

COVID-19 SAFETY AND EXPOSURE PLAN (2021 - 2022)

Update: January 10, 2022

Note: This document is subject to frequent change and is updated to the BC government's guidelines with addendums for K-12 dated December 29, 2021.

Diamond School is continuously working to improve our communicable disease control (CDC) practices including prevention of COVID-19 infection. To support our staff and students, the CDC protocols were revised in alignment with current recommendations and guidelines set forth by the British Columbia Centre for Disease Control (BCCDC) and the Ministry of Education (MOE) guidelines. Schools continue to be low-risk sites for the transmission of COVID-19. This remains true for Diamond School, and while there have been exposures at Diamond, the rate of transmission remains low. This shows us that our protocols are effective at reducing the spread of COVID-19, and they are protecting our staff and students.

This document is updated as often as necessary to coincide with any new recommendations, guidelines and orders issued by Public Health, the Ministry and WorkSafeBC. If there are any differences between the BCCDC and MOE Guidelines for K-12 Settings and this document, please use this document. However, any new Public Health Orders supersede this document.

Key elements of the CDC plan for 2021/22 include:

1. A supportive School Environment to facilitate students to:
 - a. consider and respect other's personal space;
 - b. regularly practice hand hygiene and respiratory etiquette;
 - c. practice personal preventive measures like wearing a non-medical mask when required or recommended.
2. Wearing an appropriate well-fitting mask while inside a school.
3. Encouraging vaccination by sharing evidence-based information and promote and by facilitating opportunities to be vaccinated in partnership with public health.
4. Conducting daily health checks, staying home when sick, and implementing procedures for students and staff who become sick while at school/work.
5. Spreading people out as much as possible through different space arrangements, including common areas, and arranging desk/tables to maximize space between students.
6. Controlling visitor access and having limits on gatherings and events.
7. Holding virtual meetings.
8. Continued robust environmental hygiene in school including cleaning, disinfection, and ventilation.

Infection Prevention and Exposure Control Measures

Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. These are more effective in “controlled” environments where multiple measures of various effectiveness can be routinely and consistently implemented.

School as a Controlled Environment

Schools are considered a “controlled” environment by public health. This is because:

- Schools include a consistent grouping of people.
- Schools have robust illness policies for students and staff.
- Schools can implement effective personal practices that can be consistently reinforced and are followed by most people in the setting (e.g., diligent hand hygiene, respiratory etiquette, etc.).
- Schools can implement a variety of health and safety measures (e.g., enhanced cleaning and disinfecting practices, using outdoor space for learning activities, implementing staggered break schedules, etc.)

By implementing this combination of measures, the risk of contracting a communicable disease is substantially reduced. Vaccines are the most effective way to reduce the risk of COVID-19 in schools. Everyone eligible is strongly encouraged to be fully vaccinated (i.e., receive 2 doses) against COVID-19. School exposures are more likely in communities with lower vaccination uptake/greater community risk.

Supportive School Environments

School can support students to practice preventive measures by:

- Having staff model these behaviours.
- Sharing reliable information, including from the BCCDC and the Office of the Provincial Health Officer, to parents, families, and caregivers - including encouraging vaccination.
- Promoting required safety measures in the school using visual aids like floor markings and signage.

In line with the K-12 Education Restart Plan’s goal of maximizing class instruction for all students within current health and safety guidelines for schools, staff should utilize positive and inclusive approaches to engage students in preventive practices and should not employ measures that are punitive or stigmatizing in nature.

This includes where a student, staff, or other adult (including visitors) cannot comply with a specific safety measure due to health or behavioural reasons. In these circumstances, schools/districts should work with these individuals (and their parents/caregivers if applicable to a student) to explore other environmental and administrative measures to ensure their safety and the safety of others.

Strategies to facilitate maintaining personal space

Students and staff should still:

- Avoid close greetings (e.g., hugs, handshakes).
- Regularly remind students about keeping their hands to themselves. Use visual supports, signage, prompts, video modelling, etc. as necessary.
- Create space and spread out in it as much as possible:
 - Configure classroom and learning environment differently to maximize distance between occupants (e.g., different desk and table formations).
 - Store excess equipment (e.g., equipment that might not be of use during the pandemic) in order to open more space in schools.
 - In primary classrooms - remove the use of the carpet for circle time. Removing the carpet will free up space in the classroom.

- Implement strategies that prevent crowding at pick-up and drop-off times.
 - Focus on entry and exit areas, and other places where people may gather or crowd.
 - If needed to create personal space, you may consider staggering recess/snack, lunch, and class transition times to provide a greater amount of space for everyone.
- Take students outside more often, where and when possible.
 - Organize learning activities outside including snack time, play-based learning, and unstructured time.
 - Take activities that involve movement, including those for physical health and education, outside.
- Incorporate more individual activities or activities that encourage greater space between students and staff as much as is practical to do so.
 - For elementary students, adapt group activities to minimize physical contact and reduce shared items.
 - Offer manipulatives and items that encourage individual play, and that can be easily cleaned and reduce hand-to-hand-contact and cross-contamination.
 - Encourage students to wash their hands before and after handling shared items.
 - For secondary students, minimize group activities and avoid activities that require close face-to-face contact.
 - Note: for guidelines specific to courses/subject areas that tend to involve a significant number of group activities (e.g., fine arts programs), see the section on Curricular, Programs and Activities.
- Manage flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.
- Use floor markings and posters to address traffic flow throughout the school. This may include one-way hallways and designated entrance and exit doors. It is important not to reduce the number of exits and ensure the fire code is adhered to.
- Ensure communication of personal space awareness and education materials will be relayed in multiple formats for ease of understanding.

