



2020-21 HANDBOOK EXTRAS

COVID EDITION

UPDATED April 5, 2021



BELONG



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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

Learning groups are smaller for elementary students recognizing that younger children are less able to consistently implement personal measures such as hand hygiene, reducing physical contact and recognizing symptoms of illness.

Learning groups are Larger for secondary students due to the increased ability of students in that setting to be able to consistently practice personal measures, like physical and hand hygiene, and recognize and articulate symptoms of illness. Due to the typical format of instruction of multiple teachers working with different groupings of students across a larger number of curricular areas, learning groups are also larger at the secondary level to enable flexibility in meeting students' learning needs.

Interacting Within Learning Groups

NCS will minimize the number of adults (staff and others) who interact with learning groups they are not a part of as much as possible. Staff outside of a learning group must practice physical distancing when interacting with the learning group. For example, an itinerant educator (a teacher teaching on call) can teach or support multiple learning groups but must maintain physical distance from students and other staff and avoid close face-to-face interactions.

Unless staff members belong to the same learning group they should maintain physical distance from one another at all times. Masks are not a replacement for physical distancing between different learning groups.

Multi-Learning Group Instruction

Students from different learning groups can be in the same learning space at the same time if physical distancing can be maintained, as per the requirements outlined, and there's adequate space available to prevent crowding of those from within the same learning group (ie. Band Class). Masks are not a replacement for physical distancing between students from different learning groups in the same learning space.

Multi-Learning Group Services

Students from different learning groups that are required to be together to receive beneficial supports, programs or services are expected to maintain physical distancing between learning groups as much as is practical to do so while still ensuring the support is able to continue (ie. homework club, life skills programs).

Physical Distancing

Physical distancing is essential as a preventative measure because COVID-19 tends to spread through prolonged, close, face-to-face contact.

Within learning groups, this means avoiding physical contact, minimizing close, prolonged, face-to-face interactions and spreading out as much as possible. It is expected that younger students may not be able to consistently reduce physical contact.

Outside of Learning Groups, this means avoiding all physical contact and prolonged, close, face-to-face interactions, and ensuring:

- 2 metres of space if they will be in the same space for more than 15 minutes
- Avoiding contact, but 2 metre physical distancing is not required, in transition spaces (ie. changing between classes)

THERE SHOULD BE NO CROWDING

Wearing a mask does NOT mean that you do not need to physically distance.

Staff Only Spaces

Learning Group rules do not apply to staff only spaces or meetings as per WorkSafe BC.

Staff must physically distance at all times in staff only spaces (ie. staff room, office areas), even from staff within their learning group.

In Collaboration, all staff must maintain physical distance **AND wear a mask if a barrier between participants is not present.** No prolonged face to face interaction should occur. Masks are not required so long as 2 metres physical distance is maintained.

Meetings should be held virtually whenever possible.

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. A person who has been tested for COVID-19 must stay home while they are waiting for the results of the test.

Staff and students who become sick while at school are 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 sick.

Daily Health Check

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, sign in that they have completed their daily health check.

The chart below outlines when to stay home and when to get tested.

COVID-19

When to get tested for COVID-19

Based on current evidence, some symptoms are more likely to be related to COVID-19 than others.

If you or your child have any of the symptoms listed below, follow the instructions.

SYMPTOMS		WHAT TO DO
<ul style="list-style-type: none"> • Fever (above 38° C) • Chills • Cough 	<ul style="list-style-type: none"> • Loss of sense of smell or taste • Difficulty breathing 	<p>1 or more of these symptoms: Get tested and stay home.</p>
<ul style="list-style-type: none"> • Sore throat • Loss of appetite • Headache • Body aches 	<ul style="list-style-type: none"> • Extreme fatigue or tiredness • Nausea or vomiting • Diarrhea 	<p>If you have 1 symptom: Stay home until you feel better.</p> <p>2 or more of these symptoms: Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>
<p>If you are a close contact* of someone who has COVID-19 and have any of the symptoms listed above: Get tested and stay home.</p>		

New K-12 Health Check App for Students and Parents

The Ministry of Education has worked with Public Health and the BCCDC to create a daily health check website and mobile app for students and their parents to complete before heading to school in the morning. The website and app will contain the most up-to-date BC health guideline information. The design of the app was developed in collaboration with BC students to create an age-appropriate user-experience. It will allow for students and their parents to make the best decisions on whether to attend school, not to attend school, or take other measures based on the information they provide. The health check application is available [online](#), for [iPhone](#) and [Android](#).

