



Alternative Learning K-12  
Stage 2  
August 21, 2020

## VCS Stage 2 On-Campus Safety Protocols

**UPDATES WILL OCCUR**

### K - 12 Overall Objective

*To continue working towards the mission and vision of Vernon Christian School by Equipping students for a life of discipleship by providing excellent education in a Christ-Centred community.*

These protocols are based on materials developed by the Provincial Health Officer around risk mitigation measures for education providers.

### OBJECTIVE: At-School Safety Procedures

- To provide a consistent approach to how we manage in the building
- To provide a consistent approach to how we enforce and monitor physical distancing
- To provide a clear approach to who and how students will be monitored and supervised
- To reduce anxiety in the workplace

### Access to the School

All workers and students who have symptoms of COVID-19 **OR** have travelled outside Canada in the last 14 days **OR** were identified as a close contact of a person with a confirmed case of COVID-19 **must stay home and self-isolate** in accordance with guidance from the [BC Centre for Disease Control](#).

- 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.
- VCS will provide a [Daily Health Check Form](#) to all parents & guardians for guidance.
- **If a child has any symptoms, they must not go to school.**
- **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.
- Students or staff **may still attend** school if a member of their household has cold, influenza, or COVID-19-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 staff or any adult has any symptoms, they must not enter the school.**

### **Visitor Access/Community Use**

Visitor access during school hours will be prioritized to parents and those supporting activities that benefit student learning and well-being (e.g. public health nurses, program volunteers, etc.). VCS will keep a list of the date, names, and contact information for any visitors who enter the school.

- Appointments must be made prior to arrival.
- All visitors must perform a Daily Health Check prior to entering.
- All visitors must sanitize upon entry (sanitizer provided)
- Masks are required in all common areas (hallways, restrooms, admin offices) and are available if needed.

After hours community use groups must adhere to the health and safety protocols outlined in this document.

### **VCS Campus Cohorts**

Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. This can be accomplished in K-12 school settings through cohorts. Cohorts will be smaller in our elementary school due to the recognition that younger children are less able to consistently implement personal measures such as hand hygiene, reducing physical contact and recognizing and articulating symptoms of illness.

#### **Elementary Campus (Gr.K-6) cohorts will be comprised of no more than 60 people:**

1. Kindergarten 41 students and staff
2. Grade 1 & 2 = 43 students and staff
3. Grade 1-2 & 3-4a = 46 students and staff
4. Grade 3-4b & 3-4c = 51 students and staff
5. Grade 5 & 5-6 = 48 students and staff
6. Grade 6 = 25 students and staff

#### **Secondary Campus (Gr.7-12) cohorts will be comprised of no more than 120 people:**

1. Grade 7-9 Cohort = 108 students and staff
2. Grade 10-12 Cohort = 112 students and staff

### To Remember:

- Within the cohort minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.
- Consistent seating arrangements are encouraged within cohorts where practical.
- The composition of cohorts will remain consistent for all activities that occur at VCS, including but not limited to learning and breaks (lunch, recess, classroom changes, etc).
- Elementary Campus: students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.
- Secondary Campus: students can socialize with peers in different cohorts if they can maintain physical distance. Students must maintain physical distance when socializing with peers in different cohorts.

## Daily Schedule & Traffic Flow

### Start-time (M/W/F)

- Elementary Campus (EC): 8:10-8:20am drop-off & 8:25am bell
- Secondary Campus (SC): 8:20-8:30am drop-off & 8:35am bell

### Start-time (Tu/Th)

- EC: 8:40-8:50am drop-off & 8:55am bell
- SC: 8:50-9:00am drop-off & 9:05am bell

### Exit & Entrance Plans

- Secondary Campus (supervised by staff):
  - South entrance & portables: Gr. 7-9
  - Main entrance: Gr. 10
  - North entrance: Gr. 11-12
- Elementary Campus (supervised by staff):
  - External door use in each classroom
    - Students' personal items will be kept in the hallway cubbies after start-of-day hand washing/sanitizing is completed
    - Eating only within classroom
- **All exterior doors will be locked 10 min. after school start:**
  - EC students report to classroom door if late
  - Guests & SC Students: contact front office for access and sign-in with data collection

### Mid-day Breaks:

- Elementary - Staggered breaks:

