



St. James School

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May 27, 2020

Dear SJS Community,

Thank you to all families for your patience and support as our school begins the careful implementation of Phase Two of BC's Restart Plan (which is Stage 3 of the Education Plan), as mandated by British Columbia's Ministry of Education. Part of BC's Restart Plan includes BC Public and Independent schools providing optional in-class attendance for students on a part-time basis:

- 2 days per week for Kindergarten to Grade 5 students, maintaining less than 50% density target;
 - 1 day per week for Grade 6 to 12 students, maintaining less than 20% density target
- AND
- Continued online learning for all students

Families have the option of their children returning to school from June 1 to 24, 2020, on a part-time basis. Families who choose for their children not to return to school will continue to be provided with online learning and support, though it will be different than what is currently being provided.

Whether families participate in Stage 3's in-class instruction or not, families whom have returned their enrolment forms for 20/21 school year will have their placement reserved. In the event that your family has not yet submitted student enrolment forms, please do so at earliest convenience to help us plan and staff our school for the upcoming year – thank you!

Our school, under the guidance of the Ministry of Education, Ministry of Health, BC Centre for Disease Control, WorkSafeBC, and the Catholic Independent Schools Kamloops Diocese, has developed protocols for the partial return of students beginning June 1st. **It is important that parents understand that school in the month of June will look very different than Junes of the past.** A number of enhanced measures and protocols will be in place to help ensure the safety of students, staff, and the community. Attached with this letter is the Restart Plan Schedule, and the SJS Safety Plan document, and the Family Waiver for Student Health Checks form. Some of the information found in those documents is summarized below, but is not limited to:

Health and Hygiene:

- Hand washing and other hygiene routines will be conducted frequently and regularly under the supervision of staff;
- Student/staff health checks done daily at home prior to arrival at school.
- Physical distancing observed between students and staff members;
- Access to the school building is limited to staff and students in attendance;
- Any students who present symptoms of illness while at school shall be moved to an isolation room for respite care under the supervision of a designated staff member until the parent/

ST.JAMES CATHOLIC SCHOOL MISSION STATEMENT

"As an essential instrument in strengthening the Catholic faith, St. James School exists to develop the whole person as a Christ-centered member of our community"

caregiver/emergency contact picks up the student. Parents/Caregivers must keep their child at home until they have been assessed by a health care provider and their symptoms have resolved and have been cleared to return by a medical physician.

School Structure:

- Part time attendance according to a schedule that will be identified after information is collected via a parent survey, and shared with participating families when confirmed.
- All students enter through the main school doors; doors will remain locked when not monitored.
- Students will be arranged in small groups to minimize physical contact; classroom groupings will be kept separate from other classrooms of student groupings to limit exposure for both students and staff.
- Students may not be with their classmates.
- Students may be with their classroom teacher for a portion of the day and may be supervised by other staff members for a portion of the day.
- Students may not be in their regular classroom.
- Students will not have access to shared spaces, such as the lockers, gym, or music room.
- Students will remain in their assigned classroom and desk for the duration of the day, with the exception of time spent outside, which will also have direction and guidelines.
- Students will remain at school for the full day or until a parent/guardian picks them up (ie. they will not be able to leave and return)
- At this time, students will not have access to the playground equipment, however they will have access to the fields. Games that may involve physical contact or games that involve the use of hands are not permitted; families may send their own equipment that only the ‘owner’ can use/access. Equipment goes home at end of day for sanitizing.
- Students are to bring their own labelled food and water bottle supply to school for the day as access to water fountains, microwaves, or any other shared item is not permitted.
- Kick Start Boxes will continue as the Hot Lunch Program cannot be provided at this time.
- Gathering of groups (assemblies, Sports Day, School Mass, etc.) are not permitted.
- Specific procedures for student pick up time and scheduling will be communicated with families by Friday, May 29 at 5pm; students will wait in family cohort groups, maintaining 2 metres of physical distancing between family groups.

