



# Chalo School

DRAFT

## Back to School Plan

September 7<sup>th</sup>, 2020  
Revised October 7<sup>th</sup>.  
Revised November 24<sup>th</sup>.  
Updated January 4<sup>th</sup>.

## 1. Introduction.

Our back to school plan has been developed from information taken from the Public Health Office, Ministry of Education (MOE), and WorkSafeBC. The template for the plan comes from FNEESC and FNSA.

This document is a draft and will be open for revision at any time that the Public Health Officer publishes new information about dealing with COVID 19.

We will invite input from our Community Education Authority, Health and Wellness Centre, and Chief and Council before school begins and periodically throughout the Government's Stage 2 Restart.

## 2. Learning groups

The purpose of organizing student into learning groups is to reduce the number of contacts they have during the school day. Our school will use four groups:

- a) Our K4 class (~14)
- b) Our Kindergarten to grade 3 students (~42)
- c) Our grades 4-7 students (~31)
- d) Our grades 8-12 students (~21)

In every instance, our learning groups will be significantly smaller than the maximum size recommended by the MOE.

Physical contact between students will be discouraged and physical distancing will be practiced to the extent it is possible.

## 3. Classrooms

Our classrooms will be organized differently this year.

- Unnecessary furniture will be removed to allow for extra space between student work areas
- Students and staff will be encouraged to practice new greetings and to avoid hugs and handshakes
- Personal belongings will be labelled with student names
- Teachers will be encouraged to hold lessons outdoors whenever this is feasible
- Support staff will be assigned to specific learning groups

## 4. Physical Distancing and in-school Traffic

In order to reduce the number of contacts, parents of students in grade 4 or older, should not enter the school without first contacting our front office secretary or the school principal. Parents of K4 – grade 3 students may accompany their children into the classroom.

- Primary students, (K4-gr 3) will enter through their classroom boot rooms.

- Gr 4-7 students will enter through the main entrance or the side entrance into their hallway
- Grades 8-12 students will enter through the back entrance next to Raymond's classroom

Our lunch breaks will not be staggered but we will continue to have designated play areas for each learning group. This is consistent with our practices in recent years, but greater emphasis will be given to maintaining physical distancing and reducing physical contact. We will also reduce the number of different lunch time supervisors used with each learning group.

Hallways and aisles will be one-way and signage will be placed to remind people to physical distance.

A physical barrier will be placed in front of the reception desk.

#### **5. Transportation on Buses (in consultation with Diversified)**

The following recommendations are taken directly from the COVID-19 Public Health Guidance for K-12 School Settings (at: [http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf))

- Students and parents will be encouraged to consider alternate transportation to school (biking, walking, driving) when it is reasonable and safe to do so.
- Perform hand hygiene before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.
- Sit in their assigned seat (students will be assigned seats based on the order they are picked up and dropped off, loading back to front and offloading front to back).
- Middle and secondary school students, grades 6-12, will wear a non-medical mask that is put on before loading and taken off after offloading, providing that they do not have a health condition that means they cannot tolerate a mask.

Our busing contractor keeps a daily checklist of students using the bus. A daily checklist will be maintained by the bus driver that confirms daily attendance on the bus and that students have been asked about their health before boarding.

Windows on the bus will be open when weather permits.

Students will be reminded to respect physical distancing at bus stops.

#### **6. School Gatherings and Communication with Parents**

We will not be scheduling any large school gatherings during the pandemic. Small cohort group activities will be permitted.

Visitors will not be able to attend school gatherings.

**Parent-Teacher meetings will be by appointment only.**

#### **7. Extracurricular Activities**

No extracurricular activities will occur during the pandemic until the MOE approves. Exceptions will be made for cultural activities that can be conducted outdoors, if approved in advance by our CEA and Chief and Council.

## **8. Food services**

- Breakfast for K-3. Breakfast served in the classrooms. Teacher and EA gets food from kitchen.
- Lunch for 8-12. If students need to make a sandwich, they do so in the kitchen. Hand hygiene completed in kitchen; maximum of 5 students; supervised area

## **9. Hand Hygiene**

Priority: Teaching/learning about hand washing carefully with soap.

