



Cassie Hall Elementary School

2620 Eby Street
Terrace, BC V8G 2X3

Phone: 250 635 5646

COVID-19 Safety Plan September 2020

Illness

- Any students or staff who are experiencing symptoms of a cold, flu, COVID-19, or other respiratory illness **must** stay home.
- Parents/Caregivers must assess their children daily for any symptoms (fever, cough, chronic sneezing, vomiting, runny nose, muscle ache, fatigue, headache).
- If a student arrives at the mudroom door and displays any symptoms, they will be redirected to their parent (if there) or the office so that their parent can be contacted.
- Any student or staff member who begins to experience symptoms during the school day will be sent home. The Parent/Caregiver will be contacted and must arrange for the immediate pick-up of their child. The child will wait on the bench by the front door.
- Anyone who has traveled outside of Canada **must** self-isolate at home for 14 days.

Arriving at/ Leaving Cassie Hall

- Staff will enter the building at the front door, sign in, and wash/sanitize hands.
- Staff will sign out at the end of the day.
- Parent are **strongly encouraged** not to send their child to school before 8:55. This will prevent children from mingling with students from other cohorts.
- Students will be let into the building through their mudroom doors at 8:55.
- Students will quickly hang up their coats/change shoes and proceed directly to their classroom.
- Students will wash their hands as soon as they enter their classroom. An adult will be at the sink to supervise and ensure proper hand washing.
- Late students will enter through the front doors and check in with the office. They will be supervised washing their hands before proceeding to their classroom.
- Students are encouraged to walk home or be picked up immediately after the bell at 2:43. This will prevent children from mingling with students from other cohorts.

Parents/Guardians

- Must be informed of school safety procedures
- Will not have access to the inside of the building. They are asked to call the school from the front doors where they will be met and helped.
- Must confirm their contact information is current and be available at all times to pick up their children in case of illness or emergency
- Must encourage their children to follow the safety protocols in place at Cassie Hall



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Hand Washing/ Hygiene

- Staff and Students will practice hand washing:
 - each time they enter the building (morning, lunch time, outdoor play time)
 - after using shared spaces (computer room, library, gym, resource room)
 - before and after eating and drinking
 - whenever they sneeze, cough, notice themselves touching their faces
 - when they use the toilet
 - before they go home
- They will wash their hands with soap and water for 20 seconds (as long as it takes to sing 'Happy Birthday')
- Students cannot drink directly from water fountains. Water bottle fill stations will still be available for students and staff to use.
- If people need to sneeze or cough, they should do so into a tissue or their elbows. Used tissues should be thrown away immediately.
- Food and drinks **must not** be shared. Food that is prepared in the school/ a restaurant that follows Food Safe guidelines can be served to students/staff. Food that is prepared by students/families can only be consumed by those who made it. Breakfast club and in-school lunch will be offered, but will be delivered to classrooms in order to maximise safety.

Physical Distancing

- Members of the same cohort (students and staff) **do not** need to physically distance. However, direct contact (hugging, touching, sharing items) should be avoided.
- Students/Staff in different cohorts **must** remain 2 meters/ 6 feet apart from each other. This includes when sharing common spaces (library, resource, washroom, hallway) and when playing outdoors.
- The few staff who are not in a cohort must keep a physical distance of 2 metres from everyone.
- Seating arrangements within a class/computer lab should be consistent.
- The hallways have stickers to indicate the flow of traffic. Please follow the arrows and walk on the right side.
- Avoid congregating/visiting in hallways or small spaces so that others may walk through safely.
- Please recognize and follow the occupancy limits of rooms and spaces throughout the building.
- Please respect any barriers (secretary's desk, librarian's desk) that are in place.

Cleaning and Sanitizing

- A repeated cleaning schedule for high-traffic/ high-contact surfaces used by multiple people (washrooms, doors, keyboards, tables in library...) will be followed throughout the day.



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- Frequently touched surfaces, such as student desks, will be cleaned twice a day.
- Shared supply bins will not be available. All students must have their own supplies in order to avoid cross-contamination.
- Cleaning supplies will be made available (in office) in case of contamination.

Lunchtime

- A noon hour supervisor will be assigned to each cohort.
- Two cohorts will play outside from 12 to 12:25. Each cohort will exit from their own mudroom and play in their designated area.
- The other 2 cohorts will eat lunch in their classes at this time. Any school-provided food will be delivered to the classrooms prior to the eating time.
- At 12:25 to 12:50, the cohorts will switch places. The noon hour supervisors will move with their cohorts.
- Proper hand-hygiene protocol will be followed.