Staff Only Spaces

Staff-only gatherings (e.g. staff meetings, in-service and professional development activities, etc.) are to be held virtually.

Masks

School will have non-medical masks and face shields available for staff. Diamond School has purchased a minimum of two non-medical masks for each staff member, as well as two non-medical masks for each student.

The PHO Order - Face Coverings requires all students, staff and visitors to wear a mask indoors at school. Everyone who is able to (i.e., does not have a mask exemption) must wear a mask.

There are some exemptions for mask use:

- to a person who cannot tolerate wearing a mask for health or behavioural reasons.
- to a person who is unable to put on or remove a mask without the assistance of another person.
- if the mask is removed temporarily for the purposes of identifying the person wearing it.
- 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, etc.).
- if a person is eating or drinking.
- if a person is behind a barrier; or
- 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.

Physical Barriers

Physical barriers are no longer recommended for communicable disease prevention; however, The Provincial Health Officer recommends maintaining barriers already erected in the workplace so long as they do not negatively impact business operations.

School Gatherings and Events

Hold school gatherings and events (e.g., assemblies, parent-teacher interviews, etc.) virtually. If gatherings and events must be in-person (e.g., inter-school sports game, theatre productions), minimize the number of people in attendance as much as possible, consider personal space needs, do not exceed 50% operating capacity, and do not allow spectators.

Examinations or assessments are not considered school gatherings; however, they must still be delivered in accordance with the health and safety guidelines outlined in this document.

Educational activities, including extracurricular events and gatherings, and school-led before, during or after school programs are excluded from the PHO Order for Gatherings and Events. Gatherings or events at a school that are not educational activities or support services including social gatherings of students and/or staff, **must** adhere to [the PHO Order for Gatherings and Events](#).

Spectators

Spectators are not permitted to attend school events at this time.

Personal Items

Staff and students can continue to bring personal items to school, but they should be encouraged to only bring items that are necessary (e.g., backpacks, clothing, school supplies, water bottles, reusable food containers and utensils).

Items brought regularly to and from school should be limited to those that can be easily cleaned (e.g., reusable food containers) and/or are low risk (e.g., clothing, paper).

Staff and students should wash their hands before and after handling any shared items. Consider labelling personal items with student's name to discourage accidental sharing.

Food and Beverages

- School should continue to emphasize that individual food and beverages are not to be shared between students or staff.
- School should not allow homemade food items to be made available to students or staff at this time (e.g., birthday treats, bake sale items).
- Commercially produced prepackaged food is permitted so long as there is a distribution plan that limits the likelihood of crowding during pickup or drop off.

Carpooling

- Spread out occupants as much as possible
- Travel with same people whenever possible
- Masks recommended when carpooling school-aged children and adults from other households
- Hand hygiene before and after
- Clean high touch surfaces regularly
- Open windows
- Set ventilation to bring in fresh outside air, not recirculate

Cleaning and Disinfecting

Regular cleaning and disinfection are important to prevent the transmission of COVID-19 and other diseases from contaminated objects and surfaces.

Definitions

Cleaning: the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses, and bacteria. It is done with water, detergents, and steady friction from a cleaning cloth. All visibly soiled surfaces should be cleaned before being disinfected.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects, never on the human body.

Frequently touched surfaces: These are surfaces that are touched many times by larger numbers of people. These include washrooms, change rooms, medical rooms, classroom sinks and water fountains.

Cleaning and Disinfecting Frequency

The requirements for daily cleaning and disinfecting outlined below do not apply to spaces/equipment that are not being used by students, staff, or visitors.

Note: In the event a staff or student has developed COVID symptoms at school, the immediate area and surfaces affected by the ill person need to be cleaned and disinfected (e.g., their desk in a classroom, the bathroom stall they used, etc.) prior to the surfaces/equipment being used by others.

1. Collect garbage in all washrooms, classrooms and other areas of the building.
2. Wipe down white board ledge/chalk board ledge.
3. Dispose of waste to exterior bins and lock bins.
4. Sweep/vacuum all areas in the building including and walk-off mats.
5. Clean and disinfect all washrooms and change room. Replenish dispenser supplies.
6. Clean and disinfect all classroom sinks. Replenish supplies.
7. Clean and disinfect all water fountains.
8. Desks and chairs cleaned daily.
9. Spot cleaning of desks and chairs daily.
10. Spot clean glass in open areas/doors.
11. Replace any expired bulbs or any other minor maintenance issues.
12. Refill custodial cart supplies and clean equipment.

Elementary and Secondary buildings will have one a day-time caretaker and the cleaning crew on evenings.

Frequently Touched Surfaces

Limit frequently touched items that are not easily cleaned to those that support learning, health, and development. Ensure students wash hand before and after handling these items. Examples include fabrics, sand, foam, playdough, etc.

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper, or other paper-based products. Laminated or glossy paper-based products (e.g., children's books or magazines) and items with plastic covers (e.g., DVDs) can be contaminated if handled by a person with COVID-19; however, the risk is low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time.

Cleaning and Disinfecting Bodily Fluids

Follow these safety procedures, in conjunction with school/district policies, when cleaning and disinfecting bodily fluids (e.g., runny nose, vomit, stool, urine):

- ✓ Wear disposable gloves when cleaning blood or body fluids.
- ✓ Wash hands before wearing and after removing gloves.
- ✓ Follow regular health and safety procedure and regularly used PPE (e.g., gloves) for blood and bodily fluids (e.g., toileting, spitting, biting). See Appendix 2 for the Safe Work Procedure.

