



West Heights Site Based Safety Plan

Safe Return to School DRAFT

Welcome back to West Heights Community Elementary School

The Health and Safety of our students and staff will be our number one priority as we head into the 2020-2021 school year. This document is intended to provide families with an overview of the measures that we will be taking at West Heights to ensure that students and staff will be safe.

The school board office and our local health and safety committees will continually review these guidelines and they will be adjusted as more information becomes available. Thank you for your understanding as things evolve.

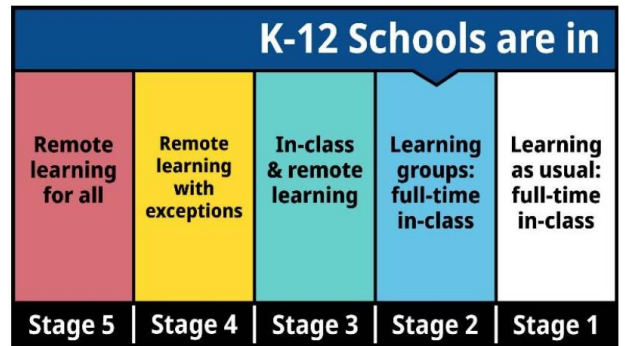
Learning Groups

A **Learning Group** is a group of students and staff who remain together throughout the year. Within the learning group, physical contact is discouraged, but a two-meter physical distance does not need to be maintained. For the most part, learning groups consist of 2 classrooms that share an adjoining room. Each learning group will be a maximum of 60 students and staff.

At recess and lunch breaks, learning groups are assigned to specific play areas and are supervised for distancing and safe play. They may interact at other times throughout the day.

Interactions with those outside of the learning group will be limited and will require the two-meter physical distancing.

Any staff not included in the learning group (LST, SLP, counsellors, youth care workers, music and PE teacher, librarian, TTOCs) will distance themselves from students in the classroom or wear masks.



→ B.C. K-12 Restart Plan

→ COVID-19 Guidance for K-12 School Settings

Attendance

Students at West Heights Community School will have the opportunity to be in school full-time, five days per week. September 10 and 11 will be orientation days for Grades 1-6 with full time instruction for all Grades 1-6 students beginning on *Monday, September 14*. Kindergarten students will have gradual entry until their full-time instruction begins on *Wednesday, September 23*. Please see the schedule on page 12.

Our schedules have remained the same with the exception that students will eat lunch in their classrooms starting at approximately 11:40 to 11:55 am. Students will be outside for a full 40 minutes (11:55 am to 12:35 pm) this year which is 15 minutes longer than last year. Hence, please make sure your children come to school adequately dressed for the weather conditions.

All students will enter and exit through their exterior classroom door (exceptions are divisions 5,6 and 1,2.)



Safe Return to School

Before Coming to School



Parents are reminded to do a daily health check to assess their child for symptoms of illness before sending them to school. If your child has any symptoms of illness, it is important that they do not attend school.

Reinforce physical distancing and minimize physical contact. Some talking points:

- Don't forget to wash your hands at your classroom sink when entering and before exiting the classroom.
- Don't forget to give other people space when we are waiting to get into the classroom.
- Don't forget to keep your hands to yourself.
- Don't forget to spread out while playing outside at recess and lunch.

West Heights School Day Schedule

8:25 Warning Bell

8:30 Classroom Instruction begins

10:05-10:20 Recess

11:40-11:55 Eat lunch in class

11:55-12:35 Outside Lunch Break

2:23 Dismissal

Lunch and Snack Procedures

All children will eat snacks and lunch in their designated classroom.



The following guidelines will be followed:

- All students and staff will wash their hands before and after eating snacks or lunch
- Students will sit in their designated spot in class for lunch.
- Snacks and lunch are supervised by the teacher
- There is no sharing of food and drinks, including homemade or bought foods such as birthday treats.
- Students will pack home their garbage and left-over food.



School Supplies

Student supplies should come with a pencil for grades 4 and up on the first day. During the first week, teachers will let students know what supplies they would like to be brought from home. Also, please see our website under parents for a list of supplies needed.

Washrooms

All washrooms and high touch areas will be cleaned at least twice a day. Each cohort will be assigned a specific washroom block to use. Only two students at a time will be permitted in each washroom.

