

## BREAKS AND LUNCH

Staggered breaks

Physical distancing to be practised and 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

Face-to-face contact to be avoided

Crowding to be avoided

## 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

Physical distancing to be practised

Space to be maximized

Face-to-face orientation to be minimized

Masks to be worn unless individual is at work station 2 m from other people or individual has safety barrier between her/him and other individuals

Activities requiring physical proximity or contact to be minimized

Students engaged in singing (Choir or Musical class) to wear masks

Band students to be 2 m apart

High-intensity physical activities (sports, dance) to

- require physical distancing
- minimize close proximity or contact
- be replaced by low-intensity activities
- be conducted outdoors if possible

## 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 lunch break 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

- Keyboards & laptops
- Tops & rims of desks/tables/counters
- Arms and top backs of chairs
- Washroom door handles/push areas, locks, faucets
- Stairwell handrails
- Water-station handles and buttons
- Door handles/push areas
- Light switches
- Cabinet handles
- Telephones
- Photocopy machine control panels and lids
- Physical Education equipment

## COHORTS

Records of class lists and “cohorts” and attendance to be maintained to enable tracing as required

Physical distancing and wearing of masks required

Activities requiring physical proximity or contact to be minimized

## COUNSELLING AREA

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

A-K	rachel.mulder@cmsd.bc.ca	250-635-6531 ext 8056
L-Z	patsy.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

## DAILY HEALTH CHECK

Parents are to ensure the student does an active daily health check and stays home if the answers are not satisfactory for safety requirements.

Staff members are to sign off on an active health check for each day at work. Staff are to remain at home if they can not sign off on a health check satisfactory for safety requirements.

## 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—distancing and masks

All staircases available for exit routes during evacuation

## ENTRANCES AND EXITS

Entry at the start of the day through 3 main doors.  
Hand-sanitizing materials available at each entrance  
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

While masks off for individuals to eat or drink, they are to avoid face-to-face orientation and they are to use physical distancing.

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)

If continued, canteen program to proceed as per guidelines and FoodSafe requirements

## HALLWAYS

Physical distancing and masks required  
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  
Crowding and face-to-face contact to be avoided

## 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.

### MASKS

Appropriate face masks covering the nose and mouth are to be worn at all times, with the following exceptions:

- when an individual is at a work station 2 m from all other individuals
- when an individual is behind a barrier
- when an individual is eating or drinking

Masks are to be used in addition to physical distancing, not in lieu of physical distancing.

In the case of one of the exceptions, when the individual is not wearing a mask, physical distancing is to be maintained and face-to-face orientation is to be avoided.

### OFFICE INSTRUCTIONS

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

clarissa.wight@cmsd.bc.ca	250-635-6531 ext 8058
michelle.anger@cmsd.bc.ca	250-635-6531 ext 8051
tanya.duffy@cmsd.bc.ca	250-635-6531 ext 8050

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 in addition to physical distancing (not in lieu of physical distancing)  
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
- Chills
- New or worsening cough
- Difficulty in breathing, or shortness of breath
- New muscle aches or headaches
- Loss of sense of smell or taste

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 ensure recording of 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