Seeking a Health Assessment

To determine whether you require a COVID-19 test, use the bc.thrive.health self-assessment tool. People with symptoms can call: 1-844-901-8442 and expect to hear back from an Island Health representative within 24-hours to schedule a test. Please have your personal health number (or your child's) available when booking a test and when arriving at the collection site.

Mouth rinse and gargle tests are now available for both children (aged 4+) and adults within Island Health. Read the mouth rinse and gargle instructions for adults to learn what to expect. It is recommended that children being tested watch a video in advance to understand and practice the gargle test process. Find more information on symptoms and testing information, visit: www.islandhealth.ca/covid19testing.

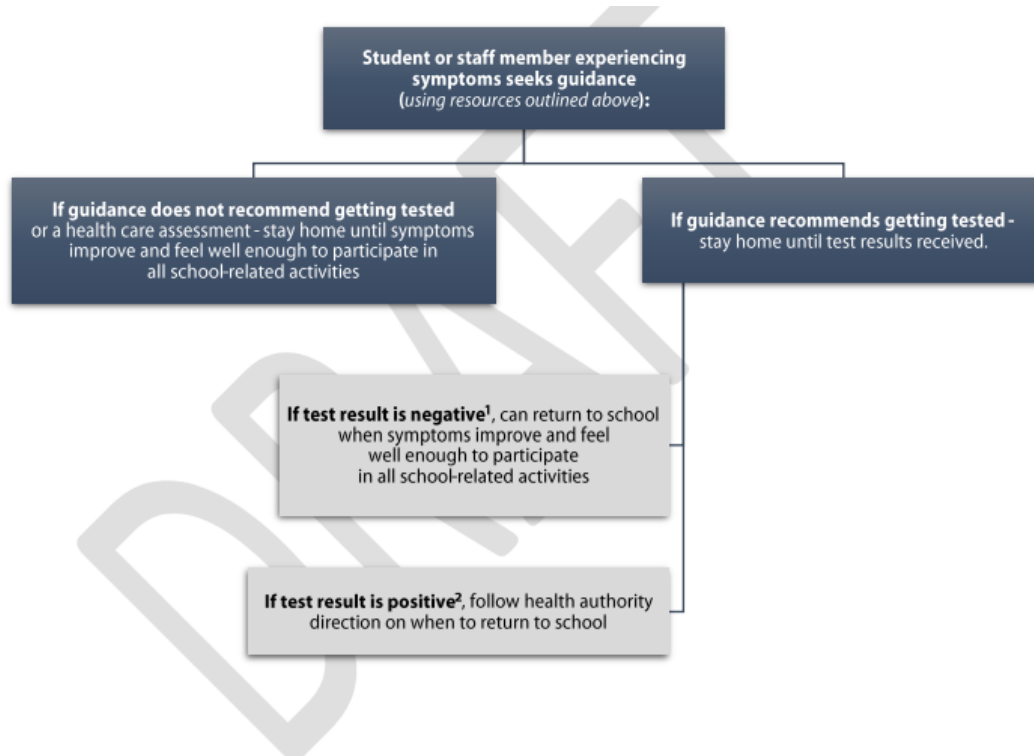
If a COVID-19 test is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

Procedures if a Staff or Student Develops Symptoms at School

Students, staff or other adults should stay at home when sick as this is one of the most important ways to reduce the introduction to end the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Parents, caregivers and students can use the K to 12 Health Check App linked above.
- Staff and other adults can refer to BCCDC's "When to get tested for COVID-19" in the image above

When a staff, student or other adult can return to school depends on the type of symptoms they experienced, as indicated in the above resources and if a COVID-19 test is recommended.



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.

Masks

Although wearing masks is the lowest level on the hierarchy of infection prevention and exposure control measures it can provide an additional layer of protection when more effective measures are not possible.

Those wearing masks must still maintain physical distancing whenever possible. There must be no crowding or congregating of people, even if masks are worn.

Masks should not be used in place of other safety measures.

Using a bandana, scarf, buff or neck gaiter can not be used in the place of a mask, unless it has been folded into several layers and covers the mouth, nose and sides of the face.

K-12 Staff

All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) **indoors** in schools - both within and outside of their learning group, except when:

- sitting in, or standing at, their seat or desk in a classroom or learning space, with 2 metres of distance
- there is a barrier in place
- eating and drinking, and
- outdoors, unless they are in a common area (ie, pick up and drop off times)

All K-12 staff are required to wear a mask on school buses.

