

COVID-19 Protocols for WRCA
Summary information

Updated: 14 Apr 2022

Environmental Measures

Staff Teachers Students Parents

Cleaning and Disinfection

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

Ventilation

5	All HVAC systems are operated and maintained as per standards and specifications, and are working properly.	√			
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Traffic Flow

6	Staff and students should be encouraged to respect others personal space (the distance from which a person feels comfortable being next to another person).	√			
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Physical Barriers

7	Barriers may 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	Visitors are welcomed. We will return to routine sign in/sign out practices.	√			√
9	We will open the school for community.	√			

Administrative Measures

Physical Distancing

10	Physical distancing (creating space) is suggested for students and staff when interacting.	√	√	√	
11	Includes, but not limited to, outside learning and break times (lunch, recess, classroom changes, etc.).	√	√	√	
12	We will avoid touching our face	√	√	√	
13	Students will be taken outside more often, where and when possible		√	√	

School Gatherings

14	All types of gatherings: school gatherings/meetings/chapels may take place in-person. There are no capacity limits.		√	√	
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15	Staff gatherings (e.g. staff meetings, in-service and professional development activities, etc.) may occur in-person	√	√		
16	Spectators are permitted to attend extra-curricular events. (concerts, games, etc.)				√
17	Sports tournaments are able to take place.	√	√	√	√

Offices and Meeting Spaces

18	We will continue to suggest-appropriate physical distance in our workspaces.	√	√		
19	Meeting Rooms may return to regular capacity.	√	√		
20	We are able to use classroom and learning environment configurations and activities that best meet learner needs and preferred educational approaches.	√	√		

Personal Items

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

Other safety strategies

23	Students will practice appropriate hand hygiene before and after going to the playground.			√	
24	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

25	Junior school - Parents should use the gravel parking lot. Parents are not permitted to enter the Junior school building. There will be hand sanitization stations in the lobby as students enter the Jr. School building. Students who arrive late will need to check in with the main office.	√	√	√	√
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26	Senior School - Parents should drop off their children at the main entrance. Students go directly to their first period classroom. Parents are not permitted to enter the school buildings. Students that arrive late will need to check in with the main office.	√	√	√	√
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Pick up protocols

27	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.	√	√	√	√
28	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.	√	√	√	√

Bathroom breaks

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

Lunch time protocols

34	Junior School - designated play areas for students	√	√	√	
35	Junior School - Hand hygiene practices before and after outdoor play		√	√	
36	Junior School - Increased supervision in playground areas		√	√	
37	Junior School - Hand sanitization stations for re-entry into building	√	√	√	
38	Junior School - Standard food safety protocols for eating in the classroom		√	√	
39	Senior School - open campus	√	√	√	√

Physical Education protocols

40	Students should spread out as far as possible during physical activity. Activities should be adapted whenever possible to reduce physical contact.		√	√	
41	Physical education and extracurricular exercise and sport activities should occur outside whenever possible.		√	√	



42	Students should be encouraged to wash their hands before and after PE classes.		√	√	
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Health and Safety training and orientation

43	Students, teachers and staff will receive healthy and safety training which will include understanding new protocols for teaching, learning and physical distancing.	√	√	√	
44	Guest teachers coming to work at the school must sign off that they have read and understand the school safety protocols.	√	√		
45	COVID-19 related staff meetings are documented, and minutes of such meetings are posted in a central location	√	√		
46	Risk Management committee meet regularly, including prior to any transitions between stages, and are included in our school's planning efforts	√	√		

Personal Measures

47	Parents and caregivers should assess their children daily for illness before sending them to school. Parents/caregivers and students can utilize the daily-health-check---jan-2022.pdf (gov.bc.ca) resource for daily assessment of symptoms.	√	√	√	√
48	Staff and students and families are reminded to practice health awareness – to stay home when sick.	√	√	√	√
49	Practices are in place to appropriately respond when a staff member, student, or other person develops symptoms of illness while at school. 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.	√	√	√	√
50	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.	√	√	√	√



51	If a child has any COVID 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.				√
52	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 should stay home until they feel better.	√	√		
53	Students or staff who test positive for COVID-19 will need to: <ol style="list-style-type: none"> 1. Self-isolate and manage their symptoms 2. Complete an online form to report your test result 3. Notify close contacts 4. Refer to http://www.bccdc.ca/Health-Info-Site/Documents/Tested-positive-COVID19.pdf 	√	√		
54	Self-isolation means you stay home and keep away from others to help stop the spread of COVID-19. You should self-isolate if: <ul style="list-style-type: none"> • You have symptoms of COVID-19 and get tested. • Refer to http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation 	√			√
55	Self-monitoring means you check yourself for symptoms of COVID-19. You must self-monitor if: <ul style="list-style-type: none"> • You are a close contact of someone with COVID-19. • You recently arrived in British Columbia from another country. • Refer to http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation 	√	√	√	√

Hand Hygiene

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

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

Personal Protective Equipment

60	Face masks are no longer required inside the school. The decision to wear a mask or face covering is a personal choice. A person's choice is to be supported and respected.	√	√	√	
61	Face masks will be provided for students and staff for those who would like one or have become ill at school.	√	√	√	



Communication Protocols

Routine Communications

62	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	√			
63	Teachers also provide ongoing communication to parents and students through Managebac		√		
64	Staff are encouraged to inform their supervisor if they learn about inaccurate information circulating within the school	√	√		
65	We label communication to the school community as “for information” or “for action”	√			

Media communications

66	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

67	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.	√	√		
68	Bus drivers should clean their hands often, including before and after completing trips.	√	√		
69	Bus drivers, teachers and students in Kindergarten to Grade 12 may choose to wear masks or face coverings when they are on the bus.	√	√		

