



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

Pacific Way Elementary Communicable Disease Prevention Plan



Please use the [SD73 Safe and Healthy Facilities Communicable Disease Prevention Plan](#) to develop this plan for your school.

Updated: **January 5, 2022**

- Red text – enhanced safety measures

Supporting Staff Safety

All staff will be orientated to the District's [Safe and Healthy Facilities Communicable Disease Prevention Plan](#) and the schools' Communicable Disease Prevention Plan on **Wednesday, January 5th, 2022**.

All staff **K-7** are required to wear non-medical masks indoors, in schools, and on school buses.

All staff **K-7** will complete a [Daily Health Check](#) prior to attending school.

The plan to maintain personal spacing between staff in staff only spaces is:

Staff Room: 6 people

- Maintain social distancing while in the space, and keep chairs in assigned spots

Photocopy Room: 2 people at a time

Library (other than when used for classroom purposes): 12 people.

General Office Space: 4 people including office staff

Learning Assistance Resource Room (other than when used for learning group purposes): 3 people

Staff Meetings: **virtually**

Signs will be posted, and this will be communicated to the staff.

Communication to Parents/Guardians

This Communicable Disease Prevention Plan will be communicated to parents and guardians by **January 10th, 2022**. This includes posting a copy of the plan on the school's website.

Information on [Daily Health Check](#) for parents to complete at home with their child will be emailed to parents prior to **January 10th, 2022**.

New students and families will be provided with health screening information when registering.

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 **Monday, January 10th, 2022**.

All students, grades Kindergarten to 12 are required to wear non-medical masks indoors, in schools, and on school buses.

Students who need a non-medical mask can come to the office to get one from office staff. Classroom teachers will also be given a small number of masks to distribute as needed.

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 **as follows**:

Arrival/Entry Process

- Line up outside of their classroom fire door (or in cohorts at main exits if primary classes).
 - Use of fire doors by: Mrs. Finch, Mrs. Marriott, Mrs. Salle, Mrs. Littlejohn, Mrs. Wiwchar, Mrs. Noble, and Mr. Sandhu
 - Staggered entry plan at front door: Mrs. Sherwood, Mrs. McLaren, Mrs. Piva, and Mrs. Greenwood
 - Staggered entry plan at East end of school (Kindergarten end): Mrs. Thoms, Mrs. Gundel, Mrs. Anderson, and Mrs. Wassing
 - Remaining classes are in portables with independent access points
- Wait for your teacher to escort you inside the building
- Stay on the right side of the hallway
- Keep hallways free of congestion **at key transition times (entering/exiting, recess, lunch)**

General Protocols

- **Hallways** - Walk single file on the right-hand side of the hallway. Teachers will ensure that hallway usage is kept to a minimum and allow for others to pass while maintaining social distancing.
- **Office** - Do not go to the office. Talk to your teacher first.
- **Noon hour** - Students may only be inside the building if they're engaged in an activity in the gym, if they are under the supervision of their classroom teacher in their classroom or eating at their desk.

Classrooms

- Classroom areas are configured to create maximum space for learning while minimizing face-to-face seating (desk in rows, increased spacing, forward faced seating)

Lockers

The plan for student locker use is:

- Lockers will be assigned by teachers and names of users recorded
- Lockers will only be shared between classmates
- Access to lockers will be staggered to maintain minimal traffic in hallways
 - Accessing lockers in A/B alternating groups
 - Learning pods co-ordination of locker access

Visitors

All visitors, including parents, must call to make an appointment prior to entering the school.

All visitors are required to **sign in and** complete a [Daily Health Check prior](#) to entering the school.

All visitors are required to wear non-medical **masks indoors in the school.**

To further support student and staff safety, the procedure for visitors will:

- When they arrive at the school, they will call the office to gain entrance to the building.
- All outside entrances of the building will be locked at all times.
- Upon entry, they will need to review and sign **the updated visitor log indicating completion of** Health Check stating they are healthy and include their contact information.
- Sanitizer will be provided at the office for hands.
- Limit movement throughout the building, indicate specifically where they are going (ie. which classroom).

All volunteers are required to participate in training prior to working with students and staff in schools. The process for this training will be:

- Volunteers will connect with the principal or vice principal prior to starting their volunteer position.
- Volunteers will be sent the training digitally and be expected to review this with any questions directed back to the administration prior to being able to volunteer.

Student Transportation on Buses

The process for students to line up for buses to ensure personal spacing will be:

- In the event of bus use (ie. field trips), students will be lined up by their teacher and will be encouraged to maintain physical distance, mask use procedures will be followed.
- **Hand sanitizer will be used prior to entering and upon exiting the bus.**

Before/After school: Pacific Way does not transport students to and from school by bus.

Considerations for inclement weather: As busing is not used at Pacific Way, this should not be an issue. Students are picked up by their parents or walk home. Should a situation arise where students are unable to leave the school grounds due to inclement weather, we will have students in our gym and distanced as much as possible to a maximum of 293.

Food Services/Lunch

The plan for delivery of food services or lunch is:

- For PAC food days, the delivering members of the PAC will be trained on the volunteer protocols. When arriving at the school, they will complete the daily health check, sign in, sanitize their hands, and will wear masks and disposable gloves to deliver food to the appropriate classes.
- The Fruit and Veggies program is also distributed by a member of PAC who has FOODSAFE Level 1 certification and will have completed the same steps.
- **No homemade treats or goodies (ie. Birthday cupcakes, cookies, etc.) may be brought or shared.**

Bell Schedule

Warning Bell:	8:25 am
Start of Day:	8:30 am
Start of Intermediate Recess:	10:10 am
End of Intermediate Recess:	10:25 am
Start of Primary Recess:	10:30 am
End of Primary Recess:	10:45 am
Start of Lunch:	12:00pm
Warning Bell:	12:55 pm
End of Lunch:	1:00 pm
End of Day:	2:41 pm

Extra-Curricular Activities

The plan for supporting student safety while participating in extra-curricular activities:

- Keep an attendance record of participating students and any volunteers.
- Hand hygiene and respiratory etiquette will be encouraged throughout the activity and hand sanitizer will be available.
- Depending on the intensity of the activity, masks will be mandated for Grade 4-7 as needed
- All equipment will be sanitized after completion of the activity.
- **No spectators will be allowed at our venues at this time.**