



August 26, 2020

Ref: 235447

Balan Moorthy, Superintendent  
School District No. 78 (Fraser-Cascade)  
**Email: [balan.moorthy@sd78.bc.ca](mailto:balan.moorthy@sd78.bc.ca)**

Dear Mr. Moorthy:

Thank you for submitting the Stage 2 Restart Plan and supporting documentation for Fraser-Cascade to the Ministry of Education.

Ministry staff have reviewed the documents provided and have confirmed their alignment with the requirements set out in the COVID-19 Operational Guidelines, including the specific health and safety measures.

Moving forward, the Ministry will follow up with school districts periodically for updates on the implementation of their restart plans and to offer support where needed. In the interim, if you have any questions or require immediate assistance, please contact the Ministry by email at [educ.covid@gov.bc.ca](mailto:educ.covid@gov.bc.ca) or by phone at 236-478-2712.

Thank you for your ongoing leadership and commitment to supporting the well-being and success of students in British Columbia.

Sincerely,

D. Scott MacDonald  
Deputy Minister

pc: Debbie McKinney  
Renge Bailie



650 KAWKAWA LAKE ROAD HOPE, B.C. V0X 1L4

Phone - (604) 869-2411 (Hope residents)

Phone (604) 796-2225 (Agassiz residents)

Fax (604) 869-7400 [www.sd78.bc.ca](http://www.sd78.bc.ca)

August 17, 2020

Dear Parents and Students,

We trust that you are having a safe, relaxing and enjoyable summer. I am excited to join the Fraser Cascade School District as your new Superintendent of Schools. Our new Assistant Superintendent, Renge Bailie, and I, recognize that our district is made up of healthy relationships, community pride and a caring and compassionate atmosphere. It has been a fantastic introduction. We are both parents as well as educators, and we make decisions through these lenses.

I am sure that many of you have questions about school start-up. The Ministry of Education and Public Health have made it clear that we want our students back in our schools. The emotional health concerns, loss of learning, lack of social connection, economic stress, pressure on parents, lack of access to technology and inactivity are some of the primary reasons to get our students back in our buildings. We have been working hard with our school leaders to ensure that schools are ready to support our students.

If you would like to review a more in-depth rationale for why we are encouraging students to come back for in-person learning, please review this link from public health.

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

Over the next week, please expect communication from your child's principal to discuss the back to school which will include the following possible topics:

- Health and safety measures
- Entrances to the school building
- Learning cohort arrangements
- Support for vulnerable learners
- Support for Indigenous learners
- Altered bell schedules (if required)
- Staggered recesses and breaks (if required)
- Supervision arrangements
- Transportation arrangements

- Food services
- Daycare arrangements
- Technology support
- Switching from in-person to remote learning if necessary

While the information may not be specific to your child, we hope that the depth of these plans will give you some comfort as we plan to return to school. We expect these plans to be shared by your child's school during the week of August 24-28. After you receive the school start-up information, you will be contacted by your school's administration about your family's readiness to return to school. We want to assure you that the safety and well being of our students, families and staff members are our highest priorities.

We look forward to connecting with you in person soon.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'B. Moorthy', with a stylized flourish at the end.

Balan Moorthy  
Superintendent of Schools



# AGASSIZ ELEMENTARY SECONDARY SCHOOL

PO BOX 1100  
AGASSIZ, BC V0M 1A0

PHONE: 604-796-2238  
[new.agassizsecondary.com](http://new.agassizsecondary.com)



August 21, 2020

Dear Parents/Guardians:

The Ministry of Education Five Stage Framework for K-12 includes comprehensive COVID-19 health and safety measures. Based on new public health guidance for K-12 schools from the Provincial Health Officer, the Five Stages have been updated to outline expectations for the 2020/21 school year.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework>

In September 2020 all schools in British Columbia will start up in Stage 2 with the goal of maximizing in-class instruction for all students within the revised public health guidelines to reduce the risk of COVID-19 transmission.

B.C.'s Back to School Plan is built on three core principles to ensure everyone's safety:

- New health and safety measures,
- Increased funding for protective equipment like masks
- New learning groups to help keep everyone safe.

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

## Start Date(s)

All of our staff will be returning on Tuesday September 8, 2020. Our Grade 7-9 students will attend on Thursday September 10<sup>th</sup>. Grade 10-12 students (along with ACE students) will attend on Friday September 11, 2020. On these days we will be teaching students the new routines and safety protocols to ensure everyone's safety. All students/staff will attend on Monday September 14, 2020.

## Learning Groups/Cohorts

We are organizing students into Learning Groups to help limit contact and potential exposure. Within a Learning Group minimized physical contact is required, but physical distancing does not need to be maintained at all times.

Due to the size of our school population we are able to arrange our Learning Groups by Grade level and be below the threshold number of 120 students per group. Locker assignments will be based on these groupings.

Some of our Sr. classes – especially electives-- have students in Gr. 10/11/12 and the Gr. 11/12 students will need to social distance within the classroom from the Gr. 10's as they are in a different Learning Group.



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## **Agassiz Centre for Education (ACE) Students:**

Currently there are only 5 students registered for this program. These students will follow all of the same health and safety precautions as our AESS students. They will undergo their own training on Friday, Sept. 11.

## **Student Supports**

Students on Individualized Educational Plans who require learning support will continue to be supported by our Special Educational Assistants (SEA's)/Inclusion Teacher either in the classroom or in a socially distanced setting.

Our Indigenous students will receive ongoing support from our teachers, counselling staff, First Nations Support Workers and our new Aboriginal mentor.

Our Counselling Staff will be available as always to support our students who require emotional support.

## **Safety Measures**

We are starting the school year with health infection and control measures including: physical distancing, minimized physical contact, hand hygiene procedures, as well as frequent cleaning and disinfection of the school.

The school will have a custodian sanitize frequently touched surfaces like door handles, toilet handles, tables, and desks once during the school day. In the evenings the school will be cleaned as well. Hand sanitizing stations and/or sinks with hot water and soap will be available for use in all classrooms that are used by students.

We will also have floor markings and posters setup to ensure proper traffic flow. Classrooms will have "Entrance" and "Exit" doors. Physical barriers will be placed where required. Our bell schedule will be changed slightly to stagger the number of students in the hallway at the start of the school day, during breaks, at lunch and the end of the school day. Our Gr. 7-9 students will start and end classes/lunch/breaks 5 minutes before our Gr. 10-12 students.

Students will need to bring their own school supplies as sharing of supplies/resources is not permitted between students/staff. We suggest they bring a backpack that stays with them in class for the day. To ensure social distancing in the hallway, lockers will not be available at break so students will need to ensure they have their morning or afternoon class materials with them.

The Ministry of Education is requiring under the updated health and safety guidelines (August 17) that masks will be required for staff, teachers and students in middle and secondary schools in common areas like hallways, buses, or anytime safe, physical distancing cannot be maintained. Every student will be given two masks. Masks are not required by students while in classes in their Learning Groups.



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## **Arrival/Departure/Lunch hour**

Parents need to assess their children daily for symptoms of the common cold, influenza, COVID-19 or other infectious respiratory disease prior to sending them to school. Students with symptoms should not come to school. The Ministry of Health has developed a Self-Assessment tool that can be used--  
<https://bc.thrive.health/covid19/en>

Staff/Students/Visitors will enter the school through the Main Entrance only. Everyone will be required to wash their hands using the Hand Sanitizing Station when they enter the school. Upon entry everyone must wear a mask until they begin their first class. Students will go to their lockers to drop off any items they do not need for morning classes.

Hallways and staircases will flow with traffic keeping to the right. At the start of lunch and at the end of the day students/staff will be able to exit the building from any of the doors. Hand sanitizing stations will be available at the exits. This will help us avoid congestion in the hallways at the end of the day. However, re-entry to the school will be through the front doors.

At lunch time students are encouraged to stay on school grounds. Specific classrooms will be made into Learning Group lunch rooms. Students should try to only socialize with students in their own Learning Group unless they can maintain social distancing. This is also required if students leave the building during lunch. Students who are unable to maintain social distancing from other Learning Groups will be asked to stay on the school site at lunch hour.

## **Bussing**

School busses will have more than one Learning Group of students. Therefore, students riding the bus are required to wear a face mask for their own and others protection.

## **Infection Prevention and Control**

Students and staff with cold, influenza, or COVID-19 like symptoms should stay home, self-isolate, and be assessed by a health care provider. Testing is recommended for anyone with these symptoms. All staff/students who have travelled outside of Canada are required to self-isolate for 14 days.

Our secretaries—Mrs. Deschenes and Mrs. Dennis -- will be contacting all parents/guardians next week to ensure you have received our plan. Please let us know if you have any concerns about returning when they contact you. Mr. Johnson--our Vice-Principal-- and I will be available next week as well to answer any questions you may have.

We hope you and your family are safe and well as we navigate the start of the school year.

Sincerely,

Greg Lawley, Principal

Gord Johnson, Vice-Principal

# Boston Bar Elementary Secondary School

47632 Old Boston Bar Road  
Boston Bar, BC V0K 1C0  
604.867.9222 604.867.8855 Fax  
Principal: Mrs. Lisa Oike



Home of the Griffins Since 1917

Friday, August 21, 2020

Dear Parents, Families, and Students,

I write to provide an update on our school start-up and opening procedures for September 10<sup>th</sup>, 2020. I will also be contacting each family by phone to discuss your plans for your child/children's attendance at school this September and if they will be requiring bus transportation. I would request that if we have not connected by August 31<sup>st</sup>, you contact the school by phone 604-867-9222 or e-mail [lisa.oike@sd78.bc.ca](mailto:lisa.oike@sd78.bc.ca) and [renee.aldrige@sd78.bc.ca](mailto:renee.aldrige@sd78.bc.ca) to advise of your plans.

Our new Superintendent Balan Moorthy's welcoming update letter ([Parent and Student Letter for Reopening](#)) was sent on Aug. 17<sup>th</sup>. He emphasized the need for students to be back in school to support emotional health, loss of learning, lack of social connection, economic stress, pressure on parents, lack of access to technology and inactivity as some of the primary reasons to get our students back into school. Public Health provides detailed school info.

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

The 3 core principles from the Ministry of Education and Public Health for us to focus on are:

- 1. New Health and Safety measures;
- 2. Keeping schools safe and clean with funding for protective equipment; and
- 3. Small cohort learning groups to reduce the possibility of transmission and keep everyone safe.

All staff and students will be provided with face masks. Staff will also be provided with face shields. For staff who will function outside the specific Cohort group they are attached to, these will be required if the 2m/6ft separation cannot be maintained. The headings in Appendix A will hopefully answer questions parents and students have about the September start-up at BBESS. While the information may not be specific to your child, I hope the depth of this plan will give you some comfort as we plan to return to school. After you receive the school start-up information, as noted above please contact me with your plans to return to school if I have not reached you by phone. If you still have questions do not hesitate to e-mail ([lisa.oike@sd78.bc.ca](mailto:lisa.oike@sd78.bc.ca)) or call me at any time. I am confident we will be able to effectively manage the Health and Safety requirements, that the school will be cleaned/disinfected regularly and that the small cohort groups will keep students safe. We have missed all of our students and truly look forward to teaching them soon. Thank you.

Mrs. Lisa Oike

Principal Boston Bar Elementary Secondary School





### **Daily Health Assessments**

**Staff:** all staff are required to do daily health assessments. If they have symptoms of a cold, flu, COVID-19 or other infectious respiratory issues they must stay home. In the rare event. they have symptoms of COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea) they are required to be assessed for COVID-19 and are required to stay home until the assessment clears them to return to school. If they are positive for COVID-19 they are required to contact Public Health and the principal. Public Health will direct contact tracing and protocols.

**Students/Parents:** parents are required to do daily health assessments of their child(ren) and if they have symptoms of a cold, flu, COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea) they are required to stay home until the assessment clears them to return to school. As above in the rare event a person/student is positive for COVID-19 they must contact Public Health and the principal. Public Health will direct contact tracing and protocols.

### **Hand Washing, Hygiene and Masks**

**Staff:** all staff are required to wash or disinfect their hands upon entering the school, and sign in, to confirm their daily health assessment. Staff are encouraged to wear masks and/or face shields as well as maintain the 2 meters/6 feet of separation from others. Staff are limited in small areas (photocopy room, staff room) so they can maintain the 2m/6ft separation.

**Students:** all classroom have sinks and hand washing supplies, all students are required to enter in the front doors at the beginning and end of the day only. They will use their designated entry school doors for all other movement in and out of the school (map and information attached). Students are to go directly to their classroom and wash their hands, teachers will supervise this. Students are to also wash their hands on each transition (recess, lunch, going home). All students will exit and re-enter their classrooms from outside using their designated exit door.

### **Entrances to the school building (see Appendix B)**

All **staff** will enter through the main entrance and complete a daily health confirmation and wash/sanitize their hands.



**Students** – we will use the front entrance at the start and end of the day for students. Students will have a staggered entrance off the bus moving front to back, supervised by staff. Students being dropped off will remain in or near their vehicles until called to enter by supervising staff. Once they have entered the building they will check in with Mrs. Aldridge and following the social distancing rules use the right-hand walking path to their classroom for hand washing and sanitizing.

