

St. Ann's Academy
Restart Plan 2020 - 2021
Health, Safety & Operational Pandemic Protocols – Stage 2
April 12th, 2021



Contents

Purpose of this document.....	4
Guiding Principles of our Plan.....	4
Overview	4
Description of each stage.....	4
Understanding the risk.....	5
Precautions	5
Mitigation.....	6
First level protection	6
Second level protection	6
Third level protection.....	6
Fourth level protection	6
Leaving home protocols.....	6
Access to the school building.....	7
Upon Arriving at School	7
Staff and Guests Management: Health Check for All Who Enter the building.....	7
All Who Enter the Building Training.....	8
Bussing protocols	8
Drop off.....	9
Pick up.....	9
Physical Distancing.....	9
Hygiene	11
School Gatherings:	12
Masks	12
Students	13
Staff	13
Exceptions for Personnel, Students & Visitors	13
Attendance.....	13
Learning Groups/Cohorts.....	13
Break times	13
Lunch in the elementary	14
Lunch in the secondary	14
Water Fountains	15
Canteen.....	15
Traffic flow	15

Cohorts.....	15
School Masses.....	16
Daily School Structure.....	16
High School Day rotation	17
Uniforms	17
Students who Become Ill while at School.....	17
Caring for Those Referred to the Sick Room:.....	17
After Caring for the Ill Person:	18
Communication.....	18
Music.....	19
Theatre, Film and Dance Programs.....	19
Physical & Health Education (PHE)/Outdoor Programs.....	19
For students in Grades K to 3:.....	20
Extra-curricular programming.....	21
Staff Room.....	21
Facilities.....	21
Washrooms	22
Appendix A - DAILY HEALTH CHECK – For Staff & Others	23
Appendix B	25
Appendix C	28
Appendix D.....	30
Appendix E:	32

Purpose of this document

The purpose of this document is to:

- 1) Set protocols and standards for the return of students and staff to school for the 2020-2021 school year, in Stage 2 of the COVID-19 pandemic, and to;
- 2) Maintain a safe and healthy school environment.

Guiding Principles of our Plan

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

This document recognizes that the school year opens in Stage 2 and that students will begin attending fulltime, as of September 8th, 2020.

Overview

The guidelines and procedures outlined in this document are for the transition from Stage 3 of the "[Education Stages of K-12 Students](#)" (August 25th, 2020) to Stage 2.

Description of each stage

Stage 1 In-class	Stage 2 In-class	Stage 3 Hybrid	Stage 4 Hybrid	Stage 5 Remote
Cohort size <ul style="list-style-type: none">• Elementary: No limit• Middle: No limit• Secondary: No limit	Cohort size <ul style="list-style-type: none">• Elementary: 60• Middle: 60• Secondary: 120	Cohort size <ul style="list-style-type: none">• Elementary: 30• Middle: 30• Secondary: 60	Cohort size <ul style="list-style-type: none">• Elementary: 30• Middle: 30• Secondary: 30	Cohort size <ul style="list-style-type: none">• Elementary: 0• Middle: 0• Secondary: 0
Density Targets <ul style="list-style-type: none">• Not applicable	Density Targets <ul style="list-style-type: none">• Not applicable	Density Targets <ul style="list-style-type: none">• 50% for all schools	Density Targets <ul style="list-style-type: none">• 25% for all schools	Density Targets <ul style="list-style-type: none">• 0%

<p>In-Class Instruction Full-time all students, all grades</p>	<p>In-Class Instruction Full time instruction for all students for the maximum instruction time possible with cohort limits Self-directed learning supplements in-class instruction, if required</p>	<p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> • Children of essential service workers • Students with disabilities/diverse abilities • Students who require additional supports <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets. Self-directed and remote learning supplements in-class instruction</p>	<p>In-Class Instruction Full-time instruction for:</p> <ul style="list-style-type: none"> • Children of essential service workers • Students with disabilities/diverse abilities • Students who require additional supports <p>In-class instruction for all other students for the maximum time possible within cohort limits and density targets. Self-directed and remote learning supplements in-class instruction</p>	<p>In-Class Instruction Suspended in-class instruction for all students. Self-directed and remote learning in place of in-class instruction.</p>
---	---	---	---	--

Understanding the risk

This information was taken from the WorkSafeBC website.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices between points of contact help mitigate this risk.

Precautions

The best way to keep our community healthy is to undertake the necessary precautions to prevent the virus from coming into the school. We each have a responsibility to self-assess our health daily and follow the provincial guidelines to help slow the spread of COVID, the flu, the common cold, and other respiratory diseases. In addition to the precautions taken by the school, the most effective way of keeping our school community healthy is to for anyone with symptoms to stay home, wash their hands frequently with soap and water or to use an alcohol-based sanitizer, not to

touch your face, cover your mouth with your elbow or a tissue when coughing or sneezing, wear a mask, and keep a minimum of 2 metres distance.

Mitigation

A wholistic approach to mitigating the transmission of the COVID-19 requires several strategies.

First level protection (elimination): Limit the number of people in your workplace where possible by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange workspaces to ensure that workers are at least 2 m (6 ft) from co-workers, customers, and members of the public.

Second level protection (engineering controls): If you can't always maintain physical distancing, install **barriers** such as plexiglass to separate people.

Third level protection (administrative controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

Fourth level protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of **masks**. Ensure masks are selected and cared for appropriately and that workers are **using masks correctly**.

The following document describes how the St. Ann's Academy community will help keep our students, parents, and staff from transmitting the COVID-19 virus.

Leaving home protocols

Personal items brought between home and school should be limited to what is necessary (backpacks, clothing, supplies, water bottles, reusable food containers) and is easily cleaned and/or considered low risk (clothing, paper). Personal items should be labelled with the student's names to discourage accidental sharing. Personal items, including food and beverages, should not be shared.

Student - Staying home if ill

Other adults and visitors who require entry to the school are to follow the directions of the school that comply with requirements.

For students, this means ensuring their parent or caregiver is aware of common symptoms of COVID-19 and is checking with their child daily to see if the child is experiencing any of these symptoms, as well as ensuring their child is not required to self-isolate. The Ministry of Education has worked with Public Health and the BCCDC to create a daily health check website and mobile app for students and their parents to complete before heading to school in the morning. The website and app will contain the most up-to-date BC health guideline information. The design of the app was developed in collaboration with BC students to create an age-appropriate user-experience. It will allow for students and their parents to make the best decisions on whether to attend school, not to attend school, or take other measures based on the information they provide. The health check application will be available online as a mobile enabled website,

an iPhone application, and a Google Android application. You may also refer to [Appendix A](#) - DAILY HEALTH CHECK – For Staff & Others if you don't have a web-enabled device.

If school personnel, students, or other persons entering school the school indicated that the symptoms are consistent with a previously diagnosed condition and are not unusual for that individual, they can continue to attend school. No assessment or note should be required from a health care provider.

Access to the school building

Public entry to the school is limited to staff, students, and other **non-personnel** approved by administration. Staff, students, parents, guardians, caregivers, **non-personnel** and visitors are expected to follow all health & safety protocols. Visitor access during school hours will be prioritized to those supporting activities that benefit student learning and well-being (e.g., teacher candidates, public health nurses, meal program volunteers, parent meeting, etcetera). Signs have been placed on the school doors reminding staff and guests that are not to enter if they have any COVID-like symptoms. Before entering the school, staff, visitors, and guests must sign in using their phone and the online form (<https://forms.office.com/Pages/ResponsePage.aspx?id=x85IPN0UjUWQyrSwDKIPe4Xz-8K4sLRCuoXzcU3VJTpUOU0xWDBOOFpURkFYTU5NR09LVVBUVIRGVy4u>). Should staff or a visitor not have a phone, they may speak with the secretary who will complete the form with assistance. All staff and guests must also sign out as they leave. Dates, names, times, contact information and areas visited in the school for each visitor will be logged and kept for approximately 30 days. After signing in, staff and guests must wash/sanitize their hands immediately.

