



# **GTES School Plan – Return to School Protocols**

## **Stage 2 Restart Plan (Draft)**

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<b>School Contact Phone Number:</b>	<b>(250)426-8248</b>
<b>School Type:</b>	<b>Elementary</b>

### **What does Stage 2 look like?**

**Stage 2 is a full return to in-class instruction for all students for the maximum time possible within learning group limits. The learning group size for elementary schools is up to 60 per learning group (for example: two grade 6 classes could form a learning group). Class sizes and learning conditions will remain the same as any other year.**

### **Section 1: Health and Safety**

Link to district health and safety here

#### **a) Staff Orientation**

- **Schedule:** August 24rd: Joint Health and Safety Committee  
September 8 and 9th will be health and safety training/orientation for staff  
September 10th and 11th will be health and safety training/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, cohort group lists, supervision schedules, focus on use of PPE and protocol requirements that have been updated, dividing the play areas in three zones)
- Students will be welcomed back to class for orientation by September 10th and 11th – we will use this time to become familiar with classrooms and new updated protocols and practice these

routines by their classroom teachers. Students will be informed prior to the start of school via email who their classroom teacher will be for this fall.

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

**b) Cleaning and disinfecting:**

- Schools will continue to be cleaned more frequently, including classrooms and high touch areas like door knobs, toilet seats, keyboards and desks
- Checklists will be created for custodians to refer to for each unique space in the building
- District cleaning protocols will be followed and checklist will ensure multiple custodians are communicating
- Information on cleaning will be posted in staff room
- Cleaning between different learning groups will be completed each night. Different learning groups can enter common spaces at different times. High contact equipment cannot be used, for example basketballs, volleyballs etc.

**c) Physical distancing strategies**

- More individual and smaller group activities
- No assemblies or other large gatherings
- One learning group at a time in a hallway or smaller space
- Students or staff that are sick will be isolated with proper PPE and sent home
- Students will access the hallways, coat racks, etc. as a learning group. (not multiple classes at the same time)
- Students will enter the building as a learning group through specific outside doors. (classroom doors or assigned access with teacher support)
- Recess and lunch will be divided by primary and intermediate. These groups will then be divided into outside sections with reduced contact and overlap
- Staff room and other smaller locations will have maximum numbers to maintain social distancing
- Occupancy limits will be place on common staff used areas
  - Staff Lunch Space: Staff room-6; Many staff go home for lunch or eat in their classrooms
  - Workroom-1
- Visitors and parents will only be able to enter the building with an appointment, health check and during times when students are not using hallways, office, classrooms, etc.

**d) Classroom space**

- classroom spaces decluttered to allow for more space in room (as per June)

- desks facing the same way in classrooms (most classes)
- if using tables, there must be some distance between the students
- try to keep some distance between kids, read the guidelines on that
- kids should be working on individual activities as much as possible (seatwork)
- Hands off and hands to self practices
- Increased hand washing practices (regularly)
- Encourage quieter talk in all classes (loud voices encourages more spit)

**e) Hallway Movement**

- Stickers for the hallway indicating direction of travel will be applied
- Only one student per class to bathrooms
- Only 1 class in a hallway at a time-minimize exposure of cohorts
- Students will not be moving to classes through hallways to access gym, music or library. Outside access points will be used. This will be reviewed as weather changes.

**f) Hand hygiene:**

**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)
- Anytime staff is around bodily fluids-standard first aid procedure
- After using the toilet
- After sneezing or coughing into hands (refer to Sick Child procedures)
- Whenever hands are visibly dirty

**g) Personal Protective Equipment for students and staff (including re-useable masks)**

1. Staff will wear PPE if they are not part of a learning group or will contact multiple learning groups, these include:
  - a. Principal and Vice Principal
  - b. Counselling
  - c. Music Teacher
  - d. Library Teacher and Library Support Staff
  - e. Student Service Teachers
  - f. Youth Care Workers
  - g. Some Education Assistants
  - h. Aboriginal Education Workers
  - i. Speech Language Workers

j. Custodians

2. Staff that have to support sick individuals or clean a student mess will need gloves, masks and other barriers based on the situation. This equipment will be available in the first aid room and the office.
3. “Non-medical masks are not recommended for elementary school students due to the increased likelihood they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff). If parents would like their students to wear masks, please ensure they are trained on the proper use of these items.