Students and staff will be advise to perform hand hygiene (ie to wash their hands):

- When they arrive at school
- Before and after breaks
- Before and after drinking (except for drinks and snacks kept at their desks)
- After using the toilet
- After sneezing or coughing
- Whenever their hands are visibly dirty

## **10. Personal Strategies**

Students and staff will be encouraged by teachers and through other communication tools such as signage and newsletters/emails to parents and caregivers to:

- a. Avoid close greetings (e.g. hugs, handshakes).
- b. Encourage students and staff to not touch their faces (“hands below shoulders”).
- c. Cough or sneeze into your elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.
- d. Refrain from touching your eyes, nose, or mouth with unwashed hands.
- e. Refrain from sharing any food, drinks, or unwashed utensils

## **11. Daily Health Checks (in consultation with Rhonda Mathison, Community Health Nurse)**

- Staff and students will have temperature checks upon arriving at school.
- Effective November 25, our staff will complete the ‘Fit for Work’ assessment each morning upon arriving at work.
- The school will report unusual or elevated levels of staff or student illness and absenteeism to our Health and Wellness Centre. This reporting is helpful in early identification of clusters and outbreaks.
- Any confirmed case of COVID-19 in our school will result in immediate notification of our Health and Wellness Centre, our CEA and Chief and Council. This will be done by the principal

or delegate. Appropriate steps will be taken to ensure that staff and students who were in contact with the individual know what they need to do.

- Students and staff with cold, influenza, or COVID-19 like symptoms should stay home, self-isolate, and be assessed by a health-care provider. Testing is recommended for anyone with these symptoms, even mild ones.
- Quarantine is a term typically reserved for people who return from travel outside the country who are at risk of developing COVID-19. All students and staff who have travelled outside of Canada are required to self-isolate for 14 days under both provincial and federal orders.
- Any student, staff or other person within the school who has symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers.
- Parents and caregivers should assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
  - If a child has any symptoms, they should not go to school.
  - **A copy of the Daily Health Check is attached.**
- The school will:
  - Ensure school staff and other adults entering the school are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. Clearly communicate with parents and caregivers about their responsibility to assess their children daily before sending them to school.

## **12. Illness at School**

If a student develops signs of illness while at school, the available guidance sets out the following steps:

- a. Immediately separate the symptomatic student from others in a supervised area. Contact the student's parent or caregiver to pick them up as soon as possible. Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.
- b. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a nonmedical mask or face covering and tolerated, or use a tissue to cover their nose and mouth.
- c. 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.
- d. Avoid touching the student's body fluids (e.g. mucous, saliva). If you do, practice diligent hand hygiene.
- e. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them.

If staff develops symptoms at work, staff should go home as soon as possible. If unable to leave immediately:

- f. Symptomatic staff should separate themselves from others and maintain physical distancing (2 meters).
- g. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.

Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them.

### **13. Cleaning and Disinfection (in consultation with Heather Gairdner)**

We will provide adequate instruction, training, and supplies to custodians.

- Cleaning and disinfection procedures in the school will include:
  - General cleaning and disinfecting of the premises at least **once every 24 hours**.
    - This includes items that only a single student uses, like an individual desk or locker.
  - Cleaning and disinfecting of frequently-touched surfaces at least **twice every 24 hours**.
    - These include door knobs, light switches, toilet handles, tables, desks, chairs used by multiple students, water fountains, and toys.

AND:

- Cleaning and disinfecting any surface that is visibly dirty.
- Using common, commercially-available detergents and disinfectant products and closely following the instructions on the label.
- Emptying garbage containers daily.
- Wearing disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Washing hands before wearing and after removing gloves.
- Laminated paper-based products will be cleaned and disinfected daily if they are touched by multiple people.
- Incorporating end-of-shift wipe downs for all shared spaces.
- Cleaning and disinfecting cots and mattresses prior to use and after they are used or soiled. Use single use only pillow cases and blankets and dispose of them immediately after single use. Where pillow cases and blankets are not single use, launder between each student.

### **14. Students with Medical Complexity, Immune Suppression, or Receiving Delegated Care**

The school will work with families to develop options for student safety and learning.