Upon Arriving at School

Upon entering the school, all are to practice effective hand hygiene with alcohol-based spray or gel. Staff will be available to spritz student hands or to observe them washing their hands. Students may enter through two doors: the main entrance or the door under the walkway leading into the Harrington building.

Staff and students from Grade 8 to 12 are required to wear masks in all areas, unless at their workstation/desk, a barrier is in place, they are eating, or while they are outside. While waiting outside to be let in, all students must keep 2 metres of distance but using the white painted lines on the sidewalk.

Staff and Guests Management: Health Check for All Who Enter the building

For school personnel, an active daily health check must be completed in line with the requirements of the Provincial Health Officer's [Order](#) on Workplace Safety. Worksafe BC resources to support this can be found [here](#). Other adults (ex., visitors) required to enter the school should also complete an active daily health check. School personnel and other adults can refer to [BCCDC's When to Get Tested for COVID-19](#) resource to support their daily health checks.

Those experiencing symptoms of illness can use the [BC Self-Assessment Tool](#), call 8-1-1, or their health care provider.

- 1) Prior to leaving home, staff are required to complete a daily self-assessment regarding their health. Please use the BC Self-Assessment Tool.
- 2) Staff will complete the online confirmation form prior to entering the school, available here: (<https://forms.office.com/Pages/ResponsePage.aspx?id=x85IPNOUjUWQyrSwDKIPe4Xz-8K4sLRcUoXzcU3VJTpUOU0xWDBOOFpURkFYTU5NR09LVVBUBVIRGVy4u>)
- 3) All 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.
- 4) If a staff develops symptoms of illness while at home, they must stay 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.
- 5) Should a staff member have any COVID-like symptoms, they will contact their vice-principal to report as sick and to arrange for a Teacher on Call.
- 6) The principal will follow up with the staff member to assist in determining if further precautions are necessary.
- 7) Should staff develop COVID-like symptoms the designated staff member will don their PPE (mask, gloves, face shield or goggles) as per protocols and go to isolation room or leave the school immediately. The staff member will contact the principal or vice-principal by phone to arrange coverage.

All Who Enter the Building Training

Staff, volunteers, and guest training courses have been developed by an outside agency with the support of the CISKD. Courses are designed for school personnel, students, parents, and visitors. Course content includes proper use of personal protection equipment, limitations of this use, use of cleaning agents, recognize symptoms, proper handwashing techniques and more.

Staff members, volunteers, guests, and contractors must complete this course and submit a certificate of completion.

Bussing protocols

Although SAA provides bussing, parents are encouraged to transport their children when possible. This helps reduce the density on our busses.

All K-12 staff as well as students in Grades 4 to 12 are required to wear non-medical masks or face coverings when they are on the bus, subject to aforementioned exceptions on page 12. Students in K to 3 are encouraged to wear a non-medical mask or face covering on school buses though are not required to do so. Mask-wearing remains a personal or family/caregiver choice for primary students, and family/caregiver choices must be respected. Masks are to be put on before loading.

Bus Drivers are required to wear a non-medical mask or non-medical mask and face shield when on school busses except while driving, and subject to aforementioned exceptions on page 12 as applicable.

- K-12 school personnel and secondary students are required wear a mask or mask and face shield on buses.
- Drivers are required to wear a non-medical mask and face shield when they cannot physically distance from others, or be behind a physical barrier in the course of their duties. They are not required to wear a mask while driving or able to maintain a physical distance of 2metres. Exceptions will also be made for drivers who cannot tolerate a mask for health and/or behavioural reasons.
- Bus drivers will clean and disinfect the high touch areas of the bus at the start of their shift and after drop offs. Buses will be cleaned and disinfected according the guidance provided in the BC CDC's [Cleaning and Disinfectants for Public Settings](#) document. Additional guidance is available from [Transport Canada](#).

- Students will be assigned a seat, with students from the same household sharing a seat if space is limited. If density necessitates students to share a seat, students from within the same cohort may be assigned the same seat.
- As students board the bus, they will use an alcohol-based hand sanitizer.
- Open windows when the weather permits.
- The bus will be loaded from back to front. Students will disembark from front to back
- Bus drivers will practice hand hygiene often, including before and after completing trips. They will be supplied with an alcohol base sanitizer and two (2) reusable masks and a face covering (shield)
- Students should practice hand hygiene before they leave home to take the bus, when they leave school prior to taking the bus, and when they get home.
- Where possible, students should sit next to the window.
- Bus drivers shall keep a daily log of student ridership records should it be required by public health for contact tracing purposes.

Drop off

If you choose to drive your child to school using your private vehicle, please be considerate of the other families dropping off their children. While students are entering the building, students should be aware of and maintain two metres of distances from each other. To assist, white lines have been painted on the sidewalk and along the building. Children of the same family and from within cohorts may share that space. Doors will open at 7:55 and a staff member will be present to help ensure hands are properly disinfected.

To help reduce congestion when entering the school, students who are driven in private vehicles or who drive themselves must enter through the main doors by the front office.

Students who take the bus or walk must enter through the door entering the Harrington building outside Mr. Eichenberger's classroom.

Staff members will be present to ensure students disinfect their hands when entering.

Pick up

Community safety is a shared responsibility. Due to current health/safety protocols, students are not permitted to remain onsite if they are not directly engaged in an approved after school activity. To ease congestion, parents are asked to arrive just prior to picking up their child. Parents must stay in their vehicles while waiting. We will also stagger dismissal, based on cohorts to help avoid students from gathering in groups. Parents should arrive approximately five minutes after dismissal to allow their child time to reach the upper field.

Schedule:

- K-3 2:20
- 4-7 2:30
- 8-12 2:50

Parents should arrive approximately 5 minutes a

Physical Distancing

Physical distancing refers to a range of measures aimed at reducing close contact with others. Physical distancing is used as a preventative measure because COVID-19 tends to spread through prolonged, close (face-to-face) contact. Refer to the table below.

Stage 2 Learning Groups and Physical Distancing Summary Table

Division and Grade Levels	Cohort groupings of staff and students	Physical Distancing Within a Cohort:	Physical Distancing Between Cohorts	When Members of Different Cohorts Interact
Elementary: Kindergarten to Grade 7	Up to 60	Avoid physical contact, minimize close, prolonged face-to-face interactions and spreading out as much as possible within the space available. Young children may not be able to consistently reduce physical contact.	Between cohorts, avoid physical contact, minimize close, prolonged face-to-face interactions and spreading out as much as possible within the space available, and ensuring there is 2 meters of space available between people.	If in same space for more than 15 minutes, space should be sufficiently large, and/or should have limits on number of people so that 2 metres of space is available between people of different cohorts.
Secondary: Grades 8-12	Up to 120			If in same space for transition purposes (ex., changing between classes) and other measures are in place (ex., floor markings, staggered transition times), there should be enough space to ensure no physical contact.

