



Nanaimo Christian School

2020-21 HANDBOOK EXTRAS

COVID EDITION

UPDATED SEPTEMBER 13 2020



BELONG



BELIEVE



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WHY AN EXTRA HANDBOOK?

We hope and pray that COVID and all the changes that we are currently facing will not be long term changes. We know that some of them may stick around and require us to do things differently more permanently, but we do anticipate the day when we return to a more “normal” school routine.

Rather than rewrite all of the handbooks, this COVID edition provides all of the changes in how school will operate this year. **The procedures and information in this COVID handbook will take priority over the information in all other school handbooks when we are in Stages 2 to 4 as outlined by the Ministry of Education.**

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
Learning Group Size <ul style="list-style-type: none"> Elementary: N/A Middle: N/A Secondary: N/A 	Learning Group Size <ul style="list-style-type: none"> Elementary: 60 Middle: 60 Secondary: 120 	Learning Group Size <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 60 	Learning Group Size <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 30 	Learning Group Size <ul style="list-style-type: none"> Elementary: 0 Middle: 0 Secondary: 0
DENSITY TARGETS: <ul style="list-style-type: none"> Not applicable 	DENSITY TARGETS: <ul style="list-style-type: none"> Not applicable 	DENSITY TARGETS: <ul style="list-style-type: none"> 50% for all schools 	DENSITY TARGETS: <ul style="list-style-type: none"> 25% for all schools 	DENSITY TARGETS: <ul style="list-style-type: none"> 0% for all schools
IN-CLASS INSTRUCTION: Full-time all students, all grades	IN-CLASS INSTRUCTION: Full-time instruction for all students for the maximum instructional time possible within cohort limits. Self-directed learning supplements in-class instruction, if required.	IN-CLASS INSTRUCTION: Full-time instruction for: <ul style="list-style-type: none"> children of essential service workers students with disabilities/diverse abilities students who require additional supports In-class instruction for all other students for the maximum time possible within cohort limits. Self-directed and remote learning supplements in-class instruction.	IN-CLASS INSTRUCTION: Full-time instruction for: <ul style="list-style-type: none"> children of essential service workers students with disabilities/diverse abilities students who require additional supports Remote learning for all other students	IN-CLASS INSTRUCTION: Suspend in-class for all students

Learning Groups

A learning group is a group of students and staff who remain together throughout the school quarter, semester or year and who primarily interact with each other. Learning groups were recommended by the Provincial Health Officer to help reduce the transmission of COVID-19.

Learning groups allow for more students to have more in-class learning time in a closer to normal learning environment. This leads to significant academic, social and emotional benefits and minimizes learning gaps, increases peer interaction and support and decreases feelings of isolation

Learning groups also help with contact tracing and limiting interruptions to learning if a case of COVID-19 is confirmed in a learning group

Physical Distancing

Physical Distancing requirements vary by Stages:

STAGE 2	STAGE 3	STAGE 4
<ul style="list-style-type: none">Physical distancing (2m) for staff and for middle and secondary school students when interacting outside of their learning groupsPhysical distancing (2m) for elementary students when interacting outside of their learning groups while indoors.	<ul style="list-style-type: none">Physical distancing (2m) for staff, middle and secondary school students at all times.Physical distancing (2m) for elementary students when interacting outside of their learning groups while indoors.	

In Stage 2, When students are in their learning groups, they must minimize physical contact but full physical distancing is not required. Some other strategies that will be implemented to support physical distancing:

- Students bringing in food and beverage containers should have them labeled and they are not to share items.
- Specialist teachers will rotate into individual classrooms versus rotating kids, whenever possible.
- Specialist, and itinerant teachers, or teachers not with their designated learning group must physically distance at all times.
- When instructing at the front of the room, they do not need to wear a face mask/shield, however, when circulating around the room a face mask/shield will be required.
- Classrooms will be rearranged with desks and common seating spaces to maximize the space between students.
- Visual aids (e.g., painter's tape, stickers) will be used by teachers to illustrate traffic flow and appropriate spacing to support social distancing.
- Classrooms will be equipped with additional supplies and students will not be allowed to share their supplies. If shared classroom supplies are necessary, designated bins for clean and used supplies will be provided.
- Community supplies, such as shared Chromebooks, are considered high-touch and will be cleaned frequently. All classrooms will be equipped with paper towels and sanitizing spray.

