



Forest Grove Elementary Return to School Plan for Fall 2020

The staff of Forest 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 will be in accordance with the health guidelines for K-12 schools from the Provincial Health Office. To ensure a successful school year for our students the school has also developed the necessary plans to be able to shift between stages if required and for any students who may need to self isolate or quarantine.

A. Our Goals

Our goals in Stage 2 are 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 and infection prevention control measures. 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.

** We are asking that parents help us in teaching and reinforcing the hand washing, physical distancing measures and other expectations outlined in this document.*

B. Forest Grove Elementary School Overview

Forest Grove Elementary is a K-7 elementary school with 82 students registered for the fall of 2020. We have two primary classrooms and two intermediate classrooms for a total of four classroom divisions. We also have a Strong Start school of approximately 15 students that is in session Tuesday and Thursday mornings. Approximately one half of our student body comes to school via school bus while the other half either walks to school or is dropped off by parents. We have a large outdoor area with two playing field and two sets of outdoor play equipment that are well separated. Our school has 3 entrance doors to our main hallways.

C. Personal Measures (Staff and Students)

The BCCDC guidelines for schools are firm. If a student, staff member or any other adult has any symptoms of a cold, influenza, COVID-19, or any other infectious respiratory disease, **they must not enter the school.**

Students, staff members and any other adult must stay home and self-isolate if they have:

- Symptoms of COVID-19
- Travelled outside Canada in the last 14 days
- Been identified as a close contact of a confirmed case or outbreak

i) Sick or Showing Symptoms of Illness: “Stay home when sick”

Parents and caregivers will be responsible for ensuring their children are symptom free each day before sending them to school. This means assessing their children daily for symptoms of cold, influenza, COVID-19, or other infectious respiratory disease.

Parents are asked to call the school in the morning if you are keeping your child home due to illness.

** See the last page of this document for a “**Daily Health Check**” guide.*

General Guidelines for Signs of Illness

- Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-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.

If a child becomes sick at school

- The parent or guardian will be called immediately for the child to be picked up as soon as possible. Administration will err on the side of caution and call parents immediately if there is any concern that your child may be sick.
- The student will be provided with a non-medical mask if they don't have one (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
- 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).
- Parents will be asked to seek assessment of their child by a health-care provider.
- Students are expected to stay home until COVID-19 has been excluded and symptoms have resolved.

Staff/Adults

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. Staff will follow our usual School District #27 procedures for calling in an absence.

In the event of a COVID-19 related illness at Forest Grove Elementary:

- Areas of exposure will undergo a deep clean to ensure safety standards are maintained.
- Public Health Staff will be called upon to notify close contacts of a confirmed case.

ii) Hand Washing / Hygiene

- Every person will go to a washroom or sink to wash their hands immediately after entering the building. Hand sanitizing will also be acceptable, but hand washing will be preferred.
- Staff will teach and reinforce proper handwashing practices with their students and assist younger students with hand hygiene as needed. Staff will adhere to same procedures as students by making handwashing a regular practice throughout the day.
- 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 sanitizing stations will also be located in a variety of locations around the building so students, staff and visitors can easily access them.

iii) PPE (Personal Protective Equipment)

a) Non-Medical Masks

- Non-medical masks or face coverings are required for all staff when they are in high traffic areas (e.g. hallways, common areas, school buses) and anytime they are outside of their classroom or learning group and physical distance cannot be maintained (e.g. specialist teachers or EAs working in close proximity to students across learning groups).
- Parents and other visitors in the school (or staff crossing cohorts) will wear masks or face coverings as well as physically distance.
- Non-medical masks are not recommended for elementary school students due to the increased likelihood they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff). No student needs to wear a non-medical mask if they do not tolerate it.
- The school will have non-medical masks on hand:
- The school will provide up to two re-usable non-medical masks for each student in the school *if requested*.
- Each staff member will be provided two re-usable non-medial masks.
- Staff working outside their Learning Group will be required to wear a mask if physical distancing is not possible.

b) Gloves

- Gloves will be available for staff and students for activities that would normally be used in their regular course work (i.e. medical attendant, picking up garbage off the playground).

iv) Physical Distancing, Minimizing Physical Contact & Maximizing Personal Space

Reducing the number of close, in-person interaction an individual has in a day continues to be a key component in BC's strategy to prevent the spread of COVID-19.

