This plan provides a guide as we welcome our students back to in-person learning this September. All schools in British Columbia will reopen in Stage 2 of the Five Stages Framework for the K-12 Education. We can appreciate that you have questions about what the return to school in September will look like for your child. We can assure you that the health and safety of all students, families and staff remains our top priority.

**Cohorts**

Stage 2 is a full return to in-class instruction with limits to the number of students in a cohort. A cohort is a group of students and staff who remain together throughout the school and who primarily interact with each other. 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. Cohorts reduce the number of in-person, close interactions a person has in school **without requiring physical distancing to consistently be practiced.**

Cohort sizes for JS Clark Elementary will have a maximum of 60.

**Remote Registration for Returning Students**

In the past, students have returned to their previous year’s teacher for a few days prior to the class lists being posted. This procedure no longer meets the prescribed guidelines. Instead, to allow for the establishment of the classes, we will be sending out a link to a quick survey to confirm registration before September.

**If you have not already done so, please go to [https://bit.ly/sd81-startup2020](https://bit.ly/sd81-startup2020) to fill out a very short survey.**

New students that have not yet completed a registration package at our school will be asked to come to the school during the week of August 31st – September 4th (or through contacting the school office at 250.774.3145) Following the posted protocols for entering the school, we will meet in person to process registration and accommodate new students. Please note we require a birth certificate, care card and proof of civic address to complete the registration.
School Start Dates
Class lists will be posted at the front of the school by the end of the day on Wednesday, September 9th. Half the students from each class will attend a full day on Thursday, September 10th and the other half will attend a full day on Friday, September 11th. This allows the students to learn the safety measures and expectations in a smaller group setting.

- **September 10th** – half the students attend for full day (last name A – L)
- **September 11th** – half the students attend for full day (last name M – Z)
- **Monday, September 14th** - all students attend for full day

The Kindergarten class will have a staggered entrance for the first week. More information will be sent to kindergarten families.

Enhanced Health and Safety Measures
Schools will continue to implement a combination of measures with a goal of maintaining safe and healthy school environments for students, families and staff. See Appendix A: Summary of school Based Control Measures for a quick overview. Schools will continue to be cleaned more frequently, including classrooms and high touch areas such as door knobs, bathrooms, and desks, chairs and tables.

Environmental measures -
1. Cleaning and Disinfecting
   a. General cleaning will occur at the end of the day by custodial staff.
      i. Garbage will be emptied daily.
      ii. Entire school will be cleaned daily.
   b. Frequently touched shared surfaces will be cleaned at least twice daily.
      i. Contracted janitorial will wipe down door knobs, light switches and classroom sinks and faucets at lunch time as well as the Brita hydration station. Water fountains have been disabled. Please ensure that your child has a water bottle at school to be used throughout the day.
      ii. Contracted janitorial will complete extra cleaning within all the bathrooms at lunch time.
      iii. Contracted janitorial will come in during the lunch hour to clean the tables, desks, and chairs with an approved solution while the students are outside for recess.
iv. Contracted janitorial will clean the boot room benches at lunch time.

c. Area rugs have been removed from all rooms and soft toys will not be utilized in the school.

2. Additional Measures

a. All staff are to wear disposable gloves when cleaning blood of bodily fluids and wash hands before wearing and after removing gloves.
b. Surfaces that are visibly dirty will be cleaned as needed by a staff member.
c. Inside and outside toys will be cleaned as needed.
d. Students will have their own school supplies to utilize.
e. User groups will be cancelled and not have access to our school at this time.

Administrative Measures

1. Physical Distancing and Minimizing Physical Contact
   The follow has or will be implemented:
   
a. Adults have been instructed to avoid close greetings such as hugs or handshakes.
   
b. Classroom teachers have carefully considered the layout of their classroom to allow easy movement and spacing. Furniture has been rearranged and removed as necessary.
   
c. Students will be explicitly taught and regularly reminded to keep their hands to themselves and to maintain a safe distance from others.
   
d. When possible, EA’s have been assigned to one cohort rather than moving from class to class to minimize mixing between students and different staff members.
   
e. Signage throughout the school regarding physical distancing and near sinks with hand washing reminders.
   
f. Entrance doors will be locked (unlocked at break times); Front door locked with a doorbell system.
   
g. All students and staff will be provided with two reusable face masks.

Arrival and dismissal

We are asking that parents drop students off as close to 8:50 a.m. as possible as there will be no outside playtime before school. There will be four entrances for entry and exit throughout the day. Specific classes will be assigned to an entrance they will utilize. There will be a greeter to welcome the students as they arrive at each entrance.
who will conduct a ‘wellness’ check and ask the students upon arrival how they are feeling. If they are showing symptoms of COVID-19, they will be sent home. When students arrive in the morning, they will sanitize their hands and proceed to their classroom. Each student will have their own desk. There will be arrows along the hallway corridor directing the flow of traffic.

