

Covid-19 Protocols

March 2021

Linda Bayes, Deputy Head of School

BROOKES WESTSHORE COVID-19 RESTART and Safety Protocols

Purpose

The goal of Brookes Westshore is to create a physically and emotionally safe learning environment for students and workplace for all teachers and staff who support learning. It is the intention of this document to provide the guidelines and procedures which must be followed and will be updated on a regular basis and ensure teachers/staff understand their responsibilities in maintaining a safe environment.

This document articulates the protocols and procedures which will be followed by everyone at Brookes Westshore School to reduce the risk of COVID-19 infection.

Planning and Advisory Teams

This document was prepared by the Brookes Westshore Safety Committee whose members are: Linda Bayes (Deputy Head of School), Gabriel Huston (Head of Maintenance), Melanie Penn (School Nurse), Thia McDonald (Coordinator of Residences) and Felicia Rozon (Director of HR).

All questions and concerns should be submitted in writing to lbayes@westshore.brookes.org.

Deputy Head of School, Linda Bayes, will be the lead contact for this committee, and she will also liaise with FISA and the Ministry of Education to ensure protocols are up to date. It is the responsibility of this committee to:

- Keep students, parents, teachers and staff updated with the current information about COVID-19 from the Ministry of Education and the Ministry of Health.
- Contact the public health authorities when required.
- Liaise with educational associations such as FISA, CAIS, and ISABC to ensure protocols are up to date.
- Ensure the school is a safe environment for all students, teachers, and staff during the COVID-19 pandemic.

Resources

The protocols and procedures developed in this document have been created using the BC Ministry of Education's guidelines for restarting school, BC Ministry of Health and Worksafe BC.

The K-12 Education Restart Plan

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>

The Revised Public Health Guidelines

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

BC's Back to School Plan

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school#learning-group>

COVID-19 Operational Guidelines for School Districts

<https://www.openschool.bc.ca/covidguidelines/>

COVID-19 Protocols for School and District Administrators

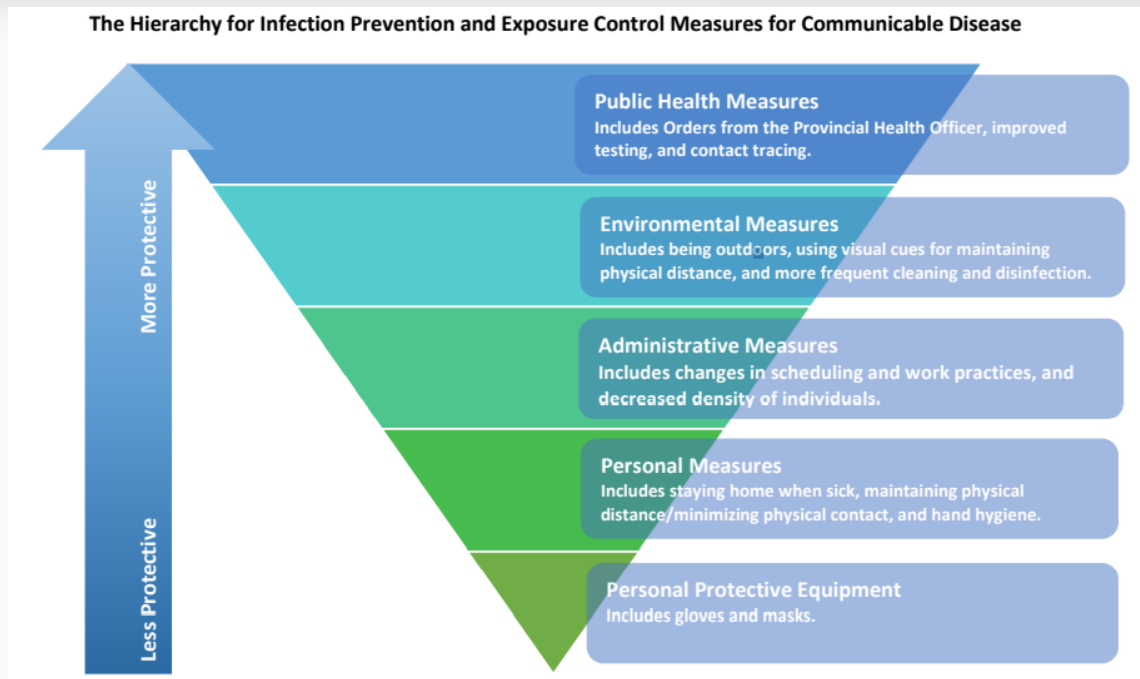
[Management of Illness and Confirmed Cases](#)

