**PES School Plan – Return to School Protocols**

**Our Learning Journey Together: “Safe, Kind & Calm”…**

**Dr. Bonnie Henry**

***The staff of Pinewood Elementary School and our District personnel are working hard to insure a safe return to school this fall. Together we will thrive and make the 2020-2021 school year one to remember!***

**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 Pinewood Elementary School and our safe and caring learning environment. For more information regarding our safety guidelines please access the link below:**

[**https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf**](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf)

**Health and Safety**

* **Staff orientation on health and safety protocols will be followed by orientation for the students during the first week of school.**

**Schedule: September 8 and 9th -health and safety orientation for staff (Joint Occupational Health and Safety Committee driven)**

**September 10th and 11th -health and safety orientation for students**

* **Staff will be trained on September 8th and 9th (review of Health and Safety Documents, tour of the school, plans for student orientation, learning group lists, supervision schedules, focus on use of PPE and protocol requirements.**
* **Students will be welcomed back to class for orientation by September 10th and 11th – It will be important to teach students all they need to know about safety procedures in and out of the classroom while being careful not to add to feelings of stress and unease guided by Trauma Informed Classroom protocols (appendix C) In order to have an orderly, organized start to Day One, parents will be informed as to which teacher and class and entrance their child will be tied to.**

***Schedules will be communicated to parents once finalized as an attachment to this document and on the school website.***

1. **Cleaning and disinfecting:**

**• A daytime custodian will be on site to ensure prompt, thorough cleaning and disinfecting**

**• A general cleaning/disinfecting of the premises will occur once every 24 hours**

**• High touch surfaces will be cleaned twice in a 24 hour period**

**• Teachers will have disinfectant and wipes in their classroom spaces to also wipe down surfaces when needed**

**• Checklist to created (Joe Tank) for custodial staff to keep track of cleaning**

1. **Physical distancing strategies when outside of the assigned learning group:** 
   * + - **hallways will be marked with arrows and distance circles.**
       - **students will enter and exit through outside doors (same as June 2020)**
       - **learning groups will be kept to the 60 person standard. Staff will be positioned to stay within their learning groups If staff are outside of learning group, or offering service to various learning groups, they will wear PPE and maintain 2 feet of physical distance.**
       - **recess/breaks and lunch scheduling, staggered to keep groups small:** **will be revisited with staff during September 8-9**
       - **supervision plan: will be revisited with staff during September 8-9**
       - **staff lunch space (use staff room with physical distancing)**
       - **signage, ongoing discussion, monitoring and gentle reminders will encourage physical distancing and adherence to safety protocols.**
       - **students and school personnel will follow directional arrows clearly marked in hallways.**
       - **Assemblies may happen in small learning groups at staggered times or via digital media**
       - **visiting will be discouraged. In those instances when visitors are in the building they must pass the health check as detailed on the front entrance doors. Visitors will need to wear PPE and be in only those areas necessary to complete the purpose of their visit**
2. **Classroom space:**
   * + - **classroom spaces arranged to allow for ease of movement and less student contact.**
       - **desks facing the same way in classrooms to decrease face to face communication.**
       - **maximize the space between student work areas in the classroom.**
       - **students should work in well ventilated environments. Outside learning is encouraged.**
3. **Hand hygiene:**

# **Hand Washing Protocols:**

**Children and employees must wash their hands:**

* **When they arrive at school and before they go home**
* **Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)**
* **Before eating and drinking (or handling food)**
* **After using the toilet**
* **After sneezing or coughing into hands**
* **Whenever hands are visibly dirty**
* **After cleaning tasks**

1. **Personal protective equipment for students and staff (including re-useable masks)**

* **Supply of PPE will be stored in the medical room**
* **Students will store their masks in a plastic, sealed bag on their desk/table area when not needed (teacher input)**
* **Masks will be made available to all staff and students (Joe)**
* **Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household**

**Health and safety Checks**

* **Staff: Staff are required to complete a daily health screening (appendix B) before coming to work. If they have any of the listed symptoms they are to stay home, and log their absence in SRB**
* **Students: Parents / guardians are required to keep symptomatic children home.**

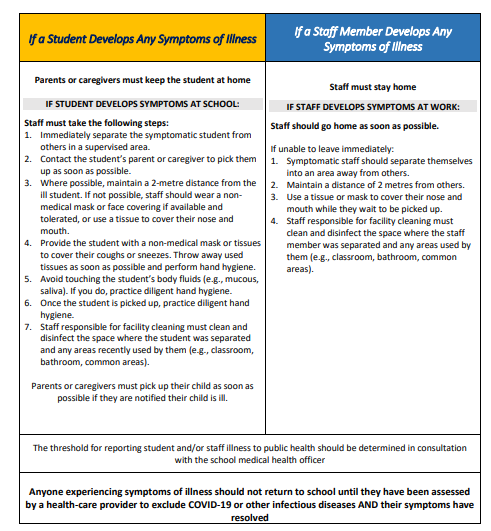
**Children showing symptoms of COVID-19 or with a temperature greater than 38 degrees Celsius must not be allowed in the facility.**

