



## McKim Middle School Safety Procedures for School Reopening

### PRINCIPAL'S MESSAGE

April 6, 2021

Dear Parents, Guardians, Students and Staff:

The purpose of this document is to provide the operational procedures at McKim School for the current pandemic. We are working to put processes in place to ensure the safety of everyone as well as provide meaningful, in-person, learning for students. Our practices follow the advice and direction of the Public Health Office, and we know those directions can change if the overall health situation in our school, community, region, and province change.

The following information will answer most questions regarding what McKim will look like this year. We will adjust our planning as needed to best meet the needs of students, parents and staff. Please also review the District's Health and Safety Plan available at <https://www.sd6.bc.ca>, which contains the latest information from the Ministry of Education and Provincial Health Officer.

In SD6, our 4-7 schools are now considered within the Middle School context and language of the health and safety guidelines and will follow language specified for Middle Schools. If you have any questions, please email, call, or make an appointment to see me or Vice Principal, Dan Clark.

Useful links and information regarding Covid-19:

- School District 6 – <https://www.sd6.bc.ca>
- BC Ministry of Education – <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>
- BC Centre for Disease Control – [http://www.bccdc.ca/Health-InfoSite/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-InfoSite/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

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**SPORTS TEAMS AND EXTRA CURRICULAR ACTIVITIES AND CLUBS  
WILL BE SUSPENDED AND WILL BE REVIEWED AT A LATER DATE**

## DAILY SCREENING FOR ILLNESS

Staff and students (with their parents) need to monitor daily cold, flu, or COVID-19-like symptoms. A sample daily health checklist is included in this document. Symptoms include:

- Fever
- Chills
- Coughing or worsening chronic cough
- Sore throat
- Runny nose
- Shortness of breath
- Headache
- Fatigue
- Loss of sense of smell or taste
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches
- Dizziness/confusion
- Conjunctivitis (pink eye)
- Abdominal pain
- Skin rashes or discoloration of fingers or toes

**If staff or students have any of these symptoms, and the symptoms do not relate to a pre-existing condition (e.g., allergies) they should not come to school.** Contact a health care provider (e.g., 8-1-1 or a doctor) for further assessment. For people with pre-existing conditions, if you experience any change in symptom you should seek assessment by a health-care provider as well.

As well, you should use the COVID-19 Self-Assessment Tool (<https://bc.thrive.health/covid19/en>) to determine if you should be tested if:

- you or anyone in your household has returned from travel outside Canada in the last 14 days, or;
- You or anyone in your household is identified as a close contact of a confirmed case of COVID-19.

Please call the school at (250) 427-2283 to report absences. Schools will not provide information and/or notification to staff or students' families if others become ill. Unless we are directed otherwise, all community health information will be reported by the public health office.

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## HYGENE ROUTINES

Hand sanitizer will be available at the entrances to the school and administered by an adult, as well as in classrooms. However, washing hands with soap and water is the preferable method wherever possible. Students and staff will review the most effective way to wash their hands and will do so:

- When we arrive at school;
- After coughing, sneezing, or blowing our noses;
- Before and after eating;
- Before and after going to the bathroom;
- Before leaving for the day.

Staff and students should abide by the following practices:

- Cough or sneeze into your elbow or a tissue;
- Throw tissue in garbage afterwards;
- Wash your hands or use hand sanitizer;
- Avoid touching your eyes, nose, and mouth;
- Avoid close contact with anyone who is sick.

All Grades 4-12 students are required to wear a mask indoors in school and on buses, including when at their desk or workstation. Masks do not need to be worn if a person is eating or drinking. Mask requirements are specified in these situations at school:

1. Music: Grades 4-12 can temporarily remove mask when engaging in education activity that cannot be performed while wearing a mask (e.g. playing a wind instrument) but must be worn while singing.
2. PHE: K-12 staff are required to wear a mask indoors when a barrier is not present.
3. PHE: Grades 4-12 will need to follow the High Intensity and Low Intensity guidelines
4. PHE Low Intensity: Grades 4-12 are required to wear a mask when they are indoors and a barrier is not present.

In addition, the Ministry also outlined exceptions regarding mask requirements that do not apply for students, staff and visitors. These include:

- to a person who cannot tolerate wearing a mask for health or behavioural reasons;
- to a person who is unable to put on or remove a mask without the assistance of another person;
- if the mask is removed temporarily for the purposes of identifying the person wearing it;
- if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.);
- if a person is eating or drinking;
- if a person is behind a barrier; or
- while providing a service to a person with a disability or diverse ability (including but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important.

