



Kelly Creek Community School

Staff and Student Safety Guidelines

Restart - September 2020

Updated-February 2021

In reference to the BC Ministry of Education's [COVID-19 Health and Safety Guidelines for the K-12 Setting](#), along with the [SD 47 Health Guidelines and Safety Plan](#), we have established the following set of School Safety Protocols to ensure the health and safety of staff and students while at school.

Illness and Self-Assessment

1. All staff and other adults (e.g. parents, caregivers, visitors) entering the school have a responsibility to:
 - Assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.
 - Stay home and self-isolate if they have [symptoms](#) of COVID-19, OR travelled outside Canada in the last 14 days, OR were identified as a close contact of a confirmed case or outbreak.
 - Seek assessment by a health-care provider and self-isolate while they await the results if they have cold, influenza, or COVID-19-like symptoms.
2. Parents and caregivers must assess their children daily for illness prior to sending their children to school. Parents and caregivers can utilize the provincial [K-12 Health Check App](#) or the [District Daily Health Check form](#) for daily assessment of symptoms.
3. Staff and other adults are required to complete an active daily health check prior to entering the school. School and district administrators are required to verify that staff & other adult health checks have been completed before they enter the school.
4. If a student, staff member, or other person is sick they must not enter the school.
5. Any student, parent or staff member who is unsure if they should self-isolate or be tested for COVID-19 should be directed to use the BC COVID-19 Self-Assessment Tool.
 - If concerned, they can be advised to contact 8-1-1 or the local public health unit to seek further input.
 - They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.
6. Any person who has been tested for COVID-19 **must stay home** while they are waiting for the test result.

7. Students, staff or other adults should stay at home when sick, as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Parents/caregivers and students can use the [K-12 Health Check app](#)
- Staff and other adults can refer to BCCDC's link [When to Get Tested to COVID-19](#)
- Staff, students and parents/caregivers can also use the BCCDC online [Self Assessment Tool](#) call 8-1-1 or their health care provider.

When a staff, student or other adult can return to school depends on the type of symptoms they experienced (as indicated in the K-12 Health Check app and 'When to Get Tested for COVID-19').

Students and staff who experience symptoms consistent with a previously diagnosed health condition (e.g. seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. They do not require re-assessment by a health-care provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a healthcare provider.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

If a Student or Staff Member Develop Symptoms of Illness at School

8. If a student or staff member develops symptoms while at school we will:

- Provide a non-medical mask if they don't have one (exceptions will be made for those who cannot wear one for medical and/or disability reasons).
- Be placed in our medical room separated from others (younger students will be supervised).
- Make arrangements for the student/staff member to go home as soon as possible.
- The medical room will be cleaned and disinfected after the student has left and before it is needed again.
- Request that the student/staff member stay home until COVID-19 has been excluded and symptoms have improved.

In the Event of a Confirmed Case at school

9. If a student, staff or other individual who has been in a school is a confirmed case of COVID-19 through testing or investigation, the local health authority will initiate contact tracing to determine how they were infected and who else may have been at risk of infection.

If there was a potential exposure at a school (i.e. the confirmed case attended school when they may have been potentially infectious), the health authority will work with the school administrator to understand who may have been exposed, and to determine what actions

should be taken, including identifying if other students or staff are sick (case finding) or have been exposed and should monitor for symptoms or self-isolate.

If there was no potential exposure at the school (i.e. the confirmed case did not attend school when they may have been potentially infectious), the health authority will not notify the school administrator.

Refer to [COVID-19 Protocols for School and District Administrators](#) for more information.

Learning Cohorts and Transportation

10. A learning cohort is a group of students and staff who remain together throughout a school year at the Elementary level. This group will primarily interact with each other during morning and afternoon recesses, and potentially at school entrances and exits. Any group activity such as a presentation, will take place in this cohort. Students will remain in their class grouping for the majority of the day.

Our Learning Cohorts are as follows:

COHORT A – Division 1

COHORT B – Division 2 and 3

COHORT C – Division 4 and 5

COHORT D – Division 6 and 7

11. The number of staff members interacting with learning cohorts will be minimized to the best of our abilities.
12. Playground zones and schedules will be created so multiple cohorts can safely be outside at the same time.
13. All students riding a school bus in Grades 5 through 7 will be expected to wear a mask prior to boarding and for the duration of the ride. Students in K – Grade 4 have the choice but are not required to wear a mask. Students will be given an assigned seat on their bus, and will be grouped with siblings or with others in their learning group where possible.

