will be** staggered.

## Common Areas/Equipment

Computer Lab	<ul style="list-style-type: none"> <li>• CLOSED other than rotating weekly schedule.</li> </ul>
Photocopier	<ul style="list-style-type: none"> <li>• Wash hands before entering the photocopy room</li> <li>• One staff member limit</li> <li>• The custodian will wipe down surfaces</li> </ul>
Gym	<ul style="list-style-type: none"> <li>• Classes will have use of the gym as per the weekly schedule</li> <li>• No cleaning of gym equipment between classes is required at this time, but good hand hygiene will be encouraged prior to entry. At the end of each day, equipment placed in the "used" space will be disinfected by the custodian.</li> </ul>
Staff Room	<ul style="list-style-type: none"> <li>• Wash hands upon/before entering</li> <li>• 4 people at a time.</li> <li>• Try not to linger so that everybody gets a chance to use the space – perhaps eat your lunch outside or in your classroom</li> </ul>
Microwave	<ul style="list-style-type: none"> <li>• The custodian sanitizes surfaces after lunch.</li> </ul>
iPad Cart	<ul style="list-style-type: none"> <li>• Scheduled rotation (amongst cohorts)</li> <li>• Tablets are sanitized with Morning Mist before being put back in the cart.</li> <li>• The custodian will appropriately sanitize all tablets that have been used/touched by 3pm (at least once every 24 hours— between cohorts)</li> <li>• We will divide tablets between the two classes in the same cohort; option of doing a two-classes-at-a-time rotation.</li> </ul>
Library	<ul style="list-style-type: none"> <li>• No class activities in the library</li> <li>• Students will be able to exchange books practicing physical distancing and good hand hygiene</li> <li>• Teachers may continue to use the library and are encouraged to practice good hand hygiene before entering the space</li> <li>• NO BOOKS will go home, but kept in classrooms instead</li> </ul>
Classroom libraries	<ul style="list-style-type: none"> <li>• Teachers may choose to have a shared library or use book bins within their class and/or cohort only.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Books will not be shared between students each day. Books "used" during the day will be placed near the sanitization station in the classroom for sanitization of the cover by the custodian</li> </ul>
Water fountains	<ul style="list-style-type: none"> <li>• Refill stations only</li> <li>• Plastic cups are available in the staff room for students who forget their water bottles</li> </ul>
Mudroom	<ul style="list-style-type: none"> <li>• Students will use mudrooms assigned by class and cohort</li> <li>• Students will only touch their own personal items</li> <li>• Students need indoor shoes that are clearly labelled</li> </ul>

### **Bathroom Etiquette**

- Staff will only use staff washrooms.
- Please leave the door propped open for convenient hand washing access.
- Staff will make sure to wash their hands before they leave the bathroom.
- Follow COVID-19 handwashing guidelines as posted.
- Students will be permitted to use the washroom one at a time. Students will "sign out" when they are out of the room to use the washroom. Each teacher will have their own way of tracking this according to grade level. (NOTE: Students must have the teacher or supervisor's permission to leave the room for any reason.)
- Students will move a cone off of the taped "x" to a spot in front of the bathroom entrance to indicate that the bathroom is occupied. Students waiting to use the bathroom will stand on the "x" until the washroom is free.
- Students must wash hands properly in the bathroom before returning to the class.
- We acknowledge that younger students may need support with exercising appropriate hand hygiene. To help support our younger students, teachers may choose to have them demonstrate how they washed their hands in order to receive a sticker (this way teachers can monitor handwashing procedures to ensure adequate hygiene).





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## HOW TO HAND WASH

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1 Wet hands with warm (not hot or cold) running water
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2 Apply liquid or foam soap
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3 Lather soap covering all surfaces of hands for 20-30 seconds
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4 Rinse thoroughly under running water
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5 Pat hands dry thoroughly with paper towel
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6 Use paper towel to turn off the tap



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## **Student Belongings**

- We will minimize the amount of supplies and materials coming to and from school.
- Students cannot bring toys or soft items, such as plushies, to school.
- We recommend that students come to school with all food (snacks and lunch) in disposable containers such as paper bags or zip-lock bags. We have been asked to remove all soft surface/cloth items from the school that cannot be easily and/or regularly disinfected, such as carpets, cloth chairs, and soft toys. The outside of soft lunch kits should be disinfected daily if families choose to continue to use these.
- Students are not to bring food for the class from home and are not to share their lunches or snacks.
- All food items will be disposed of in the trash. Students will not use recycling bins or compost bins.
- Students are required to bring a reusable water bottle to school. Drinking fountains are only available as refill stations
- Please do not bring any additional items (toys, devices etc.) to school
- There will be no in-class show and tell
- Kindergarten students must bring a spare change of clothes in a zip-lock bag. These items will be stored in the classroom.

## **School supplies:**

PLEASE DO PURCHASE SCHOOL SUPPLIES FOR YOUR CHILD. The supply lists went home in June and are available on the Coast Mountains School District 82 website at [cmsd.bc.ca](http://cmsd.bc.ca) by school and grade level.

## **Students are requested to bring the following items to be left at school in their supply bins:**

- School supplies as listed per grade
- One pair of inside shoes
- Reusable water bottle
- Appropriate clothing for outdoor activities
- Kindergarten students will have a change of clothes in a Ziploc bag to be left at the school



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## Support services/counselling management

### Grades K to 3

- [Rhythms & Routines](#)
- [Finding Feelings](#)
- [Calm Breathing](#)
- [Tense & Relax](#)
- [Movement](#)
- [ALL](#)

### Grades K to 3: French Translation

- [Établir des routines](#)
- [Reconnaître ses sentiments](#)
- [Respiration calme](#)
- [Tendre et détendre](#)
- [Aider les enfants à bouger](#)
- [TOUS](#)

### Grades 4 to 7

- [Rhythms & Routines](#)
- [Finding Feelings](#)
- [Calm Breathing](#)
- [Tense & Relax](#)
- [Movement](#)
- [Helpful Mindset](#)
- [ALL](#)

### Grades 4 to 7: French Translation

- [Établir des routines](#)
- [Reconnaître ses sentiments](#)
- [Respiration calme](#)
- [Tendre et détendre](#)
- [Aider les enfants à bouger](#)
- [Adopter une attitude constructive](#)
- [TOUS](#)

### Everyday Anxiety Strategies for Educators (EASE)

<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/child-teen-mental-health/ease>



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## COVID-19 Guidance for K-12 Schools:

### 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.*

Thank you to all students and families, as well as staff, for strictly adhering to our Safety Plan and Guidelines. It is all of our responsibility to maintain our preventative safety measures. Merci!