



UPLANDS ELEMENTARY

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DRAFT

Uplands COVID -19 Health and Safety Plan

This safety plan needs to be discussed and reviewed with input from the Uplands Health and Safety Committee, including membership from CUPE, CMTF, and Administration, and the Uplands Elementary Staff. This document was created with information from Coast Mountain School District, the Ministry of Education, and Work Safe BC.

This safety plan was developed to make clear the protocols that all staff and students must follow at Uplands Elementary in order to decrease the risks of:

- 1) Person-to-person transmission of the virus due to close proximity
- 2) Surface transmission of the virus due to touching recently infected surfaces and then one's own face

Illness

- All Students and Staff are expected to self-assess their health for symptoms before entering the building each day.
- Any student or staff member who is experiencing symptoms of a cold, flu, COVID-19, or other respiratory illness must stay home. Anyone experiencing symptoms in the building will be sent home.
- If you are ill during the day, please notify administration immediately. Administration will notify the District office
- If staff experience symptoms of COVID-19 (see attached list from the BC CDC), they should contact 8-1-1 and follow the advice and guidance provided
- It is expected that Parents/Guardians will assess their child each day before arriving at school. If students are sick, they must stay home
- If students are ill during the day, their parent/guardian will be called and they will be asked to come and pick up their son/daughter immediately. They will be asked to contact 8-1-1 and follow the guidance provided and follow up with the school
- **Anyone who has travelled outside of Canada or been in contact with someone who has COVID-19 in the last 14 days must self-isolate.**

Accessing the building:

- All Staff must enter the building through the main entrance
- Upon entering the building, all staff and students must wash their hands
- Staff must notify the office that they are present and sign in
- Parents, guardians, or guests will be restricted from entering the building. If they must enter the building, they must complete the Health Check form and provide contact information.
- Parents, guardians, guests are asked to call the school from the front doors where they will be met and helped.

Students Arriving at Uplands

- If they are ill or have any symptoms, they need to stay home from school. If symptoms develop while they are at school, parents/guardians will be contacted immediately. The student will wait for parent pickup in the first aid room off the main office. Students will be given a mask to wear. When a parent/guardian arrives, staff will escort the student to the front entrance where they will meet their parent/guardian outside of the building.
- Students should not arrive at Uplands before 8:45.
- Supervision will begin at 8:45, monitoring entry doors and line ups.
- Students will line up outside their mudroom doors when they arrive in the morning. They will line up, practicing distancing as they wait to enter the building. Lines will be marked at 2-meter intervals in each of the line ups of classes attending on each day. 8:55 the warning bell will ring, and students will be let into the building, one class at a time.
- Teachers will meet their classes outside and ask each child the health questions:
 - *How are you feeling?
 - *Have you been sick in the last 24 hours?

If a child indicates that they are not well or have not been well, the teacher will ask:

- *Do you have a fever?
- *Do you have a runny nose?
- *Do you have a cough or are you sneezing?
- *Do you have chest pain, chills, loss of smell, headache, sore throat, nausea, diarrhea or shortness of breath?
- *Do you have any new muscle aches or pains?

If the answer is "Yes" to any of these questions the child will not be admitted into the school and the principal will be contacted to attend to the child. A parent/caregiver would then need to take the child home.

If any of the symptoms appear during the school day, the child will be placed in our first aid room and a parent/caregiver will be contacted to come to the school to pick up the child.

- Students who answer "No" to the health questions will use their mudroom entrance and go straight to class. Coats will be kept on the back of their chairs in their classroom,

eliminating the use of mudrooms. Students will wear running shoes that they will keep on for the day. They will not change shoes when entering and exiting the building.

- Students will wash their hands as soon as they enter their classroom, with physical distancing as they wait for their turn. Tape will be used to mark off distancing in the lineup. An adult will be at the sink to supervise the washing to ensure proper hand hygiene.

