

Hillcrest Elementary School

Return to School Safety Plan - Sept 2020

HEALTH AND SAFETY COMMITTEE MEMBERS

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MEETING DATES

- H&S Committee – Sept 1, 2020 @ 12:00pm
- Staff Safety Orientation Meeting – Sept 8, 2020 @ 8:30am
- Student Safety Orientations – Sept 10, 2020

GUIDING DOCUMENTS

This Safety Plan is informed by the following:

- ✓ [COVID-19 Public Health Guidance for K-12 School Settings](#)
- ✓ [BC's Back to School Plan](#)
- ✓ [Next Steps to Move BC through the Pandemic](#)
- ✓ [K-12 Education Restart Plan](#)
- ✓ [BC COVID-19 Go-Forward Management Strategy](#),
- ✓ [BC's COVID-19 Go-Forward Management Checklist](#)
- ✓ [WorkSafe BC's COVID-19 Information and Resources](#) and [COVID-19 Frequently Asked Questions](#).
- ✓ [WorksafeBC Returning to Safe Operation](#)
- ✓ [Worksafebc A Guide For Employers And Occupational First Aid Attendants](#)
- ✓ [Order of the Provincial Health Officer](#)
- ✓ [Key Steps To Safely Operating Your Business Or Organization And Reducing Covid-19 Transmission](#)
- ✓ [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing the Social-Emotional and Traumatic Impact](#)
- ✓ [Guidance for Food Service Establishments and Liquor Services, Including Restaurants, Cafés and Pubs](#)
- ✓ [SickKids Updated Guidance for School Reopening](#)
- ✓ [Symptoms of Covid-19](#)
- ✓ [BC COVID-19 Self-Assessment Tool](#)
- ✓ [Self-Isolation on Return to BC](#)
- ✓ [Vulnerable Populations](#)
- ✓ [Information for Those with Chronic Health Conditions](#)

BC MINISTRY OF EDUCATION FOUNDATIONAL PRINCIPLES

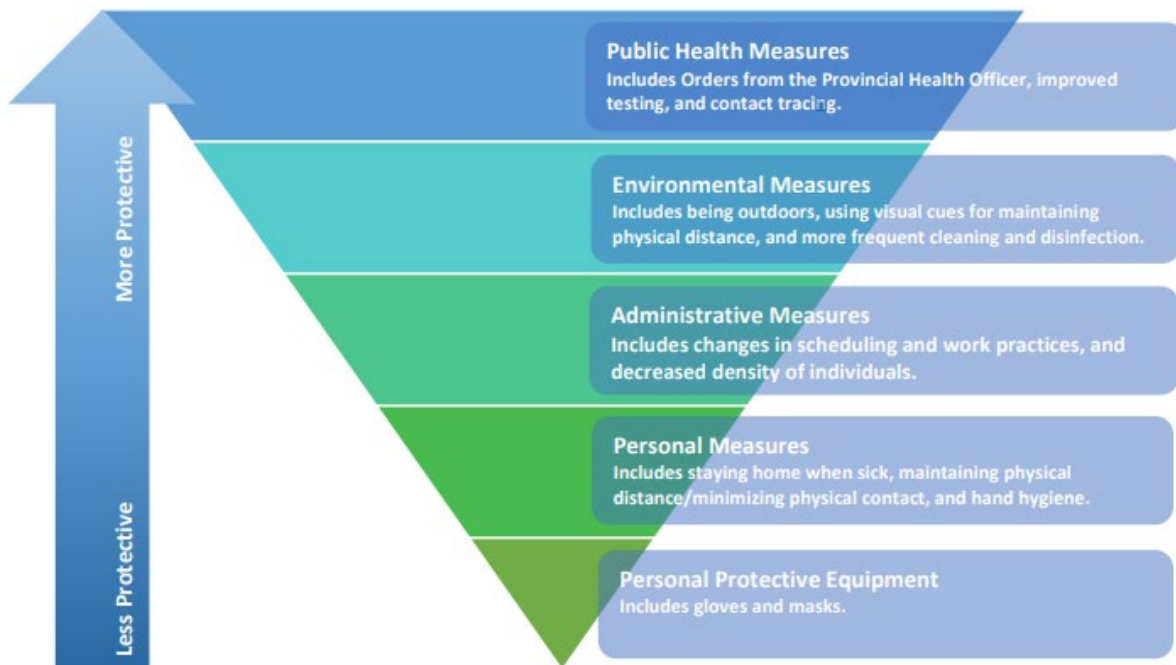
1. Maintain a healthy and safe environment for all students, families and staff.
2. Provide the services needed to support the children of our essential workers (ESWs).
3. Support vulnerable students who may need special assistance.
4. Provide continuity of educational opportunities for all students.