Products and Procedures

The school is utilizing several different products for cleaning and disinfecting high touch surfaces. The Clorox360 electrostatic sprayer and the PCS Disinfectant Cleaner can only be used by trained caretaking staff, as they require a level of Personal Protective Equipment (PPE) to be worn by the applicator of the product. Spore Defense, Isopropyl Alcohol and Sterisol can be used by staff and students without any PPE, but those using these products must follow the Safe Work Procedures that accompany the product.

Products only to be used by Caretakers:

Clorox360 Electrostatic Sprayer

The Clorox 360 Electrostatic Sprayer **does not contain bleach**. The machine “fogs” the room with a fine disinfectant mist that attracts to all bare surfaces, even the undersides of desks. It allows us to disinfect a room very quickly and thoroughly, leaving no residue.

PCS Disinfectant Cleaner

In addition to the sprayer, the high touch areas will also be cleaned manually once per day in elementary and secondary buildings. This may include doorknobs, desks that are in use, water fountains, railings, sink taps, toilet handles. They will be cleaned with PCS Disinfectant Cleaner. This product does contain bleach at 500 parts per million. At this low concentration it can still affect the virus, but not cause ill health in staff or students. Staff may notice the bleach odour after application and may wish to allow the odour to dissipate for a few additional minutes prior to re-entering the area.

Products that can be used by staff and students to disinfect shared equipment:

Isopropyl Alcohol

Isopropyl Alcohol can be used as a disinfectant on the following items:

- Technology (iPads, laptops, photocopiers, computer keyboards, etc.)
- Gym equipment
- Technology Education Equipment

All staff and students are to review the Safe Work Procedure prior to use.

Spore Defense

Spore Defense can be used as a disinfectant on the following items:

- Shared kitchen appliances in staff rooms
- Shared PE equipment

All staff and students are to review the Safe Work Procedure prior to use.

Sterisol is to be used on musical instruments as described in the Music and Band H&S Protocol.

- Always wash hands before and after handling shared objects.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children.

Visitor/Community Access

Restrict visitors to those that are supporting activities that are of direct benefit to student learning and well being, e.g., teacher candidates, immunizers, etc.

- All visitors must wear a non-medical mask when they are inside the school. Exceptions will be made for visitors who cannot tolerate masks for health or behavioural reasons.
- School must ensure that visitors are aware of health and safety protocols and requirements prior to entering the school (e.g., completion of daily health check,

maintaining personal space, frequent hand hygiene, and the requirement to wear a non-medical mask inside the school).

- School must have a sign in/sign out process in place for all visitors and staff who are not typically onsite (e.g., TOCs, maintenance or IT personnel, part-time school staff/authority administrators). **School is to keep a list of the date, names and contact information for all visitors and staff who are not typically onsite (e.g., TTOCs, maintenance personnel, part-time school staff/authority administrators) who entered the school over the past 45 days.**
- Visitor access should be limited to those areas required for the purpose of the visit.
- School is responsible for ensuring that all visitors confirm they are not ill and are not required to self-isolate before entering. Schools could include, as part of their visitor registration/sign-in process, for the visitor to confirm they are not ill and are not required to self-isolate.

Checking Vaccination Status

Regular school activity, school events and programs for children and youth under the age of 22 are not included in BC's proof of vaccination requirements.

Employee/Student Attendance

Diamond School has established in conjunction with Fraser Health policies and procedures for reporting elevated staff and student absenteeism due to influenza-like illness. As per established practice, the school should notify Rapid Response Team (AMS division of FISA) and FHA School Hub if staff and/or student absenteeism exceeds 10 percent of regular attendance. This reporting is helpful in early identification of clusters and outbreaks. The Principal or designate will be the main contact with Fraser Health and will report any known reported positive cases of COVID-19 in addition to other reportable illnesses/disease.

To maximize student attendance, repeated and consistent messaging/communication is crucial to allay parent and caregiver fears and to convey that schools are a safe place to be, based on the rigorous health and safety measures in place. For more information, see section on [Communications Materials](#).

Students with Immune Suppression

According to the BC Centre for Disease Control (BCCDC), most children with immune compromise can follow the same precautions for COVID-19 as the general population and can safely attend in-class instruction.

In-class instruction may not be suitable for some children with severe immune compromise or medical complexity (such as a recent organ transplant, or receiving chemotherapy), which should be determined on a case-by-case basis in consultation with a medical health care provider.

If in-class instruction is not right for the child, parents/caregivers who do not wish the child to attend in-person learning must obtain a doctor's note indicating the need for alternative learning arrangements due to the child's health-related risks (e.g., Homebound program).

Diamond School will work with these families to ensure access to learning and supports.

Illness & Self-Assessment Policies and Protocols

Daily Health Checks

A daily health check is a tool to reduce the likelihood of a person with COVID-19 coming to school when they are infectious.

Student Daily Health Checks

Parents and caregivers should assess their children daily for illness before sending them to school. Administration should encourage parents to use the [K-12 Health Check](#) when their child is experiencing symptoms of illness. The webpage also includes a link for parents to download a [K-12 Health Check Mobile App](#). Administration is to communicate this with their school community regularly. School is not required to verify that the student health check has occurred every day or require that parents/caregivers submit a daily health check form.

Staff Daily Health Checks

Staff are required to conduct daily health checks and report to the administrative assistants: Elementary school staff to Janice and secondary school staff to Maria who will keep the records.

A hard copy of the health check records must be retained by administrative assistants.

