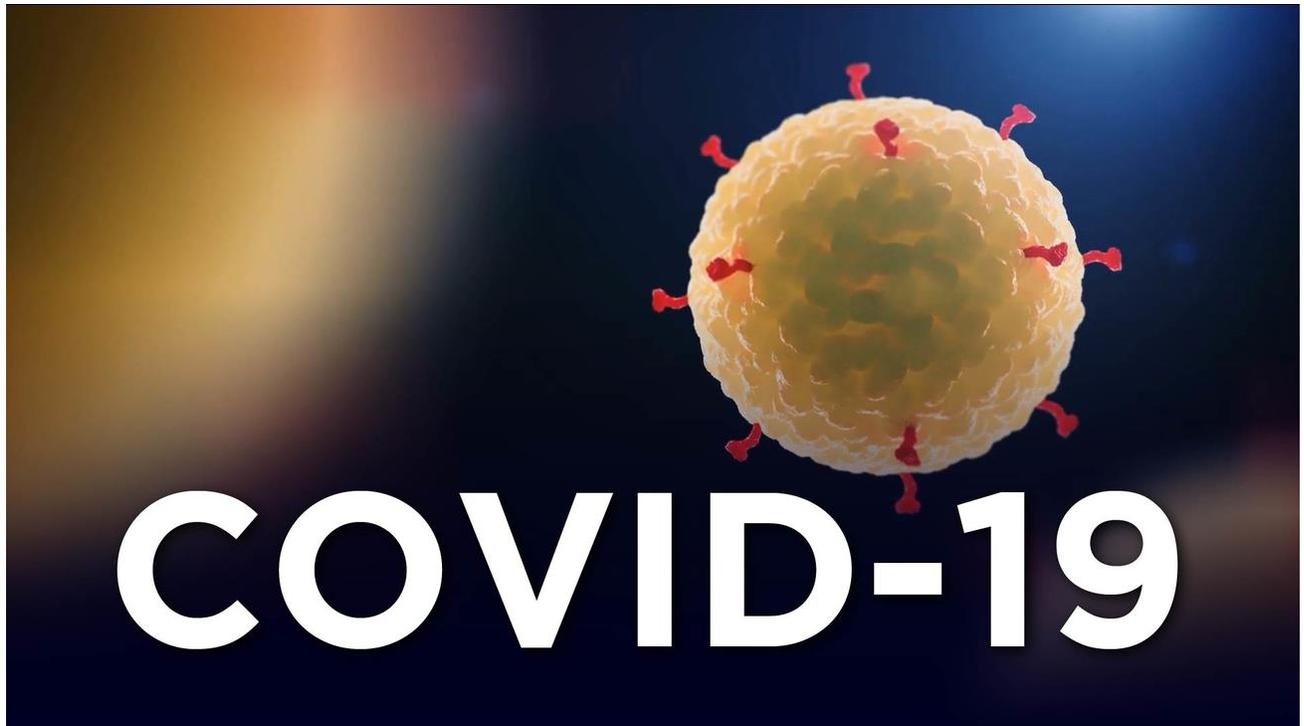




# Immaculata Regional High School's

*Restart Plan*

*Revised Sept 15, 2020*



## Table of Contents

Background.....	3
Education stages for K-12 students:.....	4
General Information.....	4
How long will this stage last? .....	4
What will the Stage 2 look like? .....	4
Attending On-campus Schooling.....	4
What IRHS will look like during Stage 2.....	4
Learning Group Locations.....	5
Safety.....	6
Access to Campus.....	6
Drop-off /Pick-up Times & Locations .....	6
Access to Technology .....	7
School Amenities.....	7
Screening.....	7
Hygiene.....	7
Cleaning Standards & Routines .....	8
Materials, & Personal Belongings.....	9
Lunch, Snacks, Daily Breaks.....	9
Common areas: .....	9
Social Distancing.....	9
Capacity .....	10
Dealing with onset of illness during the school day:.....	10
School Administrator Actions in Response to Confirmed or Alleged Case of COVID-19 in a School. ....	11
Learning Formats and Scheduling .....	12
Following the regular school schedule.....	12
Teacher Only Section:.....	<b>Error! Bookmark not defined.</b>
How do I manage both on-campus and online learning at the same time? .....	<b>Error! Bookmark not defined.</b>
What do I do if I, or someone in my household, become sick or is exposed to someone with COVID-19? .....	<b>Error! Bookmark not defined.</b>
I have no childcare for my children. How do I look after my kids and my obligations for work? .....	<b>Error! Bookmark not defined.</b>
Photocopier Room.....	<b>Error! Bookmark not defined.</b>
Staff Room .....	<b>Error! Bookmark not defined.</b>

