



# New Hazelton Elementary

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## NHE School Safety Plan

Updated March 31, 2021

### Part One: Instructional Plan

Elementary schools will be organized into regular classrooms as students' primary environment. Learning groups (cohorts) of up to 60 students and staff who interact more regularly are an option.

Curriculum, assessment, and report cards will happen for all students at all grade levels as normally happens in the school year.

Supervision: as per normal schedule, practicing appropriate safety protocols

Ensure TTOC's and other subs have your classroom plans, protocols, cohort information, etc.

### Part Two: Site Specific

1. Communication – staff, parents, students
  - a. Weekly memos to staff; weekly and/or monthly newsletters to parents/guardians
  - b. Staff – enter through the back parking lot entrance.
  - c. Parents/guardians – via website, Face Book and mass email MyEdBC
  - d. Students – class by class, whole school (MS Teams meetings viewed on the screen in their room)
  - e. Signage posted on doors and throughout the school
  - f. Teach students, if they are wearing masks, how to wear them properly and about mask hygiene (regular washing, etc).

2. Physical distancing/no physical contact/minimizing contact:
  - a. Ministry guidelines state that physical distancing is not always possible nor is it always practical in schools. It should be practiced and taught where appropriate. No physical contact and thorough handwashing are the best preventative measures that can be taken and will be taught and enforced at school. Handwashing (or sanitizing if hand washing is not possible) at every transition is expected by students and staff.
  - b. Minimize physical contact within learning groups (cohorts) and when outdoors.
  - c. Physical distancing (2 metres) when interacting outside of learning groups (cohorts) while indoors. Avoid close, prolonged face-to-face interactions. Masks must be worn if barriers are not present.
  - d. Masks will be provided by the district for those who want them.
  - e. MASK UPDATE (effective March 31, 2021 until further notice):
    - i. All staff and visitors and all Grades 4-7 students should wear a mask at all time while indoors at school, subject to the following exceptions:
      1. If a person cannot tolerate a mask due to health or behavioural issues
      2. If a person is unable to wear one without assistance from another person to put it on or take it off
      3. If it is removed for the purpose of identifying someone
      4. If it is removed to engage in an educational activity that cannot be done without it (ie – playing a wind instrument)
      5. If a person is eating or drinking
      6. If a person is behind a barrier
      7. If providing a service to a person with a disability or special need (eg – hard of hearing) where visual cues, lip reading, etc are required.
  - f. Students in K-3 will be encouraged and supported to wear masks but it is not required.
3. Minimize public, parents/guardians in schools:
  - a. Signs at entrances will state “students and staff only beyond this point”; all others call the office and wait outside.

- b. All visitors need to sign in, sanitize, wear a mask when they come in
  - c. Appointments will be required for those who need to meet with administration
  - d. School doors will remain locked during the day
4. Students who are sick:
- a. The teacher or EA can call the office and accompany them down to the medical room. We will call the family and request immediate pick up.
  - b. After the student is picked up, or made to sit outside the office (in the event of another child being sick), the area will be sanitized.
5. Bussing:
- a. The district and bus company will develop bus protocols for seating, spacing, and cleaning
  - b. Elementary aged students are not required to wear masks on busses; older students are required to do so.
6. Pick-up/drop-off students – parent/guardian protocols:
- a. Students dropped off by parents will be dropped off in the parking lot and proceed to their designated door for entry. For pick up, students will exit the building from their designated door when permitted by the teacher and wait in their designated area.
7. Entrance/Exits
- a. Staff will enter from the back door – practice physical distancing where possible – and proceed to your workspace to hand wash. (Staff sign in is no longer required.)
  - b. Students arrive at school via bus, parent/guardian vehicle, or walking.
    - i. All students will go the playground area until the welcome bell.
    - ii. Grades K-4 will enter and exit via the boot room
    - iii. Grades 5-6 will enter the school via the front doors (lining up on the upper walkway). They will exit the school via the door near Hilda’s room, to go to the playground, or around to the back to line up for busses.
    - iv. Grade 7 will go directly to their portable.

- v. Walkers go to the door for their grade for entry; go straight home for dismissal
  - vi. Pick-ups by vehicle go to the door for their grade for entry; go straight to the pick up area in the parking lot.
- c. Students will line up as normal, with appropriate distancing, and enter through the boot room door (K-4) or the front door (5-6), practicing social distancing. Students will leave coats and outdoor shoes in the boot room and bring other belongings to class. Only K-4 will use the bootroom. Grade 5-6 will use the cubbies in the hallway.
- d. Health Checks:
  - i. Parents will be reminded that they are responsible to do daily health checks and are asked not to send students to school if they are exhibiting any symptoms of illness.
- e. Teachers will greet students at the classroom door and ensure that students wash their hands upon entering the classroom. Students may proceed to their desks first to clear the hallway, then wait their turns to hand wash. If teachers note a child with any COVID-19 symptoms (as per health check list), they will have the student brought to the office.
- f. Attendance will be taken in class as per normal procedures and reported to the office by 9:05am.
  - i. Students who are late will report to the office to check-in, have a health check, get a welcome slip, and report to class to wash hands.
- g. Entry/exit doors will remain locked for the time-being, including the front door – portable students must use fob to enter the building.
- h. Once ready to leave the school, at the end of the day, all students and staff will wash their hands.

## Part Three: Environmental Measures

General cleaning and disinfecting will occur at least once in a 24-hour period and at least twice in a 24-hour period for frequently touched surfaces, including once during regular school hours.

