

CHESLAKEES ELEMENTARY SCHOOL

Box 1390, 2853 Mine Road
Port McNeill, B. C. V0N 2R0

School District #85
Vancouver Island North



“CELEBRATE LEARNING TOGETHER”

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CHESLAKEES ELEMENTARY SCHOOL COVID Health and Safety Plan

STAFF:

Before Coming to Work Procedures Each Day

- Perform a health self-assessment. If you feel unwell, do not come to work. You may perform the BC Health Check online at <https://bc.thrive.health/covid19/en>
- Staff are required to wear a mask at all times, except when sitting at their desk, or eating or drinking.

Parking/ Entry and Exit

- Staff will park in the regular parking area.
- The side door opposite the greenhouse will serve as the main entry point to enter the building for the school. The door remains locked, and if you do not have a key, please ring the doorbell and someone will let you in.
- Please allow each other to enter with adequate distance between everyone.
- Use the hand sanitization located at the entrance door, sign in, and proceed to your classroom or work area.
- Staff are not to congregate in shared areas.
- Huckleberry House daycare uses the front doors of the school building.

Bathrooms:

- There are two staff washrooms available; the two located outside the staffroom.
- Wash your hands before and after use.

Staffroom:

- Fridges can be used, please wipe the handle after using.
- Cutlery and dishes should be brought back and forth from home each day.
- Please keep your coffee cup for your own use.
- Microwaves, coffee makers, toasters and kettles must be wiped down and put away after use.
- There will only be 3 staff in the staffroom at once, even during lunch time. One person can sit at each end of the staffroom table, and one person can sit by the phone. Please leave the staff room when you are finished eating to let others transition to work.

Gym:

- The gym will not be used at this time.

Hygiene for Staff

- Staff will sanitize or wash (using soap and water) their hands when they enter the building. Staff will also regularly sanitize/wash their hands during classroom time, before and after breaks, and after touching high touch surfaces, etc.
- If staff leave the building, they are required to re-sanitize/wash their hands before leaving and upon returning.
- Handwashing signage is posted around all sinks.
- Staff will wipe down the photocopier after using it.
- If a staff member has a medical reason they cannot wear a mask, they are exempt from the requirement to wear a mask.
- There will be a full cleaning by custodial after school.
- The custodian will wipe down all high touch areas of the school between 12-1pm

Health and Safety Communication

- All previous Health and Safety procedures remain the same.
- Cheslakees School (students and staff) are one cohort. Huckleberry daycare is separate.
- Employees are to self-assess daily for COVID-19 symptoms.
- If staff are experiencing any COVID-19 symptoms, please stay home and call the health authorities at 8-1-1.

Sick Student or Staff Member

- Should a staff or student exhibit signs of Covid-19, (fever, increased coughing and sneezing, shortness of breath) they must proceed to the Isolation Room, or in the case of a staff member, go home immediately.
- If the student cannot be left alone, Jill or her alternate will go into the room with the child. Going into the isolation room requires staff to put on a mask and gloves. The students' parents will be phoned to pick-up their child. When the parent arrives the child will be taken out the closest door that involves the least amount of contact with others in the building to their parent.
- With support from 811 and the local health authorities, it may be required that Jill/alternate, have a covid-19 test and self- isolated until the results are in.
- The other students will need to move into the library until the room is disinfected

STUDENTS:

Entering the Building

- Teachers will remind parents to perform daily student health checks. Parents/guardians can use the K-12 Daily Health Check App at: <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>
- Students will line up outside on the yellow dots outside their classroom at 8:50.
- Bus students will enter the building upon arrival through Mrs. Wadhams' classroom door.
- Teachers will open the door to allow students to come in one at a time and teachers will sanitize the students hands with the spray bottle provided.

Hygiene

- Students will wash their hands several times during the day (before snacks and lunch, after bathroom breaks etc.)
- Students will have their own containers of supplies that will be marked with their names. The container will be wiped down at the end of each day.

- Toys and centers that teachers bring into the classroom will be disinfected at the end of the day.

Washrooms

- Teresa’s students use the class bathroom. Jill/Marilyn’s students use the hall bathrooms.
- The hall bathrooms have only one toilet and sink each available. The others will be blocked off/locked.
- Students use the bathroom one at a time.
- Students wash their hands in the washroom and again when they re-enter the classroom.

Lunch

- Lunch hour monitors follow entrance procedures then make their way to the classroom.
- Students eat at their table spots. No sharing lunches or heating up lunches-
- Students throw their garbage out when they wash their hands, before going outside.
- Changing shoes to go outside is done two at a time. Then students return to their table seat until everyone is ready to go out at once. Teresa’s room exits through their outside classroom door. Jill/ Marilyn use the hallway classroom door.
- Coming back to the school, children use the outside classroom door.
- Should a child need a bandaid, monitors should have them in their pocket. Should a student require first aid, first aid policy will be followed.

Place	Details
Deliveries	-Adrienne or Jill will meet the delivery driver outside and take delivery of the item.
School Office	-The door to the office will remain shut and limited the secretary and principal
Photocopy Area	-Wash your hands before and after using the photocopier -A cloth and disinfectant for wiping it down after will be in place.
Medical Room and Bathroom	-This area is off limits. It is designated as an “isolated area” for a sick child or staff member. The principal or designate will assist the child. Following safety protocols outlined.
First Aid	No children will be sent to the office or the medical room. Staff will use the small first aid kits in the classroom and the large first aid kits in the emergency backpacks if needed. Parents can be called from the classroom phone. If it is a long distance either phone the office to phone home or use your cell phone if needed.

<p>Student's Entrance Late arrival</p>	<p>-Teresa's class will use the outside classroom door. They will line up at the yellow dots marked on the school walk way. -Jill/Marilyn's class will use the outside hallway door. They will line up at the yellow dots marked on the school walk way -Late children will need to come to the classroom door or wave at the classroom window or ring the doorbell.</p>
<p>Library</p>	<p>-Students will enter the Library to choose a book, two students at a time. Teachers will use the computer and wipe it down when finished. Puzzles, toy bins and other supplies will be stored in the makerspace area. Teachers will go in and get what they need daily. Items will be cleaned before they are returned. no students in at this time</p>
<p>Storage Area with the center and art material</p>	<p>-Enter as needed.</p>
<p>Clothing</p>	<p>-each child should have a change of clothing for emergencies. Extra clothing will be kept in a Ziploc bag, with the student's name on it, inside the classroom. All other clothing will go home each day. Boots will remain on the rack outside of the classroom.</p>
<p>Dismissal</p>	<p>-children dismissed in the manner as arrival (i.e. only one at the coats and in the hallway) once their parents arrive. -Each student's hands are sanitized before they leave the building.</p>
<p>Bus routines</p>	<p>Bus students will line up in Mrs. Wadhams' classroom. The bus monitor will sanitize the student's hands before they board the bus.</p>
<p>Recess/Lunch</p>	<p>During outdoor play times students should refrain from yelling and screaming at each other.</p>