



Port Ed Community School

772 Pacific Ave. Port Edwards, BC V0V 1G0

Safety & Restart Plan

School Information: Kindergarten to Grade 5

This plan was created by the Port Ed on-site Occupational Health and Safety Committee using the guidance from WorkSafe BC for K-12 Education, the BC Centre for Disease Control (BCCDC), May 19th COVID-19 Health & Safety Guidelines for K-12 setting issued by the Ministry of Education (MoE).

COVID-19 is an illness caused by coronavirus. Human coronaviruses are common and are typically associated with mild illness, similar to the common cold.

In March 2020, the World Health Organization (WHO) declared COVID-19 a pandemic. Symptoms may take up to 14 days to appear after exposure to COVID-19. Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around 5 days. Staff and students are encouraged to use the BC COVID-19 self-assessment test at: <https://bc.thrive.health/>

Symptoms of COVID-19 may include:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Fever | <input type="checkbox"/> Cough |
| <input type="checkbox"/> Difficulty breathing | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Sneezing | <input type="checkbox"/> Fatigue |

[COVID-19 Awareness Fact Sheet](#)

Exposure Control Plan Implementation

Families have been notified of the return of students to Port Ed Community on September 10, 2020 as we begin Phase 2 of BC's Restart Plan (www2.gov.bc.ca). The province is to return to full-time classes in **September 2020**. Having students in the classroom helps to minimize learning gaps and provide the academic, social and emotional supports essential for learning. Schools and school districts will also have the necessary plans in place to be able to shift quickly between stages if and when required. (www.2gov.bc.ca).

HELPFUL RESOURCES

The following Ministry of Education guides have been used in preparing this Restart Plan:

- [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)
- [BCCDC COVID-19 Public Health Guidance for K-12 School Settings](#)
- [K-12 Education Restart Plan](#)



Maximum learning group sizes (inclusive of students and staff)				
STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGES
<ul style="list-style-type: none">Elementary: no limitMiddle: no limitSecondary: no limit	<ul style="list-style-type: none">Elementary: 60Middle: 60Secondary: 120	<ul style="list-style-type: none">Elementary: 30Middle: 30Secondary: 60	<ul style="list-style-type: none">Elementary: 30Middle: 30Secondary: 30	<ul style="list-style-type: none">Elementary: 0Middle: 0Secondary: 0

Learning Cohorts

A learning group is a group of students and staff who remain together throughout a school term (e.g. a school quarter, semester or year) and who primarily interact with each other. A learning group could be made up of a single class of students with their teacher, and/or multiple classes that sometimes join for additional learning activities.

School information:

Times: Thursday, September 10- 9am-11am All students

Students will enter and exit through the side door.

Monday, September 14- All students will begin school at 8:43am- 2:38pm.

Lunch is from 12-12:45pm

Communication to Parents:

1. Electronic copy of Exposure Plan will be emailed to staff and families of Port Ed Community School
2. Emails to families from the school and classroom teachers to families about what to expect in the coming weeks
3. Phone calls from staff/messenger from the school to families
4. Newsletter with update information sent via email
5. The Port Ed Exposure Plan will be placed on the Port Ed School website.
6. Frequent SD52 Website updates from the Superintendent about the start-up plan and new and updated documents from the Ministry of Education

School Premises:

- All classrooms will be used
- All bathrooms will be used



- Staff will greet students at the designated entry point to bring students into the school. As well, staff will escort classes out when the bell rings.

Student Entrance/ Exit

All students will use the same entrance and exit each day. Students will use the side entrance and staff will use the main entrance.

Access to the Port Ed School Site

- **Visitors**
 - There will be limited access to visitors.
 - Visitors will have to make an appointment in order to visit the school.
 - The main entrance must be used by all visitors.
 - Posted signs will clearly indicate accessible and non-accessible areas in the school.
 - All doors will be locked. Students will need to knock on the doors to be let in.

