

*“Vedder Bears have kind hearts and curious minds.”*

Mrs. Tracy Wagner – Principal

Mr. Brad Hagkull – Vice-Principal

**Vedder Elementary School  
COVID-19 Safe Work Instructions and Protocols  
Stage 3 of the BC K-12 Education Restart  
May 29, 2020**

**Overview:**

The first priority from the [Ministry of Education](#) is health and safety of staff and students based on information provided by [British Columbia Centre for Disease Control](#). This includes the foundational health and safety requirements including, but not limited to, legislation, professional standards, and [trauma-informed practice and social emotional lens](#).

All staff working in schools will adhere to the standards, guidelines and direction from the Provincial Health Officer (PHO) and WorkSafeBC and must be able to practice:

- proper procedures as outlined by the Provincial Health Authority (i.e. hand washing, coughing/ sneezing into elbows, not sharing items), and
- social distancing of 2 metres (6 feet).

All students able to practice the following where possible, except students with diverse or unique needs will follow the process under [student services guidelines](#):

- proper procedures as outlined by the Provincial Health Authority (i.e. hand washing, coughing/ sneezing into elbows, not sharing items), and
- social distancing of 2 meters (6 feet).
  - For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.
  - Adolescent children should physical distance themselves where possible when outside the family unit or household.

**Guiding Principles for developing Health and Safety Procedures:**

As outlined by the BC Centre for Disease Control, the following are infection prevention and exposure control measures to help create a safe environment for students and staff. The measures outlined below are guiding principles to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

<b>Risk Reduction/ Control Measures</b>			
<b>Most Effective</b>	<b>Public Health Measures</b> <ul style="list-style-type: none"> <li>• actions taken across society at the population level to limit the spread of the SARS-CoV-2 virus and reduce the impact of COVID-19.</li> </ul>	<b>Examples include:</b> <ul style="list-style-type: none"> <li>✓ Orders from the Provincial Health Officer (PHO)</li> <li>✓ Improved testing</li> <li>✓ Contact tracing</li> </ul>	<b>At Vedder:</b> <ul style="list-style-type: none"> <li>✓ Following guidelines provided by PHO</li> <li>✓ Created Work Safe Plan for VES</li> <li>✓ Documenting attendance in building to assist in potential contact tracing</li> </ul>

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	<p><b>Environmental Measures</b></p> <ul style="list-style-type: none"> <li>changes to a person’s physical environment that reduce the risk of exposure</li> </ul>	<p><b>Examples include:</b></p> <ul style="list-style-type: none"> <li>being in outdoor spaces</li> <li>ensuring good ventilation and air exchange</li> <li>using visual cues for maintaining physical distance</li> <li>erecting physical barriers where appropriate</li> <li>frequent cleaning and disinfection.</li> </ul>	<p><b>At Vedder:</b></p> <ul style="list-style-type: none"> <li>Increased time outside</li> <li>Windows and doors will be opened more frequently</li> <li>Fan added to larger SN washroom</li> <li>Social distancing posters posted around school</li> <li>2m poster challenge for students</li> <li>Chalk circles/cones used to mark waiting space outside classroom doors (for entry to classrooms)</li> <li>Front office window and door closed</li> <li>School will be deep-cleaned and disinfected daily</li> <li>high-touch surfaces will be cleaned and disinfected at least twice daily</li> </ul>
	<p><b>Administrative Measures</b></p> <ul style="list-style-type: none"> <li>measures enabled through the implementation of policies, procedures, training and education</li> </ul>	<p><b>Examples include:</b></p> <ul style="list-style-type: none"> <li>health and wellness policies</li> <li>decreased density in classrooms</li> <li>staggered schedules</li> <li>using virtual learning opportunities</li> </ul>	<p><b>At Vedder:</b></p> <ul style="list-style-type: none"> <li>site Work Safe Plan (WSP) in place</li> <li>all staff trained in SD33 policies and prepared to teach and reinforce them with students and families</li> <li>WSP communicated to families</li> <li>maximum of 50% of students in school (Mon.-Thurs)</li> <li>staggered recess and lunch (Primary/Intermediate)</li> <li><b>students enter through classroom doors only</b></li> <li><b>no non-SD33 employees will be allowed access to the school.</b></li> <li>Adult entry and exit access limited to front doors</li> <li>remote learning on Fridays</li> </ul>
	<p><b>Personal Measures</b></p>	<p><b>Examples include:</b></p> <ul style="list-style-type: none"> <li>maintaining physical distance/minimizing physical contact</li> <li>washing your hands frequently</li> <li>coughing into your elbow</li> <li>staying home from work if you are sick.</li> </ul>	<p><b>At Vedder:</b></p> <ul style="list-style-type: none"> <li>social distancing of 2 metres between adults/adults and adults/students</li> <li>students will be taught to minimize physical contact with their peers</li> <li>students and staff will wash hands upon entry and when leaving the school, every time we enter or leave a room, before and after eating or handling food, after using the washroom</li> </ul>

