



Covid-19 Safety Procedures for Building Entry and Occupancy

Updated: February 8, 2021

- Maintain a healthy and safe environment for all students, and employees by minimizing interactions between cohorts
- social distancing when interactions between cohorts cannot be avoided
- If necessary, cohorts can be changed at the beginning of a new quarter, semester or term during the school year
- Provide the services needed to support all children

Students Entering Thornhill Elementary

- If they are ill or have any symptoms, they need to stay home from school. If symptoms develop while they are at school, parents/guardians will be contacted immediately. The student will wait for parent pickup in the first aid room off the main office. When parent/guardian arrives, staff will escort the student to the front entrance where they will meet their parent/guardian outside of the building.
- All students will enter and exit through their assigned mudrooms. They will line up, practicing distancing as they wait to enter the building. 8:55 the warning bell will ring, and students will be let into the building.
- Only use your assigned door, unless there is an emergency situation.
- As students enter the building, they will wash hands/use sanitizer.

Staff Entering Thornhill Elementary

- All staff will enter and exit through the main front doors. Do not enter or go out any other door unless an emergency situation.
- All staff members must sign off on the daily health check located at the sign in table.
- Please wipe down the door handles after you enter and wash your hands/use sanitizer when you enter the building.
- Please limit the time you are in the school building to the hours between 9-3.

Sign in Table. This is required data in the event of a confirmed Covid-19 case.

- Please use your own writing utensil or wipe down the pen before and after use/ use sanitizer before and after use.
- List the areas you intend on occupying and update those areas you did visit when you leave the building.

Public Entering

- Sign will be posted on the door asking any public to call 250- 635-5082.
- Parents will need to make an appointment to enter the school
- All guest/visitors to the building must wear a mask
- Do not enter signs will be posted on all exterior doors.

In the rare case of public access, a sign in and sign out will be required. Public will only be allowed in the front area in these cases.

- Hand sanitizer before entering the school

Physical Distancing

- Signage put up at front doors. Please read and follow the recommendations as set by the BC Health Authority.
- Please maintain at least a 2 metre physical distance between staff.
- Within the cohort physical distancing should be encouraged, but a two metre physical distance does not need to be maintained.
- Desks and tables will be set up, allowing the maximum distancing within the classrooms. Seating will be labeled and students will only sit at their spot while in the classroom
- Physical distancing in the hallway will be followed as much as possible with arrows on the floor identifying 1.5-meter distances. We recognize that maintaining this 1.5 metre distance throughout the day with children is difficult and emphasis will be placed on hand hygiene and no physical contact.

Common Areas/Equipment

- Computer room will be open.
- Libraries will be open with social distancing protocols in place
- Students can keep books in their desk or in book bins that only they use.
- All soft surface items will be removed from or stored out of use in the classrooms.
- Water fountains are closed. Fill station is open with physical distancing practiced.
- Maximum number of students in the bathroom at a time is 3. If there are already 3 in the bathroom, students need to line up outside the bathroom, observing physical distancing.
- Playgrounds will be open.
- Gym equipment cannot be shared
- Classes will be staggered entering and leaving their individual mudrooms to allow for physical distancing, prevent crowding, and prevent physical contact
- **NO** activities should occur in the mudroom other than changing of footwear, removing or dressing in outside clothing, and taking student belongings to class or from school

Student Belongings

- Their area will be deep cleaned after each school day.

- Students will not share food with each other. This includes cupcakes or baked goods for birthdays or other special celebrations.
- Each child will bring a water bottle to school and take it home at the end of the day. The refill station will be used for refilling bottles each day.
- Please do not bring any additional items (toys, etc.) to school unless you have checked with school staff first.

Personal Protective Equipment (PPE)

- **All staff are required to wear masks in all areas of the school, including in individual classrooms while teaching except at the following times:**
 - Sitting or standing at your seat or workstation (desk) in a classroom, only if you can maintain the 2 M physical distancing
 - There is a barrier in place
 - You are eating or drinking
 - You are outdoors, , only if you can maintain the 2 M physical distancing

Classrooms

- All staff must wear a mask (see Personal Protective Equipment section)
- Physical contact should be avoided at all times
- Minimize close, prolonged face-to-face interactions
- Spread out as much as possible in the available space
- Face-to-face seating arrangements should be avoided, where possible
- Students should have consistent seating arrangements, when practical
- Some manipulatives may not be able to be cleaned often or at all (e.g. sand, etc.). These items can still be used, if hand hygiene is practiced before and after use

Physical Education

- Create space between students and staff
- Outdoor activities/programs are encouraged as much as possible
- Staff is required to wear a mask during indoor PE classes, when they cannot maintain 2M physical distancing, and/or no barrier is present
- Teachers should plan activities that DO NOT involve prolonged physical contact. Plans should be adapted to reduce physical contact
- Hands must be washed before and after PE classes

Interacting with Cohorts

- During break times (e.g. recess, lunch), students may want to socialize with peers in different cohorts.
- In elementary schools, students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.
 - 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. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.

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

Break/Lunch

Break and Lunch may be staggered to allow for greater physical distancing.

Shared Spaces

There are a number of spaces within the building that will be shared by multiple cohorts throughout the day. These include the Music/Band Room, the Library, the Computer lab, Learner Support Rooms and the Gym.

Before and after students and adults use these shared spaces, they must wash or sanitize their hands.

Hand Washing/Hygiene

- All staff and students must wash their hands or use hand sanitizer immediately upon entering the building.
- 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. Water bottle fill stations will still be available for student and staff use.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands afterwards.
- Students and staff should wash their hands frequently as well as before eating, after lunch...
- Hand washing should occur:
 - When they arrive at school and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty

- When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom)

Lunchtime

- 11:45 – 12:35 Students will go outside first, then eat their lunch in classroom
- While eating, students cannot be close together or face to face
- Prevent crowding and prevent physical contact

Supervision

- Principal and 2 teaching staff will supervise students in the morning 8:45- 9:00 AM
- Principal and 3 noon hour supervisors will be out at lunch
- Teachers will supervise children during the afternoon break

. All information below is from

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

Symptoms

Watch for symptoms of COVID-19 that can appear up to 14 days after being exposed to the virus.

Symptoms of COVID-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

*Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see Health Link BC's information for [children age 11 and younger](#) and for [people age 12 and older](#).

Symptoms can range from **mild to severe**. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If you only have gastrointestinal symptoms you may not have COVID-19.

What to do if you have symptoms of COVID-19

The [BC COVID-19 Self-Assessment Tool](#) is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19. Testing is especially important for groups that are more vulnerable to complications from COVID-19, or people who care for these individuals. For more information on whether you should be tested, visit our [Testing page](#).

If you develop symptoms, you will need to [self-isolate](#) for a minimum of 10 days so you do not potentially spread the disease to others. [Self-monitor](#) for new symptoms during this period. For more information on what to do if you have COVID-19, if you think you may have it, or believe you may require medical care, visit our [If you are Sick](#) page.

Older people and people with a weakened immune system or underlying medical conditions are considered at higher risk of severe disease. For more, see information for [Priority populations](#).

Can you become sick from someone before they show symptoms?

There have been instances of transmissions before the person became sick or the symptoms were so mild that the person did not know they were sick. However, it is unclear if this contributes to significant spread of the virus in the population. Most people become ill from being in close contact with someone who shows symptoms such as coughing and sneezing, therefore transmitting the virus through droplets. We continuously review the evidence and update information regularly.

