**Be Kind, Be Calm, Be Safe We’re All In This Together**

Following the Ministry of Education COVID-19 Health & Safety Guidelines for K-12 Settings and SD5 protocols, we look forward to welcoming our students to JEJSS.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-safe-schools#:~:text=Health%20guidelines,-Practicing%20physical%20distancing&text=Reducing%20the%20number%20of%20close,the%20spread%20of%20COVID%2D19.&text=Within%20a%20learning%20group%2C%20physical,possible%20within%20the%20space%20available>.

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| ***Learning Groups*** |
| **What is a learning group?** | * Students will be organized into learning groups for in-class instruction. This helps to limit contact and potential exposure. The learning group will consist of their regular classroom teacher(s), students and regular scheduled Education Assistants.
* Each elementary, middle and secondary learning group will be comprised of a maximum of 60 people
* Administration will keep a detailed learning group list for contact tracing purposes
* September 2020 learning groups are as follows:
	+ Anselmo
	+ Phillips & Sawchuk/Traverse
	+ Salanski & Markle
	+ Holmes & Bock
	+ Grade 7 & 8
	+ Grade 9 & 10
* Learning groups are subject to change based on need throughout the school year
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| **How do they work?** | * The composition of the learning group will remain consistent for all activities that occur in schools. Students may interact freely with those people in their learning group
* Within the learning group minimal physical contact should be encouraged, but a physical distance of two meters does not need to be maintained
* Arrange desks/tables to maximize space between students.
* Seating arrangements, where students directly face one another, should be avoided.
* Use a consistent seating arrangement when possible
* Staff members who enter into various learning groups must wear PPE and physically distance in that setting
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| ***Shape of the Day*** |
| **Before School** | * Students are asked to arrive no earlier than 8:25
* Class in session as normal 8:35 – 11:45, 12:35-2:45 (elementary) & 12:35-3:06 (middle/secondary)
* Student line up at their assigned door to enter the school.
* Bock/Holmes/Kindergarten 8:35 am
* Traverse/Phillips 8:37 am
* Salanski/Markle 8:39 am
* Elementary bus students will play at the designated play space until school begins
* Middle/Secondary bus students are require to wear PPE and wait in their designated space in the secondary wing
* Students will be required to sanitize hands immediately upon entering their classroom (as per protocols attached)
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| **Washroom/body breaks** | * Students must stay with their learning group except to use the bathrooms (one student at a time when in different learning groups)
* No wandering the hallways
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| **Lunch** | * Lunch time will be in classrooms in assigned seating arrangements for elementary students
* Elementary students will eat lunch in their classrooms from 11:45-12:05 pm. From 12:05-12:30 pm they will play outside in their designated learning group play space. This designated learning group play space will rotate daily between playground, Matt’s field, soccer field and elementary basketball/hockey space
* Grade 7/8 learning group will eat lunch in their designated wing from 11:45-12:10 pm and from 12:10-12:30 pm they will be in the gym
* Grade 9/10 learning group will go to the gym from 11:45-12:10 pm and then eat in their designated wing from 12:10-12:30 pm
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| **Recess** | * Elementary students will rotate daily between their designated learning group outdoor play space
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| **Technology** | * Sanitize before using iPads/laptops/desktops
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| **Library** | * Protective barriers will be in place for library staff
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| **PE** | * Sanitize before entering and when leaving the gym
* There should be no activities that include prolonged physical contact or crowding
* Physical education should occur outside whenever possible
* Middle/secondary students participating in physical activity outdoors are not required to wear masks
* Middle/secondary students participating in low intensity exercise should be wearing a mask when physical distancing is not possible
* Used gym equipment to be cleaned twice daily
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| **Fine Arts** | * The music program will be delivered on a rotating schedule throughout the school year
* Students in the same cohort should be spaced as far apart as possible.
* Middle/secondary students are required to wear masks when singing
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| **General**  | * Assemblies – virtual assemblies
* No interschool sporting events at this time
* No school wide performances
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| **After school** | * End of Day: Students will sanitize and leave through the appropriate classroom door. Please ensure physical distancing when picking up at the end of the day.
* Elementary students will be dismissed as follows:
* Bock/Holmes/Kindergarten 2:41 pm
* Traverse/Phillips 2:43 pm
* Salanski/Markle 2:45 pm
* For children being picked up at the end of the day, parents/guardians are required to be at the school at bell time
* Parents/guardians please remain on the far side of the fence during pick-up and drop-off
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| ***Teaching and Learning*** |
| **Curriculum** | * Provincial curriculum for all students at all grade levels
* Regular reporting
* Middle school students will still be offered some choice with regard to electives
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| **Instruction** | * Instruction within learning group
* Greater emphasis on outdoor learning and cross-curricular activities.
* A focus on mental health and well-being supports for students returning to school
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| **Communicating Student Learning** | * Regular reporting
* Regular assessments at the classroom and provincial level
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| **Kindergarten** | * Gradual entry will start on September 10th
* Pre-transition strategies to familiarize students with the people, spaces, and expectations will be communicated through virtual learning opportunities prior to the first day of school
* Kindergarten students are expected to minimize physical contact
* Staff to provide clear communication to students about expectations for the classroom materials, play, and physical contact
* Kindergarten classrooms should maintain a focus on play-based learning, while implementing the use of shared materials and following the cleaning and disinfecting protocols
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| ***Itinerant and other Staff*** |
