



Parkview Elementary School

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**Health and Safety Protocols for Return of Staff & Students
September 2020**

On behalf of the Parkview Health & Safety Committee (Mr. Hagel, Miss. Hughes, Mrs. Danyluk (teachers), Mrs. Jeffrey (CUPE), Mr. Koenig (Staff rep.) and Mrs. Schneider we would like to reassure all parents and staff that we take our safe school operation seriously. We firmly believe that Parkview is the best place for your child, and it is here that we can provide the most robust educational program. Please note that this safety plan will be made available on our website.

This committee meets regularly each month, and in light of this current COVID-19 pandemic, have taken extra steps to meet and work through a localized plan for Parkview which is aligned with the [SD83 COVID-19 Restart plan](#). You should know that Health and Safety meets on an as needed basis as well as on a monthly basis, and holds a spot as a regular discussion item in our monthly staff meetings. We encourage all staff and parents, with their students to carefully read through this document as well as the [SD83 COVID-19 Restart Plan](#) prior to starting school. (Please note: This is just a snapshot of the full 60 page safety document put out by the district's health and safety committee. Staff and parents can access a copy of the full document on the school district's website).

Below you will find information about what the first days back at school will look like, the regular structure of the school day, general information and an important section on what to do in the case of illness.

Please note that this is a “living” document, meaning that information in it is subject to change

Students will be organized into “Cohort Groups”. What is a cohort?

A cohort group in K – 6 settings is a group of people no larger than 60, including the students and the staff. The intention is to have that group of people primarily interact just with their own group while inside the building. Classes such as music, library, and PE in the gym will be scheduled so that cohort groups are one after another to further reduce contact, as well contact with spaces and equipment. At our school, we will be grouping students and staff in this way:

Cohort 1A: Divisions 2, 4 and their classroom teachers and assigned CEAs

Cohort 2A: Divisions 1, 3 and their classroom teachers and assigned CEAs

Cohort 3B: Divisions 5, 6 and their classroom teachers and assigned CEAs

Cohort 4B: Divisions 7, 8 and their classroom teachers and assigned CEAs

Cohort 5B: Division 9 and their classroom teachers and assigned CEAs



1. First Days

1.1 Student Orientation (Sept. 10.11)

- Parents will receive an email on Wednesday Sept. 9th confirming which Cohort your child will be part of for the orientation days on Sept. 10 & 11 and which classroom they are to go to in the morning. Kindergarten parents will hear from the Kindergarten teachers about specific Kindergarten orientation and gradual entry prior to Sept. 9
- The goal of these two days is to acquaint your child with safety procedures at the school including lining up, handwashing and classroom protocols and help them to see what our 'new normal' looks like!

2. Structure of Regular Days (Sept. 14 onward):

*NOTE: As part of online package of documents, parents will be expected to have completed health check before bringing children to school. A daily check at the door will **NOT** be conducted.

2.1 SCHOOL ENTRY – Students

2.1a Student Drop-off/Walkers: 8:00- 8:10: Families who drive their children to school are asked to drop them off on frontage road and go directly to their classroom door. Staff will not be doing health checks, because parents are now required to sign a district form acknowledging they are not to send children to school if they are showing symptoms of contagious illness. Students will enter their classroom and immediately sanitize their hands

2.1b Bus students: 7:50-8:00: Students will unload the bus and move directly to their classroom door. Staff will not be doing health checks, because parents are now required to sign a district form acknowledging they are not to send children to school if they are showing symptoms of contagious illness. Students will enter their classroom and immediately sanitize their hands

2.1c Any student that is dropped off outside of these times will enter the school through the front doors, sanitize their hands and report to the main office.



2.2 SCHOOL ENTRY – Staff

2.2a Our front door will be the only outside entrance kept unlocked. When arriving at work, staff must sign in at the front door, use the hand sanitizer, and observe social distancing. Face coverings for staff are encouraged in common spaces (outside of cohort groupings), like hallways, staff rooms, etc. Staff sign in book will be moved to the office at 8:15.

2.2b All other SD83 staff must sign in at the front door, use the hand sanitizer, and observe social distancing. Face coverings for staff are encouraged in common spaces (outside of cohort groupings), like hallways, staff rooms, etc.

