

St. Mary's Catholic School's
Restart Plan-Stage 2
Effective September 8, 2020



For supporting St. Mary's School. We love you all.

St. Mary's revised September 2020 School Restart Plan

We are doing our very best to insure a safe, healthy, and happy return to school for all involved. St. Mary's School staff has worked hard to understand and implement all the necessary requirements and precautions for children's return to school. Our number one goal is physical and mental health safety, our number two is education, and our 'always goal' is to do everything with love and the best interests of our students in mind.

"Never let a problem to be solved be more important than the person to be loved".

This document contains:

- Online resource links from government agencies that are used to formulate school plans.page 4
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Link: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

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The guidelines and procedures outlined in this document are for the transition from Stage 3 of the BC “Education Stages of K-12 Students” to Stage 2.

This document was created as per BC Worksafe’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.¹

Key Government Resources

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

Updated on August 11, 2020, with expanded protocols to reflect revisions to the BC Centre for Disease Control's [COVID-19 Public Health Guidance for K-12 School Settings](#) made on July 29.

<https://www.openschool.bc.ca/covidguidelines/> (August 17, 2020)

Education stage 2 – In-class for K-12 students September 2020

BC Ministry of Education FIVE STAGES FRAMEWORK FOR K-12 EDUCATION

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 Not applicable	DENSITY TARGETS Not applicable	DENSITY TARGETS 50% for all schools	DENSITY TARGETS 25% for all schools	DENSITY TARGETS 0% for all schools
IN-CLASS INSTRUCTION: Full-time all students, all grades.	IN-CLASS INSTRUCTION: Full-time instruction for all students for the maximum instructional time possible within cohort limits. Self-directed learning supplements in-class instruction, if required.	IN-CLASS INSTRUCTION: Full-time instruction for: <ul style="list-style-type: none"> 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 cohort limits and density targets. Self-directed and remote learning supplements in-class instruction.	IN-CLASS INSTRUCTION: <ul style="list-style-type: none"> 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 cohort limits and density targets. Self-directed and remote learning supplements in-class instruction.	IN-CLASS INSTRUCTION: Suspend in-class instruction for all students Self-directed and remote learning in place of in-class instruction

Continuity of Learning (NEW)

Based on the current information provided by the Ministry of Education, the Provincial Health Officer, and the Premier, St. Mary's School is planning to start our school year under Stage 2 guidelines effective September 8. St. Mary's School is planning on Stage 2 restrictions for September 2020 but will be prepared to transition online if circumstances dictate. The school is set up with Zoom access if this becomes mandated. We will no longer be using the Go To platform. If a registered child cannot attend school, we will send schoolwork home.

What will the Stage 2 phase look like?

How the school will communicate with families:

Effective communication is vital! We communicate through phone, our school webpage, email, apps, Face Book (if you are not signed up please do so at **St Mary's PSG Info Board**). **The principal posts information on that site first. Classroom teachers will communicate through email, text, or apps. If major changes are to happen, all families will receive email communication from the school. It is important that you check your email and that we have your correct email on file. We try to limit our emails to you so if we do email it is something you need to know.**

Staff training and staff and parent responsibilities:

- All health & safety measures in place since June remain in place.
- All staff have been trained and have read all necessary documents related to essential health and safety procedures for the school.
- The staff will report any concerns to the principal daily.
- Parents and caregivers are responsible for reading, understanding, and following the school's restart plan; including understanding that all persons who display symptoms *must report that to the school* and stay at home.
- Staff and parents are strongly encouraged to raise any safety concerns immediately. There are many factors to consider and we appreciate being informed about anything we may have not considered.
- Current and any NEW information is posted relating to COVID-19 at the front door, on our website, in the office, and staff room.
- The school is directed through legislation to NOT disclose names of anyone who may get COVID or who may have been exposed. Interior Health will make these decisions. The school will follow Ministry of Education protocols and procedures.

Emailing the school:

stmary@shaw.ca is the secretary's email and the one to use to report absences.

stmprincipal@shaw.ca is the principal's direct email. Please direct all Health & Safety concerns to her.

