



MAPLE HILL SCHOOL  
SUMMITTING TOGETHER

## COVID-19 Safety Plan for Maple Hill School

Each school needs to have a safety plan in place in order to proceed with in class instruction under the provisions laid out by the BC Ministry of Education under Stage 2 of the School Restart Plan. Under Stage 2, High School students are to be grouped into cohorts of no more than 120 people within the school and will attend school full time. Given the small size of Maple Hill School, we will always have less than 120 people inside of the school building so students will be in a single cohort. This will result in no special scheduling for students and there will be no missed time in the classroom or delays in learning. In order to make sure that students at Maple Hill School are safe, the Provincial Health Office, Worksafe BC, and the BC Ministry of Education have brought forth measures that schools must follow in order to keep students and staff safe under Stage 2 of the School Restart Plan. Below will be how Maple Hill School will be implementing these measures and that all staff and students must adhere by to be safe.

Parents/Guardians must complete the form in Appendix A at the end of this document prior to the first day of school to make sure that parents have read this document with their child and understand that they can not send students to school who display symptoms and will need to pick up students who do display symptoms at school.

1. **Provincial Health Measures:** These measures include orders from the Provincial Health Office. Details on these orders and how Maple Hill School adheres to them can be found below:
  - a. **Maple Hill School will not allow for gatherings of 50 or more people to occur.** Schools are allowed to have more than 50 persons within a building, but must make sure they are not in the same area. We will not be hosting any mass events where students are all massed in a single room or even outside in a confined space. Under stage 2 guidelines though, we are allowed to have 120 people in the school building as a learning cohort.
  - b. **Case Finding, Contact Tracing and Outbreak Management:** Maple Hill staff must complete the screening guide provided by the ministry at the following web address (<https://bc.thrive.health/covid19/en>). Staff who are told to stay home must communicate with the school that they can not come in due to symptoms and they must seek advice from a healthcare professional. They will only be allowed to return to work if they have documentation that they are free of COVID-19 from a

health professional. Students who display symptoms must also see a medical professional. Students and staff will not be allowed to return to school unless cleared by a medical professional and displaying no symptoms. Please see the form in Appendix A of this document for more details related to symptoms.

- c. **Students when entering the school will be asked by the principal or an administrative assistant if they are feeling well.** If they are well, they will be permitted to use hand sanitizer. If they say they are unwell, they will be escorted to the principal's office and health officials will be notified in terms of next steps and procedures. Parents would also need to pick up their child immediately upon notification. Every area the student enters or surfaces they touch will be immediately cleaned. Parents/Guardians must pick up the student and send them home. In scenarios where this is impossible, the student will not be allowed to take public transport. The parent/guardian will be responsible for any changes for taxis/private vehicles the school would have to incur in order to get the student home safely.
  - d. **Quarantine:** Any student or staff who has left the country must isolate for 14 days. Maple Hill School will assist students and staff if they need assistance procuring items or need aid during the 14 day quarantine period.
2. **Environmental Measures:** Environmental Measures include aspects that include ways to alter the environment to make sure that COVID-19 has difficulty spreading. Details on how Maple Hill School will alter the school environment to encourage safety can be found below:
- a. **Cleaning:** Maple Hill School will clean every hard surface at least once at the end of the day to maintain cleaning standards. Frequently used surfaces such as the front door handle and the water coolers will be wiped every 2 hours. Garbage will be emptied daily and staff will use gloves in order to clean up any bodily fluids. The washrooms for Maple Hill School are shared with the public and are maintained by Aberdeen Square. They are frequently cleaned. Maple Hill School will have hand sanitizer available in all the classrooms as well as at the front desk area for students and staff to use frequently.
  - b. **Use of Outside Space:** Outdoor space is encouraged under the Provincial Health Office, but Maple Hill School does not have any private outdoor space. Students that need outdoor space, such as for the PE Class, will be escorted in small groups to the nearby dyke where they will conduct their PE class as there is suitable space to run there and maintain social distancing.

- c. **Leaving Campus:** Given Maple Hills location within Aberdeen Square, Maple Hill School can not control students when they leave school grounds. As such students are to only leave school grounds in order to use the washroom facilities and during lunch hour procedures as outlined in section f. Lunch found below. Students who leave the school grounds are encouraged to use the hand sanitizing station at the front of the school.
  - d. **Signage:** You will notice multiple signs posted around Maple Hill School that will remind students about social distancing and proper hand washing techniques. The entirety of this safety document will be placed on the front window of the school as well as on the notice board.
  - e. **Tea and Coffee:** Unfortunately, due to transmission risk, the communal tea and coffee machines will not be operating during these times. The water coolers will be available, and they will be wiped every two hours to lower the risk of infection.
  - f. **Lunch:** Students are encouraged to bring their own lunch to school. Students who can not bring their lunch can leave the school grounds to pick up food to bring back to school. In this scenario, students are to wipe down any of the packaging with the labeled spray bottles at the front of the school when they return. Delivery will not be permitted. Students will also need to return to school with their food before 12:30 PM.
  - g. **Lockers:** As lockers are shared at Maple Hill School, we will be unplugging the lockers at this time to decrease the chance of infection.
  - h. **Reception Desk:** Tape will be placed creating a 2 metre perimeter for the front desk that no one is allowed to cross in order to protect the front office staff.
3. **Administrative Measures:** Administrative measures include implementing changes to how the school day is set up and run in order to lower the risk of infection for students and staff. Below is what Maple Hill School will alter in order to keep our student body safe:
- a. **Alteration of Schedule:** Under Stage 2 guidelines, High School students should be in school full time. Schools across the province are organized into learning groups where students can interact within a classroom. For high school, the number of students and staff that are allowed to share classrooms is 120. Maple Hill School will currently have less than 120 students and staff in September 2020. What that means is that there will be no alteration to schedule and no interruption of learning for our students.