2.3 SCHOOL ENTRY - Visitors

Parents will be encouraged not to enter the building without an appointment or without prior arrangement. If a parent or guest must enter the building, they will enter using the front door, use hand sanitizer, and sign in (with full name and contact information and the main office, and will be **required to wear a face covering**. By signing the sign-in book they are acknowledging that they have answered NO to all the questions on the health-check form and are free of symptoms of COVID-19. For contact-tracing purposes, all visitors must sign in and out, citing the date, location or contact visitor and a phone number before proceeding to destination.

2.4 STAGGERED RECESS AND LUNCH - We will have a staggered recess time and lunch time each day

2.4a Staggered Recess – We will have 2 recess times with 2 teachers supervisors. Cohort A will have recess from 9:51 to 10:06 and Cohort B will have recess from 10:06-10:21

2.4b Staggered Lunch – Students in Cohort A will eat first 11:34-11:57, then play outside from 11:57-12:19. They will be supervised by Violet and Joanne. Students in Cohort B will play first from 11:34-11:57 and eat from 11:57-12:19. They will be supervised by Tricia and Mrs.Schneider

Interacting with other cohorts: students can socialize with peers in different cohorts if they are outdoors and can maintain physical distance or if they are indoors and can maintain physical distance. Teachers will make this determination and supervise any activities.



2.5 DISMISSAL -

Afternoon Dismissal is at 2:17 (note new time). At Parkview we have the ability to dismiss students without co-mingling with other groups because of the outside door access in each room. Teachers will dismiss students from their classrooms. At this time the playground will be closed before school and after school as we will not be providing supervision. We encourage all students to depart school grounds in a timely manner, and for parents to remain off school grounds during pick up. Playground will be closed until 2:45 pm

2.6 Kindergarten and grade 1 students may be picked up at the front of the school (playground). We ask that older students get picked up at the backfield or near the Strong Start classroom. We will require parents to observe social distancing from each other, staff and students.

2.7 WASHROOMS and WATER FOUNTAINS

Primary students should use the Primary bathrooms and Intermediate students should use the intermediate bathrooms. Only 2 students will be allowed in a bathroom at any given time.

All water fountains are shut down at this time, however we have one water bottle filling station by the Primary washrooms. We are asking all students to bring a **Full** water bottle to school each day, and return it home each day for cleaning.

2.8 GYM & LIBRARY

- Gym will be open for use
- Library circulation will be available, but all books that are returned will sit for a minimum of 24 hours before being reshelved.

2.9 MASKS

2.9a SD83 will be providing 2 masks for each student and staff. Students will be provided a plastic sandwich bag, clearly labelled with their name, to store their masks

2.9b MASKS AND STUDENTS IN GRADE 6 – As per Ministry guidelines, all students from grades 6-12 are required to wear a mask in common areas (ie, hallways) and while riding the bus.



3 GENERAL

- Classrooms will be encouraged to use the outdoors as much as possible for learning

3.1 OFFICE AREA:

- Our goal is to minimize students leaving their cohorts, so therefore, we request that teachers refrain from sending children to the office for photocopying or errands.

3.2 SURFACE CLEANING AND SANITIZATION

- We have two regular custodians, and they will now move to daytime overlapping shifts.
- General cleaning and disinfecting of the premises should happen at least once/day
- Frequently touched shared surfaces should be cleaned and disinfected at least twice a day (ie: doorknobs, light switches, toilet handles, tables, desks, chairs, electronic devices)
- SD83 will use a product called Vital Oxide as the sanitizing agent
- Washrooms will be cleaned at least twice a day (typically once during the day and once after school is dismissed)

3.4 PAYMENTS

- Payments for fees can be paid via E-Transfers (par@sd83.bc.ca). Alternately, a personal cheque is acceptable. We actively discourage the use of cash for any payments.

3.5 FIELD TRIPS

- Within this Phase 2 restart plan, we are able to continue to offer field trips for students. Most fieldtrips (with the exception of walking fieldtrips) will involve busses (instead of parent volunteer driving) as we need to seek to have the students remain within their cohorts.

3.6. BUS TRANSPORTATION

- Bus transportation will continue to be offered to those families who cannot transport their own children. Students in grade 6-12 must wear a mask in order to ride the bus.
- When necessary, we will have “grab and go” items available in the MPR (multi-purpose room) kitchen if it is found that a child is hungry and does not have enough food from home. We will not be able to cook, prepare or serve food for others. For this reason, we ask families to please send a generous amount of food for snack and lunch if possible.



