



Lac La Hache Elementary School

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September 2020 Return to School COVID-19 Safety Measures, Routines & Procedures

The staff of Lac La Hache Elementary 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 health 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.

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Personal Measures	
BC Health Officer Recommended Return to School Guidelines	Lac La Hache Elementary Site- Based Response New Norms, Routines and Procedures
Sick or Showing Symptoms of Illness	
<p>There will be strict enforcement for all employees and students to stay home when sick.</p> <p>Parents and caregivers must <u>assess their child daily</u> 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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>We thank you for your careful attention to the following:</p> <ul style="list-style-type: none"> • Parents and caregivers must <u>assess their child daily</u> 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. • 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 <ul style="list-style-type: none"> ○ 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 Learning Support room and/or separated from others where they can be monitored and wait comfortably until they are picked up.

<p>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.</p>	<ul style="list-style-type: none"> ○ 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 be cautious 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 Lac La Hache Elementary: <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.
<h2>Hand Hygiene</h2>	
<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 be 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 hand-washing 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 where there is no running water.

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

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.

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

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.

- The whole school forms one learning group as the entire school population is below the PHO recommended elementary schools learning group size (60).

In Stage 2, members of the same learning group must minimize physical contact. There is 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 elementary 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.

- Students and staff interacting within a learning group will minimize physical contact.
- Physical distancing does not need to be maintained in a learning group; therefore, the classroom setting, recesses and lunch breaks will look much the same as normal.
- Students and staff will be spread out as much is practical to do so and strategies that prevent crowding will be implemented (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.
- Itinerant teachers at the school (i.e. school counselor, band teacher, school specialists) will wear masks when physical distancing cannot be maintained with students and/or staff.
- Teachers will teach and model the flow of traffic in common areas (i.e. walk on the right side of the hallway).

Administrative Measures

BC Health Officer Recommended
Return
to School Guidelines

Lac La Hache Elementary 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 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.

Learning Groups – The entire student population of Lac La Hache Elementary School is under 60 students and will be considered a learning group.

Regular Recess and Lunch - As the school forms one learning group, the school will continue to have regular recess and lunch times with increased emphasis on distancing.

Play Areas – due to our small population and ample play space, all students will have access to all play areas as they have in the past.

School Arrival/Dismissal – As the school forms one learning group, school arrival and dismissal procedures will remain the same as in the past. All students will be dismissed at 2:00 pm. Bus students will be expected to load their bus immediately.

Visitors to the School

<p>Visitor access during school hours prioritized to those entering to support activities that benefit student learning and well-being</p>	<p>The staff of Lac La Hache 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:</p> <ul style="list-style-type: none"> • 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 and visitors to the school MUST ring the doorbell at the front entrance and wait to be assisted by a staff member.
<p>Food</p>	
<p>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).</p>	<p>Lac La Hache Elementary will continue to run their food programs to the best of their ability while adhering to the safety protocols.</p> <ul style="list-style-type: none"> • Meals Program – Our weekly breakfast and lunch program will continue as in the past (depending on the availability of parent volunteers). Days of the week are to be determined. • Fruit & Veggie Program – We will no longer have a communal fruit and veggie bowl in the hallway. Instead, fruit and veggies will be delivered to classrooms for students to access through their teacher. • 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).

Student Transportation	
<p>Buses will be available to transport students to and from school.</p> <p>Buses will be cleaned in accordance to recommendations set by the Centre for Disease Control</p> <p>Middle and secondary students are required to wear non-medical masks</p> <p>Implement strategies where practical to reduce the number of close in-person interactions between students not in the same Learning Group or household</p>	<p>Buses will be available to transport students to and from school.</p> <ul style="list-style-type: none"> • Students will sit with household members as much as possible. • We will encourage private vehicle use where possible to decrease transportation density • Additional information regarding busing will be provided directly to parents

Environmental Measures	
<p>BC Health Officer Recommended Return to School Guidelines</p>	<p>Lac La Hache Elementary Site- Based Response New Norms, Routines and Procedures</p>
Cleaning & Disinfecting	
<p>Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces.</p> <p>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)</p> <p>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.</p> <p>There is no evidence that COVID-19 is transmitted via textbooks or other paper-based products.</p>	<p>The school will have enhanced cleaning and disinfecting protocols and will implement procedures and routines that will help to reduce frequently touched areas. We will implement traffic flow patterns.</p> <p>Increase Cleaning & Custodial Time</p> <ul style="list-style-type: none"> • 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 in which they occupied.

Bathrooms

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

We have two washrooms in our building for student use. Efforts will be made to limit the number of students in the washroom at one time. If a child is having a bathroom emergency, they will be permitted to use the washroom. Students will not be denied the use of the washroom.

- 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).
- Students will not be allowed to socialize in the washroom.

Limit Sharing

Limit sharing and frequent touch areas where possible.

- Teachers will limit the sharing of items as much as practical.
- Students will have their own school supplies
- Students in the grade 3-7 class will be assigned a computer so that sharing is not necessary.
- Laptops and iPads will be disinfected after use

Traffic Flow

- **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 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	
Lac La Hache Elementary Site-Based Response New Norms, Routines and Procedures	
Parent Communication	
<p>Newsletters – a school newsletter will be posted on the first Monday of every month. The regular format for newsletters will be implemented. Parents will be asked at the beginning of the year which format they prefer – email, Facebook, or a paper copy. All newsletters will be posted on our SD website, on our school website (https://llhschool.wordpress.com/) and on our Facebook page (La la Hache Elementary).</p> <p>Teacher Memos – teachers will provide parents with specific information regarding schedules and any new routines that their students will be following at the beginning of the school year. Teachers will also inform parents of the methods of which they can contact them.</p>	
PAC Meetings	
<p>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.</p>	
IEP Meetings	
<p>Meetings will be scheduled as normal. Adults will physically distance at the meetings.</p>	
Continuity of Education Plan	
<p>If Required to Switch to Stage 3: -the school will implement a hybrid option close to what happened in the spring</p>	<p>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</p>

References and Supporting Documents:

[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](#)

[Daily Health Check](#)