



## **J.N. Burnett Secondary School**

5011 Granville Avenue, Richmond, B.C. V7C 1E6

Tel: 604-668-6478 / Fax: 604-247-0591

Website: <http://jnburnett.sd38.bc.ca> Email: [burnett@sd38.bc.ca](mailto:burnett@sd38.bc.ca)

Principal: Mr. Doug Ratzlaff

Vice-Principals: Ms. Lynette Collins and Mr. Lester Leung

January 7<sup>th</sup>, 2022

Dear Breaker Families,

Thank you for your continued understanding as we work together to navigate the latest changes in our learning schedule in response to the pandemic. Please take the time to review the important information sent in the companion letter from the Richmond School District outlining information and preparations for Continuity of Learning due to potential Health or Functional Closures.

Our staff have been working this week to review changes to Provincial Health Orders, prepare for potential Health or Functional Closures, and prepare their classrooms and the school for the return of our students on January 10<sup>th</sup>. Please take note of the following information and review it with your children before Monday morning.

### **Guiding Principles**

- Reestablish and teach essential health and safety measures reflected in the amended K-12 Public Health Order to all students on Monday morning in block A. Please review [Addendum - Provincial K-12 Settings](#)
- Follow all Public Health Orders including the [Daily Health Check](#) and staying home when sick.
- Increase the number of sanitization stations in the hallways.
- Monitor and regularly replenish all classroom sanitation and cleaning supplies daily.
- Minimize opportunities for students gathering by adjusting entry, transition, and exit procedures.
- Adjust and minimize all student face-to-face seating arrangements in classrooms and common areas.
- Maximize the use of space during lunch time minimizing all face-to-face seating arrangements in common areas and opening the majority of classrooms (limit of 15 students per classroom) and the main gym.
- Encouraging students to go home for lunch
- Maximizing ventilation throughout the building by open doors and windows where possible
- Asking all students to leave the building at the end of the day unless they are in a scheduled supervised club meeting or in athletics practice or game immediately after school under teacher/coach supervision.  
**No spectators will be allowed at this time for athletic or other events including current Burnett students.**
- Increased staff presence in hallways to support all student Public Health Protocols and encourage inclusive, thoughtful, kind, and positive behaviour.

### **Student Arrival at School**

- Students should arrive and enter the school between **8:10 and 8:30 proceeding directly to their first block classrooms**. Gathering face-to-face in common areas and hallways will be limited at this time. Staff will be supporting student movement into safely structured classroom settings as quickly as possible.
- Students should minimize using their lockers if they have one, planning ahead for each day.
- Students will enter the school at specific entry points based on where their first class of the day is. All room numbers at Burnett have a letter indicating which wing the room is in. Please review the attached map for wing and room number location. Students are asked to enter the school as follows:
  - **A Wing Classroom** (northwest wing, 2 stories): Use the **North Entry Door** at the back of the school
  - **D Wing Classroom** (southwest wing, 2 stories): Use the **South Entry Door** off Granville diversion
  - **B Wing Middle Classroom** (Library, Theatre, Music, Home Ec. And Technology): Use **Front Door**
  - **B Wing East Classroom** (Gym, Visual Art, and Photography): Use **West Entry Door** by Gym

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### **Student Transitions Between Blocks**

- Teaching staff will work together in groups or pods in common areas to coordinate release of students into hallways at transition times to minimize hallway density and decrease face-to-face interactions of students as much as possible.
- Students will move in the school on the right side of the hallway following posted signage and being respectful when crossing the path of other students.
- Students moving between wings will be asked to use the same outdoor entry doors to exit the school and move to the next wing/classroom outside (weather permitting).
- Parents should plan for recess as much as possible including pre-packaged snacks and water for the day that can be consumed safely in classroom spaces.
- Students will be encouraged to sign out and use the bathroom during class time instead of waiting until a transition to reduce potential gathering and crowding.

### **Student Lunch Time**

- Cafeteria and hallway tables have been re-arranged and labeled to minimize face-to-face interaction while eating. Students are to replace their mask immediately after eating their lunch. Cleaning products will be available to clean surfaces and hands throughout the school.
- The majority of classrooms will be available for students to eat lunch. Room capacity will be limited to 15 students. Students will be asked to spread out as much as possible and not eat across from each other.
- Bleachers in the large gym will be put out each day to provide more directional seating space for students to spread out and eat lunch. Students are expected to place garbage and recycling in the appropriate bins.
- Students will be encouraged to go home for lunch.
- Students will be asked to enter the school for their afternoon class through the appropriate door as indicated above for morning entry. Students will be encouraged to utilize the outdoors to move to their afternoon classroom/wing to minimize gathering and crowding in hallways.

### **Cafeteria Services for Students**

- At this time, cafeteria services will be available. Food is prepared and distributed at Burnett following all Health and Safety protocols and Public Health Orders. Staff will closely monitor our cafeteria and rotunda.
- If purchasing food, students will line up single file, distanced, and only if purchasing food. Friends will stay out of the rotunda to reduce gathering and face-to-face interaction. Staff will support this process.
- Seating occupancy in the rotunda has been reduced by half with all face-to-face seating removed.
- New distanced line up procedures and flow patterns have been established in the cafeteria rotunda to reduce gathering, face-to-face interaction, and limit students crossing paths as much as possible.

### **Student Exit at the End of the Day**

- Teaching staff will work together in groups or pods in common areas to coordinate release of students into hallways at the end of the day to minimize hallway density and decrease face-to-face interactions of students as much as possible.
- Students will be asked to use the appropriate and nearest doors to exit the school at the end of the day proceeding directly outside at the end of the school day.

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### **BLT Days**

For BLT days, **all students attending should sign-up in advance** using the EASY WEEKLY PLANNER website and proceed directly to the classroom or learning space they have signed up for. Limits will be adjusted for common spaces emphasizing the need for all students to sign up. Students should use the appropriate designated entrance for the classroom/wing when arriving at school for BLT or the start of the formal instruction each day.

We thank all students and families for your ongoing support. We will continue to closely monitor and adjust as needed to maintain student and staff safety in the coming days. Please contact the school office or administration if you have questions. We are looking forward to seeing our students on Monday January 10<sup>th</sup>, 2022.

On behalf of the entire staff,

*D. Ratzlaff*

Mr. D. Ratzlaff  
Principal

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