



January 7, 2022

Dear Elgin Park Families and Students,

Happy New Year! We hope you had a restful holiday break and were able to enjoy some time safely with your loved ones. As you know, our return to school was delayed until January 10<sup>th</sup>, 2022. This past week, all staff have been working hard to prepare enhanced health and safety measures and to build plans around how to best support students in the event of a “functional closure.” Many staff were onsite this past week, supporting students with diverse learning needs and those children of healthcare and health service workers. Together we have worked hard to have all of our students return for **face-to-face instruction** on Monday.

With this return to school, it is vital that students and families are aware of specific health and safety measures. The administrative team will be holding a virtual, all-school assembly on Monday to share this information, but we hope that families also take the time to have conversations around how students can keep themselves and each other as safe as possible. We know our families play a key role in supporting our school, so your help in guiding our students through these measures is appreciated.

There is a lot of information to read and digest, but we hope that it will give some assurances as to what to expect in the coming days. Health and safety will remain at the forefront of what we do as we move through this challenging time together. Your patience and understanding is appreciated.

Please review the **GENERAL HEALTH & SAFETY MEASURES** below & the **ENHANCED MEASURES** on the following page. We have also provided information about **FUNCTIONAL CLOSURES**.

## **GENERAL HEALTH & SAFETY MEASURES**

### **Daily Health Checks and Attendance**

- Students must complete a Daily Health Check each day before coming to school.
  - o [K-12 Health Check \(gov.bc.ca\)](https://gov.bc.ca/health/initiatives/initiatives/k-12-health-check)
- **If ill, please email or call the office to report the absence. This includes ALL students (grades 8 to 12) as attendance helps us know how many students are here and how many are away.**

### **Masks**

- **Masks are required under Public Health Orders** unless a student has an exemption.
  - o [Ministry of Health and \(gov.bc.ca\)](https://gov.bc.ca/health/initiatives/initiatives/masks)
- Students need to bring their own mask each day. If their mask breaks, they may come to the office to get a mask.
- We urge each student to keep two to three extra masks in their bag
- **Proper Mask Use**
- Students must enter the school with a mask on. Make sure the mask covers the nose, mouth, and chin.
  - o [covid-19-mask-fit-properly-en.pdf \(canada.ca\)](https://canada.ca/en/health-services/public-health/covid-19/masks/covid-19-mask-fit-properly-en.pdf)

## **COMMUNICATION**

- The school will continue to communicate with parents via email, the Orca App, parent messenger, and Twitter



## **ENHANCED HEALTH & SAFETY MEASURES:**

### **Beginning and End of Day**

- Upon arrival, students will be asked to wait outside (weather permitting) and should enter through the door closest to their first class or locker
- Classroom doors will be open by 8:15 am
- Sanitation stations will be located at entrances and various locations. Handwashing is still encouraged.
- At the end of the day, students are asked to exit the building through the door closest to their last class or locker, without meeting friends inside the building.

### **Hallways & Movement**

- We will be instructing staff and students to walk on the “right” side of the hallways
- Hallways will have directional arrows.
- Staircases will have directional arrows indicating either “up” or “down.”
- Students will not be able to congregate in common areas and will be discouraged from loitering

### **Lockers**

- We ask students to limit access to lockers and not use them between classes.

### **Washrooms**

- Each washroom has a listed capacity on the door.
- Students must not congregate or eat in the washrooms.
- Students should be in/out of the washrooms and should not be using the space to meet with friends.

### **Lunch**

- The cafeteria will be down to < 50% seating capacity & students will need to respect signage on tables indicating capacity.
- Students will be asked to sit facing in one direction (versus facing each other).
- Students should remain in one spot while eating or drinking - no walking around
- Teachers may also allow their second period classes to remain in their classrooms for lunch.
- We encourage students that are able, to eat lunch at home but understand this is not possible for all
- Students are encouraged to eat outside especially when the weather permits.

### **Classrooms and Learning Spaces**

- Teachers and staff have reconfigured their classrooms to maximize space between students.
- Where possible, teachers may open windows – weather permitting.

### **Study Block Students**

- Students on a study block may work in the library (limited capacity). CAF will not be available
- If they are able, we encourage students that have a study block to work at home.

### **Extracurricular Activities (Sports, Clubs, Committees)**

- Practices, rehearsals, and single games will continue.
- Currently, spectators are not permitted. (this includes other students and guests)
- Most clubs and committees will be virtual if possible.
- Teachers and staff may choose to run clubs and committees face-to-face if virtual is impossible.

### **Visitors**

- Visitors are limited to those that need to be in the school for necessary school/student needs.
- Parents/Guardians are asked to call the school prior to coming into the building.
- Appointments to meet virtually or connect via phone remain the best method to connect with staff and teachers.



## FUNCTIONAL CLOSURES

As shared by the Superintendent, our school may find itself in a situation where we must enact a **Functional Closure**. A Functional Closure may occur if there is inadequate staffing due to illness which would lead to inadequate supervision and instruction. We often direct children home during snow days, power outages, water main breaks, and other unique circumstances. In this case, the situation could arise that due to staff illness, we have insufficient staff to provide safe supervision or to provide instruction for an extended duration.

If a functional closure were to take place, students will need to move to a period of learning from home. This period is intended to be 7 days and teachers will provide support during this time. We will also continue to safely offer our meal programs in a way that respects this period of time.

- Day Zero - If we see that there are a large number of staff shortages on a given day due to illness, we will work with the District Office to fill the shortages, and if unable to do so, together with the District Office declare a Functional Closure. An email would be sent home to parents and families letting them know that the school will be moving to full online instruction for 7 days. Students would be dismissed accordingly.
- Day One – Staff would prepare to move all of their instruction to remote learning. On Day One, staff would connect with each of their classes to make sure that everyone is ready to move online.
- Day Two through Seven – Instruction would begin and all classes would proceed remotely. During a functional closure, teachers would provide continuity of instruction, intended to mirror as much as possible, instruction that would occur during a regular school day, given the constraints of online learning.

We hope the information in this letter is helpful to you and our students. Our staff and teachers are looking forward to seeing all of our students at school on Monday. As always, we will get through this together and your support and understanding is appreciated and valued.

Sincerely,

Kavita Sharma  
Principal