|  | * Staff outside of a learning group must practice physical distancing when interacting with the learning group. For example, a learning assistance teacher or a counsellor can work with students from multiple learning groups, but they should maintain physical distance from students and wear PPE.
* Itinerant staff need to sign in at the office and complete the daily health check upon entering the building
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| ***Transportation*** |
|  | * Parents are encourage to transport their own children to school, though bussing is available consistent with our transportation eligibility policy
* Bus drivers should clean their hands often, including before and after completing trips
* Bus drivers are required to wear PPE
* Students should clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.
* Where possible, bus line up areas should be set up to prevent crowding, and allow for physical distancing of 2m (e.g., tape markings on pavement, etc.) where required
* Students in grades 4-10 and all staff are required to wear non-medical masks when they are on the bus. Grade K-3 students are encouraged to wear non-medical masks when they are on the bus.
* Consistent or assigned seating arrangements will be in effect
* Consider the order students typically onload and offload to support buses being loaded from back to front and offloaded from front to back
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| ***Parent Specifics*** |
| **Preparing your child to return to school** | * Wearing masks (if required), no physical contact, physical distancing, classrooms look different, more structure, handwashing and hygiene, no personal items brought and shared at school, ensure they can open items, put on shoes, coats etc
* Grade 4-10 students should wear a mask indoors at school except when:
* There is a barrier in place
* Eating or drinking
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| **Health Checks** | * The parent will be responsible for completing daily health checks prior to sending their child to school. If there are any changes to the initial symptoms that include a “yes” response the child is to say home and the school contacted.
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| **School access** | * Visitor access during school hours will be prioritized to those supporting educational activities that benefit student learning and well-being (e.g. teacher candidates, public health nurse)
* Parents please remain on the far side of the fence during pick-up and drop-off
* Any access must be arranged through the office in advance
* All visitors need to sign in at the office and provide active confirmation that they have no symptoms of illness and are not required to self-isolate before entering
* All visitors are required to wear PPE when in the school
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| **Communication** | * Please your check your email and school website for up to date COVID plans
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| **If child gets sick at school** | * Any child who appears or vocalizes feeling unwell will be sent home to ensure safety of all staff and students in the building
* Parents are required to pick up their child immediately
* Parents must have an emergency contact
* If <https://bc.thrive.health/covid19>. The province has created a phone service to provide **non-medical** information about COVID-19, including the latest information on travel restrictions. Information is available in more than 110 languages, 7:30 a.m. - 8 p.m. Pacific Standard Time at **1-888-COVID19** (1-888-268-4319) or via text message at **604-630-0300.**
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| **Other information:** | * Encourage your child to minimize physical contact with their friends
* Parents/guardians, please remind children to cough/sneeze into elbow, sleeve or tissue
* Remind children about keeping their “hands to yourself”
* Parent/guardians are required to stay outside of the building for both drop off and pick up of students
* **Appointments:** If your child has an appointment during the day, please make arrangements with your child’s teacher to have them ready to be picked up at the assigned location and include the office in your communication.
* **Phone Messages:** Secretaries will call into a classroom if there is a message to a student from a parent.  Please try to limit any interruptions as much as possible.
* No food sharing is permitted
* No toys, stuffed animals, etc. are to be brought to school
* Parents/guardians are required to provide a filled water bottle daily as fountains are closed – refill stations remain open
* Cutlery will not be provided, all students need to bring everything they need for their lunch.
* No access to microwaves
* Students need to come to school dressed for the weather
* Lunch choices that students can open on their own (easy to open bags, etc.)
* Students will bring recyclables and refundable back home with them in their lunch kits for proper cleaning and sorting
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| ***Staff Specifics*** |
| **Entering the building** | * Staff will be responsible for completing online active daily health checks prior to entering the building.
* Please sanitize when you enter and exit the building
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| **Breaks** | * Staff need to adhere to posted occupancy limits in shared spaces
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| **PPE and Physical distancing** | * K-12 staff should wear a mask indoors at school except when:
* There is a barrier in place
* Eating or drinking
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| **Common areas** | * Photocopying room, book room, staffroom, library, office, etc maintain physical distancing (2m) for staff when interacting outside of their learning groups.
* Staff to adhere to posted occupancy limits
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| **If you are sick at home** | * Log an absence in SRB
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| **If staff become sick at school** | * Log an absence in SRB and notify admin to cover until TTOC arrives
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| ***Health and Safety Protocols*** |
| **District Health and Safety plan** | * Please visit [www.sd5.bc.ca](http://www.sd5.bc.ca/) for the district health and safety plan
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| **Illness at School** | If a student or staff member develops symptoms at school, schools should: * Provide the student/staff with a non-medical mask if they don’t have one (exceptions should be made for students and staff who cannot wear masks for medical and/or disability-related reasons).
* Provide the student/staff with a space where they can wait comfortably that is separated from others.
	+ The student is to be supervised and cared for, when separated.
* Make arrangements for the student/staff to go home as soon as possible.
	+ Contact the student’s parent/caregiver with a request to have their child picked up as soon as possible.
* Clean and disinfect the areas the student/staff used.
* Encourage the student/staff to seek assessment by a health-care provider.

**Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.****Students or staff who have been tested for COVID-19*** **Negative – they can return to school when symptoms have improved**
* **Positive – follow direction from public health**

Schools and school districts should notify their local medical health officer if staff and/or student absenteeism exceeds 10 percent of regular attendance, to help with the early identification of clusters or outbreaks. |
| **Confirmed COVID-19 Case** | 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.)
	+ 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:
	+ Recommend 14-day isolation if necessary (for confirmed close contacts).
	+ Recommend monitoring for symptoms if necessary.
	+ Provide follow-up recommendations if necessary.
* Schools must continue to provide learning support to students required to self-isolate.
* Together, schools/school districts and public health officials will determine if any other actions are necessary.
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| **Self-Isolation and Symptoms**  | Any student, staff or other person within the school who has symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers. Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider and self-isolate while they await the results. Those unsure if they or a student 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.

Students or staff may still attend school if a member of their household has cold, influenza, or COVID19- like symptoms, provided the student/staff is asymptomatic. As per public health guidance, it is expected the symptomatic household member is seeking assessment by a health-care provider. If staff or student (or their parent) indicated that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they can continue to attend school. |
| **Cleaning** | * A general cleaning/disinfecting of the premises will occur once every 24 hours
* Frequently touched surfaces will be cleaned twice in a 24 hour period
* Disinfecting wipes and sprays are available
* Cleaning checklist is located in the custodial room
* Frequently touched items can continue to be used if hand hygiene is practiced before and after use
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| **Hand hygiene** | * Students are required to wash/sanitize hands upon entry and exit of the building, moving to a new learning space or before handling shared objects
* Teachers/parents will teach and review proper hand washing technique

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| **Personal Protective Equipment (PPE)** | * Personal Protective Equipment (PPE) Guidelines
	+ PPE such as masks will be supplied by District 5 for situations that require PPE for staff and students.
	+ Wearing a mask is a personal choice and it is important to treat all people with respect for their personal choices
	+ Grade 4-10 students are required to wear PPE at all times unless they are eating or drinking
* Supply of PPE will be stored in the office
* PPE is required to be used in situations where a is in contact with a person outside of their learning group or household
 |
| **Entering/exiting the building** | * Schools will lock their main doors throughout the day to limit public access
* Students will enter and exit through designated doors at all times when coming into the school
	+ Kindergarten, Phillips, Sawchuk/Traverse, Salanski, Markle - outside classroom door
	+ Holmes – Multi
	+ Bock – Home Ec/Shop entrance
	+ Middle/secondary – Science entrance
* Staff must sanitize upon entry and exit
* All visitors need to sign in at the office and provide active confirmation that they have no symptoms of illness and are not required to self-isolate before entering
* All visitors are required to wear PPE when in the school
 |
| **Physical Distancing** | * Each elementary, middle and secondary learning group will be comprised of a maximum of 60 people
* Plastic barriers will be placed in areas where there may be higher traffic (office counter, library counter, etc.)
* All assemblies or big school events will be held virtually with students remaining in their classrooms
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| **Traffic Flow****See page 14** | * Directional arrows will be placed in the hallways to indicate flow of traffic
* Students will line up in their designated entrance and exit doors
* Middle/secondary students are required to wear PPE at all times unless they are sitting at their workspace or eating and drinking
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| **First Aid**  | * Extra PPE (masks, face shields, gloves) will be on hand for our first aid attendants to use when treating injuries
* If an injury is minor, it is recommended that the first aid attendant talks the student through the injury (ie cleaning or bandaging a minor wound, applying an ice pack)
* Classrooms need to be stocked with band-aids. Students should only be sent the office if there is a true first aid emergency.
* Ice packs will only be used by the First Aid Attendant when there is visible swelling.  Teachers can provide a cold, wet paper towel for minor injuries.
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| **Health & Safety Checks** **See page 13** | **Staff**: * Staff are required to complete a daily online health check before coming to work. If they have any of the listed symptoms they are to stay home, and log their absence in SRB

