

Back to School 2020 Procedures

All Schools

Getting ready for school – Parents/caregivers can use the provided checklist to assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a student shows any symptoms (that are not related to an existing condition such as seasonal allergies) they must not take the bus or go to school.

Riding the bus – Students must practice physical distancing while waiting for the bus. Students should have their own seat and follow the assigned seating plan for their bus. When bus seating requires students to sit next to each other, students should wear a mask and avoid personal contact.

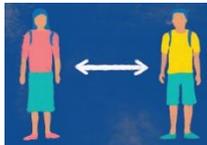
Entering the school – Use the appropriate drop off points and appropriate entrance specific to your school. When students arrive at school, they must wash their hands or use a hand sanitizer station. Schools are closed to adults unless they have an appointment or invitation from administrators.

Learning groups – Students must stay with their learning group throughout the day to limit interaction with other students, especially in common areas and during breaks.

Hygiene throughout the day – Students should perform hand hygiene before and after breaks, eating and drinking, using shared spaces (eg. gym, library, playground), using the washroom, after sneezing or coughing, and whenever hands are visibly dirty.

Feeling sick – If a student feels sick or shows any symptoms during the school day, they must report to the office and staff will follow protocols for isolating the student and returning them home.

Physical distance – Students must keep 2m away from those outside their learning group. Do not share personal items such as food, school supplies, or clothing.



Ellison Elementary School Procedures

Welcome back BULLDOGS! We hope that you had an amazing summer full of fun, relaxation, and sunshine. Thank you for your patience and understanding as we plan the return to in-class learning at Ellison Elementary School.

This letter is intended to provide you with additional information regarding the return to in-class learning at our school. Although the information provided below is intended to inform parents as to our plans this year, please understand that changing circumstances may require us to change routines and procedures. We will work hard to communicate any changes to you in a timely manner.

In June, we committed to provide a safe learning environment for students and staff while modeling kindness, empathy, dignity, and respect. We also were committed to helping our students learn to be safe through this moment in time, and we want your children to continue to have strong connections and relationships to the adults and other students at our school. We continue to uphold these goals as we welcome your children back to ELE this September.

Please visit sd23.bc.ca for complete Staff and Student Safety Plans and COVID-19 Updates.



ORIENTATION WEEK - SEPTEMBER 8-11

The Ministry of Education has delayed the school year to help facilitate an orientation week.

- Sept. 8 & 9 - School staff meet to learn how the new safety measures work at ELE (no students)
- Sept. 9 - At the end of the day, families will receive an email from ELE identifying their child's new teacher. The email will include information about their child's orientation on Sept. 10 & 11.
- **Students with Last Names A-K orientation day is: THURSDAY, SEPT. 10th 8:30 - 2:30**
- **Students with Last Names L-Z orientation day is: FRIDAY, SEPT. 11th 8:30 - 2:30**
- Sept 10 - 11 - Students will be welcomed back to school for an orientation in which they will:
 - meet with teacher, classmates, and learning group members
 - practice their new routines
 - learn how to safely move around from class to outside and common areas
- A separate email will be sent to Kindergarten families in regards to the phased in Kindergarten schedule.

LEARNING GROUPS

Primary. For most of the school year, a child will be in one class of students (20-22 students) with one enrolling teacher and perhaps a support staff member. At times, however, your child's class might join one other primary class to form a learning group for the purpose of activities such as PE or an outside learning activity.

Intermediate. For most of the school year, a child will be in one class of students (< 28-30 students) with one enrolling teacher and perhaps a support staff member. Once again, one intermediate class might join another intermediate class to form a learning group for the purpose of activities such as PE or an outside learning activity.

Ellison Elementary Learning Groups

- Kindergarten Learning Group - Mrs. K. Ito & Mrs. Aujla
- Gr 1 Learning Group – Mrs. Sawchuk & Ms. Lebbon
- Gr 2 Learning Group – Mrs. S. Ito & Mrs. Fletcher
- Gr. 2/3/4 Learning Group – Miss Shephard & Miss Marshall
- Gr. 4/5 – Learning Group – Mrs. Adams & Miss Legree

To ensure the safety of all children, once students have been placed in their classroom and learning group, no placement changes will be made. Please know that our staff has spent a significant amount of time ensuring that all students have the best placement possible to ensure their well-being. We thank you for your understanding.

HEALTH & SAFETY CONSIDERATIONS

Routine Daily Health Self-checks

- Parents & caregivers are to answer the following questions in the morning before coming to school. If answers to any of the questions are 'yes,' please keep your child home, self-isolate, & seek care from a health-care provider.
 - Does your child have the symptoms of a common cold, influenza, COVID-19, or other infectious respiratory disease?
 - Has your child been outside Canada in the last 14 days?
 - Has your child been identified as a close contact of a confirmed case or outbreak?
- School staff & other adults are responsible for conducting daily self-checks prior to entering the school.

