



KITWANGA ELEMENTARY SCHOOL

SITE SAFETY PLAN FOR THE RETURN TO SCHOOL OF STUDENTS

UPDATED: August 18, 2020 (and will be updated with staff upon school opening)

PART 1: INSTRUCTIONAL PLAN

At this time, we do not know for sure how many students will be returning to KES. Cohorts have been created, with one Intermediate and one Primary cohort. We will know more once we have received feedback from families on their intentions for their students' learning in September 2020.

PART 2: SITE SPECIFIC

These plans were created for the return to school in June 2020, in consultation with KES staff. The current plans are tentative until our staff can provide feedback and suggestions around health and safety priorities in September 2020. Overall, these plans will serve as a living document, which will be adjusted as concerns arise and are voiced, to ensure that our plans work to keep us all safe. Staff are asked to share concerns as they arise, in a timely manner, so that they can be addressed thoroughly and immediately.

1. Communication @ Stage 2

- a. **For all staff** – a sign-in binder will be made available for all staff to check-in and out in the mornings and at the end of the day. All staff are expected to sign in and read the notes on the top of the sign-in sheet – this is an important way to share information in a timely manner.
 - i. *****morning arrival time – teachers please ensure you arrive at least 30 minutes before the bell** – this will ensure that you are on time for supervision and also can check in at the office and receive important information (**we do not want staff arriving at the same time as students**, nor do we want to have unnecessary congestion in the office in the mornings).
 - ii. ***** Support staff, please arrive at least 10-15 minutes before your start time**, in order to receive important updates and to check in without experiencing any congestion with the new arrival routines of students
- b. **Staff who are unwell, and show symptoms must not enter the school, staff must also do a daily self-assessment to ensure health and safety are our top priority.**
- c. **Communication with parents** will be via email, telephone and through FB/messenger to ensure all families have accurate information about the return to school
 - i. all parents will be informed that they will be unable to enter the building, that if they require pickup etc., they can call ahead if required and we will assist in any way necessary without granting access the building.
- d. **Communication with Students-** please ensure that you teach children the new routines for our school, for instance:

i. **How, when and where hand washing occurs**

1. [REDACTED]'s students in the breakfast club sinks – assigned sinks on the opposite side of the room from breakfast club prep areas – there are 4 sinks in total
2. [REDACTED]'s students in the washrooms and/or culture room
3. [REDACTED]'s students in her classroom/bathrooms with supervision
4. 2/3/4 class in their classroom (has 3 sinks)
5. ***THIS NEEDS TO BE REVISITED FOR SAFETY, CLASS CHANGES, also as handwashing stations will be made available (need to determine number and placement)

- ii. All use the sinks in the bathrooms when they use the washroom
- iii. Please ensure you coach the littles – ie. scrubbing and singing Happy Bday twice
- iv. Signs have been/will be placed in front of every sink in our school for the purpose of visual supports for adequate student handwashing.

e. **How we enter and exit the school, maintaining distance and orderliness**

- i. There will be markers outside at lineups to help kids visualize a distance to be kept
- ii. At the end of recess and lunch, please **be AT your students' entry door at the second bell (not on your way down to the entrance) to greet your students** and guide them to their handwashing station in an orderly fashion, to prevent large groups moving together (in their distanced lineups...)
- iii. ***THIS WILL NEED TO BE REVISITED AS THERE ARE FEWER CLASSES ON THE INTERMEDIATE END THIS YEAR, EXCEPT THE GREETING STUDENTS AT THE 2ND BELL, THAT STAYS AS IT IS BOTH A SAFETY AND MANAGEMENT EXPECTATION

2. PHYSICAL DISTANCING

- a. Please be respectful of physical distancing between one another, as there are many opinions about the health measures in place, but the overriding focus is to remain respectful of one another, as well as the distancing that we feel is necessary for our safety.
- b. Please verbally remind students that we are working towards a 'hands off' or 'no physical contact' approach to all of our interactions with others from a separate cohort
 - i. We will post visual reminders in the hallways to help remind students of this
 - ii. Please do this gently, this is all new for students and they may take some time to get used to this
- c. Students within the same cohort do not need to maintain physical distance from one another, but do need to maintain it from those in a different cohort, as well as no physical contact. In the event that physical distancing cannot consistently be maintained from members of different cohorts, we will ask those individuals to use masks.