The Ministry's Return to School Website

<https://gov.bc.ca/covid19returntoschool>
[BC Cleaning Guidelines for COVID-19](#)
[BC Centre for Disease Control](#)

BC Centre for Disease Control

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that should be taken to reduce the transmission of COVID-19 in schools. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID19 is substantially reduced.



Goals in the Development of Protocols and Procedures

To provide:

- An environment which limits the spread of COVID-19 and is safe for all students, teachers and staff.
- Continuation of learning and support educational development of all students in an environment which is physically and emotionally safe and inspires learning.
- An environment where students, teachers and staff are supported in mental health challenges during this pandemic.
- Resources and procedures to ensure all understand and can implement the protocols and procedures developed by the BC government and have a clear understanding of their responsibilities and expectations to follow these guidelines.
- An outline and schedule for regular and effective communication with staff, students and parents with current updates provided by the BC Public Health Officer and Worksafe BC.
- An outline of how the BC guidelines (WorkSafe BC) in other workplaces is applied to schools. The Public Health Authorities have determined that the virus behaves differently in children and these understandings have been used to provide guidance in school settings.

BC Ministry of Education: BC Stages for Delivery of In-class instruction

- Update July 29, 2020

All Schools in BC will start school in September 2020 at Stage 2

STAGE 1 IN-CLASS	STAGE 2 IN-CLASS	STAGE 3 HYBRID	STAGE 4 HYBRID	STAGE 5 REMOTE
<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: <i>No limit</i> Middle: <i>No limit</i> Secondary: <i>No limit</i> <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> Not applicable <p>In-Class Instruction Full-time all students, all grades</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 60 Middle: 60 Secondary: 120 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> Not applicable <p>In-Class Instruction Full-time instruction for all students for the maximum instructional time possible within cohort limits.</p> <p>Self-directed learning supplements in-class instruction, if required</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 60 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> 50% for all schools <p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities Students who require additional supports <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 30 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> 25% for all schools <p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities students who require additional supports <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 0 Middle: 0 Secondary: 0 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> 0% for all schools <p>In-Class Instruction Suspend in-class instruction for all students.</p> <p>Self-directed and remote learning in place of in-class instruction.</p>

KEY POINTS to Maintain a Safe School Environment:

1. Social Distancing
2. Personal Hygiene
3. Cleaning and Disinfecting
4. Quarantine and self-isolation
5. Mental Health
6. Daily Health Checks
7. Communication with parents – [Link to our school website which outlines safety procedures for parents.](#)

Daily Timetable at Brookes Westshore

	Group 1 Grade 4-5	Group 2 Grade 6-8	Group 3 Grade 9-10	Group 4 Grade 11-12
No. of students	16 students	43 students	45 students	70 students
Homeroom	0830-0840	0830-0840	0900-0910	0930-0940
Block 1	0840-1000	0840-1000	0910-1030	0940-1100
Break	1000-1015	1000-1015	1030-1045	1100-1115
Block 2	1015-1135	1015-1135	1045-1205	1115-1235
Lunch	1135-1200 Dining	1135-1200 Dining	1205-1230 Dining	1235-1300 Dining
	1200-1225 Activity	1200-1225 Activity	1230-1255 Activity	1300-1325 Activity
Block 3	1225-1345	1225-1345	1255-1415	1325-1445
Block 4	1350-1510	1350-1510	1420-1540	1450-1610
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Protocols and Procedures

1. Mass Gatherings and Classroom

Students and staff will be placed in 'Learning Groups'. Each group will have limited contact with the other Learning Groups at Brookes Westshore. Physical distancing rules can be relaxed inside a Learning Group, but other practices of hand hygiene and no physical contact will be maintained.