Dismissal will be staggered. Children who are walking home will be dismissed first, then bus students, and finally parent pick-ups. This will help with smaller groups having to wash their hands before exiting the classroom and less traffic in the hallways and on school property at the end of the day. A few minutes will be given between each group with the end of the day bell at 3:08 p.m. Please ensure that your child(ren) are aware of how they are getting home. If plans change, please call the school so a message can be given to them.

**Protocol for late arrivals**
Any student arriving to school after the morning bell should go to the front main entrance. Ring the bell for entrance. Parents are asked not to enter with their child. The student will be asked how they are feeling, checked in and join their class.

**Access to the School**
Consistent with direction from the provincial health officer, access to the school is restricted to staff (including technology and maintenance staff) and students only. Deliveries will be dropped off at the foyer or office only. Parents will be required to remain outside of the building for drop off and pick up. If you need to set up an appointment to see a staff member in the building, please call the office. 250.774.3145.

**Recess and Lunch**
Classes will be staggered over the lunch period for eating time and play time.

- Exit ticket for play time is handwashing and/or sanitizer.
- Entrance ticket from play time is handwashing and/or sanitizer.

Students will be reminded that they are not to share any food items with others. At afternoon recess cohorts will be staggered again with a five minute transition time in between.

Should the weather be inclement and not allow for an outside recess, learning groups will be assigned to an inside activity in the gym, library or computer lab.
**Outside learning time**
Teachers will be encouraged to take their students outside for PE and other activities. These activities will be scheduled to ensure that cohorts are not crossing over.

**Bathrooms**
Classes will be assigned to specific bathrooms when possible and each class will only have one male or female out of the room at a time. To ensure that there are no more than two children in a bathroom at one time, each child will have a bathroom pass and will need to hang it on a hook in the hallway by the bathroom entrance. If the bathrooms are full, students will wait **by an arrow** in the hallway. Two people can be waiting in the hallway while there are two in each bathroom. These bathroom passes will then return to class with the child and remain with their personal belongings.

**Use of gym**
Teachers will consider COVID-19 protocols and concerns when planning for P.E. activities. Students will wash or sanitize hands prior to entering the gym and then upon return to class.

**Use of Computers and iPads**
Teachers will consider COVID-19 protocols and concerns when planning for technology use. Students will wash or sanitize hands prior to utilizing these devices and after they are finished with the device.

**Personal Measures**
1. **Hand hygiene** - Students and staff will wash their hands with soap and warm water for at least 20 seconds or sanitize their hands with an alcohol based hand rub containing 60% alcohol. Hand sanitizing stations will be set up at every entry way.
   - **Everyone**
     a. Upon entry and before dismissal
     b. Before and after eating
     c. Before and after and breaks
     d. Between different learning environments
     e. After using the bathroom
     f. Before and after handling common equipment, resources or supplies
     g. After sneezing or coughing into hands; students will be encouraged to cough or sneeze into their elbow
     h. Whenever hands are visibly dirty
Staff
   i. Before and after handling food or assisting students with eating
   j. After contact with body fluids
   k. After leaning tasks
   l. After removing gloves
   m. After handling garbage

2. PPE - Masks and gloves will be available on site for any staff members if they should choose to wear it. Masks will also be provided for students if they choose to wear it. Their choice will be respected.

3. Respiratory Etiquette
   Staff will model, and teachers will explicitly teach students to:
   - Cough or sneeze into their elbow sleeve or a tissue. Throw away tissues and immediately perform hand hygiene.
   - Refrain from touching their eyes, nose or mouth with unwashed hands.

**Masks**

It is not mandatory for students at JSC to wear masks.

**Daily Health Check** - Parents will be asked to assess their children daily and to keep them home if they feel ill or have symptoms. See Figure 1. They will follow the recommendations of their health care provider. They will be encouraged to call 8-1-1 if they have any questions or concerns. Students and staff will remain at home if they are exhibiting COVID-19 like symptoms. If a staff member exhibits symptoms of COVID-19 at school, they will be sent home and told to contact 8-1-1.
If a student exhibits symptoms of COVID-19 at school, he/she will be isolated in the medical room and a family member contacted for pick up.
Refer to Appendix B: What to Do if a Student or Staff Member Develops Symptoms at School for further information and/or Appendix C: Protocol/ Managing students with possible COVID-19.
**Daily Health Check**