Multiple Cohort Learning:

Multiple groups of students from different cohorts can be in the same learning space at the same time if physical distancing can be strictly practiced between people of different cohorts, and there is adequate space available to prevent crowding of those from within the same cohort. **Masks are not a replacement for physical distancing.**

Multiple Cohort Services

Note: Students from different cohorts may need to be together to receive beneficial social supports, programs or services (ex., meal programs, after school clubs, etc.) Within these supports or services, it is expected that cohorts are maintained, and physical distancing can be strictly practiced as much as is practical to do so while still ensuring the support, program or service continues. This does not apply to extra-curricular activities where physical distancing between cohorts should consistently be practiced. Guidance for when masks should be worn is available in the Personal Protective Equipment section of the [BC CDC COVID19 Public Health Guidance for K-12 School Settings \(revised Feb 4 2021\)](#).

Outside of Cohort Social Interactions in Common Areas

* Students and staff should do the following to safely socialize with those in different cohorts in common areas during transition times or break periods:

- In elementary schools, students can socialize with peers in different cohorts if they are outdoors and can minimize physical contact or if they are indoors and can practice physical distancing. Elementary

students are less able to consistently practice physical distancing. Outdoors is a lower-risk environment than indoors.

- In secondary schools, students can socialize with peers in different cohorts if they can practice physical distancing. If a secondary student is unable to do so, they should socialize within their cohort or where they can be supported to practice physical distancing.

***Masks are not a replacement for physical distancing. Efforts should continue to focus on using all available space and preventing crowding or close gathering.**

***Within and outside of learning groups there should be no crowding.**

CISKD personnel at all schools should seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a mask or working within the same cohort. This includes social interactions in staff areas and during meetings.

All K-12 Personnel are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask is to be worn in addition to the face shield) in schools.

Elementary and middle schools are likely able to implement cohorts without reducing the number of individuals within the school. Secondary schools may use both approaches: implement cohorts and reduce the number of the individuals typically within the school to ensure there is space available to prevent crowding. This may be necessary due to the larger number of people and the increased frequency of classroom exchanges that typically occur within secondary schools. Secondary schools should continue to prioritize the attendance of students who most benefit from in-person support and learners with diverse needs, as well as consider alternate learning modalities and off-campus learning.

- 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. Physical contact is still discouraged. Parents/Caregivers are asked to reiterate the same reminders with their child before arriving at school.
- 4) Staff may consider providing workspace outdoors when practical. Contact sports, including tag games, are not permitted.
- 5) Staff may incorporate more individual activities or activities that encourage more space between students and staff.

Hygiene

- 1) Students wash their hands (at a minimum):
 - Upon arriving at school
 - Prior to departure from school
 - Before and after eating and drinking
 - Before and after any breaks
 - After using the toilet
 - After sneezing or coughing into hands or tissue
 - Before and after giving medication to a student or self
 - After handling common resources/equipment/supplies or pets
 - After contact with body fluids (ex., runny nose, saliva, vomit, blood, urine feces, infection)
 - Before and after using gloves
 - After handling garbage
 - After cleaning or disinfecting

- When hands are visibly dirty; and
 - When moving between different learning environments (classrooms/gym, indoor/outdoor, etc).
- 2) Effective Handwashing techniques. Staff are encouraged to help younger students with handwashing hygiene practice.
 - a) Turn on the taps to wet your hands.
 - b) Use soap and rub all surfaces of your hands (palms, back, between the fingers, and nails) for 20 seconds.
 - c) Rinse thoroughly
 - d) Use a sheet of paper towel to turn off taps.
 - e) Use new paper towel to dry before disposing in the waste.
 - f) If a sink is not available, 70% alcohol-based hand sanitizer can be used remembering that the 'air drying' is what 'kills' the virus.
 - 3) Food, drink, or any school supplies (pencils, erasers, phones, etc) will not be shared.
 - 4) School lunches should be ready to eat and require no preparation at school, including cleaning fruit or vegetables. Students will not have access to microwaves.
 - 5) Students will each lunch in their classrooms.
 - 6) Before donning and after doffing, supervisors will practice proper hand hygiene after removing their gloves and safely disposing of them in the waste receptacle.
 - 7) 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.
 - 8) Group food preparation activities are not permitted at school, unless the preparation is for the student's own consumption.

School Gatherings:

School gatherings (ex., mass, liturgies, assemblies) should be kept to a minimum and within the cohort. Gatherings should not exceed the maximum cohort size in the setting, plus the minimum number of additional people (staff, visitors, etc.) required to meet the gathering's purpose and intended outcome. Consider livestreaming for larger be followed:

- Gatherings should occur within the cohort and/or learning group
- Gatherings should not exceed the maximum learning group size in the setting (includes personnel who are part of the learning group) plus the minimum number of additional people required (ex., additional school personnel, visitors, etc.). Additional attendees should be minimized as much as is practical to do so and they must maintain physical distance.
- Adequate space must be available to prevent crowding of those within the learning group.

Masks

All K-12 personnel are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask is to be worn in addition to the face shield) in schools and on school buses – both within and outside of their learning group.

Students

All Grades 4-12 students are required to wear a mask or a face shield and mask indoors in schools and on buses, both within and outside of their learning group.

All K-3 students are encouraged to wear a mask indoors in schools and on buses but are not required to do so. Mask-wearing remains a personal or family/caregiver choice for these students, and their choices must be respected. Additional guidance for student mask use during certain activities is addressed in the following sections: Music Programs, Physical and Health Education (PHE)/Outdoor Programs, School Sports, and Theatre, Film and Dance Programs .

Staff

Personnel providing health services or other health care in support of students with complex behaviours, medical complexities or students receiving delegated care may require being in close proximity or in physical contact with a medically complex or immune suppressed student. People providing these services in schools must wear a mask (medical or non-medical) when providing such services and the service cannot be provided from behind a physical barrier. Additional PPE over and above that needed for the routine practice is not necessary. Please note that Grades 4-12 students are also required to wear masks while receiving these service supports in close proximity and/or physical contact, subject to exceptions noted below.

Exceptions for Personnel, Students & Visitors

The guidance provided above regarding mask requirements does not apply to personnel, students and visitors in the following circumstances:

- to a person who cannot tolerate wearing a mask for health or behavioural reasons;
- to a person who is unable to put on or remove a mask without the assistance of another person;
- if the mask is removed temporarily for the purposes of identifying the person wearing the mask;
- if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (ex., playing a wind instrument, engaging in high-intensity physical activity, etc)
- if the person is eating or drinking;
- if a person is behind a barrier;
- while providing a service to a person with a disability or diverse ability (including, but not limited to a hearing impairment) where visual cues, facial expressions and/or lip reading/movements is important.

No medical note is required by a health-care provider if a personnel member, student or visitor is unable to wear a mask.

If a student or staff member develops symptoms while at school, they must wear a mask while they are preparing to go home. [Review COVID-19 mask use information](#) from the British Columbia Centre for Disease Control (BCCDC).

Attendance

As regular attendance is expected. If students are unable to attend, please contact the office by phone at 250-372-5452, by email at attendance@st-anns.ca, or complete the online form at <https://st-anns.ca/attendance/>.

Learning Groups/Cohorts

Break times

To assist with maintaining the integrity of our identified learning groups, the following groups have the identified areas to enjoy during break times:

Students in Kindergarten to Grade 3 will go outside for a movement break each morning, weather permitting. On Tuesdays and Thursdays, students in Kindergarten and Grade 1 will play in the playground area and the lower field while students in Grade 2 and Grade 3 will play on the pavement outside the elementary music room and between Exner and Harrington buildings. On Mondays, Wednesdays, and Fridays students in Grade 2 and Grade 3 will have access to the playground and lower field while Kindergarten and Grade 1 students will play on the pavement outside the elementary music room and between Exner and Harrington buildings.

