



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

**(Please note: This is just a snapshot and site specific version of the safety document put out by the district's health and safety committee. 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 at school

### Safety Committee Document Updates:

Aug. 26, 2020

Sept. 8 and Sept. 9, 2020

Oct. 22, 2020

Feb. 24, 2021

Sept. 3, 2021

Sept. 28, 2021

Nov. 10, 2021

Jan. 4, 2022

Feb. 15, 2022

### 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. Reduce physical proximity as much as possible from other adults. 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 use the 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. Students **MUST** wear a mask while on the bus.

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 sign in on the form. 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 have put a “pause” on our masked, parent volunteers to support this program, and will reassess this practice on or before Feb. 10, 2022. We ask families to please send a generous amount of food for snack and lunch if possible.

### **General Practices:**

1. 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 mask. We prefer that parents call us in advance before arriving at school at this time.
2. Sidewalk chalk, or other markers, to indicate where students should stand and queue for entry to classrooms, will be a continued practice.
3. Students will be admitted to class and begin their day with handwashing. Hand washing continues to be explicitly taught.
  - Handwashing/sanitizing at a minimum will occur before and after eating, recess, lunch, gym, music, forest, library, before getting on the bus, 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 9:48 – 10:03 for Div 7, 8, 9, 10, 11

Recess is from 10:05 - 10:20 for Div 1, 2, 3, 4, 5, 6

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

### **Staggered Lunch - Supervision as follows:**

Lunch is from 11:35 – 12:20.

Div 1, 2, 3, 4, 5, 6 eat inside from 11:35 – 11:55, play outside from 11:55 – 12:20

Div 7, 8, 9, 10, 11 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**

**2:19 - 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, and avoid crowding while on school grounds, including outside.**

Teachers will bring students outside with their backpacks by 2:19 pm (not greatly earlier), being aware to create space between students and classes. Patience will be encouraged☺.

### **CLASSROOM/SCHOOL ARRANGEMENTS:**

- 1.** 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, closest to their classroom. 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 is extremely important, and we require teachers to enter reason for absence whenever possible.
- 4.** If staff or students need to come to the office, please utilize the plexiglass barrier, and if staff members need to enter the office, 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.** Gym is open for use. Teachers will be encouraged to use the outdoors though, whenever possible.
- 6.** Library circulation – books are available to borrow and take home. Hand sanitizing happens upon entry to the library, we will adopt the “browse and borrow” policy, and students have their own shelf marker.
- 7.** Music –music classes will continue as usual, with some minor adjustments, including spacing and outdoor use whenever practicable.
- 8.** The photocopy room is to be strictly used for staff only, and for a PAC executive member upon request. Please remember to maintain respect spacing between people, avoid crowding, and maintain handwashing/hand sanitizing protocols.
- 9.** Mask wearing – staff are required to wear a mask unless eating or drinking, or when alone. Students are also required to wear a mask whenever indoors, except when eating, drinking, or when alone.
- 10.** We have two custodians again 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. The staff continue to use the Vital Oxide themselves to clean surfaces they use as well (photocopy room, staff room, MPR, etc).
- 11.** Classrooms have been arranged to maximize space, keep a safe, respectful space between people especially when indoors, and avoid face to face seating as much as possible.
- 12.** Staff meetings will be held virtually, using Microsoft Teams.
- 13.** Student and staff assemblies and special events are being postponed for now.

### **Symptomatic Student OR Staff Member**

- It is essential that no adults or students attend school if they are showing symptoms of contagious illness.

- Parents are expected to abide by the Health Check 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 form 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 displayed on the sign in table at the front door of the school, is on our school's webpage, and was included in the September school newsletter.
- If any adult in the building suspects a student is ill, please advise the parent(s) ASAP. Children displaying "reliable" symptoms need to be sent home.
- 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.
- 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, respectful spacing, etc.
- EVERY time students and staff enter the building, we must enact the entry handwashing/hand sanitizing procedure
- We will minimize students and staff moving through the building as much as we can.
- If any adult needs to enter someone else's work space, please use hand sanitizer or wash hands before entering, or look for other alternatives to communicate or share with that staff member
- 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, and be kind.
- 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.)