

Back to School 2020 Procedures

August 30, 2020

Health and Safety of All Schools in SD 23 Central Okanagan Public Schools

Getting ready for school – 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. If a child has any symptoms, they must not take the bus or go to school. Please see [HERE](#) for a sample of a daily check we ask you to consider each day before arrival.

Riding the bus – Students must practice physical distancing while waiting for the bus. Students should have their own seat and follow the assigned seating plan for their bus. When bus seating requires students to sit next to each other, students should wear a mask and avoid personal contact.

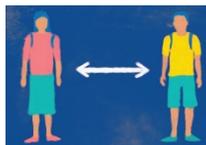
Entering the school – Use the appropriate drop off points and appropriate entrance specific to your school. When students arrive at school, they must wash their hands or use a hand sanitizer station. Schools are closed to adults unless they have an appointment or invitation from administrators.

Learning groups – Students must stay with their learning group throughout the day to limit interaction with other students, especially in common areas and during breaks.

Hygiene throughout the day – Students should perform hand hygiene before and after breaks, eating and drinking, using shared spaces (eg. gym, library, playground), using the washroom, after sneezing or coughing, and whenever hands are visibly dirty.

Feeling sick – If a student feels sick or shows any symptoms during the school day, they must report to the office and staff will follow protocols for isolating the student and returning them home.

Physical distance – Students must keep 2m away from those outside their learning group. Do not share personal items such as food, school supplies, or clothing.





Health and Safety at Chief Tomat Elementary School

Dear CTE families,

We hope that you had an amazing summer full of fun, relaxation, and sunshine. Thank you for your patience and understanding as we plan the return to in-class learning at Chief Tomat Elementary School.

This letter is intended to provide you with information regarding the return to in-class learning at our school. Although the information provided below is intended to inform parents as to our plans this year, please understand that changing circumstances may require us to change routines and procedures. We will work hard to communicate any changes to you in a timely manner.

In June, we successfully provided a safe learning environment for students and staff while modeling kindness, empathy, dignity, and respect. We also were committed to helping our students learn to be safe through this moment in time, and we want your children to continue to have strong connections and relationships to the adults and other students at our school. We are committed to helping your child gain the skills, understandings and competencies outlined in the BC curriculum. Your child's learning and the safety of your child, your family and our staff, is my foremost priority. We continue to uphold these goals as we welcome your children back to CTE this September.

ORIENTATION WEEK - SEPTEMBER 8-11

The Ministry of Education has delayed the school year to help facilitate an orientation week.

- Sept. 8 & 9 - School staff meet to learn how the new safety measures work at CTE (no students)
- Sept. 9 - At the end of the day, families will receive an email from CTE teachers identifying their child's new teacher and their child's learning group.
- **Students with Last Names A-K orientation day is: THURSDAY, SEPT. 10th 8:30 - 2:30**
- **Students with Last Names L-Z orientation day is: FRIDAY, SEPT. 11th 8:30 - 2:30**
- Sept 10 - 11 - Students will be welcomed back to school for an orientation in which they will:
 - meet with teacher, classmates, and learning group members
 - practice their new routines
 - learn how to safely move around from class to outside and common areas
- Sept 10th Kindergarten mini sessions will begin based on the schedule sent to families last week. Please call the office at 250-870-5127 if you have questions.



HEALTH & SAFETY CONSIDERATIONS

Routine Daily Health Self-checks

- Parents & caregivers are to answer the following questions in the morning before coming to school. If answers to any question are 'yes,' please keep your child home, self-isolate, & seek care from a health-care provider.
 - Does your child have the symptoms of a common cold, influenza, COVID-19, or other infectious respiratory disease?
 - Has your child been outside Canada in the last 14 days?
 - Has your child been identified as a close contact of a confirmed case or outbreak?
- School staff & other adults are responsible for conducting daily self-checks prior to entering the school.

Allergies & Other Considerations

- Students & staff experiencing seasonal allergies which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience a change in their symptoms, they should see their health-care provider. Please connect with Mrs. Kaupp if your child experiences seasonal allergies.
- Students or staff may still attend school if a member of their household has a cold or influenza, provided the student or staff is asymptomatic.