### **Learning cohort arrangements**

We will have 2 cohorts of students at Boston Bar Elementary-Secondary, all which are less than 30 students. **One Primary Cohort** - Cohort 1 (Kindergarten – Grade 3 class and Grade 4 – Grade 6 class) and **One Intermediate/Senior Cohort** - Cohort 2 (Grade 7 – Grade 9 class and Grade 10 – Grade 12 class).

### **Support for vulnerable learners**

We will arrange individual supports and arrangements for students who require extra support.

### **Support for Indigenous Learners**

We will work together with our First Nations Support Worker to provide additional support for Indigenous students.

### **Altered bell schedules and Staggered recesses and breaks**

At this time, we do not anticipate the need to alter our bell schedule or breaks. We will separate the playground into primary cohort areas and intermediate/secondary cohort areas. We will provide microwaves (kettles supervised via intermediate/senior classes) to each classroom and after sanitization of each work area the students will eat lunch in their rooms to ensure social distancing and less movement throughout the school.

### **Supervisory arrangements**

Supervision schedules will ensure that there is supervision for each cohort on breaks.

## **Transportation arrangements**

Transportation is making arrangements for physical separation of students on the bus. Students in the same family may sit with each other and there will be physical separation of non-family students on the bus. Seats will be assigned and labelled based on pick up to load the bus back to front. Once we know who will be requiring bus transportation there will be a finalized schedule, seating plan and arrangements determined and shared with families.

## **Food services**

We will continue to provide breakfast daily and the occasional lunch for all students. Food will be prepared following food safe guidelines, individually wrapped when required and delivered to the classrooms.

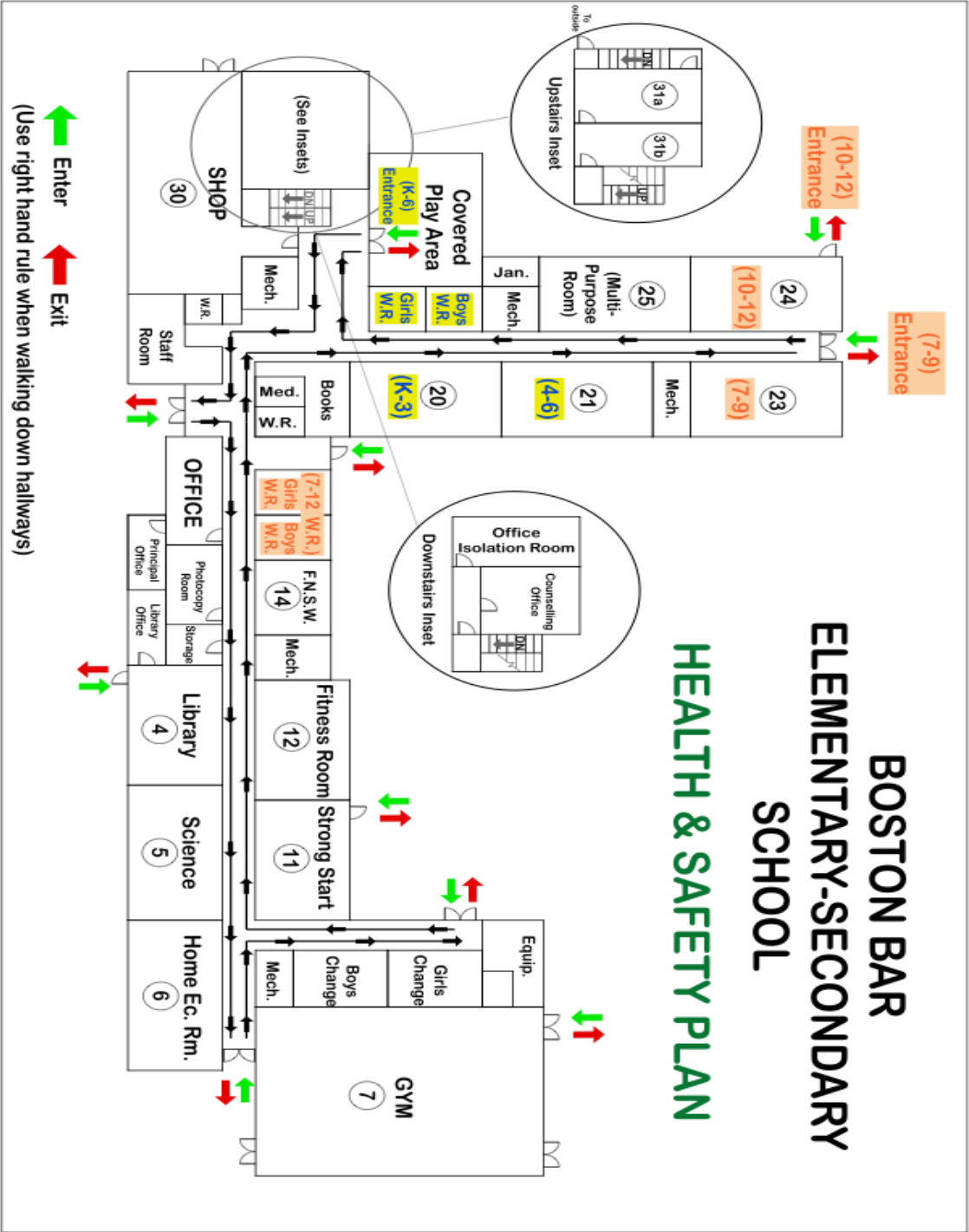
## **Technology Support**

As last year, we will provide technology (as needed) and technology support if the Ministry changes from the “in person” learning model.

## **Switching from in-person to remote learning if necessary**

In the event that the Ministry of Education moves from full “in-class” instruction to remote learning or to a modified system of partial “in-class” and partial remote learning, we will adapt and deliver instruction and instructional programs to meet the needs of our students.

We look forward to connecting with you in person soon!





# Coquihalla Elementary School

School District No. 78, Fraser Cascade  
P.O. Box 969, Hope, BC V0X 1L0



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August 21, 2020

Dear Parents, Guardians and Students,

Happy late August to you!

I am writing to provide an update on our school start-up and opening plans for September.

First of all, I would like you to contact the school, preferably by email, to advise of your plans for your students' attendance at school this September and if they will require bus transportation. ([peter.flynn@sd78.bc.ca](mailto:peter.flynn@sd78.bc.ca), or [linda.bailey@sd78.bc.ca](mailto:linda.bailey@sd78.bc.ca)) If email is not possible, please phone us at 604-869-9904. We really look forward to hearing from you!

Our new superintendent, Balan Moorthy, sent a welcoming update letter on August 17. It is on the school's website and FaceBook page. He emphasized the need for students to be back in school to support

- emotional health,
- loss of learning,
- lack of social connection,
- economic stress,
- pressure on parents,
- lack of access to technology and inactivity as some of the primary reasons to get our students back into school.

Please look at his letter and the site attached to it for more information.

The three core principles from the Ministry of Education and Public Health for us to focus on are:

- Health and Safety
- Keeping schools safe and clean
- Small cohort learning groups to reduce the possibility of transmission

All staff will be provided with facemasks and face shields.





# Coquihalla Elementary School

School District No. 78, Fraser Cascade  
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For itinerant staff who may function outside a specific cohort group, masks/face shields will be required if the two-metre separation cannot be maintained. I understand masks will be issued to students if needed.

## Health and Safety Measures

### Daily Health Assessments

All staff will be required to do daily health assessments. If they have symptoms of a cold, flu, COVID-19 or other infectious respiratory issues, they must stay home. In rare events, they have symptoms of COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea); they are required to be assessed for COVID-19 and are required to stay home until the assessment clears them to return to school. If they are positive for COVID-19, they are required to contact Public Health and me.

Public Health will direct contact with tracing and protocols.

Parents are required to do daily health assessments of their child(ren). If they have symptoms of a cold, flu, COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea), they are required to stay home until the assessment clears them to return to school. As above, in the event, a person/student is positive for COVID-19, they must contact Public Health and me. Public Health will provide directions for contact tracing and protocols.

### Hand Washing, Hygiene and Masks

All staff are required to wash or disinfect their hands upon entering the school. Staff are encouraged to wear masks and/or face shields and maintain the two-meter separation from others. Staff is limited in small areas, like the staff room and photocopy room, to maintain physical distancing.

Students will enter the school through their classroom's outside doors. Once in class, they will wash their hands, which will be supervised by teachers. Students are also to wash their hands on each transition (recess, lunch, going home).





# Coquihalla Elementary School

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Each class will be assigned a specific washroom to use. Students will use restrooms one at a time. I see washroom use as the only time students need to use the hallways in our school. Transitioning to places like the library or multi-purpose room will be through outside doors.

## **Cohort Groups**

It is challenging to arrange cohort groups when I don't have a completely accurate picture of how many students are coming back to school in September. (This is why it is important to let the school know what is happening in this area! Refer to my first long paragraph above!)

However, in my initial planning, Cohort Groups will be arranged along grade lines. Students will still be attending class and will be taught by a single teacher. Within the cohort group, minimized physical contact is required, whereas contact with someone outside the cohort group requires physical distancing. Contact between cohort groups will be as minimal as possible to reduce the risk of transmission. I believe cohort groups will support better contact tracing if there is a confirmed case in a school community.

To minimize the contact between cohorts, we are staggering recess and lunchtimes, as well as designating specific play areas outside for the cohorts during break times. This process will be expedited if we see how many students are coming back to school. (Again, please refer to my first long paragraph above!)

## **General Cleaning**

A custodian will be in the building while students are in class. In June, the janitor continually cleaned while students were in the building, and we expect that this will continue in the fall. A deep clean is to happen every day.

## **Support for vulnerable learners**

We will arrange individual supports and arrangements for students who require extra support.

## **Support for Indigenous Learners**



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Telephone: 604-869-9904

Fax: 604-869-2434



# Coquihalla Elementary School

School District No. 78, Fraser Cascade  
P.O. Box 969, Hope, BC V0X 1L0



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We will continue to support our First Nations Support Workers to provide additional support for Indigenous students.

## **Supervisory arrangements**

Supervision schedules will ensure that there is supervision for each cohort on breaks.

## **Transportation arrangements**

The school district's transportation staff is making arrangements for the physical separation of students on the bus. Students in the same family may sit with each other, and there will be a physical separation of non-family students on the bus. Once we know who will be requiring bus transportation, there will be a finalized schedule and arrangements determined.

## **Food services**

We will continue to provide breakfast and or lunch for those students who do not have either. Food will be delivered to the classroom rather than having students from different cohorts eating together.

## **Daycare arrangements**

If you are interested in after school daycare (Club Child,) please contact the recreation centre at 604-869-2304.

## **Switching from in-person to remote learning if necessary**

Suppose the Ministry of Education moves from full in-class instruction to remote learning or a modified partial in-class and partial remote learning system. In that case, we will adapt and deliver instruction and instructional programs to meet our students' needs.

## **Finally**

Time and time again this summer, when watching the news, Dr. Bonnie Henry and Ministers Fleming and Dix have mentioned how schools are going to look different this September. As I plan for the fall, I feel this is true! Things are going to be unique. However, we are fortunate to have a highly flexible,



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Telephone: 604-869-9904

Fax: 604-869-2434





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resourceful, and talented staff committed to student education and, more importantly, student safety during these times.

Thank you for reading this letter. Most likely it will engender further questions, so please don't hesitate to contact me!

Very sincerely,

Peter Flynn  
Acting Principal

P.S.  
Have a look if you want!

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework>



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Telephone: 604-869-9904  
Fax: 604-869-2434



# Harrison Hot Springs Elementary

501 Hot Springs Road  
Harrison Hot Springs, BC V0M 1K0  
604 796-2838

August 21, 2020

As you know, all schools in British Columbia will open to in-person instruction this September 10, 2020. The Ministry of Education's Five Stage Framework for K-12 includes a comprehensive COVID-19 health and safety measure plan. The five stages may be viewed on the following link:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework>

Supporting this framework are the detailed guidelines from WorkSafeBC outlining COVID-19 Education (K-12): Protocols for returning to operation located at the following link:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

Public Health provides detailed school info (see link below).

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

Superintendent Balan Moorthy's welcoming update letter is linked here ([Parent and Student Letter for Reopening](#)). He emphasized some of the primary reasons for students to be back in school: support emotional health, loss of learning, lack of social connection, economic stress, pressure on parents, lack of access to technology and inactivity.

## **Start Dates:**

The September start will be supported by the new measures for a safe return to school including:

- New learning groups to keep everyone safe – small cohort learning groups to reduce the possibility of transmission
- New healthy and safety measures for all students, families, teachers, and staff
- Increased funding for protective equipment.
- 

As September approaches, we will be sending you a short Survey Monkey about your child's enrollment at Harrison Hot Springs Elementary, bussing requirements, supports, etc.

All staff will be provided with face masks and face shields. For staff who will function outside the specific cohort group, they are attached to, masks/shields will be required if the 2m/6ft separation cannot be maintained.



# Harrison Hot Springs Elementary

501 Hot Springs Road

Harrison Hot Springs, BC V0M 1K0

604 796-2838

Appendix A will address questions parents and students have about the September start-up at Harrison Hot Springs Elementary.

While the information may not be specific to your child, the depth of this plan should give you some comfort as we plan to return to school.

I am confident we will be able to effectively manage the SD78 Health and Safety guidelines so that the school will be cleaned/disinfected regularly and that the small cohort groups will keep students safe.

