Hollyburn Elementary School

Dear Parents and Guardians,

The only constant in my many years as an educator has been change. While Hollyburn will always be a place where students and teachers work together to foster a love of learning, where we find meaningful connections between the heart and mind, and where we strive each day to be our personal best, we will need to focus this year, more than ever, on Health and Safety.

Our Health and safety guidelines at Hollyburn are based on BC's BACK TO SCHOOL PLAN and the West Vancouver School District's COVID-19 SAFETY PLAN.

In this document I will outline some of the occupational considerations about our return to school.

LEARNING GROUPS

- Students will be placed in a Learning Group which is their classroom.
  - The Provincial Health Officer has allowed up to 60 people to be in a child's learning group. At Hollyburn, a child's Learning Group will consist of their classmates and their teacher, and in some classrooms, an Education Assistant. This number will always be much less than 60, and even in the largest classrooms, learning groups are not likely to exceed 32.
  - All interactions beyond the Learning Group will be outside of the school (with the expectation of no physical contact) or inside a classroom in a physically distanced manner. For example, if I enter a classroom, I will wear a mask and keep physically distant, because I am not in your child's Learning Group.
  - Learning Groups will remain stable once established.

ENTERING AND EXITING

- Students in our 12 divisions will enter and exit through an exterior door. This is intended to eliminate hallway congestion.
  - Entrance and exit times will be staggered to further reduce congestion at drop off and pick up times (8:40 am - 2:40 pm, Grade k-2 and 9:09 am - 3:00 pm, Grade 3-7)

- Students and parents can not wait on school grounds for pick up and drop off during these staggered times. For example, if you have a student in grade 2 enter their class at 8:40, their older sibling is not able to play on the playground until 9:00. These rules apply as well for pick up. We suggest a walk around the block.

MUSIC AND LIBRARY

- Rather than having students visit the music room and library, our music teacher, Mr. Feige and our Librarian, Mrs. Gratton, will visit classrooms until further notice. This will reduce congestion in the school.
  - Because they are not part of a learning group, they will also wear masks and maintain social distancing.
  - Our Learning Support Teachers and English Language Learning Teachers will work in a similar manner.

RECESS AND LUNCH

- We will have staggered recess times to reduce congestion on the playground.
- At lunch, we will have rotating “assigned zones” by grade/division to reduce congestion on the playground. Zones will have no more than 90 students.
  - Students will wash their hands before going outside and when returning to school.
  - “Hands off” rules will be the expectation for play during recess and lunch times.
  - Eating and snacking will occur in the classroom

HAND HYGENE

- Students will wash their hands/use hand sanitizer whenever they enter the leave their classrooms as well as any time they use the bathroom as well as before and after eating times. Please emphasize the importance of proper handwashing/sanitizing with your child.
  - While we will have sanitizer available in the classroom, students are encouraged to bring a labeled, personal sanitizer with them to school if they wish.

MASKS/FACE COVERINGS

- Masks will be available for all students and staff members. For the most part, masks will be voluntary, but they are mandatory for staff members in certain situations. BC's Back to School Plan outlines the specific details of such times.

SANITIZING

- All high-touch surfaces will be disinfected at least twice throughout the school day and extra sanitizing protocols are in place.

SCHOOL SUPPLIES

- Hollyburn teachers will discourage any shared school supplies. Please label school supplies to ensure that your child uses supplies that belong to them.
  - There may be some use of shared equipment (for example, math manipulatives) among Learning Groups.
  - We will reduce shared equipment across Learning Groups, for example, PE equipment. However, if some learning tools or sports equipment requires sharing, we will wash/sanitize hands before use and sanitize the equipment afterward.

GUEST ACCESS

- We are minimizing guest access to Hollyburn. Guests include parents and guardians, community members, special guests, etc. Meetings between families and Hollyburn staff should still occur as often as needed, but they will be done over the phone or video-conferencing whenever possible.
  - Parents/Guardians and community members are asked to reduce access to school grounds. If parents need to be present for pick up and drop off, for example in the primary grades, please wait behind the fence closest to the classroom door.

PARENT AND GUARDIAN SUPPORT

- Parents and Guardians are expected to:
  1. Do a **Daily Health Check** with their child before their child comes to school and only allow their child to attend if they are certain that they are showing no symptoms of illness. The Daily Health Check can be found at the bottom of this document.

2. Ensure their child is picked up in a timely manner if their child shows symptoms of illness. Children will be kept in designated locations in the school members until they are able to go home.
3. Minimize the need for office staff to send messages or drop items off to children during the school day. Please make sure your child knows what they are during the school day so that you do not need to call the office and for the office to then need to share that information with your child. Unless there is an emergency, there should be no need for your child to use the office phone.
4. Ensure that your child comes with all expected items. Parents cannot enter the school to drop off items, for example lunches, PE equipment, etc., during the school day.
5. Diligently follow protocols if their child or family members develops symptoms of illness. The Ministry of Education notes, “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.”

CONSULTING WITH PUBLIC HEALTH

- Hollyburn will share, as appropriate, information with public health authorities including elevated levels of student/staff absenteeism. Hollyburn is not part of the public health authority; decisions regarding the treatment, self-isolation and other requirements of students and staff will be mandated by public health authorities.

CLASS PLACEMENT PROCESS

- Rather than moving students into classrooms during the school day as we have previously done, we intend to email class assignments on Friday, September 11th. Class placement is a detailed and thoughtful process, and while we appreciate and listen to the concerns of families in regard to class placement, we cannot promise to honour family requests. Once a student is in their learning cohort on September 14th, students will remain their group.

Our procedures are intended to keep the Hollyburn community safe. They will only be effective if they are strictly followed in September and in the months to come. Hollyburn staff will take these protocols seriously, and I thank you in advance for you participation in the process. As they say, we are in this together.

The new school year is about to begin. While school will look different than it has in the past, it will be no less joyful, engaging and fruitful for all of our learners.

All the best,

Nathan Blackburn

DAILY HEALTH CHECK EXAMPLE (FROM BC MINISTRY OF HEALTH)

The following tool can be used as an example of a daily health check for parents and guardians to complete prior to coming to school.

Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
	Skin rashes or discoloration of fingers or toes	YES	NO
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

*Check BCCDC's Symptoms of COVID-19 regularly to ensure the list is up to date.

If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.