Personal Protective Equipment (PPE) ..... **Error! Bookmark not defined.**

Staff General Information..... **Error! Bookmark not defined.**

I need help dealing with COVID-19. Where can I go for support? ..... **Error! Bookmark not defined.**

## Background

*When in-person learning was suspended for most students in spring 2020, it aligned with broad provincial measures taken in an effort to reduce community transmission of COVID-19. These measures were taken to allow time to learn about the virus and to prepare for the safe resumption of the activities of society. The suspension of in-person learning resulted in significant hardship for many, with B.C. families reporting impaired learning, increased child stress, and decreased connection. With the loss of supportive routines and structures, healthy behaviours have declined dramatically. Provincial child protection reports also declined significantly despite evidence suggesting an increase in domestic and gender-based violence, raising concerns that with the closure of schools, children at risk for violence are less likely to be identified.*

*Supporting students to receive full-time, in-person learning offers societal and individual benefits, particularly for those who already experience social and educational disparities. These need to be balanced against the potential risk of COVID-19 spread and any evidence of benefit from school closures.<sup>1</sup>*

The guidelines and procedures outlined in this document are for the restart/opening of school for the 2020-21 school year, scheduled to begin September 8<sup>th</sup>, 2020. Specifically, this document is prepared with the expectation that schools will be operating at Stage 2 of BC’s *Five Stages for K-12 Education*.

This document was created using BC’s *Operational Guidelines for School Districts and Independent School Authorities*<sup>2</sup> and the *BC CDC Guidance K-12 Schools*<sup>3</sup> document as per WorksafeBC’s *COVID-19 and returning to safe operation-Phase 2* documentation as seen below:

Employers are required to develop a [COVID-19 Safety Plan](#) that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission... You do not need a formal plan in place to begin operation, but are expected to develop it while protecting the safety of your workers.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan **must be posted** at the

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<sup>1</sup> BC CDC COVID-19 Public Health Guidance for K-12 Settings, [http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf), September 15, 2020

<sup>2</sup> Operational Guidelines for School Districts and Independent School Authorities, <https://www.openschool.bc.ca/covidguidelines/>, August 19, 2020

<sup>3</sup> BC CDC COVID-19 Public Health Guidance for K-12 Settings, [http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf), September 15, 2020

worksite [online]. During a WorkSafeBC inspection, we will ask employers about the steps they have taken to protect their workers or to see the plan if it has been developed.<sup>4</sup>

## Education stages for K-12 students<sup>5</sup>:

STAGE 1 IN-CLASS	STAGE 2 IN-CLASS	STAGE 3 HYBRID	STAGE 4 HYBRID	STAGE 5 REMOTE
<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: No limit</li> <li>Middle: No limit</li> <li>Secondary: No limit</li> </ul>	<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: 60</li> <li>Middle: 60</li> <li>Secondary: 120</li> </ul>	<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: 30</li> <li>Middle: 30</li> <li>Secondary: 60</li> </ul>	<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: 30</li> <li>Middle: 30</li> <li>Secondary: 30</li> </ul>	<b>COHORT SIZE</b> <ul style="list-style-type: none"> <li>Elementary: 0</li> <li>Middle: 0</li> <li>Secondary: 0</li> </ul>
<b>DENSITY TARGETS</b> Not applicable	<b>DENSITY TARGETS</b> Not applicable	<b>DENSITY TARGETS</b> 50% for all schools	<b>DENSITY TARGETS</b> 25% for all schools	<b>DENSITY TARGETS</b> 0% for all schools
<b>IN-CLASS INSTRUCTION:</b> Full-time all students, all grades.	<b>IN-CLASS INSTRUCTION:</b> Full-time instruction for all students for the maximum instructional time possible within cohort limits.  Self-directed learning supplements in-class instruction, if required.	<b>IN-CLASS INSTRUCTION:</b> Full-time instruction for: <ul style="list-style-type: none"> <li>children of essential service workers</li> <li>students with disabilities/diverse abilities</li> <li>students who require additional supports</li> </ul> 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.	<b>IN-CLASS INSTRUCTION:</b> Full-time instruction for: <ul style="list-style-type: none"> <li>children of essential service workers</li> <li>students with disabilities/diverse abilities</li> <li>students who require additional supports</li> </ul> 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.	<b>IN-CLASS INSTRUCTION:</b> Suspend in-class instruction for all students  Self-directed and remote learning in place of in-class instruction.