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<b>Least Effective</b>			<ul style="list-style-type: none"> <li>✓ Hand sanitizer will be available for use in portables</li> <li>✓ respiratory etiquette will be taught and reinforced</li> <li>✓ <b>parents will assess their child’s health and staff will self-assess, using the Covid-19 symptom assessment tool, EVERY day – if anyone is sick, they will stay home.</b></li> </ul>
	<b>Personal Protective Equipment</b>	<b>Examples:</b> <ul style="list-style-type: none"> <li>✓ gloves</li> <li>✓ masks</li> </ul>	<b>At Vedder:</b> <ul style="list-style-type: none"> <li>✓ staff will use gloves when outlined in a student’s Personal Care Plan, IEP or Safety Plan.</li> <li>✓ Gloves will be used when administering First Aid</li> <li>✓ Masks are a personal choice – any staff or students who choose to wear one will be treated with respect.</li> </ul>

**Additional Administrative Measures Information:**

**1. Physical Distancing and Minimizing Physical Contact**

Physical distancing (e.g. maintaining a distance of 2 metres between two or more people) is challenging in a K-12 school setting, particularly with younger students. As such, it is reasonable to establish different expectations for varying age levels and activities. Younger students should be supported to have minimized physical contact with one another, while adults should seek to maintain a safe physical distance whenever possible.

The following physical distancing strategies will be implemented where possible at Vedder Elementary:

- ✓ No high-fives, handshakes, opening car doors for students
- ✓ Students will be regularly reminded about keeping their “hands to yourself”
- ✓ The number of students in a space will be limited
- ✓ classroom and learning environment configurations have been altered to allow distance between students and adults (e.g. different desk and table formations).
- ✓ We will have staggered recess and lunch times:
  - **Recess:**  
9:20-9:35. – **Primary**  
9:40-9:55 – **Intermediate (including Richardson and Irving)**
  - **Lunch:**  
11:25 - 11:55 – Play outside – **Primary**  
11:55 – 12:10 – Eat – **Primary**  
11:25-11:55 – EAT – **Intermediate**  
11:55-12:25 – Play outside – **Intermediate**

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- ✓ Staggered arrival times: buses arrive at different times - parent drop off is in front
- ✓ We will be using entry via many classroom doors to spread students out around the school
- ✓ Teachers will be taking students outside more often. (dress to be outside)
- ✓ physical health and education will take place outside as often as possible
- ✓ Playgrounds will be open starting June 1 (Gagaball Pit and hockey will be closed)
- ✓ Playgrounds are a safe environment – students will wash hands before leaving the school to play outside and again upon re-entry to the school.
- ✓ Teachers will be incorporating more individual activities or activities that encourage more space between students and staff.
- ✓ group activities will be adapted to minimize physical contact and reduce shared items.
- ✓ The flow of people in common areas, including hallways and bathrooms will be closely monitored.
- ✓ Parents and caregivers and other non-staff adults will not be permitted to enter the school.
- ✓ If a non-employee NEEDS to enter the school, they will do so by phoning the school, asking for entry via the front doors. They will be escorted by an Administrator to ensure they understand and follow the health and safety protocols in place at the school.
- ✓ There will not be any Assemblies and other school-wide events until further notice.
- ✓ PAC meetings will be held virtually via Zoom.

