



ARMSTRONG ELEMENTARY SCHOOL

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Armstrong Elementary School - Stage 2 Return to School Plan

Updated: Oct 13, 2020

AES: Our Happy Place

A Compassionate and Caring Learning Community: because of our connections and relationships with one another

Introduction

Safety orientations will occur for staff on Tuesday September 8th and Wednesday 9th and for students on Thursday, September 10th and Friday, September 11th. **There are additional specifics that will come your way on Tuesday, September 8th in preparation for your child’s arrival on Thursday, September 10th.** Information specific to your child about their assigned class, cohort/learning group for the first weeks, entrance and exit information will be announced once our parent survey results Armstrong Elementary School - Stage 2 Return to School Plan 2 are complete. Please use the following link if you have not yet done the survey.

<https://forms.office.com/Pages/ResponsePage.aspx?id=pP-hhz-WDkWNkBVd542b5T8-4FfOXJNDim5ZZ03RgpZUMldPTFRSNE9EVIZTNTA2R1dGUjE2MUdGV4u>

Our AES School Site Specific Health and Safety Plan takes into consideration a variety of infection prevention and exposure control measures to help create a safe learning and working environment for both students and staff. Control measures at the top are more effective and protective than those at the bottom. The following visual represents the hierarchy for Infection Prevention and Exposure Control Measures for Communicable Diseases.

Public Health Measures Includes Orders from the Provincial Health Officer, improved testing, and contact tracing.
Environmental Measures Includes being outdoors, using visual cues for maintaining physical distance, and more frequent cleaning and disinfection.
Administrative Measures Includes changes in scheduling and work practices, and decreased density of individuals.
Personal Measures Includes staying home when sick, maintaining physical distance/minimizing physical contact, and hand hygiene.
Personal Protective Equipment Includes gloves and masks.

Return to School Background Information	
Ministry of Education information	Back to School Information for Parents
BC Centre for Disease Control	Public Health Guidelines for K-12 Schools

and Ministry of Health Information	
SD 83 Health and Safety plan and related information	• Q and A for Parents – posted on SD 83 website Aug. 13 • https://sd83.bc.ca/wp-content/uploads/2020/08/Stage-2-Safety-Plan-Rev-5.1-8.5.20-Approved.pdf
AES H&S Planning Process	• AES Joint H&S Committee Stage 2 Restart Plan Sept 2020; Planning meeting Aug 31 • Share Draft with PAC executive Sept 2 for feedback • Sept 3 Draft sent to all AES staff for feedback • Sept 8 and Joint H&S will review plan with AES staff
<i>Rationale Return to School</i>	
COVID-19 and Schools	• There is limited evidence of confirmed transmission within school settings and this is partially due to wide-spread school closures worldwide at the onset of the pandemic to help prevent the spread of COVID-19 • In documented cases, there was typically minimal spread beyond the index case though isolated outbreaks have been reported • Children do not appear to be the primary drivers of COVID-19 spread in schools or in community settings • <i>Schools and childcare facility closures have significant negative mental health and socioeconomic impacts on vulnerable children</i> • Prevention measures and mitigation strategies involving children must be commensurate with risk • This information is based on the best evidence currently available and will be updated as new information becomes available
<i>AES School Health and Safety Protocols</i>	
Cleaning	• Daytime custodial staff will disinfect high touch surfaces (e.g. door knobs, stair railings, etc.) twice during the school day • Teachers will have disinfectant (Vital Oxide) and cloths in their classroom and work spaces to wipe down surfaces and equipment after use, when needed • Vital Oxide is safe to use, without using gloves, respirator or protective eyewear. The Safety Data Sheet available upon request. • Spray the disinfectant directly on to the cloth • Cloth should be damp, but not dripping • Wipe off any dirt or crumbs before using the product • Wipe the hard surface or items • Allow to dry (30 seconds) ○ Product is odorless and will not harm your skin; ○ Do not use on fabric or carpet; ○ Bring clothes for landing to the staffroom Wednesday and Friday • Cleaning procedures for Notebooks, All-In-One Desktops, and Monitors: pages 11-12 of this plan
Hand hygiene	• Hand Sanitizer will be used by all individuals prior to entering the building – distributed by staff and will be available in all rooms • Teachers will teach and review proper hand washing technique