## General Information

### How long will this stage last?

Based on the current information provided by the Ministry of Education, the Provincial Health Officer, and the Premier, Immaculata Regional High School is planning to start our school year under Stage 2 guidelines. The current stage will be re-evaluated by the Minister of Education and the PHO and be adjusted as required.

## What will the Stage 2 look like?

### Attending On-campus Schooling

#### What IRHS will look like during Stage 2

The Ministry of Education has moved BC schools to Stage 2. As referenced above, this means that students are required to attend full-time studies. Students registered at IRHS will have their full-time studies conducted via face-to-face instruction while being physically present on the school's campus.

<sup>4</sup> COVID-19 and returning to safe operation-Phase 2, <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>, May 21, 2020

<sup>5</sup> Operational Guidelines for School Districts and Independent School Authorities, <https://www.openschool.bc.ca/covidguidelines/>, September 15, 2020

All students at IRHS are considered high school students and therefore will be placed in learning groups (previously referred to as cohorts) of no more than 120 individuals. The idea behind learning groups is to reduce the number of interactions with others while at school. Most of IRHS's learning groups will have 80 or fewer individuals. To facilitate a minimum of interactions between learning groups each learning group will have designated locations during non-instructional time within school building and outside on the school campus.

IRHS will provide two masks to each student and staff member. Students and staff will be required to wear masks in common areas (hallways, Learning Commons, etc.). At present, students are not required to wear masks in classrooms.<sup>6</sup>

For more detailed information on what Stage 2 looks like, please click [here](#). (Note: this is an external link.)

### Learning Group Locations

IRHS will have three learning groups. Each learning group will be assigned a space within the school. Students will be required to stay within their designated learning group location during non-instructional time.

The designated learning group locations inside the school are as follows:

- Grade 8 learning group-the grade 8 hallway
- Grade 9//10 learning group-the grade 9/10 hallway
- Grade 11/12 learning group-the grade 11 and grade 12 hallway

The designated learning group locations outside the school are as follows:

- Grade 8 learning group-the grassy area at the end of the grade 8 hallway
- Grade 9/10 learning group- the grassy area at the end of the grade 9/10 hallway
- Grade 11/12 learning group-the grassy areas at the end of the grade 11 and grade 12 hallway

Students must stay in their designated learning group areas during non-instructional times. However, please note:

*In an elementary or secondary school, two classes from different learning groups can be in the same learning space at the same time if a two-metre distance can be maintained between people from different learning groups.<sup>7</sup>*

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<sup>6</sup> Operational Guidelines for School Districts and Independent School Authorities, <https://www.openschool.bc.ca/covidguidelines/>, August 19, 2020

<sup>7</sup> Provincial COVID-19 Health and Safety Guidelines of K-12 Settings, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>, August 20, 2020, Pg 6

# Safety

Based on the current epidemiology of COVID-19 in B.C., the latest research, guidance from the Provincial Health Officer, and evidence that children are at a lower risk of developing and transmitting COVID-19, K-12 students can return to full-time, in-class instruction in accordance with current public health guidelines for schools.<sup>8</sup>

In addition to all other measures detailed in this document, including but not limited to: designated learning groups, designated learning group locations, daily health checks by parents before students enter the school, and modified drop off locations, the following measures have been taken to reduce the risk of spread of COVID-19 in our community.

## Access to Campus

Only Immaculata Regional High School employees and students will be allowed on campus during school hours. Parents, volunteers, grandparents, or guests will have restricted access to the school building. Parents and community members wishing to enter the school will need to arrange an appointment or, optimally, arrange to meet online.

Additionally, as per the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#), "...all visitors [will need to] confirm they have completed the requirements of a daily health check before entering."<sup>9</sup> All visitors will also be required to provide contact information for COVID tracking purposes and wear a mask will in the school.

