



New Hazelton Elementary

Box 220, 3275 Bowser Street, New Hazelton BC V0J 2J0
Phone (250) 842-5777 nhe@cmsd.bc.ca

NHE School Safety Plan September 2020

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; proceed to your work space after signing in at the station provided near the entry.
 - 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

2. Physical distancing/no physical contact/ minimalizing 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. Minimalize physical contact within learning groups (cohorts) and when outdoors.
 - c. Physical distancing (2 metres) when interacting outside of learning groups (cohorts) while indoors.
 - d. Masks or face coverings should be worn in situations where physical distancing cannot be consistently maintained and when interacting outside of their learning group (e.g. hallways, common areas, specialist teachers/EAs working closely with students in different learning groups).
 - e. Masks will be provided by the district for those who want them.
3. No visitors, 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. Appointments will be required for those who need to meet with administration
 - c. 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 daytime cleaner will clean areas where the child was present.
5. Bussing:
- a. The district and bus company will develop bus protocols for seating, spacing, and cleaning
 - b. We will teach and enforce the guidelines provided to us
 - c. 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 – designated person monitoring/managing exits/entrances (EA/FNSW/Admin):
 - a. Staff will enter from the back door – practice social distancing where possible – wash hands immediately and proceed to your work space after signing in at the station provided near the entry

 - b. Students arrive at school via bus, parent/guardian vehicle, or walking.
 - i. Bus students will be directed to the door for their grade for entry; go to waiting area on west side of building above the bus zone for dismissal
 - ii. Walkers go to the door for their grade for entry; go straight home for dismissal
 - iii. Pick-ups by vehicle go to the door for their grade for entry; go straight to designated cement block in parking area for dismissal

 - c. Students will line up as normal, with appropriate distancing, and enter through the boot room door – practicing social distancing where possible. Students will leave coats and outdoor shoes in the boot room and bring other belongings to class.
 - i. K/1/2's right side of boot room
 - ii. 3-6's left side of boot room
 - iii. 7's head to portable

 - d. Two health check-in points – one at each door (admin/EA/FNSW)
 - i. Upon entry, students will check in, use hand sanitizer and go through a health check (notice if they have the sniffles, coughing– if so sent back home)

- e. Teachers will greet students at the classroom door and ensure that students wash their hands upon entering the classroom. Students will then proceed to their assigned desk/space. If teachers note a child with any COVID-19 symptoms, 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, including the front door – portable students must use fob.
- 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 will be providing 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. People must stay home if they have symptoms of illness.

1. Common spaces such as library, gym, and computer lab will be spot cleaned once during the day by daytime custodian/spot cleaner.
2. Indoor/outdoor school equipment
 - a. Indoor equipment – minimize sharing of equipment; leave used equipment in bin for cleaning after hours
 - b. Outdoor equipment – play bin will remain locked for now
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.
 - 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. Health check. Teachers will greet students and bring class in – one at a time. Take off shoes and coats, leave in boot room.
 - 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 one class at a time, sanitize upon entry and wash hands when they get back to class.
 - 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 one class at a time, 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. Ministry guidelines state that hand hygiene is an effective preventative measure, and hand washing will be practiced consistently at all transitions.

 - b. Staff
 - i. Hand washing – when entering and exiting school, entering and exiting classroom and transition spaces, whenever they feel necessary.

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.

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. Individual teachers will direct their students in what to bring and not bring

10. Shared supplies versus individual supplies:
 - a. Where possible use individual supplies; if shared supplies these should be cleaned/ wiped.

11. Photocopier Room:
 - a. Maximum four people at a time

12. Staff Room:

- a. Maximum four people at a time

13. Kitchen area/multi-purpose room:

- a. Gitanmaax Lunch Program to be 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. [REDACTED] to operate as usual
- b. Students will be brought in by morning supervisor, follow hand washing procedures and physical distancing

15. Lunch:

- a. Students remain in their classes for lunch; supervised by NHS/admin
- b. No sharing of food
- c. No disposable containers

16. First Aid:

- a. First Aid Attendants – [REDACTED] and [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 masks and gloves. Gloves must be washed as regularly as bare hands. Masks are required when interacting with people outside of one's cohort when physical distancing is not possible.

18. Support services/counselling management protocols

- a. School counsellors and resource teachers will not be assigned to a cohort. They must practice physical distancing at all times; if this is not practical or possible, they and the student(s) they are working with must wear a mask.

- 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 only if physical distancing can be maintained.

