



# St. Edmund's 2020-21 School Year Restart Plan Stage 2 COVID-19 Public Health Guidance for K-12 School Settings

## Key Actions for COVID-19 2020-21 Safety Plan

In accordance with the Ministry of Education's K-12 Restart Plan, beginning on September 10, 2020 St. Edmund's School will be resuming K-7 in-class instruction. The 2020/21 school year will begin in Stage 2 of the K-12 Restart Plan with the goal of maximizing in-class instruction for all students within the revised public health guidelines.

### I Key Messages and Actions

Whenever possible, feasible and practical control measures in accordance with the order of the Provincial Health Officer, (as well as [guidelines](#) from WorkSafe BC, Vancouver Coastal Health and the BC Centre for Disease Control) have been selected to provide the best/widest protection to all staff and students within the school community.

This plan is posted at the school and also on the St. Edmund's [school website](#), and it has been communicated to parents. This information is based on the best evidence currently available and will be updated as new information becomes available.

#### 1. Physical Building

- Signage to reinforce self-screening, hand hygiene, distancing and traffic flow in hallways, adjustments to entrance and exit practices, adjustments to the use of playgrounds and school grounds, signage in bathrooms and availability of hand sanitizer will be clearly posted within the school building.
- Separate washrooms for Kindergarten (located in classroom), Primary Girls, Intermediate Girls, Boys Washrooms (located on first floor)
- Staff members have designated washrooms on the second floor.
- Increase air flow and ventilation where climate allows (open windows and doors).

#### 2. Recordkeeping

##### Classroom Teachers

- Prepare and submit to the office a list of students in each Learning Group along with a classroom seating chart. This will be shared with public health should contact tracing need to occur.

##### Office Staff

- Keep a list of the date, names and contact information for all visitors who enter the school.
- Keep a list of students who travel outside Canada during the 2020-21 school year.



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- Monitoring school attendance to track student and/or staff absence and compare against usual absenteeism patterns at the school.

### 3. Access to School Site

- Visitors, including parents will be limited or even prohibited to enter the school. Parents are not permitted to come to the school day to drop off lunches, supplies, etc.,
- If parents/caregivers need to contact the school principal or their student's teachers, they will be directed to do so by phone or email. In-person visits will be for essential purposes and arranged in advance by appointment.
- Visitors must be aware of and follow safety protocols; limited in their access to necessary spaces only; and will be asked to confirm they have completed the requirements of a daily health check before entering the school classroom wing.

### 4. Arrival Time and Procedure

- All staff will enter the building only through the main school entry. Staff are to report to the office and sign in.
- Student pick-up and drop-off times will be in Learning Groups/Family groups, which will be staggered when needed, to avoid the gathering of large crowds.
  - Our school yard will have a "one way" flow of foot traffic
  - **Enter through the lower gate off Mahon** (between the gym and the school)
  - **Exit through the top gate** (off 6th Street)
  - Staggered timing:
    - **Primary students** (and their intermediate sibling) are to arrive **no sooner than 8:30 a.m.** If students arrive earlier before the teacher is present in the playground, they are to remain in the car (or with their guardian, if they walked). The playground is closed, and we do not want children and parents milling about socializing. Students are to proceed to the classroom.
    - Students will wash/sanitize their hands before classes begins.
    - At the 8:45 bell primary teachers will proceed to their classrooms and commence their regular classroom activities.
    - All other **intermediate students** will be permitted onto the playground beginning at **8:45 am**. By 9:00 am intermediate teachers will proceed with their students to their classroom and begin their regular classroom activities.
- *If your child arrives to school after 9:00 am, they must enter through the main school door and report to the office staff.*



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### 5. Dismissal Time and Procedure