## 2. Student Transportation on Buses

Buses used for transporting students should be cleaned and disinfected according to the guidance provided in the [BCCDC's Cleaning and Disinfectants for Public Settings document](#). Additional measures will be taken, including:

- ✓ students will sit in their own seat.
  - Students will be separated side-to-side and front to back.
  - Students from the same household can share seats if space is limited.

## 3. Entering and Exiting the School

- School hours will be the same: 8:04am-2:00pm
- All school doors will be closed until 8:04a.m.
- Buses will run as they have all year
- **Please do not send your child to school early.**
- **Please arrive on time, at 2pm, to pick your child up at the end of the day** and leave the school property promptly.
- Green line parking lot drop off will still be running but **we will no longer be able to open or touch vehicles** when we are greeting the children. ☹

### • **When outside waiting for school to start:**

- **Adults please maintain 6-foot social distance from everyone other than you own family members**
- Students will need to maintain minimal physical contact between themselves and other children (no longer a need for them to maintain 6-foot social distance between children)

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- **Children will enter through their classroom door only.**
- **Students will not line up outside classroom doors.** They will remain spread out away from the school and approach one of the many **chalk circles** that will be drawn on the cement outside their classroom. They will **wait for a turn to pick a circle to stand in.** On rainy days, there will be **cones** outside classrooms.
- **The classroom teacher will call students in to the classroom one-by-one.**
- **NO ADULTS (aside from SD33 staff) will be permitted to enter the school.**
- If an adult NEEDS to enter the school, they will go to the front door, phone the school to gain entrance then they will be greeted by a staff member and escorted through the building. They will also need to follow all the site health and safety regulations.
- **Students will leave the school via their classroom doors only.**

**Other ways to ease students’ return to school:**

- ✓ Parents, please ensure you **pack your child’s snack and lunch for them to bring TO school.** In order to limit the amount of people coming to the building, we really want to stress the need to **PACK your child’s food instead of dropping it off later in the day.**
- ✓ **Students should bring:**
  - **water bottle** (fountains closed, bottle refill stations open)
  - **supplies**
    - only what they need (pencil case, lunch box)
    - items will be stored in a bin on your child’s desk
    - children will not be allowed to share supplies with their peers
    - If you need supplies, please email your child’s classroom teacher)
  - **snack, lunch** (no sharing food – **lunch program is not running!**)
- ✓ Dress children appropriately for the outside weather – we WILL be OUTSIDE OFTEN!!!!!! (even if it’s raining)
- ✓ Wear close-toed footwear – we will be outside and active often
- ✓ No inside shoes needed for the remainder of the school year
- ✓ Apply sunscreen prior to heading to school – staff cannot touch kids to help them apply it
- ✓ Ensure your child can independently open and close lunch items and put on and take off clothing items.
- ✓ The school will not be used for community related events unless determined essential by the Board.
- ✓ Employees and students will not be sharing personal items (e.g. electronic devices, writing instruments, etc.).