Allergies & Other Considerations

- Students & staff experiencing seasonal allergies which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience a change in their symptoms, they should see their health-care provider.



- Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided they are asymptomatic. Any student, staff or other person within the school who was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.

Staff or Students Developing Symptoms at School

If staff or students develop symptoms at school, arrangements will be made to send the person home (ie, call child's parent). If a student is waiting for a ride, they will be brought to a location away from other students. A mask must be worn as long as the child is able to tolerate it.

SCHOOL DAY PROCEDURES

Before you go...

- **Drop off should be no earlier than 8:20 am** - Students should line up outside their assigned classroom door by 8:25. Outside entries will be arranged to ensure physical distancing between learning groups.
 - Please see map below identifying outside entries
- Please send your child each day with:
 - A water bottle (classroom water fountains will be operational)
 - Suitable, healthy snacks and lunch
 - Clothing appropriate for the weather
 - A beach towel when sitting on the ground during outside learning time (optional)
 - Any personal items (ie, toys, food) brought from home will be for individual use only. Teachers will develop classroom structures to ensure that these items are not shared.

Daily Entry Procedures

- Students will line up outside their teacher's assigned outside classroom door while minimizing physical contact.
- As students enter, they will sanitize their hands by applying hand sanitizer or by washing their hands with soap & water. If hands are visibly dirty, soap & water works best.
- Students will also hand wash/sanitize hands before they leave for outside time or leave the room (ie, go to the washroom) or return to the room.
- Teachers may add additional safety steps to this procedure to meet the needs of their students.
- Students' access to classroom cubbies will be staggered so to minimize physical contact.

Other Considerations

- Classes will enter the building **ONLY** with their teachers and in a specific order to facilitate immediate hand washing.
- Through the day, access to hallways will be limited to classes moving together, bathroom breaks, and essential travel.
- Washrooms will be limited to 1 student at a time (line-ups will be marked outside bathrooms for students waiting).
- We will encourage physical distancing and hand washing routines through frequent, kind, and gentle reminders.
- Before students enter common shared spaces (gym, library, music room etc.) they will be asked to use hand sanitizer.
- There will be extra custodial staff on-site for regular general cleaning and disinfecting of the premises which will occur at least once a day, and frequently touched surfaces are cleaned and disinfected at least twice a day.



PARKING LOT

This year we will have additional staff onsite. We ask that all parents/guardians do not park in our staff parking lot. Please use our “Kiss and Go Lane” to drop off your children in the morning, or pick them up after school. Additionally, parents can drop off outside our school grounds on Parkdale Rd. or at the end of Esquire Rd. We encourage parents/guardians of Intermediate students to park outside the school grounds after school and have your child meet you at the fence.

HALLWAYS, RECESS & LUNCHTIMES

At ELE, a “road system” will be in place and all students will practice moving through the hallways in an organized, and orderly fashion using the right side of the hall. Blue arrows have been placed on the ground to help with this matter.

Recesses and lunchtimes will be staggered. Learning groups will share non-instructional time to minimize possible contact between students in different learning groups. Students can socialize with a friend in a different learning group if they are able to:

- Outdoors - minimize physical contact (keep their hands to themselves)
- Indoors - maintain physical distance (stay 2m apart)

When games such as soccer & basketball are played, students in the same learning group should minimize physical contact. Students in different learning groups should maintain physical distance.

MASKS

Elementary school students are not required to wear a mask. However, some students and classroom teachers may choose to wear one. Staff working with multiple learning groups will wear a mask at all times when indoors. We will continue to strive to provide a safe learning environment for students and staff while modeling kindness, empathy, dignity, and respect regardless of whether a member of our school community is wearing a mask or not.

FAMILY ENGAGEMENT CONSIDERATIONS

Parents are always welcome to be involved at Ellison Elementary. Given these unique circumstances, however, we ask that parents support students and staff by honoring the following expectations:

- Our school building will remain **CLOSED** to parents for the health and safety of all.
 - Parents will **NOT** be invited into the building
 - Doors will remain locked throughout the day
- Primary families are welcomed to wait in the line-ups outside until the teacher arrives to bring the class inside. Thank you for practicing physical distancing.
- **ALL** communication with teachers or the office should be through email or telephone.
- If you need to drop-off late or pick-up early, please pull into the round-a-bout at the front of the school and call the office (**250-870-5140**) to wait for someone to come out and meet your child. In order to limit congestion, please avoid the use of the round-a-bout for general pick-up and drop-off.
- At this time, there will be no Hot Lunch/Pizza Lunches offered until further notice. Please stay tuned!



