

## Quamichan COVID-19 Restart Plan 2020 /2021

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## **Learning Groups at Quamichan School:**

A learning group (also known at Quamichan as a cohort) is a group of students and staff who remain together throughout the school year, and who primarily interact with each other. Learning groups were recommended by the Provincial Health Officer to help reduce the transmission of COVID-19.

Compared to other public settings, schools have a relatively consistent set of people accessing the building. Learning Groups further reduce the number of interactions between students and staff. This helps with contact tracing and limits interruptions to learning if a case of COVID-19 is confirmed in a learning group.

Members of a learning group are not required to physically distance themselves from one another, but will be required to avoid physical contact.

At Quamichan, our Learning Groups will be organized as follows:

- **Cohort 1:** Divisions 8-1 and 8-2 = 2 classes for a maximum cohort size of 60
- **Cohort 2:** Divisions 8-3 and 8-4 = 2 classes for a maximum cohort size of 60
- **Cohort 3:** Divisions 8-5 and 8-6 = 2 classes for a maximum cohort size of 60
- **Cohort 4:** Divisions 8-7 and 8-8 = 2 classes for a maximum cohort size of 60
- **Cohort 5:** Divisions 8-9, 8-10 and 8-11 = 3 classes for a maximum cohort size of 90
- **Cohort 6:** Divisions 8-12 and 8-13 = 2 classes for a maximum cohort size of 60
- **Cohort 7:** Divisions 9-1 and 9-2 = 2 classes for a maximum cohort size of 60
- **Cohort 8:** Divisions 9-3 and 9-4 = 2 classes for a maximum cohort size of 60
- **Cohort 9:** Divisions 9-5 and 9-6 = 2 classes for a maximum cohort size of 60
- **Cohort 10:** Divisions 9-7, 9-8 and 9-9 = 3 classes for a maximum cohort size of 90
- **Cohort 11:** Divisions 9-12 and 9-13 = 2 classes for a maximum cohort size of 60

ALL Learning Groups fall under the Ministry of Education's required size of 120 (which includes students AND staff).

When students are with friends outside of their learning group (ie at lunch time), they will be required to physically distance themselves from one another.

Teachers will be assigned to learning groups (cohorts) as well. There will be times when teachers will be teaching classes outside of their cohorts. In each of these cases, the teacher will be physically distancing themselves from students, or they AND the students will use personal protective equipment (e.g. masks) if physical distancing is not possible.

***\*At Quamichan, we will be referring to learning groups as cohorts. Henceforth, the term cohort will replace Learning Group.\****

## How Have We Reorganized Our Schedule To Satisfy Cohorts?

Our school is usually organized with Grade 8 students in cohorts; they stay with the same teachers for the duration of the school year. To accommodate Grade 9 cohorts, we have switched Grade 9 from a semester system (where they would have had four courses for the first half of the year and four courses for the second half of the year) to a linear system, where they have consistent courses and teachers all year. Students in both grades will go through an exploratory rotation, where they sample all of the elective choices.

Simply put:

- If your child is entering Grade 8, it will look the same as it would have in a usual year.
- If your child is entering Grade 9, it looks a LOT like Grade 8!!

Here are some sample timetables, based on our four block schedule:

### Grade 8:

	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>
<b>Day 1:</b>	English	Social Studies	French	Exploratory (day 1 class)
<b>Day 2:</b>	Math	Science	Physical Education	Exploratory (day 2 class)

\*\* In Grade 8, Flex block will be determined and scheduled within the timetable by the grade 8 team teacher. See the student handbook for more information about Flex Block.

\*\* Most students will only have two teachers for all of their academic subjects (in some cases, they will have three teachers, and in French Immersion, they will have four teachers).

\*\*Grade 8 exploratory classes include: Guitar / Ukelele, Drama, Information Technology, Art, Applied Design, Rock Climbing, Dance, Foods, Coast Salish Studies, Career Education, and Wood Work, and Metal Work.

\*\*Band students will (as usual) take 6 out of 12 exploratory classes.

**Grade 9:**

	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>
<b>Day 1:</b>	Social Studies	English	Exploratory (day 1 class)	Physical Education
<b>Day 2:</b>	Math	Flex	Exploratory (day 2 class)	Science

\*\* In Grade 9, Flex block is scheduled into the block rotation. See the student handbook for more information about Flex Block.

\*\* Students in Grade 9 will have between 2 and 4 teachers for all of their academic subjects.