Visitor Health Checks

While visitors are to be kept to a minimum, essential visitors are also required to perform a daily health check. Staff and non-staff visitors are to sign in at school sites, where their sign in acknowledges they have completed a daily health check.

School administrators are required to verify that staff and other adult health checks have been completed before they enter the school.

If any staff, student, or visitor has symptoms, they must not enter any school or non-school site.

An entry check poster should be posted on the front door of every site.

Protocol for Illness on Site

If any staff or visitor develops symptoms while on site, they should leave the building immediately and thereafter inform the school. If arrangements need to be made to have them picked up, they are to be isolated in a designated room or an area that is separated from others until they can be picked up. The ill individual is to wear a mask while in isolation.

If a student develops symptoms at school, parents/caregivers are to be notified immediately. The student is to isolate in a designated room or an area that is separated from others until they can be picked up. The ill student is to wear a mask while in isolation. (Exceptions should be made for students and staff who cannot wear masks for health or behavioural reasons, or if the person is experiencing gastrointestinal symptoms and are at risk of vomiting).

Younger children must be supervised when separated. Supervising staff should wear a non-medical mask and face shield if they are unable to maintain physical distance, avoid touching bodily fluids as much as possible, and practice diligent hand hygiene. First Aid Attendants should review [the WorkSafeBC protocols](#).

Clean and disinfect the areas the student/staff used. The day-time cleaner should clean and disinfect the surfaces/equipment which the person's bodily fluids may have been in contact with while they were ill (e.g., their desk in a classroom, the bathroom stall they used, First Aid room, etc.) prior to the surfaces/equipment being used by others.

Clean & disinfect high touch surfaces and other surfaces visibly soiled in a First Aid room after treating someone who has been in the room sick.

School should not require a health-care provider note (i.e., a doctor's note) to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practices.

Refer to the [HANDLING COVID SYMPTOMS](#) and [COVID-19 Protocols for School and District Administrators documents](#) for more information on managing illness and confirmed cases at school.

Staying Home, Self-Monitoring, Isolation and Symptoms

Stay Home

Staff and students should stay home if they feel unwell. This will also help prevent the spread of other illnesses, especially during cold and flu season.

Self-Monitoring

If you have been exposed to someone with COVID-19, you will need to self-monitor for 14 days.

Some close contacts may also need to self-isolate for part of that time. For example, if you are not fully vaccinated, you may need to self-isolate for 10 of the 14 days. Being sufficiently protected by vaccination means you have received all the recommended vaccine doses and had time to develop a better immune response after receiving the last dose. Follow the directions provided to you by Public Health.

Stay Home When Required to Self-Isolate

You must self-isolate when:

- when you are travelling to BC from outside of Canada
- if you have COVID-19
- if you have symptoms of COVID-19

You may need to self-isolate if you are a close contact of a person with COVID-19, or if you live in a household with other people and at least one person has COVID-19. Follow the directions provided to you by Public Health. Additional information on self-isolation requirements and support is available from BCCDC.

Symptoms of Illness and Return to School

Students, staff or other adults should stay at home when sick, as this is one of the most important ways to reduce the introduction to and the spread of illnesses including COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Parents/caregivers and students can use the [K-12 Health Check app](#).
- Staff and other adults can refer to BCCDC's [When to get tested for COVID-19](#)
- Staff, students, and parents/caregivers can also use [the BCCDC online Self-Assessment Tool](#), call 8-1-1 or their health care provider.

When a staff, student or other adult can return to school depends on the type of symptoms they experienced (as indicated in the [K-12 Health Check app](#) and [BCCDC When to get tested for COVID-19 resource](#)) and if a COVID-19 test is recommended.

Students and staff who experience symptoms consistent with a previously diagnosed health condition (e.g., seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. They do not require re-assessment by a health-care provider and should not be required to provide a health-care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a health-care provider.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school. Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

Mental Health, Trauma-Informed Practice and Socio-Emotional Lens

Trauma-informed practice is an informed way of approaching your practice through a compassionate lens of understanding that is helpful to all children, youth, and adults, especially those who have experienced traumatic events.

Trauma-informed practice includes:

- Providing inclusive and compassionate learning environments.
- Understanding coping strategies.
- Supporting independence.
- Helping to minimize additional stress or trauma by addressing individual student needs.

Use of regular needs-based 'check-ins' can assist in gathering important information to inform the level of trauma response and recovery necessary to support the school community. To support educators to develop compassionate learning communities through trauma-informed practice, the Ministry has created trauma-informed practice resources that are available on the ERASE website.

To support schools in delivering educational programs and supports in line with provincial pandemic recovery efforts, mental health and well-being and trauma informed practice, the Ministry of Education has developed [the K-12 Education Recovery Plan](#) and [the Mental Health In Schools Strategy](#), an approach that embeds positive mental health in all aspects of the education system, including culture, leadership, curriculum and learning environments.

The Ministry of Education has also developed a webinar series to support educators as they navigate through times of uncertainty and change. The first webinar, [Building Compassionate Communities in a New Normal](#), provides educators with information, ideas, and strategies that they can use to create compassionate spaces for students, especially during times when the classroom environment is ever-changing.

[The Collaborative for Academic, Social, and Emotional Learning](#) (CASEL) offers a wide range of social emotional learning resources, including [Reunite, Renew, Thrive: A Social Emotional Learning Roadmap for Reopening Schools](#), which outlines a roadmap of action steps to implement SEL practices throughout the school year, for both educators and administrators.

The North American Centre for Threat Assessment and Trauma Response has released a resource to assist the education sector in supporting the transition back to school called [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing the Social-Emotional and Traumatic Impact](#).