Water Fountains

At this time, water fountains will not be accessible to students. Students are encouraged to bring full personal water bottles to school. Students may use our new touchless water fountain to re-fill water bottles.



Recess and Playground Equipment

Students will remain in their assigned learning group for recess and lunch activities. Each learning group will be assigned to specific areas of the schoolyard. These areas will be rotated for equitable play. Each Cohort will be outside for a designated amount of time.

Breaks and Supervision:

For both recess and lunch, the school yard will be broken down into 5 zones. We will have 5 Learning Groups that will be broken down into cohorts no larger than 60 students and staff. This means, they will NOT be cross mingling with students outside of their learning groups either during school time or during recess and lunch. They will be given a schedule that will be consistent with the same zone per day of the week for both recess and lunch.

Here are the zones:

- Zone 1: Forest area
- Zone 2: Inclusive playground/swings and hopscotch area
- Zone 3: Merry-go-round/dome/primary field
- Zone 4: Basketball court/intermediate field
- Zone 5: Intermediate playground and surrounding grassy area

Students will be in Learning Groups of NO MORE THAN 60 students and staff per cohort.

Here are the cohorts:

Learning Group A: Divisions 11, 10, 9

Learning Group B: Divisions 8, 7

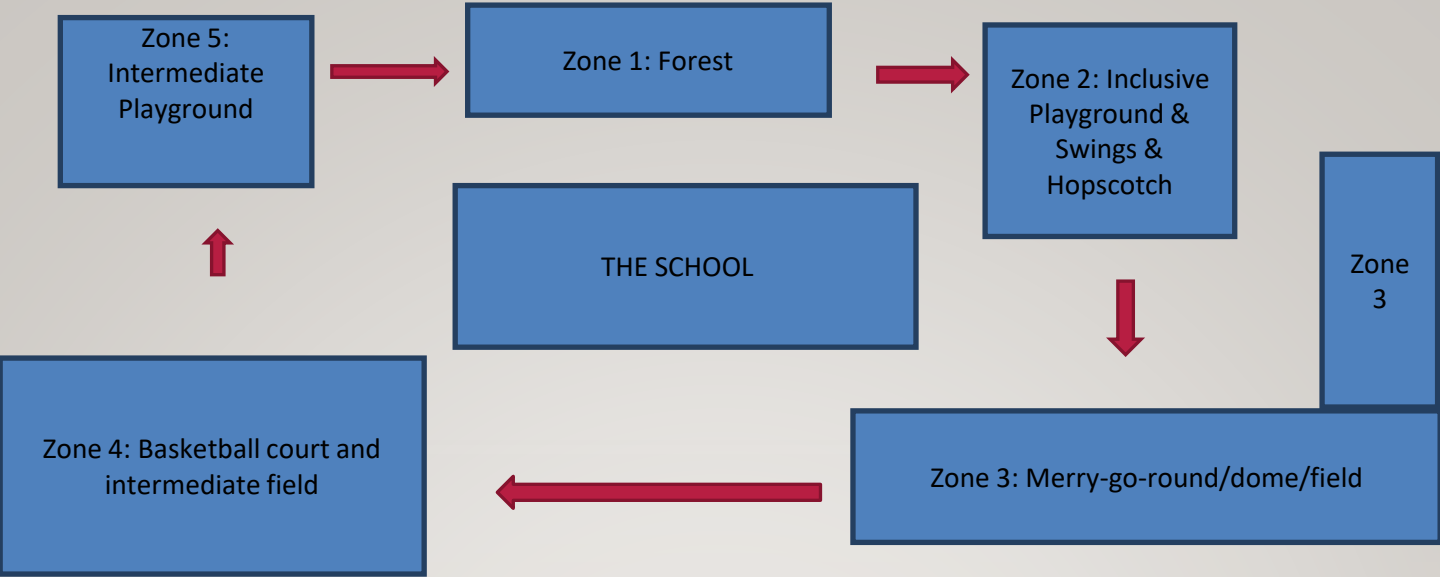
Learning Group C: Divisions 6, 5

Learning Group D: Divisions 4, 3

Learning Group E: Divisions 2, 1



Lunch and Recess ZONE Map:



Please bring your child to school no more than 5-10 minutes before start class (8:25 am). They must line up directly at their teacher's door (except for divisions 5 and 6 who will line up outside of the gym. Division 1 will line up outside of intermediate door). Please have your child line up on the marked areas outside of the door so to adhere to social distancing protocols. If you are waiting with your child, please make sure there is at least 2 meters between you and other students or families. If you would like to enter the school, please make an appointment by calling the school at 604-826-6401. Adults must enter through the front doors of the school and check in at office before entering the school.



