

# Golden Secondary School Safety Procedures for School Reopening



## PRINCIPAL'S MESSAGE

Dear Parents, Guardians and Families,

The purpose of this document is to provide you with the detailed operational procedures and processes that we will be following at Golden Alternate School to help ensure the safety of both students and staff members. Though this document may seem lengthy, the purpose is to give you a better understanding of the detailed measures created to provide a healthy and safe learning environment for your child/children.

Beginning this September, students are expected to return to school full-time and we want this to be a positive experience. Here at GAS, we are looking forward to students returning to school and benefiting from the learning that takes place with face-to-face instruction. We are committed to providing a safe, healthy and inviting workplace for all students.

It is a shared responsibility between students, staff and parents to follow all the procedures outlined in this plan in order to prevent or reduce exposure. We take the responsibility of the health and safety of our staff and students seriously and we plan to work together with you to create the best possible learning environment for our students during this time. Please feel free to contact us at any time should you have any questions or need clarification.

Kelsey Doolaar  
Principal  
Golden Secondary School

## DAILY SCREENING FOR ILLNESS

Parents are asked to monitor their children daily for symptoms and not to send them to school if they are sick. People who are sick will not be allowed at school. If a child has a fever, a new cough or has difficulty breathing, call 8-1-1.

Before coming to school, your child should be screened for symptoms. Below is an example of a screening that can be completed. If they answer yes to any of the following questions, please follow-up with your physician.

| Daily Health Check     |   |             |
|------------------------|---|-------------|
| 1. Symptoms of Illness | Does your child have any of the following symptoms? | CIRCLE ONE  |
|                        | Fever   | YES      NO |

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|                         |   |     |    |
|-------------------------|---|-----|----|
|                         | Chills  | YES | NO |
|                         | Cough or worsening of chronic cough   | YES | NO |
|                         | Shortness of breath   | YES | NO |
|                         | Sore throat   | YES | NO |
|                         | Runny nose  | YES | NO |
|                         | Loss of sense of smell or taste   | YES | NO |
|                         | Headache  | YES | NO |
|                         | Fatigue   | YES | NO |
|                         | Diarrhea  | YES | NO |
|                         | Loss of appetite  | YES | NO |
|                         | Nausea and vomiting   | YES | NO |
|                         | Muscle aches  | YES | NO |
|                         | Conjunctivitis (pinkeye)  | YES | NO |
|                         | Dizziness, confusion  | YES | NO |
|                         | Abdominal pain  | YES | NO |
|                         | Skin rashes or discoloration of fingers or toes   | YES | NO |
| 2. International Travel | Have you or anyone in your household returned from travel outside Canada in the last 14 days? | YES | NO |
| 3. Confirmed Contact    | Are you or is anyone in your household a confirmed to have COVID-19 ?                         | YES | NO |

## HYGIENE ROUTINES

### **Hand Washing**

Thoroughly washing your hands with soap and water is the best protection against illness. Follow these instructions for handwashing:

- Wet hands with running water.
- Apply a small amount of liquid soap. Antibacterial soap is not required. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.
- Rinse off all soap with running water.
- Dry hands with a clean, disposable towel.
- Turn off taps, using the paper towel – if required. Discard the used towel in the waste container.

Staff and children should wash their hands at a minimum:

- Before they leave home
- When they arrive at school students will hand sanitize upon entry and before they go home, students will also head directly to the designated washing areas
- During transitions within the school setting students will be required to wash hands
- Before and after eating and drinking.
- After using the toilet.
- Before and after playing outside.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty or greasy.

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Hand sanitizing stations are at the entrance of the school.

### **Respiratory Etiquette**

- Cough or sneeze into your elbow, sleeve or a tissue. Throw away used tissues and immediately wash your hands.
- Refrain from touching your eyes, nose or mouth with unwashed hands.
- Refrain from sharing any food, drinks, unwashed utensils, or prohibited items such as cigarettes, or vaping devices.
- Masks will be required upon entering the school in high traffic areas such as hallways, washrooms, and where physical distancing between cohorts is not possible.
- Wearing a mask is a personal choice within gatherings of your own cohort and your choice will be respected.
- Masks will be provided for all staff and students and visitors are required to supply their own masks.

## **ARRIVING AT SCHOOL**

Physical distancing of 2 meters must be maintained by all adults and students at arrival. Parents must remain outside of the school to drop off/pick up their children.

- If students cannot maintain physical distancing they will be required to wear masks.
- Students should be dropped off or arrive by foot no earlier than 8:20am.
- Upon arrival students will proceed through the front entrance, where they will be greeted by Ms. Pilon or another staff member who will ensure hygiene protocol is enforced.
- Students will then proceed directly to their hand washing station and then proceed to their work space.

## **LEARNING GROUPS**

### ***What do cohorts look like at GAS?***

- A cohort is a group of students who remain together throughout a school term.
- Within a cohort, students are required to be conscious of physical distancing one from another and wear masks where appropriate. Though the 2m physical distancing is not mandatory, students are required to refrain from touching others, sharing personal items, food or drinks and are required to avoid being in close proximity with others as much as possible.
- Due to a small number of students at GAS all students will be part of the same cohort.
- Within the cohort a two-metre physical distance does not need to be maintained, however the Golden Alternate School will be set up in a manner that encourages students to be distanced from one another.
- Consistent seating arrangements will occur within this cohort where practical.

### ***How will cohorts share common space in the school?***

- During lunch, break students can eat at their assigned area. If students wish, they can leave the school building during this time, however upon re-entry during lunch hour students must follow hand hygiene routines before proceeding directly to their designated space.

