## Ste-specific COVID-19 SAFETY PLAN details: Cowichan Secondary Feb. 26th, 2021

- Student drop-off and pick-up details:
  - -We have mixed grade classes and no lockers are being used. Students are requested to enter the school through the door nearest their classroom to limit passing in hallways.
  - -No building access without an appointment other than staff or students. A sign is placed in front of the main entrance asking anyone to phone before entering.
  - -Classroom doors will be open 15 minutes prior to the classes beginning. This will allow students to flow in as they arrive and not bunch in the hallways.
  - -Morning supervision is asking students to make their way directly into their classrooms or to take a walk around the school grounds so they are not bunching at the doors or spending time in hallways.
  - -At the end of the day students are being asked by supervision to not bunch up, and to head directly home.
  - -Students are dismissed at lunch and at the end of the day staggered every 5 minutes in groups of cohorts to ensure safe flow of traffic without congestion.
- Common area occupancy limits (additional posted in each area):
  - -Office 1 per work station + 2 additional people
  - -Counselling Counselling Office Staff + 4
  - -Staffroom 15
  - -Copy room (office) 2
  - -Copy room (library) 2
  - -International Office International Staff + 2

- -Homestay Office International Staff + 2
- -Room 20 5
- -Gibbys Café 11
- Room 29 office 5
- Room 29 12
- Room 39 4
- Room 105 17
- Library 35
- Room 231 2
- Staff restroom main floor 1
- Staff restroom main floor 1
- Staff restroom second floor 1
- Staff restroom second floor 1
- Room 205 chemical storage 2
- Annex meeting room 2

to be located while waiting for a parent pick-up):

- -Extra administrative office in the office.
- Any specific situations or protocols for interacting or completing work at the site:
  - 1. Parent or outside agency meetings
    - a. Only by appointment
    - b. Daily health check required
    - c. Hand hygiene before and after
    - d. Mask required