



# St. Francis Xavier School

## PARKING PATROL & YARD SUPERVISION Guidelines and Procedures

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This document will be updated as required. (Updated September 24, 2020)

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## Parking Patrol/Yard Supervision Duty

Parking Patrol/Yard Supervision is mandatory and a necessary service for all families to ensure the safety of the students due to the location of the school and high volume of traffic on Great Northern Way.

Each family is required to fulfill 3 days (or a minimum of 20.25 hours) of parking patrol/yard supervision duties in the school year. Parents are needed to assist the teachers in daily yard supervision because of the extensive area that the teachers have to cover.

Grade 7 families will select their Parking Patrol/Yard Supervision duty dates in June of the previous school year to cover September to early October. All other families will select their dates in September based on seniority of the oldest child in school. For any missed duties, there will be a penalty fee charged per shift (total of 5 shifts per day).

Parking Patrol/Yard Supervision is administered by the Parent Teacher Association (PTA). Please contact PTA for any questions or issues.



**Please ensure all adults who are volunteering on your family's behalf to read and review the guidelines and procedures before arriving for their duty.**

### Schedule

There are 5 parents scheduled on each school day to cover Parking Patrol/Yard Supervision duties.

<b>8:15 am - 8:55 am</b>	Morning Parking Patrol Duties
<b>10:15 am - 10:40 am</b>	Morning Recess Supervision
<b>11:50 am - 12:50 pm</b>	Lunch Recess Supervision
<b>3:00 pm - 4:00 pm</b> - 3:30 pm - 4:00 pm	After School Duties - Afternoon Recess Supervision
<b>Wednesdays</b> <b>2:00 pm - 3:00 pm</b> - 2:30 pm - 3:00pm	Wednesdays After School Duties - Afternoon Recess Supervision
<b>11 am Dismissal Days:</b> 10:30am - 11:30 am	11 am Dismissal Days: After School Duties
<b>12 pm Dismissal Days:</b> 11:30 am - 12:30 pm	12 pm Dismissal Days: After School Duties

## COVID-19 SAFETY PROTOCOLS

St. Francis Xavier School is following all of the guidelines by the province of BC to ensure the health and safety of all staff and students. Our parent volunteers are important members of our school community and must adhere to the same safety protocols as our staff to prevent the spread of COVID-19.

**All volunteers are required to do the following:**

### 1. Before coming to the school, please review the daily health check:

Daily Health Check			
1. Symptoms of Illness	Do you have any of the following symptoms?		
	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 of Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

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

If you 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.

If you answered “YES” to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.

### 2. Hand Hygiene

- All staff and volunteers are required to sanitize their hands upon entry.
- Rigorous handwashing with plain soap and water is the most effective way to reduce the spread of illness (antibacterial soap is not needed for COVID-19).
- Follow these guidelines:
  - Practice diligent hand hygiene by washing hands with plain soap and water for at least 20 seconds (temperature does not change the effectiveness of washing hands with plain soap and water).

- Avoid touching your eyes, nose, or mouth with unwashed hands
- When staff and volunteers should perform hand hygiene:
  - When they arrive at school
  - Before and after breaks
  - Before and after eating and drinking
  - Before and after handling food or assisting students with eating
  - Before and after giving medication to a student or self
  - After using the toilet
  - After contact with body fluids (runny nose, spit, vomit, blood)
  - After cleaning tasks
  - After removing gloves
  - After handling garbage
  - Whenever hands are visibly dirty

### 3. Non-medical Mask Use

- Please wear a non-medical mask while working/volunteering at the school. Ensure that you follow proper mask etiquette. See the poster below for more information.

### 4. Physical Distancing

- Please ensure that you maintain a physical distance of 2m from staff, students, and other volunteers.

### 5. One-way Hallways and Stairwells

- One-way hallways (1<sup>st</sup> floor heads west; 2<sup>nd</sup> and 3<sup>rd</sup> floors head east)
- One-way stairwells (Intermediate stairwell heads up; Primary stairwell heads down)
- Please walk on the right side of all hallways and stairwells

## Parking Patrol COVID-19 Procedures

- Sign-in digitally at the start of each shift using your cell phone
- Keep the same safety vest on you for the whole day, at the end of shift, return the vest to the clothing rack and spray with the provided disinfectant
  - Extra set of high visibility vests to be use on alternating days
- Because you will be entering inside the school, you will need to fill out the Workplace Health & Screening form on the office's counter. Also ask for a parking pass to put inside your vehicle.
- Avoid any physical contacts with students and student's belongings
- Position 2 & 5 will help with after school dismissal at the Daycare gate


### Resources

- SFX School COVID-19 Safety Plans <http://sfxschool.ca/category/covid19/>
- SFX School Staff and Volunteer Protocols  
<https://sfxschool.ca/staff-and-volunteer-protocols/>
- BCCDC  
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools/schools>
  - [Public Health Guidance for K-12 Schools](#)
  - [Health & Safety Guidelines for K-12 Settings](#)

- BC COVID-19 Self-Assessment Tool <https://bc.thrive.health>
- Proper Mask Use <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/how-put-remove-clean-non-medical-masks-face-coverings.html>

# Coronavirus COVID-19

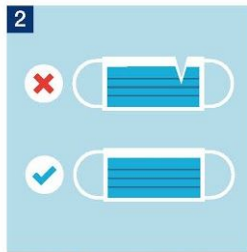
BC Centre for Disease Control | BC Ministry of Health



## How to Wear a Face Mask



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

### Removing the Mask



1 Perform hand hygiene.



2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.



