



Marie Sharpe Elementary School

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

The staff of Marie Sharpe 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. 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	Marie Sharpe 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 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.</p> <p>Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can</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. <ul style="list-style-type: none"> ○ 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



<p>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>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"> • 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. <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 Marie Sharpe 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.
<p>Hand Hygiene</p>	
<p>Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness.</p>	<p>Handwashing will part of our day and will be taught and modeled by staff.</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>	<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).• Each classroom is equipped with sinks for additional hand washing. Hand sanitizer will be available where there is no running water.
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Personal Protective Equipment

Non-Medical Masks

Non-medical masks or face coverings are required for all staff 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.

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



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.

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, member 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. 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 recess, lunch and dismissal 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.
- We will not be holding whole school assemblies. Instead, student recognition will be done within Learning Groups and virtual formats will be used to communicate whole school messages.
- Teachers will utilize outdoor learning more frequently.
- 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.
- Teachers and EAs interacting outside their Learning Group and itinerant teachers (i.e. school counselor, band teacher, school specialists) will maintain physical distancing.
- Classrooms will have designated entrance and exit doors.

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	<ul style="list-style-type: none">• Teachers will teach and model the flow of traffic in common areas (i.e. walk on the right side of the hallway).
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Administrative Measures	
BC Health Officer Recommended Return to School Guidelines	Marie Sharpe 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.

Learning Groups - Students will be assigned to a Learning Group of approximately 60 students. Your child's Learning Group will be composed of your child's class and one or two other classrooms 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.

Student Organization Learning Groups:

- Learning Groups have been 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, field trip etc.).
- Students who require learning assistance will be provided in-class support by a staff member assigned to their Learning Group wherever possible. Anyone interacting outside their Learning Group will practice physical distancing.

Student Access/Exit

- Teaching staff/ supervisors will meet students at the closest entrance points to their classrooms (these are familiar to our



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.

students as we use them all year). The spacing will be identified by ‘field cones’ when they are awaiting entrance.

- Students will enter the building and head straight into their classroom. If they are requiring breakfast in the morning, they may head to the kitchen to pick up breakfast “to go” and head straight to their classroom to await the bell. Students will not be permitted to wander the hallways or visit other classrooms.
- Teachers with students will go directly to their designated classroom and proceed with handwashing procedures (see below under Cleaning and Hygiene) - Educational Assistants and Support Staff will assist with this at the handwashing station)
- Students will leave the building through their respective exit points for parent pick up or to go to the bus loop. If students are taking the bus home, they will head directly to the bus loop and physical distance from other students while waiting for the bus.

Alternate Recess and Lunch - The school will have alternate recess, lunch and dismissal times to reduce population density during break times.

- Your child’s Learning Group will be assigned to: **Recess 1** (10:15-10:30), or **Recess 2** (10:30 – 10:45 am).
- During the recess break Learning Groups will be assigned to an area on the playground and the Learning Group will be expected to play in that area for the entire break. Areas for recess break will be rotated on a weekly basis.
- You child’s Learning Group will eat lunch before they play outside.
- Once eating time is over Learning groups will be assigned to designated areas and will be expected to stay in that are for the entire break. Areas for lunch break will rotate weekly.



- You will be informed of your child’s recess and lunch times by your classroom teacher.

Designated Play Areas – we have organized our playground in to 2 play areas.

- 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 weekly.

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 practice physical distancing.
- Teachers will supervise their Learning Group at recess and after school

Nature Kindergarten

- The Nature Kindergarten class will be its own Learning Group
- They will conduct classes at the Scout Island Nature Center
- Handwashing and disinfecting protocols must always be implemented including arriving and leaving the nature center.
- Parents that are dropping off their students in the morning for the bus to Scout Island must always practice physical distancing from each other.



	<ul style="list-style-type: none"> ○ On Marie Sharpe days, students will play in the outdoor play area when they arrive to the school. When the bell rings for students to play switch the Nature kindergarten group will come into the Strong Start room to eat their lunches. ○ In order to reduce Adult contact, the EA will schedule will cover the lunch hour supervision at Scout Island. ○ Parents will be designated to pick up students from the front entrance of the school using the Strong Start entrance only.
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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 Marie Sharpe 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.</p> <p>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.
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	<ul style="list-style-type: none"> • 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.
<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>Marie Sharpe 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"> • Breakfast Program – To avoid crowding we will not be running our Breakfast Program out of our kitchen. Instead, our Breakfast Program Coordinator will provide a healthy breakfast foods to go option for students to access and take to their classrooms to eat. • Emergency Lunch Program –Classrooms will be provided with non-perishable snacks for emergency lunches. If there is an alternative, lunch available, we will ask the teacher/ EA only to pick it up from the kitchen to deliver it to the classroom. Lunch hour supervisors will not be permitted in the kitchen.



	<ul style="list-style-type: none"> • PAC Hot Lunch Program – TBA • 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).
<p>Student Transportation - Randy Cobb will provide info here</p>	
<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"> • We will encourage private vehicle use where possible to decrease transportation density



Environmental Measures

BC Health Officer Recommended Return to School Guidelines

Marie Sharpe Elementary 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 and we will implement traffic flow patterns to maintain the effectiveness of Learning Groups.

Increase Cleaning & Custodial Time

- 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 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. Learning Groups will be assigned to a bathroom to limit crowding.

Classrooms who may be sharing a bathroom *with people outside* of their Learning Group will be provided with a bathroom schedule. Teachers will help to encourage students to plan to use the washroom during their designated times. The bathroom schedule will be used **ONLY** 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. Students will not be denied the use of the washroom.

- Washrooms shared with more than one Learning Group will be cleaned more frequently than those that are not shared outside of the Learning Group
- 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).

Limit Sharing

Limit sharing and frequent touch areas where possible.

- Teachers will limit the sharing of items as much as practical.
- Students will have a pencil case with their own writing and cutting utensils.



	<ul style="list-style-type: none">• Technology will be shared between learning groups where practical to do so. The teacher will disinfect technology before sharing between students.
Traffic Flow	
	<ul style="list-style-type: none">• 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 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

Marie Sharpe Elementary Site-Based Response
New Norms, Routines and Procedures

Parent Communication

Newsletters – a school newsletter will be posted monthly. 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 and Facebook page.

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.

PAC Meetings

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

IEP Meetings

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Meetings will be scheduled as normal. Adults will physical 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 school work 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 school work they will not be penalized

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](#)

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