



Diamond School

COVID-19 SAFETY AND EXPOSURE PLAN

September RE-START

The Ministry of Education has announced that the schools should move to Stage 2 of BC K-12 Education RE-START Plan as of September, 2020.

School supports students in developing their potential and acquiring the knowledge, skills and abilities they need for lifelong success. In-person learning, as a part of a student's education, provides the opportunity for peer engagement, which supports social and emotional development as well as overall wellness. It also provides many students access to programs and services that are integral to their overall health and well-being.

Based on the current epidemiology of COVID-19 in B.C., the latest research, guidance from the Provincial Health Officer, and evidence that children are at a lower risk of developing and transmitting COVID-19, K-12 students can return to full-time, in-class instruction in accordance with current public health guidelines for schools.

Up to date information

- [Government of Canada COVID-19 website](#)
- [BCCDC](#)
- [WHO Novel Coronavirus](#)
- [Vancouver Coastal Health](#)

In Person Instruction

The Ministry of Education's Education Restart Plan requires public boards of education and independent school authorities to provide the maximum full-time in-person instruction to students possible in BC beginning in September based on the Provincial Health Officer's assessment of the risk of transmission.

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: N/A ▪ Middle: N/A ▪ Secondary: N/A 	Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: 60 ▪ Middle: 60 ▪ Secondary: 120 	Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: 30 ▪ Middle: 30 ▪ Secondary: 60 	Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: 30 ▪ Middle: 30 ▪ Secondary: 30 	Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: 0 ▪ Middle: 0 ▪ Secondary: 0
DENSITY TARGETS: <ul style="list-style-type: none"> ▪ Not applicable 	DENSITY TARGETS: <ul style="list-style-type: none"> ▪ Not applicable 	DENSITY TARGETS: <ul style="list-style-type: none"> ▪ 50% for all schools 	DENSITY TARGETS: <ul style="list-style-type: none"> ▪ 25% for all schools 	DENSITY TARGETS: <ul style="list-style-type: none"> ▪ 0% for all schools
IN-CLASS INSTRUCTION: Full-time all students, all grades	IN-CLASS INSTRUCTION: Full-time instruction for all students for the maximum instructional time possible within cohort limits. Self-directed learning supplements in-class instruction, if required.	IN-CLASS INSTRUCTION: Full-time instruction for: <ul style="list-style-type: none"> ▪ children of essential service workers ▪ students with disabilities/diverse abilities ▪ students who require additional supports In-class instruction for all other students for the maximum time possible within cohort limits. Self-directed and remote learning supplements in-class instruction.	IN-CLASS INSTRUCTION: Full-time instruction for: <ul style="list-style-type: none"> ▪ children of essential service workers ▪ students with disabilities/diverse abilities ▪ students who require additional supports Remote learning for all other students	IN-CLASS INSTRUCTION: Suspend in-class for all students

Note: As Stage 1 is a return to regular operating procedures, and Stage 5 means that all in-class instruction is suspended, the following health and safety guidelines apply to Stages 2 through 4, unless specified otherwise.

Attendance is **mandatory** for students.

Movement between stages will be guided by strict health and safety assessments established by provincial authorities.

Guiding Principles

Diamond School guiding principles in preparing and planning for re-opening are based on the guidance issued by Public Health Authorities, guidance and protocols issued by WorkSafeBC and direction from the Ministry of Education. This includes the following:

- a. Safeguarding the welfare of all students, families and employees
- b. Support vulnerable students who may need special assistance
- c. Provide continuity of educational opportunities for all students
- d. Follow the guidelines set out by the Ministries of Health and Education
- e. Implement standards meeting or exceeding compliance with applicable legislation, regulation and best practices including the orders and directives of the Provincial Health Officer:
 1. Staying informed, being prepared and following public health advice;
 2. Practising good hygiene – hand hygiene, avoid touching your face and respiratory etiquette;
 3. Staying at home and away from others if you are feeling ill – with no exceptions – whether for school, work or socializing;
 4. Maintaining physical distancing outside the household, e.g., no handshakes or hugs, keeping your number of contacts low and keeping a safe distance;
 5. Making appropriate controls for close proximity interactions (<1m), e.g. using plexiglass barriers or redesigning spaces;
 6. Increasing disinfection of frequently touched surfaces;
 7. Considering the use of non-medical masks in situations where physical distancing cannot be maintained;
 8. Continuing to minimize non-essential personal travel; and
 9. Those who develop symptoms of illness while at school will be isolated and sent home.

