



Salmon Arm West Elementary School

4750 10th Ave S.W. Salmon Arm, BC V1E 3B5

Phone: (250) 832-3862 Fax: (250) 833-1126

Principal: David Wellingham

Health & Safety Protocols – September 2020

Members: Wanda Weninger, Jake Jakobsen, David Wellingham

BC Ministry of Education Foundational Principles:

1. Maintain a healthy and safe environment for all students, families and staff.
2. Provide the services needed to support the children of our essential workers (ESWs).
3. Support vulnerable students who may need special assistance.
4. Provide continuity of educational opportunities for all students.

STAGE 1 IN-CLASS	STAGE 2 IN-CLASS	STAGE 3 HYBRID	STAGE 4 HYBRID	STAGE 5 REMOTE
COHORT SIZE <ul style="list-style-type: none"> Elementary: No limit Middle: No limit Secondary: No limit 	COHORT SIZE <ul style="list-style-type: none"> Elementary: 60 Middle: 60 Secondary: 120 	COHORT SIZE <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 60 	COHORT SIZE <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 30 	COHORT SIZE <ul style="list-style-type: none"> Elementary: 0 Middle: 0 Secondary: 0
DENSITY TARGETS <ul style="list-style-type: none"> Not applicable 	DENSITY TARGETS <ul style="list-style-type: none"> Not applicable 	DENSITY TARGETS <ul style="list-style-type: none"> 50% for all schools 	DENSITY TARGETS <ul style="list-style-type: none"> 25% for all schools 	DENSITY TARGETS <ul style="list-style-type: none"> 0% for all schools
In-Class Instruction Full-time all students, all grades	In-Class Instruction Full-time instruction for all students for the maximum instructional time possible within cohort limits. Self-directed learning supplements in-class instruction, if required	In-Class Instruction Full-time instruction for: <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities Students who require additional supports In-class instruction for all other students for the maximum time possible within cohort limits and density targets. Self-directed and remote learning supplements in-class instruction.	In-Class Instruction Full-time instruction for: <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities Students who require additional supports In-class instruction for all other students for the maximum time possible within cohort limits and density targets. Self-directed and remote learning supplements in-class instruction.	In-Class Instruction Suspend in-class instruction for all students. Self-directed and remote learning in place of in-class instruction.

COVID-19 and Elementary Aged Children

COVID-19 virus has a very low infection rate in children (ages 0 to 19). In B.C., less than 1% of children tested have been COVID-19 positive, and even fewer are suspected to have been infected based on serological testing. Most children are not at high risk for COVID-19 infection. Children under 10 comprise a smaller proportion of the total confirmed child cases compared to children between the ages of 10 and 19.

Prevention measures and mitigation strategies involving children must be commensurate with risk. This information is based on the best evidence currently available.



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Health & Safety Measures:

1. Parents will be asked to monitor their children daily for symptoms and not to send them to school if they are sick. A student health check form will be sent home prior to the start of school. This form will
2. Students will be asked to wash their hands frequently, including before coming to school. They will have access to hand sanitizer when hand washing is not available.
3. Schools will continue to be cleaned more frequently, including classrooms and high touch areas.
4. Wearing non-medical masks will be a personal choice for students and teachers and will be made available and provided upon request. Face shields will also be available to staff upon request.
5. Students will be asked to label their personal items and not to share them.
6. Those outside of a cohort (i.e. prep teachers, music teachers, TTOCs, casual support staff, etc.) must practice physical distancing when interacting with the cohort.
7. Social distancing will be maintained for all adult to adult and all adult to children interactions. Students are asked to always minimize physical contact and use 'eagle wings' whenever possible.
8. Students/classes movement through the building will be limited as much as possible. Students/cohorts must enter and exit through designated doors and go through handwashing procedure.
9. Should a student (or adult) make an error and forget, please remind them, and if needed, have hands washed again.
10. If there are repeated, purposeful violations of procedures, please advise David.

Masks at School

Wearing a non-medical mask or face covering within schools is a personal choice for students and adults.

Non-medical masks or face coverings may be useful when physical distance cannot be consistently maintained. It is important to treat people wearing masks with respect. Those that choose to wear non-medical masks must still seek to maintain physical distance from people outside of their cohort.



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School District No. 83 will have non-medical masks or face coverings available for students and staff should they become ill while at school.

