



School Return Handbook

June 1, 2020

As our elementary community returns to school on June 1st, we face new realities and requirements for the health, safety, and learning of our students. This handbook outlines Health and Safety procedures common to all BC schools, as well as PCS-specific policies for our students, staff, and our families.

1. Self-isolation and Quarantine

We require that parents self-check themselves and their children before coming to school. Should children, youth and staff have common cold, influenza, or COVID-like symptoms they must stay home, be assessed by their healthcare provider, and should self-isolate and follow the directions provided. If a student displays common cold, influenza, or COVID-like symptoms while at school that child will be placed in our sick room, and a parent or guardian must come immediately and pick up the child to have them assessed by a healthcare provider.

Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.

'Quarantine' is a term typically reserved for persons who return from travel outside the country and are at risk of developing COVID-19. If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks. They will also ensure that children, staff, parents and caregivers have access to healthcare providers and that appropriate supports are in place.

2. Environmental Measures

a) The school will have twice-daily cleaning of high touch surfaces, and a daily thorough cleaning of the school after staff and students have left. Classroom teachers will be provided with supplies to do spot cleaning as needed. There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, we will not be limiting the distribution of books or paper-based educational resources to students because of COVID-19.

b) Throughout the school, and unless indicated otherwise, the physical distancing of 2m between individuals is to be practiced. Distancing visuals will be placed in the classrooms, washrooms, and throughout the common areas of the school. Each classroom and shared space will also be practicing maximum occupancy limits.

c) Soft-touch surfaces or other items not easily cleaned will be limited or removed from classrooms; this may include, but not be limited to, stuffed animals, area rugs, and blankets. Individual play will be encouraged.

d) Student learning or personal materials will not be shared, ie: pencils, pens, electronic devices, etc. As well, any other items commonly shared for games like trading cards will need to stay home. Each class will be assigned a set of outdoor play items that will be cleaned after breaks.

e) Hand hygiene (washing with soap and water or the use of hand sanitizer) will be practiced upon arrival on-site and at appropriate times throughout the day, such as before and after use of shared spaces or equipment, before and after eating, after using the washroom, etc. These procedures are posted at each sink in the classrooms and washrooms.

f) Respiratory etiquette will be practiced, including coughing or sneezing into a tissue or the inner arm, and the disposing of tissues promptly in a waste receptacle.

g) Playgrounds and play structures have been deemed safe in conjunction with personal hygiene practices before, during, and after outdoor play. We will be encouraging non-contact outdoor play.

3. Ministry Recommendations

Depending on the grade level, there will be different approaches for minimizing physical contact vs. physical distancing. The Ministry of Health has been clear in the following:

- there is a very low infection rate in children.
- there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- there is no evidence indicating children of health care workers (HCW) are at increased risk of COVID-19 infection than children of non-HCW.
- masks are not recommended for use by children unless advised to do so by a health care provider. In young children, in particular, masks can be irritating and may lead to increased touching of the face and eyes. That said, the wearing of masks is a personal choice.

There is an understanding that the younger the child, the more challenging it is to require the absence of physical contact with others and themselves. Staff will make every effort to minimize physical contact between children; balancing the developmentally-appropriate needs of the child with health and safety measures.

4. Accessing the School Building

School doors will remain locked during the day, with the exception of the main entrance. In order to maintain our capacity guidelines, and ensure that the number of individuals moving through the building is minimized, we will not be allowing access to our building except at the front office. Should there be a reason that visitors or parents need to enter the building, the following protocol must be followed:

- Upon entering the building, please use the hand sanitizer at the front entrance.
- The glass office doors will be locked, but our window will be open. Please check in with the secretary to receive further directions.
- Should a parent need to pick up a child from class during the school day, the parent will be directed to an exterior door to do so, and the child will be brought out. Parents and visitors are asked to not move through the building.

Grade level entry and exit of the building

- In order to minimize movement through the building, grade levels will have assigned entry and exits:
 - Lower North entry doors: Pre-K and KA
 - Upper North entry doors: 7A and 7B
 - West-facing (basketball court) doors: K/1C and KB, 7C and 6B
 - South East lower doors (Atom Ball court) 4A, 4B, 3/4C, 6A
 - South doors (new playground) 2A, 3A, 3B
 - North Primary doors (new gym) 1A, 1B, 2B, Resource room
 - Portables 5A, 5B, 5C
 - Gym Mezzanine Entrance 6C
- *Students will be entering the building from the basketball and backfield access doors that are assigned to their classroom during regular school hours. The exception is for students who enter through the northeast doors (nearest the gym) and are in 1A, 1B and 2B only. All other classrooms will be entering at their designated entrances that are used during outdoor recess time.*

5. Daily Schedule:

The daily schedule will reflect our need to maintain distancing guidelines, and will be staggered as follows:

Drop-offs (doors open at 8:25)

Please drop off your children promptly at the stated time in correspondence with your children's last name.

Arrival times (by last name)

- 8:30 A – I
- 8:40 J - Q
- 8:50 R - Z

Outdoor Recess (eating times determined by individual teacher)

- 9:45 - 10:10 - K-1
- 10:10 - 10:35 - Gr. 2-3 & 3/4
- 10:35 - 11:00 - Gr. 4-5
- 11:00 –11:25 - Gr. 6-7

Outdoor Lunch Recess (eating times determined by individual teacher)

- 11:30 - 12:10 - K-1
- 12:10 – 12:50 - Gr. 2-3 & 3/4
- 12:50 – 1:30 - Gr. 4-5
- 1:30 – 2:10 - Gr. 6-7

Pick up times (by last name)

- 2:30 p.m. - A-I
- 2:40 p.m. - J-Q
- 2:50 p.m. - R-Z

Dismissal: *We ask that you arrive promptly for your pick up time.* If at all possible and appropriate for the age of your child, please remain in your vehicle as your children will not be picked up in the building. All students will be waiting along the upper sidewalk/covered area near the gym at the following times. Students who walk home via the backfield will be dismissed to the backfield. We will have staff available who will be encouraging distancing.

Note: While our playground will be available to students during the school day, it will not be open for access before or after school, and there will be *no* before or after school playground or field supervision. We ask that the campus be clear after final dismissal.

6. Class routines

Our mandate is to ensure that the number of students in a space should not exceed the ability to maintain health and safety measures. Our classroom arrangements and schedule reflect this.

- ❖ Students will keep their bags and lunches at their desks. Lockers, cubbies or other shared storage spaces will be closed. Students should bring lunches that do not need to be microwaved. There will be no lunch program for the month of June.
- ❖ Our drinking fountains have been disabled. Students will need to bring filled water bottles that can be refilled at our dispensers, and they will need to wash their hands afterwards.

7. Learning and Learning Materials

While your child is onsite for in-class instruction, they will be working on the assignments and learning opportunities that are part of the remote learning program that has been developed for the whole class. Students will be working *on that day's* remote learning assignments while guided and supported by their supervising teacher. On the days that your child is home, they will continue to work on their remote learning program.

The day's agenda will vary by teacher, but we are encouraging increased outdoor time and play-based learning to supplement the academic work that will be completed on that day. Please dress your child in clothing suitable for all weather scenarios, appropriate footwear for outdoor play and sunscreen your child each morning.

Planning for your day:

- ❖ All students need to bring personal school supplies such as writing utensils, pencil crayons, felts, glue sticks and scissors, etc.
- ❖ Earbuds if possible.
- ❖ **If you borrowed a Chromebook from the elementary campus, you must bring it with you when you come. Please bring the charger as well. We are in a short supply of devices and need them onsite to support your child's learning for that day.**