

**COVID-19 Protocols for WRCA**  
**Summary information**

Updated: 01 Oct 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

Traffic Flow

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

7	Barriers will be installed in places where physical distance cannot regularly be maintained and a person is interacting with numerous individuals.	√			
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Visitor Access/Community Use

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

**Administrative Measures**

Physical Distancing

11	Physical distancing (creating space) is required for students and staff when interacting.	√	√	√	
12	Includes, but not limited to, outside learning and break times (lunch, recess, classroom changes, etc.).	√	√	√	
13	We will avoid close greetings (e.g., hugs, handshakes)	√	√	√	
14	We will avoid touching our face	√	√	√	
15	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	√	√		



16	Manage flow of people in hallways to minimize crowding and allow for ease of people passing through.	√			
17	Students will be taken outside more often, where and when possible		√	√	

#### School Gatherings

18	School gatherings/meetings/chapels will take place in person when appropriate space is available to accommodate the size of group.		√	√	
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#### Offices and Meeting Spaces

19	We will maintain appropriate physical distance in our workspaces and wear masks whenever physical distance cannot be maintained.	√	√		
20	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/classroom – 30 g. Junior School Collaboration Room – 7 h. Senior School Collaboration Room – 20 i. Senior Music Room - 75	√	√		
21	Furniture in office spaces will be arranged to support appropriate physical distance, where possible.	√	√		
22	Keep windows open in the old building during a meeting.	√	√		

#### Personal Items

23	Personal items should be labelled with the student's name to discourage accidental sharing			√	
24	Individual food and beverages are not to be shared			√	

#### Other safety strategies

25	Students will practice appropriate hand hygiene before and after going to the playground.			√	
26	Field trips outside the school, which could involve contact with the public, will occur at this time with standards set by public health orders.		√	√	

#### Drop off protocols

27	Refer to new drop off times for all students	√	√	√	√
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28	<p>Junior school - Parents should use the gravel parking lot. Parents are not permitted to enter the Junior school building. Students will be greeted at the line up by the home room teacher, who will conduct the 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 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.</p>	√	√	√	√
29	<p>Senior School - Parents should drop off their children at the main entrance. Students go directly to their first period classroom, and maintaining safe physical distancing. They are required to wear masks when they enter the building. Parents are not permitted to enter the school buildings.</p> <p>Students will be greeted at the door of the classroom by the first period teacher, who will conduct the 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 health check before heading to their classrooms.</p>	√	√	√	√

Pick up protocols

30	Refer to new pick up times for all students	√	√	√	√
31	<p>Junior School - 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>	√	√	√	√



32	Senior School - Staggered pick up times will reduce the amount of students dismissed at any one time. Parents can help facilitate this process by being prompt.	√	√	√	√
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#### Bathroom breaks

33	Only the <u>lower</u> floor Junior School washrooms are open for Junior School students. Students must wash their hands after the bathroom break.	√	√	√	
34	Primary students will have supervised class bathroom breaks.		√	√	
35	Grade 3 – 5 students may go to the bathroom individually but must wash their hands after the bathroom break.			√	
36	Only the <u>upper</u> floor Junior School washrooms are open for Senior School students.	√	√	√	
37	Access to the Junior School upper floor will be designated and senior students will maintain physical distancing.	√	√	√	

#### Lunch time protocols

38	Junior School - designated play areas for students	√	√	√	
39	Junior School - Hand hygiene practices before and after outdoor play		√	√	
40	Junior School - Increased supervision in playground areas		√	√	
41	Junior School - Hand sanitization stations for re-entry into building	√	√	√	
42	Junior School - Standard food safety protocols for eating in the classroom		√	√	
43	Senior School - closed campus	√	√	√	√

#### Physical Education protocols

44	Students should spread out as far as possible during physical activity. Activities should be adapted whenever possible to reduce physical contact.		√	√	
45	There should be no activities that include prolonged physical contact (i.e. physical contact beyond a brief moment) or crowding.		√	√	
46	Physical education and extracurricular exercise and sport activities should occur outside whenever possible.		√	√	
47	Masks should be worn indoors by senior school students during low-intensity indoor activities where physical distancing cannot be consistently practiced.		√	√	
48	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.		√	√	
49	Students should be encouraged to wash their hands before and after PE classes.		√	√	



### Health and Safety training and orientation

50	Students, teachers and staff will receive healthy and safety training which will include understanding new protocols for teaching, learning and physical distancing.	√	√	√	
51	Guest teachers coming to work at the school must sign off that they have read and understand the school safety protocols.	√	√		
52	COVID-19 related staff meetings are documented, and minutes of such meetings are posted in a central location	√	√		
53	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

54	Any student, staff or other person within the school who has symptoms of COVID-19 <b>OR</b> travelled outside Canada in the last 14 days <b>OR</b> was identified as a close contact of a confirmed case or outbreak <b>must</b> stay home and self-isolate, including children of essential service workers. The Fraser Health Authority will provide guidance and direction regarding this protocol.	√	√	√	√
55	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.	√	√	√	√
56	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 54 if the household member has a confirmed case of COVID-19.	√	√	√	√
57	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.	√	√	√	√
58	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.				
59	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 at the earliest opportunity 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.	√	√		
60	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.	√	√		
61	WRCA will clearly communicate with parents and caregivers about their responsibility to assess their children daily before sending them to school. (Refer to protocol 58)	√			√
62	Those who become sick while at school will 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.	√	√	√	√
63	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

64	Wash hands with plain soap and water for at least 20 seconds.	√	√	√	
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#### Respiratory Etiquette

65	Cough or sneeze into their elbow or a tissue	√	√	√	
66	Refrain from touching their eyes, nose or mouth with unwashed hands	√	√	√	

#### Personal Protective Equipment

67	Face masks will be required for students (K-G12) and all staff inside the school except when	√	√	√	
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	<ul style="list-style-type: none"> <li>• a person who is unable to wear a mask because they do not tolerate it (for health or behavioural reasons);</li> <li>• a person unable to put on or remove a mask without the assistance of another person;</li> <li>• If the mask is removed temporarily for the purposes of identifying the person wearing it;</li> <li>• If the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. actively playing a wind instrument, high-intensity physical activity, etc.);</li> <li>• If a person is eating or drinking;</li> <li>• If a person is behind a barrier;</li> <li>• 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 are important.</li> </ul>				
68	Face masks will be provided for students and staff if necessary.	√	√	√	

## Communication Protocols

### Routine Communications

69	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	√			
70	Teachers also provide ongoing communication to parents and students through Managebac		√		
71	Staff are encouraged to inform their supervisor if they learn about inaccurate information circulating within the school	√	√		
72	We label communication to the school community as “for information” or “for action”	√			
73	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

74	No student or staff personal information will be shared directly to media. All inquiries will be directed to the local health authority.	√			
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### Student Transportation on Buses

75	Buses used for transporting students should be cleaned and disinfected according the guidance provided in <a href="#">BCCDC's Guidelines on Cleaning and Disinfectants for Public Settings</a> document.	√	√		
76	Bus drivers should clean their hands often, including before and after completing trips.	√	√		
77	Bus drivers are required to wear a non-medical mask	√	√		
78	All students are required to wear non-medical masks when they are on the bus.		√	√	
79	Only separate cohorts will travel on the school bus.		√	√	

