



## Carson Elementary Health and Safety Site Plan



### Return to School – Stage 2

*Effective April 2021, Revised April 28, 2021*

This plan is the site based plan that supports the overall School District #28 (Quesnel) District Health and Safety Plan.

*This plan follows the direction provided within the following supporting documents:*

- *School District #28 COVID-19 Health and Safety Plan for Stage 2*
- *Provincial COVID-19 Health & Safety Guidelines for K-12 Settings*

### **Public Health Measures**

#### *Mass Gatherings*

The Provincial Health Officer's Order for Mass Gathering Events prohibits the gathering of more than 50 people for the purpose of an event. This order does not apply to schools. It is focused on one-time events where people gather and where control measures may be hard to implement. Large assemblies of staff and students will not be held.

#### *Self-isolation and Quarantine*

Students and staff with cold, influenza, or COVID-19 like symptoms should stay home, self-isolate, and be assessed by a health-care provider. Testing is recommended for anyone with these symptoms, even mild ones.

Self-isolation is also advised for those who are considered a close contact of a confirmed case. Public health staff identify and notify close contacts of a confirmed case. Public health also ensures those required to self-isolate have access to health-care providers and that other appropriate supports are in place.

Quarantine is a term typically reserved for people who return from travel outside the country, who are at risk of developing COVID-19.

#### *Self-Isolation for International Travellers Returning to B.C.*

All students and staff who have travelled outside of Canada are required to self-isolate for 14 days under both provincial and federal orders.

## Personal Measures

### Students

- *Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID19, or other infectious respiratory disease before sending them to school. (See School District #28 Daily Health Check)*
- It is the parent's/guardians' responsibility to assess their child daily.
  
- Students who have cold or flu-like symptoms are not to come to school and attend classes. **If a child has any of the following symptoms, they must not go to school and should stay home for 24 hours from when the symptom started:**
  - Fever
  - Chills
  - Cough
  - Shortness of breath
  - Loss of sense of smell
  - Nausea
  - Vomiting
  - Diarrhea

Students who have the following symptoms are recommended to stay home until 24 hours after symptoms end:

- Abdominal pain
- Headache
- Muscle aches
- Fatigue
- Loss of appetite
- Conjunctivitis (Pink Eye)
- Skin rashes
- Dizziness, Confusion
- Sore throat and painful swallowing
- Stuffy or runny nose

- Any student, staff or other person within the school who has symptoms of COVID-19 OR 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.
- Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider.
- Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
- Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms they should seek assessment by a healthcare provider.
- If a parent must give medication before school to relieve symptoms (fever, runny nose, cough etc.) that is an indication that the child should stay at home.
- Parents/guardians will contact the office by phone or email to let the school know their child is sick.

### **Staff**

- **Health checks** must be completed by staff daily. Staff should not come to work if they are sick. Health check signage and symptom list should be posted at the sign in area of all sites.
- Staff must assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.
- **If staff or any adult has any symptoms, they must not enter the school. Staff should stay home when sick.**
- Any staff member who has cold, influenza, or COVID-19 like symptoms should seek assessment by a health-care provider.
- Staff and students, who are ill, including children of essential service workers, are not permitted to attend school.
- Visitors, contractors, and members of the public who come into the school will be expected to follow the Carson School site plan and follow hand hygiene and physical distancing practices.

### **Parent/Caregiver Responsibilities**

- Parents/guardians must to do the Daily Health Check (Appendix B of School District #28 Health and Safety Plan) with their child(ren) prior to bringing them to school. This will assess their child for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
- Children need to arrive on time and to leave immediately at dismissal in order for staff to be able to follow the Health and Safety procedures.
- Students who have cold or flu-like symptoms are not to come to school and attend classes. This includes fever, chills, cough, and fatigue, nausea, vomiting, and diarrhea.

- If a parent must give medication before school to relieve symptoms (fever, runny nose, cough etc.) that is an indication that the child should stay at home.
- Parents/guardians will contact the office to let the school know their child is sick.
- Parents/caregivers are expected to follow physical distancing guidelines and the school Health and Safety plan if at school and waiting for children off of school property.
- Parents/caregivers waiting for children after school will need to stand next to the road or wait by their vehicle.
- Parents/caregivers must verify and/or provide current phone numbers and emails in case they need to be contacted to pick up a sick child or in case of emergency. A designated alternate emergency contact will also need to be in place, with their contact information.