If you have any questions, please contact me at [tammy.nazarchuk@sd78.bc.ca](mailto:tammy.nazarchuk@sd78.bc.ca). The office will be re-open August 31, 2020 and we will return phone calls at that time.

Sincerely,

Tammy Nazarchuk, Principal



# Harrison Hot Springs Elementary

501 Hot Springs Road

Harrison Hot Springs, BC V0M 1K0

604 796-2838

## Health and Safety Measures Appendix A

### **Daily Health Assessments**

**Staff:** all staff are required to do daily health assessments. If they have symptoms of a cold, flu, COVID-19 or other infectious respiratory issues, they must stay home. In rare events, they have symptoms of COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea). They are required to be assessed for COVID-19 and are required to stay home until the assessment clears them back to school. If they are positive for COVID-19, they are required to contact Public Health and the school principal. Public Health will direct contact with tracing and protocols.

**Students/Parents:** parents are required to do daily health assessments of their child(ren) and if they have symptoms of a cold, flu, COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea) they are required to stay home until the assessment clears them to return to school. As above in the rare event, a person/student is positive for COVID-19, they must contact Public Health and the school principal. Public Health will direct with contact tracing and protocols.

### **Hand Washing, Hygiene, Masks & School Entry**

**Staff:** all staff are required to wash or disinfect their hands upon entering the school at the main entrance and sign in to confirm their daily health assessment. Staff are encouraged to wear masks and face shields and maintain the two meters/6 feet of separation from others. Staff are limited in small areas (photocopy room, staff room) to keep the 2m/6ft separation.

**Students:** All classrooms have sinks and handwashing supplies, and all students are required to enter through main entrance of the school. Students are to go directly to their classroom and wash their hands under the teacher's supervision.

Students will wash their hands on each transition (recess, lunch, going home, etc.). Classrooms will be assigned exit doors and re-enter their classes from the south entrance door.

### **Learning Cohort Arrangements**

We will have 2-3 cohorts of students at Harrison Hot Springs Elementary. These may be subject to change depending on enrollment.

### **Support for Vulnerable learners**

We will arrange individual supports and arrangements for students who require extra support.

### **Support for Indigenous Learners**

We will provide support from our First Nations Support Workers to provide additional support for Indigenous students.



# Harrison Hot Springs Elementary

501 Hot Springs Road

Harrison Hot Springs, BC V0M 1K0

604 796-2838

## **Altered Bell Schedules and Staggered Recesses and Breaks**

At this time, we do not anticipate the need to change our bell schedule or breaks. We will separate playgrounds into 2-3 areas and rotate cohorts through these areas. This will permit the separation of students by cohort.

## **Supervisory Arrangements**

Supervision schedules will ensure that there is supervision for each cohort on breaks.

## **Transportation Arrangements**

Transportation is making arrangements for the physical separation of students on the bus when possible. Students in the same family may sit with each other, and whenever possible, there will be a physical separation of non-family students on the bus. Once we know the requirements for bus transportation, there will be a finalized schedule and arrangements determined.

## **Onsite Daycare**

Harrison Preschool and Childcare, Melissa Weed, [harrisonpreschoolandchildcare@shaw.ca](mailto:harrisonpreschoolandchildcare@shaw.ca)

## **Technology Support**

Should the Ministry revert to Stage 3, technology (and support) will be provided on an "as needed" basis.

## **Switching from In-Person to Remote Learning if Necessary**

If the Ministry of Education moves from full "in-class" instruction to remote learning or a modified system of partial "in-class" and partial remote learning. In that case, we will adapt and deliver instruction and instructional programs to meet our students' needs.



## HOPE SECONDARY SCHOOL

PO Box 249 • 444 Stuart St • Hope, BC V0X 1L0

August 21, 2020

Dear Parents/Guardians and Students:

As you are aware, all schools in British Columbia will open to in-person instruction this September. The Ministry of Education Five Stage Framework for K-12 includes a comprehensive COVID-19 health and safety measure plan. The five stages may be viewed on the following link:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework>

Supporting this framework are the detailed guidelines from WorkSafeBC outlining COVID-19 Education (K-12): Protocols for returning to operation located at the following link:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

B.C.'s plan includes new health and safety measures, increased funding for protective equipment like masks and new learning groups to help keep everyone safe.

### **Start Dates:**

As September approaches, we will be sending a short survey asking about your student's enrolment, at Hope Secondary, for the 2020-2021 school year as well as any supports you may require in the event we need to shift to remote learning.

We are planning a gradual re-entry to school in September. All staff will return to school on Tuesday, September 8, 2020. During September 8 and 9<sup>th</sup>, staff and administration will be working together to ensure these principles and guidelines are explained, reviewed and established for returning students.

All students in grades 7-9 will return to school on Thursday, September 10. All students in grades 10-12 will return to school on Friday, September 11. On these days, we will be working with the students to ensure they receive all the usual back-to-school information, meet with their classroom teachers and will also be facilitating a discussion/training on the new routines and safety protocols to ensure everyone's safety. All staff and students will attend school on Monday, September 14, 2020.

### **Learning Groups/Cohorts:**

Students will be organized into cohort groups, as much as possible, in order to limit physical contact and exposure. Homerooms will be restructured so they are grade specific and not multi-grade as we have had for many years. Locker assignments will be based on these groups. Please note, even with restructuring the timetable, we will have students, particularly in grades 10 to 12, who will be in more than one cohort. An example of this is Woodworking 10-12. The grade 10



## HOPE SECONDARY SCHOOL

PO Box 249 • 444 Stuart St • Hope, BC V0X 1L0

students will need to physically distance from the grade 11 and 12 students, as they are not in the same cohort and vice versa.

Our timetable is being restructured so that all grade 8 – 12 courses are on the semester system. This means all students, in these grades, will have 4 courses per semester. The grade 7 students will remain on the linear system. In order to accommodate teacher prep time, our students will be released at noon. Bus students will be picked up and all others may walk home or be picked up by a parent.

We have also restructured the enter/exit points for students. All students in grades 7 and 8 will enter/exit the building through the west doors (bus area). The grade 9 and 10 students enter/exit the building through the main doors located by the office. Their lockers and homerooms will be located in the library hallway. The grade 11 and 12 students access point to the school is by room 21 (Mrs. Anderson's classroom—southeast exit). These will also be the pickup/drop-off locations for parent/guardian providing transportation to their student(s). Students will be expected to stay in their designated area of the school prior to the warning bell, signaling that students should proceed to their first class. Everyone will be required to use the hand sanitizing station when they enter/exit the school.

### **Safety Measures:**

As we begin the school year, safety measures include physical distancing, minimized physical contact, hand washing/hand sanitizer, as well as frequent cleaning of the school. We will have a day custodian on site to clean frequently touched surfaces like door handles, toilet handles, tables, and desks during the school day. The school will also be cleaned every evening. We will also have signage indicating traffic flow and reminders of physical distancing.

The Ministry of Education is requiring that all staff and students wear a mask while in the hallways or any common area of the school. As well, all students who ride a bus will have to wear a mask. So, upon entry to Hope Secondary, everyone must wear a mask until they begin their first class, where a mask may not be required. Of course, students may wear a mask in all of their classes if they so choose. To support physical distancing, Hope Secondary asks that all staff and students 'keep to the right' when it comes to moving through the school.

In order to minimize the number of students in the halls during lunch, we have set-up two 30-minute breaks. While the students in grades 10-12 have their flex block, which is after their period 2 class, the students in grades 7-9 will have their lunch break. When the junior students finish their lunch break, they will go to their flex block, which will be held in their period 3 class, and the senior students will have their lunch break. As was our practice in the spring, Hope Secondary will be a closed campus and all students must remain on campus, including the lunch break, unless they have a scheduled appointment outside of the building. Our day will end at 2:40. We will stagger the release times of our students so they may go to their lockers, get their belongings and leave at their appointed exit to be picked up by parents, walk home or get on the bus.





## HOPE SECONDARY SCHOOL

PO Box 249 • 444 Stuart St • Hope, BC V0X 1L0

Access to lockers will be limited, so students must prepare themselves for a full morning or afternoon of learning and ensure they have all materials they will need for their morning or afternoon classes. Students will be able to access their locker prior to their lunch break and before their third block class. Additionally, students will need to bring their own school supplies as sharing of supplies/resources is not permitted between students/staff. We suggest students bring a backpack to school that stays with them for the day. To ensure physical distancing in the hallways, lockers will not be available during the morning or afternoon break.

Our adjusted bell scheduled is as noted below:

Warning Bell	8:25
Period 1	8:30 – 9:45 (75 minutes)
Break	9:45 – 9:50
Period 2	9:50 – 11:00 (70 minutes)
Lunch/Flex	11:00 – 11:30 Lunch (gr 7-9); Flex (gr 10-12)
Lunch/Flex	11:30 – 12:00 Lunch (gr 10-12); Flex (gr 7-9)
Period 3	12:00 – 1:10 (70 minutes)
Break	1:10 – 1:15
Period 4	1:15 – 2:35 (80 minutes)

We recognize there are many new protocols in place and to support all who enter the school, signage and posters will be displayed around the school to support the new safety procedures for all. Please note that students who have an IEP will continue to be supported by our Inclusive Education Department. Our Indigenous students will receive ongoing support from our teachers, counselling staff and First Nations Support Workers. As always, our counsellors are available to support students who require additional emotional support.

All visitors will enter the school through the Main Entrance only. Everyone will be required to use the hand sanitizing station when they enter/exit the school.

### **Daily Home Procedure:**

Parents need to assess their children daily for symptoms of the common cold, influenza, COVID-19 or other infectious respiratory disease prior to sending them to school. Students with



## HOPE SECONDARY SCHOOL

PO Box 249 • 444 Stuart St • Hope, BC V0X 1L0

symptoms should not come to school. The Ministry of Health has developed a Self-Assessment tool that can be accessed at <https://bc.thrive.health/covid19/en> Please contact the school if you need to keep your student(s) at home.

### **Infection Prevention and Control:**

Students and staff with cold, influenza, or COVID-19 like symptoms should stay home, self-isolate and be assessed by a health care provider. Testing is recommended for anyone with any of these symptoms. All staff/students that have travelled outside of Canada are required to self-isolate for 14 days.

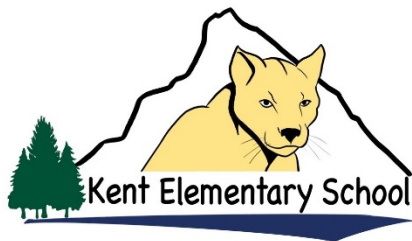
If after reviewing all the above noted protocols, safety initiatives and information via the links, please let us know if you have any concerns about returning to school. You may contact us via phone at 604-869-9971 or email: [rosalee.floyd@sd78.bc.ca](mailto:rosalee.floyd@sd78.bc.ca) or [karl.koslowsky@sd78.bc.ca](mailto:karl.koslowsky@sd78.bc.ca).

We hope you and your family are safe and well as we navigate the start of the school year.

Sincerely,

Rosalee Floyd, Principal

Karl Koslowsky, Vice Principal



Kent Elementary School  
7285 McCullough Road, Agassiz, BC VoM 1A2  
Phone: (604)796-2161 Fax: (604)796-3966

August 21, 2020

Dear Parents, Guardians and Students,

I write to provide an update on our school start-up and opening plans for September 10<sup>th</sup>, 2020.

We are requesting that you contact the school (preferably by e-mail [kim.stanway@sd78.bc.ca](mailto:kim.stanway@sd78.bc.ca) and cc [stan.watchorn@sd78.bc.ca](mailto:stan.watchorn@sd78.bc.ca)) to advise of your plans for your child(ren's) attendance at school this September. Please also indicate if they will be require bus transportation. If e-mail is not possible, please phone 604-796-2161. School secretaries will return to work on August 31<sup>st</sup> and return phone calls at that time.

Our new Superintendent Balan Moorthy's welcoming update letter is linked here ([Parent and Student Letter for Reopening](#)). He emphasized some of the primary reasons for students to be back in school: support emotional health, loss of learning, lack of social connection, economic stress, pressure on parents, lack of access to technology and inactivity. Public Health provides detailed school info (see link below).

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

The 3 core principles from the Ministry of Education and Public Health for us to focus on are:

- Health and Safety;
- Keeping schools safe and clean; and
- Small cohort learning groups to reduce the possibility of transmission.

All staff will be provided with face masks and face shields. For staff who will function outside the specific cohort group they are attached to, masks/shields will be required if the 2m/6ft separation cannot be maintained.

The headings in Appendix A will hopefully address questions parents and students have about the September start-up at Kent Elementary. While the information may not be specific to your child, the depth of this plan should give you some comfort as we plan to return to school.

Again, please contact Kim Stanway our school secretary and cc me your family's plans to return to school.

If you still have questions do not hesitate to e-mail ([stan.watchorn@sd78.bc.ca](mailto:stan.watchorn@sd78.bc.ca)) or call me. I am confident we will be able to effectively manage the SD78 Health and Safety guidelines, that the school will be cleaned/disinfected regularly and that the small cohort groups will keep students safe.

Best Regards

R. Stan Watchorn  
Principal Kent Elementary

**Daily Health Assessments**

**Staff:** all staff are required to do daily health assessments. If they have symptoms of a cold, flu, COVID-19 or other infectious respiratory issues they must stay home. In the rare event they have symptoms of COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea) they are required to be assessed for COVID-19 and are required to stay home until the assessment clears them to return to school. If they are positive for COVID-19 they are required to contact Public Health and the school principal. Public Health will direct contact tracing and protocols.