OVERALL HEALTH AND SAFETY

School District No. 83 will begin the new school year with the goal to maximize in-class learning for all students. To support the return to school the COVID-19 safety measures below are being implemented to help protect students, staff, contractors, visitors and volunteers.



The Return to School Safety plan for Hillcrest Elementary takes into consideration the **Hierarchy for Infection Prevention and Exposure Control Measures** shown below.



In addition to the overall Health and Safety guidelines above, Hillcrest Elementary will be following all procedures within [The Board of Education of School District #83 \(North Okanagan-Shuswap\) Covid – 19 Safety Plan Stage 2](#). Below are more site specific and detailed plans pertaining to Hillcrest Elementary School.

COHORTS

Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. Our plan for cohorts at Hillcrest Elementary includes the following points.

- Students and staff will be divided into 8 cohorts.

Cohort A	Div 13 & 14
Cohort B	Div 10 & 12
Cohort C	Div 9 & 11
Cohort D	Div 6 & 8
Cohort E	Div 5 & 7
Cohort F	Div 2 & 4
Cohort G	Div 1 & 3
Cohort H	Non-Enrolling, Custodial and Clerical Staff

- Staff will be assigned to one cohort where possible.
- Within cohorts, students and staff will avoid direct contact and distance where appropriate.
- Shared spaces and equipment will be disinfected before use by a different cohort.
- Adults working with students from different cohorts will wear a mask where physical distancing (2m) or other barriers are not possible.
- 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 (2m).
- Unless part of the same cohort, staff and other adults should always maintain physical distance from each other.

MASKS and PPE

- Out of respect for staff and students who may be immune compromised or have a family member who is immune compromised, staff will wear masks indoors when working or travelling in common spaces that may make social distancing difficult (ie. Hallways).
- All visitors and volunteers are required to wear masks upon entering the school.
- Staff are not required to wear masks when working within their cohort.
- Masks are not required for K-5 students, however, our staff is very supportive of students who would like to wear masks at school, especially when working in small groups.
- Additional PPE (ie. Face Shields, Plexiglass Barriers etc.) will be provided for staff working with students from different cohorts and made available to any other staff who would like to use this type of additional protection in their classroom.

VISITORS

To ensure the safety of our staff and students all visitors are required to...

- ✓ Complete the **Heath Check Form** below
- ✓ **Sanitize Hands**
- ✓ Sign our **Visitor's Log**
- ✓ **Wear a Mask** when inside the building
- ✓ Report to the **Office**

Health Check Form		
1. Symptoms of Illness	Does you have any of the following symptoms?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Fever	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Chills	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Cough or worsening of chronic cough	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Shortness of Breath	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Runny nose/stuffy nose	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Sore Throat	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Loss of sense of smell or taste	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Headache	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Fatigue	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Diarrhea	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Loss of Appetite	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Nausea and vomiting	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Muscle Aches	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Conjunctivitis (pink eye)	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Dizziness, confusion	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Abdominal Pain	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Skin Rashes or discoloration of fingers or toes	
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	
Yes <input type="checkbox"/> No <input type="checkbox"/>		
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	
Yes <input type="checkbox"/> No <input type="checkbox"/>		
<p>If you answered "Yes" to any of the questions and the symptoms are not related to a pre-existing condition (i.e. Allergies/Asthma) you should not come to school. If there is a pre-existing condition answer "No" on form.</p>		
<p>If you are experiencing any symptoms of illness, contact your 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.</p>		

DROP-OFF PROCEDURE

- Parents will be expected to have completed the Health Check Form with their child each day before school Drop-off. **Parents should not bring students if they answered “yes” to any of the questions on the Health Check** and contact the school to report the absence.
- **Students are not to arrive at school before 7:50 am.**
- **Regular drop off is between 7:50 and 8:08 am.**
- If arriving after this time, students should report to the office through the front entrance.
- Upon arrival, students are to maintain a distance from others that minimizes physical contact and line up outside their classroom door until called in by their teacher.
- Parents who are dropping off their child should always maintain physical distancing (2m) and leave the school grounds as soon as possible after drop-off.
- Parents should not enter the building without an appointment and mask.

