

# VSIE COVID-19 SAFETY PLAN for STAGE 2

## 1. Learning Cohorts

The Victoria School for Ideal Education has 2 buildings:

- a primary building with Kindergarten, Grade 1 and Grade 2, with a total of 28 students, 3 teachers, 2 administrators and 1 teaching assistant. [34 humans]
- the main school building containing 4 classrooms, a total of 52 students, 4 teachers and 4 teaching assistants. [60 humans]

The students, teachers and teaching assistants in each building will constitute one learning cohort. Within each learning cohort, individual classes will only be combined outside in the school yard for possible common activities. For the morning and lunch recess times, there will only be one learning cohort in the school yard at a time. The other learning group will be off site at a neighborhood park, and will occupy a separate space in the park from any other groups who may be using the park at that time.

## 2. Infection Prevention and Exposure Control Measures

### Personal Measures:

- Hand-washing facilities are on each floor. Staff and students will wash hands upon entering the school building, before and after breaks, after using the toilet, before and after eating, before and after handling common tools and equipment, after sneezing or coughing into hands or a tissue and before and after using an indoor learning space used by students from the other cohort.
- As much as possible, materials will not be shared and each student will have their own supplies. As well, hand sanitizer will be available in each classroom.
- Anyone who is even mildly sick must stay home. Parents and caregivers must assess their children daily for symptoms of common cold, influenza, COVID-19, or another infectious respiratory disease before sending them to school.
- If a student develops symptoms at school, the student will be immediately separated from others in a supervised area (downstairs office) and parents will be contacted to pick up their child as soon as possible. The area where the student was separated and any areas recently used by them will be cleaned and disinfected. If a parent cannot be contacted within 20 minutes, the school will call the next person on their contact list. Parents must be mindful that all persons on their contact list for emergency pick-up are not at unusual risk for COVID-19, i.e. immunocompromised or elderly.

- Any student or staff who has travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers.
- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache. If a doctor or nurse practitioner confirms and writes a note that it is NOT Covid, the staff or student may return to school when feeling better.
- Students and staff who experience seasonal allergies or other COVID-19 like symptoms which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in the symptoms they should seek an assessment by a healthcare provider.
- All students will be reminded to avoid physical contact, even within their own learning cohort.

### **Environmental Measures:**

- A cleaning protocol for washrooms will be posted in each washroom. All common areas and surfaces, equipment, tools, light switches and door handles are sanitized twice daily. Our cleaners have adequate training and have researched effective cleaning agents for use in a school.
- Any unnecessary tools or equipment that may elevate the risk of transmission, including items like shared utensils and plates will be removed.
- Garbage will be emptied daily.
- Students on each floor of each building will use different exits for entering and leaving the building. For students on the second floor of the main building, there will be a hand sanitizing station to be used before entering the building.
- As much as possible, students will pursue their learning programs outdoors.
- Desk and table configurations within classrooms will allow for as much physical distance as possible.

### **Administrative Measures:**

- All staff will be trained prior to school opening on the policies and procedures to be implemented to reduce the risk of exposure. Teachers and teaching assistants on call will be trained in these policies and procedures before working with students.
- The number of adults (staff, resource people, etc.) who interact with cohorts they are not a part of will be minimized as much as is practical while supporting learning in a safe, healthy environment.
- School gatherings will only occur within each cohort.
- Parents will not be required to stay outside the school gates during drop off and pick up times, as in Stage 3, but are requested not to linger on the school grounds at these times. We request that visiting with other parents and families take place at local parks or somewhere off the school property to minimize the number of people in the school yard.

- Before school, students from each learning cohort will stay in front of their respective buildings until 8:30am, at which time the grade 3-9 students will move to the backyard and the younger students will remain in the front yard.
- After school, we will be working as a community for timely pick ups by one adult at 2pm on Wednesdays & 3pm every other school day. Each learning cohort will stay in front of their respective buildings.
- If students are arriving late to school, parents will call the office and let them know upon arrival. Intermediate students will still check in at the main office upon arrival. In addition, for the primary parents they will need to enter the school yard with their learner, and read the message on the whiteboard posted on the outside of the building for locations off site.

### **Field Trips:**

- Field trip locations must provide supervisors with their COVID-19 operating plan and ensure it does not conflict with the school's plan. The field trip supervisor should then share the plan with parents and school administration. Parents will be notified for any field trips beyond the neighbourhood.
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to physical distancing and other health and safety guidelines.
- Learning cohorts will remain separate for all field trips and numbers will align with the PHO guidance on mass gatherings (i.e. 50 people). Field trips to outdoor locations are preferable.
- No overnight field trips will occur during stages 2 to 4.
- Use of parent volunteers for driving groups of students is not permitted during stages 2 to 4.
- Buses used for transporting students should be cleaned and disinfected according the guidance provided in the BCCDC's Cleaning and Disinfectants for Public Settings document. Bus drivers should 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, as well as wear a non-medical mask or face covering when they cannot practice physical distancing or be behind a physical barrier in the course of their duties.
- Prioritize students sharing a seat with a member of their household or cohort. If space is available, students should each have their own seat. Schools will keep up-to-date passenger lists to share with public health should contact tracing need to occur.
- Encouraging private vehicle use and active transportation (e.g. biking, walking, etc.) by students and staff where possible to decrease transportation density. Schools/school districts should keep up-to-date passenger lists to share with public health should contact tracing need to occur.

### **3. Policies for staff safety:**

- If a staff member starts to feel ill while at school, he or she should immediately notify the administration. Arrangements will be made for the person to travel home safely and for an alternate person to assume the staff person's duties.
- Unless they are part of the same cohort, staff and other adults will maintain physical distance from each other at all times.

#### **4. Communication plans and training**

- Teachers and teaching assistants will be trained in the social distancing and cleaning measures that are in place before beginning work at VSIE.
- Effective handwashing procedures are posted at all handwashing stations.
- Protocols for entering the school buildings are posted at the entrances. This will include a note for parents, delivery personnel, etc. to call the office before entering a school building.
- For any visitors who enter the school, the school will keep a list of the date, names and contact information.
- Parents will only enter a school building by invitation and will be asked to wear masks and adhere to social distancing as much as possible.
- Administrators, teachers, and teaching assistants will work together to ensure policies and procedures are being followed.
- The VSIE COVID-19 Safety Plan for Stage 2 will be shared with all members of the school community.

#### **5. Monitoring and updating plans as needed**

- If a new area of concern arises, or a current policy does not seem to be working, administrators will work with staff to update policies and procedures.
- Any staff member or parent can raise safety concerns with the school administration who will work with staff to resolve any identified safety issues.