



MEADOWRIDGE SCHOOL

Stage 3: Re-Opening Classroom Procedures & Protocols

Junior Kindergarten to Grade 5

Two or three days per week at 50% capacity

Grades 6 to 12

One day per week at 20% capacity

Declaration of Risk: In spite of the multiple safety measures in place, COVID-19 is still active and attending school still has a risk of exposure, which can lead to illness and even death.

Assumptions:

1. This is a living document and will be updated as regulations and expectations change.
 - o We have met all the Provincial COVID-19 Health & Safety Guidelines for K-12 setting as outlined.
 - o We are following the most recent WorkSafe BC expectations.
2. While every reasonable effort will be made to ensure physical distancing of students, we cannot guarantee physical distancing of students at every moment of the day. However, interactions would be limited to small group of peers and teachers that they are working with.

Contents of this Document:

1. Arrival and Dismissal Procedures
2. Entering and Exiting the Classroom
3. Use of Materials
4. Health and Safety Guidelines
5. At-Home Learning
6. Lunch and Snack Routines
7. Movement Around School
8. Recess and Outdoor Play
9. Elementary School Specialist Classes
10. Ensuring Safe Behaviour
11. Teaching and Learning



1. Arrival and Dismissal Procedures

The following expectations and procedures are in place to ensure that health, safety, and hygiene standards are met.

In General:

- All movement around and within the building is to happen with the expected 2 meters distance
- Children and staff are not to be in school if they show any symptoms of illness and must be symptom-free for 48 hours before returning
- Students are on campus only for the duration of the school day
 - Playground will be closed before and after school
 - Common areas closed – library, gym, cafeteria, student lounges
- Students may not enter the building before their arrival time and must be picked up promptly at their dismissal time.
- JK -5 Students will enter and exit their classrooms through the exterior doors.
- Grade 6-12 students and staff will enter through the main door
- Staggered arrival and dismissal times

Surname	Arrival Window	Dismissal Window
A-I	8:10-8:20	3:00-3:10
J-R	8:20-8:30	3:10-3:20
S-Z	8:30-8:40	3:20-3:30

Expectations for Children:

- Children must adhere to the 2-meter rule at when entering and exiting the building.
- Children will wash or sanitize their hands upon entering the classroom.
- Lockers are not available for use for any student
- Children enter the building without their parents (except JK). Parents are asked to stay in their vehicles at the 'kiss and go' area.
- JK – 5 students are to bring only their lunch and water bottle to school. Additional items are not permitted. Grade 5 students will be permitted to bring their laptop computers as necessary.
- Students in grade 6-12 will be permitted to bring only their lunch, water bottle, and the necessary supplies (writing tools, paper, computer, charger, backpack) for the day. No materials will stay at school.

Expectations for Parents:

- Parents will arrive during the staggered arrival and dismissal windows.
- Parents will drop off their children at the 'kiss and go' area.
- Parents are encouraged to allow their child to make the last part of the journey into school independently unless delivering a reluctant child or a JK student.

Expectations for Staff:

- Staff must enter through the main door and complete a visual sign in with the front desk.
- Staff must sanitize their hands when entering the building
- Staff need to follow the two-meter distancing rule when entering and leaving the building.



- Staff must be ready to receive their students by no later than 8:10

2. Entering and Exiting the Classroom

Beginning of the Day:

- Children will then wash their hands thoroughly at their classroom sinks or sanitize their hands immediately upon entry to their classrooms.
- Children will place their lunch bag under their chair and hang their jacket on the back of their chair. Laptops, for grade 5-12, may be sanitized and used a school. No additional items should be brought to school.
- Additional supervision is provided to ensure students safely arrive at their classrooms or entrances.

During the Day:

- Students must wash their hands before they enter the classroom: after recess breaks, PHE class, using the toilet, or any other time they might leave the classroom.
- Students must wash their hands before they leave the classroom: at the end of the day, before going to recess, before going to PHE, before going to the washroom.
- Students will be permitted to use designated washrooms with a limited occupancy. Additional support will be in place to ensure occupancy limits are adhered to in the Elementary school. Bathrooms will be cleaned every hour.

End of the Day:

Students put on their coats and collect their lunch bags.

Students wash their hands.

Students are dismissed through the same door they entered.

Additional supervision is provided at dismissal time to ensure students are safely reunited with their parents at their vehicles.

3. Use of Materials

Classroom and Use of Materials:

- All toys/manipulatives must be washed daily.
- All school materials will stay at school.
- No soft toys or pillows/cushions/blankets will be used.
- No play dough/plasticine/clay
- iPads and technology will not be shared unless it has been sanitized between uses. The technology department will facilitate the sanitizing of school technology.
- In JK-5, sets of individual supplies will be provided for students as needed (scissors/glue/rules/pencils/etc.)
- Classroom libraries are closed. Small collections of books may be available. Once a child has read the book, it is packed away and cleaned at the end of the day.
- Children will put away their lunch bag and hang their jacket on the back of their chair.
- Laptops, for grade 5-12, may be sanitized and used a school. No additional items should be brought to school.



4. Health and Safety Guidelines

Student Illness:

Students who are ill or who show any abnormal signs of illness may not attend school.

Please do NOT send your child to school if he or she has any abnormal symptoms of illness which could be passed onto another child or adult.