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## ARRIVAL AT SCHOOL

See the map below for more information about arrival at school. Student drop-off will happen on Rotary Drive or Mackenzie Street. Please do not use the staff parking lots in front or behind the school. Each class will have a clearly marked section for students to gather and morning supervisors will help direct students to their class meeting area. Students will be met at 8:44 by their teacher who will lead their class into the building via the dedicated entrance for each class, and in a staggered fashion to allow classes to enter the building one at a time.

In the afternoon, teachers will lead their class outside in a staggered fashion and dismiss students from there.



We are changing our practice in the morning to improve distancing of students from different cohorts to keep our school community safe. Students are expected to stay in their designated area between 8:20am and 8:44am.

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Gathering Area	Class	Class
Rotary	4-2: Kingwell (Grade 4)	4-4: Cooper (Grade 4/5)
	5-1: Strachan (Grade 5)	5-4: Spensley (Grade 5/6)
	6-1: Shaw (Grade 6)	6-3: Woytowich (Grade 6)
Creek	5-2: Deruiter (Grade 5)	4-1: Neeve (Grade 4)
	4-3: McRae (Grade 4)	5-3: Turcon (Grade 5)
Servery	7-4: Morrison (Grade 7)	6-4: Armstrong (Grade 6/7)
133	6-2: Stang (Grade 6)	
Front	7-3: Bowes (Grade 7)	
	7-2: Sellars (Grade 7)	7-1: D'Etcheverrey (Grade 7)

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## LEARNING GROUPS

A learning group is a group of students and staff who remain together throughout the school quarter, semester or year and who primarily interact with each other. Cohorts reduce the number of in-person, close interactions a person has in school. Additional information is available on the [Ministry website](#) and includes:

- Classes will be paired up so that they always have the same individuals with them at recess and lunch. They may also do learning activities together.
- Our school has 16 classes, and therefore we will have eight cohorts. The cohorts are based on the classroom location in the building.
- Teachers or other staff who are not part of a cohort will practice physical distancing and/or wear a mask. For example, if the principal or music teacher comes into a class, they will stay at least 2 m away and/or wear a mask.
- Teachers who are part of a cohort will practice physical distancing during teaching time, but may interact with students more closely during one-on-one time. Teachers must wear a mask when they leave their teaching station.
- Students will spend learning time in their classrooms or outside. Students are encouraged to be prepared for the weather every day.
- Classes will use the gym, but the emphasis will be on skill development without coming into close contact with others. Team sports where students stay in their own zones like volleyball or badminton will be played, as well as fitness routines. Many teachers will increase the amount of physical education time spent outside this year.
- If in the gym, for activity that is stationary, have students spaced 2 metres apart. If the activity involves movement, ensure there is ample space available to reduce the likelihood of physical contact beyond a brief moment.
- Physical education and extracurricular exercise and sport activities should occur outside whenever possible. Only one cohort will use the gym at a time for physical education.
- If there is a special performance or assembly, this may take place in the gym with only one cohort at a time, and students will be able to adequately space themselves out.
- Library books may be brought into the class for the students to choose. Mr. Stevens will be happy to locate specific requests for students whenever possible.

In the classrooms, we have removed some furniture and desks to make more space for physical distancing. Students will be reminded to share their ideas, not their germs.

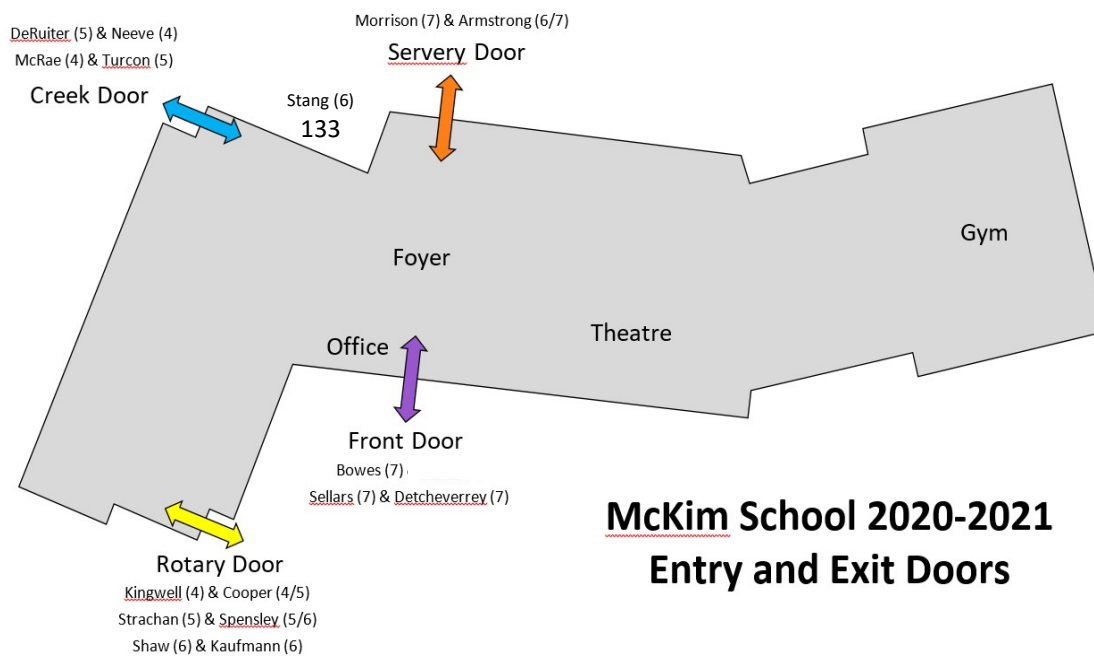
- Stay at your desk unless you have permission to move elsewhere.
- Keep your belongings tidy.
- Wear a mask at all times inside (except when eating or drinking), and avoid close contact with others.

