

Majagaleehl Gali Aks Elementary
“Flowers of the river”



COVID 19 Guidelines for 2021

April 1, 2021

Submitted by
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Principal

MGA School Plan

1. Communication – staff, parents, students
 - a. News letters specific to staff and to parents will be sent out by email and as paper copies.
 - b. Parents/guardians – via website, Face Book and mass email MyEdBC
 - c. Students – class by class, whole school – Teams meeting viewed on the screen in their room

Personal Measures

1. Physical distancing/no physical contact/handwashing

***Ministry guidelines state that personal protective equipment such as masks is the least effective control measure for communicable disease. While masks are mandatory for all adults at all times (expect when alone at their work station or when eating or when outside) physical distancing, hand hygiene, and the use of cohorts will be utilized and taught at school in addition to wearing masks.**

- a. Masks are mandatory for all staff and adults in the school at all times. Exceptions are made for a person who cannot tolerate wearing a mask for health or behavioural reasons.
 - b. We will teach physical distancing to students and encourage/enforce physical distancing where appropriate. We will teach and enforce no physical contact.
 - c. Ministry guidelines state that regular hand washing is the most effective way to protect ourselves from the spread of viruses. Handwashing will be taught and enforced at every transition.
 - d. Visitors are allowed to enter the school provided appointments have been made and a health check is completed. See Visitor Access.
 - e. Signs at entrances will state students and staff only beyond this point; visitors are to call the office and wait outside.
2. Bussing
 - a. Guidelines for seating of students, spacing and cleaning will be developed by the school district and busing company. At MGA we will support the enforcement and teaching of the guidelines.
3. Pick-up/drop-off students – parent/guardian protocols
 - a. Students dropped off by parents will be dropped off in the parking lot and proceed to their designated door for entry; for pick up – students will exit the building when permitted by their teacher and wait in their bus line. Social distancing will be practiced.
 - b. Parents need to drop off students just before 8:55 am and pick up as close to 2:58 as possible.
 - c. Entrance– student will wash their hands with soap and water (20 seconds) and every time they enter and exit the classroom and every time they

transition from one room to another. If handwashing is not possible, such as in the gym, sanitizer will be used.

- d. Washrooms – students wash their hands before and after using the washroom.
4. Entrance/Exits – designated person monitoring/managing exits/entrances
 - a. Staff will enter from the front door, sign in, and complete a daily health check. Staff need to wash their hands or use hand sanitizer (proper hand washing is a more effective protective measure than using hand sanitizer) immediately and proceed to their workspace.
 - b. At the start of school and the end of morning recess and lunch recess, students will line up as they normally would and will enter the school entering as a class or cohort. Students entering as a class or cohort will be staggered to avoid crowding.
 - c. Teachers will greet students at the classroom door and ensure that they wash their hands upon entering the classroom. Teachers will also note any students who may appear to have cold or flu like symptoms and do one of two things. Monitor to see if symptoms become worse or send them to the office.
 - d. Attendance will be taken once students are in the classroom and settled.
 - e. Students who are late will report to the office to check-in, have a health check, get a disposable late slip and report to class to wash hands.
 - f. Entry/exit doors always locked
 - g. Once ready to leave the school, at the end of the day, all students and staff will wash their hands.
 5. Daily Health Check
 - a. Parents and guardians are asked to assess their children for illness before sending them to school.
 - b. Staff and other adults are required to complete a daily health check in line with Workplace Safety.
 - c. If a student or adult is sick they must not enter the school.
 6. Illness and Self-Assessment
 - a. All adults will be asked to assess their health and the health of their children. Anyone who is sick needs to stay home or to go home if they are already at school.
 - b. Students who are identified as sick at school will be sent to the office, required to wear a mask, home will be contacted and the student will be supervised in the medical room or spare room next to the medical room until they can be picked up.
 7. Visitors/volunteers
 - a. All visitors who are not typically onsite must sign in and provide the date they are onsite and a phone number they can be reached at as well as complete a daily health check.

