

COVID-19 Protocols for WRCA
Summary information

Updated: 10 Feb 2021

Environmental Measures

Staff Teachers Students Parents

Cleaning and Disinfection

| | | | | | |
|---|--|---|--|--|--|
| 1 | General cleaning and disinfecting of the premises at least once every 24 hours | √ | | | |
| 2 | Cleaning and disinfecting of frequently-touched surfaces at least twice every 24 hours | √ | | | |
| 3 | Clean and disinfect any surface that is visibly dirty. | √ | | | |
| 4 | Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label | √ | | | |
| 5 | Empty garbage containers daily | √ | | | |

Ventilation

| | | | | | |
|---|--|--|---|--|--|
| 6 | Open doors and window in portable classrooms | | √ | | |
|---|--|--|---|--|--|

Traffic Flow

| | | | | | |
|---|--|---|--|--|--|
| 7 | Floor markings and posters are provided to address traffic flow throughout the school. This includes one-way hallways and designated entrance and exit doors | √ | | | |
|---|--|---|--|--|--|

Physical Barriers

| | | | | | |
|---|--|---|--|--|--|
| 8 | Barriers will be installed in places where physical distance cannot regularly be maintained and a person is interacting with numerous individuals outside of a cohort. | √ | | | |
|---|--|---|--|--|--|

Visitor Access/Community Use

| | | | | | |
|----|--|---|--|--|---|
| 9 | Limited visitor access to the school | √ | | | √ |
| 10 | All visitors will confirm they have completed the requirement of a daily health check before entering the building | √ | | | √ |
| 11 | We will not open the school for community use at this time | √ | | | |

Administrative Measures

Cohorts

| | | | | | |
|----|---|---|---|---|--|
| 12 | We will divide students into grade cohorts | √ | | | |
| 13 | Cohort to have limited contact with other students and staff outside the cohort | √ | √ | | |
| 14 | Physical distancing of 2-metres will be expected for any contact with students or staff outside of the cohort. | √ | √ | √ | |
| 15 | Teachers who are not directly inside the cohort (i.e. French, music, PE teachers) will practice two-meter physical distancing when interacting with the cohort. | | √ | | |
| 16 | Non-cohort teachers will wear face masks or face shields in the classroom while on campus. | | √ | | |



Physical Distancing

| | | | | | |
|----|---|---|---|---|--|
| 17 | Physical distancing (2m) is required for students and staff when interacting outside of their cohort | √ | √ | √ | |
| 18 | Includes, but not limited to, outside learning and break times (lunch, recess, classroom changes, etc.). | √ | √ | √ | |
| 19 | We will avoid close greetings (e.g., hugs, handshakes) | √ | √ | √ | |
| 20 | We will avoid touching our face | √ | √ | √ | |
| 21 | Desks will be spread out as much as possible to allow distance between students and adults. Senior school students will not face each other and use consistent seating arrangements | √ | √ | | |
| 22 | We will use Plexiglass dividers in classrooms where two-metre physical distancing is not possible | √ | | | |
| 23 | Manage flow of people in hallways to minimize crowding and allow for ease of people passing through. | √ | | | |
| 24 | Barriers will be installed (Plexiglass, traffic cones, etc.) in areas where physical distancing cannot be regularly maintained | √ | | | |
| 25 | Students will be taken outside more often, where and when possible | | √ | √ | |
| 26 | 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 | | √ | √ | |
| 27 | Inter-school events including competitions, tournaments and festival, will not occur at this time | | √ | √ | |

School Gatherings

| | | | | | |
|----|---|--|---|---|--|
| 28 | Virtual assemblies and chapels will occur in order to limit inter-cohort exposure | | √ | √ | |
|----|---|--|---|---|--|

Offices and Meeting Spaces

| | | | | | |
|----|--|---|---|--|--|
| 29 | We will maintain appropriate physical distance in our workspaces and wear masks whenever physical distance cannot be maintained. | √ | √ | | |
| 30 | Virtual meetings will be encouraged where appropriate physical distance cannot be maintained. [ENFORCE] | √ | √ | | |
| 31 | We will limit the number of people allowed to meet in the following meeting rooms: a. Smaller offices – 3 b. Administration office (2nd floor) – 4 c. Conference Room (Next to Staff Room) – 6 d. Staff Room – 11 e. Team Room (old building) – 7 f. Library - 30 g. Junior School Collaboration Room – 7 h. Senior School Collaboration Room – 16 | √ | √ | | |



| | | | | | |
|----|---|---|---|--|--|
| | i. Other Senior School Rooms – t.b.a. | | | | |
| 32 | Furniture in office spaces will be arranged to support appropriate physical distance, where possible. | √ | √ | | |
| 33 | Limit the length of in-person meeting time to 15 minutes without wearing masks. | √ | √ | | |
| 34 | Keep windows open in the old building during a meeting. | √ | √ | | |

