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

The staff at Mountview 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 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.

Personal Measures

BC Health Officer Recommended
Return
to School Guidelines

Mountview Elementary 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 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.

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.
- 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 err on the side of caution 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 Mountview Elementary: <ul style="list-style-type: none"> ○ Areas of exposure will undergo a deep clean to ensure safety standards are maintained. ○ Public Health Staff identify and notify close contacts of a confirmed case.
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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>To ensure diligent handwashing:</p> <ul style="list-style-type: none"> ● 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 where there is no running water. ● Everyone entering the school will be required to wash hands or use hand sanitizer upon arrival
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Personal Protective Equipment

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

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

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

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

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

In a school setting, there may be instances when a non-medical mask could be helpful:

- The school will provide a re-usable non-medical mask for each person in the school and will hand them out upon request. Should students choose to wear a mask they will be expected to use them appropriately and for their intended purpose.
- If a child becomes ill at school, they *may* be asked to wear a mask as they are being isolated from other staff and students and as they wait for their parent to pick up.
- Staff assisting a child who becomes ill will be required to wear a mask
- 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

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

- Adults on site will continue to adhere to physical distancing guidelines of 2 metres wherever possible.
- Physical distancing is challenging in a K-6 school setting, particularly with younger students. For younger children, the focus will be on minimizing physical contact. Older students will seek to maintain a safe physical distance whenever possible.

	<ul style="list-style-type: none"> • Students and staff will be spread out as much as is practical to do so and strategies that prevent crowding will be implemented. • Wherever possible the school will look to strategies to support and maximize personal space (alternate dismissal, bathroom schedule for Learning Groups) • Avoid close greetings (e.g., hugs, handshakes) • Avoid large gatherings such as 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 • Minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day • Plan for multiple entrance and exit doors for students • Manage flow of people in common areas, including hallways.
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Administrative Measures	
BC Health Officer Recommended Return to School Guidelines	Mountview Elementary Site-Based Response New Norms, Routines and Procedures
Learning Groups	
The Provincial Health Officer has recommended the use of learning groups of <i>approximately 60 students</i> in elementary school.	Learning Groups - Students will be assigned to a Learning Group (cohort) of approximately 60 students. Your child's Learning Group will be composed of your child's class and one or two other classrooms in the school. Teachers will communicate with students and parent which Learning Group their

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 cohorts 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 cohorts may be required to be together to receive beneficial social supports, programs, or services (i.e. learning support, the breakfast program). Within these supports it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support or service continues. Unless they are part of the same Learning Group, staff and other adults should maintain physical distance from each other at all times. This includes during break times and meetings.

child is in. Teachers will communicate with parents in a timely fashion if their Learning Group should change.

- Learning Groups will primarily be built around considerations regarding the physical space (i.e. avoiding two different learning groups passing each other in the hallway during the transition to and from break times) and social dynamics (i.e. peer groups and sharing space on our playground during break times, opportunity to expand peer interaction to enhance learning). The school will include siblings and close family members in the same Learning Group where possible.
- Your child will stay with their learning group during break times (recess and lunch) and for other school activities that involve more than one classroom (i.e. buddy classes, skating, band, etc).
- Students who require learning assistance will be provide in-class support by a staff member assigned to their Learning Group wherever possible. Anyone interacting outside their Learning Group will practice physical distancing.

Students Entering/Exiting the School

- In the morning when the bell rings, students will be asked to line up outside in classes, and will be brought into the school by the classroom teacher.
- At the end of the day, teachers will walk classes to their exit door.

Assigned Playground Area

- At Mountview Elementary there are nine divisions that will be divided into 4 Learning Groups.
- We have organized our playground in to 4 play areas. Each Learning Group will have a designated space to play at recess and lunch.
- Designated space will alternate on a weekly basis.

Teachers and Education Assistants will be assigned to a Learning Group and stay with this learning group throughout the day as much as practical.