	<table><tr><th>When Students Should Perform Hand Hygiene:</th><th>When Staff Should Perform Hand Hygiene:</th></tr><tr><td> • 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. </td><td> • When they arrive at school. • 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 medication to a student 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. </td></tr></table>	When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:	• 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.	• When they arrive at school. • 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 medication to a student 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.
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Personal Protective Equipment (PPE)	• Wearing non-medical masks will be a personal choice for students and teachers while in their learning groups and they may chose to wear at anytime. • All staff and students will be provided with 2 masks, one reusable and one disposable • Students and staff are also welcome to wear their own masks from home • Disposable masks will be available upon request (stored in the medical room) • Masks/PPE are not required for students in elementary • Students will store their masks in a paper bag on their desk/table area when not needed • Staff are not be required to wear PPE when working within their assigned learning group. If staff spend time in more than one learning group (e.g. prep teachers, itinerant staff, principal) they will need to wear a mask and mask may be supplemented with a face shield, and glasses.				
Additional Personal Protective Practices in place	• Parents are required to assess their child's health each morning before attending school – please refer to the Health Check Form for review each morning. Students and staff must stay home when they have symptoms or are unwell • Refer to hand hygiene (how and when) • Consistent work spaces for students in classrooms – students will be encouraged to leave chairs at workspaces so these can be easily cleaned and used by the same student again the next day • Sneezing and coughing etiquette encouraged • Avoid touching face  The infographic titled "hand washing steps:" is set against a blue background with white polka dots. It features five numbered steps, each with a corresponding illustration: 1. "1. turn on water" with a faucet; 2. "2. wet hands" with hands being splashed with water; 3. "3. scrub with soap" with hands being rubbed with soap suds; 4. "4. rinse clean" with two children at a sink; 5. "5. dry hands" with a hand dryer. The entire infographic is framed by a decorative border of white flowers.				

	
Entering/exiting the building	• Students will enter and exit through their assigned doors at all times when coming into the school- e.g. enter through the library entrance doors and exit through the bus playground exit doors • Evacuation emergency/drill will follow pre Covid 19 exit procedures • Staff must complete a Health Check Screen before leaving for work • Staff and guests will use the parking lot entrance to ensure sign in and out procedures as well as sanitization are completed • Parents/visitors <i>will not</i> be allowed in the building with prior consent from the principal • Upon arrival guests must call the office to be allowed into the building and are required to wear a mask • At the welcome area visitors must sanitize hands, complete a Health Check, and proceed directly to the office reception area to complete the sign in form (to be kept on file at the office)
Physical Distancing	• Students and staff will be placed in learning groups of no more than 60 people total (will be detailed further in the document) • Physical distancing is not required between individuals in the same learning group • Physical distancing is required between individuals from different learning groups, unless outside • While outside, expectations for elementary students are to minimize physical contact • There will be learning play zones that cohorts will rotate through in an equitable scheduled way in order to spread out the student population during recess and lunch play times • New 2020-21 outdoor learning classroom sign up schedule • Plexiglass shields may be in areas where there is higher traffic (between clerical staff, at office counter, at library counter) • All assemblies or big school events will be held virtually with students remaining in their classrooms • Markers for hallway line-ups outside of the washrooms will be placed for student to stand on to help minimize physical contact • Markers outside the designated entrances will be placed to help minimize contact when lining up to come into the school • Occupancy limits are posted to ensure there is adequate space to physically distance
Classroom Supplies/ School Supplies	• Every effort will be made to reduce the sharing of school supplies • Students will be issued personal use school supplies needed for classroom activities (e.g. pens, pencils, markers, rulers, etc.) • Shared supplies (e.g. technology, manipulatives, etc.) will be sanitized after use • Teachers have developed organizational strategies to store individual students' supplies when not in use (e.g. duo tangs, notebooks, etc.). This could include a numbered pocket system or personal tote/bin • The school will be purchasing supplies for student use at school. A fee of \$35.00 is charged to parents to cover the cost of supplies. • The school purchased agenda books for student use at home and school. A fee of \$10.00 is charged