Teachers will be allowed to teach in more than one Learning Group, but they must practice physical distancing rules in both groups and wear a mask.

The goal is to prevent gatherings of more than 50 people in one place but there can be more than 50 students in the school at one time.

Feb, 2021 Updates

Maximize physical distancing within and outside learning groups. Masks do not replace the need for physical distancing.

Examinations are not considered school gathering but safety protocols must be practiced.

Item	Procedure
Learning Groups	<p>Learning Groups will be comprised of no more than 60 students/staff in Grade 4-8 and no more than 120 in Grades 9- 12. In most cases our Learning Groups are smaller than government recommendations.</p> <p>In the event of a COVID infection, having Learning Groups will facilitate contact tracing. The more isolated the Learning Groups are from one another the better for contact tracing.</p> <p>Group 1: Grade 4/5 Group 2: Grade 6-8 Group 3: Grade 9-10 Group 4: Grade 11-12</p>
Scheduling of Classrooms	<p>The following grade levels will be assigned to one classroom and will stay in that classroom for all lessons.</p> <p>Grade 4/5 Room 211 Grade 6 Room 212 Grade 7 Room 217 Grade 8-a Room 218 Grade 8-b Room 123 Grade 9 Room 202</p>
Social and Physical Distancing	<ul style="list-style-type: none"> • Office staff to be stationed 2 m apart • Meetings conducted with social distancing rules • Virtual meetings are encouraged • Clear guidelines and protocols will be developed for each grade level of students • Social distancing signs posted throughout the school and stop COVID-19 posters • Physical distancing poster • Distancing tape outside bathrooms, outside classrooms • Arrows taped on floor to direct traffic flow • Social distancing of younger students will not be required within their Learning Group • Students can have contact with students in another Learning Group (physical distancing measures must be practiced)

<p>Front Desk</p>	<ul style="list-style-type: none"> • Plexiglass barrier installed • Taped lines for students to line up • Wearing of mask when near others
<p>Bathrooms</p>	<ul style="list-style-type: none"> • Monitor assigned during break and lunch • 3 students allowed in the bathrooms at one time • Upstairs bathroom for Grade 9-12 • Downstairs bathroom for Grade 4-8
<p>Dining Halls</p>	<ul style="list-style-type: none"> • Break and lunch will be staggered to ensure students have lunch with their Learning Group • Break and lunchtime monitors • Tables in the dining hall must be spaced 2 metres apart • Up to 6 students can sit at one table within their Learning Group • Hand hygiene before and after meals • Eating outside as much as the weather permits
<p>Staff Room</p>	<ul style="list-style-type: none"> • Maintain social distancing between teachers of different learning groups. • Wear masks when staff from different learning groups are in the staff room. Staff Meetings – virtual where possible, ensure a large space with adequate distancing and masks. • Staff should maintain physical distancing in the dining hall while eating.
<p>Gym</p>	<ul style="list-style-type: none"> • No contact sports allowed • Equipment cleaned after use • Some sporting activities allowed within a Learning Group • See PHE class guidelines for further instructions.
<p>Staff/Student Arrival and Departures</p>	<p>NO ONE ALLOWED ON CAMPUS WHO IS SICK</p> <p>Daily Health Assessment will be completed by every student (boarding and day) coming onto campus. This will be directed by the school nurse.</p> <ul style="list-style-type: none"> • A health checklist for assessment will be provided for all students and completed at home prior to coming to school. • Dormitory staff will assist dorm students with checks. • Health checks of staff will be completed at the front desk upon arrival and will be recorded in a log.

