

Genesis Elementary School
COVID-19 SAFETY PROTOCOL

Please ensure that your child is in good health before entering the building: check for fever, cough, loss of sense of smell or taste, difficulty breathing, sore throat, headache, extreme fatigue, severe loss of appetite, diarrhea.

It is the responsibility of parent(s) to evaluate their child's health conditions and take their temperature prior to sending them to school each day.

Entry into the school is prohibited to any person presenting symptoms related to Covid-19. If your child is presenting symptoms, you must call 1 877 644-4545 immediately.

Entry into the school is prohibited to any person whose family member(s) residing in the same dwelling has presented symptoms or are in isolation due to Covid-19.

Anyone presenting symptoms related to Covid-19 when in the building **must** inform the office immediately and follow the protocol measures outlined in the section *Presentation of Symptoms in School*.

Everyone sanitizes their hands when entering the building and before leaving to go home.

Everyone washes/sanitizes their hands when entering a classroom.

Everyone washes their hands with soap and water after using the washroom.

Everyone washes their hands with soap and water after coughing, sneezing or blowing their nose.

Students will be explicitly taught and repeatedly reminded of proper hand hygiene, respiratory safety measures, and physical distancing protocol:

- Teaching/Reteaching safety protocol daily (special emphasis during the first 3 weeks of September)
- Frequent reminders throughout the day
- Modeling proper safety protocol at all times
- Posters, floor decals, signs are displayed throughout the school to remind of the importance of safety measures and protocol

Staff ensures that physical distancing protocol is respected in their workspace setting and within their work tasks including during entry, exit, lunch, preparation, and break times.

All staff must sign in on a digital platform when entering the building. Secretaries will sign in visitors. The number of visitors is limited and visitors **must** wear a mask at all times.

Students remain in their classroom for all classes except physical education.

Students eat lunch in their classroom.

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COVID-19 SAFETY PROTOCOL (CONTINUED)

Water fountains may be used to refill water bottles only. Students are encouraged to bring their own refillable water bottle.

Materials brought to and from school must be minimized. As such, the teaching team has a NO HOMEWORK policy. Students must read and study basic facts and/or spelling (dictée) words. Students may be given work that remains at home to reinforce skills. If school books must be sent home and then returned back to school, they will remain in quarantine at school for 24 to 72 hours. Toys are never permitted in school.

Everyone must respect the public health directives at all times.

MAIN SYMPTOMS OF COVID-19

- Fever 38°C and above
- New or worse cough
- Difficulty breathing or shortness of breath
- Sore throat
- Sudden loss of smell without a stuffy nose
- Loss of taste

Other symptoms may also appear such as sore throat, headache, aching muscles, intense fatigue, severe loss of appetite, vomiting and diarrhea.

PRESENTATION OF SYMPTOMS IN SCHOOL

Any person presenting symptoms related to Covid-19 when in the building **must** inform the office immediately.

For students presenting symptoms:

- The child will be provided a disposable mask if they do not have one
- The will be sent to the office immediately and settled in our designated Covid -19 room under the supervision of an assigned adult.
- The child's parent(s) will be contacted by the office immediately
- The student's personal belongings are placed in a plastic/cloth bag and given to the office
- Parents must pick up their child immediately and call 1 877 644-4545
- Follow up procedures will be communicated to us via Public Health
- The isolation room will be disinfected following the child's departure
- If an extended absence is required, supplemental educational material will be provided to the student by their teacher.

Should there be a positive Covid-19 case, all parents and staff will be informed and we will diligently follow the instructions provided by our local public health authority.

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COVID-19 SAFETY PROTOCOL (CONTINUED)

PHYSICAL DISTANCING PROTOCOL

Students remain in their assigned classrooms and teachers will circulate from one class to another.

Two meters must always be maintained between students and school staff,

Physical distancing is not compulsory in Pre-Kindergarten and Kindergarten (personal protective equipment– face mask AND visor/goggles – will be mandatory for preschool staff).

FACE COVERINGS

It is **strongly** encouraged that all students wear a mask when arriving to and circulating in the building.

It is **strongly** encouraged that all students wear a mask when aboard the bus.

All Cycle 3 students **must** wear a mask in common areas (hallways, washrooms, etc.), when in the presence of students from a different stable group, and on the school bus.

Students may remove their mask when seated in class and outdoors. However, when circulating in class, students must wear their mask.