\*\*Grade 9 exploratory classes include: Spanish, French, Guitar / Ukelele, Drama, Information Technology, Art, Gardening, Rock Climbing, Dance, Foods, Wood Work, and Metal Work.

\*\* Band students will take band during flex block, and will be able to take all of the exploratory classes.

\*\*Career Education will be integrated into curriculum and delivered during Flex in Grade 9.

One big change to Grade 9 is that they will not be focusing on three elective courses for an entire semester. However, because of this shift in planning, While they will not get that elective in depth, students will benefit from:

- Experiencing the exploratory courses that they missed as a result of the suspension of classes last year.
- Focusing on all of their subjects all year (e.g. they will have Math all year, and not just half of the year).
- Making connections with their teachers that will last all year, as opposed to leaving their semester 1 teachers and meeting new teachers part way through the year.

### **Special Safety Measures:**

Special safety measures help create safe schools and reduce the spread of COVID-19. These extra layers of protective measures work in schools because schools are controlled environments that have:

- Consistent groups of people
- Robust illness policies for students and staff
- The ability to have most people follow effective personal practices like hand washing

We are committed to ensuring that Quamichan School is a safe place to learn for students and staff. As we work and learn, we will all be adhering to the Ministry of Education's Guidelines for K-12 Education as well as all WorksafeBC protocols.

### **Cleaning Protocols:**

Our school district has augmented general daily cleaning protocols and has hired additional custodial staff to ensure that daily (every 24 hours) deep cleaning can be achieved.

- High touch surfaces, such as door knobs, light switches, bathrooms, etc, will be disinfected at least twice in a 24 hour period.
- Every classroom will be equipped with disinfectant solution, and desks and chairs will be wiped down in advance if students from a different cohort share the same space.
- Hand sanitizing stations will be available at designated entries and hand sanitizer and disinfectant solution will be available in every classroom.

### **Daily Health Check:**

Parents and caregivers **MUST** assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school, in accordance with the Daily Health Checklist (provided to students and parents). If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved. See Illness and Self-Assessment Policies and Protocols in this document.

## **Masks:**

- All students will be provided with TWO reusable face masks. Students are also welcome to bring and use their own masks from home.
- The school will also have supply of disposable masks on hand at all times.
- Masks are to be worn in high traffic areas, which include all hallways common spaces (classrooms are not considered high traffic areas, as students will be within their cohorts in class)
- Teachers will be reviewing “how to wear a mask” protocols with students.

## **Arrival to School and Morning Routine:**

The morning routine applies to **ALL** student. The goal is to eliminate congregating in the hallways in the morning (and throughout the day), as we do not have enough space in our hallways to ensure physical distancing when all of our students are in the hallways at the same time.

- School doors will not open until 8:00 AM.
- Students will be assigned a specific entry door to use at all times, based on the location of their cohort’s classroom.
- Students will arrive to school and enter the building through their assigned door.
- Prior to entering the building, they will put on their mask.
- Upon entry, students will either wash their hands or use hand sanitizer and proceed immediately to their classroom. They will wait in their classroom (having the opportunity to visit with their classmates) until classes begin.
- Once they arrive in their classroom, they can remove their mask.

To start the year, staff will be at each entry door to support students and reinforce these expectations.

To prevent crowding and allow ample physical distancing at all times, lockers will NOT be issued this year. Students will contain their supplies and belongings in their backpacks.

### **Class time:**

As already stated, staff and students within a cohort will not need to physically distance themselves from one another, but they must limit physical contact. The following additional measures will be in place in every class:

- Classrooms will be set up to promote spacing between students where possible.
- All classrooms will have hand sanitizer.
- All classrooms will have disinfectant solution for cleaning surfaces and equipment.
- According to the Ministry of Health, there is no evidence that COVID-19 is transmitted on textbooks, paper, or other paper-based products, so textbooks, library books and paper-based educational resources can be shared.
- Students will be required to disinfect their learning space (desk, chair) under the supervision of staff.
- Students will be encouraged to bring and use their own school supplies and personal items.
- Students will be required to clean any shared equipment/supplies under the supervision of staff.
- Teachers will be encouraged to take their classes outside as much as possible.

### **Lunch time:**

We will be running TWO separate lunch breaks daily. We are doing this in order to minimize the number of individuals sharing common spaces during lunch. Grade 8 students will have a separate lunch from Grade 9 students. One lunch break will run from 11:08-11:53 and the second lunch break will run from 12:03 – 12:48. We will alternate every two weeks, so that each grade will get an early lunch and each group will get a later lunch over the course of the year.