Teachers are aware that many students benefit from movement breaks, so we are carefully planning outside learning time, stretch breaks, and will work with students who require extra support. Our goal is to keep students safe by limiting close interactions between cohorts, and to offer a motivating classroom experience.

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Learning groups are designed to group two classes that are located closely in the building for purposes of travelling in the building together, doing activities and going on trips(if applicable). These learning groups connect students in similar grades.

Learning Group	Class	Class	Access Door	Lunch Time
1	4-2: Kingwell (Grade 4)	4-4: Cooper (Grade 4/5)	Rotary	B
2	5-1: Strachan (Grade 5)	5-4: Spensley (Grade 5/6)	Rotary	D
3	5-2: Deruiter (Grade 5)	4-1: Neeve (Grade 4)	Creek	A
4	4-3: McRae (Grade 4)	5-3: Turcon (Grade 5)	Creek	C
5	7-4: Morrison (Grade 7)	6-4: Armstrong (Grade 6/7)	Servery	A
6	7-3: Bowes (Grade 7)	6-2: Stang (Grade 6)	Bowes: Front Stang: 133	D
7	7-2: Sellars (Grade 7)	7-1: D'Etchevary (Grade 7)	Front	B
8	6-1: Shaw (Grade 6)	6-3: Woytowich (Grade 6)	Rotary	C



## McKim School 2020-2021 Entry and Exit Doors

Rotary Drive

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## STUDENT BELONGINGS AND PERSONAL ITEMS

- Label **ALL** student belongings (including individual markers, crayons, pencils, erasers out of packages, etc.) and avoid bringing unnecessary items to school.
- Students are not to share food or personal items brought from home with others. This includes “special day” treats.
- Unless otherwise asked for by the teacher, please do not send materials or toys to school. If you have questions about what can/cannot come to school, please contact your child’s classroom teacher.

## IF A STUDENT/STAFF SHOW SYMPTOMS

- If a student develops symptoms at school, they will be isolated in a supervised area (the sick room), and the secretary will call parents/caregiver for pickup.
- If a student or staff member develops symptoms while at school, they must wear a mask while they are preparing to go home.
- The protocol followed at school will align with the [Public Health Guidelines for K-12 School Settings](#).
- Symptoms include: Cough, high fever, headache, runny nose, and sore throat.
- Parents or caregivers must pick up their child as soon as possible when notified their child is ill.

## VISITORS TO THE SCHOOL

Parents and other adults are allowed in the school by appointment only. This means that before you come into the school for any purpose you need to phone the office (250) 427-2283 first. Visitors need to:

- Enter through the front door;
- Maintain a distance of at least 2 m between themselves and others;
- Wear a mask at all times;
- Wash hands or use hand sanitizer upon entry and exit;
- Register at the office. To facilitate contact tracing, all visitors are asked for their full names, where they will be in the school, a list of people they intend to visit, and a contact phone number.



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## DEPARTING SCHOOL

Leave the school grounds immediately, maintaining physical distance from other families and their children, regardless of whether members of those other families are in your “social bubble” outside of school. Additional measures include:

- Bus students will go directly to their bus lineup spot and wait to board their bus.
- Non-bus students are directed to leave school grounds immediately.
- Families are welcome to return to the playground after 3:15, when the final buses leave, following appropriate public expectations.

## TRAVEL IN HALLWAYS

- All individual hallway travel will be directed to “keep right” with floor signage and visuals to maintain physical distance from others to the best extent possible.
- Staff and students will wear a mask at all times during hallway travel.
- To the best extent possible, there should only be one class travelling in the hallway at the same time.