K-5 students will be scheduled by family cohorts into two groups:

Group A – half of the students voluntarily returning by grade level

Group B – half of the students voluntarily returning by grade level

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Program	GROUP A In-class Instruction	GROUP A In-class Instruction	Online Instruction	GROUP B In-class Instruction	GROUP B In-class Instruction
Time	9:00-2:00	9:00-2:00		9:00-2:00	9:00-2:00

Grade 6-7 students will also be scheduled by family cohort into two groups by grade level (where possible).

- These grades attend in class instruction one day per week:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Program	Online Instruction	GROUP A In-class Instruction	Online Instruction	Online Instruction	GROUP B In-class Instruction
Time		9:00-2:00			9:00-2:00

- Grades 6-7 in-class instruction shall support current online learning that will continue during Stage 3.

Academics:

- In a storage container, students are to bring to school each day all materials needed (pencils, paper, erasers, markers, calculators, etc.) to complete the assigned daily tasks; individual teachers may communicate specific expectations directly.
- Our school cannot share writing materials or other supplies with students (rulers, pencils, toys, games, puzzles, etc.)
- Students are to bring optional activities from home (books, colouring, crafts, individual games) for use after academic assignments are complete.

Other Notes:

- Also at this time, please be advised that the following classroom teachers will not be facilitating in-class instruction due to a number of considerations, however they will continue to work from home and support DL instruction:
 - Grade 7 - Mr. Foster
 - Kindergarten - Mrs. Thompson
 - Learning Assistance - Mrs. Flaherty-Specht
- It is likely that the Grade 7 students choosing to return to in-class instruction will join Mrs. Kilarski and the Grade 6 class.
- Mrs. Hamm will be teaching one of the two Kindergarten Groups, while Mrs. Routley teaches the other and continues to support DL learning with Mrs. Thompson.
- There will not be any instruction in Art, French, or Music for the remainder of June.

Please ensure you have read the above information carefully. If you have questions or would like further information regarding safety protocols at St. James School, please email Mr. Rossetti at mrossetti@stjamesvernon.com.

Once you have read the above information and included supplementary documents, please complete a parent/guardian survey at: <https://forms.gle/LJMAyA2vGdh7hep5A> by Noon on Friday, May 29th. The sooner we receive this information the earlier we can confirm your child's placement. Families not completing the survey by this deadline may not be able to attend class during the week

of June 1st. It is vital to our planning that all families complete the survey. Any families who do not complete the survey will be contacted by our school staff on Monday, June 1st. This information will be used to build a schedule for families choosing to participate partial attendance in June, which will be shared with families on Friday, May 29, 2020 by 5pm. Regrettably, we will be unable to provide for casual, drop in participation in June.

And lastly, as mentioned above this package of documents includes the Family Waiver for Student Health Checks form. This signed form must accompany your child on their first day back to in-class learning. Students without a signed copy of this document, which acknowledges the compliance of the family in assessing their child as being in good health prior to leaving home, will not be admitted into the building until the document is signed and returned to the school. Thank you for your understanding.

Thank you for continuing to practice physical distancing, hand hygiene, respiratory etiquette and staying home when ill – we have a shared responsibility in keeping our community members safe!
Thank you for your support!

In Christ,

Mr. Paul Rossetti

Principal,

St. James School

Stage 3 Restart Schedule Plan for St. James School, June 2020

K-5 students will be scheduled by family cohorts into two groups:

Group A – half of the students voluntarily returning by grade level

Group B – half of the students voluntarily returning by grade level

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- These grades attend in class instruction one day per week:

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Program	Online Instruction	GROUP A In-class Instruction	Online Instruction	Online Instruction	GROUP B In-class Instruction
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- Grades 6-7 in-class instruction shall support current online learning that will continue during Stage 3.

Please Note:

Parents who choose to have their children attend in-class instruction can be confident that the CISKD is taking safety seriously. The CISKD's strict safety protocols have been guided by Public Health Agency of Canada (PHAC), BC Centre for Disease Control (BCCDC), BC Ministry of Health as well as WorkSafeBC and implemented at the school level.

Parents may choose to keep their children at home and some remote learning will be provided to those students; however, remote learning will be different than it has been.

Please note that scheduling and safety plans may change subject to direction from a relevant Authority.