3. PUBLIC, VISITOR, FAMILY IN SCHOOLS

- a. We will continue with the policy to minimize visitors within the building - meaning that there will be no one other than staff and students granted access to our school building

and outdoor areas during this time. I will inform families of these measures to ensure they understand our safety measures.

- b. Any members of the public needing to access students or staff will be greeted at our front entrance, and we will make the necessary contacts to keep our interactions as limited as possible.
- c. Please ensure that when you are taking your class outdoors, to lock the door you are using, to ensure that no one can access our building other than yourselves as you return to your classrooms
 - i. Please let the office know if you are planning on taking your students outdoors, so that I know where you are at all times. Just a quick call to the office to inform me on your whereabouts will be helpful and expected.
- d. ***NEW** -visitors may be allowed to support learning and service delivery, but they will need to be scheduled and approved prior to their entrance into the building. Any visitors to the school will need to be documented – a new sign-in sheet with date and contact info will be supplied at the office.

4. PICK-UP AND DROPOFF OF STUDENTS

- a. **DROPOFF OF STUDENTS TO THE SCHOOL (no earlier than 8:50 am)**
 - i. Parent/guardian protocols –all families who are dropping off/picking students up **REMAIN IN THEIR VEHICLES**, so that we can ensure there are no congregating groups
 - ii. We have 2 separate bus drop-offs for students, one at 8:25 for Gitanyow students and 8:50 for Gitwangak students.
 - iii. There will be a checkpoint at the beginning of our parking lot – where the AO will greet students as they arrive (with parents and on the bus), do a quick health check (using the Daily Health Checklist from the BCCDC’s Covid-19 Public Health Guidance for K-12 School Settings) and then send them up the path from the greeting area to the playground.
 - iv. **LATE ARRIVALS** – if students arrive late, parents will need to pull up outside the main entrance and wait for a staff member to do a health check before their child can head into the building to wash their hands and join their class.
 - 1. Parents will not be permitted to do a simple drop-off without a health check occurring with a staff member prior to their leaving their child
 - v. As an additional measure, parents will be responsible for doing a daily self-assessment/health check with their children prior to bringing them to school (the School will provide a checklist from the BCCDC for their use each morning). If their children answer yes to any questions regarding symptoms on the checklist, they will be expected to keep their children home.
- b. **PICKUP AT END OF THE DAY**
 - i. Just before the end of the day, we will call bus students by class to load the bus and send it out with all bus students
 - ii. The remaining students will be brought out to the pickup area and will wait, physically distanced, for their parent pickup (no later than 3 pm)

1. It will be similar to the drop-offs, with a family driving up to the pickup location and collecting their student in an orderly manner from the grassy knoll where supervisors will bring them to wait
2. Gitanyow students will be directed to the playground to await the bus' return from the first round of student drop-offs