**Students/Parents:** parents are required to do daily health assessments of their child(ren) and if they have symptoms of a cold, flu, COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea) they are required to stay home until the assessment clears them to return to school. As above in the rare event a person/student is positive for COVID-19 they must contact Public Health and the school principal. Public Health will direct contact tracing and protocols.

**Hand Washing, Hygiene and Masks**

**Staff:** all staff are required to wash or disinfect their hands upon entering the school, and sign in, to confirm their daily health assessment. Staff are encouraged to wear masks and/or face shields as well as maintain the 2 meters/6 feet of separation from others. Staff are limited in small areas (photocopy room, staff room) so they can maintain the 2m/6ft separation.

**Students:** all classrooms have sinks and hand washing supplies, all students are required to enter through their designated entry school doors (Appendix B). Students are to go directly to their classroom and wash their hands, teachers will supervise this. Students are to also wash their hands on each transition (recess, lunch, going home). All students will exit and re-enter their classrooms from outside using their outside classroom door. Only 4 classrooms do not have an exterior door, these classes will use the exit closest to their classroom.

**Entrances to the school building (see Appendix B)**

All **staff** will enter through the main entrance and complete a daily health confirmation and wash/sanitize their hands.

**Students** – we will use all 3 entrances at the start of the day for students. Initially, for September 10<sup>th</sup> and 11<sup>th</sup> students will enter by grade – Gr. 5 & 6 - East Entrance, Gr. 3 & 4 - Main Entrance, Gr. 1 & 2 - West Entrance. Entrances will be supervised by staff. Once the classes are organized students (Monday Sept. 14<sup>th</sup>) students will then line up by **cohort** to enter the school as such:

**East Entrance** (intermediate end) Gr. 5 & 6 students will enter here, plus one Gr. 2 class (who will line up separately on the ramp entrance). The Gr. 6's (cohort #6) will line up on the stairs east to the basketball court. The Gr. 5 and Gr. 4-5 class (cohort #5) will line up along the fence keeping 2m/6ft away from other cohorts.

**Main Entrance** (office) Gr. 4 & Gr. 3 will enter here (cohort #3 & #4). Cohort #4 will line up towards the east side of the parking lot towards the intermediate end of the school and Cohort #3 will line up along the school's primary end.

**West Entrance** (primary end) – Kindergarten (cohort #1) will not start until the 2<sup>nd</sup> week of school. Gr. 1 & Gr. 1-2 classes (cohort #2) will line up along the ramp to the primary entrance.

### **Learning Cohort Arrangements**

We will have 6 cohorts of students at Kent Elementary all which are less than 60 students. There are **three Primary Cohorts** and **three Intermediate Cohorts**

- Cohort #1 (Kindergarten – 2 classes) - 36 students
- Cohort #2 (two Gr. 1 classes & Gr.1-2 class) – 59 students
- Cohort #3 (Gr. 2 & 3 classes) – 42 students
- Cohort #4 (Gr. 3 & 4 class) – 46 students
- Cohort #5 (Gr. 5 & 4-5 class) - 51 students and
- Cohort #6 (two Gr. 6 classes) - 52 students.

### **Support for Vulnerable learners**

We will arrange individual supports and arrangements for students who require extra support.

### **Support for Indigenous Learners**

We will provide support from our First Nations Support Workers to provide additional support for Indigenous students.

### **Altered Bell Schedules and Staggered Recesses and Breaks**

At this time, we do not anticipate the need to alter our bell schedule or breaks. We will separate the Primary Playground into 3 areas and allow the primary cohorts #1-3 to rotate through these areas on separate days to maintain the separation by cohorts. We will do the same for the Intermediate Playground to the intermediate cohorts #4-6 will also rotate through the areas on separate days. This will permit the separation of students by cohort.

### **Supervisory Arrangements**

Supervision schedules will ensure that there is supervision for each cohort on breaks.

### **Transportation Arrangements**

Transportation is making arrangements for physical separation of students on the bus when possible. Students in the same family may sit with each other and whenever possible there will be physical separation of non-family students on the bus. Once we know requirements for bus transportation there will be a finalized schedule and arrangements determined.

### **Food Services**

We will continue to provide breakfast and or lunch for those students in need. Food will be delivered to the classroom rather than have students from different cohorts coming to the kitchen.

### **Daycare Arrangements**

Melissa Weed has run after school care at Kent last year. She may be able to offer after school care this year. Contact [harrisonpreschoolandchildcare@shaw.ca](mailto:harrisonpreschoolandchildcare@shaw.ca)

### **Technology Support**

Should the Ministry revert back to Stage 3, technology (and support) will be provided on an “as needed” basis.

### **Switching From In-Person to Remote Learning if Necessary**

If the Ministry of Education moves from full “in-class” instruction to remote learning or to a modified system of partial “in-class” and partial remote learning, we will adapt and deliver instruction and instructional programs to meet the needs of our students.

We look forward to connecting with you in person soon.



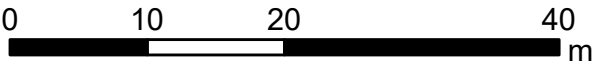
Appendix B



**West Entrance** (primary end) – Kindergarten (cohort #1), Gr. 1 & Gr. 1-2 classes (cohort #2) will line up along the ramp to the primary entrance.

**Main Entrance** (office) Gr. 4 & Gr. 3 will enter here (cohort #3 & #4). Cohort #4 will line up towards the east side of the parking lot towards the intermediate end of the school and Cohort #3 will line up along the school's primary end.

**East Entrance** (intermediate end) Gr. 5 & 6 students will enter here, plus one Gr. 2 class (who will line up separately on the ramp entrance). The Gr. 6's (cohort #6) will line up on the stairs east to the basketball court. The Gr. 5 and Gr. 4-5 class (cohort #5) will line up along the fence keeping 2m/6ft away from other cohorts.







# Silver Creek Elementary School

School District No. 78 (Fraser-Cascade)  
63831 School Road  
P. O. Box 670  
Hope, B.C. V0X 1L0

August 21, 2020

Dear Parents, Guardians and Students,

I write to provide an update on our school start-up and opening plans for September 10, 2020.

We request that you contact the school (preferably by e-mail [crystal.medlock@sd78.bc.ca](mailto:crystal.medlock@sd78.bc.ca) and cc [bruce.becker@sd78.bc.ca](mailto:bruce.becker@sd78.bc.ca)) to advise of your plans for your child(ren's) attendance at school this September. Please also indicate if they will require bus transportation. If e-mail is not possible, please phone 604-869-5212. School secretaries will return to work on August 31 and return answer phone calls at that time.

Our new Superintendent, Balan Moorthy's welcoming update letter is linked here ([Parent and Student Letter for Reopening](#)). He emphasized some of the primary reasons students are back in school:

- support emotional health
- loss of learning
- lack of social connection
- economic stress
- pressure on parents
- lack of access to technology and inactivity

Public Health provides detailed school info (see link below).

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

The three core principles from the Ministry of Education and Public Health for us to focus on are:

- Health and Safety;
- Keeping schools safe and clean; and
- Small cohort learning groups to reduce the possibility of transmission.

All staff will be provided with face masks and face shields. For staff who will function outside the specific cohort group they are attached to, masks/shields will be required if the 2m/6ft separation cannot be maintained.

The headings in Appendix A will hopefully address questions parents and students have about the September start-up at Silver Creek Elementary. While the information may not be specific to your child, the depth of this plan should give you some comfort as we plan to return to school.

Again, please contact Crystal Medlock, our school secretary and cc me your family's plans to return to school.

If you still have questions, do not hesitate to e-mail [bruce.becker@sd78.bc.ca](mailto:bruce.becker@sd78.bc.ca) or call me. I am confident we will be able to manage the SD78 Health and Safety guidelines effectively. The school will be cleaned/disinfected regularly and that the small cohort groups will keep students safe.

Thank-you

Mr. B. Becker  
Principal Silver Creek Elementary

## **Health and Safety Measures Appendix A**

### **Daily Health Assessments**

**Staff:** all staff are required to do daily health assessments. If they have symptoms of a cold, flu, COVID-19 or other infectious respiratory issues, they must stay home. In the rare event, they have symptoms of COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea). They are required to be assessed for COVID-19 and are required to stay home until the assessment clears them to return to school. If they are positive for COVID-19, they are required to contact Public Health and the school principal. Public Health will direct contact with tracing and protocols.

**Students/Parents:** parents are required to do daily health assessments of their child(ren) and if they have symptoms of a cold, flu, COVID-19 (fever, dry cough, fatigue, nausea, vomiting, abdominal pain or diarrhea) they are required to stay home until the assessment clears them to return to school.

As above in the rare event, a person/student is positive for COVID-19, they must contact Public Health and the school principal. Public Health will direct with contact tracing and protocols.

### **Hand Washing, Hygiene and Masks**

**Staff:** all staff are required to wash or disinfect their hands upon entering the school and sign in to confirm their daily health assessment. Staff are encouraged to wear masks or face shields and maintain the two meters/6 feet of separation from others. Staff are limited in small areas (photocopy room, staff room) to keep the 2m/6ft separation.

**Students:** all classrooms have sinks and handwashing supplies; all students are required to enter through their designated entry school doors (Appendix B). Students are to go directly to their classroom and wash their hands, and teachers will supervise this. Students are also to wash their hands on each transition (recess, lunch, going home). All students will exit and re-enter their classrooms from outside using their outside classroom door.

### **Entrances to the school building (see Appendix B)**

All **staff** will enter through the main door and complete a daily health confirmation and wash/sanitize their hands.

**Students** – students will line up by **cohort** to enter the school through the classroom exterior entrance.

### **Learning Cohort Arrangements**

We will have three cohorts of students at Silver Creek Elementary, all of which are less than 60 students. There is one Primary Cohort and two Intermediate Cohorts

- Cohort #1 (Kindergarten, Grades 1 to 3) - 60 students
- Cohort #2 (Grade 4 and 5's) – 40 students

- Cohort #3 (Gr. 6 and 7 classes) – 40 students

**Support for Vulnerable learners**

We will arrange individual supports and arrangements for students who require extra support.

**Support for Indigenous Learners**

We will provide support from our First Nations Support Workers to provide additional support for Indigenous students.

**Altered Bell Schedules and Staggered Recesses and Breaks**

At this time, we will have two recess breaks. This will permit the separation of students by cohort. We will do the same with eating time and lunch breaks.

**Supervisory Arrangements**

Supervision schedules will be created to ensure that there is supervision for each cohort on breaks.

**Transportation Arrangements**

Transportation is planning for the physical separation of students on the bus when possible. Students in the same family may sit with each other, and whenever possible, there will be a physical separation of non-family students on the bus. Once we know the requirements for bus transportation, there will be a finalized schedule and arrangements determined.

**Food Services**

We will continue to provide breakfast and or lunch for those students in need. Food will be delivered to the classroom rather than have students from different cohorts coming to the kitchen.

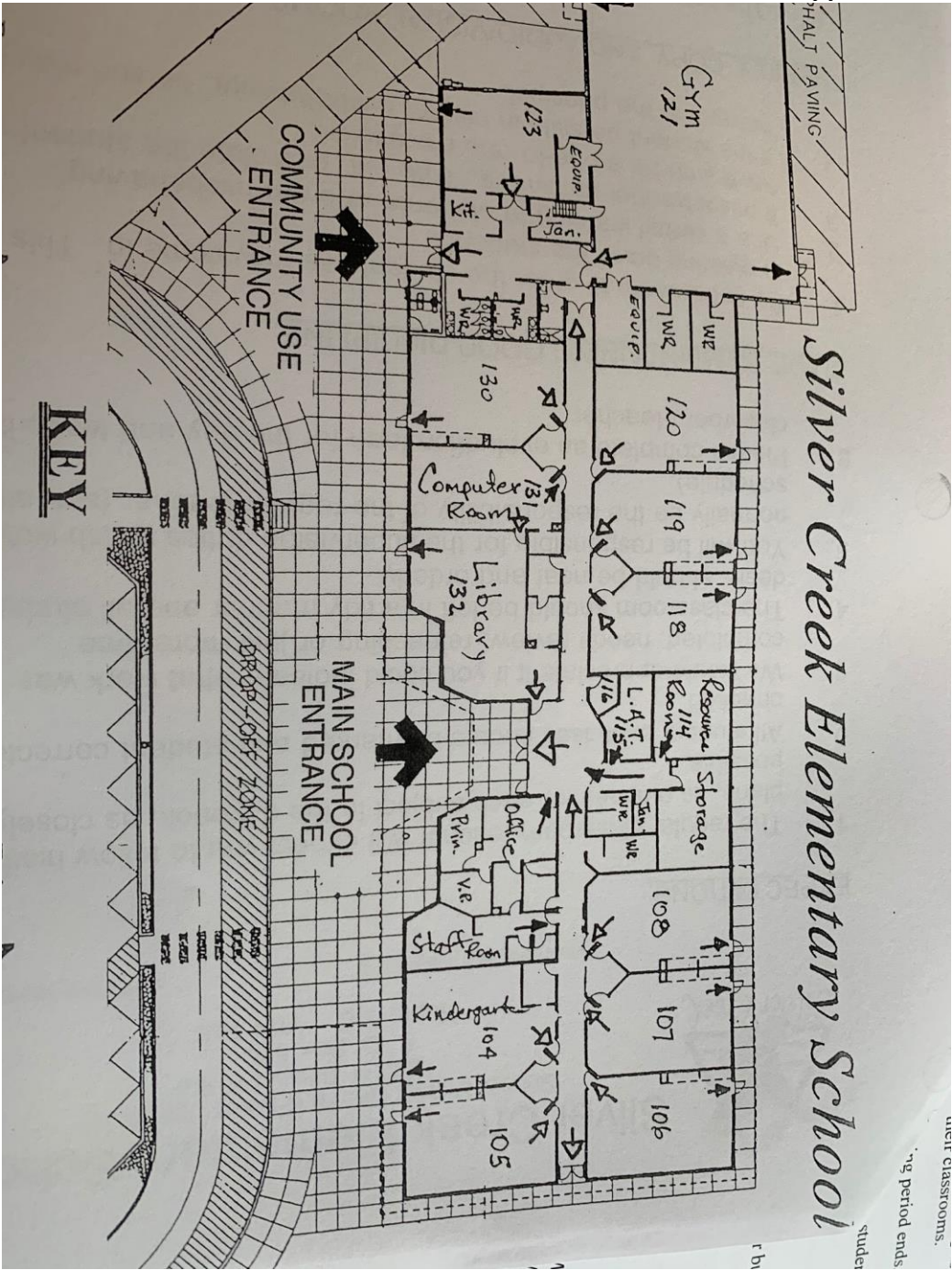
**Technology Support**

Should the Ministry revert to Stage 3, technology (and support) will be provided on an "as needed" basis.