<table>
<thead>
<tr>
<th>1. Symptoms of illness*</th>
<th>Does your child have any of the following symptoms?</th>
<th>Circle one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Chills</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Cough or worsening of chronic cough</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Sore throat</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Runny nose/stuffy nose</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Loss of sense of smell or taste</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Headache</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Fatigue</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Loss of appetite</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Nausea and vomiting</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Muscle aches</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Conjunctivitis (pink eye)</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Dizziness, confusion</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Abdominal pain</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Skin rashes or discolouration of fingers or toes</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. International Travel</th>
<th>Have you or anyone in your household returned from travel outside of Canada in the last 14 days?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Confirmed Contact</th>
<th>Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

*check BCCDC’s symptoms of COVID-19 regularly to ensure the list is up to date.

*If you answered “YES” to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school. If they are experiencing any 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.

If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool at the BC Centre for Disease Control to determine if you should be tested for COVID-19.
Appendix A: A Summary of School Based Control Measures


1. **STAY HOME WHEN SICK**
   All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.

2. **HAND HYGIENE**
   Everyone should wash their hands more often!
   Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.

3. **RESPIRATORY AND PERSONAL HYGIENE**
   Cover your coughs.
   Do not touch your face.
   No sharing of food, drinks, or personal items.

4. **PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT**
   Spread children out to different areas.
   Take them outside more often.
   Stagger lunch times.
   Incorporate individual activities.
   Remind children, “Hands to Yourself!”

5. **CLEANING AND DISINFECTION**
   Clean and disinfect frequently touched surfaces at least twice a day.
   General cleaning of the centre should occur at least once a day.
   Use common cleaning and disinfectant products.
Appendix B: What to Do if a Student or Staff Member Develops Symptoms


<table>
<thead>
<tr>
<th>If a Student Develops Any Symptoms of Illness</th>
<th>If a Staff Member Develops Any Symptoms of Illness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents or caregivers must keep the student at home</td>
<td>Staff must stay home</td>
</tr>
</tbody>
</table>

**IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:**

Staff must take the following steps:
1. Immediately separate the symptomatic student from others in a supervised area.
2. Contact the student’s parent or caregiver to pick them up as soon as possible.
3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth.
4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
6. Once the student is picked up, practice diligent hand hygiene.
7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).

Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

**IF STAFF DEVELOPS SYMPTOMS AT WORK:**

Staff should go home as soon as possible.

If unable to leave immediately:
1. Symptomatic staff should separate themselves into an area away from others.
2. Maintain a distance of 2 metres from others.
3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.
4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).

The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer.

Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.
Appendix C

Protocol: Managing Students with possible COVID-19

If a student of staff member who is self-monitoring (i.e. has been directed by public health to self-monitor for symptoms but not self-isolate) or begins to experience symptoms of COVID-19 while attending school, it is recommended that:

- Advise all staff to let you know if they are showing symptoms or if a student is showing symptoms.

- Schools should promptly, but showing awareness for confidentiality concerns, separate the student or staff with symptoms of COVID-19 (e.g. fever, cough, sore throat, shortness of breath fatigue, headache, muscle aches). The student should be put in an area separate from others, with adequate supervision, until they can go home. The staff should leave the building and follow health procedures. Notify the Superintendent.

- To help prevent transmission, respiratory etiquette and hand hygiene practices are recommended, as well as, to the extent possible, having the ill student of staff stay two meters away from others. The student should be placed in a separate room from other students with a closed or partially closed door. The person monitoring the student should wear gloves and a mask. Notify the Maintenance Supervisor so that any rooms the student has been in while symptomatic can be cleaned and disinfected before others enter them.

- The student should be instructed to cover their mouth and nose with a tissue when coughing or sneezing.

- Schools should notify parents/guardians if their child begins to show symptoms of COVID-19 while at school, including the need for immediate pick up. They should not go home on the bus. Advise parents to phone 8-1-1.

- Advise parents to phone 8-1-1 if their child is self-monitoring for symptoms or who develops symptoms compatible with COVID-19 while at school.

- While awaiting test results of someone with symptoms of COVID-19, notify the Maintenance Supervisor to have any rooms the student was symptomatic be cleaned and disinfected.
• Public Health Officials will identify individuals who may have had contact with a COVID-19 infected person and alert the school administrators to actions that need to be taken. Close contacts of confirmed case may be asked by public health officials to self-isolate.

• Students who test negative for COVID-19 will be advised individually about return to school. We will need guidance from Health Officials for this.

• Try to maintain familiar routines and activities.

• Listen to students and provide age-appropriate information to their questions.