- b. **Classroom Organization:** The school will alter the classroom environment as much as possible to promote the most distancing possible for a given class.
- c. **Decrease use of group work:** In class activities will be conscious of social distancing and teachers will make sure that there is no close contact between students for a class activity.
- d. **Entering the school:** Students and staff must wait outside at the marked spots before a staff member lets them into the school. It is here where each staff member and student will be screened to determine if they are having symptoms of COVID-19. Students and staff who are not showing symptoms will be invited to use hand sanitizer and proceed to their first class of the day making sure to walk carefully to make sure that they do not bump into anyone.
- e. **Leaving the classroom during class time:** Students will not be allowed to leave the classroom unless escorted by a staff member so that Maple Hill School can control how many people are in the hallways at a given time. Students who need to use the washroom or need to talk to another staff member will make their request to their teacher. The teacher will then message staff through Microsoft Teams that they request an escort. One of the staff members will then escort the student to their destination. If the destination is the washroom, the staff member will open the front door to the school for the student to allow the student to head to the washroom and mitigate the contact with the door handle.
- f. **Dismissal of class:** Teachers will carefully control the flow of traffic when class is dismissed. Students need to be respectful of the dismissal times and move directly to the washroom or to wait outside the door of their next class.
- g. **Flow around hallways:** Hallways will have arrows and lanes marked with tape to show traffic flow. Please be mindful of the traffic flow as some hallways are only one direction.
- h. **Mitigate Visitors:** There will always be someone present in the front office to make sure that there are no other adults entering the building without first ascertaining what their business is. Appointments with parents or other agencies must be conducted after school dismissal.
- i. **Student and Staff Personal Items:** Students and staff may bring a bag with them to school. They must make sure their bag is with them at all times. In the classroom the bags must be placed under their desk or beneath their chair. Students and staff

will be limited to a single bag. If students must bring more items to school for a particular reason, please notify the principal immediately

- j. **Sharing Items:** The sharing of items such as pens, paper, etc is strongly discouraged. Please make sure to bring your own materials with you.
  - k. **Microsoft Teams:** Teachers will still be required to use Microsoft Teams as they were under our Stage 3 plan. Students who must isolate due to displaying symptoms or for mandatory quarantine when entering Canada, will be able to check Microsoft Teams for work missed in order to keep up with lessons.
4. **Personal Measures:** These are measures that each individual can implement to help the spread of infection. Signage around the school as well as staff will be encouraging the following personal measures for everyone in the Maple Hill School community to follow:
- a. **Staying Home When Sick:** As mentioned previously under the first heading titled **Provincial Health Measures**, students and staff must assess themselves for symptoms daily. Students will be asked a question as to how they are feeling before entering school, staff must fill out the screening tool found at <https://bc.thrive.health/covid19/en> each day.
  - b. **When Sick or Showing COVID-19 Symptoms:** Contact the school as well as your healthcare provider. You will be unable to return to school unless you are deemed clear by a medical professional and symptom free. If this were to happen at school, the student or staff will be escorted to the principal's office where parents/custodians can be contacted. If it is a staff member, they will be escorted to the principal's office and the school will work with the staff person to make arrangements so that they can return home safely.
  - c. **Hand Washing:** As mentioned previously, hand sanitizer will be made available throughout the school. Signs will remind about proper handwashing technique and other hygiene tips. Staff will encourage students to use the hand sanitizer in their classrooms. Students and staff should be washing their hands before the start of each class at a minimum.
  - d. **Respiratory Etiquette:** Students and staff must cover up if they are coughing or sneezing. This means coughing or sneezing into your elbow versus sneezing or coughing into your hands. Also to wash hands immediately after coughing or sneezing. Also to make sure that you refrain from touching your eyes or mouth.

5. **Personal Protective Equipment (PPE):** PPE is equipment you can wear that can help protect you from the spread of infection. The school is encouraging all staff and students to wear masks while they are on school grounds. The school has procured reusable masks for all staff and students and will be distributed when students enter the school on the first day of school.

Parents, students and staff are reminded that there are many resources they can use in order to get more informed about COVID-19 or if they have any specific questions.

- For non-medical information, please call 1-888-COVID19. Information is available in multiple languages and open from 7:30 AM to 8:00 PM 7 days a week.
- Use the self-assessment tool found at <https://bc.thrive.health/> Information on the iOS and Android apps can be found at that web address as well.
- If you are showing symptoms please call 8-1-1 for assistance
- Please see <http://www.bccdc.ca/health-professionals/clinical-resources/covid-19-care/signage-posters> for various posters created around COVID-19 created by the BC Centre for Disease Control. Certain posters are available in multiple languages.

This plan will be reviewed every 2 weeks by staff (on or around the 1st of the month and on or around the 15th of the month). Parents may call the school or communicate through Email or WeChat should they have concerns or questions. Staff will be trained about this plan on September 3, 2020.

Appendix A: [Parental Acknowledgement Form](#)