

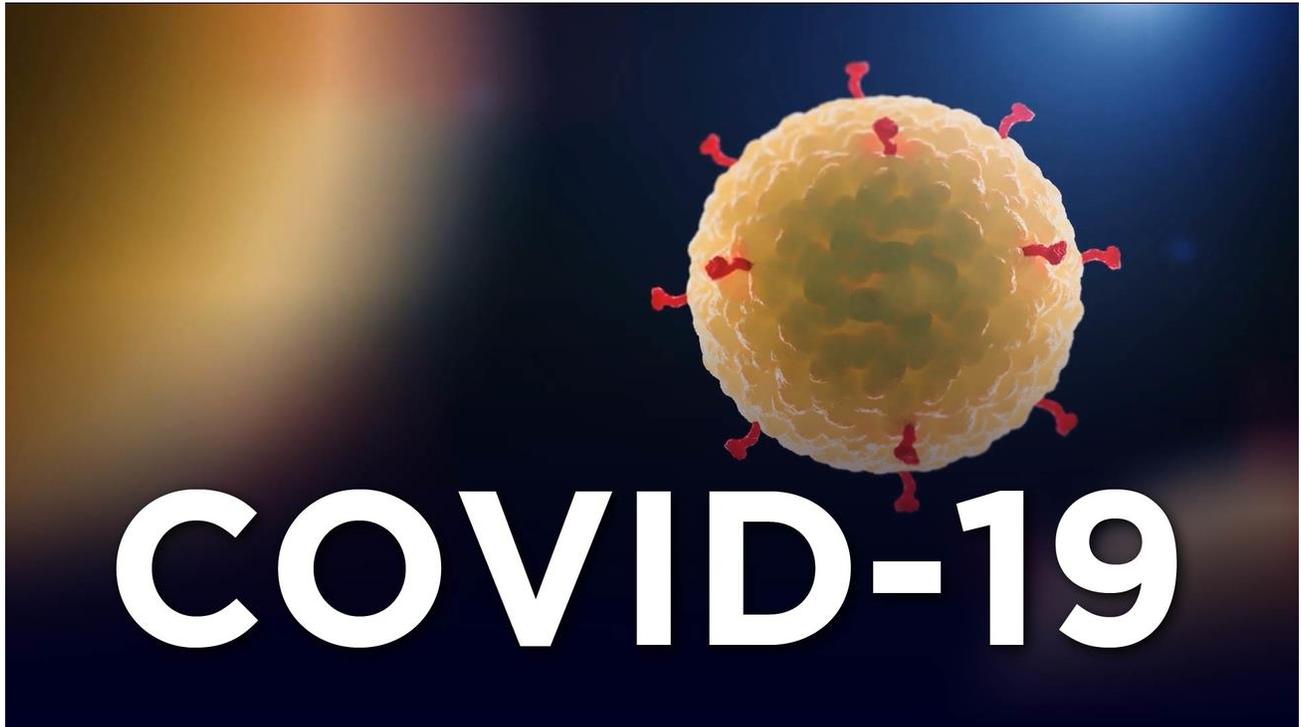


# Our Lady of Lourdes Elementary School

## *Restart Plan*

*Revised August, 2020*

*\*this document is still awaiting approval from the Ministry of Education and is subject to change*



# Background

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 will be updated as new information arises.

This document was created using BC's *Operational Guidelines for School Districts and Independent School Authorities*<sup>1</sup>, 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 worksite. 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>2</sup>

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<sup>1</sup> Operational Guidelines for School Districts and Independent School Authorities, <https://www.openschool.bc.ca/covidguidelines/>, August 19, 2020

<sup>2</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

## Education stages for K-12 students<sup>3</sup>:

### Stage 5

#### Learning Group Size

- Not applicable

#### Density Target

- 0% for all schools

#### Instruction Method

- Self-directed and remote learning only.

### Stage 4

#### Learning Group Size

- Elementary: 30
- Middle: 30
- Secondary: 30

#### Density Targets

- 25% for all schools

#### Instruction Method

- Full-time instruction for:
  - Children of essential service workers
  - Students with disabilities/diverse abilities
  - Students who require additional supports
- In-class instruction for all other students for the maximum time possible within learning group limits and density targets.
- Self-directed and remote learning supports in-class instruction.

### Stage 3

#### Learning Group Size

- Elementary: 30
- Middle: 30
- Secondary: 60

#### Density Targets

- 50% for all schools

#### Instruction Method

- Full-time instruction for:
  - Children of essential service workers
  - Students with disabilities/diverse abilities
  - Students who require additional supports
- In-class instruction for all other students for the maximum time possible within learning group limits and density targets.
- Self-directed and remote learning supports in-class instruction.

