

KITWANGA ELEMENTARY SCHOOL

SITE SAFETY PLAN FOR THE RETURN TO SCHOOL OF STUDENTS

UPDATED: February 23, 2021

PART 1: INSTRUCTIONAL PLAN

At this time, the number of students who are returning to KES is small but growing, we have 2 cohorts/learning groups – one Intermediate and one Primary cohort.

PART 2: SITE SPECIFIC

These plans were created in consultation with staff for both the return to school in June 2020, as well as a collaboratively revised plan for the September 2020 return to school.

Overall, these plans will serve as a living document, which will be adjusted as concerns arise and are voiced, to ensure that our plans work to keep us all safe.

Staff are asked to share concerns as they arise, in a timely manner, so that they can be addressed thoroughly and immediately.

Communication @ Stage 2

- **For all staff** – a sign-in binder will be made available for all staff to check-in and out in the mornings and at the end of the day. All staff are expected to enter the building via the main door, wash their hands as soon as they enter the building and then head to the office to sign in and read the notes on the top of the sign-in sheet – this is an important way to share information in a timely manner.
 - Morning arrival time – **teachers please ensure you arrive at least 30 minutes before the bell** – this will ensure that you are on time for supervision and also can check in at the office and receive important information (**we do not want staff arriving at the same time as students**, nor do we want to have unnecessary congestion in the office in the mornings).
 - **Support staff, please arrive at least 10-15 minutes before your start time**, in order to receive important updates and to check in without experiencing any congestion with the new arrival routines of students
- Staff who are unwell, and show symptoms must not enter the school, staff must also do a daily self-assessment to ensure health and safety are our top priority.
- **Staff must confirm that they have done a Health Check in the sign in book each morning – this is a part of the required Active Health Check required for all employees.**

Communication with parents will be via email, telephone and through FB/messenger to ensure all families have accurate information about the return to school

- all parents have been informed that they will be unable to enter the building, if they require pickup etc., they can call ahead and we will assist in any way necessary without granting access the building

Communication with Students- please ensure that you teach children the new routines for our school, for instance:

- **How, when and where hand washing occurs**
 - all students will wash hands in their classrooms or a **designated handwashing station**, as all classes now have sinks/handwash stations
 - All use the sinks in the bathrooms when they use the washroom
 - Please ensure you coach the littles – ie. scrubbing and singing Happy Bday twice
 - Signs have been/will be placed in front of every sink in our school for the purpose of visual supports for adequate student handwashing.
- **How we enter and exit the school, maintaining distance and orderliness**
 - There are markers outside at lineups to help kids visualize a distance to be kept
 - At the end of recess and lunch, please **be at your students' entry door at the second bell (not on your way down to the entrance) to greet your students** and guide them to their handwashing station in an orderly fashion, to prevent large groups moving together (in their distanced lineups...)

Masks and Visors

- All staff have been provided with visors – these may be worn by staff in addition to masks if they are unable to maintain physical distance from others in separate cohorts – but visors CANNOT take the place of masks. Masks must be worn under visors, if they are worn.
- Mask use for Students: intermediate students (grade 4-7) are required to use masks on the bus for the duration of their ride (unless they are unable to do so)
 - **Students who are unable to maintain a physical distance of 2 meters from members of a separate cohort must wear masks**
- **Masks for Staff:**
 - **Staff are required to use masks at all times unless they are in the following situations:**
 - **sitting in (or standing at) their desk/workstation, or while maintaining physical distance (2M), in a classroom/learning environment;**
 - **there is a barrier in place;**
 - **eating and drinking; or**
 - **outdoors**

PHYSICAL DISTANCING

- Please be respectful of physical distancing between one another, as there are many opinions about the health measures in place, but the overriding focus is to remain respectful of one another, as well as the distancing that we feel is necessary for our safety.
- Please verbally remind students that we are working towards a physically distanced approach to all of our interactions with others from a separate cohort
 - We will post visual reminders in the hallways to help remind students of this
 - Please do this gently, this is all new for students and they may take some time to get used to this

- Students within the same cohort do not need to maintain physical distance from one another, but do need to maintain it from those in a different cohort, as well as no prolonged physical contact. In the event that physical distancing cannot consistently be maintained from members of different cohorts, we will ask those individuals to use masks.
- Please ensure that learning spaces are arranged to maximize the space available and to minimize people directly facing one another (where possible)
- Please ensure that learning activities are planned to avoid prolonged physical contact

PUBLIC, VISITOR, FAMILY IN SCHOOLS

- We maintain strict policies to minimize visitors within the building - no one other than staff and students granted access to our school building and outdoor areas during this time.
- Visitors will be granted access to provide learning supports and services for students, if scheduled in advance, they confirm they have no symptoms of illness, are committed to following school safety protocol (handwashing, masks and signing in with contact info), and wear a tag.
- Any members of the public needing to access students or staff will be greeted at our front entrance, and we will make the necessary contacts to keep our interactions as limited as possible.
- Please ensure that when you are taking your class outdoors, to lock the door behind you to abide by district policy around locked door
 - Please let the office know if you are planning on taking your students outdoors for an unexpected activity (ie. A community walk, walking field trip, leaving the school grounds). Please ensure you have left emergency contact info (your cel number) at the office in the event of an emergency or if we need to contact you.

