



May 29, 2020

Dear Students and Parents,

I hope this lengthy email finds you all well and ready to enjoy a weekend. The purpose of this lengthy email is to communicate all the details relating to our move from stage 4 to stage 3 on Monday, June 1, 2020. It is critical that families and students understand and respect all the Health and Safety Guidelines that have been put in place in order to transition to In Person Instruction (IPI). Please refer to the attached IPS Covid-19 Safety Action Plan for additional details.

Our shared agreements:

- Parents and caregivers must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory diseases before sending them to school. **Do not send your child to school if, in Dr. Bonnie Henry's words, "they are the least bit unwell."**
- If children experience **any illness symptoms** while attending school, parents/guardians will be expected to pick up their children **immediately**.
- **Drop off and pick up protocol:** Parents are asked to drop off and pick up their students while maintaining a safe distance from other people.
- **Visiting the school:** In order to limit the number of people in the building, parents are asked to stay outside when dropping off or picking up their student or to call or email the school ahead of time to request access to the school.
- Students must practice hand hygiene upon entry and exit of the school and at all transition times. Teachers and other school staff will support these procedures during the school day.
- Students must demonstrate Respiratory Etiquette as follows:
 - 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.
 - Refrain from sharing any food, drinks, unwashed utensils.
- Only staff and students are allowed in the building and on the school grounds during the school hours (8:30 AM - 3:30 PM). Arrival and dismissal procedures will be explained to students next week at school
- If you need to contact your child during the school day, please contact the school office by phone
- Students are only allowed to attend school on their assigned days (see attached schedules). This includes the use of the school grounds during the school day (8:30 AM – 3:15 PM).
- Students must respect physical distancing protocols whenever possible - 2 meter distance.
- Students must bring their own labelled supplies (Chrome books, pens, pencils, etc.). There will be no sharing of supplies.
- Students should wear their IPS uniforms.
- Students will not touch other peoples chrome books, water bottles or any other personal materials.
- Students must bring their own food and drink at the start of the school day. This includes snacks, lunch, and filled water bottles. There will be no sharing of food or drink and there will be no mid-day drop offs and deliveries of food items permitted.
- Students need to bring a large bag on their designated IPI day so that they can clean out their locker and cubby



Island Pacific School
CELEBRATING 25 YEARS

- Students will not use the lockers or cubbies - they will have an assigned desk and will keep their bag and belongings with them.

When you get to school:

- Stay outside until you are instructed to come in the building
- Wash or disinfect your hands before entering the building, before and after eating and after using the washroom
- Enter the school through the upstairs doors if possible
- Once inside, do not use your locker or cubby but bring your belongings into your designated classroom and designated desk
- Ask the teacher before leaving the classroom for any reason
- Use the inside stairs to go up and the outside stairs to go down

Some rules and guidelines:

- Always stay 2 meters apart
- Only one student in the washrooms at any time
- Wash your hands before entering the building, before and after eating, and after using the washroom
- Use of the kitchen - the tap in the kitchen is for water bottles only. There will be no access to microwaves, stoves, cutlery or dishes.
- The third floor will be off limits until further notice (unless invited by the learning support team). The Purple room is also off limits.
- If a student is feeling ill, they should inform a staff member who will follow up with proper protocol
- **Please note that all students are asked to maintain distance - even those who may have an arrangement within their families to be “in each other’s bubbles”**

Please find attached the following items:

1. [Welcome back video](#)
2. IPS Covid-19 Safety Action Plan
3. June 1-5 schedule
4. June 8-12 schedule

Note: We need another week or so to finalize our planning for the last week of school - June 15-19. Trust me, it will be great!

As always, please don't hesitate to be in touch with me directly should you have any concerns or questions.

Best regards,

Scott
778 239 3945