



Cataline Elementary School

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Dear Parents and Guardians,

The staff of Cataline Elementary are excited for the 2020-2021 school year and are looking forward to welcoming students back in September. The September start-up will align with Stage 2 of the Ministry of Education Five stage Framework and is in accordance with the health guidelines for K-12 schools from the Provincial Health Office.

The goal in Stage 2 is to maximize in-class instruction to minimize learning gaps and provide the academic, social and emotional supports essential for learning. To maintain a healthy and safe environment for students, staff, and families, the school is implementing new norms and procedures and important safety measures. The following document outlines a comprehensive plan that is designed to create a safe place to learn and work so our school community can thrive. It is expected that everyone accessing our facility adhere to the new routines and guidelines to the best of their ability so that we can all enjoy a happy and healthy school year.

The following is a working document that will be adjusted accordingly as new or updated information becomes available from the Provincial Health Office or the Ministry of Education. We have outlined the provincial safety guidelines as well as Cataline specific routines and procedures that will be implemented to meet the requirements of the Provincial Health Officer's return to school guidelines and Stage 2 learning framework.

School Start up – In order to orient the students to the new protocols in place this year, we will have students with last names A-M come to school on Thursday, Sept 10th from 8:55-2:55, and students with last names N-Z come for the full day on Friday, Sept 11th. Class lists will be posted outside on the wall at the front of the school. All students will be back in school full time starting Monday, September 14th. Kindergarten students will have interviews arranged for September 10th or 11th and have gradual entry during the week of September 14th. Families will be contacted by a staff member early this week if they have not yet been contacted.

We look forward to meeting you all,

Yvonne Davis – Principal
Kelly Glen – Vice-Principal

**Cataline Elementary Site-Based Response
New Norms, Routines and Procedures 2020**

SICK OR SHOWING SIGNS OF ILLNESS

PROVINCIAL GUIDELINES

❖ There will be strict enforcement for all employees and students to stay home when sick.

❖ Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a child has any symptoms, they must NOT go to school.

❖ Staff and other adults must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. If staff or any adult has any symptoms, they must not enter the school.

❖ Students or staff may still attend school if a member of their household has cold, influenza, or COVID19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.

❖ Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider

CATALINE GUIDELINES

- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. See the next page for **Daily Health Check** for things to look for.
- Those unsure of if they or their child should self-isolate or be tested for COVID-19 should use the [BC COVID-19 Self-Assessment Tool](#) or contact 8-1-1.
- Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms must stay home, self-isolate and be assessed by a health-care provider.
 - Parents are asked to call the school in the morning if you are keeping your child home due to illness
 - Staff will follow normal school district procedures for calling in an absence

- If your child becomes sick at school the parent / caregiver will be called immediately for the child to be picked up as soon as possible. Your child will be placed in the medical room and/or separated from others where they can be monitored and wait comfortably until they are picked up.
 - Parents are asked to make sure their emergency contact numbers are up to date
 - Parents who work during school hours are asked to have back-up plan for their child in case of illness (i.e. a family friend or relative who can pick up or look after your child on short notice)
 - Administration will err on the side of caution and call parents immediately if there is any concern that your child may be sick.

- In the event of a COVID-19 related illness at Cataline Elementary:
 - Areas of exposure will undergo a deep clean to ensure safety standards are maintained.
 - Public Health Staff identify and notify close contacts of a confirmed case.

Appendix B: Daily Health Check Example

The following can be used as an example of a tool that can be used for parents and caregivers to complete prior to their child coming to school. It should be adapted if used for school staff and visitors.

Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
Abdominal pain	YES	NO	
Skin rashes or discoloration of fingers or toes	YES	NO	
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

*Check BCCDC's [Symptoms of COVID-19](#) regularly to ensure the list is up to date.

If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



PERSONAL HYGIENE AND CLEANING

PROVINCIAL GUIDELINES

❖ Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness.

❖ Everyone should practice diligent hand hygiene by washing hands frequently with plain soap and water for at least 20 seconds. Parents are encouraged to help their children to practice diligent hand hygiene.

