



Edgehill Elementary School

Mr. Ian Landy, Principal

Phone: 604-485-6164 Email: ian.landy@sd47.bc.ca



September 8th 2020 Edition

Staff and Student Safety Guidelines: September ReOpen Plans

Students Returning Full Time

- Class Lists will be created prior to first day
- In class seating is not restricted by space, so tables can be used - there will be visual “dividers” between student working areas on tables
- Students will lineup in their assigned class row (no wandering or playing) there will be standing spots approximately 1m apart
- Hallways will continue to have visual cues for which side of the hall to walk on
- Cohorts of Learners: 2 classes will “buddy up” for common break times (Recess and Lunch times) and possibly for special presentations
- Hand Washing will continue to be encouraged - we will be using hand sanitizers within portables and classrooms where sinks are not available.
- There will be limited access for parents coming into the school as we focus on ‘contact tracing’ - you will be able to set up a meeting by phoning the office, and if you are called because of a health reason, you will of course be invited in!
- Students may require “inside shoes” based on classroom rules
- There will be schedules for Gym, Library, Music, and all outdoor spaces
- There be staggered Recess and Lunch Breaks (organized by cohorts)
- Classrooms will set their own rules and strategies for safety inside their spaces (eg hanging up coats and lining up to wash hands)
- TTOCs (and replacement EAs) will wear masks for their day of work at Edgehill

The Edgehill “No’s” (to begin the school year)

- Field trips
- Assemblies
- Tournaments/Inter-school sports
- Large gatherings
- Strongstart
- After School Program

Upcoming Dates

September 8th - Staff Orientation of Health & Safety Guidelines

September 9th - Review and Distribution of Class Lists

September 10th - Student Orientation to classes 9am-10am

September 11th - Student First Full Day in Class (Health & Safety Orientation) 8:55-2:45



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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 Edgehill Elementary.

Illness and Self-Assessment

1. All students and staff and other adults (eg parents, caregivers, visitors etc) will ensure that they are in good health upon arrival at Edgehill Elementary. All students and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days must seek guidance from a health professional and can start by calling 811 for advice (including procedure to get a COVID-19 test)
2. All students and staff will assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering to Edgehill Elementary.
3. 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 Edgehill Elementary. Staff will assess the good health of all students throughout the day (as we always have).
4. Any staff or students who show symptoms of illness while at school will be placed in the school medical room in isolation prior to their exit from the school. We will follow the advice of the Public Health Office on next steps should a student show symptoms of COVID-19. Parents will need to arrange the pick up of a student who is ill as soon as possible.
5. In the event of a positive COVID-19 case we will be notified by the Public Health Office and they will advise Edgehill Elementary and our broader learning community on next steps.

In the Event of a Confirmed Case at school

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, visit the [BCCDC website](#).)
 - i. 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 administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.



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- Public health may then:
 - i. Recommend 14-day isolation if necessary (for confirmed close contacts).
 - ii. Recommend monitoring for symptoms if necessary.
 - iii. Provide follow-up recommendations if necessary.
- Schools must continue to provide learning support to students required to self-isolate by PHO order.
- Together, schools/school districts and public health officials will determine if any other actions are necessary.

Learning Cohorts and Transportation

6. 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.
 7. DRAFT Learning Cohorts for Edgehill:
 - COHORT A – Division 9 and Division 8 (kindergarten classes)
 - COHORT B - Division 7 and Division 6 (primary classes)
 - COHORT C - Division 5 and Division 4 (primary classes)
 - COHORT D - Division 3 and Division 2 (intermediate classes)
 - COHORT E - Division 1 (intermediate class)
 8. Edgehill Elementary will minimize the number of staff who interact with learning cohorts they are not a part of as much as possible.
 9. Edgehill Elementary will establish playground zones and limit cohorts to one area per break or day and review periodically.
 10. Any students riding a school bus in Gr. 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 loading will occur from the back to the front as students board the bus. Siblings will be seated together.
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Entering and Exiting School, Physical distancing

11. Upon arrival to Edgehill Elementary, students must go directly to their designated class line-up. Students are expected to arrive no more than 5 minutes prior to the start of the day. Students will remain in their line-ups after school as necessary.
12. All students and staff will enter Edgehill Elementary using their designated learning cohort entrance. All staff will wash hands upon entry - students will wash their hands with soap and water upon entry to their classroom
13. Students will be reminded by staff to keep their hands to themselves at all times, and respect the physical distancing measures whenever possible.
14. Student workspaces will be spaced within each classroom to reduce contact between other students and staff members where possible. Classroom movement will be limited as a result. Sitting at tables is permitted.
15. 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 fountain will be used to refill water bottles only.

