



## Stage 2 Return to School Protocols Steeple Elementary School



### Health and Safety

- Click here for the link to the [District's COVID 19 Information](#) document.
- Schools continue to be cleaned more frequently, including classrooms and high touch areas like door knobs, toilet seats, and desks.
- Students in grades K – 6 are strongly encouraged to wear masks while inside the school and on school buses.
- Students will participate in more individual and small group activities.
- Learning spaces are arranged to maximize the space available and to avoid people directly facing one another (where possible).
- At this time, there are no assemblies and other large gatherings.
- Parents of children with complex medical conditions or underlying risk factors should consult with their health care provider to determine their child's level of risk regarding return to school. For more information, see [BCCDC's guidance for families of immunocompromised children in school and group gatherings](#), and their [Frequently Asked Questions regarding COVID-19 and children with immune suppression](#).
- Protective self-isolation is only recommended for children with severe immune compromise, on a case-by-case basis.
- The District and school have Health and Safety Committees that have worked on safety plans and meet regularly throughout the school year.

### Parent/Guardian Guidelines and Responsibilities

The following are responsibilities of parents/guardians before children come to school:

- 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 board a bus (use the app [here](#)).
- Parents are encouraged to transport their own children to school, though bussing is available following our District transportation eligibility policy.
- Encourage your child to minimize physical contact with their friends.
- Please remind your child to cough/sneeze into their elbow, sleeve, or a tissue.
- Remind your child to “keep your hands to yourself.”
- 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.
- Parents must wear masks while inside the school (after making prior arrangements or an appointment).
- Before any approved parent visitors can enter the school, they must first meet the Health Check requirements, and wear a mask at all times.
- 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 bench inside our school entrance. Please include the office in your communication.

- Please try to limit phone messages for your child as much as possible.
- Parents/Guardians are required to provide a filled water bottle daily as fountains are closed – our no-contact refill stations remain open.
- Make sure your child is dressed appropriately for the weather.
- Any sunscreens or lotions must be applied at home.

## Shape of the Day

- Students are encouraged to be at school no earlier than they need to be.
- The morning bell will ring at 8:40.
- Students line up at their assigned outside classroom door to enter the school. The outside door will have a sign on it to indicate which classroom it is.
- Students are required to wash/sanitize hands immediately when entering their classroom (see Appendix B).
- Students are asked to stay in their classrooms except to use the bathrooms.
- Lunch will be in classrooms in students' assigned seat.
  - No microwaves are available. Please send lunches that do not require reheating.
  - No food sharing is permitted.
  - Cutlery will not be provided, all students need to bring everything they need for their lunch.
  - Please ensure that students have lunch choices that they can open on their own.
  - Students will bring recyclables and refundable items back home with them in their lunch kits for proper cleaning and sorting.
- We have staggered recess and lunch periods to give students more room outside:

Classes	Recess	Lunch Eating Time (in class)	Lunch Outside Time
Kindergarten – Grade 3	10:00 – 10:15	11:50 – 12:05	12:05 – 12:35
Grade 4 – Grade 6	10:15 – 10:30	12:20 – 12:35	12:35 – 1:05

- At the end of the school day, students will wash/sanitize their hands and leave through their assigned door.
- The school day ends at 2:45

## In-Class Instruction and Supports

Schools have returned to full-time, in-class instruction. This includes:

- A focus on mental health and well-being has been supporting students returning to school.
- Trauma informed practice will guide our instruction.
- Provincial curriculum for all students at all grade levels.
- Full-time instruction for students with disabilities/diverse abilities and students requiring additional support.
- Greater emphasis on outdoor learning and cross-curricular activities.

