



Safe Return to Campus Protocols and Practices

Preamble

The purpose of this document is to outline the policies, protocols and procedures to follow while the school is required to follow requirements and recommendation as authorized by the Canadian Federal Government, Provincial Government, BC Ministry of Education, Kelowna Municipal Government, local health authority (Interior Health) and the BC SDA Conference Office of Education. It represents the best practices as by the Ministry of Health and Ministry of Education.

Plan Background

The Government of BC has established that bricks-and-mortar schools in BC must be offering the following direct service levels by September 10 (our program will start on September 8):

- K-12 Full-time in-class instruction
- A division of students and staff into a learning group

General Guidelines

- Multi-use items, such as a tissue box, will be strategically located in the room to provide easy access and not prevent physical distancing.
- Classrooms will be decluttered with non-essential items and furniture removed to allow for efficient and effective ongoing and nightly custodial cleaning.
- Workspaces and desks will be strategically placed to avoid contact as much as possible.
- Ideally, the classroom will have a hand washing sink with soap (NO bar soap) and paper towel.
 - If no hand-washing sink is in the classroom, students and staff will have access to a designated washroom.
- Desktops and counter surfaces **must be kept clear** to facilitate ongoing disinfection throughout the day and allow for nightly custodial cleaning/disinfection.
- Access to gyms, computer lab/av room, music rooms, and library will be limited to use in accordance with learning group and cleaning guidelines.
- Common/general use items will be limited/restricted to **only necessity**, and disinfected on a regular basis if use spreads across learning groups (ex. computers, science labs, gym equipment).

Health and Safety

1. Learning Groups

- a) Schools developed their plans in concert with the Office of Education and the Associated Member Society of FISA BC. **Learning groups** at the elementary level will not exceed 60 and 120 at the secondary level (unless a variance is given by the local healthy authority). There will be no density targets or capacity limits beyond the learning group system at this time. Learning groups will be organized as follows: **Grades K-2, 3-5, and 6-12.**
- b) Non-staff adults are to be given limited access to the school (maintaining a closed campus) for specific program delivery necessities, with physical distancing and mask-wearing practices in place for anyone outside of the learning group.
- c) When physical distancing is not required within a learning group, desks, resource bins, etc. will still be rearranged to help avoid direct contact of students and staff. Use of gymnasiums, large open spaces, and outdoor space is encouraged to promote physical distancing inside and outside of the learning group.





OCS Restart Plan

- d) Students must physical distance outside of their learning group and are encouraged to wear PPE (**required for grades 8-12**) when they are in high traffic areas if those areas cannot be avoided (ex. hallways and in bathrooms).

2. Health Protocols

- a) Daily health checks and communication to be done by parents if there are symptoms of influenza, colds, or COVID-19. School staff will also be asking students how they feel as they enter the building.
- b) The following students, staff or other persons **must stay home and self-isolate**:
 - i) A person confirmed by public health as a case of COVID-19; or
 - ii) A person is awaiting COVID-19 test results; or
 - iii) A person confirmed by public health as a close contact of a confirmed case or outbreak of COVID-19; or
 - iv) A person who has travelled outside of Canada in the last 14 days.
 - v) Symptomatic students should not be at school even if they have negative COVID-19 test.
- iii) **Staying home** when sick is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. When COVID-19 is present in the community, the risk of introducing COVID-19 into schools is reduced if staff, students and parents/caregivers:
 - i) Perform a **daily health check**.
 - ii) **Stay at home** when sick.
 - iii) Get a health assessment and/or **COVID-19 test** when sick.
- d) PPE – required for staff and the high school learning group when physical distancing cannot be maintained. Non-medical masks are not a substitute for **physical distancing (1-2m)**.
- e) Respiratory Etiquette (students and staff):
 - i) Cough and sneeze into their elbow, sleeve, or tissue. Throw away used tissues and immediately perform hand hygiene.
 - ii) Refrain from touching eyes, nose, or mouth with unwashed hands.
 - iii) Refrain from sharing any food, drinks, unwashed utensils, etc.
- f) Dealing with onset of illness during the school day:
 - i) Student will be **isolated** and supervised in designated room (First aid room) until they leave the building.
 - ii) Parent or designated emergency contact will be contacted immediately to arrange pickup.
 - iii) The room will be **disinfected** once the person has left (by the designated supervisor- who will wear PPE).
 - iv) A symptomatic staff member will be required to wear a mask and **MUST** physical distance from ALL others until their student supervision can be replaced.
 - v) Anyone with symptoms will be encouraged to **self-isolate** until they are advised to return to school by the local health authority or symptoms have **fully cleared up**.
- g) Parent should provide their child(ren) with all the food required for the day, avoiding the need to use microwaves as much as possible. Hot lunch and food services can be offered within learning groups, but **food sharing** will be **prohibited**. Parents must NOT bring food to school for sharing with other students or staff.

3. Cleaning

- a) Disinfecting procedure will include spraying the surface with disinfectant supplied, letting it sit for 30 seconds, then wiping it away with a clean rag.
- b) High touch areas will be cleaned/disinfected a minimum of **TWICE per 24 hours** (by staff, EAs, and/or custodians).
- c) Garbages to be emptied daily.
- d) Limited use of drinking fountains, so teacher to facilitate student **water bottle** refills.
- e) Lockers segregated within learning groups and disinfected on the outside alongside the regular cleaning schedule.



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OCS Restart Plan

- f) Classrooms will have hand sanitizer present, and students and staff will practice **regular hand washing** before leaving a classroom and before re-entry into the classroom. Daytime cleaning plans have been added alongside daily custodial cleaning and disinfecting.

4. School Entry/Exit

- a) Parents/guardians must remain **outside of the school** to drop off and pick up their children. They must not enter the school unless necessary and with prior approval. Teachers/school staff will direct students to their parents/guardians. The K-2 learning groups will meet at the playground entrance to the building; the 3-5 learning groups will meet at the main entrance to the building; the 6-12 learning group will meet at the gymnasium entrance to the building.
- b) Due to stricter protocols and teacher responsibilities, we are unable to accommodate early drop-offs and late pick-ups. We are relying on parents to ensure their child(ren) are dropped off and picked up **on time**.
- c) Students must be able to enter the building on their own. There will be a staff member present at the entrance to do a health check and escort them to their classroom.
- d) Teachers will be in their homeroom to ensure students equipment is properly stored and hand-washing has occurred.
- e) The school building will be closed throughout the school day.

Continuity of Supports

Vulnerable students, and those with diverse needs will be able to attend school up to five days a week with support within their learning group.

Continuity of Learning

1. Full start is set for September 8. All students will have access and be required to attend school in-person 5 days per week within their learning groups.
2. Teachers will be developing lessons to allow for a continuity of learning in unforeseen circumstances (ex. Google Classroom). We will be pursuing a one-to-one ratio of Chromebooks to students, to allow access to technology to continue in a safe manner.

Communication of Materials

1. The principal to be the point person for all Covid-19 related (as well as academic, parent, student, and teacher) inquiries.
2. We will continue to provide communication through our regular channels (see our [Covid-19 webpage](#)). Parents and partner groups are encouraged to stay connected throughout the school year.
3. We will also post information within the school and on entry doors under the guidance of the Ministry of Health and BC CDC.
4. Please refer to the [Ministry of Education](#) website for further information.



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