



“Learning together as we grow”

# North Canoe Elementary School

Box 78, CANOE BC V0E 1K0  
TELEPHONE 250-832-4950  
FAX 250-833-0652  
[nca@sd83.bc.ca](mailto:nca@sd83.bc.ca)  
[www.nca.sd83.bc.ca](http://www.nca.sd83.bc.ca)

## Health & Safety Protocols January 2022

### Entry Procedure

- Parents will be expected to have completed health check before school Drop-off. Parents should not bring students if they answered “yes” to any of the questions and contact the school. The health check at school is secondary.

### Once children enter the School

- Each child will place their belongings and then go and wash their hands. Children will be assigned desks. Desks will be distanced apart in the classroom as much as possible avoiding students facing one another.
- Learning activities will be in students’ own personal spaces where possible.
- Classes will practice hand washing hygiene throughout the day – every time they exit and enter the classroom & before and after eating or using the washroom, coughing, sneezing, or blowing noses.
- N95 or procedural masks will be worn by everyone at all times except when eating. Teachers will review on occasion how to handle and fit masks properly.
- We will spend more time outdoors. Children need to have appropriate clothing. Students will not be required to have both indoor and outdoor shoes.

### Recess and Lunchtime

Recess and lunch will follow our regular schedule.

- Students will wash hands before eating, before leaving the class to play, and upon return to the class. Hand sanitizer will also be available for students and staff outside during play times.
- Students will be encouraged to spread out in play between the spaces available.
- There may be access to shared playground equipment.

### Washroom and Water Breaks

- Maximum 2 students at a time in the washroom
- Students will bring water bottles from home and use the filling station.

### Copy Room

- Wash hands before and after use
- Use Vital Oxide and cloth to sanitize surfaces before and after use or use a touchless method.
- Limit use to what is needed only for access to paper, copier, cutter, etc.
- Maximum 3 adults at a time.

## **Staff Room**

- Maximum six occupants? Please spread out and leave space.

## **Office Area**

- The office will be closed to everyone except Gillian and Glen. Please use the clerical window to communicate and access. Please refrain from having students come to the office. The office phone will not be available. Gillian will call home if needed.

## **Symptomatic Student OR Adult**

- It is essential that no adults or students attend if they are symptomatic in any way of a cold, fever, or illness of any kind.
- Parents are expected to abide by the Health Screen each day.
- Adults who become ill during the day must inform the office and leave the building immediately. All contact areas will be disinfected immediately.
- Students who become ill during the day must check in with Gillian and will be instructed where to sit/stay. Parents will be contacted to pick the child up ASAP. All contact areas will be disinfected immediately afterward.
- The medical room can accommodate a maximum of 2 students. If more space is required, the small library room, LR room or seating by front door will be used.
- During this phase, other non-symptomatic medical needs will be attended to in the kitchen. A first aid kit will be available in the kitchen.

## **Dismissal**

- We will use normal dismissal procedures.

## **General Protocols**

- Please take time to teach protocols to students: mask handling and fitting, coughing into arms, handwashing procedures, use of hand sanitizer, not touching face, lining up procedures, appropriate games and ways to play, physical distancing, no physical contact, hugs, etc. 2m distancing is not required between students or staff and students (just no contact). Adults should maintain 2m distance as much as practicable.
- EVERY time students and staff enter a new area of the building, hand washing is required.
- We will minimize students moving through the building as much as we can. Students can exit through classroom doors, but must enter at designated doors and go through handwashing procedure.
- If there is a repeated purposeful violation of rules or procedures, please advise Glen to follow up.
- Washrooms and high touch surfaces will be cleaned and sanitized at least twice a day. General cleaning and disinfecting once per day. Additionally, we may develop a schedule for the custodian to assist with disinfection of playground equipment, music room, etc.
- The Custodial Department shall supply each classroom, photocopy room, lunchroom with a premixed bottle of Vital Oxide and a green microfiber cloth. SD 83 asks that all staff take a personal responsibility to keep and maintain your personal work area clean and sanitized. Please take that extra minute to wipe down the photocopier after you have used it; wipe down your lunch room table after you have finished lunch and after a meeting please wipe down table, keyboard and mouse. We must work together and keep each other safe.