

September Restart Guide

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Guiding Principles Ministry of Education Restart Stages

In accordance with the Ministry of Education guidelines, the Alternate Education Program will resume on September 14th in Stage 2. As such, NHASS will have both full and part time, in-class education support for all registered distance learning students:

STAGE 1 IN-CLASS	STAGE 2 IN-CLASS	STAGE 3 HYBRID	STAGE 4 HYBRID	STAGE 5 REMOTE
<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: <i>No limit</i> Middle: <i>No limit</i> Secondary: <i>No limit</i> <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> Not applicable <p>In-Class Instruction Full-time all students, all grades</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 60 Middle: 60 Secondary: 120 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> Not applicable <p>In-Class Instruction Full-time instruction for all students for the maximum instructional time possible within cohort limits.</p> <p>Self-directed learning supplements in-class instruction, if required</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 60 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> 50% for all schools <p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities Students who require additional supports <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 30 Middle: 30 Secondary: 30 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> 25% for all schools <p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> Children of essential service workers Students with disabilities/diverse abilities students who require additional supports <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets.</p> <p>Self-directed and remote learning supplements in-class instruction.</p>	<p>COHORT SIZE</p> <ul style="list-style-type: none"> Elementary: 0 Middle: 0 Secondary: 0 <p>DENSITY TARGETS</p> <ul style="list-style-type: none"> 0% for all schools <p>In-Class Instruction Suspend in-class instruction for all students.</p> <p>Self-directed and remote learning in place of in-class instruction.</p>

Risk of exposure to Covid-19

Based on the current epidemiology of COVID-19 in B.C., the latest research, guidance from the Provincial Health Officer, and evidence that children are at a lower risk of developing and transmitting COVID-19, the BC CDC and Ministry of Education has determined K-12 students can return to full-time, in-class instruction in accordance with current public health guidelines for schools.

Compared to some other community settings, schools are considered “controlled environments” in that they have a comprehensive set of safety measures in place, a consistent and limited group of people accessing the building, and the majority of those people are children who are at lower risk for transmitting COVID-19. The combination of these features reduces the risk of bringing more children and youth together in schools.

The advice from the Provincial Health Officer and the BC Centre for Disease Control for parents/caregivers of children with complex medical conditions or underlying risk factors, or parents/caregivers who are immunocompromised themselves, is to consult

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with their medical health care provider to determine the level of risk regarding their child's return to in-class instruction.

Signs & Symptoms of Covid-19

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. The most common symptoms of COVID-19 include: fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, and/or muscle aches.

The School Day

Learning Groups

A learning group is a group of students and staff who remain together throughout a school term and who primarily interact with each other. NHASS Alternate Education Program is one learning group.

In Stage 2, members of the same learning group must minimize physical contact, but are not required to maintain 2 meter distance from one another.

Class Locations:

Alternate Education Program "Classroom" Space: #3 - 618 Tranquille Road

PE: Playground at OLPH on a schedule based on availability

Music/Performing Arts: These will be scheduled and held within the "classroom" space

Lunchroom: Students will have a lunch area within their "classroom space"

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Staff Parking: Back Parking Spaces

Alternate Education Program Washroom: Girls/Boys washrooms in 624 Tranquille

Student Supplies & Personal items

Tutors & E.A. are to reduce the amount of shared supplies. Items that are shared between students are to be disinfected between each use.

We ask that students refrain from bringing unnecessary items from home, such as “stuffies” or toys. As always, we ask that all personal items have the students name written on them.

Additionally, please note the following in regards to specific items:

1. **Water Bottle: *Mandatory*** Please ensure their water bottle is large enough to contain all the water needed by your student for the day. Reducing the frequency of refilling water bottles will help prevent the spread of germs.
2. **Lunch:** While supervisors are always glad to help students who need it, we ask that you are mindful to send packaging that your child is able to open themselves.
3. **Hand Lotion:** Frequent hand-washing can lead to dry hands. Consider sending a small bottle of hand lotion with each child.

Arrival & Drop-Off:

Students in the Alternate Education Program will enter through the NHASS Main front desk.

Students are permitted to be dropped off between 8:15-8:25. The program asks that parents walk their child to the entrance, there is parking on the street directly in front of the office on Tranquille Road.

As a general principle, parents are not to enter the building. However, we understand each child’s needs are unique. If you do not feel comfortable dropping your child off at the door, please discuss alternative drop-off procedures with Candace Morrison, Executive Director.

Students, like every person who enters the building, must complete a verbal health survey, and immediately sanitize their hands (*students must use school provided soap and hand sanitizer*) upon entry.

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Following hand washing, students are to put their coats on their hooks, put backpacks on their "classroom" chair, and change into their inside shoes and must immediately sit at their desk.

