



## Cherry Hill Phase-2 Health and Safety Measures- 2020-2021

*Please see Mission Public School's District Safety Plan for districtwide health and safety protocols that are implemented at all schools in our district. Cherry Hill be in compliance with these policies and procedures.* Please click [here](#) to view the district plan.

Information below is specific to Cherry Hill Elementary and our unique building/school community.

### Health and Safety Measures Specific to Cherry Hill

#### Learning Groups

- Learning Groups at Cherry Hill will consist of two or three classrooms (students and staff) with a maximum of 60 individuals
- Learning Groups will share the same schedules and entrance/exit points
- Learning Groups will share the same break areas outside for recess and lunches
- Learning Groups can share learning opportunities such as field trips, outdoor learning when possible
- physical distancing is not a requirement within Learning Groups (although we will do our very best to physically distance when possible) but direct touch and physical contact is minimized.
- physical distancing (2 meters) is required for people (staff and students) that are not in the same Learning Group
- Learning Groups are organized by grade level so that they can utilize the same entrance points and take breaks together for recess and lunch

Learning Group	Division #
1	1 & 2
2	3 & 4
3	5 & 6
4	7 & 8
5	9 & 10
6	11, 12 & 13

#### Staggered Schedules and Assigned Building Entrances

- the purpose of staggered schedules for students and staff is to limit the amount of people entering/exiting our building and taking breaks at any given time



-this will allow students and staff to remain within their Learning Groups and limit exposure to people in other Learning Groups

	Schedule A (50% school pop.)	Schedule B (50% school pop.)
<b>Start</b>	8:30am	8:45am
<b>Recess</b>	10:00am-10:15am	10:30am-10:45am
<b>Lunch</b>	11:30am-12:15pm	12:30pm-1:15pm
<b>End</b>	2:23pm	2:38pm

Learning Group	Schedule A	Schedule B
<b>1</b>	Div. 1/2 (North-East Entrance)	
<b>2</b>		Div. 3/4 (North-East Entrance)
<b>3</b>	Div. 5/6 (North West Entrance)	
<b>4</b>		Div. 7/8 (North West Entrance)
<b>5</b>		Div. 9/10 (South West Entrance)
<b>6</b>	Div. 13*/12*/11 (South West Entrance)	

\*AM/PM entrance/exit is main entrance of school

**Morning Health Assessment**

-staff complete an online health assessment before entering the building (see district safety plan for more details)

-if a staff member answers yes to any of the questions they may not come to work that day and should consult a physician and/or school administrator

-parents will complete a morning health assessment for the children each morning (assessment tool emailed to parents)

-if their child is sick, they must stay home and consult a physician

-teachers will keep an extra eye on students during the day and if someone falls ill, the principal will be contacted and supervised isolation will be required until a parent can pick up the child (see district safety plan for more details)

**Main Entrance**

-all parents drop kids off from outside building at designated entrances, and pick students up at same entrance at end of the day (unless there is an emergency, parents do not need to enter school to pick up children)



**-there is a sign posted outside front door with instructions on how to proceed:**

- Are you a student that is arriving late?  
No→see below  
Yes→please proceed to office
  
- Do you have an appointment?  
No→do make an appointment via phone (604-826-9239)  
Yes→please wear a mask, complete health check, sign in, hand  
sanitize and proceed to office
  
- Are you an essential visitor (mail, SD employee, etc)?  
No→ do make an appointment via phone (604-826-9239)  
Yes→please wear a mask, complete health check, sign in, hand  
sanitize and proceed to office
  
- Are you a parent with an emergency?  
No→ do make an appointment via phone (604-826-9239)  
Yes→please wear a mask, complete health check, sign in, hand  
sanitize and proceed to office

-other than students, all essential visitors must go through main entrance and report to reception table

-essential visitors must wear a mask, answer covid-related questions, sign in and sign out when they leave (most communication between school and community can be done remotely so most people will not be essential visitors) and hand sanitize.

-all staff self-assess themselves each morning for respiratory illness and cannot come to work sick (process for this is communicated in district safety plan document)

-late students report to office to sign in

-all visitors should wash or sanitize their hands upon entry to the school

-multiple signs posted around the school

-multiple newsletters to communicate policy/procedures to parents

-no students in the building prior to their start time

### **Office**

-a physical barrier has been installed in the office; principal and secretary will use the office and wear masks unless working at their own desks. No students in the office.

-photocopier room door to office is closed with entrance to copier room from hallway door only

-G4 file room accessible from hallway door only, not from office door



- plexi-glass barrier up in front of office window, please stay behind caution tape marking on floor when speaking to secretary

- most communication between staff and office can be done via email

- the office will be closed over secretary's lunch (45 minutes) but we will have Grade 6 volunteers sit at the reception table (2 students must be in same cohort)

### **Photocopier rooms**

- only one person allowed in at a time to both photocopier rooms

- wash hands/sanitize before and after use and/or sanitization wipe down after use

### **Staff Room**

- maximum of 5 people in staff room

- appliances can be used with handwashing before use

- if staff room is full, staff can eat outside or in classrooms

- an extra phone and computer station has been installed in the G4 room for staff that need access during breaks time (to help with capacity limits)

### **Bathrooms (kids and staff)**

- for students, it's 2 maximum in the bathroom at once (one student may line-up outside, but any others need to go back to class to wait)

- signage with occupancy limits (2) and line-up procedures will be posted at all student bathrooms

- one-in-one-out hard rule for classrooms

- for teachers, two extra bathrooms by gym will be open for use (total of 4 single use staff bathrooms)

### **Library**

- open to one class at a time

- plexiglass barrier at library kiosk

- when librarian is working with students, a mask will be worn (librarian not part of any Learning Group).