- Break 1:
  - K-2 → EAT 10:25-10:40, OUT 10:40-11:00
  - 3-6 → OUT 10:20-10:40, EAT 10:40-10:55
- Break 2:
  - K-2 → EAT 12:15-12:30, OUT 12:30-1:00
  - 3-6 → OUT 12:00-12:30, EAT 12:30-12:45
- Secondary - Staggered breaks for each cohort:
  - Break 1:
    - Gr 7-9 Cohort 10:05-10:15
    - Gr 10-12 Cohort 10:20-10:30
  - LUNCH Gr 7-9 Cohort: 11:40-12:10
  - LUNCH Gr 10-12 Cohort: 12:15-12:45
  - Break 2:
    - Gr 7-9 1:35-1:45
    - Gr 10-12 1:50-2:00
  - Wednesday
    - Chapel 9:55-10:35
    - (staggered cohorts and/or virtual)
    - MS Lunch: 11:55-12:25
    - HS Lunch: 12:30-1:00

### Day-End Staggered Dismissal:

- Elementary Campus
  - 2:45pm:
    - Kindergarten - parents pick-up students at exterior door (physical distancing is encouraged)
    - Grade 1-2 - option to either have children proceed directly to parking lot or have parents pick up at playground
  - 2:50pm: 3-6 dismissal - students report to parent in parking lot
  - 2:45-3:00: teachers supervise & support dismissal & outdoor transition
- Secondary Campus - 3:00pm

## In the Building

### Areas of Occupancy

Students will be grouped into cohorts as outlined by the Ministry's of Health and Education. Teachers will arrange desk areas where students are seated in a way to minimize physical contact. The majority of their days will be spent in these rooms and outside with their cohorts. If appropriate, directional signage will be used to help control the flow of traffic.

#### Elementary Building

Space	Protocol	Procedure	Notes
<b>Outdoor Space</b>	Elementary students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact.  Teachers and EAs will be on site to limit physical contact.	Students will be encouraged to limit physical contact.	Outdoor play spaces such as the play field, playground, and paved court outside of the gym are safe to use.
<b>Non Essential Rooms</b>	All non essential rooms are closed.		The copier room is essential and will remain open. Please remember to spray and wipe down after each use (disinfectant has been provided)..
<b>Administration Areas</b>	Reserved for VCS staff only. Parents and students shall not enter administrative areas without an appointment.	Parents to call ahead of time to set up an appointment with administration.	
<b>Student Classroom Space</b>	Limited physical contact will be promoted while in the classroom and will be monitored by teachers and EAs.  There is no evidence that COVID-19 is transmitted on textbooks, paper, or other paper-based products. Schools can share books or paper-based educational resources		Each cohort group will remain in their classroom throughout the day, with the exception of physical education, library, bathroom use, and recess times.

	with students.		
<b>Common Areas (hallways)</b>	Limited to required transitions (bathroom, fountain, learning space, etc.)	Students maintain physical distance (2m) when indoors. If a student is unable to physically distance, the student should socialize within their learning group	
<b>Staff Room</b>	Stagger break times to prevent crowding.  No more than 12 staff members at a time. Prepare, clean the area, and leave.  <b>Wash your own dishes</b> or bring dishes from home.	Wash hands before and after preparing food.  Surfaces in this room will be cleaned daily by janitorial staff.  Leave door OPEN.	Students are not permitted in the staff room.
<b>Restrooms</b>	All washrooms will be open for use.  After using the restroom. <b>Wash hands thoroughly.</b>	Will be cleaned <b>twice</b> daily.	If possible, EA to escort primary students to the restroom, and wait in hallway.
<b>Drink Fountains</b>	Drink fountains will be open for use. Hand washing before and after is emphasized		Staff & students encouraged to bring their own bottles from home.

### Secondary Building

Space	Protocol	Procedure	To Remember
<b>Non Essential Rooms</b>	All non essential rooms are closed.		The copier room is essential and will remain open. Please remember to spray and wipe down after each use (disinfectant has been provided).

<p><b>Student Classroom Space</b></p>	<p>Students will be assigned to cohorts. Minimizing physical contact will be promoted within learning groups, being monitored by teachers as EAs.</p> <p>There is no evidence that COVID-19 is transmitted on textbooks, paper, or other paper-based products. Schools can share books or paper-based educational resources with students.</p>		
<p><b>Common Areas (hallways, Commons-room)</b></p>	<p>Students can socialize with peers in different cohorts if they can maintain physical distance of 2m.</p> <p>Non-medical masks are required by all staff &amp; students in these spaces.</p>		<p>Secondary school students are expected to be capable of consistently maintaining physical distance when it is required.</p> <p>If a student is unable to physically distance, the student should socialize within their cohort or where they can be supported to physically distance.</p>
<p><b>Staff Room</b></p>	<p>No more than 12 staff members at a time.</p> <p>Prepare, clean the area, and leave.</p> <p><b>Wash your own dishes</b> or bring dishes from home.</p>	<p>Wash hands before and after preparing food.</p> <p>Surfaces in this room will be cleaned daily by janitorial staff.</p> <p>Leave door OPEN.</p>	<p>Students are not permitted in the staff room.</p>
<p><b>Administration Areas</b></p>	<p>Reserved for VCS staff only. Parents and students shall not enter administrative areas without an appointment.</p>	<p>Parents to call ahead of time to set up an appointment with administration.</p>	
<p><b>Restrooms</b></p>	<p>All standard student washrooms will be open for use.</p> <p>After using the restroom, <b>Wash hands thoroughly.</b></p>	<p>To limit hallway traffic, one student restroom break per class is permitted.</p> <p>Will be cleaned <b>twice</b> daily.</p>	