PICK-UP AND DROPOFF OF STUDENTS

Health Checking Students at Home – Family Responsibility

- Parents are required to do a daily self-assessment/health check with their children prior to bringing them to school (the School has provided a checklist from the BCCDC for their use each morning). If their children answer yes to any questions regarding symptoms on the checklist, they will be expected to keep their children home – they are NOT to be put on the bus, nor be sent to school.

DROPOFF OF STUDENTS TO THE SCHOOL (no earlier than 8:40 am)

- Parent/guardian protocols –all families remain in their vehicles, to ensure there are no congregating groups
- We have 2 separate bus drop-offs for students, one at 8:25 for Gitanyow students and 8:50 for Gitwangak students.
- AO will greet students at a checkpoint at the entry to the parking lot (with parents and on the bus) to do a health check (using the Daily Health Checklist from the BCCDC’s Covid-19 Public Health Guidance for K-12 School Settings) and then send them up the path from the greeting area to the playground.

LATE ARRIVALS

- if students arrive late, **parents pull up outside the main entrance, honk and wait** with their child for a staff member to greet their child and do a health check before their child can head into the building
- Parents will not be permitted to do a simple drop-off without a health check occurring with a staff member prior to their leaving their child

PICKUP AT END OF THE DAY

- At the end of the day, office staff will collect bus students for bus loading
- The remaining students will be brought out to the pickup area by staff and will wait, supervised by those teachers on duty, physically distanced according to cohort, for their parent pickup (no later than 3:15 pm)
- Please wear a mask if you are unable to physically distance from those from a separate cohort
 - It will be in the same area as the drop-offs, with a family waiting near the pickup spot to collect their children
 - **Gitanyow students will be directed to the playground to await the bus' return from the first round of student drop-offs if we have enough students for multiple bus runs**

ENTRANCES AND EXITS

- Health checks will occur upon the arrival of students in the morning at both the bus entrance as well as at the main entrance to ensure that at any indication of symptoms of illness – we can contact families immediately, or simply let families know their child will be unable to stay due to symptoms of illness.
- Any child who arrives on the bus with symptoms of illness will wait either outdoors with a supervisor on a fair-weather day, or indoors in the medical room if weather prevents an outdoor waiting space
- We will have hand sanitizer given to each classroom teacher, to be used upon initial entry, and throughout the day if/as necessary
- Primary classes will use the primary entrances only;, Intermediate classes will use the intermediate entrances only – both cohorts will line up at marked spots
 - At the Intermediate entrance, the 6/7's will always enter first, then 4/5 class
- Teachers must be actively supervising the entry/exit of their classes during instructional time, to ensure we can support physical distancing between cohorts as much as possible.
- **DO NOT SIMPLY RELEASE YOUR STUDENTS**, ensure you **GUIDE THEM TO THE EXITS IF YOU ARE NOT ON DUTY**, accompany your students outdoors if you are on duty.
- Please meet your students at the second bell after all breaks. This is important to ensure we have a way to guide students into the building and directly to handwashing stations each time they re-enter the building.

SPACES THAT ARE OPEN AND CLOSED

GYM is OPEN – students need to wash hands before and after gym use

- Please ensure that activities are designed to reduce prolonged physical contact – more than a brief touch - (ie. No wrestling or partner dancing)

- **INDOOR/OUTDOOR EQUIPMENT**

- We will leave equipment outdoors for students to use during recess and lunch, but that equipment will remain outdoors.
- Please ensure students are washing hands upon return to the building after any outdoor breaks.
- Equipment will be disinfected daily by custodial staff
- Ensure your class' equipment bins are unloaded and equipment put away at the start of your classes
- Ensure that your bins are not full/overflowing with equipment for disinfecting – equipment in bins must be able to be sprayed with disinfectant without custodians having to touch or move equipment.

COMPUTER LAB – open

- the lab will be open, and will require scheduled periods for work/projects – it is not available for any free time
- the lab will need cleaning once a day when used (due to high touch surfaces), and so therefore students must be assigned a computer that only they use while their class is in the lab

LIBRARY – open

- Library will be open for book exchange with classes, scheduled visits
- We will have a plexiglass barrier for our library clerk due to both cohorts visiting the space at separate times, and to the required proximity for book exchange
- Books are no longer required to be wiped down after use, or quarantined after use, they will be re-shelved

ART ROOM – closed to students

- No student access -will be maintained.
- Please take what you need prior to your class' instruction time, kids cannot be in here alone, nor sent to grab things.

