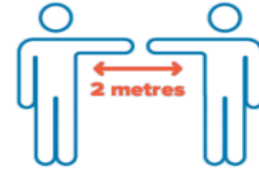


# 2020/21 ALF – Site Specific Safety Plan

ALF will open in Stage 2 with the goal of maximizing in-class instruction for all students according to the revised public health guidelines to reduce the risk of COVID-19 transmission. Having students in the classroom helps to minimize learning gaps and provide the academic, social and emotional supports essential for learning. (SD83 COVID 19 Return to School Safety Plan)

## STUDENT SAFETY CONSIDERATIONS AT ALF



Schools are considered a controlled environment by public health. This is because schools include a consistent grouping of people.

### **COHORTS (learning groups)**

Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. This can be accomplished in our K-12 school settings through two different but complementary approaches: **cohorts** and **physical distancing**.

Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.

- In High Schools, a cohort can be composed of up to 120 people.
- Cohorts can be composed of students and staff.

School administrators should determine the composition of the cohorts. Within the cohort, minimized physical contact should be encouraged, but a two-meter physical distance does not need to be maintained.

Cohort composition can be changed at the start of a new quarter, semester or term in the school year. Outside of these, composition should be changed as minimally as possible, except where required to support optimal school functioning. This may include learning, operational or student health and safety considerations.

School District 83 administrators must keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.

### **Classroom Considerations:**

Consistent seating arrangements are encouraged within cohorts where practical. This can assist public health should contact tracing need to occur.

Within cohorts, physical distancing is not an expectation for students of School District No. 83 as per Ministry Direction. At the same time, *it is important that we do what we can to try to assist children to understand the importance of minimizing the frequency of physical contact with one another.*

## **Cross-Cohort Scenarios:**

Those outside of a cohort (i.e. prep teachers, remedy teachers, music teachers, TTOCs, casual support staff, etc.) must practice physical distance when interacting with the cohort. **For example, a teacher can teach multiple cohorts but should maintain physical distance from students and other staff as much as possible.**

Two classes from different cohorts can be in the same learning space at the same time if a two-metre distance is able to be maintained between people from different cohorts.

In High Schools, students can socialize with peers in different cohorts if they can maintain physical distance. Students must maintain physical distance when socializing with peers in different cohorts. High School students are expected to be capable of consistently maintaining physical distance when it is required. *If a student is unable to physically distance*, the student should socialize within their cohort or where they can be supported to physically distance.

## Daily Routines

### **ALF COHORTS:**

Cohort 1: Grade 11/12

Cohort 2: Grade 9/10

Cohort 3; Grade 7/8

### **Arrival Procedure:**

Students will be asked not to walk to or be dropped off at the school site before 8:45am. At 8:55, grade 11/12 cohort will be allowed to enter the building through their designated entrance and go directly to class. At 9:00, grade 9/10 cohort will be allowed to enter the building through their designated entrance and go directly to class. At 9:05, grade 7/8 cohort will be allowed to enter the building through their designated entrance and go directly to class. Students should not congregate in common areas such as hallways before going to class. While waiting for the school to be opened, students are encouraged to practice social distancing with their peers. Students will apply hand sanitizer prior to entering the building (Staff will oversee this process).

### **Late student arrival:**

ALF families will be reminded that late arrivals are *strongly discouraged*. Students who wish to gain access to the building after the day begins will be asked to come through the main entrance, sign in and sanitize their hands.

**ALF is a controlled space – exterior doors will remain locked during the day**

### **Entrance location designations by cohort:**

Grade 11/12 – Parking lot entrance

Grade 9/10 – Main entrance

Grade 7/8 - Gym/Backstage doors

**Class Transitions** – Teachers will ensure that all students are wearing masks before they transition to their next class. All staff and students are required to wash/sanitize hands before transitioning to another room.

## **Lunch Procedure**

All students will be required to wash hands/sanitize before eating lunch.

### **Cohort areas for eating:**

Grade 11/12 – Room 4/5/6

Grade 9/10 – Commons

Grade 7/8 – Room 23/24/25/12

Students are encouraged to go outside during lunch break and social distance when interacting between cohorts. Students will return to the building through their designated areas and wash/sanitize hands upon their return.

## **Dismissal Procedure**

Students will be dismissed in the following order:

3:20 - students walking home will be asked to leave the building.

3:25 - students being picked up by parents in vehicles will be asked to leave the building.