- a mask will be worn by the librarian according to current guidelines

- maintaining 2 metres social distancing whenever possible

### **Music Room**

- open to one class at a time

- wind instruments will not be used at this time



- when music teacher is working with students, maintains 2-meters physical distancing whenever possible (music teacher not part of any Learning Group)

- a mask will be worn by music teacher according to current guidelines

### **Water Fountains**

- bottle filling only

- fountains have been blocked with signage not to use

### **Gym**

- only one Learning Group allowed in the gym at one time

- physical touch games and activities will not be allowed

- change rooms closed for storage of items related to Covid-19 protocols

- cleaning of any equipment after use; materials will be provided

### **Hallways**

- no socializing

- must keep moving to your intended destination

- must stay on the right side of the hallway at all time

- signage on ground with arrows indicating what side to walk on

- must be mindful of other people coming and let pass if social distancing not possible

- hallway cloak rooms moved to classes

- other larger items in hallways to be moved (except recycling centres)

### **Classrooms**

- frequent handwashing (enter/exit class, before/after bathroom, before/after food, before/after outside play, etc) -see district safety plan and K-12 Health Guidelines for more details about handwashing protocols

- staff will wear masks according to current guidelines

- hand sanitizer in each classroom but emphasis should be on handwashing

- desks physically distanced as best as possible

- no sharing of learning supplies and food

- no games or learning activities that require physical touch between kids

- limit, control and space out groups, social activities



-toys and learning supplies (see district safety plan and K-12 document for guidelines)

**Fields and Playgrounds**

- all playgrounds and fields are open
- children in the same Learning Group may play together
- children that are not in the same Learning Group may not play with each other
- our fields and playgrounds will be segregated such that each Learning Group has its own space
- play areas will be rotated once a week for each Learning Group

<b>Play Area 1</b>	<b>Play Area 2</b>	<b>Play Area 3</b>
Black-top Green Playground Swings ½ of near soccer field	Back Field Far sandbox	Monkey Bars Blue Slide Grey Playground ½ of near soccer field

- students educated and encouraged to keep space from friends and not touch
- hand washing must occur before students leave for outside and when they return
- sport equipment is OK to use as long as its only being used by one Learning Group

**Itinerant Offices**

- may work with students if physical spacing possible within office
- plexi-glass barriers will be used when spacing not possible; masks will be worn according to current guidelines

**Parking Lots**

- suggested to parents to park on side streets as this would limit crowding in the lot
- continue with drop-off loop as we have in the past

**PPE**

- students may wear PPE as a personal choice
- staff will wear masks and PPE according to current guidelines
- hand sanitizer at main entrance and in all classrooms/offices
- hand sanitizer available for itinerant offices
- EAs working with special needs children that have issues with touching, washing hands or putting things in their mouth can have a bottle of sanitizer to mitigate (only to be used to support that child); masks will be worn; face shields are available to staff as needed

**Student Use of Phones**



-student use of office phone is not available; secretary or principal will contact parent

### **Attendance Binders**

-binders will be delivered to office via classroom helpers

-handwashing to occur before and after handling attendance binders

-afternoon binders delivered to classrooms by life skills program (wash hands prior to delivering)

### **Cleaning**

-we have day custodial access (rotating schedule)

-high touch point areas, common areas, washrooms get cleaned at least twice a day

-full building cleaning every day in the evening

### **Recycling Centres**

-wash hands before and after use

-emphasis on pack-in-pack-out

-one child only to visit recycling centre at a time

-staggered visits to the centres, all classes go after their own staggered lunch

-if too busy, just wait until its free

-lids are removed from centres to limit touch points

### **Art Room/Medical Room/PAC Kitchen Room**

-one person at a time occupancy limit

-wash hands before and after use

-signage on doors with occupancy limits

### **Isolation Room**

-Rm 52

-hand sanitizer, masks and gloves available for students and staff

-see District Safety Plan for details around isolation rooms

### **Parent Visits**

-only allowed to enter if they meet entry requirements and have already made an appointment;  
principal needs to be aware of entry to school

-most communication can occur via phone or video conferencing



- if there is an emergency, parents will be allowed in the school without an appointment (they will wear a mask, pass health check, sign in and hand sanitize. Parent must proceed to office or contact principal)

-all visitors must make an appointment ahead of visiting the school.

-upon entry:

- A mask must be worn
- A health check must be completed
- Sign-in at desk for contact tracing purposes
- Hand sanitize
- Proceed to office to notify secretary or principal about arrival