BOOTROOM- INTERMEDIATE END

- Nametags will mark where students to are to hang their coats and place their outdoor/indoor shoes, when not in use.
- Students will bring bags into the classroom to prevent excess, unnecessary and/or unsupervised traffic flow and transitions.
- Please follow marked arrows on the floor during transitions to keep traffic flow directions consistent, distanced and orderly

SHOE/COAT AREA – PRIMARY AREA

- The primaries will be bringing their bags directly with them to class, and hang them on designated hooks
- Outdoors and coats place in labeled spaces for ease of transitions and to maintain organization

SCHOOL SUPPLIES

- Students will not be sharing supplies
- All students are to bring their supplies and keep them in their desks for individual use – no collecting of goods within a classroom for shared use.

Ipads

- if you require the use of ipads for curricular support – we will have a schedule and a sign-out for borrowing and returning ipads.
- Students will be assigned to one ipad
- Hands must be washed prior to use, and these must be cleaned at the end of the day if they are used.
- These are not for free time, but for curricular support, please ensure you have a plan for use, as well as a plan for cleaning before they are returned to the office.
- Ipads will need to be cleaned once per day after being used, and we will use a 90% rubbing alcohol solution to wipe them down prior to their being stored for future use.

ROUTINES

- We will now have to learn new routines, for entering our building, lining up, making our way to hand washing stations, hand washing itself, the use of sanitizer, maintaining distance and no contact between cohorts, how we get ready to leave the building etc. – **please ensure you take the time to teach newly returning students, as many returning have been away for some time**
- Handwashing is big – kids will need to wash their hands at the following times:
 - Upon entry to school and before they go home
 - Before and after transitions
 - Before and after eating
 - After using the washroom
 - After coming in from recess and lunch
 - After sneezing/coughing
 - When their hands are visibly dirty
- Any **students who refuse to follow handwashing protocols or distancing protocols** – please refer to the office – you must call the office and inform us as to the reason, and also so we can supervise them as they make their way to the office. Do not simply send a child down if we have not been informed prior to their being sent

WASHROOM PROTOCOLS

- Please remind students hands **MUST** be washed every time they use the washroom, for 20 seconds at a minimum
- One student at a time, per class – to prevent crowding in the washrooms (unless, of course there is a child who is having an emergency, then they go)
- Students from one specific cohort can only use their assigned washroom

CLASS TRANSITIONS/MOVEMENT WITHIN THE SCHOOL

- Please stick to the marked arrows along the borders as these provide a 2 meter distance between others moving through the halls, stay close to the wall, especially if other classes are moving through the hallways

- If you observe another class moving through the halls/transitioning, please give them the space and time to do so, and keep to your arrows/side of the hallway if you find your class moving through the school at the same time
- Please ensure that kids are not high-5ing others (this tends to happen between older and younger students, and due to different cohorts, we do not want this to occur)

WATER STATIONS/FOUNTAINS

- We will ask families to send water bottles, and students can fill their bottles at the fill-station – please ask them to simply place the bottle underneath the spout and fill it without touching the sensor
- Please refill water bottles from the refill station - do not refill from washroom sinks or other water sources not typically used for drinking water
- Fountain spouts will be wrapped to prevent students from trying to drink directly from the fountains – this will be maintained, there will be no place for shared drinking surfaces at this time

RECESS/LUNCH –

- Kids will not be able to share food or drinks, neither will adults
- Reusable lunch containers are allowed for student lunches
- No microwaving of foods will be happening at this time for students
- Lunch will be the same – with NHS's heading to their regular classes on the primary end and AO will supervise the intermediate kids as usual.
- Hands will need to be washed before snack times as well as before lunch begins at 12:15 – teachers please build this into your plans so that NHS are not left to supervise this (there are only 15 minutes to eat).
- At recess, please make sure you plan time to ensure kids are guided to exits, and respect the transitions of classes around you while you do so
- NHS's – will remind students about remaining physically distanced and to refrain from physical contact between cohorts as necessary outdoors, to help children stay mindful of this aim
- Upon recess/lunch ending – students will line up at their designated spots – they will be marked on the cement at their regular lineup spots
- Staff – please maintain a physical distance from other adults at break time.
 - The staffroom is available for breaks, as is the breakfast space. Please be respectful, and do not simply claim the space, as we can only have so many people in the staffroom at one time – be mindful of the fact that other staff will have to enter the space to get their lunch/warm it etc and be considerate, some may be uncomfortable to enter the space if it is packed to capacity... there are many spaces within the building that can be used for breaks.

