

St. Ann's Academy

Restart Plan 2020

Health, Safety & Operational Pandemic Protocols – Stage 2



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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.

The September start-up will be supported by the four foundational principles established at the beginning of the COVID-19 pandemic.

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>
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Important Dates

the school calendar can be found online at https://calendar.google.com/calendar/embed?src=st-anns.ca_2d39323432383935313936@resource.calendar.google.com&ctz=America/Vancouver

- September 3rd Staff attend professional development
- September 8th First day back for all staff
- September 9th First day back for all students
- September 16th Meet the teacher (Welcome Back BBQ to be postponed)

Precautions

The best way to keep our school healthy is to undertake the necessary precautions to prevent the virus from coming into the school. We each have a responsibility to consciously self-assess and follow the provincial guidelines to help slow the spread of COVID, the flu, the common cold, and other respiratory diseases. The most effective way of keeping our school community healthy is to for anyone with symptoms to stay home.

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 help mitigate this risk.

Mitigation

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**.

Leaving home protocols

By having your child attend school, you are affirming you have performed a health check of your child. Although some schools require a daily email from parents, St. Ann's Academy will send via email a health check. The purpose of this is to regularly remind parents and students of the symptoms and to remain vigilant. Before leaving home, individuals should self-assess, or if children are too young, parents should perform the self assessment. The assessment can be found in [Appendix A](#). If there are changes, this form will be updated and circulated via email.

On the first day of school, parents must have signed and submit the Health Commitment Form ([Appendix B](#)) to the school with their child on the first day of school. This form will also be circulated in the days just prior to the start of school.

Before leaving home, students will need support from their parents, especially at first, to ensure hands are washed thoroughly. For the sake of our environment, students should leave home with two (2) reusable masks. The school will also have a supply for disposable masks for students who forget theirs at home.

Access to the school building

Public entry to the school is limited to staff, students, and others approved by administration. Staff, students, parents, guardians, caregivers, 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.

Arriving to school protocols

Upon entering the school, students must wash their hands or have them disinfected with an 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 Management Health Check for Staff Entering School

- 1) Before staff arrive at school, staff will be required to assess their health daily for fever, runny nose, cough, sneezing or any other symptoms of illness. Please use the self-assessment tool: <https://bc.thrive.health/covid19/en>). A temperature higher than 37.5 degrees Celsius is considered a fever.
- 2) All staff who have symptoms or have travelled outside of Canada in the last 14 days or are identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- 3) If a 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.
- 4) Before entering the building, every staff member will conduct a personal daily health check. By signing in, staff affirm they are good health.
- 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.

Staff Training

Staff 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 must complete this course and submit a certificate of completion.

Bussing protocols

Although SAA will provide bussing this fall, parents are encouraged to transport their children when possible. This would help reduce the density on our busses.

Students from Grades 8 to 12 taking the bus will be required to wear a mask while riding the bus. If your child is unable to wear a mask, due to medical reasons or because of age, certain accommodations may be made. Please contact the principal beforehand. Before leaving home or school, students will wash their hands and when arriving at school or once arriving home, students will wash their hands.

The bus driver will wear a mask or face covering at all times.

- 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.

- The bus will be loaded from back to front. Students will disembark from front to back
- Bus drivers will clean their hands 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 clean their hands 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 will keep a log of students, should it become necessary to share this information with the local public health office.

Drop off

If you choose to drive your child to school at 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

Student safety is important to for everyone. Although after school supervision will be available afterschool, students are encouraged to return home rather than playing on the field. 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.

Schedule:

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

Physical Distancing

- 1) Parents / Caregivers will remain outside of the school to drop off their children.
- 2) All staff and students refrain from close greetings, such as hugs or handshakes. Smiles can be seen from any distance!
- 3) Students are reminded to keep their hands to themselves. 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) Handwashing techniques. Staff are encourage 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).
 - 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 between students.
- 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) After each task, 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) School water fountains are deactivated. Students must bring their own labelled water bottles for use during the day.
- 9) All group food preparation activities at school are not permitted, unless the preparation is for the student's own consumption.

