



Sorrento Elementary Health & Safety Protocols for Return of Staff and Students:

(Please note: This is just a snapshot of the full 60 page safety document put out by the district's health and safety committee, and the 53 page document put out by the Ministry of Education on Feb 4, 2021. Staff and parents can access a copy of the full document on the school district's website, and copies will be located in the staffroom and in the photocopy room at school as well.)

PLEASE NOTE: This is a "living document", meaning that information in it is subject to change.

Members: Jodi Garries (Admin), Emily Zinck (NOSTA), Kylie Elliott (CUPE)

GOAL: Safety of students and staff returning in September

Safety Committee Meeting Updates:

Aug. 26, 2020

Sept. 8 and Sept. 9, 2020

Oct. 22, 2020

Feb. 24, 2021

Students will be organized into "Cohort Groups". What is a cohort?

A cohort group in K – 5 settings is a group of people no larger than 60, including the students and the staff. The intention is to have that group of people primarily interact just with their own group while inside the building. Classes like music, library, and PE in the gym will be scheduled so that cohort groups are one after another to further reduce contact, as well as contact with spaces and equipment. At our school, we will be grouping students and staff in this way:

Div. 1, 2, their classroom teachers and assigned CEAs

Div. 3, 4, their classroom teachers and assigned CEAs

Div. 5, 6, their classroom teachers and assigned CEAs

Div. 7, 8, their classroom teachers and assigned CEAs

Div. 9, 10, their classroom teachers and assigned CEAs

The office, including Jodi and Melinda

The LRT room, including Shera and Jen

The library, including Michelle

The music room, including Jesse

Entry Procedure:

Staff: Our front door will be the only outside entrance kept unlocked. When arriving at work, staff must sign in at the front door, use the hand sanitizer, and observe social distancing. **Face**

coverings for staff are required within your own cohort, unless you can maintain a minimum of 2 metres distance. Reduce physical proximity as much as possible from other adults, especially if not in your own cohort. If you are not assigned to a cohort, you must wear a mask, and also maintain 2 metres distance as is practical. Adults must wear a mask in all common spaces. Please consider keeping personal belongings at home or in vehicles, aside from what you will use at school daily. Another option will be to keep personal belongings tucked away in the cohort classroom(s).

Student Drop-offs: 8:00- 8:10: Families who drive their children to school are asked to drop them off on frontage road, the children walk down the stairs, cross the crosswalk, or drop them at the side of the school as in previous years. Staff will not be doing health checks, because parents are now required to sign a district form acknowledging they are not to send children to school if they are showing symptoms of contagious illness. Then students will drop off their backpack on a designated spot in their class lineup (outside), and go to the playground to play until the bell, respecting spacing expectations. These expectations will be taught explicitly.

Bussed students: 7:50-8:00: Students will step off bus, cross at the crosswalk, drop off their backpack on a designated spot in their class lineup (outside), and go to the playground to play until the bell, respecting spacing expectations.

Student Late Sign Ins – When a student is late to school, they enter through the front door, go to the plexi-glassed hallway office counter, and place a checkmark beside their name on their class list. Then they can proceed to class, and teachers enter their “late” into the MyEd attendance format as usual.

Breakfast/Lunch Programs:

We have “grab and go” items available in the MPR (multi-purpose room) kitchen if it is found that a child is hungry and does not have enough food from home. We will not be able to cook, prepare or serve food for others. For this reason, we ask families to please send a generous amount of food for snack and lunch if possible.

General Practices:

1. Parents will be encouraged not to enter the building without an appointment or arrangement. If a parent or guest must enter the building, they will enter using the front door only, and sign in (with full name and contact information), use the hand sanitizer, and will be required to wear a face covering.
2. There will be no sidewalk chalk, or other markers, to indicate where students should stand and queue for entry to classrooms, as this practice has now been well established.
3. Students will be admitted to class and begin their day with handwashing. Each classroom has staff help, should handwashing/sanitizing assistance be necessary. Hand washing continues to be explicitly taught.

- Handwashing/sanitizing will occur before and after every change of activity, including recess, lunch, gym, music, forest, library, etc.

Recess/Lunchtime

STAGGERED RECESS:

- Teachers can choose to operate snack times when it works for the class - including hand washing

Staggered Recess - Supervision as follows:

Recess is from 9:43 – 9:58 for Div 5, 6, 7, 8, 9, 10.

Recess is from 10:03 - 10:18 for Div 1, 2, 3, 4.

This creates 2 recess supervision schedules, and staff have created the schedules together.

STAGGERED LUNCH:

Staggered Lunch - Supervision as follows:

Lunch is from 11:35 – 12:20.

Div 1, 2, 3, 4 eat inside from 11:35 – 11:55, play outside from 11:55 – 12:20

Div 5, 6, 7, 8, 9, 10 play outside from 11:35 – 11:55, and eat inside from 11:55 – 12:20

We have 4 lunch hour supervisors as of October 2020. We have 2 lunch hour supervisor staff for the older divisions, and 2 lunch hour supervisors with the younger students.

DISMISSAL

2:17 - All students will be walked by their teacher to the front of the school to load buses as usual (with spacing), and have parents pick up on frontage road or side road.

Parents/caregivers should maintain physical distance (2 metres), and avoid crowding while on school grounds, including outside.

Teachers will bring students outside with their backpacks by 2:17pm (not greatly earlier), being aware to create space between students and classes. Patience will be encouraged☺.

