

## Nakusp Elementary Health and Safety Handbook May 2021 update- Stage 2

In September of 2020, the Public Health Office and the Ministry of Education have stipulated that schools will restart in Stage 2 of the Ministry of Education's 5 stage Framework. The following information is meant as a set of guidelines for students and staff to follow so we all feel **safe**, **comfortable** and **welcome** at our school. NES school site guidelines are a synthesis of several overarching documents produced by School District 10, the Ministry of Education, and the BCCDC. Please click on the links below to see these documents.

School District 10:

[SD10-Exposure-Response-Plan-February-26-2021.pdf](#)

Ministry of Education:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>

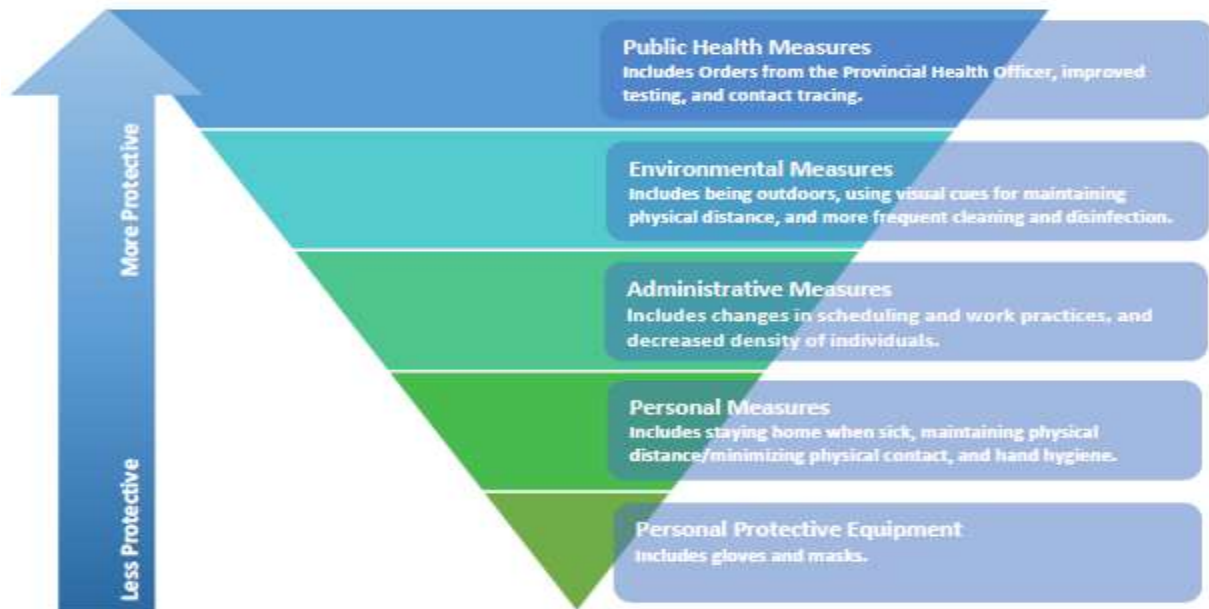
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

BCCDC:

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

Our guidelines are just a part of a broader-based Infection Prevention Strategy outlined in the infographic below. Please do not hesitate to contact the school at 250 265 3638 for more information, or with any questions or concerns you may have.

**The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease**



### Environmental and Administrative Measures

#### Learning Groups

1. NES has organised our classes into learning groups of less than 70 staff and students to allow for connections across classrooms without the necessity for physical distancing (although this should be maintained where possible) or use Personal Protection Equipment. These groups of less than 70 staff and students can work together freely while ensuring good hand hygiene and no physical contact.
2. Each learning group will have a reduced number of staff members or outside adults working with them. **Staff and students in grade 4-7 will wear a face mask.** (unless unable to do so) If staff member is unable to wear a mask, they should make sure they maintain physical distancing of 2m,
3. Students will have scheduled washroom breaks and movement throughout the school halls will be limited to reduce mixing.
4. School gatherings (assemblies) will occur within learning groups
5. Staff meetings will take place virtually or in learning groups only

### Extra cleaning

1. High touch areas will be cleaned at least twice every 24 hours
2. All other areas will be cleaned once every 24 hours
3. Teachers will limit items that are difficult to clean
4. Shared manipulatives and toys will be limited
5. Each class will have disinfecting wipes available to spot clean surfaces and materials that require frequent use (ie pencil sharpeners, shared resources)
6. Each classroom has been physically managed to reduce items that are not easily cleaned.