Sickness Policy

Stay Home When Sick

All students and staff who have symptoms of COVID-19, OR traveled outside Canada in the last 14 days, OR were identified as a close contact of a confirmed case or outbreak must stay home. Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. Staff and Students who become sick while at school to be sent home as soon as possible.

Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

Daily Health Check

The following is an example of a daily health check to determine if you should attend school that day.

Daily Health Check			
1. Key Symptoms of Illness*	Do you have any of the following new key symptoms?		
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

If you answered “YES” to one of the questions included under ‘Key Symptoms of Illness’ (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

If you answered “YES” to two or more of the questions included under ‘Symptoms of Illness’ or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

Procedures if a Staff or Student develops symptoms at School

If a student or staff member develops symptoms at school:

- If a student or staff member develops symptoms at school, they will be given a non-medical mask and will be separated from their classmates or colleagues. Children will be supervised and cared for, if separated
- The student's parent or guardian will be contacted to discuss next steps, with a request to have their child picked up as soon as possible. Staff will be asked to go home as soon as possible
- Custodial staff will clean and disinfect the areas the person used

Schools will contact public health if absenteeism is more than 10% of regular attendance, to help with the early identification of clusters or outbreaks.

Staying Home and Returning to School

Students and staff should stay at home when new symptoms of illness develop. The key symptoms to watch for are fever, chills, cough, shortness of breath, loss of sense of smell or taste, nausea, vomiting and diarrhea.

- If the staff or student (or their parent) indicates that the symptoms are consistent with a previously diagnosed health condition and are not unusual for that individual, they may return to school. No assessment or note is required from a health care provider.
- For mild symptoms without fever, students and staff can monitor at home for 24 hours. If symptoms improve, they can return to school without further assessment.
- If symptoms include fever, or if after 24 hours, symptoms remain unchanged or worsen, seek a health assessment. A health assessment can include calling 8-1-1, a primary care provider like a physician or nurse practitioner, or going to a COVID-19 testing centre.

When a COVID-19 test is recommended by the health assessment:

- If the COVID-19 test is positive, the person should stay home until they are told by public health to end their self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is negative, the person can return to school once symptoms have improved and they feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless the person develops a new illness. BCCDC has information on receiving negative test results.
- If a COVID-19 test is recommended but is not done because the person or parent chooses not to have the test or a health assessment is not sought when recommended, and the person's symptoms are not related to a previously diagnosed health condition, they should stay home from school until 10 days after the onset of symptoms, and then may return if feeling well enough.

If a COVID-19 test is not recommended by the health assessment, the person can return to school when symptoms have improved and they feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

What if someone in my household or bubble is sick?

