

Eagle River Secondary

Site Specific Restart Plan (updated September 2, 2020)



Guiding Document:

<https://healthandsafety.sd83.bc.ca/wp-content/uploads/2020/08/Stage-2-Safety-Plan-Rev-5.1-8.5.20-Approved-2.pdf>

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

Starting in September 2020, BC schools will be entering 'Stage 2' of the BC K-12 Education plan. At ERS, the school has been restructured to a 1/2 system where students will be taking 2 courses at time. This system allows students to focus on 2 courses (instead of 4) and it limits their interaction with other students staff. Since we are a small school we have been able to organize our classes into 2 cohorts/learning groups – a Grade 7-8 group and a 9-12 group. These two cohorts can intermix but they will need to physically distance and wear masks in those cases.

STAGE 1 IN-CLASS	STAGE 2 IN-CLASS	STAGE 3 HYBRID	STAGE 4 HYBRID	STAGE 5 REMOTE
COHORT SIZE <ul style="list-style-type: none"> Elementary: No limit Middle: No limit Secondary: No limit 	COHORT SIZE <ul style="list-style-type: none"> Elementary: 60 Middle: 60 Secondary: 120 	COHORT SIZE <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 60 	COHORT SIZE <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 30 	COHORT SIZE <ul style="list-style-type: none"> Elementary: 0 Middle: 0 Secondary: 0
DENSITY TARGETS <ul style="list-style-type: none"> Not applicable 	DENSITY TARGETS <ul style="list-style-type: none"> Not applicable 	DENSITY TARGETS <ul style="list-style-type: none"> 50% for all schools 	DENSITY TARGETS <ul style="list-style-type: none"> 25% for all schools 	DENSITY TARGETS <ul style="list-style-type: none"> 0% for all schools
In-Class Instruction Full-time all students, all grades	In-Class Instruction Full-time instruction for all students for the maximum instructional time possible within cohort limits. Self-directed learning supplements in-class instruction, if required	In-Class Instruction Full-time instruction for: <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities Students who require additional supports In-class instruction for all other students for the maximum time possible within cohort limits and density targets. Self-directed and remote learning supplements in-class instruction.	In-Class Instruction Full-time instruction for: <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities Students who require additional supports In-class instruction for all other students for the maximum time possible within cohort limits and density targets. Self-directed and remote learning supplements in-class instruction.	In-Class Instruction Suspend in-class instruction for all students. Self-directed and remote learning in place of in-class instruction.

- In addition to the expectations we already have at school, students will also be expected to adhere to the new safety guidelines in place.



Day-to-Day Logistics

Overview of School Day

Grade 7/8 enter 9:10 (students begin to enter through the middle doors)
Grade 9-12s enter 9:15 (students begin to enter through the front doors next to the gym)

**the above schedule will be adjusted for poor weather

Grade 7/8 LUNCH 12:00-12:40 (in class by 12:45)
Grade 9-12 LUNCH 12:05-12:45 (in class by 12:50)

Grade 7/8 Dismissal 3:30 pm
Grade 9-12 Dismissal 3:35 pm

Grade 7/8		Grade 9/12	
9:15-12:00	165	9:20-12:05	165
12:45-330	165	12:50-335	165
	330		330
	10		10

minus 5
minutes of
break time
per period

Instructional Minutes 320

320

Day to Day flow

- Grade 9-12s enter at 9:17 am (main entrance by the gym) – students will enter and exit through this door
- Grade 7-8s enter at 9:12 am (middle doors) – students will enter and exit through this door
- Outside doors next the shops will be locked at all times (not student/staff exit or entry)

Block Order

Monday	Tuesday	Wednesday	Thursday	Friday
A	B	A	B	Rotation
B	A	B	A	

- Staff will provide students with breaks within their scheduled time with students (min 5 minutes)
- Lockers have been reorganized to group students according to their cohort areas.
- Grade 7 and 8s are not allowed off school property during lunch (district directive)
- **Students to put on masks upon entry of the school, in hallways at all times and in other shared cohort cases.**
- Health checks to be done at home (this will be a parental responsibility)

a) Parents/caregivers are to conduct at home health checks each morning prior to sending their student to school. If a student presents with symptoms student should not come to school. School District No. 83 will rely on students and their parents/caregivers to identify when the student may have signs and symptoms of illness and to take action (such as staying home). School staff can assist in this process by monitoring children for overt symptoms of any infectious illness that may develop during the school day thus helping the student and family take needed actions.

b) It will be reinforced to students, parents or caregivers, and staff the importance of students staying home when sick until at least 24 hours after they no longer have a fever (temperature of 38 °C or higher) or signs of a fever without the use of fever-reducing medicine (i.e., Tylenol).