## Drop-off /Pick-up Times & Locations

Immaculata Regional High School will open its doors to students at 8:10 AM. Students will not be permitted into the school prior to this time. Students who walk or ride bicycles to school are asked not to show up to the school campus prior to 8:10 AM. Families that will be dropping off their children using vehicles are asked to keep children in their vehicles until the school doors open. Exceptions will be made for students involved in sports, academies, and/or clubs that start earlier than 8:10 AM.

All students are required to exit the school no later than 3:30 PM daily. Again, exceptions will be made for students involved in sports, academies, and/or clubs that end after 3:30.

Students in grades 8 and 9 will enter/exit the school through the front doors.

Students in grades 10, 11, and 12 will enter/exit the school through the back doors.

Students must be able to enter the building on their own. There will be a staff member present at the designated entrances to greet and guide students through the entry protocol. Staff will also be collecting the daily health check form from each student (see *Screening*).

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<sup>8</sup> *IBID*

<sup>9</sup> *IBID*

## Access to Technology

For the duration of Stage 2 students will have extremely limited access to school tablets or laptops. Please ensure that your child brings whatever technology they will need with them to school.

## School Amenities

During Stage 2 students will have access to the following:

- School microwaves
- Water fountains (hydration station only-bring water bottles)
- Students will have access to lockers

## Screening

It is essential that during Stage 2 all students undergo a daily health check. It is clear that health checks are responsibility of the parents. Immac will be sending home a form that needs to be reviewed and signed daily during the first week of school. The form will ask questions similar to the ones listed below.

1. Are you experiencing cold, flu, or COVID-19-like symptoms, **even mild ones**?  
Symptoms include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, or loss of appetite.

If yes then return home and family to contact public health.

2. Have you travelled to any countries outside Canada (including the United States) within the last 14 days?
3. Are you in **close contact** with a person with confirmed COVID-19?  
Note: This means your family would have been contacted by your health authority's public health team.

If yes to either question 2 or 3, then student is not to enter the building.

The form needs to be signed by a parent and dated. The form will be collected from each student as they enter the building. Students without a form will not be permitted to enter the school until they have been screened by a staff member. NOTE: to ensure that students are welcomed into the school in a timely manner, please have a form prepared for your child each morning.

By week two, the health check form will be collected on the first day back only. However, it is essential that parents recognize the importance of checking their child's health daily. Under no circumstances should a parent send a child with COVID-19 like symptoms to school.

At the start of October, the health check form will be collected monthly.

## Hygiene

Hand washing will take place for both students and employees:

- after entering and before departing the school buildings
- before and after snacks and meals

- before and after outdoor play
- after using the washroom
- after using a tissue
- after coughing or sneezing
- when hands are visibly dirty
- at least once per two hours

Additionally, teachers will wash their hands:

- before and after applying any First Aid to students or self
- after contact with bodily fluids (runny noses, spit, vomit, blood)
- after cleaning tasks
- after handling garbage
- after removing gloves

### Cleaning Standards & Routines

Signage has been placed around the school reminding students and employees of enhanced cleaning and hygiene standards and how to follow them.

During the school day, teachers will manage the cleaning routines inside their classroom, in addition to the regular cleanings provided by custodians. These include:

- General cleaning and disinfecting of the premises at least **once in a 24-hour period**. This includes items that only a single student uses.
- In addition to the cleaning and disinfecting of the premises, cleaning and disinfecting of frequently touched surfaces at least **twice in 24 hours, including at least once during regular school hours**.
- Clean and disinfect any surface that is visibly dirty.
- Regularly cleaning high-touch surfaces such as tabletops, door handles, and light switches using an anti-bacterial cloth provided to all staff members
- Reminding students and assisting them in regular cleaning of their laptops, pens and pencils, hands, etc.
- Refraining from the use of shared equipment such as Immaculata Regional High School technology (laptops, tablets, 3-D printers, projection equipment, etc.) unless it is designated for single teacher use only and is part of cleaning protocols

Enhanced cleaning standards will be undertaken by custodians throughout the day and after dismissal. This includes but is not limited to:

- Wipe and disinfect school door handles, both inside and out, light switches, phones, window handles, SmartBoards, and dirty surfaces at least twice daily
- Wipe down and disinfect tables/desks in classrooms at least twice daily
- Wipe and disinfect all surfaces, handles, taps, soap dispensers, paper towel dispensers in all washrooms/changerooms twice daily
- Garbage containers are emptied daily.
- Staff are wiping down shared spaces (shared desks) throughout the day

- Immaculata Regional High School is cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfecting for Public Settings ([http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)).