Here is what the recess and lunch schedule:

ZONES

LEARNING GROUP

Monday

- Zone 1 (Forest)----- A
- Zone 2 (Inclusive playground) ----- B
- Zone 3 (Merry-go-round and field) ----- C
- Zone 4 (Basketball court and intermediate field) ---- D
- Zone 5 (Intermediate playground) ----- E



Tuesday

- Zone 1 (Forest)-----E
- Zone 2 (Inclusive playground) ----- A
- Zone 3 (Merry-go-round and field) -----B
- Zone 4 (Basketball court and intermediate field) ----C
- Zone 5 (Intermediate playground) -----D

Wednesday

- Zone 1 (Forest)-----D
- Zone 2 (Inclusive playground)-----E
- Zone 3 (Merry-go-round and field)-----A
- Zone 4 (Basketball court and intermediate field)---- B
- Zone 5 (Intermediate playground)----- C

Thursday

- Zone 1 (Forest)-----C
- Zone 2 (Inclusive playground)----- D
- Zone 3 (Merry-go-round and field)-----E
- Zone 4 (Basketball court and intermediate field)---- A
- Zone 5 (Intermediate playground)-----B

Friday

- Zone 1 (Forest)----- B
- Zone 2 (Inclusive playground)-----C
- Zone 3 (Merry-go-round and field)-----D
- Zone 4 (Basketball court and intermediate field)---- E
- Zone 5 (Intermediate playground)----- A

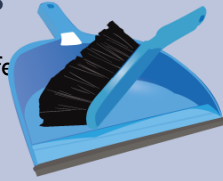




Safe Return to School

Cleaning and Disinfecting

West Heights School will be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document.



At West Heights School, this looks like:

- Students taking home any garbage they bring to school (pack in/pack out)
- Enforcing 'no sharing' policy for food, technology, art supplies, etc.
- Disabled drinking fountains
- Protocols for cleaning common devices like photocopiers and technology
- Custodians on dayshift for daytime disinfecting requirements and afternoon shift for remaining cleaning duties and disinfecting
- Frequently touched classroom surfaces cleaned (including doorknobs, light switches, faucets, hand dryers etc.)



Hand

Hygiene

All West Heights students will wash their hands regularly.

- When they arrive at school
- Whenever they enter or exit the classroom
- Before and after any breaks (recess, lunch)
- Before and after eating and drinking (excluding their personal water bottle kept at their desk)
- Before and after using an indoor learning, space used by multiple cohorts (gym, library etc.)
- After using the toilet
- After sneezing or coughing
- Whenever hands are visibly dirty



Traffic Flow within the Building

West Heights School will use a variety of visual cues to help indicate traffic patterns. There will be arrows and floor markers to help maintain physical distancing and understand traffic patterns in the school.

Traffic Flow outside the Building

Lineups will be marked with black tape at the front door and at all classroom exterior doors so to ensure social distancing

Classroom Layout

Each classroom is set up to allow as much physical distancing and efficient cleaning as possible.

To enable additional cleaning and maximum space, unnecessary items have been removed such as:

- Removable carpets
- Couches and extra chairs
- Soft, plush items that are not easily disinfected

Each classroom sink area will have adequate soap for appropriate hand washing. Portable classroom will have hand sanitizer available. Students in portables will also have access to a designated sink within the school.

Personal Protective Equipment

The Mission Public School District has ordered 2 reusable masks for each student and staff member. The district is also sourcing face shields and dividers to help with staff who interact outside of the learning groups.

- Students and staff have the option to wear a mask in the classroom
- TTOCs, EAs, specialist teachers and other staff must wear masks when working near students across different learning groups.



Safe Return to School



Subject-specific Information



Music and Computers

Music and computer instruction will continue, but it will look different. Singing and playing wind instruments are postponed at this time.

Physical Education

West Heights School will continue to provide physical education instruction. Activities that support physical distancing and limited physical contact will be encouraged. Sharing equipment is only allowed within a cohort. Equipment shared between cohorts will be cleaned, disinfected, or quarantined for 72 hours. Students must wash or sanitize their hands before and after physical education classes.