5. ENTRANCES AND EXITS

- a. Health checks will occur upon the arrival of students in the morning at both the bus entrance as well as at the main entrance to ensure that at any indication of symptoms of illness – we can contact families immediately, or simply let families know their child will be unable to stay due to symptoms of illness.
 - i. Part of the families' responsibility will be to ensure they do a morning self-assessment, and that their child remain home if they have any symptoms of illness. This will be made clear in family communications prior to our return to in-class instruction
 - ii. Any child who arrives on the bus with symptoms of illness will wait either outdoors with a supervisor on a fair-weather day, or indoors in the medical room if weather prevents an outdoor waiting space
- b. We will have hand sanitizer given to each classroom teacher, to be used upon initial entry, and throughout the day if/as necessary
- c. Primary classes will use the primary entrances only.
- d. Intermediate classes will use the intermediate entrances only
 - i. [REDACTED] and [REDACTED]'s classes will line up at marked spots, using the intermediate boot-room door
 1. [REDACTED]'s class will enter first and use the intermediate washrooms for handwashing as well as his class handwashing station
 2. [REDACTED]'s class will enter after this, and proceed directly to the breakfast club for handwashing
- e. Intermediate classes will use the end door as a designated exit from the intermediate end of the building
- f. Teachers must be actively supervising the entry/exit of their classes during instructional time, to ensure we can support hands-off/no physical contact as much as possible.
- g. **DO NOT SIMPLY RELEASE YOUR STUDENTS**, ensure you **GUIDE THEM TO THE EXITS IF YOU ARE NOT ON DUTY**, accompany your students outdoors if you are on duty.
- h. Please meet your students **AT THE SECOND BELL** – after breaks. This is important to ensure we have a way to guide students into the building and directly to handwashing stations each time they re-enter the building.

6. SPACES THAT ARE OPEN AND CLOSED

- a. GYM is OPEN – students need to wash hands before and after gym use
- b. INDOOR/OUTDOOR EQUIPMENT

- i. We will leave equipment outdoors for students to use during recess and lunch, but that equipment will remain outdoors.
 - ii. Please ensure students are washing hands upon return to the building after any outdoor breaks.
 - iii. Equipment will not be cleaned daily, as it was in June 2020, it is not required
- c. COMPUTER LAB – open**
 - i. the lab will be open, and will require scheduled periods for work/projects – it is not available for any free time
 - ii. the lab will need cleaning once a day when used (due to high touch surfaces), and so therefore students must be assigned a computer that only they use while their class is in the lab
- d. LIBRARY – open**
 - i. Library will be open for book exchange with classes, scheduled visits
 - ii. We will have plexiglass due to both cohorts visiting the space at separate times, and to the required proximity for book exchange
- e. ART ROOM –**
 - i. No student access -will be maintained.
 - ii. Please take what you need prior to your class' instruction time, kids cannot be in here alone, nor sent to grab things.
- f. BOOTROOM- INTERMEDIATE, END**
 - i. Nametags will mark where students to are to hang their coats and place their outdoor/indoor shoes, when not in use.
 - 1. Students will bring bags into the classroom to prevent excess, unnecessary and unsupervised traffic flow and transitions.
 - ii. Please follow marked arrows on the floor during transitions to keep traffic flow directions consistent, distanced and orderly
 - iii. We will need to have discussion to determine to determine lineups (who, where), and flow of traffic upon entry (oldest class first, straight to the breakfast club for handwashing, then younger class to washrooms/classroom for handwashing)
- g. SHOE/COAT AREA – PRIMARY AREA**
 - i. The primaries will be bringing their bags directly with them to class, and hang them on designated hooks
 - ii. Outdoors and coats can be placed in labeled spaces for ease of transitions and to maintain organization
 - iii. We will need to have discussion to determine space usage, lineups, traffic flow, storage of student belongings etc.
- h. SCHOOL SUPPLIES –**
 - i. Students will not be sharing supplies, all students are to bring their supplies and keep them in their desks for individual use – no collecting of goods within a classroom for shared use.
- i. Ipads –** if you require the use of ipads for curricular support – we will have a schedule and a signout for borrowing and returning ipads.

- i. Students will be required to be assigned to one particular ipad and that is what they will always use
- ii. Hands must be washed prior to use, and these must be cleaned at the end of the day if they are used.
- iii. These are not for free time, but for curricular support, please ensure you have a plan for use, as well as a plan for cleaning before they are returned to the office.
- iv. Ipads will need to be cleaned once per day after being used, and we will use a 90% rubbing alcohol solution to wipe them down prior to their being stored for future use.