3:30 - students who are taking the bus will be asked to leave the building at which point they will begin lining up according to social distancing and administration/supervisor instructions.

## **General Administrative Duties at ALF:**

### **Student Washrooms**

- 2 students max
- Students will have washrooms designated for their classroom...this will ensure shared use across our building
- Hands must be washed after using the washroom

### **Staff Washrooms**

- 1 person max where possible. Only office staff will use the medical room washroom.
- Hands must be washed after using the washroom

### **Staff Rooms and Shared Spaces**

- Limit the amount of staff in shared spaces, including the following maximums: staff room (10), courtyard (30), Science Prep room (5)
- Please be respectful of maintaining 2m distance from others
- Hallways will be clearly marked with directional arrows to ensure safe movement throughout the building. Please follow these guidelines and take the extra time to move with care.
- All common items (dishes, cutlery...etc) will not be used by staff or students. Please bring your own from home each day.
- The dishwasher will not be used
- Dish towels will not be used

## Photocopy Rooms

- Photocopy rooms will be limited to a 2 person maximum
- Hand sanitizer should be used before using the photocopier or other equipment in the room.

## Office

- Access to the office will be limited to office/admin staff to ensure distancing.
- Admin will be available by text/Teams if communication is necessary. Staff will use their classroom spaces as locations from which to communicate whenever possible with the office.
- The office will be used for disciplinary matters when necessary. Office referrals will be completed by text, phone or Teams.
- Scott Anderson (250 832 0855) and Chris Matheson (250 833 7817)

## Student Lockers

- Student lockers will not be used. Personal belongings will be kept with students in classrooms in bags/backpacks. Personal belongings will go home with students each day.

## Play Equipment

- Any play equipment (balls, Frisbees...etc.) that are used by students during class or unstructured times should be sanitized after use. Sports and activities that encourage contact between students will be limited.

## Student Behavior

- In addition to the expectations we already have at school, students will also be expected to adhere to the new safety guidelines in place. Students that cannot follow the rules we have put in place to ensure everyone's safety will not be allowed to participate in in-class instruction.
- Students will have an expectations review by teacher/administration and a firm reminder that joking, horseplay, teasing and any purposeful attempt to spread germs will be handled with seriousness and consequences.

## Drinking Water

- Water fountains will be blocked off, students to bring water from home or use the water dispenser fountain by the gymnasium.

## Hand Washing - Staff and 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 washroom
- After playing outside
- After sneezing or coughing into hands

## Student Transportation on Buses

Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the [BCCDC's Cleaning and Disinfectants for Public Settings document](#). Additional measures should be taken, including:

- Encouraging private (e.g. parents or caregivers) vehicle use where possible to decrease transportation density.
- Bus line areas will be indicated outside and physical distancing while waiting for the bus will be enforced
- Have students sit in their own seat. - Students should be separated side-to-side and front to back. - Students from the same household can share seats if space is limited
- Letter from Transportation Dept. sent home to parents: [Bus Transportation](#)

## Coughing and Sneezing Etiquette

- Cough and sneeze into the crease of the elbow or tissue and dispose of tissue into waste bin.
- If there is not tissue available, cough or sneeze into the bend of your elbow, not your hand, wash hands immediately.

## Physical Distancing at ALF:

The following physical distancing strategies should be implemented where possible:

- Avoid close greetings (e.g. hugs, handshakes). Regularly remind students about keeping their “hands to yourself”. Encourage students and staff to not touch their faces.
- Take students outside more often.
  - Organize learning activities outside including snack time, place-based learning and *unstructured* time.
  - Take activities that involve movement, including those for physical health and education, outside.
  - Reassure students, parents and caregivers that playgrounds are a safe environment, and encourage appropriate personal hygiene practices before, during, and after outdoor play.
- For High Schools, consider arranging desks/tables so students are not facing each other and using consistent seating arrangements.
- Hallways will have directional arrows to guide safe movement throughout the building
- Parents and caregivers and other non-staff adults entering the school will enter only with an appointment. Hand hygiene, health check, a mask, and maintaining physical distance will be enforced.
- Discourage any food or drink sharing (“breakfast program” items such as granola bars and juice boxes will be provided in classrooms, rather than the café at this time)

## School Gatherings

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 (i.e. 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.
- Staff should seek virtual alternatives for larger gatherings and assemblies.