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**Are staff apart of student cohorts?**

- Staff at GAS will be a part of the cohort as they will not be in contact with other cohorts.

**IF A STUDENT/STAFF SHOW SYMPTOMS**

| <i>If a Student Develops Any Symptoms of Illness</i>   | <i>If a Staff Member Develops Any Symptoms of Illness</i>  |
|--|--|
| <b>Parents or caregivers must keep the student at home</b>   | <b>Staff must stay home</b>  |
| <b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b>   | <b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b>   |
| <p><b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student’s parent or caregiver to pick them up as soon as possible.</li> <li>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.</li> <li>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.</li> <li>5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>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).</li> </ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p> | <p><b>Staff should go home as soon as possible.</b></p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>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).</li> </ol> |

**VISITORS TO THE SCHOOL**

Parent entry to the building is by appointment only.

Normally, Golden Alternate School is an open environment. Parents are still

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welcome at the school; however, we need to limit parent entry to the school on a “by appointment” model. If you need to enter the building, please contact Rebecca Pilon (Rebecca.pilon@sd6.bc.ca) or the GSS office at 250-344-2201.

- Visitors who come to the school will need to sign in which will include name and phone number in the event that contact tracing is required.
- All visitors will be required to wear masks at all times.
- Visitors will be permitted access only to areas that are necessary.

## DEPARTING SCHOOL

- Students will be required to wash hands before leaving school at the end of the day. They will do this in their classrooms or teachers will supervise this happening at the cohorts designated wash station.
- Students will leave through the front entrance.
- Parents who are picking up students are requested to stay in their vehicles.
- Parents can pick up their child promptly at 3:15pm. Students will be required to immediately depart. This will be monitored by staff so that students maintain the physical distance requirements as they proceed directly from the school.
- Students taking busses must proceed to their designated waiting areas. Student must physically distance while awaiting the bus. If they are unable to do so then they will be required to wear a mask.
- Students will be encouraged to depart the building immediately after school.
- Students who are walking home are required to leave for home immediately, unless an appointment has been made with a staff member for available support.

## TRANSPORTATION

Field trips requiring transportation are suspended until further notice. Field trips that consist of walking to and from a destination are permitted. A walking permission form will be provided to all students.

The following are guidelines for transportation to and from school:

- All students must clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.
- All grade 8-12 students are required to wear re-usable non-medical masks when loading, riding and unloading the bus. If they do not have one, a disposable mask will be available. No student is required to wear a mask if they do not tolerate it.
- Being that there is increased likelihood for young students to touch their face and eyes when wearing a mask, the Provincial COVID-19 Health and Safety Guidelines for K-12 Settings does not recommend elementary student wear masks. However, students in all grades may wear a mask if they prefer to.
- All adults riding or entering a school bus must wear a mask. If they are required to enter the bus and do not have a mask, one will be provided.
- Students will be assigned seats. Family members and school cohorts will be required to sit together whenever possible. Seating arrangements will be altered whenever necessary to support student health & safety.

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- Students will load the bus back to front and unload front to back whenever possible.
- Courtesy riders will be allowed to ride the bus as per Board Policy 3600. If the pandemic situation worsens, the School District may discontinue courtesy rides to reduce density on school buses.
- Guest riders will not be permitted to utilize school bus transportation services until further notice. Bus passes for guest riders will not be issued at schools for students wishing to use the bus intermittently.
- Buses will be sanitized following each time a school bus is used (routes and trips). This will include at least twice daily; once after the morning route, again after the afternoon route and after any bus trips throughout the day. (Cleaning and disinfection will be in accordance to the BCCDC Cleaning and Disinfectants for Public Settings document – Appendix F).
- Bus drivers will clean their hands often, including before and after completing trips. They are encouraged to regularly use alcohol-based hand sanitizer with at least 60% alcohol during trips.
- Bus drivers are required to wear a re-usable non-medical mask when loading or unloading students or when physical distance cannot be maintained in the course of their duties. A face shield may be used with the non-medical mask; however, face shields must not be worn when driving the school bus.
- Up-to-date student passenger lists will be maintained for each school bus.
- As per Provincial COVID-19 Health & Safety Guidelines K-12 Settings (updated August 17th, 2020), private vehicle use and active transportation (biking, walking, etc.) where possible, is encouraged.

(Provincial COVID-19 Health & Safety Guidelines K-12 Settings, August 17<sup>th</sup>, 2020)

## School Maintenance

Regular cleaning and disinfection are essential to preventing the transmission of COVID- 19 from contaminated objects and surfaces.

- School District facilities will be cleaned in accordance to BCCDC’s Cleaning and Disinfectants for Public Settings Document.
- Custodians will follow procedures outlined the school district’s infection control plan) and RMSD’s custodial handbook.
- General cleaning and disinfecting will be conducted at least once daily when facilities are in operation
- Frequently touched surfaces will be cleaned and disinfected twice daily when facilities are in operation (once at mid-day and thoroughly at the end of the day).
- Garbage cans will continue to be emptied daily
- The school district will only use approved disinfection products listed on Health Canada’s list of hard-surface disinfectants for use against coronavirus (COVID-19).
- In addition to daily custodial services, all staff will be responsible for supporting the disinfecting of touchpoints in their workspace or in shared workplaces such as photocopy rooms. Disinfection products will be provided.
- Staff will limit frequently touched items that are not easily cleaned.
- 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 or sharing of books or paper based educational resources to students. Laminated paper-based products should be cleaned and disinfected daily if multiple people touch them.

(COVID-19 Public Health Guidance for K-12 School Settings, July 29<sup>th</sup> and the Provincial COVID-19 Health & Safety Guidelines for K-12 Settings, August 17<sup>th</sup>, 2020)

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