Personal Items

| | | | | | |
|----|--|---|---|---|--|
| 35 | Students and staff are encouraged to only bring items that are necessary | √ | √ | √ | |
| 36 | All items will be stored in the class homeroom. Lockers will not be available | | | √ | |
| 37 | Personal items should be labelled with the student's name to discourage accidental sharing | | | √ | |
| 38 | Individual food and beverages are not to be shared | | | √ | |

Other safety strategies

| | | | | | |
|----|---|--|---|---|--|
| 39 | Students will practice appropriate hand hygiene before and after going to the playground | | | √ | |
| 40 | Field trips outside the school, which could involve contact with the public, will not occur at this time | | √ | √ | |
| 41 | There will be no outside food services provided at this time. We will revisit our hot lunch service at a later date | | | √ | |

Drop off protocols

| | | | | | |
|----|--|---|---|---|---|
| 42 | Refer to new drop off times for all students | √ | √ | √ | √ |
| 43 | Junior school - Parents should use the gravel parking lot. Students will be dropped off by parents using our "Safe Physical Distancing" squares marked in yellow on the pavement near the entrances to the Jr. School. Two metre spacing will be implemented between all students in the line-up area. Parents are not permitted to enter the school building. Students will be greeted at the line up by the home room teacher, who will conduct the Temperature and Health Check. There will be hand sanitization stations in the lobby as students enter the Jr. School building and all students will start the day by cleaning their hands. Students who arrive late will need to check in with the main office, which will include a temperature and health check before heading to their classrooms. One-way direction arrows will direct safe physical distancing while traveling inside the school building. Playground areas will be closed during drop off times. Parents are encouraged to leave the school grounds as soon as possible and not use this time for visiting. Note that gravel lot use may change at any time. | √ | √ | √ | √ |



| | | | | | |
|----|--|---|---|---|---|
| 44 | <p>Senior School - Parents should drop off their children at the main entrance. Students go directly to their first period classroom using a marked pathway along the south parking area, and maintain safe physical distancing. They are required to wear masks until they enter the classroom. Parents are not permitted to enter the school buildings.</p> <p>The first period teachers will be in the classrooms starting at 8am to provide supervision as necessary. Students will be greeted at the door of the classroom by the first period teacher, who will conduct the Temperature and Health Check. There will be a hand sanitization station in the classroom as well and all students will start the day cleaning their hands. Students that arrive late will need to check in with the main office, which will include a temperature and health check before heading to their classrooms.</p> | √ | √ | √ | √ |
|----|--|---|---|---|---|

Pick up protocols

| | | | | | |
|----|---|---|---|---|---|
| 45 | Refer to new pick up times for all students | √ | √ | √ | √ |
| 46 | <p>Junior School - Students will be picked up by parents using our “Safe Physical Distancing” squares marked in yellow on the pavement near the entrances to the Jr. School. Two metre spacing will be implemented between all students in the line-up area. Parents are not permitted to enter the school building. Students will be waiting with their home room teacher outside, for parents to pick up their children. There will be hand sanitization stations in the lobby as students exit the Jr. School building and all students will end the day by cleaning their hands. One-way direction arrows will direct safe physical distancing while traveling inside the school building. Playground areas will be closed during pick up times. Parents are encouraged to leave the school grounds as soon as possible and not use this time for visiting.</p> | √ | √ | √ | √ |
| 47 | <p>Senior School - Staggered pick up times will reduce the amount of students dismissed at any one time. Grade 6 to 9 students will be picked up at the gravel parking lot. Grades 10 – 12 will be picked up at main entrance doors. Cohorts will be brought directly to the pick-up area by their last period teacher to meet parents. Parents can help facilitate this process by being prompt.</p> | √ | √ | √ | √ |