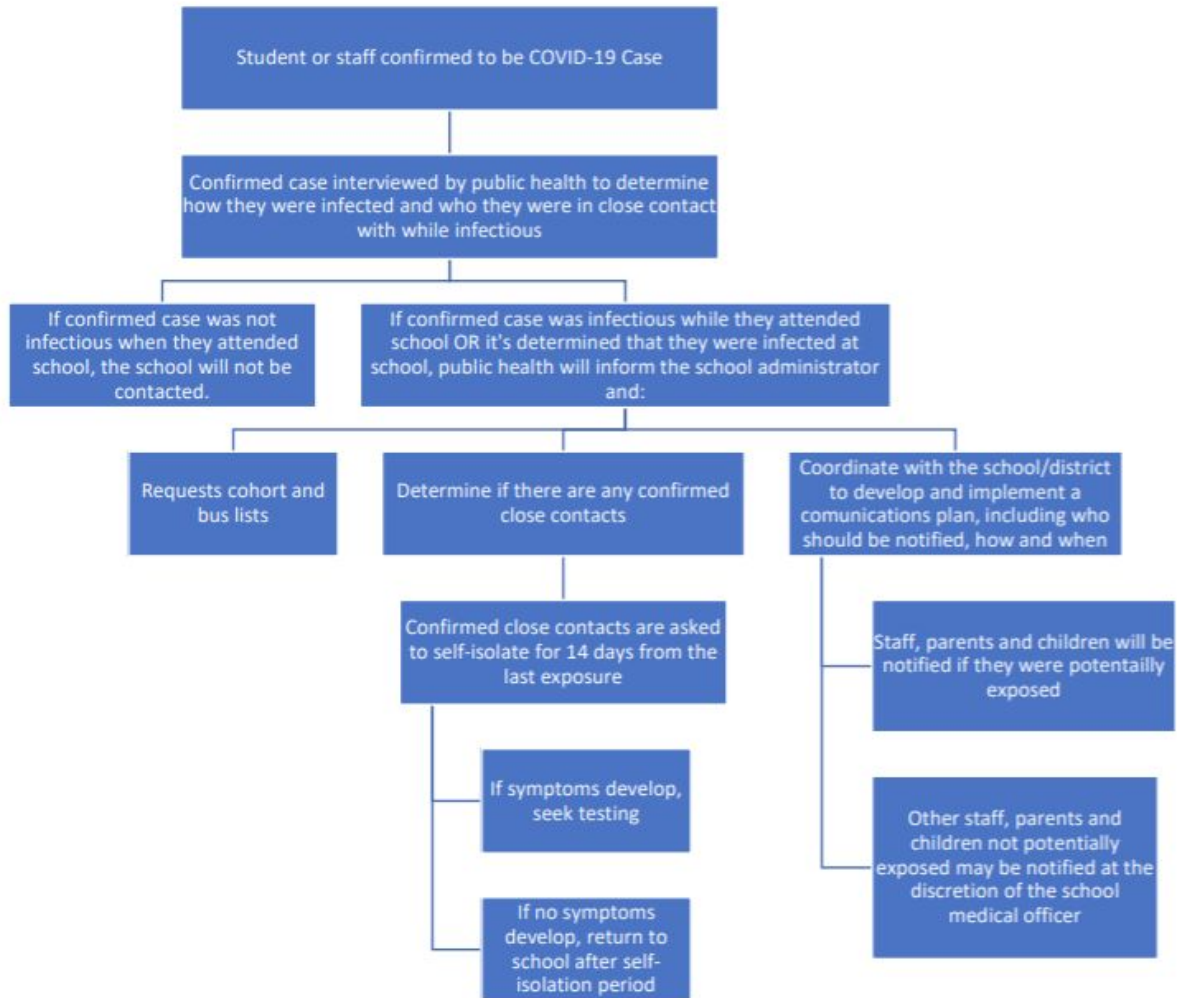
- Students or staff may still attend school if a member of their household has symptoms of illness, provided the student/staff have no symptoms themselves.
- If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on self-isolation and when they may return to school.
- Most illness experienced in B.C. is not COVID-19, even if the symptoms are similar.

What about allergies or previously diagnosed health conditions?

- Students and staff who experience symptoms consistent with allergies or a previously diagnosed health condition can continue to attend school when they are experiencing these symptoms as normal.

- They do not require re-assessment by a healthcare provider and are not required to provide a health-care provider note. If they experience any new or unexplained symptoms they should seek assessment by a health-care provider.

Confirmed Case of COVID-19 in a Learning Group or at a School



Masks

Every student and staff member will be given two masks when they return to school in September.

Under the updated health and safety guidelines, masks are required for all staff and all students in middle and secondary school when they are in high traffic areas like school buses and hallways, and anytime they are outside of their classroom or learning group and they cannot safely distance from others or other learning groups.

- Students will have the choice to wear a mask in the classroom
- Staff will have the choice to wear a mask when interacting within their learning group
- Everyone must treat each other and those wearing masks with respect

Exceptions will be made for students and staff who cannot wear masks for medical or disability related reasons.

Elementary school students are not required to wear masks due to the increased likelihood they will touch their face and eyes, as well as require assistance to properly put on and take off their mask (requiring increased close personal contact from school staff).

Even when wearing a mask, staff and students will still be required to maintain physical distance from people outside of their learning group where possible.

If a student or staff member develops symptoms while at school, they must wear a mask while they are preparing to go home.

Hand Hygiene

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs easily, from objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents, caregivers and staff must teach and reinforce these practices amongst students.

How to practice diligent hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- To learn about how to perform hand hygiene, please refer to the [BCCDC's hand washing poster](#).

Strategies to ensure diligent hand hygiene:

- Hand hygiene stations will be set up at the school entrance, so everyone can perform hand hygiene when they enter and throughout the day (e.g. placing alcohol-based hand rub dispensers at the front entrance;
 - Students and staff may use the hand hygiene stations at the entrances or go directly to the washroom to wash their hands.
- Posters will be placed to promote the importance of regular hand washing
- Regularly reminders for staff and students about the importance of diligent hand hygiene.
- Hand washing supplies will be well stocked at all times including soap, paper towels and alcohol-based hand rub will have a minimum of 60% alcohol.

