



## **Covid-19 Safety Procedures for Building Entry and Occupancy for Nechako**

Updated Sept 16/20

### **Staff Entering at Nechako**

- Please use side teacher entrance
- Please enter and exit one at a time leaving the entrance one at a time
- When you enter sign in at the office (optional). Use the hand sanitizer provided

### **Parents Entering the Building**

- Parents, guardians, or guests will be restricted from entering the building. If they must enter the building, they must be asked a series of questions based on the BCCDC to determine if they have any key symptoms (Do you have fever, cough, chills etc).
- Parents, guardians, guests are asked to call the school from the front doors where they will be met and helped.

### **Physical Distancing**

- Please maintain at least a 2-metre physical distancing between staff
- The physical distancing is applicable at all times. Please follow the maximum capacity below and mindful of others.
- Any meetings being held must be mindful of physical distancing
- Hallways are divided and arrows indicate the direction to walk
- In the hallways, walk single-file on the right side of the hallway (follow the arrows).
- Staff should proceed to their work space (classroom/office) as quickly as possible
- Student should eat snacks in their classroom and take all breaks outside
- Maximum of two students in the washrooms at one time

## **Students**

- Be vigilant of students maintaining social distancing in hallway and following the arrows

## **Staff in all sites**

- Max occupancy of staff room will be 4 people at a time for social distancing
- Max occupancy of office is 3 and max occupancy for photocopy room is 2
- Only one person can enter the front office at one time.
- A two-meter distance from staff in the office must be maintained.

## **Hand Washing/Hygiene**

- All staff must wash their hands immediately upon entering the building.
- Students will go from their line up to their classroom and wash their hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- No water fountains will be available. One Water fountain bottle fill station will still be available for student and staff use.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands afterwards.
- Hand washing should occur:
  - o When they arrive at school and before they go home
  - o Before eating and drinking
  - o After using the toilet
  - o After sneezing or coughing into hands or tissue
  - o Whenever hands are visibly dirty
  - o When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).

## **Lunchtime**

- It is suggested that staff and students, not leave the building during the day for such things as lunch, etc.
- If a student or staff member leaves, they must follow the entry routine again when returning to the building.
- All students will be encouraged to bring their snack and lunch from home.
- Students in different Cohorts will eat on opposite sides of the MPR

## **Interacting with Cohorts**

During break times (e.g. recess,)students may want to socialize with peers in different cohorts.

Elementary-aged students are less able to consistently maintain physical distance. Outdoors is a lower-risk environment than indoors.

Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.

Students from different cohorts may be required to be together to receive beneficial social supports, programs or services (e.g. meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support, program or service continues.

## **School Gatherings**

- School gatherings should occur within the cohort.
- Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome.
- Additional people should be minimized as much as is practical to do so.
- These gatherings should happen minimally.
- Schools should seek virtual alternatives for larger gatherings and assemblies

## **Cleaning and Sanitizing**

- Cleaning supplies will be made available, as possible.
- There will be a custodian for cleaning from noon to 2:00 pm.
- There will be NO sharing of supplies. This includes such things as pens, pencils, water bottles, snacks, etc.

## **Communication**

- All Health and Safety information will be emailed to staff and posted in the Staff Room
- Student specific Health and Safety plans will be emailed home to Parents/Guardians and reviewed by staff with students upon their entry into the building.

## **Visitors to the School**

All entrances to the school will be locked. Only staff and students are permitted. Again, we are required to limit contact other than students and staff. We would love to see you, but we are being COVID SAFE! We cannot permit volunteers or anyone that is not employed by the School District.

If you have to come to the school, the phone number is listed on the front door. Please call in or knock on the door of the main entrance near the office. 250-632-2912. All visitors must sign in at the office. All visitors must confirm they have no symptoms of illness and are not required to self-isolate before entering. All visitors should wear a non-medical mask when in the school and unable to practice physical distancing.

You can email or call with questions, concerns or inquiries.

## **Daily Health Checks**

Parents must complete a health check on their child/ren daily for any key symptoms (fever, chills, cough or worsening of chronic cough, sneezing, vomiting, diarrhea, shortness of breath, or loss of smell. If a student arrives at school with any of the above symptoms, they will be sent to the office and must be picked up immediately. The student will wait at the office until they are picked up. If they are experiencing any of these symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

## **Staff and Students**

Staff and adults should assess themselves daily for key symptoms of illness prior to entering the school including: fever, chills, cough or worsening of chronic cough, sneezing, vomiting, diarrhea, shortness of breath, or loss of smell. If you are experiencing any of these symptoms you should remain at home for 24 hours from when the symptoms start. If the symptoms improve; you may return to school when you feel well enough. If the symptoms persist or worsen, seek a health assessment.

## **Backpack Contents**

Students should only bring items that are necessary, lunches, snacks, a change of clothing and planner. No toys, no share and share items and no personal devices. We are required to limit items that enter the school. This is very important!

## **Busses**

Operating as per normal. We'll send home the new bus forms in the first few days. If your child is not yet registered for the bus, ask the bus driver to accept them and we will ensure the paperwork comes home for completion. Children will enter at the back of the bus and exit at the front to reduce contact. You are welcome to have your child wear a mask on the bus. Elementary students DO NOT have to wear masks on the bus or at school it's a personal choice.