



C E M S

2020-2021 Carlin

### September Covid-19 Safety Plan Notes and Routines

Please refer to the follow document to become familiar with our routines at Carlin. These were designed to create connection and normalcy for students, and to provide a safe plan for us all to use in this building. As we move forward, plans will change, but this current point provides us with a blueprint to move forward. Further details and rationale for safety and are available in the District Safety Plan.

As a staff, as always, we strive to be caring in our approach in order to protect our community and ease anxiety. Let's start the year with a positive, hopeful outlook and continue to support one another.

Cohorts: (Cohort Scheduling - we have 6 cohorts at Carlin)

#### Elementary

Cohort A: Paterson/Colonna

Cohort B: Perepolkin/Albery

Cohort C: Tyler and Nash/Ralston and Butchart

#### Middle

Cohort D: Purves (core 5) /McLean (core 6)

Cohort E: Furrer (core 3) /Greenwood (core 4) /Foster

Cohort F: Hadath (core 1) /Klaws (core 2)

## Arrival Procedures:

Staff - Staff MUST sign in and sign out at the entrance by room 11 (middle school counselor's office) each day. Please indicate time in and out. Please remember to use the hand sanitizer as you enter the building. Please ensure you have your own keys and a pen/pencil when you arrive at school.

## Visitors:

Visitors MUST sign in and provide a contact number if they are not an SD83 employee. The sign in is in the main office. They must enter through the Main Entrance at the front of the school. Parents and guests must call the office for permission to enter once they have completed the self health check posted on the outside door. Once at the office there is a process in place to guide the visit. Visitors will be encouraged to wear masks. When possible the business will be conducted outside the main entrance doors without coming into the building.

## Students:

Students will enter the building through their designated outside entrances when greeted by staff. Ms. Purves' students only will enter and exit at all times through the Main Entrance at the front of the school.

Late students will enter only through the Main Entrance at the front of the school, as they must sign in at the office. Any late elementary students will be brought to class via an outside door after signing in at the office.

All exterior doors, except for the Main Entrance, will remain locked at all times after the instructional day begins.

All Carlin families will be asked to complete an online health check form prior to September 14th. This will ensure a commitment to health checks are being completed by our students before coming to school.

NO ONE is to enter the building while feeling sick or symptomatic of Covid-19.

Symptoms of Covid-19 to be aware of (for staff and students) include:

Fever, chills, cough, shortness of breath, runny/stuffy nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches, pink eye, dizziness, confusion, abdominal pain, skin rashes, discoloration of fingers/toes.

## Parking procedures:

Parking in the main lot is the only option.

## Morning Timeline:

7:00 – admin on site

7:30 – Karen on site

-supervision begins as per most up to date schedule which has been emailed out. Please assist students to line up at their outside class door and to maintain reduced physical contact with classmates in their line. Supervision is a critical safety piece during our start-up of each day. Please ensure you are on time. If you are unable to complete this task or absent, please ensure you have coverage for your supervision assignment.

-students begin arriving at school when the first bus arrives. Students then begin lining up with their core classes at their assigned door.

8:37 – welcoming bell; teachers open their entry doors (CEAs to support this entry process as needed). Teachers will be required to greet their classes at their entrance doors and allow them access into the building.

8:38 – instructional time - begin with the welcoming and safety routine. Please follow hand washing process, as we did in June, upon students entering the classroom.

8:50 – School announcements to be delivered only by office staff. 'Joke of the Day', will be welcomed.

-admin meets any students with symptoms. Students presenting symptoms in the morning upon arrival will not enter the building, they will be asked to meet admin at the main entrance.

\*Please note, students will not be marked late during the first two weeks of school as we settle into new routines and cope with the potential challenges of traffic, line-ups and carefully getting students into our building safely.