7. ROUTINES

- a. We will now have to learn new routines, for entering our building, lining up, making our way to hand washing stations, hand washing itself, the use of sanitizer, maintaining distance and no contact between cohorts, how we get ready to leave the building – all of these things, and I have probably missed quite a few
- b. Handwashing is big – kids will need to wash their hands at the following times:
 - i. Upon entry to school and before they go home
 - ii. Before and after transitions
 - iii. Before and after eating
 - iv. After using the washroom
 - v. After coming in from recess and lunch
 - vi. After sneezing/coughing
 - vii. When their hands are visibly dirty
- c. These are things we will have to guide our students gently to learn and practice, to become the way we do things at this time, please ensure these are specific things we talk about, teach students and practice to ensure they understand
- d. Any students who refuse to follow handwashing protocols or distancing protocols – please refer to the office – you must call the office and inform us as to the reason, and also so we can supervise them as they make their way to the office. Do not simply send a child down if we have not been informed prior to their being sent.

8. WASHROOM PROTOCOLS/ have I mentioned... HAND HYGIENE?

- a. Please remind students hands **MUST** be washed every time they use the washroom, for 20 seconds at a minimum
- b. One student at a time, per class – to prevent crowding in the washrooms (unless, of course there is a child who is having an emergency, then they go)
- c. Students from one specific cohort can only use their assigned washroom

9. CLASS TRANSITIONS/MOVEMENT WITHIN THE SCHOOL

- a. When you move through the school, please stick to the marked arrows along the borders as these provide a 2 meter distance between others moving through the halls, stay close to the wall, especially if other classes are moving through the hallways
- b. If you observe another class moving through the halls/transitioning, please give them the space and time to do so, and keep to your arrows/side of the hallway if you find your class moving through the school at the same time

- c. Please ensure that kids are not high-fiving others (this tends to happen between older and younger students, and due to different cohorts, we do not want this to occur)

10. WATER STATIONS/FOUNTAINS

- a. We will ask families to send water bottles, and students can fill their bottles at the fill-station – please ask them to simply place the bottle underneath the spout and fill it without touching the sensor
- b. Fountain spouts will be wrapped to prevent students from trying to drink directly from the fountains – this will be maintained, there will be no place for shared drinking surfaces at this time

11. RECESS/LUNCH –

- a. Kids will not be able to share food or drinks, neither will adults
- b. We will ask families to send consumable snacks/lunches without using reusable containers so there will be no transporting items back and forth between school and home, all wrappers go straight into the garbage bins once kids are done
- c. No microwaving of foods will be happening at this time- due to high touch surfaces possibly being a safety issue
- d. Lunch will be the same – with NHS's heading to their regular classes on the primary end and I will supervise the intermediate kids as usual.
- e. Hands will need to be washed before lunch begins at 12:15 – please build this into your plans so that NHS are not left to supervise this (there are only 15 minutes to eat).
- f. At recess, please make sure you plan time to ensure kids are guided to exits, and respect the transitions of classes around you while you do so
 - i. Whether you plan to have snack before or after recess, please ensure hands are washed before they enjoy their snacks
- g. NHS's – will remind students about remaining physically distanced and to refrain from physical contact between cohorts as necessary outdoors, to help children stay mindful of this aim
- h. Upon recess/lunch ending – students will line up at their designated spots – they will be marked on the cement at their regular lineup spots

12. ITEMS FROM HOME

- a. We will not be able to do show and tell, to try to limit the bringing of items from home
- b. Bags can remain on hooks in classrooms
- c. Coats and shoes will be kept at marked spots in the boot-room areas

13. SHARED SUPPLIES VERSUS INDIVIDUAL SUPPLIES

- a. ipads – will be scheduled for work periods, students will be assigned a specific ipad to use consistently (no sharing) and there will be a daily wipe-down of iPads (if they have been used)
- b. students will have supplies at the school, students will not share supplies

