



Westview Elementary School

Staff and Student Safety Guidelines

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 [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

- 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. Parents/caregivers can utilize the provincial [K-12 Health Check app](#) or [District Daily Health Check form](#) for daily assessment of symptoms.
 - 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.
 - Reinforce and adopt effective personal practices.
- Staff and other adults are required to complete an active daily health check, in line with the Provincial Health Officer [Order on Workplace Safety](#), prior to entering school.
- 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.
- Any student, staff, or other person who has a cold, influenza, or COVID-19-like symptoms, should seek assessment by a health-care provider and self-isolate while they await their results.
- 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.
- Staff meetings, in service and professional development activities and all staff only gatherings should be held virtually wherever possible.

- Staff should practice physical distancing (2 meters) for face to face interactions whenever possible
- If physical distancing cannot be maintained and a barrier is not present, participants are required to wear masks.
- The number of participants gathered and the length of the gathering should be minimized as much as possible.

If a Student or Staff Develop Symptoms of Illness at School

- Information related to management of illness and confirmed cases can be found [here](#).

In the Event of a Confirmed Case at school

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

- The following students, staff or other adults must stay home and self-isolate:
 - A person confirmed by the health authority as testing positive for COVID 19; or
 - A person confirmed by the health authority as a close contact of a confirmed case of COVID 19 or
 - A person who has travelled outside of Canada in the last 14 days.

Information on [self-isolation](#) for international students and homestay contingency plans for illness, is available in the [COVID 19 Operational Guidelines for K-12](#).

- Students or staff may still attend school if a member of their household has a 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.
- If a student or staff is confirmed to have COVID-19, public health will do an investigation to confirm if any staff or students have been in close contact with that person and need to self-isolate. Public health will inform the school and the Superintendent if there are close contacts of a confirmed case within a learning group or 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, visit the [BCCDC website](#).)

Learning Cohorts and Transportation

- 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.
- Adequate space should be made available to prevent crowding within the cohort.
- Consistent or assigned seating arrangements will occur wherever practical. Student desks are not to be set face to face where possible.
- There is no evidence that COVID 19 virus is transmitted via textbooks, paper or other paper based products. Laminated or glossy papered based products and items with plastic covers can be contaminated, however the risk is low. There is no need for these items to be cleaned, disinfected or quarantined for any length of time or for hand hygiene to be practiced before and after use. Refer to [Recommendations for Library Learning](#) .
- PE/Health Create space between students and staff and encourage outdoor activities and programs as much as possible.
- PE staff are required to wear masks while in PE when physical distancing is not available and barriers are not present.
- Shared equipment can be used provided it is cleaned and disinfected as per the guidelines.
- Students should be encouraged to use proper hand hygiene before and after participating in physical activity and equipment use. Refer to [PHE Canada Guidelines](#).
- Teachers should plan physical activities that do not permit prolonged physical activity or crowding.
- Teachers are encouraged to adapt activities where possible to reduce physical contact.

Learning COHORTS

<u>Division</u>	<u>Teacher</u>	<u>Grade</u>	<u>Cohort</u>
1.	Sullivan	7	A
2.	Nordman	6/7	A
3.	Lewis	6	B
4.	Roberts	5/6	C
5.	Elliot	5	C
6.	Hoekstra	4/5	D
7.	Gee	4	D
8.	Schmunk	3	E

9.	Traer	2/3	E
10.	Andrews	2	F
11.	Christmann	½	F
12.	Timothy	1	F
13.	Culos and Bodie	K/1	G
14.	Adams	K	G

Entrance & Exit Doors to be used at all times:

Cohort A – Division 1 & 2 – only use the front entrance doors (Nordman to use courtyard doors)

Cohort B – Division 3 – only use the doors at the end of the hall by the Music room

Cohort C – Division 4 & 5 – only use the courtyard doors

Cohort D – Division 6 – only use the Fire Exit Stairs by the Kindergarten area

Cohort D – Division 7 – only use the outside door from the classroom

Cohort E – Division 8 & 9 – only use the doors at the end of the hall by the parking lot

Cohort F – Division 10 & 11 – only use the outside door from the classroom

Cohort F – Division 12 – only use the Strong Start outside doors beside the classroom

Cohort G – Division 13 & 14 – only use the outside door from the classroom

(Kindergarten playground)

Please use these doors for all entering & exiting the building – for start of day, recess, lunch, outside time/P.E., etc.

All teachers should meet their students at these assigned doors to walk to classroom together

ZONES for Recess & Lunch (on announcements daily)

Field
Hockey Court/Squareball/Sandbox
Playground/Swings
Kindergarten Playground

RECESS/LUNCH ZONE	DAY 1	DAY 2	DAY 3
1 - Field 10:30-10:45/11:55-12:25	Cohort A	Cohort C	Cohort E
1 - Field 10:50-11:05/12:30-1:00	Cohort B	Cohort D	Cohort F
2 - Hockey Court/Sandbox/Squareball 10:30-10:45/11:55-12:25	Cohort C	Cohort E	Cohort A
2 - Hockey Court/Sandbox/Squareball 10:50-11:05/12:30-1:00	Cohort D	Cohort F	Cohort B
3 - Playground/Swings	Cohort E	Cohort A	Cohort C

10:30-10:45/11:55-12:25			
3 - Playground/Swings 10:50-11:05/12:30-1:00	Cohort F	Cohort B	Cohort D
4 - Kindergarten 10:30-10:45/11:55-12:25	Cohort G	Cohort G	Cohort G

- Westview School will minimize the number of staff who will interact with learning cohorts who they are not part of as much as possible.
- Westview School will establish cohort zones, both inside and outside, and limit cohorts to one area per day. Cohorts will be entering and exiting the building through specific doors to limit interactions.
- 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 cohort where possible.
- Staff not assigned to cohorts (itinerant teachers) must practice physical distancing when interacting with a learning group.