- Parents are to arrive punctually to pick up their children after school.
- Children are not to play after school but are to go straight home.
- Please park your car and wait to be permitted into the school yard (entry off Mahon between the gym and the school)
- Students will be waiting in their line-ups in the school yard
- Parents - please follow the one-way flow of foot traffic, follow social distancing guidelines and exit school yard from 6<sup>th</sup> Street gate.
- Staggered Schedule:
  - Primary (and siblings) 2:45
  - Intermediate 3:00
  - *If you need to pick up your child before dismissal time, please call the school office and wait for your child at the main school door.*



*Photos of entrance and exit points.*

### 6. Recess & Lunch

- Recess times will be staggered. Primaries (K/1, Gr.2/3) 10:15 AM; Intermediates (4/5, 6&7)10:30 AM
- Lunch times will be staggered. Intermediate (play first) 12:00-12:30; 12:30-12:45 Primaries (eat first)12:15-12:30; 12:30-1:00



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### II Learning Groups/Cohorts

Public Health guidelines for the K-12 school setting recognize that physical distancing is challenging. Lowering the number of in-person, close interactions continues to be a key component of B.C.'s strategy to prevent the spread of COVID-19.

Students will be placed in Learning Groups or cohorts with no more than 60 people. A Learning Group is a group of students and staff who remain together throughout a school term or year, and who primarily interact with each other. The principle of Learning Groups is used to limit the number of interactions among students and staff, as well as facilitate an effective and efficient rapid-response contact tracing protocol

- A cohort is a group of students and staff who remain together throughout a school term. The use of cohorts in schools allows for a significant reduction in the number of individual interactions, while allowing most students to receive in-person learning in a close-to-normal school environment.
- Students will remain in an established cohort during the school day. The composition of the Learning Group will remain consistent for all activities that occur in the school day including but not limited to learning and breaks (lunch, recess, classroom changes, etc.,)
- At any given time, the size of a student's cohort will be limited to approximately 60 students. Learning Groups will be the same as Teacher Professional Learning Pairs: K & 1, 2 & 3, 4 & 5, 6 & 7.
- Occupancy limits will be posted in certain areas (e.g. staffroom, LRC, Library/resource, office, etc.,)
- The number of adults (teachers/EAs) interacting with groups of students throughout the day will be minimized. Students will stay in assigned cohorts to receive beneficial supports or services (e.g. resource). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support, program or service continues.
- Learning Groups will go outside when possible for lessons and/or play-exercise times.
- Encourage fixed seating arrangements over flexible seating arrangements where relevant. Students seats should be facing in the same direction whenever possible.
- A 5 to 7 - minute transition time between specialist classes will allow for the teacher to clean all surfaces/equipment. Please allow for shorter classes due to cleaning. Specialists will visit the classrooms to minimize hallway contact.
- Playground to be divided to accommodate Learning Groups. These areas will rotate daily to allow for students to be able to play in a variety of areas.



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### III Exposure Control Measures

Exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. Multiple protections strategies, informed by public health advice, will be implemented to ensure that (name of school) school is a safe environment and will include:

#### Staff

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. Should symptoms be present, staff must inform administration and not report for work.
- Staff members are to sign in at the office each day and complete a form provided by CISVA to indicate they are healthy and have not been exposed to COVID-19.
- Through observations, school staff will conduct a daily health check of students for symptoms of common cold, influenza, COVID-19, or other respiratory disease upon entry to their school/classroom.

#### Students/Parents/Families

- Parents/caregivers will be expected to check their children daily for signs and [symptoms](#) of illness prior to school arrival. Children who appear to be ill will NOT be allowed in the school building. Parents will verify to the teacher on drop off duty that their child/ren are not exhibiting any signs and symptoms of illness prior to entering the building.

### IV. Case Finding, Contact Tracing and Outbreak Management

#### At the School Level

- The office will call the parent to arrive as soon as possible when notified their child is ill. Parent will need to have an alternate plan in place in the event that they are not able to come to pick up their child.
- The office will contact 811 or the local public health unit to notify them of a potential case and seek further input.
- The office will record illness in First Aid records in the event this information is later needed.
- Staff member is to put on mask and immediately separate the sick child from others and put him/her into the medical room that is the designated supervised area until the parent/guardian arrives. Physical distancing, respiratory etiquette, and hand hygiene principles will be followed while waiting for pick up. Avoid touching student's body fluids (mucous/saliva). Wash hands thoroughly.