Traffic Flow	- Limited movement, as individuals or small groups, will take place in the hallways. Students must wear a mask in these situations e.g. washroom use, water bottle filling, office visit etc. - Students will walk on the right when traveling in the hallway - Visual cues, lines and arrows, down the center the hallway for separate traffic flow. - We will follow the “Keep right” rule when walking down the hallway and stairs
Washroom Use	2 student occupancy limit in washroom - Student must wait on the footprint markers outside washroom when it is occupied - If there is someone waiting on footprints student returns to class for a minute or two and then returns to the washroom line up - If a CEA is available, they may help supervise younger children washroom breaks by waiting outside the door and ensuring students wash their hands - Students requiring adult support will use the care room washroom across from office - Students will use washrooms near the gym if absolutely necessary during recess time - As per usual practice, students will use the washrooms closest to their classroom during the day - Only one student from each classroom will be allowed out of their class at a time to limit contact - Washroom cleaning records will be posted outside washrooms doors
Drinking Water	- Students are requested to bring a full water bottle to school - All water fountains are disabled - A new water bottle filling station is located across the hallway from the office - Students may refill but must follow the social distancing footprint markers - Other water sources that meet the standards for Canadian drinking water new water quality are located in the Life skills room and the staffroom. If a student forgets a water bottle, paper cups are available in the cupboard above the sink in Life skills room - Only one student from each classroom will be allowed out of their class at a time to limit contact
First Aid	- Extra PPE (masks, gloves) will be on hand for our first aid attendants to use when treating injuries - If an injury is minor, it is recommended that the first aid attendant talks the student through the injury (e.g. cleaning or bandaging a minor wound, applying an ice pack) - Classrooms will have supplies of Band-Aids and cleaning wipes on hand to minimize students needing to go to the office for minor first aid - Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine) - Wash hands before wearing and after removing gloves
Health Check Forms	Staff: Staff are required to complete a daily health screening before coming to work. If they have any of the listed symptoms they are to stay home and contact their Principal (see list below) Students: The parent is responsible for consulting with their child each morning and completing the daily health check form prior to sending their child to school. If there are any “yes” responses to the symptoms indicated, the child is to stay home and the school contacted about the absence. (see list below)

New daily health check list Oct. 13 2020
The new check list is as follows:

1. Key symptoms of illness

Do you have any of the following key symptoms?

- ☐ Fever
- ☐ Chills
- ☐ Cough or worsening chronic cough
- ☐ Shortness of breath
- ☐ Loss of sense of smell or taste
- ☐ Diarrhea
- ☐ Nausea and vomiting

If you answered “YES” to any of the above symptoms, and they are not related to a pre-existing condition (e.g. allergies), your child should NOT attend school.

If only one symptom (excluding fever) is present: your child should stay home and can self-monitor/be monitored for 24 hours from when the symptom started. If the symptom continues past that window or worsens, seek a health assessment. If the symptom improves, your child may return to school when they feel well enough.

If your child has a fever, or if two or more key symptoms are present: seek a health assessment. A health assessment can include calling 811 or a primary care provider like a physician or nurse practitioner – the assessment will determine whether a COVID-19 test is recommended.

2. International travel

Have you returned from travel outside Canada in the last 14 days?

3. Confirmed Contact

Are you a confirmed contact of a person confirmed to have a case of COVID-19?

If you answered “YES” to questions 2 or 3, or if you’re worried about new symptoms you’ve identified, use the [COVID-19 Self-Assessment Tool](#) or call 811 to determine if you should seek testing for COVID-19.

After a period of illness, when is it safe to return to school?

If a COVID-19 test has been recommended, follow the guidance provided by the health professional you’re working with (guidelines also listed in BC Centre for Disease Control link below). If a COVID-19 test is not recommended by the health assessment, your child can return to school when symptoms improve and they feel well enough to do so.