The district has provided additional hand-sanitizing stations, floor markings, and signage to support physical distancing, hand hygiene, and other behaviours that reduce the risk of transmission.

Daily assessment of children for symptoms by parents/caregivers, and staff self-assessment is required. People must stay home if they have symptoms of illness. The daily health checklist for parents to be used will be sent home with the parent information packages.

1. Common spaces such as library and computer lab will be cleaned once during the day by daytime custodian if they have been used.
2. Indoor/outdoor school equipment
  - a. Indoor equipment – minimize sharing of equipment; there will be a bin for used equipment in the gym. Put used items in there and spray it with the sanitizer provided. Items need to be put away in the morning.
  - b. Outdoor equipment – students can use the outdoor play bin.
  - c. If rugs have not been removed from classrooms, they will be sprayed with disinfectant daily.
  - d. Fabric/plush items that are frequently touched but not easily cleaned should be removed from classrooms if possible. If they need to remain and have been used, please put them out for the custodian to disinfect.
  - e. Laminated or glossy paper-based products (books, magazines, etc) and items with plastic covers do not need to be cleaned, disinfected, or quarantined for any period of time; they are considered low risk items.
3. Class organization – safety protocols
  - a. All classes will follow Ministry guidelines and protocols for cohorts. Within a cohort, physical contact must be kept at a minimum but

physical distancing (2m) is not required. The number of adults interacting with a cohort will be kept to a minimum, and if an adult is working in a cohort they are not assigned to, physical distancing must be maintained and masks worn.

- b. Hand washing (or sanitizing if washing is not possible) for all students and staff transitioning in and out of classrooms must occur each time. Handwashing posters to be posted.
- c. Fire and other emergency protocols – follow the usual plans as outlined in our emergency procedures practicing social distancing where possible, minimizing contact.

#### 4. Routines

- a. Students line up in designated areas to come in. Teachers will greet students and bring class into class.
- b. Recess will follow the normal schedule. Ministry guidelines state that students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact. When returning to class, they will line up, re-enter the building, sanitize upon entry and/or wash hands when they get back to class. At this time, the playground will not be divided into primary and intermediate sections.
- c. Lunch will follow the normal schedule. Students will eat in their classrooms then wash hands and proceed outside, supervised by noon hour supervisors. When returning to class, they will line up, re-enter the building, sanitize upon entry, and wash hands when they get back to class.

#### 5. Shoe/coat room area:

- a. Coats and shoes can be left in the boot room
- b. Other belongings can be kept in class with the student

#### 6. Washroom protocols/hand hygiene

- a. Student washroom procedures: Remind students that there should only be one student in the washroom at a time; if there is someone in

there when they arrive, they are to wait quietly in the hall for their turn. The bathrooms nearest the office are to be used by Grade 5-7, and the Grade K-4 are to use the washrooms at the primary end.

7. Movement of students during the school day/transitions between classes
  - a. When needing to move through the hallways, staff will check the hallway for others, and then stagger their travel up/down the hallways with their classes. Masks should be encouraged if physical distancing is not possible.
  
8. Water stations (no fountains):
  - a. Students and staff should bring a water bottle with them each day; fountains will not be used. Use refill station or classroom sinks.
  
9. Items from home:
  - a. Students should be instructed to bring as little with them as possible – bring their lunch, snack, bottle of water and homework.
  
10. Shared supplies versus individual supplies:
  - a. Where possible use individual supplies; if shared supplies these should be cleaned/ wiped.
  - b. It is recommended that students have their own sets of manipulatives that are labelled for their use only.
  - c. Laminated paper products (including books) do not need to be disinfected.
  - d. Keyboards, tablets, science lab equipment, cooking lab equipment, etc must be sanitized twice per day when used (by daytime cleaner and regular custodian).
  
11. Photocopier Room:
  - a. Maximum two people at a time
  
12. Staff Room:
  - a. Maximum four people at a time

13. Kitchen area/multi-purpose room:
  - a. Gitanmaax Lunch Program is confirmed, will operate as normal, following all FoodSafe and Covid safety protocols
  - b. Kitchen is off-limits to anyone other than the lunch prep staff
  
14. Breakfast Program:
  - a. FNSW will deliver breakfast to classes; students will eat there as the day starts.
  
15. Lunch:
  - a. Students remain in their classes for lunch; supervised by NHS/admin
  - b. No sharing of food
  
16. First Aid:
  - a. First Aid Attendants: [REDACTED]. Call the office to have them paged. First Aid Attendants will wear masks when attending to students, as will the student being cared for.
  
17. Personal Protective Equipment
  - a. Staff and students may choose to wear gloves. Gloves must be washed as regularly as bare hands. Masks should be worn by all adults in the building, except where specified. Shields will also be available to staff who want them, but must be worn with a mask.
  
18. Support services/counselling management protocols
  - a. School counsellors and resource teachers will not be assigned to a cohort. They must practice physical distancing and they must wear a mask. Shields will also be available to staff who want them.
  - b. Any other support personnel (MCFD, CYMH, RCMP, education coordinators, etc) will be required to wear masks when meeting with students and follow all safety protocols in the building.
  
19. Fire/emergencies protocols
  - a. Already established; respect physical distancing
  
20. Before/after school programs
  - a. Can occur if safety protocols are in place.

21. Custodial/ cleaning

- a. Extra soap, paper towel, and sanitizer is being provided
- b. There will be a daytime custodian for cleaning of heavily used areas/surfaces, starting around noon.
- c. Full cleaning after hours