Workplace Roles and Responsibilities

In general, all students, parents, employees, visitors and contractors are required to:

- a. Abide by these specific plans and procedures, and ALL applicable Diamond School policies.
- b. Review this document and all periodic updates/notices as distributed.
- c. Participate in any hands-on training or education sessions as directed by the School or as otherwise required to implement this plan.

More specifically, WorkSafeBC sets out the following responsibilities for employers, supervisors and workers with regard to infectious disease.

The School (the Employer) is responsible for:

- assessing the risk of exposure to infection onsite;
- implementing measures to eliminate or reduce the risk of exposure including **engineering**

controls (ensuring good ventilation and air exchange, using visual cues for maintaining physical distance, erecting physical barriers where appropriate and frequent cleaning and disinfection), **administrative controls** (health and wellness policies, decreased density in classrooms, staggered schedules), providing education about personal measures (appropriate hygiene, physical distancing measures, staying away from school if sick) and the provision of **personal protective equipment (PPE)** if needed;

- making sure that students, parents, employees, visitors and contractors understand the risk and comply with control measures put in place; and
- reviewing the plan on a periodic basis and when conditions change (for example new guidance is issued to schools by the Ministry of Education, WorksafeBC or Public health).

Supervisors including Head of School, Administrative Coordinators, Heads of Departments Non-teaching staff are responsible for making sure that their teams:

- are aware of and understand this plan and supporting policies and guidelines (including but not limited to the Exposure Control Plan, self-screening guidelines, and communicable illness policy);
- comply with relevant control measures including the use of PPE as needed;
- understand how to report any risks arising including if they have reasonable cause to believe they have been exposed to infection from any source (including from family, friends, travel or in the community; and
- know that they should seek medical attention if required.

All workers (employees) are responsible for:

- Reviewing policies, procedures, guides and protocols provided by the school to become aware of potential risks and asking for clarification if needed;
- Following safe work procedures as directed by the school;
- Reporting any unsafe conditions or acts to their supervisor;
- Knowing how and when to report incidents of possible exposure;
- Seeking medical attention if required; and
- Refusing work that they have reasonable cause to believe will put themselves or others at risk.

The Health and Safety Committee is responsible for:

- Understanding this plan and being familiar with the WorkSafe BC guidelines;
- Ensuring that faculty and staff can raise any concerns about the risk of COVID-19 exposure at the workplace to the Health and Safety Committee;
- Continuing to participate in walk-through assessments of the school campuses, as necessary, to identify potential areas of increased exposure and priority actions; and
- Promoting social distancing measures.

Health and Wellness

Teacher and support staff workloads will be monitored so that expectations are balanced and manageable. Appropriate administration support will be available on-site at School to ensure health and safety measures are in place.

Hand Hygiene

Rigorous hand washing with plain soap and water and good hygiene practices are the most effective way to reduce the spread of illness. Faculty will reinforce these practices amongst students.

- All students will wash their hands before entering the building using the sanitizing stations at the student entrances
- During the days, students should wash their hands often with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Cough or sneeze into a tissue or the bend of your arm, not your hand.
- Dispose of any tissues you have used in a lined wastebasket and wash your hands afterwards.
- Don't touch your eyes, nose, or mouth with unwashed hands.



When Student Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
<ul style="list-style-type: none"> • When they arrive at school and before they go home • Before and after eating and drinking (excluding drinks kept at a student's desk or locker) • Before and after using indoor learning space used by multiple cohorts (e.g. the gym, performing arts room, science lab, etc.) • After using the toilet • Before and after playing outside • After sneezing and coughing into hands • Whenever hands are visibly dirty 	<ul style="list-style-type: none"> • When they arrive at school and before they go home • Before and after any breaks (e.g. recess, lunch). Before and after eating and drinking. • Before and after handling food or assisting students with eating • Before and after giving or applying medication or ointment to a child or self • After using the toilet • After contact with body fluids (i.e. runny noses, spit, vomit, blood) • After cleaning tasks • After removing gloves • After handling garbage • Whenever hands are visibly dirty

Privacy Area (Isolation)

The *Kitchen Area at the Elementary School Building* (M ground floor) is the designated privacy area for supporting students and employees who become ill during the school day or workday.