**Switching from In-Person to Remote Learning if Necessary**

If the Ministry of Education moves from full "in-class" instruction to remote learning or a modified system of partial "in-class" and partial remote learning. In that case, we will adapt and deliver instruction and instructional programs to meet our students' needs.

We look forward to connecting with you in person soon.





**TWO RIVERS EDUCATION  
CENTRE**

425 Park Street, Box 108  
Hope, B.C. V0X 1L0  
Phone: (604) 869-9953



August 21, 2020

Dear Parents/Guardians:

As you are aware, all schools in British Columbia will open to in-person instruction this September. The Ministry of Education Five Stage Framework for K-12 includes a comprehensive COVID-19 health and safety measure plan. The five stages may be viewed at the following link:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework>

Supporting this framework are the detailed guidelines from WorkSafeBC outlining COVID-19 Education (K-12): Protocols for returning to operation located at the following link:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

**Start Dates:**

Students in B.C. will return to in-class learning in September 2020. B.C.'s plan includes new health and safety measures, increased funding for protective equipment like masks, and new learning groups to help keep everyone safe. Learning groups at TREC will be described in the next section.

I will try to reach you by phone next week so that we can talk about your child's enrollment in the 2020-2021 school year and any support you may require if we need to move to remote learning.

**Learning Groups/Cohorts:**

At TREC, students will be organized into three (3) cohort groups, to limit physical contact and exposure. Cohort #1 will consist of students from all three programs (TREC Senior, TREC Junior, and EXCELL), and these students will be required to attend school on Mondays and Wednesdays. Cohort #2 will include students from all three programs, but they will be required to participate in on Tuesdays and Thursdays. Cohort #3 will consist of students from any of the three programs which have elected to complete their school work entirely online using our WCLN/Moodle courses. On Fridays, these students will be able to access their teachers for help, write tests, or attend Care Team meetings when necessary. The expectation for all students, regardless of their cohort, is to make progress on their courses while at home. All eight staff members will be in contact with all cohorts, but they will maintain social distance and/or wear masks in the classroom and common areas.



We have also restructured the classrooms and enter/exit points for students based on their program. The EXCELL classroom is now located at the lower level of the main TREC building, and students in this program will enter and exit the main building's front door. The TREC Junior program is now located in the portable, and students in that program will enter and exit the rear (East-most) door of the portable. The TREC Senior classroom is still in the upper level of the main building, and students in this program will enter and exit the rear door of the main building via the wheelchair ramp.

We are planning a gradual re-entry to school in September. All staff will return to school on Tuesday, September 8, 2020. During September 8th and 9th, staff and administration will be working together to familiarize themselves with the new safety guidelines and the logistics of safely managing the needs (educational, social, and emotional) of our three cohorts of students in these unique circumstances. On September 10 (for EXCELL and TREC Junior) and September 11 (for TREC Senior only), we will invite our students to school for an orientation to the new routines and safety protocols that will ensure everyone's safety.

We will also build our cohorts on those two days based on student needs, and we will schedule IEP meetings for students in the TREC Junior and EXCELL programs. TREC Senior students will begin regular classes on Monday/Tuesday, September 14th/15th. TREC Junior and EXCELL students will start regular classes in the following week once all IEP meetings have been completed.

For the time being, schedules will look quite different. The TREC staff will continue to offer strong academic and emotional support to our students, and our First Nations Support Worker will continue to provide culturally relevant experiences and social-emotional support for our Indigenous students.

### **Safety Measures:**

As we begin the school year, safety measures will include physical distancing, minimized physical contact, hand washing/hand sanitizing, and frequent cleaning of the school. We will have a custodian dropping into our school once or twice daily to clean frequently touched surfaces like door handles, toilet handles, tables, and desks. The school will also be cleaned every evening. We will also have signage reminding students of the need for regular handwashing/sanitizing and physical distancing.

At this time, every student and staff member will be provided with two masks when they enter the school. The Ministry of Education requires that all staff and students wear a mask while in the hallways or any common area of the school, or while riding the bus. Students who wish to wear a mask in their classrooms are welcome and encouraged to do so.

For parents who can arrange rides to and/or from school for their children, other than the school bus, we kindly request that you do so. This will result in more space on the buses and, consequently, a better social distancing of the children who must rely on them for transportation.

We will be encouraging students to remain in the TREC building throughout the day, and to this end, we will provide a bagged lunch daily to any students wishing one. Students who absolutely must have a break in the outdoors may do so in the one appointed area directly across the street from HATS, as long as social distancing is maintained.



We have hand sanitizing stations at each entrance/exit, and students will be required to use them as they enter or exit the building.

There will also be sign in-out lists at each entrance/exit that students will need to fill in so that Public Health can do contact tracing if one of our students or staff are identified as having COVID-19.

To minimize the number of people in our school building, we ask that parents and guardians call us at one of the amounts shown in our letterhead above, rather than come into the school to speak with us. If it is necessary to visit TREC, we ask that you enter through the main school building's front door, sign in, hand sanitize, and come to the main office just upstairs to let us know that you are going to be in one of the buildings.

**Daily Home Procedure:**

Parents need to assess their children daily for symptoms of the common cold, influenza, COVID-19 or other infectious respiratory diseases before sending them to school. Students with symptoms should not come to school. The Ministry of Health has developed a Self-Assessment tool that can be accessed at <https://bc.thrive.health/covid19/en>. Please contact the school if you need to keep your son or daughter home.

**Infection Prevention and Control:**

Students and staff with cold, influenza or COVID-19 like symptoms should stay home, self-isolate and be assessed by a health care provider. Testing is recommended for anyone with any of the symptoms listed in the self-assessment tool mentioned above. All staff/students who have travelled outside of Canada are required to self-isolate for 14 days. Should a student begin to develop any of the symptoms mentioned in the self-assessment checklist while at school, they will be taken immediately to our isolation room, their parent or emergency contact called, and, they will be taken home as soon as practically possible.

There is a great deal of information given in this letter, and you will probably need some time to reflect on it. I will be trying to reach each of you next week to check in with you about your child's return to school. Please take the opportunity to ask any questions or voice any concerns about any of this information during this time. If you prefer to email, my address is [margaret.smiley@sd78.bc.ca](mailto:margaret.smiley@sd78.bc.ca).

We hope that you and your family have had a peaceful and safe summer, and we look forward to seeing your son or daughter very soon.

Yours very sincerely,

Margaret A. Smiley  
Principal – Two Rivers Education Centre



## **COVID-19 - HEALTH AND SAFETY PLAN**

**August 21, 2020**

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School District No. 78 (Fraser-Cascade)  
650 Kawkawa Lake Road  
Hope, BC V0X 1L4  
Phone (604) 869-2411 (Hope Residents)  
(604) 796-2225 (Agassiz Residents)  
Fax (604) 869-7400  
[www.sd78.bc.ca](http://www.sd78.bc.ca)

## **WORKSAFE PLAN AND INFORMATION**

### **Health hazards of pandemic influenza**

The effects of pandemic influenza are expected to be much more severe than a seasonal influenza as most people will not have any immunity to the virus.

### **Symptoms**

Seasonal flu affects people to varying degrees, with symptoms including headache, fever, fatigue, sore throat, and runny nose. In some cases, secondary infections such as pneumonia may develop. Symptoms of pandemic influenza are likely to also include high fever (higher than 38°C), chest pain, and difficulty breathing.

### **Transmission**

The BC Centre for Disease Control advises that influenza is communicable for 24 hours before the onset of symptoms and 3 – 5 days afterward (this may be longer in some children and some adults).

Pandemic influenza is spread in the same way that seasonal influenza is spread. Exposure to the virus may occur in a variety of ways, including the following:

- Shaking hands with an infected person or touching a surface contaminated with the virus, followed by touching one's eyes, nose, or mouth
- Infectious droplets (from a coughing or sneezing person) landing in the eye or onto the mucosa (moist inner surfaces) of the nose or mouth
- Breathing infectious airborne droplets or particles (from coughing, sneezing)
- Sharing food items or shared utensils with an infected person

### **Statement of purpose**

We are committed to providing a safe and healthy workplace for all of our staff. A combination of measures will be used to minimize worker exposure to pandemic influenza, including the most effective control technologies available. Our work procedures will protect not only our workers, but also other workers who enter our facilities. All employees must follow the procedures outlined in this plan to prevent or reduce exposure to pandemic influenza.

### **Responsibilities**

#### **Employer responsibilities**

The District will:

- Ensure that the materials (for example, gloves, alcohol-based hand rubs, and washing facilities) required to implement and maintain the plan are readily available where and when they are required

- Select, implement, and document the appropriate site-specific control measures
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency
- Ensure that workers use appropriate personal protective equipment (PPE) — when working directly with potential contamination
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical
- Maintain records of regular safety meetings, training and inspections
- Ensure that a copy of the COVID-19 Health & Safety Plan is available to workers

### **Supervisor responsibilities**

Our supervisors will:

- Review appropriate site-specific control measures with workers
- Ensure that workers are adequately instructed on the controls for the hazards at the location
- Ensure that workers use appropriate equipment
- Direct work in a manner that eliminates or minimizes the risk to workers

### **Worker responsibilities**

Our workers will:

- Know the hazards of workplace
- Follow established work procedures as directed by the employer or supervisor
- Use any required PPE when instructed
- Report any unsafe conditions or acts to the supervisor
- Know how and when to report exposure incidents

### **Managers responsibilities**

Our operation managers / foreman will:

- Maintain an inventory of PPE for custodians, cleaning and disinfectant products, and well-maintained equipment used for cleaning and disinfecting
- Provide adequate instruction to custodians on the hazards associated with cleaning work areas and on the safe work procedures specified in this exposure control plan
- Direct the work in a manner that ensures the risk to custodians is minimized and adequately controlled
- Revise the work schedule to ensure priority intensive cleaning of impacted work area surfaces and touch points

### **Risk identification and assessment**

Three primary routes of transmission are anticipated for pandemic influenza, all of which need to be controlled. These include contact, droplet, and airborne transmission.

#### **Contact transmission, both direct and indirect**

Direct contact involves skin-to-skin contact, such as emergency response activity that requires direct personal contact (for example, assisting an injured or unwell worker or student). Indirect contact involves a worker touching a contaminated intermediate object such as a table, doorknob, telephone, or computer keyboard, and then touching the eyes, nose, or mouth. Contact transmission is important to consider because influenza viruses can persist for minutes on hands and hours on surfaces.

### **Droplet transmission**

Large droplets may be generated when an infected person coughs or sneezes, and also during certain medical procedures such as cough induction. Droplets travel a short distance through the air, and can be deposited on inanimate surfaces or in the eyes, nose, or mouth.

### **Airborne transmission**

Airborne (inhalable) particles can be generated from coughs and sneezes.

Coughs and sneezes produce both large droplets and smaller airborne particles. The smaller particles remain suspended in air for longer periods, and can be inhaled. The large droplets can also evaporate quickly to form additional inhalable particles. As the distance from the person coughing or sneezing increases, the risk of infection from airborne exposure is reduced; but it can still be a concern in smaller, enclosed areas, especially where there is limited ventilation. As the number of infected people in a room increases, the risk of infection can increase.

Using the following risk assessment table as a reference, we have determined that the risk level of our workers is **moderate**. Our workers work in an office or a classroom environment, and have minimal contact with the public. However, they may be handling potentially contaminated objects.

