



Covid-19 Safety Procedures for Building Entry and Occupancy for Nechako

Updated Feb.16/21

Staff Entering at Nechako

- Please use side teacher entrance
- Please enter and exit one at a time leaving the entrance one at a time
- When you enter sign in at the office (optional). Use the hand sanitizer provided

Physical Distancing

- Please maintain at least a 2-metre physical distancing between staff
- Staff and other adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a non-medical mask. This includes during break times and in meetings.
- The physical distancing is applicable at all times. Please follow the maximum capacity below and mindful of others.
- Any meetings being held must be mindful of physical distancing
- Hallways are divided and arrows indicate the direction to walk
- In the hallways, walk single-file on the right side of the hallway (follow the arrows).
- Staff should proceed to their work space (classroom/office) as quickly as possible
- Student should eat snacks in their classroom and take all breaks outside
- Maximum of two students in the washrooms at one time
- Within learning groups, physical distancing should include avoiding physical contact, minimizing close, prolonged, face-to-face interactions, and spreading out as much as possible within the space available.

- Outside of learning groups, physical distancing should include avoiding physical contact and close, prolonged face-to-face interactions, spreading out as much as possible within the space available, and ensuring there is 2 meters of space available between people from different learning groups.

- Unless staff members belong to the same learning group, they should maintain physical distance (2m) from one another at all times. Masks are not a replacement for physical distancing between staff from different learning groups.

Students

- Be vigilant of students maintaining social distancing in hallway and following the arrows
- For elementary school students, the student or parent/caregiver should determine whether or not the student should also be wearing any PPE when receiving services in close physical proximity.

Staff in all sites

- Max occupancy of staff room will be 4 people at a time for social distancing
- Max occupancy of office is 3 and max occupancy for photocopy room is 2
- Only one person can enter the front office at one time.
- A two-meter distance from staff in the office must be maintained.
- Ensure staff practice physical distancing (2m) during face-to-face meetings. Staff are required to wear masks when indoors, unable to maintain social distance, and a barrier is not present.
- Staff meetings, in-service and professional development activities, and other staff-only gatherings should be held virtually whenever possible.
- The number of participants gathered, and the length of the gathering should be minimized as much as possible.

Hand Washing/Hygiene

- All staff must wash their hands immediately upon entering the building.
- Students will go from their line up to their classroom and wash their hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- No water fountains will be available. One Water fountain bottle fill station will still be available for student and staff use.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands afterwards.
- Hand washing should occur:

- o When they arrive at school and before they go home
- o Before eating and drinking
- o After using the toilet
- o After sneezing or coughing into hands or tissue
- o Whenever hands are visibly dirty
- o When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).

Lunchtime

- It is suggested that staff and students, not leave the building during the day for such things as lunch, etc.
- If a student or staff member leaves, they must follow the entry routine again when returning to the building.
- All students will be encouraged to bring their snack and lunch from home.
- Students in different Cohorts will eat on opposite sides of the MPR
- Utilize floor markings and signage to direct traffic flow and prevent crowding (e.g. in the break room, by the photocopier, moving into the MPR room etc.).

Interacting with Cohorts

- During break times (e.g. recess,) students may want to socialize with peers in different cohorts.
- Elementary-aged students are less able to consistently maintain physical distance. Outdoors is a lower-risk environment than indoors.
- Students from different cohorts may be required to be together to receive beneficial social supports, programs or services (e.g. meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support, program or service continues.

- Unless staff members belong to the same learning group, they should maintain physical distance (2m) from one another at all times. Masks are not a replacement for physical distancing between staff from different learning groups.

School Gatherings/Transitions

- School gatherings should occur within the cohort.
- Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome.
- Additional people should be minimized as much as is practical to do so.
- These gatherings should happen minimally.
- Schools should seek virtual alternatives for larger gatherings and assemblies
- Configure classroom and learning environment differently to maximize distance between students and adults (e.g., different desk and table formations). Seating arrangements where students directly face one another should be avoided where possible.
- Take activities that involve movement, including those for physical health and education, outside.
- Offer manipulatives and items that encourage individual play, and that can be easily cleaned and reduce hand-to-hand-contact and cross-contamination.

Cleaning and Sanitizing

- Cleaning supplies will be made available, as possible.
- There will be a custodian for cleaning from noon to 2:00 pm.
- There will be NO sharing of supplies. This includes such things as pens, pencils, water bottles, snacks, etc.

Communication

- All Health and Safety information will be emailed to staff and posted in the Staff Room
- Student specific Health and Safety plans will be emailed home to Parents/Guardians and reviewed by staff with students upon their entry into the building.

