



Safety and Restart Plan

School Information: Kindergarten to Grade 5

Revisions are in **Black- June 8th and June 23rd**

To: Lax Kxeen Elementary staff and families

Parents: Please pay close attention to important Green Highlights.

This plan was created by the Lax Kxeen on-site Occupational Health and Safety Committee using the guidance from WorkSafe BC for K-12 Education, the BC Centre for Disease Control (BCCDC) May 19th Covid-19 Public Health Guidance for K-12 settings and the Provincial Covid-19 Health & Safety Guidelines for K-12 setting issued by the Ministry of Education (MoE).

COVID-19 is an illness caused by a coronavirus. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

In March 2020, the World Health Organization (WHO) declared COVID-19 a pandemic. Symptoms may take up to 14 days to appear after exposure to COVID-19. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days. Staff and students are encouraged to use the BC COVID-19 self-assessment test at:

<https://bc.thrive.health/>

Symptoms of COVID-19 may include:

- Fever
- Cough
- Difficulty breathing
- Sore throat
- Sneezing

Spread: Coronaviruses are not known to spread through ventilation systems or through water. Coronaviruses are most commonly spread from an infected person through: respiratory droplets when you cough or sneeze close personal contact, such as touching or shaking hands touching something with the virus on it, and then touching your eyes, nose or mouth before washing your hands.

Exposure Control Plan Implementation:

- **Communication to Parents**
 1. Electronic copy of Exposure Plan will be emailed to staff and families of Lax Kxeen Elementary School
 2. Regular emails from the school and classroom teachers to families about what to expect in the coming weeks
 3. Phone calls from staff /messenger calls from the school to families.
 4. Website will have Lax Kxeen School Exposure Control Plan available before the June 1st start-up

5. Frequent SD52 Website updates from the Superintendent about the start-up plan and new and updated documents from the Ministry of Education.
- **Access to school premises**
 1. There will be limited access to visitors. Parents will be permitted to enter the school and inquire at the front office (follow social distancing decals) but are not permitted to go beyond the front office. Posted sign will clearly indicate accessible and non-accessible areas in the school.
 2. Visitors to the school will be accommodated by pre-arranged appointment only.
 3. Parents: Please wait outside for your child(ren) at designated entry and exit points. The school asks for prompt drop off and pick up times:
Mornings: 9:00 to 11:30 a.m. and afternoons: 12:30 to 3:00 p.m. Thank you.
 4. Staff will greet students at the door to bring them into the school. As well, they will escort classes out when the bell rings.
 5. Library, Computer Lab and Gymnasium are closed for communal use. Teachers can gather a bin (use blue ASA bins) of P.E. equipment to keep in their classroom for outside use. Staff will disinfect equipment after each use.
 - **Cleaning and Hygiene**
 1. Three entry/exit points in the school will have sanitation (wipes and hand sanitizer) available at the west, east and front entrance doors.
 2. Handwashing signs are posted above every sink in the school to remind students and staff of frequent handwashing protocols.
 3. Wipes and hand sanitizer will be located in the following high traffic areas: office, staffroom, staff bathrooms and both pods.
 4. Signage posted everywhere (student friendly) outlining the key preventative Covid- 19 measures including:
 - wash your hands often
 - avoid touching your eyes, nose or mouth
 - maintain 2 meters physical distance from others whenever possible
 - cover your mouth and nose with your arm to cough or sneeze, provide staff and students with tissues to cover their coughs or sneezes (throw away used tissues as soon as possible and perform hand hygiene).
 - students are to let staff know immediately if they are not feeling well
 5. Teachers will review all of the above actions with students on the first day back
 6. Stay home if you are sick to avoid spreading illness to others
 7. Staff to check on students-upon arrival to school to assess if they are ill. For example: Are you symptom free? Is anybody sick – sneezing? coughing? fever? How are you feeling today?
 8. Each classroom will be supplied with wipes, paper towel, cleaning disinfectant solution (Food Grade) spray- that you spray and leave on for 1 minute until dry
 9. Basket of gloves and more sanitization equipment in each pod near the sink
 10. Staff are responsible to clean once a day between shifts – using the Food Grade spray on desks and high touch areas in the classrooms they work (WHIMIS sheet provided)
 11. Throughout the day, disinfect in high touch areas after use: photocopier, door knobs, bathrooms light switches, exterior door push bars, staffroom appliances used and electronic devices. No sharing of food between staff members and students. Students are allowed to bring their own snacks and water bottle from home.