- Adults on site will practice 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 do their best to maintain appropriate physical distancing, our focus with the younger children will be on minimizing physical contact. Older students will seek to maintain a safe physical distance whenever possible.
- Teachers will be encouraged to look for outdoor learning opportunities where possible.
- Physical distancing (2m) for elementary students when interacting with peers *outside* of their learning groups while indoors.
- Outdoors is a lower risk environment than indoors, and our aim is to minimize contact between students.
- The school will plan to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day.
- Students and staff will be spread out as much as is practical to do so and strategies that prevent crowding will be implemented (staggered recess, lunch and dismissal and assigned entry/exit doors).
- Teachers will model alternate ways to greet each other (such as waving) and how to avoid close greetings such as hugs and handshakes.
- Teachers will educate students on the importance of maintaining personal space during a pandemic.
- We will not be holding whole school assemblies. Instead, student recognition and other whole-school communications will be done within Learning Groups and within individual classrooms to communicate whole school messages. We will also make use of our P.A. system to make school-wide announcements.
- Teachers and EAs interacting outside their Learning Group and itinerant teachers (i.e. school counselor, band teacher, school specialists) will maintain physical distancing and will wear masks when closer contact is unavoidable.
- Substitute teachers will wear a face mask when they are in the school and interacting with students or staff.
- Teachers will teach and model the flow of traffic in common areas (i.e. walk on the right side of the hallway).

D. Administrative Measures

i) Learning Groups (Three Cohorts)

Our school will be divided into two cohorts:

- a) Cohort #1: a primary cohort of 36 students (divisions 1 & 2) and
- b) Cohort #2: an intermediate cohort of 46 students (divisions 3 and 4)
- c) Cohort #3: Strong Start (teacher, students and parents)

** Staff will be designated as belonging to one of the three cohorts.*

Students and staff interacting within a Learning Group will *minimize* physical contact. Within a classroom setting or when interacting with a Learning Group (i.e. during recess and lunch) physical distancing does not need to be maintained, therefore, the classroom setting will look much the same as normal.

ii) School Arrival and Departure

Arrival

Some of our students will walk to school, some will be dropped off by parents while others will come and go via school buses. Parent drop off and pick up by private vehicle is encouraged to reduce the number of students riding the school bus.

All students arriving at the school will enter and exit via their designated doorways and will wash their hands upon entry.

School start and finish times for our Strong Start class are staggered from the K-7 classroom schedule. Strong Start students will enter and exit through their rear classroom door which opens directly to the outside.

Bus Departure After School

We have three separate bus line-ups for after school pick up. Each line-up will be separated into two cohorts for after school bus pick up.

iii) Recess and Lunch Breaks *(may be revised in the upcoming days)*

Staggered recess breaks are not deemed necessary as our school grounds are large enough to provide adequate space for physical spacing.

Students will take lunch break outside for the first 25 minutes then come inside for the remaining 20 minutes (into their individual classrooms) to eat their lunches.

iv) School Visitors

We believe it is important to have a warm and welcoming school with open lines of communication. Having said that, due to safety concerns we will be limiting visitor access to the school at this time.

We appreciate careful attention to the following protocols by any visitor to the school:

- Parents wanting to come into the school 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 Mr. Doolan or another staff member.
- Visitors / Parents are not to bypass the office and go directly to their child classroom.
- Visitors to the building will be expected to wear a face mask and to physical distance from others.
- Parent volunteers may be used to help us carry out our breakfast program (see next paragraph).

v) Food Program (Breakfast and Hot Lunches)

a) Breakfast

Mrs. McKean, one of our Educational Assistants, or another staff member with Food Safe Certification will be overseeing our breakfast snack program that will take place each morning. Since this program has relied on parent volunteers in the past, we will be coordinating this program with our CPAC committee and one or more of their volunteers may be involved in helping us deliver this important program. Any parent volunteer involved in this program will have to undergo an orientation with Mr. Doolan and will be directed by Mrs. McKean to ensure that all Food Safe procedures are followed. All volunteers will wear a face mask when in the building. All individuals involved in our food program will wear a face mask and wear gloves when handling food.