- Only First Aid staff are authorized to enter the isolation areas when in use.
- At minimum, the isolation area will contain hand washing or sanitizing supplies, waste receptacle and tissues.
- Appropriate signage will be posted while the area is in use.

During the School Day

Students, parents, visitors, contractors, faculty and staff must stay away from school if they are experiencing COVID-19 type symptoms or they have had exposure to somebody who has been diagnosed with COVID-19.

Anyone experiencing COVID-19 type symptoms must stay home, stay away from others, be assessed by their health care provider, and tested for COVID-19 as recommended by the Health Authorities.

Employees:

- All employees must monitor their health through the school day.
- Should an employee become sick during a workday, they must immediately cover their mouth and nose with a tissue or mask, isolate themselves from others in the appropriate isolation room, advise Head of School or their direct supervisor. Employees should ensure the School has on file a designated person that we can arrange to pick them up if they are unable to drive. While waiting for transportation, employees must remain isolated from others. This can be done by isolating in the *Kitchen Area at the Elementary School Building* (M ground floor).
- Upon being notified of an employee with COVID-19 like symptoms, the Head of School or a designate will secure the room that the employee was working in. This might include standing in front of the door or posting appropriate signage.
- If an employee leaves work due to COVID-19 like symptoms, Head of School will immediately notify the Head of Facility to perform immediate cleaning and disinfection of the room and in areas that the employee has been in that day.
- The Head of School will contact the Fraser Health Public Health liaison nurse or the Environmental Health Officer to report any cases of COVID-19 like symptoms.

Students:

- Students will be monitored by faculty throughout the school day.
- Students displaying or reporting any COVID-19 symptoms will be directed to immediately put a mask on and report to first aid staff at the identified isolation area in the *Kitchen Area at the Elementary School Building* (M ground floor).
- Masks for emergency use will be strategically located throughout the campus buildings. Faculty will be advised of the locations.
- The Head of School, or a member of the Leadership team, may conduct an initial phone assessment with the student or the student's teacher, as necessary.
- Students with COVID-19 symptoms will be kept isolated under the supervision of the school first aid staff.
- Faculty and staff will be instructed to secure the room until cleaning and disinfection can be performed.
- Head of School or Administrative Coordinator(s) will contact parents to arrange immediate pick up of the student.
- Head of School or Administrative Coordinator(s) will notify the Head of Facility when there is a student with a potential case of COVID-19 to perform immediate cleaning

and disinfection of the room by the day-time cleaner and in areas that the student has been in that day.

- The Head of School will contact the Fraser Health Public Health liaison nurse or the Environmental Health Officer to report any cases of COVID-19 like symptoms.
- Any staff supervising symptomatic students must remain 2M from the student, use strict hand washing techniques and wear gloves and a surgical mask when providing care.
- First aid staff will disinfect any touch points in the isolation room while the student is present.
- First Aid staff will advise the Head of Facility when the student has left the isolation area so that the room can be cleaned and disinfected using the appropriate protocols.

The school will report to the Ministry of Education and follow guidance on next steps when a parent on behalf of a student, or a faculty or staff member reports a confirmed case of COVID-19.

The school has developed a communications protocol to ensure that the appropriate stakeholders are notified in the event of a confirmed case of COVID-19.

Disinfecting of areas recently used by the affected individual will be initiated and the school may be closed for school wide cleaning if required.

Faculty or staff who are unable to come into school because they are ill or self-quarantining should contact Head of School to discuss their options while they remain away from the workplace. The Sick Leave Guidelines have been updated to address COVID-19-related leaves.

Following recovery from COVID-19 students, faculty or staff may only return to school when they are symptom free, have tested negatively or after a minimum of ten days have passed since they became ill, and have received clearance from their medical practitioner. If a student, faculty or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they should notify the School and may return once their symptoms have resolved.

Students and staff who experience seasonal allergies or other COVID-19-like symptoms relating to an existing condition may remain onsite. However, they must monitor their symptoms carefully and contact their health professional should the symptoms worsen. Students and staff who are asymptomatic can remain onsite even if a family member is symptomatic. This assumes that the family member is seeking medical attention.