3.7 HOT LUNCH AND MEALS PROGRAMS

- When necessary, we will have “grab and go” items available in the MPR (multi-purpose room) kitchen if it is found that a child is hungry and does not have enough food from home. We will not be able to cook, prepare or serve food for others. For this reason, we ask families to please send a generous amount of food for snack and lunch if possible
- A decision will be made by the PAC committee at the September meeting whether to proceed this year with offering a hot lunch. All transactions will need to happen electronically. Likely hot lunches, if we move forward, will not commence until October.

4 **IF A CHILD OR STAFF MEMBER IS ILL**

4.1 WHEN TO STAY HOME

Within normal educational settings, children and staff will often have influenza or other respiratory viruses with symptoms similar to COVID-19. For this reason, all children and staff who are ill with fever or infectious respiratory symptoms of any kind need to stay home and be assessed by their health care provider and tested for COVID-19.

If you are at all unsure of your status, the [COVID-19 Symptom Self-Assessment Tool](#) is a valuable resource to help assess whether you should be staying home.

When someone is symptomatic, they should self-isolate and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.

Quarantine' is a term typically reserved for persons who return from travel outside the country are at risk of developing COVID-19.

If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks. They will also ensure that children, staff, parents and caregivers have access to health care providers and that appropriate supports are in place.



4.2 SICK WHILE AT SCHOOL - Symptomatic Student OR Staff Member

- It is essential that no adults or students attend school if they are showing symptoms of contagious illness.
- Parents are expected to abide by a Health Screen they complete with their child at home each day, although no paper copy is required to sign and send to school daily. The school district's online form completed by parents and kept digitally at school is used as acknowledgement that parents know they are not to send children to school with symptoms of contagious illness.
- If any adult in the building suspects a student is ill, please advise the office ASAP. The student will be asked to wear a mask and be brought to our holding area
- The activity room is the holding area if it deemed that a student is too sick to be at school and is awaiting parent pickup. The expectation is that parents are to pick up a sick child as soon as possible, and this agreement is signed off by the parent at the beginning of the year. Students are expected to remain home until they are symptom free.

If a staff member has symptoms of contagious illness, they are to stay home and log this absence using Atrieve. If they become ill while at work, a staff member needs to go home as soon as possible, and stay home **until symptoms subside**.

- The threshold for reporting student and/or staff illness to public health should be determined in consultation with Interior Health. In other words, we will keep careful track of all staff/students who are experiencing symptoms, and work carefully with Public Health.

Case Finding, Contact Tracing and Outbreak Management

Active testing of anyone with cold, influenza or COVID-19-like symptoms helps identify cases early in the course of their disease. When a person is confirmed as positive for COVID-19, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak, and whether others in close contact with them are at risk for infection. Not everyone who has been in contact with a confirmed COVID-19 case is determined to be a close contact. Public health authorities determine who is considered a close contact.

School District No. 83 will work with Interior Health to ensure policies and procedures are in place regarding reporting elevated staff and student absenteeism due to influenza-like illness Interior Health. This reporting is helpful in early identification of clusters and outbreaks.

When a person is confirmed by public health as positive for COVID-19, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific



public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe.

If a staff member or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.

Unless directed by public health, School District No. 83 will not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19.

4.3 Self-Isolation for International Travelers Returning to B.C.

All students and staff who have travelled outside of Canada are required to self-isolate for 14 days under both provincial and federal orders. This includes students who are attending school from abroad. Students from outside of Canada should plan to arrive in Canada at least two weeks before school begins to adhere to the self-isolation orders.

PROTOCOLS

Please take time to teach protocols to students, and model as staff members and parents: coughing into arms/elbows, handwashing procedures, lining up procedures, etc.

- EVERY time students and staff enter the building, we must enact the entry handwashing procedure—it's time consuming, but essential, and will get easier
- If any adult needs to enter someone else's cohort, please use hand sanitizer or wash hands before entering, wear a face covering/mask, or look for other alternatives to communicate or share with that cohort group.

We are all learning, and we are certain to make mistakes. Should a student or staff member make an error and forget, please remind them, be kind, and if needed, have hands washed again.

Parents are welcome to make an appointment with Mrs. Schneider to review the site specific plan and/or tour the school. Please email at cschneid@sd83.bc.ca