Personal Hygiene Practices

Hand Hygiene

Rigorous handwashing with plain soap and water is the most effective way to reduce the spread of illness (antibacterial soap is not needed for COVID-19). Follow these guidelines to ensure effective hand hygiene:

- Practice diligent hand hygiene by washing hands with plain soap and water for at least 20 seconds (temperature does not change the effectiveness of washing hands with plain soap and water).
- Facilitate regular opportunities for staff and students to practice hand hygiene:
 - Use alcohol-based hand sanitizer containing at least 60% alcohol where sinks are not available and when hands are not visibly soiled.
 - Ensure that rooms without sinks have hand sanitizer available.
 - Handwashing should be encouraged upon school entry and before/after breaks and eating, using the washroom, and using shared equipment, including gym/playground equipment, staff room kitchen appliances, music instruments, etc.

- Promote the importance of diligent hand hygiene to staff and students regularly
- Remind staff and students to avoid touching their eyes, nose, or mouth with unwashed hands.
- Ensure hand-washing supplies are always well stocked including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.
- Let Head of Facilities know if hand soap and paper towel are running low.
- Staff should assist younger students with hand hygiene as needed.
 - Students may bring their own sanitizer or plain soap if they are on the list authorized by Health Canada or have a medical condition that requires specialized soaps. (See [the List of Hand Sanitizers Authorized by Health Canada](#) for products that have met Health Canada’s requirements and are authorized for sale in Canada.) Such products must be unscented.

<p>Children should wash their hands:</p> <ul style="list-style-type: none"> ✓ When they arrive at school. ✓ Before and after any breaks (e.g., recess, lunch). ✓ Before and after eating and drinking (excluding drinks kept at a student's desk or locker). ✓ Before and after using an indoor learning space used by multiple cohorts (e.g., the gym, music room, science lab, etc.). ✓ After using the toilet. ✓ After sneezing or coughing into hands. ✓ Whenever hands are visibly dirty. 	<p>Faculty/staff should wash hands:</p> <ul style="list-style-type: none"> ✓ When they arrive at school and before they go home ✓ Before and after handling food ✓ Between handling raw and cooked food - cross-contamination is a risk ✓ Before and after giving or applying medication or ointment to a child or self ✓ After assisting a child to use the toilet ✓ After contact with body fluids (i.e. runny noses, spit, vomit, blood) ✓ After cleaning tasks (staff) ✓ After removing gloves ✓ After handling garbage ✓ Whenever hands are visibly dirty
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Respiratory Etiquette

Students and staff should:

- Cough and sneeze into their elbow, sleeve, or a tissue.
- Throw away used tissues and immediately perform hand hygiene.

Personal Protective Equipment (PPE)

Masks can provide an additional layer of protection when worn correctly. Non-medical masks and face coverings (hereafter referred to collectively as “masks”) have a role to play in preventing the spread of COVID-19. They provide some protection to the wearer and to those around them. See Appendix 1 - Procedure for donning and doffing a mask

Those wearing masks must still respect personal distance. There should be no crowding or congregating of people, even if masks are worn.

As per the current PHO Order, all **staff, visitors, volunteers, and students** are required to wear a mask, regardless of vaccination status, while indoors and on campus (e.g. parking lot, field, etc.)

Exceptions will be made for staff and students who cannot wear masks for health or behavioral reasons or cannot don or doff the mask on their own.

K-12 STAFF:

K-12 Staff are required to wear masks at all times while inside a school except when actively eating or drinking and if the work requires removal, such as when the learning activity requires removal for a limited time. In these events:

- keep the time with the mask off as short as possible;
- maintain as much distance as you can and still be effective;
- perform the activity behind a barrier or if a barrier is not available, wear a face shield.

During non-educational activities, we highly encourage staff continue to wear masks whenever not alone at their personal assigned work area. All staff must wear masks in publicly accessible areas.

Exceptions will also be made for staff who cannot tolerate masks for health or behavioural reasons or cannot don or doff the mask on their own. School must not require a health-care provider note (i.e., a doctor's note) to confirm if staff cannot wear a mask.

Note: Face shields are a form of eye protection for the person wearing it. They may not prevent the spread of droplets from the wearer. Face shields cannot be worn in place of masks, but rather in conjunction with a mask.

SCHOOL STUDENTS

All secondary school students 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) while inside a school - except as specified in the PHO order.

Additional guidance for mask use during specific activities in middle and secondary 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.

PROVISION OF MASKS

The school has provided staff and students two reusable masks each. Disposable masks are also available at schools in the event staff or students forget to bring one.

Staff and students may provide their own mask if the mask conforms to the following guidelines:

- it covers the mouth and nose and goes under the chin
- fits tightly with no gaps (consider adjustable masks)
- be made of three layers of fabric, including two layers of tightly woven fabric, with a filter or filter fabric between layers.
- If there are two layers with a pocket for a filter, use a filter.

GLOVES

Health Canada and the BCCDC do not recommend the use of gloves as a means of protection against COVID-19 outside of the Health Care setting. The World Health Organization has stated, "The unnecessary use of gloves in situations where their use is not recommended represents a waste of resources without necessarily leading to a reduction of cross-transmission and may also result in missed opportunities for hand hygiene."

Gloves are appropriate when engaged in student care plan activities (toileting, etc.) and first aid provision. Please see Appendix 2 for the correct procedure to remove gloves.

FIRST AID ATTENDANTS

All First Aid Attendants must wear the appropriate Personal Protective Equipment (PPE) (not optional) when performing first aid duties to protect themselves from blood, body fluids and other contaminants. This has not changed in light of COVID-19. Please see Appendix 3 regarding PPE for First Aid Attendants. PPE includes gloves, masks etc.