The lunch routine will go as follows:

- Students will be given time in class every day to eat their lunch. (Students who chose to buy their lunch can continue to do their class work during this time, or they can sit and chat with their friends. Teachers will be in class with them at this time.
- Students will sanitize their hands and put on their masks before being dismissed for lunch.
- Classes will dismiss for lunch in a staggered fashion (one group at a time), exiting through a designated door.
- Students will be encouraged to go outside for their lunch break and will be reminded to physically distance if outside of their cohort. If they chose to go outside, they can remove their mask once they exit the building.

- There will be designated areas inside the school for students who wish to remain indoors. Students remaining indoor must wear their masks.
- At the end of lunch, students will put on their masks, re-enter the school through their designated cohort door, sanitize their hands and go directly to their classroom.

The school store will be open (see Food Service section below).

Clubs and extra-curricular activities will still be offered at lunch, provided they can operate within the 2 meter physical distancing guidelines (see Clubs and Extracurricular Activities section below).

### **End of day dismissal:**

Just like lunch, we will be dismissing students in a staggered fashion at the end of the day. Here is what dismissal will look like:

- Students will be required to sanitize/hand wash prior to the end of the school day.
- Students will put on masks prior to dismissal.
- Classes will be escorted (in a staggered fashion) by their teacher to the closest exit at the end of the school day.
- Students who walk home will be encouraged to head out right away (as our bus waiting area can be very busy).
- Parents who pick up their child are encouraged to come as close to the end of day bell (3:15 PM) as possible.
- Bus students will wait outside for their bus. If physical distancing is not possible, they will need to wear their masks.
- In the event of extremely inclement weather, we will allow students to wait inside the building for their bus (students will be required to wear their mask in this case, as the foyer and hallways are high traffic areas).



### **Moving through the building:**

Traffic flow through the school will be managed to reduce crowding and allow steady flow. Movement through the building will be managed as follows:

- Directional stickers will be used to delineate one direction hallway and direction of traffic flow. These measures will be in effect at the following times:
  - In the morning, until the first bell, and up until 5 minutes after the first bell.
  - During lunch break
  - At the end of the day
- During quiet flow times (during class), students and staff can walk in either direction, provided they do not see more than five (5) people in the hallway.
- We will not have our traditional class changes, with all students moving from class to class at the same time. Class changes will be coordinated within each cohort, and teachers will move their own cohort from one class to the next. Teachers will move their classes through the hallway when the hallway is quiet, to eliminate students from different cohorts to come into contact with one another in the hallways.
- Staircases will be one directional.
- Entry doors will be assigned to cohorts.
- Exit doors will also be assigned, depending on where students are in class at any given point during the day (i.e. at lunch, the teacher will direct their class out the nearest exit door to their classroom).
- Lockers will NOT be used. This is to ensure ample hallway space and avoid crowding. Students will be required to carry their belongings in a backpack/bag.
- Masks will be required (as per Ministry guidelines) in high traffic areas (i.e. hallways) or in spaces where physical distancing cannot occur.
- Cohorts will be assigned specific bathrooms, depending on the location of their classroom.

### **Parent/Guardian Access and Visitors:**

Visitors to the school will be limited and prioritized to those supporting activities that are of benefit to student learning and wellbeing (such as guest presenters, or volunteers who are running a club or activity).

All visitors must confirm they have completed the requirements of a daily health check before entering and will be required to sign into the school. They will also need to provide contact information for contact tracing purposes.

- Parents will be encouraged to call or email the school, rather than visit.

- Parents who need to pick up or drop off items for their child are asked to call ahead or call from the parking lot. Someone from the school will meet you outside.

We will still strive to maintain meaningful connections with our parents despite the limitations that we will be working under. We will still reach out to parents, and we will hope and expect that parents will still reach out to us. Meetings with teachers and school staff can still happen, and can be done in a variety of ways. The format will be determined on a case by case basis. Formats may include:

- In person, with physical distancing
- Via zoom or other means of video conferencing
- Over the phone (speaker phone with a larger group, or one-on-one)

### **Maximum Occupancy Rooms:**

Classrooms are designated as being able to accommodate a class within a cohort of no more than 30 (including staff), other common rooms in the building have maximum occupancy designations. Maximum occupancy designations are posted on doors.