Stage 3 Restart Schedule Plan for St. James School, June 2020

Other Notes:

- Deep cleaning will take place on Wednesdays and Saturdays with high-touch and higher-risk areas being sanitized regularly during the day.
- Children of ESWs can access up to 2 days of in class instruction with their grade level group and up to 4 days of supervision away from their classroom with other ESW students between the hours of 9am and 2pm.
- Drop-off and pick-up procedures will take place within 15 min of school opening and closing. These procedures will be supervised/implemented by various staff with classroom teachers stationed in classrooms to welcome students. At this time, we will not schedule specific times for individual families. **Please note that we cannot accommodate earlier arrivals than 8:45 am or later pick-ups than 2:15 pm; strict adherence to these times is expected for students to attend in-class instruction.**

St. James School

Restart

Health, Safety & Operational Pandemic Protocols – Stage 3

June 2020

Table of Contents:

A) Overview/Introduction.....	2
B) Public Entry/Access to School.....	2
C) Health Check for Students and Staff Entering School.....	3
D) General Guidelines for Self-Assessment.....	3
E) Students who Become Ill at School.....	3
F) Student Management: Hygiene.....	4
G) Student Management: Physical Distancing.....	5
H) School Structure/Organization.....	5
I) Academic Learning.....	7
J) Staff Management: Physical Distancing.....	7
K) Staff Management: Hygiene.....	8
L) Staff who Become Ill at Work.....	9
M) Cleaning/Disinfecting During School Operation.....	9
N) Cleaning/Disinfecting After School Hours.....	10
O) Communication.....	10
P) Mental Health Resources.....	11
Q) References.....	11

A. Overview/Introduction/Greetings

The purpose of this document is to:

- 1) *Set protocols and standards for the return of students and staff to school for the month of June 2020 amid the COVID-19 pandemic, and to;*
- 2) *Maintain a safe and healthy school environment.*

Guiding Principles of our Plan:

1. *Ensure a healthy and safe environment for all students, families and employees.*
2. *Provide the services needed to support children of our essential workers.*
3. *Support vulnerable students who may need special assistance.*
4. *Provide continuity of educational opportunities for all students.*

This document recognizes that:

- 1) *The return to school for students from June 1 to June 24, 2020 is optional for families.*
- 2) *There will be an increase of students and staff within our school building.*
- 3) *Protocols may change from time to time.*

School will open on a part-time basis, June 1, 2020. K-5 students will have in-class learning two days per week (M/T or Th/F). Grades 6-12 students will have access to in-class learning one day per week. Online instruction for both groups continues.

B) Public Entry / Access to School

- 1) Public entry of our school is limited to staff and students. Parents and others are asked to call instead of visiting the school.
- 2) All students, staff and mandatory visitors will use the main entrance to the school. Doors will remain locked when not monitored by a staff member.
- 3) Staff shall maintain a 2 metre distance from office counter when interacting with public, including parents, students and colleagues.
- 4) Limited access signs are posted (see WorkSafe BC resources).
- 5) Parents are to remain outside the school when dropping off their children. Parents may not drop off their children without having submitted a signed waiver that ensures they have taken responsibility for home health checks. If students arrive late, parents will call the office and a staff member will meet them at the main entrance doors, while maintaining 2 metres physical distancing. **Health checks are completed by parents/caregivers before students arrive at school.**
- 6) Upon arrival, students will sanitize their hands at the front door under the supervision of a responsible adult.

- 7) Staff will direct/accompany students to their classroom.
- 8) Students are to remain on site for the duration of their attendance each day. Students may not leave the school property (i.e. for lunch), nor return once they have left the school building for the rest of the school day.
- 9) Students will exit the school at pick up time through the main/office doors and will wait in family groups, while maintaining 2 metres of physical distancing between family groups.
- 10) Staff will limit their access to the school between the hours of 6:30am and 6:30pm Monday to Friday. Staff requiring access outside of these times will make arrangements with the principal.