PLEASE NOTE THAT WE ARE NOT PLANNING TO HAVE OUR BREAKFAST PROGRAM IN OPERATION DURING OUR FIRST WEEK BACK TO SCHOOL while we work out the specific details of this plan.

b) Hot Lunch Program (TBA - to be discussed and coordinated with CPAC)

E. Environmental Measures

i) Cleaning and Disinfecting

- Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces.
- General cleaning and disinfecting of the premises at least once every 24 hours (including items that only a single student uses such as an individual desk)
- Cleaning and disinfecting of frequently touched surfaces at least twice every 24 hours (doorknobs, toilet handles, shared tables, etc), including at least once during regular school hours.
- There is no evidence that COVID-19 is transmitted via textbooks or other paper-based products.
- There school will receive extra custodial time to help with cleaning frequently touched surfaces.
- Staff will have access to cleaning products to clean the hard surfaces in their classroom as needed.
- Frequently touched areas will be cleaned at least twice per day.
- The whole school will be cleaned after students have gone home.
- If a child is ill at school extra measures will be implemented to deep clean areas that the student was recently in.

ii) Bathrooms

Because we only have one “boys’ and one “girls” student washroom available at Forest Grove Elementary, it will not be possible to completely segregate our two student cohorts in the bathrooms. Each washroom has 3 separate toilet stalls so it will be possible to accommodate up to 3 students at one time with adequate physical separation.

Teachers will limit the number of students in their classroom using the washroom at the same time (i.e. one student may leave for a washroom break at a time). Students will be expected not to linger or socialize in bathrooms. They will be expected to leave the bathroom immediately after they are finished and have washed their hands. We may designate washroom stalls to each cohort if staff deems this appropriate.

iii) Limited Sharing of Items

- Teachers will limit the sharing of items as much as is practical.
- Students will have their own writing and cutting utensils and keep these separate from others.
- Technology (computer tablets) will be shared between learning groups so the classroom teacher will disinfect technology before each use.

iv) Traffic Flow

- Assigned Doors - Classrooms will be assigned a door that they will use to enter and exit the building. Classrooms will utilize fire exit doors where possible.
- Hallway Traffic and Use - while in the hallway students and staff will walk on the right side of the hallway and do their best to maintain space between any individuals walking in the opposite direction. Staff will teach and will model appropriate hallway etiquette.

F. Communication Measures

- We will make use all means within our ability to communicate to parents and caregivers. We will communicate via telephone, e-mail, newsletters, teacher memos, notes in student planners, and we will keep our school web site (forestgroveelementary.ca) as up to date as possible. Some teachers may arrange with parents to communicate via Facebook if that is mutually agreeable.
- CPAC meetings will be held at their regular monthly times in our school gymnasium. All attendees will wash hands upon entry and physical distance throughout the meeting.
- IEP Meetings will be scheduled as usual. Attendees will wash hands prior to the meeting and physical distance or wear masks if distancing is not possible.

G. Continuity of Education Plan

- In the event that we are required to Switch to Stage 3, the school will implement a hybrid model of education similar to what we did in this spring of this year.
- In the event that a student is required to isolate or quarantine, the classroom teacher will provide schoolwork for the duration of the quarantine so that the child is not behind in their course work. If a student is ill and cannot complete their schoolwork they will not be penalized.

References and Supporting Documents:

<i>Link</i>	<i>Web Site</i>
<u>COVID-19 Public Health Guidance for K-12 School Settings</u>	<u>http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf</u>
<u>Provincial COVID-19 Health & Safety Guidelines for K-12 Setting</u>	<u>https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf</u>
<u>K-12 Education Re-Start Plan</u>	<u>https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf</u>
<u>WorkSafe BC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation</u>	<u>https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs</u>
<u>COVID-19 Self Assessment Tool</u>	<u>https://bc.thrive.health/</u>

* Daily Health Check (see next page)

Daily Health Check

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 (see previous page) to determine if you should be tested for COVID-19.