

## Safe Campus Protocols and Practices

### Preamble

The purpose of this document is to outline the policies, protocols and procedures to follow while the school is required to follow requirements and recommendation as authorized by the Canadian Federal Government, Provincial Government, BC Ministry of Education, Kelowna Municipal Government, local health authority (Interior Health) and the BC SDA Conference Office of Education. It represents the best practices as outlined in such documents as:

- BC Ministry of Education's 'Provincial COVID-19 Health and Safety Guidelines for K-12 Setting'
- BC Ministry of Health's 'BC Centre for Disease Control'
- BC Provincial Government's 'B.C.'s Education Restart Plan'
- WorkSafeBC K-12 Education Protocols
- Operating Guidelines for School Districts and Independent School Authorities
- BC Ministry of Education's 'Continuity of Learning – Planning Guide for Teachers'

### Plan Background

The Government of BC has established that brick-and-mortar schools in BC must be offering the following direct service levels by September 10: K-12 Full-time in-class instruction within a learning group. This level of instruction began on September 8, 2020 and is intended to be maintained for the duration of the school year, unless a change is implemented at the government level.

### General Guidelines

- Have multi-use items, such as a tissue box, strategically located in the room to provide easy access and not prevent physical distancing (2m).
- Classrooms must be decluttered with non-essential items and furniture removed to allow for efficient and effective ongoing and nightly custodial cleaning.
- Workspaces and desks must be strategically placed to avoid contact as much as possible.
- Ideally, the classroom will have a hand washing sink with soap (NO bar soap) and paper towel.
  - If no hand-washing sink is in the classroom, students and staff will have access to a designated washroom.
- Desktops and counter surfaces **must be kept clear** to facilitate ongoing disinfection throughout the day and allow for nightly custodial cleaning/disinfection.
- Access to gyms, computer lab/av room, music rooms, and library will be limited to use in accordance with learning group and cleaning guidelines.
- Common/general use items will be limited/restricted to only necessity, and disinfected on a regular basis if use spreads across learning groups (ex. computers, science labs, gym equipment).
- Physical Education equipment must be cleaned between each use/class. PE classes should be held outside where possible. High intensity activities must be properly physically distanced (2 m). Masks should be worn during low intensity activities when indoors.
- Music class should be in a space that allows proper physical distancing. Masks should be work at all times unless playing an instrument that requires mouth contact (ex. wind instruments).



## Health and Safety

### 1. Learning Groups

- a) Schools developed their plans in concert with the Office of Education and the Associated Member Society of FISA BC. Learning groups at the elementary level will not exceed 60 and 120 at the secondary level (unless a variance is given by the local health authority). There will be no density targets or capacity limits beyond the learning group system at this time. No student or staff member can belong to more than one learning group.
- b) Learning groups will remain constant throughout the school year (Gr. K-2; Gr. 3-5; Grade 6-12).
- c) All teaching staff and support staff (TOCs, EAs, etc.) will be assigned to a learning group.
- d) Non-staff adults are to be given limited access to the school (maintaining a closed campus) for specific program delivery necessities, with physical distancing (2m) and mask-wearing practices in place. Non-staff adults **MUST** confirm that they are healthy and not required to self-isolate **BEFORE** they enter the school.
- e) When physical distancing is not strictly required within a learning group, desks, etc. will still be rearranged to help avoid direct contact of students and staff. Use of gymnasiums, large open spaces, and outdoor space is encouraged to promote physical distancing inside and outside of the learning group.
- f) Students should physical distance as much as possible (ideally 2m) and wear a non-medical mask (required for adults and Grade 4-12 students). Prolonged, face-to-face interactions will be limited to the minimum necessary to preserve effective class procedures and experiences.

