

Updated February 26th, 2021

Pacific Spirit School COVID-Context Health and Safety Plan

Pacific Spirit School will follow the [2019 Novel Coronavirus \(COVID-19\) B.C. Public Health Guidance for Schools and Childcare Programs](#) as prescribed by the Health Officer and [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#).

All employees are required to read this document (including updates made during the year) and attend/read notes from our professional development workshop that occurred in the final week of August 2020. This was dedicated to a full review of the public health guidance for schools.

We will continuously review our **Health & Safety Plan** over the year.

The **Key Areas** of focus for schools based on reviews of school exposures to date (March 2020- current) are:

1. Prevent gathering or crowding.
2. Avoid close face-to-face contact whenever possible.
3. Assign staff to particular learning groups.
4. Ensure the use of masks does not reduce or replace participating in physical distancing between learning groups and other preventative measures, by both students and staff.
5. Ensure prevention measures are in place in staff only areas.
6. High intensity physical activity should occur outside whenever possible.

Program Overview: Stage 2 (Current)

We have two learning groups. The primary group (consisting of students Grades K-3) and the intermediate group (Grade 4-8).

Currently, elementary students are not required to wear masks in schools. Elementary students' mask use should be based on personal or family/caregiver choice.

Each learning group has less than 60 students/staff. Some include parents of the students who need that connection during transition and specialist educators.

We have staffed each learning group with a minimum of two certified teachers and two classroom assistants, as well as, learning group dedicated adjunct specialists, ensuring there is enough supervision to maintain health and safety guidelines. We also have at least one support staff per learning group to help ensure adequate cleaning/sanitizing and to supervise an isolation zone should any students exhibit symptoms.

All staff delivering in-person programming are required to review the following & a dedicated staff seminar will be held during staff week, to ensure full comprehension and understanding.

As always, we will provide a supportive school environment to support students to practice preventative measures. At school, educators will model the behaviors, we will share reliable information to parents, families and caregivers and we will promote required safety measures in the school through use of visual aids.

We have utilized outdoor learning to reduce in-class time and optimize physical distancing .There are a total of 6 toilets and 6 sinks per learning group which will also allow for adequate physical distancing and for proper handwashing.

Arrival and Departure

We have four entrances:

1. Loading Door - used by Oaks (grade 4-5) and
2. East Door- used by Cedars (6-7).

3. Playground Door - used by Maples (grades 2-3)
4. West Door - Used by Sages (K-1)

An Educator or CA will greet families outside their entrance. Attendance will be taken at the door.

Before entering the school: Reminders will be sent to parents, caregivers and educators to check that they themselves and members of their household are symptom-free. (They can utilize the provincial k-12 Health Check App for daily assessment of symptoms). Parents and caregivers will be asked to keep their child/ren home if anyone in their household is showing symptoms, and will be required to leave a message on the school line if they are staying home, noting specific symptoms.

Infrared thermometers will be kept on site and we will implement temperature-taking in stages 3 and 4, but not for stages 1 and 2.

A table with hand sanitizer is set up at each door and students, parents and educators sanitize their hands before entering the school. Masks must be worn by parents, volunteers and all staff upon entering the building.

Starting on **December 14th 2020**, all staff and volunteers must initialize a form (located at the entrance doors) confirming they have checked for symptoms.

When picking up a child/children, a parent or caregiver must check- in with the educator to let them know the child is leaving.

Currently, parents and students are not allowed to crowd in the parking lot or playground before and after school- even while wearing a mask. Playdates and visits are also forbidden under the current restrictions. .

Classroom Setup

There is a hand sanitizing station in each classroom, including a kit including disinfectant and paper towels. This ensures easy access for cleaning, or if someone needs to be isolated their areas of contact will be sanitized immediately.

In the Intermediate Learning Groups students are not sitting face-to-face with each other

and are constantly reminded to minimize physical contact.

In the Primary Learning Groups play areas are set up to maximize physical distancing and appropriately placed mats guide younger students to optimize distancing during circle times.

We take into consideration that young children may not be able to consistently reduce physical contact.

All tables and desk surfaces are sanitized at each transition throughout the day. This will also happen before and after each eating period that takes place indoors.

All students and educators bring their own supply of pencils, pens, markers, notebooks and computers. Everyone is reminded not to share supplies.