- Late students come directly to the office through the front door. Students will be asked to use a sanitized pen (provided) to sign in and out.
- **Handwashing and sanitizing:**
Everyone who enters a school will be required to use hand sanitizer or wash their hands immediately. Hand sanitizer will be provided to classrooms that do not have sinks. Students and staff will be required to wash and/or sanitize their hands throughout the day, including:
 - every time they enter or exit the school
 - before and after they use shared equipment
 - before eatingIt is also encouraged that families send their children to school with personal hand sanitizer.
- There will be assigned seating in classrooms when applicable
- Students will have to use their own personal supplies. If items are shared, they must be cleaned and disinfected after use. Students will wash or sanitize their hands both before and after using the shared items.
- Students will follow directional arrows and use physical distancing protocols and indicators on the floor. Signage is clear and posted in multiple visible areas for direction and traffic flow. As a simple rule...students will be asked to remain on the 'right' side of the hallway as they are walking down it.
- Washrooms next to the office will be for Grade 9-12 students (**2 person capacity**)
Washrooms next to the LRT room will be for Grade 7 and 8s. (**2 person capacity**)
Others will need to wait in a physically distanced line up outside the washroom entrance until less than 2 students are inside. All other washrooms will be locked.
- Breakfast/snack program will operate through a daily classroom delivery program. Lunch program will continue but it will be based on the cohort model.
- Parents wanting to come into the school will need to make an appointment by calling the office (no drop ins) – all visitors **MUST** sign in at the sign in station at the front door (for tracking purposes) – all visitors will need to be screened for COVID before entering. When an appointment has been confirmed, visitors will enter no earlier than 5 minutes prior to their appointment time through the front doors...they are expected to wear a mask upon entry, use hand sanitizer at the entrance, sign in and wait in an assigned area until their appointment time (2 chairs will be placed outside of the office for guests/students until barriers are installed in the office).
- There will be a reminder board at the front doors of the main entrance re-enforcing the details around guest/visitor access.
- Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school.



Cohort Spaces during Non-Instructional Time	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (lunch)	Grade 7-8	Grade 7-8	Grade 9-12	Grade 9-12	Grade 9-12
Gym (lunch)	Grade 7-8	Grade 7-8	Grade 9-12	Grade 9-12	Grade 9-12
Library (Lunch)	Grade 9-12	Grade 9-12	Grade 7-8	Grade 7-8	Grade 7-8
Room 9	Grade 9-12	Grade 9-12	Grade 7-8	Grade 7-8	Grade 7-8
Room 7	Grade 9-12	Grade 9-12	Grade 7-8	Grade 7-8	Grade 7-8

****if you are with your cohort, you are NOT required to wear a mask. Students are encouraged to go outside for lunch.**

Busing

- Students who are sick will need to be kept home. Students who develop symptoms while at school will not be permitted to return home on a school bus and should be picked up by a parent or guardian. We are not able to transport students who are ill or showing symptoms.
- To ensure that your child is as safe as possible, please review safety procedures before riding the bus:
 - Line up with limited contact when waiting for the school bus.
 - Always follow the driver's instructions.
 - When loading onto the bus, go to the furthest available seat unless the driver instructs otherwise.
 - When unloading the bus, wait until the seat in front has moved before you get up to go, ensure physical distancing is observed.
 - When space is available students will be seated in the window seat away from the aisle.
 - When possible bus routes will utilize a strict seating plan that reflects cohort and family groupings.
 - No eating or drinking (except water) on the school bus.
 - School Buses will not be accepting unregistered riders which includes after-school friends coming home with a bus student. Alternate transportation will need to be arranged in those cases.
 - Students from grades 6-12 will be required to wear masks while riding the school bus as directed by the Ministry of Education.