### 2. Health Protocols

- a) Physical distancing (2m) should be maintained as much as possible. Adults and students in Grades 6-12 should plan to physical distance from all others at all times.
- b) Daily health checks and communication by parents if there are symptoms of flu, colds, or COVID-19. Staying at home when sick will be essential in the first level of disease spread prevention.
- c) School staff will also be asking students how they feel as they enter the building. Health concerns will be addressed by the local health authority as to self-isolation and COVID-19 testing if deemed necessary.
- d) Non-medical masks – required for all staff and Grade 4-12 at all times unless they are unable to wear a mask, eating/drinking, behind a barrier, or outside. Masks are not a substitute for physical distancing.
- e) Staff will consistently model and practice illness prevention measures, **including practicing physical distancing while eating or drinking.**
- f) Respiratory Etiquette (students and staff):
  - i) Cough and sneeze into their elbow, sleeve, or tissue. Throw away used tissues and immediately perform hand hygiene.
  - ii) Refrain from touching eyes, nose, or mouth with unwashed hands.
  - iii) Refrain from sharing any food, drinks, unwashed utensils, etc.
- g) Dealing with onset of illness during the school day:
  - i) Student will be isolated and supervised in designated room (First aid room) until they leave the building.
  - ii) Parent or designated emergency contact will be contacted immediately to arrange pickup.
  - iii) The room will be disinfected once the person has left (by the designated supervisor- who will wear PPE).
  - iv) A symptomatic staff member will be required to wear a mask and **MUST** physical distance (2m) from **ALL** others until their student supervision can be replaced.
  - v) Anyone with symptoms will be encouraged to self-isolate until they are advised to return to school by the local health authority.
- h) Parent should provide their child(ren) with all the food required for the day, avoiding the need to use microwaves as much as possible. Hot lunch and food services can be offered within learning groups, but food sharing will be prohibited. Parents must **NOT** bring food to school for sharing with other students or staff.



- i) Self-isolation: Anyone confirmed by the health authority as testing positive for Covid-19. Anyone confirmed by the health authority as a close contact with a confirmed case of Covid-19. Anyone who was tested for Covid-19 and is awaiting result. Anyone who has travelled outside of the country MUST self-isolate for 14 days before entering the school.

### 3. Cleaning

- a) Disinfecting procedure will include spraying the surface with disinfectant supplied, letting it sit for 30 seconds, then wiping it away with a clean rag.
- b) High touch areas will be cleaned/disinfected a minimum of TWICE per 24 hours (by staff, EAs, and/or custodians).
- c) Garbages to be emptied daily.
- d) Limited use of drinking fountains, so teacher to facilitate student water bottle refills.
- e) Lockers segregated within learning groups and disinfected on the outside alongside the regular cleaning schedule.
- f) Classrooms will have hand sanitizer (min. 60% alcohol) present, and students and staff will practice regular hand washing before leaving a classroom and before re-entry into the classroom. Daytime cleaning plans have been added alongside daily custodial cleaning and disinfecting.

### 4. School Entry/Exit

- a) Parents/guardians must remain outside of the school to drop off and pick up their children. They must not enter the school unless necessary and with prior approval. Teachers/school staff will direct students to their parents/guardians.
- b) Due to stricter protocols and teacher responsibilities, we are unable to accommodate early drop-offs and late pick-ups. We are relying on parents to ensure their child(ren) are dropped off and picked up on time.
- c) Students must be able to enter the building on their own. There will be a staff member present at the entrance to do a health check and escort them to their classroom.
- d) Teachers will be in their homeroom to ensure students equipment is properly stored and hand-washing has occurred.
- e) School building will be closed throughout the school day.

### Continuity of Supports

Vulnerable students, and those with diverse needs will be able to attend school up to five days a week with support within their learning group.

### Continuity of Learning

1. All students will have access and be required to attend school in-person 5 days per week within their learning groups.
2. Teachers will be developing lessons to allow for a continuity of learning in unforeseen circumstances (ex. Google Classroom). We will be pursuing a one-to-one ratio of Chromebooks to students, to allow access to technology to continue in a safe manner.

### Communication of Materials

1. We will continue to provide communications through our regular channels (email, website, social media, etc.) for parents and partner groups. We will also post information within the school and on entry doors under the guidance of the Ministry of Health. Parents will also be referred to the **Ministry of Education** website for further information.
2. We will post our site-specific plans for:
  - Site access and risk limitation





- Cleaning and hygiene
  - Physical distancing/Learning group systems
3. Staff communication outside of the individual student or class learning will filter through the principal and school administrator, under the guidance of the BC SDA Conference, school board, and local health authority where necessary.
  4. Staff will check-in daily, alongside monthly staff meetings, to make sure they are informed of current health and safety protocols.
  5. Communication to be labeled “for your information” and “please respond” as necessary for efficiency.
  6. Communication outside our organization must be with prior guidance and approval of the BC SDA Conference and the school board, and under the recommendation of the local health authority. Media requests regarding confirmed or suspected COVID-19 cases, potential exposure at our school, or potential risk of transmission within our school setting are directed to the local health authority for response.