❖ Non-Medical Masks - Wearing a non-medical mask or face covering within schools is a personal choice for students and adults.

❖ Non-medical masks may be useful when physical distance cannot be consistently maintained and the person is interacting with people outside their Learning Group for an extended period of time.

❖ Those that choose to wear non-medical masks must still seek to maintain physical distance from people outside their Learning Group

❖ There must be no crowding or gathering of people from different Learning Groups even if masks are worn.

❖ Gloves – Diligent handwashing is the most effective and preferred strategy in a school.

CATALINE GUIDELINES

To ensure diligent handwashing:

- Staff will teach and **reinforce proper** handwashing practices with their students and assist younger students with hand hygiene as needed. Staff to adhere to same procedures as students
- Regular and consistent handwashing will be a part of our daily routine (upon arrival, before and after breaks, before and after eating, before and after using playground equipment, after using the toilet, before and after handling common resources or supplies, and each time we enter a classroom).
- Hand sanitizer will be available where there is no running water.
- Students who wish to wear a mask, are welcome to bring one from home. Should students choose to wear a mask they will be expected to use them appropriately and for their intended purpose.
- If a child becomes ill at school, they *may* be asked to wear a mask when they are being isolated from other staff and students waiting for pick up.
- Staff working outside their Learning Group will be required to wear a mask **if physical distancing can not be maintained**

- Regular cleaning of high touch areas will occur throughout the day with deep cleaning every evening
- Staff will assist in regular clearing of high touch areas in classrooms

PHYSICAL DISTANCING

PROVINCIAL GUIDELINES

- ❖ Physical distancing and not gathering in large crowds is an important infection prevention control measure.

CATALINE GUIDELINES

- Adults on site will continue to adhere to physical distancing guidelines of 2 metres wherever possible.
- Physical distancing is challenging in a K-7 school setting, particularly with younger students. While we will expect children to adhere to this expectation, however our focus with the younger children will be on minimizing physical contact. Older students will seek to maintain a safe physical distance whenever possible.
- Avoid close greetings (e.g., hugs, handshakes)
- Teachers will utilize outdoor learning more frequently
- Each learning cohort will have dedicated entrance/exit doors
- Spacing markers will be utilized for high congestion areas such as in the bathrooms/sinks/office.

LEARNING GROUPS

PROVINCIAL GUIDELINES

- ❖ The Provincial Health Officer has recommended the use of learning groups of 60 students and staff in elementary school.
 - ❖ Learning Groups help to reduce the number of close, in-person interactions, thereby reducing potential exposure and ensuring quicker contact tracing by health authorities.
 - ❖ The Learning Groups allow for most students to receive in-person learning and other social opportunities in a close-to-normal school environment.
 - ❖ Within the Learning Group minimized physical contact is required, but physical distancing does not always need to be maintained.

- ❖ Outside of a Learning Group physical distancing will remain the expectation.
- ❖ Extracurricular activities involving students interacting outside of their Learning Groups will require appropriate physical distancing and may not be permitted if appropriate safety precautions cannot be implemented and maintained.
- ❖ Students from different cohorts may be required to be together to receive beneficial social supports, programs, or services (i.e. learning support, the breakfast program). Within these supports it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support or service continues. Unless they are part of the same Learning Group, staff and other adults should maintain physical distance from each other at all times. This includes during break times and meetings.

