

BREAKS AND LUNCH

Staggered breaks

Masks to be worn during breaks and lunch

Possible to socialize (within guidelines) with staff and peers from different cohorts

Students encouraged to be outside as much as weather permits

Students encouraged to go home for lunch

Gym off-limits other than for class use

BUSES

Students/passengers to

- load from back to front
- put on mask before boarding and wear for entire trip
- sit in same spot on each trip

CLASSROOMS

Doors to be kept open

Hand-washing/sanitizing as staff and students enter classroom

Consistent, designated seating

Cohorts not required to wear masks; non-cohorts to wear masks

Cohorts to minimize physical contact

CLEANING

Staff member on-site during the afternoon to do surface-cleaning.

Regular custodial staff on-duty after school.

Cleaning and disinfecting at least 2 times daily: 1 time during the afternoon and 1 time after school

Staff and students to bring into the building only essential items easy to disinfect

Surfaces to be cleaned most frequently

- Door handles and push areas
- Tops and sides of counters and desks
- Arms and top backs of chairs
- Light switches
- Cabinet handles
- Faucets
- Stair railings
- Water-station handles and buttons
- Keyboards
- Telephones
- Photocopy machine control panels and lids
- Physical Education equipment

COHORTS

Within cohort each quarter, masks and physical distancing (2 meters of space) not required within classroom

Physical contact to be minimized

COUNSELLING AREA

Business to be conducted by telephone or e-mail as much as possible

A-K schell.mulder@cmsd.bc.ca 250-635-6531 ext 8056

L-Z stacy.chant@cmsd.bc.ca 250-635-6531 ext 8057

No more than 1 student per counsellor at one time

Students and visitors to wear masks and stay on public side of taped boundary until invited to proceed into counsellor's office

Staff to wear masks, stay beyond taped boundary, and maintain physical distancing

EMERGENCIES

Usual procedures for emergencies to be followed while also adhering to mask and physical-distancing expectations

First-aid referrals to Office

Evacuation of building—masks

All staircases available for exit routes during evacuation

ENTRANCES AND EXITS

Entry at the start of the day through 3 main doors.

Entry after the start of the day through front door

Side and stairwell doors to be kept closed and not overlapped

2 doors marked for regular exits, others for emergencies only

FOOD AND DRINK

Students and staff to bring own refillable water bottle

Water-fill stations for refilling water bottle

Out-of-bounds

- Water fountains
- Vending machines

No sharing of food or drink

Okay for student to consume food prepared by that student at school (that is, during Foods class)

Canteen program to proceed as per guidelines at discretion of program co-ordinator

HALLWAYS

Masks

Movement through the school according to arrows

2 staircases (NW, SE) for ascent, 2 (NE, SW) for descent

Lecture Theatre to be kept open and used as a passageway

HYGIENE INSTRUCTIONS

8 student washrooms

4 staff washrooms

Hand-sanitizer stands at 3 entrances on lower floor

2 hand-sanitizer stands at NW and SE corners on upper floor

Sanitizer bottle in each classroom

Wear mask.

Use disposable mask, or wash re-usable mask regularly.

When coughing or sneezing while not wearing a mask, cover mouth and nose with a tissue.
Place the used tissue in waste container.

When no tissue is available, cough or sneeze into your shoulder or elbow.

Wash your hands right away.

Avoid touching face, eyes, or mouth.

Wash hands

- Before leaving home
- Upon arriving at school
- Before touching food or drink, eating food, or drinking
- After sneezing or coughing
- After using the toilet
- Whenever hands are visibly dirty
- When moving to different learning environment
- Before going home
- Upon arriving at home

Six steps to proper hand-washing:

- Wet hands with running water
- Apply a small of liquid soap (antibacterial soap not required)
- Rub hands together for at least 20 seconds (sing the ABC's?). Rub palms, backs of hands, between fingers, and under nails. Create a lather.
- Rinse off all soap with running water.
- Dry hands with a clean, disposable towel. If using hand-dryer, activate with elbow.
- Discard the used towel in the waste container.

Near every sink, signage about hand-washing

If no sink is available, use alcohol-based hand sanitizer.