### ***Procedures for Students and Staff - Development of Symptoms While at School***

- **Staff** will immediately distance themselves from others, put on a mask, and report the concern to the principal or teacher-in-charge, and remove themselves from the school without delay.
- **Students:**
  - If a child becomes ill with flu-like, cold-like or COVID-19 symptoms, the parent/caregiver will be contacted to pick up the child immediately. Alternate caregiver arrangements should be in place for children in case of illness.
  - The student will be transitioned to the isolation spot, where they will be required to put on a mask, and will be monitored by staff until pick-up.
  - The student will be instructed to wash their hands then sit at the desk and chair provided. Tissues will be provided to cover coughs or sneezes and the student will throw them away before performing hand hygiene.
  - Staff will put on a mask and face shield and supervise the student while maintaining physical distance as best as possible.
  - The guardian will be contacted to pick up their child as soon as possible.
  - The student will exit the building via the front main exterior door.
  - Staff will clean and disinfect the space where the student was separated and any areas used by them.
  - **Face shields must be available in a medical rooms for staff assisting sick students.**
- If a student develops symptoms and the parent/guardian has been called and it has been determined that the child's symptoms are related to a pre-existing, non-infectious condition, the child may stay at school, physically distance in the classroom, and wear a mask (if possible) for the remainder of the day.
- If a classroom teacher has concerns about the physical well-being or potential illness of a child in their class, they will contact the school principal or teacher in charge.
- The school principal or teacher-in-charge will follow-up/contact parents/caregivers of any child who has symptoms that are concerning.
- When a child is sick or hurt and physical distancing measures can not be met, a face shield, mask and gloves will be provided and used as an extra measure while assisting the child, or providing first aid.

## ***Arrival and Departure Procedures***

### *Arrival to school*

- **Staff** will continue to follow the Carson Elementary Health & Safety Site Plan.
- **Students being driven** need to arrive as close to 8:20 a.m. as possible.
- **Students walking or biking** are asked to arrive as close to 8:20 a.m. as possible.
- When students arrive, they will maintain physical distancing measures while they wait for the morning bell. Classroom will be assigned specific locations on the playground in the morning. Students will be able to play on the school grounds and playground structures, in their classroom area, while minimizing physical contact and following physical distancing measures.
- Supervision will be provided outside to support physical distancing and individual play opportunities.
- Classroom teachers will be at each of the designated entrances to support arrival and departure procedures.
  
- Designated Entrances:  
Division 1, 3, 4 – West entrance  
Division 2, 5, 6 - North entrance  
Division 7 – East entrance
  
- Parents/caregivers dropping off children will need to stand on the sidewalk or wait by their vehicle. **Parents/caregivers are asked to follow physical distancing measures.** Kindergarten parents/caregivers will have a designated drop-off-pick up area at the end of the parking lot.
- Entry spots will be colour coded for classes to line up at by entrances. These will be placed outside to support physical distancing while students wait to enter the building.
- Staff will let students in with physical distancing measures in place.
- Parents/caregivers are not to enter the school building without an appointment.

**When students arrive in the morning, they must *immediately* go to their classroom location. Students are to report to the following areas when they arrive:**

- Ms. Bright's class – outside Ms. Bright's classroom door on the sidewalk
- Mrs. Cronkhite's class – central field
- Mr. Cronkhite's class – north field
- Mrs. Campbell's class – wall ball area
- Mrs. Alton's class – swing in the west playground
- Mr. Doucette's class – by the large climbing tree near the long jump pit in the field
- Ms. Favron's class – by the trees at the front of the school

*Entering the school and classroom:*

- Students will enter the school in a staggered physical distancing manner, they will take off their outdoor shoes and place them on a marked location, hang up their back pack on their marked hook, and put on their indoor shoes.
- **Students are to prevent crowding and must minimize physical contact.**
- Students will proceed to the hand wash area (first to the washroom, then to the classroom), maintaining physical distancing, and then wash their hands with soap and water for a minimum of 20 seconds.
- Hand washing signs are posted at every sink.
- Physical distancing measures will be in place, with tape markings and arrows on the floor.
- Students will proceed to their assigned seating area to await instruction from their teacher.