## Risk assessment for pandemic influenza

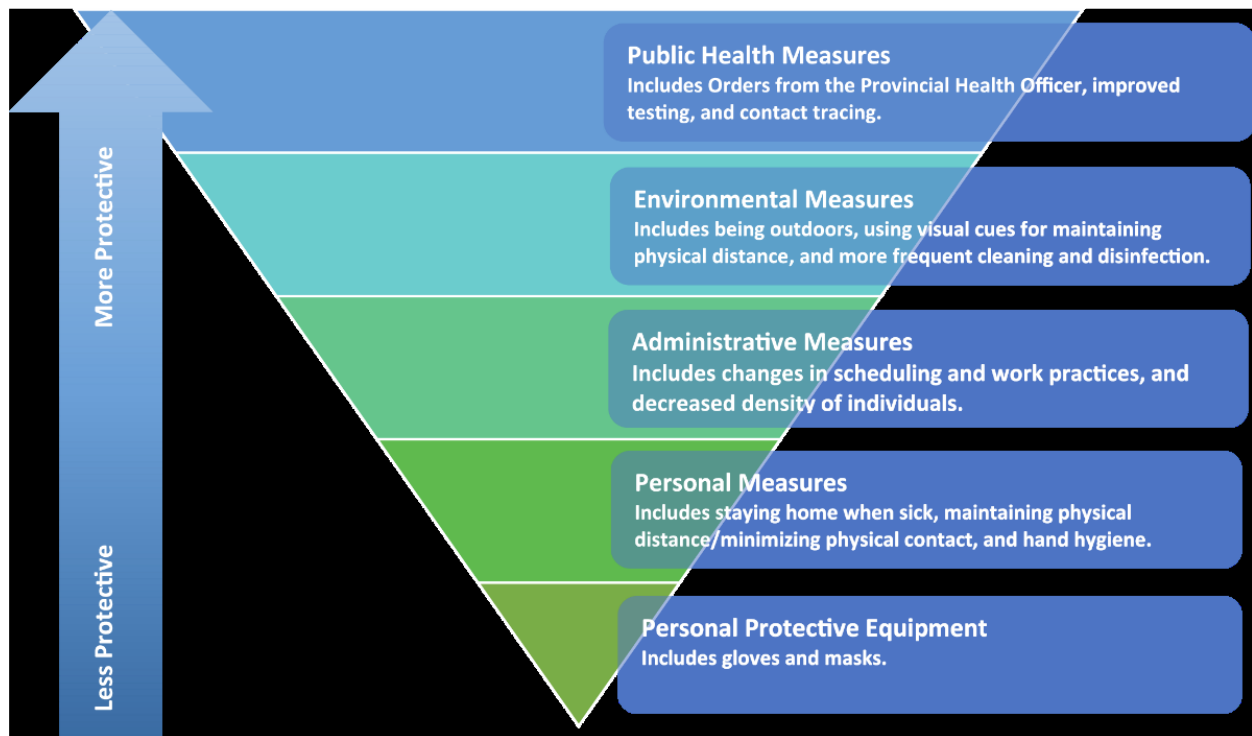
	<b>Low risk</b>  Workers who typically have no contact with people infected with pandemic influenza	<b>Moderate risk</b>  Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	<b>High risk</b>  Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
<b>Hand hygiene</b>	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
<b>Disposable gloves</b>	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes, in some cases (for example, when working directly with pandemic influenza patients)
<b>Aprons, gowns, or similar body protection</b>	Not required	Not required	Yes, in some cases (for example, when working directly with pandemic influenza patients)
<b>Eye protection – goggles or face shield</b>	Not required	Not required	Yes, in some cases (for example, when working directly with pandemic influenza patients)
<b>Airway protection - respirators</b>	Not required	Not required (unless likely to be exposed to coughing and sneezing)	Yes (minimum N95 respirator or equivalent)

### Risk control

The Regulation requires employers to implement infectious disease measures in the following order of preference:

1. Public health measures
2. Environmental measures
3. Administrative measures
4. Personal measures
5. Personal protective equipment (PPE)

District measures are listed in greater detail starting on page 7 of this plan.



Public Health Measures are actions taken across society at the population level to limit the spread of the COVID-19 and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including: prohibiting mass gatherings, requiring travellers to self-isolate or quarantine upon arrival in B.C., effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

Environmental Measures are changes to the physical environment that reduce the risk of exposure. Examples include being in outdoor spaces, using visual cues for maintaining physical distance or directing traffic flow in hallways, erecting physical barriers where appropriate and frequent cleaning and disinfection.

Administrative Measures are measures enabled through the implementation of policies, procedures, training and education that reduce the risk of exposure. Examples of these include health and wellness policies, cohorts, modified schedules and supporting the ability of individuals to maintain physical distance.

Personal Measures are actions individuals can take to protect themselves and others. Examples include maintaining physical distance/minimizing physical contact, washing your hands frequently, coughing into your elbow and staying home if you are sick.

Personal Protective Equipment (PPE) is not effective as a stand-alone preventive measure. It should be suited to the task, and must be worn and disposed of properly. Outside of health-care settings, the effectiveness of PPE is generally limited to protecting others should you be infected.





## COVID-19 HEALTH & SAFETY PLAN

### **Overview**

The health and safety of all students and staff of School District No. 78 are of the highest priorities. The School District will rely on several key provincial documents to guide the protocols and practices to be used in schools and other district facilities. These health and safety guidelines will be put in place to reduce the risk of COVID-19 transmission.

Key resources:

Education (K – 12): Protocols for returning to operation. Worksafe BC. August, 2020. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

COVID-19 Public Health Guidance for K – 12 Settings. BC Centre for Disease Control. BC Ministry of Health. July 29, 2020. [http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

K-12 Education Restart Plan. Ministry of Education. Updated July 29, 2020. [https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf?bcgovtm=20200506\\_GCPE\\_AM\\_COVID\\_9\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_B\\_C\\_NOTIFICATION#:~:text=On%20September%208%2C%202020%2C%20all,class%20learning%20for%20all%20students.&text=Students%20and%20staff%20will%20be,food%2C%20school%20supplies%20or%20equipment.](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf?bcgovtm=20200506_GCPE_AM_COVID_9_NOTIFICATION_BCGOV_BCGOV_EN_B_C_NOTIFICATION#:~:text=On%20September%208%2C%202020%2C%20all,class%20learning%20for%20all%20students.&text=Students%20and%20staff%20will%20be,food%2C%20school%20supplies%20or%20equipment.)

Government of British Columbia – B.C.'s Back to School Plan. August 18, 2020. <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

## **Public Health Measures**

### Mass Gatherings:

- Public Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people
- This Order does not apply to regular school activities
- There can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively physical distancing to the greatest extent possible
- Large assemblies of staff and students should not be held

### Self-Isolation and Quarantine:

- Students and staff should stay home if sick and be assessed by health care provider and tested for COVID-19
- When someone is symptomatic, they should self-isolate and follow directions provided by their health care provider
- Self-isolation is also advised for those who are considered a close contact of a confirmed case and waiting to see if they develop COVID-19 illness

## **Environmental Measures**

### **Cleaning and Disinfection**

Schools should be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document.

- General cleaning and disinfecting of the premises should occur at least **once a day**
- Frequently-touched surfaces should be cleaned and disinfected at least **twice a day**
  - These include door knobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys
- Day custodian to continually rotate cleaning of high touch surfaces
- Evening custodial to perform a deep clean and disinfection of all areas used
- Limit frequently-touched items that are not easily cleaned
- Used gym equipment to be cleaned in the evening
- Garbage containers to be emptied daily
- Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine), wash hands before wearing and after removing gloves
- Ensure hand washing supplies are well-stocked (soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol)

There is no additional cleaning and disinfecting procedures beyond those that are normally implemented, this includes when different cohorts use the same space (e.g. a classroom, gym, arts room, home economics or science lab, etc.)

There is no evidence that COVID-19 virus is transmitted via textbooks, paper or paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students because of COVID-19. Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people.

### **Traffic Flow**

Use floor markings and posters to address traffic flow throughout the school. This may include one-way hallways and designated entrance and exit doors. It is important not to reduce the number of exits and ensure the fire code is adhered to.

### **Physical Barriers**

Barriers can be installed in places where physical distance cannot regularly be maintained and a person is interacting with numerous individuals outside of a cohort. This may include the front reception desk where visitors check in or in the cafeteria where food is distributed.

### **Administrative Measures**

In addition to the protocols found below, individual schools are required to document plans which include these recommendations specific on their total enrolment, staffing, physical layout of the school and school grounds.

### **Strategies for K-12 Setting**

Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. This can be accomplished in K-12 school settings through two different but complementary approaches: cohorts and physical distancing.

- A cohort is a group of students and staff who remain together throughout a school term
- Physical distancing is maintaining a distance of two metres between two or more people

### **Cohorts**

Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.

- In elementary and middle schools, a cohort can be composed of up to 60 people
- In secondary schools, a cohort can be composed of up to 120 people
- Cohorts can be composed of students and staff

Cohorts are smaller in elementary and middle schools due to the recognition that younger children are less able to consistently implement personal measures such as hand hygiene, reducing physical contact and recognizing and articulating symptoms of illness.

Cohorts are larger in secondary schools due to the increased ability of children in that setting to be able to consistently minimize physical contact, practice hand hygiene, ensure physical distance where necessary and recognize and articulate symptoms of illness.

School administrators will determine the composition of the cohorts. The composition of the cohort should remain consistent for all activities that occur in schools, including but not limited to learning and breaks (lunch, recess, classroom changes, etc).

Within the cohort, minimized physical contact should be encouraged, but a two-metre physical distance does not need to be maintained.

Consistent seating arrangements are encouraged within cohorts where practical. This can assist public health should contact tracing need to occur.

School administrators will keep up-to-date lists of all members of a cohort to share with public health should contact tracing need to occur.

### **Interacting with Cohorts**

Schools should minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy and safe environment.

Those outside of a cohort must practice physical distance when interacting with the cohort. For example, a secondary school teacher can teach multiple cohorts but should maintain physical distance from students and other staff as much as possible. In an elementary or secondary school, two classes from different cohorts can be in the same learning space at the same time if a two-metre distance is able to be maintained between people from different cohorts.

During break times (e.g. recess, lunch), students may want to socialize with peers in different cohorts.

- In elementary schools, students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.
- In middle and secondary schools, students can socialize with peers in different cohorts if they can maintain physical distance. Students must maintain physical distance when socializing with peers in different cohorts. If a student is unable to physically distance, the student should socialize within their cohort or where they can be supported to physically distance.

Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.

Students from different cohorts may be required to be together to receive beneficial social supports, programs or services (e.g. meal programs, after school clubs, etc.). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support, program or service continues. This does not apply to extracurricular activities where physical distance between cohorts must be maintained.

### **School Gatherings**

School gatherings should occur within the cohort.

- Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome
  - Additional people should be minimized as much as is practical to do so
- These gatherings should happen minimally
- Schools should seek virtual alternatives for larger gatherings and assemblies

### **Extracurricular Activities**

Extracurricular activities including sports, arts or special interest clubs can occur if physical distance can be maintained between members of different cohorts and reduced physical contact is practiced by those within the same cohort.

Inter-school events including competitions, tournaments and festivals, should not occur at this time. This will be re-evaluated in mid-fall 2020.

### **Restricting Access to the School**

- All staff and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control. Self-isolation is also advised for those who are considered a close contact of a confirmed case
- Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school
- Visitors entering the school should be prioritized to those supporting activities that are of benefit to student learning and wellbeing
- All visitors should confirm they have completed the requirements of a daily health check before entering
- Schools should keep a list of the date, names, and contact information for all visitors who enter the school

### **Administration Areas**

- Limit the public coming into the office. Encourage parents and others to call instead of visiting the school
- Designate a 2 metre area in front of or behind a kiosk. Consider the use of tape or other floor markers to designate where people can stand and line up (if required)
- Physical barriers may be used to separate administrative workers from the public if two metres of separation cannot be maintained

### **Physical Distancing**

- Parents and caregivers should remain outside of the school to drop off their children
- Avoid close greetings like hugs or handshakes and remind students to keep their hands to themselves when possible
- Consider teaching classes outside when practicable
- Incorporate more individual activities or activities that encourage more space between students and staff. For younger students, adapt group activities to minimize physical contact and reduce shared items. For adolescent students, minimize group activities and avoid activities that require physical contact
- Strive to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day
- Consider different classroom configurations to maintain distance between students or different locations in the school (e.g., different classrooms, gym or library, outside)
- Playgrounds are a safe environment. Ensure appropriate hand hygiene practices before and after outdoor play
- Where necessary, consider strategies that prevent crowding at pick-up and drop-off times
- Where necessary, stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone
- Manage flow of people in common areas, including hallways, to minimize crowding and allow for ease of people passing through

- Parents, caregivers, health-care providers, volunteers and other non-staff adults (e.g. visitors) entering the school should be prioritized to those supporting activities that are of benefit to student learning and wellbeing (e.g. teacher candidates, immunizers, meal program volunteers, etc.)
- All visitors should confirm they have completed the requirements of a daily health check before entering
- Schools should keep a list of the date, names and contact information for all visitors who enter the school

### **Physical Distancing – for Staff**

- Establish and post occupancy limits for shared spaces such as lunch rooms and break rooms. Consider removing chairs or tables to ensure occupancy limits are not exceeded. If possible, provide additional areas for workers to have their breaks, including outside areas if available
- If necessary, stagger start and end of shift times as well as break times for workers to prevent crowding when entering and leaving the workplace
- Maintain 2 metre physical distancing whenever possible between workers and students. Consider the use of virtual meetings or other means to reduce the number of staff onsite. Modify work processes and practices to encourage physical distancing between staff and student, and other workers
- Provide instructions to workers on methods for maintaining physical distance such as not greeting others by hugging or shaking hands
- If workers need to meet in person, ensure there is a 2 metre space between each worker
- Staff should stagger times for accessing the staff break room whenever possible
- Staff will limit the frequency and duration of time spent in staffrooms
- If staff need to travel between worksites, maintain physical distance in vehicles wherever possible. Consider separate vehicles if possible. Larger vehicles may be able to accommodate physical distancing by using a seat configuration that maximizes distance between people

### **Using Shared Items**

In elementary schools, adapt group activities to limit physical contact and reduce shared items.

