



DRAFT Suwilaawks COVID-19 Safety Plan – August 25, 2020

This DRAFT document was created with information from Coast Mountain School District, the Ministry of Education, BCCDC and WorkSafe BC. Input will be sought from staff and PAC in the coming weeks.

KEY MESSAGES

- Ensure a healthy and safe environment for all students, families and employees.

This safety plan was developed to make clear the protocols for all staff and students to follow at Suwilaawks Community School in order to decrease the risks of:

- ❖ Person-to-person transmission of the virus due to close proximity
- ❖ Surface transmission of the virus due to touching recently infected surfaces and then one's own face

Illness

- ❖ Any student or staff who is experiencing symptoms of a cold, flu, COVID-19, or other respiratory illness must stay home.
- ❖ If you are ill during the day, please notify administration immediately. Administration will notify the District office.
- ❖ If staff experiencing symptoms of COVID-19, they should contact 8-1-1 and follow the advice and guidance provided.
- ❖ Parents/Caregivers must assess their children for symptoms daily before the start of the school day. If students are sick, they must stay home.
- ❖ If students are ill during the day, their parent/guardian will be called and they will be asked to come and pick up their son/daughter immediately. They will be asked to contact 8-1-1 and follow the guidance provided and follow up with the school.
- ❖ Any student or staff who has symptoms of COVID-19 OR has travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers.

Accessing the building:

- ❖ Staff and students must enter the building through their designated door and utilize the hand hygiene station. See Map.
- ❖ Upon entering the building, all staff must check in with [REDACTED].
- ❖ Parents, guardians, and guests will be restricted from entering the building. The front doors will remain locked.



- ❖ Parents, guardians, guests are asked to call the school from the front doors where they will be met and helped. Appointments are advised. Visitors are only permitted access through the front door.
- ❖ Parents, guardians and guests are asked to wear a mask when permitted to enter the school.
- ❖ Designated exterior doors must be used during the school day by school personnel.

Accessing the Office

- ❖ A two-metre distance from staff should be maintained.

Hand Washing/Hygiene

- ❖ All staff and students must wash their hands immediately upon entering the building.
- ❖ Staff: 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. Water bottle fill stations will still be available for student and staff use.
- ❖ Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands afterwards.
- ❖ Student hand washing should occur:
 - When they arrive at school and before they go home
 - Before and after eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
 - When moving between different learning environments (e.g., outdoor-indoor transitions, transitions from different spaces).

Physical Distancing

- ❖ Minimize physical contact within learning groups or when outdoors.
- ❖ Physical distancing (2M) when interacting outside of learning groups while indoors
- ❖ Avoid close greetings
- ❖ 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.
- ❖ Avoid congregating in hallways or areas that others need to walk through.



3430 Sparks Street
Terrace, BC V8G 2V3
Phone: 250 638 0306
email: scs@cmsd.bc.ca

- ❖ Only one person should enter staff washrooms or prep. rooms at a time.
- ❖ Student should eat at their designated area and take breaks outside as much as possible.
- ❖ Maximum of **one** student in the washrooms at one time.

Barriers

- ❖ Some rooms/spaces will have stop signs indicating that they are off limits.
- ❖ Maintain physical distancing in all common areas.
- ❖ Plexi-glass barrier for front reception and library reception.

Occupancy Limits

- ❖ Maintain physical distancing in all common areas. Be aware and considerate of personal space of self and others.

Cleaning and Sanitizing

- ❖ General cleaning and disinfecting of school premises at least once in a 24-hour period as per BCCDC guidelines.
- ❖ Cleaning and disinfecting of frequently touched surfaces at least twice in 24 hours, including at least once during regular school hours.
- ❖ Cleaning supplies will be made available.
- ❖ Handwashing/sanitizing will occur prior to entering shared spaces such as the library, gym, calm down areas, computer lab, Our Room, and kitchen.
- ❖ There will be no sharing of school supplies. This includes such things as pens, pencils, water bottles.

Personal Protective Equipment (PPE)

Personal Protective Equipment:

- ❖ Non-medical masks or face coverings are required for all staff when they are in high traffic areas (e.g. hallways, common areas) and anytime they are outside of their classroom or learning group and physical distance cannot be maintained (e.g. specialist teachers or EAs working in close proximity to students across learning groups).
- ❖ Staff can also wear a mask, a face covering or a shield within their classroom or learning group if that is their personal preference.
- ❖ Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.

First Aid Attendant

- ❖ Our First Aid attendant is still available if needed, however there are protocols around safety and the use of PPE while performing First Aid.



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Lunchtime

- ❖ If a student or staff member leaves the building, they must follow the entry routine again when returning to the building. It is recommended to stay at the school for breaks.
- ❖ All students will be encouraged to bring their snack and lunch from home.
- ❖ If students need a lunch, a “Brown Bag” or self-contained lunch will be delivered to the classroom.
- ❖ Microwaves, kettles, etc. will **NOT** be available for students anywhere in the building.
- ❖ Playground and fields are open. Designated areas for cohorts will be announced. Physical distancing is encouraged.