Family and School Communication

Families can stay in contact with West Heights School through the school website, email, and phone. *Families who need to enter our school must book an appointment in advance.* Family members with a scheduled appointment will need to determine if it is safe for them to attend. Family members may be requested to wear a non-medical face mask.

Families who are contacted to pick up a sick child can and should come to the school immediately.

Assessment & Communicating Student Learning

Teachers will continue to assess students throughout the school year. We will continue to support the implementation of assessment for learning strategies by providing teachers with professional learning opportunities. These opportunities will allow teachers to increase their capacity to effectively employ assessment that honours student voice, choice, and equitable access to learning.

We are committed to communicating student learning to students and families. This will be done in formal and informal ways throughout the year.

Assemblies and Special Events

Gatherings that bring multiple learning groups/cohorts of students together are not permitted at this time. This includes things like performances, book fairs, guest speakers, in-person meet-the-teacher events and group fundraisers.

Other opportunities for virtual assemblies etc. will be investigated.

Vulnerable Learners

As much as possible, vulnerable learners will be included in classroom activities with their usual teacher, peer group, and EA as part of a learning group.

- Speech language pathologists, counsellors, youth care workers, Indigenous liaison workers, and other specialist teachers will be available and will follow the district Health and Safety guidelines
- School-based Teams will collaborate with families and outside agencies as appropriate

Extracurricular Activities

Inter-school competitions are not permitted at this time. Other options for extracurricular activities that follow COVID-19 protocols may be available later in the year.



ADDITIONAL SITE BASED SAFETY INFORMATION

Staff Kitchen and surface areas:

- Items such as microwaves , photocopier, surfaces of that type that are touched in common areas must be cleaned immediately after use.

Rooms:

- Raven room: ESL and Speech/Language
- Thunderbird room: Meetings during school time
- Parent meetings (After school): Room 152 (Ms. Kunz's room) or Thunderbird room
- Medical room: At front door
- Isolation room: Room 141 (end of Intermediate hallway)



ADDITIONAL SITE BASED SAFETY INFORMATION

Transportation:

- There will be no transportation provided for students this school year due to inability to provide adequate social distancing as per Covid-19 protocols.
- **First aid attendants:**
- Chris Gawthorn and Mike Ritter
- **Filters:**
- School filters were changed over the summer and valves were opened to allow more air flow into classrooms. Hence, air quality will be very good going into our new school year.



ADDITIONAL SITE BASED SAFETY INFORMATION

Staff meetings:

- Will be hosted bi-weekly in the GYM.

Breakfast Club:

- We will not be running regular Breakfast Club until further notice as it would not be possible under Covid-19 protocols. Instead, food will be pre-packaged and delivered to classrooms as needed.

Teachers in Charge for 2020-2021:

- Greg McNeill and Julie Kunz (every effort possible to assure no more than 1 day in a row so not to disrupt individual classes or programs)

Staff Room (s):

- Wellness room, staff room, classrooms (must stay in cohorts unless able to socially distance).

Staff Bathroom (s):

- Will be labeled by last name.

Cubbies:

- As per normal within groups. Behind chair if possible. Teachers may choose to stagger the process. Maybe stagger by number? Be creative 😊

ADDITIONAL SITE BASED SAFETY INFORMATION

- Library cleaning: our librarian will be properly trained so to be able to wipe down tables and other high touch areas between learning groups and cohorts. The library will also be cleaned extensively by our BSW's twice a day to ensure the health and wellness of everybody in our school. **In accordance with the MPSD Safety Plan, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources because of COVID-19.**
- **Halq'eméylem: We will have Halq'eméylem on Thursday afternoons. Teachers will sign up for a time slot. Teachers that “bubble hop” must wear masks when social distancing is a challenge.**
- **Please be reminded that there are no longer limits for rooms. The rule is: in any space, you need to be able to socially distance or must wear a mask.**
- **Emergency procedures: Please go out to field using classroom doors when able. Please socially distance from other cohorts on the field.**



Safe Return to School

While Mission Public Schools is making every effort to ensure schools are safe, clean, and joyful places for learning, we know that for a variety of reasons some members of the community cannot attend their regular school at this time. Please find below, an outline of the various options available to students.

