

St. James School

Restart

Health, Safety & Operational Pandemic Protocols – Stage 2

August 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

Objectives:

Comprehensive guidelines build on the [COVID-19 Public Health Guidance for K-12 School Settings](#) developed by the Office of the Provincial Health Officer and the BC Centre for Disease Control (BCCDC) to ensure schools have robust measures in place to prevent the transmission of COVID-19. These guidelines are intended to support K-12 employees, students, parents, caregivers, administrators and school community members to:

- 1. Be informed about public health measures and how they support a safe school environment;*
- 2. Understand their roles and responsibilities in maintaining and promoting safe and healthy schools.*

Guiding Principles of our Plan:

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

This document was updated based on various Ministry of Education, Ministry of Health and WorkSafeBC resources, primarily:

[Ministry of Education Provincial COVID-19 Health & Safety Guidelines for K-12 Settings \(Aug 17 2020\)](#)

[BC CDC COVID19 Public Health Guidance for K-12 School Settings \(revised July 29 2020\)](#)

[WorkSafeBC guidelines during COVID19](#)

The protocols identified in this CISKD document are designed to keep everyone as safe as possible while still providing important educational services to our families and community.

School will open on a full-time basis, September 9, 2020.

B. Public Entry / Access to School

- Public entry of our school is limited to staff and students. Parents and others are asked to call instead of visiting the school.
- All visitors will use the main entrance to the school. Doors will remain locked when not monitored by a staff member.
- Staff shall maintain a 2 metre distance from office counter when interacting with public, including parents, students and colleagues.
- Limited access signs are posted (see WorkSafe BC resources).

- 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.**
- Upon arrival, students will sanitize their hands at their specified door under the supervision of a responsible adult.
- Staff will direct/accompany students to their classroom.
- Students/staff are to remain on site for the duration of their attendance each day. Students/staff 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.
- Students will exit the school at pick up time through their specified doors and will wait playing outside in either the wrapper zone or the upper field until they are picked up. Students should keep their bodies to themselves and observe social distancing as much as possible.
- Extended supervision will be in place from 7:45am to 8:30am and 2:45pm to 4:30pm. Students will remain outside for as long as possible and will observe social distancing between cohorts when brought inside.
- 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

- 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.

- 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.
- 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.
- 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

- 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*.
- 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.
- 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

- Students wash their hands (at a minimum):
 - Upon arriving at school; Upon prior to leaving school
 - Before/after any breaks (ex., recess/lunch)
 - Before/after eating and drinking
 - After using the toilet;
 - After sneezing or coughing into hands or tissue;
 - After handling common resources/equipment/supplies or pets
 - When hands are visibly dirty; and
 - When moving between different learning environments (classrooms, indoor/outdoor, etc).
- Staff are encouraged to assist younger students with hand hygiene as needed.
- Staff shall model and teach students to ensure effective hand hygiene practice.

- 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.
- Food, drink, or any school supplies (pencils, erasers, phones, etc) will not be shared between students.
- School lunches should be ready to eat and require no preparation at school.
- 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.
- 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.
- School water fountains are deactivated. School bottle fill stations will be sanitized twice daily. Students must bring their own labelled water bottles for use each day.
- All group food preparation activities at school are now permitted with strict adherence to Food Safe and WorkSafeBC Restaurant protocols. Students who transport food to groups outside of their cohort will wear masks and gloves for delivery. Staff will handle the delivery of food within classrooms. Students will not serve themselves. Staff will ensure proper hand washing and hygiene is practiced in classrooms.
- Homemade food items will not be available to other students at this time (bake sales, birthday cakes/cupcakes, etc.)

G. Student Management: Physical Distancing

- Parents / Caregivers will remain outside of the school to drop off their children unless arrangements have been made in advance with the principal.
- All staff and students refrain from close greetings, such as hugs or handshakes. Smiles can be seen from any distance!
- 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.
- 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.
- Staff may consider providing workspace outdoors when practical. Contact sports, including tag games, are discouraged. If sports equipment/balls are used, they are labelled and only touched by their 'owner'. Students within the same cohort may share equipment, however, strict hand washing afterwards is mandatory. Students should refrain from touching their faces when sharing equipment. BEFORE and AFTER any equipment use, it must be disinfected with a diluted bleach spray and left to air dry.
- Staff may incorporate more individual activities or activities that encourage more space between students and staff.

- 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.
- EAs 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

- Students are organized into cohort groups to a maximum of 60 and should stay together adhering to distancing guidelines throughout the day.
- Reasonable efforts are made to minimize the number of different staff members who interact with groups of students throughout the day.
- Students may interact with students from other cohorts while outside for recess. Students are encouraged to keep their bodies to themselves when outside and maintain social distance when possible.
- Cohorts may be adjusted or changed throughout the year to accommodate student learning.
- Whenever possible, permit ongoing fresh air flow into instructional spaces while occupied.
- The School playground equipment is open. When outside, students will use the field and are encouraged to engage in contact-free games that do not involve hands (i.e. frisbee or volleyball is not permitted outside of cohorts; 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. Students will sanitize their hands after using the playground equipment.
- Access/Occupancy
 - i) Student access to rooms in the school will be somewhat limited to use by 1 cohort at a time.
 - ii) Occupancy Rate for each room will be 100% of normal student classroom occupancy plus the assigned cohort class and any staff assigned to that cohort. Staff/volunteers who enter a room must maintain social distance or wear a mask and/or shield.
 - iii) Staff supervision of student groups.