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- Staff member/cleaner to clean/disinfect area where child was re-located.

### At the Public Health Level

- If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.
- Schools should NOT provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

### At the Home Level

- Children with common cold, influenza or COVID-19 like symptoms must stay home, be assessed by their health care provider and tested for COVID-19.
- Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness
- If concerned, parents can be advised to contact 8-1-1, or the local public health unit to seek further input. They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

## V Infection Prevention

### Handwashing and Hygiene

- Students will be asked to wash their hands frequently, including before coming to school. They will have access to hand sanitizer when hand washing is not available.
- Teachers will be scheduling breaks to allow students to wash their hands.
- Washroom areas will be monitored. Maximum capacity in the washroom is 2. Traffic flow to and from the washroom will be controlled. Educational assistants to assist with movement.
- Hand sanitizers are available in each classroom and other areas including the front entry to the school, office, staff room, small hall, library, etc.,

### Food and Personal Items

- Parents will be asked to label ALL personal items, including water bottles and masks. Cloth and disposable masks are to be labeled with the students initials and grade number and kept in a paper envelope or cloth bag. (The drinking fountains are disabled but the touchless bottle filling station may be used).
- Each student is to bring a backpack with what they need for the day. Everything must fit into the student's backpack (no extra bags), as the backpack is stored in the classroom by the student's desk



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or table. The lockers will not be used. Students are to take their backpack home each day.

- The classroom teacher will give more specifics but, in general, students are to bring: filled water bottle (water fountains are disabled); water bottles may be refilled from the classroom sinks or bottle filling station, snack/lunch in a container, school supplies and items as specified by the teacher. There is no communal sharing of supplies. – Personal size hand sanitizer-labeled with child's name and a box of tissues (optional).
- The sharing of staff coffee urns/stations will be discontinued. Other staff room amenities (fridge) may be continued to be used, however, staff are encouraged to use these items as infrequently as possible and only with a routine cleaning. Hands must be washed before and after using shared staff room items. Staff is responsible for their own cutlery, beverage container and lunch containers. These are to be taken home to be washed.
- The Public Health Guidance says that " there is no need to limit the distribution or sharing of books or paper based educational resources." However, laminated paper-based products should be cleaned and disinfected daily if touched multiple people.
- Avoid sharing communal equipment/supplies as much as possible.

### Personal Protection Equipment and Cleaning

- Staff will have access to personal protection equipment and cleaning supplies. These items must remain in the classroom and not travel between classrooms.
- Students will be trained on appropriate hand hygiene.
- Scheduled breaks will allow students to wash their hands frequently. Students are to wash/sanitize their hands upon entering and whenever exiting the classroom, before and after consuming food and before and after using playground equipment.

### Use of Personal Protective Equipment

- Encouraged masking for Grades 4 to 7, where students have an awareness of the proper techniques and efficacy of using masks. Masks should be worn when in the hallways. Cloth and disposable masks can be labeled with the students initials and are to be kept in a labeled plastic or cloth bag.
- All Staff have been provided with masks and shields. These are to be used whenever physical distancing cannot be maintained between the student and the teacher or whenever the cohort has changed – Music, PE, Library, LRC, etc.
- Specialists (French, Music and Resource Department) and TOCs to wear a protective visor during instruction to facilitate reduced congregate exposure. A mask must also be worn if physical distancing cannot take place.
- Anytime a staff member works with a student not in his or her Learning Group a visor and or mask must be worn.