Training

Health and safety training and orientation of school district staff, including new employees and staff who work at multiple sites and/or across multiple cohorts in a school (e.g. counsellors, learning assistants, prep teachers, Education Assistants). These orientations will take place at schools on September 8 and 9.

Health Check Form:

Parents will be asked to monitor their children daily for symptoms and not to send them to school if they are sick. The health check questionnaire will be sent out to all families at the beginning of the year.

Staff will be asked to fill out a form at the beginning of the year.

Forms will constitute an agreement for the 2020-2021 school year to monitor health daily/regularly and not come to school/work if showing unusual symptoms.

The front door will remain locked during the day. All visitors/guests to the building will need to have an appointment and be asked to complete a health check form upon entry.

Cohorts

A Cohort is a group of students and staff who remain together throughout a school term. Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced. In elementary and middle schools, a cohort can be composed of up to 60 people.

The composition of the cohort will remain consistent for all activities that occur in schools, including learning and breaks. Within the cohort, minimal physical contact should be encouraged, but a two-meter physical distance does not need to be maintained.

School District 83 will minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy and safe environment.

During break times (e.g. recess, lunch), students may want to socialize with peers in different cohorts. In elementary schools, students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical



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distance. Elementary-aged students are less able to consistently maintain physical distance
Outdoors is a lower risk environment than indoors.

Student Entry Procedure:

Drop-off:

8:00-8:20 a.m. Mr. Wellingham will be present in front of school. Parents have been asked to remain in their vehicle and will not be permitted to enter the building unless they have booked an appointment.

Students will be directed to line up outside of their cohort door:

Cohort 1 – Grade 2/3 and Grade 1/2 students line up outside east entrance. Mrs. Sutherland's students enter through the K door.

Cohort 2 – Mr. Jakobsen's and Ms. McEwan's students line up outside west entrance.

NOTE: Ms. McEwan's class will wait until the Grade 1/2 class is in their room with door closed before walking past the office.

The playground will not be open before or after school. Students from different cohorts should always minimize contact with each other. Students will enter school one at a time, sanitize hands, and proceed directly to their classroom to begin morning activity.

Proper hand washing routines are to be reviewed regularly.

Any students showing unusual symptoms of illness will go immediately to the health room.

Breakfast Program:

We will have breakfast items available for students starting at 8:30 am. If students require breakfast when they arrive, items will be brought to them in their classroom.

Staggered Recess:

Cohort 1 9:35-9:50 am. You can choose to operate your snack times when it works for you - including hand washing.

Cohort 2 9:55-10:10 am. You can choose to operate your snack times when it works for you - including hand washing.

NOTE: There is a 5 minutes transition time between breaks to allow for Cohort 1 to enter and Cohort 2 to begin their recess in a safe manner.



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Lunchtime:

Cohort 1

11:40 am-12:00 pm. Eating time. Students will wash hands and have their lunch. Students will be dismissed outside at 12:00 pm – remembering to use ‘eagle wings.’

BELL RINGS AT 12:00 pm.

12:05-12:25 pm. Playing time. At the 12:25 pm bell, students will return to their cohort door. Students will enter individually and be asked to sanitize hands.

Cohort 2

11:40 am-12:00 pm. Playing time. Students will be dismissed outside – remembering to use ‘eagle wings.’ At the 12:00 pm bell, students will return to their cohort door. Students will enter individually and be asked to sanitize hands.

BELL RINGS AT 12:00

12:05-12:25 pm. Students will wash hands and have their lunch.

NOTE: Not all staff will be able to access the staff room to eat their lunch. Adults must practice social distancing at all times.

Dismissal:

2:22 pm. Cohort 2 – Mr. Jakobsen and Ms. McEwan will bring students outside with their backpacks by 2:15 pm. Students will be lined up by their cohort door. Cohort 1 – Grade 2/3, Grade 1/2, and Mrs. Sutherland will bring their students to the front door.

NOTE: There is a 7 minutes transmission time to minimize contact between cohorts.

NOTE: Playground will be closed before school and after school. This will be clearly communicated to parents.

Hand Sanitizing Stations

Hand sanitizing stations are at four of the entrances to the school (front door, west entrance, east entrance, kindergarten). Students and staff will be required to use hand washing/sanitizing protocols every time they enter the building. Supervision and NHS staff will help ensure that all students have sanitized their hands when entering the school.