<b>Drink Fountains</b>	Drink fountains will be open for use. Hand washing before and after is emphasized		Staff & students are encouraged to bring their own bottles from home.
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### Student Care Spaces - Additional Info

Space	Protocol	To Remember
<b>Building</b>	Enter - wash hands or sanitize - every time	<p><b>Gym:</b> OPEN, limited to cohort groups only. If multiple cohorts use the gym on a given day, cleaning will be done in between groups.</p> <p><b>Changerooms:</b> OPEN, limited to cohort groups only.</p> <p><b>EC Kitchen:</b> CLOSED</p> <p><b>SC Food Rm:</b> OPEN, limited to cohort groups only.</p> <p><b>SC Autoshop:</b> OPEN, limited to cohort groups only.</p> <p><b>SC Computer Lab:</b> OPEN, limited to cohort groups only.</p> <p><b>SC Lockers:</b> OPEN.</p>
<b>Learning and Playing</b>	<p>Physical distancing and limited physical contact practices while in the classroom will be followed.</p> <p>Limit use of frequently-touched items that can't be easily cleaned. Laminated materials will be cleaned and disinfected daily if multiple people touch them.</p> <p>Wash hands or sanitize every time upon entering the room.</p>	
<b>Outdoor Spaces</b>	<p>Outdoor exercise time is encouraged.</p> <p>Sharing of sports equipment within cohort groups only.</p>	<p><b>Playground:</b> OPEN for K-6 students during designated outdoor play times and before/after school while supervised by</p>



	Walks and running on the field are okay with monitored physical distancing.	<p>teachers/EAs.</p> <p><b>Gaga Pit:</b> OPEN, limited to cohort groups only.</p> <p><b>Sports Court:</b> OPEN for activities that do not require physical contact.</p>
<b>Eating</b>	<p>Students will eat in their designated rooms or outdoors <b>where permitted.</b></p> <p>Ensure washing of hands before and after eating, for both staff and students.</p> <p>Sharing of all food and drinks, including homemade foods like birthday treats or bake sale items, will not be permitted.</p> <p>Food waste: students and staff must put waste in the designated garbage bins immediately upon finishing lunch/snack time..</p>	<p>Do not leave food and food waste 'out in the open'. Pack away or discard in the garbage bins, and then wash hands</p> <p>Microwaves will be <b>unavailable</b></p>

## Student Management & Hygiene

### Hygiene

Hand washing is one of the best ways to minimize the risk of infection. Proper hand washing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth or to other surfaces that are touched. If a sink is not available (eg. when entering the school at the start of the day), alcohol-based hand sanitizer will be provided. Students will be required to wash hands frequently but especially:

- **Immediately upon entering the school and before leaving at the end of the day**
- Immediately after sneezing, coughing, using a tissue
- Immediately after using the toilet
- Whenever hands are visibly dirty
- When moving between different learning environment (eg. outdoor-indoor transitions)

- Before and after eating, drinking, food preparation, handling contact lenses, etc

**REDUCE THE SPREAD OF COVID-19.**  
**WASH YOUR HANDS.**

- 1**  
Wet hands with warm water
- 2**  
Apply soap
- 3**  
For at least 20 seconds, make sure to wash:  
palm and back of each hand  
between fingers  
under nails  
thumbs
- 4**  
Rinse well
- 5**  
Dry hands well with paper towel
- 6**  
Turn off tap using paper towel

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Public Health Agency of Canada Agence de la santé publique du Canada

Canada

### Physical Distancing & Limited Physical Contact

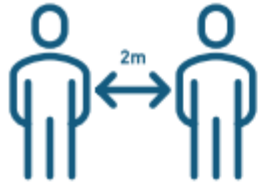
#### Elementary Students:

When interacting with peers outside of their learning groups, students should:

- Minimize physical contact when outdoors;
- Maintain physical distance (2m) when indoors. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance.