Students in Grade 4, Grade 5, Grade 6, and Grade 7 will also go outside for a movement; however, their break time will be staggered from the primary grades. On Tuesdays and Thursdays students in Grade 4 and Grade 5 will play in the playground area and the lower field while students in Grade 6 and Grade 7 will play on the pavement outside the elementary music room and between Exner and Harrington buildings. On Mondays, Wednesdays, and Fridays students in Grade 6 and Grade 7 will have access to the playground and lower field while Grade 4 and Grade 5 students will play on the pavement outside the elementary music room and between Exner and Harrington buildings.

Lunch in the elementary

Kindergarten to Grade 7 will eat lunch in their classrooms. Before eating, students must wash their hands using soap and water. They will use the sink in their classrooms. To help reduce the number of students on the field, students in Kindergarten, Grade 1, Grade 2, and Grade 3 will eat lunch before going outside to play. Students will wash their hands before going outside. Students in Grade 4, Grade 5, Grade 6, and Grade 7 will go outside to play before having their lunch.

To ease congestion at the canteen, food will be brought to elementary classroom.

On Mondays, Wednesdays, and Fridays, students in Kindergarten and Grade 1 will play in the playground area and the lower field while students in Grade 2 and Grade 3 will play on the pavement outside the elementary music room and between Exner and Harrington buildings. On Tuesdays and Thursdays students in Grade 2 and Grade 3 will have access to the playground and lower field while Kindergarten and Grade 1 students will play on the pavement outside the elementary music room and between Exner and Harrington buildings.

On Mondays, Wednesdays, and Fridays, students in Grade 4 and Grade 5 will play in the playground area and the lower field while students in Grade 6 and Grade 7 will play on the pavement outside the elementary music room and between Exner and Harrington buildings. On Tuesdays and Thursdays students in Grade 6 and Grade 7 will have access to the playground and lower field while Grade 4 and Grade 5 students will play on the pavement outside the elementary music room and between Exner and Harrington buildings.

If students come to school with a lunch prepared from home, parents must remember that students will not have access to microwave ovens. All meals must be ready to eat and require no preparation at school.

Lunch in the secondary

Students in Grade 8 to Grade 12 will have a staggered lunch. They may eat their lunch in the Canteen alongside members of their cohort. To ease congestion, students in Grade 8 and 9 will eat first in the Canteen then students in Grades 10-12 will eat.

If students come to school with a lunch prepared from home, parents must remember that students will not have access to microwave ovens. All meals must be ready to eat and require no preparation at school.

All students and staff must stay on campus for the entire day.

Water Fountains

Water fountains with an automatic water bottle dispensing feature will be available for everyone's use. Any fountain where students drink directly from the fountain have been disabled or have had that feature disabled.

Students are encouraged to bring their personal refillable water bottle to school.

Canteen

Under Stage 2, St. Ann's Academy can re-open our Canteen. Cleaning and disinfection practices will be kept in accordance to WorkSafeBC protocols (<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs>)

To provide an opportunity for students to interact within their cohorts, after students collect their food, they are encouraged to enjoy their meals outside or, if in the elementary, their classrooms.

Access to the kitchen will be restricted to the Canteen Manager and other individuals required to help prepare and distribute food and for cleaning up.

To reduce interaction between commercial delivery companies, students, and staff deliveries will take place during non-peak times. Drivers must call the school ahead for instructions and follow disinfection protocols before entering the building.

Traffic flow

To help reduce the interaction between students in hallways, all who enter the building will walk on the right side of the hallway, leaving the centre clear. Directional arrows will help serve as reminders to students and a centre line will help distinguish the direction of traffic.

Cohorts

As recommended by the Provincial Health Office, students are grouped into learning cohorts. Please refer to the chart on Page 9). Members between cohorts may interact; however, they must maintain two meters of distance and masks must be worn, unless there are health reasons that prevent this.

The following grades and staff members will form cohorts. Students in grades K-7 are not required to keep themselves physically distant from each other; however, they are encouraged to minimize physical contact. If interacting with students or staff from other cohorts, students must practice social distancing.

- Daycare children, Mrs. Berdusco, Mrs. Flanagan, Mrs. Mackey, Mrs. Milne-Berdusco, Mrs. Young
- Grade K-1 students, Mrs. Langevin, Mrs. McCarthy
- Grade 2-3 students, Ms Marazita, Mrs. Blower
- Grade 4-5 students. Mrs. Sjukvist, Mrs. Sewell
- Grade 6-7 students, Ms. Choi, Mrs. Makse
- Grade 8 – 9 students, Mr. McCarthy, Mrs. Bradbury, Mrs. Smylie, Mr. Potocki, Mrs. Broadway
- Grades 10 - 12 students, Ms. Spina, Mr. Larson, Mrs. Santos Mr. Eichenberger, Mr. Langevin, Mrs. Dimopoulos, Mr. Cuzzetto, Mr. Beliveau

- Life Skills students, Mrs. Ferguson, Mr. Nakashimada, Mrs. Belbin, Mrs. Mallais, Mrs. Balison

Students in Grades 8 -12 must practice physical distancing whenever possible.

The following staff will form a working cohort.

- Administration: Mr. Niwa, Mr. Arsenault, Ms. Watson, Mrs. Pearce, Mrs. Costa, Mrs. Baird, Mrs. Pearce, Mr. Jackson, Mr. J. McKay, Mr. W. McKay, Mr. Taylor.

Individuals who are not part of a cohort must always practice physical distancing and, if not possible, a mask and shield as per the circumstances described under the mask section:

- Mr. Tucker and Mr. Thompson (bus drivers)
- Teachers on Call (TOC)
- Mrs. Levasseur
- Mr. Pearce
- Mrs. Lorraine
- Mrs. Suco

School Masses

Mass will be celebrated at school in the gymnasium. To reduce the risk of spread, only one cohort will be present. All other students and staff will participate via Zoom in classrooms. Once Mass is over, Fr. Derrick will distribute communion in each classroom and offer a blessing to those who do not receive communion. Fr. Derrick will follow proper protocols.

Parents, grandparents, and other members of the community are invited to participate via Zoom.

Daily School Structure

To create as typical an environment as possible students will follow the day-to-day schedule shared in September of 2020. All students will participate in the classes in which they have been enrolled. The school will continue to follow the Integrated Resource Package (curriculum) for all courses as identified by the Ministry of Education or as in the case of our religion curriculum, as approved by the CISKD Board of Directors.

If an activity cannot be implemented in line with provincial guidance guidelines, it will be adapted or another activity will be selected.

School personnel continue to be encouraged to support student mask use through positive and inclusive approaches, and not punitive or enforcement activities that exclude students from fully participating in school or that could result in stigma.

No student should be prevented from attending or fully participating in school if they are not wearing a mask.

Elementary students receive their schedule from their teachers.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45	Prayer	Prayer	Prayer	Prayer	Prayer
8:45-10:15/10:30	Classes	Classes	Classes	Classes	Classes

10:15-10:30 (K – 3)	Recess	Recess	Recess	Recess	Recess
10:30-10:45 (4 - 7)	Recess	Recess	Recess	Recess	Recess
10:30/10:45	Classes	Classes	Classes	Classes	Classes
12:00-1:00	Staggered lunch/recess				
1:00-2:20	Classes	Classes	Classes	Classes	Classes
2:20	K-3 dismissal				
2:30	4-7 dismissal				

Secondary students can access their schedules online.