Late Arriving Students

- Please try to have your child to school on time. Being on time ensures that children are able to receive more in-class instruction time. In the case that your child is late, the side door will be locked, therefore students who are late will need to knock loudly to wait for a staff member.



Cleaning and Hygiene

COVID-19 Guidance for K-12 Schools
May 19, 2020

Appendix A: Summary of School-Based Control Measures

- 1. STAY HOME WHEN SICK**
All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.
- 2. HAND HYGIENE**
Everyone should wash their hands more often!
Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.
- 3. RESPIRATORY AND PERSONAL HYGIENE**
Cover your coughs.
Do not touch your face.
No sharing of food, drinks, or personal items.
- 4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT**
Spread children out to different areas.
Take them outside more often.
Stagger lunch times.
Incorporate individual activities.
Remind children, "Hands to Yourself!"
- 5. CLEANING AND DISINFECTION**
Clean and disinfect frequently touched surfaces at least twice a day.
General cleaning of the centre should occur at least once a day.
Use common cleaning and disinfectant products.

- Students/staff will be required to wash their hands upon arrival and departure.
- Soap will be available for all classroom sinks.
- Hand washing signs are posted above every sink in the school to remind students and staff of frequent handwashing protocols.
- An adult will escort students to the washroom to remind them to wash their hands.
- Wipes and hand sanitizer will be located in the following high traffic areas: office, front entrance, and staffroom.
- A custodian will clean bathrooms and high touched areas after school.
- Cleaning supplies and gloves will be provided. The classroom will be supplied with a cleaning disinfectant solution spray (Food Grade) that is to be sprayed on all surfaces and left for a minimum of 1 minute (until dry) or spray and walk away.
- Gloves should be worn when using cleaning supplies.



- All staff need to continue to wipe down all areas that they touch, i.e. photocopier, door knobs, hand railings, bathroom light switches, staffroom appliances used, exterior door push bars and electronic devices.
- Provide staff and students with tissues to cover their coughs and sneezes. Students will be reminded to throw away used tissues as soon as possible and perform hand hygiene.
- Student friendly signage will be posted throughout the school outlining the key preventative COVID-19 measures including:
 - Wash your hands often
 - Avoid touching your face, eyes, nose, or mouth
 - Cover your mouth and nose with your arm to cough or sneeze
- Students are to let staff know immediately if they are not feeling well.
- Staff will review all above procedures with students on the first day of student return.
- Students will need to wash their hands before and after playing on the playground.



- 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 of books or paper based educational resources to students because of COVID-19.

COVID-19 Guidance for K-12 Schools
May 19, 2020

Appendix C: When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none">• When they arrive at school and before they go home.• Before and after any breaks (e.g., recess, lunch).• Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).• Before and after eating and drinking.• After using the toilet.• After handling common resources/equipment/supplies or pets.• After sneezing or coughing into hands.• Whenever hands are visibly dirty.	<ul style="list-style-type: none">• When they arrive at school and before they go home.• Before and after any breaks (e.g. recess, lunch).• Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom).• Before and after eating and drinking.• Before and after handling food or assisting students with eating.• Before and after giving medication to a student or self.• After using the toilet.• After contact with body fluids (i.e., runny noses, spit, vomit, blood).• After cleaning tasks.• After removing gloves.• After handling garbage.• Whenever hands are visibly dirty.



Health Check

- **STAY HOME IF YOU ARE SICK TO AVOID SPREADING ILLNESS TO OTHERS**
- Staff members in each classroom are to check student health upon arrival to school. Staff members will ask students the following questions:
 - How are you feeling today?
 - Are you feeling sick today?
 - Do you have a cough? Fever?
 - Are you sneezing?

Water

- Students are encouraged to bring full bottles of water from home
- Water fountains are closed

Food

- Students are allowed to bring snacks from home
- Students and staff are not to share food
- Snacks will only be eaten after students have washed their hands or have used sanitizer.