When to Perform Hand Hygiene at School

When Students should perform hand hygiene	When Staff Should perform hand hygiene
<ul style="list-style-type: none">• When they arrive at school and before they go home.	<ul style="list-style-type: none">• When they arrive at school and before they go home.

<ul style="list-style-type: none"> • Before and after any breaks (e.g., recess, lunch). • Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom). • Before and after eating and drinking. • After using the toilet. • After handling common resources/equipment/supplies or pets. • After sneezing or coughing into hands. • Whenever hands are visibly dirty. 	<ul style="list-style-type: none"> • Before and after any breaks (e.g. recess, lunch). • Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom). • Before and after eating and drinking. • Before and after handling food or assisting students with eating. • Before and after giving medication to a student or self. • After using the toilet. • After contact with body fluids (i.e., runny noses, spit, vomit, blood). • After cleaning tasks. • After removing gloves. • After handling garbage. • Whenever hands are visibly dirty.
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Respiratory Etiquette

Students and staff should:

- Cough and sneeze into their elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices.

Shared Items

In elementary, group activities will limit physical contact and reduce shared items.

- Frequently-touched items that can't be easily cleaned will be limited
- Laminated materials will be cleaned daily if multiple people touch them

The following frequently-touched surfaces will be cleaned and disinfected at least twice every 24 hours:

- Door knobs
- Water fountains
- Light switches
- Toilet handles
- Tables, desks and chairs used by multiple students
- Keyboards
- Toys

There will be no sharing of food and drinks, including homemade foods like birthday treats or bake sale items.

Students should label all their personal items and not share them.

There is no evidence that COVID-19 is transmitted on textbooks, paper, or other paper-based products.

Visitor Access/Community Use

STAGE 2

Visitor access during school hours will be prioritized to those supporting activities that benefit student learning and well-being (e.g. teacher candidates, public health nurses, meal program volunteers, etc.).

- All visitors must be aware of the health and safety protocols and requirements prior to entering the school (e.g., maintaining physical distance, requirement to wear a non-medical mask in high traffic areas such as buses and in common areas such as hallways, or whenever physical distancing cannot be maintained.)
- All visitors must confirm they have completed the requirements of a daily health check before entering.
- All visitors must sign in and provide the date, their name and contact information, including a checkbox for the visitor to confirm they have completed their daily health check.

After hours community use of facilities is allowed in alignment with other health and safety measures:

- Maximum 50 person gatherings, in alignment with the Gatherings and Events Order of the Provincial Health Officer.
- Diligent hand hygiene
- Respiratory etiquette
- Physical distancing among older youth and adults
- Ensuring participants stay home if they are feeling ill
- Building access to only those areas required for the purpose of the activity
- Spaces and equipment used by community members will be cleaned and disinfected prior to students and staff re-entering the space.
 - Cleaning for purposes of after school use will not result in a reduction of cleaning for education purposes.
 - Community members will be asked to bring their own equipment, where appropriate.

STAGES 3 & 4

No visitor access will be allowed and no community use of school facilities after hours.

Lunch and Recess - K - 8

NCS recognizes the importance of recess time. Physical activity is essential for social, emotional and physical growth and offers students a “brain break” and teachers can get coffee. Staggered recess times with learning groups assigned to areas that change throughout the week will be scheduled. Students may leave during the day to attend appointments, but they must be picked up by a parent or guardian.

High School Lunch

In order to prevent students from interacting outside of their learning groups during the school day, as required by the Provincial Health Officer, students may not leave campus during their lunch. Students may leave during the day to attend appointments, but they must be picked up by a parent or guardian, or leave in their own vehicle.

Skip the Dishes and DoorDash can be used to meet the nutritional needs of high school students, while supporting our economy. It is a win-win!

Drop Off Procedures

Kindergarten to Grade 5

Morning Drop-off times for K- 5 are as follows:

- 8:10 - 8:20 AM - Families with last names starting with A - L
- 8:20 - 8:30 AM - Families with last names starting from M - Z
 - If you also have a Middle School student and you are in the later drop off-time, please be aware that Middle School starts at 8:25 AM





Coming into the school

Kindergarten

In the mornings, Kindergarten students will meet in the upper forest area to check in with their teachers after dropping off their backpacks at their classroom doorways (Mrs. Gourlay - outside door) & (Mrs. Friend - classroom window).

