



Protocols for School Operations at Elkford Secondary School

Student/Parent Copy

Email: ess.mailing@sd5.bc.ca Phone: 250-865-4674

Parents are required to perform a daily health check on their child. 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?

Students showing or complaining of any of the following symptoms will not be allowed in the building or will be sent home.

Fever	Diarrhea
Cough	Shortness of breath
Cold	Sore throat
Headache	Joint & Muscle Pain

It is important for parents to note that by sending a child to school parents are agreeing to pick them up from school immediately when called to do so in reference to sickness, symptoms, or exposure. An emergency contact number must be provided to the school before the student may attend.

If a student gets sick at school:

Student will be escorted to an isolation room and provided with a mask

Parent/emergency contact will be contacted for immediate pick up of student

Parents must be aware that if a student or staff shows symptoms related to Covid, the greater school community will not be contacted until directed to by the Health Authority.

PLEASE STAY HOME IF YOU ARE SICK – CALL 8-1-1 FOR MORE GUIDANCE

If you have any of the above symptoms or experience any risk of exposure please call 8-1-1 for guidance.



Bussing

Parents are required to book their son/daughter a ride on the school bus. **If a ride on the school bus has not been previously booked the student will not be permitted to travel on the school bus.** Please contact the school if you have not already done so to book a ride on the school bus.



School Safety Measures

PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

- Avoid close greetings and keep hands to yourselves
- Be mindful of other and practice physical distancing of 2 meters (m)
- No gathering in hallways

HALLWAY FLOW

- Entrances and exits are clearly marked
- There will be arrows and signage indicating the flow of pedestrian traffic in the hallways
- There are 2m distancing markers on the floor to help maintain 2 m distancing

OFFICE ACCESS

- The office is closed and no entrance will be permitted
- No school phone will be available for student use
- Parents/Caregivers will need to make an appointment to access the school, drop in visitors will be turned away

HAND WASHING

- Entrance and exits each have a hand sanitizing station
- Hand sanitizer will be provided in each classroom

WASHROOMS

- 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

HIGH TOUCH AREAS

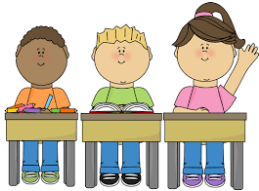
- High touch areas will be disinfected twice during school hours

CLASSROOMS

- Classrooms seating will be disinfected between student use
- Each classroom will have a handwashing station, tissue, and two waste receptacles

FULL SCHOOL CLEAN

- A full school clean will be done each day after the school day ends



Student Protocols

PERSONAL MEASURES

- Stay home if sick
- Parents/Guardians need to complete student health check, every day
- Parents need to contact the school if there is a change in student attendance plans:
 - Grade 7 to 9 students will be told what day they may attend school
 - Grade 10-12 students will be required to contact their teachers to set up an appointment time
 - Students who show up at the door without pre-registering will be denied entry
- Students require permission from their parents to leave school before the assigned end time
- Students need to understand:
 - They need to let a staff know immediately if they are not feeling well
 - Proper hand hygiene is washing with soap and warm water for 20 seconds or use hand sanitizer
 - Wash/disinfect hands: entry and exit of classroom, after sneezing or coughing, after touching face/head
 - Cough and/or sneeze into elbow
 - Don't touch eyes, nose, and mouth with unwashed hands
 - No sharing of food or school supplies
 - Always display 2m physical distancing
 - You must stay in your designated work space until given permission to move

ARRIVAL AT SCHOOL

- Use only the main entrance to the school
- Obey 2m physical distancing
- Sanitize hands as you enter the building
- Sign into the school at the office and state that your parents completed a student health check
- Proceed straight to your designated classroom – information on this will be provided in the lobby
- Students are expected to arrive at designated time

- 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

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

SCHOOL SUPPLIES

- Bring minimal items to school and they must all be self-contained in a bag
- Students should bring their own digital device for learning
- No sharing of any items
- No lockers will be available for use

