

## **Ecole Mountainview Cohort Plan Summary**

### **August 19, 2020**

Ecole Mountainview will have 5 cohorts of two classes each. All but one grade 3 class and one grade 4 class (one cohort) are divided into Primary and Intermediate. For our first 2 days with students for orientation, cohorts will be assigned to either AM or PM orientation in the gym to accommodate physical distancing. 1 orientation session will need to have an additional cohort in the gym at the same time, but the two cohorts will be separated on either side of the gym and will not be combined to allow for appropriate physical distancing.

All teachers are assigned to a cohort, including non-enrolling teachers and the counsellor. Our EA, Library Assistant and FNSW are also assigned to a cohort and will support other classes/students. Again, all staff will be required to wear masks.

Because we have limited playground equipment for the over 200 students at EMV, use of the playground equipment will rotate amongst the cohorts each week to ensure students are able to limit physical contact. Recess and lunch will remain the same, but recess may be re-evaluated if deemed necessary.



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## EMV COVID-19 Safety Plan **UPDATED** August 21, 2020

Developed in accordance with WorkSafe BC COVID-19 Safety Plan, School District No. 82 COVID-19 School Site Safe Work Procedures, and CMSD PHASE 3: Site Specific School Plan Outline for Principals/Vice Principals.

Parents or guardians are expected to conduct daily self-checks for signs of COVID-19 virus on themselves and on their children before arriving at EMV.

Online self-assessment tool: <https://ca.thrive.health/covid19/en>

### The questions include:

1. Do you have cough?
2. Do you have a cold?
3. Are you having Diarrhea?
4. Are you having sore throat?
5. Are you having body aches?
6. Are you having a headache?
7. Do you have fever (Temperature 37.8 °C and above)?
8. Are you having difficulty breathing?
9. Are you experiencing fatigue?
10. Have you traveled recently during the past 14 days?
11. Do you have a travel history to a COVID-19 INFECTED AREA?
12. Do you have direct contact with or are you taking care of a positive COVID-19 Patient?

All students and staff who have symptoms of COVID-19 **OR** have travelled outside Canada in the last 14 days **OR** were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.

If you are sick, stay home and contact your Principal at 250-635-3115 or 250-615-2486

- If you have questions about whether or not you should be tested for COVID-19, use the self -assessment tool at <https://bc.thrive.health/covid19>.



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**Parent Correspondence for September Re-entry to EMV**

All students must have their form filled out before entry to EMV.  
Teachers and office will keep a copy of student information in case of emergencies.

**Student's name:** \_\_\_\_\_

\_\_\_\_\_ **Name** **Telephone number** \_\_\_\_\_

**Emergency contact 1** \_\_\_\_\_ # \_\_\_\_\_

# \_\_\_\_\_

**Emergency contact 2** \_\_\_\_\_ # \_\_\_\_\_

# \_\_\_\_\_

**Who will normally pick your child up from school at 3pm?** \_\_\_\_\_ # \_\_\_\_\_

**Alternative pickup** \_\_\_\_\_ # \_\_\_\_\_

**I agree to conduct a daily self-check on myself and my child for symptoms related to COVID-19 before arriving to EMV.** \_\_\_\_\_

(print full name)

(signature)

Date: \_\_\_\_\_



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**What if the student develops symptoms of COVID-19 at school?**

1. Remove the child from the room and call Admin. Local 7423
2. Everybody washes their hands and the teacher takes the rest of the students outside.
3. Staff responsible for facility cleaning (spot cleaners) must clean and disinfect the space where the student was separated and any areas used by them (class, bathroom, common areas).
4. Admin will bring a face shield and escort the child to be isolated from others
5. Isolation space is outside at the front entrance.
6. Secretary **under the direction of the Principal** calls parents immediately to pick-up child with symptoms as soon as possible without delay.
7. Provide the student with tissues to cover their coughs or sneezes. Throw away the used tissues ASAP.
8. **Once student is picked up from school, admin practices diligent hand hygiene and has the seat that the student was using sanitized.**
9. Parents contact 811 or local public health unit to notify them of a potential case and seek further **direction**.
10. If a child has been tested positive for COVID-19, a letter to families will be sent home ASAP.

**What if a staff member develops symptoms of COVID-19 at work?**

**Staff should go home as soon as possible**

1. Staff member calls and notifies Admin of their symptoms: Local 7423
2. Admin will take students **who are under the teacher's care** outside immediately.
3. **Teacher shall** use tissue, face shield or face mask to cover nose and mouth while waiting to be picked up.
4. Staff member notifies First Aid attendant (M. Balala -Rm#13 Local 7413. Call EMV 250-635-3115)
5. Staff will separate themselves into an area away from others (go outside, go to your vehicle, go to the gym)
6. Maintain a 2 metre distance away from others and practice good hand hygiene.
7. Staff responsible for facility cleaning (custodian) must clean and disinfect the space where the **staff member** was separated and any areas used by them (class, bathroom, common areas). The custodian will be starting at 12PM to ensure frequently touched surfaces are appropriately disinfected as per industry guidelines.
8. Contact 811 or local public health unit to notify them of a potential case and seek further **direction**.
9. If a teacher has been tested positive for COVID-19, a letter to families will be sent home ASAP.