Outside activities are encouraged, so please consider the day’s forecast and student attire. For younger children, parents should provide support by helping their child wear sunscreen, hats, warm or waterproof outerwear.

High School Day rotation

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
A	F	C	H	E	B	G	D
B	G	D	A	F	C	H	E
C	H	E	B	G	D	A	F
D	A	F	C	H	E	B	G
E	B	G	D	A	F	C	H

Uniforms

Students in all grades will be expected to wear the school uniform.

Students who Become Ill while at School

Caring for Those Referred to the Sick Room:

- 1) Only one symptomatic person is permitted in the sick room at any time (no visitors).
- 2) At no time should an ill person be left unattended.
- 3) In the event of someone becoming ill at school, the office will be notified immediately for the designated staff member to attend to the person. Under no circumstances is the ill person to leave the room without the designated personnel to accompany them.
- 4) Upon the office receiving a notification of a person with illness in the school, the designated staff member will don their PPE (mask, gloves, face shield or goggles) as per protocols and go to the locale of the ill person to accompany the ill person to the isolation room. The office secretary shall contact the parents/guardians or emergency contact of ill person to arrange for immediate pick up.
- 5) Upon arrival at the sick room, both the designated staff member and ill person will perform hand hygiene as per protocols prior to entering and exiting the sick room.

- 6) If not vomiting and after the ill person has performed hand hygiene, he or she will don a mask as per protocols under the guidance of the designated staff member.
- 7) The designated staff member will direct the ill person into the sick room and direct them to the chair, placing the waste bin close to the ill person, before taking their place two meters away so as to still be able to directly observe the ill person until transportation has arrived and be able to respond quickly should there be a sudden change in their health. Under no circumstances are ill children (under 18 years old) to leave the school alone. If caring for an adult, the adult's next of kin will be notified, prior to leaving the school.
- 8) If the ill person needs to leave the sick room for any place other than home (ie., bathroom), they will perform hand hygiene before exiting the area. They will also need to perform hand hygiene upon re-entering the sick room.
- 9) Once transportation for the ill person arrives, any siblings or family members within the school will be called to go home with the ill family member. The parent/guardian or ill staff member will be encouraged to contact their medical health care provider or call 8-1-1 Healthlink BC to report their symptoms, receive direction and advise the school of the outcome.
- 10) If directed by the local Health Authority, the designated staff member may be asked or required to report the potential case to 8-1-1 HealthLinkBC.

After Caring for the Ill Person:

- 1) The sick room will be thoroughly cleaned and disinfected after each use.
- 2) If a staff member's clothing becomes soiled with bodily fluids, the clothing should be removed and placed in a plastic bag, sealing the bag by tying it, and taking the sealed bag for laundering. The staff member shall change into alternate clothing of their own.
- 3) Upon arrival at home, the soiled clothing will be washed in a washing machine and dried in a dryer.
- 4) The sealed bag is emptied directly into the washing machine without touching the soiled clothes. The plastic transport bag is then disposed in the garbage. Hand hygiene is performed. Remember to disinfect any surfaces that came into contact with your hands, clothing or bag, with the diluted bleach solution (1/3 cup bleach to 1 gallon of water or 50 ml of bleach to 1 litre of water) and let air dry.

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: st-anns.ca
- All information relating to COVID-19 is posted on our school website or shared by email.
- See the attached BCCDC flow chart on Public Health Notifications ([Appendix C](#))
- If there is a confirmed COVID-19 case in a school, public health contacts affected school community members directly. Regional health authorities also post school notifications on their websites, providing the date and type of notification (outbreak, cluster or exposure) for impacted schools. You can find the website at: <https://news.interiorhealth.ca/news/school-exposures/>

- A reminder that it is the parent and/or staff member's responsibility to ensure that the School has the most recent/current contact information on file. Please contact the office with any changes/updates to your contact information.

Music

Music education classes, programs and activities (ex., Band, Choir) can continue to occur where:

- K-12 staff and students in Grades 4 to 12 must wear masks while indoors and during certain activities, such as singing. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask, such as playing a wind instrument
- As with other classrooms, students and staff will wash or sanitize their hands upon entering or leaving the space as well as between the use of shared instruments.
- Percussion instruments Students, regardless of grade level will not share any instruments that make contact with the mouth (flute, recorders etc.)
- (boom whackers, pails) will be disinfected daily.

Theatre, Film and Dance Programs

Practice diligent hand hygiene as outlined in this document:

- At the beginning and end of the class
- Before and after handling shared equipment, and
- Whenever hands are visibly dirty

Dance and drama classes should minimize contact by reorganizing warmups, exercises and performance work into smaller groups allowing for physical distancing to occur as per individual space limitations.

This could mean that portions of the class:

- act as an audience and audit work.
- work in alternate areas on their own small group or individual exercises.

Blocking of scenes and dance numbers should be choreographed in ways that limit physical touch and face-to-face interactions, and instead seek creative solutions to dynamic storytelling and expressing movement.

- Set up personal spaces and equipment for students, as best as possible.
- Avoid sharing equipment by numbering and assigning items to each student, if possible.
- Clean and disinfect equipment as per Cleaning and Disinfection guidelines in the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#).
- When entering classroom spaces, encourage students to use designated areas for leaving personal items, such as in designated desk areas or a marked side of the room.
- Demonstrations and instruction: ensure appropriate space is available to allow for all students to view and understand demonstrations. If needed, break class into smaller groups to permit appropriate distancing.
- Only personal items may be used as costumes.

Physical & Health Education (PHE)/Outdoor Programs

Create space between students and staff and encourage physical education, extracurricular exercise and sport activities outdoor activities and programs as often as possible.

People should be physically distanced as far as possible from one another during physical activity. Activities should be adapted to reduce physical contact. There should be no activities that include prolonged physical contact (ie., physical contact beyond a brief moment) or crowding. For example, activities like tag or touch football are lower-risk, whereas activities like wrestling or partner dancing should be avoided.

Support physical distancing (2m) outside of learning groups.

K-12 staff are required to wear masks during these programs when they are indoors, except during high intensity physical activity and a barrier is not present.

For students in Grades K to 3:

Students within the same learning group are not required to maintain physical distancing but activities must be delivered in a way that reduces the likelihood of physical contact beyond a brief moment.

Students from different learning groups are required to maintain physical distancing (2m) when indoors. When outdoors, activities must be delivered in a way that reduces the likelihood of physical contact beyond a brief moment.

Students in Grades 4 to 12 are required to wear masks during these programs when they are indoors, except during high-intensity physical activity.

For high intensity stationary activities students and activities, students and fitness equipment (ex., stationary bikes treadmills, weight training equipment), need to be spaced 2 metres apart if indoors, including those within the same learning group. If 2 metre spacing is not available and the activity cannot be moved outdoors, then the activity must not take place and a different activity should be selected.

High intensity exercise activities are those that result in significantly increased respiratory rates. In secondary schools:

- If indoors and the activity is stationary, have students distanced 2 metres apart. If the activity involves movement, ensure there is ample space available to reduce the likelihood of physical contact beyond a brief moment.
- Move high intensity activities outside or replace with a low-intensity activity if this isn't possible.

Guidance for high intensity exercise activities applies within and between learning groups.

For low intensity activities (ex., yoga, walking), students are required to wear masks when they are indoors and a barrier is not present.