- Limit use of frequently-touched items that can't be easily cleaned
- Clean and disinfect laminated materials daily if multiple people touch them

Clean and disinfect frequently-touched surfaces at least twice every 24 hours, including:

- Door knobs
- Light switches
- Toilet handles
- Tables, desks and chairs used by multiple students
- Keyboards
- Toys

Avoid sharing all food and drinks, including homemade foods like birthday treats or bake sale items.

- If they show up at school, keep them from being shared

Students should label all their personal items and not share them.

There is no evidence that COVID-19 is transmitted on textbooks, paper, or other paper-based products.

- Schools can share books or paper-based educational resources with students

## **Buses and School Transportation**

- Buses should be cleaned and disinfected in accordance with BCCDC guidelines
- Buses should be loaded from back to front and offloaded from front to back
- Keep seating consistent and assign seats where possible. If space is available, each student should have their own seat unless sharing with a member of their household
- Middle and secondary school students are required to wear non-medical masks. No student is required to wear a mask if they do not tolerate it
- Masks aren't recommended for elementary students on buses because they are more likely to touch their face and may need help putting them on and taking them off
- Schools and school districts should keep up to date passenger lists to share with public health if contact tracing needs to occur
- Students should clean their hands before they leave home, when they leave school, and when they get home

## **Food Services**

- Schools can continue to include food preparation as part of learning and provide food services, including for sale and meal programs
  - If food is prepared as part of learning and is consumed by the student(s) who prepared it, no additional measures beyond those articulated in this document and normal food safety measures and requirements need to be implemented (e.g., Foodsafe trained staff, a food safety plan, etc.)
  - If food is prepared within or outside a school for consumption by people other than those that prepared it (including for sale), it is expected that the [WorkSafeBC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation](#) are implemented as appropriate and as relevant to the school setting, in addition to normally implemented food safety measures and requirements (e.g., Foodsafe trained staff, a food safety plan, etc.)
- Schools should not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items)
- Schools should continue to emphasize that food and beverages should not be shared

## **Communication Strategies**

- Remind staff that all health and safety measures in place prior to the pandemic are still in place
- Attempt to mitigate staff confusion and concerns by communicating essential health and safety information to them in writing before they return to the workplace. If possible, give staff an appropriate amount of time to review this material, and to respond with questions
- Upon first return to the workplace, hold a health and safety meeting to review workplace practices relating to COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect work practices
- Hold check-in meeting with staff to provide them with new information and review any concerns
- Ensure that parents and caregivers understand district/provincial policy that students must stay home if they are sick
- Minimize the number of non-essential people coming into the school such as parents and caregivers and contractors
- Staff with safety concerns should report them through the normal procedures, either to a direct supervisor or through joint health and safety committee
- All worksites should establish a central location where new information is posted relating to COVID-19

## **Personal Measures**

### **Stay Home When Sick**

- Any student, staff or other person within the school who has symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers
- Any student, staff, or other person within the school who has cold, influenza, or COVID-19 like symptoms should seek assessment by a health-care provider
  - o Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19 like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider
  - o Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school
  - o **If a child has any symptoms, they must not go to school**
- Staff and other adults must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school
  - o **If staff or any adult has any symptoms, they must not enter the school**
- School administrators must:
  - o Ensure school staff and other adults entering the school are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school
  - o Clearly communicate with parents and caregivers about their responsibility to assess their children daily before sending them to school
  - o Follow procedures in Appendix B for those who become sick while at school to be sent home as soon as possible
    - Some students may not be able to be picked up immediately. As such, all schools must have a designated isolation room where the student or staff member can wait comfortably, which is separated from others
- Those unsure of if they or a student should self-isolate or be tested for COVID-19 should be directed to use the BC COVID-19 Self-Assessment Tool found [here](#)
  - o They can also be advised to contact 8-1-1, a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases
  - o If concerned, they can be advised to contact the local public health unit to seek further guidance
- There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health-care professionals

## **Hand Hygiene**

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs from objects, surfaces,



food and people. Everyone should practice diligent hand hygiene. Parents and staff can teach and reinforce these practices among students.

How to practice diligent hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19
  - Temperature does not change the effectiveness of washing hands with plain soap and water, though warm water is preferred for personal comfort
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol
  - See the [List](#) of Hand Sanitizers Authorized by Health Canada for products that have met Health Canada's requirements and are authorized for sale in Canada
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are visibly dirty. If it is not available, use an alcohol-based hand wipe followed by alcohol-based hand rub
- To learn about how to perform hand hygiene, please refer to the BCCDC's hand washing poster found in Appendix C

Strategies to ensure diligent hand hygiene:

- Facilitate regular opportunities for staff and students to practice hand hygiene
  - Use portable hand-washing sites or alcohol-based hand rub dispensers where sinks are not available
- Promote the importance of diligent hand hygiene to staff and students regularly
  - Use posters and other methods of promotion
- Ensure hand washing supplies are well stocked at all times including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol
- Staff should assist younger students with hand hygiene as needed

### **Respiratory Etiquette**

Students and staff should:

- Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene
- Refrain from touching their eyes, nose or mouth with unwashed hands
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices

Parents and staff can teach and reinforce these practices among students.

### **Personal Protective Equipment (PPE)**

**Every student and staff member will be provided with two masks to reduce the risk of COVID-19 transmission.**

Under the updated health and safety guidelines, masks are required for all staff and all students in middle and secondary school when they are in high traffic areas like school buses and hallways, and anytime they are outside of their classroom or learning group and they cannot safely distance from others.

- Students will have the choice to wear a mask in the classroom
- Staff will have the choice to wear a mask when interacting within their learning group
- Everyone must treat each other and those wearing masks with respect

Even when wearing a mask, staff and students will still be required to maintain physical distance from people outside of their learning group.

- Exceptions will be made for students and staff who cannot wear masks for medical reasons

Elementary school students **are not** required to wear masks.

If a student or staff member develops symptoms while at school, they must wear a mask while they are preparing to go home. Review COVID-19 mask use information from the British Columbia Centre for Disease Control (BCCDC).

### **Students with Medical Complexity, Immune Suppression and/or Receiving Delegated Care**

Managing students with medical complexities, immune suppression or receiving delegated care may require those providing health services (e.g. staff providing delegated care or other health-care providers) to be in close physical proximity or in physical contact with a medically complex or immune suppressed student for an extended period of time. In community-based clinical settings where there is low incidence and prevalence of COVID-19, additional PPE over and above that required for routine practices is not required. The same guidance is applicable to those providing health services in schools.

If a person providing health services assesses the need for additional PPE following a point of care risk assessment it should be worn. Those providing health services should wear a mask when working in close proximity with students who are at a higher risk of severe illness due to COVID-19 (e.g. children with immune suppression), particularly those who work at multiple sites.

Those providing health services in schools may be receiving different guidance related to PPE from their regulatory college or employer. They are encouraged to work with them directly to confirm what PPE is recommended for the services they provide in school settings.

No health services should be provided to a student in school who is exhibiting any symptoms of COVID-19 (beyond those detailed if a student develops symptoms at school, as detailed in Appendix B).

While implementation of infection prevention and exposure control measures help create a safe environment by helping to significantly reduce the risk of COVID-19 transmission, it does not eliminate the risk entirely. Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their healthcare provider to determine their child's level of risk.

### **Students with Disabilities and Diverse Abilities**

Staff or other care providers working with students with disabilities and diverse abilities should continue with regular precaution. No additional mitigation measures or PPE are required.

### **Documentation and Training**

Train and inform all staff regarding:

- The risk of exposure to COVID-19 and the signs and symptoms of the disease
- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette

- How to report an exposure to or symptoms of COVID-19
- How to seek first aid
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs
- Wayfinding in the specific location of work
- Changes you've made to work policies, practices, and procedures due to the COVID-19 pandemic and keep records of that training
- Public Health Guidelines, School District Health and Safety Guidelines and WorkSafe BC Guidelines that are the foundation to the District's Health and Safety Protocols
- Document COVID-19 related meetings and post minutes at a central location

**All Signage Posted** (provided to Principals/Vice Principals)

- Hand Hygiene Posters in all washrooms being used
- Coughing and sneezing etiquette
- Physical (social distancing)
- Enhanced environmental cleaning guide
- Daily Health Assessment Poster
- Maximum Occupancy Limit Signs on shared spaces

**Isolation Room Established**

- Area for staff/students showing symptoms (coughing, sneezing, flushed face)
- Separate from learning spaces and first aid room
- Short term stays (area for students to wait for parents to pick up)
- Must be easy to clean
- Minimal furniture and nothing with fabrics
- Maintain physical distancing
- A record log will be kept of those using the isolation room for contact tracing

**First Aid Room**

- Separate from learning spaces and isolation room
- For regular first aid such as injury (not for people who are symptomatic; symptomatic people go immediately to Isolation Room)
- Must be easy to clean
- Minimal furniture
- Regular first aid supplies
- Ensure a supply of gloves for protection from fluids

## Appendix A: Summary of School-Based Control Measures



### 1. STAY HOME WHEN SICK

*All children and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.*



### 2. HAND HYGIENE

*Everyone should wash their hands more often!*

*Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.*



### 3. RESPIRATORY AND PERSONAL HYGIENE

*Cover your coughs.*

*Do not touch your face.*

*No sharing of food, drinks, or personal items.*



### 4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

*Spread children out to different areas.*

*Take them outside more often.*

*Stagger lunch times. Incorporate individual activities.*

*Remind children, "Hands to Yourself!"*



### 5. CLEANING AND DISINFECTION

*Clean and disinfect frequently touched surfaces at least twice a day.*

*General cleaning of the centre should occur at least once a day.*

*Use common cleaning and disinfectant products.*



## Appendix B: What to Do if a Student or Staff Member Develops Symptoms at School

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
<p><b>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p><b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student's parent or caregiver to pick them up as soon as possible.</li> <li>3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>8. Contact 811 or the local public health unit to notify them of a potential case and seek further input.</li> </ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p><b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Staff must be excluded from work and stay home for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p> <p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).</li> <li>5. If concerned, contact 8-1-1 or the local public health unit to seek further input.</li> </ol>
<p>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</p>	

## Appendix C: When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"><li>• When they arrive at school and before they go home.</li><li>• Before and after any breaks (e.g., recess, lunch).</li><li>• Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).</li><li>• Before and after eating and drinking.</li><li>• After using the toilet.</li><li>• After handling common resources/equipment/supplies or pets.</li><li>• After sneezing or coughing into hands.</li><li>• Whenever hands are visibly dirty.</li></ul>	<ul style="list-style-type: none"><li>• When they arrive at school and before they go home.</li><li>• Before and after any breaks (e.g. recess, lunch).</li><li>• Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom).</li><li>• Before and after eating and drinking.</li><li>• Before and after handling food or assisting students with eating.</li><li>• Before and after giving medication to a student or self.</li><li>• After using the toilet.</li><li>• After contact with body fluids (i.e., runny noses, spit, vomit, blood).</li><li>• After cleaning tasks.</li><li>• After removing gloves.</li><li>• After handling garbage.</li><li>• Whenever hands are visibly dirty.</li></ul>

DRY

## Purpose

School districts are expected to use this template to outline their Stage 2 Restart Plan to begin the 2020/21 school year. Districts should begin planning with the information available in [B.C.'s K-12 Education Restart Plan](#), [Expectations for Each Stage summary](#), and the revised [BC Centre for Disease Control \(BCCDC\) COVID-19 Public Health Guidance for K-12 School Settings](#). Stage 2 Plans will also need to follow [WorkSafeBC guidelines](#); the Ministry will communicate to the sector if these guidelines are updated in the future.

**Completed templates and updated health and safety plans are due by August 21, 2020 to:**  
[EDUC.Covid@gov.bc.ca](mailto:EDUC.Covid@gov.bc.ca).

Consistent with commitments made in the BC Tripartite Education Agreement, a planning template for September 2020 start-up specific to on-reserve First Nations students attending public schools is under development and will be released shortly. This document will support engagement with First Nations regarding delivery of education and transportation with the expectation that the plan be completed by the school district and the First Nation in advance of the start of the 2020/21 school year.

## Timelines

Please note these important timelines:

<b>Aug. 17</b>	Release of K-12 Operating Guidelines for COVID-19.
<b>Aug. 17 – 21</b>	School districts finalize their Restart Plans and submit to the Ministry.
<b>Aug. 21 – 26</b>	<p>Ministry reviews Restart Plans and confirms approaches. The Ministry will send a letter to districts once the review is completed.</p> <p>School districts communicate information to parents once Ministry review is completed.</p>
<b>Aug. 26</b>	School districts communicate information to parents on Stage 2 Plans no later than August 26. Final versions to be posted online.