Safety Considerations for Staff

- 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**
- All staff will enter through the main school doors. They will need to sign in the sign in book (it will be located in the staffroom next to the photocopier). 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, 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 re-evaluated in mid-fall 2020.

Stage 3 Planning (classes will be split into 2 groups...they will attend school on alternate days)

Monday	Tuesday	Wednesday	Thursday	Friday
A1 (1/2 class)	A2 (1/2 class)	B1 (1/2 class)	B2 (1/2 class)	Rotation (a Monday or a Wednesday)
B1 (1/2 class)	B2 (1/2 class)	A1 (1/2 class)	A2 (1/2 class)	

Masks

<p>Every student and staff member will be given two masks when they return to school in September.</p> <p>Under the updated health and safety guidelines, masks are required for all staff and all students in middle and secondary school when they are in high traffic areas like school buses and hallways, and anytime they are outside of their classroom or learning group and they cannot safely distance from others.</p> <ul style="list-style-type: none"> ▫ Students will have the choice to wear a mask in the classroom ▫ Staff will have the choice to wear a mask when interacting within their learning group ▫ Everyone must treat each other and those wearing masks with respect <p>Even when wearing a mask, staff and students will still be required to maintain physical distance from people outside of their learning group.</p>

Photocopying

- Hand sanitizer should be used before and after using the photocopier or other equipment in the room.

Office

- Main office door entrance will remain locked to staff, students and parents. Door may be left open at times in order to allow for easier communication with office staff.
- Staff will access their mailboxes via the hallway staffroom door.

Staff Room

- **6-people max** in staff room at one time
- Staff will use these washrooms and the single use washroom by the art room.

Staff Supervision

- Morning staff will supervise entrance ways to ensure that students are washing their hands prior to entry

Isolation or Private Waiting Room

- The room next to medical room is the location of the isolation room (where students will be placed until pick up if they have developed Covid-like symptoms while they have been at school).

Custodial/Sanitization

- Daytime custodians will sanitize high touch areas throughout the day.
- Washrooms, photocopy room, staff room, and other shared spaces will be sanitized on a frequent basis.

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 cough or sneeze into the bend of your elbow, not your hand, wash hands immediately.

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.

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.

Sick While at Work or School *If a Student Develops Any Symptoms of Illness*

Parents or caregivers must keep the student at home if ill.

IF A STUDENT DEVELOPS SYMPTOMS AT SCHOOL: Staff must take the following steps:

- Immediately separate the symptomatic student from others in a supervised area (student is put in the isolation area)
- Contact the student's parent or caregiver to pick them up as soon as possible.
- Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a nonmedical mask or face covering if available and tolerated or use a tissue to cover their nose and mouth.
- 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
- Avoid touching the student's body fluids (i.e., mucous, saliva). If you do, practice diligent hand hygiene.
- Once the student is picked up, practice diligent hand hygiene.
- Custodial Staff 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.

If a Staff Member Develops Any Symptoms of Illness

IF A STAFF MEMEBER DEVELOPS SYMPTOMS AT WORK: Staff should go home as soon as possible. If unable to leave immediately:

- Symptomatic staff should separate themselves into an area away from others.
- Maintain a distance of 2 metres from others.
- Use a tissue or mask to cover their nose and mouth while they wait to be picked up.
- Custodial must clean and disinfect the space where the staff member was separated and any areas used by them (i.e., classroom, bathroom, common areas).

The threshold for reporting student and/or staff illness to public health should be determined in consultation with Interior Health.

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.

*****Staff/Students that have developed COVID symptoms DURING the school day will wait for pick up in the room next to the medical room.**

****Staff needs to let administration know that they are leaving the building due to COVID-19 symptoms**

Staff/Student/Visitor Health Check

Daily Health Check Form		
1. Symptoms of Illness	Does your child have any of the following symptoms?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Fever	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Chills	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Cough or worsening of chronic cough	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Shortness of Breath	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Runny nose/stuffy nose	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Loss of sense of smell or taste	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Headache	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Fatigue	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Diarrhea	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Loss of Appetite	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Nausea and vomiting	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Muscle Aches	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Conjunctivitis (pink eye)	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Dizziness, confusion	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Abdominal Pain	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Skin Rashes or discoloration of fingers or toes	
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	
Yes <input type="checkbox"/> No <input type="checkbox"/>		
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	
Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered "Yes" to any of the questions and the symptoms are not related to a pre-existing condition (i.e. Allergies/Asthma) your child should not come to school. If there is a pre-existing condition answer "No" on form.		
If your child is experiencing any symptoms of illness, contact your 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 to determine if you should be tested for COVID-19.		