## ➤ Section 2: Parents/Guardian Responsibilities

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

### **Parents/Guardians are responsible for daily health care screening for their child**

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.

Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
	Skin rashes or discoloration of fingers or toes	YES	NO
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

a) Symptom assessment and illness policies/procedures

1. Parents are responsible for daily health care screening for their child (see checklist)
2. Two copies provided to parents (one prior to first day of school, one for them to do daily at home and keep)
3. 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

4. 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 and returned home as soon as possible (First Aid Room is now the isolation room)
5. Parents are required to pick up their child immediately
6. Parents must have an emergency contact information
7. If your child is absent due to illness, or family illness, please keep the school informed. We will be respectful of privacy
8. If a staff member or student needs to be isolated at school, custodial staff would then clean and disinfect the area
9. Public health would be notified immediately of a potential case
10. 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
11. Public health officials will also work with school administration to determine what actions should be taken and if suspending in-class learning is necessary
12. 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
13. 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**. Below chart will be reviewed by district

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
Parents or caregivers must keep the student at home	Staff must stay home
<b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b>	<b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b>
<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>
The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer	
<b>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</b>	

- b) 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](#). You also may talk with the School Principal to discuss your concerns or questions.
- c) Protective self-isolation is only recommended for children with severe immune compromise, on a case-by-case basis.

## ➤ Section 3: Learning Groups

### a) Student Learning Groups

Students will be organized into learning-groups, (cohorts), for instruction. This helps to limit contact and potential exposure to multiple students and staff in the building. The learning-group will consist of their regular classroom teacher(s), students and regular scheduled Education Assistants. The ministry has approved learning groups up to 60 members for elementary school. For the first month, any inside work will be kept to classroom configurations only. This will limit the number of contacts to between 20 and 33 people. We will re-evaluate this plan at the end of September. For outside time, recess and lunch, we will minimize the number of contacts by grouping students with one other class and dividing play spaces on the field.

### b) In-Class Instruction & Supports

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

- Trauma informed practices will guide instruction
- A focus on mental health and well-being supports for students returning to school
- Provincial curriculum for all students at all grade levels
- All music programs can continue to occur where:
  - Under Stage 2
  - Physical contact is minimized for those within the same learning group
  - Physical distance (2m) can be maintained for staff
  - Staff will wear appropriate PPE when necessary
- Kindergarten gradual entry
- Full-time instruction for students with disabilities/diverse abilities and students requiring additional support
- 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 metre physical distance. Where this is not possible these staff will wear PPE or use clear physical barrier
- 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

## ➤ Section 4: 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
- Regular reporting, similar to 2019 - 2020
- Regular assessments at the classroom and provincial level
- Potential of eventually pairing classrooms to create learning environments based on similar characteristics, etc. while ensuring staying below the 60 person threshold
- Core competencies: We have an established process in house for meeting these competencies.
- We will continue to focus on student interest and passion
- Plan to minimize sharing of manipulatives
- Students will be responsible for their personal supplies and not share
- Library and Music teachers will deliver instruction to learning groups while maintaining physical distancing and use of PPE

## ➤ Section 5: Students with Diverse Abilities/Disabilities

- a) [Equity and Inclusion Guiding Principles](#), will ensure students with diverse abilities/disabilities 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
  - Our learning groups will be well below 60 so there will be flexibility to include more adults.
  - EAs will be assigned to 1 or 2 classrooms if possible

## ➤ Section 6: Transportation

- Parents are encouraged to transport their own children to school, though bussing is available consistent with our transportation eligibility policy
- Bus drivers are required to wear PPE when they cannot maintain physical distance
- 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
- Middle and secondary students are required to wear non-medical masks when they are on the bus
- Consistent or assigned seating arrangements will be in effect