<p>Staff/Student Arrival and Departures</p>	<ul style="list-style-type: none"> • Provide the BC website healthcheck link for staff, parents and • students. K-12 Health Check (gov.bc.ca) Group 1: Grade 4-8 start at 0830 • Grade 4-8 use front door • Group 2: Grade 9-10 start at 0900 Grade 9-10 use the back entrance • Group 3: Grade 11-12 start at 0930 Grade 11-12 will use the back entrance • Upon arrival students go outside or immediately to their classroom. We will monitor the use of dining hall. • Monitors at each entrance arrival and departure • Teachers in classrooms to monitor students as they arrival and dismissed • All teachers to be in their designated classroom 15 minutes before class begins to monitor early arrivals.
<p>Hallways</p>	<ul style="list-style-type: none"> • One-way traffic marked • Hallway monitors during breaks, arrival, and departure • Masks to be worn by staff and secondary students in common areas.
<p>Classrooms</p>	<ul style="list-style-type: none"> • Students will be dismissed in an orderly manner which supports social distancing and avoids contact with other Learning Groups • Clear delineation between teacher and student space • Physical contact not allowed • Outdoor education encouraged • PE classes will be conducted outside as much as possible- - - see PHE classes for additional information. plans. • Avoid where possible facing each other and working together. • Minimize group activities and provide consistent seating. • Within Learning Groups: no physical contact, avoiding prolonged face to face interactions, spread out as much as possible to prevent crowding. • Outside Learning groups: physical distancing of 2 metres between learning groups and between staff. If people need to be in groups (outside their LG) there should be adequate space to ensure everyone can physical distance. No crowding permitted.

<p>Entry and Exit Points</p>	<ul style="list-style-type: none"> • Entry to the school will be monitored. • All employees, trades people, contractors or visiting staff entering the school must complete a health self assessment. • No visitors who are sick are not allowed.
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2. Student and Staff Health

The BC Public Health Authorities have made it very clear that one of the most important measures we can take to limit the spread of COVID 19 is to stay at home when sick. Everyone will be required to perform a daily health self-assessment before coming onto the campus. All illness will be reported immediately to the Head/Deputy Head of School.

All K-12 staff are required to wear a mask except:

- When outside
- When sitting at a desk and distanced from others or while maintaining physical distancing in a classroom.
- A barrier is in place.
- When eating or drinking

Nurse: Mask and physical distancing where possible. Assess all situations to determine the need for additional protective equipment.

All secondary students (Grade 6-12) are required to wear a mask in school except when:

- Sitting in (or standing at) their seat or desk/workstation (including shared tables) in a classroom/learning environment; o
- While this exception applies regardless of the physical distance between students or their specific seating configuration, schools should configure classrooms and learning environments to maximize distance between students and avoid face-to-face seating arrangements where possible.
- There is a barrier in place; eating and drinking; or outdoors.

Item	Procedure
#1 Rule	STAY AT HOME IF SICK
Good Personal Hygiene	<ul style="list-style-type: none"> • Hand washing for 20 seconds upon arrival, departure and frequently during the day • Hand hygiene schedule provided for younger students • Hand sanitizers available in all classrooms, hallways, dining hall, gym and front foyer hand hygiene signs posted through the school • Each grade level will provide personal hygiene lessons for students. These lessons will include protocols for hand washing and respiratory hygiene.