C) Health Check for Students and Staff Entering School

- Parents will be asked to sign a form that acknowledges they commit to assessing their children and household daily for respiratory or other symptoms of illness. The form will ask that they commit to not sending their children to school if their child or anyone in their household is symptomatic. In the event that a family has not provided this commitment, the School is unable to grant the children access to the school. Parent/Guardian form pending.
- Staff will be asked to sign a form that acknowledges they commit to assessing themselves as well as members of their household for respiratory or other symptoms of illness. Signing in at the staff room entrance is agreed to be confirmation that they have self-assessed at home that day and they, nor their household, have any symptoms. Staff form pending.
- Visitors/deliveries will be asked to self-assess/declare as well prior to their school entry being granted.

D) General Guidelines for Self-Assessment

- 1) Before students arrive at school, parents/caregivers are required to assess their child daily for fever (a thermometer is an exact way of assessing), cough, sneezing, fatigue or any other symptoms of illness. Please use the self-assessment tool: <https://bc.thrive.health/covid19/en>. A temperature higher than 37.5 degrees Celsius is considered a fever.
- 2) All students and staff who have symptoms or have travelled outside of Canada in the last 14 days or are identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- 3) If a student develops symptoms of illness while at home, parents/caregivers must keep their child at home until they have been assessed by a health care provider or the 8-1-1 BC HealthLink line to exclude COVID-19 or other infectious diseases, and until their symptoms have resolved.
- 4) Staff will also self-assess daily for symptoms of illness such as: fever, cough, sneezing or otherwise unwell prior to entering the school (utilizing questions in the self-assessment tool: <https://bc.thrive.health/covid19/en>). School does not need proof of their assessment.

E) Students who Become Ill at School

- 1) Students who display any symptoms of fever, common cold, influenza, COVID19 or other respiratory diseases while in attendance at school will be separated from all students and school staff and placed in a supervised area referred to as the *Isolation Room* and follow the *Isolation Room Protocols for Symptomatic Staff or Students*.
- 2) Parents will be contacted and asked to pick up their child as soon as possible. Once transportation has arrived, any siblings will be called from their classrooms to go home with their ill family member.
- 3) Parents shall contact their health care provider or call 8-1-1 HealthLink BC line as appropriate and advise the school of the outcome.

F) Student Management: Hygiene

- 1) Students wash their hands (at a minimum):
 - a) Upon arriving at school; Upon prior to leaving school
 - b) Before/after any breaks (ex., recess/lunch)
 - c) Before/after eating and drinking
 - d) After using the toilet;
 - e) After sneezing or coughing into hands or tissue;
 - f) After handling common resources/equipment/supplies or pets
 - g) When hands are visibly dirty; and
 - h) When moving between different learning environments (classrooms, indoor/outdoor, etc).
- 2) Staff are encouraged to assist younger students with hand hygiene as needed.
- 3) Staff shall model and teach students to ensure effective hand hygiene practice.
- 4) If a sink is not available, alcohol-based hand sanitizer with a minimum of 60% alcohol concentration can be used remembering that the 'air drying' is what 'kills' the virus.
- 5) Food, drink, or any school supplies (pencils, erasers, phones, etc) will not be shared between students.
- 6) School lunches should be ready to eat and require no preparation at school.
- 7) Lunchroom supervisors will wear gloves given the high risk of surface contact when assisting students. After each task, supervisors will practice proper hand hygiene after removing their gloves and safely disposing of them in the waste receptacle.
- 8) Food items and containers will be kept in the student's backpack, which only the student touches. Students must be able to open their own food containers and packages.

- 9) School water fountains are deactivated. School bottle fill stations will be sanitized hourly. Students must bring their own labelled water bottles for use each day.
- 10) All group food preparation activities at school are not permitted with the exception of the Kick Starter Meal program that will continue with limited staff/volunteers involved (no students will be involved).

