



CONTINUING EDUCATION
COLLABORATIVE MEETING SPACE
DL/ONLINE SCHOOL



SCHOOL DISTRICT 5
S O U T H E A S T K O O T E N A Y

Stage 2

School Protocol for Kootenay Learning Campus/ Kootenay Discovery School

KDS/KLC Fernie: 250-423-4912

KDS Cranbrook: 250-426-4211

GENERAL HEALTH AND SAFETY GUIDELINES:

- Please refer to the [Covid-19 Protocols for K-12 School Operations](#).
- KDS/KLC will continue to be cleaned more frequently, including classrooms and high touch areas like doorknobs, toilet seats, keyboards and desks.
 - Students will be organized into Learning Groups of 12 students and 1 Teacher for the Primary and Middle School Program. These learning groups will be determined by space available in the buildings and grade.
- Focus on outdoor, individual and smaller group activities
- Limitations on assemblies and other large gatherings
- Parents of children with complex medical conditions or underlying risk factors should consult with their health care provider to determine their child's level of risk regarding return to school. For more information, see [BCCDC's guidance for families of immunocompromised children in school and group gatherings](#), and their [Frequently Asked Questions regarding COVID-19 and children with immune suppression](#). You also may talk with the School Principal to discuss your concerns or questions.
- Protective self-isolation is only recommended for children with severe immune compromise, on a case-by-case basis.

- The District and school have Health and Safety Committees that have worked on the plans and will meet regularly throughout the school year
- All staff will receive training/orientation the first few days back to school. this time will include planning for student training/orientation

Personal Protective Equipment (PPE) Guidelines

- District 5 will supply PPE, such as non-medical masks for situations that require PPE for staff and students.
- Wearing a non-medical mask is a personal choice and it is important to treat all people with respect to their personal choices
- In the primary and middle school learning groups, non-medical masks are optional for students and teachers.
- For all secondary and adult students attending the building face to face, non-medical masks and physical distancing will be mandatory. Any staff interacting with these students must also wear non-medical masks and physically distance.
- All Assemblies and other school-wide events will be held virtually
- Currently, no interschool activities will be provided
- Schools will lock their main doors throughout the day to limit public access
- **Community members and parents will only be entering the building (main foyer area only) when practicing distancing protocols (non-medical mask and 2 metres), and any access must be arranged through the office in advance. Maximum in foyer/café space is six people at a time.**
- Please note: No parent visitors are permitted without prior office approval. Please contact the school office for appointments.
- **KDS/KLC Fernie : 250-423-4912**
- **KDS Cranbrook: 250-426-4211**

FOR PARENTS/STUDENTS – What you need to know for the first week! :

- **September 9 -11: KLC Fernie Campus – Primary Program:** Parents will be invited to the campus (by pre-arranged appointment times with the teacher) for an orientation on the learning space and where they will receive orientation on safety protocols and school expectations. At this time parents will also have the opportunity to start building their learning plans with the teacher. Distancing and non-medical mask protocols must be adhered to during this orientation.
- **September 9-11: KDS Cranbrook Campus – Middle School Program: the teacher via Zoom (by appointment) will contact all students** on these days to get oriented into the online environment. Parents/students will be invited to the campus space by request for an orientation to the face-to-face learning space, and where they will receive orientation on safety protocols and school expectations. If parents are present for this orientation, distancing protocols must be adhered to.
- Secondary students/ Adult Students will be welcomed on a case-by-case basis when they are ready to attend the school and will be orientated at that time. **Because cross enrolled/adult**

students are NOT part of a specific learning group in KDS and are coming from other learning groups in their respective schools, physical distancing/non-medical mask wearing must be in place for these students while in the buildings at KLC Fernie and KDS Cranbrook.

Parent/Guardian Guidelines and Responsibilities:

The following are responsibilities of parents/guardians before children get to school:

Parents / guardians are required to keep symptomatic children and youth home.

Children or youth showing symptoms of COVID-19 or with a temperature greater than 38 degrees Celsius must not be allowed in the facility.

Parents/guardians are responsible for completing daily health care screening for their child or youth before they arrive at school or enter a bus. Refer to Appendix A. School Administrators will provide the questions to the parents in advance of the students' attendance at school.

Children who answer 'Yes' to any of the questions on the health checklist will not be admitted into the school or school bus, there will be no exceptions. This is to ensure we are following the guidelines provided in this document.

- Parents are encourage to transport their own children to school
- Encourage your child to minimize physical contact with their friends
- Parents/Guardians, please remind children to cough/sneeze into elbow, sleeve or tissue
- Remind children about keeping their "hands to yourself"
- For children being picked up at the end of the day, Parents/Guardians are required to be at the school at bell time
- Parent/Guardians are required to stay outside of the building for both drop off and pick up of students
- **Appointments:** If your child has an appointment during the day, please arrange with your child's teacher to have them ready to be picked up at the assigned location and include the office in your communication.
- **Phone Messages:** Secretaries will call into a classroom if there is a message to a student from a parent. Please try to limit any interruptions as much as possible.
- No food sharing is permitted
- No toys, stuffed animals, etc. are to be brought to school
- Parents/Guardians are required to provide a filled water bottle daily as fountains are closed – refill stations remain open
- Cutlery will not be provided; all students need to bring everything they need for their lunch.
- Having students dressed appropriately for weather before arriving at the building.
- Any sunscreens or lotions must be applied at home
- Lunch choices that students can open on their own

- Easy to open bags, etc.

