

Site-specific COVID-19 SAFETY PLAN Details

Lake Cowichan School (February 2021)

1. Common area occupancy limits (additional posted in each area):

- Staff Room: 7
- Photocopy Room: 1
- Office: 6
- Counselling Office: 2 in big area
- Elevator: 2* (1 staff and 1 student) – must use PPE when in here

2. Student drop-off and pick-up details:

- Student arrive at 8:50am or later; ones who arrive earlier wait outside.
- Elementary students line up in their classes on physical distance marks. Staggered entrance into courtyard doors. (One class per door at a time).
- Grades 10-12 students arrive and line up by practical arts building on physical distance marks.
- Grades 8-9 students arrive and line up on physical distance marks by room 102 (8-1), 104 (8-2) and in the courtyard (9)
- Class changes are staggered.
- Bus students will physically distance at bus stop
- Students are encouraged to walk or bike to school where possible
- If a student needs to leave early, they need to check in with the office with their parental note.
- Recess and Lunch times are staggered.

3. Indoor Areas that lack capacity for distancing

- Office desks (Spacers {desks, chairs, floor markings, etc} and/or plexiglass
- Learning Assistance room – plexiglass

4. Location of 'Separate Supervised Waiting Area' (ex. for sick student to be located while waiting for a parent pick-up):

- Conference Room (Past staff washrooms) then Counselling office (room on left).

5. Location of 'Separate Supervised Waiting Area OUTSIDE'

- If outside, on front steps to the left of front doors (looking out)

6. Method for cleaning and disinfection of sports materials and manipulatives.

- Each child hand sanitizes on way in and way out.
- Each teacher sprays down materials used at the end of class (in PE, or other time multiple cohorts/people will be using the same equipment).
- Pinnies are in one tub when clean and are put into another tub at the end of a class to be washed at the end of the day. Also, three bags with 2 half class sets of different colour pinnies (goes in wash as soon as used).

Lake Cowichan School specific situations or protocols for interacting or completing work at the site:

- When you arrive at the school, please enter through the main office doors at the top of the stairs
- (NON-SITE BASED STAFF) Hand sanitize, sign in on pink sheet at front of school, and then walk to the counter to speak with Mrs. Martin (Head Secretary) who will give you a map and materials for the day (if needed).
- GO into staff room (if TTOC/EA/NHS) and sign in on health check in staffroom.
- Wash your hands.
- “Go with the Flow” starts at 8:50am and directs movement of staff and students. (Stay on right hand side of hallway).
- Markers for 6-foot distancing in hallways
- Staggered schedule – please set an alarm on your phone/watch as the bells this year will run for Grade 10-12 classes (Gr 8/9 will dismiss one minute after the bell)
- Students must hand sanitize on their way in and way out of each class
- Masks are to be worn at all times, unless you are in your teaching area (must be 6 feet away from anyone else)
- Please follow signs on floor (direction, distance, standing to speak to secretaries)
- Cleaning materials are in each classroom should you feel the need to disinfect the area around you Please see Noni Battye for WHIMIS brief on materials.
- Face masks are available from the office if you do not have one
- Please send a student down to the student counter with the attendance for each class
- The Learning Assistance/Resource/Music/Librarian teachers will practice social distancing when interacting with staff and students and/or wear masks where social distancing can't be maintained. Some plexiglass available.
- Signage to limit family and public access; and of requirements of clear daily self-health assessment prior to entry are located on a table outside the main office at the main entrance of the school.
- Signage for safe hand hygiene practice has been placed at every handwashing station (sink) located in classrooms, washrooms, staff room, and kitchen.
- Encourage all to use the BC K-12 Health check app.