Holding Spots

Mission will be planning to hold seats for students that enroll in Summit Learning Centre for 2020. Please be aware that whenever students transfer schools or programs, there is inevitable loss of learning and delays in returning to class. Further, in order to honour the seat holding plan, it is expected students enrolled in Summit DL fully engage in that program if they wish to return to their regular school in the future.

Parents considering their options should discuss with the current school principal, Mr. Brogan. Mr. Brogan can be contacted at 604-826-6401 or at mikel.brogan@mpsd.ca. Please be aware that whenever students transfer schools or programs, there is inevitable loss of learning and delays in returning to class.

For all education options for families in Mission please see the memo from Mr. Wilson, our superintendent, on our website.

EDUCATION OPTIONS FOR FAMILIES IN MISSION

Please see below for a variety of options parents in Mission may consider as alternatives to their regular school placement.

Summit Learning Centre	Distributed Learning. Students work from home under the direction of a certified teacher. Can transition to regular school at specified times during the year.
Home Schooling	Parent directed program. Can transition to regular school at specified times during the year. In school seat may not be guaranteed.
Hospital Homebound Program	Certified Teacher provides support for students at home with significant health impairment issue. Can return to school as deemed medically safe to do so.
Other District DL Programs	Distributed Learning via another School District. Students work from home under the direction of a certified teacher. Seat at regular school is not guaranteed.

KINDERGARTEN GRADUAL ENTRY CALENDAR FOR 2020-2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
	Labour Day – No school	8:30-10:30 am: Sign up for Parent Meeting at Front Entrance of School	School Administration Planning – No students	Individual Parent meetings with your teacher (am only) (teachers at a meeting in afternoon)	Individual Parent meetings with your teacher (all day)	
13	14	15	16	17	18	19
	<u>Group A</u> 8:30 - 10:00 <u>Group B</u> 12:45 – 2:23	<u>Group B</u> 8:30 - 10:00 <u>Group A</u> 12:45 – 2:23	<u>Group A</u> 8:30 – 11:00 (need recess snack) <u>Group B</u> 12:00 – 2:23(need lunch)	Everyone 8:30 – 11:55 am Please bring your recess snack and lunch this day	Everyone 8:30 – 11:55 am Please bring your recess snack and lunch this day	
20	21 8:30 am – 11:55 am	22 8:30 am – 1:00 pm	23 8:30 – 2:23 First Full Day!	24	25 Pro D Day – No School	26
27	28	29	30			



Addendum:

PLEASE NOTE THE FOLLOWING ADDITIONS AS PER FEBRUARY 10th, 2021

Here are some important updates to our health and safety plan as of February 8th 2021:

A) All staff must wear masks except under the following circumstances:

- sitting down at their desk
- there is a barrier
- eating and drinking
- outdoors
- they have a medical condition that restricts their ability to wear masks

B) Even if wearing a mask, you need to try and keep 6 feet of social distancing from people outside your learning group.

C) Seating arrangements where students are face to face should be avoided

D) Here are some other important rules for staff and common areas:

- Utilize floor markings and signage to direct traffic flow and prevent crowding (e.g. in the break room, by the photocopier, etc.).
- Hold meetings virtually whenever possible.
- Ensure staff practice physical distancing (2m) during face-to-face meetings. Staff are required to wear masks when indoors, unable to maintain physical distance, and a barrier is not present.

E) If a face shield is required, then a mask must also be worn.

F) If a mask cannot be worn due to underlying medical reasons, the following protocols must be met:

Maintain physical distancing requirements(2m) while wearing a chin guard that fully covers your nose area. You are to also carry a mask with you at all times. If you are unable to maintain the physical distance, you are to remove yourself from the space or place on a mask until you are able to do so.



- H) PPE worn by students at the elementary levels are still fully optional.
- I) Parents and visitors to the school must not gather in groups or bunches while on school property. Social distancing of 6 feet **MUST** be maintained even if you are in the same ‘bubble.’ Please be prepared that staff doing supervision may ask groups chatting outside to disperse if this is not occurring.
- J) Parents and visitors must wear masks at any time when entering the school.
- K) Parents can access the Provincial daily health check. However, this is fully optional and voluntary.
- L) During Health and Physical Education: teachers should try and plan activities that maximize social distancing when possible and avoid crowding.
- M) Staff should never gather at tables or areas where they are face to face both with masks or not.
- N) Toys, sports and learning equipment/manipulatives should be cleaned after every use.

