



# UPLANDS ELEMENTARY

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## Uplands COVID -19 Health and Safety Plan

This safety plan was 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, BCCDC, and Work Safe BC.

This safety plan was developed to make clear the protocols that all staff and students must follow at Uplands Elementary 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.
- All Staff must complete the Daily Health Check (in the office) each morning
- 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
- Any Student or Staff member experiencing symptoms should self-isolate and contact either 8-1-1 or Northern Health at 1-844-645-7811.
  - If testing is required, instructions will be given.
  - If testing is NOT required, individuals can return to school **once their symptoms are gone.**

- **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.**
- **Northern Health will contact all close contacts and provide instructions.**

### **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.
- All guests/visitors to the building must wear a mask
- 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 students 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. **Any student or staff member who is sick or becomes sick will be given a mask to wear until they can be picked up or until they are able to go home.**

- Students who answer “No” to the health questions will use their mudroom entrance and go straight to class.
- 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.
- All staff must wear masks at all times in the office, unless in their own workspace

### **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
  - Before and after moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom, etc.)

### **Student Washroom Use**

- Students will use a wait system in the hallway, standing on a marker if the washroom is full

## 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 and outside 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 two people should enter staff prep. rooms at a time
- There should be no more than 8 staff in the staffroom at any one time
- Students should eat at their desks and take all breaks outside
- Maximum **of two** students in the washrooms at one time
- Arrange desks/tables so students are not facing each other
- Use consistent assigned seats
- Incorporate more individual activities that encourage spacing between students and staff

## Classrooms

- All staff must wear a mask (see Personal Protective Equipment 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 is required to wear a mask during indoor PE classes, when indoors and no barrier is present
- For High intensity stationary activity, 2M distance must be maintained or the activity cannot be done.
- For High Intensity activity involving movement, the activity should be designed and delivered in a way to reduce physical contact beyond brief moments
- Wearing masks during High Intensity Physical activity is left up to the students' personal choice

- For low intensity physical activity (e.g. yoga, stretching, walking) students are required to wear a mask when they are indoors and a barrier is not present.
- 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
- PE Equipment – We have set up areas for equipment after it has been used by a class. Once a class uses a piece of equipment, it goes in the “Used” area and cannot be used again until cleaned. E.g. if I am in the gym at the beginning of the day with my class and use 10 basketballs, these 10 balls cannot be used again until cleaned.
- **NOTE** – High Intensity Activity involve sustained heavier breathing and an elevated heart rates

### **Music Class**

- K-12 staff and students in Grades 4 to 12 must wear masks when indoors. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing.
- Students and Staff should have as much space between them as the space allows

### **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, Disinfecting, 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.
- 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).
- Frequently touched surfaces including: doorknobs, light switches, railings, bathroom areas, tables, desks, chairs, etc. will be cleaned twice per day

## **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 (2M) 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 while maintaining physical distancing.
- **There will be NO MORE than one class in a Mudroom at a time.**
- Classes will be staggered entering and leaving their individual mudrooms to allow for physical distancing, prevent crowding, and prevent physical contact
- Older students will be allowed in first, as the expectation is that they will be faster in and out of the Mudroom.
- **NO** activities should occur in the mudroom other than changing of footwear, removing or dressing in outside clothing, and taking student belongings to class or from school.
- Students and parents/guardians should not arrive before 8:45 AM and should leave the school grounds as close to 3:00 PM, as possible.

### **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.**

### **Personal Protective Equipment (PPE)**

- Effective immediately (April 1), 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.

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.

- While wearing a non-medical mask, everyone should still make every effort to maintain physical distancing

### **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.

#### 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.

**NOTE** - Kindergarten to Grade 3 students are encouraged to wear a mask at school and on buses, but should not be required to do so.

### **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.

### **Lunch**

- Lunch will 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
- While eating, students cannot be close together or face to face
- Prevent crowding and prevent physical contact

### **Lunch – 12:00-1:00**

- 12:00-12:28 - half of the students/classes play first while half eats first
- 12:32-1:00– vice versa
- There will be a 4-minute transition between the two groups

## **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.
- The water bottle refill station can be used by students and staff throughout the day.
- Please do not bring any additional items (e.g. toys, sports equipment, etc.) to school unless you have checked with school staff first.

## **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
- Area rugs/carpets should be removed.
- Limit frequently touched items that are not easily cleaned to those that support learning, health, and development
  - Some manipulatives may not be able to be cleaned often or at all (e.g. sand, foam, playdough, fabrics, etc.). These items can still be used, if hand hygiene is practiced before and after use
- Manipulatives cannot be used by multiple students. Arrange for each student to have their own set of manipulatives. These should be in a Ziploc bag and labelled with the student's name and only used by that student.
- Shared Learning items/equipment (e.g. keyboards, tablets, etc.) will be cleaned twice per day when in use
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children