ITEMS FROM HOME

- We will not be able to do show and tell, to try to limit the bringing of items from home
- Bags can remain on hooks in classrooms

- Coats and shoes will be kept at marked spots in the boot-room areas

SHARED SUPPLIES VERSUS INDIVIDUAL SUPPLIES

- ipads – will be scheduled for work periods, students will be assigned a specific ipad to use consistently (no sharing) and there will be a daily wipe-down of iPads (if they have been used)
- students will have supplies at the school, students will not share supplies

PHOTOCOPIER ROOM

- Teachers will be assigned a prep from Monday-Friday to allow adults who are assigned to different cohorts to maintain physical distance
- Please do not begin copying after the first bell prior to the start of classes, as you will need to be back to meet your class by the second bell.
- Please do your best to plan your classes to ensure we are not sending kids down to copy a few extras – this could become a traffic/congestion/safety issue
- If you need to print/copy something and have it delivered to your class, please call the office – we can limit traffic in the office in this way

KITCHEN AREA

- Food prep will follow FoodSafe protocols
- Other than handwashing and breakfast club in mornings– this space will be closed to students/classes unless scheduled and approved by AO prior to planned use

FIRST AID MANAGEMENT-

- Our FA attendant is Rob in Room 20 – he is our responder in serious FA situations
- Less serious FA situations can be sent to the office for band-aids, ice packs etc

COUNSELLING

- We share a counsellor with MGA, a requirement is that they will use a mask within our building, if unable to physically distance.
- If situations arise where students require social and emotional supports and the counsellor is not in our building, we have support staff available for this purpose, please call the office and we will make the proper arrangements for their support

FIRE/EMERGENCY PROTOCOLS

- In the event of a fire, please line students up and proceed out your nearest exit, and make your way in an orderly fashion to the front of the gym in the lower grass field, where you will keep your kids in a lineup (primaries towards the playground, intermediates towards the garden), and primary classes will send a runner up to Mrs. Hippisley/intermediates will send a runner to Mrs. Robinson to let us know that all your students have been accounted for/or not

- In the event of an **earthquake**, please drop, cover and wait until the shaking stops and you hear an all clear signal from Jackie, then proceed in an orderly fashion in a distanced lineup out the nearest exit door, to the lower field in front of the gym, again sending a runner up to Mrs. Hippisley to let us know all students have been accounted for.
- In the event of a **lockdown, (code is 9944#, then 9944** again when the system prompts you)
 - please lock and close your doors
 - turn out your lights, close blinds
 - have all students remain silent and out of sight, taking cover
 - teachers take attendance
 - ignore bells and fire alarm.
 - Remain in your rooms until you hear an all clear signal from Jackie

BEFORE/AFTER SCHOOL PROGRAMS

- No after school programming will be offered at this time where cohorts mingle, although activities can be offered if we can keep cohorts separate
- Gitanyow students who participate in after school programs will no longer be able to ride the high school bus, and to support inclusion – we will work with families to ensure that they are able to participate if they want to.
- Gitanyow students will be the only students arriving by 8:25 and will remain after school until apx 3:40 – during these times, we will have them outdoors as much as possible, and maintain physical distancing between cohorts

SURFACE CLEANING –

- Custodian cleans/disinfects high touch surfaces daily, at mid-day and again after students are dismissed
- Each teacher will be supplied with a bottle of cleaning supplies and cloths – these must be placed in spaces where students are unable to access them – ie. They must be locked away.
- **Classroom doors are to remain open** to cut down on number of instances of touching surfaces by multiple individuals

SUPERVISION-

- A supervision schedule for teachers – for their 45 min/week times – please do your best to be on time, bring your jacket with you so there are no times where students are left without supervision

ATTENDANCE

- Please take attendance as soon as you get into your class from handwashing first thing in the morning, and right after lunch.
- Please tape the attendance sheet to the outside of your main door for collection by office staff

BUS

- Students will load the bus from back to front, students must remain in their seats for the duration of the ride. Bus loading/exiting will be done in an orderly fashion, to maintain safe distancing

- Bus seating will group communities consistently to ensure they load/exit the bus from front to back (as fluctuating attendance is an issue, seats are not assigned, but students groupings are consistent with loading/exiting expectations)
- Any horseplay or inability to follow rules will result in termination of bus privileges immediately
- Intermediate students will wear face masks – as we will be unable to bus students home according to cohorts

TTOC CONSIDERATIONS

- If you away/sick and require a TTOC, please indicate clearly on top of your plans if you wish them to refrain from touching your items and working in your workspace.
 - If this is the case, please clearly mark out your workspace on the floor with tape for a visual cue for your TTOC, re: what spaces to avoid
 - Please send your detailed plans directly to me, well before 8:30, so that I have time to print them out and have them ready for your TTOC (I will be outdoors greeting students and performing health checks by 8:30 am each morning)
 - This also ensures your TTOC does not have to look through your daybook to try and piece together your plans/instructions/lessons/act