- Prep and Supervision schedules will be built around the teachers in these Learning Groups. The school will make every effort to minimize staff interacting outside of their learning group as much as possible.
- If a teacher or EA is interacting outside of their designated Learning Group they will physical distance

Dismissal – Upon dismissal students will be expected to go directly to their meeting spot or the bus zone and prepare to exit the school grounds.

- Bus student will be expected to line up at their designated bus and load their bus when asked to.
- Students being picked up by parents should avoid large gatherings where possible.
- Students will not be permitted to play on the playground or socialize on school grounds with their peers during the after-school dismissal routine.

Shared Bathrooms – Learning Groups will be assigned to bathrooms. Classroom's who are sharing a bathroom *with people outside* of their Learning Group will be provided with a bathroom schedule.

- Students will not be denied the use of the washroom. The bathroom schedule will be used as a means to limit the number of students in a confined space. If a child is having a bathroom emergency, they will be permitted to use the washroom.
- To avoid accidents there will be more opportunities and leniency for younger children and those with health related issues to use the washroom freely.
- Teachers will help to encourage students to plan to use the washroom during their designated times.
- Floor markers will be used to help students know where to stand while waiting to use the sink.

	<ul style="list-style-type: none"> ○ 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 students in the washroom at a time). ○ Students will not be allowed to socialize in the washroom. ○ Teachers will communicate their Learning Groups designated bathroom and suggested bathroom schedule to parents at the beginning of the school year.
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Visitors to the School

<p>Schools will minimize the number of adults in the school.</p>	<p>The staff of Mountview 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 pick up their children. ● Parents are asked to call ahead of time where possible to make an appointment to meet with a teacher or administration so that the appropriate time and space can be arranged. ● Parents visiting the school MUST use the front entrance and report directly to the office where they will be assisted by a staff member. ● Visitors / Parents are not to bypass the office and go directly to their child classroom.
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Food

<p>Schools will continue to provide food services where needed. Food prepared within the school for consumption by people other than those who</p>	<p>Mountview Elementary will continue to run their food programs to the best of their ability while adhering to the safety protocols.</p>
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prepared it will follow WorkSafe BC protocols in addition to normally implemented food safety measures (e.g. FOODSAFE trained staff).

- **Breakfast Program** – Students from different cohorts will social distance while eating.
- **Fruit & Veggie Program** – Fruit and veggies will be delivered to classrooms for students to access through their teacher.
- **Farm 2 School Salad Bar 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).
- Microwaves will not be available for heating food.

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

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.

- We will encourage private vehicle use where possible to decrease transportation density
- Students in Gr. K-6 are not required to wear a mask.
- Students will sit in their own seat
- Students from the same household can share seats if space is limited
- Students riding the bus must register with the school
- No food or drink permitted

Environmental Measures

BC Health Officer Recommended
Return
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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).

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 implement traffic flow patterns to maintain the effectiveness of Learning Groups.

- **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.

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
- Technology will be shared between learning groups. The teachers/students will disinfect technology before sharing.

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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 • Bathrooms – to avoid multiple people in a confined space student will have assigned bathroom times based on their Learning Groups.<ul style="list-style-type: none">○ If you child is having a bathroom emergency, they will be permitted to use the washroom to avoid accidents○ While in the bathroom students will be asked to allow for personal space○ Floor markers will be used to help students understand where to stand while they are waiting to use the sink
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Communication and Engagement

Mountview Elementary Site-Based Response New Norms, Routines and Procedures

Parent Communication

Newsletters – a school newsletter will be posted every two weeks. The regular format for newsletters will be implemented. Parents will be asked at the beginning of the year which format they prefer – email, or a paper copy. All newsletters will be posted on our SD website.

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 – Day and time to be determined.

IEP Meetings

IEP Meetings - TBA

Continuity of Education Plan

If Required to Switch to Stage 3

In The Case That a Student is Required to Isolate or Quarantine the school will continue to provide educational programming for the student.

References and Supporting Documents:

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

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

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

[COVID-19 Self Assessment Tool](#)