



Public Schools Branch

Return to School September 2021

Name of School	Queen Charlotte Intermediate
Grade level configuration	7-9
Principal	K.J. White
Student enrollment Sept 2020	640
Total number of staff in the building	70

Overview

Guiding Principles:

- *Learning happens best when students are in schools with trained staff.*
- All students will be back to school 5 days/week.
- Safety of all students and staff is key. Honour the following themes:
 - Pre-screening of students and staff
 - Promotion of Physical Distancing
 - Enhanced Cleaning Protocols
 - Contact Tracing Mechanisms
 - Staggering of transitions/movement in/out and within schools

Student and Staff Wellness

Plan when student becomes sick during the school day	
Action	
<ul style="list-style-type: none"> ● they are required to wear a non-medical mask as per guidelines ● be taken to a supervised designated location for isolation ● the family is contacted to pick the child up. ● Parents are to call 811 or their Health Care provider to arrange testing ● The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned. 	<p>Student, teacher, & grade level administrator will practice hand hygiene and will be required to wear a non-medical mask when moving student to isolation room and when being moved in the school. Student will go directly to the Science Lab Area or Art Room on the grade 9 floor to isolate. GLA will call home and have parents pick up their child. GLA will walk student to the pick-up area (next to office) and sign student out of school with parents in the pick-up area. GLA will follow up with phone call home. Custodian will be contacted to clean and sanitize areas. Students in class may be moved as cleaning and sanitization is completed.</p> <p>Glossary of terms: Grade Level Administrator - GLA</p>
Plan when staff becomes sick during the school day	
Action	
<ul style="list-style-type: none"> ● they are required to wear a non-medical mask as per guidelines ● notify the office that they will need to leave, ● Proceed to a location for isolation, in conjunction with support from the office ● Area that was occupied is cleaned 	<p>Staff will practice hand hygiene and will be required to wear a non-medical mask. Staff member will go to the Science Lab Area on the grade 9 floor (close to the main office) to isolate and/or go directly home to isolate. GLA will enact emergency sub plan (with seating plan). Staff will contact 811 to arrange testing. GLA will contact staff later in the day to check in on health of staff member. Students in class may be moved as cleaning and sanitization is completed.</p>

<ul style="list-style-type: none"> ● leave the building as soon as possible. ● Staff member will call 811 to arrange testing. 	
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Pre-Screening of Students and Staff

Pre-screening of Students	All families have the student screening questionnaire to go over with students before going to school each day
Declaration Reminder <ul style="list-style-type: none"> ● Emailed via Messenger ● On school website 	Before school begins, K.J. will send out a mass e-mail with a link to our website that will let the parents know about pre-screening their students before school begins. Our website will have the information and the pre-screening tool can be viewed or downloaded for each family. K.J. will send out a mass email each week to parents through Messenger. In the mass e-mail, a pre-screening reminder will be included in the information. PSB will create a scripted e-mail to send out in collaboration with schools and principals will make any necessary updates. PSB/Schools focus is safety and learning and we will highlight - Hand washing, proper use of hand sanitizer, physical distancing, and wearing a non-medical mask when moving throughout the school.
Pre-screening of Staff	
Declaration Reminder <ul style="list-style-type: none"> ● Declaration signed at first of the year ● Consent is understood upon arrival to the school building 	K.J., Trevor, & Maureen - Leadership Team - will have all staff sign declarations during the 1st staff meeting on September 1st. Leadership team will review the declaration and consent form. Administrators will do daily wellness checks on staff during the day. All signed declarations and sign in sheets will be stored in the main office of the school.
Pre-screening of Visitors	
<ul style="list-style-type: none"> ● Identify and set up visitor area and maximum capacity ● Sign in form ● Supervision of Visitor area ● Visitors will practice hand hygiene before being escorted to their location in the building. 	QC Leadership Team and QC staff will welcome all visitors in the supervised visitor reception zone located at the main entrance. This zone is cleaned and sanitized regularly. With the square footage of our visitor zone, we can have a maximum of 10 people in this zone at one time. All visitors will read our signage upon entry, be responsible to review our guidelines, and sign the declaration sheet to log in before they begin their visit. Visitors will talk to one of our QC staff members about

	<p>the purpose of the visit and one of our QC staff will escort the visitor to their destination within the school. All visitors will be required to wear a non-medical mask at all times during their visit. On conclusion of the visit, visitors will go back to the visitor zone, sign out and exit the school the same way they entered.</p>
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Personal Protective Equipment

Wearing non-medical masks - CPHO	<p>Low Risk - Ongoing Public Health Measures</p> <p>Updated non-medical mask procedures - August 27th, 2021</p>
	<p>Grade 7-9 Schools - Masking guidelines & procedures</p> <ul style="list-style-type: none"> • Masks will be required for staff, students and visitors in all grades when transitioning through the school building. Masks may be removed when seated in classrooms. Masks will be required for staff and students in all grades while riding on a school bus. • There will be ongoing evaluation of these measures by the Chief Public Health Office.

