



TATLA LAKE ELEMENTARY / JR. SECONDARY SCHOOL
SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN)
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September 2020 Return to School COVID-19 Safety Measures, Routines & Procedures

The staff of Tatla Lake Elementary Junior Secondary 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.

Students will start back on Thursday September 10th for a full day. Kindergarten students will not start the first week. They will come in for a visit with their parents on the morning of Friday September 11th. Times for these visits will be sent home. As well as a gradual entry schedule for the following week.

Personal Measures

BC Health Officer
Recommended Return
to School Guidelines

Tatla Lake School
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.

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

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.

- 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.

• In the event of a COVID-19 related illness at Tatla Lake School:

- 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 (contact tracing).

Hand Hygiene

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness.

Everyone should practice diligent hand hygiene by washing hands frequently with plain soap and water for **at least 20 seconds**.

Parents are encouraged to help their children to practice diligent hand hygiene.

To ensure diligent handwashing:

- Staff, as well as our school nurse, 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

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

- The school will provide two re-usable non-medical masks for each student in the school. Details to follow about distribution.
- 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

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 our 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.
- Students and staff will be spread out as much as is practical to do so.
- Wherever possible the school will look to strategies to support and maximize personal space (lockers for secondary students as well as students in grades 4-7, coat hooks for grades K/1 in

Room 1, grades 2/3 in Room 2, grades 4-7 in Room 3, grades 8-9 by the bus door, scheduled washrooms with lists of users posted on the doors).

- Avoid close greetings (e.g., hugs, handshakes).
- Avoid large gatherings.
- Teachers will utilize outdoor learning more frequently.
- Students will use classroom doors for entry and exit.

Administrative Measures

<p>BC Health Officer Recommended Return to School Guidelines</p>	<p>Tatla Lake School Site-Based Response New Norms, Routines and Procedures</p>
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Learning Groups

<p>The Provincial Health Officer has recommended the use of learning groups of <i>approximately 60 students</i> in elementary schools.</p> <p>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.</p> <p>Within the Learning Group <i>minimized</i> physical contact is required, but physical distancing does not always need to be maintained.</p> <p>Outside of a Learning Group physical distancing will remain the expectation.</p>	<p>Since the population of Tatla Lake School is already under the recommended number of students in a single learning group, this area does not really apply.</p>
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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.

Visitors to the School

Schools will minimize the number of adults in the school.

The staff of Tatla Lake School 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:

- If parents and caregivers are picking up their children rather than having them ride the bus, please wait in the parking lot.
- 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 MUST use the front entrance and report directly to the office where they will either be assisted by a staff member or will sign in.
- Visitors / Parents are not to bypass the office and go directly to their child's classroom.
- All visitors must wear a mask.

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).

Students should bring lunches that do not require re-heating or cooking. Students should bring their own utensils, if needed. Students should bring a water bottle to keep with them at their desks.

We will continue to run food programs to the best of our ability while adhering to the safety protocols.

- **Breakfast Program** – We will continue to provide a breakfast snack for students at the beginning of the day.
- **Fruit & Veggie Program** – 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>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 in their own seat. • Students from the same household can share seats if space is limited. • No food or drink permitted. • Non-medical masks are required to be worn by students in grades 8-10. They must be donned before getting on the bus and may be removed once the student gets off the bus. • Other students may wear masks if they or their parents want them to.

Environmental Measures	
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<p>BC Health Officer Recommended Return to School Guidelines</p>	<p>Tatla Lake School Site-Based Response New Norms, Routines and Procedures</p>
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Cleaning & Disinfecting	
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<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).</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 implement procedures and routines that will help to reduce frequently touched areas and implement traffic flow patterns to maintain the effectiveness of Learning Groups.</p> <ul style="list-style-type: none"> • Cleaning & Custodial Time <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.
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- 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 school supply and instructional items as much as is practical.
- Students will have a pencil case with their own writing and cutting utensils
- Students will be assigned to a computer. When possible, they will be the only person using that device. If students need to share a computer, the device will be cleaned between users.

Traffic Flow

- **Assigned Doors** - Classrooms will utilize exterior classroom doors where possible.
- **Hallway Traffic and Use** – 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 is practical
- **Washrooms**
 - Only two students will be allowed in a washroom at a time. While in the washroom students will be asked to allow for personal space
 - Students will be assigned to a specific washroom.
 - Standing spots for waiting will be marked where possible

Communication and Engagement

Tatla Lake School Site-Based Response New Norms, Routines and Procedures

Parent Communication

Calendars – a monthly calendar will be sent home near the end of the previous month.

Newsletters – a school newsletter will be posted once a month. Parents will be sent a digital copy unless they request 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.

Meetings

PAC Meetings – TBA

School Based Team Meetings

- Meetings will be scheduled as required.
- Adults will keep 2 metres apart at the meetings.

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](#)