



Cassie Hall Elementary School

2620 Eby Street
Terrace, BC V8G 2X3

Phone: 250 635 5646

COVID-19 Safety Plan September 2020

Illness

- Any students or staff who are experiencing symptoms (fever, chills, cough or worsening chronic cough, shortness of breath, loss of sense of smell/taste, vomiting) **must** stay home.
- Parents/Caregivers must assess their children daily for any symptoms (fever, chills, cough or worsening chronic cough, shortness of breath, loss of sense of smell/taste, vomiting).
- If a student arrives at the mudroom door and displays any symptoms, they will be redirected to their parent (if there) or the office so that their parent can be contacted.
- Any student or staff member who begins to experience symptoms during the school day will be sent home. The Parent/Caregiver will be contacted and must arrange for the immediate pick-up of their child. The child will wait on the bench by the front door.
- Anyone who has traveled outside of Canada **must** self-isolate at home for 14 days.
- For mild symptoms, students/staff can self-monitor at home for 24 hours and return to school without further assessment.
- If the symptoms include a fever, or if they persist/worsen after 24 hours, staff or students should seek a health assessment. They can call 8-1-1, contact their doctor, or visit <https://bc.thrive.health/covid19/en>.

Arriving at/ Leaving Cassie Hall

- Staff will enter the building at the front door and wash/sanitize hands.
- Parent are **strongly encouraged** not to send their child to school before 8:55. This will prevent children from mingling with students from other cohorts.
- Students will be let into the building through their mudroom doors at 8:55.
- Students will quickly hang up their coats/change shoes and proceed directly to their classroom.
- Students will wash their hands as soon as they enter their classroom. An adult will be at the sink to supervise and ensure proper hand washing.
- Late students will enter through the front doors and check in with the office. They will be supervised while sanitizing their hands before proceeding to their classroom to wash their hands.
- Students are encouraged to walk home or be picked up immediately after the bell at 2:50. This will prevent children from mingling with students from other cohorts.

Parents/Guardians

- Must be informed of school safety procedures
- Will have access to the lobby of the building one at a time.
- If there is a sick child they will be asked not to enter.
- Must confirm their contact information is current and be available at all times to pick up their children in case of illness or emergency
- Must encourage their children to follow the safety protocols in place at Cassie Hall



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Hand Washing/ Hygiene

- Staff and Students will practice hand washing:
 - each time they enter the building (morning, lunch time, outdoor play time)
 - before and after using shared spaces (computer room, library, gym, resource room)
 - before and after eating and drinking
 - whenever they sneeze, cough, notice themselves touching their faces
 - when they use the toilet
 - before they go home
- They will wash their hands with soap and water for 20 seconds (as long as it takes to sing 'Happy Birthday')
- Students cannot drink directly from water fountains. Water bottle fill stations will still be available for students and staff to use.
- If people need to sneeze or cough, they should do so into a tissue or their elbows. Used tissues should be thrown away immediately.
- Food and drinks **must not** be shared. Food that is prepared in the school/ a restaurant that follows Food Safe guidelines can be served to students/staff. Food that is prepared by students/families can only be consumed by those who made it. Breakfast club and in-school lunch will be offered, but will be delivered to classrooms in order to maximise safety.

Physical Distancing

- Members of the same cohort (students and staff) **do not** need to physically distance. However, direct contact (hugging, touching, sharing items) should be avoided.
- Students/Staff in different cohorts **must** remain 2 meters/ 6 feet apart from each other. This includes when sharing common spaces (library, resource, washroom, hallway) and when playing outdoors.
- The few staff who are not in a cohort must keep a physical distance of 2 metres from everyone.
- Students will use assigned washrooms and keep occupancy to one
- Seating arrangements within a class/computer lab should be consistent.
- The hallways have stickers to indicate the flow of traffic. Please follow the arrows and walk on the right side. Please try to minimize classes passing each other in shared spaces whenever possible.
- Avoid congregating/visiting in hallways or small spaces so that others may walk through safely.
- Please recognize and follow the occupancy limits of rooms and spaces throughout the building.
- Please respect any barriers (secretary's desk, librarian's desk) that are in place.



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- Please access the office using the glass window.

Cleaning and Sanitizing

- A repeated cleaning schedule for high-traffic/ high-contact surfaces used by multiple people (washrooms, doors, keyboards, tables in library...) will be followed from 12-2.
- Frequently touched surfaces will be cleaned twice a day.
- Shared supply bins will not be available. All students must have their own supplies in order to avoid cross-contamination.
- Cleaning supplies will be made available (in office) in case of contamination.
- TTOC's will be provided with a resource package in order to minimize contact with classroom items.

Lunchtime

- A noon hour supervisor will be assigned to each cohort.
- Two cohorts will play outside from 12 to 12:25. Each cohort will exit from their own mudroom and play in their designated area which switch week by week.
- The other 2 cohorts will eat lunch in their classes at this time. Any school-provided food will be delivered to the classrooms prior to the eating time.
- At 12:25 to 12:50, the cohorts will switch places. The noon hour supervisors will move with their cohorts.
- Proper hand-hygiene protocol will be followed.

Supervision

- Staff will follow their normal supervision schedule (mornings, after school). They will encourage physical distancing between students of different cohorts.

Personal Protective Equipment (PPE)

- When in high-traffic areas (hallways, buses) or when working with students/colleagues outside of their cohorts, staff members must wear a face mask when not able to physically distance. Face masks will be provided to each staff member as needed.
- Elementary-aged students are not required to wear a mask.
- It is optional for staff to wear a mask when working within their own cohort.

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 to parents/guardians, posted on the website, and sent home to families.



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- All Health and Safety information will be reviewed with staff at the beginning of the school year (September 8th).
- All Health and Safety information and procedures will be explicitly taught, encouraged, and reviewed with students by staff.
- An administrator will familiarize any TTOCs and substitute Education Assistants with this document upon the person's arrival at the school.