

Suwilaawks Community School COVID-19 Safety Plan – Updated March 31, 2021

This evolving document was created with information from Coast Mountain School District, the Ministry of Education, BCCDC, Northern Health and WorkSafe BC. Additional input is welcomed.

We are following the guidelines as outlined in:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

[Addendum Public Health Guidance K-12.pdf \(bccdc.ca\)](#)

KEY MESSAGES

- Ensure a healthy and safe environment for all students, families and employees.

This safety plan was developed to make clear the protocols for all staff and students to follow at Suwilaawks Community School in order to decrease the risks of:

- ❖ Person-to-person transmission of the virus
- ❖ Surface transmission of the virus due to touching recently infected surfaces and then one's own face

Illness

- ❖ Staff are to initial the active daily check list posted at the front doors. Staff will use their own pen for sign in.
- ❖ Any student or staff who is experiencing symptoms of a cold, flu, COVID-19, or other respiratory illness must stay home and inform the school of absence.
- ❖ If a staff member becomes ill during the day, administration will be notified immediately. Administration will notify the District office.
- ❖ If staff are experiencing symptoms of COVID-19, they should contact 8-1-1 and follow the advice and guidance provided.
- ❖ Parents/Caregivers must also actively assess their children for symptoms daily before the start of the school day. If students are sick, they must stay home and contact the school. Reminders of the daily health check will be emailed out and posted on Facebook.
- ❖ 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.
- ❖ Any student or staff who has symptoms of COVID-19 OR has 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.

Accessing the building:

- ❖ Staff and students must enter the building through their designated door and utilize the hand hygiene station.
- ❖ The sign-in for all non-regular employees and all visitors is located at the front desk. This is the master sign-in for the building.
- ❖ When entering the building after hours, staff are asked to sign in at the front sanitizing station.
- ❖ Parents, guardians, and guests will be restricted from entering the building. The front doors will remain locked. Non-essential issues should be addressed via email or phone calls.
- ❖ Parents, guardians, guests are asked to call the school from the front doors where they will be met and helped. Appointments are required. Visitors are only permitted access through the front door. Visitors into the building will check in with the secretary for a sign in.
- ❖ Parents, guardians visitors and guests must wear a mask when permitted to enter the school.
- ❖ Designated exterior doors must be used during the school day by school personnel.

Accessing the Office

- ❖ A two-metre distance from staff should be maintained.
- ❖ 2 metre signage is on floor around desks.
- ❖ Masks must be worn by staff at all times in the office.

Hand Washing/Hygiene

- ❖ All staff and students must wash their hands immediately upon entering the building. Students may hang their coats up and change their shoes prior to handwashing/sanitizing.
- ❖ Hand sanitizing stations are available in all rooms without water. The hand sanitizer will be in an easy to dispense bottle. Upon entry to all rooms, staff and students must sanitize/wash hands.
- ❖ Staff: 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.
- ❖ Water fountains will be unavailable and mouth piece will be disabled. 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.
- ❖ Student hand washing should occur:
 - When they arrive at school and before they go home

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- Before and after 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, transitions from different spaces). All students/staff must handwash/sanitize upon entry to new spaces; ie., entering the gym, entering the Library, entering the classroom.

Physical Distancing

- ❖ Minimize physical contact within learning groups or when outdoors.
- ❖ Physical distancing (2M) when interacting outside of learning groups while indoors
- ❖ Avoid close greetings
- ❖ In the hallways, walk single-file on the right side of the hallway (follow the arrows). Arrows and signage in all hallways.
- ❖ 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 washrooms or prep. rooms at a time.
- ❖ Student should eat at their designated area and take breaks outside as much as possible.
- ❖ Maximum of **two** students in the washrooms at one time.
- ❖ Occupancy limits posted on common areas.