## **Materials, & Personal Belongings**

### Students:

Personal belongings *other than* a backpack, jacket, water bottle, lunch kit, essential workbooks, pens and pencils, and a laptop (if applicable) should NOT be brought to school.

## **Lunch, Snacks, Daily Breaks**

At morning drop-off, parents must provide students with all food required for the day. All snacks and lunches will be eaten in the classrooms, designated learning group locations, or outside.

Immaculata Regional High School is currently engaged in extensive work with its sports field. Students will not have access to this green space until October at the earliest. Students are able to freely move within their learning group designated locations (inside and outside). Social distancing will be required at all times. Group games are permitted, but 2 metre distancing must be maintained. No sporting equipment (other than soccer balls) can be provided and none can be brought from home.

Students will be reminded that at the end of the break, they should wash/sanitize their hands prior to heading off to class.

## **Common areas:**

The Mustang Learning Commons will be treated as a common area and will be an area where masks are required. Additionally, it may be used as an additional regular classroom as needed to adhere to physical distancing requirements. Only students with scheduled ULTs will be permitted in the Mustang Learning Commons. Social distancing will be observed in the Mustang Learning Commons.

## **Social Distancing**

To support physical distancing requirements, the following strategies will be implemented where possible:

- Avoid close greetings (e.g. hugs, handshakes).
- Regularly reminding students about keeping their hands to themselves. Use of visual supports, signage, prompts, video modelling, etc. as necessary.
- Creating space between students/staff as much as possible:
- Consideration of different classrooms and learning environment configurations to allow distance between students and adults (e.g., different desk and table formations).
- Consideration of arrangement of desks/tables so students are not facing each other and using consistent or assigned seating arrangements.
- Consideration of the storing of excess equipment (e.g. equipment that might not be of use during the pandemic) in order to open more space in schools.
- Considering strategies that prevent crowding at pick-up and drop-off times. .
- Taking students outside more often, where and when possible.
- Taking activities that involve movement, including those for physical health and education, outside.

- Incorporating more individual activities or activities that encourage greater space between students and staff as
- Minimizing group activities and avoiding activities that require physical contact.
- Management of the flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.
- Use of floor markings and/or posters to address traffic flow throughout the school. This may include one-way hallways and designated entrance and exit doors.
- Ensuring communication of physical distancing guidelines is relayed in multiple formats for ease of understanding (visual supports and representation, prompts, video modelling, signage, videos using sign language, etc.).<sup>10</sup>

### **Capacity**

There are no capacity limits during Stage 2. Students will associate in learning groups to minimize interactions with other students in the school.

