



St. Edmund's 2020-21 School Year Restart Plan

Stage 2 COVID-19 [Public Health Guidance](#)

for K-12 School Settings

Revised on April 8, 2021

Introduction: Key Actions for COVID-19 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.

St. Edmund's Health and Safety plan adheres to the guidance of the COVID-19 Public Health Guidance for K-12 School Settings. Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. These are more effective in school settings where there is relatively consistent grouping of people and multiple measures of various effectiveness can be routinely implemented, including

- Robust illness policies for students and staff
- Reinforcement and adoption of effective personal practices (e.g. diligent hand hygiene, respiratory etiquette)
- Various health and safety measures (e.g. enhanced cleaning and disinfecting practices, using outdoor space for learning activities, grouping students and staff into learning groups to limit in-person interactions, implementing staggered schedules, etc.)

Our Health & Safety Plan is available at the school, posted on the St. Edmund's school website, and it has been communicated to staff and parents. This information is based on the best evidence currently available and will be reviewed and updated as new information becomes available. St. Edmund's has the necessary plans in place to shift between stages if and when required.

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.



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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 airflow and ventilation where climate allows (open windows and doors; **turn on classroom air purifiers**). **Merv 13 filters installed in furnaces.**

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.
- 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 from entering the school. Parents are not permitted to enter the school during the 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.
- **All visitors must wear a non-medical mask when they are inside the school.**



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4. Arrival Time and Procedure

- All staff will enter the building only through the main school entry and are required to complete the Daily Health screening prior to entering the school.
- Parents will use the Daily Health Screening tool available on the school website prior to sending their child to school.
- 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.
- Parents/caregivers and other visitors should maintain physical distance and avoid crowding while dropping off their children.
 - 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 as directed by staff.
 - Students will wash/sanitize their hands before classes begin.
 - At the 8:45 bell primary classes will commence their regular classroom activities.
 - All other **intermediate students** will be permitted onto the playground beginning at **8:45 am**. Students are to proceed to the classroom as directed by staff.
 - Students will wash/sanitize their hands before classes begin.
 - By 9:00 am intermediate classes will begin their regular classroom activities.
- *If your child arrives at school after 9:00 am, they must enter through the main school door and report to the office staff.*

5. Dismissal Time and Procedure

- Parents/caregivers are to arrive punctually to pick up their children after school. Parents/caregivers are to maintain physical distance and avoid crowding while picking up their children outside the playground area.
- 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



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- Parents - please follow the one-way flow of foot traffic, follow social distancing guidelines and exit schoolyard from 6th 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. *Primary (play first) 12:00-12:30; 12:30-12:45 Intermediates (eat first)12:15-12:30; 12:30-1:00*

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



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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 while still ensuring the support, program or service continues.
- Staff outside of a learning group must practice physical distancing (2m) when interacting with the learning group. For example, an itinerant teacher can teach/support multiple learning groups but must maintain physical distance from students and each other staff and avoid close face-to-face interactions.
- Unless staff members belong to the same learning group, they should maintain physical distance (2m) from one another at all times. Masks are not a replacement for physical distancing between staff from different learning groups.
- 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. Specialists will visit the classrooms to minimize hallway contact.
- Music education is delivered in line with the [Guidance for Music Classes in BC During COVID-19](#).
- 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 St. Edmund's 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 complete the online Google form "Daily Health Screening" each day 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. (Parents can also refer to the [Daily Health Check link found on the school website.](#)) Children who appear to be ill will NOT be allowed in the school 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. Parents 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 a 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



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for pick up. Avoid touching a student's body fluids (mucous/saliva). Wash hands thoroughly.

- Staff member/cleaner to clean/disinfect the area where the child was relocated.

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.
- When a student, staff or other adult can return to school depends on the type of symptoms they experienced and if a COVID-19 test is recommended. See the K-12 Health Check app and BCCDC "When to get tested for COVID-19" resource for specific guidance. Staff, students and parents/caregivers can also use the BCCDC online self-assessment tool or call 811 or their health care provider.

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.,



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Food and Personal Items

- Parents will be asked to label ALL personal items, including water bottles and masks. Cloth and disposable masks are labeled with the student's initials and grade 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 or table. The cubbies in the lower level of the school 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 the child's name and a box of tissues (optional).
- The sharing of staff coffee urns/stations will be discontinued. Other staff room amenities (fridge, microwave) 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 by 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

- **Required masking for Grades 4 to 7**, where students have an awareness of the proper techniques and efficacy of using masks. Masks are to be worn by grades 4 to 7 when in the hallways / common areas. Cloth and disposable masks can be labeled with the students initials and are to be kept in a labeled plastic or cloth bag.
- **Students in Grades K to 3 are encouraged to wear masks in classrooms however, mask use**



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ultimately remains a personal choice for students in Grades K to 3. In addition, exceptions to mask use for health and behavioural reasons apply to all K-12 students

- All K-12 staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield). All staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in school - both within and outside of their learning group, except when:

- sitting in (or standing at) their seat or desk/workstation in a classroom or learning space;
- there is a barrier in place;
- eating and drinking.

Staff have been provided with masks and shields. Those wearing masks must still maintain physical distancing whenever possible. Further guidance for when staff should use masks in school schools, as well as in other office settings) is available from WorkSafeBC.

- Specialists (French, Music, PE and Resource Department) and TOCs are to wear a protective visor and / or mask 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.

Public Health Measures:

Mass Gatherings:

- The PHO suspends all social events and gatherings to significantly reduce COVID-19 transmission related to social interactions and travel. In a school environment, gatherings should not exceed the maximum learning group size in the setting. This includes students and staff who are part of the learning group. Additional people required should be minimized as much as practical to do so. Maintaining physical distance is required.
- In-person inter-school events should not occur at this time

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.
- Daytime custodian hired for cleaning and disinfecting of frequently-touched shared surfaces at



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least twice a day. (e.g. door knobs, light switches, toilet handles, paper towel dispensers, tables, desks, chairs) Staff will participate in some cleaning (e.g. their personal workspaces, 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; *students may refill their personal water bottles at the touchless automatic filling station*
- 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 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.



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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 volunteer jobs in the school when students and staff are in the school. *The hot lunch program restarted after the Thanksgiving weekend with food being purchased from authorized vendors and distributed by school staff following protocols.*
- 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 further notice*.
- 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.
- Physical Education & Sports - Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines; otherwise the activity will be postponed.
 - The staff & students should be encouraged to practice proper hand hygiene before and after participating in sport activities and equipment use.
 - Sports activities should be held outside whenever possible.
 - No in-person inter-school competitions will occur at this time.
 - School Sports: (e.g. intramurals, sports team practices) can occur if:
 - Activities do not involve prolonged physical contact (i.e. physical contact beyond a brief moment). For example, activities such as soccer and touch football are low-risk, whereas activities like wrestling should be avoided
 - Schools are encouraged to adapt activities/sports as needed to reduce physical contact
 - No spectators are in attendance - aside from participants, only the minimum number of individuals required to run the activity should be present
 - Masks are worn by K-12 staff and other adults when they are indoors, unable to maintain physical distancing (2m), and a barrier is not present.
- Meet the Teacher Night *and other school parent events 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 *will be live-streamed for class and whole school participation.*



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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:
 - 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



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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 Arij & 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) 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.



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- 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.
- 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.



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- 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.

- *The plan was reviewed by the school JOHSC on April 8, 2021*