



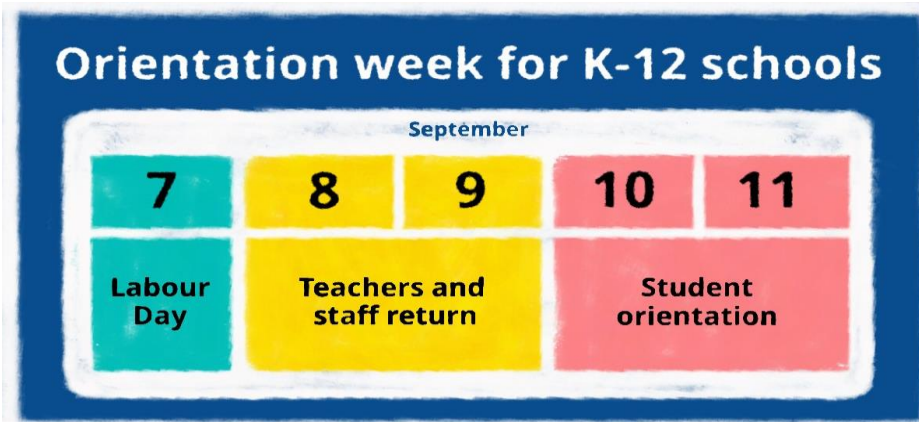
Bringing Learning to Life!

# Vancouver Island North School District No. 85

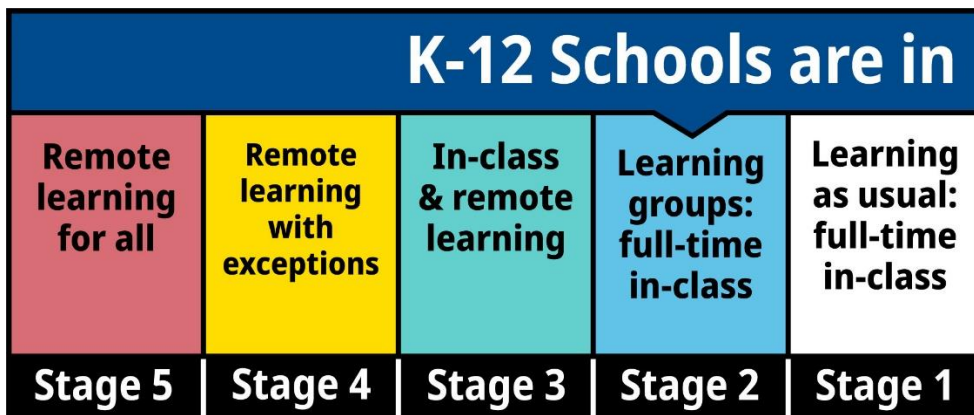
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## SCHOOL DISTRICT NO. 85 Stage 2 Guidelines and Practices For K-12 Setting

School District 85 looks forward to welcoming all students back to schools full time this September. Schools will be open to staff for orientation on Sept. 8 and 9<sup>th</sup>. Student return begins in all buildings on Sept. 10<sup>th</sup>.



At this time, the Provincial Health Officer and the Ministry of Education have instructed schools to organize under the Stage 2 expectations. This will enable students to be in class up to full time.



You can find more information at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework>

## **Health and Safety Guidelines**

School District 85 has implemented safety protocols, measures and procedures according to:

- WorkSafeBC – Education K-12
- Province of British Columbia COVID-19 Health & Safety Guidelines for K-12 Settings
- BCCDC COVID19 Public Health Guidance for K-12 School Settings
- Ministry of Education - K-12 Education Restart Plan-  
<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school#our-plan>

## **Work Site Protocols**

- Everyone entering the building must use the hand sanitizer provided at the sign in desk;
- Upon arrival staff must sign in on the log sheets provided and complete the *Daily Personal Health Check*;
- Proceed directly to your classroom or designated learning group area and avoid congregating in common areas;
- When leaving the building staff must sign out on the log sheet and use the hand sanitizer provided prior to leaving.