All Students in Grade 3 - 12

All students in Grade 3 - 12 are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) **indoors** in schools - both within and outside of their learning group, except when:

- sitting in, or standing at, their seat or desk in a classroom or learning space
 - A workspace is an individual space, facing away from others, maintaining as much space as possible
- there is a barrier in place
- eating and drinking, and
- outdoors, unless they are in a common area (ie, pick up and drop off times)

Students seated at shared tables where they are seated face to face are required to wear masks unless a physical barrier is in place.

All students in Grade 3 - 12 are required to wear a mask on school buses.

Specific guidance for masks used during music and PE for **All students in Grade 3 - 12** is detailed later on in this handbook.

Kindergarten to Grade 2 Students

Students in Kindergarten to 2 are encouraged to wear a mask indoors in schools and on school buses, but are not required to do so - mask wearing remains a personal or family/caregiver choice for these students, and their choices must be respected.

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. • 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"> • When they arrive at school and before they go home. • 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.

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

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.

Parents, caregivers and other visitors should maintain physical distance and avoid crowding while on school grounds including outside.

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 
<p>Learning Group 1/2B</p> <ul style="list-style-type: none">★ Morning Entrance 	<p>Learning Group 5</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 to 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:

- Items used by multiple students and staff, including doorknobs, light switches, hand railings, water fountains, faucet handles, toilet handles, tables, desks, chairs, manipulative and toys.
 - Students and staff should be encouraged to bring an individual filled water bottle or other beverage container to school each day for their personal use
 - refilling water stations can be used to refill personal containers. Washroom sinks should not be used.
 - water fountains where a person drinks directly from the spout should not be used.
- 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, PE/Sports Equipment 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)

Limit frequently touched items that are not easily cleaned to those that support learning, health and development.

- Some frequently touched items like toys or manipulatives may not be able to be cleaned often (ie. fabrics) or at all (ie. sand, playdough). These items can continue to be used, if hand hygiene is practiced before and after use.

There is no evidence that the COVID-19 virus is transmitted via text books or paper or other paper-based products. Laminated or glossy paper-based products and items with plastic covers can be contaminated if handled by a person with COVID-19, however, the risk is very low. There is no need for these items to be cleaned and disinfected or quarantined for any period of time. Hand hygiene will still be practiced before and after use.

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 FOODSAFE 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:

- K-12 staff and **All students in Grade 3 - 12** must wear masks while singing indoors
- physical contact is minimized for those within the same learning group, and students and staff are spaced as far apart as possible;
- 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, **All students in Grade 3 - 12** 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 and activities as much as possible and create space between students and staff.

Teachers will plan physical activities that:

- limit the use of shared equipment and:
- Do not involve prolonged physical contact (ie. contact for beyond a brief moment).
- Support physical distancing (2m) outside of learning groups.

K-12 staff are required to wear masks during except when they are able to maintain a physical distance of 3m when instructing.

K-12 staff are required to wear masks outdoors when they are unable to maintain physical distancing (2m).

For All students in Grade 3 - 12 :

- For high intensity exercise activities (that significantly increase respiration rates):
 - If indoors and the activity is stationary, students and/or fitness equipment must be spaced 2m apart.
 - Wearing masks will be a personal choice
 - If indoors and the activity involves movement, there must be enough room to reduce physical contact beyond a brief moment
 - Wearing masks is required
- For low intensity exercise activities, middle and secondary students are required to wear masks when they are indoors, unable to maintain physical distancing and a barrier is not in place.

- Wearing masks is required

Shared equipment can be used, but it must be cleaned and disinfected as outlined in the cleaning section of this handbook.

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, are low risk items. Regular book borrowing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time.

SPORTS

Programs, activities and sports academies can occur if:

- Activities do not involve prolonged physical contact
- No spectators can be in attendance
- Masks must be worn by K-12 staff and other adults
- Athletes do not need to wear masks if 2m physical distancing can be maintained at all times. If maintaining 2m physical distancing is going to be difficult or unlikely, then masks must be worn.
- See the [Return to School Sports Plan](#) from BC School Sports for more information

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.