Will all subjects be taught?

Yes, all subjects will be taught. There will be modifications to subjects such as band, PE, computers, and music as indicated by the Ministry of Education.

Attending School in the Building

How do I determine if my child should attend in-class instruction?

The Ministry of Education mandates that parents have the legal responsibility to enroll their children in education in one of three ways: traditional bricks and mortar schools, distance education or home schooling. It is parent's responsibility to make this decision.

Children who have any signs of illness, have an underlying condition, or have a member of the household who has symptoms of COVID-19 or has an underlying condition must not return to school; a health assessment by a professional must be conducted and the child or adult may be directed to self-isolate for 14 days. If the health professional deems it is not a Covid-19 concern than the person may return to the school. For students, during this time they will have access to their educational program through hard copy materials as we normally do when students are away.

Please note that during the Stage 2 phase, all late arrivals MUST be wearing a mask, check in at the office before going to class and they must have a wellness check and wash their hands before admittance to class.

What are Learning Groups (Cohorts) and how will they work? (NEW)

The Ministry of Education has directed that schools group students for interaction into groups of 60 at the elementary age level. This means that at St. Mary's Mrs. Quinn's class and Mrs. Merz's class will be one Learning Group (Cohort) and Mrs. Organ's/ Mrs. Veldman's class and Mrs. Gallina's class will be a second Learning Group (Cohort). This is predominantly for outside unstructured time like recess and lunch. The school will not arrange learning opportunities or face-to-face contact with another cohort during instructional time. Each 'cohort' will have their own playground and be separated from the other group's playground. Playgrounds are safe to use.

Social distancing within a cohort is no physical contact and give others an arm's- length of space when speaking directly to another. Social distancing between cohorts is 2 meters. **This applies before and after school when students are on the playground especially. Masks are required in common areas inside (not in classrooms and not within a cohort) and as directed by staff**

outside unless the child keeps a 2- meter distance. There are exceptions to this such as when a class is the only class walking down the hallway and can therefore socially distance or when staff members are in the hallway and can socially distance. Classes entering the building through separate doors do not have to wear face masks. Classes entering through the front door must wear face masks.

Mini pods within each classroom: Teachers may choose to create small groups of students max 5 who will work together when required. I.e. A group of 4 students will do an assignment together in class; in PE, this same group would work together.

School supplies will typically not be shared outside of the mini pod if they are shared at all. Ministry directives state that it is safe to share books and paper.

What happens if someone in my child's Learning Group (Cohort) is exposed to COVID?

Please contact us immediately at the school office if your child may have been exposed. We will not disclose your name unless directed to by Interior Health which would not happen without your awareness.

The process will be the school will contact Interior Health authorities and they will conduct an assessment and give the school direction. The person may have to go home and self-isolate for 14 days. If this is the case, the school will provide schoolwork for the child. Interior Health will direct the situation based on the level of risk and only they have the authority to shut down the Learning Group (Cohort). This means the entire group will be sent home for 14 days and the teacher will transition the learning to an online model (Zoom). The other Learning Group would continue to attend traditional school. This same process will apply if a classroom teacher is exposed to COVID. Conversely, if Interior Health determines after a health assessment that the person does not have COVID-19, the school will communicate this to families to alleviate fears and the person would return to school.

Rules between (Learning Groups -cohorts)

- During break times when students are outside (e.g., recess, lunch, and before and after school), students may want to socialize with peers in different cohorts. This is allowed while maintaining a 2meter distance.
- 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 maintain physical distance while wearing a mask.

Health & Safety Policy

In addition to all other measures detailed in this document the following measures have been taken to reduce the risk of spread of COVID-19 in our school community. The school will continue

to meet all Ministry guidelines for cleaning. The school will be cleaned once a day and for high touch surfaces, twice a day, and any other times as needed between classes. All rooms have access to sanitizer and all classrooms have sinks with soap and water.