WATER

- Water fountains are disabled
- Students will need to bring their own full water bottles from home

LUNCH

- Lunch will be held in the gym
- Seating will be in designated spots that are socially distanced
- No sharing
- Hands must be washed before and after lunch
- No moving around the gym – proceed directly from the classroom to the gym and directly back to the classroom after lunch
- Lunch must be brought from home and no devices will be provided for heating food
- Grades 7 to 9 students are encouraged to stay at school for lunch

IF A STUDENT GETS SICK AT SCHOOL

- Student will be provided with a mask and escorted to the isolation room
- Parent/Emergency contact will be contacted for immediate pick up of student
 - All students need a designated emergency contact before they can enter the school

LEARNING ENVIRONMENT

- In school learning is being provided in support of online learning
- Students are still expected to complete online learning and when in attendance will be supported with online learning
- Students who do not attend in school learning will not be missing learning opportunities
- The school will be contacting students who need support in their learning and will be asking them to attend in person

- Grade 7 to 9 kids are expected to stay for the full day unless parent permission to leave has been granted through the office
- Grade 10 – 12 students are expected to stay for full scheduled time unless parent permission to leave has been granted through the office

**PLEASE REVIEW DOCUMENT CAREFULLY SO YOU ARE KNOWLEDGEABLE IN YOUR RESPONSIBILITIES
AS A PARENT AND IN THE LEARNING ENVIRONMENT FOR STUDENTS**

In School & In Classroom Learning Plan

- Students will be provided with the *opportunity* to access 20% of traditional classroom instruction.
 - Grade 7 to 9 will be separated into two groups, each being given opportunity to attend one day a week. Families and students will be told what day they may attend school.
 - Grade 7 to 9 will remain in their grade wide teams and will have access to the teachers the work with online.
 - Grade 10 to 12 students will be required to contact their teachers to set up an appointment time. Students will have the equivalent of 1 full day per week to access the school (ie. 1-am & 1-pm time slot, 2-am time slots, 2-pm time slots – depending on what teacher they need to see)
 - Students who show up at the door without pre-registering or identifying that they will attend will be denied entry
 - All learning that will occur on site will be to support online learning. All participation to in school learning is voluntary. Students who do not attend will not miss out on learning.
 - Some students who are at risk of failing will be encouraged to attend school to provide additional support.
- Elkford Secondary can hold up to 37 students on any given day. The following schedules (Junior & Senior combined) will ensure this limit is being met at all times.
- It is encouraged that students bring personal devices to access their online work and assignments when at school – this is what they will be working on.

SCHEDULE – JUNIOR TEAMS (Grade 7-9)

Grade	AM/PM	Mon	Tues	Wed	Thurs	Fri
Grade 7	AM		Group 1	Group 2		
	PM		Group 1	Group 2		
Grade 8	AM	Group 1	Group 2			
	PM	Group 1	Group 2			
Grade 9	AM			Group 1	Group 2	
	PM			Group 1	Group 2	

SENIOR SCHEDULE TUTORIAL SCHEDULE (Grade 10-12)

Teacher	Mon		Tues		Wed		Thurs		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Buchan							Buchan	Buchan		
Inskip		Inskip		Inskip						
Izmiril	Izmiril		Izmiril							
Moore					Moore		Moore			
Preston	Preston		Preston							
Rapuano	Rapuano	Rapuano	Rapuano							
Roszell				Roszell	Roszell	Roszell				
Schellar								Schellar		
Wenda	Wenda	Wenda								
Wolchuk		Wolchuk								

- Senior students can email their teachers to sign up for in class support during these identified times.
- Note – there is a maximum number of students per slot. Once the number is met, students will not be able to attend and will have to find an alternative time.

VULNERABLE STUDENTS & ESW CHILDREN

- Additional in school support time beyond the 20% can be provided if students are having significant challenges working at home and are at risk of failing on or more courses. This needs to be organized through the Student Services Teacher Jeremy Wheeler: jeremy.wheeler@sd5.bc.ca
- Our goal is to support all students and families during this challenging time.