PPE (Personal Protective Equipment). i.e. masks

- In the provincial COVID-19 document [Healthy and Safety Guidelines for K-12](#) state under PPE wear masks if social distancing cannot be maintained and in the same cohort.
- Staff coming from other schools are required to wear a mask when assisting a staff member or student. Staff will be supplied a mask.

Maintaining Physical Distance Process

- Tape will be on the floors to show to walk on right side of the halls.
- Posters will be put up around the school to support social distancing
- Recess will be scheduled for students and staff. Staff and students must wash their hands before and after eating
- Lunch- if students go home for lunch. Safety protocols must be followed when they return.
- Staffroom tables will be 6 feet apart and staff will be encouraged to go home or eat in their classroom, and staffroom. Staff will not gather in groups.
- On the playground, students will not be allowed to touch each other.



Playgrounds

- Playground equipment will not be sanitized
- Students will wash their hands before and after using the playground equipment using soap and water or hand sanitizer.
- Adults supervising the students will remind them not to touch each other
- Signs have been put up on the playground equipment to remind students of the safety protocols.

Field Trips

- Hand sanitizer will be available if handwashing with soap and water is unavailable
- Sharing of snacks is not recommended
- If on the bus, one person per seat
- If traveling by car, one student per car or a parent driver is required
- Gloves should be worn if passing of food or equipment
- Equipment should be wiped down with cleaner or a disinfectant wipe if needed
- No sharing of toys or items needed on field trip

School-wide activities

- No touching each other
- If there is food being offered, individual packaging is preferred. Sharing of food is not recommended- gloves should be worn if handling food
- Students should have individual items to use- no sharing of supplies or toys
- All areas that are touched need to be cleaned by an adult
- Students should stay in one area if any rotation the adults should move

Large group gathering

- No gathering of more than 60 people in one area from the same cohort
- Tables/chairs need to follow social distancing spacing
- If serving food, gloves should be worn, servers should handle food
- All areas that are touched need to be cleaned after use
- No sharing of food or items



How are you configuring your classrooms and learning environment to allow distance between students and adults?

- Students and staff will stay in their cohort.
- Students will use indoor shoes on when at school.
- Students will have their own bins/bag with supplies in them in each classroom and will not share any items.
- All classrooms will have tables and desks spread apart so students and adults can stay the requested distance apart.
- Visual reminders will be posted.
- Staff will model for students appropriate social distancing etiquette.
- Social distancing will be challenging in a K-5 setting. Students will be supported to have minimized physical contact with one another. Adults will maintain a safe social distance whenever possible.
- Decals and tape will be placed on the floor to show either direction, boundaries, or a social distance spot to stand on.
- Travelling up and down the hallways, students will be asked to walk very closely to the left or right walls of the hallway as distance across is 7 feet.

In the event of illness

- Students/ Staff will have to go to the counselor room if they are sick, they will wait for a family member to pick up.
- First aid members will document any cases of COVID-19 in the First Aid log book.
- Students/Staff SHOULD NOT COME TO SCHOOL IF THEY HAVE SYMPTOMS:

- Fever
- Difficulty breathing
- Sneezing

- Cough
- Sore throat

Communication Materials:

- Signage is posted regarding proper hygiene, floor markings, & social distancing
- Emails and newsletters will be sent to families
- Information will be updated on the Port Ed website
- Staff communication –will continue to be in the forms of the staff meetings and emails



- Staff will be emailed with updated with new information from the Provincial Health Officer, WorkSafeBC and Ministry of Education. Staff, please check your emails daily for information.

Parents, staff, and students are responsible for the following:

- practicing and encouraging good respiratory etiquette and hand hygiene
- following the advice given by: 8-1-1 and/or medical professionals
- keeping children home /staying home when required or necessary

Questions or concerns can be addressed to Kerri.levelton@sd52.bc.ca.

Thank you

Port Ed Community School OH&S Committee

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