Grades One-Five

When students arrive at their staggered drop off time, they will proceed directly to their assigned door. Once in the classroom they will participate in a quiet activity until class begins.

Primary - Building A	Intermediate - Building C
<p>Kindergarten</p> <ul style="list-style-type: none">★ Bag drop off Gourlay (door)★ Bag drop off Friend (window)➡ Forest Meeting spot (morning)★ PickUp door (both classes) 	<p>Learning Group 3/4A</p> <ul style="list-style-type: none">★ Mrs. Morin Entrance★ Mr. Rauwerda Entrance 
<p>Learning Group 1/2A</p> <ul style="list-style-type: none">★ Morning Entrance 	<p>Learning Group 3/4B</p> <ul style="list-style-type: none">★ Morning Entrance 



Middle School

Morning Drop-off times for Middle School are as follows:

- 8:10 - 8:20 AM - Families with last names starting with A - L
- 8:20 - 8:30 AM - Families with last names starting from M - Z
 - Please note that Middle School starts at 8:25 AM

Coming into the school

- Learning Group A (Ryvers/Wikkerink) - main doors of building B
- Learning Group B (Daugherty/Taves) - Third floor on left side of Building B (outside stairs on forest side)
- Learning Group C (Johnson/Gillespie/Hossini) - Third floor on right side of Building B (outside stairs near building C)

High School

High school classes will start at 8:35 AM, but students can go to their homeroom classes as early as 8:00 AM. Please use the lower (gravel) parking lot for all high school students

Coming into the school

- Grade 9/10 will enter and exit through the main doors of Building B
- Grade 11/12 will enter and exit through the 2nd floor left outside entrance

Pick Up Procedures

Kindergarten to Grade 5 and Middle School

Pick-up times for Elementary will start at 3:05 and all students must be picked up by 3:25

After school pick up will be managed using the FetchKids App. You will be receiving an email with instructions on how to install the app and your school code. Below is a video for parents on how to set up the app and to use the app, but here is a quick summary:

- You will indicated that you are on your way when you are leaving for the school to pick up
- The classroom teacher will be notified of your arrival time and notified when you arrive. The app does not track your location as you are driving.

- Teachers will dismiss students as you are about to arrive so they are waiting outside for you when.
- You may choose your pick up location, but your kids need to know where (ie. Drive Thru lane, on Holland Road...)
- If you carpool or have other friends/family picking up, you can add them to your team and schedule them to pick up
- You can send messages about arrival times or changes using the app as well, instead of calling the office.

It may take some getting used to, and we will help you to learn the new routine, but please give this a chance as we are required to prevent crowding and stagger students.

High School

High School students will be dismissed at 3:15 PM and must be picked up by 3:30 PM in the lower (gravel) parking lot.

Water Fountains

All buildings have been equipped with water fountains that have water bottle filling stations. The mouth piece will remain closed for now, but students can bring in refillable bottles. Make sure a name is on them (we donated over 50 bottles last year that students left behind).

School Bus

We are working with Smith Transportation to ensure that we can continue provide bus service for NCS students. There will be new and enhanced cleaning procedures and drivers will be required to wear a mask or face shield. Other strategies that we are working towards implementing include: Health check verification prior to riding the bus Preventing overcrowding when waiting and lining up for the bus Middle and high school students must wear a mask Consistent or assigned seating based on family members or students from the same learning group and when not possible, in their own seat. Loading and unloading procedures from the back to front and front to back.

Field Trips

In Stage 2, students can still go on field trips under the following conditions: Locations must have and provide Covid safety plan and it must not conflict with school plan Parent drivers are not allowed and no overnight or international trips In Stage 3 and 4, no field trips are allowed.

Sports and Extracurricular

Extracurricular activities including sports, arts and special interest clubs can only occur if:

- Physical distance can be maintained between members of different learning groups
- Reduced physical contact is practiced by those within the same learning group

Assemblies, Concerts & Gatherings

Small gatherings can only occur within a learning group.

- A gathering can include the full learning group (60 or 120) and the minimum number of people needed to meet the gathering's purpose

- For example, a parent-teacher conference would require one parent per student and a teacher. Assemblies, concerts and other large gatherings like a guest speaker should happen virtually.

Personal Items

Staff and students can continue to bring personal items to school, but they are encouraged to only bring items that are necessary (e.g. backpacks, clothing, school supplies, water bottles).

Students can continue to use their lockers but shared lockers will be avoided.