- Parents /caregivers of children who are at higher risk of severe illness due to COVID-19 will be encouraged to consult a healthcare provider to determine their child's level of risk.

- School staff providing delegated care and working in close proximity with students who are at higher risk of severe illness due to COVID-19 will wear a mask.

### **15. Students with Disabilities**

We will communicate on a regular basis with parents to ensure student needs are being met.

If physical space limitations make it necessary to reduce the number of students in a learning environment to ensure physical distancing, students with special needs will be prioritized.

### **16. Non-Medical Masks**

- **Until further notice, all staff and students will wear masks throughout the school day.**
- Students will be taught about how to use masks and the expectation that they will treat people wearing masks with respect.

### **17. Staff Safety**

- **Effective November 25, our staff will complete the 'Fit for Work' assessment each morning upon arriving at work.**
- Establish and post occupancy limits for shared spaces such as lunch rooms and break rooms.
- Remove chairs or tables to ensure occupancy limits are not exceeded and provide additional areas for workers to have their breaks, including areas outdoors.
- If staff need to meet in person, ensure there is a 2-metre space between each person.
- Ensure that workers are knowledgeable regarding the controls required to minimize their risk of exposure to COVID-19.

Report any unsafe conditions or acts.

### **18. Communication**

- The school will send a regular email to families/parents/caregivers. It will include updates about the school's COVID-19 response and procedures, reminders about daily health checks and signs/symptoms of COVID-19, mental health resources, and responses to common questions/concerns.
- The Education Director will communicate on a regular basis with First Nation administration and Chief and Council (at least every two weeks at CEA meetings).

- COVID-19 information and notices will be posted to a designated school bulletin board.
- Signage will be posted at the school entrances, including notices to adults entering the school about their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering.
- A start of the year email update and meeting will be held with staff to review workplace practices relating to COVID-19 and answer questions.

Regular check-in meeting with staff will be held to share current information and review any concerns.

### **19. Training and Orientation**

- The school will provide instruction to staff on the following:
  - The risk of exposure to COVID-19 and the signs and symptoms of the disease.
  - How to report an exposure to or symptoms of COVID-19.

The school will keep a record of the instruction and training provided to staff regarding COVID-19, as well as reports of exposure and first aid records. COVID-19 related meetings will be documented and minutes posted at a central location.



## School Reopening Considerations Checklist

### Planning

- School reopening plan drafted
- School reopening plan reviewed and approved by Chief and Council
- COVID-19 news being monitored
- Person identified to manage the plan
- \_\_\_\_\_
- \_\_\_\_\_

### Scheduling and Organization

- Learning Groups have distinct start/end times, meals, and recesses
- Visitor log kept at school reception
- \_\_\_\_\_
- \_\_\_\_\_

### Transportation

- Driver PPE and barriers provided
- Student assigned consistent seats that maximize physical distancing and load back to front
- Parent/caregiver instructions communicated
- Bus attendance checklist prepared
- \_\_\_\_\_
- \_\_\_\_\_

### Building, Supplies, and Cleaning

- Cleaning supplies and Personal Protective Equipment (PPE) ordered
- Barriers installed at reception
- Cleaning/disinfecting schedule in place
- Unnecessary furnishings, equipment, and shared items removed

- Classroom desks and hallways set for physical distancing
- Floor markings and posters address traffic flow
- Adequate amounts of high touch materials on hand (pencils, pens, art supplies)
- Handwashing/sanitizing sites set up
- Enhanced cleaning routine in place
- Sick room designated
- \_\_\_\_\_
- \_\_\_\_\_

### Staff

- Start of the school year training with staff (all types) to review procedures and responsibilities
- WorkSafeBC Guidelines reflected in School reopening plan
- Written instructions/plan shared with staff
- \_\_\_\_\_
- \_\_\_\_\_

### Communication

- Share reopening plan with First Nation leadership and parents/caregivers
- Families of students with higher risk of severe illness consulted
- Signage posted: entrances, bathrooms, halls, classrooms, and common areas
- Bulletin board for COVID-updates set
- \_\_\_\_\_
- \_\_\_\_\_