* **Parents/guardians are responsible for completing daily health care screening for their child before they arrive at school or enter a bus.**
* **Students: The parent will be responsible for completing daily health checks prior to sending their child to school.**
* **Refer to Appendix B. 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.**
* **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**](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: Please note: 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**

**Parents/Guardian Responsibilities**

* Parents are responsible for daily health care screening for their child (see checklist appendix B).
* Health Care Screening check list will be sent by email to all parents prior to the start of the school year.
* A hard copy of the check list will be provided to parents on September 10. Additional copies will be made available as needed.
* Health and Safety: The BCCDC guidelines for schools are firm. If any student or staff member has even mild symptoms of a cold, flu or COVID-19, they must not attend school.
* If a student or staff member develops symptoms at school, or vocalizes, or appears feeling unwell, protocols are in place for the person to be isolated in the first aid room and arrangements for pick up will be made.
* Parents are required to pick up their child immediately.
* Parents must have an up to date emergency contact.
* Parents must inform the school if their child(ren) are absent due to illness.
* Custodial staff will clean and disinfect the First Aid Room immediately after the student vacates the area.
* If anyone at school tests positive for COVID-19, provincial measures are in place for public health to work with school administration on contact tracing.
* Public health officials will also work with school administration to determine what actions should be taken and if suspending in-class learning is necessary
* If any staff or student has been in contact with a COVID-positive person, they will be notified by public health officials and must self-isolate.
* 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**.



# **Learning Groups**

1. **Student Learning Groups (attached)**

**Students will be organized into** [**learning groups**](https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/learning-groups) **for in-class instruction. This helps to limit contact and potential exposure. The cohort will consist of their regular classroom teacher(s), students and regular scheduled Education Assistants.**

1. **In-Class Instruction & Supports**

**Schools will be returning to and full-time, in-class instruction. This includes:**

* **A focus on mental health and well-being supports for students returning to school. Please see appendix C for information regarding our approach to Trauma Informed Classrooms**
* **Provincial curriculum for all students at all grade levels**
* **Schools are exploring alternate forms of delivery for classes such as music, band and library in order to enhance student and staff safety. Collaborative plans are being formulated and will be shared.**
* **Instruction for students with disabilities/diverse abilities and students requiring additional support will continue with the necessary modifications. Students who may be immuno-compromised will be planned for accordingly with the assistance of the District Principal responsible for Student Services.**
* **Greater emphasis on outdoor learning and cross-curricular activities.**
* **Staff that occasionally support students and are not part of the cohort will maintain a two meter physical distance. Where this is not possible these staff will wear PPE or used clear physical barriers.**
* **Student cohorts will have designated playground areas during instructional breaks.**
* **Following the BC CDC (p.7) guidelines as follows:**

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

**Curriculum, Assessment & Report Cards**

**The return to full in-class instruction in September will include the following:**

* **Provincial curriculum for all students at all grade levels: Staff will continue to offer high quality, curriculum based instruction with an emphasis on outside place and space based learning**
* **Regular reporting**
* **Regular assessments at the classroom and provincial level**
* **Pairing classrooms to create learning environments based on similar characteristics, etc. while ensuring staying below the 60 person threshold.**
* **The use of high touch learning resources will be looked at closely. Cleaning procedures for manipulatives and laptops will be put in place.**
* **prep teachers will deliver instruction to cohorts while maintaining physical distancing and use of PPE**
* **Who will support students online if sick? If students are out of the building for an extended period of time, classroom teachers can provide initial support with the safety of the student and their health as the determining factor as to learning expectations. Extended home stays will entail hospital/homebound support and will be coordinated by administration and the SST.**

**Students with Diverse Abilities/Disabilities**

1. **In alignment with the** [**Equity and Inclusion Guiding Principles**](http://www.bced.gov.bc.ca/bulletin/20200810/equity-and-inclusion-guiding-principles-2020.pdf)**, describe how is your school planning for students with diverse abilities/disabilities ensuring students and communicating to parents on the following, to ensure students 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**
   * **not be grouped in segregated settings as a part of the establishment of cohorts**

**Which students are you worried about? Meet with your SBT on or before September 8 and determine how best to serve students within classrooms and cohorts. This may entail, if possible, limiting the movement of Educational Assistants between classrooms.**

# **Parents, Guardians, and Caregivers**

# **Transportation**

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| * **Students using District transportation will adhere to bus policies as developed by our transportation department. Parents will be made aware of these procedures via email. Parents will be encouraged to transport their children to school if possible. This request will be communicated through all established forms of parent/ school communication.** * **Students will be asked to hand wash before boarding the bus before and after school.** * **Schools will ensure students remember the following processes:** * **Assigned seats** * **Load back to front** * **Stay in assigned seats at all times** |