Outdoor Time

Students and educators are required to wash/sanitize their hands during any transition periods. Anytime they are leaving or transitioning to a new space. (Ie: Before they go outside, and when they re-enter the building through their designated door and before and after eating, etc.)

Lunch and Snack

Students and educators are required to wash/sanitize their hands during any transition periods. Anytime they are leaving or transitioning to a new space. (Ie: Before they go outside, and when they re-enter the building through their designated door and before and after eating, etc.)

Washrooms

Our space has a total of 6 toilets and 6 sinks per 10 children allowing for adequate physical distancing and for proper hand hygiene. Two students are allowed into the washroom at a time. We will ensure there is soap and paper towels available at all times. The waste receptacle are emptied each day. The frequently touched areas are be disinfected at least twice a day.

Promoting Proper Hand Hygiene

The use of soap and warm water is the preferred method to ensure hand hygiene, as hand sanitizer may not be effective in removing viruses from visibly dirty hands. If hand sanitizer is utilized, it must contain a minimum of 60% alcohol.

Children, staff and participating parents will wash or sanitize their hands:

- Upon arrival
- After using the toilet
- Before eating (including preparing any food)
- After being outside
- After sharing of any items
- Before leaving school

Promoting Proper Respiratory Etiquette

- Students have been taught proper respiratory etiquette and reminded/supported when necessary.
- Students are constantly reminded to cough or sneeze into a tissue or a bent elbow. The tissue is to be thrown into a waste receptacle immediately followed by hand hygiene.

Adequate tissues and hand sanitizer is maintained in a supervised location within the classrooms.

Cleaning & Disinfecting

- General cleaning (removing soil) and disinfecting (removing bacteria/viruses) of the premises will occur at least once a day.
- Frequently-touched surfaces are cleaned and disinfected at least twice a day or as required. (These include door knobs, light switches, toilet handles, tables, desks, chairs, keyboards and toys.) We have hired additional staff to clean frequently touched areas in the morning and/or middle of the day and already have school cleaners disinfect each evening.
- The tap in the brickroom is considered a water fountain, a high touch surface, and is cleaned regularly.

- In keeping with normal school cleaning protocols, any surface that is visibly dirty is cleaned.
- Limit or remove items that are not easily cleaned, such as pillows, blankets, costumes, stuffies etc.
- 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.

Food & Utensils

- As per our policy, there is no food sharing.
- No sharing of dishes, utensils, cups/water bottles. Students and staff must bring their own supplies and store in their own spaces
- We have removed cups from most classrooms. If classrooms request water jugs, only the CA or educator can fill up bottles. This is classified a 'high touch surface'
- Intermediate students may refill their water bottles from the sink in the brickroom.

Emergency / First Aid Supplies

- Our emergency backpacks and steel container will include face masks and hand sanitizers. Hand sanitizer will be kept in first-aid kits.
- We have created an **Isolation Area** First Aid Kit that contains face masks, hand sanitizer and PPE and an infrared thermometer. These are placed in both learning groups.
- An isolation area is set up in both learning groups for students or staff (to wait while arranging pick up) who have symptoms while at school.

School Supplies

- Students have brought their own school supplies and no sharing of materials is discouraged. Books and paper can be shared and provided by the school.

Staffing Considerations

We have planned our staffing to be adaptable for employees to stay home if they exhibit any symptoms, even if minor, and a resiliency support network amongst our families in the case the classes need to be cancelled due to staff shortages.

There is a designated school safety coordinator (amongst our team of 3 Health and Safety Officers) who would take charge of isolating anyone exhibiting symptoms until they can be taken home, and disinfecting the areas in which that person has had contact with.

Staff Requirements (Updated January 2021)

All staff are required to wear a non-medical mask in school both within and outside their learning groups, except when:

- Sitting in (or standing) at a desk/work station, or while maintaining physical distance (2m) in a classroom or learning environment.
- There is a barrier in place
- Eating or drinking or
- outdoors

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 school.

Unless staff members belong to the same learning group, they should maintain physical distance (2m) from one another at all times.

Staff and other adults should seek to reduce the number of close, face-to-face interactions with each other at all times, even when wearing a non-medical mask. This includes break times and in meetings.