Environmental measures

16. General cleaning of the school will occur at least once a day, while frequently touched surfaces will be cleaned and disinfected twice a day – at the lunch break and at the end of the day. These include: door knobs, light switches, toilet handles, tables, technological devices and classroom materials used.
 17. All student supplies will be used on an individual basis. Student supplies are not to be shared between students.
 18. Any gym equipment will be cleaned after a class uses it, and equipment will be limited as a consequence.
 19. Items in classrooms will be minimized and students are not encouraged to bring toys from home.
 20. All classroom carpets will be moved to storage areas, and any fabric-based furniture will be removed from classrooms.
 21. Each classroom will have cleaning spray and wipes available to clean any high contact surfaces that might arise during school hours.
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22. Re-usable masks will be available for all staff and students, and although they may not be used by all staff members, students should be prepared to see some staff wearing masks and face shields while at school.
23. Going to rooms such as the Library, Gym and Music room will require students to sanitize their hands on their way in and out of the learning space.

Washroom availability, Common area movements

24. Each class will have a one-in, one-out rule for students needing to use the washroom. There will also be a targeted “Cohort Time” for bathroom access. Cleaning of the washrooms will happen frequently, and students will be asked to wash their hands upon their return to class in addition to leaving the bathroom.
25. Arrows and floor signage will remind students and staff of physical distancing measures. Giving students and staff space between each other will be promoted through increased outdoor activities, and reducing areas accessed by staff and students.

OFFICE AREA PROTOCOLS

- Students needing anything from the office will access Office Manager through the dutch door (split door).
- Only staff members are allowed to use the photocopier at all times, practicing physical distancing in the teacher prep room
- There must never be any students in the staff room or staff prep room
- Masks will be worn in the staff room when there are more than three people in the space
- The office area is not open to students
- Staff Meetings will occur in a common area that will allow for physical distancing, such a Gym or Library and be available virtually so that staff can stay in their spaces



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PUBLIC HEALTH MEASURES

Recommendations	Actions
1. Mass Gatherings No gatherings greater than 50 outside of school cohorts (elementary 60)	<ul style="list-style-type: none"> • No assemblies (whole school) • Virtual Staff Meetings so that cohort blending can be minimized
2. Contact Tracing, Outbreak Management	<ul style="list-style-type: none"> • Students in attendance but <i>please note if flu like symptoms occur student to be brought to sick room and administration will call home immediately. Parents advised to pick up student (we'll meet them outside), call 811 and follow PHO recommendations</i> • No community access to the building on evenings and weekends to continue. • Families / community can make appointments to speak with school staff face to face if urgent. All other communication can be done virtually or by phone. • H & S will work within CDC, PHO and WSBC parameters – awareness and signage.
3. Self-Isolation and Quarantine	<ul style="list-style-type: none"> • Ongoing and regular communication about staying home if ill. • Medical room prepared for student/staff isolation if required.

ENVIRONMENTAL MEASURES

Recommendations	Actions
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1. Cleaning and Disinfection

- General cleaning once per day.
- Zones established to allow for cohort movement.
- Garbage emptied daily.
- PPE available - wear gloves when in contact with bodily fluid.
- Common, commercially available detergents are for any staff to use and do not require WHMIS certification.
- Removal of fabric items in common areas, including chairs in main office reception and lunch room furniture.
- Signage and staff reminders about glove protocols and person limits (as applicable)
- paper towels accessible in washrooms and in classrooms with handwashing stations.
- Water fountains disabled, bottle filling stations enabled.
- Photocopiers will have cleaning products available nearby, all stations open, follow social distancing practices and wear PPE.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products.

There is no need to limit the distribution or collection of books or paper-based educational resources to students.

ADMINISTRATIVE MEASURES



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1. Physical Distancing and Minimizing Physical Contact

- Avoiding physical greetings (hugs, handshakes), regular reminders for students
- Try to maintain social distancing whenever and wherever possible.
- *Students/staff in a space outside classroom:* PPE required if high foot traffic, and if outside cohort; balance between physical distancing and disinfection protocols and custodial support.
- All visitors (including staff and students) to practice hand hygiene.
- *Reception limited:* only 2 people in the reception area at any time, traffic flow, removal of chairs for waiting.
- Plexiglass installed in main office.
- *Copy room:* both copiers available, PPE and social distancing required as space allows.
- *Staff washrooms:* patron limits posted outside entry.
- *Staff/prep room:* PPE required and must practice social distancing where possible. (more than 2 in prep room; more than 4 in staff room)
- *Lunch room:* no community dishware or utensils, coffeemaker disabled, removal of fabric furniture.
- *Classroom:* where possible please organize to allow as much distancing as possible with desks facing a similar direction, and remove any unnecessary and non district furnishings/ materials from the classroom.