OFFICE INSTRUCTIONS

Business to be conducted by telephone or e-mail as much as possible

clarissa.wight@cmsd.bc.ca	250-635-6531 ext 2020
nichelle.anger@cmsd.bc.ca	250-635-6531 ext 2057
anya.duffy@cmsd.bc.ca	250-635-6531 ext 2040

No more than 2 students at one time

Students and visitors to wear masks and stay on public side of plexiglass

Non-office staff to wear masks, stay beyond taped boundary, and maintain physical distancing

PHYSICAL-DISTANCING INSTRUCTIONS

Wear mask when not in cohort-classroom

Maintain the Physical Distancing spacing of 2 meters (or 6 feet).

Bring your own supplies from home (study/work materials, food, water bottle).

Do not share personal supplies or belongings.

Do not touch other people.

SYMPTOMS

Parent to do a daily assessment of the child's health

Student to stay home if sick

Student to stay home if showing any of the following symptoms:

- Fever
- Sneezing
- Runny nose
- New or worsening cough
- Shortness of breath
- Sore throat
- New muscle aches or headaches

Parent to notify school if child ill and/or staying home

Parent to contact 8-1-1 for guidance as required if family member/s showing Covid-19 symptoms

No health services in school (other than emergency first aid) to be provided to student showing Covid-19 symptoms

If, during the school day, student starts showing symptoms of what could be common cold, influenza, Covid-19, or other respiratory illness:

- Student to remain in separate supervised area
- Parent to be contacted to take student home immediately

VISITORS

Visitors to be kept to a minimum

Visitors to wear masks, wash/sanitize hands, maintain physical distancing

Office staff to record each visitor's

- Name
- Date of visit
- Time of entry and exit
- Reason for visit
- Location/s in the school
- E-mail address
- Telephone number

WASHROOM INSTRUCTIONS

Hallway door left open

Lights left on

Wear mask.

No more than 3-5 students per washroom based on capacity

Wait in hallway if washroom at capacity

Wash hands before exiting

Use hand sanitizer when entering classroom

Caledonia Secondary School: Cohorting Plan for Return to School September 2020

Format:

1. Courses will be quartered (a Copernican schedule) to run for a duration of 9 weeks.
2. Students will take up to two courses at a time under this format, with classes running in the morning and afternoon.
3. In each quarter, students will be placed in a home cohort in one of their blocks. As they are only moving from one class to another, the class that is not their home cohort will require everyone to wear masks and to practice social distancing where possible. This will result in masks being optional in their cohort block class, and mandatory for all students and staff in the non-cohort class. Cohort sizes under this plan would be in the range of 20 – 30 students as per class size limits under the Collective Agreement. Cohort classes will change each quarter based on enrollment in the block identified as the cohort class.
4. Breaks for students will be staggered in the morning and afternoon to limit the number of students out of class at any given time. Weather permitting, classes on a break will be encouraged to take their breaks outside. No social distancing will be required in the cohort class, but break times in the non-cohort classes will require social distancing. Breaks being taken in the school will be in assigned areas of the school to maintain appropriate distancing.
5. At lunch, students who are able will be encouraged to go home for their lunch to reduce the numbers of students in the school during that time. Masks will be required for students remaining in the school for lunch, and designated seating areas will be assigned through the school to help ensure social distancing wherever possible.
6. Flexible time at the start of the school day, and at the end of the day will allow for a staggered entry and exit from the school to reduce over-crowding in the hallways and entry/exit areas.

Parent Advisory Council Consultation:

A phone conversation was held with last year's PAC chairperson, [REDACTED], on Tuesday, August 18th at 9:00 am. The safety and cohorting/scheduling plans were discussed with the PAC chair, who was going to share this information with the other members of last year's PAC. Some concerns were raised by [REDACTED] with respect to the return to school planning:

- Density concerns – [REDACTED] is still strongly considering having her son enroll in distance learning for the coming year, in large part due to concerns about the crowding of students in the school, and their behavior outside of school in the community, which she feels is not in line with provincial expectations for social distancing and social bubbles. When we discussed her thoughts on a 50% density model as outlined in stage

3 of the provincial plan, with students attending school on alternating days, she was much more in favour of that plan, particularly in light of the provincial modelling for covid cases seeing marked increases in positive tests, particularly in younger demographics.

- Air quality – In Caledonia, there are many classes with no windows, and others with windows that do not open. She is concerned about what impact the lack of fresh air ventilation and circulation could have for potential spread of the virus.