



Partners in Education (PIE) 2020-21

Staff, Student and Parental Visitors Safety Guidelines and Protocols

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 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 arriving at the school.
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 school.
4. Any student, staff, or other person within the school 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.
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. 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.
7. 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, Staff or Parents Develop Symptoms of Illness at School

8. 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 placed under supervision in an appropriately private room.
 - Parents or caregivers will be contacted and arrangements will be made to pick-up the student as soon as possible.
 - The room utilized will be cleaned and disinfected after the student has left and before it is needed again.
 - Parents or caregivers will be encouraged to have the student assessed by a health-care provider.
 - Students will be asked to stay home until COVID-19 has been excluded and symptoms have resolved.
9. Any staff or parents who show symptoms of illness while at school will be:
 - Provided a non-medical mask if they don't have one.
 - Be placed in a restricted entrance room, separated from others if for some reason they are unable to leave the building right away.
 - The isolation room, if used, will be cleaned and disinfected after the person has left and before it is used again.
 - A staff member will be encouraged to be assessed by a health-care provider
 - A staff member 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

10. If a student, staff member or parent is confirmed to have COVID-19, and 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.
- 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.
- PIE will continue to provide learning support to students required to self-isolate.
- Together, the school/school district and public health officials will determine if any other actions are necessary.

Learning Cohorts and Transportation

11. A learning cohort in PIE, because of being generally a program where children for the most part work at home will be defined by participation in the short term learning group of students and staff who work together through that portion of the school year. This group will primarily interact with each other during their learning sessions including any breaks. Arrival at the program will see each cohorts coming in to the building at the school entrances/exit closest to their group sessions. It is expected that students and parents arriving for those sessions will follow social distancing protocols whenever possible. Transportation will be provided to and from school events only by the parents.

Entering and Exiting School, Physical Distancing

12. Students from grades K to 3 will be coming to school with their parents to the learning group sessions scheduled for them. Upon arrival they are expected to go to the dedicated entrance for their grouping. Students and parents are asked not to arrive more than 5 minutes before their session to accommodate social distancing prior to joining their group. Students Grade 4 and up are expected to practice social distancing while waiting for access to their groups. All staff, students and parents will sanitize their hands upon entry into the school or into the designated classroom.
13. All parents and guardians wanting to enter the school are asked to come either by invitation or by arranging an appointment, unless an emergency situation requires otherwise. Typically, unless set up with your child's teacher or administration, visitors will enter by the main door opening into the commons area. The doors are kept locked so arrival needs to be arranged by appointment or by phoning into the school when they arrive. The number to call is on the door of the main entrance. We are attempting to limit the number of contacts for staff and students while school is in session. All parents and visitors are expected to wear a mask when in the building and students grade 4 and older are also expected to wear a mask (unless exempted for medical reasons) while attending learning group sessions- All visitors must sanitize their hands upon entry and sanitization stations are available at all entrances.

14. Students will be reminded by staff to sanitize their hands as necessary and to maintain social distancing whenever possible.
15. Student desks and tables will be spaced within each classroom to reflect social distancing between other students and staff members. Classroom movement will be limited as a result. Food is not to be shared with other students. Student may bring their own water bottle but it should not be shared with other student either and should be filled when leaving home rather than at school. Drinking fountains are not accessible at Oceanview School and most taps are unfiltered and designated for handwashing only.

Environmental Measures

16. 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. When two groups are designated to use a teaching space at different times the frequently touched surfaces will be sanitized between groups either the same day or prior to the next day's use.
17. All student supplies will be used on an individual basis. Student supplies are not to be shared between students
18. Items in classrooms will be minimized and students are encouraged not to bring toys from home.
19. Classrooms will have access to cleaning supplies so that other staff may clean as deemed necessary during the school day.
20. Re-usable masks will be available for all staff and students upon request, and disposable masks made available for any parents that have forgotten to wear theirs.

Washroom availability and Common Area Movements

21. Each class will have a one-in, one-out rule for students needing to use the washroom and students will be asked to wash or sanitize their hands upon their return to class.
22. Posters and other signage will assist to remind students and staff of the various physical distancing and other health measures.

Hand Hygiene

23. 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 breaks; before and after consuming food; before and after use of a common indoor learning space after using the toilet; and whenever hands are visibly dirty

Office and Staff Area Protocols

24. Staff needing anything from the office please respect the social distancing space that the counter provides for the clerical workers behind it. Please ask the secretaries for assistance rather than going behind the counter
25. Only one staff member should be in the photocopier space at one time.
26. A maximum of 3 staff members will be allowed in the staff room at a time and physical distancing measures must be followed.
27. There is no reason for students to be in the staff room or staff prep room.
28. Staff Meetings will occur in the commons area that allows for social distancing,

PIE Learning Group Protocols.

Although the primary learning groups are covered in general terms above, as they are starting next week, I have summarized here the protocols and expectations for the sessions.

The first set of Learning Groups focus on targeted skills that students should be working on based on their assessments and grade levels. The students ranging from K to Grade 3 have been placed in small groups that will work in separate areas. The main goal is to give parents and students a better understanding of what they should be working on in particular in the language arts areas. The students have been placed in 7 different groups (including six in-person groups and Zoom group.

In-School Groups will be contacted by the teacher leader regarding time and classroom schedule for group sessions likewise the timing for the Zoom session. Parents of in-school participants have the option of, staying to observe, or dropping off their child and picking them up at the end of the one hour session. Either way students will be bringing home with them some activities to work on through the week prior to the next session.

Parents who do stay, are asked to sit with their child for the session or if preferred sit at the back of the room. Whichever position you choose to occupy though, due to socially distancing, we request that you remain there for the entire session. It would not be possible to socially distance properly unless the educators interacting with the students are the only ones moving around the class.

1. The advantages of sitting at the back of the class would be to be able to observe how your child does interact independently with learning tasks when someone else is directing them. Their children would also be working on developing listening and learning skills for when someone, other than their parent is working with them.

2. The advantage in sitting beside your child would be to add confidence (if needed) but also be able to directly see what their response to the instruction is. It is suggested though that you try to allow your child to respond and work on their own rather than immediately assisting them if they start down the wrong path. Part of the learning process too is allowing the child time to absorb and understand what is being asked of them on their own and to make their own adjustments if necessary. Taking time to process, think about and visualize concepts independently is an important element of learning.
3. There is also value in dropping your child off for the session, to be able to experience directed learning with individuals beyond their family circle.

Regardless of whichever option you choose, please follow the following protocols.

- 1 Please try to come between 5 and 10 minutes before the session starts.
- 2 Come to the door closest to where your child's sessions will be held.
- 3 Upon arrival at the Oceanview Learning Center help your children understand and practice the social distancing separation while they are waiting to get in.
- 4 A hand sanitizer will be available at the door or in the classroom, and we ask that students and parents sanitize their hands on the way in and also on the way out at the end of the session.
- 5 Adults inside the classroom should at all times be wearing a mask. Students below grade 4 are not required to wear a mask but are encouraged to do so if they are comfortable with it.
- 6 Students can also bring a water bottle but only for their own use and shouldn't bring food as the sessions are only about an hour.
- 7 If you have any concerns or questions, please feel free to contact your child's teacher or the principal.