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<sup>3</sup> Five Stages Framework for K-12 Education, <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework>, August 19, 2020

## **Stage 2 (Anticipated Stage for September 2020)**

### Learning Group Size

- Elementary: 60
- Middle: 60
- Secondary: 120

### Density Targets

- Not applicable

### Instruction Method

- Full-time instruction for all students for the maximum instructional time possible within learning group limits.
- Self-directed learning supports in-class instruction, if required.

## **Stage 1**

Stage 1 is full-time in-class instruction for all students in all grades. No learning group or density requirements. Schools will not enter Stage 1 until the Province moves to [Phase 4](#) of the BC Restart Plan. This is conditional on global availability of a vaccine or treatment.

## **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, Our Lady of Lourdes Elementary 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 OLOL 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 OLOL will have their full-time studies conducted via face-to-face instruction while being physically present on the school's campus.

All students at OLOL are considered elementary school students and therefore will be placed in learning groups (previously referred to as cohorts) of no more than 60 individuals. The idea behind learning groups is to reduce the number of interactions with others while at school. Most of OLOL's learning groups will have 50 or fewer individuals. To facilitate a minimum of interactions between learning groups each learning group will have designated places within school building and outside on the school campus.

OLOL will provide two masks to each student and staff member. Staff will be required to wear masks in common areas (hallways, Learning Commons, etc.). At present, students are only required to wear masks when physical distancing cannot be maintained while interacting with members of a different learning cohort.

## Learning Group Spaces

LOL will have three learning groups, one learning group for each floor in the school. Students will be required to stay within their designated learning group space during the day unless otherwise directed by their teacher.

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

- Kindergarten and Grade 1 will be on the main floor; entering and exiting the building through the Kindergarten classroom door; using the Kindergarten bathroom only.
- Grades 2- 4 will be on the upper floor; entering and exiting the building through the front door; accessing the upper floor via the front stairwell; using the main floor bathroom only.
- Grades 5-7 will be on the lower floor; entering the exiting the building through the side door; accessing the lower floor via the side stairwell; using the lower floor bathroom only.

The learning groups will have recess time outside as follows:

- Kindergarten and Grade 1 morning recess will be from 10:00am-10:15am (using the upper playground) and lunch recess will be from (using the lower playground)
- Grades 2-4 morning recess will be from 10:00am-10:15am (using the lower playground) and lunch recess will be from 12:05pm- 12:25pm (using the upper playground)
- Grades 5-7 morning recess will be from 10:15am –10:30am with access to both the upper and lower playgrounds and lunch recess will be from 11:40am -12:00pm

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>4</sup>*

## 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>5</sup>

In addition to all other measures detailed in this document, including but not limited to: designated learning groups, designated spaces, daily health checks 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.

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<sup>4</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

<sup>5</sup> IBID

## **Access to Campus**

Only Our Lady of Lourdes Elementary 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>6</sup> All visitors will also be required to provide contact information for COVID tracking purposes.

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

Drop-off and pick-up will be assigned by sign up with three time slots for families to choose from.

Drop off Slots will be:

- Slot A 8:05-8:15am, Slot B will be 8:15-8:25am, Slot C will be 8:25-8:35am

Pick Up Slots will be:

- Slot A will be 2:30pm-2:40pm, Slot B will be 2:40- 2:50pm, Slot C will be 2:50-3:00pm.

Families must sign up for both a drop off and a pickup time.

Families will be greeted at their vehicles by a staff member who will complete the screening questionnaire with the family and student during their specific time slot. We ask that no one leaves their vehicle at any time except for the student who will be exiting and entering the vehicle. Please contact the school in advance if you need to change a student's drop-off or pick-up time and we will do our best to try to accommodate your request. We are counting on the support of parents to ensure their children are dropped off and picked up daily on time. The school buildings will be closed daily after pick-up, there will be no supervision before or after school. There will be no access to the playground for playing before or after school at this time.

Students must be able to enter the building on their own. There will be a staff member present at the entrance to greet and guide them through the entry protocol. If a child has difficulty separating from their parent, staff can reassure them verbally to enter, however, will not be able to physically comfort or help them into the building in keeping with the safety protocol.

## **Access to Technology**

For the duration of Stage 2 students will have extremely limited access to school tablets or laptops.

## **School Amenities**

During Stage 2 students will have access to the following:

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

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<sup>6</sup> *IBID*

## Screening

It is the parent/caregivers' responsibility to assess their children daily before sending them to school. <sup>7</sup>The students will be greeted at their vehicle upon arrive to school. Students or their parent/guardian will be asked the following questions when they arrive to school:

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 or have you been 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.

staff will be using the covid19.fastoche.app to record the answers to these screening questions this helps us to ensure that all students/staff have conducted a screening assessment prior to entering the building.

