

## Site-Specific Safety Plan Details-February/2021

Site name: École Mount Prevost Elementary

### **1. Occupancy limits for any shared or common work areas:**

Occupancy limits: Office-7, Workroom-3, staff washrooms-2, student washrooms 3 upstairs and 4 downstairs, supply room-3, boardroom-4, staffroom-8, elevator 1, gym- 60 ( as long as you are with your class or your cohort). Stairs and hallways have arrows and stickers to direct physical distancing.

### **2. Directions for Student Pick-up, Drop-off and entry to reduce gathering and congregation:**

Entry and Exit for students with their classes:

West Door...Div. 14/16

Front Doors... Div. 7 and Div. 8 and Div. 17, 12

Back Door...Div. 15, 5, 11, 9, 10, 4

South Door...Div. 18, 6, 13, 2, 3, 1

\*The order of entry is by the first class on the list when more than one class is ready at the same time. Classes stagger their exits at the end of the day.

\*Reminders to staff to social distance when on supervision outside and to remind students to keep physically distanced when not with their learning group and to minimize physical contact.

\*Bus line-ups...we have fewer students than normal. Students line up behind cones and are required to have no physical contact.

\* Encourage parents to use Evan's Field rather than school parking lot for pick-up and drop-off.

\* In the morning, parents are asked to stay physically distanced if they need to stay on the school grounds and to remain away from line-ups and the building entryways. At the end of the day, parents are asked to physical distance if on the school grounds and to leave space for classes to exit the building safely. They are asked not to linger at the school.

Visitors must have an appointment before entering the building. Staff member must greet and review safety protocols with the visitor at the front door before they go to a designated meeting location.

Recess for Div. 1-7, 17 and 18 is from 11:05-11:50 and for Div. 8-16 is from 12:05-12:50.

### **3. Indoor areas that lack capacity for distancing and that include interaction of staff with multiple cohorts:**

We have plexi-glass barriers in the office separating secretarial staff from staff, students and visitors to limit close contact. We have the same in the library. Itinerant staff, TTOC's, staff who

work with multiple cohorts and visitors wear masks and follow the physical distancing guidelines. Fine Arts classrooms are set up to allow for safe, physical distancing for the teacher.

#### **4. Separate supervised waiting area (indoor):**

If someone becomes ill while at school:

Student: The student is to be sent to the office and we will contact guardians for immediate pick up. The student will wait in the office. When the guardian arrives, they are to call from their car and the child is to be brought out to them. Once the child has departed, the area will need to be disinfected. We are to let Linda know so that there is a deep clean that evening.

Staff: If a member falls ill, they let the office know and they go home and follow CDC guidelines.

#### **5. Separate supervised waiting area (outdoor):**

If a student becomes ill while outdoors, they can wait for pick-up at the front of the school if supervision by a teacher, EA or Admin can be provided.

#### **6. Method for cleaning and disinfection of sports equipment and manipulatives:**

Gym equipment is cleaned after each use. We have paper towels, a spray bottle with disinfectant and a garbage can in one of our storage rooms along with signage on the doors indicating that equipment needs to be cleaned and put back after use. Teachers are using less equipment and sometimes bringing their own from their classrooms which they also disinfect after use or quarantine for a few days in their own classrooms.

Teachers have disinfectant bottles in their classrooms, so that they can disinfect manipulatives and other class materials after use.

Students wash hands before and after going to the gym, going to the library, going to Fine Arts classes, playing outside on the playground and using shared manipulatives in the classroom.