The updated WorkSafeBC Guidelines for first aid kits now include the addition of surgical masks and face shields.

These additions are based on the recommended PPE due to COVID-19 exposure for occupational first aid attendants. The updated contents list for Level 1 and 2 kits can be found in Appendix 3.

Replenish these supplies in your first aid kits as needed by contacting your Principal to reorder (from school funds).

In the context of COVID-19, WorkSafeBC has provided new guidance protocols for First Aid Attendants as to the precautions you must take while treating persons in need of medical attention. As designated First Aid Attendants, you are required to provide first aid treatment to all injured employees, students, visitors and/or any other person in need of medical attention.

This WorkSafeBC guide emphasizes the need for physical distancing and hand hygiene when performing first aid duties.

The protocols include gathering of the following information prior to rendering treatment, if possible:

- Does the patient have any obvious signs of COVID-19? If so, send the patient home or to a hospital.
- Ask the patient if anyone in their household is sick or in self-isolation.
- Ask the patient if they have been in contact with anyone who has been sick.

Next is an assessment of the situation.

- a. If the patient has a minor injury, the First Aid Attendant is to provide direction and supplies, so the patient is able to self-treat.
- b. If the patient cannot self-treat, then First Aid Attendants must wear appropriate PPE to render first aid (i.e., gloves, face shield, masks).

Note: First aid attendants should perform compression-only CPR during the COVID-19 pandemic.

After treatment, sanitize all equipment. Remove and clean any PPE that is not disposable. Please also ensure you have a clean change of clothes to change into after rendering treatment if physical distancing was not maintained. Wash your hands.

General Ventilation and Air Circulation

The school ensures that heating, ventilation, and air conditioning (HVAC) systems are

designed, operated, and maintained as per standards and specifications for ongoing comfort for workers ([Part 4 of the OHS Regulation](#)). Control measures in place include:

- Ventilation systems are monitored by Head of Facilities.
- Filters are changed on a schedule.
- MERV13 filters have been installed.
- School's fresh air intake system is optimized.
- Use of fans and air conditioners may be considered during high or excessive heat events. When using air conditioners and fans in ventilated spaces, air should be moved from high places to lower places instead of blowing air directly from one person's breathing zone to another's. Avoid horizontal cross breezes.

Consider moving activities outdoors when possible (for example, lunch, classes, physical activity) and consider moving classrooms outside when space and weather permit.

Emergency and Evacuation Drills

In the event of an actual emergency, priority is given to safety, not to personal space or face coverings.

General Guidelines:

- Prior to implementing a drill, ensure all staff are aware of revisions and changes, and that they review this information with their students.
- All drills will be planned, and advance notice must be given to staff and students. No surprise drills.
- Ensure hand sanitizing takes place after each drill.
- School is still expected to conduct **6 fire drills, 3 earthquake drills and 2 lockdown drills** each year.

Evacuation Drills:

- Masks should continue to be worn while inside.
- Consider adding additional muster stations and increasing spacing on fields to prevent crowding.

Shelter In Place Drills:

- Follow normal shelter in place protocols.

Lockdown Drills:

- Masks should continue to be worn.

Communication and Training/Orientation

The school will clearly and consistently communicate guidelines from the Provincial Health Officer (PHO) and resources available for information on COVID-19 as needed.

As well, the school is providing early and ongoing health and safety orientation for staff (including newly hired staff), parents/caregivers, and students to ensure all members of the school community are well informed of their responsibilities and resources available.

As per WorkSafeBC recommendations the school will:

- Train all employees on:
 - The risk of exposure to COVID-19 and the signs and symptoms of the disease.
 - Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.
 - How to report an exposure to or symptoms of COVID-19.
 - Changes they have made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training.
 - Document COVID-19-related meetings.
 - Keep records of instruction and training provided to workers regarding COVID-19, as well as reports of exposure and first aid records.

As per WorkSafeBC guidelines, the school has involved the school Health and Safety Committee which includes members of the faculty and staff in identifying protocols for our workplace. The school will ensure that Health & Safety Committee meet regularly, including prior to any transitions between stages.

Curriculum, Programs and Activities

All curriculum, programs and activities should operate in alignment with provincial K-12 health and safety guidelines, including school-led activities held off campus (e.g., field-trips) Students and staff are also required to follow the safety protocols required by the off-

campus facility. When there is a conflict, the safety protocols required by the off-campus facility should be followed.

Practice hand hygiene before and after activities.

Shared equipment should be cleaned and disinfected as per Cleaning and Disinfecting guidelines outlined in this document, and students should be encouraged to practice proper hand hygiene before and after participating in music classes and music equipment use.

Arts Education

- Practice diligent hand hygiene: wash hands with plain soap and water for at least 20 seconds. (Antibacterial soap is not needed for COVID-19). Students and staff should wash their hands:
 - at the beginning and at the end of the class.
 - before and after handling shared equipment; and
 - whenever hands are visibly dirty.
- Have personal spaces and equipment set up for students, as best as possible.
 - Avoid sharing equipment by numbering and assigning each student their own supplies, if possible.
 - Clean and disinfect shared equipment as per guidelines in the Cleaning and Disinfecting section.
 - When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
- Demonstrations and instruction:
 - ensure appropriate space is available to allow for all students to view and understand demonstrations.
 - If needed, break class into smaller groups to allow appropriate spacing.