## STAFF RESPONSIBILITIES:

**Employers** are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

**Workers** are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

## If A Child or Staff Member Is Ill

### When to Stay Home

Within normal educational settings, children and staff will often have influenza or other respiratory viruses with symptoms similar to COVID-19. For this reason, all children and staff who are ill with fever or infectious respiratory symptoms of any kind need to stay home and be assessed by their health care provider and tested for COVID-19.

If you are at all unsure of your status, the [COVID-19 Symptom Self-Assessment Tool](#) is a valuable resource to help assess whether you should be staying home.

When someone is symptomatic, they should [self-isolate](#) and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness.

'Quarantine' is a term typically reserved for persons who return from travel outside the country are at risk of developing COVID-19.

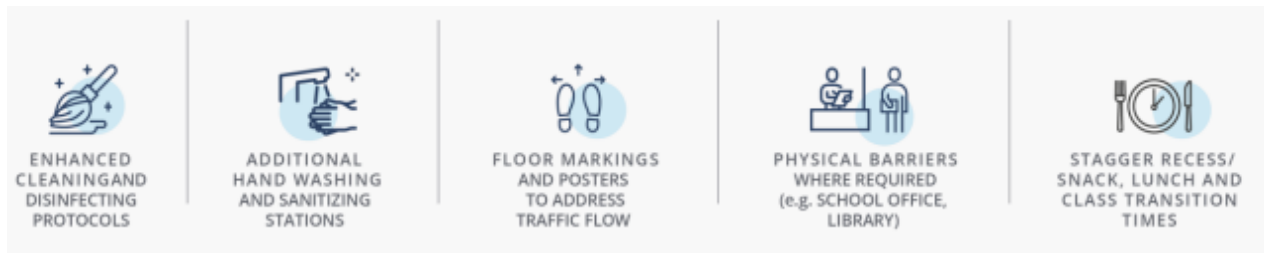
If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks. They will also ensure that children, staff, parents and caregivers have access to health care providers and that appropriate supports are in place.

Schools should NOT provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed by public health.

## IF A STAFF MEMBER OR STUDENT DEVELOPS SYMPTOMS AT SCHOOL

- Immediately inform the administration and separate the symptomatic staff or student from others in a supervised area. Use a tissue or mask to cover nose and mouth while moving in building.
- The Isolation Room will be used in these instances for students. Staff will leave the building immediately upon developing symptoms and informing the administration.
- If a student has symptoms, an admin member will contact the student's parent or caregiver to pick them up as soon as possible. An available staff member will wait near (but safely distanced from) the awaiting student and provide some reassuring feedback. We want this experience to be calm and not scary.
- Once the student is picked up, practice diligent hand hygiene and a custodial staff person must clean and disinfect the space where the student was separated and any areas recently used by them (i.e., classroom, bathroom, common areas).
- **Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.**

## STAFF SAFETY CONSIDERATIONS AT ALF



- Prior to coming to work, staff will complete a self-check to ensure they are not showing any symptoms of illness. If symptoms are noticed, staff will contact school administration immediately and not come in to work. **NO ONE IS TO COME TO WORK SICK**
- Staff will enter through the main school doors and sign in in the sign in book. Signing in and out is a requirement for contact tracing purposes.
- Staff who develop symptoms during the day will be sent home immediately.
- Masks will be required for staff and students in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their cohort whenever physical distancing cannot be maintained.
- Efforts will be put in place to ensure there is not crowding, gathering or congregating of people from different cohorts in a school setting, even if non-medical masks are being worn.
- All staff will maintain 2m distance from other adults that are not in their cohort and minimize close proximity to students.
- The office will be limited to clerical and admin staff whenever possible.
- Health and safety training and orientation of school district staff, including new employees and staff who work at multiple sites and/or across multiple cohorts in a school (i.e. counsellors, learning assistants, prep teachers, Education Assistants) will take place prior to students returning. These orientations will take place at schools on September 8 and 9.

- Current research reflects outdoor settings being less probable places to transmit the virus; spending more time outside is encouraged.
- Extracurricular activities including sports, arts or special interest clubs can occur if physical distance can be maintained between members of different cohorts and reduced physical contact is practiced by those within the same cohort. Inter-school events including competitions, tournaments and festivals, will not occur at this time. This will be reevaluated in mid-fall 2020. Please consider your own comfort with volunteering to run lunchtime clubs.

## ENVIRONMENTAL MEASURES

Cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. SD 83 and staff all have a joint shared responsibility to ensure our work areas are clean.