<p>Good Personal Hygiene</p>	<ul style="list-style-type: none"> • School administration will provide lessons for all staff • on personal hygiene and respiratory etiquette in the workplace • Tissue available in all classrooms and office spaces • Hand hygiene before and after meals and following bathroom use.
<p>Physical Distancing (2m)</p>	<ul style="list-style-type: none"> • Not required within a learning group. • Required when students are in a class outside their learning group.
<p>Daily Health Self-assessment</p>	<ul style="list-style-type: none"> • Every parent will assess their child's health prior to sending them to school for symptoms of the common cold or flu • A self-assessment tool will be provided for parents and staff • BC government website to support daily health checks. K-12 Health Check (gov.bc.ca) <p>NO SICK STUDENT OR STAFF MEMBER WILL BE ALLOWED TO ATTEND SCHOOL</p>
<p>No one will be allowed into the school who is sick</p>	<ul style="list-style-type: none"> • Temperature screening is not necessary • Masks are required and are available at the front desk. • Do not enter if you are sick poster.
<p>Students and staff who are sick</p>	<ul style="list-style-type: none"> • Parents should report any illness to the Head/Deputy Head of School and School Nurse via ManageBac or email • Staff should notify Head/Deputy Head of School via email or telephone. The school nurse will be consulted to determine the necessity of a covid test.
<p>Experiencing Covid-19 Symptoms</p>	<ul style="list-style-type: none"> • Day Students and Staff who begin to experience COVID-19 symptoms during the day will: <ul style="list-style-type: none"> • apply a mask immediately • report the symptoms to the School Nurse • be placed in an isolation room for assessment • local students will be sent home <p>Any areas used by the student/staff will be cleaned and disinfected.</p> <p>Dormitory students will be assessed by the School Nurse and taken to an isolation room. Arrangements will be made for COVID-19 testing.</p>

<p>Experiencing Covid-19 Symptoms</p>	<p>Any staff member or student who experiences covid symptoms should report to the school nurse for assessment.</p> <p>Any staff member or student who experiences symptoms of cold or flu will remain off the school campus until they have been approved by a health care provider.</p> <p>Any student or staff presenting with symptoms is required to:</p> <ul style="list-style-type: none"> • Do COVID-19 self-assessment available through the BC Ministry and follow the directions. • In addition, Call 811 for further advice <p>Dormitory students who experience symptoms will be taken to the isolation floor where they will have a private room with a bathroom. Dormitory staff will wear PPE during any interactions with an individual experiencing symptoms.</p>
<p>Required Isolation and non-entry to the School</p>	<ul style="list-style-type: none"> • A person confirmed by health authorities to have tested positive for covid-19 • A person confirmed to be a close contact to a positive covid- 19 test. • A person who has travelled outside of Canada in the last 14 days. • Anyone who is waiting for covid test results.
<p>Diagnosed case of Covid-19 in the School</p>	<p>Public Health Authorities will notify the school of a confirmed case and if the student or staff was found to be infectious at school.</p> <ol style="list-style-type: none"> 1. School records will be provided to public health authorities: <ul style="list-style-type: none"> • bus seating charts • attendance records • contact information (emails and phone numbers) • class lists • Learning groups • Visitor logs • A contact list of each learning group.

<p>Diagnosed case of Covid-19 in the School</p>	<ol style="list-style-type: none"> 2. School Authorities will be notified. 3. Health Authorities will determine any close contacts which will be required to self-isolate for 14 days. Anyone who begins to experience symptoms during the 14-day isolation should be tested. Dormitory students will self-isolate in a single dormitory room and will be supported with meals and health care by dormitory staff. Safety protocols will be maintained. 4. The school will develop a communication plan with the public health authorities to students/staff who have been in contact with a confirmed case. 5. Parent/staff or student who reports to the school administrator as having covid-19 <ul style="list-style-type: none"> - Notify the Ministry of a positive COvid test educ.covid@gov.bc.ca - Notify the school authorities - Use key messages developed by the ministry to communicate with the school community. - A person who has tested positive cannot return to the school until given approval by the health authorities.
<p>Privacy, Confidentiality and Communication</p>	<p>The name of a person who tests positive for COVID-19 will not be disclosed by the health authorities. A name may need to be shared to determine contact tracing only.</p> <p>The health authorities will not notify the school if a positive case if this case was determined not to be infectious while at school.</p> <p>No staff member should communicate with the media or the community. All communication will be coordinated with health authorities and the school administration.</p> <p>All positive cases of covid-19 within the school community will be communicated to the Ministry of Education by the school administration.</p>
<p>Rumors of Covid-19 Case</p>	<p>Notify school leadership and authorities Where appropriate, develop communications using “key messages” from ministry for communication with the community.</p>

