

Texada Elementary Schools

Staff and Student Safety Guidelines

2020-2021

In reference to the BC Ministry of Education's [COVID-19 Health and Safety Guidelines for the K-12 Setting](#), along with the [SD47 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 of 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. All staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school, **and confirm they have completed their health check by signing the confirmation sheet in the office.**
3. **An entry check poster for worksites, and additional information on health checks for workers, is available on the WorkSafeBC website.**
4. Parents must assess their child's health and check daily for symptoms of common cold, influenza, or COVID-19 prior to sending their children to school. **Parents are encouraged to complete the online health check at <https://www.k12dailycheck.gov.bc.ca>**
5. Any student, staff, or other person within the school who has a cold, influenza, or COVID-19-like symptoms **must stay home**, and should seek assessment by a health-care provider and self-isolate while they await their results.
6. **Staff and students must stay home and self-isolate if they have been confirmed as testing positive for COVID-19, if they are confirmed by health authority as a close contact of a confirmed case of COVID-19, or if they have traveled outside of Canada in the last 14 days.**
7. **A person who has been tested for COVID-19 must stay home while they are waiting for the test result. Information on self-isolation for international students, and homestay contingency plans for illness, is available in the COVID-19 Operational Guidelines for K-12.**

8. Additional information on self-isolation requirements and support is available from BCCDC.

9. 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.

10. Students or staff may still attend school if a member of their household has a 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.

11. 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.

12. When a staff, student or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended.

If a Student or Staff Develop Symptoms of Illness at School

13. Any students who show symptoms of illness while at school will be:

- Provided 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 provided a space to wait comfortably and separated from others.
- Sent home as soon as possible. Parents or caregivers will be contacted and arrangements will be made to pick-up the student as soon as possible.
- The areas used by the ill person will be cleaned and disinfected.
- Parents or caregivers will be encouraged to have the student assessed by a health-care provider.
- Student/staff will be asked to stay home until COVID-19 has been excluded and symptoms have resolved.

In the Event of a Confirmed Case at School

14. If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, please visit the [BCCDC](#) website).
- Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the school, public health will notify the school administrator to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then recommend 14-day isolation if necessary (for confirmed close contacts), recommend monitoring for symptoms if necessary, and will provide follow-up recommendations if necessary.
- The school will continue to provide learning support to students required to self-isolate.
- Together, the school/school districts and public health officials will determine if any other actions are necessary.

Learning Cohorts and Transportation

15. 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. Due to our small size, the entirety of Texada Elementary School will be one cohort. Students will remain in their class grouping for the majority of the day. Space will be utilized to create the most space between those working within their cohort.
16. 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 will be given an assigned seat on their bus, and will be grouped with siblings or with others in their learning group.
17. School administrator will keep up-to-date lists of all members of a learning group, and others who work with that learning group (e.g. itinerant teachers, TTOCs), and their contact information to support swift communications from the school and to share with public health to support contact tracing, if needed.
18. Consistent seating arrangements are encouraged where practical. This can further reduce the number of close, prolonged face-to-face interactions a person has, and assist public health should contact tracing need to occur.

Entering and Exiting School, Physical Distancing

19. Upon arrival to school, students must go directly into the school. Students are expected to arrive no more than 5 minutes prior to the warning bell at the start of the day.
20. All staff and students will sanitize their hands upon entry to their classroom.
21. All staff will wear a mask while indoors, except when sitting or standing at their work stations, or when eating.

22. Staff may choose to wear a face shield in addition to a mask.
23. Teachers will use a positive and educational approach to the wearing of masks for students. Students do not have to wear a mask except for those in grades 5-7 while riding the bus, however older students are encouraged to wear masks while working closely with others. Students are not forced to wear masks nor punished for not doing so. We recognize the wearing of masks, for elementary students, is a family choice and will ultimately respect the wishes of parents and caregivers where their children are concerned.
24. 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 wash their hands upon entry.
25. Students will be reminded by staff to keep their hands to themselves at all times, and respect the physical distancing measures with visitors.
26. 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.
27. 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.
28. The school premises are closed to community use with the exceptions of the Artists' Studio downstairs and the Community Kitchen down the far hall. Access to those areas will primarily be outside of school times, with users limited to their personal space and following all protocols for sanitizing hands, alarm keypads and door handles.

Environmental Measures

29. General cleaning of the school will occur daily, while frequently touched surfaces will also be disinfected again a second time. Frequently touched surfaces include: door knobs, light switches, faucet handles, toilet handles, photocopiers, appliances, or tables, technological devices and classroom materials, including manipulatives and toys that are shared amongst people.
30. Limit frequently-touched items that are not easily cleaned to those that support learning, health and development. Some frequently touched items like PE equipment, shared music equipment, toys and manipulatives may not be able to be cleaned often (e.g. fabrics) or at all (e.g. sand, foam, playdough, etc). These items can continue to be used, if hand hygiene is practiced before and after use.
31. Students and staff will sanitize their hands before and after eating, before and after going outside, and before and after moving to a new activity or location, using an alcohol based sanitizer with at least 60% alcohol.

32. All student supplies will be used on an individual basis. Student supplies are not to be shared between students.
33. Some gym equipment may be treated as a frequently touched surface, and use may be limited as a result.
34. Items in classrooms will be minimized and students are not encouraged to bring toys from home.
35. Difficult to clean items such as classroom carpets and fabric-based furniture will be removed from classrooms.
36. Classrooms will have access to cleaning supplies so that other staff may clean as deemed necessary during the school day.
37. Re-usable masks will be available for all staff and students, students should be prepared to see some people wearing masks while at school.
38. Staff will eat in their classrooms during break times. Those on prep may use the staffroom.
39. There is no evidence that the COVID-19 virus is transmitted via textbooks, paper, or other paper-based products. Laminated or glossy paper-based products and items with plastic covers can be contaminated if handled by a person with COVID-19; however the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time, or for hand hygiene to be practiced before or after use.

Music Classes

40. Staff must wear masks while singing, students K-7 are not required to do so.
41. Students and staff will be spaced as much as possible while in music classes.
42. Music education will be delivered in line with the Guidance for Music Classes in BC During COVID-19 developed by the B.C. Music Educators' Association and the Coalition for Music Education in B.C.

PE Classes

43. Space will be maximized to avoid prolonged close-contact between students.
44. All staff will wear a mask while in the gym.
45. Teachers will plan activities that minimize prolonged contact and crowding.

Washroom availability, Common Area Movements

46. 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.
47. 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.
48. Doors to common areas will be closed and off limits to students without expressed permission of a staff member.

Office Area and Staff Protocols

49. Only one staff member is allowed to use the photocopier at all times, practicing physical distancing and sanitizing the keypads when finished.
50. The office area is not open to students.
51. There must never be any students in the staff room.
52. All meetings between staff will be conducted with at least 2m space between participants.
53. Staff should maintain 2m physical distance for face-to-face interactions, whenever possible.
54. If physical distancing can not be observed, and a barrier is not in place, staff will wear masks.
55. The number of people and length of time for any gathering will be minimized as much as possible.
56. Visiting staff members, such as TTOC's, who are not part of our learning group, must maintain 2m distance from staff and students when working within the learning cohort, and must avoid face-to-face interactions.
57. WorkSafeBC guidance for offices lists measures that should be considered and implemented as applicable to the workplace for staff in office environments (both inside and outside of 'bricks and mortar' schools).