



Policy 106

COLD WEATHER GUIDELINES

Approved Date: January 2024

Revised Date: February 2025

Preamble

WorkSafeBC requires employers to perform a cold-stress assessment and implement a plan to protect workers from the dangers of cold exposure.

Notre Dame School recognizes the stress extreme cold temperatures, including wind chill, can have on staff and students.

When the ambient temperature or wind chill temperature is **-30 degrees C** or below:

- Crossing guard will not be available before or after school.
- Morning Drop Off and Supervision:
 - o **Playground gates will be locked.**
 - o Students will **enter** the building through the blue doors by the gym foyer on **10th Street**.
 - o Doors will be unlocked and opened at **8:30 am**.
 - o EAs will be present in the foyer to meet students.
 - o Two EAs will be present in the mudroom to supervise students in bringing down their boots and going up to class.
- All recesses:
 - o Indoor recesses occur when the ambient temperature or wind chill temperature is - 20 degrees C or below
- Afternoon Pick Up and Supervision
 - o If buses are running (SD59, Step Up and Ride):
 - Step Up and Ride students will not go outside and instead meet a supervisor in the meeting room by the office to wait for the bus.
 - SD59 bus students will exit through the gate and immediately go onto the bus.
 - o All other students:
 - Please be prompt in picking up your children at **2:45 pm**.
 - Students will exit the gates and go straight to their parents' vehicles.
 - If students are not picked up by **2:50 pm**, playground gates will be locked, and the students will be brought inside to be picked up at the blue doors by the gym foyer on **10th Street**.
 - o KPAC Daycare students will wait in the meeting room for pickup by parents/guardians/workers.
 - o Parking Lot and Bus Gates: Teacher supervisors will rotate at the playground gates, the K/1 entrance, and the mudroom.

- No staff member will be outside for longer than 5 minutes before trading off with another supervisor.
- Any field trips or activities outside of the school will be cancelled.

Reference:

Please also see the following additional information:

CISPG # 305 Winter Weather