

Majagaleehl Gali Aks Elementary
“Flowers of the river”



COVID 19 Guidelines for 2020/2021

August 18, 2020

Submitted by
Mark Newbery
Principal

MGA School Plan

1. Communication – staff, parents, students
 - a. Weekly news letters specific to staff and to parents will be sent out by email.
 - b. Parents/guardians – via website, Face Book and mass email MyEdBC
 - c. Students – class by class, whole school – Teams meeting viewed on the screen in their room

Personal Measures

1. Physical distancing/no physical contact/handwashing

***Ministry guidelines state that physical distancing is one of the most effective measures to prevent spread of the virus; however, the guidelines state that it is not always possible nor is it always practical in schools. It should be practiced and taught where appropriate. No physical contact and thorough handwashing are the best preventative measures that can be taken and will be taught and enforced at school. Handwashing needs to be taught for every transition.**

- a. We will teach physical distancing to students and encourage/enforce physical distancing where appropriate. We will teach and enforce no physical contact.
 - b. Ministry guidelines state that regular hand washing is the most effective way to protect ourselves from the spread of viruses. Handwashing will be taught and enforced at every transition.
 - c. No visitors, public, parents/guardians in schools
 - d. Signs at entrances will state students and staff only beyond this point; visitors will call the office and wait outside
2. Bussing
 - a. Guidelines for seating of students, spacing and cleaning will be developed by the school district and busing company. At MGA we will support the enforcement and teaching of the guidelines.
 3. Pick-up/drop-off students – parent/guardian protocols
 - i. Students dropped off by parents will be dropped off in the parking lot and proceed to their designated door for entry; for pick up – students will exit the building when permitted by their

teacher and wait in their bus line. Social distancing will be practiced

- ii. Parents need to drop off students just before 8:55 am and pick up as close to 2:58 as possible
 - iii. Entrance– student will wash their hands with soap and water (20 seconds) and **every time they enter and exit the classroom and every time they transition from one room to another**
 - iv. Washrooms – students wash their hands before and after using the facility
4. Entrance/Exits – designated person monitoring/managing exits/entrances
- a. Staff will enter from the front door, sign in, – practice social distancing where possible. Staff need to wash their hands or use hand sanitizer (proper hand washing is a more effective protective measure than using hand sanitizer) immediately and proceed to their workspace.
 - b. At the start of school and the end of morning recess and lunch recess, students will line up as they normally would and will practice social distancing. They will enter through the boot room doors.
 - c. In the morning, Administration and Educational Support Workers/First Nation Support Workers will greet students at each door conduct a health check.
 - i. Upon entry, students will go through a health check (notice if they have the sniffles, coughing, or feel warm – if so sent back home). Teachers will greet students at the classroom door and ensure that they wash their hands upon entering the classroom. Teachers will also note any students who may appear to have cold or flu like symptoms and send them to the office.
 - d. Attendance will be taken once students are in the classroom and settled.
 - e. Students who are late will report to the office to check-in, have a health check, get a disposable late slip and report to class to wash hands
 - f. Entry/exit doors always locked
 - g. Once ready to leave the school, at the end of the day, all students and staff will wash their hands

Environmental Measures

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19.

General cleaning will happen once every 24 hours. This includes items that a single student uses such as, lockers and desks.

Cleaning of and disinfecting of frequently touched surfaces will happen at least twice every 24 hours. This includes door knobs, light switches, tables, desks, and chairs and keyboards used by multiple students. Additionally, it includes supplies used by multiple students such as, toys, and math manipulatives.

1. Spaces Safety Protocols -, i.e. gym, library, all spaces must be spot cleaned at least once a each day.

- h. Library –. If it is used it must be spot cleaned. Teacher will inform the spot cleaner and the custodian to ensure daily cleaning.
 - i. Gym –if the gym is used and equipment is used then it will place into a bin for evening cleaning. Staff will agree upon gym equipment to be used over each month.
 - j. Computer lab – used as a class space – spot cleaned. the spot cleaner and the custodian will ensure keyboards are spot cleaned once a day.
2. Outdoor School Equipment – availability/ protocols
- a. Outdoor equipment – no outdoor equipment other than the regular playground equipment will be used.
3. Class Organization – safety protocols

Each class will follow the ministry guidelines around the use of cohorts. This means that within a cohort, physical contact must be kept at a minimum but physical distancing of two meters does not need to be maintained. The number of adults interacting with a cohort will be kept to a minimum and if an adult is not part of the cohort, physical distancing must be maintained. Additionally, if students from different cohorts are intermingling inside they will also follow physical distancing protocols.

- a. Hand washing for all students and staff transitioning into and out of a classroom must occur. Posters in class showing proper handwashing steps.

