

Don Titus Montessori School Safety Procedures

Updated April 6, 2021

Updated information is in red.

Before a child is able to attend school, it is expected that parents/caregivers will:

- Complete a daily health check with their child, checking for symptoms of COVID-19 each day prior to dropping their child off at the school site. Parents/caregivers and students can utilize the K-12 Health Check app for daily assessment of symptoms, or reference the SD59 Daily Health Check Form. The parental check will include checking for fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting, sore throat, loss of appetite, extreme fatigue, headache, body aches and diarrhea.
 - For mild symptoms without fever, students can monitor at home for 24 hours. If symptoms improve, they can return to school without further assessment.
 - If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner, going to a COVID-19 testing center or calling the Northern Health Online Clinic at 1-844-645-7811.
- **Keep child home when sick.**

COHORTS:

- **Cohort 1:** Grades K/1 Mrs. Simpson/Mrs. Fontaine
Grades 1/2 Mrs. Newman
- **Cohort 2:** Grades 2/3 Mrs. Pohl/Ms. Laursen
Grades 3/4 Mr. Anderson
- **Cohort 3:** Grades 5/6/7 Ms. Clark/Mr. Conrad
Grades 5/6/7 Mr. Ford

Public access to the school continues to be limited. The school building is closed to the public and parents can make appointments if they need to come into the building (call the office at 250-788-2531). All visitors must wear a mask when they are inside the school.

ARRIVAL FOR THE SCHOOL DAY

Bus Drop Off

- When buses arrive, students will go to their designated zone in the school playground where they will be supervised by staff. **Cohort 1** plays on the close playground, **Cohort 2** plays on the far playground and **Cohort 3** plays on the field.
- Bus seating will be 1 student per seat (unless students belong to the same family or cohort). Information will be provided by Standard Bus.

Parental Drop Off:

- Parents must drop off their students outside the school at the designated time of 8:50 and students will proceed to their designated entrance. Parents are not permitted into the school when dropping off or picking up their child, but are welcome to make an appointment if they need to come into the school regarding a specific matter. All visitors must wear a mask when they are inside the school.
- **Cohort 1** will enter and exit through the front entrance of the school. **Cohort 2** will enter/exit through the back door across from the bridge. **Cohort 3** will enter/exit through the Strong Start door and the back door by the concrete.
- When the bell rings at 8:55, students will proceed to their designated doors. Teachers will meet them at the door.
- Students will enter, take off their shoes at the door and then proceed immediately to wash their hands in the classroom sink with soap and water.
- Students will sit in designated space within the classroom limiting physical contact.
- **Students arriving late must enter through their designated door and proceed directly to their classroom. The office will be notified. Students arriving at school after 9:30 am should enter through the front door of the school and will be escorted to their classroom.**

DISMISSAL AND PICK-UP AT END OF DAY

- Students will wash their hands before they leave the school.
- Bus students will be escorted by their classroom teacher to the bus.
- Non-bus students will wait at the designated exit with a staff member until their parent comes to the exit door to pick them up.
- Dismissal times will be staggered to avoid mixing of cohorts.
- **Cohort 1** will be dismissed at 2:35, **Cohort 2** will be dismissed at 2:37 and **Cohort 3** will be dismissed at 2:40.
- **Parents/caregivers should maintain physical distancing and avoid crowding while on school grounds, including outdoors.**

SCHOOL DAY

In order to keep students safe, students will interact with their cohort only. Students will be encouraged to avoid physical contact, minimize close, prolonged, face-to-face interactions and spread out as much as space allows. Staff will physically distance (2m) and wear masks at all times except when eating or drinking, when a plastic barrier is in place or outdoors.

All students in grades 4 - 12 are required to wear a mask or face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses – both within and outside of their learning group, except when:

- **There is a barrier in place;**
- **eating and drinking;**
- **Outdoors.**

Students in Grades K - 3

Students in Grades K - 3 are encouraged to wear a mask in indoors in schools or on school buses, but are not required to do so – mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.