Staff or Students Developing Symptoms at School

If a staff member or student develops symptoms at school, arrangements will be made to send the person home (ie, call child's parent). If a student is waiting for a ride, they will be brought to a location away from other students where they will wait with Mrs. Kaupp.

SCHOOL DAY PROCEDURES

Before you go...

- **Drop off should be no earlier than 8:15 am** – Please use our "Kiss and Go" drop off lane or drop off your child(ren) on East Boundary Road. Students will line up outside in designated areas with their classmates at 8:25am. Our staff will help all students learn where their line up spot is during the first week of school.
- Please send your child each day with:
 - A water bottle
 - Suitable, healthy snacks and lunch
 - Clothing appropriate for the weather



- Any personal items (ie food) brought from home will be for individual use only. Teachers will develop classroom structures to ensure that these items are not shared.

DAILY ENTRANCE PROCEDURES

- With their classroom peers and teacher, students will line up outside in their designated areas minimizing physical contact before entering the school.
- Staff will bring students into school using specific doors and staggered entry in an organized manner. Students will sanitize their hands when in the school before engaging in any learning activities.
- Students will sanitize their hands routinely throughout the day as scheduled by teacher and supervising staff
- Students' access to classroom cubbies will be staggered so to minimize physical contact.
- Students will learn to follow floor signage to walk down the hallway with their class and to wait outside a washroom as needed.
- Visitors will be limited and will be asked to schedule visits. Visitors will be informed of all health and safety procedures and routines and expected to perform these routines when they enter the building.
- Classes will enter the building ONLY with their teachers or staff and in a specific order to facilitate immediate hand washing

OTHER HEALTH AND SAFETY DETAILS

- Through the day, access to hallways will be limited to classes moving together, bathroom breaks, and essential travel. Students and staff will follow floor signage and schedules.
- Washrooms routines and procedures will be taught to students during the first week of school and throughout the year as needed.
- We will encourage physical distancing and hand washing routines through frequent, kind, and gentle reminders.
- There will be extra custodial staff on-site for regular general cleaning and disinfecting of the premises which will occur at least once a day, and frequently touched surfaces are cleaned and disinfected at least twice a day.



RECESS & LUNCHTIMES

- Recess and lunchtimes will be staggered with fewer learning groups outside at scheduled times. [Learning groups](#) will be supervised to minimize possible contact between students in different learning groups.
- Our back CTE campus will be divided into play stations with 1 learning group assigned to the station during each break. Stations will be rotated each day so students have an opportunity to play at each station.



- Students will have access to outdoor equipment, such as soccer balls. This equipment will be cleaned on a regular basis. Students will sanitize hands before and after outdoor times.
- Adult supervisors will be outdoors to support students.
- At this time, our 'hot lunch' program including our PAC pizza Wednesdays, will not be offered until we receive approval from our district administration. Thank you for your patience.
- Breakfast Club: We will offer a 'grab and go' prepackaged light breakfast. This service will begin September 14, 2020.

NON-MEDICAL MASKS

Elementary school students are not required to wear a mask. Parents may choose to have their child wear a mask at school. Staff working with multiple learning groups will wear masks.



FAMILY ENGAGEMENT CONSIDERATIONS

Parents are always welcome to be involved at Chief Tomat Elementary. Given these unique circumstances, we ask that parents support students and staff by honoring the following expectations:

- Our school building will remain **CLOSED** to parents for the health and safety of all.
 - Doors will remain locked throughout the day
- Our families are welcomed to wait in the line-ups on the first few days of school. Thank you for practicing physical distancing.
- **ALL** communication with teachers or the office should be through email or telephone
- ***If you would like to schedule a meeting with a staff member or Mrs. Kaupp, please call the office and we schedule a time that works for you.***
- If you need to drop-off late or pick-up early, please pull into the 'Kiss and Go' round-a-bout at the front of the school and call the office to wait for someone to come out and meet your child. We will ensure your child sanitizes their hands before entering the classroom.

We are committed to closely follow the guidelines and framework established by our Ministry of Health and Ministry of Education. We will continue to strive to provide a safe learning environment for students and staff while modeling kindness, empathy, dignity, and respect. Again, the safety of your children, our families and our staff is my foremost priority.

Sincerely,

Michelle Kaupp

Principal, Chief Tomat Elementary School