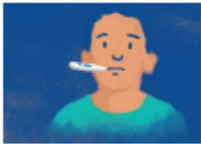


# SMS Staff Communicable Disease Prevention Guidelines for Parents/Guardians & Learners

(Updated, September 17, 2021)



Our school communicable disease prevention guidelines are based on provincial Health orders, Ministry of Education orders, local Interior Health orders, and our local SD23 guidelines. As with any guidelines during this pandemic, changes could be mandated based on an increase of COVID-19 cases in the community or school, or guidelines could be removed based on lower case counts.

## HEALTH & SAFETY CONSIDERATIONS

### **Daily Health Check**

Parents/guardians must assess their children's health daily for symptoms of the common cold, influenza, COVID-19, or other infectious respiratory diseases before sending them to school. Please complete the daily health check below before sending your child to school.

<https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/covid/daily-health-check-english.pdf>

### **Developing Symptoms at School**

If learners develop symptoms at school, arrangements will be made to send the learner home (eg. call parent/guardian). If a learner is waiting for a ride, staff will follow protocols for isolating the learner to ensure everyone's safety.

## **Mask Use at SMS**

While indoors, learners are asked to wear their masks at all times unless actively eating or drinking. While outdoors, masks are not required. For PHE, while indoors doing low-intensity activities, masks will remain on. While outdoors, masks will not be required. No one is required to wear a non-medical mask if they cannot tolerate it. Questions about requested mask exemptions should be directed to administration.

## **Hand Hygiene**

Hand hygiene will be required upon school entry, before/after breaks and eating, using the washroom, after sneezing or coughing, before/after using an indoor learning space used by multiple classes with shared equipment, and whenever hands are visibly dirty. At SMS, we will encourage our Learners to use soap and water whenever possible, but when this is not possible hand sanitizer will be used.

## **Groupings of Learners Indoors**

Schools have been ordered by Interior Health to limit indoor assemblies to 50 people or 2 classes (whatever is larger) in a single space . Because we do not have set cohorts, KAT, Enrichment, and Exploratory blocks will proceed as planned.

Physical distancing (2m) rules within classrooms have been removed across the province, but we will continue to ask our learners to attempt to create space for one another whenever possible.

## **SCHOOL DAY PROCEDURES**

### **Learner Arrival/Drop Off**

#### **Morning Arrival**

We encourage families to not bring learners to school early to avoid excessive congregation inside the building. Learners are encouraged to socialize with peers outside the building prior to school starting, provided they are not congregating in excessively large groups. Again, masks are not required while outdoors, but we are encouraging limited physical contact between learners. The first bell will ring at 8:50.

Learners are asked to head to their KAT entrance doors and wait for their teachers. Learners will sanitize their hands and ensure that they are wearing a mask on entry to the building.

Morning supervision will start at 8:40 and as learners begin to arrive, they will be directed to their assigned doors.

- KAT 7, 10, 25, 26, 26: use the main entrance doors
- KAT 21, 22, 22A, 23, 24 : Use the Foods door [Front, right]
- KAT 16, 17, 18, 19,20- Use side entrance at the back of the right corridor
- KAT 13, 14, 15, 29, 40, 41: Use back entrance
- KAT 12, 35, 36, 37, 38, 39 : Use the doors by the basketball court

### **Arriving**

Learners that arrive late are asked to stop at our office to see Mrs. Day and Mrs. Balducci. They will then be directed to head to their classroom or KAT class. We ask that parents please use SchoolMessenger to record absences, late arrivals, and early pickups.

This greatly streamlines our office procedures and helps us keep accurate records of our students.

### **Afternoon Dismissal**

At the end of the school day, communities will be dismissed gradually through the same doors that they entered. This will ensure that learners are staggered, having space to safely go to their lockers and exit the building.

We ask that our Learners not congregate after school unless waiting for busing or for a ride to be picked up.

### **Lunch & Break**

Lunch will be in the classrooms until 12:15 before heading out. Learners will have the freedom to socialize, connect, and get some fresh air. Please note the following:

- When learners re-enter the building, they must sanitize their hands immediately and put on masks before returning to their community spaces, and be encouraged to wash their hands with soap and water.
- Masks need to be worn inside the building in all settings unless actively eating and/or drinking.
- Learners will not be permitted to go leave the school grounds at lunch or recess. SMS is a closed campus.

### **Movement Inside SMS/Common Areas**

We will be working to manage the flow of our learners in common areas, including hallways, to minimize crowding and allow for ease of people passing through.

- Learners will need to wear non-medical masks at all times when inside the building (see **Mask** section for more info).
- We will encourage the use of “road rules”: always keeping to the right of the hallways to limit direct contact.
- Learners should avoid gathering together in hallways and common areas in the building as much as possible.

## **PARKING LOT/SCHOOL DISTRICT TRANSPORTATION**

### **Drop Off and Pick Up**

If you are dropping off or picking up your child, please carefully read the bullets below. We know that we will have to make adjustments as we come to better understand the amount of traffic we have, so we ask for your patience. All of these guidelines are in place to ensure the safety of each of our learners.