Masks

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school?keyword=masks&keyword=elementary>

St Ann's Academy runs an elementary program and a high school program. Under the updated health and safety guidelines, masks are required for all students in Grades 8 to 12 and staff when they are in high traffic areas like school buses and hallways, and anytime they are outside of their classroom or learning group and they cannot safely distance from others.

- Students will have the choice to wear a mask in the classroom
- Staff will have the choice to wear a mask when interacting within their learning group

- Everyone will treat each other and those wearing masks with respect

Even when wearing a mask, staff and students will still be required to maintain physical distance from people outside of their learning group.

- Exceptions will be made for students and staff who cannot wear masks for medical reasons

Elementary school students **are not** required to wear masks.

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, students must arrive to school early enough to prepare for their first class and be in class at the beginning of the school day. 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/>.

Break times

Students in Kindergarten to Grade 3 will go outside for a movement break each morning, weather provided. 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.

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 the congestion, students in Grade 8 and 9 will eat first, 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.

At this point, 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 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 student 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 delivery companies, students, and staff deliveries will take place during non-peak times. Drivers must call ahead for instructions and follow disinfection protocols before entering the building.

Traffic flow

To help reduce the interaction between students in hallways, students 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 will be grouped into learning cohorts. Members of a cohort can work and interact with each within the two-meter bubble; however, physical contact is discouraged. Members between cohorts may interact; however, they must maintain two meters of distance. If this is not possible, individuals must wear masks, 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. Salwach, Mr. Nakashimada, Mrs. Belbin, Mrs. Mallais, Mrs. Balison

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

The following staff will form a working cohort.

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

Individuals who are not part of a cohort and must always practice physical distancing and, if not possible, a mask and shield:

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

School Structure

To create as typical an environment as possible students will follow the day-to-day schedule shared in September of last year. 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. Religion is a locally developed, CISKD Board Approved, curriculum. This curriculum was developed by the Catholic Independent Schools of the Vancouver Archdiocese (CISVA) and approved by our local bishop, Bishop Joseph Nguyen.

Students in the elementary will receive their schedule from their teachers. Students in the secondary can access their schedules online.

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

As typical, teachers will have lesson plans prepared for the following day before leaving.

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

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.

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.

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 member of the community are invited to participate via Zoom from home.

Staff room

In the staff room, any appliance utilized needs to be wiped down with disinfecting wipe after use. Dishes and containers are not to be washed at school. Staff will use the dishwasher or bring their dishes home. Staff must 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.

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) Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people.

- 14) 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.
- 15) Follow floor markings and posters that address traffic flow throughout the school. This may include one-way hallways and designated entrances and exits. Maintain the number of exits and ensure Fire Code regulations are met.
- 16) Physical barriers can be installed 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



Parental Daily Health Check

Daily Health Check			
Symptoms of Illness	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	Yes	No
	Chills	Yes	No
	Cough or worsening of chronic cough	Yes	No
	Shortness of breath	Yes	No
	Sore throat	Yes	No
	Runny nose / stuffy nose	Yes	No
	Loss of sense of smell or taste	Yes	No
	Headache	Yes	No
	Fatigue	Yes	No
	Diarrhea	Yes	No
	Loss of appetite	Yes	No
	Nausea and vomiting	Yes	No
	Muscle aches	Yes	No
	Conjunctivitis (pink eye)	Yes	No
	Dizziness, confusion	Yes	No
	Abdominal pain	Yes	No
	Skin rashes or discoloration of fingers or toes	Yes	No
International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	Yes	No
Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	Yes	No

If you answered “YES” to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should NOT come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 811, or a primary care provider like a physician or nurse practitioner.

If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should be tested for COVID-19.

Appendix B



Parental Health Commitment

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

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

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

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

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

Dated this _____ day of _____, 2020.

Signature

Signature