Masks should be worn indoors by secondary students during low-intensity indoor activities where distancing cannot be consistently practiced. Wearing masks during high intensity exercise activities or outdoors is based on personal choice, but cannot be in place of the other measures detailed in this section.

Shared equipment can be used, provided it is cleaned and disinfected as per the guidelines of the Cleaning and Disinfection section of the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) document.

Students are to practice effective hand hygiene before and after participating in physical activity and equipment use.

Disinfect teaching aids (ex., clipboards, whiteboards, pens, plastic bins for transporting materials).

Refer to [Physical and Health Education Canada](#) guidelines:

- Include more emphasis on individual healthy lifestyle and active living pursuits such as dance, alternative environment, land-based activities, exercises without equipment, fitness, mindfulness, gymnastics and target games, in preference to traditional team activities.
- Explore local parks and green space to promote outdoor learning and activity.
- Focus on activities that do not involve equipment or equipment sharing.
If equipment must be used:
 - Avoid sharing equipment by numbering and assigning each student their own supplies.
 - Assemble individualized PE kits to use at home or school and set aside a budget for additional kits to be purchased or created.
 - Anticipate equipment hygiene compromises and keep extra equipment on hand so that instructional time is not lost to re-cleaning equipment. Have disinfection product on hand in a secure location and managed by the Teacher.
 - Disinfect teaching aids (ex., clipboards, whiteboards, pens, plastic bins for transporting materials, etc.)
 - Encourage students to come to school in clothing that is appropriate for PE and weather conditions to eliminate the use of change rooms.
 - When transitioning to/from outside remind students to use designated areas for changing into jackets and winter clothing if moving outdoors, such as in a designated desk area or a marked side of the hallway.
 - In elementary, consider having homeroom teachers pick up/drop off their students for PE classes to maintain schedules, smooth transitions, and time on task.

Extra-curricular programming

Extra-curricular programming is resume; however, individuals from different cohorts must practice social distancing and/or wear masks. Athletic practices may resume; however, there will be no inter-school events.

Staff Room

In the staff room, photocopy rooms, office, etc. any appliance utilized needs to be wiped down with disinfecting wipe after each use. Dishes and containers are not to be washed at school. Staff will use the dishwasher or bring their dishes home. Staff must clean, then wipe down their eating area with a disinfecting wipe prior to leaving. All containers must be removed from the refrigerator each day. Any items left behind will be disposed of by the nighttime custodian. Staff will not exceed the maximum occupancy number indicated by the sign on the room door.

Facilities

- 1) General cleaning and disinfecting of the premises will occur at least once a day.
- 2) Frequently-touched shared surfaces will be cleaned and disinfected at least twice a day. (e.g., doorknobs, light switches, cupboard handles, handrails, tables, phones, bathrooms, keyboards). Limit frequently-touched items that are not easily cleaned.
- 3) Any surface that is visibly dirty is to be cleaned and disinfected immediately.
- 4) Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.
- 5) Avoid use of fabric or soft items that are not easily cleaned or disinfected.
- 6) Empty garbage containers daily; if $\frac{3}{4}$ full, they should be emptied during the day.
- 7) Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- 8) Wash hands before wearing and after removing gloves.
- 9) Access to drinking water sources in the school is to be engaged for bottle refilling only. Everyone should avoid contact with the fountain spout and bring a personal water bottle (filled) for consumption instead. Schools are

encouraged to convert more water fountains or other water sources to provide for no-touch water refill stations. Hand hygiene practices before/after contact with high touch surfaces, coupled with increased disinfection scheduling of high touch surfaces is recommended.

- 10) Use paper hand towels instead of cloth towels.
- 11) Each classroom, staff, and/or learning or working space ex, (library, computer lab, etcetera) will have a health and safety package available for staff to manage (cleaning and disinfection products, paper towels, masks, gloves, etc.). Wash hands before wearing and after removing used gloves.
- 12) Cleaning and disinfection products (eg. hand sanitizer as well as wipes or spray and paper towels) will be provided and readily available for common areas (e.g. photocopy room, computer lab, gym, library, entrances). Note: only use wipes approved by IT department for computers, keyboards, and other technology equipment/devices.
- 13) Schools will limit the use of frequently touched items that are not easily cleaned often (ex., fabric/soft items, plush toys, upholstered furnishings), or at all (ex., sand, foam, playdough, etc) shared equipment, as much as is practical to do so. These items can continue to be used if hand hygiene is practiced before and after use.
- 14) Items and surfaces that children have placed in their mouths or that have been in contact with bodily fluids are to be cleaned as soon as possible and between uses by different children.
- 15) Dishwasher safe items can be cleaned and disinfected in a dishwasher with a hot rinse cycle.
- 16) There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper-based educational resources to students.
- 17) Physical barriers have been installed where deemed necessary and in places where physical distance cannot be regularly maintained (ex., front office, administrative offices, library desk, canteen counter, etcetera).

Washrooms

With privacy dividers already installed in the washrooms, a maximum of three students from one cohort may be in a washroom at once. To help ensure safe distances are kept, sinks and urinals may be disabled.

Appendix A - DAILY HEALTH CHECK – For Staff & Others

Daily Health Check to Determine School Attendance

1. Key Symptoms of Illness:	Do you have any of the following key symptoms (note all that apply)?	Circle One	
Note: If 'yes' to even one of these symptoms, stay home and seek testing.	Fever (37.5°C or higher is considered a fever)	Yes	No
	Chills	Yes	No
	Cough or worsening of chronic cough	Yes	No
	Shortness of breath	Yes	No
	Loss of sense of smell or taste	Yes	No
	Diarrhea	Yes	No
	Nausea and vomiting	Yes	No
2. Other Symptoms of Illness:	Are you experiencing any of the following symptoms (note all that apply)?	Circle One	
Note: If 'yes' to <u>one (1)</u> of these symptoms, stay home until you feel better. If 'yes' to <u>two (2) or more</u> of these symptoms, stay home for 24 hours to see if you feel better. If not better after 24 hours, seek testing.	Sore Throat	Yes	No
	Loss of Appetite	Yes	No
	Extreme Fatigue/Tiredness	Yes	No
	Headache	Yes	No
	Body Aches	Yes	No
	Nausea or Vomiting	Yes	No
	Diarrhea	Yes	No
3. Other Questions		Circle One	
Confirmed Contact? If yes, you are required to self-isolate for 14 days since last contact with the person confirmed to have COVID-19	Have you been identified and contacted by Public Health as a 'confirmed close contact' of a person confirmed by Public Health to have COVID-19?	Yes	No
International Travel? If yes, you are required to do self-quarantine for 14 days.	Have you returned from travel outside Canada in the last 14 days?	Yes	No
Isolation? If yes, you are required to do so and follow the instructions provided by Public Health	Have you been told to isolate by Public Health?	Yes	No

Check your Symptoms Using the [BC Self-Assessment Tool](#).

Should you have questions, or the symptoms get worse, contact your health care provider or call 8-1-1.

If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved or as otherwise directed by public health or health care provider.

To arrange for a testing appointment in Interior Health:

You can make an appointment online through the [COVID-19 Test Booking Form](#), or call **1-877-740-7747** for assistance between 8 am – 7pm, daily.

Please try to book within 24 hours or the first available test in the closest collection centre.

To arrange for a testing appointment in Northern Health

Call the Info Line at **1-844-645-7811**

All Northern BC residents can call this line for COVID-19 information, health advice, virtual screenings and assessments, and primary and community care services.

For more information on COVID-19 visit the [BCCDC website](#)

When can I return to School after a Test?

