

**LAKEVIEW CHRISTIAN SCHOOL**  
**PROCEDURES & PROTOCOLS**  
**Health and Safety Plan- Stage 2**  
**August 21, 2020**

**GENERAL OFFICE USE/PHOTOCOPIER USE- STAFF**

- If you need to use the photocopier wash your hands before you begin
- When you are done, disinfect the photocopier
- Disinfect any shared surfaces or equipment at the photocopy area/room such as staplers, hole punches, etc. that you used
- Only one person at a time allowed at the photocopier, no more than two staff in the inner office area.
- When you are finished at the photocopier or inner office, wash your hands again before you go back to your classroom/workspace.
- Please stay behind the plexiglass barriers when talking with office personnel or maintain a 2 metre distance.

**GENERAL STAFF ROOM USE**

- Wash your hands as you go into the staffroom
- The staffroom will accommodate only one person for eating. It can be used for food storage, accessing appliances etc. A maximum of two persons in the room at a time-if there is a staff member eating in the room, the 2<sup>nd</sup> person may access their food/drink and then exit the room.
- Bring your own lunch. It is not recommended to leave the building for lunch to limit potential exposure. If you must leave, make sure you follow the same entrance protocols as when you arrived.
- Disinfect areas, surfaces, appliances, etc. that you use in the staffroom.
- When you are finished wash your hands again before you go back to your classroom, or workspace.
- Please do not share food or drinks while on the school premises.

**GENERAL TEACHER/STAFF PROTOCOLAL & PROCEDURES**

- Wash your hands when you arrive at school either at the handwash station or washroom
- Disinfect your work area as needed
- Staff will have the option to wear a mask while working with their learning group
- If you use an alternate workspace, disinfect the used surface, furniture, equipment, etc.
- Follow safe social distancing guidelines by maintaining six feet or 2 meters distance between people. Ensure that you are in a space that allows for the six feet/2M distance among people.
- Work in your classroom, office, or workspace as much as possible.
- If you need to talk to someone, make sure you stay six feet or two meters away

## **LEARNING GROUPS/COHORTS**

Students remain in their homeroom class with their teacher and aide for daily scheduling. However, additionally, the students will be part of a larger group called a Learning Group/Cohort.

A Learning Group/Cohort is a group of no more than 60 students and staff who remain together throughout the school year and who primarily interact with each other. LCS will be divided into two cohorts: grades K-4 (Lower Floor) and grades 5-9 (Upper Floor). The West Coast Distributed Learning students will be part of the grades 5-9 cohort.

Within a learning group, minimized physical contact is required, but physical distancing does not need to be maintained at all times. However, outside of a Learning Group, physical distancing of 2m will remain the expectation for all staff and for students of the grades 5-9 cohort. This will not be required in the grades K-4 cohort.

Students within a learning group will sometimes join for activities like physical education, music, extracurricular activities or they may be West Coast DL students taking the same courses. Student Cohorts will have staggered recess and nutrition breaks.

## **FACEMASKS**

Each student and staff member will be provided with two reusable facemasks. The grades K-4 Cohort are not required to wear masks.

The grades 5-9 Cohort are required to wear masks when they are outside their learning group and cannot safely social distance. This grades 5-9 Cohort should keep a 2m distance when possible within their Cohort, including the hallway in their area.

Facemasks are not required within a Cohort. Wearing one is a personal choice. It is important to treat people wearing a mask with respect.

Exceptions will be made for students who cannot wear a mask for medical reasons.

All students will need to wear a mask if they are passing another learning group in the hallway or lobby. Even when wearing a mask, staff and students will still be required (as much as possible) to maintain physical distancing with people outside of their learning group.

Staff from another Cohort and itinerant teachers must keep a 2m distance from other staff and students when “visiting” or teaching in another Cohort and are required to wear a mask if 2m is not possible.

## **GLOVES**

Please ensure that when gloves are used that they are used properly and changed frequently to avoid any cross contamination. Wash hands before wearing and after removing gloves.

## **HAND SANITIZING AND CLEANING -STAFF & STUDENTS**

Teachers/Staff and students will be required to wash and/or sanitize their hands each time they change locations (arriving at school, classroom to playground, playground to classroom, before and after eating, leaving school) and at various select times of the day. Sanitization stations are set up in the front entrance and Lower Level entrance of the school as well as in each classroom.

## **SCHOOL SUPPLIES**

Students will be asked to label their personal items and not to share them.

## **RECESS/LUNCH BREAKS**

In order to keep students in their Cohorts, nutrition breaks and lunches will be staggered.

Nutrition Break Notes: 1. Refrain from sharing any food, drinks, or utensils.  
2. Microwave use to reheat food is not available at this time. Please consider using a thermal container if you would prefer heated food.