If any member of the household has symptoms of Covid-19, do not send your child to school. If you have recently traveled out of province, please also consider staying home for the recommended 14-day self-isolation period. International travellers are required to self-isolate for 14-days.

Students who show signs of illness or have a temperature of 37.8C or higher will be sent home from school. Parents will be contacted and expected to arrange immediate pick up of the ill child.

Staff Illness:

Staff who show abnormal signs of illness or have a temperature of 37.8 C (100 F) or higher should not come to school or if already at school go home immediately.

Staff can return to school 48 hours after he/she is no longer showing ANY symptoms of illness. This means that if you have symptoms of illness, you should stay home until you are well.

If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the school must be informed of it in order to inform the persons with whom he/she has been in close contact.

It is recommended that persons with proven COVID-19 isolate themselves as much as possible in the home away from others family members and avoid all physical contact with persons in the home.

Thermal Cameras:

Thermal cameras are being installed at some of the entrances to the builds. These will provide a discreet and safe way of measure the temperature of staff and students. No ongoing records of this information will be kept.

Cleaning of the Building:

The building will be cleaned thoroughly and completely daily

Additional sanitizing, including door handles, light switches and other common contact surfaces will be completed on a continuous basis through the day by the custodial or maintenance staff

Sinks with soap or hand sanitizer stations for handwashing will be available all classrooms

Bathrooms, including toilets and sinks, will be sanitized on a continuous basis throughout the day by the custodial or maintenance staff

Toys and Manipulatives:



All toys/manipulatives that were used will be washed daily. Children's personal toys must stay at home.

iPads and other technology will not be shared and will be wiped before and after use. This is facilitated by the technology department for all school technology.

5. At-Home Learning

As we enter stage 3 of our learning plan, we are pleased to offer a hybrid of on-site learning and at-home learning. Additionally, it is important to note that students will have the option of continuing with our full at-home learning program. Full details of our stage 3 plans for the Elementary, Middle, and High Schools are available on our school website.

6. Lunch and Snack Routines

All Elementary children will eat snack and lunch in their designated classroom. Middle and High School students will eat snack and lunch in their classroom, or in the outdoor picnic area when weather permits.

Please Follow the Below Guidelines:

All students and staff wash their hands before eating snack or lunch

All students and staff wash their hands after eating snack and lunch

JK-5 students sit in their designated spot in class for lunch. This spot should be at a two-meter distance from others in the classroom

Grade 6-12 students may eat lunch in their classrooms or in the supervised outdoor picnic area.

Staff and students use the provided disinfectant and paper towels to thoroughly clean the tables after students have eaten

7. Movement Around School

Students will generally not be permitted to use the hallways of the school except in a few circumstances:

traveling to and from their designated bathroom

For grades 6 to 12,

- Upon arrival and dismissal
- When traveling to and from picnic area
- Under the supervision of a teacher

The student lounges, cafeteria, gym, and library are closed to students.

8. Recess and Outdoor Play



The school playground and outdoor spaces are closed after school and before school.

There will be no additional shared equipment (soccer balls, basketballs, etc.) available for break times. Individual equipment (shovels, skipping ropes, hula hoops, etc.) may be provided but will not be shared. These will be appropriately cleaned prior to reusing.

A revised recess schedule has been created to ensure the students are adequately spaced during their break times.

9. Elementary School Specialist Classes (Art, Music, Library, French, and PHE)

Physical and Health Education (PHE): These classes will be delivered in person to students scheduled to be on campus. For those students who are choosing to stay home, additional physical engagements will be provided by our athletics department.

Art, Music, Library, and French: These classes will be delivered in our at-home learning format. Students will be scheduled into sessions and will be able to complete one synchronous class and one activity per week in each subject group. A schedule of when the synchronized class is scheduled is below.

10. Ensuring Safe Behaviour

We understand that students will make mistakes and need to be reminded and taught to follow the new safety expectations for schools. However, safety of all students and staff remains a top priority and we will need the support of parents in reinforcing these expectations.

Teachers will continue to work collaboratively with families and, when necessary, administration, to ensure we meet the reasonable needs of our community and maintain a safe learning environment.

11. Teaching and Learning

Teaching

This is an evolving and temporary learning situation. Our goal is to provide students with some familiarity of school routines for social/emotional/academic learning in a school environment. Lessons will be designed to provide practice for consolidating skills and will focus on some new learning, where possible. Lessons should be as independent as possible. Teachers will use teaching materials, strategies and teaching styles that are familiar to them. The academic work for students will be as familiar and as independent as possible.



There will be no additional homework assigned from the in-class instruction. Only essential materials should be brought to school.

Schedule

The stage 3 learning schedule is designed to limit the movement and contact of staff and students throughout the building.

The Elementary School will no longer follow the weekly schedule previously used or the revised at-home learning schedule. The focus of lessons will be on numeracy, literacy, and “well-being” (social/emotional learning) with their assigned homeroom teachers. The homeroom teachers organize the daily schedule of lessons within the arrival/dismissal time and around recess and lunch breaks. All lessons will take place in the students’ assigned homeroom classroom space with the designated homeroom teacher serving as the instructor.

Specialist classes will be taught remotely, with the exception of PHE classes which will be taught in one of our outdoor spaces.

Students in grade 6-12 will continue working through their at-home learning program, but with the support and guidance from their teachers. There will be additional activities at school which are designed to engage students in fun and safe ways while reinforcing the new at-school expectations.