Entering and Exiting School, Physical Distancing

14. Upon arrival to school, students must go directly to their designated class line-up. Students are expected to arrive no more than 5 minutes prior to the warning bell at the start of the day. Students will remain in their line-ups after school as necessary.
15. All students and staff will enter the school using their designated learning cohort entrance. All staff and students will sanitize their hands upon entry to their classroom.
16. All parents and guardians wanting to enter the school will make an appointment to do so, unless an emergency is required for them to enter. We are attempting to limit the number of contacts for staff and students while school is in session. All visitors must sanitize their hands upon entry.

17. Students Physical distancing refers to a range of measures aimed at reducing close contact with others. Physical distancing is used as a prevention measure because COVID-19 tends to spread through prolonged, close, face-to-face contact.

- Within learning groups, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available. Young children may not be able to consistently reduce physical contact.
- Outside of learning groups, physical distancing should include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available, and ensuring there is 2 meters of space available between people from different learning groups.
- For situations where members of different learning groups interact:
 - If people will be in the same space for an extended period of time (>15 minutes), the space should be sufficiently large, and/or should have limits on the number of people so that 2 meters of space is available between people from different learning groups.
 - If people will be in the same space for transition purposes (e.g. changing between classes), and other measures are in place (e.g. markings on the floor, staggered transition times), there should be enough space to ensure no physical contact but 2 meter physical distancing is not required.
- Within and outside of learning groups, there should be no crowding.
- Staff and other adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a non-medical mask. This includes during break times and in meetings

18. Student desks and tables will be spaced within each classroom to reduce contact between other students and staff members. Classroom movement will be limited as a result.

19. Students are asked to bring a snack, lunch, and water bottle with them to school. Food is not to be shared with other students. We will have individually wrapped food items for students needing a snack or lunch as needed. The water fountains will be used to refill water bottles only.

Environmental Measures

20. General cleaning of the school will occur daily in the evening, while frequently touched surfaces will also be disinfected again during the school day. Frequently touched surfaces include: door knobs, light switches, faucet handles, toilet handles, photocopiers, appliances, or tables, technological devices and classroom materials that are shared amongst people.

21. All student supplies will be used on an individual basis. Student supplies are not to be shared between students.

22. Some gym equipment may be treated as a frequently touched surface, and use may be limited as a result.
23. Items in classrooms will be minimized and students are encouraged not to bring toys from home.
24. Difficult to clean items such as classroom carpets and fabric-based furniture will be removed from classrooms.
25. Classrooms will have access to cleaning supplies so that other staff may clean as deemed necessary during the school day.
26. Re-usable masks will be available for all staff and students. All staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to) in schools at all times except when: sitting or standing at their seat or desk/workstation in a classroom or learning space; there is a barrier in place; eating and drinking; and outdoors
27. Staff will wear masks when singing indoors.

Washroom availability and Common Area Movements

28. Each class will have a one-in, one-out rule for students needing to use the washroom and students will be asked to wash their hands upon their return to class.
29. Posters and other signage will assist to remind students and staff of the various physical distancing and other health measures. Giving students and staff space between each other will be promoted through increased outdoor activities, and reducing the amount of shared space.

Hand Hygiene

30. Students and staff will practice diligent hand hygiene throughout the day. It is expected that hand hygiene will occur during the following times: arrival at school; before and after recess breaks; before and after consuming food; before and after use of a common indoor learning space (e.g. gym, library, community house, computer lab); after using the toilet; and whenever hands are visibly dirty.

Office and Staff Area Protocols

31. Students needing anything from the office will access Ms. Spengler through the glass window from the hallway. Students are not to enter the main office without Ms. Spengler's permission.
32. Only one staff member is allowed to use the photocopier and the teacher prep room at a time.

33. A maximum of 3 staff members will be allowed in the staff room at a time and physical distancing measures must be followed.
34. There must never be any students in the staff room or staff prep room.
35. Meetings will be offered virtually whenever possible.
36. The medical room is to only be used for medical situations or if a student or staff member needs to self-isolate.