If the test result is **negative**, one can return to school when symptoms improve

and person feels well enough to participate in all school-related activities.

If the test result is **positive**, one must follow direction from public health on when return to school is possible.

Appendix B

[When to Test for COVID/ Daily Health Check Form – as of Feb., 2021](#)

COVID-19

When to get tested for COVID-19

Based on current evidence, some symptoms are more likely to be related to COVID-19 than others.

If you or your child have any of the symptoms listed below, follow the instructions.

SYMPTOMS		WHAT TO DO
<ul style="list-style-type: none">• Fever (above 38° C)• Chills• Cough	<ul style="list-style-type: none">• Loss of sense of smell or taste• Difficulty breathing	1 or more of these symptoms: Get tested and stay home.
<ul style="list-style-type: none">• Sore throat• Loss of appetite• Headache• Body aches	<ul style="list-style-type: none">• Extreme fatigue or tiredness• Nausea or vomiting• Diarrhea	If you have 1 symptom: Stay home until you feel better. 2 or more of these symptoms: Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.
If you are a close contact* of someone who has COVID-19 and have any of the symptoms listed above: Get tested and stay home.		

Check your symptoms with the [B.C. Self-Assessment Tool](#).

If you have any questions, or the symptoms get worse, contact your healthcare provider or call 8-1-1.

* You will be notified if you are a close contact. For more information on close contacts, go to <http://www.bccdc.ca/covid19closecontacts>

For more information on COVID-19, go to www.bccdc.ca

If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.

Administering First Aid Safe Work Procedure – COVID 19

Description:	This purpose of this document is to provide a safe procedure for staff to follow while performing first aid to either students or staff during COVID-19 to ensure worker safety
Personal Protective Equipment (PPE)	Nitrile gloves: standard Mask: to help protect the client and care provider Face Shield, safety glasses or goggles: to provide eye protection for the care provider from contact with body fluids while providing care/supervision – worn with mask
Procedure	Before Administering first aid, attendant must perform hand hygiene

GENERAL PROCEDURE: FLU LIKE SYMPTOMS (potential COVID care)

1. First aid attendants shall offer assistance to those with suspected flu-like (aches, pains, coughing) symptoms and guide them to the designated sick room, supervise them within distance guidelines as appropriate. Don required PPE and follow *Sick Room Protocols for Symptomatic Students or Staff*.
Should a staff or a student begin to show flu like symptoms, the first aid attendant shall:
 - Put on full PPE (gloves; mask; safety glasses/goggles or face shield)
 - Maintain physical distance of 6 feet/2 meters, as appropriate, and reassure the student/adult.
 - Ask the student or staff member to remain in sick room until transportation is arranged.
 - For an ill staff member, ensure safe ride home is arranged, work with the Principal or supervisor.
 - For an ill student, the attendant will alert the Principal or supervisor.
 - Ensure after the isolation room is cleared, notify site custodian to ensure cleaning and disinfection as per protocols begins immediately.

GENERAL PROCEDURE: NON-FLU LIKE SYMPTOMS - Standard First Aid (bleeding/open wound/concussion, etc)

1. Before administering any first aid, attendant must perform proper hand hygiene as per Hand Washing procedure.
2. Put on required PPE (gloves, mask, goggles, face shield) as appropriate to potential hazards during care.
3. Perform injury assessment verbally and visually prior to administering first aid while maintaining physical distancing, as appropriate.
4. Gather required first aid supplies (stored outside of room - only take required supplies into room).
5. The first aid attendant shall render first aid to the student.
6. Dispose of any used and unused materials brought into the room in the garbage can.
7. Where appropriate, provide the supplies to the injured adult member who may render first aid under your direction.
8. Ensure the ill person is comfortably waiting in the room while awaiting transportation and under direct supervision.
9. PPE remains worn while providing care and supervision in the room.
10. After the student/staff have departed or when attendant is exiting the room, discard gloves into the room's waste basket and perform hand hygiene after removal (worn gloves must not be taken outside room -REMEMBER the outside of the gloves are contaminated). Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off.
11. Leave face shield protection in place until after staff/student has departed.
12. Should re-entry of the room be necessary, put on new gloves, and mask, as appropriate.
13. Exit the room and supervise the staff/student until transportation arrives for them.

For Non-Urgent Care (bandaids, icepacks, hangnail, paper cuts, sore arm, etc)

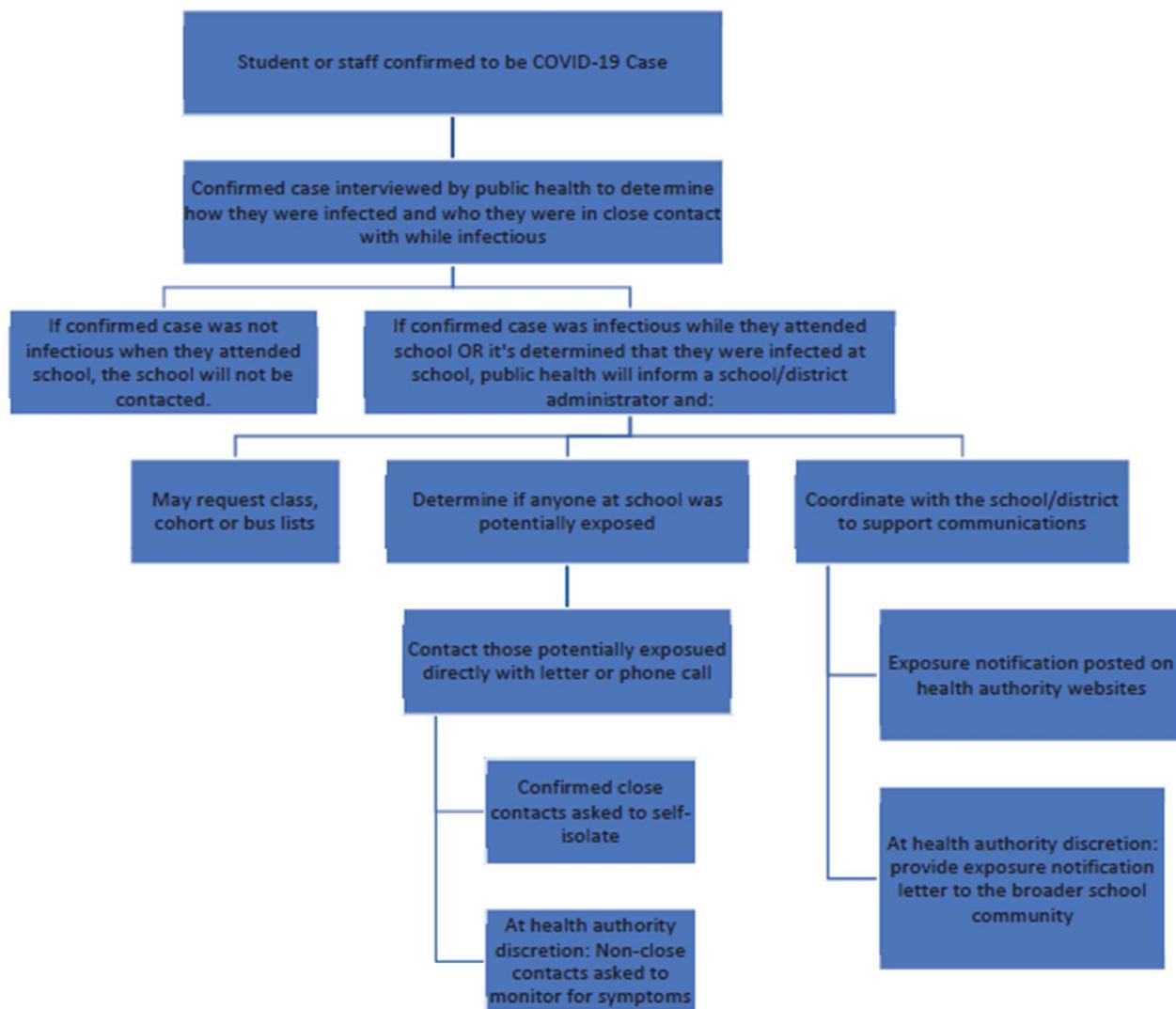
Mask + hand hygiene before and after care.