14. PHOTOCOPIER ROOM

- a. Teachers will be assigned a prep from Monday-Friday to allow adults who are assigned to different cohorts to maintain physical distance
- b. Please do not begin copying after the first bell prior to the start of classes, as you will need to be back to meet your class by the second bell.
- c. Please do your best to plan your classes to ensure we are not sending kids down to copy a few extras – this could become a traffic/congestion/safety issue
- d. If you need to print/copy something and have it delivered to your class, please call the office – we can limit traffic in the office in this way

15. KITCHEN AREA

- a. Sinks in this area will be used for handwashing for the largest class, for routine/scheduled student handwashing throughout the day
- b. We will not be serving hot meals, or anything that requires prep and lineups for service – we will be providing fruit and bars
- c. Other than handwashing and breakfast club in mornings– this space will be closed to students/classes unless scheduled and approved by AO prior to planned use

16. FIRST AID MANAGEMENT-

- a. Our FA attendant is [REDACTED], [REDACTED] will also be back part time in September
- b. We will need to ensure that we take stock of our first aid supplies in both the medical room and in the FNSW room (room14) to ensure we know what we have and where it is in the event of an injury.

17. COUNSELLING –

- a. We will be sharing a counsellor with MGA, so therefore we will be asking her to wear a mask when she is in our school, working with classes and students, if she is .
- b. If situations arise where students require social and emotional supports and the counsellor is not in our building, we will have some support staff available for this purpose – please do not simply send a student down – call the office and we will make the proper arrangements for their support

18. FIRE/EMERGENCY PROTOCOLS

- a. In the event of a fire, please line students up and proceed out your nearest exit, and make your way in an orderly fashion to the front of the gym in the lower grass field, where you will keep your kids in a lineup, and send a runner up to Mrs. Hippisley to let us know that all your students have been accounted for/or not
- b. In the event of an earthquake, please drop, cover and wait until the shaking stops and you hear an all clear signal from [REDACTED], then proceed in an orderly fashion in a distanced lineup out the nearest exit door, to the lower field in front of the gym, again sending a runner up to [REDACTED] to let us know all students have been accounted for.
- c. In the event of a lockdown, (code is 9944#, then 9944 again when the system prompts you)
 - i. please lock and close your doors
 - ii. turn out your lights, close blinds
 - iii. have all students remain silent and out of sight, taking cover
 - iv. teachers take attendance

- v. ignore bells and fire alarm.
- vi. Remain in your rooms until you hear an all clear signal from Jackie

19. BEFORE/AFTER SCHOOL PROGRAMS

- a. No after school programming will be offered at this time where cohorts mingle, although activities can be offered if we can keep cohorts separate
- b. Gitanyow students who participate in after school programs will no longer be able to ride the high school bus
- c. Gitanyow students will be the only students arriving by 8:25 and will remain after school until apx 3:40 – during these times, we will have them outdoors as much as possible, and maintain physical distancing between cohorts

20. SURFACE CLEANING –

- a. Custodian will be starting to address frequently touched surfaces as per Ministry guidelines
- b. We will assign additional duties as needed to cover classrooms – redeployment of support staff may be necessary, as will altering of schedules to accommodate this
- c. Each teacher will be supplied with a bottle of cleaning supplies and cloths – these must be placed in spaces where students are unable to access them – ie. They must be locked away.
- d. Doors are to remain open to cut down on number of instances of touching surfaces by multiple individuals

21. SUPERVISION-

- a. A supervision schedule will be supplied to teachers – for regular, 45 (3/15 minute increments, depending on assignment) minute per week durations - teachers must be on time, bring your jacket with you so there are no times where students are left without supervision

22. ATTENDANCE

- a. Please take attendance as soon as you get into your class from handwashing first thing in the morning, and right after lunch.
- b. Please tape the attendance sheet to the outside of your main door for collection by office staff