Students will bring recyclables and refundable back home with them in their lunch kits for proper cleaning and sorting.

SPECIFIC INFORMATION FOR STUDENTS ATTENDING OUR CAMPUSES F2F:

- Students will be welcomed back to class for orientation by September 9th - Sept. 11th (Primary and Middle School Learning Groups), depending on learning group/grade level, and will use this time to become familiar with classrooms and new updated protocols and practice these routines. Secondary school students/ Adult students will be allowed on campuses on a case- by -case basis (appointments must be arranged ahead of time) and not on the days when Primary/ Middle school students attend.
- Students will be asked to be at school no more than five minutes before the school time starts for their learning group.
- Student line up at their assigned door to enter the school. Only the KLC front door will be accessible for entry. KLC Fernie side door will be used for exit.
- KDS Cranbrook will use the front entrance for entry and the back door for exit.
- Parents at the KLC Fernie campus will only be allowed in the foyer space of the campus, and the café space, where they can access the learning resources for their program. Distancing protocols and non-medical masks must be worn. Maximum in the café space is six; maximum in the foyer space is four.
- Students will be required to wash/sanitize hands immediately when entering their classroom (as per protocols attached). Sanitizing station located at front door/front entrance.
- Students must stay in their classrooms except to use the bathrooms (one student at a time) – **no wandering the hallways.**
- Any moving outside the classroom will have clear signage
- Flow patterns within the building will be reviewed during the orientation process. Travel outside the classroom will have clear signage.
- Students will be given assigned seating as learning group teacher's discretion using consistent seating arrangements.
- If laptops or iPads are used, hand-sanitizing wipes must be used to wipe down the devices.
- Green Spaces are open, and students will have opportunities to go outside for place-based learning and outdoor education/exercise with their classroom teacher as much as possible.
- Lunch (if included in class time) will be in classrooms in their assigned seat
- Recycling bins are for PAPER only. All other recyclables need to be taken home by staff/students.
- No microwaves available, please send lunches that do not require reheating
- No food sharing is permitted

- Students will bring recyclables and refundable back home with them in their lunch kits for proper cleaning and sorting.
- Classrooms will be stocked with band-aids, students will be picked up by a parent if there is a true first aid emergency.
- The teacher will only use ice packs when there is visible swelling and until parent arrives.
- Teachers will select the minimum number of items to be used during in class time. Each shared item must be cleaned once every 24 hours.
- At the end of the school day, students will wash/sanitize their hands and leave through their assigned door
- Student learning groups (Primary Program and Middle School Programs) will have the opportunity to come together for community outings if **CDC (Canadian Centre for Disease Control and Prevention)** guidelines can be adhered to. Otherwise, community outings will be arranged for each learning group separately.
- **Following the BC CDC (p.7) guidelines as follows:**
 - In elementary schools, students can socialize with peers in different learning groups if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance. Elementary-aged students are less able to consistently maintain physical distance. Outdoors is a lower risk environment than indoors.

STUDENT LEARNING GROUPS:

- Classroom Learning Group sessions are scheduled on Mondays, Tuesdays and Wednesday for KLC primary program. Times for learning groups TBD. No other students will be allowed in the buildings during the Primary Program times.
- Classroom sessions for Middle School students at KDS Cranbrook TBD by Middle School teacher.
- KLC/ KDS access for secondary students/adults will be scheduled times through the week, TBD by KDS/KLC teachers.
- Students will be organized into learning groups for in-class instruction.
- This helps to limit contact and potential exposures.
- The Learning Group (Primary and Middle School) will consist of their regular classroom teacher(s), SST, and students up to a maximum of 12 in the Primary Program (KLC campus) and maximum of 10 (KDS Cranbrook Campus due to indoor space size) . Secondary students and adults will not be part of a learning group, and as such, must following distancing and non-medical mask guidelines when in the buildings.

INSTRUCTION AND SUPPORT:

KLC/KDS will be returning to full-time online instruction with some in class support time and Zoom/Skype/Teams time by appointment. This includes:

- A focus on mental health and well-being supports for students returning to school
- Provincial curriculum for all students at all grade levels
- Greater emphasis on outdoor learning and cross-curricular activities where applicable.
- Staff that occasionally support students and are not part of the learning group will maintain a two-metre physical distance. Where this is not possible these staff will wear PPE or use clear physical barriers.
- Primary and Middle school students will only be allowed on campuses on designated days as per the teacher's timetable. Parents will not be allowed to enter the classroom area but will be allowed in the main foyer of the building (KLC campus only). One on one meetings with teachers must be arranged ahead of time, either face to face (with physical distancing and non-medical mask protocols in place) or via Zoom/Skype/Teams
- Access to the Primary Resource library can be arranged through the teacher by appointment only.
- All materials/resources borrowed from resource library must be fully cleaned by student/families prior to returning. Resources must remain in separate storage bin (bins in basement at KLC, back room at KDS Cranbrook) for full 24 hours before being allowed to return into circulation.
- Secondary school students/ Adults will be allowed on campuses on a case-by-case basis as approved by the teacher (appointments must be arranged ahead of time) and **not** on the days when Primary/ Middle school students attend. All students attending the campuses in person must adhere to physical distancing and non-medical mask protocols since they are not a part of a specific learning group.