Physical Distancing and Cohort Considerations

<p>Cohort Construction - Not required at this time at Intermediate School Level - Grades 7-9</p> <p>Low Risk - Ongoing Public Health Measures</p> <p>In low-risk scenarios where there are minimal COVID-19 cases in the community: Physical distancing is not required, however preventing crowding in indoor common spaces (e.g. entrances, hallways, gymnasiums, buses) is encouraged.</p>
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Cohorts Mixing for Instructional Reasons

	Not required at this time
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Student Transitions

<p>Arrival</p>	<p>Each student is required to wear a mask on the bus. Each student will enter the school through their assigned grade level door, will hand sanitize, and are required to wear a non-medical mask as they transition to their grade level floor and HR class.</p> <p>Parent drop off - Each student will exit a vehicle, enter the school through their assigned grade level door, will hand sanitize, and are required to wear a non-medical mask as they enter the school. Each student will go to their grade level floor and HR class.</p> <p>Walkers - Each student will enter the school through their assigned grade level door, will hand sanitize, are required to wear a non-medical mask as they enter the school. Each student will go to their grade level floor and HR class.</p>
<p>Departure</p>	<p>As each student will leave the school through their assigned grade level door, they will hand sanitize, and are required to wear a non-medical mask on the bus.</p> <p>Parent pick up - As each student leaves the school through their grade level assigned door, they will hand sanitize, and will go directly to their vehicle.</p> <p>Walkers - As each student leaves the school through their assigned grade level door, they will hand sanitize, and each student will leave the school grounds and walk home.</p>
<p>Class to class</p>	<p>Masks will be required for staff, students and visitors in all grades when transitioning through the school building.</p>
<p>Washrooms</p>	<p>Masks will be required for staff, students and visitors in all grades when transitioning through the school building. We will have all students and staff hand sanitize and/or hand wash when entering and exiting school, going to and from the washroom/water filling stations, and transitioning in the school building</p>
<p>Hand Washing/Sanitizing</p>	<p>During the school day, we will have all students and staff hand sanitize and/or hand wash when entering and exiting school, going to and from the washroom/water filling stations, and transitioning in the school building.</p>
<p>Hallways</p>	<p>During the school day, we will have all students and staff hand sanitize and/or hand wash when entering and exiting school, going to and from the washroom/water filling stations, and transitioning in the school building.</p>

Lockers	During the school day, we will have all students and staff hand sanitize and/or hand wash when entering and exiting school, going to and from the washroom/water filling stations, going to and from lockers, and transitioning in the school building.
Breaks	<p>Breakfast Program - When a student enters the BP, each student will hand sanitize, are required to wear a non-medical mask, and will continue to physically distance, as they go to an assigned grade level area. Each student will remain in their assigned area until it is time to go to class at the beginning of the school day. As each student exits the cafeteria, each student will hand sanitize, are required to wear a non-medical mask, and will go to their grade level floor.</p> <p>Break - During break time, each student will hand sanitize, are required to wear a non-medical mask, and will go to an assigned grade level area within the school. Each student will remain in their assigned area until it is time to go back to class after break. As each student goes back to class, each student will hand sanitize and are required to wear a non-medical mask as they go back to class.</p> <p>Lunch in Cafeteria - When a student enters the cafeteria, each student will hand sanitize and are required to wear a non-medical mask as they go to their grade level area within the cafeteria. Each student will have an assigned area during lunch. Students can take masks off while seated. As each student exits the cafeteria, each student will hand sanitize and are required to wear a non-medical mask as they go back to their grade level floor.</p> <p>Lunch off grounds - When a student leaves the school for lunch (grade 8 & 9 students only) each student will hand sanitize, are required to wear a non-medical mask as they exit out their assigned grade level door to leave school property to go for lunch. As each student returns from lunch, will follow the same procedure as when they left the school. Each student will enter the school through their assigned door, will hand sanitize, are required to wear a non-medical mask, and will go to their grade level floor.</p>

Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

*Shared Chromebooks, sporting equipment, home ec, shop tools etc.

Enhanced cleaning protocols	Regular cleaning and disinfection schedules with additional focus on frequently touched objects like door handles, railings, and waste containers, and shared items, like sports equipment, both in schools and on buses.
Chromebooks, Sporting Equipment, Hom. Ec, IA and Science Lab, Library books and shared resources	We are in a low risk situation, ensuring students thoroughly use hand sanitizer before using shared materials is the best practice for all these learning materials, equipment, resources, and spaces.

Extra Curricular

Activities	
Intramurals, Student committees, change rooms	We will follow the most current CPHO guidelines for planning these activities. Intramurals will be in the gym and/or outside.

Staff Considerations

Staff Breaks and lunch	Staff will hand sanitize and wear a non-medical masks when travelling to and from staff breaks and lunch. After break and lunch is completed, same will apply, sanitize and wear mask when traveling to class and learning spaces.
Staff Materials	We are in a low risk situation, ensuring staff thoroughly use hand sanitizer before using shared materials is the best practice for materials, equipment, resources, and spaces.
Substitutes	Substitutes - Each substitute will sign in and out at the main door of the school for the day. Substitutes will sign the declaration and follow all guidelines.
Shared Staff Spaces	We are in a low risk situation, ensuring staff thoroughly use hand sanitizer before using shared spaces is best practice.

Meetings between and with staff	We will limit the amount of meetings and follow guidelines for multiple gatherings. Virtual meetings will continue.
Staff support multiple schools	Staff that travel between multiple schools will hand sanitize and/or hand wash, are required to wear a non-medical mask, and will physically distance as they travel between schools.