- All staff will wear non-medical masks at school except when:
  - There is a barrier in place;
  - Eating or drinking; or
  - Outdoors
- Fieldtrips are still possible, but:
  - will require an operational plan submitted to the principal
  - will need to follow all established safety and transportation guidelines
  - will not use parent drivers
  - volunteer supervisors (if used) will adhere to physical distancing and all safety guidelines
  - outdoor settings will be highly preferred
  - will not be overnight or to international destinations
- Breakfast Club continues in accordance with current health and safety guidelines.
- In the event of a functional closure:
  - For students with highly personalized/individualized planning, the classroom teacher or Case Manager (whoever has the strongest relationship with the family) will make initial contact with the family to determine what goals and strategies should be focused on.
  - Plans will be developed by the principal, YCW's, ABED, and the transportation department to ensure families in need have access to food and any other supports needed.
  - Teachers will:
    - Have a Portal/TEAMS set up with all students/classes.
    - Add support worker/ co-worker/admin as owners.
    - Have assignments, hand outs, or videos uploaded.
    - Ensure a TEAMS class is set up to connect virtually with students.
  - The school, with the support of the District's tech. department, will:
    - Plan to supply technology to support families without adequate resources for on-line learning.
    - Plan for families without internet access (Paper-based, etc.).
  - Vulnerable students:
    - Staff who have concerns based on a contact they have had with a student and / or family will bring this to the immediate attention of their school administrator who will then coordinate response with school-based, district and/or external agency service providers.
    - If a person feels that a child needs protection, they will contact MCFD in accordance with Child Abuse Reporting Procedures.
- All Itinerant and other staff will follow Joint Occupational Health and Safety (JOHS) regulations when interacting with students. The Student Services department will continue to run. Aboriginal Education Supports will continue to be available. Speech Language, Youth Care, and Counselling will be available following safety protocols.
- In the event a teacher is sick for a prolonged period, a teacher must:
  - Have a two-week TTOC plan ready for in person learning for all subjects/classes.
  - Ensure the plans need are accessible remotely in digital format (ie. OneDrive/TEAMS/Portal).
  - Ensure PVP has access to plans.

## Curriculum, Assessment and Report Cards

The return to full in-class instruction in September included the following:

- Provincial curriculum for all students at all grade levels.
- Regular reporting.
- Regular assessments at the classroom and provincial level.

## What Happens if Students or Staff Develop Symptoms?

Please see Appendix C for the British Columbia Centre for Disease Control Guidelines.

- 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 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**.

## General Information for Parents/Guardians

- Personal Protective Equipment (PPE) Guidelines:
  - PPE, such as masks, will be supplied by the School District for situations that require PPE for staff and students.
  - Students wearing a mask is a personal choice and it is important to treat all students with respect about their personal choices.
- All assemblies and other school-wide events will be held virtually.
- Currently, extra-curricular activities will be limited.
- Currently, interschool activities are on hold.
- If gatherings and events must be in-person (e.g., inter-school sports game, theatre productions), the number of people in attendance is minimized as much as possible, does not exceed 50% operating capacity, and spectators are not present.
- Community members' and parent access to the school must be arranged through the office in advance.
- The busing schedule will be determined by the School District Transportation Department and will be communicated once it is finalized.

## Student Expectations

Students are expected to follow all school Code of Conduct policies outlined in the School Handbook. Safety of students and staff is our greatest priority. Students who cannot follow our Code of Conduct, and the additional protocols outlined in this document, may be sent home.

## Staff Protocols

- Staff may use staff room facilities and other alternate spaces while staying physically distant.
- Staff will follow the Occupational Health and Safety Guidelines as outlined by School District 5's Occupational Health and Safety Committee as well as the school level committee.
- Teaching staff will implement curriculum and assess students in their courses as outlined by the School Act. Currently, there is no change in the instructional requirements of teachers or the requirements of communication of student learning to parents/guardians.

## Appendix B

### Hand Washing Protocol

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g., recess, lunch).</li><li>• Before and after eating and drinking (excluding drinks kept at a student's desk or locker).</li><li>• Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).</li><li>• After using the toilet.</li><li>• After sneezing or coughing into hands.</li><li>• Whenever hands are visibly dirty.</li></ul>	<ul style="list-style-type: none"><li>• When they arrive at school.</li><li>• Before and after any breaks (e.g. recess, lunch).</li><li>• Before and after eating and drinking.</li><li>• Before and after handling food or assisting students with eating.</li><li>• Before and after giving medication to a student or self.</li><li>• After using the toilet.</li><li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li><li>• After cleaning tasks.</li><li>• After removing gloves.</li><li>• After handling garbage.</li><li>• Whenever hands are visibly dirty.</li></ul>

## Appendix C

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
<p><b>Parents or caregivers must keep the student at home</b></p>	<p><b>Staff must stay home</b></p>
<p><b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p>	<p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p>
<p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. 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 perform hand hygiene.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).</li> </ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> </ol>