Accessing the Main Office

- Only one person can enter the front office at one time.
- A two-metre distance from staff in the office must be maintained.

Hand Washing/Hygiene

- All staff and students must wash their hands immediately upon entering the building.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- No water fountains will be available. Water bottle fill stations will still be available for student and staff use.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands afterwards.
- Students and staff should wash their hands frequently as well as before eating, after lunch...
- Hand washing should occur:
 - When they arrive at school and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
 - When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom, etc.).

Student Washroom Use

- We will limit washroom use to one at a time.
- Only one stall will be open for use in each washroom.
- Students will use a wait system in the hallway, standing on a marker if someone else is in the washroom.
- The person using the washroom will push a small cone in front of the entry to indicate someone is in the washroom and push it back with their foot when finished.

Physical Distancing

- A 2-metre distance between adults must be maintained both inside and outside the school building when outside their cohort
- A 2-metre distance between students must be maintained both inside the school building when outside their cohort
- Avoid close greetings such as hand shakes, hugs, etc.
- Hallways are divided and arrows indicate the direction to walk
- In the hallways, walk single-file on the right side of the hallway (follow the arrows).
- Staff should proceed to their work space (classroom/office) as quickly as possible
- Avoid congregating in hallways or areas that others need to walk through
- Only one person should enter staff prep. rooms at a time
- Student should eat at their desks and take all breaks outside
- Maximum of **one** students in the washrooms at one time
- Consider arranging desks/tables so students are not facing each other
- Use consistent assigned seats
- Incorporate more individual activities that encourage spacing between students and staff
- Offer manipulatives and items that encourage individual play that can be easily cleaned and reduce hand-to-hand contact

Barriers

- Hallways will have a line down the middle and arrows indicating the flow of traffic
- There will a barrier in the Office keeping staff/students a physical distance from the secretary
- There will a barrier in the Library keeping staff/students a physical distance from the Teacher Librarian and/or Library Assistant for book sign out

Occupancy Limits

- Recognize and follow the occupancy limits posted on individual rooms and spaces throughout the building.

Cleaning and Sanitizing

- A cleaning schedule of high-traffic areas/ frequently-touched surfaces will be followed during the day.
- Cleaning supplies will be made available, as possible.
- There will be a custodian at noon.
- There will be **NO** sharing of supplies. This includes such things as pens, pencils, water bottles, snacks/food, etc.

TTOC's

- If you are going to be absent, please ensure that you designate a workspace in your classroom for the TTOC.
- Please ensure that this space maintains their ability to maintain physical distancing.

- Designating separate workspaces will help minimize the shared space within the classroom.
- This designated space should be suitable for their work during the day.
- As there is no sharing of supplies, (e.g. whiteboard markers, pen, etc.) a separate set of supplies or materials for TTOC's should be left on the designated workspace. These should be clearly labelled for someone coming into your classroom. If additional supplies (e.g. whiteboard markers, pen, etc.) are needed, please contact the office.

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.

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

Beginning of the Day/End of the Day

- Students will line up as normal in the AM at their individual mudroom doors maintaining physical distancing.
- **There will be NO MORE than one class in a Mudroom at a time.**
- Classes will be staggered entering their individual mudrooms to allow for physical distancing.
- Older students will be allowed in first, as the expectation is that they will be faster in and out of the Mudroom.

Shared Spaces

- There are a number of spaces within the building that will be shared by multiple cohorts throughout the day.
- These include the Hallways, Music/Band Room, the Library, the Computer lab, Learner Support Rooms and the Gym.
- **Before and after students and/or adults use shared spaces, they must wash their hands.**

NOTE – Staff are required to wear a non-medical mask, face covering, or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group where physical distancing is not possible.