SD83 would like to make our parents and communities aware that any notification and tracing of COVID-19 would be done by the health experts at [Interior Health](#). Interior Health has many resources on their website which parents may wish to view including:

- [Trusted Information about COVID-19](#)
- [A list of public COVID-19 exposures in Interior Health](#)
- [A list of school exposures](#)

Protocols for school and district administrators to follow if there is a confirmed cases have been detailed by the Ministry of Education. [Click here to view.](#)

	Ministry of Education Management of Illness and Confirmed Cases Information from the BC Centre for Disease Control Once at school, any child who becomes symptomatic or vocalizes feeling unwell will be sent home to ensure safety of all staff and students in the building (refer to Isolation Space for more information) ○ Parents are required to pick up their child immediately ○ Parents must have an emergency contact on hand in the event that a parent cannot get to the school right away. • If you have questions about whether or not you should be tested for COVID-19, use the self -assessment tool at https://bc.thrive.health/covid19. 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 7:30 a.m. - 8 p.m. 1-888-COVID19 (1-888-268-4319) or via text message at 604-630-0300 Visitors/Parents: Parents or visitors are only permitted with prior office approval. Please contact the school office for appointments 250-546-8778 or aes@sd83.bc.ca • Visitors will complete the Health Check form, follow sign in procedures, and wear a mask. The sign in forms will be kept on file in the office
Health and Safety Training	• Staff will be trained in the school on September 8th and 9th • Students will be trained on September 10th (shape of the day TBD)
Health & Safety Committee	• AES Joint H&S Committee members: Corrinne Langston (Admin), Brandon Byers (CUPE), Michelle Nicholson, Bev Watson (NOSTA), Cami Monsigneur NOSTA • Committee meets monthly and/or as needed to review and ensure school-wide maintenance of health and safety protocols
Emergency/Safety Drills	• Emergencies supersede physical distancing restrictions • Pre covid-19 evacuation routes and exits remain • Do your best to ensure students do not come in contact with a different learning group (e.g. spread out more on the upper field muster area) • Staff review all procedures-lock down, fire drill, shelter in place drill • fire drill on Friday Sept 18 at 12:25 pm
Medical Isolation Room	• If staff or students become symptomatic while at school, the following will occur: • Mask on • Isolation area assigned in the Life Skills Room • Parent or emergency contact made • Stay home until symptoms stop • If you have questions about whether or not you should be tested for COVID-19, use the self -assessment tool at https://bc.thrive.health/covid19

Learning Groups	
What is a cohort? <i>(More information can be found in the link in Appendix B on pages 9-10)</i>	• Students will be organized into classrooms as per usual for in-class instruction • A learning group consists of up to two classrooms to help limit contact and potential exposure • The group will consist of their regular classroom teacher(s), students and regular scheduled Education Assistants • Each elementary learning group will be comprised of a maximum of 60 people • Administration will keep a detailed list of the learning groups for contact tracing purposes

	• Learning Groups will flexible for the first weeks due unpredictable student enrolment changes • The assigned student-learning group for the first weeks will be communicated to parents prior to Sept 10.
How do they work?	• The composition of the learning group will remain consistent for all activities that occur in schools • Students may interact freely with those people in their cohort • Within the cohort, minimal physical contact is encouraged, a physical distance of two meters does not need to be maintained • When interacting with individuals from other cohorts staff are to wear a mask when indoors

<i>Shape of the Day</i>	
Before School	• Students arriving off the bus will go to a designated line-up spot until the bell rings • Teachers and staff greet students in outside line up area and sanitize student hands • Students will enter through their designated entry points • Upon entry students go straight to their assigned seating area/workspace in the classrooms with their backpacks/shoes • Handwashing is available within the classroom
Late arrival	• Students enter the building through their designated entrance, and go directly to the office to sanitize hands, check in and pick up late slip for attendance tracking
Coatrooms	• Students will keep their belongings in a designated area • Teachers will provide a designated area for each child to store their outside shoes
Recess	• No staggered recess schedule • Cohort play zone daily rotation in effect • Will have flagging tape writs bands to help student and staff identify he correct play zone for the first weeks • Will delineate play zones with spray paint and flagging tape
Lunch	• Teachers will provide time for students to wash their hands prior to eating • Students will each lunch in their classrooms in their own work space • No sharing of food brought from students' home allowed
Technology	• I pads and computers will be sanitized after each use • Cleaning procedures for Notebooks, All-In-One Desktops, and Monitors: see pages 9-10 of this document
Library	• Book browsing and sign out protocol in place to ensure safe handling of materials • Library schedule back to back cohort classes
PE	• PE outdoors when possible • Equipment use minimized, and must be sanitized after use by teacher with Vital Oxide spray
Fine Arts Music	• School art equipment use minimized and must be sanitized after use by the teacher • Inquiry in for a handwashing station • Schedule cohort group classes back to back • Students seated on easy clean poly spots • Personal music kits prepared • No large gathering/no multiclass performances at this time
General	• Assemblies will happen virtually