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### **Pickup/Drop off**

Parents must conduct a self-assessment on their child's health each morning before arriving to Ecole Mountainview.

Online self-assessment tool: <https://ca.thrive.health/covid19/en>

- All teachers greet their students at 8:55 and encourage social distancing. Teachers will greet families to help promote appropriate physical distancing while in line.
- Students arrive at EMV at 8:55. Parents/guardians will bring their children to school and wait at the designated spots by the mudroom doors with their children.
- Warning bell 8:55
- Students will line up outside of their mudroom doors when they arrive in the morning, practicing physical distancing as they wait to be invited into the building.
- Classes enter one at a time- youngest to oldest. Teachers manage students entering building.
- Students wash their hands immediately as they enter the classroom, with physical distancing as they wait for their turn.
- Students hang their bag/jacket on the back of their classroom chair.
- Students do not use mudrooms. They may leave their outside shoes along a wall of the classroom.
- Parents or guardians pick up their children at 3:00pm at their designated entrance.
- Students wash their hands before leaving the building
- Parents and guardians maintain social distancing of 2 meters as much as possible. If your child is going to walk home, parents must send written permission for [redacted] at EMV: [redacted]

### **Attendance**

- Teachers will complete their attendance on paper by 9:15
- Teachers may send one student to bring their attendance sheet to the office
- The school secretary will phone the parents/guardians of students who are expected at school but are absent.

No visitors, public, parents, or guardians in the school. Please call or email if you need to reach us.

Phone Number: 250-635-3115

Email: [emv@cmsd.bc.ca](mailto:emv@cmsd.bc.ca)



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### **Children should wash their hands...**

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

### **Physical Distancing and Preventative Measures**

- Desks and tables will be set up, allowing for the maximum distancing within the classrooms
- Chairs will stay at desks at the end of the day
- Students will only sit at their own designated spot while in the classroom
- Physical distancing in the hallways will be followed as much as possible with arrows and stickers on the floor identifying 2-meter distances.
- To limit contacts within the school, students and staff have been assigned to cohorts of no more than 60. Students and staff may interact with others from outside their own cohort, but must practice physical distancing or wear a mask when physical distancing is not possible.
- Students in classrooms and within their own cohort are encouraged to practice physical distancing, but this may not be feasible within the classroom setting.
- We recognize that maintaining this 2-meter distance throughout the day with children is difficult and emphasis will be placed on frequent and thorough hand hygiene and no physical contact.
- Staff will be required to wear masks when interacting with others outside their own cohort, when physical distancing is not possible. Masks will be made available to any staff member who requests them.
- Recess and lunch will not be staggered, but the limited playground equipment will be rotated between the cohorts each week to decrease possible physical contact.

### **Common Areas/Equipment**

Computer Lab	<ul style="list-style-type: none"> <li>• CLOSED</li> </ul>
Photocopier	<ul style="list-style-type: none"> <li>• Wash hands before entering the photocopy room</li> <li>• One staff member limit</li> <li>• The custodian will wipe down surfaces</li> </ul>



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Gym	<ul style="list-style-type: none"> <li>• Classes will have use of the gym as per the weekly schedule</li> <li>• No cleaning of gym equipment between classes is required at this time, but good hand hygiene will be encouraged prior to entry</li> </ul>
Staff Room	<ul style="list-style-type: none"> <li>• Wash hands upon/before entering</li> <li>• 4 people at a time.</li> <li>• Try not to linger so that everybody gets a chance to use the space – perhaps eat your lunch outside or in your classroom</li> </ul>
Microwave	<ul style="list-style-type: none"> <li>• The custodian sanitizes surfaces after lunch.</li> </ul>
iPad Cart	<ul style="list-style-type: none"> <li>• Morning/Afternoon rotation</li> <li>• Tablets are sanitized with Morning Mist before being put back in the cart.</li> <li>• The custodian will appropriately sanitize all tablets that have been used/touched by 2pm.</li> <li>• We will divide tablets between the two classes in the same cohort; option of doing a two-classes-at-a-time rotation.</li> </ul>
Library	<ul style="list-style-type: none"> <li>• No class activities in the library</li> <li>• Students will be able to exchange books practicing physical distancing and good hand hygiene</li> <li>• Teachers may continue to use the library and are encouraged to practice good hand hygiene before entering the space</li> </ul>
Classroom libraries	<p>"There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products." (COVID-19 Public Health Guidance for K-12 School Settings)</p> <ul style="list-style-type: none"> <li>• Teachers may choose to have a shared library or use book bins</li> <li>• If teachers have a shared library, they leave books near the sanitization station in their classroom for sanitization of the cover by spot cleaners</li> </ul>
Water fountains	<ul style="list-style-type: none"> <li>• Refill stations only</li> <li>• Plastic cups are available in the staff room for students who forget their water bottles</li> </ul>
Mudroom	<ul style="list-style-type: none"> <li>• Not for use</li> <li>• Students keep their personal items at their desk</li> <li>• Students can line their outside shoes up along a classroom interior wall</li> </ul>

