

Site-Specific Safety Plan Details

Site name: Maple Bay Elementary

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

SHARED SPACES

OFFICE

- only accessed by 3 people. Sian, Camila, Teresa
- if a teacher needs something from Teresa ask at room entrance window or call 200
- no parents in school building-if they need Teresa, phone or email
- parents wearing a mask may speak to secretary at office window

ART ROOM

- Maximum occupancy 2
- in hallway door, out the primary neighbourhood door

STAFF ROOM

- Maximum occupancy 7
- spray bottles to spray high touch points (microwave, fridge, etc.)

HALLWAYS

- travel on the right side
- follow the arrows
- wait at the lines

BATHROOMS

-staff will consistently use only 1 bathroom per visit.

1. outside of counsellor's office

OR

2. outside of Kindergarten rooms

3. Office bathrooms -office staff only (admin and secretary, NHS)

NEIGHBOURHOODS (Max 6)

- lane markings for movement pathways (exiting/entering bathroom etc.)
- designated work spaces in neighbourhood taped x's
- will be minimized for easy cleaning

ZEROX ROOM

- Maximum occupancy 2+ (traffic way for office staff)
- mask wearing for adults
- standing dots
- mailboxes and self serve area open
- door remain open
- permission asked upon entry for admin walking through

LA ROOM (Max. 5)

- Mask wearing
- adults line up outside room to wait to enter if capacity is full (ask for quick entry)
- no locker access. Lockers in hallway being used.

MUSIC ROOM (Max. 25) and LIBRARY (Max. 30) for meetings (Max. 6)

- designated for 1 cohort at a time
- handwashing upon entry + exit

SENSORY ROOM

- only open currently for 1 particular student

GYM (Max. 30)

- designated for 1 cohort at a time
- handwashing upon entry + exit
- disinfect equipment after use

How can we reduce some congestion?

- OFFICE
 - walkie talkies to PAC kitchen
 - NHS vests to be moved to PAC kitchen

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

Parent Drop offs:

- in current locations. Parents remain in vehicle. No congregating in front of building.
- Parents of younger students (1-3) can walk them to the school (1 adult per family) to line up with their classes physically distanced apart. Parents must stand on standing marks. Masks recommended.
- Parents of K students may walk k students to K courtyard but must remain physically distanced and lined up outside of the courtyard gate. Masks recommended.
- Parents of grade 4-7 drop off in car. Special circumstances they may walk with child to building.
- No parents in the building. Signage to Welcome and remind of mask wearing in building.

Entering/Exiting:

- 1-3 line up exterior doors. teacher greets and sends off at classroom exit door. 8:20
- K to line up in K courtyard.
- 4-7 use classroom exterior exit doors – teacher greets and sends off at classroom exit door. 8:20 entrance
- Bus Line ups marked with x's with Supervision.
- Handwashing upon entry in classroom
- Front doors to only be used for late students.
- Exterior Classroom doors used as much as possible.

Lunch Recess Times – Play locations ALL DAY:

- K-1 – lower playground
- 2-4 – upper playground
- 5-7 – field and basketball court
- Lower – k/1 only (1's can play on sidewalk and grassy hills beside playground)
- Upper – 2-4 only
- Field – 3 spaces
- Chain link court
- Court front
- Court back
- Back of school, hills and sidewalk

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

Office:

- Doorway has table to block entry to office with plexiglass take out window.
- Any request or conversation happens through window or doorway of xerox room
- Administration and secretary are the only ones permitted in office space.
- Students or parents needing to come into administration offices are wearing masks while walking through xerox room and inside office spaces.

Counselling office:

- One student at time
- Staff member wears masks
- Table width in between student and staff for an appropriate physical distance.

Speech and Language Pathologist

- Office for workspace, staff member wears mask
- Meets with students in library for appropriate physical distance.

Administration Offices:

- Admin wears mask when in office with another adult or student.
- Small office max 2
- Larger office max 3
- Use of Zoom for conversations that require more people involved

4. Separate supervised waiting area (indoor):

Waiting Area

- Any student who is showing flu-like symptoms will be given a mask, asked to self-isolate on the bench outside of the office/library/outside chair until pick up from guardian. Parent will call when they have arrived and child will be walked outside.

5. Separate supervised waiting area (outdoor):

Waiting Area

- Any student who is showing flu-like symptoms will be given a mask, asked to self-isolate on a chair outside of the front doors to wait for pick up from guardian.

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

Sports Equipment

- Classes are cleaning equipment with disinfectant after use.
- Teachers are posting on gym whiteboard what unit they are doing and what equipment they are using to eliminate sharing between cohorts. (one cohort using per month)

IPADS

- Isopropyl alcohol used to clean after every cohort use. Spray bottle and paper towel with each IPAD cart

Classroom Manipulatives

- Hand washing before and after use
- Sprayed with disinfectant after use.
- Left out for Victory spraying at end of day for sterilization.