Self-isolation	Students or staff will stay at home and avoid contact with others if they have had contact with a diagnosed case of covid-19 or have travelled out of the country in the last 14 days.
Contact with Covid-19	<p>Anyone in our school community who has been in contact with a person testing positive to COVID-19 will be referred to the Public Health Authorities</p> <p>Self-isolation will be required for 14 days Strict hand hygiene and masking following the contact Shower as soon as possible and leave clothing and shoes in a bag outside for 48 hours.</p>
Return to School	<p>Anyone who has experienced symptoms must report to the school nurse for assessment before returning to school.</p> <p>A Dr.'s not is not required.</p> <p>If a covid-19 test is negative, student/staff will be advised to stay at home as long as symptoms improve.</p> <p>Health authorities will provide instructions for return for anyone who has tested positive.</p> <p>Consult with school nurse before returning to school to ensure it is safe to do so.</p>
At Risk Populations	<ul style="list-style-type: none"> • All immune compromised students will be identified • Public Health Authorities will provide PPE as necessary • All senior staff (over the age of 65) will be identified and provided with guidance to ensure they are working in a safe environment
Return to Canada	<ul style="list-style-type: none"> • Anyone returning to Canada will be required to self-isolate for 14 days prior to attending classes • Students will be allowed to self-isolation in the dormitories under strict supervision
PPE (Personal Protective Equipment)	<ul style="list-style-type: none"> • All students in learning groups 2-4 will be required to wear a mask outside the classroom in hallways, common rooms, within classroom in some circumstances and public areas. • Masks are required for LG's 2-4 when they are in face to face contact, and not sitting at their desk.

<p>PPE (Personal Protective Equipment)</p>	<ul style="list-style-type: none"> • Masks and other PPE is optional in the classroom and for Group 1.
<p>Social Emotional Well-being</p>	<ul style="list-style-type: none"> • Teachers will monitor the social emotional well-being of all students. • Grade level leaders and their team will identify students exhibiting concerns and will report to administration • Career Ed and PHE include emotional health curriculum and teachers will be advised to implement strategies early in the return to school • Teaching of ATL skills to support mental health and emotional well-being • Counselling services will be available for students who require support • Administration will monitor teacher/staff well-being and provide counselling services when needed. Our Health Plan offers counselling services for staff.
<p>Laptops and Cell Phones</p>	<ul style="list-style-type: none"> • No sharing of laptops or cell phones • Any laboratory/classroom equipment will need to be disinfected between users
	<p>Bring only items to school which can easily be cleaned. Clothing and paper at low risk.</p>
<p>PHE Classes</p>	<ul style="list-style-type: none"> • Hand sanitizing before and after • Cleaning of equipment of following classes Students assist with cleaning • Masks required when physical distancing cannot be maintained. <p>Sports</p> <ul style="list-style-type: none"> • Direct contact sports are avoided and the following sports are encouraged: Badminton, Volleyball, Handball, Ultimate Frisbee. • All sports are being adapted to prevent direct contact and held outdoors as much as possible. • Kept within a learning group. • High intensity sports require physical distancing if done indoors. • High intensity sports which require movement are permitted with the consideration of limiting an physical contact.

PHE Classes	<p>Sports</p> <ul style="list-style-type: none"> • Wearing masks for high intensity sports is a personal decision to be made by the student. • Stationary activities require social distancing Practice drills for basketball are allowed as long as brief contact is maintained. • Masks should be worn for all low to moderate intensity sports activities and especially where physical distancing cannot be maintained.
Sports Teams	<ul style="list-style-type: none"> • No inter school sports • The BC Sports associations require informed and risk assessment forms to be signed by parents. • Health check before sports • Attendance taken for all sporting activities. • Coach will bring the equipment and store the equipment. • All equipment is disinfected between learning groups.