Exceptions for Staff, Students and Visitors

The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:

To a person who cannot tolerate wearing a mask for health or behavioural reasons;

To a person who is unable to put on or remove a mask without the assistance of another person;

If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.);

If a person is eating or drinking;

If a person is behind a barrier; or

While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important.

PE: For high intensity physical activities that involve movement, indoors or outdoors:

- **Basketball and soccer games should not be played indoors.**
- **Students within the same learning group are not required to maintain physical distancing, but the activity must be delivered in a way that reduces the likelihood of physical contact beyond a brief moment(i.e. skills and drills).**
- **Students from different learning groups are required to maintain physical distancing (2M).**

The school day will begin at 8:55 and end at 2:40.

- After entering the classroom and washing their hands, students will proceed to their specified work area.
- Movement within the classroom will not be limited and students will be supported to avoid physical contact. Students will be reminded to avoid close, prolonged face-to-face interactions.
- **Students need to be equipped with a personal water bottle as water fountains will not be available.**
- Snacks and lunch will be eaten at the student's workstation. Students will be supervised during eating times.
- Lunch will be at staggered times with students eating in their classrooms and playing outside with their cohort.
 - **Cohort 1:** 11:30-12:00 Outside Time, 12:00-12:15 Eating time
 - **Cohort 2:** 12:00-12:30 Outside Time, 11:45-12:00 Eating time
 - **Cohort 3:** 12:30-1:00 Outside Time, 12:15-12:30 Eating time
- The school playground is open for Don Titus students. Students will be outside only with other students in their cohort. Physical contact will be avoided while students are outside. Students will wash their

hands after using the playground as the equipment will not be sanitized. There will be a sanitizing station outside for use during play time.

Washroom Use

- Students will have assigned washrooms used only by their cohort.
- **Cohort 1** will use the washrooms in the main hallway. **Cohort 2** will use the washrooms in the gym. **Cohort 3** will use the washrooms in the Strong Start hallway.
- There will be one student in the washroom at a time. A cone placed in front of the washroom door will let others know the washroom is being used. The cone will be moved with a foot and not touched.
- Staff members will be teaching and ensuring that proper hand washing hygiene is followed throughout the day, before and after eating and after washroom breaks.

Food for Students

- Students will have time to eat their lunch and snack inside. No food is to be eaten outside.
- Students **must wash their hands** before handling food.
- Students are **not to share food** items or contact food items that belong to others.
- Students should not bring food items that need to be reheated. There will be **no access to microwaves**.
- Students will need to **eat their food at their designated area** and clean the area when finished with a spray of soap and water.
- All beverage and food containers should be clearly labeled with the student's name.

REINFORCING PREVENTATIVE MEASURES FOR STUDENTS

Please ensure that your child understands that any physical contact and movement outside of their cohort is to be avoided for the safety of the entire school community.

- Students will be supported to have minimized physical contact with one another.
- Staff will work with the students to help them understand and practice **coughing or sneezing etiquette; remind them to do it into their elbow or a tissue, and wash hands afterwards.**
- Staff will work with the students to help them understand and practice **avoiding touching their eyes, nose, and mouth with their hands.**
- **Staff will work with students to help them move safely through hallways and in the classroom.**
- Staff will work with students to ensure they **wash their hands frequently and sanitize their work area as needed with a spray of soap and water.**
- **Learning spaces are arranged to maximize the space available and to minimize people directly facing one another (where possible).**

MANAGING STUDENTS WHO EXHIBIT SYMPTOMS OF COVID-19

If a child begins to exhibit symptoms while at school:

- The child will be promptly separated into a safe area away from others and adequate supervision will be provided until the child is picked up.
- The child will be provided with a mask.
- The parent or guardian will be called as soon as the child is separated, and the parent or guardian will be asked to pick up the child immediately.
- The parent will be provided with a letter explaining the steps they are recommended to take before the child can return to school.
- Students, staff or other adults should stay home when sick.