*Exiting the building:*

- Students will organize their belongings and place items for home into their backpacks or bags.
- Students will wash their hands with soap and warm water for a minimum of 20 seconds.
- Students will change their shoes, collect their outside belongings and pick up their backpacks before exiting the building through their designated entrance/exit door, while avoiding contact with surfaces within the classroom, hallway and boot room.
- Students who walk home will leave the school grounds immediately upon dismissal.
- Parents, who are picking up children, will wait outside at the designated area.

*Recess and Lunch protocols*

Cohorts will be assigned specific recess and lunch times in order to allow for physical distancing outside on the playground.

Cohorts will have staggered recess and lunch times.

Cohort 1 – Ms. Bright & Mrs. Cronkhite

Arrival time: 8:20 a.m.

Dismissal time: 2:33 p.m.

Recess: 10:00 -10:15 a.m. (assigned cohort location)

Lunch - 12 - 1 p.m.

12:00 - 12:20 p.m. - eat inside

12:20 - 12:55 p.m. - play outside (assigned cohort location)

Cohort 2 – Mr. Cronkhite & Mrs. Campbell

Arrival time: 8:20 a.m.

Dismissal time: 2:33 p.m.

Recess: 10:30 - 10:45 a.m. (assign cohort location outside)

Lunch – 12:00 – 1 p.m

12:00 – 12:40 - outside time (assigned cohort location)  
12:40 – 1:00 - eating time inside

Cohort 3 – Mr. Doucette & Mrs. Alton

Arrival time: 8:20 a.m.

Dismissal time: 2:33 p.m.

Recess: 10:30 - 10:45 a.m. (assigned cohort location outside)

Lunch – 12:00 – 1 p.m.

12:00 – 12:40 – time outside (assigned cohort location)

12:40 - 1:00 – eat lunch inside

Cohort 4 – Ms. Favron

Arrival time: 8:20 a.m.

Dismissal time: 2:33 p.m.

Recess: 10:00 – 10:15 a.m. (assigned cohort location)

Lunch: 12 – 1 p.m.

12:00 – 12:20 – eat inside

12:20 – 1 p.m. – outside time (assigned cohort location)

Cohorts will be assigned areas of the playground each day of the week where they are able to play at recess and lunch.

- Designated Entrances:  
Division 1, 3, 4 – West entrance  
Division 2, 5, 6 - North entrance  
Division 7 – East entrance

When students line up, they will be encouraged to maintain physical distancing between cohorts.

#### Dismissal protocols

- **Students taking the bus** will line up in a physically distanced manner and will be supervised outside.
- **Student who are walking or biking** will need to leave school grounds as soon as they are dismissed.
- Bus students will be dismissed first to use washrooms and hand wash.
- Bus students will line up at the designated area.
- All students must go to the front of the school if waiting for pick-up.

#### **Parent/Guardian/Visitor Access**

- Parents, caregivers, health-care providers, volunteers, visitors and other non-staff adults entering the school should be prioritized to those who support activities that are of benefit to student learning and well-being.
- Parents/caregivers/visitors must make an appointment to enter the school.
- All doors of the school will be locked as per Quesnel School District Health & Safety Guidelines.

- Parents/Guardians will be asked to remain outside of the building, off of school property, when dropping off and picking up their children.
  - Parents/Guardians who have been invited to enter the building for a meeting will be required to follow the Carson Elementary School site Health and Safety Plan. This requires washing their hands upon arrival, use the sign in sheet, practicing physical distancing, and washing their hands before exiting the building.
  - **Meetings should be virtual when possible.** Small group meetings can be held if staff are physically distanced (2m) from each other when seated.
- Parents who arrive without an appointment will not be able to enter the building.
- Appointments can be made by calling the school at 250-992-6821 or emailing the individual you wish to make an appointment with.
- Staff will inform secretary and principal if they have an appointment arriving.