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.
- ❖ Suwilaawks Staff FAQ page for individual questions and will be shared out to all staff with new information highlighted.

DRAFT



DRAFT Cohort Plan – August 20, 2020

Guidelines established from the Ministry of Education’s, “B.C’s Back to School Plan” (Updated August 18, 2020); COVID-19 Public Health Guidance for K-12 School Settings UPDATED: July 29, 2020

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf>

Guiding Statements:

- As much as possible, interaction between cohorts will be kept to a minimum. This applies to both students and adults.
- Schools should minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy, and safe environment
- 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. Within each cohort minimized physical contact should be encouraged.
- 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.
- Consistent seating arrangements are encouraged within cohorts where practical. This can assist public health should contact tracing need to occur.

Each Cohort will include the students in the specific class, the classroom teacher, non-enrolling staff and support staff assigned to that cohort. The cohort numbers will not exceed 60, with all attempts to keep enough room to support transient student enrolment. Even within cohorts, all attempts to maintain physical distancing will be applied; including further breaking down groups to work in alternate learning spaces. Outdoor learning will be expanded and encouraged.



Cohort	Room #	Grade Levels	*Total # in Cohort #s in September. Names and placements to be confirmed
1	9 and 10	Kindergarten	Max students: 40 3 teaching staff 3 support staff Total: 46
2	19 and 21	Primary	Max students: 42 3 teaching Staff 3 support staff Total: 48
3	13 and 17	Primary	Max students: 44 3 teaching staff 1 support staff Total: 48
4	15 and 16	Primary	Max students: 44 3 teaching staff 1 support staff Total: 48
5	1 and 2	Intermediate	Max students: 50 3 teaching staff 1 support staff Total: 54
6	6 and 7	Primary / Intermediate	Max students: 50 3 teaching staff 1 support staff Total: 54
7	3	Intermediate	Max students: 30 2 teaching staff 1 support staff Total: 33

Non-Enrolling Teachers/Itinerant Teachers

- Schools should minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy, and safe environment



As much as possible, non-enrolling teachers will have interactions with limited cohorts. If they are working outside their cohort they will be expected to practice physical distancing as per the COVID-19 Public Health Guidance for K-12 School Settings document (July 29, 2020).

Administration

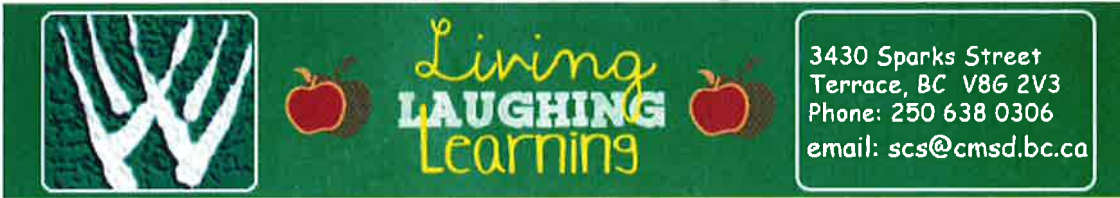
Role	Cohort	Other
Principal	Assigned Cohort 7; interacts with all cohorts;	Maintain physical distance at all times
Vice-Principal	Assigned Cohort 6; interacts with all others	Maintain physical distance at all times

Clerical

Role	Cohort	Other
Secretary	All cohorts;	Maintain physical distance at all times Physical barrier placed on reception area.
Library Clerk	Assigned Cohort 1; interacts with all others	Maintain physical distance at all times Physical barrier placed on reception area.

Non-Enrolling Teachers

Role	Cohort	Other
School Counsellor Learner Support	Assigned Cohort 3; Interacts with all	Maintain physical distance at all times outside cohorts
Learner Support Prep if Possible	Assigned Cohort 1; Interacts with all	Maintain physical distance at all times outside cohorts
Learner Support Prep	Assigned Cohort 6 Interacts with all	Maintain physical distance at all times outside cohorts



Librarian Prep Learner Support	Assigned Cohort 5; interacts with all	Maintain physical distance at all times outside cohorts
Librarian Prep	Assigned Cohort 4; Interacts with all	Maintain physical distance at all times outside cohorts
Learner Support Prep if Possible	Assigned Cohort 2	Maintain physical distance if working outside cohort

CUPE Staff

Based on need, CUPE staff will be assigned to work within one cohort. Should staff need to support programming in other cohorts, staff will maintain physical distance. All efforts will be made to have staff be part of as few cohorts as necessary.

Interacting with 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.
- ❖ 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. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.



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

Break/Lunch

Break and Lunch may be staggered to allow for greater physical distancing. Assigned cohort areas to be established.

Shared Spaces

Prior to entering shared spaces, staff and students must use the hand hygiene station. The hand hygiene station must also be used when leaving the area.

There are a number of spaces within the building that will be shared by multiple cohorts throughout the day.

These spaces include:

- Fine arts portable
- Our Library
- Computer lounge,
- Our Room
- Gym
- Our Front Sensory Mudroom
- Sensory rooms