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Peter Skene Ogden Secondary School

Peter Skene Ogden Secondary September 2020 Return to School

COVID-19 Safety Measures, Routines & Procedures

The staff of Peter Skene Ogden are working hard for the 2020-2021 school year and are looking forward to welcoming students back to the school for September. The September startup 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.

The Provincial Health Officer's Order for Mass Gathering Events prohibits the gathering of more than 50 people for the purpose of an event. This order does not apply to schools. It is focused on one-time events where people gather and where control measures may be hard to implement.

Public Health Measures

Schools are being asked to set up environmental, administrative, personal and PPE measures to make school as safe as possible for the return to in-class instruction. These measures are in place to assist in contact tracing should a community outbreak of COVID-19 occur in a school in BC.

Environmental Measures

Environmental Measures are changes to the physical environment that reduce the risk of exposure. Examples include being in outdoor spaces, using visual cues for maintaining physical distance or directing traffic flow in hallways, erecting physical barriers where appropriate and frequent cleaning and disinfection.

BC Public Health Guidelines

PSO's Response

Cleaning and Disinfection	
<p>Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools should be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document.</p> <p>This includes:</p> <ul style="list-style-type: none">• General cleaning and disinfecting of the premises at least once every 24 hours. This includes items that only a single student uses, like an individual desk or locker.• Cleaning and disinfecting of frequently-touched surfaces at least twice every 24 hours. These include door knobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys. <p>There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students.</p> <p>Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people.</p>	<p>At PSO, all frequently touched areas will be cleaned at least once during the school day.</p> <p>Schools will be cleaned and disinfected at night.</p> <p>High touch areas in the school will be cleaned a minimum of once through the day and the school will be cleaned at night in preparation for next days' classes.</p> <p>Cleaning supplies will be available in each classroom for students to wipe down their desk and hand sanitizer to clean their hands.</p> <p>Students will not have access to lockers to reduce hallway congestion and cleaning of the school.</p> <p>Students will have access to paper based learning and products at school.</p>

<p>Traffic Flow</p> <p>Use floor markings and posters to address traffic flow throughout the school. This may include one-way hallways and designated entrance and exit doors. It is important not to reduce the number of exits and ensure the fire code is adhered to.</p> <p>Physical Barriers</p> <p>Barriers can be installed in places where physical distance cannot regularly be maintained, and a person is interacting with numerous individuals outside of a cohort. This may include the front reception desk where visitors check in or in the cafeteria where food is distributed.</p>	<p>Directional arrows on the floor, along with doorway stop signs, 2-metre wait lines in high traffic areas and single direction staircases will be in use at PSO.</p> <p>Physical barriers will be in place in the office, library and, depending on food service (breakfast club and pizza), in place in the cafeteria.</p>
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Administrative Measures

Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. This can be accomplished in K-12 school settings through two different but complementary approaches: cohorts and physical distancing.

- A cohort is a group of students and staff who remain together throughout a school term.
- Physical distancing is maintaining a distance of two metres between two or more people.

Cohorts

Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.

- In elementary and middle schools, a cohort can be composed of up to 60 people.
- In secondary schools, a cohort can be composed of up to 120 people.
- Cohorts can be composed of students and staff.

<p>In elementary and middle schools, a cohort can be composed of up to 60 people.</p> <p>In secondary schools, a cohort can be composed of up to 120 people.</p> <p>Cohorts can be composed of students and staff.</p> <p>Within the cohort minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.</p> <p>Cohort composition can be changed at the start of a new quarter, semester or term in the school year. Outside of these, composition should be changed as minimally as possible, except where required to support optimal school functioning. This may include learning, operational or student health and safety considerations.</p>	<p>Even though 120 students is the limit for a cohort size, at PSO cohort of 60 is the target, with some exceptions.</p> <p>To accommodate cohorts, we have divided our school schedule into quarters, therefore each student will have two classes per day with only two classes per quarter. Each quarter will be about 10 weeks long, one class in the morning and one in the afternoon.</p> <p>Most students will be with the same students all day, although they will have different teachers and classrooms.</p> <p>Classes will change at the beginning of each quarter with students having a new cohort with new classes.</p> <p>In some cases, especially in grade 11/12, students may need to move from one cohort in the morning to another in the afternoon in order to get the course they desire. In this case, the student will physically distance, if space allows, and or wear a mask.</p>
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Classroom Organization within Administrative Measures