## Environmental Measures

### *Cleaning and Disinfection*

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces.

This includes:

- General cleaning and disinfecting of the premises at least once every 24 hours. This includes items that only a single student uses, like an individual desk
- Cleaning and disinfecting of frequently-touched surfaces at least twice every 24 hours.
- This includes door knobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys.
- Individual desks and chairs that are being used by the same student does not need to be cleaned mid-day.
- Clean and disinfect any surface that is visibly dirty.
- Washrooms will be cleaned twice a day.
- Paper hand towels will be provided rather than hand dryers.
- Water fountains are disabled. Students are encouraged to bring their own water bottle to and from school each day they are in attendance.
- Hand sanitizer will be available at the main entrances of the school and in all classrooms.
- Cleaning products are available in all classrooms.
- Custodial Cleaning – In days – lunch
  - Custodian will do standard cleaning of high touch surfaces. If the teacher/support staff request that other work spaces need to be cleaned, then teacher/support staff will support this work by having the students move away from the space so the custodian can safely clean the space

(ensuring physical distancing is respected and the custodian is wearing a mask).

#### Traffic Flow:

- The school will use additional signage, floor markings, and posters to address traffic flow. This will include one-way hallways and designated entrance/exits for classes. Students and staff are to attempt to prevent crowding and gathering.

#### ***Safety Guidelines in the classroom***

- Students are not to bring personal toys or other objects to school.
- Students will be encouraged to bring their own filled water bottle and any utensils needed for eating their lunch.
- If students need to use the washroom during learning time, they will be reminded to use physical distancing measures and to follow hand hygiene.
- Physical distancing between cohorts should be followed as students and staff move throughout the school. Minimized physical contact will be encouraged within the classroom.
- Students will have their own personal materials in an individually marked bin or desk.
- If needed, Chromebooks and laptops will be assigned to individual students and wiped down by custodian daily.
- Students should not be sharing any personal items.
- Students will take all of their recycling home in their lunch kit.
- Students, staff and visitors will be expected to follow physical distancing guidelines. If a student intentionally doesn't follow the guidelines and places students and staff in an unsafe position, they will be sent home.
- All cloth-based items will be removed from classrooms, including furniture and toys.
- Classes should minimize the number of close, prolonged face-to-face interactions between students and staff.

#### ***Physical Distancing Measures***

- Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.
- Within the cohort, minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.
- Students will be expected to minimize physical contact and do their best to follow physical distancing measures.
- Within and outside of learning groups, there should be no crowding. Students are expected to prevent crowding and gathering.
- Assemblies and school wide events will be held virtually.
- Physical distancing signs from the BC Ministry of Health and BC Centre for Disease Control (BCCDC) will be posted in the hallways.
- Students will be reminded of the following:
  - To avoid close greetings, such as hugs, high fives and handshakes.
  - To keep their hands to themselves.

## ***Personal Protective Equipment***

- Non-medical masks are required in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group/cohort.
- **K-12 STAFF:**
  - All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group.
- **EXCEPTIONS FOR STAFF, STUDENTS AND VISITORS:**
  - The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:
    - to a person who cannot tolerate wearing a mask for health or behavioural reasons;
    - to a person who is 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. playing a wind instrument, engaging in high-intensity physical activity, etc.);
    - if a person is eating or drinking;
    - if a person is behind a barrier; or
    - 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 is important.
- Schools must not require a health-care provider note (i.e. a doctor's note) to confirm if staff, students or visitors cannot wear a mask. No student should be prevented from attending or fully participating at school if they do not wear a mask.
- Schools will have non-medical masks and face shields available for staff.
- Wearing a non-medical mask, a face covering, or a face-shield (in which case a non-medical mask should be worn in addition to the face shield) in schools outside of the circumstances outlined above is personal choice and will be respected.
- **K-12 STUDENTS:**
  - All students in Grades 4 to 12 are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group.
  - Students in Grades K to 3 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.
- Staff should utilize positive and inclusive approaches to use of masks, and should not employ measures that are punitive or stigmatizing in nature. *Exceptions will be made for students who can not tolerate masks.*

- Face shields must be available in a medical rooms for staff assisting sick students.