G) Student Management: Physical Distancing

- 1) Parents / Caregivers will remain outside of the school to drop off their children.
- 2) All staff and students refrain from close greetings, such as hugs or handshakes. Smiles can be seen from any distance!
- 3) Students are reminded to keep their hands to themselves. Parents/Caregivers are asked to reiterate the same reminders with their child before arriving at school.
- 4) Staff may consider the use of educational videos/online programs as part of learning so young students can sit independently and distanced from each other.
- 5) Staff may consider providing workspace outdoors when practical. Contact sports, including tag games, are not permitted. If sports equipment/balls are used, they are labelled and only touched by their 'owner'. BEFORE and AFTER any equipment use, it must be disinfected with a diluted bleach spray and let it air dry.
- 6) Staff may incorporate more individual activities or activities that encourage more space between students and staff.
- 7) Physical distancing during lineup/hallway tasks limits risk of contact with others. Students will be required to practice physical distancing as often as possible while seated or moving. Classroom procedures will be in place to support distancing and non-contact.
- 8) As per direction from Ministry of Education, we will schedule time outdoors as much as possible both for recreational and learning opportunities. Students should have appropriate footwear and attire for a range of weather conditions.

H) School Structure / Organization

- 1) Students are organized into smaller groups and stay together adhering to distancing guidelines throughout the day.
- 2) Reasonable efforts are made to minimize the number of different staff members who interact with groups of students throughout the day.
- 3) Students may not have their regular teacher or classmates.
- 4) Consideration is given to different classroom configurations to maintain distance between students or different locations in the school.

- 5) Whenever possible, permit ongoing fresh air flow into instructional spaces while occupied.
- 6) The School playground equipment remains closed until further notice. Play structures remain off limits and shall be clearly identified as such. When outside, students will use the field and can engage in contact-free games that do not involve hands (i.e. frisbee or volleyball is not permitted; passing a soccer ball with footwork is permitted only if the students have been instructed as to WHO the SINGLE person is that can touch the ball with their hands, and they cannot have physical contact with each other.
- 7) Access/Occupancy
 - a) Student access to rooms in the school will be limited to the following unless authorized in advance by the principal: Classrooms K-7, Mrs. Jamin's Room, The Library, The Upstairs LA Room (for hand washing) and the Okanagan Room.
 - b) Occupancy Rate for each room will be up to a maximum of 50% of normal student classroom occupancy plus 3 adults in the room for K-7
 - c) Staff supervision of student groups.

Classroom occupancy limits have been set as follows:

- | | | | |
|-----------------|-------------------|---|---|
| ➤ Kindergarten: | up to 12 students | + | 1 teacher, 1 EA, 1 additional adult as needed |
| ➤ Grade 1: | up to 8 students | + | 1 teacher, 1 EA, 1 additional adult as needed |
| ➤ Grade 2: | up to 10 students | + | 1 teacher, 1 EA, 1 additional adult as needed |
| ➤ Grade 3: | up to 10 students | + | 1 teacher, 1 EA, 1 additional adult as needed |
| ➤ Grade 4: | up to 15 students | + | 1 teacher, 1 EA, 1 additional adult as needed |
| ➤ Grade 5: | up to 15 students | + | 1 teacher, 1 EA, 1 additional adult as needed |
| ➤ Grade 6: | up to 12 students | + | 1 teacher, 1 EA, 1 additional adult as needed |
| ➤ Grade 7: | up to 12 students | + | 1 teacher, 1 EA, 1 additional adult as needed |

Excess desks, tables and chairs will be removed from the classroom. Remaining furniture will be spaced out to ensure 2 metre physical distancing standards are in place for Grades 6 and 7; and as spacious as possible for K-5, while focusing on no physical contact.

- Bathroom occupancy has been set to 1 person.
- Office occupancy has been set to 3 people.
- Staff Room: Max of 3 people (recommend 1 person due to highest risk of transmission locale for adults)
- Isolation Room: 1 child/room + 1 adult at 2metre distance for supervision.
- Gym: off limits to students. 50 in linear formation and 25 in circle formation.

- Gym Equipment Room: 1 person
- Photocopy Room/Workroom: 3 people
- Library: physical distancing applies
- Uniform Room: 2 people
- Computer Lab: 3 people (staff only or if booked for student in advance under direct supervision)
- Music Room: 2 people (Staff only)
- Chapel: 1 person (staff only)
- Art Room: 2 people (staff only)
- Kitchen: 4 people (staff/volunteers only)
- Boiler/Mechanical Rooms: 1 person
- Stairways will be designated as one way for traffic flow with visual signs on the floor to remind students and staff.