Note: We understand that some students may be anxious and that more parents than usual may want to escort their child to the classroom door on the first day of school. As a result, we will have staggered drop-off times for Sept 10 and Sept 11. Below are the Drop-off times for the **first two days only.**

- 8:00-8:10 – Divisions 2, 4, 6, 8, 9, 11
- 8:15-8:25 – Divisions 1, 3, 5, 7, 10, 12

Students in Kindergarten (Divisions 13 and 14) will follow the gradual entry schedule for their group.

After the first week, parents are encouraged not to remain on school property when dropping off their child.

IN THE CLASSROOM

- Upon entering the classroom each child will,
 - ✓ Place their belongings at their designated space in the coat room
 - ✓ Wash their hands at the sink
 - ✓ Proceed to their assigned seat
- Children will be assigned desks.
- Seating and activities will be organized to minimize contact between students.
- Children will be provided their own individual supplies, books, manipulatives, play equipment and/or toys to use as much as possible, however, some sharing of equipment will be permitted within cohorts.
- Any shared manipulatives or shared objects will be disinfected before use by another cohort.
- Classes will practice hand washing hygiene throughout the day – every time they exit and enter the classroom as well as before and after eating or using the washroom, coughing, sneezing, or blowing noses.
- Classes will spend more time outdoors. Children will need to have appropriate clothing.

RECESS AND LUNCHTIME

- Students will wash hands before eating, before leaving the class to play, and upon return to the class. Hand sanitizer will also be available for students and staff outside during play times.
- Students will be encouraged to spread out in play between the spaces available.
- Students will be expected to minimize physical contact during play.
- Students should not be sharing food or drinks.
- There may be access to balls or other equipment to share between students of the same cohort.
- Students will be encouraged to use hand sanitizer if shared equipment is touched and to avoid touching faces at all times.

In addition, to reduce the number of students playing outside at one time we will be implementing the following staggered lunch and recess schedule.

Short Recess

- 9:43-9:58 – Divisions 1,2,3,4,5,7
- 10:00-10:15 – Divisions 6,8,9,10,11,12,13,14

Lunch and Long Recess

- 11:31-12:16 – Divisions 1,2,3,4,5,7
- 11:56-12:41 – Divisions 6,8,9,10,11,12,13,14

DISMISSAL

- **Parents are to pick up students between 2:14 and 2:25pm.**
- Parents who are picking up their child should always maintain physical distancing (2m).
- Students walking home should leave the school grounds immediately when dismissed at 2:14pm

REGULAR CLEANING and DISINFECTION

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. School District No. 83 and staff all have a joint shared responsibility to ensure work areas are clean and disinfected. We must work together to keep each other safe.

- Daytime custodial staff will clean and disinfect frequently-touched shared surfaces at least **twice a day**. (i.e. doorknobs, light switches, toilet handles, tables, desks, chairs, etc.) This cleaning will occur in classrooms during our lunch and recess breaks or when students are out of the classroom for Music, PE, etc.
- School District No. 83 will be utilizing [Vital Oxide](#) as the sanitizing agent in classrooms. This product will be available for use within each classroom to sanitize learning materials and equipment on a regular basis. Any shared manipulatives, objects or equipment (ie. Laptops, iPads, PE Equipment, Musical Instruments, etc.) should be sanitized before use by another cohort.

- Wherever possible, teachers will remove items that are not easily cleaned (i.e. fabric or soft items).
- Washrooms will be cleaned at **least twice a day** keeping in line with the high touch surface area protocols.
- General cleaning and disinfecting of the premises should occur at least **once a day**.

SHARED SPACES

All shared spaces at Hillcrest have assigned occupancy limits to ensure social distancing can always be maintained. Staff, visitors and students must not enter these spaces if doing so will exceed the occupancy limit posted. Outlined below are specific procedures to be aware of in each shared space.

Office – 2 people max (staff entrance side) – 1 person max (student/visitor entrance side)

- Staff will access their mailboxes and the supply cupboard from the door across from photocopy room.
- Hand sanitizer will be available on the counter to be used before and after accessing supply cupboard.
- Parents should call the office at (250) 832-7195 to book an appointment to meet with the principal. A reminder that all visitors must wear masks when inside the school.
- In cases of emergency, if a student needs to phone home, office staff will make the phone call for them rather than using the student phone.