Entering and Exiting School, Physical Distancing

- Upon arrival to Westview 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 exit the building at the end of their day through their assigned exit.
- 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.
- All parents and guardians wanting to enter Westview 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 sign in using the visitors log book located in the foyer, ensure they wear a mask at all times, and sanitize their hands upon entry.
- Students will be reminded by staff to keep their hands to themselves at all times, and respect the physical distancing measures whenever possible.
- 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. In class eating is not restricted by space. Cubbies may be used. No students are permitted to work in hallways at any time.
- 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. The water fountains will be shut off but the refill station & classroom sinks will be available to refill water bottles only.

Environmental Measures

- 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, desks, chairs, manipulatives, PE and music equipment, and toys as well as technological devices and classroom materials that are shared amongst people.
- The school will facilitate regular opportunities for staff and students to practice hand hygiene:
 - Use portable hand-washing sites and/or alcohol-based hand sanitizer dispensers containing at least 60% alcohol, where sinks are not available.
 - [Hand washing](#) should be encouraged upon school entry and before/after breaks and eating, using washroom and using gym/playground equipment.
 - Students and staff may bring their own sanitizer or plain soap if they are on the list authorized by Health Canada or have a medical condition that requires specialized soaps. (See the [List of Hand Sanitizers Authorized by Health Canada](#) for products that have met Health Canada's requirements and are authorized for sale in Canada.
- Some frequently touched items like toys and manipulatives may not be able to be cleaned often (fabrics), or at all (sand, foam, play dough). These items can continue to be used if hand hygiene is practiced before and after use.
- All student supplies will be used on an individual basis. Student supplies are not to be shared between students. Kindy have table sharing as a quad.
- Items in classrooms will be minimized and students are not encouraged to bring toys from home.
- Difficult to clean items such as classroom carpets and fabric-based furniture will be removed from classrooms and stored in Room 137.
- Classrooms will have access to cleaning supplies so that other staff may clean as deemed necessary during the school day.
- Re-usable masks will be available for all staff and students. Masks must be worn by staff at all times in all common areas and in any situations where they are not able to maintain physical distancing.

- Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.

Washroom availability, Common Area Movements

- 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.
- 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.
- Physical distancing must be practiced in staff only spaces regardless of use of masks.
 - Floor markings and signage will indicate travel direction
 - Meetings will be held virtually wherever possible
 - Staff must practice physical distancing in F2F meetings
 - Staff are required to wear masks indoors when unable to maintain physical distancing or when a barrier is not present.
 - [WORKSAFEBC guidance for offices](#) lists measures that should be considered as applicable for staff. This is outlined for both inside and outside of brick and mortar schools.

Office Area Protocols

- Students needing anything from the office will access the Mrs. Austin through the glass window. The student phone is not available at this time.
- Only staff members are permitted to use the photocopier at any time. Staff members must practice using physical distancing in the teacher prep room.
- There must never be any students in the staff room or staff prep rooms, including the upstairs prep area.
- Staff Meetings will occur virtually or in the library as it allows for physical distancing.
- The medical room is to only be used for medical situations or if a student or staff member needs to self-isolate.
- A maximum of 3 staff members will be allowed in the staff room at a time and physical distancing measures must be followed.

Personal Protective Equipment

Although personal protective equipment (including masks) is the lowest level on the hierarchy of Infection Prevention and Exposure Control Measures, it can provide an additional layer of protection when more effective measures are not feasible. Non-medical masks and face coverings (masks) have

a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them.

Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn.

Masks should not be used in place of the other safety measures detailed in this document. For example, masks are not a replacement for the need for physical distancing for in-class instruction delivered to students from more than one learning group.

K-12 STAFF:

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools - both within and outside of their learning group, except when:

- sitting in (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

All students in grades 5 to 12 are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses.

Exceptions will also be made for students who cannot tolerate masks (e.g. health or behavioural reasons).

ELEMENTARY SCHOOL STUDENTS:

Elementary students are not required to wear a mask in schools and only students in grades 5 to 7 are required to wear them on school buses. Elementary students' mask use should be based on their personal or family/caregiver choice, and their choices must be respected.

Schools and work sites will have non-medical masks available for staff and students, including anyone who becomes ill while at school.

Wearing a non-medical mask, face covering, or face shield in schools outside of the circumstances outlined above is a personal choice for students and adults. It is important to treat people wearing masks with respect.

More information about COVID-19 related mask use, including how to clean and store reusable masks, is available on the [BCCDC website](#) and the [Government of Canada website](#).