**Parents:** * Parents /guardians are required to keep symptomatic children home.
* Children showing symptoms of COVID-19 or with a temperature greater than 38 degrees Celsius must not be allowed in the facility.
* Parents/guardians are responsible for completing daily health care screening for their child before they arrive at school or enter a bus.
* The daily health check app can be downloaded or parents can use the following link to access the K-12 health check

<https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e3s1>* School administrators will provide the questions to the parents in advance of the students’ attendance at school.  Children who answer ‘Yes’ to any of the questions on the health checklist will not be admitted into the school or school bus, there will be no exceptions.
* Parents will be provided with two copies of this Health Check. One will be completed and provided to the school on first day of attendance.
* Once at school, any child who appears or vocalizes feeling unwell will be sent home to ensure safety of all staff and students in the building
	+ Parents are required to pick up their child immediately
	+ Parents must have an emergency contact on hand in the event that a parent cannot get to the school right away.
* If you have questions about whether or not you should be tested for COVID-19, use the self -assessment tool at <https://bc.thrive.health/covid19>. The province has created a phone service to provide **non-medical** information about COVID-19, including the latest information on travel restrictions. Information is available in more than 110 languages, 7:30 a.m. - 8 p.m. Pacific Standard Time at **1-888-COVID19** (1-888-268-4319) or via text message at **604-630-0300**.

**Visitors/Parents**: * No parent visitors are permitted without prior office approval. Please contact the school office for appointments.
* Any necessary visitors will be asked the BC CDC guidelines listed above and that documentation will be kept on file by administration
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| **Health and Safety Training** | * All staff will receive training/orientation on September 8th and 9th. This time will include planning for student training and orientation.
* Students will be welcomed back to school on September 10th where they will also receive orientation on safety protocols and school expectations
 |
| **Health and Safety Continuance** | * The school JOHSC committee comprised of Erin Boehm (P), Carlene Lochrie (VP), Karyl Gibson (CUPE), Morgan Dilts (FDTA), will meet monthly or on an as needed basis to review and ensure school-wide maintenance of health and safety protocols
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| **Isolation Room if staff or student becomes ill** | * Medical Room
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| ***Students with Diverse Abilities/Disabilities*** |
|  | * Full-time instruction for students with disabilities/diverse abilities and students requiring additional support
* Student will be able to attend school full time or have a plan to ensure supports and learning continue if a student needs to learn at home
* Have access to the necessary health and safety supports
* Continue to receive supports and services as identified in their IEP, including 1:1 supports
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| **Students with immune suppression** | * The advice from the Provincial Health Officer and the BC Centre for Disease Control for parents/caregivers of children with complex medical conditions or underlying risk factors, or parents/caregivers who are immunocompromised themselves, is to consult with their medical health care provider to determine the level of risk regarding their child's return to in-class instruction.
* Parents/guardians seeking an alternative to in-class instruction, and who do not wish to register their child in a distributed learning program or homeschooling, will be required to obtain a doctor's note indicating the need for accommodations due to health-related risks.
* School districts and independent school authorities are expected to work with these families to ensure continuity of learning and supports.
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**School District No. 05 (Southeast Kootenay) Self-Assessment**

Please do not enter the school of district facility if any of the answers below are Yes.

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|  |   |  **Daily Health Check** |   |   |
| 1. | Symptoms of Illness | Do you have any of the following new key symptoms? | Circle One |
|   |   | Fever (above 38 C) or chills | Yes | No |
|   |   | Cough | Yes | No |
|   |   | Loss of sense of smell or taste | Yes | No |
|  |  | Difficulty breathing | Yes | No |
|   |   | Sore throat | Yes | No |
|   |   | Loss of appetite | Yes | No |
|   |   | Extreme fatigue or tiredness | Yes | No |
|  |  | Headache | Yes | No |
|  |  | Body aches | Yes | No |
|  |  | Nausea or vomiting | Yes | No |
|  |  | Diarrhea | Yes | No |
| 2. | International Travel | Have you returned from travel outside Canada in the last 14 days? | Yes | No |
| 3. | Confirmed Contact | Have you been notified by Public Health to isolate or identified as a close contact? | Yes | No |

**If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811**

**Refer to the BC CDC Document “**[**When to get tested for COVID-19**](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/When_to_get_tested.pdf)**” for further direction if you are displaying the abovementioned symptoms**

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