Schedule:

10:15-10:30 Grs. K-4 Nutrition Break & Grs. 5-9 Recess

10:30-10:45 Grs. K-4 Recess & Grs. 5-9 Nutrition Break

12:25-12:50 Grs. K-4 Nutrition Break & Grs. 5-9 Recess

12:50-1:15 Grs. K-4 Recess & Grs. 5-9 Nutrition Break

## **SUPERVISION**

Educational Assistants will be supervising the students at recess and Teachers will supervise Nutrition Breaks.

Indoor recess in the gym will be available during inclement weather only.

Arrival (Student) 8:15-8:30 AM: Educational Assistants to supervise arrival of students at designated areas (e.g. front entrance and hallways). Teachers to supervise their homeroom classroom and hallway area.

Dismissal (Student) 3:10-3:45 PM: **Grades K-4** Cohort students will be seated in the gym by class with social distancing and be monitored by the teacher. Aides will assist with guiding the students to the entrance and their parent/guardian's vehicle. **Grades 5-9** Cohort will be monitored in their homeroom classrooms by the teacher. The aide will facilitate guiding the students to the entrance and their parent/guardian's vehicle.

Teachers are to monitor student entry/exit in classrooms/halls. Social distancing will be encouraged and gently reminded if necessary.

## **ADDITIONAL DISINFECTING**

Teachers are responsible for disinfecting the high touch areas of their classroom during each recess (e.g. door knobs, light switches, cupboard handles, keyboards, desks and chair tops).

Aides are responsible for disinfecting the high touch areas of the bathroom and hand rails shortly before lunch recess.

## **ARRIVAL/DISMISSAL SCHEDULING**

**Arrival:** 8:15-8:30 AM. It is very important that students arrive at school within the allotted time frame. The grades 5-9 Cohort will use the service ramp walkway and the grades K-4 Cohort will use the main entrance stairs. Parents should be prepared to drive up to the school drop off area for their child/ren to disembark the vehicle. Staff will be ready to greet the students and provide them with hand sanitizer. The students will then proceed directly to their homeroom class.

Parents/Guardians are responsible for checking their child for illness each morning. If the child is ill, the child may not attend school. If the child becomes ill at school, the child will be provided a mask and kept in the medical room. The parent will be notified and kindly asked to pick up their child. We thank you for your understanding and cooperation at this time.

**Dismissal:** There will be a staggered dismissal beginning at 3:10 PM. This will provide the students a safe exit from the building. The two Cohorts will remain separated. The grades K-4 Cohort will be dismissed from the gym and the grades 5-9 Cohort will be dismissed from their homeroom. Siblings from either Cohort will be called to the exit together. Parents/Guardians will be given a short time block to pick up their child/ren. Dismissal pick up scheduling is very important so that a smooth and orderly staggered exit is possible. Your cooperation is appreciated.

## **SIGNAGE**

Signage is posted at the school entrance, hand washing areas, and in hallways, as visual reminders to practice health and safety protocols.

## **PARENTAL/GUARDIAN/VISITORS**

The staff is very happy to speak with you after school or make an appointment to meet with you. Email and telephone communication are also acceptable, as well as scheduling a Zoom meeting. During Stage 2 of the Re-start plan, parents/guardians/visitors will be discouraged from entering the building to protect the health of staff and students. We understand that at times this will be necessary. If so, please follow the posted guidelines at the front entrance, sanitize your hands, keep a social distance of 2m, and report to the office. If needing further entrance into the building, you will be required to wear a facemask. If you do not have one, one will be provided for you. It must be worn while in the school building. Thank you for your understanding and care.

## **RESPIRATORY ETIQUETTE**

- Cough or sneeze into your elbow sleeve or tissue. Throw away any tissues and immediately perform proper hand hygiene.
- Refrain from touching your eyes, nose or mouth, with unwashed hands

## **ILLNESS**

- If you are sick, stay home and contact the school principal(staff)/secretary(students)
- Staff: If you start to develop symptoms while at work let the principal know.
- If you are not sure whether you should stay home, use the self-assessment tool at: [bc.thrive.health](http://bc.thrive.health) or call 811.
- If students are sick or showing symptoms they will need to come to the office. The secretary will call their parent and they will need to go home. The parent should contact: call 811 or see a health care professional and report back to the school. The school may contact the LCS healthcare nurse for further advice.

## **PRACTICE SELF-CARE**

Build self-care into your day. All the things you do to take care of yourself will help manage your stress. By taking good care of yourself, you'll be better prepared to take care of others.

### **Some self-care ideas:**

- Pray/Connect with God
- Take a breath
- Go for a walk
- Read a book
- Start a digital detox (Leave your phone alone for a while)
- Exercise

## **COMMUNICATION**

We recognize that it is a time of transition and potential stress. The priority is to ensure everyone is safe and we are kind as we move forward. If you have any questions or suggestions, please contact the school principal.

You are appreciated and we value your understanding and efforts in taking necessary precautionary measures to keep yourself and others safe and healthy.