

## **Safety Protocol – KCH**

**2020 - 2021**

**COVID 19**

### **Communication – Parents**

All parents will be contacted by the school to see if the students will be returning in September. (By Administrator) If yes, the school secretary will call back with an appointment date and time for contract signing with the parent and student.

New students/families who would like to register will be directed to me.

All information on MYEDBC is current for address, email and phone numbers of existing students.

Will continue to communicate with parents via website, email or phone.

### **Communication – Students**

All students/parents will be contacted by the school during the first week to set up a meeting for re-entry.

All information is current with students from 2019-2020 school year. Emails and cell numbers.

### **Communication – Staff**

All staff communicate either through Microsoft Teams, text, phone or emails.

Constant communication and collaboration. Will be made aware of returning/new students. Safety protocols for themselves and students.

### **Entrances/Exit:**

All Staff and students will be entering and exiting through the front door.

Masks must be worn in hallways at all times by students, staff and guests to the school who have appointments.

Upon arrival Staff/students/guests will proceed to a designated washing station.

**\*\* KCH enrolls no more than 60 students. There will be nine staff in attendance on a daily basis. As we do not exceed the 120 people for a cohort, the students will be allowed to work in a classroom of their choice (not exceeding 15 students per room.) KCH will be one cohort.\*\***

**Visitors/Public/Parent-Guardians:**

There will be no access to inside the school for the above groups unless there has been a scheduled appointment. Safety protocols will be communicated and displayed. **\*\*\*Masks must be worn upon entering and hands will be sanitized at a washing station.\*\*\***

**Cleaning:**

Regular cleaning and disinfection of surfaces. There is a spray bottle at the photocopy machine to disinfect the copier and each classroom will have a bottle of disinfectant for tables, etc.

**Open/Closed Spaces:**

All spaces are open with physical distancing and staff supervision. Youth Support Worker rooms are available by appointment. There is enough space to meet with one student at a time with a safe distance in their offices.

**Class Organization:**

Staff are designated to no more than 15 students in their classroom at one time. If students from another room need assistance, there will be space designated in the classroom for asking questions, etc.

**Lockers:**

There will be access to lockers. Reminder purses, backpacks must be housed in the locker during instructional time.

**Washroom Protocols:**

The student bathrooms are accessible throughout the day. Each bathroom is equipped with soap and paper towels.

**Transitions:**

Students will transition on their own throughout the school. Following the protocol of safe physical distancing.

**Water Fountain:**

The water fountain will only be used to fill up a water bottle using the filling station. No drinking from the water fountain will be permitted.

**Photocopier** – The students are permitted to pick up their photocopied work in the multi-purpose room maintaining physical distance.

**Food:** There will food and drink allowed in the classroom. Students may bring in a water bottle and fill it up in the water station.

**Recess:** All students must wash hands/hand sanitize upon entry and exit of any room in the school. If a student vapes/smokes there will be NO sharing of vapes or cigarettes. The students will not be allowed in groups; they must be physically distanced. They will be monitored by myself or a Youth Support Worker.

**SMOKING/VAPING – MUST BE IN THE DESIGNATED AREA OFF THE SCHOOL GROUNDS**

**Mac's/Shell:** students may go to Mac's if they choose to during break. Upon entry students will go to hand washing station.

**PHYSICAL AND SOCIAL DISTANCING MUST BE FOLLOWED**

**REMINDER:** No consumption of Energy Drinks during the school day.

**Lunch** - Designated spots with safe social/physical distancing protocol. All utensils, dishes, etc. will be set up at their space and lunch will be served in an orderly and safe fashion.

**Clean-up:** students will scrape dishes, etc., and put in gray bins.

### **Fire/Emergency Protocols:**

The students and staff will follow the same guidelines, making a conscious effort to remain socially/physically distanced. Designated safety areas will remain the same.

Sponsors will continue to be responsible for taking the attendance and providing it to the school secretary

### **First Aid:**

Band Aids, ice packs will be made available if necessary.

If there is an emergency an adult will assist the student. A safety mask and gloves will be worn. The adult will assess the situation. Parents will be contacted and medical personnel will be contacted if necessary.

**Bus:** Students who ride the school bus will ensure that they follow the safety protocol of the bus company. Students who wait for the bus afterschool will have to follow safe social and physical distancing protocols.

**\*\*All students who ride the school bus must wear the mask before entering the bus and until the bus is at the destination and the students are off the school bus.\*\***

**Sickness:** If a student becomes ill or shows symptoms of being sick, parents will be contacted and student will be sent home.

**\*\*\* Continuing with KCH practices and procedures. If a student is unable to attend their assigned day, contact must be made with the school secretary. Please leave a message on the school answering machine.**

**Cheryl.skendz@dnisd.bc.ca or 250-632-2211**

## KCH – Cohorts 2020-2021

**\*\* KCH enrolls no more than 60 students. There will be nine staff in attendance on a daily basis. As we do not exceed the 120 people for a cohort, the students will be allowed to work in a classroom of their choice (not exceeding 15 students per room.) KCH will be designated as one cohort.\*\***

## Parent Advisory Committee

As KCH does not have a formal Parent Advisory Committee we do communicate with parents on a regular basis in person, phone calls, emails, website, and letters sent home.

In the beginning of the school year, a parent and student meet with select KCH staff to go through all paperwork and expectations and guidelines of KCH. Through this process, we establish relationships and connections to the family.