- b. Fire and other emergency protocols – follow the plans as outlined in our emergency procedures practicing social distancing where possible, minimizing contact

4. Routines

- a. School start- students line up to come in to school in the morning. Administration and Educational Assistants will allow classes in, one class at a time. Students take shoes off in boot room and proceed to class. **Students will be allowed to use their lockers.** Teachers greet students at the classroom door and have students wash their hands upon entering.
- b. Recesses – as per usual. Recess will not be staggered at this time. Ministry guidelines state that students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact
- c. Lunch/recesses – time remains the same. Students will remain in their rooms for lunch and be supervised by EA's and noon hour supervisors.
 - i. Lunch program will operate as usual.
 - ii. No food sharing, disposable food containers/bins
 - iii. Students remain in their classrooms for lunch.
 - iv. Supervision is by EA's and admin.
 - v. Students will wash their hands prior to going outside and be encouraged to practice social distancing.
 - vi. Coming back in, Students will be allowed in by their teacher and taken immediately to their room and wash their hands one by one
- d. Washroom protocols/hand hygiene
 - i. We know hand washing is the most effective, preventative measure. Students will learn to wash their hands following guidelines shared by ministry and district. Hands will be washed at every transition.
- e. Staff
 - i. Hand washing – when entering and exiting school, entering and exiting classroom and transition spaces, whenever they feel necessary; use staff washrooms and gym change room bathrooms – wash hands before and after and wipe down surfaces prior to use

5. Movement of students during the school day/transitions between classes
 - a. When needing to move through the hallways, staff will look out, check and then stagger their travel up/down the hallways with classes.
6. Water stations (no fountains)
 - a. Students and staff should bring a water bottle with them each day; fountains will not be used –refill station will stay open or students and staff
7. Items from home
 - a. Students will be instructed to bring their usual supplies: lunch, snack, indoor shoes, bottle of water , homework .
- 8. Shared supplies verses individual supplies**
 - a. Where possible use individual supplies; if supplies are shared, supplies that can be cleaned will be. This includes keyboards, toys, math manipulatives, gym equipment. **Ministry of Health states that “*there is no evidence that COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students.*”**
9. Photocopier room
 - a. Two people at a time.
10. Staff room
 - a. Maximum of six people at a time.
11. Kitchen area/multi-purpose room – open/closed – food management protocols
12. Breakfast/Snack
 - a. Support staff will prep cereal, milk and some fruit for each child
 - i. Breakfast room will be open. Students will be allowed into the building for a quick snack. *Indoors, students can socialize with students from other cohorts but they must maintain social distancing.
 - ii. Supervisor will allow students in, they must go directly to the breakfast room and wash their hands. They have to remain there and will wash their hands as they leave the room.
13. First Aid Management – how to access
 - a. First Aid attendants – **[redacted]** and **[redacted]**; call from the office. It will be necessary for first aid attendants and students to wear masks when students are being cared for.

14. Personal Protective Equipment

- a. Personal protective equipment such as masks and gloves is the least effective of the infection prevention and exposure control measures and is only recommended for staff and students who are not in the same cohort and can not practice social distancing

15. Support services/counselling management protocols

- a. School Counsellors are not assigned to a cohort. They must practice social distancing with students at all times. If this is not practical, both the counsellor and the student must wear a mask.
- b. Anyone else providing support for students: First Nations Education Co-ordinators, RCMP, MCFD all will be required to wear masks when meeting with students if social distancing can not be practiced.

16. Before/after school programs

- a. Can occur only if social distancing can be practiced by all participants and staff.

17. Custodial/ cleaning

- a. Extra soap and paper towel made available in every room.
- b. Touch surfaces cleaned twice a day. by an EA
- c. Morning Mist is in every classroom.

Majagaleehl Gali Aks

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Cohort Planning

Submitted by
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Majagaleehl Gali Aks Elementary

Cohorts for COVID 19 Planning

The cohorts created at Majagaleehl Gali Aks (MGA), have been created following the guidelines provided by the British Columbia Ministry of Health and the British Columbia Ministry of Education in the following documents:

[B.C's K-12 Education Restart Plan](#)

[BC Centre for Disease Control](#)

Planning is guided by the understanding that cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.

- In elementary schools, a cohort can be composed of up to 60 people
- Cohorts can be composed of students and staff.
- Within the cohort, minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.
- Cohort composition can be changed at the start of a new quarter, semester or term in the school year. 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
- School administrators should keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.

Interacting within 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.

With these guidelines as a guide, students and staff at Majagaleehl Gali Aks will be placed into three cohorts: two English cohorts and one French cohort.

- Cohorts will be able to work together in close settings within the school while minimizing physical contact. Physical distancing among cohort members is not necessary.
- Anyone who is not part of the cohort will be able to work with the cohorts as well. Physical distancing must be adhered to for anyone who is not part of the cohort. If physical distancing is not possible both parties must wear masks.
- Students from different cohorts can interact within the school setting. Indoors, physical distancing must be maintained. For this reason it is important that all staff know the composition of all cohorts and recognize when students from different cohorts are interacting. **Outdoors,**

physical distancing is not necessary; however, physical contact must be minimized. Midmorning recess and lunch recess will not be staggered at this time.

Cohorts

Cohort 1				Teachers	
K/1	K-7 max, 1 - 7	14		[Redacted] [Redacted] [Redacted]	
6/7	6-9 & 7-10	19		EA [Redacted] [Redacted] [Redacted]	
					<u>39</u>
Cohort 2				Teachers	
2/3	2-7 & 3-8	15		[Redacted] [Redacted] [Redacted]	
4/5	4-6 & 5-7	13		EA [Redacted] [Redacted] [Redacted]	
					<u>34</u>
Cohort 3 French				Teachers	
k/1	K - 5max, 1 - 11	16		[Redacted] [Redacted] [Redacted]	
2/3	2 - 7, 3 - 11,	18		[Redacted] [Redacted]	
4/5/6/7	4 - 6, 5 - 4, 6 - 4, 7 - 5	19		EA [Redacted] [Redacted] [Redacted]	
					<u>6k</u>