



UPLANDS ELEMENTARY

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Uplands Communicable Disease Prevention Plan

This evolving document was created with information from Coast Mountain School District, the Ministry of Education, BCCDC, Northern Health and WorkSafe BC. Additional input is welcomed.

Key Messages

Ensure a healthy and safe environment for all students, families and employees. This plan was developed to make clear the protocols for all staff and students to follow at Uplands Elementary School in order to decrease the risks of transmission of communicable diseases.

Daily Health Check

- All Students and Staff are expected to self-assess their health for symptoms before entering the building each day.
- All Staff must complete the Daily Health Check (in the office) each morning.
- This can be accessed for students at <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>

Illness

- **Any student or staff member who is experiencing symptoms of a cold, flu, COVID-19, or other illness must stay home. Anyone experiencing symptoms in the building will be sent home. If you are sick, please stay home.**
- If you are ill during the day, please notify administration immediately. Administration will notify the District office.
- If staff experience symptoms of an illness, they should contact 8-1-1 and follow the advice and guidance provided
- It is expected that Parents/Guardians will assess their child each day before arriving at school. If students are sick, they must stay home
- If students are ill during the day, their parent/guardian will be called and they will be asked to come and pick up their son/daughter immediately. They will be asked to contact 8-1-1 and follow the guidance provided and follow up with the school
- Any Student or Staff member experiencing symptoms should self-isolate and contact either 8-1-1 or Northern Health at 1-844-645-7811.
 - If testing is required, instructions will be given.

- If testing is NOT required, individuals can return to school **once their symptoms are gone.**
- **Anyone who has travelled outside of Canada or been in contact with someone who has COVID-19 must follow the guidance from Public/Northern Health before returning to school.**

Accessing the Building

- All Staff must enter the building through the main entrance
- Upon entering the building, all staff and students must wash their hands
- Staff must notify the office that they are present and sign in
- Visitors are limited to those that are supporting activities that are of direct benefit to student learning and wellbeing (e.g. teacher candidates, meal program volunteers, etc.)

Students Arriving at Uplands

- If students are sick or have any symptoms, they need to stay home from school. If symptoms develop while they are at school, parents/guardians will be contacted immediately. The student will wait for parent pickup in the first aid room off the main office. Students will be given a mask to wear. When a parent/guardian arrives, staff will escort the student to the front entrance where they will meet their parent/guardian outside of the building.
- Students should not arrive at Uplands before 8:45.
- Supervision will begin at 8:45, monitoring entry doors and line ups.
- Students will line up outside their mudroom doors when they arrive in the morning.
- We will limit the number of students in the mudrooms at one time.
- If any of symptoms appear during the school day, the child will be placed in our first aid room and a parent/caregiver will be contacted to come to the school to pick up the child. **Any student or staff member who is sick or becomes sick will be given a mask to wear until they can be picked up or until they are able to go home.**
- Students will wash their hands as soon as they enter their classroom.

Accessing the Main Office

- Only one person can enter the front office at one time.
- All staff must wear masks at all times in the office

Hand Washing/Hygiene

- All staff and students must wash their hands immediately upon entering the building.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Water fountains will be available however students are strongly encouraged to

- bring a water bottle to school. Cups are also available in the office.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands afterwards.
 - Students and staff should wash their hands frequently as well as before eating, after lunch...
 - Hand washing should occur:
 - When they arrive at school and before they go home
 - Before eating and drinking
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Whenever hands are visibly dirty
 - Before and after moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom, etc.)

Student Washroom Use

- Students will use a wait system in the hallway, standing on a marker if the washroom is full

Physical Distancing

- All students and staff are reminded to respect the personal space of others in the school
- Avoid close greetings such as hand shakes, hugs, etc.
- Hallways are divided and arrows indicate the direction to walk
- In the hallways, walk single-file on the right side of the hallway (follow the arrows).
- Staff should proceed to their work space (classroom/office) as quickly as possible
- Avoid congregating in hallways or areas that others need to walk through
- Only two people should enter staff prep. rooms at a time
- There should be no more than **6** staff in the staffroom at any one time
- Students should eat at their desks and take all breaks outside
- Arrange desks/tables so students are not facing each other, if possible
- Use consistent assigned seats
- Incorporate more individual activities that encourage spacing between students and staff

Classrooms

- All staff must wear a mask (see Personal Protective Equipment section).
- All students K-6 must wear a mask (see Personal Protective Equipment section).
- Physical contact should be avoided at all times
- Maximize space between people
- Limit or, where possible, avoid close, prolonged face-to-face interactions
- Spread out as much as possible in the available space
- Limit or, where possible, avoid face-to-face seating arrangements
- Students should have consistent seating arrangements, when practical

- Some manipulatives may not be able to be cleaned often or at all (e.g. sand, foam, playdough, etc.). These items can still be used, if hand hygiene is practiced before and after use

Physical Education

- Create space between students and staff
- Spread out as much as possible
- Outdoor activities/programs are encouraged as much as possible
- Staff is required to wear a mask during indoor PE classes, when indoors and no barrier is present
- For High Intensity activity involving movement, the activity should be designed and delivered in a way to reduce physical contact beyond brief moments
- Wearing masks during High Intensity Physical activity is left up to the students' personal choice
- For low intensity physical activity (e.g. yoga, stretching, walking) students are required to wear a mask when they are indoors and a barrier is not present.
- Teachers should plan activities that DO NOT involve prolonged physical contact
- Plans should be adapted to reduce physical contact
- **Hands must be washed before and after PE classes**
- **NOTE – High Intensity Activity** involve sustained heavier breathing and an elevated heart rates