Occupational Health and Safety

Physical Distancing

- All workers, visitors and contractors must maintain Physical Distancing by remaining a minimum of 2 metres apart.
- The exception to the directive above is that staff within the same learning group should minimize physical contact.
- Employees will be instructed to ensure that they maintain social distancing in any shared workspace or common area by a minimum of 2 metres, particular when interacting with staff outside of their learning group.
- Should employees not be able to consistently maintain a minimum of 2 metres apart, the Canadian Public Health Agency recommends that masks be worn. The School will provide PPE Face Shields and one reusable mask to all employees for use during transition periods and in any high traffic areas.
- The School will provide appropriate PPE to those employees (First Aid, Custodial,

- etc.) whose normal course of work requires them to wear a PPE device.
- Signage and physical markers will be used to promote physical distancing.
- Hallways and stairwells with dimensions of less than 8' will be designated and marked for one-way traffic. Hallways and stairwells wider than 8' will be marked / signed 'keep to the right'.
- Common areas (staffroom, photocopy rooms, bathrooms) will have signage indicating maximum occupancy limits, reminders for social distancing and reminders for users to wash their hands.
- In office spaces where a separation of less than 2 metres cannot be maintained between workers and guests, the school will install plexiglass shielding and other strategies to ensure 2 metre social distancing. **See note below.**

Masks and Personal Protective Equipment (PPE)

- Masks must be worn by all employees and students above Grade 4 in all high traffic areas of the school buildings where physical distancing is difficult to maintain. Similarly, masks must be worn when interacting with employees or students outside of an employee's Learning.
- The School will provide one face shield and one re-useable mask to all employees.
- Members of the School's Leadership teams must wear their masks at all times when out of their offices. Personal protective equipment, such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. Supplies of PPE are limited, so they should only be used when all other controls fail.
- PPE is required for and will be provided to first aid staff or others who will be in close proximity to those with COVID-19 symptoms.
- Managing students experiencing a health emergency may require staff to be in close physical proximity with the student. No additional personal protective equipment beyond normal universal precautions are required.

WHMIS

- All disinfectants, detergents, and hand sanitizers must be safely stored out of reach of students.
- Soap and water is the preferred method of sanitizing hands. Hand sanitizers should only be used by children under 10 years old under the direct control of supervising staff. However, when soap and water is unavailable, hand sanitizers may be used as the alternative.
- All chemicals must be properly labelled in accordance with WHMIS requirements.

Accidental exposure to cleaning or disinfectant products

If anyone has been exposed to a disinfectant or sanitizer outside of intended use, the following first aid measures should be followed and the local Poison Control Centre contacted at: 1.800-567-891.

- Inhalation: ventilate the area and seek fresh air
- Eye exposure: flush eyes with water for 5-10 minutes
- Skin exposure: flush skin with water for 5 minutes
- Ingestion: drink ½ cup to 1 cup of water.

Training and Education

Training on this COVID-19 Safety Plan will be provided to all school employees. Students will receive age appropriate training as part of the Back to School orientation.

All School employees are required to:

- Review this document and all periodic updates/notices as distributed by the Head of School.

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- Participate in any hands-on training or education sessions as required beginning August 31st.
- Complete and submit a form confirming that they have reviewed and will follow all requirements provided for in this document.

Occupational First Aid Attendants, and members of the Health and Safety team provide First Aid onsite. The first aid attendants must review the WorkSafeBC document titled OFA Protocols during the COVID19 Pandemic. First Aid Attendants must complete and document daily health screening.

Hazard Assessment and Risk Mitigation

In the *Provincial COVID-19 Health and Safety Guidelines for K-12 School Settings* (August 17th , 2020) the Ministry of Education advises that COVID-19 virus has a very low infection rate in children and youth. Children and youth typically have much milder symptoms of COVID-19, most often presenting with low-grade fever and a dry cough. Many children have asymptomatic disease; however, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults. Evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. Most cases in children have been linked to a symptomatic household member.

