

École Quadra Elementary Return to School Information

September 2020

We are looking forward to having our students back for full-time face-to face learning this September. Please take time to talk about what the return to school will look like with your child(ren). It is important that everyone in our community understands the safety plans in place to help ensure the health and safety of all students, staff and families. We know that this is a long document and we thank you in advance for your time as you read through it.

Updates to these guidelines will be provided to families as necessary throughout the year.

Coming to School

Students and staff must stay at home if they are displaying any symptoms of COVID-19. It is the responsibility of parents to assess their child(ren) daily for symptoms of COVID-19 prior to sending them to school. A daily health check form is included at the end of this document for your reference.

Further information: [BC COVID-19 Self-Assessment Tool](#), contact 811 or your family physician.

Learning Groups (Cohorts)

The Provincial Health Officer has recommended the use of learning groups/cohorts to reduce the number of close, in-person interactions. At the elementary level, the maximum number of students and staff in a cohort is 60.

At Quadra, our school will be divided into 10 Learning Groups/cohorts that include 2 classes each (this includes students, classroom teacher and Education Assistants). Students in the same cohort can work together on shared projects and interact on a regular basis. These cohorts will remain consistent for the school year.

Within a cohort, minimized physical contact is required, but physical distancing does not need to be maintained at all times. Contact with students in different cohorts will be minimized through scheduling, and students will be reminded to maintain distance with those not in their cohort. Staff who are outside of a cohort will maintain physical distancing of 2 metres and wear a mask or other PPE.

Hybrid

For students who have opted for our hybrid option, information will be sent to you shortly. The first day of school for these students will be Monday, September 14 or Tuesday, September 15, depending on what days you will be attending.

Daily Schedule

Students will attend school between **8:42 am and 2:30 pm Monday through Friday** (with the exception of any non-instructional days).

This year, eating times (snack and lunch) will take place in classrooms during instructional time so that students can remain with their Learning Groups. To maintain the number of instructional hours required, the 20 minutes previous allocated to eating lunch has been taken off the end of the day.

Students will continue to have classes taught by specialist teachers (music, physical education and library). As these teachers are outside of the Learning Groups, they will maintain physical distance during lessons and wear PPE.

At this time, we will not be holding face-to-face assemblies or extracurricular activities outside of learning groups.

Students will continue to have outdoor recess breaks (a 20 minute recess and 36 minute recess each day) as they have in the past. These breaks will be staggered during the day to assist in maintaining physical distancing between cohorts. Cohorts will be assigned a specific area and students will be expected to remain in that area for the duration of the break. We will rotate these areas for cohorts each week.

Classrooms

- Each student will have a place for their personal learning items and sharing of items will be minimized.
- Configurations will allow for distance between student and adults as much as possible.
- Consistent seating arrangements will be used as much as possible.
- Outside learning opportunities will take place more often.
- There will be increased cleaning of frequently touched surfaces.

What students should bring to school

Lunch and snack

- Use containers and packages that students can open independently.
- We have a '**pack in and pack out**' policy for lunch waste to allow custodians to focus on cleaning and disinfecting during the day. Reusable containers are encouraged. We encourage you to continue our composting and recycling initiatives at home.
- **A full bottle of water.** Our water fountains will not be used.

Clothing

- Clothing appropriate to the weather (Students should be ready to be outdoors as we will be planning for increased outdoor learning).
- Hats, sunglasses, and sunscreen during the warmer months.
- Raincoats, warm clothes and boots during the colder months.

- Indoor shoes and a change of clothes for younger students.

School Supplies

- Please see our school supply list on our website.
- Please label school supplies and all personal belongings.
- Children will be asked not to share personal items or school supplies

Arriving / drop off at school

- Students are encouraged to arrive at 8:42 am and go to their cohort's door immediately. An email will be sent by your classroom teacher(s) on September 8th to provide details about your student(s) entry doorway.
- Parents/guardians will be asked to say goodbye to students before they go to their door (plan for a confident good-bye outside).
- We ask that you stay a safe distance from other adults (and children) by limiting your time on our school grounds or staying off altogether.
- Students will enter into the school with their teacher.
- Upon entering students will wash their hands and sit in their assigned seat.
- Please call the office from the main door if you have a child arriving after their drop off time.

Leaving/pick up from school

- Students can be picked up at 2:30 pm from their cohort's door. Please limit visiting at this time and leave the school yard promptly to allow for required physical distancing.
- It is important that parents are on time for pick up/dismissal at the end of the day.
- Students who are walking home on their own will be dismissed at 2:30 pm.
- If you are picking your child up before 2:30 pm, please inform the teacher in the morning. You will need to call the office from the main door to notify us that you have arrived.

Outside supervision

- In order to ensure that students minimize contact with individuals outside of their cohort, everyone will be asked to minimize their time on the school grounds before and after school hours. Supervision will be provided 5 minutes before the morning bell at 8:42 am and 5 minutes after the afternoon dismissal bell at 2:30 pm. It is important to note that supervision before and after school will look different. In order to maintain our cohort model and not have groups intermingle, students will not be playing, they will be waiting. Students not picked up during this five minute period will return to the school to wait for their parent/guardian.