## Secondary Students:

- When interacting with their peers outside of their learning group, students should maintain physical distance (2m).
- Secondary school students capable of consistently maintaining physical distance, when it is required, are expected to do so. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance.



### What does Social Distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible

## Leaving Campus

Students with their own personal vehicle will not be permitted to leave and return to campus throughout the day. Personal appointments (e.g. medical) are exempt from this and must be communicated to their teacher for approval prior to leaving.

## Personal Protective Equipment:

Per the Provincial COVID-19 Health & Safety Guidelines for K-12 Settings, **Secondary students are required to wear non-medical masks** when in high traffic areas such as buses and in common areas such as hallways, restrooms, or anytime outside of their learning group whenever physical distancing cannot be maintained.

- VCS will provide 2 reusable, non-medical masks per student.
- If a student has their own face mask that they would prefer to wear while at VCS, they may do so provided that any graphics/illustrations on the mask are appropriate for VCS and are approved by administration.
- No student needs to wear a mask if they do not tolerate it.
- Students will have the choice to wear a mask in the classroom if that is their personal preference.

## [Guide: How to Wear a Face Mask](#)

### **If Student Develops Symptoms at School:**

Staff must:

- Immediately separate the symptomatic student from others in a supervised area.
- 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.
- Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
- Contact the student's parent or caregiver to pick them up as soon as possible.
- Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
- Once the student is picked up, practice diligent hand hygiene.
- Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).

### **Safety for Staff**

Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.

### **Physical Distancing**

- Within the cohort minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.
- If staff members from different cohorts need to meet in person, ensure there is a 2 metre space between each worker.
- Manage the flow of students in hallways and other public spaces (eg. one-way systems for restroom usage, water bottle refill).
- Assemblies and other school-wide events will occur within the cohort and will not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.).

Staff outside of a learning group must practice physical distancing when interacting with the learning group. For example, a learning assistance teacher or a counsellor can work with students from multiple learning groups, but they should maintain physical distance from students and other staff as much as possible.

In situations where staff outside a learning group cannot practice physical distancing, other measures must be explored, such as reconfiguring rooms, securing an alternate space to allow for physical distancing, installing a physical barrier made of transparent materials, or providing virtual services where possible.

### Hygiene

- Staff should remain on site and not leave during break and lunch times.
- Janitorial staff to ensure that hand washing supplies are available at all times (eg. soap, paper towels and, if needed, alcohol-based hand sanitizer).
- Follow handwashing signage that is posted at each washing station and wash hands frequently.
- **After touching shared surfaces (door handles, copier, staff fridge, etc)** please use the disinfectant spray provided and spray/wipe, and then wash your hands or use hand sanitizer accordingly. Please also remember to spray/wipe shared students resources (eg. toys, Chromebooks, etc)

### Masks/Face Shields

Staff are required to wear a non-medical mask, a face covering or a face shield + a non-medical mask in the following high traffic areas and common spaces:

- Hallways
- Commons Room
- Restrooms
- Buses

A mask must also be worn by staff whenever they are outside of their learning group and physical distancing cannot be maintained (e.g. itinerant teachers/specialists interacting with multiple learning groups). Staff can also wear a non-medical mask, a face covering or a face shield within their classroom or learning group if that is their personal preference. VCS will provide reusable, non-medical masks to all staff.

### [Guide: How to Wear a Mask](#)

### Cohorts

When staff are interacting with people outside of their learning group; physical distance cannot be consistently maintained; and none of the strategies outlined above are viable options, staff are required to wear a nonmedical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield).

## If Staff Member Develops Symptoms at Work

Staff should go home as soon as possible.

If unable to leave immediately:

- Symptomatic staff should separate themselves into an area away from others.
- Maintain a distance of 2 metres from others.
- Use a tissue or mask to cover their nose and mouth while they wait to be picked up.
- 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).
- Staff members who develop symptoms are expected to receive a COVID-19 test from the local public health authority.

## School Cleaning & Disinfecting

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. VCS will be cleaned and disinfected by the janitorial staff in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings.

This includes:

- General cleaning and disinfecting of the premises should occur at least **once** a day.
- Frequently-touched surfaces should be cleaned and disinfected at least **twice** a day. These include door knobs, light switches, toilet handles, tables, desks, chairs, keyboards and toys.  
**Teachers/EAs: Please continue to spray/wipe frequently-touched classroom surfaces throughout the day.**
- The removal of frequently touched items that are not easily cleaned (e.g., fabric or soft items, plush toys)
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.
- Limit items that are not easily cleaned (e.g., fabric or soft items);
- Empty garbage containers daily.
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.

Helpful Resources:

[Public Health Guidance for K-12 Schools](#)

[Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)

[COVID-19: Return to School](#)