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## Basic Rules

- ★ Be on time!
  - Shifts start at **8:15 am** in the morning.
  - Sign in digitally (and at the start of each shift)
  - Fill out the Workplace Health Screening form.
  - Put on a safety hi-vis vest.
  - Put on a name tag.
  - Get a parking pass from the office if you parked in the parkade.
- ★ Traffic:
  - NO PARKING in front of the school during school hours 8:00 am to 5:00 pm as per the City Bylaw of Vancouver.
  - NO STOPPING any time in the Bus Stop Zone in front of the school. You will be ticketed.
  - NO LEFT TURNS - into parkade from Great Northern Way.
  - NO LEFT TURNS - out of parkade onto Great Northern Way.
  - ONE WAY TRAFFIC inside the parkade, follow the signs.
- ★ Cell phone use:
  - NO CELL PHONE USE while on duty.
  - No headphones or earpiece.
  - No checking or text messaging while on duty.
- ★ Parkade parking:
  - Please respect Handicap Spots and Reserved Daycare parking spots.
  - Do not allow vehicles to block the parkade entrance when parkade is full.
  - Do not allow vehicles to stop too close before and after the driveway.
  - Maximum parking left is 2 hours in parkade, vehicles without a valid parking pass will be ticketed by Property Management and towed by Busters Towing.
  - Obtain day parking pass from school office if you are volunteering at schools

## Supervision Rules

For our children's safety, when on duty:

- Assist teachers
- Monitor ALL students
- Stay inside the playground
- Stay away from unidentified objects
- Report emergencies

For indoor recess duty:

- Make sure all students stay in the classroom. You may give students permission to use the washroom.
- Make sure students are walking in the hallway and in the classroom. No running or skipping.

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- Enter each classroom and remind students to play safely and to use quiet voices.
  - Make sure students are not playing in the closets or around the doors.
  - Speak to the teacher on duty if any questions or difficulties arise.



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## Position 1

### 8:15 am - 8:55 am: Traffic Lights

- Push the traffic light button at the corner of Brunswick St and Great Northern Way frequently to create a smooth transition for parents dropping off children and prevent blockage of traffic on East 5th Ave.
- Hold STOP sign out when there are pedestrians crossing
- Make sure pedestrians stay on sidewalk until they can safely cross the streets
- Make sure no vehicles are stopped or parked at the bus stop zone

### 10:15 am - 10:40 am: Morning Recess Yard Supervision

- Outdoor recess:
  - Kindergarten Playground (located on 2nd floor, enter playground through Kindergarten classrooms)
- Indoor recess:
  - Gym

### 11:50 am - 12:50 pm: Lunch Recess Supervision

- Outdoor recess:
  - Kindergarten Playground (located on 2nd floor, enter playground through Kindergarten classrooms)
- Indoor recess:
  - Gym

### 3:00 pm - 4:00 pm: Traffic Lights

- Push traffic button light at the corner of Brunswick St and Great Northern Way frequently so traffic can flow quickly and smoothly at East 5th Avenue, and allow vehicles to easily exit from parkade
- Hold STOP sign out when there are pedestrians crossing
- Make sure pedestrians stay on sidewalks until they can safely cross the streets
- Make sure no vehicles are stopped or parked at the bus stop zone

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## **Position 2**

### **8:15 am - 8:55 am: Parkade Entrance Gates**

- Direct pedestrian and vehicle traffic coming in and out of the parkade
- Communicate with Position 5

### **10:15 am - 10:40 am: Morning Recess Supervision**

- **See Recess Supervision Schedule**

For our children's safety:

- Make sure all students stay in the classroom. You may give students permission to use the washroom.
- Make sure students are walking in the hallway and in the classroom. No running or skipping.
- Enter each classroom and remind students to play safely and to use quiet voices. Make sure students are not playing in the closets or around the doors.
- Speak to the teacher on duty if any questions or difficulties arise.

### **11:50 am - 12:50: Lunch Recess Supervision**

- **See Recess Supervision Schedule**

### **3:00 pm - 4:00 pm: Front of School Traffic Monitor**

- Monitor the traffic in front of the school to ensure the traffic flow of vehicles approaching the parkade.

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## Position 3

### 8:15 am - 8:55 am: In Front of School Entrance

- Assist children exiting vehicles in front of school
- Instruct drivers to drive forward to Position 3
- Use of umbrellas are prohibited in this position, please dress appropriately for weather conditions

### 10:15 am - 10:40 am: Morning Recess Supervision

- **See Recess Supervision Schedule**

For our children's safety:

- Make sure all students stay in the classroom. You may give students permission to use the washroom.
- Make sure students are walking in the hallway and in the classroom. No running or skipping.
- Enter each classroom and remind students to play safely and to use quiet voices. Make sure students are not playing in the closets or around the doors.
- Speak to the teacher on duty if any questions or difficulties arise.

