

**Site-specific COVID-19 SAFETY PLAN details: Tansor Elementary**

Updated April 2021

**Student drop-off and pick-up details:**

* To help minimize congestion and allow for physical distancing, we appreciate your understanding about drop off and pick up of your children quickly and safely. Please do not hangout to socialize on school grounds.
* Preferred drop off is between 8:10 am and 8:20 am and to pick up is as close to 2:20 pm and for K-2 students is as close to 2:15 as possible.
* Students arrive in the morning and go to their designated access door. Students will utilize exterior classroom doors to ensure physical distancing of classes that are not within the same learning group (cohort).
* Kindergarten students will meet in the fenced in grass area outside the Kindergarten room, once they begin their classes.
* Classrooms that do not have an exterior access door will meet in a designated spot and a staff member will walk the students to the classroom by accessing the designated entry door.
* Late arriving students come to the front door and parents sign them in and the student sanitizes his/her hands before moving into the classroom.
* Upon entering the classroom, students will sanitize/wash their hands
* Early pick up of student(s) – parents/family come to the front door for student pick up and sign out child with staff assistance
* You may not ride the bus if you are not registered
* Parents/Families needing to speak to the office may call the office for an appointment and/or knock at the front door.

**Masks**

**K-12 STAFF:**

* All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group.
* Supporting students with complex behaviours, medical complexities or receiving delegated care may require staff providing health services or other health care providers to be in close physical proximity or in physical contact with a medically complex or immune suppressed student.
* People providing these services in schools must wear a mask (medical or non-medical) when providing services and the service cannot be provided from behind a physical barrier. Additional PPE over and above that needed for routine practices and the use of a medical or non-medical mask is not necessary
* Schools will have non-medical masks and face shields available for staff.

**K-12 STUDENTS:**

* All students in Grades 4 to 12 are required to wear a mask or a face shield (in which case a non-medical mask should be worn in addition to the face shield) indoors in schools and on school buses - both within and outside of their learning group.
* Students in Grades K to 3 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.

**Individual class recess and lunch times:**

* Individual class recess time is done through zones of play areas and staff have designated zones and times.
* Our lunch ours are staggered with Divisions 3, 7-12 and 15 play outside 11:15-11:40 & Divisions 1,2, 4,5,6, 13, 14 play outside from 11:45-12:10.

**Common area occupancy limits (additional posted in each area):**

Occupancy limits have been assigned and labelled on each room accordingly:

Office multipurpose room

Room 138 (waiting area/LA/Other) Library

Photocopy room Staffroom

Learning Lab Gym/Gym Equipment Rm

Resource rooms Kitchen – small

Medical room Office Area

**Location of ‘Separate Supervised Waiting Area’**

**(ex. for sick student to be located while waiting for a parent pick-up):**

* Room 138 will be set up with dividers to create zones; bench area in foyer with front doors open; and/or outside table with chair at front entrance (weather and situation permitting.
* Mask protocol posted; N95 masks & PPE available (shield, sanitizer, gloves)
* Illness & self-assessment policies & protocols posted (page 15-17 District Plan posted)

**Any specific situations or protocols for interacting or completing work at the site:**

* Librarian has a physical plexi-glass barrier and/or mask and face shield for student book check out and returns
* ELL teacher has the choice to have a plexi-glass barrier and/or mask and face shield
* IEP mtgs – large enough space to meet in and to practice physical distancing. If not possible to physical distance, use digital platform, ie. zoom, phone calls, etc.
* Assemblies – 2 to 3 classes/cohort in the gym at one time (not to exceed 60, including adults)
* Emergency Drills – physical distance on the field
* EA vehicle to be sanitized after use (provides programming for complex needs students, off site in the community-outdoors)

**Method for cleaning and disinfection of sports equipment and manipulatives:**

* Cleaning and disinfection occur at the start and mid-point of the day; where items can’t be cleaned and disinfected due to the logistics of the task, a quarantine process is considered.
* Items that can’t be cleaned and disinfected due to the type of material are used with regular hand hygiene.
* Sports equipment is cleaned after each class.
* A portable victory sprayer is available to use on sports equipment and manipulatives.