### **Physical Distancing:**

Students must maintain 2m of physical distance from any staff or students who are outside of their cohort. To support physical distancing requirements, the following strategies will be implemented:

- Students and staff will avoid close greetings, and practice greetings from a safe distance.
- Staff will regularly remind students to physically distance themselves.
- Staff will regularly remind students to keep their hands to themselves.
- We will have visual supports, signage, prompts, and modelling to help students.
- Create space between students and staff as much as possible (such as assigned seating, and seating students such that they do not face one another).
- Staggered lunch break.
- Staggered class changes.
- Staggered dismissal at the end of the day.
- Teachers will take students outside, where and when possible.
- One direction traffic flow.
- No lockers.
- Organize learning / group activities that minimize the need for shared equipment.

## **Hand Hygiene:**

Rigorous hand-washing with plain soap and water is the most effective way to reduce the spread of illness (antibacterial soap is not needed for COVID-19). At Quamichan, we will follow these guidelines to ensure effective hand hygiene:

- Washing hands with plain soap and water for at least 20 seconds (note that water temperature does not change the effectiveness of washing hands with plain soap).
- Hand sanitizer will be placed at every entry point to the building and in every room.
- Portable hand washing stations will be on-site in multiple locations.
  
- Students and staff will wash or disinfect hands at the following times:
  - Upon entry to the building,
  - Before lunch
  - After lunch
  - Before leaving for the day
  - After using equipment
  - Upon leaving a room that is used by multiple cohorts
  - After using the washroom
  - When hands are visibly dirty

Students may bring their own sanitizer or plain soap if they are on the list authorized by Health Canada or if they have a medical condition that requires specialized soaps <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>

## **Respiratory Etiquette:**

Students and staff will need to:

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

## **Students' Personal belongings:**

Students can bring their personal belongings to school, but are not to share items with friends. Students are encouraged to bring only those items that are necessary and that they will require during the day.

### **Food Services:**

We are fortunate at Quamichan to offer a breakfast program and a lunchtime school store. Both of these food services will remain operational this year. Please note the following:

- For food prepared outside of the school (in our case this would be food that is brought into the school by the organization Nourish Cowichan), it is expected that the Worksafe BC Restaurants protocols are implemented and in effect.
- Food prepared in house (at the school) will continue to operate under existing Food Safety Legislation, and the Guidelines for Food and Beverage Sales in BC Schools. Our staff will also review the Worksafe BC protocols for returning to operation.
- The breakfast program will no longer be a 'grab and go'. Breakfast food will be delivered to classrooms by staff.
- A plexiglass barrier will be in place in our school store, separating school store staff and student helpers from the students they are serving.
- We will not be allowing students to bring in homemade food items to share with others (e.g. birthday treats, class parties, bake sales).

### **Sports and Extracurricular Activities:**

Sports and Extracurricular clubs and activities can still occur if:

- Physical distance (2m) can be maintained for staff and students.

No in-school or inter-school competitions or events can occur at this time. This will be re-evaluated at the provincial level throughout the school year.

### **Special Events:**

We really value special events at Quamichan School. Special events provide opportunities for students beyond the classroom, and students tend to remember events (such as guest presenters, outings, and whole school events for years and years. We know that they add huge value to children's school experiences. To that end, we are committed to exploring what might still be possible, while always adhering to the guidelines. At this point, we are able to commit to the following events, and will keep parents posted as we explore more possibilities:

- We will still run our bi-weekly assemblies, but rather than assemble as a grade, we will assemble as cohorts.
- We will look at interactive ways of bringing classes together via zoom. This may be a new (and temporary) platform for guest presenters.

- We will change the way we do our school wide events (such as the monthly school-wide run) so that the events are staggered, and that students are experiencing them either within their cohorts or at a physical distance from other students.
- Class walks and field trips are still possible, as these would be happening within cohorts.

### **Playgrounds:**

At Quamichan, we have a monkey bar type of apparatus on site. Our students also benefit from sharing Alexander Elementary School's playground when it is not Alexander's lunch or recess break. There is no current evidence of COVID-19 transmission in playground environments, and as such, they are deemed by the Ministry of Health to be a safe environment. The following measures will be taken when using playgrounds:

- Hand hygiene before and after play
- No direct contact between students.
- Physical distancing when playing with students outside of one's cohort.

### **Bussing / Transportation Department:**

The Transportation Department is planning for the safe transportation of students in accordance with strict ministry guidelines. Bus students will receive detailed information from the transportation department.