It is highly recommended that parents purchase a lanyard for their child to hook their mask on when playing outdoors.

It is highly recommended that children bring more than one mask to school.

All staff members must wear a mask when circulating in the school.

Staff may remove their mask in class when a distance of 2 meters is maintained.

All staff members who **must** be in close proximity to a student (less than 2m) **must** wear a procedural face mask and a visor or goggles.

HAND HYGIENE PROTOCOL

Everyone must wash their hands upon entering and exiting the building, upon entering a classroom, after using the washroom, before and after recess, before and after eating, after coughing, sneezing or blowing their nose.

- **Wet** hands with warm or cold water
- **Apply** soap
- **Lather** hands: rub together with soap, rub the backs of hands, between fingers, and under nails
- **Scrub** hands for at least 20 seconds
- **Rinse** hands
- **Dry** hands
- Where possible, use clean towel to close water tap
- **Use** hand sanitizer when soap and water are not available

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RESPIRATORY SAFETY MEASURES

Coughs, sneezes, and runny nose

- **Cover mouth and nose** with a tissue or use the inside of your elbow
- **Throw used tissue(s)** in the trash
- Immediately **wash hands** with soap and water. If soap and water are not readily available, clean hands with a hand sanitizer

Classroom windows should remain open as often as possible throughout the day to maximize clean airflow (even during cold months – students are encouraged to bring a sweater to class)

RECESS AND LUNCH

- Recess is divided by groups in order reduce the amount of students in transition.
- At lunch, students will eat and play outside at different times to reduce the volume of students outside at one time
- Students must remain in their designated area according to their bubble.
- Students must maintain at a distance of 1 meter with those outside of their classroom bubble
- Supervising staff will teach, reteach, model and remind students of distancing protocol
- Students must wash their hands before and after recess

Snack and Lunch Time

- All students **must** wash their hands before and after eating
- All students eat in their classrooms

TRANSPORTATION

Your child(ren) **must** wash their hands prior to getting on the bus in the morning.

Not more than two students may be seated on the same bench.

The same two students should remain seated together on the same bench every day.

Siblings should be seated together on the same bench.

It is highly recommended that all students wear a mask when aboard the bus.

All Cycle 3 students must wear a mask when using school transportation.

Students must respect safety protocols on the bus if requiring transportation

- Should your child inform you of a situation on the bus, please inform the office

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CLEANING AND DISINFECTION PROTOCOL

Rigorous cleaning schedules and procedures are put in place to ensure high-touch areas are regularly disinfected.

Classrooms

- Tables, chairs, toys, and frequently used materials must be cleaned regularly and disinfected at least once daily, or depending on usage
- All manipulatives, toys, equipment (tablets, computers, physical education equipment, etc.) must be disinfected after each use by a class group
- All classrooms are disinfected at the end of the day, following the departure of daycare

Bathrooms

- Washrooms will be cleaned regularly with special attention to high touch points
- Staff will avoid sending more than one student to the washroom at the same time.

Door knobs, railings, light switches, and other frequently touched areas will be cleaned regularly.

ENTRY AND DISMISSAL PROCEDURES

Drop off Routine

Parent drop offs:

- Between 9:10am and 9:20am at the two gates on Beauport Street. Grade 4-5-6 at the gate by the little soccer turf and Kindergarten and Grades 1-2-3 at the gate close to the park. Siblings may come in together from then Jr. Gate.

Bus drop offs (no change in times):

- Between 9am and 9:05am

Each homeroom will have a designated entry point into the school. One bus will disembark at a time
 Physical distancing markers will be placed in the school yard

Late arrivals:

- Parent drops off their child at the front entrance of the school and rings the doorbell. Child enters the building while the parent remains in the vestibule with their mask and provides reason for late arrival. Parents do not enter the building. The secretary will sign in your child. Parent drops off their child at the front entrance of the school. Child enters the building.
- Parents must remain in the vestibule and sign their child in. Parents are not to enter the building.

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Dismissal Routine

Parent pick up:

- Between 3:40pm and 3:50pm at the two gates on Beauport Street. Grade 4-5-6 at the gate by the little soccer turf and Kindergarten Grades 1-2-3 at the gate close to the park. Siblings exit together from then Jr. Gate.

Bus dismissal (no change in times):

- Between 3:50pm and 4:00pm. Students will embark one bus at a time.