3. Cleaning and Disinfecting the Environment

Item	Procedure
Daily Cleaning	<ul style="list-style-type: none"> • One deep cleaning of school every day • Two cleanings of high touch surfaces every day this will include: all door handles and bathroom sinks • Bathrooms cleaned deeply twice per day • Empty garbage daily • Dining tables cleaned between Learning Groups • Rooms will have a schedule of cleaning and will indicate when the room was last cleaned.
Disinfectant Solutions	<ul style="list-style-type: none"> • Each classroom/office will be provided with a bottle of disinfectant and paper towels • Body fluids need to be disinfected with a stronger solution which is available through the Housekeeping department and School Nurse
Ventilation	<ul style="list-style-type: none"> • Keep windows open as much as possible • Spending as much time as possible outside • 90% of classrooms have a door which opens to the outside. All classrooms have windows which open on 2 sides of the room promoting air circulation. • All classrooms have individual fan ventilation system with the outside.

<p>Ventilation</p>	<ul style="list-style-type: none"> • The school is designed that all classrooms open to the outside and students are outside when they move about the school. • The dining hall is a very large room with many windows. Good air flow is available with the doors and windows. The ceilings are very high which also promote air circulation. <p>Open windows when the HVAC system is not negatively affected.</p>
<p>Hand Sanitizer</p>	<ul style="list-style-type: none"> • 60% alcohol-based sanitizer found throughout the school and in every classroom. At each entry to the school.
<p>Shared items in the School</p>	<ul style="list-style-type: none"> • Water fountains disabled • Photocopiers cleaned 2x/day • Hand sanitizer available • Disposable wipes available for cleaning between users • Elevator-hand sanitizer at both entrances to elevator
<p>Furniture and Classroom/Office Supplies</p>	<ul style="list-style-type: none"> • Limit the use of furniture which cannot be cleaned • NO SHARING OF PERSONAL ITEMS- pens, pencils, staplers • Tissue in every classroom and common area
<p>Desks</p>	<ul style="list-style-type: none"> • Where possible there will be no sharing of desks • Students will be scheduled into one classroom for the day where possible • In upper grades, desks need to be cleaned between users
<p>Paper and Textbooks</p>	<ul style="list-style-type: none"> • No evidence COVID-19 is spread via paper/textbooks
<p>Student Supplies</p>	<ul style="list-style-type: none"> • Classroom supplies like rulers, eraser, staplers should not be shared • Students will be advised to bring their own supplies <p>NO SHARING OF PERSONAL ITEMS.</p>
<p>Water Fountains</p>	<ul style="list-style-type: none"> • Disabled, refill of water bottles only.
<p>Package Delivery</p>	<ul style="list-style-type: none"> • Delivery personnel will drop packages outside the school.

School Cleanliness	<ul style="list-style-type: none"> • No dishes allowed outside the dining hall • All dirty dishes returned to dish cleaning area in dining hall • Disposal of masks and tissue correctly • No gum allowed
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4. Dining Hall and Lunches

Boarding Students	<ul style="list-style-type: none"> • Students will eat breakfast and dinner in their Learning Group • Meals will be delivered to rooms during the 14-day isolation that International students are required to complete
Academics	<ul style="list-style-type: none"> • Mealtimes will be staggered to reduce the number of students in the dining hall at one time • Group 1: Grade 4-8 students • Group 2: Grade 9-10 students • Group 3: Grade 11-12 students
Meal Service	<ul style="list-style-type: none"> • No buffet service • No outside personnel allowed in the kitchen • Kitchen staff to wear PPE • There will also be a website link for SAGE dining services
Water and Beverages	<ul style="list-style-type: none"> • All students should bring their own water bottle which can be refilled at the water fountains • No drinking directly from water fountains is allowed