## **Health & Safety**

Under guidance from the provincial government, Provincial Health Officer, the BC Centre for Disease Control (BCCDC) and our local health authority, SD85 schools have strict health and safety measures to ensure the safety of our staff and students. Some of these include:

- Frequent hand washing
- Added hand sanitization stations
- Physical distancing for students outside of their learning groups
- Mandatory masks or face coverings in high traffic areas where physical distancing cannot be met (middle & secondary schools, school busses). \*Exceptions will be made for people who cannot wear masks for medical reasons
- Increased cleaning and disinfecting of schools, classrooms and high touch areas
- Designated entrances, floor markings and/or signage to address traffic flow
- Visitor access is restricted to only people entering to support activities that benefit student learning and well-being
- Isolation rooms should someone fall ill while at school
- Parents, students and staff are to stay home if they feel ill or exhibit symptoms of COVID 19.

## **Hygiene Protocols**

### **Hand Hygiene**

The following are in place at all schools:

- Staff, students and all visitors are required to wash their hands or sanitize upon entering the school.
- Proper hand washing instructions and posters are available to be displayed in schools
- Where sinks are not available, alcohol-based hand rub containing at least 60% alcohol is provided.
- Hand sanitizing stations are set up at each school's main entrance and throughout the school.
- Additional hand hygiene opportunities added to the daily schedule.

### **Respiratory Etiquette**

Staff have been provided the following direction:

- Cough and sneeze into their elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose, or mouth with unwashed hands
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.

### **Visitors to Schools:**

Visitors, including parents, will need to schedule in advance their entry into schools. Health and Safety expectations for visitors include but are not limited to:

- hand washing / sanitizing upon entry
- maintaining 2m distance from others
- completing and acknowledging a health self-check
- providing contact information for contact tracing

### **Cleaning Protocols**

- Additional daytime custodial coverage in some has been added in some schools and additional hours as needed in other schools.
- Day custodians will rotate through the school on an ongoing basis ensuring all touch points are disinfected continually, ( a minimum of twice per day for all high touch surfaces) and that supplies are topped up as needed;
- Evening custodians will perform regular cleaning duties as well as continued disinfecting in conjunction with day custodian.
- Removal of non-essential items from classrooms in order to allow for more thorough cleaning of surfaces.

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

- All staff and secondary students will be provided with 2 reusable non-medical masks at the start of the school year.
- Non-medical masks or face coverings are required for all staff and all middle and secondary students when they are in high traffic areas (e.g. hallways, common areas, school buses) and anytime they are outside of their classroom or learning group and physical distance cannot be maintained.
- Even when wearing a mask, staff and students will be required to maintain physical distance from people outside of their learning group.
- Students will have the choice to wear a mask in the classroom.
- Staff will have the choice to wear a mask when interacting within their learning group.
- Exceptions will be made for individuals who cannot wear masks for medical reasons.
- Staff are permitted to wear their own personally owned masks.
- Elementary students are not required to wear masks as per recommendation by the PHO.
- Staff that do not belong to a learning group (cohort) and cannot maintain physical distance will be required to wear a mask.
- Middle / Secondary students will be required to wear a mask during transportation on SD85 buses.
- Staff working in close proximity with students with complex behaviours and/or diverse abilities will be required to wear a mask when physical distance cannot be maintained.
- Staff providing health care services and other health care providers are required to wear a mask when in close proximity with students.
- No student needs to wear a mask if they do not tolerate it.
- The use of a mask is a personal choice. It is the expectation that everyone must treat each other and those wearing masks with respect.

## **Physical distancing Strategies-**

- Plexi-glass barriers have been installed in all secretarial offices where required.
- Additional portable plexi-glass screens have been made available to schools if needed.
- Floor markings and signage has been added to schools as requested to direct traffic in high volume areas or for lining up.
- Schools have been encouraged to use staggered start and end times and break times.
- Whenever possible individual Learning Groups are to use assigned entrances and exits to avoid common areas as much as possible.