Personal Protective Equipment (PPE)

- Non-Medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside their learning cohort
- Non-medical masks are required for **all staff** in high traffic areas (e.g. hallways)
- While wearing a non-medical mask, everyone should still make every effort to maintain physical distancing

First Aid Attendant

- Our First Aid attendant is still available if needed, however there are protocols around their safety and the use of PPE while performing First Aid
- Unless it is an emergent, serious issue, they will **NOT** be called to perform First Aid for students
- All classrooms will have stocked first aid supplies – bandages, wipes

Break/Lunch

- Break and Lunch may be staggered to allow for greater physical distancing.
- It is suggested that staff and students, not leave the building during the day for such things as lunch, etc.
- If a student or staff member leaves, they must follow the entry routine again when returning to the building.
- All students will be encouraged to bring their snack and lunch from home.
- Microwaves, kettles, etc. will **NOT** be available for students anywhere in the building

Lunch – 12:00-12:45

- 12:00-12:22 - half of the students/classes play first while half eats first
- 12:23-12:45– vice versa

Communication

- All Health and Safety information will be emailed to all staff and posted in the Staff Room
- Student specific Health and Safety plans will be emailed home to Parents/Guardians, and posted on our webpage and reviewed by staff with students upon their entry into the building

Student Belongings

- We will minimize the amount of supplies and materials coming to and from school.
- Students will come to school with all food (snacks and lunch) in disposable containers (paper bag or ziplock bags). Any sealed, leftover food that can be stored in their desk can be kept there until the student's next day in attendance. All remaining items will be thrown in the garbage.
- Each child will bring a water bottle that will remain at school. The refill station will be used for refilling bottles each day.
- Please do not bring any additional items (backpack, toys, lunch kit, devices, etc.) to school unless you have checked with school staff first.

Supervision

- 4 supervisors before school, one per entrance 8:45-9:00
- 4 supervisors after school, one per entrance 2:53-3:03
- Recess supervision – 1:55-2:10
- Please see the new schedule
- Supervisors at each door are asked to ensure that physical distancing is in place

Shared Materials

- There will be NO sharing of supplies. This includes such things as pens, pencils, water bottles, snacks/food, electronic devices, etc.
- There will be NO shared equipment (e.g. PE equipment, music equipment, etc.) unless it has been sanitized between uses
- Personal items, student and staff, should be labeled and NOT shared with others

Cleaning and Disinfecting

- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g. door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g. plush toys).
- Frequently touched surfaces including: doorknobs, light switches, railings, bathroom areas, tables, desks, chairs, etc. will be cleaned twice per day
- Shared Learning items/equipment (e.g. manipulatives, keyboards, tablets, science equipment, music equipment, etc.) will be cleaned twice per day when in use



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DRAFT Cohort Plan – August, 2020

As much as possible, 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 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.

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	Kindergarten – 19 Kindergarten – 18	Total – 37 students and 2 teachers – 39
Cohort 2	Grade 1 – 17 Grade 2 – 20	Total – 37 students and 2 teachers – 39
Cohort 3	Grade 2 – 20 Grade 1 – 18	Total – 38 students and 2 teachers – 40
Cohort 4	Grade 2/3 – 19 Grade 3 – 21	Total – 40 students and 2 teachers – 42
Cohort 5	Grade 4/5 – 23 Grade 4 – 28	Total – 51 students and 2 teachers – 53
Cohort 6	Grade 3/4 – 20 Grade 5 – 28	Total – 48 students and 2 teachers – 50
Cohort 7	Grade 6 – 25 Grade 6 – 25	Total – 50 students and 2 teachers – 52

Non-Enrolling Teachers

Non-Enrolling teachers will not be attached to an individual cohort. They will be expected to practice physical distancing. If physical distancing is not possible, non-medical masks are required to be used in these situations.

Learner Support Teachers – will work with all students/staff/cohorts.

Music/Band/Library/Art Teachers– will work with all students/staff/cohorts in the building.

Support 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.

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

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

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

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

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School Gatherings

- School gatherings should occur within the cohort.
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Break/Lunch

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