Bathroom breaks

| | | | | | |
|----|---|---|---|---|--|
| 48 | Only the <u>lower</u> floor washrooms are open for Junior School students. Senior school students must wash their hands after the bathroom break. | √ | √ | √ | |
|----|---|---|---|---|--|



| | | | | | |
|----|---|---|---|---|--|
| 49 | Primary students will have supervised class bathroom breaks | | √ | √ | |
| 50 | Grade 3 – 5 students may go to the bathroom individually but must wash their hands after the bathroom break | | | √ | |
| 51 | Only the <u>upper</u> floor washrooms are open for Senior School students | √ | √ | √ | |
| 52 | Access to the upper floor will be designated and senior students will maintain physical distancing | √ | √ | √ | |

Lunch time protocols

| | | | | | |
|----|--|---|---|---|---|
| 53 | Junior School - designated areas for cohorts | √ | √ | √ | |
| 54 | Junior School - Hand hygiene practices before and after outdoor play | | √ | √ | |
| 55 | Junior School - Increased supervision in playground areas | | √ | √ | |
| 56 | Junior School - Hand sanitization stations for re-entry into building | √ | √ | √ | |
| 57 | Junior School - Standard food safety protocols for eating in the classroom | | √ | √ | |
| 58 | Senior School - closed campus | √ | √ | √ | √ |
| 59 | Senior School - Cohort groups will eat their lunch in the assigned class homeroom | √ | √ | √ | |
| 60 | Senior School - Students who have finished eating lunch will be allowed to stay in the classroom or go to a designated cohort spot outside | | √ | √ | |
| 61 | Senior School - increase supervision at lunch time | | √ | | |

Physical Education protocols

| | | | | | |
|----|--|--|---|---|--|
| 62 | Students should spread out as far as possible during physical activity. Activities should be adapted whenever possible to reduce physical contact. | | √ | √ | |
| 63 | There should be no activities that include prolonged physical contact (i.e. physical contact beyond a brief moment) or crowding. | | √ | √ | |
| 64 | Physical education and extracurricular exercise and sport activities should occur outside whenever possible. | | √ | √ | |
| 65 | High intensity exercise activities are those that result in significantly increased respiration rates. In the senior school: <ul style="list-style-type: none"> • If indoors and the activity 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. • Move activities outside or pursue a low-intensity activity if this isn't possible. | | √ | √ | |
| 66 | Masks should be worn indoors by senior school students during low-intensity indoor activities where physical distancing cannot be consistently practiced. | | √ | √ | |



| | | | | | |
|----|---|--|---|---|--|
| 67 | Wearing masks during high intensity exercise activities or outdoors is based on personal choice, but cannot be in place of the other measures detailed in this section. | | √ | √ | |
| 68 | Masks should be worn by staff during physical education when they are unable to practice physical distancing. | | √ | √ | |
| 69 | Shared equipment can be used; it should be cleaned according to the Cleaning and Disinfection protocols. | | √ | √ | |

Health and Safety training and orientation

| | | | | | |
|----|---|---|---|---|--|
| 70 | Students, teachers and staff will receive healthy and safety training which will include understanding new protocols for teaching, learning and physical distancing. During that time, we will include: 1. the risk of exposure to COVID-19 and the signs and symptoms of the disease.2. Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette.3. How to report an exposure to or symptoms of COVID-19.4. Changes made to work policies, practices, and procedures due to the COVID- 19 pandemic and keep records of that training. | √ | √ | √ | |
| 71 | Guest teachers coming to work at the school must sign off that they have read and understand the school safety protocols. | √ | √ | | |
| 72 | COVID-19 related staff meetings are documented, and minutes of such meetings are posted in a central location | √ | √ | | |
| 73 | Risk Management committee meet regularly, including prior to any transitions between stages, and are included in our school's planning efforts | √ | √ | | |