### **Dealing with onset of illness during the school day:**

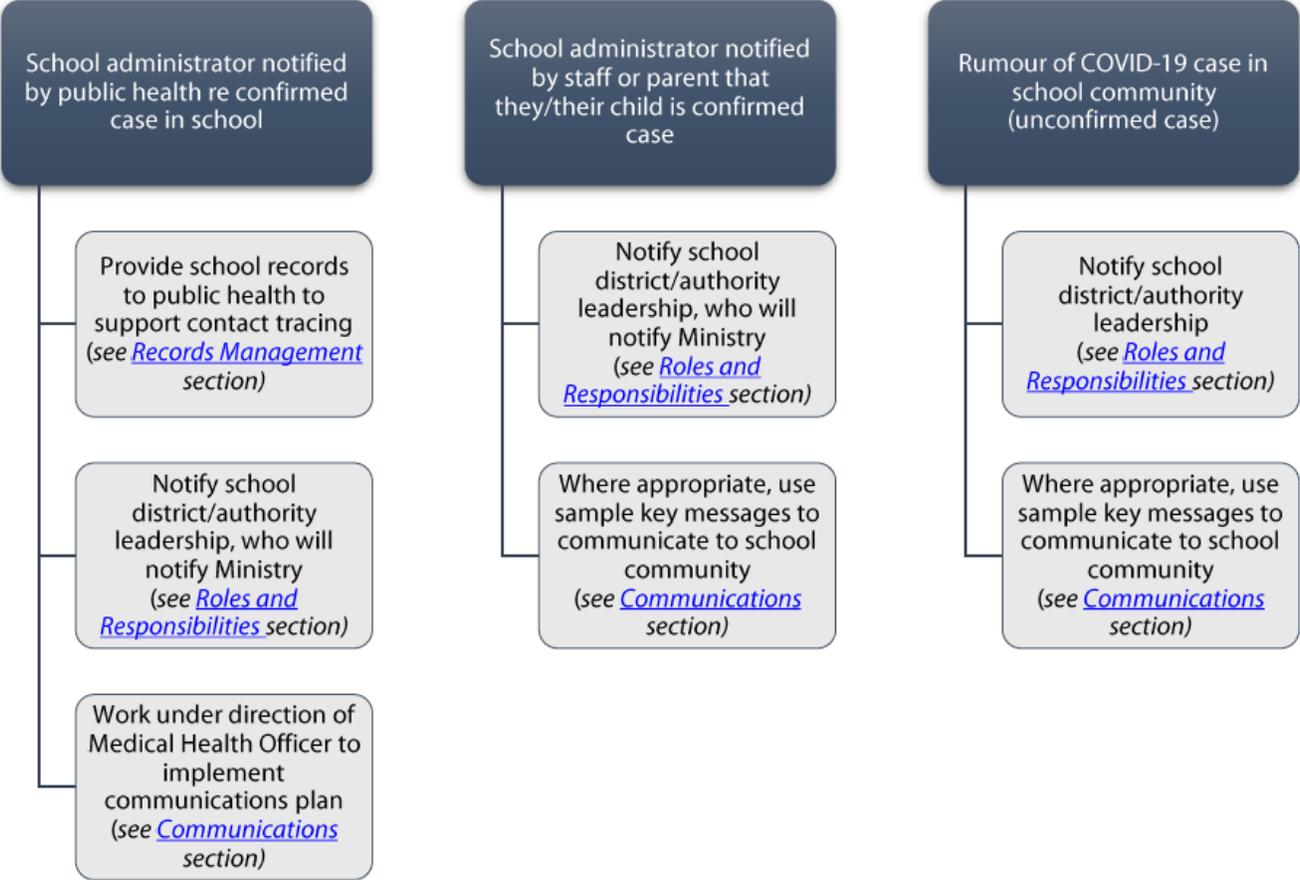
If anyone on campus develops any infectious symptoms, respiratory or otherwise, the staff will complete the following steps:

- Immaculata Regional High School will follow all guidelines of the Public Health Authorities
- Illnesses or suspected illnesses will be reported to Interior Health and to the public health nurse assigned to IRHS.
- All communication regarding a COVID-19 illness (suspected or confirmed) will be coordinated with Interior Health and the public health nurse assigned to IRHS.
- The symptomatic individual will be isolated in a designated location at the school until they leave the school
- Parent or emergency contact will be contacted immediately, and arrange for child pick-up
- The room will be disinfected once the person has left
- Anyone with symptoms of illness will not be allowed to enter the school for 10 days after being symptom-free (or after the school receives a doctor's note confirming the individual does not have COVID-19)
- If a member of the household develops symptoms of COVID-19, the student or employee will not be allowed to enter the school for 14 days after all household members are symptom-free

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<sup>10</sup> *Provincial COVID-19 Health and Safety Guidelines of K-12 Settings*, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>, August 20, 2020, Pg 9

**School Administrator Actions in Response to Confirmed or Alleged Case of COVID-19 in a School.<sup>11</sup>**



<sup>11</sup> COVID-19 Protocols for School District Administrators, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/covid-19-protocols-for-administrators.pdf>, September 15, 2020.

# Learning Formats and Scheduling

Following the regular school schedule.

Face-to-face instruction is to be the norm during Stage 2. Therefore, IRHS will conduct regular classes, following its regular school schedule as directed.

The schedule for classes is as follows:

## SCHEDULE 1 (Regular Day Schedule)

<b>Bell Times</b>	<b>Period</b>
8:30	Welcome Bell
8:35-9:40	1 <sup>st</sup> Block
9:45-10:50	2 <sup>nd</sup> Block
10:50-10:55	BREAK
11:00-12:05	3 <sup>rd</sup> Block
12:05-12:45	LUNCH
12:50-1:55	4 <sup>th</sup> Block
2:00-3:05	5 <sup>th</sup> Block

Face-to-face instruction is provided on a full-time basis during Stage 2 and will be the primary delivery method for learning. However, due to limited access to staff, digital office hours will be available daily for parent-teacher meetings. Digital office hours will be between 3:20 and 3:45 PM.