Initial Classroom Cohorts have been set as follows:

- Cohort 1: K and Gr 1: up to 50 students + 3 teachers, 2 EAs, 1 additional adult as needed
- Cohort 2: Gr 2 and Gr 3: up to 50 students + 2 teachers, 2 EAs, 1 additional adult as needed
- Cohort 3: Gr 4 and Gr 5: up to 50 students + 2 teachers, 2 EAs, 1 additional adult as needed
- Cohort 4: Gr 6 and Gr 7: up to 50 students + 2 teachers, 2 EAs, 1 additional adult as needed

Excess desks, tables and chairs will be removed from the classroom. Remaining furniture will be spaced out to ensure maximum space between students is used, while focusing on no physical contact.

- Bathroom occupancy will be limited to 1 cohort at a time encouraging no more than 3 students at a time.
- Office occupancy has been set to 3 people.
- Staff Room: Max of 6 people (recommend 3 people due to highest risk of transmission locale for adults) - social distancing must be in place especially outside of cohorts.
- Isolation/sick Room: 1 child/room + 1 adult at 2metre distance for supervision.
- Gym: 1 cohort at a time. For approved meetings/events: 50 in linear formation and 25 in circle formation.
- Gym Equipment Room: 2 people
- Photocopy Room/Workroom: 3 people
- Library: 1 class at a time physical distancing applies
- Uniform Room: 3 people
- Computer Lab: 1 class
- Music Room: 1 class (choir will require social distancing between cohorts)
- Chapel: 1 class or a group of 15 adults socially distant (1 per pair of chairs)
- Art Room: 1 class
- Kitchen: 3 Adults and 6 students from one cohort.
- Boiler/Mechanical Rooms: 2 people
- Stairways will follow "RIGHT SIDE ONLY" for traffic flow with visual signs on the floor to remind students and staff.
- Lockers will be used (whether hallway or classroom). Students will be limited to using lockers within their cohort only. Teachers will stagger use of these common areas to allow for social distancing and avoiding congestion.

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

- Teachers are expected to craft a learning plan for each week and to make this plan available to the principal upon request.
- Students attending school will have the individual supplies needed to complete the learning plan. Teachers will ensure these supplies are limited to each student and cared for

in a way that discourages cross contamination as much as possible; supplies for learning may be left at school.

- Students will complete the activities assigned in the learning plan at school under the supervision of School Staff (Teachers and/or Special Education Assistants).
- Teachers will plan in a way that will facilitate an easy transition to other Stages should it be necessary to switch to a hybrid or at home model as the year progresses.
- Students are encouraged to bring to school other activities for use after assigned activities are completed, such as reading books, colouring, individual games, etc.
- 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

- Occupancy limits for shared spaces (staff room, photocopy room) are established and posted. See WorkSafe BC posters/resources.
- Staff are maintaining 2 metre physical distancing whenever possible between other staff and students. This is less important when interacting with colleagues within a cohort, however, it remains encouraged.
- Work processes and practices are modified to encourage physical distancing between staff and students, and between staff.
- Staff are avoiding close greetings, such as hugs and handshakes. Smiles from the heart are just as 'touching' without physical contact!
- Staff who meet in person are ensuring there is a 2 metre space between each staff member when outside of a cohort.
- The flow in public places may be marked and will be managed by:
 - moving through hallways on the right side (such as vehicles), and
 - traffic flow on the stairs will follow hallway procedure and will be marked as a reminder.
- Though our school is not holding whole school assemblies, school Masses, 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.
- A mask and face shield may be necessary when social distancing cannot be maintained. All staff have been given a face shield and are encouraged to use reusable masks. A reusable mask will also be provided. Disposable masks will also be available upon request.

K. Staff Management: Hygiene

- 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
- 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
 - With regard 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.
 - 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.
 - Hand-washing supplies are available at all times (liquid soap, paper towels, minimum 60% alcohol-based hand sanitizer).
 - 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.
 - Other hygiene practice signage is posted (see resources from WorkSafe BC).
 - 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:

- 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.
- 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.
- 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.
- Under the direction of Health Authority, the School may be directed to contact the local health authority or 811 to report a potential illness.
- 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

- Common, commercially-available detergents and disinfectant products are being used.
- 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.
- 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..
- 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.

- 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, the stair railings, and shared office spaces.
- 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.
- 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.
- 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.
- 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.
- If any cloth items were used, they are to be bagged and tied, and taken to be laundered.

N. Cleaning/Disinfecting After School Hours

- 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).
- 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

- Essential health and safety information is communicated to staff in writing before returning to the workplace.
- Upon return to the workplace, a health and safety meeting is held to review workplace practices.
- Regular check-in meetings with staff, that may initially be held daily, are held to provide new information and review concerns.
- Parents and caregivers are provided a clear understanding that students must stay home if they are sick.
- Our school is minimizing the number of non-essential people (parents, caregivers, contractors) entering the school.

- 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
- 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

- 7) 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>
- 8) 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>

- 9) 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
- 10) 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>
- 11) 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>
- 12) BC CDC's Cleaning and Disinfecting for Public Settings: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf
- 13) 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
- 14) BC Government Self-Assessment Tool: <https://bc.thrive.health/covid19/en>.
- 15) British Columbia COVID-19 Dashboard. <https://experience.arcgis.com/experience/a6f23959a8b14bfa989e3cda29297ded>