<p>Consistent seating arrangements are encouraged within cohorts where practical. This can assist public health should contact tracing need to occur.</p>	<p>Teachers will establish their safe entry and exit procedures for their own classrooms. Teachers will also establish a seating plan. Social distancing will take place between students from different cohorts. If there isn't enough room in the classroom, students will be directed to another learning area to continue their learning.</p> <p>Teachers will keep an accurate record of their seating plan. In some learning situations such as drama, gymnasium and shops, this may not be practical.</p>
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<p>School administrators should keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.</p> <p>Interacting with Cohorts</p> <p>Schools should minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy and safe environment.</p>	<p>Students will be given little or no choice in terms of their subject or teachers delivering instruction, once you are placed, you will have to remain there. We can give you what you need, it may not be what you want.</p> <p>Teachers and educational assistants will be with a cohort for the course of the quarter. Our daytime custodian, secretaries, librarian, counsellors, youth care workers, careers counsellor, First Nations Educator, TTOCs and administrators are outside of the cohorts. In this case, social distancing and/or masks will have to be employed.</p>
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Before School, Lunch and After School within Administrative Measures

<p>During break times (e.g. recess, lunch), students may want to socialize with peers in different cohorts.</p> <p>In middle and secondary schools, students can socialize with peers in different cohorts if they can maintain physical distance. Students must maintain physical distance when socializing with peers in different cohorts.</p> <p>Middle- and secondary-school students are expected to be capable of consistently maintaining physical distance when it is required.</p> <p>If a student is unable to physically distance, the student should socialize within their cohort or where they can be supported to physically distance.</p> <p>School gatherings should occur within the cohort.</p>	<p>Students must maintain social distance with all students outside their cohorts while attending PSO, practice physical distancing or, where this is not possible, wear a mask.</p> <p>Teachers will release students to lunch break in a controlled fashion as to not overload the hallways.</p> <p>At PSO, assemblies within grade level (all are under 120 students) will happen minimally</p>
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<p>Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome.</p> <p>Additional people should be minimized as much as is practical to do so.</p> <p>These gatherings should happen minimally.</p> <p>Extracurricular Activities</p> <p>Extracurricular activities including sports, arts or special interest clubs can occur if physical distance can be maintained between members of different cohorts and reduced physical contact is practiced by those within the same cohort.</p> <p>Inter-school events including competitions, tournaments and festivals, should not occur at this time. This will be reevaluated in mid-fall 2020.</p>	<p>which will be a maximum of 60 participants. The students will be social distanced in all aspects.</p> <p>We will seek a virtual alternative to assemblies.</p> <p>Fire drills will commence with a socially distanced exit of the school and masks in place.</p> <p>There are no extracurricular activities planned at this time for PSO.</p>
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Bus Transportation and Administrative Measures

After school, students who can make their way home via their own mode of transportation are encouraged to do so. Students who ride the bus have to socially distance and wear a mask while waiting in the bus loop. Expectations for the ride home are the same as the ride to school, you will have to wear a mask unless you are medically unable to do so.

<p>Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.</p> <p>To reduce the number of close, in-person interactions, the following strategies are recommended:</p>	<p>Students should wash their hands before leaving for the bus stop.</p> <p>The bus will load back to front. One student per seat (unless they are members of the same cohort or family) where practical. Students should try to sit next to the window.</p>
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<ul style="list-style-type: none"> • Use consistent and assigned seating arrangements. <p>Consider the order students typically onload and offload to support buses being loaded from back to front and offloaded from front to back.</p> <p>Prioritize students sharing a seat with a member of their household or cohort.</p> <p>Middle and secondary students should wear non-medical masks or face coverings.</p> <p>These should be put on before loading and taken off after offloading.</p>	<p>Students will be required to wear a mask while riding the bus unless they are medically unable to do so.</p> <p>PSO BUS LOOP</p> <p>Students will be dismissed gradually at the end of the day to prevent ineffective social distancing in the bus loop. This will be reexamined as we proceed.</p> <p>Students are directed to wear a mask and practice social distancing while waiting for and loading their bus.</p> <p>Students will be directed by teachers on bus supervision and bus drivers to line up and load their bus.</p>
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Personal Measures

Personal measures are procedures and habits that can prevent the spread of COVID-19 and keep an individual safe while at school. These procedures and protocols will be reinforced by adults to help learners develop consistent habits to deal with their health and safety in these fluid times we find ourselves in.

<p>Any student, staff or other person within the school who has symptoms of COVID-19 OR 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>	<p>Parents are asked to pre-screen their learners AT HOME before the learners head to school. If they present ANY symptoms that are cold, Influenza or COVID-19 like, they have to stay at home.</p>
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If a child has any symptoms, they must not go to school.

If staff or any adult has any symptoms, they must not enter the school.

There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health-care professionals.

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs from objects, surfaces, food and people. Everyone should practice diligent hand hygiene.