## Middle Specific - MASKS and 2m PHYSICAL DISTANCING

- required in hallways, the learning commons and all other common areas
- masks are required in classes (if cross-cohorted)
- required if physical distancing cannot be maintained between cohort groups for an activity
- masks are required on busses
- not required in core classroom
- not required outside

\*students with medical reason may not be required to wear a mask.

\*No student is required to wear a non-medical mask if they do not tolerate it.

Mask wearing defiance:

Please support your class' understanding of the rationale for wearing a mask. If the need arises to engage a student for not wearing a mask when required, a warning system will be enacted:

1st warning – note the date and student's name for your records

2nd warning – note the date and student's name for your records and phone call home (teacher)

3rd warning – note the date and student's name for your records, conduct tab for defiance in MyEd and phone call home by admin

4th warning – note the date and student's name for your records, parents contacted by admin and student unable to participate in cross-cohorted activities (lunch, Explorations, extra activities)

-any teacher, TTOC, support staff must maintain 2m when interacting with students not in their cohort. This must be maintained between students of different cohorts (socializing on campus).

-unless part of the same cohort, staff and other adults should maintain 2m from each other at all times. This includes breaks and meetings.

Lockers will only be assigned if a middle core teacher requests them for their class for PE footwear. This request would be looked at after the first full week of classes. If lockers are assigned, students will use their lockers only to switch shoes before PE and afterwards. Students will access their lockers as a class.

## Gym Use:

- Gym is open
- Outside play time is preferred
- No close contact games
- No sharing of PE equipment outside of cohort unless equipment has been sanitized
- Bins marked “Used” and “Sanitized” to be available
- Gym schedule to be followed, no combining of classes unless in same cohort
- Students to wash hands prior to and after gym class in classrooms
- If PE equipment is used it must be wiped clean after use by teacher, CEA or custodian
- Playground is OPEN for student use – students must wash hands before and after playground use

Change rooms will be unavailable for student use due to the increased demands on custodial staff, the actual physical space of our change rooms and the wait times required to allow all students in a class/classes access to change.

Supplies: students will be required to use only their own supplies in class. If specialty items are being shared, they should be sanitized with Vital Oxide or washed after each use.

Office support for student behaviour: students for whom an office referral is completed will be picked up at the classroom once the admin has been informed - if at all possible.

## Recess/Nutrition Break/Lunch Time:

Elementary cohorts and middle cohorts won't be out at the same time. The outside space has been divided into separate zones so that supervision can supervise students of the same cohort group interacting together. At lunch both elementary and middle school will go out as indicated on the revised bell schedule.

## Elementary Zones:

Cohort A pavement outside Ms. Paterson's room and elementary playground  
Cohort B lower field and treed area next to field below playground  
Cohort C upper playground and little bit of forest next to upper playground

Cohort A and B will rotate every two weeks. The first rotation will happen on Monday, September 28.

## Middle Zones:

Cohort F front picnic tables, south pavement, east pavement, swings by GaGa  
Cohort D lower field, small forest below, and front of school up to portable  
Cohort E upper playground, upper field, upper forest

In the middle, cohorts will rotate after every 2 weeks. The first rotation will happen on Monday, September 28.

Please remind your class to wash hands before eating and keep their desk area clean. This time of day will see increase demand on our washroom facilities and two additional washing stations have been ordered. Please remind your students to be patient and practice good hand hygiene.

\*Outside time at lunch will be mandatory, so students are encouraged to dress for the weather. Please support your class by doing some kind of weather report or update to help ensure umbrellas, rain jackets and toques are brought to school if the weather turns cold/wet.

For Grade 6/7 Nutrition Break, the four grade 6/7 classes (Cohorts D and E) will remain in their own individual classes with the classroom door open. During this time students will have a snack and do something quietly at their desks.

## Staff and Staff room:

Adults must maintain a 2m physical distance from others not in their cohort. Healthy physical distancing is essential for our health and safety. It is also good role modelling. Staff room maximum occupancy will now be 8.