Field Trips

When planning field trips, the following additional control measures apply:

- For transportation: rental buses, public transit, and carpooling, see guidance in the transportation section in this document.
- School must ensure that volunteers providing supervision are trained in and strictly adhere to required health and safety guidelines.
- Alignment with relevant local, regional, provincial, and federal public health recommendations and Orders, including for international travel.
- Overnight field trips may not be possible at this time.

Food Services

Food deliveries are to follow regular operational and food safety practices, subject to the following limitations:

- food must be served in individual prepared portions and not shared/exchanged
- no communal food such as box of donuts/bowl of fruit, bag of popcorn etc.
- no self-serve options or buffets
- no shared use of condiments, cutlery, or dishware.

Food Safety Legislation and the Guidelines for Food and Beverage Sales in BC Schools continue to apply as relevant.

For food contact surfaces, school should ensure any sanitizers or disinfectants used are approved for use in a food service application and are appropriate for use against COVID-19. These may be different than the products noted in this document for general cleaning and disinfection. Additional information is available on the BCCDC website.

Item Donations Collections

Collections for the Food Bank, blanket drives, etc. should be organized following health and safety protocols:

- Each classroom has their own box for donations
- On the day prior to pick-up by the external agency, tape boxes shut.
- On the day of pick-up, place boxes outside the front entrance. Volunteers from the external agency are not to enter the school.

Food Sharing

School should not allow homemade food items to be made available to staff and students at this time (e.g., birthday treats, bake sale items, communal donuts, chocolates/candy that are in a box to share or individually wrapped).

Commercially produced prepackaged food is permitted so long as there is a distribution plan that limits the likelihood of crowding during pickup or drop off.

School should continue to emphasize that food and beverages should not be shared amongst staff and students.

Special occasion staff lunches can occur - subject to the food being individually portioned and wrapped and being provided by a caterer with COVID and food safety plans.

Music Programs

K-12 staff and students must wear masks when indoors and a barrier is not present. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g., playing a wind instrument), but must be worn while singing.

- Shared equipment should be cleaned and disinfected as per cleaning and disinfecting guidelines and students should be encouraged to practice proper hand hygiene before and after music equipment use.
- Equipment that touches the mouth (e.g., instrument mouth pieces) should not be shared unless cleaned and disinfected in between uses.
- The B.C. Music Educators' Association and the Coalition for Music Education in B.C. have also developed [Guidance for Music Classes in BC During COVID-19](#). In the case of any discrepancy in guidance, the school is expected to follow the Ministry of Education guidelines outlined in this document.

Shared Office Space for Staff

Experience to date underscores the importance of COVID-19 prevention among adults, as well as students, in the school setting. [WorkSafeBC guidance](#) for workplaces is used to determine what measures should be in place within staff-only spaces within a school (e.g., break rooms, individual offices, etc.)

Continue to follow these measures:

- Utilize floor markings and signage to direct traffic flow and prevent crowding (e.g., in the break room, by the photocopier, etc.).
- For gatherings (e.g., meetings, pro-d, etc.), respect room occupancy limits, use available space to spread people out, and consider virtual options. Gatherings must also occur in line with those permitted as per relevant local, regional, provincial, and federal public health recommendations and Orders and any related WorkSafe BC guidance.

Physical and Health Education/Outdoor Programs

- Spread out students and staff within available space, and encourage outdoor activities and programs, as much as possible.

- K-12 staff and students are required to wear masks during PHE/outdoor program classes when they are indoors, and a barrier is not present.
- Students are not required to wear masks during high-intensity physical activities (e.g., stationary bike, weightlifting); mask use during these activities is left to students' personal choice. Staff are encouraged to move high-intensity physical activities outdoors whenever possible.
- For low intensity activities (e.g., yoga, walking), students are required to wear masks when they are indoors, and a barrier is not present.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document. Students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g., before and after a sports game using a shared ball), as well as proper respiratory etiquette.
- Equipment that touches the mouth (e.g., water bottles) should not be shared unless cleaned and disinfected in between uses.

Playground & Sports Court

There is no current evidence of COVID-19 transmission in playground environments. Playgrounds are a safe environment. The following measures should be taken when using playgrounds:

- Ensure appropriate hand hygiene practices before and after outdoor play.
- Attempt to minimize direct contact between students.
- Implement staggered break times to create more space.
- To help ensure the health and safety of our students and staff, access to school playgrounds is off limits to the hours outside of 8:30 am to 4:30 pm.

School Sports

Extracurricular sports tournaments are paused at this time.

Other sports programs, activities (e.g., intramurals, sports team practices, games), sports academies and events can continue in alignment with the following guidance:

- Requirements of relevant local, regional, and provincial public health recommendations and Orders for community gatherings and events are met.
- Masks are worn by K-12 staff, other adults and students when they are indoors, and a barrier is not present.
- Students are not required to wear masks during high-intensity sport activities (e.g., stationary bike, weightlifting); mask use during these activities is left to student choice.
- Staff are encouraged to move high-intensity sport activities outdoors whenever possible.
- For low intensity sport activities (e.g., stretching, golf), students are required to wear masks when they are indoors, and a barrier is not present.
- Use all available space to spread students and staff out as much as possible.
- Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document.
- Students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment (e.g., before and after a sports game using a shared ball), as well as proper respiratory etiquette.
- Equipment that touches the mouth (e.g., water bottles) should not be shared unless cleaned and disinfected in between uses.