**Shape of the Day**

* **Students will line up, physical distancing (lines have been marked) at their assigned, outside, classroom door to enter the school. Students are encouraged to arrive no more than 5 minutes before the bell.**
* **Students will be required to wash their hands immediately when entering their classroom.**
* **Students must stay in their classrooms except to use the bathrooms (one student at a time). No hallway wandering.**
* **Students will be given assigned seating in the classroom.**
* **If laptops or I pads are used, alcohol hand sanitizing wipes must be used to wipe down the devices.**
* **The library will be closed to students. Students will be able to sign out books through a rolling cart system.**
* **Green spaces (playfields) are open, and students will have opportunities to go outside for place based learning and outdoor education/exercise with their classroom teacher as much as possible. Play structures are also open.**
* **Lunch will be in the classrooms in their assigned seat.**
* **No microwaves will be available, please send lunches that do not require reheating and containers that are easy to open.**
* **No food sharing is permitted.**
* **Students will bring recyclables and refundables back home with them in their lunch kits for proper cleaning and sorting.**
* **Students are encouraged to bring easy to open containers and their own cutlery.**
* **All students begin the day at 8:42 and end the day at 2:52**
* **Staggered recess is as follows:**

**Learning Group 1 Grade 1-3 – 10:25-10:40 (see attached list)**

**Learning Group 2 Grade 4-6 – 10:45-11:00 (see attached list)**

* **Staggered lunch:**

**Learning Group 1 – outside play 12:20 to 12:45, eat from 12:45 to 1:10**

**Learning Group 2 – eat from 12:20-12:45, outside play from 12:45 to 1:10**

* **At the end of the day, students will wash their hands and leave through their classroom door.**

**General Information for Parent/Guardians:**

* **For children being picked up at the end of the day, Parents/Guardians are required to be at the school at bell time**
* **Parent/Guardians are asked to stay outside of the building for both drop off and pick up of students**
* **Appointments: If your child has a dentist or doctor’s appointment during the day, please make arrangements with the office to have them ready and the teacher informed.**
* **Phone Messages: Secretaries will call into a classroom if there is a message to a student from a parent.**
* **Parents/Guardians are required to provide a filled water bottle. The water dispensers will be open to refill bottles, but the fountains will be closed.**
* **Personal Protective Equipment (PPE) Guidelines**
  + **PPE such as masks and gloves are not required beyond those used by staff as part of regular precautions for hazards normally encountered in their regular pre-Covid course of work**
  + **Wearing a mask is a personal choice and it is important to treat all people with respect to their personal choices**
* **All Assemblies and other school-wide events will be held virtually**
* **Schools will lock their doors throughout the day to limit public access**
* **Community members and parents will not be entering the building, any access must be arranged through the office in advance.**

# **Student Expectations (Please review this with your child):**

* **All Code of Cooperation policies outlined as well as:**
* **Strict “hands off policy” to be continually communicated and reinforced**
* **Students are required to wash/clean hands upon entry and exit of the building**
* **Students must stay in their classrooms except to use the bathrooms (one student at a time) – no wandering the hallways**
* **One student in each washroom at one time**
* **Eat lunch at their assigned area**
  + **No sharing food with other students**
  + **Wash hands before and after eating**
* **No bringing toys, stuffed animals etc.**
* **No sharing personal items with other students**
* **Maintain social distancing to the greatest extent possible**

**Kindergarten Gradual Entry for September 2020**

**School will begin with gradual entry into Kindergarten. This enables students to meet each other and to learn our classroom routines. During the first week of school, we would normally want to be having individual interviews with parents/guardians to help us get to know the students. Given our current circumstances this will need to be revisited by staff in the coming weeks. The following schedule outlines what would normally be our gradual entry process. We will be discussing a plan to have students come in smaller groups and/or other alterations to make entry as successful as possible and we will communicate changes to parents as soon as we can. Please see calendar below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  |  |
| **3** | **8**  **First Day of**  **School**  **For school staff** | **9**  **8:45-2:52**  **School Staff only** | **10**  **8:42-10:30** | **11**  **8:42-10:30** |
| **14**  **8:42 – 12:00**  **Bring a Snack** | **15**  **8:42 – 12:00**  **Bring a Snack** | **16**  **8:42– 12:00**  **Bring a Snack** | **17**  **8:42 – 12:00**  **Bring a Snack** | **18**  **No School** |
| **21**  **8:42 – 1:40**  **Bring a Snack**  **and a Lunch** | **22**  **8:42 – 1:40**  **Bring a Snack**  **and a Lunch** | **23**  **8:42 – 1:40**  **Bring a Snack**  **and a Lunch** | **24**  **8:42 – 1:40**  **Bring a Snack**  **and a Lunch** | **25**  **8:42 – 1:40**  **Bring a Snack**  **and a Lunch** |
| **28**  **First Full Day**  **8:42 – 2:52**  **Bring 2 Snacks**  **and Lunch** | **29** | **30** | **1** | **2** |

**Appendices**

**A:** [**https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf**](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf)

**B:** [**http://www.bccdc.ca/Health-Info-Site/Documents/COVID\_public\_guidance/Guidance-k-12-schools.pdf?bcgovtm=20200506\_GCPE\_AM\_COVID\_9\_NOTIFICATION\_BCGOV\_BCGOV\_EN\_BC\_\_NOTIFICATION**](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_BC__NOTIFICATION)

**C:**