Music Class

- K-12 staff and students in Grades K to 12 must wear masks when indoors. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing.
- Students and Staff should have as much space between them as the space allows
- **Hands must be washed before and after Music classes**

Barriers

- Hallways will have a line down the middle and arrows indicating the flow of traffic
- There will a barrier in the Office keeping staff/students a physical distance from the secretary
- There will a barrier in the Library keeping staff/students a physical distance from the Teacher Librarian and/or Library Assistant for book sign out

Occupancy Limits

- Recognize and follow the occupancy limits posted on individual rooms and spaces throughout the building.

Cleaning, Disinfecting, and Sanitizing

- A cleaning schedule of high-traffic areas/ frequently-touched surfaces will be followed during the day.
- There will be NO sharing of supplies. This includes such things as pens, pencils, water bottles, snacks/food, etc.
- Clean and disinfect highly touched surfaces once a day and when visibly dirty (e.g. door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Frequently touched surfaces including: doorknobs, light switches, railings, bathroom areas, tables, desks, chairs, etc. will be cleaned once per day

TTOC's

- If you are going to be absent, please ensure that you designate a workspace in your classroom for the TTOC.
- Please ensure that this space maintains their ability to maintain physical distancing.
- Designating separate workspaces will help minimize the shared space within the classroom.
- This designated space should be suitable for their work during the day.
- As there is no sharing of supplies, (e.g. whiteboard markers, pen, etc.) a separate set of supplies or materials for TTOC's should be left on the designated workspace. These should be clearly labelled for someone coming into your classroom. If additional supplies (e.g. whiteboard markers, pen, etc.) are needed, please contact the office

Lunch

- Lunch will be staggered to prevent crowding during class transition times.
- It is suggested that staff and students, not leave the building during the day for such things as lunch, etc.
- If a student or staff member leaves, they must follow the entry routine again when returning to the building.
- All students will be encouraged to bring their snack and lunch from home.
- Microwaves, kettles, etc. will **NOT** be available for students anywhere in the building

Lunch – 12:00-1:00

- 12:00-12:28 - half of the students/classes play first while half eats first
- 12:32-1:00– vice versa
- There will be a 4-minute transition between the two groups

Beginning of the Day/End of the Day

- Students will line up as normal in the AM at their individual mudroom doors while maintaining physical distancing.
- Classes will be staggered entering and leaving their individual mudrooms to allow for physical distancing, prevent crowding, and prevent physical contact
- **There will be NO MORE than one class in a Mudroom at a time.**

- Older students may be allowed in first, as the expectation is that they will be faster in and out of the Mudroom.
- **NO** activities should occur in the mudroom other than changing of footwear, removing or dressing in outside clothing, and taking student belongings to class or from school.
- Students and parents/guardians should not arrive before 8:45 AM and should leave the school grounds as close to the end of school, as possible.

Shared Spaces

- There are a number of spaces within the building that will be shared by multiple cohorts throughout the day.
- These include the Hallways, Music/Band Room, the Library, the Computer lab, Learner Support Rooms and the Gym.
- **Before and after students and/or adults use shared spaces, they must wash their hands.**

Personal Protective Equipment (PPE)

- All staff, adult volunteers and visitors, and all Grade K to 12 students should wear a non-medical mask or face covering (a “mask”) **at all times indoors in schools, including while at their desks, and on a school bus**, subject to the exceptions noted below.

Exceptions – The recommendations above should not apply as follows:

- To a person who is unable to wear a mask because they can not tolerate it (for health or behavioural reasons);
- To a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.);
- If a person is eating or drinking;
- If a person is behind a barrier;
- While providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment), where visual cues, facial expressions and/or lip reading/movements are important.

Bus Transportation

- Staff, adult volunteers, and all Grade K to 12 students **should wear a mask at all times while on a bus**, subject to the exceptions noted below.

Exceptions – The recommendation above should not apply as follows:

- To a bus driver while driving;
- To a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);

- To a person unable to put on or remove a mask without the assistance of another person;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- While eating or drinking.

First Aid Attendant

- Our First Aid attendant is still available if needed, however there are protocols around their safety and the use of PPE while performing First Aid
- Unless it is an emergent, serious issue, they will NOT be called to perform First Aid for students
- All classrooms will have stocked first aid supplies – bandages, wipes.

Student Belongings

- We will minimize the amount of supplies and materials coming to and from school.
- The water bottle refill station can be used by students and staff throughout the day.
- Please do not bring any additional items (e.g. toys, sports equipment, etc.) to school unless you have checked with school staff first.

Shared Materials

- There will be NO sharing of supplies. This includes such things as pens, pencils, water bottles, snacks/food, electronic devices, etc.
- There will be NO shared equipment (e.g. music equipment, etc.) unless it has been sanitized between uses
- There will be NO sharing of food or drinks
- Personal items, student and staff, should be labeled and NOT shared with others
- Before using frequently touched items (toys, manipulatives, tec.) proper hand hygiene should be practiced
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children