## ➤ Section 7: Shape of the Day

- Teachers will meet each of their classes and perform health checks as we did in June 2020. This will happen each morning
- **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
- Flow patterns within the building will be reviewed during the orientation process. Travel outside the classroom will have clear signage
- Students may be given assigned seating in the classroom
- Gym and Music room will be open and follow learning-group model for scheduling
- Library will be available on a limited basis. Students may have the Library teacher come to classes using PPE where necessary
- Classrooms need to be stocked with band-aids, students should only be sent the office if there is a significant 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
- If laptops or I pads are used, alcohol hand sanitizing wipes must be used to wipe down the devices
- All carpets have been rolled up and will be stored in the gym ???? (unsure)
- Green spaces (playfields) are open. 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
  - 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 refundable 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 8:40 and end the day at 2:50
- Staggered recess:

Group 1 – 15 min (time to be determined) 7 classes, 3 cohorts – Primary (see attached list)

- Kindergarten/Kindergarten-Grade 1/Grade 1
- Grade 2/3 and Grade 3
- Grade 1/2 and Grade 2

5 minute break to avoid overlap in hallways (TBD)

Group 2 – 15 min (time to be determined) 5 classes, 3 cohorts – Intermediate (see attached list)

- Grade 4
- Grade 5
- Grade 6

OR

- Grade 4
- Grade 4/5 and Grade 5
- Grade 5/6 and Grade 6

- Staggered lunch:

Group 1 – outside play 12:05 – 12:30, eat from 12:30 to 12:55

5 minute break to avoid overlap in hallways (TBD)

Group 2 – eat from 12:05 – 12:30, outside play from 12:30 to 12:55

- At the end of the day, students will wash their hands and leave through their outside classroom door
- Check your email regularly for updates

## ➤ Section 8: Other Information

### General Information for Parent/Guardians:

- For children being picked up at the end of the day, Parents/Guardians are required arrive at 2:50 so students will not be waiting outside. Parents, please stay in your car if your are driving and your students are able to walk to your car safely
- Parent/Guardians are required 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 your child's teacher to have them ready to be picked up at the outside classroom door or assigned outside location. Please 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 interruptions
- Parents/Guardians are required to provide a filled water bottle. 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. The exception is for staff that are not in a learning group, do not have a protective barrier, and can not maintain 2 m physical distance
  - 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
- Currently, extra-curricular activities will be limited
- Currently, no interschool activities will be provided
- Schools will lock their main 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
- Busing schedule is determined by the Transportation Department of SD 5 and will be communicated as it is finalized
- Classes begin at 8:40 this year, not 8:45.
- 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**

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

- All Code of Cooperation policies outlined as well as:
  - 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
    - Refrain from 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
- Students entering and exiting
    - Classrooms without outside access, (top floor), will line up on the field and staff will meet the learning groups and escort to them to their classroom

### **Playground Maps**

- In all learning groups, physically distancing may be difficult to enforce, but staff will reinforce appropriate behaviors and consider space limitations and options where possible
  - Hands off policy to be discussed with all students
  - 2 individual recesses: (times to be determined)
    - 7 primary classes
    - 5 intermediate classes
  - Playground will be divided into 3 areas
    - Play structures
    - Hill and pavement games
    - Soccer field and ball diamond
    - 2 classes (one outside learning group) will be assigned to each area each day
- Playground Schedule and map will be placed in all classrooms

### **Daily Health Checks for Staff/Visitors**

- Please note: No parent visitors are not permitted without prior office approval. Please contact the school office for appointments.
- Any necessary visitors and all staff will be asked the BC CDC guidelines

The following can be used as an example of a tool that can be used for parents and caregivers to complete prior to their child coming to school. It should be adapted if used for school staff and visitors.

Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
Skin rashes or discoloration of fingers or toes	YES	NO	
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

\*Check BCCDC's [Symptoms of COVID-19](#) regularly to ensure the list is up to date.

If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.

## Staff Protocols

- Staff will be included in discussions surrounding the creation of cohorts and be assigned to specific cohorts
- Staff who are required to go between cohorts will be provided PPE as needed and asked to stay 2 metres apart from cohorts they interact with
- Staff may use staff room facilities 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. (attached)
  - These guidelines can be found at [www.sd5.bc.ca](http://www.sd5.bc.ca)

- 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
- Any specialist/itinerant teachers and support staff who work in close proximity with students will be required to wear PPE in these situations