	• No extra-curricular activities will happen for the first bit while we adjust however extra-curricular can happen in a learning group if physical contact can be minimized • Inside days due to poor weather conditions will be spent in the classroom • Open gym: recess & lunch for cohort groups: when weather is poor (dependent upon supervision availability) • Performances will be put on hold for the year • Breakfast club will continue but brought to students in classrooms • AES covid-19 safety measures are followed during off-campus learning sessions • Ensure walking field trip forms are up to date • Communicate to parents and office: destination, date, departure and arrival times- no consent required beyond initial walking fieldtrip form • Let the office know when you leave-bring a first aid kit and phone
Arrival and Drop off Procedures	• Upon arrival students will line up at their line up and wait their until the bell rings at 8:03 am • Teachers will sanitize student hands and lead them into the building the school through their assigned doors in an orderly fashion • Students will wash/sanitize their hands before leaving the building • Students will exit through assigned doors at the end of the day • Students who do not take the bus need to head home immediately after the end of day bell 2:07 pm • At this time, parents are asked to remain outside of the childcare space to drop off and pick up their children, if at all possible, to help prevent unnecessary congestion • The parent drop off, waiting, pick up zone, is located on the field below the sliding hill • Parents and siblings are not to enter the student teacher line up areas on the hardtop if at all possible • If parents feel the need to enter the playground area, please ensure you physically distance from all children, other than your own and those you care for on a daily basis • Please also physical distance from all other adults at the school • If you would like to enter the school building, please prearrange your visit with School Principal • The playground is closed to the public before school and reopens afterschool at 2:30 • Students waiting for the bus will be assigned cohort/bus zones to wait in • Bus riders backpack's will have a cohort colour ribbon as a visual cohort identification strategy • Hands will be sanitized prior to entering the bus

Teaching and Learning	
Curriculum/Assessment	• Ministry of Education curriculum and assessment practices continue to be in place • If children are absent due to illness, as per our usual practice, teachers will make available any learning material that is suitable for completing at home • Parent please call the office if you know your child will be late or absent 250 546 8778

Reporting/Communicating Student Learning	- Teachers are still available to meet with parents face to face or remotely through Microsoft Teams - As per usual, 5 student learning reports will be made throughout the year (3 formal and 2 informal) - Please continue to contact your child's classroom teacher for information about their learning or progress - Student/Parent/Teacher student conferences may take place and may look different this year
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<i>Students with Diverse Abilities/Disabilities</i>	
Programs	- Inclusive Education supports continue to be in place - RTI model within classroom, small group, individual programs in LRT room within occupancy limits - CBIEP meetings continue with physical distancing protocols and virtually - Self regulation bins closed and stored away
LRT/CEA	- If within the same cohort no physical distancing/ PPE required - Working with a cross cohort group PPE and/or physical distance measures in place

<i>Itinerant and other Staff</i>	
Administration, counsellors, LRT, LIT, SLP, IEW, Prep/Remedy, district itinerant staff and specialists	- Meets with students individually, in small groups, both in office spaces - Group size must be within room occupancy limits - Wear PPE when physical distancing cannot be maintained - Some will be assigned to a cohort group

<i>Supervision</i>	
Morning Supervision	- Four supervisors - All teachers welcome class outside in line ups at 8:03
Recess Supervision	Four supervisors
LHS	Four supervisors (CUPE)
After School Supervision	At least 2 supervisors, supervising bus students in their cohort spaces