Staff Only Spaces

We will be installing plexi-glass on the tables to ensure safety during break and lunch times. Do Not Use Signs will be placed on tables that have been used ensuring tables are sanitized between uses.

Meetings will be held virtually whenever possible.

Field Trips

Stage 2

When planning field trips, staff will follow existing policies and procedures, as well as, [Covid Health and Safety Guidelines for Field Trips](#).

Community Awareness of Safety Guidelines

Parents, caregivers and families are a major source of comfort and reassurance to their children. We will try to keep parents, caregivers and families informed of what we are doing to protect students and staff, including how we are preventing the spread of respiratory infections. Messages and strategies will reflect the diverse needs of our community.

- The Health & Safety Plan will be posted to our online Community Hub and updated routinely with current health and safety guidelines.

Supporting individuals/families who are self monitoring/self isolating

Section 6

- We are in the planning stages of developing a family support network amongst our community in preparation for potential sudden interruptions to in-person classes over the 2020/21 school year.
- We have strategized our staffing to accommodate anticipated increased need for TOC coverage, including the possibility of cancelling in-person classes if under-staffed due to COVID-related symptoms. Staff who exhibit symptoms must be tested and self-isolate until they have been cleared of COVID-19.

Managing Individuals / Students who exhibit Covid-19 Symptoms while at school.

Managing individuals with Symptoms in School

Isolation area - any student who exhibits symptoms will be separated from their class and placed in an isolation area to await pickup. Someone will stay with the child until picked up. Any supplies or areas of contact will be sanitized immediately.

Any staff that exhibits any symptoms will leave school immediately and areas and supplies used by that staff member will be sanitized immediately.

Report to your local Medical Health Officer if your school/childcare setting has a suspected case of COVID-19, unusual absenteeism, or other concerns

We will report to our local public health office if there is a confirmed case of Covid -19 at

school, or if there is a longer than expected absence for a student/staff member who is self isolating.

Social Emotional Supports

[Section 8](#)

Physical Distancing

Within **Learning Groups**, physical distancing should include avoiding physical contact, minimizing face-to-face interactions and spreading out as much as possible within the space available.

We always take into consideration that young children may not be able to consistently reduce physical contact.

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

Visitor Access

Visitor access during school hours is prioritized to those supporting activities that benefit student learning and well being.

Parents/caregivers and other visitors must maintain physical distance and avoid crowding on school grounds, including outside.

We are ensuring that visitors are aware of the health and safety protocols prior to entering school. They sign in (confirm they are symptom free and not required to self isolate), wear a mask, sanitize hands and maintain physical distance.

Food Volunteers (ie Pizza Day) the volunteers will be given the Food Safety Plan in advance to read.

Physical and Health Education (PHE) Outdoor Programs

We create space between students and staff and encourage outdoor activities as much as possible.

We are planning physical activities during class and break times thatL:

Do not involve prolonged physical contact (ie physical touch beyond a brief moment) or crowding. For example, tag or touch football are low -risk , whereas wrestling or partner dance should be avoided.

- We will support physical distancing (2m) between learning groups when outdoors and for high intensity physical activities (indoors and outdoors)
- Shared equipment can be used provided it is cleaned and disinfected
- Students should be encouraged and practice proper hand hygiene before and after participating in physical activity and equipment use.
- We have adapted activities/sports as needed to reduce physical contact.

Social Gatherings and Events

Social Gatherings will be kept to a minimum and done virtually when possible.

Mask Exceptions

Mask exceptions will be made for educators, visitors and students who cannot tolerate masks for health or behavioural reasons.

Stage 3-4 (If there is a need to transfer to this stage)

We will divide the student population into two groups of primary and two groups of intermediate classes attending alternating days, which will equate to 40 kids per day across all grades in 4 groups of 10. Given our total of 3600 square feet, this will equate to 10 children per 900 sq ft. This will allow for adequate physical distancing with rearranging desks and individual mats for circle times. We will also utilize outdoor learning to reduce in-class time and optimize physical distancing. There are a total of 6 toilets and 6 sinks per 10 children which will also allow for adequate physical distancing and for proper handwashing.

We will be staffing each group with one certified teacher and one classroom assistant so that there is enough supervision to ensure health and safety guidelines. We will also have at least one, and most times 2 support staff to help ensure adequate cleaning/sanitizing and to supervise an isolation zone should any students exhibit symptoms.