

Site-specific COVID-19 SAFETY PLAN details: Cowichan Secondary

Feb. 26th, 2021

- Student drop-off and pick-up details:
 - We have mixed grade classes and no lockers are being used. Students are requested to enter the school through the door nearest their classroom to limit passing in hallways.
 - No building access without an appointment other than staff or students. A sign is placed in front of the main entrance asking anyone to phone before entering.
 - Classroom doors will be open 15 minutes prior to the classes beginning. This will allow students to flow in as they arrive and not bunch in the hallways.
 - Morning supervision is asking students to make their way directly into their classrooms or to take a walk around the school grounds so they are not bunching at the doors or spending time in hallways.
 - At the end of the day students are being asked by supervision to not bunch up, and to head directly home.
 - Students are dismissed at lunch and at the end of the day staggered every 5 minutes in groups of cohorts to ensure safe flow of traffic without congestion.
- Common area occupancy limits (additional posted in each area):
 - Office – 1 per work station + 2 additional people
 - Counselling – Counselling Office Staff + 4
 - Staffroom - 15
 - Copy room (office) – 2
 - Copy room (library) - 2
 - International Office – International Staff + 2

- Homestay Office – International Staff + 2
- Room 20 - 5
- Gibbys Café - 11
- Room 29 office – 5
- Room 29 – 12
- Room 39 – 4
- Room 105 – 17
- Library - 35
- Room 231 – 2
- Staff restroom main floor - 1
- Staff restroom main floor – 1
- Staff restroom second floor – 1
- Staff restroom second floor – 1
- Room 205 chemical storage – 2
- Annex meeting room – 2

- Location of ‘Separate Supervised Waiting Area’ (ex. for sick student to be located while waiting for a parent pick-up):
 - Extra administrative office in the office.

- Any specific situations or protocols for interacting or completing work at the site:
 - 1. Parent or outside agency meetings
 - a. Only by appointment
 - b. Daily health check required
 - c. Hand hygiene before and after
 - d. Mask required

- e. Sign in
 - f. Remain physically distanced
 - g. Sanitize all tables/chairs used
2. Identify items used by multiple staff members
- a. Photocopiers
 - b. Copy room supplies (ex. Paper cutter, staplers, etc)

-Hand sanitizer and isopropyl disinfectant will be in the room with directions posted reminding of disinfecting following use.

- Other
 - Hand wash stations have been supplied throughout the site
 - Additional hand sanitizing stations have been placed at entrances
 - Hand sanitizer in each classroom.