



'Na Aksa Gyilak'yoo School

COVID 19 – Safety Plan

As of September 11, 2020

PART 1: INSTRUCTIONAL PLAN

At this time, we do not know for sure how many students will be returning to NAGK. Cohorts have been created. We will know more once we have received feedback from families on their intentions for their students' learning in September 2020.

PART 2: SITE SPECIFIC

In consultation with the NAGK staff, plans will be created for a safe return to school. Overall, these plans will serve as living document, which will be adjusted as concerns arise and are voiced, to ensure that our plans work to keep us all safe. Staff are asked to share concerns as they arise, in a timely matter, so that they can be addressed thoroughly and immediately.

1. COMMUNICATION

- a) For all staff – a sign-in sheet will be made available for all staff to check-in and out in the mornings and at the end of the day. All staff are expected to sign in and read the important notes on the top and share information in a timely matter.
 - Morning arrival time – teachers please ensure you arrive at least 30 minutes before the bell. This will ensure you arrive on time for supervision and also check for important information.
 - We also do not want all staff to arrive at the same time – so support staff can arrive 10-15 minutes before start time. In order to receive important updates and to check in without experiencing any congestion with the new arrival routines of students.
- b) Staff who are unwell, and show symptoms must not enter the school, staff must also do a daily self-assessment to ensure health and safety are our top priority.
 - a. Communication with parents will be via email, messenger and telephone to ensure all families have accurate information about the return to school.
 - All parents will be informed that they will be unable to enter the building. If a student is getting picked up or dropped off – parents are required to call ahead and a staff member will be available to assist in any way without accessing the school.
- c) Communication with Students – please ensure that you teach your children the daily routines for attending school, for instance
 - Washing hands after bathroom breaks
 - Before and after eating
 - When returning from recess and lunch breaks

2. PHYSICAL DISTANCING

- a) Please be respectful of physical distancing between one another.
- b) Please remind your children that we are working towards a 'hands off' or 'no physical contact' approach to all of our interactions with other from a separate cohort.

3. PUBLIC, VISITORS AND FAMILY IN SCHOOL

- a) No one other than students and staff will be granted access to our school.
- b) Anyone outside of the school that is needing access to the school will be greeted at the Admin office.
- c) Doors will be locked at all times to limit access within classrooms.
- d) Visitors will have to be scheduled and approved by administration well in advance. All visitors will do a health check and sign in with the date and contact information

4. STUDENT PICK-UP AND DROPOFF

- a) If your child does not arrive by school bus – Drop off of students in the mornings will no earlier than 8:30am.
 - Parents are to remain in their vehicles
 - There will be a health check upon arrival of drop off students
 - Late arrivals – if students are late, parents will need call in to the school and wait for a staff member to do a health check before their child can attend classes.
 - Parents will be responsible for doing a daily self-assessment/health check with their children before coming to school
- b) PICKUP AT THE END OF THE DAY
 - Students will board the bus one class at a time before pickup students are dismissed.
 - Remaining students will be dismissed once the bus students are all boarded. Pickup will be no later than 3:10pm.
 - Pickup students will have a designated area for parents to gather their children.

5. ENTRANCES AND EXITS

- a) Health checks will occur upon arrival of students in the mornings at both the designated bus stops and at the school.
- b) Hand sanitizer have been installed in all classrooms, offices and bathrooms

6. SHARED SPACES/TOOLS

- a) Coat areas will be spaced out if space allows
- b) Desks – Respectful distance from student & staff desk at all times
 - desks will be arranged so students are not facing each other
 - students will be assigned a desk
- c) School supplies
 - Students will not be sharing supplies; school supplies will be purchased by the school.
 - iPad - if required the use of iPad for curricular support – we will have a schedule in place and assigned a certain iPad for the school year. Handwashing/sanitizing will be before and after each use.

7. HANDWASHING – for 20 seconds (sing *Happy Birthday* twice)

Students will need to wash their hands at the following times. (Where there is no sink for handwashing, hand sanitizer is available at all entries and classrooms).