## RECESS, LUNCH AND OTHER BREAKS/MINIMIZING CONTACT/PHYSICAL DISTANCING

At recess, lunch, and other break times students remain with their learning groups, but can socialize with friends in different learning groups outdoors.

- Students will wash hands/sanitize before going out for recess and upon return.
- Washroom use for handwashing will be controlled by staff, and each class staggered to encourage physical distancing.
- Staff will monitor student use during these transitions.
- During outdoor breaks, students from different learning groups can socialize as long as they minimize physical contact with each other.

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## TRANSPORTATION

- All students must clean their hands before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.
- All grades 4-12 students are required to wear mask on the bus, if they can tolerate one.
- All adults riding or entering a school bus must wear a mask. If they are required to enter the bus and do not have a mask, one will be provided.
- Students will be assigned seats, with family members and school cohorts required to sit together whenever possible.
- Seating arrangements will be altered whenever necessary to support student health & safety.
- Students will load the bus back to front and unload front to back whenever possible.
- Buses will be sanitized following each time a school bus is used (routes and trips).
- Bus drivers will clean their hands often, and are required to wear a re-usable non-medical mask when loading/unloading students or when physical distance cannot be maintained.
- Field trips requiring buses will not be approved at this time. This decision will be re-evaluated later. Active transportation (walking, etc.) where possible is encouraged.
- At this time we will not be issuing bus passes for guest riders. If you arrange for your child to visit someone who lives on a bus route then you will have to arrange for travel separately.

## SCHOOL MAINTENANCE

- General cleaning and disinfecting will be completed once a day.
- Frequently touched surfaces will be cleaned at least twice per day (doorknobs, light switches, toilet handles, tables, desks and chairs used by multiple students, electronic devices, keyboards).
- Playgrounds and playground structures will not be disinfected by the School District. Children must wash their hands before and after use of the structures.
- Toys and outdoor equipment specific for outdoor activities will not be disinfected. Children must wash their hands before and after use of the toys/equipment.

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## DAILY HEALTH CHECK EXAMPLE FOR PARENTS OF STUDENTS AND STAFF

	Do you (staff)/Does your child (parent) have any of the following symptoms?		
	Fever	Yes	No
	Chills	Yes	No
	Cough or worsening of chronic cough	Yes	No
	Shortness of breath	Yes	No
	Sore throat	Yes	No
	Runny/stuffy nose	Yes	No
	Loss of sense of smell or taste	Yes	No
	Headache	Yes	No
	Fatigue	Yes	No
	Diarrhea	Yes	No
	Loss of appetite	Yes	No
	Nausea and vomiting	Yes	No
	Muscle aches	Yes	No
	Conjunctivitis (pink eye)	Yes	No
	Dizziness, confusions	Yes	No
	Abdominal pain	Yes	No
	Skin rashes or discolouration of fingers or toes	Yes	No

	<b>Have you or anyone in your household returned from travel outside Canada in the last 14 days?</b>	Yes	No
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	<b>Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?</b>	Yes	No
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**If you answered “YES” to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) that person should NOT come to school.**

If a child or staff member is experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician, or nurse practitioner.

If you answered “YES” to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.

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# COVID-19

## When to get tested for COVID-19

Based on current evidence, some symptoms are more likely to be related to COVID-19 than others.

If you or your child have any of the symptoms listed below, follow the instructions.

SYMPTOMS	WHAT TO DO
<ul style="list-style-type: none"><li>• Fever (above 38° C)</li><li>• Chills</li><li>• Cough</li><li>• Loss of sense of smell or taste</li><li>• Difficulty breathing</li></ul>	<p><b>1 or more of these symptoms:</b> Get tested and stay home.</p>
<ul style="list-style-type: none"><li>• Sore throat</li><li>• Loss of appetite</li><li>• Headache</li><li>• Body aches</li><li>• Extreme fatigue or tiredness</li><li>• Nausea or vomiting</li><li>• Diarrhea</li></ul>	<p>If you have <b>1 symptom:</b> Stay home until you feel better.</p> <p><b>2 or more of these symptoms:</b> Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>
<p>If you are a <b>close contact*</b> of someone who has COVID-19 and have any of the symptoms listed above: Get tested and stay home.</p>	
<p>Check your symptoms with the B.C. Self-Assessment Tool. If you have any questions, or the symptoms get worse, contact your healthcare provider or call 8-1-1.</p>	

\* You will be notified if you are a close contact. For more information on close contacts, go to <http://www.bccdc.ca/covid19closecontacts>

For more information on COVID-19, go to [www.bccdc.ca](http://www.bccdc.ca)

If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, **call 9-1-1 or go to the nearest Emergency Department.**