### *Food Services*

- Schools will not allow homemade food items to be shared with staff or students at this time. Food and beverages should not be shared.
- We ask that take-out food is not dropped off for students to eat at lunch, or sent into the school with students after an appointment.
- PAC Hot Lunch program will not be offered at this time.
- Fruit and Vegetable program may continue, following food safety measures for delivery.

### *Playground Safety Guidelines*

- Students will spend an increased amount of time outside.
- Physical distancing measures will continue to be taught by classroom teachers and students will be expected to follow physical distancing guidelines when interacting with students outside of their cohort.
- Individual playground equipment, will be signed out to individual students. Those items may only be used by that student. Each classroom will have a colour-coded bag of items to take outside.
- Students will wash their hands before going outside and upon re-entering the classroom.
- Breaks (including recess and lunch) are staggered to support smaller number of students outside at any given time.
- Students may play on playground structures.
- Games with close proximity or physical contact are not permitted (ie: basketball)
- Students will need to minimize physical contact, crowding and gathering.
- Members of the public are asked to stay off school grounds during school hours. If a staff member sees a member of the public on the school grounds, they may inform them of this guideline.

### *School Safety Guidelines*

- All external building doors will be locked through the day, including the front door.
- Parents and guardians must make an appointment to come into the school. The school phone number is 250-992-6821.
- Beverage and plastic recycling will be discontinued. Paper recycling and composting will continue. Students will be asked to bring plastic recycling home. What students bring in, they will take home or dispose of in the garbage.
- All personal items will be brought home at the end of the day.
- Hallway monitoring will occur by members of the staff to ensure physical distancing measures are being maintained by students. Arrows will be placed on the hall floor to help with traffic flow.
- Fire and Lockdown procedures will remain the same. Students will be taught lockdown procedures and fire drill procedures with physical distancing guidelines.

## *Staff Guidelines*

This lists the number of people allowed in the following locations:

### Photocopy room – 2

- One staff member may be at the copier, and one at the paper cutter. These locations are marked with an X and are 2 metres apart.

### Staff room – 2

- At lunch, staff are asked to use the staff room to retrieve lunch from the fridge, use the microwave, or use the sink, then take lunch to library or room 101 to eat.
- At recess, staff may use the staff room, as long as physical distancing is able to occur and staff can access the necessary areas. If needed, room 101 is available to eat in.

### Office – 1

- Please refrain from sending students to the office. If you require immediate assistance, call down to the office. Dial 200 for secretary, 201 for principal.
- Upon approaching the office, please stand by the footprints outside the office door. Please maintain a physical distance from the secretary's desk.
- If coming to see the principal, please be mindful of the floor markings, physically distance from the secretary's desk, and wait at the footprints outside the principal's door.
- **Meetings should be virtual when possible.** Small group meetings can be held if staff are physically distanced (2m) from each other when seated.

## **Administrative Measures**

### **Cohorts**

Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced. Within the cohort, minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.

In elementary and middle schools, a cohort can be composed of up to 60 people.

Schools should minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy and safe environment.

Those outside of a cohort must practice physical distance when interacting with the cohort. Two classes from different cohorts can be in the same learning space at the same time if a two-metre distance is able to be maintained between people from different cohorts.

**K-12 STAFF:** All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group.

### **EXCEPTIONS FOR STAFF, STUDENTS AND VISITORS:**

The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:

- to a person who cannot tolerate wearing a mask for health or behavioural reasons;
- to a person who is 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. playing a wind instrument, engaging in high-intensity physical activity, etc.);
- if a person is eating or drinking;
- if a person is behind a barrier; or
- 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 is important.
- **\*\*All staff wearing masks must still maintain physical distancing (2m) whenever possible.**

### **Classroom Measures**

- Staff will follow the school site plan, enter through the front door and sign in using their own pen/pencil, then immediately go wash their hands in the washroom.
- Staff will use their own assigned office materials (computer, scissors, stapler).
- During the day, staff will wipe down their own desk/space as needed, as well as common/shared spaces- copier, printer, phone etc.
- Each classroom will have spray cleaner, gloves, and paper towels to be used by staff in case of a quick clean.
- Employees should not be sharing any personal items.