CURRICULUM, ASSESSMENT AND REPORT CARDS:

The return to full in-class instruction in September will include the following:

- Provincial curriculum for all students at all grade levels
- Regular reporting
- Regular assessments at the classroom and provincial level

STUDENT EXPECTATIONS:

- Students are required to wash/sanitize hands upon entry and exit of the building. Students must stay in their classrooms except to use the bathrooms or with permission of their teacher (within learning group) – **no wandering the hallways or going upstairs in KES building without permission (non-medical mask and 2 metres apart if going upstairs)**
- One student in each washroom at one time
- Eat lunch at their assigned area
 - Refrain from sharing food with other students
 - Wash hands before and after eating
- No bringing toys, stuffed animals etc.
- No sharing personal items with students outside of their learning group.
 - It is encouraged to not share any personal items.
- Maintain physical distancing to the greatest extent possible

Students who cannot follow expectations and procedures may be asked to leave the school property

DAILY HEALTH CHECKS FOR STAFF AND VISITORS:

- Please note: No parent visitors are permitted without prior office approval. Please contact the school office for appointments.
- KDS/KLC Fernie : 250-423-4912
- KDS Cranbrook: 250-426-4211
- Any necessary visitors and all staff will be asked to follow the BC CDC guidelines
- Hand washing protocols follow the BC CDC standards below and will be strictly adhered to.

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<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.	<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.• 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.

WHAT HAPPENS IF SYMPTOMS DEVELOP?

- Below, as per the CDC are the guidelines when a student or staff member develops symptoms of illness. (This will be reviewed with management regarding appropriate placement and reference)

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
Parents or caregivers must keep the student at home	Staff must stay home
IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:	IF STAFF DEVELOPS SYMPTOMS AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student's parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).
<p>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</p>	
<p>Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved</p>	

Any child who appears or vocalizes feeling unwell will be sent home to ensure safety of all staff and students in the building

- Parents are required to pick up their child immediately

- Parents must have an emergency contact
- 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 in more than 110 languages, 7:30 a.m. - 8 p.m. Pacific Standard Time at **1-888-COVID19** (1-888-268-4319) or via text message at **604-630-0300**

STAFF PROTOCOLS:

- Staff training/orientation/final planning will occur on September 8, 9, 2020 at the staff's respective campuses.
- Staff will be included in discussions surrounding the creation of learning groups and be assigned to specific learning groups.
- Staff who are required to go between learning groups (and going upstairs in KES building) will be provided PPE as needed and asked to stay 2 metres apart from learning groups/students they interact with.
- Staff may use staff room facilities while staying physically distant.
- Max numbers in KDS/KLC Fernie kitchen at any one time: **2**.
- All other spaces have max numbers posted.
- Staff will follow the Occupational Health and Safety Guidelines as outlined by School District 5's Occupational Health and Safety Committee as well as the school level committee. (attached)
 - These guidelines can be found at www.sd5.bc.ca
- Teaching staff will implement curriculum and assess students in their courses as outlined by the School Act. Currently, there is no change in the instructional requirements of teachers or the requirements of communication of student learning to parents/guardians.
- Any specialist/itinerant teachers and support staff who work in close proximity with students will be required to wear PPE in these situations.

Appendix A: Daily Health Checks

Daily Health Check				
1.	Symptoms of Illness*	Does your child have any of the following symptoms?	Circle One	
		Fever	Yes	No
		Chills	Yes	No
		Cough or worsening of chronic cough	Yes	No
		Shortness of breath	Yes	No
		Sore throat	Yes	No
		Runny nose/stuffy nose	Yes	No
		Loss of sense of smell or taste	Yes	No
		Headache	Yes	No
		Fatigue	Yes	No
		Diarrhea	Yes	No
		Loss of appetite	Yes	No
		Nausea and vomiting	Yes	No
		Muscle aches	Yes	No
		Conjunctivitis (pink eye)	Yes	No
		Dizziness, confusion	Yes	No
		Abdominal pain	Yes	No
		Skin rashes or discoloration of fingers or toes	Yes	No
2.	International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	Yes	No
3.	Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	Yes	No

* - check BCCDC's Symptoms of COVID-19 regularly to ensure list is up to date.

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

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8- 1-1, or a primary care provider like a physician or nurse practitioner.

If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should be tested for COVID-19.