### 11:50 am - 12:50 pm: Lunch Recess Supervision

- **See Recess Supervision Schedule**

### 3:00 pm - 4:00 pm: Driveway Entrance

- Direct pedestrian and vehicle traffic coming in and out of the parkade
- NO LEFT TURNS at anytime by vehicles
- NO ADMITTANCE for vehicles into parkade when it is FULL. Use LOT FULL sign.
- Allow vehicles to enter when there are parking spots available.
- Communicate with Position 4.
- Bring pylons and "SLOW TRAFFIC/LOT FULL" sign in at end of shift.
- Close all doors at the parkade.

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## Position 4

### 8:15 am - 8:55 am: In Front of School Entrance

- Assist children exiting vehicles in front of school
- Instruct drivers to drive forward to Position 3
- Use of umbrellas are prohibited in this position, please dress appropriately for weather conditions

### 10:15 am - 10:40 am: Morning Recess Supervision

- **See Recess Supervision Schedule**

For our children's safety:

- Make sure all students stay in the classroom. You may give students permission to use the washroom.
- Make sure students are walking in the hallway and in the classroom. No running or skipping.
- Enter each classroom and remind students to play safely and to use quiet voices. Make sure students are not playing in the closets or around the doors.
- Speak to the teacher on duty if any questions or difficulties arise.

### 11:50 am - 12:50 pm: Lunch Recess Supervision

- **See Recess Supervision Schedule**

### 3:00 pm - 4:00 pm: Parkade Entrance

- Direct pedestrian and vehicle traffic coming in and out of the parkade
- Direct vehicles to first exit from parkade before allowing more vehicles to enter.
- Communicate with Positions 2 and 5.
- Communicate with Position 3.
- Bring pylons and "SLOW TRAFFIC/LOT FULL" sign in at the end of shift.
- Close all doors at the parkade.

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## Position 5

### 8:15 am - 8:55 am: Driveway Entrance

- Direct pedestrian and vehicle traffic coming in and out of the parkade
- NO LEFT TURNS at anytime by vehicles
- NO ADMITTANCE for vehicles into parkade when it is FULL. Use the LOT FULL sign.
- Allow vehicles to enter parkade when parking spots are available
- Communicate with Position 2.

### 10:15 am - 10:40 am: Morning Recess Supervision

- **See Recess Supervision Schedule**

For our children's safety:

- Make sure all students stay in the classroom. You may give students permission to use the washroom.
- Make sure students are walking in the hallway and in the classroom. No running or skipping.
- Enter each classroom and remind students to play safely and to use quiet voices. Make sure students are not playing in the closets or around the doors.
- Speak to the teacher on duty if any questions or difficulties arise.

### 11:50 am - 12:50 pm: Lunch Recess Supervision

- **See Recess Supervision Schedule**

### 3:00 pm - 4:00 pm: Daycare Gate

- Assist primary teachers with dismissal of students at the Daycare gate
- Supervise and monitor students to make sure physical distance is maintained

## Recess Supervision Schedule

The recess supervision schedule is posted outside of the school office.

Morning Recess – 10:15 am - 10:40 am										
	<i>Outdoor</i>					<i>Indoor</i>				
Position	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
1	Kindergarten Playground	Kindergarten Playground	Kindergarten Playground	Kindergarten Playground	Kindergarten Playground	Floater	Floater	Floater	Floater	Floater
2	Playground - gym side	Playground - gym side	Playground - gym side	Playground - gym side	Playground - gym side	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway
3	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway
4	Playground - Church side	Playground - Church side	Playground - Church side	Playground - Church side	Playground - Church side	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway
5	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway

Lunch Recess – 11:50 am - 12:50 pm										
	<i>Outdoor</i>					<i>Indoor</i>				
Position	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
1	Kindergarten Playground	Kindergarten Playground	Kindergarten Playground	Kindergarten Playground	Kindergarten Playground	Floater	Floater	Floater	Floater	Floater
2	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway
3	Playground - gym side	Playground - gym side	Playground - gym side	Playground - gym side	Playground - gym side	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway	2nd Floor Hallway
4	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway
5	Playground - Church side	Playground - Church side	Playground - Church side	Playground - Church side	Playground - Church side	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway	3rd Floor Hallway

## Parking Patrol Supervisors

Parking Patrol Supervisors are volunteer parents who are available in the morning between 8:15 am - 8:55 am to help monitor and guide the Parking Patrol parent volunteers. If needed, Parking Patrol Supervisors can step in if a parent is a no-show.

## Short Days

- See **Schedule**

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## **School Closures/Snow Days**

PTA reserves the right to reschedule parents' duties if the duties are interrupted due to school closures.

*Thank you for doing your part to help keep our children safe!*

*Duties may be reassigned or changed per PTA's discretion.*