

Horsefly Elementary/Junior Secondary School

September 2020 Return to School

COVID-19 Safety Measures, Routines & Procedures

The staff of Horsefly Elementary/Junior Secondary School 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. 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.

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 and infection prevention control 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. Part 1 outlines the broad safety measures that will be implemented in schools across the province. Part 2 outlines site 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.

Contents

- Personal Measures..... 3
 - Sick or Showing Symptoms of Illness 3
 - Hand Hygiene 4
 - Personal Protective Equipment 5
 - Physical Distancing & Minimizing Physical Contact & Maximizing Personal Space..... 6
- Administrative Measures 8
 - Learning Groups 8
 - Visitors to the School 9
 - Food 10
 - Student Transportation..... 10
- Environmental Measures 11
 - Cleaning & Disinfecting 11
 - Bathrooms..... 11
 - Limit Sharing 12
 - Traffic Flow..... 12
- Communication and Engagement..... 13
 - Parent Communication 13
 - PAC Meetings 13
 - IEP Meetings **Error! Bookmark not defined.**
 - Continuity of Education Plan 13

Personal Measures

BC Health Officer Recommended
Return
to School Guidelines

Horsefly Elementary/Junior Secondary
Site-Based Response
New Norms, Routines and Procedures

Sick or Showing Symptoms of Illness

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.

Any student, staff or other person within the school who has travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers.

We thank you for your careful attention to the following:

- 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 attached **Daily Health Check** for things to look for (found at end of document).
- 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 should 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

	<ul style="list-style-type: none"> ○ 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 be cautious and call parents immediately if there is any concern that your child may be sick. <ul style="list-style-type: none"> ● In the event of a COVID-19 related illness at Horsefly Elementary/Junior Secondary: <ul style="list-style-type: none"> ○ Areas of exposure will undergo a deep clean to ensure safety standards are maintained. ○ Public Health Staff will identify and notify close contacts of a confirmed case.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Hand Hygiene

<p>Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness.</p> <p>Everyone should practice diligent hand hygiene by washing hands frequently with plain soap and water for at least 20 seconds.</p> <p>Parents are encouraged to help their children to practice diligent hand hygiene.</p>

<p>Handwashing will part of our day and will be taught and modeled by staff.</p> <ul style="list-style-type: none"> ● Everyone entering the school will be required to wash hands or use hand sanitizer upon arrival ● Staff will teach and reinforce handwashing practices with their students and assist younger students with hand hygiene as needed ● 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, after handling common resources or supplies). ● The school will maximize classrooms with sinks for additional hand washing. Hand sanitizer will be available. ● Classes will have designated sinks for hand washing at high traffic times such as: arrival at school, departure from school, beginning and end of recess/lunch times. Teachers and supervising staff will develop routines with students for these time periods.

Personal Protective Equipment

Non-Medical Masks

Non-medical masks or face coverings are required for all staff and all middle and secondary school students 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)

Exceptions will be made for individuals who cannot wear masks for medical reasons.

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.

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.

Those that choose to wear non-medical masks must still seek to maintain physical distance from people outside their Learning Group should these circumstances arise.

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

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*. Non-medical masks are not recommended for elementary school students.
- Should students choose to wear a mask they will be expected to use them appropriately and for their intended purpose.
- Each staff member will be provided 2 re-usable non-medical masks
- Staff working outside their Learning Group will be required to wear a mask if physical distancing is not possible

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).

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.

In Stage 2, members of the same learning group must minimize physical contact. There are significant academic, social and emotional benefits of providing more students with more in-class learning time in a closer to normal learning environment - minimizing learning gaps, increasing peer interaction and support, decreasing feelings of isolation.

Physical distancing (2m) for students when interacting with peers *outside* of their learning groups while indoors.

Outdoors is a lower risk environment than indoors.

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

- As total school enrollment is below the PHO recommended size for learning groups in elementary schools (60), the whole school forms one learning group.
- Students and staff interacting within a Learning Group will *minimize* physical contact. Within a classroom setting or when interacting with your 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.
- Students and staff will be spread out as much as is practical to do so and strategies that prevent crowding will be implemented (staggered dismissal when necessary and assigned entry/exit doors).
- Adults on site will continue to adhere to physical distancing guidelines of 2 meters wherever possible.
- Teachers will model alternate ways to greet each other and how to avoid close greetings (e.g., hugs, handshakes).
- Teachers will educate students on the importance of maintaining personal space during a pandemic.
- Teachers will utilize outdoor learning more frequently.
- Teachers and support staff interacting outside their Learning Group and itinerant teachers (i.e. school counselor, school specialists) will maintain physical distancing.
- Classes will have designated entrance and exit doors.
- Teachers will teach and model the flow of traffic in common areas (i.e. walk on the right side of the hallway; distancing while waiting in line)
- Grade 6-8 students will continue to have access to lockers for storage of personal belongings as we have ample space and few students.

- | | |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• Grade 8 students will continue to have access to off campus privileges (visiting the store) with parental permission. Students should adhere to regular handwashing routines before/after leaving the school and before/after eating and to avoid sharing purchased food/drink. |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Administrative Measures

BC Health Officer Recommended
Return
to School Guidelines

Horsefly Elementary/ Junior Secondary
Site-Based Response
New Norms, Routines and Procedures

Learning Groups

The Provincial Health Officer has recommended the use of learning groups of *approximately 60 students* 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.

Students can socialize with peers in different Learning Groups if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.

