



KAY BINGHAM ELEMENTARY SCHOOL

Respect Enables
All Learners

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Kay Bingham Elementary Communicable Disease Prevention Plan

SUPPORTING STAFF SAFETY

- All staff will be orientated to the School District 73's *Safe and Healthy Facilities Communicable Disease Prevention Plan* and *Kay Bingham's Communicable Disease Prevention Plan* on Tuesday, September 7th, 2021.
- All staff are required to wear non-medical masks indoors, in schools and on school buses.
- All staff will complete a Daily Health Check prior to attending school.
- All staff will maintain personal spacing in 'staff only' spaces and information will be shared through verbal and written communications.
- Enhanced measures (January 2022)
 - ❖ Always maximize space between students and staff and whenever possible
 - ❖ School gatherings and events are to be held virtually
 - ❖ If no other options, in person events shall be limited to 50% operating capacity of a room
 - ❖ All staff-only gatherings will be conducted virtually
 - ❖ This CDPP will be posted at the entrance of the school at the sign in book and be displayed in the staffroom.
 - ❖ Staff will review the *Updated Staff Training* PowerPoint as provided by the School Board Office.

COMMUNICATION TO PARENTS/GUARDIANS

- This Communicable Disease Prevention Plan will be communicated to parents and guardians by September 7th, 2021. A copy of this plan will also be on Kay Bingham's website.
- Information on Daily Health Check for parents to complete at home with their child will be emailed to parents prior to September 7th, 2021.
- New students and families will be provided with health screening information when registering.
- Enhanced measures will be implemented January 2022, and these will be communicated to parents and staff on January 7, 2022 and are shown in this document in red ink.

SUPPORTING STUDENT SAFETY

- All students will be orientated to the appropriate sections of the District's Safe and Healthy Facilities Communicable Disease Prevention Plan and the schools' Communicable Disease Prevention Plan on Tuesday, September 7th, 2021.
- Students, in Kindergarten to Grade 6, are required to wear non-medical masks indoors, in schools, and on school buses, unless they have an exemption.
- Students who need a non-medical mask will be provided with one by their classroom teacher or the office.
- The plan to ensure personal spacing of students, including considerations for entering and exiting the school, moving from classroom to classroom and to and from common spaces is:
 - ❖ Students will enter/exit through their outside classroom doors
 - ❖ Follow personal spacing stickers and arrows that are on the floor
 - ❖ Move through the school on the right-hand side of hallway

- ❖ Washroom expectations will be taught and monitored, and the number of students will be limited in each washroom
- Enhanced measures (January 2022)
 - ❖ School gatherings and events will be held virtually
 - ❖ Reduce face to face classroom configuration, ensuring as much space as possible between individuals
 - ❖ Create more space between tables and desks in classroom configurations
 - ❖ Learning spaces are arranged to maximize space available and to avoid people directly facing one another whenever possible
 - ❖ Implement strategies to reduce crowding during transition and break times
 - ❖ If no other options, in person events shall be limited to 50% operating capacity of a room
 - ❖ Parents are encouraged to use the [K - 12 Health Check App](#)
 - ❖ At this time, no spectators or audiences will be allowed for any in school events or gatherings, including sporting events.
 - ❖ *For spaces without defined operating capacity, schools should determine a capacity limit that is, at most, half the number of individuals that would be within the space for that activity or event if prevention measures were not in place.*

LOCKERS

The plan for student locker use will balance personal spacing guidelines, while also allowing students to access personal items in lockers.

- Upon the September date return, staff will discuss protocol and organization in accordance with the SD73 Safe & Healthy Facilities Communicable Prevention Disease Plan.
- Enhanced Measures (January 2022)
 - ❖ Lockers will not be used in any hallways areas in order to reduce the congestion in hallways and common areas.
 - ❖ Students will always keep their belongings on/near their chair and desk areas.

VISITORS

- Visitors will be prioritized to those supporting activities that benefit student learning and well-being. For example: teacher candidates, public health nurses, meal program volunteers, etc.
- Visitors must follow SD73 Visitor Procedures. This will include confirmation of daily health screening and providing contact information.
- Visitors must phone the school office to make an appointment.
- Visitors will be required to wear a non-medical mask when they are inside the school.
- To further support student and staff safety, the procedure for visitors will be:
 - ❖ Entry will be through the main doors and monitored via the school bell.
 - ❖ Visitors will be asked to make an appointment prior to entering the school
- All volunteers and contractors are required to participate in orientation training prior to working with students and staff in schools.
- Enhanced Measures (January 2022)
 - ❖ Visitor access is restricted to those who are performing services essential to education and health and well-being of students and staff.

STUDENT TRANSPORTATION ON BUSES

- Student transportation will be provided for field trips via SD73 buses.
- Enhanced Measures (January 2022) **Field trips are still being contemplated and we are awaiting direction from the Medical Health Officer.**
- Buses used for transporting students will be cleaned and disinfected according to the guidance provided in

the SD73 Cleaning and Disinfecting document

FOOD SERVICES/LUNCH

The plan for delivery of food services and/or lunch is:

- PAC lunches - only if pre-packaged by vendor
- Student sharing of food will occur if individually portioned/wrapped
- Enhanced Measures (January 2022) Food sharing is restricted. No homemade food items are to be brought into the school at this time.
- Lunch program is prepared by Canuel Catering and is individually packaged (delivered by staff)
- Snack Program will continue to be provided - items to be individually wrapped and distributed by staff to students
- BC Fruit & Veggies Program will continue to be delivered. Teachers will pick up milk and food items for their students and distribute them.
- Staff sharing of food will occur if individually packaged and/or prepared by a vendor.

BELL SCHEDULE

WARNING BELL	8:25 AM
START OF DAY (<i>CLASSES BEGIN</i>)	8:30 AM
RECESS BEGINS	10:10 AM
RECESS ENDS	10:25 AM
LUNCH BEGINS	12:10 PM
WARNING BELL	1:05 PM
LUNCH ENDS (<i>CLASSES RESUME</i>)	1:10 PM
DISMISSAL (END OF DAY)	2:41 PM

EXTRA-CURRICULAR ACTIVITIES

The plan for supporting student safety while participating in extra-curricular activities will be in accordance and in alignment with the provincial K-12 health and safety guidelines.

- Extra-curricular activities to be offered to students will be discussed through staff input and support.
- Equipment will be cleaned and disinfected after each use.
- Masks are to be worn as previously indicated in *Supporting Student Safety* section (above).
- Students will wash their hands before and after using equipment.
- No spectators are allowed at this time.
- Enhanced Measures (January 2022)
 - ❖ **All extracurricular sports tournaments are currently on hold.**
 - ❖ Sports tournaments are defined as a single or multi-day gathering of three or more sports teams, who come together outside regular league play for the purpose of teams playing against multiply other teams. This does not include a gathering where team members compete on an individual basis against members of other teams or, a gathering where the result will decide if a team will advance to play in a national or international competition.