Staying Home, Self-Isolation and Symptoms

Stay Home When Required to Self-Isolate

The following students, staff or other adults **must stay home and self-isolate**

- A person confirmed by the health authority as testing positive for COVID-19; or
- A person confirmed by the health authority as a close contact of a confirmed case of COVID-19; or
- A person who has travelled outside of Canada in the last 14 days.
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A person who has been tested for COVID-19 **must stay home** while they are waiting for the test results.

Symptoms of Illness and Return to School

Students, staff or other adults should stay at home when sick, as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Parents/caregivers and students can use the [K-12 Health Check](#) app.
- Staff and adults can refer to the BCCDC's "When to get tested for COVID-19"
- Staff, students and parents/caregivers can also use the [BCCDC online Self-Assessment Tool](#), call 8-1-1 or their health care provider.

When a staff, student or other adult can return to school depends on the type of symptoms they experienced (as indicated in the [K-12 Health Check](#) app and the BCCDC "[When to get tested for COVID-19](#)" resource) and if a COVID-19 test is recommended. See Appendix A – COVID-19 Symptoms, Testing and Return to School for more information.

Students and staff who experience symptoms consistent with a previously diagnosed health condition (e.g. seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. They do not require re-assessment by a health-care provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a health-care provider.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

Northern Health Online Clinic and Information Line: [1-844-645-7811](tel:1-844-645-7811)

Protocol in the Event of a Confirmed Covid-19 Case in a School

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

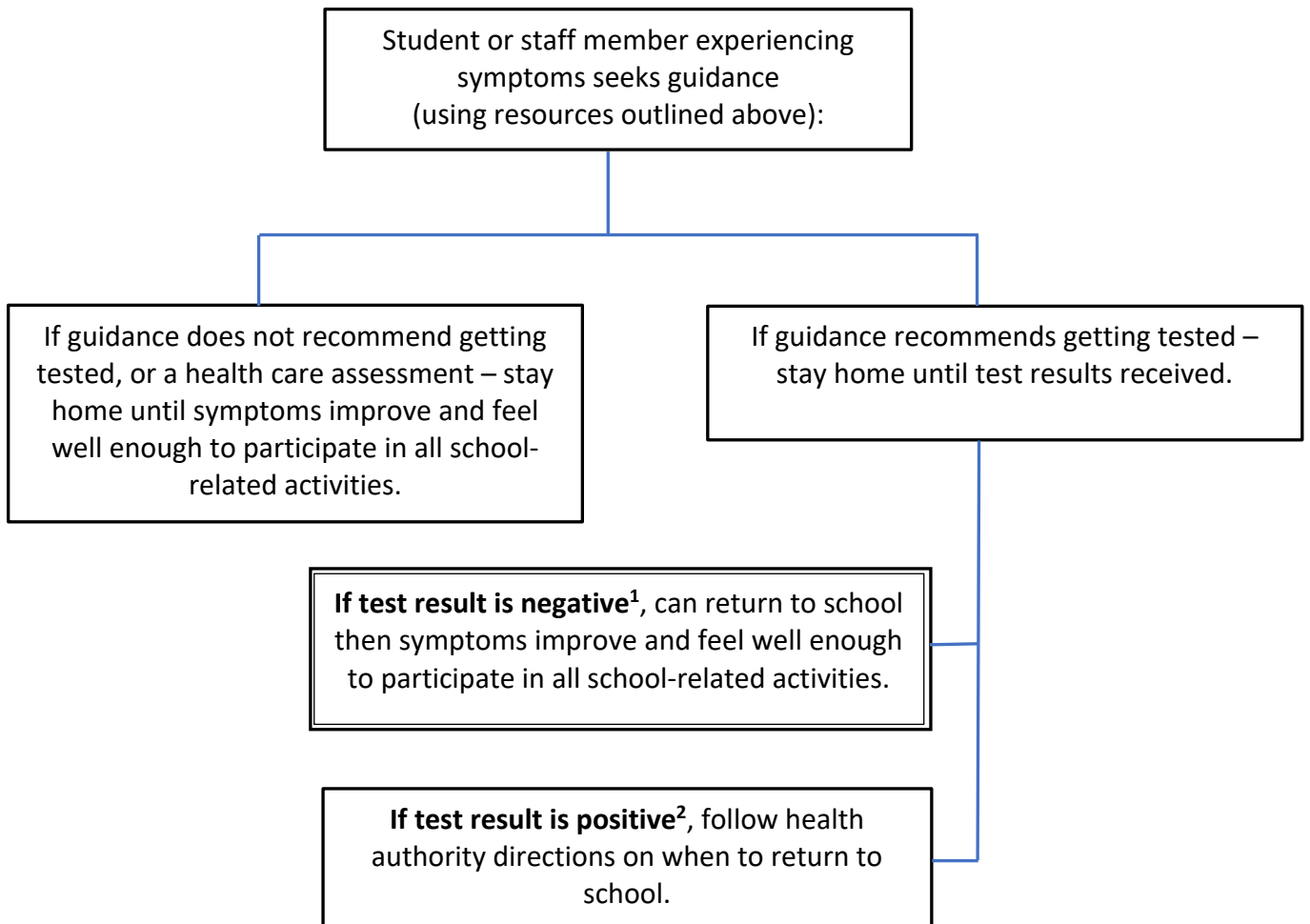
- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the BCCDC website.)
 - Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then:
 - Recommend 14-day isolation if necessary (for confirmed close contacts).
 - Recommend monitoring for symptoms if necessary.
 - Provide follow-up recommendations if necessary.
- Schools will continue to provide learning support to students required to self-isolate.
- Together, schools/school districts and public health officials will determine if any other actions are necessary.