## COVID-19 Symptoms

Any student who has symptoms of COVID 19 or travelled outside of Canada in the last 14 days or was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers.

Any student within the school who has cold, influenza, or COVID-19 like symptoms should seek assessment by a health care provide and self -isolate while they await the results.

Those unsure if they should self-isolate or be tested for COVID-19 should be directed to use the BC COVID-19 Self-Assessment tool. If concerned please contact 8-1-1 or the local public health nurse for further input.

Students may still attend school if a member of their household has cold, influenza, or COVID-19 like symptoms, provided the student/staff is asymptomatic. It is expected that the symptomatic household member is seeking assessment by a health-care provider. <sup>8</sup>

Students who experience seasonal allergies or other COVID-19 like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provided.

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<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 17

<sup>8</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 18

## 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
- before and after putting on or taking off PPE (mask/shield)
- 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 cleaning procedures 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, like an individual desk.
- 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, 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 all outside school door handles, both inside and out twice daily
- Wipe and disinfect all classroom/office/washroom door handles and light switches, phones, window handles, SmartBoards, dirty surfaces
- Wipe down and disinfect tables/desks in classrooms
- 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
- Our Lady of Lourdes Elementary 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.

**NOTE: At this time, 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 because of COVID-19.<sup>9</sup>**

#### Teachers:

Personal belongings other than those directly required for that day should NOT be brought to school. Each teacher shall maintain their own kit of supplies that will not be shared with other teachers or students.

### **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.

Students can freely move within their learning group designated locations (inside and outside) without requiring a mask. Social distancing will be required for any interactions between different learning groups and if physical distancing cannot be maintained between two different learning groups masks will be required. Group games are permitted, but no physical contact can take place and physical distancing will be promoted. Access to sporting equipment will be limited. Please do NOT bring any equipment from home.

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<sup>9</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 11

## Social Distancing

- To support physical distancing requirements, the following strategies should 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. It is important not to reduce the number of exits and ensure the fire code is adhered to.
- 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>

## PPE

Elementary students are not required to wear masks however they do have the option to. Masks will be provided by the school for those students opted to wear them. Staff are required to wear a non-medical mask, face-covering, or a face shield in high traffic areas such as hallways, or anytime outside of their learning groups when physical distancing cannot be maintained.<sup>11</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.

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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

<sup>11</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 20

## **People Movement**

Small “school-within-a-school”s (learning cohorts) will be created to geographically isolate groups of students whenever possible. This will include the use of outdoor classrooms and designating school hallways for the sole use of specific groups of children and teachers.

Movement of groups of students around and between buildings and other campus locations will be minimized and managed by an Our Lady of Lourdes Elementary School Staff. Directional indicators managing flow of people will be placed on floors and walls around each building.

## **Dealing with the Onset of Illness at School**

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

- Our Lady of Lourdes 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 OLOL.
- All communication regarding a COVID illness (suspected or confirmed) will be coordinated with Interior Health and the public health nurse assigned to OLOL.
- The symptomatic individual will be isolated in a designated room 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

## **Five Simple Rules for Everyone to Remember**

1. Keep a safe distance. We know it's going to be exciting to see your friends again, but wherever possible, keep 2m away from those who are not in your learning group.
2. Stay home if you're sick. More than ever, you need to be responsible for assessing how you feel and not sharing potential illnesses with others.
3. Clean your hands. Your school will have more places to wash and sanitize your hands. Use them at every opportunity, especially after using shared places like washrooms and playgrounds.
4. Don't share your things. As always, don't share your food or personal items. Keep your water bottles, school supplies, and items from home to yourself.
5. Stay with your learning group. Just like you've been keeping a small bubble at home, you need to maintain the small bubble of people you can be close to in class

# Learning Formats and Scheduling

Following the regular school schedule.

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

<b>Bell Times</b>	<b>Period</b>
8:05-8:35	Arrival
8:35-8:45	Attendance/Prayer/Announcements
8:45-9:25	1 <sup>st</sup> Block
9:25-10:05	2 <sup>nd</sup> Block
10:00-10:15	RECESS (K/1 and Grades 2-4)
10:15-10:30	RECESS (Grades 5-7)
10:20-11:00	3 <sup>rd</sup> Block
11:00-11:40	4 <sup>th</sup> Block
11:40- 12:00	LUNCH (K-4) RECESS (Grades 5-7)
12:05-12:25	LUNCH (Grades 5-7) RECESS (K-4)
12:25-1:05	5 <sup>th</sup> Block
1:05-1:45	6 <sup>th</sup> Block
1:45-2:25	7 <sup>th</sup> Block
2:25-2:30	Prayer/Announcements
2:30-3:00	Departure