



# QUINSON ELEMENTARY SCHOOL

## SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

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### Quinson Elementary Safety Guidelines

#### Learning Groups, Physical Distancing and Minimizing Physical Contact

Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. Learning groups and physical distancing are two measures that our school will be using to accomplish this.

- A learning group is a group of students and staff who remain together throughout a school term. Learning groups reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced. The members of the same learning group must minimize physical contact. In elementary, a learning group can be composed of up to 60 people which includes the teacher and some support staff if possible.

#### **Personal Protective Equipment**

- With a class or learning group staff and students can wear a mask, a face covering or a face shield-with a mask. This is a personal decision, and it is important to treat people wearing masks with respect
- Schools and the district office will have non-medical masks available for staff and students. Anyone who becomes ill while at school will be provided a disposable mask if they do not have their own. Masks will be offered and distributed to staff and students who do not have their own
- While wearing a mask you must still seek to maintain physical distancing for people outside of your learning group.
- There must be no crowding, gathering, or congregating of people from different learning groups, even if masks are worn

#### **Cleaning**

- General cleaning and disinfecting of premises at least once per day
- High touch surfaces cleaned and disinfected at least twice per day (ie. doorknobs, light switches, tables, desks, chairs, electronic devices, keyboards, toys, shared manipulatives, shared laminated materials, etc.)
- Clean and disinfect surfaces that are visibly dirty
- Limit items that are not easily cleaned (fabric, soft items, carpets, etc.)
- Garbages will be emptied daily
- Washrooms cleaned at least twice per day (on top of the high touch surface cleaning)

### **Sick Room**

- There will be a designated room that will be used for students exhibiting any cold/flu symptoms that will be utilized until parents or guardians can pick them up.

### **Crossing Guards/Morning Supervision**

- Crossing Guards will be attending the location at 1<sup>st</sup> and Ospika from 8:15-8:45 AM and 2:30-3:00 PM.
- Students are encouraged to come as close to their starting time as possible (8:40 and 8:50 – schedules will be distributed to students on September 10, 11)

### **Student Entry/Exit and Hallways**

- Students will enter and exit the school through their regular outside doors. **All exterior doors will remain locked and closed to the public**
- **All students must be given a health screening daily by their parents or guardians**
- School staff will do daily check-ins with students regarding physical and mental wellness
- Students will use hand sanitizer when they enter the building in the morning and proceed directly to their classrooms to remove their backpacks and coats
- Students will wash their hands with soap and water in the classroom sink – maintaining physical distancing in the line up
- Arrows will be placed on hallway floors to direct flow. Like driving – please keep right

### **Hygiene**

- Students will be asked to wash their hands every time they enter their classrooms and several times during the day (before and after eating, after bathroom breaks, before every transition to a new interior space, before and after being outside, etc.)

### **Classroom**

- All desks will be assigned to specific students and will be spaced apart as far as possible
- *Students need their own supplies that will be marked with their names.*
- Students will bring limited materials to school (backpack, water bottle, etc.) and should not share any personal materials
- Staff and students should not share personal items (including electronic devices, writing instruments, etc.)
- Students will not be permitted to wander the classroom or visit other spaces within the school without direct supervision and/or an adult escort

### **Washrooms**

- Students will only be allowed to use the washroom closest to their classroom
- Only 2 stalls and 2 sinks will be open for use in the larger washrooms (sinks and stalls that are unavailable will be marked as “out of service”)
- Students waiting to use the washroom will line up on the “X” marked on the floor in the hallway, with appropriate distancing in the line-up (6ft)
- Students will be asked to wash their hands in the washroom

### **Break Times**

- Fresh-Air breaks and lunch breaks will be staggered to reduce the number of students in each area
- Students can socialize with peers in different learning groups if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distancing.

### **Lunch**

- Lunch Program meals will be delivered to classrooms by a CUPE member. Classroom EA's will hand out lunches to their students during the scheduled lunch break.
- Students will throw their garbage out when they wash their hands, before going outside.

### **Dismissal**

- Students will be dismissed according to their schedule (2:22 and 2:32 – schedules will be distributed to students on September 10, 11)
- Students should leave school property as soon as they are dismissed
- Students who wait for siblings need to designate a meeting spot **outside** and go to that spot immediately upon dismissal – students will not be permitted to move throughout the inside of the building
- We will not be calling students down to the office for messages - emergent messages will be given to the classroom teacher to pass on

### **Water Bottles**

- All fountains are closed
- Students can fill water bottles using sinks or using the water bottle fill stations

### **Parents/Visitors**

- All visitors must schedule a meeting time prior to entering the school
- If a visitor or non-site-based staff is required to enter school, the person shall practice diligent hand hygiene and maintain physical distancing when they are in the school.
- If unable to physical distance PPE, (face mask, face shield, (with a mask)) is required
- PPE will not be provided to visitors by the school – all visitors must supply their own
- All visitors must sign in - the sign-in sheet, for contact tracing, will remain in the entrance, including after hours
- Parents and caregivers **must** remain outside of the school to drop off and pick up their children

### **Personal Measures**

- Stay Home When Sick.
- Students, families and staff will follow instructions under the direction of the Northern Health Medical Health Officer

- All students and staff who have symptoms of COVID-19, OR travelled outside Canada in the last 14 days, OR were identified by the Medical Health Officer as a close contact of a confirmed case or outbreak **must** stay home and self-isolate
- Any student, staff or other person within the school who has cold, influenza or COVID-19 like symptoms **will be asked to leave** as soon as possible and seek assessment by a health-care provider
- Students or staff may still attend school if a member of their household has cold, influenza or COVID-19 like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment of a health-care provider
- 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 symptoms, they should seek assessment by a health-care provider
- **Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school,**
- **If a child has any symptom, they must not go to school. Schools will follow up with families to ensure process was followed**
- If staff, student or any adult has any symptoms, they **must not** enter the school or any school district building

#### **Miscellaneous**

- Playgrounds are open
- All students will be expected to keep hands and bodies to themselves – no hugs, handshakes, fist bumps or high fives
- Older students will be expected to practice social distancing when outside of their learning groups
- There are breakfast and lunch programs-More information about how to access these programs will be provided as we proceed into September.
- Students who are late for school will need to phone in to the office for entrance to the building - the phone number is posted on the main entrance doors.
- Students who are late must be escorted to their classroom by a staff member

#### **Celebrations, Hot Lunches**

- No outside food will be permitted at this time, this includes birthday cakes, cupcakes, PAC hot lunches, class meals – anything prepared off-site with the purpose of sharing at school
  - The Provincial Fruit and Veggie program will continue to run as scheduled