NOTE: Staff are not to use entrance by the staff room. This entrance is not a designated entry and will not have a hand sanitizing station.



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Students should wash/sanitize their hands when:

- When they arrive at school
- Before and after any breaks (e.g. recess, lunch).
- Before and after eating and drinking (excluding drinks kept at a student's desk).
- Before and after using an indoor learning space used by multiple cohorts (e.g. gym, music room, science lab, etc.).
- After using the toilet.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty.

Staff should wash/sanitize their hands when:

- When they arrive at school
- Before and after any breaks (e.g. recess, lunch).
- Before and after eating and drinking.
- Before and after handling food or assisting students with eating.
- Before and after giving medication to a student or self.
- After using the toilet.
- After contact with body fluids (i.e., runny noses, spit, vomit, blood).
- After cleaning tasks.
- After removing gloves.
- After handling garbage.
- Whenever hands are visibly dirty.

A bottle of premixed bottle of vital oxide and a green microfiber cloth can be found in each classroom, beside the photocopier room, and in the lunchroom. Staff will be responsible for keep their personal work area clean and sanitized.

Please take the extra minute to wipe down the photocopier and lunchroom table after each use.

Classroom Arrangements:

Teachers may wish to indicate a 2-meter (6 foot) perimeter around their desk or work area using painters tape to clearly indicate safe distancing during student interactions.

CEA schedules will be completely dependent on enrollment. Our goal will be to have one CEA in each classroom as much time as possible to support in-classroom work and to support supervision at bathrooms.



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Bathroom Breaks and Water Fountains:

Maximum 1 student per washroom at anytime. This prevents students from different cohorts entering the washroom at the same time. Students will push a cone in front of the washroom to indicate to Connie that it needs to be cleaned.

All water fountains are shut down. Students need to have a water bottle and use the filling station. Students need to wait and space themselves in case they are in different cohort groups.

Gym & Playground:

Gym will be open for use. Equipment should be cleaned for the next cohort to use. Playground is open for student use during school time. The playground will NOT be cleaned or sanitized. Please remind students with long hair to tie it back as this will prevent them from inadvertently touching their face.

Outside Learning:

Please use the Learning Circle and outside as much as possible. Teachers may wish to bring their bottle of vital oxide with them and spray the benches after each use. Ensure walking field trip forms are up to date and advise office if you are leaving the school grounds. Please remind students with long hair to tie it back as this will prevent them from inadvertently touching their face. Please remind students to dress for the weather.

Office:

Please refrain from having students come to the office. The office phone will not be available. Wanda will make any calls home if and when needed. There will be a plexiglass screen for all office inquiries. Parents will need to book an appointment to enter the building.

Symptomatic Student OR Adult:

Parents or caregivers must keep the student at home if ill.

In the case of a student feeling symptomatic:

1. Send student to health room. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a nonmedical mask or face covering or use a tissue to cover their nose and mouth. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and



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perform hand hygiene (any rooms used by student with symptoms will have prioritized cleaning)

2. Check in with Mr. Wellingham or Mrs. Weninger
3. Call home and have student picked up as soon as possible
4. Suggest to parents to call 811 and do online COVID tool. Medical results are confidential. The parent may or may not choose to share results with the school
5. Class will move to an alternate location (any rooms used by student with symptoms will have prioritized cleaning)
6. Mr. Wellingham will get custodian to begin cleaning classroom, washroom, and other pertinent areas
7. Mr. Wellingham will keep staff apprised of situation

If a 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.

In the case of a staff member feeling symptomatic:

1. Maintain a distance of 2 meters from others
2. Use a mask to cover nose and mouth
3. Check in with Mr. Wellingham or Mrs. Weninger
4. Leah will cover if staff member has a class. Leah will use appropriate PPE and take the class to alternate location (any rooms used by staff with symptoms will have prioritized cleaning)
5. Go home or to health room, if unable to get home safely (any rooms used by staff with symptoms will have prioritized cleaning)
6. Call 811 and do online COVID tool. Medical results are confidential. Staff may choose to report results back to school as soon as possible
7. Mr. Wellingham will get custodian to begin cleaning classroom, washroom, and other pertinent areas
8. Mr. Wellingham will notify staff of current situation

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Further Information

Please see the District Stage 2 Safety Plan for further information.

NOTE: All of is planning is based on current information. Changes may need to be implemented with little notice. Thank you for your patience and cooperation.