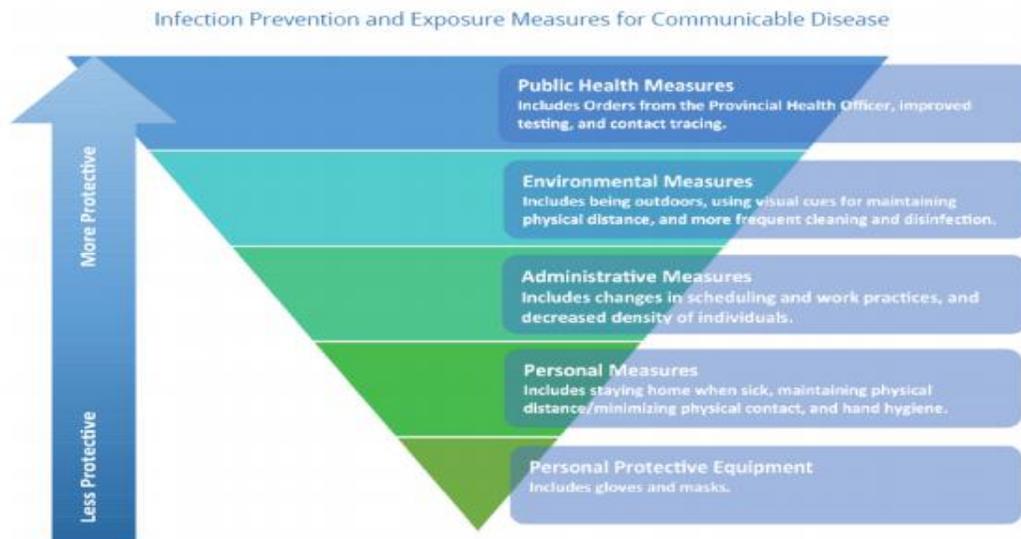
Coronavirus is transmitted via direct and indirect contact. Direct contact involves skin-to-skin contact that requires direct personal contact (for example, hugging, shaking hands, etc). Indirect contact involves a person touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because influenza viruses can persist for minutes on hands and hours on surfaces.

Large droplets may be generated when an infected person coughs, sneezes or drips. Droplets travel a short distance through the air and can be deposited on inanimate surfaces or in the eyes, nose, or mouth. The virus can enter through these droplets through the eyes, nose or throat if you are in close contact. It is believed that most droplet transmission occurs within a 2m radius of the source.

When assessing the likelihood of transmission / infection, the following are important:

- Contact intensity – the type of contact (close/distant) and the duration of contact (brief/prolonged)
- Number of contacts in the setting – the number of people present at the same time

All Schools are required to take steps to safeguard the health and safety of stakeholders – students, employees, visitors and contractors. With respect to COVID-19, that responsibility includes following the orders of the [Provincial Health Officer](#) and guidance provided by [WorkSafeBC](#) as well as other regulatory authorities. Infection prevention and exposure control measures help create a safe environment for students and staff. The School will use a hierarchy of controls to prioritize risk mitigation steps.



Access

Access Daily and weekly schedules will be organized using the Stage 2 parameters established by the Ministry of Education.

General

- Normal operating hours for the Elementary School and High School will be 8:15 am to 4:30 pm for faculty, and 8:45 am to 3:00 pm for K-5 students and 9am to 3:15pm for 6-11 students.
- Learning group schedules will be staggered to reduce the number of interactions between individuals during the school day.
- After school activity programs will start as of the third week of September.
- Student entry will involve Administrators and faculty supervising the process.
- A daily cleaning of the entire building by the custodial staff will be scheduled.
- Cleaning of high traffic and high-touch areas will take place twice a day.
- Buildings will be closed to parents and visitor/contractor access will be limited.
- Students and employees will only be in the buildings at the times indicated by their Administrative Coordinators.
- All doors, other than the main access doors will remain locked and closed during normal operating hours except in the case of an emergency.
- Designated entrances will be opened during the morning drop off periods.
- All cross-cohort school meetings will remain virtual where possible.

Faculty and Staff

- Enter through the designated entrance of their respective school building, sanitize their hands before proceeding to their work area.
- Conduct daily health self-assessment checks and report their health status Administrative Coordinators or Head of School if they have any concerns or questions.
- Faculty and staff must not come to school if they have any current common-cold, influenza, or COVID-19-like symptoms (even if symptoms are mild), if they have had symptoms in the previous 10 days and have been advised by a health professional to self isolate, or if there exist any other circumstances that pursuant to a government order or directive requires them to self-isolate.

Contractors and Visitors

- Pre-approval by the Head of School and/or Director of Facilities is required for access to the school by contractors and visitors.
- Office Assistant(s) must be notified when contractors are onsite.
- Contractors or other visitors must remain in the reception area until the appropriate employee arrives to escort them while in the building.
- These individuals must sanitize their hands upon arrival, sign in and practice physical distancing.
- Contractors must submit their WorkSafeBC compliant COVID-19 Safety Plan to the School in advance of any work taking place at the School.