Classrooms

- ❖ All staff must wear a mask (refer to PPE section)
- ❖ Physical contact should be avoided at all times
- ❖ Minimize close, prolonged face-to-face interactions
- ❖ Spread out as much as possible in the available space
- ❖ Face-to-face seating arrangements should be avoided, where possible
- ❖ Students should have consistent seating arrangements, when practical
- ❖ Some manipulatives may not be able to be cleaned often or at all (e.g. sand, foam, playdough, etc.). These items can still be used, if hand hygiene is practiced before and after use

Physical Education

- ❖ Create space between students and staff
- ❖ Outdoor activities/programs are encouraged as much as possible
- ❖ Staff are required to wear a mask during indoor PE classes
- ❖ Teachers should plan activities that DO NOT involve prolonged physical contact. Plans should be adapted to reduce physical contact
- ❖ Hands must be washed before and after PE classes
- ❖ **Prolonged high intensity activities must take place outdoors**

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Barriers

- ❖ Some rooms/spaces will have stop signs indicating that they are off limits.
- ❖ Maintain physical distancing in all common areas.
- ❖ Plexi-glass barrier for front reception and library reception.

Occupancy Limits

- ❖ Maintain physical distancing in all common areas. Be aware and considerate of personal space of self and others.
- ❖ Occupancy limits will be posted on all common areas.

Cleaning and Sanitizing

- ❖ General cleaning and disinfecting of school premises at least once in a 24-hour period as per BCCDC guidelines.
- ❖ Cleaning and disinfecting of frequently touched surfaces at least twice in 24 hours, including at least once during regular school hours.
- ❖ Cleaning supplies will be made available.
- ❖ Handwashing/sanitizing will occur prior to entering shared spaces such as the library, gym, calm down areas, computer lab, Our Room, and kitchen.
- ❖ There will be no sharing of school supplies. This includes such things as pens, pencils, water bottles.
- ❖ In the event of an illness at school, the front green room is designated as an area for pick up and isolation. Students/staff, if sick at school, will be given a mask and asked to wait in the front green room. This room will be thoroughly sanitized after each use. Other identified areas will also be thoroughly sanitized.
- ❖ Equipment shared between cohorts and any shared items must be sanitized between users.

Personal Protective Equipment (PPE)

Masks

Effective immediately, all staff, adult volunteers and visitors, and all Grade 4 to 12 students should wear a non-medical mask or face covering (a “mask”) **at all times while indoors at school**, subject to the exceptions noted below. Students in Kindergarten through Grade 3 are encouraged to wear masks.

Exceptions

The recommendations above should not apply as follows:

- To a person who is unable to wear a mask because they can not tolerate it (for health or behavioural reasons);
- To a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.);
- If a person is eating or drinking;
- If a person is behind a barrier;
- While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment), where visual cues, facial expressions and/or lip reading/movements are important.

Bus Transportation

Staff, adult volunteers, and all Grade 4 to 12 students should wear a mask at all times while on a bus, subject to the exceptions noted below. Students in Kindergarten to Grade 3 are encouraged to wear masks on the bus.

Exceptions:

The recommendation above should not apply as follows:

- To a bus driver while driving;
- To a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);
- To a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- While eating or drinking.

Please Note:

- Staff wearing masks must still maintain distance whenever possible.
- There must be no crowding or congregating even if masks are worn.
- Mask exemptions remain in place for staff who cannot wear a mask for health reasons.

First Aid Attendant

- ❖ Our First Aid attendant is still available if needed, however there are protocols around safety and the use of PPE while performing First Aid.

Lunchtime

- ❖ If a student or staff member leaves the building, they must follow the entry routine again when returning to the building. It is recommended to stay at the school for breaks.

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- ❖ All students will be encouraged to bring their snack and lunch from home.
- ❖ Our school lunch meal program will continue.
- ❖ Microwaves, kettles, etc. will **NOT** be available for students anywhere in the building.
- ❖ Playground and fields are open. Designated areas for cohorts will be announced at the beginning of each week. Physical distancing is encouraged at all times.
- ❖ Physical distancing signs posted in lunch rooms. All staff are required to maintain distance while eating and on breaks.
- ❖ In the staffroom, high touch areas will be sanitized by each user. This includes the Keurig, phone, fridge, individual table and microwave.

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 home to Parents/Guardians and reviewed by staff with students upon their entry into the building.

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