- b. Visitors should have an appointment.
 - c. Visitors must wear a masks at all times and sanitize or wash their hands upon entering the building.
8. Sports and After School Events
- a. Team practices and After School Events can occur. No spectators are allowed. Physical contact should be avoided.
 - b. Masks must be worn by all staff and adults when they are indoor, and unable to maintain physical distance. Wearing masks by students is personal choice. Masks will not replace the need for physical distancing between students.
 - c. Students will wash their hands with soap and water or sanitize their hands before and after the activity.
 - d. No inter-school competition events will occur at this time

Environmental Measures

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19.

General cleaning will happen once every 24 hours. This includes items that a single student uses such as, lockers and desks.

Cleaning of and disinfecting of frequently touched surfaces will happen at least twice every 24 hours. This includes door knobs, light switches, tables, desks, and chairs and keyboards used by multiple students.

Other school spaces Safety Protocols - i.e. gym, library, all spaces must be spot cleaned twice a each day.

- a. Library – If it is used it must be spot cleaned. Teacher will inform the spot cleaner and the custodian to ensure daily cleaning.
 - b. Gym –the gym and the equipment can be used. The same protocol as using toys will be followed. It may not be possible to clean the equipment after every use. Hand hygiene must be followed by all classes.
 - c. Computer lab – used as a class space – spot cleaned. the custodian will ensure keyboards are spot cleaned once a day.
2. Outdoor School Equipment – availability/ protocols
- Outdoor equipment –outdoor equipment such as skipping ropes and hockey sticks and balls are available. Regular playground equipment will be used.
3. Class Organization – safety protocols
- Each class will follow the ministry guidelines around the use of cohorts. We are currently in Stage 2. This means that within a cohort, physical contact must be kept

at a minimum but physical distancing of two meters does not need to be maintained. The number of adults interacting with a cohort will be kept to a minimum and if an adult is not part of the cohort, physical distancing must be maintained. Additionally, if students from different cohorts are intermingling inside they will also follow physical distancing protocols. Learning group composition can be changed at the start of a new term.

- a. Hand washing for all students and staff transitioning into and out of a classroom must occur. Posters in class showing proper handwashing steps.
 - b. Fire and other emergency protocols – follow the plans as outlined in our emergency procedures practicing social distancing where possible, minimizing contact. At this time, there will not be any surprise evacuation drills.
4. Routines
- a. School start- students line up to come in to school in the morning. Students take shoes off in boot room and proceed to class. Students will be allowed to use their lockers. Teachers greet students at the classroom door and have students wash their hands upon entering.
 - b. Recesses – as per usual. Recess will not be staggered at this time. Ministry guidelines state that students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact
 - c. Lunch/recesses – time remains the same. Students will remain in their rooms for lunch and be supervised by EA's and noon hour supervisors.
 - i. Lunch program will operate as usual.
 - ii. No food sharing, disposable food containers/bins
 - iii. Students remain in their classrooms for lunch.
 - iv. Supervision is by noon hour supervisors and admin.
 - v. Students will wash their hands prior to going outside and be encouraged to practice social distancing.
 - vi. Coming back in, students will be allowed in by their teacher and taken immediately to their room and wash their hands one by one
 - d. Washroom protocols/hand hygiene
 - i. We know hand washing is the most effective, preventative measure. Students will learn to wash their hands following guidelines shared by ministry and district. Hands will be washed at every transition.
5. Hand washing – when entering and exiting school, entering and exiting classroom and transition spaces, whenever they feel necessary; use staff washrooms and gym change room bathrooms – wash hands before and after and wipe down surfaces prior to use
6. Staff Only Spaces – physical distancing (2m) must be practiced by all staff regardless of whether they are wearing a mask. To support this:
- a. Photocopier room - Maximum of two people at a time.
 - b. Staff room – maximum of six people at a time.