5. Dormitories

Daily Health Check	<ul style="list-style-type: none"> • Under the direction of the School Nurse all boarding students will complete a daily health assessment. • No one will be allowed to attend class who is sick • A checklist will be provided to dormitory staff and students which will provide the criteria and necessary health assessments • Students who do not pass the health check will be sent to the School Nurse for further assessment
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<p>Dormitory Learning Groups</p>	<p>Students will be kept in Learning Groups</p> <p>First floor: Quarantine and Isolation Area Second floor: Grade 11/12 boys Third floor: Grade 8, 9 and 10 boys Fourth floor: Fifth floor: Grade 8, 9 and 10 girls Sixth floor: Grade 11/12 girls</p> <ul style="list-style-type: none"> • Each floor will be a bubble and until the number of boarders increases, there will be one student per room • We anticipate this situation will change in January and students will have one roommate • Students will avoid contact with students outside their bubble • Mealtimes in the dining hall will be staggered to ensure physical distancing is maintained between the dormitory bubbles
<p>Isolation Upon Arrival</p>	<ul style="list-style-type: none"> • All International students will be required to isolate in the dormitories for 14 days • They will not be allowed contact with others during this time • Dormitory staff will be available to support students and ensure their needs are met daily • Meals will be delivered to student rooms in isolation. They must be kept away from students who are not in isolation • Teachers will be on campus during the isolation and students may contact teachers for academic support via email or teams • We will support their social/emotional needs via Teams • All students will be monitored 4-5 times during the day by an assigned dormitory staff • PPE is available if a student in isolation requires assistance
<p>After School Activities</p>	<ul style="list-style-type: none"> • Within learning groups

6. Bus Transportation

<p>Self-isolation of returning and arriving students</p>	<ul style="list-style-type: none"> • A dormitory staff and bus driver will meet all returning/arriving students at Victoria Airport • Students are not allowed to arrive in YYR and take a ferry to Victoria • Hand sanitizers and masks will be available for the drive to Westshore • Masks will be worn by all passengers • No stops along the way • Students will be met by a dormitory staff and will receive the protocols for self-isolation of 14 days • Windows open if possible to allow for ventilation and air flow
<p>Bus transportation to School</p>	<ul style="list-style-type: none"> • Students are encouraged to use private transportation • Students will be assigned a specific seat on the bus • Students will be spaced apart as much as possible on the bus • Assigned seating – to keep these seating assignments • Loading of buses from the back and unloading from the front • Middle and secondary to wear non-medical masks • Open windows when weather permits • Bus driver to wear a mask except while driving or able to maintain physical distancing • Hand hygiene before and after completing trips
<p>Cleaning Procedures</p>	<ul style="list-style-type: none"> • Buses will be thoroughly cleaned daily • High touch surfaces cleaned between trips
<p>Supplies available on bus</p>	<p>Each vehicle contains the following items to prevent Covid19 transmission:</p> <ul style="list-style-type: none"> • Nitrile Gloves • Face shields • Earloop masks • Pump hand sanitizer • Spray hand and surface sanitizer • Cloths • Tissues

Safety Precautions for Bus Travel	<ul style="list-style-type: none"> • The driver and students must wear a mask at all times on the bus. • Keep windows well ventilated -keep open when the weather permits. • Students should be seated to ensure physical distancing between learning groups. • A bus seating chart developed for each trip. The seating chart will be stored in the front office.
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7. Communication

Communication with students	<ul style="list-style-type: none"> • Orientation and training will provide detailed support • Students will be provided with regular guidance in following the procedures outlined in this document • Regular information regarding hand hygiene and physical distancing
Communication with Parents	<ul style="list-style-type: none"> • A parent handbook (digital) will be provided for parents. • Link to website which outlines the safety procedures. • Weekly newsletter • ManageBac • Email for private communication
Communications with Teachers/Staff	<ul style="list-style-type: none"> • Orientation and training before school begins • Teachers will be provided with guidelines and protocols in order to effectively follow the procedures outlines in this document • Dormitory and Housekeeping staff to receive training on cleaning and laundry services
Safety Committee	<ul style="list-style-type: none"> • A safety committee meeting will be held weekly for the first month of restart • Minutes of these meetings will be posted on TEAMS to be shared with All Staff.
Media Requests	<ul style="list-style-type: none"> • Any request by media will be reviewed by the Head of School, Communications Coordinator and Deputy Head of School for approval. • No interviews will be provided in the event of a positive case of COVID-19. Media will be directed to the Public Health Authorities. • All ministry updates will be reviewed



Fire Drills – no surprises and full school evacuation is required to comply with BC Fire Code.