<i>Transportation</i>	
Busing	K-5 students are not required to wear a mask - Students will be assigned seats with cohort members - Adult support workers wear a mask on the bus - Parents/guardians are to remain at the bus stop until child is picked up and be at bus stop for return home drop off - Bus behaviour expectations remain the same; 3 memos are issued for behaviour infractions followed by a bus letter and possible temporary suspension of riding privileges - School buses will not be accepting unregistered riders which includes after-school friends coming home with a bus student
Fieldtrips	- Busing is available for school fieldtrips - Volunteer drivers –on hold for now, waiting for direction

<i>Parent Specifics</i>

Preparing your child to return to school	- Parents can talk to their children about: optional choice of wearing mask when indoors and in possible contact with students from a different cohort group, keeping personal hand sanitizer in backpacks, avoiding physical contact, encourage physical distancing with those not in the same cohort group, encourage physical distancing with staff, reminding that classrooms may look different, more frequent handwashing and hygiene, no personal items brought and shared at school, ensure students know how to open lunch items, put on shoes, coats, etc. - Encourage children to minimize physical contact with friends - Ensure children are prepared to be outside regardless of the weather (extra clothes on hand as well)
Health Checks	- As per the Health and Safety protocols above, parents are responsible for completing a health check on their child every morning before sending them to school - Children who are sick must stay home - Parent responsibility to monitor their child daily for symptoms
Visitors to AES	- When visitors (parents/caregivers, contractors) come to a school or District facility for any reason, the following protocols are followed: - Visitors do not come to the school without making an appointment in advance. All visitors need to self-acknowledge the health check questionnaire posted (see Visitor Health Check) and answer the Health Check questions at the main office or welcome centre. - Prior to signing in, the visitor uses hand sanitizer. - Once hands are sanitized the visitor should sign into the sign-in book. By signing the sign in book visitors are verifying that they have answered NO to all questions on the health check form and are free from any symptoms of COVID-19, that they have not travelled outside of country and that they haven't had any known contact with anyone with COVID-19. See 19.3 for Visitor Health Self Check. - If they answer yes to any questions a virtual meeting or telephone meeting should take place, and visitor should not enter a School District No. 83 school or facility. - For contact tracing purposes visitors must sign in/out, citing, date, location or contact visitor will be meeting with and phone number then proceed to destination. Visitors that come to front office for student information or facility information: (They follow the above protocol - to maintain sanitization the following protocols will be maintained as well): - Visitor re-sanitizes hands prior to completing any paperwork. - Only one visitor is served at a time. - Visitor will be given sanitized pen and the required paperwork. - Pen are rotated and sanitized after each visitor use. - Visitor is assisted behind a Plexiglas barrier and that physical distancing is maintained. If for any reason staff cannot complete service from behind the Plexiglas barrier a mask shall be donned prior to serving the visitor. - The area used for completing documentation by a visitor is wiped down with vital oxide prior to next visitor attending.
Communication	Parents will be emailed the back to school documents and they will also be placed on our website
If child gets sick at school	- Parents must immediately pick their child up if child becomes sick at school, and must follow Interior Health guidelines for follow-up (Call 811) - If parents are unavailable, they must have an emergency contact person who will come and pick the child up immediately