**Additional Personal Measures:**

**1. Stay Home When Sick**

- ✓ **All students and staff who have symptoms of COVID-19, OR travelled outside Canada in the last 14 days, OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.**
- ✓ **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**

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- ✓ Parents will need to carefully assess their children each day for the following symptoms:
  - Coughing                      Fatigue                      Sneezing                      Headache
  - Fever                              Chills                              Sore throat                      Aches and pain
  - Difficulty breathing      Diarrhea                      Feeling unwell                      Nausea/vomiting
- ✓ **If children exhibit ANY of these symptoms, they are to stay home or will be sent home.**
- ✓ **If a student becomes sick at school**, a school Administrator will escort the child to an **isolation room** and supervise them until they are picked up by their parent. The child’s parent will be phoned immediately, and the child will be **sent home as soon as possible**.
- ✓ **If you are unsure about your own or your child’s health:**
  - practice self-isolation and use the BC COVID-19 Self- [Assessment Tool](#).
  - contact 8-1-1, or the local public health unit to seek further input
  - Parents and staff may contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.
- ✓ **Staff and students who are ill, including children of essential service workers, will not be permitted to attend school (Note: Students and employees should stay home until deemed healthy to return).**

## 2. Hand Hygiene

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs easily, from objects, surfaces, food and people. **Everyone should practice diligent hand hygiene. Parents, caregivers and staff should teach and reinforce these practices with their children/students.**

### **How to practice diligent hand hygiene:**

- ✓ Wash hands with plain soap and water for at least 20 seconds.
- ✓ Antibacterial soap is not needed for COVID-19.
- ✓ alcohol-based hand rub will be available for use in the portables
- ✓ If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- ✓ To learn about how to perform hand hygiene, please refer to the [BCCDC’s hand washing poster](#).

### **Strategies to ensure diligent hand hygiene:**

- ✓ Staff and students will wash their hands upon entry of the school.
- ✓ Alcohol-based hand rub dispensers will be provided in portables
- ✓ Everyone will wash their hands upon entry, when leaving or entering a new room, before and after eating, after using the washroom, and prior to leaving the school.
- ✓ posters have been put up to promote the importance of regular hand washing

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- ✓ staff and students will be regularly reminded about the importance of diligent hand hygiene.
- ✓ additional hand hygiene opportunities will be incorporated into the daily schedule.
- ✓ Staff will assist younger students with hand hygiene as needed.

### **3. Respiratory Etiquette**

- ✓ Students and staff should:
  - Cough and sneeze into their elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
  - Refrain from touching their eyes, nose or mouth with unwashed hands.
  - Refrain from sharing anything that could lead to transmission through the respiratory system and eyes.
- ✓ Cloth or homemade masks are not recommended, particularly for children. There is limited evidence outside of health care settings and only in uncontrolled situations where physical distancing between adults cannot be maintained for extended periods of time (greater than 15 minutes with a person who has probable or lab confirmed COVID-19).
- ✓ **Wearing a mask is a personal choice. It is important to treat people wearing masks with respect.**

### **4. Personal Protective Equipment**

Personal protective equipment (PPE), such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. *They should only be used when all other controls fail (e.g. only used when other control methods cannot reduce the risk to a low enough level).*

- Based on strict hygiene and public health procedures at our sites (physical distancing, hand washing, respiratory etiquette and enhanced cleaning of high touch surfaces) the risk of exposure is minimal.
- Instruction area is set up and strongly supported by the above procedures
- Gloves do not protect from COVID-19, good handwashing practices do.
- The virus does not enter through your skin it enters through the respiratory system and eyes.
- Gloves can offer a false sense of security. Inadvertently touching your face with a dirty glove ***is worse*** than touching your face with recently sanitized hands

#### **Please note:**

- **Parents or caregivers must keep their child at home if their child is sick, until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved**
  - Parents may be requested to provide school administration with documentation from a health care professional clearing their child of COVID-19 before returning to school.

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**Students with Diverse Needs**

- **Full day support to students with diverse needs will be limited to children of essential service workers and SD33 staff**
- *Managing students with complex behaviours, on a delegated care plan or experiencing a health emergency may require staff to be in close physical proximity with the student. **No additional personal protective equipment is required (for reducing COVID-19 transmission) beyond precautions regularly taken or previously identified for the use with a specific student.** COVID-19 Public health Guidance for K-12 School Settings (page 8)*
- **More information about COVID-related mask use is available on the [BC Centre for Disease Control website](#).**