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 Learning Groups may be required to be together to receive beneficial social

Learning Groups – As total school enrollment is under 60 students, the entire school forms one learning group.

- Where students receive support from itinerant staff (school counsellor, learning support teacher) they will practice physical distancing or other measures such as plexiglass barriers may also be implemented.

Recess and Lunch – As the school forms one learning group, recess and lunch will remain as normal with increased emphasis on distancing in eating spaces.

Play Areas – As a rural school we have ample play space for our number of students. Students will be encouraged by supervising staff to utilize the playground and field space to its full extent. Outside play will be encouraged as much as weather allows.

School Arrival/Dismissal – As the school forms one learning group, school arrival and dismissal procedures will remain the same. Students will be dismissed by class as per the regular bell schedule. After classroom hand washing routines, students will proceed to load the bus or be picked up by vehicle.

supports, programs, or services (i.e. learning support, the breakfast program). Within these supports it is expected that Learning Groups 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.

Visitors to the School

Visitor access during school hours prioritized to those entering to support activities that benefit student learning and well-being

The staff of Horsefly Elementary/Junior Secondary 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 the office 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.
- All visitors are asked to adhere to school site handwashing/sanitizing practices upon building entry.

Food

Schools will continue to provide food services where needed. Food prepared within the school for consumption by people other than those who prepared it will follow WorkSafe BC protocols in addition to normally implemented food safety measures (e.g. FOODSAFE trained staff).

Horsefly Elementary/Junior Secondary will continue to offer food programs to the best of their ability while adhering to the safety protocols.

- **Fruit & Veggie Program** –Fruit and veggies will be delivered to classrooms for students to access through their teacher at regular snack times.
- **Farm 2 School Program** – TBA. We will see if modification can to made to continue to offer this service.
- **Sharing & Bake Sales** - Students will not share lunch items or homemade food items at this time (i.e. lunch treats, birthday treats or bake sale items). Students should also refrain from sharing of drinks or snacks purchased off the school campus.

Student Transportation

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

Middle and secondary students are required to wear non-medical masks

Implement strategies where practical to reduce the number of close in-person interactions between students not in the same Learning Group or household

Buses will be available to transport students to and from school.

- Students in grade 7 and 8 will wear masks on the bus.
- Students will sit with household members as much as possible.
- Where possible students will be assigned individual seats.
- We will encourage private vehicle use where possible to decrease transportation density

Environmental Measures

BC Health Officer Recommended
Return
to School Guidelines

Horsefly Elementary/Junior Secondary
Site-Based Response
New Norms, Routines and Procedures

Cleaning & 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 (door knobs, 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.

The school will have enhanced cleaning and disinfecting protocols and implement procedures and routines that will help to reduce frequently touched areas.

Increase Cleaning & Custodial Time

- 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 the areas they were in.

Bathrooms

Physical distancing (2m) for elementary students when interacting with peers *outside* of their learning groups while indoors.

We have multiple washrooms in our building for student use.
Each class will have a designated washroom for use, as normal.

- Washrooms should have no more than 2 students present at a time.
- Floor markers will be used to help students know where to stand while waiting to use the sink.
- Teachers will use a tracking system and limit the number of students in their classroom using the washroom at the same time (i.e. one student in the washroom at a time).

	<ul style="list-style-type: none"> ○ Students will not be allowed to socialize in the washroom.
<p>Limit Sharing</p>	
<p>Limit sharing and frequent touch areas where possible.</p>	<ul style="list-style-type: none"> • Teachers will limit the sharing of items as much as practical. • Students will have a pencil case with their own writing and cutting utensils. Students in Grade 6-8 will have access to lockers to store personal items.
<p>Traffic Flow</p>	
	<ul style="list-style-type: none"> • Assigned Doors - Classrooms will be assigned a door that they will use to enter and exit the building. • Hallway Traffic and Use - while in the hallway students and staff will walk on the far right side of the hallway and do their best to maintain space between any persons coming in the opposite direction. Hallways will be cleared of extra furniture and items as much as practical. Staff will model and teach hallway etiquette.

Communication and Engagement

Horsefly Elementary/ Junior Secondary Site-Based Response
New Norms, Routines and Procedures

Parent Communication

Newsletters – a school newsletter will be posted every week. A paper or digital copy (as per parental request) is sent home and it is posted on the school district website under Horsefly Elementary School.

Teacher Memos – teachers will provide parents with specific information regarding schedules and any new routines that their students will be following within the classroom at the beginning of the school year.

Office Communication – Any questions regarding Health and Safety, COVID Protocols, scheduling of meetings with any school staff and general school-based inquiries must be directed through the office.

Meetings

PAC Meetings – PAC meetings will be scheduled as usual. Adults will physically distance at meetings. The option to join in the meeting through a virtual platform will be offered.

IEP Meetings - Meetings will be scheduled as normal. Adults will physically distance at the meetings.

Continuity of Education Plan

If Required to Switch to Stage 3:

-the school will implement a hybrid option close to what happened in the spring

In the Case That a Student is Required to Isolate or Quarantine:

-teachers will provide schoolwork for the duration of the quarantine so that the child is not behind in their course work.

-if the child is ill and cannot complete schoolwork, they will not be penalized

References and Supporting Documents:

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

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.

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

[Provincial COVID-19 Health & Safety Guidelines for K-12 Setting](#)

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

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

[COVID-19 Self Assessment Tool](#)