Students and staff should:

- Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices

Establish procedures for those who become sick while at school to be sent home as soon as possible.

Some students may not be able to be picked up immediately. As such, consider having a space available where the student or staff member can wait comfortably, which is separated from others.

Staff members have to stay home if they are ill.

PSO will not screen students before they enter the school. This is the responsibility of parents and caregivers. We will assess students and staff if they become sick or injured at school.

While at PSO, students will be directed to wash their hands every time they enter the building, before they eat, after they eat, before they head to class and before they load the bus.

Students and staff will be directed to:

- Cough into their elbow
- Not touch their face
- Wash their hands
- Maintain a social distance
- Wear a mask in common areas or when they are outside their cohort
- Not share school supplies, food, drinks, cigarettes, vaping devices, clothing etc. Just don't share anything.

If a student or a staff member becomes ill at PSO with COVID like symptoms, they will be immediately isolated from the population and home will be directed to come and get them.

Spaces in the school are set aside for students and staff who become ill at school. These spaces will have bedding cleaned and the room sanitized after the student or staff leaves.

Personal Measures and Visitors to PSO

All visitors are asked to phone ahead and make an appointment to enter the school. Visitors to the school are asked to pre-screen for COVID symptoms and wear a mask when they enter the building (this includes social workers RCMP, first responders, parents, delivery personnel, maintenance personnel etc.). We will record their entry to the school along with anyone they came in contact with. For parent/teacher meetings, please consider using phone calls or virtual meetings whenever possible.

<p>Parents, caregivers, health-care providers, volunteers and other non-staff adults (e.g. visitors) entering the school should be prioritized to those supporting activities that are of benefit to student learning and wellbeing (e.g. teacher candidates, immunizers, meal program volunteers, etc.). All visitors should confirm they have completed the requirements of a daily health check before entering. Schools should keep a list of the date, names and contact information for all visitors who enter the school.</p>	<p>Visitors have to prescreen before they enter the building.</p> <p>Visitors will be asked for their contact information upon entry.</p> <p>Visitors will be asked who they came in contact with while at PSO.</p> <p>Whenever possible, other means of communication will be utilized to reduce physical contact.</p>
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Personal Protective Equipment

Wearing a non-medical mask or face covering within schools is a personal choice for students and adults. Non-medical masks or face coverings may be useful when physical distance cannot be consistently maintained and the person is interacting with people outside of their cohort for extended periods of time (e.g. middle and secondary students on a school bus, etc.). It is important to treat people wearing masks with respect.

Those that choose to wear non-medical masks must still seek to maintain physical distance from people outside of their cohort. There must be no crowding, gathering or congregating of people from different cohorts, even if non-medical masks are worn.

Schools should consider requesting students and staff have a non-medical mask or face covering available at school so it is accessible should they become ill while at school.

<p>Non-medical masks or face coverings are required for all staff and all middle and secondary students when they are in high traffic areas (e.g.</p>	<p>PSO will have non-medical masks on hand.</p>
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<p>hallways, common areas, school buses) and anytime they are outside their classroom or cohort and physical distance cannot be maintained (e.g. specialist teachers or EA's working in close proximity to students across learning groups)</p> <p>Exceptions will be made for individuals who cannot wear masks for medical reasons.</p>	<p>PSO will provide up to two reusable, non-medical masks for each student if requested.</p> <p>Should students choose to wear a mask, they will be expected to use them appropriately and for their intended purpose.</p> <p>Face masks will be worn in all hallways and common areas or where physical distancing is not possible outside a student's or staff member's learning group or cohort.</p> <p>Each staff member will be provided 2 reusable, non-medical masks.</p> <p>Visitors to the school will be required to wear a mask.</p> <p>TTOC's, or other school district personnel, will be required to wear masks at all times.</p> <p>Gloves are available for staff and students for activities that would normally be used in their regular course of work (i.e. first aid attendant).</p>
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Procedure for Student Illness at School –

If a child has any symptoms, they must not go to school.

Parents or caregivers must keep the student at home

IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:

Adults in the building must take the following steps:

1. Immediately separate the symptomatic student from others in a supervised area.
2. Contact the student's parent or caregiver to pick them up as soon as possible.
3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a nonmedical mask or face covering if available and tolerated or use a tissue to cover their nose and mouth.
4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.

5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
6. Once the student is picked up, practice diligent hand hygiene.
7. Adults responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).

Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

Students who are ill will be separated to the sick room and if necessary, the school store has been converted to a temporary sick room.

The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health office.

Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

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](#)

Sincerely,

Geoff Butcher
Principal, PSO.