PROCEDURE: POST-CARE FOR ALL FIRST AID CARE

1. Remove mask and gloves, discarding in garbage can in the room. Wash hands.
2. Exit room with shield still on face.
3. Notify custodian to complete cleaning and disinfection.
4. Proceed with disinfecting shield as per protocols with disinfectant spray or disinfectant wipes. Allow to air dry.
5. Wash hands again.
6. **Complete First Aid Record** for both staff and students. If staff, advise them to complete a Worker's Report of Injury.

Appendix C

Appendix C: Contact Tracing and Public Health Notifications in Schools



Regional health authorities determine their own notification processes. The notifications used in some regions may differ from what is included here. In all regions, public health ensures anyone who may be a close contact (i.e. those required to self-isolate) is notified. Additional information on contact tracing, self-isolation and close contacts is available from [BCCDC](#).



Appendix D

Appendix D: Supplementary Guidance for School Meal Programs

This guidance is adapted from the [WorkSafe BC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation](#) to support the delivery of school meal programs, breakfast clubs and other food access initiatives that are not regulated under the *Food Premises Regulation*.

General Considerations

- Students from different cohorts can access school meal programs at the same time if necessary (e.g. a morning breakfast program offered only to students who may need it). Physical distance between students from different cohorts should be maintained as much as is practical to do so while ensuring the program can be offered.

Food Delivery and Preparation

- Limit the number of staff/volunteers in a food preparation or eating area at any one time to those necessary to ensure the program can be delivered.
- Inform delivery agents and other volunteers of how to adhere to the school's visitor policy, where food should be delivered to, and what hours food can be accepted at.
- Develop and establish hand hygiene procedures for all staff/volunteers. This includes before and after leaving the food preparation area and using equipment.
- Donated food, including Traditional foods, can continue to be accepted in line with regular food safety precautions for accepting food donations.

Cleaning and Disinfecting

- Continue with regular cleaning and disinfecting practices for food services.
- Identify high-touch surfaces to ensure they are cleaned and disinfected in line with the guidance in this document and existing food safety practices.
 - High-touch surfaces may include ingredients and containers, equipment such as switches, dials and handles and shared serving utensils if they are used by multiple people.

Food Distribution to Students

- Students should practice hand hygiene before accessing food.
- Schools can continue to provide self-service stations (e.g., salad bar, self-serve breakfast, etc.).
 - Consider pre-plating or serving food directly if students are unable to consistently implement personal measures (e.g. practice regular hand hygiene, not touch their face, etc.) or to prevent gathering or crowding.
- Post signs to remind students to practice hand hygiene and to maintain space from one another.
- If food is served to students, re-usable plates, utensils and containers can be used, with normal cleaning and disinfecting methods for dishwashing implemented.
- Provided food safety precautions are followed, leftover food can be sent home with students.



Appendix E:

Sick Room Protocols for Symptomatic Staff or Students

POST ON SICK ROOM DOORS & INSIDE SICK ROOMS

Preparing the Sick Room:

- 1) Plan to have two prepared rooms: one for COVID-like symptoms, the other room reserved for First Aid. Non-urgent care can be done in the First Aid room if required (disinfection may not be required depending on level of non-urgent care involved).
- 2) The furniture in the room consists of a chair and a garbage can with liner. Should body fluids require disposal, they must be triple bagged before being disposed.
- 3) Each sick room should have a cleaner, disinfectant spray, and paper towels stored securely outside of room and outside of student reach.
- 4) Hand sanitizer will be stored securely outside of the sick room and accessible only by the designated staff member. Under no circumstances should students self-administer hand sanitizer. Designated staff dispenses amount of sanitizer and supervises related hand hygiene practice.
- 5) PPE (ex., mask, gloves) will be stored outside the room. Designated staff will also wear eye protection (face shield or goggles) when attending to those referred to the sick room.
- 6) Staff members designated to provide care for students or staff in the sick room will be trained in these protocols. Designated staff should have a spare set of clothes on hand.

Caring for Those Referred to the Sick Room:

- 1) Only one symptomatic person is permitted in the sick room at any time (no visitors).
- 2) At no time should an ill person be left unattended.
- 3) In the event of someone becoming ill at school, the office will be notified immediately for the designated staff member to attend to the person. Under no circumstances is the ill person to leave the room without the designated personnel to accompany them.
- 4) Upon the office receiving a notification of a person with illness in the school, the designated staff member will don their PPE (mask, gloves, face shield or goggles) as per protocols and go to the locale of the ill person to accompany the ill person to the isolation room. The office secretary shall contact the parents/guardians or emergency contact of ill person to arrange for immediate pick up.
- 5) Upon arrival at the sick room, both the designated staff member and ill person will perform hand hygiene as per protocols prior to entering and exiting the sick room.

- 6) If not vomiting and after the ill person has performed hand hygiene, he or she will don a mask as per protocols under the guidance of the designated staff member.
- 7) The designated staff member will direct the ill person into the sick room and direct them to the chair, placing the waste bin close to the ill person, before taking their place two meters away so as to still be able to directly observe the ill person until transportation has arrived and be able to respond quickly should there be a sudden change in their health. Under no circumstances are ill children (under 18 years old) to leave the school alone. If caring for an adult, the adult's next of kin will be notified, prior to leaving the school.
- 8) If the ill person needs to leave the sick room for any place other than home (ie., bathroom), they will perform hand hygiene before exiting the area. They will also need to perform hand hygiene upon re-entering the sick room.
- 9) Once transportation for the ill person arrives, he or she shall go home. Any asymptomatic siblings or family members within the school may stay at school as long as they are asymptomatic themselves and are not directed otherwise by a health authority or are subject to related protocols/guidelines that would require them to go home. The parent/guardian or ill staff member will be encouraged to contact their medical health care provider or call 8-1-1 Healthlink BC to report their symptoms, receive direction and advise the school of the outcome.
- 10) If directed by the local Health Authority, the designated staff member may be asked or required to report the potential case to 8-1-1 HealthLinkBC.

After Caring for the Ill Person:

- 1) The sick room will be thoroughly cleaned and disinfected after each use.
- 2) If a staff member's clothing becomes soiled with bodily fluids, the clothing should be removed and placed in a plastic bag, sealing the bag by tying it, and taking the sealed bag for laundering. The staff member shall change into alternate clothing of their own.
- 3) Upon arrival at home, the soiled clothing will be washed in a washing machine and dried in a dryer.
- 4) The sealed bag is emptied directly into the washing machine without touching the soiled clothes. The plastic transport bag is then disposed in the garbage. Hand hygiene is performed. Remember to disinfect any surfaces that came into contact with your hands, clothing or bag, with the diluted bleach solution (1/3 cup bleach to 1 gallon of water or 50 ml of bleach to 1 litre of water) and let air dry.