Dismissal

Parents are to park in the back parking lot and contact the NHASS front desk (250) 376-0375 to let the program know that they are ready to pick up their child(ren).

Prior to leaving the building, students must wash their hands or use the provided hand sanitizer.

Students under 10 years of age will be escorted to the back door to meet with their parents. Students 11 years and older will be able to leave the program once their parent has notified they are ready for pick-up.

Dismissal procedures may be modified to improve the process following the first week. Please read any and all Emails for any updates.

Lunch & Recess

Students will sanitize their hands prior to recess and lunch breaks. Recess snack will take place in the "classroom" area, and then will either consist of a neighborhood walk, or a visit to the OLPH school field across the street dependent on scheduling availability. Upon re-entering the building, all students must wash their hands. Students must wash their hands again following lunch. *(Students must use school provided soap or hand sanitizer.)*

School Library

Prior to use of program library, students must sanitize their hands with school-provided soap or hand sanitizer.

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

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Music Program

All classes, programs and activities (e.g. Aboriginal Cultural Workshops) will occur within the learning group with the following additional guidance:

Under Stage 2:

- physical contact is minimized for those within the learning group.

Under Stages 3 to 4:

- physical distance (2m) can be maintained for staff and students at all times.

Physical Education

All classes will occur within the same learning group with the following additional guidance:

- Programs should take place outdoors as much as possible.
- Tutors should plan physical activities that limit the use of shared equipment and;
- Minimize physical contact inside learning groups (under Stage 2);
- Shared equipment should be cleaned and disinfected as per the guidelines in the Cleaning and Disinfecting section of this document, and students should be encouraged to practice proper hand hygiene before and after participating in physical activity and equipment use.

Visitors

Adults allowed in the building during school hours are limited to those who are essential.

Every visitor must knock on the front office door be greeted by NHASS' staff member. Each visitor will be asked the health screening questions and directed to immediately sanitize their hands, using the provided hand sanitizer.

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On Campus Health and Safety

Sick Policy

In addition to NHASS' standard sick policy, in light of the COVID-19 pandemic, we are now adding the following symptoms to be aware of:

“Fever, cough, sneezing, sore throat, stuffy or runny nose, sudden loss of sense of smell or taste, headache, shortness of breath, or muscle fatigue.”

No person exhibiting any of these symptoms are permitted to enter the building. Any person who demonstrate these symptoms while at school will be immediately isolated in the medical room and must return home as soon as possible.

Daily Health Screening

All staff, volunteers, and other adults who enter the building will undergo a daily health screening. The Executive Director and front administration staff will keep these records. Any individual who is exhibiting symptoms, or under a Public Health order to self-isolate, must stay home.

Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

Symptoms Occurring at School

Should a student begin to exhibit symptoms at school, they are to immediately report to the Alternate Education Tutor or Education Assistant. The Tutor or E.A. will instruct the individual to put on a mask and then take them to the isolation room (medical room). Signs will be hung on the medical room door alerting others to this being used as an isolation location and will phone the student's parents to pick up.

Should a staff member begin to exhibit symptoms at school, they likewise are to mask, report to to the Executive Director, and leave the facility.

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Clean and disinfect the areas the student/staff used.

The student or staff are encouraged to seek assessment by a health-care provider.

The student or staff are to stay home until COVID-19 has been excluded and symptoms have resolved.

Notification of Illness

Should a confirmed or suspected case of COVID-19 occur within our program community, the following will take place:

1. The Executive Director (Candace Morrison) or Administrative Assistant (Kathaleen McLeary) is obligated to contact the Program's primary contact at the Interior Health Authority and follow any direction given.
2. Public health will perform an investigation to determine if there were any potential close contacts within the program. (To learn more about contact tracing, visit the BCCDC website.) Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
3. If it is determined that there are close contacts within the school, public health will notify the program administrators to request class lists to assist with contact tracing and provide guidance on what steps should be taken.
4. Public health may then:
 1. Recommend 14-day isolation if necessary (for confirmed close contacts). or Recommend monitoring for symptoms if necessary.
 2. Provide follow-up recommendations if necessary.
5. Executive Director, Candace Morrison will distribute an electronic statement to all parents and staff. This statement will not include the individual's name or other identifying information.

The Interior Health Authority will also be notified if staff and/or student absenteeism exceeds 10 percent of regular attendance, to help with the early identification of clusters or outbreaks.

If there is an outbreak of Covid-19 within NHASS, the Distance Learning Agencies and the Ministry of Education must also be notified.

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Media inquiries regarding confirmed or suspected COVID-19 cases, potential exposure at our program, or potential risk of transmission within our school setting are directed to the regional health authority for response.