Main Entrance / Entrance Doors / Accessing the Office

- The doors to the school will be locked. If you need to enter the building please come to the main door and call the office.
- Upon entering be sure to sanitize your hands at the hand sanitizing station before proceeding to the office.
- Please do not enter the office, but line up following the marks on the floor.

Hallways

- Hallways will be used by students when going to and from the washrooms or entering/exiting the school with their teachers.
- Students will be instructed during the first weeks as to how flow of traffic works in our Hallways.
- Stairways are directional. They are marked with arrows.
- Hallways will not be used as alternative learning spaces.
- Parents should use the hallway only between the main entrance and the office.

Washrooms

- Students will use the washroom one at the time.
- Students will be expected to wash their hands when returning to their classroom from the washroom.
- As per Provincial Guidelines washrooms and other high touch surfaces will be cleaned regularly.

Hand Hygiene and Hand Washing

- Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness.
- Hand washing opportunities will be incorporated into daily routines.

Student hand washing expectations:

- Wash hands with plain soap and water for 20 seconds.
- Wash hands when arriving in the classroom at any time.
- Wash hands before and after eating.
- Wash hands after touching common resources and surfaces.
- Wash hands after sneezing or coughing into hands.
- Wash hands when leaving the room (especially before going outside and after returning from outside).
- Wash hands when visibly dirty.

PPE (Personal Protective Equipment)

Wearing non-medical masks will be a personal choice for students and teachers and two masks per student/staff member will be made available and provided upon request.

Staff will wear masks and gloves when providing first aid to students during the day.

Students should be prepared to see staff and possibly some students wearing masks and/or gloves when they return, particularly when interacting with those not in their Learning Group.

Physical Distancing and Minimizing Physical Contact

As acknowledged in the Ministry of Education and BC CDC Guidance documents for K-12 settings, physical distancing is challenging in a Kindergarten to Grade 5 setting. Within a Learning Group, minimized physical contact is required, **but physical distancing does not need to be maintained at all times.**

It is reasonable to establish different expectations for varying age levels and activities. Younger students will be supported to have minimized physical contact with one another, while older students will be expected to maintain a safe physical distance whenever possible with those not in their learning groups. Scheduling during the school day and staggered playtimes will ensure limited interactions between students in different learning groups.

Students will at times find themselves naturally within six feet of each other. This is how they have learned to engage with their friends and the world around them. Students will receive reminders and staff will be implementing physical distancing strategies to minimize physical contact throughout the day such as:

- regular reminders to students to ‘keep their hands to themselves’ and ‘respect personal space or bubble’;
- discouraging close greetings such as hugs, handshakes and high fives;
- at recess times, games which involve physical touching will not be allowed;
- using different classroom configurations to allow distance between students and adults;
- utilizing outdoor learning spaces as much as possible;
- incorporating more individual activities that promote space between students;
- reducing and/or eliminating shared items in the classroom.

Parent/Guardian Access

Parents/guardians’ access will be limited. We encourage you to make an appointment if you need to come into the school or communicate by email (quadra@sd61.bc.ca) or telephone (250-382-8296).

Expectations of students while at school

While at school students will...

- follow the health and safety expectations and protocols as outlined
- follow specific classroom expectations and routines as outlined by the teacher
- be prepared to engage in learning and class activities for the full day
- respect the personal space of other children and adults

Out of school care (OSC)

OSC is starting up again and will be contacting families with further details on how that care will look.

Staff will be going over these procedures in detail with the students, but you are encouraged to have many conversations with your child(ren) before the start of the school year. It is our hope that this document will provide you with details that will guide these conversations. Your child(ren)'s understanding of and adherence to procedures will be essential in ensuring their successful transition back to the classroom.

**** Please remember to look at the Daily Health Check form and the School Based Health Measures on the next two pages.***

Please contact the office if you have any questions or concerns. For further information, please visit the following website: <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

Kind regards,

Connor and Jeanne

Connor McCoy, Principal
Jeanne Humphries, directrice-adjointe/Vice-Principal

Daily Health Check

** Parents are responsible to assess their children daily for symptoms of COVID-19 prior to sending them to school. Below is a checklist for your reference.*

Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
	Skin rashes or discoloration of fingers or toes	YES	NO
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered “YES” to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered “YES” to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.

School Based Control Measures



1. STAY HOME WHEN SICK

All students and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



2. HAND HYGIENE

Everyone should clean 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 students and staff out to different areas when possible.

Take students outside more often.

Stagger break and transition times. Incorporate individual activities.

Remind students to keep their hands to themselves.



5. CLEANING AND DISINFECTION

Clean and disinfect frequently touched surfaces at least twice every 24 hours (once during the school day).

General cleaning of the school should occur at least once a day.

Use common cleaning and disinfectant products.