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2. Cohorting

- Students will be in cohorts not exceeding 60. Cohorting reduces interactions without requiring physical distancing.
- Encourage minimized physical contact.
- Up to date lists of cohorts will be available through admin.
- Admin will limit the number of adults interacting with a cohort, where possible.
- TTOC or itinerant staff will wear non-medical masks (PPE).
- Staff and students encouraged to stay on site during breaks.
- PPE/non-medical face masks and social distancing must be practiced outside of cohort and in high traffic areas.

3. Safety and Sanitization

- If a student arrives sick they shall wait in sick room until parental pick-up.
- Signage and information to be followed upon entry with regards to hand washing and entry protocols.
- Hand sanitization pumps will be available for entry and exit into each room without sinks. All who enter or exit must use them.
- Cleaning wipes will be available on computer carts to allow cleaning of personal workspaces as necessary.
- All washrooms to have max occupancy stated outside entry.
- Tissue boxes available upon request for work spaces – pls contact clerical.
- Paper recycling bins available in each room, to be emptied each Wednesday by individual classes.
- Garbage emptied daily by custodial staff.
- All other recycling materials must be dropped in waste management bins located within zone hallways.
- No microwaves available for students.
- SD47 personnel carrying out duties will wear masks in occupied areas and practice social distancing.



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4. Protocol Development

A. Entrance/exit protocols

- Visitors: use hand pumps, **sign in** and proceed to office
- Staff: follow hand washing signage/instructions. Sign in not necessary upon entry, assumed at work unless away and dispatch will notify admin and the school.
- Students: follow hand sanitizing instructions. Hand wash/sanitize upon entry into classroom

B. Shared Materials

- Shared materials should be kept to a minimum, wiping down if cleaning materials / wipes available.
- Paper and texts are low transmission items, no cleaning necessary.
- Minimal use of manipulatives where possible. Only using those that can be disinfected upon conclusion of use.
- No plush toys allowed.

JH&S – Edgehill

Safety Committee Members to continue monthly meetings, evaluating the effectiveness of Covid-19 protocols.



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PERSONAL MEASURES

Recommendations

Actions

1. Stay Home When Sick

- All students and staff who have symptoms of COVID-19 OR travelled outside of Canada OR have been in close contact with a confirmed case must stay home.
- If diagnosed with COVID-19 one must follow PHO directives
- If a close family member is sick BCCDC guidelines state that a student/staff member may continue to attend school.
- Parents must assess their students daily.
- Staff must assess themselves daily.
- If anyone becomes ill at Edgehill they must leave without delay and either wait for symptoms to subside or be tested for COVID-19.
- BC CDC Assessment tool:
<https://www.thrive.health/bc-self-assessment-tool>

2. Hand Hygiene

- Communicated as per BCCDC guidelines
- Posters where applicable
- Ensure handwashing upon entry of classroom/school.
- Sanitize upon entry and exit of classroom, after eating and using washroom facilities.



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3. Respiratory Etiquette

- Staff and parents to teach and reinforce these practices amongst students.
- Masks are not required, but may be worn in cohort, outside of transitional and itinerant staff.
- PPE/non medical masks are required in high trafficked areas and for those going between cohorts.

4. Personal Protective Equipment

- PPE must be used when outside of cohort or when in areas that do not allow for adequate social distancing.
 - Students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student – face shields and non medical face masks will be made available.
 - Face shields are a personal choice, face mask must be worn in areas outside of cohort and when social distancing can not be attained.
 - Staff moving between cohorts must remain socially distant and wear PPE/non medical face mask.
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5. Workspaces and Other Zones

References

- [BC's Back to School Plan](#)
 - [Five Stage Framework](#)
 - [COVID-19 Public Health Guidance for K-12 School Settings](#)
 - [WorkSafeBC guidelines.](#)
- Staff will implement ongoing, supplemental, cleaning and disinfecting of their workspaces when possible.
 - Follow the 2-metre physical distancing requirements when possible.
 - Follow occupancy signage (washrooms, photocopier space, office, staff lunch room).
 - Food will be removed daily from common spaces.
 - No shared/communal materials.