### **General Ventilation and Air Circulation:**

At this time, according to the Ministry of Health, there is no evidence that a building's ventilation system, in good operating condition, is contributing to the spread of COVID-19. As per WorkSafe BC standards, our district is required to ensure that the heating, ventilation and air conditioning (HVAC) systems in each school are designed, operated, and maintained as per specific standards and specifications. At the district and school level, we will do the following:

- The district will ensure that our ventilation system is operating properly.
- The district will ensure that there is maximum air exchange within the HVAC system.
- Staff will open windows whenever weather permits.
- Teachers will take students outside when possible.

## Illness & Self-Assessment Policies and Protocols

All staff and students must complete Daily Health Self-Assessment (see below). It is IMPERATIVE that parents understand their responsibility to assess their children daily before sending them to school. **BY SENDING YOUR CHILD TO SCHOOL, YOU ARE AGREEING TO THE DAILY HEALTH CHECK AND ACKNOWLEDGING THAT YOUR CHILD IS IN GOOD HEALTH AND IS SYMPTOM-FREE.** The Self-Assessment / Daily Health Check is as follows:

### Appendix B: Daily Health Check Example

The following can be used as an example of a tool that can be used for parents and caregivers to complete prior to their child coming to school. It should be adapted if used for school staff and visitors.

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 the 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.

- Staff and students must stay home if they exhibit any symptoms. If a student falls ill at school the student will be separated from their group (we will take very good care of them), and arrangements will be made for them to be picked up. **\*\*IF YOUR CHILD IS STAYING HOME WITH COVID-19 SYMPTOMS, PLEASE NOTIFY THE SCHOOL AND MAKE ARRANGEMENTS TO HAVE YOUR CHILD TESTED FOR COVID-19.**

- Any student, staff or other person within the school who has symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers.
- Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider and self-isolate while they await the results.

Students or staff may still attend school if a member of their household has cold, influenza, or COVID19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.

Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider.

**If a student or staff is confirmed to have COVID-19, public health will do an investigation to confirm if any staff or students have been in close contact with that person and need to self-isolate. Public health will inform the school and superintendent if there are close contacts of a confirmed case within a cohort or school.**

#### **Sick Child Pick up Protocol:**

As stated, any child who develops symptoms will be separated from their group and sent home. This will also apply to any student who arrives to school with symptoms. The procedure is as follows:

- The student will be separated from other individuals and will be directed to wear a mask. We will take very good care of them while we await pickup.
- School administration will alert custodial staff so that a deep cleaning can be carried out where that child had been in the building.
- When the parent or caregiver arrives to pick up their child, they will phone school indicating that they are in the parking lot.
- The student will be brought out to the parent, or caregiver.

## **Supporting Students With Diverse Abilities:**

As always, we will continue to support students with diverse abilities by providing them with rich learning opportunities and access to school activities.

We will have our usual supports in place throughout our school. These include:

- Teachers will plan for individual's learning based on their personal learning needs.
- Resource Teachers and Learning Assistance / Support Teachers will focus on helping learners who need it most.
- Individual Education Plans will be updated and monitored regularly by case managers.
- We have a variety of spaces available for students who require learning breaks, extra support or a quiet space.
- We have two School Counsellors, one Student Support Worker, and two Indigenous Support Workers available throughout the day for students who need socio-emotional support.
- We will continue to work to support students with diverse need in partnership with their parents / home support team.

Over and above these regular supports, we will see to the following:

- Students with diverse abilities who are not able to physically distance will not be excluded from a cohort. Prevention and exposure control measures will be implemented to support these students to access learning within a group (e.g. prompts, visual support, education using visual modeling, social stories, and the use of a mask, if necessary).
- Non-medical masks and PPE for situations where physical distancing is not possible.
- Ongoing discussions and needs assessments to better understand the supports that students and families may require.
- For immune-suppressed students for whom attending in-class instruction is right for them, we will work with parents / caregivers to develop a plan that provides options for learning to ensure that appropriate preventative measures are in place.
- For immune-suppressed students for whom attending in-class instruction is NOT right for them, we will work with parents / caregivers to develop options to continue their child's education at the school level or at the school district level.



### **How will the school keep parents and students informed?**

We always work hard to keep parents and families well informed in a timely manner. We will continue to communicate with our families in the following ways:

- Email (which is our primary means of communication)
- Our school's Facebook
- Our school website
- Office 365 teams (once the school year begins)

We always encourage our families to reach out and connect with us whenever they would like to. Parents can email or call the school anytime.