### Ventilation

1. All mechanical heating, ventilation, and air conditioning at NES meets Worksafe BC guidelines for appropriate filtration.
2. Class teachers may open windows periodically to allow fresh air

### School Entrance

1. When students arrive in the morning, they will enter via separate entrances by learning group where they will be greeted by their teacher at 8:55.
2. Learning group 1 (K, K/1 and 1) will enter by the external doors for each classroom at 8:55 where they will be met by their class teacher.
3. The Gr 2 class will use the courtyard entrance to the classroom for drop off, The Gr 2/3/4 class will use the office door and line up in front of the bike racks
4. Intermediate classes will enter either by the office doors (Gr 6, Gr 7) or the Bonnington door (Gr 5/6, Gr 4/5).
5. Hand sanitizer may be supplied prior to entrance for students.
6. All students will line up and wash hands in the classroom immediately after entering.
7. This procedure will be followed for recess and lunch as well.
8. If your child is late or needs to be picked up early, please contact the office

## Physical Distancing

NES will employ the following strategies:

1. While physical distancing between students of the same learning group may be less of an emphasis as per PHO guidelines, staff and any adults on site should ensure no physical contact
2. When students and/or staff are working in proximity to students from another learning group, they should maintain 2 m spacing, regardless of whether they are wearing a mask
3. Spread people out into different areas by using learning environment configurations to allow distance between students and adults (e.g., different desk and table formations).
4. Reduce seating arrangements where students are facing directly towards each other at tables or desks
5. Take students outside more often.
6. Incorporate more individual activities or activities that encourage more space between students and staff.
7. For younger students we will adapt group activities to minimize physical contact and reduce shared items.
8. Reduce hallway traffic and cross learning group interaction by staggering recesses and lunches, using separate entrances and exits, and placing directional arrows on the floor to control traffic flow

## Shared Resources

1. Students and staff should not share food or personal items like phones, pens or pencils
2. Students can use shared resources (games, puzzles, books) if necessary, but prior to and after sharing resources students must wash their hands.
3. Each student will have their own electronic device whenever possible. Where sharing is necessary due to lack of resources, the device will be disinfected using a sterilising wipe and students will wash their hands before and after use.

## Lunch and Recess

1. Recess will be staggered and occur as follows:
  - a. 10:15- 10:30 Learning groups 1 and 2
  - b. 10:45- 11:00 Learning groups 3 and 4
2. Each class will have class-based toys and sports equipment to use during these times. Students should not bring toys from home.
3. Lunch will be staggered and occur as follows:
  - a. 11:30- 12:20 Learning groups 1 and 2
  - b. 12: 15- 1:05 Learning groups 3 and 4
4. All students will eat lunch in their classroom and will be supervised by a staff member.
5. Staff and students should bring any utensils required for eating from home and not share them with others.

6. Water fountains will be open for water bottle filling only, so it is important that each student brings their own water bottle which can be refilled in the classroom sink.
7. Lunch will take place outside whenever possible unless the weather does not cooperate, in which case, students will stay in the classroom with their supervisor.

### Drop-off and Dismissal

1. Students should not arrive at school prior to 8:50 and should proceed directly to the entrance they will use as outlined above. The playground is not to be used at this time.
2. Parents are welcome to drop their child off at the school and take them to the entrance outlined above, parents need to observe physical distancing of 2 m with all children and adults on site.
3. Students who walk to school should not be sent early and should proceed directly to the appointed entrance.
4. Unless requested by school staff or by prior appointment, parents should not enter the school and should maintain physical distancing at all times. If parents need to enter the school, they should enter by the office entrance and sign in and use hand sanitizer before proceeding to check in at the office. Parents **will not** access areas other than the office without checking in at the office
5. Students will be dismissed at 2:53pm. Parents are requested to pick their child up at the appointed entrance as communicated by the class teacher.
6. For children who walk to school independently, they should leave the school grounds right after dismissal.
7. Parents should not park in the staff parking lot but use the overflow parking west of the lower field.

### Bus Rules

1. Since physical distancing may be difficult to maintain, Grade 4-7 students are required to wear masks on the bus unless they meet the exceptions listed below in the Personal Protective Equipment section.
2. Assigned seating will be employed to minimise learning group interaction. It is recognised that many students come from the same family and this will be taken into account when establishing seating
3. No student will sit immediately behind the driver to maintain physical distancing with the driver.
4. All regular rules apply as per <https://sd10.bc.ca/wp-content/uploads/2017/04/S-15-Student-Conduct-Riding-a-School-Bus-R.pdf>

### Field Trips

When planning field trips, staff should follow existing policies and procedures as well as the COVID-19 health and safety guidelines. Additional measures specific to field trips should be taken, including:

1. Field trip locations must provide supervisors with their COVID-19 operating plan and ensure it does not conflict with the school's plan. The field trip supervisor should then share the plan with parents and school administration.
2. For transportation, see guidance in the bussing section in this document.
3. Use of parent volunteers for driving groups of students is not permitted during stages 2 to 4.
4. Schools must ensure that volunteers providing supervision are trained in and strictly adhere to physical distancing and other health and safety guidelines.
5. Ensure field trip numbers align with the PHO guidance on mass gatherings (i.e. 50 people).
6. Field trips to outdoor locations are preferable.
7. Conduct a risk assessment considering the field trip location - science exploration vs. exploring at the beach.
8. No overnight field trips should occur.
9. International Field Trips - cancelled until further notice.

### Food Services

1. Nakusp Elementary has in past years had a breakfast program and a hot lunch program and these programs will continue to operate with some adaptations.
  - a. Single serving containers will be used
  - b. Food will be served inside the classroom as opposed to in a breakfast room
2. Schools should not allow homemade food items to be made available to other students at this time (e.g. birthday treats, bake sale items).
3. Food Safety Legislation and the Guidelines for Food and Beverage Sales in B.C. Schools continue to apply as relevant.

### Music Education

1. Music Education at NES is learning group based.
2. Students in the same learning groups should have as much space between them as the classroom allows.
3. Teachers and other educational staff in the same learning group should maintain as much space between all individuals as the classroom allows when engaging in musical activities.
4. Teachers and other educational staff in different learning groups should maintain 2m physical distance from students.
5. Singing and instrumental instruction, such as playing recorders, is permitted when staff and students are distanced according to the guidelines aforementioned.
6. Grade 4-7 students are required to wear masks when singing if masks are tolerated by the student.
7. Shared equipment should be cleaned and disinfected

### Physical Education

1. PE teachers will create space between students and staff during PE activities where possible.
2. PE will happen outside where possible.
3. Physical contact will be avoided wherever possible.

#### Staff only or Common Spaces

1. Signage is posted to limit capacity to ensure physical distancing can be maintained

#### Personal Measures

1. Stay home when sick. Staff and students who are ill, including children of essential service workers, are not be permitted to attend school.
2. As per PHO, “there is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing.”
3. Before sending their children to school, parents should self-assess their child’s health and well-being using the questionnaire <https://www.k12dailycheck.gov.bc.ca/healthcheck> and/or asking the following questions:
  - a. Does your child have any of the following symptoms? Fever, cough, shortness of breath, sore throat, runny nose/ nasal congestion, feeling unwell/ fatigue, nausea/ vomiting, muscle ache, headache.
  - b. Does your child suffer from allergies? If so, please advise the teacher of how this presents in your child. Parents of students with persistent sneezing or runny nose will be contacted to ensure this is an allergic reaction and not a cold.
4. If you are unsure whether you may need further assessment or testing for COVID-19, you can self-assess at the following link: <https://bc.thrive.health/covid19/en>

If a child shows symptoms of being ill at school:

1. The student will be removed from class.
2. Parents will be contacted using an updated emergency contact and the student will be picked up. It is important that emergency contacts are available at all times the child is at school.
3. While awaiting pick-up, the student will be isolated and observed in the newly established health room.
4. Ensure that symptoms have subsided using the self-assessment checklist before the student returns to school

Hand-washing:

1. For both students and staff, hand washing is required in the following situations:
  - a. When they enter the school and before they go home
  - b. Before and after any breaks (e.g., recess, lunch)
  - c. Between different learning environments (e.g. classroom support rooms)
  - d. Before and after eating and drinking
  - e. After using the toilet

- f. After handling common resources/equipment/supplies
- g. After sneezing or coughing into hands
2. All classes will receive instruction on how to wash their hands each day.
3. Posters will be displayed around the school with hand washing instructions.
4. The school will also provide hand sanitizer in all classrooms.

### Respiratory etiquette

1. Staff and students should cough or sneeze into the elbow or a tissue and then immediately wash hands.

### **Personal Protective Equipment**

1. 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.
2. 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.
3. 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.
4. All students will be provided with a cloth mask for use at school and home. These reusable masks belong to the student and should be laundered at the home. Each teacher will also have a class set of masks that students can use if they have forgotten or misplaced their personal mask.

### **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.

A health-care professional or doctor's note will not be requested or required if staff, students or visitors state they cannot wear a mask.

No student should be prevented from attending or fully participating at school if they do not wear a mask.

**Remember folks, we are all in this together! Kindness and caring are front and centre. If staff or students are forgetful of the guidelines, let's remind them gently and encourage them to follow through with the best practices for the good of us all. Our school is a great place to be!**