CLASSROOM ARRANGEMENTS:

- 1.** Please be aware that CEA schedules are not as they were before Covid 19. We have a minimum of one CEA in each cohort as often as possible to support in-classroom work,

and to support bathroom supervision where necessary. Remember, we are expecting no more than 3 students in a bathroom at one time. This expectation is explicitly taught.

- 2.** All water fountains are shut down. Should a student require a drink, they may fill their own water bottle at the nearest, safest sink, or at the water bottle filling station (by the office). Parents will be reminded that they **MUST** send their child with a refillable water bottle. We will (at a minimum) be sending home water bottles at the end of each week for proper cleaning.
- 3.** Attendance – Teachers **MUST** do attendance every morning in MyEd BC before 8:45 am, and in the afternoon before leaving for the day. Accuracy will be even more important in the event we need to do contact tracing.
- 4.** The office will be considered its own cohort group. If staff or students need to come to the office, please utilize the plexiglass barrier, and if staff members need to enter the office, due so with a face covering, and utilize the Vital Oxide procedures. We have a basic supply refill area for stationary and first aid supplies in the lower cupboard in the photocopy room to minimize traffic in the office. There is not a phone for student use in the office. Parents will need to call the office if they need to contact their child(ren), and teachers can have students make a call from their classroom using a teams phoning method or using a classroom phone if available.
- 5.** As per the district document, teachers of our K – 5 students will adapt group activities to minimize physical contact and reduce shared items. We will focus on sharing only items that can be cleaned, and remove items that cannot be cleaned (eg. soft toys, sensory bin items, etc.) . If items need to be used that cannot be cleaned properly, we will quarantine them for 72 hours before returning them to circulation.
- 6.** Gym is open for use. Teachers will be encouraged to use the outdoors though, whenever possible. **Items that cannot be sanitized well or at all, can still be used for PE, but handwashing or sanitizing must be done before and after use of the equipment.**
- 7.** Library circulation – books are available to borrow and take home. Students go into the library (with back to back scheduling of cohort groups). Students use chairs to sit on (that can be sanitized), instead of carpet. Hand sanitizing happens upon entry to the library, we will adopt the “browse and borrow” policy, and students have their own shelf marker. **There is no longer a 72 hour quarantine period for books.** The library gets sanitized by custodians after each cohort group leaves.

- 8.** Music –music classes will continue as usual, with some minor adjustments. The teacher will not have students share items, but he has made accommodations so that children can still use certain instruments. The music room gets sanitized by custodians after each cohort group leaves. Classes are scheduled in back to back cohort groups.
- 9.** Just like in the past, teachers will ensure walking field trip forms are up to date and be certain to advise parents and office if classes are leaving the school grounds.
- 10.** The photocopy room is to be strictly used for staff only, and for a PAC executive member upon request. Please remember that staff mask use is needed for common areas, observe social distancing with adults outside your cohort, and maintain handwashing/hand sanitizing protocols.
- 11.** Mask wearing – staff are required to wear masks **unless you are eating, drinking, or are within your own cohort and can maintain a 2 metre distance from others. If the adult will be projecting their voice, they must wear a mask unless they can maintain a minimum of 2 metres from others.**
- 12.** We have two custodians this year, one daytime, and one late afternoon shift. Custodians ensure touch surfaces are cleaned on a routine schedule throughout the school day. Washrooms and common areas are frequently cleaned, and a cleaning schedule is posted in washrooms. The staff continue to use the Vital Oxide themselves to clean surfaces they use as well (photocopy room, staff room, MPR, etc).
- 13.** Movement room use – we will be respectful with the use of this room by: paying attention to the sign on the MPR door so that only people in the same cohort use it at the same time, and use the Vital Oxide to sanitize the surfaces before leaving the room.

Symptomatic Student OR Staff Member

- It is essential that no adults or students attend school if they are showing symptoms of contagious illness. This was revised in October 2020 (see attached).
- Parents are expected to abide by a Health Screen they complete with their child at home each day, although no paper copy is required to sign and send to school daily. The school district's online form completed by parents and kept digitally at school is used as acknowledgement that parents know they are not to send children to school with symptoms of contagious illness. The newest health checklist is attached to this document as well.
- If any adult in the building suspects a student is ill, please advise the office ASAP, and further steps will be agreed upon. Sending home a child is possible if symptoms persist.

- The medical room (sick room) is the holding area if it is deemed that a student is too sick to be at school and is awaiting parent pickup. The expectation is that parents are to pick up a sick child as soon as possible, and this agreement is signed off by the parent at the beginning of the year. We will have those forms kept on electronic file at school.
- If a staff member has symptoms of contagious illness, they are to stay home and log this absence using Atrieve. If they become ill while at work, a staff member needs to go home as soon as possible, and stay home until symptoms subside.

PROTOCOLS

- Please take time to teach protocols to students, and model as staff members: coughing into arms/elbows, handwashing procedures, lining up procedures, etc.
- EVERY time students and staff enter the building, we must enact the entry handwashing/hand sanitizing procedure—it's time consuming, but essential, and will get easier
- We will minimize students and staff moving through the building as much as we can. We will be in cohort groups, as described on page 1.
- If any adult needs to enter someone else's cohort, please use hand sanitizer or wash hands before entering, wear a face covering/mask, or look for other alternatives to communicate or share with that cohort group.
- We are all human, and we are certain to make mistakes. Should a student or staff member make an error and forget, please remind them, be kind, and if needed, have hands washed again.
- If there is a repeated purposeful violation of rules, please advise Jodi. She will follow up. There will be no tolerance for "joking around" about Covid-19 (eg. teasing or taunting, etc.)