








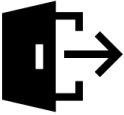


School Daily Practices Template

Cochrane Christian Academy

Time		Important Things to Remember
Before you leave for school		<ul style="list-style-type: none"> • Complete the Daily Health Check BEFORE you leave for school • If you answer YES to any questions please stay home, reach out to HealthLink and get cleared before returning to school • Bring your mask to school
Before entering the building		<ul style="list-style-type: none"> • Parents will need to wait off school property or in their vehicle. Students arriving by car will be dropped off in the driveway at the front of the school or along Quigley Drive where signs indicate a drop off zone. DO NOT DROP STUDENTS OFF IN THE STAFF PARKING LOT OR IN THE SCHOOL BUS LANE THAT CIRCLES THE SCHOOL. • Put on your mask upon arrival between 7:50AM and 8:05AM (masks are required for students Gr. 4 – Gr. 12 and encouraged for students K – Gr. 3) • Stay physically distanced apart – two metres • You will enter the school with a supervisor stationed at your designated door, hand sanitizing upon entry <ul style="list-style-type: none"> • Kindergarten and Grade 1 students enter Door C (Kindergarten/Grade 1 Door) • Grade 2 students enter Door D (West Boot Room) • Grade 3 and 3/4 students enter Door F (Courtyard with Benches) • Grade 4 and 5 students enter Door E (Playground) • Grade 6, 7, and 8 students enter Door K (CCA Middle School Wing) • Proceed directly to your designated classroom
The start of classes – entering the building		
Hand sanitizing stations		<ul style="list-style-type: none"> • Use hand sanitizer and clean your hands as you enter the building • Sanitizer stations will be at the entrance of all classroom spaces as well
In the classroom		<ul style="list-style-type: none"> • Use hand sanitizer and clean your hands each time you enter a classroom • Wear your mask where physical distancing is not possible (masks are required for students Gr. 4 – Gr. 12 and encouraged for students K – Gr. 3) • Please sit in your designated spot, respecting physical distancing where possible • Talk to your teacher if you need to leave the classroom for any reason • Use your own supplies and do not share your supplies with others
Hallways		<ul style="list-style-type: none"> • Follow the traffic flow designated for hallways and stairwells, always staying to the righthand side • Wear your mask (masks are required for students Gr. 4 – Gr. 12 and encouraged for students K – Gr. 3) • Please move swiftly from class to class • No hallway lockers will be accessible
Washrooms		<ul style="list-style-type: none"> • Ask your teacher if you need to use the washroom during class time • Wear your mask and follow washroom capacity guidelines (masks are required for students Gr. 4 – Gr. 12 and encouraged for students K – Gr. 3) • Students will be required to sanitize or wash their hands before and after using the washroom

Technology		<ul style="list-style-type: none"> • Please bring your own device if possible • Shared devices will be available but must be wiped and cleaned after use
Lunch		<ul style="list-style-type: none"> • Students will eat their lunch in their designated classroom • Students will be asked to wipe down their desk/table before and after eating with a provided wipe • Students will be required to sanitize their hands before and after eating • Wear your mask when not eating if physical distancing is not possible (masks are required for students Gr. 4 – Gr. 12 and encouraged for students K – Gr. 3) • Please do not share food or utensils • Student use of microwaves is not allowed
Recess/Breaks		<ul style="list-style-type: none"> • Students will exit and enter in a supervised, staggered manner for morning and lunch recess using their designated entry/exit doors • Morning break and lunch recess will be outside. Please dress for the weather. • Students will remain in their grade cohort in a designated area outside to minimize interaction • Supervisors will encourage students to maintain physical distancing during recess • Playgrounds will be open • Class breaks are for moving to the student’s next class, washroom breaks or refilling water bottles • Class breaks have been minimized with students moving to Options and Gym classes only, as well as washroom breaks or the refilling of water bottles
The end of the day – exiting the building		
Exiting the building		<ul style="list-style-type: none"> • Students will sanitize their hands as they leave the classroom and head directly out of the building, with supervision, using their designated door. • Students will exit from the same doors they enter in the morning • Students waiting for pickup will go to the grassy area (beside the CCA school sign) at the front of the school, with supervision, maintaining physical distancing • Parents will need to wait off school property or in their vehicle • Students taking the bus will be escorted by a supervisor • Students waiting for the bus will wait in the designated area, maintaining physical distancing

Please note masks are required for all staff and students Gr. 4 – Gr. 12 and encouraged for students K – Gr. 3.