Students

In advance, parents/guardians must:

- Check that their children have no COVID-19 type symptoms each morning before sending them to school.
- **NOT SEND THEIR CHILD TO SCHOOL IF THEY HAVE ANY CURRENT COMMON-COLD, INFLUENZA, OR COVID-19 LIKE SYMPTOMS (EVEN IF THEIR SYMPTOMS ARE MILD), IF THEY HAVE HAD SYMPTOMS IN THE PREVIOUS 10 DAYS AND HAVE BEEN ADVISED TO SELF ISOLATE OR IF THERE EXISTS ANY OTHER CIRCUMSTANCES THAT PURSUANT TO A GOVERNMENT ORDER OR DIRECTIVE REQUIRES THEM TO SELF-ISOLATE.**
- Not send their child to school if their child has had recent close contact with someone who has returned from international travel in the past 14 days.
- A student may still receive in-person instruction if another person in their home has symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease, but they remain asymptomatic.
- Follow the School's protocols for reporting student absence.

School Protocols (Daily)

- Students may remain on campus only for the duration of the school day.
- Students may not enter the building before their scheduled arrival time.
- Parents are to drop off their children at the designated area, check them in, and leave the campus without delay.

Class Start and Finish Times

Times

	Drop-Off Window	School Day	Pick-Up Window
Kindergarten - Grade 5	8:30 am – 8:45 am	8:45 am – 3:00 pm	3:00 pm – 3:15 pm
Grades 6 – 11	8:45 am – 9:00 am	9:00 am – 3:15 pm	3:15 pm – 3:30 pm

Kindergarten will have a gradual school entry for the first week of school. *Specific drop off time slots will be assigned to families for the first two weeks of school via email communication.*

Locations

Kindergarten – Grade 1	<i>Elementary Upstairs Main Entrance</i>
Grades 2 – 3	<i>Elementary Upstairs Back Entrance</i>
Grades 4 – 7	<i>Elementary Downstairs Field Entrance</i>
Grades 8 – 11	<i>Secondary School Main Entrance</i>

Expectations for students:

- Students will only be allowed into the building at the assigned staggered start time.
- Students may arrive within the 15 minutes prior to their start of class time and must proceed directly to their classrooms (K-7) or their grade's designated homeroom (8-12).
- Older siblings may arrive at the allotted time for their youngest sibling.
- Younger siblings may be picked up at the allotted time for their oldest sibling.
- Students will enter the building without their parents at their assigned entrance door.
- Students must wash or sanitize their hands before entering the building.
- Grade 1-12 students must wear a mask when entering and leaving the school, as well as when moving around the school.
- Students must remain physically distant from each other when interacting with other students outside of their learning group. If they are unable to remain physically distant, students must wear a mask.
- Students may bring with them only the minimal materials that are needed and take them all to the classroom.
- Students will avoid touching communal surfaces.
- Students who arrive late must enter using the main entrance of their respective building, must sign in with the Attendance Administrative Officer and then go to their classroom.
- Elementary School students will be taken to the dismissal point by teachers. When parents are there to pick up their child, the student will be released by the teachers.
- Students will report to their teacher or the designated Isolation Area if they feel unwell or show signs of illness while at school.
- Students must bring their own snacks, lunch, utensils and water bottle. They will eat at the location designated by their teacher and will not share food with their classmates. They will wash hands before and after eating.

Expectations for parents:

- Parents will arrive at the assigned staggered start time and dismissal time – it will be very important to keep to these times to encourage social distancing.
- Pre-screening health checklist will be completed each morning.
- Only parents of Kindergarten students are permitted to come into the school hallway for drop off and only for the first two weeks.
- A Kindergarten-Grade 7 parents/guardians must accompany students to the building and pick up students in-person at the end of the day at their assigned arrival/departure stations. Students in these grades should not be dropped off in the parking lot.
- Grade 8-11 parents should not leave the property until they have confirmed their child has been admitted to the building. To collect students at the end of the day, parents may text their student when they arrive or go to the secondary school main entrance.
- Older siblings may arrive at the allotted time for their youngest sibling.
- Younger siblings may be picked up at the allotted time for their oldest sibling.
- Parents will pick up students at the designated locations.

