



Protocols for School Operations at Elkford Secondary School

Staff Copy

Staff Practices

Each staff must self-assess before coming into the building each day. Please see **Appendix A** in regards to self assessment questions. If your self assessment does not allow you to enter the building you must enter your absence in SRB as a “Sick/Medical” and select that you require someone to replace you.

If you become sick during the day, you must contact your Occupational First Aid Attendant (OFAA) which is Mike Kelly and your Administrator (Mike or Ian). You will then be asked to leave immediately, and a mask will be provided. Administration will enter your absence in SRB. Your space will be cleaned by a custodian.

Any child exhibiting COVID-19 symptoms (refer to **Appendix B**), or feeling ill, must be isolated from others and supervised in a separate room with a door (Conference Room and/or Concession). Staff are to notify Administration immediately and Administration will escort the student to the isolation room. Parents / guardians must be notified and will be advised to pick-up the child **immediately**.

The only entrance that should be used is the main entrance to the school. The doors near room 116 are for exit only. Clean your hands upon entering the building and notify the office that you are in the building.

Staff materials and goods must be self contained. Please limit all your teaching and personal items to your classroom space.

Staff should adhere to the following guidelines:

- Staff must adhere to physical distancing guidelines of 2 meters (m) whenever possible
- Staff are encouraged to stay on site during breaks
- Employees should not share items such as electronics, writing instruments, etc.
- All employees who desire to wear a non-medical PPE will be supplied one from the school Administrator

Staffroom:

- Closed to all staff, the door will be left open to provide access to staff washrooms
- Communal access to coffee, microwave, fridge will not be granted

Office/Photocopier:

- The main office will be closed
- Photocopying/Printing: you can send your documents remotely to the copier, notify school secretary and she will pass your print job to you through the office window, paper copying will be passed to secretary through window and she will copy for you

Attendance:

- The office will take attendance and enter into MyEd
- If a student asks to leave the school while in your classroom they need to call home for permission
- Grades 7 to 9 are expected to stay for full days unless parent permission has been granted through the office
- Grades 10 to 12 are expected to stay for the full time they booked
- Student must let the office know they are leaving and parent permission must have been communicated to the office
- During student dismissal, do so in a manner that promotes physical distancing
- **Teachers of 10 to 12 students must let the office know of planned attendance one day in advance**

Classroom:

- Use TEAMS to call the office if you need to get a hold of Admin.
- Students must stay in designated seat until dismissed, seat/desk must be disinfected when student leaves by the teacher – Custodian will check if assistance is needed
- At the beginning of each class please remind students:
 - If sick to let teacher know immediately
 - Hand hygiene – wash for 20 seconds with soap and warm water or use hand sanitizer
 - Must be done: entry and exit of class and after sneezing or coughing
 - Cough or sneeze into elbows
 - Don't touch eyes, nose, or mouth with unwashed hands
 - No sharing of anything
 - Must always respect 2m physical distancing
- It is okay to take students outside as long as physical distancing is respected, you must notify the office
- Remember that this can be a tough time for students, continue to use a trauma-informed approach and view all situations with a social emotional lens
- Remember our strong support team of: AESW, YCW, SST, Couns., EAs
- Monitor levels of hand sanitizer, tissue, etc. and let the office know if you need any
- Remember students can access the school 20% of the time or 1 day per week
- Vulnerable students have the option to access the school each day it is open
- Reach out to students who you worry are not being successful and invite them to your class

Staff Support

Please be aware of the following services:

Family Services Employee Assistance Program (FSEAP)

BCTF Health and Wellness Program

BCPVPA Early Intervention Program

Student Practices

Parents / guardians are required to keep symptomatic children home.

Parents/guardians are responsible for completing daily health care screening for their child before they arrive at school or enter a bus. Please see **Appendix B** in regards to student assessment questions.

Self-Isolation Room: Two rooms have been prepared: Conference Room and Concession

Students in grades 7 to 9 will be instructed on which day they are to attend class

Students in grades 10 to 12 will book times to attend class with their teachers

Students will spend lunch in the gym in an assigned seat if staying on property

Grades 7 to 9 encouraged to eat lunch at school

Grades 10 to 12 have pre-arranged meeting times with their teacher

Building Safety Plan

Each classroom will be provided with:

- Two waste receptacles
- Hand sanitizing station
- Box of tissues
- Spray bottle of disinfectant
- Two cleaning clothes
- Six student desks (the rest will be removed/stacked to the side)
- Signage for maximum student occupancy (20% of class size limit)

Two hand sanitizing stations have been set-up at school entry

Signage is posted at entry on proper procedure

Hand sanitizing station has been set-up at school exit

School office has been closed and communication will either be done electronically or through the office window. A 2 meter standing point is designated on the floor

A one way hallway flow has been set-up and must be followed

Frequently touched shared surfaces will be cleaned and disinfected at least twice a day: **10:00am and 1:30pm**

Washroom usage:

- Only one person may be in the washroom at a time
- Washrooms will be cleaned twice daily during school hours
- Washrooms will also be cleaned during the full school clean after students are dismissed

Classrooms will have spray bottle of disinfectant to self clean. The day custodian will make rounds checking with teachers to confirm that this was done at break times

Water fountains have been disabled

School doors will be locked during most of the day, during the following times the doors will be held open:

8:15am to 8:45am

12:35p to 1:00pm

Non-employees will only be allowed in the school if they have booked a time, non-essential visits will be discouraged

Busing

Busing has been arranged to support a staggered entrance time:

Arrival: 8:30am and 12:45pm

Departure: 12:15pm and 3:15p

Appendix A – Daily Health Checks for Staff

Employees must ensure the answer to these questions is No, before they enter the workplace:

- Do you have a fever?
- Do you have a cough?
- Do you have congestions?
- Do you have a nasal drip?
- Are you sneezing?
- Is anyone in your household sick?

Appendix B – Daily Health Checks for Children

Parents must ensure the answer to these questions is No, before their child enters the school:

- Have your children shown any symptoms or illness?
- Do they have a fever?
- Do they have a cough?
- Any congestions or runny nose?
- Are you sneezing?
- Is anyone in your household sick?