Personal Measures

Stay home when sick

| | | | | | |
|----|--|---|---|---|---|
| 74 | 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. The Fraser Health Authority will provide guidance and direction regarding this protocol. | √ | √ | √ | √ |
| 75 | 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, and should stay home until they are feeling well and free of symptoms, assuming the assessment of the student, staff or other person is <u>not</u> COVID-19. | √ | √ | √ | √ |



| | | | | | |
|----|---|---|---|---|---|
| 76 | Students or staff may still attend school if a member of their household has cold, influenza, or COVID19-like symptoms, provided the student/staff is asymptomatic (meaning they are well and not sick). It is expected the symptomatic household member is seeking assessment by a health-care provider. Refer to protocol 65 if the household member has a confirmed case of COVID-19. | √ | √ | √ | √ |
| 77 | 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. | √ | √ | √ | √ |
| 78 | Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious disease before sending them to school. If a child has any symptoms, they must not go to school. Any student or staff who has been tested for COVID-19 should not come back to school until they receive the results. | | | | √ |
| 79 | Staff and other adults must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. If staff or any adult has any symptoms, they must not enter the school. Staff who stay home because they are sick with any COVID-like symptoms must get tested for COVID-19. Any student or staff who has been tested for COVID-19 should not come back to school until they receive the results. | √ | √ | | |
| 80 | 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 disease prior to entering the school. | √ | √ | | |
| 81 | Clearly communicate with parents and caregivers about their responsibility to assess their children daily before sending them to school. (Refer to protocol 68) | √ | | | √ |
| 82 | Those who become sick while at school to be sent home as soon as possible. Parents will be contacted to pick up their sick child. Some students may not be able to be picked up immediately. As such, we will provide a space where the student or staff member can wait comfortably, which is separated from others. | √ | √ | √ | √ |
| 83 | Direct parents and staff to use the BC COVID-19 Self-Assessment Tool. They will 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. | √ | √ | √ | √ |



Hand Hygiene

| | | | | | |
|----|---|---|---|---|--|
| 84 | Wash hands with plain soap and water for at least 20 seconds. | √ | √ | √ | |
|----|---|---|---|---|--|

Respiratory Etiquette

| | | | | | |
|----|---|---|---|---|--|
| 85 | Cough or sneeze into their elbow or a tissue | √ | √ | √ | |
| 86 | Refrain from touching their eyes, nose or mouth with unwashed hands | √ | √ | √ | |

Personal Protective Equipment

| | | | | | |
|----|---|---|---|---|--|
| 87 | Face masks will be required for all students and staff where physical distancing (2-metres) cannot be maintained. outside of the cohort class homeroom | √ | √ | √ | |
| 88 | Face masks will be required for senior school students (G6-G12) and staff inside the school except when <ul style="list-style-type: none"> Sitting or standing at their seat or workstation in a classroom or learning space, There is a barrier in place, Eating or drinking. | √ | √ | √ | |
| 89 | Instrumental music classes will require students and staff to wear a face mask with a small slit cut in it only large enough to accommodate the insertion of the mouthpiece and instruments should be outfitted with bell covers. The school can provide disposable masks for this purpose, if desired. | | √ | √ | |
| 90 | Specialist teachers, or non-cohort teachers, are required to wear a face mask or face shield at all times on campus | | √ | | |
| 91 | Face masks will be provided for students and staff if necessary | √ | √ | √ | |

Communication Protocols

Routine Communications

| | | | | | |
|----|--|---|---|--|--|
| 92 | Regular communications are provided to the school community through bulletins and weekly newsletters which are distributed by email, and essential information is posted on the school website | √ | | | |
| 93 | Teachers also provide ongoing communication to parents and students through Managebac | | √ | | |
| 94 | Staff are encouraged to inform their supervisor if they learn about inaccurate information circulating within the school | √ | √ | | |
| 95 | We label communication to the school community as “for information” or “for action” | √ | | | |
| 96 | All issues pertaining to confirmed or suspected cases of COVID-19 will be discussed with the local health authority before statements are created or distributed to the community. | √ | | | |



Media communications

| | | | | | |
|----|--|---|--|--|--|
| 97 | No student or staff personal information will be shared directly to media. All inquiries will be directed to the local health authority. | √ | | | |
|----|--|---|--|--|--|

Student Transportation on Buses

| | | | | | |
|-----|--|---|---|---|--|
| 98 | Buses used for transporting students should be cleaned and disinfected according the guidance provided in BCCDC's Guidelines on Cleaning and Disinfectants for Public Settings document. | √ | √ | | |
| 99 | Bus drivers should clean their hands often, including before and after completing trips. | √ | √ | | |
| 100 | Bus drivers are required to wear a non-medical mask | √ | √ | | |
| 101 | All students are required to wear non-medical masks when they are on the bus. [ENFORCE] | | √ | √ | |
| 102 | Only separate cohorts will travel on the school bus. | | √ | √ | |