Student dismissal procedure:

Late pick ups: The child is sent to daycare. Parent will follow Daycare afternoon pick up routine (see below)

DAYCARE

Daycare groups will use classes that are not used regularly during the daycare

Physical distancing protocols **must** be respected at all times during daycare

Groupings will be made to maximize students' stable class groups as much as possible. If/when students are from different "stable classes" they will maintain at a distance of 1 meter from each other.

The use of larger common areas will be prioritized (outdoors, gym etc.) to maximize physical distancing

Morning Drop-Off

Between 7am and 9am

Parents must accompany their child to the daycare door in the back of the school. Parents are to ring the doorbell. Students enter the building alone. Parents do not enter the building. If daycare groups are playing outside. Parents must drop off at the front gate. Parents do not enter the school yard. Afternoon Pick-Up

Between 4pm and 6pm

The gate to enter the school yard will be unlocked when all bus and pick up students have left the school yard.

Parents are encouraged to use the HopHop App. This app allows Daycare to receive a notification when parents have almost arrived at school. Your child(ren) will be ready to leave once the parent has arrived at the daycare door. Parents are to buzz and identify the child using the usual doorbell (internal intercom) situated outside in the back of the school. Parents must wait outside. Parents are not permitted in the building. Parents are asked to respect physical distancing during this time.

Should parents need to make a change to the daycare schedule, they must email Miss Pina and Miss Carmie. Do NOT email the teacher.

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ENFORCING SAFETY MEASURES

All staff including teachers, support staff, administrators, secretaries, and supervisors will be teaching/reteaching, modeling and repeating safety protocols continuously throughout the day including during recess and lunch.

If a child fails to adhere to safety measures, they will be gently reminded of our safety expectations and our collective responsibility to keep each other healthy and safe.

Should a student repeatedly and purposely defy our safety regulations, regular behaviour intervention procedures would ensue. Please refer to our Student Code of Conduct for more information.

EMERGENCY RECONFINEMENT PLAN

Please refer to our Emergency Reconfinement Plan (It will be sent on the week of September 14) for more information regarding measures to be taken to ensure the immediate continuity of learning for all students in the event of a school closure due to Covid-19.

STUDENT MENTAL HEALTH AND WELLBEING SUPPORT

Social and Emotional Learning component to the curriculum is continuously provided to students.

Special Education Technician support is available to help students with anxiety and trauma

In-School Professional available with expertise to reinforce our support to students

USE OF COMMON SPACES

Use of common spaces including the gym is permitted. Hygiene measures must be respected in these spaces and everyone must wash their hands upon entering and exiting these areas.

Lockers

- For the time being, students will not use lockers. Students will go directly in their classroom. Congestion will be alleviated in the hallways.

Library

- Library will be postponed until further notice.

Gymnasium

- Students must wash their hands prior to and after using the gymnasium
- Students will not change before physical education classes. They must wear their physical education clothes to school. White top and solid blue bottoms (no stripes) shorts or jogging pants.

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Washrooms

- Teachers may only send one child at a time to the washroom.
- **Everyone** washes their hands with soap and water after using the washroom

Water fountains may be used to refill water bottles only. Students are encouraged to bring their own refillable water bottle

Science and Drama Room

- Students remain in their classrooms and specialists will teach in the homeroom classes.

Remedial Support

- Remedial support will be offered in class. In some cases, when physical distancing and space permits, students can work in small groups.

Sensory Room

- The sensory room will be closed for the time being.

Park Structure

- Students will be permitted to use the park structure during their scheduled time
- Students must wash their hands prior to and after use

Soccer Turfs, Basketball court, Play Structures, and other sections of the school yard.

- Each class will go to a designated area during recesses. They must remain in their designated area with their classmates.

COMMUNICATION

Communication with teachers will be done by email, as no agenda will be provided. Teachers are not expected to respond to parent emails and messages outside of their working hours. They will not be responding during teaching time. They have other times in their work day where they will do their best to reply to any questions you may have. Teachers will respond within a 24 hour time frame.

Should you want to make a change in your child's end of day schedule (**STRICTLY FOR EMERGENCIES**). You must email Miss Carmie, our school secretary before 1:00 p.m. Do NOT email the teacher regarding a change in schedule.

For daycare changes, please email Miss Pina and Miss Carmie.