SUMMARY OF CHANGES EFFECTIVE FEBRUARY 10

Physical Distancing

NO CROWDING ANYWHERE

	Within Learning Group	Outside Learning Group
All Staff	No physical contact or prolonged face to face interaction	Physically Distanced (2m)
K-5 Students	Minimize physical contact indoors	Physically distance (2m) indoors Minimize physical contact outdoors
Middle and High School Students	No physical contact or prolonged face to face interaction. Spread out as much as possible.	Physically Distanced (2m)

Other Spaces:

- Multi-Learning Group Instruction (ie. Band, homework club) - Use as much space as possible
- Multi-learning Group Service (ie. Life Skills program) - Physically distance as much as possible

Preventing Crowding in High School:

In order to prevent crowding in hallways when classes are changing, high schools will:

1. Use the INSIDE stairwell to go DOWN (ie. moving from the Science Lab to another class, or going to the Design Studio)
2. Use the OUTSIDE stairwell to go UP (ie. moving from the design studio to another class, or moving to the Science Lab)

In order to prevent crowding at lunch times, High School Students will be allowed off-campus following the schedule below. Students are trusted and expected to follow the health orders; be physically distanced when possible, wear a mask when not possible, and practice hand hygiene when returning. Students are also expected to return to class on time.

- Monday/Wednesday - Grade 11 and 12 students
- Tuesday/Thursday - Grade 9 and 10 Students

Staff Supporting Students with Disabilities/Diverse Abilities

Remaining physically distanced is nearly impossible. Staff should support students and be masked when they are not able to physically distance.

Staff Only Spaces and Gatherings

Staff only spaces must follow WorkSafe BC guidelines, not Learning Group Guidelines.

Includes: Shared Office Spaces, meeting rooms, staff rooms and meetings not held virtually (ie. collaboration)

Virtually held Meetings: All Staff, Multi-Divisional meetings with 8 or more people, EA meetings across divisions

In-person meetings: Divisional meetings and collaboration, multi-divisional meetings with 8 or less people

- All staff attending in-person meetings must physically distance (2m), AND wear a mask if a barrier between participants is not present.

For Parents

Parents must be masked and remain physically distanced (2m) when in common areas or near school entrances/exits.

Parents may not enter the school without permission. Please use the door bells.

Parents remaining at school at the end to allow kids to play on the playground, need to wait until 3:30 PM and are required to be physically distanced as per the current Provincial Health Orders.

Masks

	NOT Required	Required
All Staff	At a personal workstation that is 2m distanced (not instructing) A physical barrier is in place Eating or Drinking Outdoors and 2m distanced (class time) In an indoor space away from students and other adults Instructing in the gym and 3m distanced	All other times When giving instruction On recess supervision
K-2 Students	Wearing a mask is not required and remains a personal choice	
All Students in Grade 3 - 12	At a personal workstation that is facing away from other students and spread out as much as possible A physical barrier is in place Eating or Drinking Outdoors and 2m distanced (class time)	All other times When seated at tables where you are face to face Outside at recess When singing Sometimes in PE (see below) Open Gym times

Using a bandana, scarf, buff or neck gaiter can not be used in the place of a mask, unless it has been folded into several layers and covers the mouth, nose and sides of the face.

Staff Room

Staff must wear a mask seated at the conference table when they are not eating or drinking. Only 4 staff can be seated at the Conference table at one time.

~~Staff can be unmasked when working at an individual workstation in the staffroom that is not face to face with another person~~

Music/Band

All Students in Grade 3-12 must be masked when singing or playing an instrument. Spread out as much as possible.

Physical Education/Athletics

High intensity (Stationary) - A mask is not needed if you are stationary (ie. treadmill) and 2m distanced.

High Intensity (Moving Around) - If 2m distance can be maintained, a mask is not required. If physical contact as part of the activity will occur and will be beyond more than a brief moment, a mask is required.

Low intensity - wear a mask when you are moving around indoors

NOTE: Masks are required during open gym times at lunch breaks

Daily Health Checks

Keep doing daily health checks, using the chart, new [online tool](#), or by using the app for [iPhone](#) and [Android](#).

Staff must complete the Google Form daily by scanning the QR code, or link provided.

SYMPTOMS		WHAT TO DO
<ul style="list-style-type: none">• Fever (above 38° C)• Chills• Cough	<ul style="list-style-type: none">• Loss of sense of smell or taste• Difficulty breathing	1 or more of these symptoms: Get tested and stay home.
<ul style="list-style-type: none">• Sore throat• Loss of appetite• Headache• Body aches	<ul style="list-style-type: none">• Extreme fatigue or tiredness• Nausea or vomiting• Diarrhea	If you have 1 symptom: Stay home until you feel better. 2 or more of these symptoms: Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.