CATALINE GUIDELINES

- Students will be assigned to a Learning Group (cohort) of approximately 60 students. Your child's Learning Group will be composed of your child's class and one other class in the school. Teachers will communicate with students and parent which Learning Group their child is in. Teachers will communicate with parents in a timely fashion if their Learning Group should change.
- Learning Groups will primarily be built around considerations regarding the physical space (i.e. avoiding two different learning groups passing each other in the hallway during the transition to and from break times) and social dynamics (i.e. peer groups and sharing space on our playground during break times, opportunity to expand peer interaction to enhance learning).
- Your child will stay with their learning group during break times (recess and lunch) and for other school activities that involve more than one classroom (i.e. buddy classes, skating, band, etc).
- Teachers will limit the sharing of items as much as practical
- Students will have a pencil case with their own writing and cutting utensils
- Technology will be shared between learning groups it will be disinfected before sharing between students.
- Students who require learning assistance will be provided support by a staff member assigned to their Learning Group wherever possible. Anyone interacting outside their Learning Group will practice physical distancing.
- Teachers and Education Assistants will be assigned to a Learning Group and stay with this learning group throughout the day as much as practical.
- Prep and Supervision schedules will be built around the teachers in these Learning Groups. The school will make every effort to minimize staff interacting outside of their learning group as much as possible.
- If a teacher or EA is interacting outside of their designated Learning Group they will physical distance
- Each Learning Group will have a designated space to play at recess and lunch with their Learning Group.

- Each Learning Groups' play area will alternate daily.
- Pick-up times – to avoid large crowds at the end of the day we request that parents pick up Kindergarten – grade 3 students at 2:50 at a prearranged meeting spot arranged by parents. Grade 4-6 students will be ready for pick up at 2:58. Bus students will be escorted to the bus by a staff member.
- Bus student will be expected to load their bus immediately.
- Students will not be permitted to play on the playground or socialize on school grounds with their peers during the after-school dismissal routine
- Shared Bathrooms – Learning Groups will be assigned to bathrooms. Classrooms who are sharing a bathroom with people outside of their Learning Group will be provided with a bathroom schedule.
- Students will not be denied the use of the washroom. The bathroom schedule will be used as a means to limit the number of students in a confined space. If a child is having a bathroom emergency, they will be permitted to use the washroom.
- Teachers will help to encourage students to plan to use the washroom during their designated times.
- Floor markers will be used to help students know where to stand while waiting to use the sink.

VISITORS TO THE SCHOOL

The staff of Cataline Elementary believe it is important to have a warm and welcoming school with open lines of communication. During this difficult time the staff will do their best to remain available and reachable for parents. Unfortunately, for safety reasons it is important that we limit visitor access to the school. We appreciate careful attention to the following protocols:

- ✓ Parents and caregivers are asked to arrange for a spot outside the school to drop-off and pickup their children.
- ✓ Parents are asked to call ahead of time where possible to make an appointment to meet with a teacher or administration so that the appropriate time and space can be arranged.
- ✓ Parents visiting the school MUST use the front entrance and report directly to the office where they will be assisted by a staff member.
- ✓ Visitors / Parents are not to bypass the office and go directly to their child classroom.

STUDENT TRANSPORTATION

PROVINCIAL GUIDELINES

- ❖ Buses will be available to transport students to and from school.
- ❖ Buses will be cleaned in accordance to recommendations set by the Centre for Disease Control
- ❖ Implement strategies (masks) where practical to reduce the number of close in-

person interactions between students not in the same Learning Group or household

CATALINE GUIDELINES

- Buses will be available to transport students to and from school.
- We encourage private vehicle use where possible to decrease transportation density
- Students from the same household will be encouraged to share seats
- Students riding the bus must register with the school
- No food or drink will be permitted on busses

COMMUNICATION AND ENGAGEMENT OF LEARNING

- Monthly newsletters will be sent out on the first Friday of the month
- Staff engagement: Weekly memo and monthly staff meetings either in the gym to ensure physical distancing or on zoom
- Teachers may send monthly letters and will use day planners, phone calls home, email
- How PAC meetings will be conducted is to be determined

Principal and vice-principal can be reached by phone or email.

Principal - yvonne.davis@sd27.bc.ca

Vice-principal - kelly.glen@sd27.bc.ca

REFERENCES AND SUPPORTING DOCUMENTS

[COVID-19 Public Health Guidance for K-12 School Settings](#)

[K-12 Education Re-Start Plan](#)

[WorkSafe BC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation](#)

[COVID-19 Self Assessment Tool](#)