### **Bathroom Etiquette**

- Staff will only use staff washrooms across from photocopier.
- Please leave the door propped open for convenient hand washing access.
- Staff will make sure to wash their hands before they leave the bathroom.
- Follow COVID-19 handwashing guidelines as posted.
- Students will be permitted to use the washroom one at a time.
- Students will move a cone off of the taped "x" to a spot in front of the bathroom entrance to indicate that



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the bathroom is occupied. Students waiting to use the bathroom will stand on the "x" until the washroom is free.

- Students must wash hands properly in the bathroom before returning to the class.
- We acknowledge that younger students may need support with exercising appropriate hand hygiene. To help support our younger students, teachers may choose to have them demonstrate how they washed their hands in order to receive a sticker (this way teachers can monitor handwashing procedures to ensure adequate hygiene).







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## **Student Belongings**

- We will minimize the amount of supplies and materials coming to and from school.
- Students will come to school with all food (snacks and lunch) in disposable containers such as paper bags or zip-lock bags. Students are not to bring food for the class from home and are not to share their lunches or snacks.
- All food items will be disposed of in the trash. Students will not use recycling bins or compost bins.
- Students are required to bring a reusable water bottle to school. Drinking fountains are only available as refill stations
- Please do not bring any additional items (toys, lunch kit, devices etc.) to school
- There will be no in-class show and tell
- Kindergarten students must bring a spare change of clothes in a zip-lock bag. These items will be stored in the classroom.

## **School supplies:**

- EMV is providing most of the school supplies required for our in-class instruction to help reduce the amount of things coming and going between sites.
- At EMV we will be providing new pencils, tempura paints, paint brushes, and crayons for colouring.
- Students are NOT required to bring duotangs, journals, or work from previous classroom activities.
- DO NOT SEND A PENCIL CASE TO SCHOOL WITH YOUR CHILD

## **Students are requested to bring the following items to be left at school in their supply bins:**

- Scissors
- 1 glue stick
- One pair of inside shoes
- Reusable water bottle
- Appropriate clothing for outdoor activities



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## Support services/counselling management

### Grades K to 3

- [Rhythms & Routines](#)
- [Finding Feelings](#)
- [Calm Breathing](#)
- [Tense & Relax](#)
- [Movement](#)
- [ALL](#)

### Grades K to 3: French Translation

- [Établir des routines](#)
- [Reconnaître ses sentiments](#)
- [Respiration calme](#)
- [Tendre et détendre](#)
- [Aider les enfants à bouger](#)
- [TOUS](#)

### Grades 4 to 7

- [Rhythms & Routines](#)
- [Finding Feelings](#)
- [Calm Breathing](#)
- [Tense & Relax](#)
- [Movement](#)
- [Helpful Mindset](#)
- [ALL](#)

### Grades 4 to 7: French Translation

- [Établir des routines](#)
- [Reconnaître ses sentiments](#)
- [Respiration calme](#)
- [Tendre et détendre](#)
- [Aider les enfants à bouger](#)
- [Adopter une attitude constructive](#)
- [TOUS](#)

### Everyday Anxiety Strategies for Educators (EASE)

<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/child-teen-mental-health/ease>



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## COVID-19 Guidance for K-12 Schools:

### A Summary of School-Based Control Measures

	<p><b>1. STAY HOME WHEN SICK</b></p> <p><i>All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.</i></p>		<p><b>4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT</b></p> <p><i>Spread children out to different areas.</i></p> <p><i>Take them outside more often.</i></p> <p><i>Stagger lunch times. Incorporate individual activities.</i></p> <p><i>Remind children, "Hands to Yourself!"</i></p>
	<p><b>2. HAND HYGIENE</b></p> <p><i>Everyone should wash their hands more often!</i></p> <p><i>Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.</i></p>		<p><b>5. CLEANING AND DISINFECTION</b></p> <p><i>Clean and disinfect frequently touched surfaces at least twice a day.</i></p> <p><i>General cleaning of the centre should occur at least once a day.</i></p> <p><i>Use common cleaning and disinfectant products.</i></p>
	<p><b>3. RESPIRATORY AND PERSONAL HYGIENE</b></p> <p><i>Cover your coughs.</i></p> <p><i>Do not touch your face.</i></p> <p><i>No sharing of food, drinks, or personal items.</i></p>		

Thank you to all students and families, as well as staff, for strictly adhering to our Safety Plan and Guidelines. It is all of our responsibility to maintain our preventative safety measures. Merci!