- c. Meetings will be held virtually when possible
 - d. Kitchen area/multi-purpose room/Food prep and delivery
 - e. Sanitizers and disinfectants used are approved for use in food service.
 - f. Physical distancing will be followed.
7. Movement of students during the school day/transitions between classes
- a. When needing to move through the hallways, staff will look out, check and then stagger their travel up/down the hallways with classes.
8. Water stations (no fountains)
- a. Students and staff should bring a water bottle with them each day; fountains will not be used –refill station will stay open or students and staff
9. Items from home
- a. Students will be instructed to bring their usual supplies: lunch, snack, indoor shoes, bottle of water , homework .
- 10. Shared supplies**
- a. **Use of frequently touched items that are not easily cleaned will be limited to those that support learning. Some frequently touched items like toys and manipulatives may not be able to be cleaned often or at all. These items can continue to be used if hand hygiene is practiced before and after use.** This includes keyboards, toys, math manipulatives, gym equipment. **Ministry of Health states that “*there is no evidence that COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students.*”**
11. Breakfast/Snack
- a. Support staff will prep cereal, milk and some fruit for each child
 - b. Breakfast room will be open. Students will be allowed into the building for a quick snack. *Indoors, students can socialize with students from other cohorts but they must maintain social distancing.
 - c. Supervisor will allow students in, they must go directly to the breakfast room and wash their hands. They have to remain there and will wash their hands as they leave the room.
12. First Aid Management
- a. First Aid attendants –call from the office. It will be necessary for first aid attendants and students to wear masks when students are being cared for.
 - b. Medical room will be wiped down and disinfected after students have been in it.

13. Personal Protective Equipment

Although personal protective equipment (including masks) is the lowest level on the hierarchy of Infection Prevention and Exposure Control Measures, it can provide an additional layer of protection when more effective measures are not feasible. Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn. Masks should not be used in place of the other safety measures detailed in this document. For example, masks are not a replacement for the need for physical distancing for in-class instruction delivered to students from more than one learning group (refer to the Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease graphic on page 6).

K-12 STAFF:

- a. All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group.
- b. Supporting students with complex behaviours, medical complexities or receiving delegated care may require staff providing health services or other health care providers to be in close physical proximity or in physical contact with a medically complex or immune suppressed student.
- c. People providing these services in schools must wear a mask (medical or non-medical) when providing services and the service cannot be provided from behind a physical barrier.
- d. Additional PPE over and above that needed for routine practices and the use of a medical or non-medical mask is not necessary. 29
- e. Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 For information on PPE when working with students where seeing facial expressions and/or lip movement is important, see the Guidelines for Staff Working with Students with Disabilities/Diverse Abilities where Physical Contact may be Required section.

K-12 STUDENTS:

All students in Grades 4 to 12 are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group.

- f. Students in Grades K to 3 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.
- g. Additional guidance for student mask use during specific activities in schools is detailed in the Music Programs, Physical and Health Education (PHE)/Outdoor Programs, School Sports and Theatre, Film and Dance Programs sections of this document Staff should utilize positive and inclusive approaches to engage students in the use of masks, and should not employ measures that are punitive or stigmatizing in nature

EXCEPTIONS FOR STAFF, STUDENTS AND VISITORS:

The guidance outlined above regarding mask requirements does not apply to staff, students and visitors in the following circumstances:

- h. to a person who cannot tolerate wearing a mask for health or behavioural reasons;
- i. to a person who is unable to put on or remove a mask without the assistance of another person;
- j. if the mask is removed temporarily for the purposes of identifying the person wearing it
- k. if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.)\
- l. if a person is eating or drinking
- m. if a person is behind a barrier
- n. while providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important.

Schools must not require a health care-provider note if staff, students or visitors cannot wear a mask. No student should be prevented from attending or fully participating at school if they do not wear a mask.

Before/after school programs

- a. Can occur only if social distancing can be practiced by all participants and staff.
- b. Staff must wear masks at all times.
- c. Hand hygiene and food safe practices will be followed.
- d. All surface areas will be disinfected by the staff at the end of each session.
- e. Equipment used does not need to be disinfected.

14. Custodial/ cleaning

- a. soap and paper towel made available in every room.
- b. Touch surfaces cleaned twice a day.
- c. Morning Mist is in every classroom.
- d. Hand sanitizer is available in every classroom.