Absences

Due to the likelihood of students needing to stay home with mild symptoms, the following two categories have been created:

Precautionary absence: Based upon the Health Assessment, the student must stay home, but is well enough to complete school work from home.

Recovery absence: The student's illness prevents them from working from home (such as fever, exhaustion, etc.) and instead the student needs to rest.

The parent is to use their discretion to determine which type of absence the student is taking.

As per our attendance policy, please email "info@nhass.ca" with the subject "Absence". The body of the email should indicate "precautionary" or "recovery".

On the second day of a precautionary absence, the parent is to pick up the missed work from the program. Assignment deadlines are extended by two days for all precautionary absences

Recovery absences follow the standard absence policy for completing assignments: Assignments are given upon the student's return and students have the same number of days to return the assignments that they were absent, to a max of 10 days. Recovery absences beyond 10 days require a meeting with the Executive Director to determine a course of action for the student's successful completion of learning outcomes.

All assignments are to be completed by end of term.

Hand Sanitization

Every individual is to sanitize their hands (*by using the school-provided hand sanitizer or washing with soap and water for twenty seconds*) at the following times: immediately upon entering the school facility, before and after eating, after using the washroom, after any cough or sneeze (or using a tissue for their nose), and after direct physical contact with another individual, after using a shared item, before and after music and gym class and whenever hands are visibly dirty.

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Masks

Masks will be worn by students anytime they are outside of their learning group or in common areas with others not in their learning group. Masks or face shields will be worn by adults whenever remaining 2 meters apart from others in their learning group is difficult. Additionally, should an individual begin to exhibit symptoms at school, they will be required to wear a mask until they are able to leave school grounds.

In all other circumstances, wearing masks is the choice of the individual.

Parents of children who will be wearing a mask are encouraged to teach their children proper mask usage.

The program will provide each staff and student of NHASS with 2 reusable masks. Other masks may be worn by both students and staff, as long as they are modest (not glittery or a design that would be overly distracting). Students must wear masks with elastic bands rather than tie straps. All masks must be labeled with the individual's name.

Additional disposable face masks will be kept on-site for visitors or those who begin to show symptoms at school and do not have a face mask.

Disinfecting Policies

Commonly touched surfaces, desks, and chairs will be disinfected by staff and volunteers at the end of each day, as overseen by the Executive Director. Frequently touched surfaces will also be disinfected mid-day as well. A cleaning log of common areas and items will be maintained by all staff and volunteers.

Items shared among the staff, such as microwaves and photocopiers will be sanitized after each use.

Tutors & E.A.s are responsible for cleaning and disinfecting surfaces and items in their classroom.

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Communication

School-Wide Communication

Each Tuesday, an “Executive Director Email” is sent from Candace Morrison using with important information for the week. On Thursday, the Administrative Assistant will confirm that at least one guardian of each student has opened the email, and any who have not will be contacted directly.

Academic/Class Communications

Kindergarten - Grade 3:

Parents of students in Grades K - 3 will have a daily communication log that will be sent back and forth between Tutor/E.A. and parents. This will be required to be initialed and returned on the next program day.

Grade 4-11

Each student in grades 4-11 has an “agenda” which goes home with them daily. This includes notes about homework, upcoming assignments, etc from their tutor. The parent is to sign the agenda each evening and returned on the next program day.

Inaccurate Information

Staff are to refer parents and other community members to the official program communications (Executive Director emails, updates on website, videos, and Q & A sessions). Any questions not directly related to their individual student or class learning, particularly on matters pertaining to COVID-19, should be directed to the Executive Director.

When inaccurate information is circulating in the program community, the Executive Director will respond to this either through the weekly E.D. email, or by a special email sent for this purpose. If the source of the inaccurate information is known, the E.D. will speak directly to that individual to correct their understanding of the matter. If the inaccurate information that has spread is of an urgent matter, phone calls to parents and staff will be made by the school E.D. and/or board member.

Media-Inquiries

Any media inquiries regarding NHASS' Covid-19 protocols or response will be sent to the Board of Directors to determine the response.

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Volunteer Needs

These procedures result in increased workload and therefore more volunteer needs. If you can help meet any of these needs, please email "info@nhass.ca" with the subject "Volunteer". These are as follows:

Cleaning

The program could use additional help carrying out each days' disinfecting procedures.

Contingency Plans

NHASS Alternate Education Program remains hopeful that the academic school year will continue uninterrupted. However, there is also the recognition that the pandemic remains a fluid situation; therefore, the following contingency plans are in place:

Shift in Restart Plan: Should the Ministry of Education determine that the province shift to a different stage of the Restart Plan, the following will be implemented depending upon the stage (see page 3):



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250.376.0375
info@nhass.ca

New Heights Autism Support Society Alternate Education Program September Restart Guide

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