Entering and Exiting the building:

- Students will bring all their belongings with them to the classroom.
- Before removing any clothing or items from their bags, students must wash their hands for 20 seconds.
- Once their hands are washed, they enter the classroom placing their bag(s) under their table.

During the day:

- Students must wash their hands before they enter the classroom; this is at the beginning of the day, after recess, after using the toilet or any other time they enter the room.
- Students must wash their hands when they exit the classroom; this is at the end of the day, before going to recess, before going to the toilet or any other time they leave the room.
- Students must wash their hands prior to eating.

At the end of the day:

- Students collect their belongings.
- Students sanitize their hands before walking out of the door.

Expectations around the use of materials:

- All school materials must stay at school; no home materials are brought to school with the exception of a lunch kit.
- Students may not bring personal toys or games to school.
- Each class will have designated containers of tools and manipulatives to be shared by specific students.
- All tools and manipulatives will be washed after school when shared across learning groups.
- Soft toys and pillows/cushions/blankets will be removed from classrooms shared by learning groups.
- White board markers will be wiped down after use.
- Classroom libraries will not be shared across learning groups.

Outdoor Play

- In accordance with the Ministry of Health regulations, playgrounds are open. No cleaning or disinfection is required for playground structures.
- All outside play equipment is put away.
- A revised recess schedule will be created to provide outdoor playtime for all students and limit the number of students on the playground, field, and trails at one time.
- Small, individual play toys or equipment may not be brought to school.
- Physical contact must be minimized between each other rather than staying 2 metres apart.
- Hand hygiene must be practised before and after play.
- Students will be supervised to discourage physical contact and sharing items

Gymnasium

- Room occupancy limited to 22 students (one class)
- Only games which allow for adequate physical distancing at all times will be allowed.

SOCIAL EMOTIONAL WELL-BEING

This is a challenging time for all. Nevertheless, we will endeavour to make this experience as positive as possible for our students. We will aim to:

- Have fun with the children
- Reassure children about their personal safety and health. We will tell children that it is okay to be concerned and there is a lot we can do to stay safe and healthy.

- Answer questions with information that is suitable for their age level.
- Maintain familiar activities and routines. This can reinforce the sense of security for children. At the same time, build in the social distancing routines and strategies into

**STUDENT Health and Safety Screening for Entry to
Diamond School**

The following will be used as a tool by parents and caregivers to complete prior to their child coming to school.

DAILY HEALTH CHECK			
Student Name:		Grade:	
Today's Date:			
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 "No" to every question above, and your child doesn't appear to have symptoms of COVID-19, please sign below and staff will allow them to proceed inside Diamond School to put their belongings away, wash their hands, and begin class.

- If my child falls ill at any time in the school day, I will come pick them up from the school immediately.

I, _____, hereby understand and agree that it is my
(Please print parent/guardian name above.)
 responsibility to conduct a Health Check daily for my child prior to bringing them to
 Diamond School.

Parent/Guardian Signature _____

Resources:

If you are unwell, your symptoms may be related to COVID-19 and could require you to seek medical attention. If you are uncertain and/or feel very sick, contact your family doctor/nurse practitioner or call 8-1-1.

The province has created a phone service to provide non-medical information about COVID-19, including the latest information on travel restrictions. Information is available in more than 110 languages, 7:30 a.m. - 8 p.m. Pacific Standard Time at 1-888-COVID19 (1-888-268-4319) or via text message at 604-630-0300.

For the most up to date non-medical information you can visit the BC Government's COVID-19 Provincial Support and Information.

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

**Health and Safety Screening for FACULTY/STAFF Entry to
 Diamond School**

The following will be used as a tool by staff to complete prior to coming to school.

DAILY HEALTH CHECK			
Staff Name:			
Today's Date:			
1. Symptoms of Illness	Do you 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 "No" to every question above, you don't appear to have symptoms of COVID-19 please sign below and proceed inside Diamond School to wash your hands immediately, and begin work. Follow all health and safety protocols at Diamond School.

- If I fall ill at any time in the work day, I will alert the Head of School and leave the school building immediately.
- I, _____, hereby understand and agree that it is my
(Please print name above.)
responsibility to conduct a Health Check daily prior entering Diamond School.

Faculty/Staff Signature _____

Resources:

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Resources:

BC's Ministry of Education Back to School Plan

The Provincial COVID-19 Health and Safety Guidelines for K-12 Settings

Operational Guidelines for School Districts and Independent Schools