Supervision

- Staff will follow their normal supervision schedule (mornings, after school). They will encourage physical distancing between students of different cohorts.

Personal Protective Equipment (PPE)

- When in high-traffic areas (hallways, buses) or when working with students/colleagues outside of their cohorts, staff members must wear a face mask. Face masks will be provided to each staff member as needed.
- Physical distancing must still be maintained even when a mask is worn.
- Elementary-aged students are not required to wear a mask.
- It is optional for staff to wear a mask when working within their own cohort.

Communication

- All Health and Safety information will be emailed to staff and posted in the staff room.
- Student-specific Health and Safety plans will be emailed to parents/guardians and posted on the website.
- All Health and Safety information will be reviewed with staff at the beginning of the school year (September 8th).
- All Health and Safety information and procedures will be explicitly taught, encouraged, and reviewed with students by staff.
- An administrator will familiarize any TTOCs and substitute Education Assistants with this document upon the person's arrival at the school.



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CHE Cohort Plan August 2020

Interaction between cohorts will be kept to a minimum. This applies to both students and adults. Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings. Within each cohort minimized physical contact should be encouraged.

Cohort composition can be changed at the start of a new term or at a natural break in the school calendar. Outside of these, composition should be changed as minimally as possible, except where required to support optimal school functioning. This may include learning, operational or student health and safety considerations.

Consistent seating arrangements are encouraged within cohorts where practical. This can assist public health should contact tracing need to occur.

Each Cohort will include the students in the specific class as well as their individual classroom teacher.

	Cohort 1	Cohort 2	Cohort 3	Cohort 4	No Cohort
Teachers	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
EA (+ 2 posts)	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
FNSW	[Redacted]	[Redacted]			
NHS	[Redacted]	[Redacted]	[Redacted]	[Redacted]	
# Students	53	47	41	45	
Total in cohort	58	51	44	48	

Non-Enrolling Teachers

Non-Enrolling teachers will not be attached to an individual cohort. They will be expected to practice physical distancing as per the COVID-19 Public Health Guidance for K-12 School Settings document (July 29, 2020).

Learner Support Teachers

[REDACTED] – will work with Primary students/staff/cohorts.

[REDACTED] – will work with Intermediate students/staff/cohorts.

[REDACTED] – will work with a cohort where there is a need in communication with classroom teachers and resource teachers

Music/Band/Library/Art/Counselling

[REDACTED] (Prep) – will work with all students/staff/cohorts in the building.

[REDACTED] – will work with all students/staff/cohorts in the building.

[REDACTED] – will work with Intermediate students.

CUPE Staff

Educational Assistants – will be assigned to individual class based on student need. Every effort will be made to restrict their number of student/staff/cohort contacts. Most EA's will be working 1 on 1 with high needs students in their cohort

FNSW - will work with all students/staff/cohorts in the building, although will be assigned to a cohort where they do not need to distance

NHS - will work with all students/staff/cohorts in the building. NHS where at all possible, and

Secretary - will work with all students/staff/cohorts in the building.

SLA – will work with all students/staff/cohorts in the building.

Library – will work with all students/staff/cohorts in the building.

Interacting with Cohorts

- During break times (e.g. recess, lunch), students may want to socialize with peers in different cohorts.
- 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.
- Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.
- Students from different cohorts may be required to be together to receive beneficial social supports, programs or services (e.g. meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support, program or service continues. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.

School Gatherings

- School gatherings should occur within the cohort.
- Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome.
 - Additional people should be minimized as much as is practical to do so.
 - These gatherings should happen minimally.
- Schools should seek virtual alternatives for larger gatherings and assemblies

Lunch

Lunch will be split into two separate times.

12:00 – 12:25 Cohort 1 and Cohort 3 will go outside

12:25 – 12:50 Cohort 2 and Cohort 4 will go outside

Food Programs

Food will primarily be delivered directly to students and perhaps using student helpers from those cohorts.

Shared Spaces

There are a number of spaces within the building that will be shared by multiple cohorts throughout the day. These include the Music/Band Room, the Library, the Computer lab, Learner Support Rooms and the Gym.

Before and after students and adults use these shared spaces, they must wash their hands.