### **Hand Hygiene**

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Everyone should practice diligent hand hygiene. Parents, caregivers and staff can teach and reinforce these practices amongst students.

Staff will promote the importance of diligent hand hygiene to students regularly. Hand washing supplies will be well stocked at all times including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol. Staff will assist younger students with hand hygiene as needed. Hand hygiene posters from the BC Ministry of Health and BC Centre for Disease Control (BCCDC) will be posted at every sink.

*At school, staff and students will wash their hands:*

- When they arrive at school and before they go home
- Before and after any transitions within the school setting
- Before eating and drinking
- After using the toilet
- After playing or doing outside activities for school
- After sneezing or coughing into hands
- Whenever hands are visibly dirty
- Before and after gym, library, music, using Chromebooks

### ***Respiratory Etiquette***

Students and staff should:

Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.

Refrain from touching their eyes, nose or mouth with unwashed hands.

Must not share any food, drinks, unwashed utensils.

Students will be taught and supported to practice:

- Proper hand hygiene
- Respiratory etiquette
- Physical distancing

Staff can teach, model, and reinforce these practices among students.

### ***Personal Student Plans***

- Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. Student specific plans may be required for some students.

### ***Student Personal Materials/Supplies Protocols***

- There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, we will continue to distribute books and paper-based educational resources to students.
- Students are asked to bring their personal belongings and materials to school inside of a backpack or bag.
- Individual school supplies may be kept at school at each student's designated seating area/desk.
- When appropriate, a student may be supplied an item (such as a pencil), which will then be theirs to continue to use for the remainder of this term.
- Students are not to be sharing personal items such as electronic devices, writing instruments, etc.
- Staff have been assigned office materials (i.e. computer, stapler, scissors), which are not to be used by students at any time.
- Students should not be sharing any personal items or handing out any food or candy items.

- Students will be permitted to bring: a backpack, filled water bottle with name labelled on it, sunscreen, hat.
- Students will not be permitted to bring from home: personal items, toys, sports equipment.

### ***Snack/Lunch Procedures***

- Students will wash their hands before and after eating.
- Students are expected to bring their own lunch and/or snacks, any utensils needed for eating their lunch and water in containers clearly labeled with their names.
- Students are encouraged to bring a waste-free lunch.
- Students must not share food items.
- Students will promptly dispose of their garbage within the containers located in their classrooms.
- Students will place reusable containers and recyclable items back into their lunch kits or backpacks to return home daily.
- Students will need to clear off their desk after eating to ensure easy cleaning by the custodian.

### ***Washroom Access***

- Whenever possible, only one student per classroom will be permitted to access the student washrooms at any given time.
- Whenever possible, we will have a maximum of two children at a time in the washroom.
- If the washrooms have the maximum number of students in them, students will be required to wait outside at the floor stickers.
- Girls' washroom: two end stalls will be open
- Boys' washroom: one urinal and one stall will be open
- Students are asked to wash their hands with soap and warm water for a minimum of 20 seconds before exiting the classroom, before exiting the washroom and again, under staff supervision, upon re-entering their classroom.

**Health checks must be completed by staff daily.** Staff should not come to work if they are sick. Health check signage and symptom list should be posted at the sign in area of all sites.



Please complete this daily health check to determine if you should attend school each day.

Daily Health Check			
1. Key Symptoms of Illness*	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered "YES" to one of the questions included under "Key Symptoms of Illness" (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

If you answered "YES" to two or more of the questions included under "Symptoms of Illness" or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

When a COVID-19 test is recommended by the health assessment:

- If the COVID-19 test is **positive**, you should stay home until you are told by public health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.
- If a COVID-19 test is **recommended but is not done** because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from school until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should seek testing for COVID-19.

**A health-care provider note (i.e. a doctor's note) should not be required to confirm the health status of any individual.**

Reference: COVID-19 Public Health Guidance for K-12 School Settings; UPDATED: September 11, 2020  
BCCDC and Ministry of Health

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