Schools should be cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings document](#).

This includes:

- General cleaning and disinfecting of the premises should occur at least **once a day**.
- Frequently-touched shared surfaces should be cleaned and disinfected at least **twice a day**. (e.g. door knobs, light switches, toilet handles, tables, desks, chairs, electronic devices, keyboards and toys)
- Clean and disinfect any surface that is visibly dirty.
- SD 83 will be utilizing [Vital Oxide](#) as the sanitizing agent in classrooms.
- Remove items that are not easily cleaned if possible (e.g. fabric or soft items).
- Empty garbage containers daily.
- Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- Wash hands before wearing and after removing gloves.
- Washrooms should be cleaned at **least twice a day** keeping in line with the high touch surface area protocols.

The Custodial Department shall supply each classroom, photocopy room, lunchroom with a premixed bottle of [Vital Oxide](#) and a green microfiber cloth. **SD 83 asks that all staff take a personal responsibility to keep and maintain your personal work area clean and sanitized.** Please take that extra minute to wipe down the photocopier after you have used it; wipe down your lunchroom table after you have finished lunch and after a meeting please wipe down table, keyboard and mouse. We must work together and keep each other safe.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution of books or paper based educational resources to students because of COVID-19.



## ADDITIONAL REQUIREMENTS

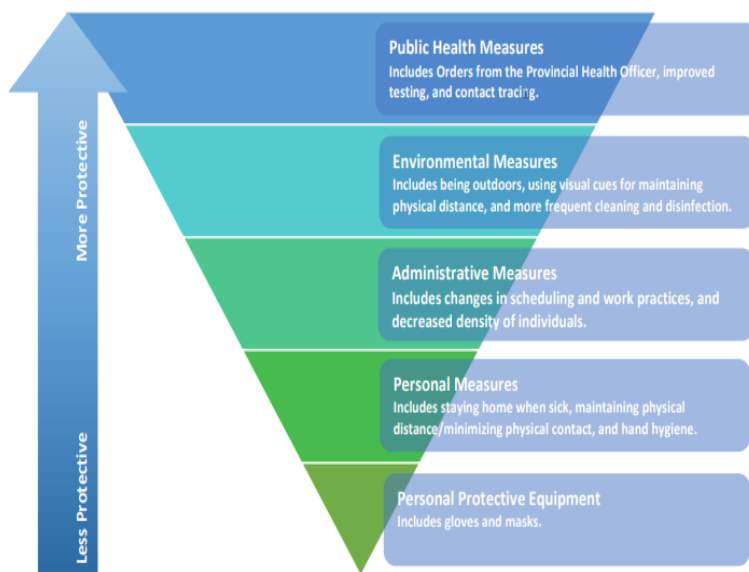
Plan to reduce the risk of transmission:

- Providing paper hand towels for hand drying only in staff areas (not tea towels). Students will use hand dryers in the washrooms
- Water fountains will be closed. Staff and students shall bring water bottles to fill at the filtered water dispenser or taps.
- Chromebooks will be sanitized after use.

## BC Ministry of Education Priorities:

1. Maintain a healthy and safe environment for all students, families and employees.
2. Continue to provide the services needed to support children in our communities.
3. Support vulnerable students who may need special assistance.
4. Provide continuity of educational opportunities for all students

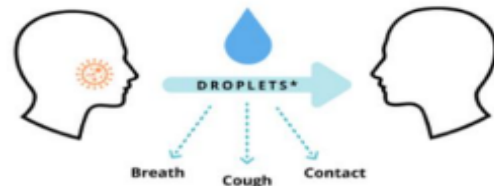
The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



## UNDERSTANDING THE RISK OF COVID-19

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.
- Prevention measures and mitigation strategies involving children must be commensurate with risk. This information is based on the best evidence currently available. It will be updated as new information becomes available. For up-to-date information on COVID-19, visit [the BC Centre for Disease Control \(BCCDC\) website](#).



## PROTECTING MENTAL HEALTH

Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It is important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

- [COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.
- [COVID-19: Staying Well in Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
- [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.
- [Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- [Taking Care of Your Mental Health \(COVID-19\)](#) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.
- [Life Works](#) SD83 EAP. Username: shuswapsd83 Password: healthy
- Talk to your Supervisor, Union Rep or HR Coordinator Health Safety and Wellness for assistance and navigation through these unprecedented times.