23. BUS

- a. There will be assigned seating on the bus, students must remain in their seats for the duration of the ride.
- b. Any horseplay or inability to follow rules will result in termination of bus privileges immediately
- c. Bus loading and exiting will be done in an orderly fashion, to maintain safe distancing.
- d. Bus routes will be looked at to support loading the bus in the morning from back to front, and to facilitate unloading at the end of the day from front to back
- e. Intermediate students will wear face masks – as we will be unable to bus students home according to cohorts

24. TTOC CONSIDERATIONS

- a. If you away/sick and require a TTOC, please indicate clearly on top of your plans if you wish them to refrain from touching your items and working in your workspace.

- i. If this is the case, please clearly mark out your workspace on the floor with tape for a visual cue for your TTOC, re: what spaces to avoid
 - ii. Please send your detailed plans directly to me, well before 8:30, so that I have time to print them out and have them ready for your TTOC (I will be outdoors greeting students and performing health checks by 8:30 am each morning)
1. This also ensures your TTOC does not have to look through your daybook to try and piece together instructions/lessons/act

Kitwanga Elementary School Cohort Plan for the 2020/2021 School Year

- Cohorts created at KES have been created following guidelines provided by the BC Ministry of Health and BC Ministry of Education in the following documents:
 - BC's K-12 Education Restart Plan
 - BCCED Covid-19 Public Health Guidance for K-12 School Settings
 - Worksafe BC Guidelines Education (K-12) Protocols for Returning to Operation
 - BC Ministry of Education, Supporting the K-12 Education Response to Covid-19 in BC: Operational Guidelines for School Districts and Independent School Authorities
- Planning is guided by the understanding that cohorts reduce the number of in-person, close interactions individuals have in school without requiring physical distancing to be consistently maintained.
 - Kitwanga will have 2 cohorts, both remaining well under the max number of 60 cohort members (including students and adults)
 - Cohort composition will remain consistent for all activities
 - Cohorts will be encouraged to minimize physical contact within their group, but physical distancing does not need to be maintained within the cohort.
 - Cohorts will adhere to consistent seating arrangements
 - Cohorts will use separate entrances/exits and separate washroom facilities at all times.
 - Cohorts will eat separately at lunch-hour
 - Cohorts can socialize with peers in another cohort if they are
 - Outdoors and can minimize physical contact
 - Indoors and can maintain physical distance
 - Every effort will be made to ensure there is no intermingling of separate cohorts in manners that cannot facilitate physical distancing.
 - Unless a part of a cohort, staff should maintain physical distance from one another and students from another cohort at all times- if physical distancing cannot be maintained, then we will wear masks
 - Recess and lunch breaks will not be staggered at this time

Primary Cohort	Not assigned to a specific cohort	Intermediate Cohort
<ul style="list-style-type: none"> • K/1 teacher (██████) • K/1 students • 2/3/4 teacher (TBA) • 2/3/4 students • • Unfilled ██████ (██████) (FNSW) • ██████ (EA) - part-time return • Unfilled EA position for new K student (stays with student/class pending student arrival) 	<ul style="list-style-type: none"> • ██████ (AO, L&C .2) • ██████ (secretary, NHS, bus monitor) • ██████ (library clerk, NHS) • ██████ (resource and prep) • ██████ (prep and library) • Unfilled morning bus duty • Unfilled SLA position 	<ul style="list-style-type: none"> • 4/5/6 teacher (██████) • 4/5/6 students • 6/7 teacher (██████) • 6/7 students • • ██████ (FNSW) - part-time, gradual return til Oct. • ██████ (EA) •
	Not assigned yet...	
	<ul style="list-style-type: none"> • ██████ (L&C) • Unfilled EA position (20 hours) • ██████ hours for the month of Sept. (2-3 days?) • ██████ hours (2 days per week) 	