12. A roving day time custodian will be disinfecting general areas around the school throughout the day: e.g. bathrooms, door handles, hand railings, common areas touched (current roving custodian is currently doing this now with Essential Service Worker students and priority students attending school)
13. In the provincial Covid-19 document Health & Safety Guidelines for K-12 state under the PPE: There is no evidence to support the use of medical grade, cloth or homemade masks in school settings at this time. Wearing a mask is a personal choice. It is important to treat people wearing masks with respect. Only the first aid attendant is required to wear a mask when assisting a staff member or student. Staff are required to bring their own mask if they choose to wear one.

See Chart Below:

COVID-19 Guidance for K-12 Schools
May 19, 2020

Appendix C: When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> When they arrive at school and before they go home. Before and after any breaks (e.g., recess, lunch). Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom). Before and after eating and drinking. After using the toilet. After handling common resources/equipment/supplies or pets. After sneezing or coughing into hands. Whenever hands are visibly dirty. 	<ul style="list-style-type: none"> When they arrive at school and before they go home. Before and after any breaks (e.g. recess, lunch). Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom). Before and after eating and drinking. Before and after handling food or assisting students with eating. Before and after giving medication to a student or self. After using the toilet. After contact with body fluids (i.e., runny noses, spit, vomit, blood). After cleaning tasks. After removing gloves. After handling garbage. Whenever hands are visibly dirty.

How are configuring your classrooms and learning environment to allow distance between and adults?

1. Teachers will not be using cubbies and coat hooks, backpacks, coats will hang on chair. Students will keep outdoor shoes on while at school
2. **Maintaining Physical Distance Process**
Visual reminders, posters, catching yourself when you are too close and modelling for students to take a step back to comply with physical distancing. (this is challenging for a K-12 school setting, particularly with younger students. Younger students should be supported to have minimized physical contact with one another, while older students and adults should seek to maintain a safe physical distance whenever possible). Provincial Covid-19 Health and Safety Guidelines for K-12 setting - MoE

3. Teachers have moved desks out of classrooms to allow space for 10 students and 2 adults. Desks are arranged 6 feet apart. Use masking tape to mark areas with boundaries
4. Occupancy signs up around the school: staffrooms, pods, bathrooms, office, photocopy room
5. Travelling up and down the hallways classes and students will be asked to walk very closely to the left or right of the hallway, as distance across is 7 feet (directional arrows in place)
6. All classes will use the same entrance and exits each day. There are enough entry and exit doors in the school so staggering the schedule is not necessary at Lax Kxeen.

In the event of illness:

We have a medical room in the office if we need to isolate an individual if they are showing any symptoms of illness. Our First Aid attendant will be summoned for assistance. **Please refer to the chart at the end of this document.**

Communication Materials:

In the school: Signage is posted regarding proper hygiene, floor markings, occupancy limits, communication book in staff room, emails, staff meetings, Monday Memo for staff, [school website](#), [Facebook](#) and [newsletters for parents](#).

Staff will be updated with new information from Provincial Health Officer, WorkSafeBC and Ministry of Education – documents by email. Please check your emails daily for information. Documentation of Health and Safety meetings with information/ safety procedures about Covid-19 will be posted in the staffroom. Members will document any cases of Covid -19 in the First Aid log book.

Continuity of Supports:

- Full-time instruction to students with disabilities/diverse abilities and students requiring extra support will be an option for parents.
 1. All teachers are available for 5 hours a day four days a week to instruct students requiring extra support. On Fridays, students are still able to access remote learning opportunities from home.

