

Horse Lake Elementary Phase two planning

Horse Lake would like to welcome students back as we move into the next phase of instruction during the COVID 19 pandemic. This document outlines all of the precautions and procedures that are in place as in class instruction begins. This situation has its challenges and this plan covers the measures that are being put into place at our school to do the best that we can to protect our staff and students. We thank you for your understanding and patience with our school as we navigate education through this pandemic.

OBJECTIVES

As a part of ensuring continuity of learning and educational outcomes during the COVID-19 pandemic, these guidelines are intended to support K-12 employees, students, parents, administrators and school community members to:

- Be informed about public health measures and feel safe in schools.
- Understand their roles and responsibilities in maintaining and promoting public health and school safety.

HELPFUL RESOURCES -Please check the following website provided through the provincial government.

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf>

Learning Environment:

Students are not required to physical distance while in their learning cohort but should try to avoid physical contact and keep their distance as much as possible. Classrooms will be spaced out and outdoor learning spaces will be used as much as possible. Large gatherings will not occur under this phase of schooling so any assemblies will be limited to single cohorts.

Learning Cohorts:

Under the direction of the Provincial Health Officer (PHO) students will be organized in learning cohorts with a maximum of 60 individuals including adults. These cohorts will be class pairings that will enable students to work and communicate with some students outside of their classroom. We will have 5 cohorts in our school that will have designated outside areas during recess and lunch.

Entrance:

All students will enter the building through the doors closest to their classroom. Their teacher's name will be listed on the doors in case they are not sure what door it may be. At 8:00 am the doors will be opened, and students will go directly to their classroom and wash their hands. They will then go to their desk and work on independent seat work. The Kindergarten students will use their usual door that goes directly to their classroom. Adult visitors are asked to use the side entrance next to the office. We are unable to allow the public to access our school at this time, so our front door is locked throughout the day. There will be hand sanitizer at the office entrance of our building for anyone entering the building. Please do not move past the office door unless you are with a teacher or administration. Physical distancing will be in place for all adults in the building.

Entry procedures:

- Students and adults **must stay home if they're sick.**
- Everyone entering the building must wash their hands upon entry.
- If a student is feeling sick/displaying symptoms a parent/guardian will be contacted to pick up their child. That child will be cared for in the sick room until arrival of parent/guardian and not permitted to continue activities with the other children and will not be able to ride the bus home with other students.
- Hand Washing: We will require that each teacher and student wash their hands with soap and water. This needs to happen in the individual classrooms before they proceed to access the facility and learning supplies.
 - Please use this as a teachable moment with your kids. Frequent handwashing is an important habit even when we are not in a pandemic.
- Students will not be using common school supplies. Each student will have a pencil or pen and supplies that only they will be touching.
- Breakfast cannot be provided at this time so please make sure students eat something at home and bring a bagged lunch. Individually wrapped snacks will be available for students that are hungry.
- Water fountains will not be accessible at this time, so students need to bring full water bottles. If they run out of water a staff member will assist them with getting a refill.

Washroom Procedures:

Students will maintain physical distance at all times during trips to the washroom and scheduled times will be used to visit the washroom. Any student that needs to use the washroom outside of a scheduled time will be permitted. Washroom visits during lunch and recess will be monitored by an adult supervisor to ensure that safety protocols are followed.

Distancing Measures:

We will continue to enforce physical distancing rules between all adults. We expect all students to refrain from physical contact and keep their distance when possible.

When walking the halls students will be required to stay on the right side and not touch the walls or cabinets in the hallways.

Cleaning and PPE:

The entire school will be cleaned at least once a day with high touch areas at least twice a day. Masks are not required for elementary school students but those that chose to wear them have that option. When adults are not able to physical distance, they will be required to wear a mask. Hand sanitizer will be located at the main entrances and in every classroom and hand washing will be required.

Morning drop off and Bussing:

If students are being dropped off by caregivers, we ask that they are not dropped off before 8:00 am and are picked up at 2:30 pm. Students will follow the direction of the bus driver at all times and will face a loss of bus riding privileges if directions cannot be followed. Any student that becomes sick at school must be picked up by a caregiver. They will not be allowed to ride the bus if they are sick.

Daily Schedule:

Recess will have two time slots from 9:50 – 10:00 and 10:00 – 10:10. Lunch will occur at the regular time, but students will be dismissed at intervals in order to reduce the volume in the hallways and ensure that they go to their designated areas.

Students will be washing hands every time they leave the classroom and every time they return to the classroom.

Ty Lytton
Principal, Horse Lake Elementary