- Please try and avoid drop off between 8:40 - 8:50 am (this is when we are currently anticipating our district transportation. We have 5 buses, so it can get very busy)

- Please try and avoid pick up right at 3:15 pm - waiting until 3:20 pm will provide time and space for our district transportation to safely leave the school grounds

Other possible considerations:

- Encourage your children to walk, bike, or scooter to school whenever possible
- If you are dropping off a younger sibling at SVE, please also consider parking at one spot and walking your child(ren) over to both schools

### **School District Transportation**

Learners are required to wear their masks and follow the instructions of the district bus drivers. Please see the district Transportation page for in-depth information:

<http://www.sd23.bc.ca/ProgramsServices/transportation/Pages/default.aspx#/=>

## **OTHER MEASURES OF SAFETY**

### **Cleaning Procedures**

The school will have a cleaning team that will be responsible for cleaning and disinfecting the site. The cleaning team will be assembled and managed by the Custodial Department and have a custodial team lead called the Custodial Contact Person that will be available to take direction from the site Administrator. Schools will be cleaned and disinfected in accordance with the [BCCDC's Cleaning and Disinfectants for Public Settings](#) document.

General cleaning and disinfecting of the premises will occur at least once every 24 hours. This includes items that only a single learner uses, like an individual desk, and emptying garbage containers. Frequently-touched surfaces include doorknobs, light switches, hand railings, faucet handles, toilet handles, tables, desks & chairs used by multiple learners,

water fountains, keyboards and toys will be cleaned and disinfected at least once every 24 hours.

### **Shared Equipment**

Learners should not share personal items (pens, food, beverages, phones, cloth towels, etc). Personal items should be labelled with the learner's name to discourage accidental sharing. Learners are encouraged to use personal water bottles and our bottle fill stations.

### **Shared Spaces**

Hygiene protocols of washing hands between transitions and between different learning environments will be followed; hand sanitizer will be used whenever sinks are not readily available.

### **Sharing of Technology**

Learners should not share personal electronic devices if brought to school (ie. phones or laptops). Laptops, chromebooks, and ipads are available at the school as per usual. Community teachers will develop cleaning schedules and share duties as necessary

### **Food Safety**

#### Food Preparation as Part of Learning (ie: Foods/Culinary Arts)

When food is prepared as part of learning and is consumed by the learner(s) who prepared it, no additional measures other than normal food safety measures and requirements need to be implemented (e.g. FOODSAFE trained staff, a food safety plan, etc.). As learners tend to prepare food together in culinary programs, use of learning groups is encouraged. Prepared food items should not be made available to other learners at this time (e.g. birthday treats, bake sale items). Practice diligent hand hygiene by washing hands regularly, but especially at the beginning of the class, before and after handling food, before and after eating and drinking, and whenever hands are visibly dirty. Shared equipment (e.g. kitchen equipment for culinary programs) are considered frequently-touched surfaces and must be cleaned at least once in 24 hours.

#### **Homemade Foods (ie: bake sale items, birthday treats, etc.)**

Homemade foods are not allowed to be made available to other learners and staff. During break or lunch time, learners are not to share food with others under any circumstances.

## **PHE**

We will be planning outdoor programs as much as possible and will be limiting the sharing equipment. Equipment will be cleaned and sanitized as per our health orders. High intensity activities will be moved outside when possible, while low-intensity activities will still require masks to be worn when taking place indoors.

### **Sports & Extracurricular Activities**

School sports teams will be practicing and competing under relevant guidance from BC School Sports, Interior Health, and our School District. Further information will be communicated by our Athletic Director, Mr. R. Taylor.

### **Emergency Procedures**

In the event of a fire, or other immediate need to evacuate the building, we will follow the usual safety procedures and protocols for SMS. While we will do our best to limit congregating in hallways and wearing masks whenever possible, in case of emergency the priority is the welfare of everyone in our building. We will take the necessary steps to ensure immediate safety first.

## **FAMILY ENGAGEMENT CONSIDERATIONS**

### **Visitors and Volunteers**

Visitor access during school hours will be prioritized to those supporting activities that benefit student and staff learning and well-being. The office will keep a list of the date, names and contact information for all visitors who enter the school. We will ensure that visitors are aware of health and safety protocols and requirements prior to entering the school. Visitors will need to complete the requirements of a daily health check before entering the school.

## **Mental Health Supports for Learners**

Mental Health Supports for Learners important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. See below for resources.

#### Mental Health Resources for Workers

Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

[COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.

[COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.

[Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.

[Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.

[Mental Health and COVID-19](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation. [Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.

#### Resources for parents

- Creation of several documents for parents available on the district website and shared via counsellors and through a dedicated Mental Health Webpage. This webpage is updated regularly. This is the link to the webpage:  
<https://www.centralokanagancontinuityofeducationalopportunities.com/mental-illness-families>