



Cassie Hall Elementary School

2620 Eby Street
Terrace, BC V8G 2X3

Phone: 250 635 5646

COVID-19 Safety Plan updated February 4, 2021

Illness

- Any students or staff who are experiencing symptoms (fever, chills, cough or worsening chronic cough, shortness of breath, loss of sense of smell/taste, vomiting) **must** stay home.
- Staff who are sick **must not** come into the school to prepare for a substitute. Please have lesson plans ready or email them to the office.
- Parents/Caregivers must assess their children daily for any symptoms (fever, chills, cough or worsening chronic cough, shortness of breath, loss of sense of smell/taste, vomiting). They can use <https://www.k12dailycheck.gov.bc.ca/>.
- If a student arrives at the mudroom door and displays any symptoms, they will be redirected to their parent (if there) or the office so that their parent can be contacted.
- Any student or staff member who begins to experience symptoms during the school day will be sent home. The Parent/Caregiver will be contacted and must arrange for the immediate pick-up of their child. The child will wait on the bench by the front door.
- Students/ Staff must self-isolate at home if...
 - They have tested positive for COVID-19
 - They are a close contact of a someone who tested positive for COVID-19
 - They have travelled outside of Canada in the last 14 days
 - They are awaiting the results of a COVID-19 test
- If a student is home sick, parents can utilize the <https://www.k12dailycheck.gov.bc.ca/> to determine the next steps. If a staff member is home sick, they can refer to the BCCDC document: http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/When_to_get_tested.pdf
- Students/Staff can attend school even if they live with someone who is ill provided that they do not have symptoms themselves as most illness is not COVID-19.

Arriving at/ Leaving Cassie Hall

- Staff will enter the building at the front door and wash/sanitize hands.
- Staff will conduct a daily self-health check. Staff will put a check next to their name to show that they have completed the daily check at the start of the work day. This list is located in the staff room (whiteboard on the far left side of the room).
- Visitors to the school will be asked to check on the sign in sheet that they have completed a daily self-health check.
- Parent are **strongly encouraged** not to send their child to school before 8:55. This will prevent children from mingling with students from other cohorts.
- Students will be let into the building through their mudroom doors at 8:55.
- Students will quickly hang up their coats/change shoes and proceed directly to their classroom.
- Students will wash their hands as soon as they enter their classroom. An adult will be at the sink to supervise and ensure proper hand washing.



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- Late students will enter through the front doors and check in with the office. They will be supervised while sanitizing their hands before proceeding to their classroom to wash their hands.
- Students are encouraged to walk home or be picked up immediately after the bell at 2:50. This will prevent children from mingling with students from other cohorts.

Parents/Guardians

- Must be informed of school safety procedures
- Will have access to the lobby of the building one at a time.
- If there is a sick child they will be asked not to enter.
- Must confirm their contact information is current and be available at all times to pick up their children in case of illness or emergency
- Must encourage their children to follow the safety protocols in place at Cassie Hall

Hand Washing/ Hygiene

- **Staff** and Students will practice hand washing:

- each time they enter the building (morning, lunch time, outdoor play time)
- before and after using shared spaces (computer room, library, gym, resource room)
- **before and after working in a new classroom/ area**
- before and after eating and drinking
- whenever they sneeze, cough, notice themselves touching their faces
- when they use the toilet
- before they go home

- They will wash their hands with soap and water for 20 seconds (as long as it takes to sing 'Happy Birthday')
- Students cannot drink directly from water fountains. Water bottle fill stations will still be available for students and staff to use.
- If people need to sneeze or cough, they should do so into a tissue or their elbows. Used tissues should be thrown away immediately.
- Food and drinks **must not** be shared. Food that is prepared in the school/ a restaurant that follows Food Safe guidelines can be served to students/staff. Food that is prepared by students/families can only be consumed by those who made it. Breakfast club and in-school lunch will be offered, but will be delivered to classrooms in order to maximise safety.



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Physical Distancing

- Members of the same cohort (students and staff) need to physically distance as much as possible. Prolonged face-to-face interactions should be limited.
- Students/Staff in different cohorts **must** remain 2 meters/ 6 feet apart from each other. This includes when sharing common spaces (library, resource, washroom, hallway) and when playing outdoors.
- Staff who are working with multiple learning groups (FNSW, EA, Rose, Sandy, Meaghan...) **must** remain 2 metres away from students and avoid face-to-face interactions.
- Students will use assigned washrooms and keep occupancy to one person at a time.
- Seating arrangements within a class/computer lab should be consistent.
- The hallways have stickers to indicate the flow of traffic. Please follow the arrows and walk on the right side. Please try to minimize classes passing each other in shared spaces whenever possible.
- Avoid congregating/visiting in hallways or small spaces so that others may walk through safely.
- Please recognize and follow the occupancy limits of rooms and spaces throughout the building.
 - Staff room: 5 people (3 to sit, 2 to use facilities)
 - Photocopy room: 3 people
 - Lifeskills/laundry room: 3 people
 - Sensory Room (if at lunch): 2 people
 - Office area: 1 extra person if absolutely necessary. **Use the lobby window.**
- Please respect any barriers (secretary's desk, librarian's desk) that are in place.
- In PE, avoid activities that prolong face-to-face interactions (tag is better than wrestling).
- In Music class, students must be spaced 2 metres apart when singing. Staff must wear a mask while singing.

Cleaning and Sanitizing

- Frequently touched surfaces will be cleaned twice a day (tables in library, washrooms, door knobs, keyboards, desks)
- Shared supply bins will not be available. All students must have their own supplies in order to avoid cross-contamination.
- Laminated or glossy paper-based products are low-risk and do not need to be cleaned/quarantined (library books, worksheets, dvds, magazines)
- TTOC's will be provided with a resource package in order to minimize contact with classroom items.

Lunchtime

- A noon hour supervisor will be assigned to each cohort.
- Two cohorts will play outside from 12 to 12:25. Each cohort will exit from their own mudroom and play in their designated area which switch week by week.
- The other 2 cohorts will eat lunch in their classes at this time. Any school-provided food will be delivered to the classrooms prior to the eating time.
- At 12:25 to 12:50, the cohorts will switch places. The noon hour supervisors will move with their cohorts.
- Proper hand-hygiene protocol will be followed.



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Supervision

- Staff will follow their normal supervision schedule (mornings, after school). They will encourage physical distancing between students of different cohorts.

Personal Protective Equipment (PPE)

- Staff and visitors must wear face masks **at all times** with the exception of when they are eating, at their work station (desk area), behind a barrier, or outdoors (with physical distancing). Staff must wear masks even with members of their own learning group.
- Even when wearing a face mask, physical distancing rules must be followed. Masks are NOT a substitute for physical distancing.
- Staff who must work in close contact with students should assess the risk and consider wearing a face shield AS WELL as a mask.
- Face shields/ mouth shields are not appropriate substitutes for face masks because they do not fully contain the nose and mouth.
- Elementary-aged students are not required to wear a mask.

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 to parents/guardians, posted on the website, and sent home to families.
- All Health and Safety information will be reviewed with staff at the beginning of the school year (September 8th).
- All Health and Safety information and procedures will be explicitly taught, encouraged, and reviewed with students by staff.
- An administrator will familiarize any TTOCs and substitute Education Assistants with this document upon the person's arrival at the school.