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### VI. Environmental Measures: Cleaning, Sanitizing and Disinfecting

#### Environmental Measures Cleaning and Disinfection

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. St. Edmund's will be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document. This includes:

- General cleaning and disinfecting of the premises at least once a day.
- Cleaning and disinfecting of frequently-touched shared surfaces at least twice a day. (e.g. door knobs, light switches, toilet handles, paper towel dispensers, tables, desks, chairs, electronic devices, keyboards and toys).
- Cleaning and disinfecting of any surface that is visibly dirty.
- Using common, commercially-available detergents and disinfectant products and closely following the instructions on the label.
- Limiting items that are not easily cleaned and disinfected (e.g. fabric or soft items).
- Providing paper hand towels and sanitizer at each classroom sink and at sanitizing stations throughout the school.
- Emptying garbage containers daily.
- Wearing disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- Washing hands before wearing and after removing gloves.
- Washrooms will be cleaned at least twice a day keeping in line with the high touch surface area protocols.
- Shared items where cross-contamination is possible (e.g. shared school supplies, devices, coffee and water stations, plates, etc.) should not be used. Staff will bring their own items.
- Drinking fountain will be disabled.
- Items that are not easily cleaned (e.g. fabric or soft items) are to be limited. Classroom carpets have been removed.
- There is no evidence that COVID-10 virus is transmitted via textbooks, paper or other paper based products. As such, there is no need to limit the distribution of books or paper based educational resources to students.
- The mattress in the medical room can be effectively disinfected after use.
- The contracted cleaner will ensure that hand washing supplies are available at all times (i.e. soap, paper towels and minimum 60% alcohol-based hand sanitizer.) Also, cleaning products (e.g. Lysol wipes) will be provided for cleaning desks, photocopiers and other common devices.
- The contracted cleaner will be briefed as to supplies and cleaning protocols to be used in the



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school under these new requirements.

### VII. Staff Meetings

- Social distancing and mandatory masks will be enforced.
- Instruct teachers in the latest facts and basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission.

### VIII Additional Information

- No extracurricular activities will take place unless they can be organized into learning groups, i.e. Grades 4 & 5, Grades 6 & 7. This restriction will be reviewed at the end of each term.
- Parent Participation – No hot lunch program, no volunteer jobs in the school when students and staff are in the school.
- A reminder that homemade food items are not to be made available to other students (e.g. treats, bake sale items).

### IX Additional Changes

- Buddy Classes will be postponed until January 2021. (This will be reviewed in January 2021.)
- Student Assemblies will be transmitted via video to the classrooms (i.e. first assembly of the year - Ms. Silva will address the students and this will be broadcast to the classrooms.
- Class field trips will be cancelled until further notice.
- If PE equipment cannot be sterilized between classes then the activity will be postponed.
- Meet the Teacher Night – This will take place virtually. In order to minimize contact and for the safety of all, parents will not be in the school for this event. Packages will be sent home with each child prior to the evening. That evening parents will be able to log into a link in order to hear a general address by the teacher who will share important and pertinent information virtually.
- There will be no unauthorized groups in the school.
- Weekly Wednesday masses are under discussion and likely will include a rotation of classes.

### X. Communication Strategies and Training

- Everyone in the school community (staff, students and parents) will know the policies around staying home when they are sick. This information will be communicated in writing.
- All staff will be trained and informed as to how to keep themselves safe while at school. Formal staff training and information sessions will be held in September prior to the beginning of school and include:



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i. the risks of exposure to COVID-19 ii. how to report an exposure to or symptoms of COVID-19 iii. safe procedures and instructions regarding proper hand washing, cough/sneezing etiquette, etc.

- Staff will be informed of changes made to work policies, practices, and procedures due to the COVID-19 pandemic. During the daily check-in, updates will be provided when available.
- The health and safety measures in place prior to the pandemic are still in place.
- The administration will keep records of training meetings. Covid-19 related meetings are documented and minutes available in the staff room and the Principal's office.
- A bulletin board and folder on google drive will be dedicated to sharing information with staff about policies and practices for COVID-19
- Signage will be posted around the school including occupancy limits and effective hand washing practices. Signage will also be posted at the main entrance indicating who is restricted from entering the school including anyone with symptoms.