Excess furniture, tools, and equipment will be removed to ensure 2 metre physical distancing, prevent the risk of surface transmission and to reduce the gathering of people in one location at one time.

Rooms that are off-limits (Closed): 0 person occupancy

- Gym Change Rooms
- Lockers will not be used (whether hallway or classroom). Students will leave backpacks in a designated space (keeping in mind social distancing for access and routines) and place lunches on a designated table in the classroom.

Hallways will be marked with 'footsteps' that remind staff and students of physical distancing. Signage will also be posted throughout the hallways to remind occupants to maintain 2 metres of physical distance.

I) Academic Learning

- 1) Teachers are expected to craft a learning plan for each week and to make this plan available to the principal upon request.
- 2) Students opting to attend school shall bring to school all personal supplies needed to complete the learning plan. All supplies must be transported between home and school; supplies for learning cannot be left at school.
- 3) Students opting to attend will complete the activities assigned in the learning plan (numeracy and literacy, as well as optional work to the best of their abilities and circumstances) at school under the supervision of School Staff (Teachers and/or Special Education Assistants).

- 4) Students are encouraged to bring to school other activities for use after assigned activities are completed, such as reading books, colouring, individual games, etc.
- 5) Teachers will build into their day mental health self-care for their students and themselves. Use of the Take A Breath program is highly recommended.

J) Staff Management: Physical Distancing

- 1) Occupancy limits for shared spaces (staff room, photocopy room) are established and posted. See WorkSafe BC posters/resources.
- 2) Staff are maintaining 2 metre physical distancing whenever possible between other staff and students.
- 3) Work processes and practices are modified to encourage physical distancing between staff and students, and between staff.
- 4) Staff are avoiding close greetings, such as hugs and handshakes. Smiles from the heart are just as 'touching' without physical contact!
- 5) Staff who meet in person are ensuring there is a 2 metre space between each staff member.
- 6) The flow in public places may be marked and will be managed by:
 - a) moving through hallways on the right side (such as vehicles), and
 - b) traffic flow on the stairs will follow hallway procedure and will be marked as a reminder.
- 7) Though our school is not holding assemblies, school Mass, and other school-wide events to avoid a large number of people gathered in one place, we will find safe ways to connect in Spirit.

K) Staff Management: Hygiene

- 1) Staff should perform hand hygiene:
 - *when they arrive at school and before they go home
 - *before/after any breaks
 - *between different learning environments (outdoor/indoor; gym/classroom)
 - *before /after eating/drinking
 - *before/after handling deliveries and mail
 - *before/after handling food or assisting students with eating
 - *before/after giving medication to a student or self
 - *after toileting
 - *after contact with body fluids (mucous/congestion, blood, spit, vomit, stool, urine)

- *after cleaning tasks
- *before/after using gloves
- *after handling garbage
- *whenever hands are visibly dirty

2) Staff shall follow respiratory hygiene by:

- *coughing/sneezing into their elbow sleeve or tissue. Immediately disposing of used tissues and perform hand hygiene.

- *refrain from touching their eyes, nose or mouth with unwashed hands

- *refrain from sharing any food, drinks, unwashed utensils, or other items

- 3) In regards to the use of masks, the advice of the Provincial Health Officer should be followed. Parents and staff can teach and reinforce these practices amongst students.
- 4) Staff shall remain on site and are not to leaving during lunch or at break times, unless deemed necessary and approved by the Principal (ie., for their own childcare purposes). They will follow the same entrance protocol (ie., self-assessment, hand hygiene) prior to re-entering the school.
- 5) Hand-washing supplies are available at all times (liquid soap, paper towels, minimum 60% alcohol-based hand sanitizer).
- 6) Hand-washing signs are posted near all sinks. All staff will wash their hands frequently to reduce the risk of transmission. Some people have found it helpful to set a 'mental' 20 second timer or offer a prayer (Hail Mary or Our Father) for someone to support effective hygiene and spiritual practice.
- 7) Other hygiene practice signage is posted (see resources from WorkSafe BC).
- 8) At this time, the use of PPE by staff in our school (ex., masks, gloves, other) is followed as part of regular precautions for the hazards normally encountered in one's regular course of work (ex., cleaning, first aid, risk of projectiles/particles, risk of exposure to bodily fluids, or in certain circumstances where other preventative safety measures cannot be maintained such as physical distancing for greater than 15 minutes or hand-washing).