Staff and students will not share personal items (including electronic devices, writing instruments, etc.)

Personal items should be labelled with the student's name to prevent accidental sharing.

Cleaning and Disinfecting

Regular cleaning and disinfection are essential to prevent the transmission of COVID-19 from contaminated objects and surfaces. NCS will clean and disinfect in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document, including:

- Remove or limit the use of:
 - frequently touched items that are not easily cleaned (e.g., fabric or soft items, plush toys)
 - shared equipment, as much as is practical to do so (e.g., instead, try to assemble individualized/small group kits that can be assigned to students, if possible to do so)
- Always wash hands before and after handling shared objects.
- Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids should be cleaned as soon as possible and between uses by different children.
- Dishwasher-safe items can be cleaned and disinfected in a dishwasher with a hot rinse cycle.

CLEANING AND DISINFECTING FREQUENCY

The following frequency guidelines will be adhered to when cleaning and disinfecting:

- General cleaning and disinfecting of the premises at least once in a 24-hour period. This includes items that only a single student uses, like an individual desk.
- In addition to the cleaning and disinfecting of the premises, cleaning and disinfecting of frequently touched surfaces at least twice in 24 hours, including at least once during regular school hours.
- Clean and disinfect any surface that is visibly dirty.
- Empty garbage containers daily

No additional cleaning and disinfecting procedures are required when different learning groups use the same space or when the composition of a learning group changes at the end of a school term, beyond the cleaning and disinfecting procedures that are normally implemented, and the guidelines outlined above.

Frequently Touched Surfaces

Frequently touched surfaces include:

- Doorknobs, light switches, hand railings, faucet handles, toilet handles, tables, desks and chairs used by multiple students, water fountains.

- Water fountains can continue to be used, however only the water bottle filling stations can be used.
- Shared learning items and manipulatives
- Shared equipment (e.g. computer keyboards and tablets, glassware and testing equipment for science labs, kitchen equipment for culinary programs, sewing machines and sewing equipment for home economic programs, etc.)
- Appliances (staff and students can share the use of appliances and other objects, but treat items like microwaves, refrigerators, coffee pots, photocopiers or laminators as frequently touched surfaces)
- Service counters (e.g., office service window, library circulation desk)

Laundry

When doing laundry is required the following procedures will apply (Home Economics, Physical and Health Education, Life Skills Programs, etc.):

- Laundry should be placed in a laundry basket with a plastic liner.
- Do not shake dirty items
- Wearing gloves is optional. If choosing to wear gloves, ensure hand hygiene is performed before and after use. No other PPE is required.
- Clean hands with soap and water immediately after removing gloves.
- Wash with regular laundry soap and hot water (60-90°C).

Sanitization Bins

- Each class will be provided a large tote in which items that have had multiple contacts throughout the day can be placed at the end of the day.
- Items in the bin will be cleaned and sanitized and placed on a table or counter in the classroom.

Arts Education

Staff and students must practice diligent hand hygiene. Students and staff will wash their hands:

- at the beginning and at the end of the class;
- before and after handling shared equipment; and
- whenever hands are visibly dirty.

Personal spaces and equipment will be set up for students, as best as possible.

- Avoid sharing equipment by numbering and assigning each student their own supplies, if possible.
- Clean and disinfect shared equipment as per guidelines in the Cleaning and Disinfecting section.
- When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.

Demonstrations and instruction:

- ensure appropriate space is available to allow for all students to view and understand demonstrations.
- If needed, break class into smaller groups to allow appropriate spacing.

Field Trips

Stage 2

When planning field trips, staff should follow existing policies and procedures as well as the COVID-19 health and safety guidelines. Additional measures specific to field trips must be taken, including:

- Field trip locations must provide supervisors with their COVID-19 operating plan and ensure it does not conflict with the school's plan. The field trip supervisor should then share the plan with parents and school administration.
- Transportation must comply with the transportation guidelines
- Use of parent volunteers for driving groups of students is not permitted during stages 2 to 4.
- Schools must ensure that volunteers providing supervision are trained in and strictly adhere to physical distancing and other health and safety guidelines.
- Field trip numbers must align with the PHO guidance.
- Field trips to outdoor locations are preferable.
- No overnight field trips should occur.
- International Field Trips - cancelled until further notice.

Stage 3 & 4

No field trips should occur under Stages 3 and 4.