Staff Specifics

Entering the building	• Staff will ensure they have washed/sanitized their hands before leaving for work • They may enter in through the door of their choice, but must again wash/sanitize wash their hands upon entry
Washroom use	• Staff will use either the staff washrooms or the medical room washroom • Cleaning schedules are posted by the washroom doors • A bottle of sanitizer placed in the staffroom washroom for use during high traffic times
Breaks	• The staff room has an occupancy of 7 and staff must ensure physical distancing takes place in there • If there is no more space to physically distance, staff must take their breaks elsewhere • An outside lunch/break area can be assembled by the bus loop, staff please bring your own chair • Staff must wash their own dishes, the dishwasher will not be used at this time
PPE and Physical distancing	• Staff are welcome to wear PPE at any time • Must physically distance themselves anytime they are not in their own cohort
Common areas	• Photocopy room: 2 staff member at a time • Office area: 2 staff member in there at a time (outside of admin, clerical and counsellor)
If you are sick at home	• Call medical practitioner 811 if you suspect you may have Covid symptoms • Remain home until symptom free • Enter leave request in Atrieve
If staff become sick at school	• Staff member will put on a mask, alert administration that they have become symptomatic and then leave the building immediately • Internal coverage will be provided until a TTOC can arrive • Staff member will follow public health guideline and call 811 (waiting on official guidelines from district H&S)
Cleaning procedures for Notebooks, All-In-One Desktops, and Monitors:	Use Vital Oxide (Do not use wipes containing sodium hypochlorite (bleach) or chlorine based solutions, ketone type materials (ex. Acetone), Ethyl alcohol, Toluene, Ethyl acid, or Methyl chloride).
Cleaning the cover of your computer	1. Use only mild cleaning solutions (non-ammonia based and non-abrasive) and a damp lint-free, soft cloth to clean the painted surfaces of the computer. 2. Apply Vital Oxide onto the cloth. 3. Absorb the sanitizer into soft cloth. 4. Squeeze out any excess liquid from the sponge or cloth. 5. Wipe the cover using a circular motion taking care not to let any excess liquid drip. 6. Wipe the surface to remove any leftover sanitizer. 7. Rinse the sponge or cloth with clean running water and squeeze out any excess liquid. 8. Wipe the cover with soft cloth.

	9. Wipe the surface again with a dry, lint-free, soft cloth. 10. Wait for the surface to dry completely and then remove any fibers left from the sponge or cloth.
Cleaning your computer keyboard	1. Absorb some Vital Oxide on a lint-free, soft cloth. 2. Squeeze out excess liquid from the lint-free, soft cloth. 3. Wipe the key top surface with the lint-free, soft cloth, ensuring no liquid drips on or between the keys. 4. Allow to dry. Notes: Never spray or pour any liquid cleaner directly on the LCD display or the keyboard. You can use compressed air from a compressed air can to remove any crumbs and dust from beneath the keys. Do NOT use an air compressor.
Cleaning your computer LCD display	1. Gently wipe the display with a dry, lint-free, soft cloth. 2. Wipe or dust the stain gently with a dry, soft cloth. 3. If a stain, smudge, or other blemish remains, moisten a lint-free, soft cloth with Vital Oxide. 4. Wring out as much of the liquid as you can from the lint-free, soft cloth. 5. Wipe the display again; do not let any liquid drip into the computer. 6. Allow the display to dry first, then, close the lid if the computer has one. Notes: Anti-static LCD cleaning cloths, Kim Wipes, and some types of lens cleaning wipes are also acceptable alternatives for a lint-free, soft cloth.
Disinfecting your computer, keyboard and LCD display	1. Apply Vital Oxide onto the cloth, squeeze out excess liquid from wipe or disinfecting cloth before using. 2. It is safe to use a disinfecting wipe designed for office/home use. Some disinfecting wipes designed for medical use may cause discoloration, harm surfaces, or even affect functionality of your device. To minimize symptoms, we recommend the following: a. Gently wipe the system thoroughly, being careful to ensure no liquid drips into the computer. Do not wipe on connector pins. b. After disinfecting, follow the cleaning procedure from the wipe supplier to minimize chemical buildup of disinfectant residue (i.e. wiping away any residual disinfectant after the prescribed contact time). Always allow the computer to completely dry prior to any use. 3. Medical wipes and their chemical composition vary greatly. Depending on the chemicals, frequency, and duration of use, medical wipes may 1) affect cosmetic appearance and 2, system functionality. To minimize this risk, we recommend:

	a. Hydrogen peroxide wipes (such as Virox Accel wipes w/ a maximum of 0.5% hydrogen peroxide) b. Alcohol based wipes (such as PDI Germicidal or B.Braun Meliseptol Wipes sensitive) c. Do not use wipes containing sodium hypochlorite (bleach) d. Wiping away residual solvent as soon as possible after the prescribed contact time and wiping the surface again with a dry, lint-free, soft cloth Note: 1) Cosmetic appearance could include (but is not limited to) discoloration, residual material build-up, and paint bubbling. 2) System functionality could include (but is not limited to) corrosion and function failure of electrical parts.
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Appendices:

A: <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>