L) Staff who Become Ill While at Work:

- 1) Staff who display any symptoms of fever, common cold, influenza, COVID19 or other respiratory diseases while in attendance at school will be asked to go home along with any family members from his/her household, if well enough to do so independently.
- 2) Should the staff member be unable to leave promptly, he/she will be separated from all students and school staff and placed in a supervised area referred to as the *Isolation Room* where the *Isolation Room Protocols for Symptomatic Staff or Students* shall be followed as the individual awaits transportation.

- 3) Once transportation has arrived, any family members who live in the same household will be called from their classrooms to go home with their ill family member.
- 4) Under the direction of Health Authority, the School may be directed to contact the local health authority or 811 to report a potential illness.
- 5) The ill staff member shall contact their health care provider or call 8-1-1 HealthLink line as appropriate and advise the school of the outcome and prognosis for return to duties.

M) Cleaning/Disinfecting During School Hours

- 1) Common, commercially-available detergents and disinfectant products are being used.
- 2) Classroom: Each classroom will have diluted bleach solution in spray bottles with paper towels to clean surfaces at least twice per day, or more if required. Due to the disinfecting solution having a strong chemical in it, supervisors must do the disinfection of surfaces and keep the disinfecting spray bottle stored securely and out of reach from students when not in use by the supervisor.
- 3) Supplies:
 - *Electronic devices are to remain at the student's desk for the duration of the day or within backpack for storage. They are not to be shared. At the end of each day, prior to charging, the device must be wiped down using a disinfecting wipe by the supervisor. In order to disinfect any electronic devices, alcohol wipes may be used, as misting diluted bleach solution directly onto the device will damage the device. Alternately, bleach solution/alcohol sanitizer spray may be spritzed onto a paper towel to create the same effect as a sanitizing wipe.
 - *Backpacks and jackets shall be secured to back of student chair or placed in a designated area. Lunches and snacks will be kept in student backpack or on a designated table until use.
- 4) As part of 'end of day' routine, students, at the discretion of the adult supervisor will contribute to the cleaning of their personal space and equipment, followed by the staff member misting cleaned surfaces with diluted bleach solutions that are allowed to air dry.
- 5) Frequently touched (high touch) surfaces are cleaned and disinfected at least twice a day, including (but not limited to) door knobs, light switches, toilet handles, tables, desks, chairs, stair railings, and shared office spaces.
- 6) Garbage containers are to be emptied once three quarters (3/4) full to avoid spillage, or, at least twice per day, whichever comes first. Under no circumstances is anyone permitted to 'push' the contents down into the garbage can in order to make 'room' for more.
- 7) Garbage cans will have plastic bags as liners that must be securely tied before removing the bag from the can and promptly removed from the area. Do not disturb contents and avoid placing head/face over bag while handling. This task will be done wearing gloves.
- 8) Shared items where cross-contamination is possible (shared school supplies, coffee stations, water stations, etc) are not permitted. These will be removed or restricted from access.

- 9) Staff shall disinfect shared spaces (such as tables) with diluted bleach solution at the end of their shift and allow to air dry. It is highly recommended that staff develop a habit of misting areas they have touched with the bleach solution/sanitizing spray and leaving them to air dry.
- 10) If any cloth items were used, they are to be bagged and tied, and taken to be laundered.

N) Cleaning/Disinfecting After School Hours

- 1) Our School is cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfecting for Public Settings (http://www.bccdc.ca/Health-Info Site/Documents/CleaningDisinfecting_PublicSettings.pdf).
- 2) Cleaning practices are in line with the PHO's COVID-19 Public Health Guidance for Childcare Settings (https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_child_care_guidance_-_2020_may_15_-_final.pdf).