Continuity of Learning: Re-entry Plan

- 50% of our student population will come either in the morning or afternoon. At most, 10 students and 2 adults in a classroom at a time if social distancing can be maintained
- Morning students will arrive at 9:00 a.m. to 11:30 a.m., and afternoon students will arrive at 12:30 to 3:00 p.m. Teachers will be expected to do daily attendance in My Ed. For off site learners, teachers will continue with record keeping in terms of connections made with students. e.g. Checklists and Zoom meeting attendance, assignment tracking by FreshGrade, email or hard copy work returned to school. Teachers are contacting families the week of May 26th to 29th.
- The first focus will be to check in with students and see how they are doing by reconnecting in person to check on mental health status and review new protocols and procedures /expectations set up in the classroom and around the school. Mental Health is just as important as physical health. Teachers will decide on content and curriculum to deliver for the last month of school being mindful that students will receive a year-end report card
- **Teachers are encouraged to take their students outdoors as much as possible, activities can take place outside with more than one class eg. Morning or afternoon break, year end celebrations or fun day events, as long as students minimize physical contact . Staff and students to wash hands frequently (before and after an activity). The document COVID-19 Guidance For K-12 schools dated May 15th – Mass gatherings: The PHO’s order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people,**

however, this Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. However, large assemblies of staff and students should not be held.

- **Addition:** June 8th, the school district opened all playgrounds- signs were posted on the chain link fence with a safety warning: “Covid-19 Safety Warning”: playground equipment is not sanitized. Public officials remind you to: Wash your hands with soap and water frequently, stay home if you are sick and practice social distancing. Sign also states that public will be able to use the playground at their own risk. (parents will be emailed an update as well a memo will be posted on the school website).
- Students learning remotely will expect teachers to connect on Fridays. Teachers can choose to connect with all learners on a daily basis whether it is by Zooming with the students on and off site at the same time, checking FreshGrade progress, Google Classroom, Class Dojo, class Facebook page, phone calls and email to continue to monitor submitted work from students Those who have paper packages for students will continue to designate Friday afternoons as pick-up and delivery days to families
- Parents and students are responsible for the following: practicing and encouraging good respiratory etiquette and hand hygiene, following the advice given by: 8-1-1 and/or medical professionals and keeping children home /staying home when required or necessary

Fieldtrips and Outside Events (addition on June 23rd)

- For transportation, parents are asked to drive their students if fieldtrip is beyond walking distance
- If using the district bus, one student per seat is required
- Outdoor learning opportunities in the forest, parks, trails, students are encouraged to avoid physical contact and staff are to maintain a physical distance of 2 meters.
- Teachers are to take hand sanitizer and small package of wipes with them on their field trip
- Students are to bring their own snacks or if provided by staff they are to be individually wrapped

Follow the 4 basic guidelines:

1. Stay home if you are ill
2. Cough or sneeze into your sleeve and sanitize hands after
3. Wash hands before and after fieldtrip
4. Staying 2 metres apart is not always feasible and is not expected at all times in schools. Encourage children to avoid physical contact. This is more important than keeping 2 metres apart. Adults should still keep 2 metres apart from each other and students, while minimizing physical contact as much as possible (PHSH and BCCDC) June 22nd release of information

Note: this document is subject to adjustment when new information is received from the Ministry of Education, B.C Ministry of Health and the BC Centre for Disease Control.

Concerns are to be addressed to the committee :

susan.kobza@sd52.bc.ca; chrisyagi@sd52.bc.ca; jean.marogan@sd52.bc.ca; kerry.carpenter@sd52.bc.ca

Lax Kxeen OH&S Committee

Appendix B: What to Do if a Student or Staff Member Develops Symptoms at School

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
IF STUDENT DEVELOPS SYMPTOMS AT HOME:	IF STAFF DEVELOPS SYMPTOMS AT HOME:
<p>Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>	<p>Staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>
IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:	IF STAFF DEVELOPS SYMPTOMS AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student’s parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas). 8. Contact the local public health unit to notify them of a potential case and seek further input. <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas). 5. If concerned, contact the local public health unit to seek further input.
<p>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</p>	