Food/Culinary Programs

NCS will continue to include food as part of learning and provide food services, including for sale following these guidelines:

- If food is prepared as part of learning and is consumed by the student(s) who prepared it, no additional measures beyond those articulated in this document and normal food safety practices need to be implemented (e.g. home economics and culinary arts).
- No homemade food items are allowed to be made available to other students at this time (e.g. birthday treats, bake sale items).

Food Services

If food is prepared within or outside of NCS for consumption by people other than those that prepared it (e.g., meal program, cafeteria), it is expected that the Food Premises Regulation be followed (ie. a FOODSAfte trained person, a food safety plan, etc).

Additional considerations that may be relevant when providing food services are detailed in the WorkSafe BC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation.

Music Programs

All classes, programs and activities (e.g. Band, Choir) will continue to occur as follows;

- Shared equipment must be cleaned and disinfected, in between different learning groups, as per Cleaning and Disinfecting guidelines
- Students must practice proper hand hygiene before and after participating in music classes and music equipment use.

- Staff will refer to the Guidance for Music Classes in BC During COVID-19 developed by the B.C. Music Educators' Association and the Coalition for Music Education in B.C. for additional information.

Under Stage 2:

- physical contact is minimized for those within the same learning group;
- physical distance (2m) can be maintained for staff and for middle and secondary school students when interacting outside of their learning groups;
- physical distance (2m) can be maintained for elementary students when interacting outside of their learning groups when indoors.

Under Stages 3 to 4:

physical distance (2m) can be maintained for staff, middle and secondary school students at all times.

Shared Office Space for Staff

Worksafe BC guidelines for office settings occupied by adults only will be followed

- Note that learning groups cannot be applied to adult-only settings (an "all adult" learning group is not an acceptable public health measure).

Physical And Health Education/Outdoor Programs

NCS will Encourage outdoor programs as much as possible.

Teachers will plan physical activities that limit the use of shared equipment and:

- Minimize physical contact inside learning groups (under Stage 2); or
- Support physical distancing outside of learning groups.

If equipment must be used:

- Avoid shared equipment by numbering and assigning each student their own supplies
- Assemble individualized PE kits that can be assigned to students
- Disinfect teaching aids (e.g., clipboards, white boards, pens, plastic bins for transporting materials etc.) Encourage students to come to school in clothing that is appropriate for PE and the weather conditions to eliminate the use of change rooms

Playgrounds

There is no current evidence of COVID-19 transmission in playground environments. Playgrounds are a safe environment and the following measures will be taken when using playgrounds:

- Ensure appropriate hand hygiene practices before and after outdoor play
- Attempt to minimize direct contact between students
- Sand and water can be used for play if children wash their hands before and after play.

COVID-19 does not survive well on surfaces, other than hard surfaces. There is no evidence showing that the virus survives on sand, in water or on playdough.

Library

The NCS library will be open and book exchange will continue to occur during stages 1 to 4.

Students and staff must practice diligent hand hygiene:

- before and after handling shared equipment/resources;
- whenever hands are visibly dirty.

Laminated paper-based products, including laminated books, should be cleaned and disinfected daily if they are touched by multiple people or upon return, before reshelving.

SPORTS

Programs, activities and sports academies can occur if:

- Under Stage 2
 - physical contact is minimized for those within the same learning group;
 - physical distance (2m) can be maintained for staff and for middle and secondary school students when interacting outside of their learning groups;
 - physical distance (2m) can be maintained for elementary students when interacting outside of their learning groups when indoors.
- Under Stages 3 to 4:
 - physical distance (2m) must be maintained for staff, middle and secondary school students at all time.

Theater, Film, Dance

No in-person inter-school festivals/events should occur. This will be re-evaluated throughout the school year. Where possible, NCS will seek virtual alternatives to continue to support these events in a different format.

Dance and drama classes should minimize contact by reorganizing warmups, exercises and performance work into smaller groups allowing for physical distancing to occur as per individual space limitations.

- This could mean that portions of the class act as an audience and audit work.
- This could mean that portions of the class work in alternate areas on their own small group or individual exercises.

Blocking of scenes and dance numbers should be choreographed in ways that limit physical touch and face-to-face interactions, and instead seek creative solutions to dynamic storytelling and expressive movement.

Shared equipment such as set pieces, props, cameras etc. should be cleaned and disinfected as per cleaning and disinfecting guidelines in this document and students should be encouraged to practice proper hand hygiene before and after participating in drama, film or dance classes.