- a) Upon entry to school and before they go home
- b) Before and after transitioning
- c) Before and after eating
- d) After using the washroom
- e) After coming in from recess and lunch
- f) After sneezing/coughing
- g) When hands are visibly dirty

8. RECESS/LUNCH

- a) Students and staff will not be able to share food or drinks
- b) Breaks will be staggered and will not be the same time so all students can get their fresh air at different times or in different areas.
- c) Students/staff who are picking up food from the kitchen must wear a mask

9. ITEMS FROM HOME

- a) To limit the items coming from home.- teachers will be asked to not have show and tell.
- b) Backpacks, coats, outdoors can remain on classroom hooks, if space allows.

10. PHOTOCOPIERS –

There are three copiers available for designated classrooms/offices.

- a) Teachers will be assigned a prep time slot from Monday-Friday to allow physical distancing.
- b) Teachers are advised to prep a day or so ahead to ensure the photocopiers are not congested and can cause safety issues.
- c) If you are needing something printed – call the office so someone can deliver it to your classroom door
- d) Hand sanitizer is installed by each photocopier – sanitize your hands before and after each use.

11. LUNCH/FOOD – PICKUP FROM MAIN KITCHEN

- a) Lunch hour will be staggered and time slots must be abided by so traffic is limited and not congested.
- b) A mask/shield must be worn
- c) There will be no student or staff access other than the cook in the kitchen-at all times.
- d) According to Ministry of Health – at this time, NO home baked goods will be sent from parents.

12. FIRST AID – There will be a main First Aid attendant on site at all times.

13. FIRE/EMERGENCY PROTOCOLS

- a) In the event of a fire, students will be lined up in an orderly fashion and head to the muster station
- b) In event of an earthquake, students will drop, cover and wait until the shaking stops and hear the all clear signal from the designated person from administration. This will be marked on the Emergency Drills package.
- c) In event of a lockdown,
 - i) Close and lock doors
 - ii) Turn out the lights and close curtains/blinds
 - iii) Everyone is to remain silent and out of sight
 - iv) Remain in your classrooms until you hear an all clear from your administration – designated person will be on your Emergency Drills package.

14. AFTER SCHOOL PROGRAMS – there will be no after school program offered at this time

15. SURFACE CLEANING

- a) Custodian will be following Ministry Guidelines as per frequent surface cleaning
- b) Additional duties will be assigned as needed to cover classrooms
- c) Each classroom/office will be supplied a bottle of cleaning supplies and cloths (not accessible to students).
- d) Doors are to remain open to all classrooms/offices to limit the number of individual touching

16. SUPERVISION – due to staggered breaks – supervision will be by the classroom teacher and/or EA.

17. ISOLATION ROOMS – if any student or staff show any symptoms of illness, influenza or COVID 19:

- a) Parent/Guardian will be contacted to come and pick them up right away.
- b) We will have a separate and supervised area by the Admin office where we can separate a child from others until their parent/guardian comes and picks them up.
 - **It is really important to stay/go home if you are sick.**

18. BUS

- a) There will be assigned seating – students must remain in the designated seat for the duration of the ride.
- b) Any horseplay or inability to follow rules will result in termination of bus privileges immediately
- c) Bus loading and exiting will be done in an orderly fashion, to maintain safe distancing.
- d) Bus routes will be looked at to support loading the bus in the morning from back to front, and to facilitate unloading at the end of the day from to back
- e) Mask will be supplied to those that do not have a mask.



DAILY HEALTH CHECKLIST For 'Na Aksa Gyilak'yoo School

1) Does your child have any of the following symptoms?

- YES / NO Fever
- YES / NO Chills
- YES / NO Cough or worsening chronic cough
- YES / NO Shortness of breath
- YES / NO Sore throat
- YES / NO Runny or 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 Dizziness, confusion
- YES / NO Abdominal pain
- YES / NO Conjunctivitis (pink eye)

2) Have you or anyone in your household returned from travel outside of Canada in the last 14 days?

3) Are you or is anyone in your household been in contact with a person that is confirmed to have COVID-19?

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

If your child is experiencing any symptoms of illness, then contact a health care provider for further assessment. This includes 811 or a primary care provider such your family doctor.