Finding adequate eating space for all the adults in our building that meets the physical distancing requirements may be challenging at times. Please be prepared to be flexible. Eating outside is always encouraged (for the fresh air and the time away) but not always enticing when the weather is not ideal.

Please let PVP know if you are finding it challenging to locate a good spot to eat your lunch and we can try to help you.

Please bring your own cutlery and take with you when you are finished your lunch.

Please remember the Vital Oxide cleaning procedure when using the microwave, fridges, stove, toaster, coffee maker, taps, handles, etc.

### Breakfast and lunch programs:

Breakfast program funds will be used to purchase pre-wrapped items such as breakfast bars, cheese strings or fruit for teachers to distribute to students in class as needed. Milk will be included when available. Please inform Kelly if you are running low.

We will bring back our lunch program as it has operated.

### Student Bathroom Assignments:

Elementary students will only use the elementary washroom and middle only the middle washroom with one exception. Cores 3 and 4 (Cohort E) will use the single stall washrooms located just inside the doors on the way to the Foods Room. Cohort E will be able to access the middle school hallway washrooms should they need to access menstrual hygiene products.

### Custodial Scheduling:

Scott will be 8-4:30 starting Tuesday, September 8 and Peter's shift will be from 11-7:30.

Where possible, students should sit in the same place in their classroom and a seating chart should be up to date and available.

### Chromebooks/Laptops/iPads:

As occurred in June, tech devices will need to be sanitized between each use. Please build this process into your student's routines and allow for time in class to achieve this task.

### Vital Oxide Cloths:

To start, we will collect and wash cloths every Friday. Please bring your cloth to the laundry basket by the sign in at the end of the day on Friday to be washed. Clean cloths will be left on the table close to the sign in to be picked up on Monday or your first day back.

\*What to do if symptoms develop during the day:

If STAFF develop symptoms while at work, they will inform the admin by phone or text and a plan will be made to have their classroom covered. The Covid-19 Self Assessment Tool can be useful to determine if a Covid test is necessary:  
<https://bc.thrive.health/covid19/en>.

If a STUDENT develops symptoms while at school, find an adult to escort them to the isolation room (please ask them to put on their mask if in the middle). Elementary students will go to the Care Room – Room 32 and middle students will come to the medical room in the office. Please be reassuring and kind during this transition. This experience will likely be alarming for the student and potentially embarrassing. Admin is to be notified immediately so the student's family can be contacted for pick up.

PLEASE NOTE: Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

Dismissal Routines:

Teachers will need to remind students of our safe physical distancing requirements while at school. Students should not be in close contact with other students outside of their cohort. Hands should be sanitized immediately before students leave the building.

School buses **will not** be accepting unregistered riders, which include after-school friends coming home with a bus student. Other transportation will have to be arranged.

We will be dismissing in the following "waves":

2:35 (5 minutes early to start year) Dismissal - elementary classes lead by their teacher and then students distributed to their specific bus line at a distance or dismissed to their parent/guardian driver. All teachers in this first dismissal wave will remain and support students until the dismissal bell rings. Following the dismissal bell the first supervision team will begin. Students walking or biking home in the middle will also be dismissed at this time.

2:41 (3 minutes early to start year - please no earlier as it impacts first wave) Dismissal. Middle classes lead by their teacher and then students distributed to their specific bus line at a distance or right onto their specific bus if the bus is accepting students at that time or dismissed to their parent/guardian driver. All teachers in this second dismissal wave will remain and support students until the dismissal bell rings. Following the dismissal bell the second supervision team will join the first.



### After School Bus Line-up:

There will be a separate line for each bus. Two lines will be formed on the large island waiting area for the two buses that pick up there.

The buses that pick up at the top island adjacent to the staff parking lot will line up in their bus lines on the school grounds. As a line they will be lead by a staff supervisor to their bus, one line at a time.

All students being picked up by a parent/guardian will be dismissed individually by their teacher to their parent/guardian.