O) Communication

- 1) Essential health and safety information is communicated to staff in writing before returning to the workplace.
- 2) Upon return to the workplace, a health and safety meeting is held to review workplace practices.
- 3) Regular check-in meetings with staff, that may initially be held daily, are held to provide new information and review concerns.
- 4) Parents and caregivers are provided a clear understanding that students must stay home if they are sick.
- 5) Our school is minimizing the number of non-essential people (parents, caregivers, contractors) entering the school.
- 6) Our school will keep parents/caregivers informed and updated. We encourage everyone to check for email notifications daily in the morning and evening in case new information/updates are available. Updates will also be shared via our school Facebook page and our website: www.stjamesvernon.com
- 7) All information relating to COVID-19 is posted on our school website or shared by email.

P) Mental Health Resources

- 1) COVID-19 Psychological First Aid Service: Information and Signup (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists. <https://www.psychologists.bc.ca/covid-19-resources>

- 2) COVID-19: Staying Well In Uncertain Times (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak. <https://cmha.bc.ca/covid-19/>
- 3) Managing COVID-19 Stress, Anxiety and Depression (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times. https://www2.gov.bc.ca/assets/gov/health/safety/covid19_stressmanagement_5_accessible.pdf
- 4) Mental Health and Psychosocial Considerations During COVID-19 Outbreak (World Health Organization) – These mental health considerations were developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak. <https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf>
- 5) Mental Health and COVID-10 (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation. [https://www.conferenceboard.ca/\(X\(1\)S\(1tloqepagnh0xli4w2hckucy\)\)/insights/covid-19?AspxAutoDetectCookieSupport=1](https://www.conferenceboard.ca/(X(1)S(1tloqepagnh0xli4w2hckucy))/insights/covid-19?AspxAutoDetectCookieSupport=1)
- 6) Taking Care of Your Mental Health (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>

Q) References

- 1) Ministry of Education K-12 Education Restart Plan. <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>
- 2) Provincial COVID-19 Health & Safety Guidelines for K-12 Setting. <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>
- 3) COVID-19 Public Health Guidance for K-12 School Settings. BCCDC/Ministry of Health. May 15, 2020. https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_k-12_school_guidance_-_2020_may_15_-_final.pdf
- 4) WorkSafe BC: COVID-19 and returning to safe operation – Phase 2. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3DCOVID-19%2520and%2520returning%2520to%2520safe%2520operation%2520%2520Phase%2520%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>
- 5) WorkSafe BC: Education (K-12): Protocols for returning to operation. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- 6) BC CDC’s Cleaning and Disinfecting for Public Settings: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

- 7) COVID-19 Public Health Guidance for Childcare Settings: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_child_care_guidance_-_2020_may_15_-_final.pdf
- 8) BC Government Self-Assessment Tool: <https://bc.thrive.health/covid19/en>.
- 9) British Columbia COVID-19 Dashboard. <https://experience.arcgis.com/experience/a6f23959a8b14bfa989e3cda29297ded>



St. James School

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HEALTH COMMITMENT – [SCHOOL]

I/We _____ parent(s)/guardian(s) of _____

do commit to assessing our child(ren)'s health each day before bringing our child/children to school. This assessment will include checking to ensure a temperature not more than 37.5 degrees celsius, checking for cough, sneezing, sniffles, unusual fatigue or other symptoms of illness. We commit to not send our child/children to school if my/our child exhibits a fever, cough, sneezing, sniffles, unusual fatigue or other symptoms of illness, or if any member of my/our household exhibits a fever, cough, sneezing, sniffles, unusual fatigue or other symptoms of illness.

I/We acknowledge that such an assessment is a commitment by me/us to do my/our part to ensure the health and safety of all members of the school community.

I/We acknowledge that a failure to conduct such an assessment may result in my/our child/children being refused entry to the school on that day.

I/We acknowledge that by sending my/our child/children to school, I/We are confirming that neither my/our child/children nor anyone in my/our household has:

- a. had any symptoms of COVID-19 in the last 10 days including fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches or headache;
- b. been directed by Public Health to self-isolate;
- c. arrived from outside of Canada in the last 14 days; and
- d. been in contact with a confirmed COVID-19 case within the past 14 days.

Dated this _____ day of _____, 2020.

Signature _____ Signature _____