Supporting Documents:

- [BC's K-12 Education Restart Plan](#): Updated July 29th to outline the five-step approach for resuming in-class instruction.
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>
- [Provincial COVID-19 Health and Safety Guidelines for K-12 Setting](#): Updated **March 30th, 2021** to provide detailed information and guidelines pertaining to health and safety in K-12 schools.
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>
- [WorkSafeBC K-12 Education Protocols](#): Updated **December 2020** to provide guidance and protocols for returning to operation for K-12 education providers.
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- [BCCDC COVID-19 Public Health Guidance for K-12 School Settings](#): Updated **March 30th, 2021** to provide health and safety standards for schools to operate in Stage 3.
http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

Appendix A: COVID-19 Symptoms, Testing and Return to School

When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the K-12 Health Check app and BCCDC When to get tested for COVID-19 resource for specific guidance. Staff, students and parents/caregivers can also use the BCCDC on Self-Assessment Tool or call 8-1-1 or their health care provider.



1. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. BCCDC has information on receiving negative test results.
2. Public health will contact everyone with a positive test. Visit the BCDC website for more information on negative test results.

Appendix B-1: Daily Health Check for Students

Daily Health Check for Students:

Based on current evidence, some symptoms are more likely to be related to COVID-19 than other. If your child has any of the symptoms listed below, follow the instructions.

Symptoms	What to Do
Fever higher than 38°C Chills Cough Difficulty breathing Loss of sense of smell or taste	1 or more of these symptoms: Get tested and stay home.
Sore throat Loss of appetite Diarrhea Nausea and vomiting Extreme fatigue Headache Body aches	If you have 1 of these symptoms: Stay home until you feel better 2 or more these symptoms: Stay home and wait for 24 hours to see if you feel better. Get tested if not better after 24 hours
If you answer "YES" to either of the following questions, you must stay home and self-isolate.	
Have you or anyone in your household returned from travel outside Canada in the last 14 days?	
Are you a confirmed contact of a person confirmed to have COVID-19?	

When a **COVID-19 test** is recommended by health assessment, stay home until test results are received:

- If the COVID-19 test is **positive**, follow health authority direction on when to return to school.
- If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough to participate in all school-related activities. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.

If a COVID-19 test is not recommended by the health assessment, you can return when symptoms improve, and you feel well enough to participate in all school-related activities. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