### XI. Monitor the Workplace and Update Plans

- As new information is provided, some of these protocols and guidelines may change.
- Steps will be taken to update policies and procedures and involve the staff in this process.
- All staff are asked to raise any safety concerns with the Principal.

### XII. Important:

- Review procedures if students or staff become unwell. Review procedures for separating sick students and staff from those who are well. Share procedures with staff, parents and students ahead of time.
- **Divide the outdoor playground** into four distinct areas so that Learning Groups will be able to access areas. Rotate on a daily basis:
  - Adventure Playground (K &1, 2&3)
  - Lower/upper school grounds (4 & 5 – alternating days);
  - Tennis court area

### VIII. Age-specific Health Education

*Accessed: This document was written by Lisa Bender (Education UNICEF NYHQ), with technical support from the UNICEF COVID-19 Secretariat members (Carlos Navarro Colorado, Maya Arii & Hugo Razuri) as well as UNICEF WASH, C4D and Child Protection teams. Special thanks to Maida Paisic (UNICEF EAPRO), Le Anh Lan (UNICEF Vietnam), Tserennadmid Nyamkhuu (UNICEF Mongolia), Dr, Maria D Van Kerkhove (WHO)*



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and Gwedolen Eamer (IFRC) for their close collaboration.

Below are suggestions on how to engage students of different ages on preventing and controlling the spread of COVID-19 and other viruses.

- Activities should be contextualized further based on the specific needs of children (language, ability, gender, etc.).

### Handwashing

- Handwashing will become a routine activity carried out several times during the school day particularly:

— upon arrival and before going home, before and after eating and drinking, after using the toilet, after sneezing/coughing into hands or tissue, whenever hands are visibly dirty, when transitioning to a different area (e.g. coming in from recess, etc.),

Students will be using sinks in those classrooms which have them, as well as in the washroom area (limit 2 children at a time). Hand sanitizer dispensers/spray bottles are available in the classrooms and other areas of the school. If parents have extra supplies (**hand sanitizer and Lysol wipes**) we would welcome your donation for your child's classroom

### Primary

- Make sure to listen to children's concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
- Emphasize that children can do a lot to keep themselves and others safe. - Introduce the concept of social distancing (standing further away from friends, avoiding large crowds, not touching people if you don't need to, etc.) - Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands
- Help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread. For example, by putting colored water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel.
- Demonstrate why it is important to wash hands for 20 seconds with soap and water - Put a small amount of glitter in students' hands and have them wash them with just water, notice how much glitter remains, then have them wash for 20 seconds with soap and water.

### Intermediate

- Make sure to listen to students' concerns and answer their questions.
- Emphasize that students can do a lot to keep themselves and others safe.



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- Introduce the concept of social distancing - Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands - Remind students that they can model healthy behaviors for their families.
- Encourage students to prevent and address stigma - Discuss the different reactions they may experience and explain these are normal reactions to an abnormal situation. Encourage them to express and communicate their feelings
- Build students' agency and have them promote facts about public health. - Have students make their own Public Service Announcements through school announcements and posters
- Incorporate relevant health education into other subjects - Science can cover the study of viruses, disease transmission and the importance of vaccinations - Social studies can focus on the history of pandemics and evolution of policies on public health and safety.
- Media literacy lessons can empower students to be critical thinkers and makers, effective communicators and active citizens

### Health Care Services

- The Provincial Health Officer advises anyone who is concerned that they are experiencing symptoms of COVID-19 to contact their primary care provider or call 811. Translation services for 811 are available in more than 130 languages.
- The Government of BC has also established a non-medical information hotline at 1-888-COVID19. Phone lines are open 7 days a week and information is available in more than 110 languages.
- Additionally, you can use the COVID-19 self-assessment tool by visiting <https://bc.thrive.health/>
- If you have symptoms, you can call 8-1-1 to pre-arrange testing. If you have symptoms associated with COVID-19, self-isolate.