

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 Secondary 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 GSS, 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 be assigned washing stations based on cohorts in order to wash hands before the beginning of class.
- During transitions within the school setting cohorts will be required to wash hands within their classrooms before leaving if available or they will proceed to their assigned washing station.
- Before and after eating and drinking.
- After using the toilet.

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- Before and after playing outside.
- After sneezing or coughing into hands.
- Whenever hands are visibly dirty or greasy.

Additional hand sanitizing stations have been installed so that each school entrance will have one located in close proximity to entrances 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.

- Students should be dropped between 8:20-8:40am at the student parking lot entrance. The following drop off times are requested:
 - Grade 10-12 - 8:20-8:30am
 - Grade 8/9 – 8:30-8:40am
- Bus students will be dropped off at the regular time in the bus loop.
- Students who arrive by bus or by walking will proceed through their designated cohort entrance, where they will be greeted by assigned staff members who will ensure that masks will be worn as they enter the school and reminders to follow hygiene protocols.
- Students will then proceed directly to their designated cohort washing stations and then proceed directly to their first class.
- Hallways are one directional therefore all students will be circulating in a clockwise direction as indicated by directional arrows.

LEARNING GROUPS

What do cohorts look like at GSS?

- 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 coming too close in proximity to another, touching others, sharing personal items, food or drinks.

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- Due to a smaller school population at GSS we were able to minimize the size of each cohort. Cohorts at GSS will range from 50 to 90 students.
- There will be 4 cohorts consisting of the following:
 - Cohort 1 – Grade 8
 - Cohort 2 – Grade 9
 - Cohort 3 – Grade 10
 - Cohort 4 – Grade 11 and Grade 12
- Within the cohort a two-metre physical distance does not need to be maintained, however classrooms will be set up in a manner that encourages students to be distanced from one another.
- The majority of courses offered will only consist of one cohort in attendance. Where this is not feasible, students will be located in a room large enough to ensure social distancing requirements are met between cohorts.
- Consistent seating arrangements will occur within cohorts where practical.
- Students who have a spare block will be required to work in the forum maintaining physical distancing.

How will cohorts share common space in the school?

- During lunch break, students will be assigned a specific area where their cohort will gather for lunch. Should students wish, they can leave the school building during that time, however upon re-entry during lunch hour students must follow hand hygiene routines before proceeding directly to their designated lunch area.
- Students who choose to eat outside can do so, however they are required to physically distance from others and there will be supervision in place to monitor that this is adhered to.
- During non-instructional time common spaces including the Kikino room, counselling office and gymnasium will be closed or open by appointment only.

Are staff apart of student cohorts?

- Staff at GSS are not a part of the Grade cohorts.
- All staff at GSS teach multiple grades and cohorts and will be required to physically distance from students at all times or they are required to wear a mask when physical distancing is not practical during the day.

What do transitions between classes look like?

- When the bell rings students will be required to sanitize their hands upon leaving the classroom and proceed directly to their assigned washing station or if their next class has a sink, they are able to go directly there to complete hand washing.
- Students before leaving the class are required to put on their masks for transitioning.
- Hallways are directional and students will be proceeding to their next class in a clockwise direction.
- Staff will be in the halls monitoring movement, as students are required to proceed directly to their hand washing station and then to their next class.
- Once students have arrived in their following class, they can use the remainder of the transition time to socialize in their cohorts, maintaining distance one from the other.

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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>
Parents or caregivers must keep the student at home	Staff must stay home
IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:	IF STAFF DEVELOPS SYMPTOMS AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 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). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 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).

VISITORS TO THE SCHOOL

Parent entry to the building is by appointment only.

Normally, Golden Secondary School is an open environment. Parents are still 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 the office at 250-344-2201.

- Visitors will arrive at the office and 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.

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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 their teachers will supervise this happening at the cohorts designated wash station.
- Students will leave through their designated entrance/exits.
- Parents who are picking up students are requested to stay in their vehicles.
- Parents can pick up students in the curling rink parking lot 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 to their ride.
- Students taking busses must proceed to their designated waiting areas in the bus loop. These will be marked and supervised by teachers. 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. While in the hallway, students are still required to wear their masks at all times.
- 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.
- 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.

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- 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 17th, 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 29th and the Provincial COVID-19 Health & Safety Guidelines for K-12 Settings, August 17th, 2020)

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