- Medical Health Officers are physicians who work within health authorities and have authority and responsibilities outlined in the Public Health Act. These include directing the public health response of local public health threats, like COVID-19. School medical officers are Medical Health Officers who have additional authority and responsibilities outlined in the School Act. They are responsible or directing the local public health response to any public health threat that affects schools, like COVID-19 and other communicable diseases. Every school has a school medical officer. The principal or superintendent do not make decisions unless informed by the Medical Health Officer.

Parents, Visitors Entering the Building

- Parents, guardians, or guests will be restricted from entering the building. If they must enter the building, they must be asked a series of questions based on the BCCDC to determine if they have any key symptoms (Do you have fever, cough, chills etc).
- Parents, guardians, guests are asked to call the school from the front doors where they will be met and helped.
- All adults entering the building must wear non-medical mask if they enter the school.
- All entrances to the school will be locked. Only staff and students are permitted. Again, we are required to limit contact other than students and staff. We would love to see you, but we are being COVID SAFE! We cannot permit volunteers or anyone that is not employed by the School District.
- If you have to come to the school, the phone number is listed on the front door. Please call in or knock on the door of the main entrance near the office. 250-632-2912. All visitors must sign in at the office. All visitors must confirm they have no symptoms of illness and are not required to self-isolate before entering. All visitors must wear a non-medical mask when in the school and practice physical distancing.

You can email or call with questions, concerns or inquiries.

Daily Health Checks

- Parents must complete a health check on their child/ren daily for any key symptoms (fever, chills, cough or worsening of chronic cough, vomiting, or diarrhea. If a student arrives at school with any of the above symptoms, they will be sent to the office and must be picked up immediately. The student will wait at the office until they are picked up. If they are experiencing any of these symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.
 - Parents and caregivers should assess their children daily for illness before sending them to school.
 - Parents/caregivers and students can utilize the provincial K-12 Health Check app for daily assessment of symptoms.
 - Schools are not required to verify that the student health check has occurred every day or require that parents/caregivers submit a daily health check form.
- Staff and other adults are required to complete an active daily health check, in line with the Provincial Health Officer's Order on Workplace Safety, prior to entering the school.
 - School and district administrators are required to verify that staff and other adult health checks have been completed before they enter the school.
 - An entry check poster for worksites, and additional information on health checks for workers available on the WorkSafeBC website.
- If a student, staff or other adult is sick, they must not enter the school.

Staff and Students

Staff and adults should assess themselves daily for key symptoms of illness prior to entering the school including: fever, chills, cough or worsening of chronic cough, sneezing, vomiting, diarrhea, shortness of breath, or loss of smell. If you are experiencing any of these symptoms you should remain at home for 24 hours from when the symptoms start. If the symptoms improve; you may return to school when you feel well enough. If the symptoms persist or worsen, seek a health assessment.

Backpack Contents and Personal Items

- Students should only bring items that are necessary, lunches, snacks a change of clothing and planner. No toys, no show and share items and no personal devices. We are required to limit items that enter the school. This is very important!
- Items brought regularly to and from school should be limited to those that can be easily cleaned (e.g. reusable food containers) and/or are considered to be low risk (e.g. clothing, paper, etc.).
- Staff and students should not share personal items (including electronic devices, writing instruments, etc.)

Libraries

- Laminated or Glossary paper, plastic covers (e.g. DVDs) are low risk items. Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.
- Schools should install a barrier made of transparent material at the library check out desk if physical distance cannot be regularly maintained.

Music Programs

- Physical contact is minimized for those within the same learning group and students and staff are spaced as far apart as possible.
- No in person inter school competitions /performances/events should occur at this time.

Busses

Operating as per normal. We'll send home the new bus forms in the first few days. If your child is not yet registered for the bus, ask the bus driver to accept them and we will ensure the paperwork comes home for completion. Children will enter at the back of the bus and exit at the front to reduce contact. You are welcome to have your child wear a mask on the bus. Elementary students DO NOT have to wear masks on the bus or at school it's a personal choice.

- Prioritize students sharing a seat with a member of their household or learning group. If space is available, students should each have their own seat (unless sharing with a member of their household).

Frequently Touched Services

Items used by multiple students and staff, including doorknobs, light switches, hand railings, water' fountains, faucet handles, toilet handles, tables, desks, chairs, manipulatives and toys.

- Students and staff should be encouraged to bring an individual, filled water-bottle or other beverage container to school each day for their personal use to support to support hydration needs.
- Re-filling water stations can be used to re-fill personal containers (these should not include washroom sinks or other water sources not typically used for drinking water).
- Water fountains where a person drinks directly from the spout should be used minimally, and only if no other means of water access are available. Hand hygiene should be practiced before and after use.
- Access to water and to washrooms should not be restricted.