## **When Physical Distancing cannot be maintained**

In some spaces like buses, common areas, and hallways it may be difficult or impossible to physically distance. In those cases our middle and secondary students, and staff will be expected to wear masks. Exceptions will be made for students who cannot tolerate masks. Reusable masks should be washed each day. Families are welcome to provide their own masks in addition to the district provided masks.

## **Learning Groups (cohorts)**

Under the Stage 2 expectations students will be organized into a learning group (cohort)

- In Elementary and Middle schools the learning groups will be up to 60 people including the staff and students.
- Secondary cohorts will include up to 120 people.

Learning Groups are able to work and play together while minimizing physical contact. Students and staff not in the same cohort will be expected to maintain physical distancing.

### **In SD85:**

- 4 elementary schools are under the 60 student criteria, therefore each school is considered one learning group or community.
- 3 elementary schools are expected to be organized into two or more learning groups.
- 1 high school is under the 120 learning group criteria and will operate as close to normal as possible.
- 2 high schools with higher enrollment will have to separate into several learning groups.

Schools with one learning group are functioning much the same as before with social distancing protocols in place where possible. These include things such as: lining up outside their own classrooms, staggered lunch breaks and increased cleaning protocols.

Elementary schools that need to have between 2- 5 cohorts will be implementing staggered times for students at start, lining up outside their classroom or entrance and increased cleaning protocols. Please check your schools website for more information.

Two secondary schools will be moving from the traditional semester system (4 courses/20 weeks) to the quarter system (2 courses/10 weeks).

- This will involve 2 courses to be taken each quarter. Limiting to 2 courses at a time will help manage cohorts. However, secondary administration may not be able to maintain the breadth of choice in programming that was available prior to the pandemic.
- Students will not use lockers.
- With only 2 classes, it should be manageable on a day-to-day basis and help limit hallway congestion
- Masks will be required in common areas and hallways
- Students will attend classes in cohorts
- Following their afternoon class, students will return to their bus and return home.

### **Itinerant Staff, TTOCs, Crossing Cohorts**

Staff who work between learning groups (eg teacher-librarians, principals, itinerant teachers, prep-teachers, FN support workers, Culture and Language teachers, district staff, etc) will be expected to:

- Follow physical distancing guidelines
- Where that is difficult, wear a mask.
- Use the portable plexi-glass barrier that has been provided to all schools for itinerant staff to use as needed or as is possible.

### **Bussing and Transportation**

- Private vehicle use or active transportation (e.g. biking, walking, etc.) by students is to be encouraged as much as possible;
- Bus drivers should wash or sanitize hands prior to entering bus;
- Masks and visors are to be worn during loading and unloading of students;
- Students are to clean their hands prior to leaving home to take the bus, when they leave school prior to boarding bus, and when they arrive home;

- If a driver suspects a student has symptoms of COVID-19 they will remain at the stop and contact Tacan for further direction;
- Students will load the bus from back to front and unload from front to back;
- Middle and secondary students are required to wear non-medical masks;
- Students should remain in assigned seats whenever possible in case the need for contact tracing arises;
- One student per seat, seated in window seat. Two students from the same household or learning group may sit together only if necessary;
- Students will not board the bus until the student in front of them is completely up the stairs;
- Touch points will be sanitized between runs and at the end of the day.
- All bus drivers have been provided with masks, visors, gloves, sanitizer and disinfectant.

### **In the Event of Illness**

- Should a student begin to exhibit symptoms of COVID – 19 after arriving at school they will be immediately directed to a designated isolation area until parent/guardian pick-up can be arranged
- Staff will maintain a 2 metre distance from symptomatic student if possible. If not possible, staff should wear a non-medical mask or face covering;
- Upon entering the isolation room the student will be provided with a non-medical mask or tissues to cover their coughs or sneezes.

### **Communication**

- SD85 website is regularly updated with current information
- Check Your school website or social medial pages for information
- School newsletters are distributed at the school level through: email, hard copy or on school regulated social media pages.