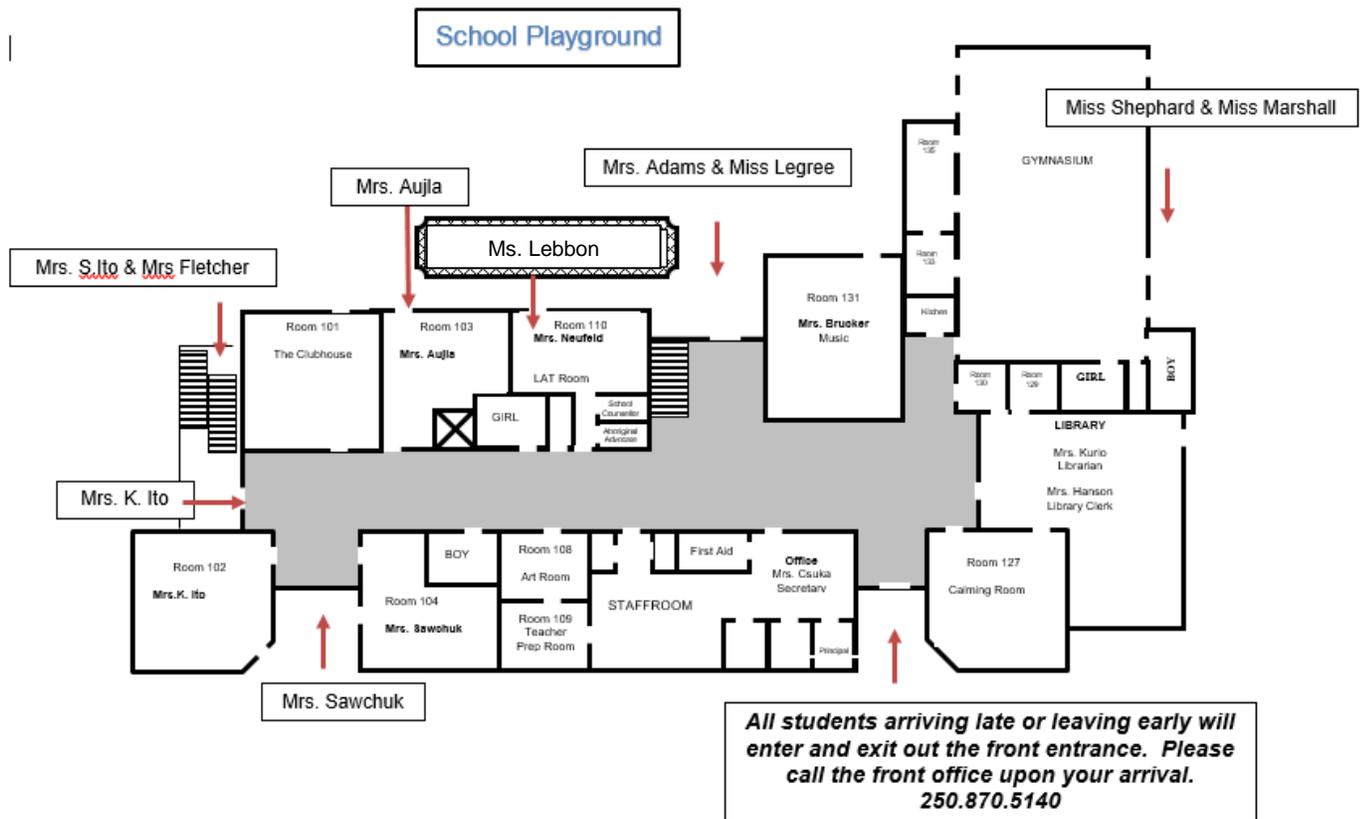
PLEASE NOTE: We will be making every effort to keep our school clean and safe - including specific teaching and learning about safety routines, procedures, and expectations for safe behavior and physical distancing. However, the nature of working in a facility with young children makes it difficult for us to guarantee continuous sanitization and complete physical distancing.

Thank you for your ongoing care, support, and patience as we navigate our response to the pandemic. If you have any questions or comments, please contact the school office at 250-870-5140 or ele@sd23.bc.ca.

Sincerely,
Michelle Relova, Principal

APPENDIX

Outside Entries





Handwashing Protocol



Daily Health Assessment Screener

The following is a tool that can be used by parents and caregivers to complete prior to their child coming to school. It should be adapted if used for school staff and visitors.

Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
Abdominal pain	YES	NO	
Skin rashes or discoloration of fingers or toes	YES	NO	
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

*Check BCCDC's [Symptoms of COVID-19](#) regularly to ensure the list is up to date.

If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

Please visit sd23.bc.ca for complete Staff and Student Safety Plans and COVID-19 Updates.