21. Custodial/ cleaning

- a. Extra soap, paper towel, and sanitizer is being provided
- b. Surface cleaners or daytime custodian for cleaning of heavily used areas/surfaces
- c. Full cleaning after hours



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The learning group/cohort plan has been developed following the guidelines of the BC Ministry of Health and the BC Ministry of Education. The BC K-12 Education Restart Plan and the BC Centre for Disease Control information is available on the CMSD website for your reference.

[B.C's K-12 Education Restart Plan](#)
[BC Centre for Disease Control](#)

Cohorts are considered to reduce the number of in-person, close interactions a person has in school

- In elementary schools, a cohort can be composed of up to 60 people
- Cohorts can be composed of students and staff.
- Within the cohort, minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.
- Cohort composition can be changed at the start of a new quarter, semester, or term in the school year. Outside of these, composition should be changed as minimally as possible, except where required to support optimal school functioning. This may include learning, operational, or student health and safety considerations
- School administrators should keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.

Interacting within Cohorts

- During break times (e.g. recess, lunch), students may want to socialize with peers in different cohorts.
 - In elementary schools, students can socialize with peers in different cohorts **if they are outdoors and can minimize physical contact**, or if they are indoors and can maintain physical distance.
 - Elementary-aged students are less able to consistently maintain physical distance. Outdoors is a lower risk environment than indoors.

With these guidelines as a guide, students and staff will be placed into cohorts.

- Cohorts will be able to work together in close settings within the school while minimizing physical contact. Physical distancing among cohort members is not necessary.
- Anyone who is not part of the cohort will be able to work with the cohorts as well. **Physical distancing must be adhered to for anyone who is not part of the cohort. If physical distancing is not possible, both parties must wear masks.**
- Students from different cohorts can interact within the school setting. Indoors, physical distancing must be maintained. For this reason, it is important that all staff know the composition of all cohorts and recognize when students from different cohorts are interacting. Outdoors, physical distancing is not necessary; however, physical contact must be minimized. Midmorning recess and lunch recess will not be staggered at this time.
- The following groups are the proposed cohorts. Names of students will be added once we have confirmation of who is returning. EA's may need to be moved, once assignments are determined.

COHORT	GRADES	#'s	STAFF
1	K, 1, 2	K – 3 1 – 13 2 – 10	[Redacted] [Redacted] Olson [Redacted] McCreary [Redacted] Henderson
2	3, 4	3 – 15 4 – 19	[Redacted] Mommson [Redacted] K. Bar [Redacted] Spooner
3	5, 6	5 – 19 6 - 23	[Redacted] Plewak [Redacted] Joseph [Redacted] Van Lunen/sun EA – tbd?
4	7	7 – 17	[Redacted] Bay [Redacted] Bolger

The following staff have not been assigned to cohorts at this time, as they will be required to interact with all students and thus will need to maintain distancing and/or wear masks:

[Redacted] [Redacted] Marshall
[Redacted] [Redacted] [Redacted]
[Redacted] [Redacted] [Redacted]

Noon Hour Supervisors



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PAC information/attempts to contact parents as of August 18, 2020

- I was given three names as members of NHE PAC from last year: [redacted], [redacted], and [redacted].
- I emailed them on August 14, knowing [redacted] and [redacted] no longer have students at NHE, and asking for them to touch base about concerns, questions, information, ideas, etc for the back to school plans. I also asked them to pass my email on to any others who may be interested in PAC or may have ideas to share.
- I heard back from [redacted] the same day, advising me they had moved to Abbotsford, and offering no other information.
- I heard from [redacted] on August 18, indicating she was on the fence about her girls returning to school, but having no suggestions or input at this time. She has offered to remain on the PAC executive.
- I was also given [redacted] name today as another PAC parent and emailed her the same questions I asked the others; have not yet received a response. I have not yet heard back from [redacted] either.
- On August 17, I also emailed the education coordinators for all the villages that have students at NHE, letting them know I am here as principal this year. I asked them to touch base with any parents who may want to have input into the safety plan, to provide me with their own thoughts, and to provide with names of parents who might want to get involved in PAC. I heard back from two of the education coordinators, who said they would touch base with me further when they were back to work in the next couple of weeks.
- On August 18, I sent an email out to all parent/guardian contacts in MyEd, introducing myself, encouraging people to join PAC, and letting me know about their return-to-school plans. I've received about 20 responses already, and many are asking for more information about school start up, so I'll begin responding to them.