Application Process for Vital Oxide

The Custodial Department shall supply each classroom, photocopy room, lunchroom with a premixed bottle of Vital Oxide and a green microfiber cloth. SD83 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 lunch room 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.**

If you have any questions about product or process please see your custodian for assistance.

Option 1:

Spray onto surface (hard or fabric) and let dry, no requirement to wipe off. (i.e. sanitize desk/chair), Dry time is 10 min.

Option 2:

Spray product onto microfiber cloth to dampness and wipe the surface of smaller objects, no requirement to dry with towel let air dry. (i.e. toys, hula hoops, bins)

Caring for Technology

Occasionally clean the exterior of your computer as follows:

1. Use only mild cleaning solutions (non-ammonia based and non-abrasive) and a damp lint-free, soft cloth to clean the painted surfaces of the computer.
2. Apply Vital Oxide onto the cloth.
3. Absorb the sanitizer into soft cloth.
4. Squeeze out any excess liquid from the sponge or cloth.
5. Wipe the cover using a circular motion taking care not to let any excess liquid drip.
6. Wipe the surface to remove any left-over sanitizer.
7. Rinse the sponge or cloth with clean running water and squeeze out any excess liquid.
8. Wipe the cover with soft cloth.
9. Wipe the surface again with a dry, lint-free, soft cloth.
10. Wait for the surface to dry completely and then remove any fibers left from the sponge or cloth.

Cleaning your computer keyboard

1. Absorb some Vital Oxide on a lint-free, soft cloth.
2. Squeeze out excess liquid from the lint-free, soft cloth.
3. Wipe the keytop surface with the lint-free, soft cloth, ensuring no liquid drips on or between the keys.
4. Allow to dry.

Notes:

- Never spray or pour any liquid cleaner directly on the LCD display or the keyboard.
- You can use compressed air from a compressed air can to remove any crumbs and dust from beneath the keys. Do NOT use an air compressor.

Cleaning your computer LCD display

1. Gently wipe the display with a dry, lint-free, soft cloth.
2. Wipe or dust the stain gently with a dry, soft cloth.
3. If a stain, smudge, or other blemish remains, moisten a lint-free, soft cloth with Vital Oxide.
4. Wring out as much of the liquid as you can from the lint-free, soft cloth.
5. Wipe the display again; do not let any liquid drip into the computer.
6. Allow the display to dry, then close the lid if the computer has one.

Notes:

- Anti-static LCD cleaning cloths, Kim Wipes, and some types of lens cleaning wipes are also acceptable alternatives for a lint-free, soft cloth.

Disinfecting your computer, keyboard and LCD display

1. Apply Vital Oxide onto the cloth, squeeze out excess liquid from wipe or disinfecting cloth before using
2. It is safe to use a disinfecting wipe designed for office/home use. Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device. To minimize symptoms, we recommend the following:
 - a. Gently wipe the system thoroughly, being careful to ensure no liquid drips into the computer. Do not wipe on connector pins.
 - b. After disinfecting, follow the cleaning procedure from the wipe supplier to minimize chemical buildup of disinfectant residue (i.e. wiping away any residual disinfectant after the prescribed contact time). Always allow the computer to completely dry prior to any use.
3. Medical wipes and their chemical composition vary greatly. Depending on the chemicals, frequency, and duration of use, medical wipes may impact cosmetic appearance and system functionality. To minimize this risk, we recommend:
 - a. Hydrogen peroxide wipes (such as Virox Accel wipes w/ a maximum of 0.5% hydrogen peroxide)
 - b. Alcohol based wipes (such as PDI Germicidal or B.Braun Meliseptol Wipes sensitive)
 - c. Do not use wipes containing sodium hypochlorite (bleach)
 - d. Wiping away residual solvent as soon as possible after the prescribed contact time and wiping the surface again with a dry, lint-free, soft cloth