## Completing and Submitting

1. Download this document as a PDF from the web before filling it out. You cannot complete it online.
2. **Choose Save not Save As when saving the document, otherwise you will lose your information.**
3. Submit this template as a PDF file to [EDUC.COVID@gov.bc.ca](mailto:EDUC.COVID@gov.bc.ca) by no later than August 21.

**Please provide information on the following pages as part of your Stage 2 Restart Plan.**



## Section 1: Contact Information

1. School Name:	School District 78- Fraser Cascade
2. School Contact Name:	Balan Moorthy
3. School Contact Position:	Superintendent of Schools
4. School Contact E-mail:	balan.moorthy@sd78.bc.ca
5. School Contact Phone Number:	604-869-2411

## Section 2: Health and Safety

1. Provide a copy of your district's updated health and safety plan that implements the [Public Health Guidance for K-12 Schools](#) and [WorkSafeBC](#) guidelines.
2. Indicate the date when your district's health and safety committee became/will be operational.  
August 17, 2020 1:00 pm - 2:00 pm
3. Provide a summary of the updates made to your district's plan in the following areas:
  - Cleaning and disinfecting
  - Physical distancing strategies
  - Hand hygiene
  - Personal protective equipment for students and staff (including re-useable masks)
  - Symptom assessment and illness policies/procedures
  - Improvements to school ventilation systems, if required
  - Student transportation on buses

A – Each school has created a safety plan and letter to parents specific to the health and safety requirements at their sites. These documents are attached.

B - Please see the attached SD78 Health & Safety Plan, updated to the most recent guidelines.

C - Ventilation Systems - The District is fortunate to have a very modern and complex mechanical system with mostly every space with AC and ventilation. We will be, through our DDC systems adjusting for max ventilation at all sites and auto ventilate for 4 hours prior to school opening.

D - Student Transportation on Buses - We have had concerns brought forward that students are dropped off or picked up early which has implications for supervision.

4. Outline the schedule for health and safety training and orientation of school district staff, including new employees and staff who work at multiple sites and/or across multiple cohorts in a school (e.g. counsellors, learning assistants, prep teachers, Education Assistants).

All staff, which includes TOCs, itinerant staff, along with maintenance workers, will undergo comprehensive health training on September 8 and 9. Training will take place within school sites or via zoom meetings arranged in advance. The training will follow the public health Covid Guidelines and safety protocols. Each school administrative team will discuss:

1. Health and safety checks for students.
2. Ongoing parent monitoring and staff/student check-ins.
3. Personal hygiene and hand hygiene.
3. Entrance and exits of the buildings. One way traffic.
4. When to use personal and protective equipment.
5. Social distancing.
6. Maintaining cohort structures and contact tracing.
7. Monitoring of emotional health.
8. Movement in the hallways.
9. Recess, lunch and break supervisions.
10. Training will use the following links as their sources:

[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

### Section 3: Learning Groups

1. Provide examples of your district's approach to the implementation of learning groups in schools and during non-instructional time.
  - a. Include examples for elementary, middle, and secondary schools as well as small, medium and large schools where different approaches are required.
  - b. Outline any shifts in curriculum, course access, or course scheduling, as well as actions taken to mitigate the impacts to students of any changes and ensure equity.

School District 78 has a manageable cohort structure as a result of the overall district size.

Both Hope Secondary and Agassiz Secondary do not exceed the 120 cohort size for nearly all educational cohorts. This includes Grade 7, 8, 9/10 and 11/12. With minor alterations, all students should be able to attend in-school instruction for all of the days. Some minor adjustments may need to occur for classes with Grade 10-12 students. All Principals were asked to submit a comprehensive plan to address the cohort/learning group guidelines for their respective schools. This includes bell schedules and plans for maximizing social distancing and breaks. Please see school specific plans from Principals.

The elementary schools could easily fit within the cohort guidelines.

2. Describe how your district is organizing its workforce to balance the delivery of instruction for learning groups and physical distancing strategies for adults who are interacting with cohorts (e.g. staff who work at multiple sites, on call, itinerant) and across multiple cohorts in a school (e.g. counsellors, learning assistants, prep teachers, Education Assistants, teacher-librarians).

Staff who work at multiple sites will adhere to physical distancing guidelines. They will be part of a training process on September 8 and 9 where strategies are shared for working with students.

Using the most up-to-date health and safety guidelines received from the Ministry of Education, educators who are interacting with more than one cohort will participate in training to develop the appropriate guidelines for supporting students while physical distancing and using personal and protective equipment when needed. Room alterations and protective barriers may be necessary in certain situations.

3. Describe your district's plan to ensure continuity of learning in the event of a switch in stages as well as to ensure continuity of learning for any students who need to self-isolate or quarantine.

School Administrators communicate regularly with the District Team. The district will be making an eventual move to the exclusive use of an Office 365 platform, where TEAMS will be utilized by staff and students. (TEAMS is essentially just an app within Office 365). Many parents expressed concerns about multiple platforms during the spring re-entry.

The district's Technology Committee is meeting on August 31. We will be initiating plans for providing training for all administrators and staff (including school leads) on Office 365. In the meanwhile, staff will continue using their preferred method of online instruction – Google classrooms being heavily preferred. All teachers will be asked to consider some assignments that are remote so that students and families can transition easily back to a remote platform if necessary.

- Technology equipment will continue to be provided to students attending school as well as students using remote learning.
- FNSWs will continue to provide home delivery of paper-based learning packages for students who are not comfortable with online learning.
- Fraser Valley Aboriginal Children and Family Support Services (FVACFSS) will cover the costs for learning requirements (laptops, tablets, etc.).
- Access to internet and technology is being provided at local Band offices.

## Section 4: Students with Diverse Abilities/Disabilities

1. In alignment with the [Equity and Inclusion Guiding Principles](#), describe how your district is planning for students with diverse abilities/disabilities ensuring students and communicating to parents on the following, to ensure students will:
    - be able to attend school full time or have a plan to ensure supports and learning continue if a student needs to learn at home
    - have access to the necessary health and safety supports
    - continue to receive supports and services as identified in their IEP, including 1:1 supports
    - not be grouped in segregated settings as a part of the establishment of cohorts
- We are working together with parents/guardians and school-based teams in order to develop plans for ongoing appropriate learning and supports.
  - Supports will be aligned with goals in the IEPs.
  - Resource Teachers will work on a dual platform for students who are designated or deemed at risk. Where possible, students will work in face-to-face instruction in a co-teaching model or one-on-one assistance.
  - If designated or at-risk students are not in school and form part of the teacher case-load, then that case-load teacher will support the student remotely.
  - The administration (in consultation with the school based team) will work out strategies to provide educational opportunities for all students deemed to be at risk.

## Section 5: Communication and Engagement

1. Provide a copy of, link to, or summary of, your district's overall communication plan.
  - Letters from Principals have been included to demonstrate the level of communication with parents/guardians.
  - Dedicated webpage on district website for COVID-19 information: <http://sd78.bc.ca/parents-students/novel-coronavirus-covid-19-information-for-parents/>
  - DPAC – Aug. 12 / FCTA – Aug. 16 & 17 / CMAW – Aug. 13 & 17 / Board update – Aug. 10 / Special Board Meeting – Aug. 20 / AEC rep Mtg with Chair – Aug. 12 / Individual First Nation Band meetings – Aug. 12, 25 & 28 – ongoing to connect with 12 Bands / District Health and Safety – Aug. 17 – ongoing communication to community / Letters to Community: Superintendent letter – Aug. 17, Principal's letters – Aug. 21 / Communication to all families of individual schools to communicate return to school plans by Aug. 26 / Ongoing cycle of communication every 2 weeks with partner groups and community throughout.
  - Communication is distributed via direct letters home, school and district website, twitter and school app

## Section 6: Engagement with Indigenous People

1. Describe your district's engagement process with Indigenous peoples in developing the Stage 2 plan and the plan for ongoing engagement.
  - Ongoing communication and updates via email, virtual meetings and phone calls: principals/vice principals, teachers, District Coordinator of Aboriginal Education (DCAE), First Nation Support Workers (FNSW).
  - Meeting with the Aboriginal Education Council (AEC) Chair and DCAE on August 12, 2020.
  - AEC meeting on Zoom (TBA).
  - Communication by principals/vice principals, teachers, and FNSWs to review support for students and develop a preliminary plan for the return to in-class instruction.
  - Special AEC meeting with Board Chair, principals, vice principals and district staff to review draft letters sent out to parents and preliminary plan. During this meeting, AEC members were encouraged to ask questions, express concerns and provide input and suggestions.
  - Following the meeting, AEC members were encouraged to take time to further review the letters/plan and send suggestions to the principals/vice principals of each school and/or the superintendent.



2. Outline your district's consultation with local First Nations rights holders in developing the Stage 2 plan – particularly First Nations with whom the district has a Local Education Agreement and First Nations with students in the district.

- Meeting with AEC Rep, and Rep from Shxw'owhamel First Nation on August 17.
- Meetings with Boothroyd and Boston Bar First Nations on August 25 to share back to school plans.
- Meetings arranged with all twelve Indigenous communities over the next two weeks.
- AEC meeting on Zoom (TBA).
- Ongoing monthly breakfast meetings to be organized with chiefs from twelve communities in process.

3. What modifications to the plan, if any, did your district make based on feedback from Indigenous partners and/or local First Nations?

- All Indigenous communities received a letter from the Superintendent discussing the district's back to school plan on August 17.
- School Principals will be following up with a personal letter home to all families in the community (on Aug. 21) discussing the back to school plan.
- All Indigenous families will be contacted by August 26 to determine what their plans are for returning.
- Once this information is gathered, consultation meetings will take place to discuss in school or alternate support models for Indigenous students.
- Arranging for a hybrid in-person/remote or a complete remote delivery may be explored depending on the readiness to return to school.

## Section 7: Unions

1. Outline the collaboration process that occurred with local unions in developing the district's restart plan. What is the process for continued consultation and collaboration during the school year?

Fraser Cascade Teacher's Association (FCTA) - Meeting on August 6 and August 17- Topics: timetable, prep, health and safety, emotional health.

Construction, Maintenance and Allied Workers (CMAW) - August 13, Health and Safety Meeting- August 17. Health and Safety Training arranged for September 8-9.

Bi-weekly meeting will be arranged with the union reps as the restart plan unfolds.

## Section 8: Parents, Guardians, and Caregivers

1. Outline the engagement process that occurred with your District Parent Advisory Council (DPAC) in the development of your Stage 2 Plan.

DPAC Meeting held on August 12 - topics included:

- One platform for technology - Parents expressed concerns that multiple technology platforms created confusion for parents.
- Safety concerns - Parents asked for specific return to school plan.
- Return to school - Most non-Indigenous families expressed a desire to return to school, but wanted a transitional plan and communication.

2. Describe any additional engagement directly with parents/guardians/caregivers and Parent Advisory Councils (PACs) at the school level that occurred in developing your Stage 2 Plan. Describe the summary of feedback received.
  - All communities and education partners received a letter from the Superintendent (Aug. 17) discussing the district's back to school plan.
  - School Principals will be following up with a personal letter home to all families in the community (on Aug. 21) discussing the back to school plan.
  - All families will be contacted (by August 26) to determine what their plans are for returning.
  - Once this information is gathered, consultation meetings will take place to discuss in-school or alternate support models for vulnerable students.
  - Arranging for a hybrid in-person/remote or a complete remote delivery may be possible.
3. Describe the process for continued consultation and collaboration with the DPAC, PACs and parents during the school year.

1. Ongoing communication and collaboration with the DPAC at monthly DPAC meetings.
2. Ongoing surveys and communication to be conducted by school communities to discuss the needs of students in terms of: education, emotional health, health and safety, nutrition and transportation.
3. Phase 2 and return to school updates communicated at each school's PAC meetings with information shared among the district leadership team.

## Section 9: Transportation

1. Describe any transportation arrangements your district has in place to get students, including First Nations and students with diverse abilities/disabilities, to school.

Administration provided feedback on anticipated needs for transportation. To date, there will be little to no changes to the current schedule, however this may change once enrolment is established.

- All schools submitted individualized transportation plans to the District TEAM.
- Considerations were made for altered bell schedules and subsequent pick up and drop off times.
- Meeting with the Director of Facilities & Transportation occurred on August 12.
- Ongoing priority and planning within each school to support students with diverse abilities and Indigenous students for transportation to and from school.

2. Describe the consultation process in developing the plan as well as how BC Tripartite Education Agreement obligations are being met.

Extensive consultation process:

- DPAC- August 12- One platform, safety concerns, want a plan, most want to return to school, concerned about transitional plans and communication
- FCTA- Meeting on August 6 and August 17- Timetable, prep, health and safety, emotional health
- CMAW- August 13, Health and Safety- August 17. Parameters for SEAs, separate training for itinerants- September 8-9
- Board Update - August 10, August 20- Review District Plan
- AEC- Meeting with AEC Chair, DCAE and Asst. Supt, August 12, visit to Boston Bar on August 25, BBES Principal to introduce us to Boothroyd and Boston Bar. - - Meeting with Chiefs and Council. Themes- Communication, 1 platform, health and safety, emotional concerns, learning issues, Grandparents and health concern
- District Health and Safety Committee- August 17- Training, plans and priority
- Ongoing cycle of communication shared with Principals and Schools