STEM Programs

- Practice diligent hand hygiene: wash hands with plain soap and water for at least 20 seconds. (Antibacterial soap is not needed for COVID-19). Students and staff should wash their hands:
 - before and after handling shared tools or equipment.
 - whenever hands are visibly dirty.
- Have personal spaces and tools set up for students, as best as possible:
 - When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
 - Clean and disinfect shared equipment as per guidelines in the Cleaning and Disinfecting section.
- Safety demonstrations and instruction: ensure appropriate space is available to allow for all students to view and understand demonstrations. o If needed, break class into smaller

Science Lab

- Practice diligent hand hygiene: wash hands with plain soap and water for at least 20 seconds. (Antibacterial soap is not needed for COVID-19.) Students and staff should wash their hands:
 - before and after handling shared tools or equipment.
 - whenever hands are visibly dirty.
- Have personal spaces and tools set up for students, as best as possible:
 - Hand hygiene should be practiced before and after using frequently touched pieces of equipment and whenever hands are visibly dirty
 - Clean and disinfect shared equipment as per guidelines in the Cleaning and Disinfecting section.
- Safety demonstrations and instruction: ensure appropriate space is available to allow for all students to view and understand demonstrations.
 - If needed, break class into smaller groups to allow appropriate spacing.

Theater (Drama) and Dance Programs

- Spread out students and staff within available space, and encourage outdoor activities and programs, as much as possible.
- K-12 staff are required to wear masks during these programs when they are indoors, and a barrier is not present.
- Students are required to wear masks during these programs when they are indoors and a barrier is not present, except during high-intensity physical activity.
- Shared equipment such as set pieces, props, cameras etc. should be cleaned and disinfected as per cleaning and disinfecting guidelines in this document and students should be encouraged to practice proper hand hygiene before and after using frequently touched pieces of equipment.
- The Association of BC Drama Educators (ABCDE) is currently developing additional guidelines for teaching drama during COVID-19. Staff should refer to the ABCDE website for more information. In the case of any discrepancy in guidance, the school is expected to follow the Ministry of Education guidelines outlined in this document.

Extracurricular Activities

Extracurricular activities and special interest clubs can occur in alignment with the guidelines in this document and requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.

Remember:

- Outside better than inside
- Masks worn indoors for all staff, visitors, volunteers, and students
- Attendance lists maintained and kept for 45 days

The occupancy limit for small rooms or 50% of the occupancy over 50 ppl, whichever is greater e.g.:

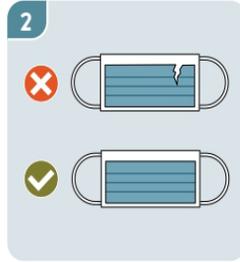
- Occupancy = 10=10 **but** consider comfort levels
- Occupancy = $75 \times 0.5 = 50$ ppl max
- Occupancy = $300 \times 0.5 = 150$ ppl max

Appendix 1 Procedure for donning and doffing a mask

Help prevent the spread of COVID-19: How to use a mask



Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



Inspect the mask to ensure it's not damaged.



Turn the mask so the coloured side is facing outward.



Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



Put the loops around each of your ears, or tie the top and bottom straps.



Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



Don't touch the mask while you're wearing it. If you do, wash your hands.



Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



Wash your hands with soap and water or use an alcohol-based hand sanitizer.



Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



Dispose of the mask safely.



Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

Appendix 2 PPE Glove Removal



Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely



1. With both hands gloved, grasp the outside of one glove at the top of your wrist.



2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3. Hold the glove you just removed in your gloved hand.



4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.



6. Dispose of the gloves following safe work procedures. **Do not reuse the gloves.**



7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.

Appendix 3 Required Contents for Level 1 and Level 2 First Aid Kits

Level 1 First Aid Kit

1	Blanket
24	14 cm x 19 cm wound cleansing towelettes, individually packaged
50	Sterile adhesive dressings, assorted sizes, individually packaged
10	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	7.5 cm x 4.5 m crepe roller bandages
2	7.5 cm conforming gauze bandages
1	2.5 cm x 4.5 m adhesive tape
2	Cotton triangular bandages, minimum length of base 1.25 m
2	Quick straps (a.k.a. fracture straps or zap straps)
1	Windlass style tourniquet
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
1	Pocket mask with a one-way valve and oxygen inlet
6	Pairs of medical gloves (preferably non-latex)
6	Medical masks (also known as procedure or surgical masks)
2	Face shields (or safety eyewear)
1	Waterproof waste bag
	First aid records

Note: A kit that meets the requirements for an Alberta Number 1 first aid kit is acceptable as a Level 1 first aid kit in B.C. (with the addition of a tourniquet, medical masks, and face shields)

Level 2 First Aid Kit

1	Blanket
24	14 cm x 19 cm wound cleansing towelettes, individually packaged
50	Sterile adhesive dressings, assorted sizes, individually packaged
20	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
4	Cotton triangular bandages, minimum length of base 1.25 m
2	5 cm x 4.5 m rolls of adhesive tape
2	7.5 cm X 4 m conforming gauze bandages
2	7.5 cm x 4.5 m crepe roller bandages
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
2	Quick straps (a.k.a. fracture straps or zap straps)
1	Windlass style tourniquet
1	Pocket mask with a one-way valve and oxygen inlet
6	Pairs of medical gloves (preferably non-latex)
6	Medical masks (also known as procedure or surgical masks)
2	Face shields (or safety eyewear)
1	Waterproof waste bag
	First aid records

Note: A kit that meets the requirements for an Alberta Number 2 first aid kit is acceptable as a Level 2 first aid kit in B.C. (with the addition of a tourniquet, medical masks, and face shields)

Appendix 4 Staggered Schedule and Drop-Off/Pick-up Locations

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

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 K-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 8-12 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.