Photocopy Room – 2 people max

- Vital Oxide and cloth should be used to sanitize touch surfaces before and after use of equipment.
- Hand sanitizer should be used before and after using the photocopier or other equipment in the room.

Staff Room – 7 people max

- Vital Oxide and cloth should be used to sanitize touch surfaces before and after use of equipment.
- Chairs in the staff room should be spaced appropriately to maintain physical distancing.

Hallways

- Student access to hallways will be minimized.
- Arrows will be placed in the hallway to separate traffic flow. We will follow the “Keep right” rule when walking down the hallway.
- Students of different cohorts must physically distance (2m).
- Students will not have access to water fountains. Parents should send a full water bottle from home. Most classrooms have sinks in which students can refill their water bottle provided the water is run for 60 seconds. A new water bottle filling station is also available across from the office if needed.

Gym – 50 people max or up to 60 if members of the same cohort

- Classes will be scheduled in the gym to limit immediate cross-cohort usage.
- Gym equipment should be sanitized before use by a different cohort.
- As often as possible, students will participate in PE activities outside.
- Activities will be planned to minimize physical contact.

Bathrooms – 2 people max in student bathrooms

- Students of different cohorts must physically distance (2m) if using the bathroom at the same time.
- Bathroom cleaning schedule will be posted on bathroom door so that people can see when it was last cleaned.
- Students will use washrooms across from office if necessary, during recess time.
- Students will use the washrooms closest to their classroom during the day.

Library – 1 class max

- Before entering the library, students will return books to bin and sanitize hands.
- Classes will be scheduled in the library to limit immediate cross-cohort usage.
- Tables, chairs and other shared equipment will be sanitized before use by a different cohort.
- Books returned to the library will be left for 72 hours before redistribution.

Music Room – 1 class max

- Classes will enter the music room by the hallway approaching from the office.
- Classroom teachers will help students sanitize their hands before entering the Music room.
- When exiting the music room classes will walk towards the MPR.
- Classes will be scheduled in the music room to limit immediate cross-cohort usage.
- Music equipment will be sanitized before use by a different cohort.

Multi Purpose Room (MPR) – 1 class max

- Classroom teachers will help students sanitize their hands before entering the MPR for Drama.
- Classes will be scheduled in the MPR to limit immediate cross-cohort usage.
- Shared equipment will be sanitized before use by a different cohort.
- The Breakfast program will continue this year, however, the menu will only include “grab and go” options.

STUDENT BEHAVIOUR

- In addition to the expectations we already have at school, students will also be expected to adhere to the new safety guidelines in place.
- If there is a repeated purposeful violation of rules or procedures, the principal will be advised to follow up.
- When a student will not follow the Covid-19 safety protocols, (i.e. refusal to physical distance) standard disciplinary procedures will be followed.

SYMPTOMATIC STUDENT or ADULT

- It is essential that no adults or students attend school if they are symptomatic in any way of a cold, fever, or illness of any kind.
- Parents are expected to complete the Health Check each day with their child.
- Adults who become ill during the day must inform the office, self-isolate and leave the building as soon as possible. All contact areas will be disinfected immediately.
- Students who become ill during the day must be accompanied immediately by a staff member (with physical distancing) to our Isolation Room (Computer Lab). The office will be notified, and parents will be contacted to pick the child up ASAP. All contact areas will be disinfected immediately.
- The Isolation Room (Computer Lab) can accommodate a maximum of 3 students. If more space is required, the MPR will be used.
- If a student or staff member is confirmed by public health as positive for COVID-19, public health will work with the school to determine the actions to be taken.
- When someone is symptomatic, they should self-isolate and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.
- 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 been resolved for at least 24 hours.**

GENERAL PROCEDURES

- Parents and teachers should take the time to teach protocols to students: coughing into arms, handwashing procedures, use of hand sanitizer, not touching face, lining up procedures, appropriate games and ways to play, physical distancing, no physical contact, hugs, etc.
- Adults and students from different cohorts must physically distance (2m), however, 2m distancing is not required between students or staff and students in the same cohort (just no contact). **Students will need to be taught and practice this.**
- Every time students and staff enter a new area of the building, hand washing is required.
- We will minimize students moving through the building as much as we can.