(NEW, AUGUST 2020) Masks: If parents want children to wear masks in the classroom or all the time, they are welcome to do so. **Ministry directives mandate that in common areas, everyone must wear masks (hallways, busses, or outside the classroom or Learning Group (Cohort) when physical distancing is not possible. St. Mary's School will supply two masks for each student. Parents are responsible for supplying their children with masks beyond that.**

Adults also have the choice to wear protective gear (masks or shields) or not while in a classroom. Students will be taught about masks and respecting people's choices will be inherent in that teaching.

- Exemptions will be made for students who cannot wear masks for medical reasons.

Process for a child falling ill at the school

- The school does provide masks for student emergencies. If a child appears to fall ill while at school and has symptoms of coughing, fever, or cold (the school has a non-touch thermometer for determining fevers, parents will be called to pick the child up immediately. The school will place the child in our meeting room and, if the child can tolerate it, give the child a mask to wear and make them comfortable until parent's pick-up. You will be directed to seek a professional health assessment for your child before returning to the school. [Once you have this assessment, please communicate the results to the school or follow Interior Health directives.](#)

[What if my child must leave school during the day for an appointment?](#) This is just fine. Sign your child out at the office – you do not have to sign them back in when they return. This is a change from June 2020. When the child returns to the school, enter through the front door, and check in at the office. Your child will be directed to wash their hands and join their class.

Physical distancing

- Parents and caregivers should remain outside of the school to drop off their children.
- Avoid close greetings like hugs or handshakes and remind students to keep their hands to themselves when possible.
 - Honor school practices around when students should wash their hands. This should include, at minimum:
 - When they arrive at school and before they go home
 - Before eating and drinking
 - After using the toilet

- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty
- When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom).
- Staff will assist younger students with hand hygiene as needed.
- If a sink is not available, we have alcohol-based hand sanitizers for use. We will always aim to use soap and water before sanitizer for children. Antiseptic agents are to be used as a last line of defense only.
- Food should not be shared by students.
- Wash or scrub all fruits and vegetables with cold, running, potable tap water before consuming.
- Students and staff are encouraged to not touch their faces.
- The Ministry documents state that there is no need to limit the distribution or sharing of books or paper based educational resources to students. Laminated paper-based products should be cleaned and disinfected daily if they are touched by multiple people.

Access to Inside the School

Everyone is welcome in the school; however, we discourage anyone other than staff, students and contractors entering the building for reasons other than going to the school office. We are limiting access and usage of our building as in the spring. Currently there are no after hour rentals of our property. Please contact us by phone or email if you would like to meet.

ALL ADULTS MUST SIGN THE SIGN IN SHEET FOR GOVERNMENT TRACKING PURPOSES. THIS SHEET IS IN THE FRONT FOYER. All adults MUST enter the building through the front door only. Other exterior doors will be locked during the day. Student must enter through their designated class doors.

Health Screening

Parents are required to answer health-related questions on behalf of their child(ren) each day if the staff indicate there is a concern. Parents are required to report to the school any signs of illness or exposure to COVID-19 to the school immediately. Children are to stay home if there is any concern. NO ONE enters the building if they have any symptoms.

Hygiene

Hand washing will take place for both students and employees:

- after entering and before departing the school buildings
- When they enter and leave another room in the school
- 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
- student seating arrangements will remain consistent and not change

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
- when switching rooms

Cleaning Standards & Routines

Since summer, a thorough cleaning and disinfecting has been undertaken in every classroom, hallway, and in all common spaces of the school. Classrooms that will be utilized during the Stage 2 phase will have non-essential materials such as classroom carpets and manipulatives removed or have access to these items restricted.

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

BATHROOM usage: We will continue to limit our student bathroom to 2 people at a time and we closed the middle stall for separation. High touch surfaces will be cleaned twice a day. Adults are never to enter student bathrooms. Students will wear masks at lunch when going to the washroom as the hallways are usually busy. They do not have to wear masks to play outside.

Walking down the hallway: To the RIGHT...to the RIGHT...

Everyone is to walk down the hallway on the righthand side and up the hallway on the righthand side.

Students will be taught to walk down the hallway on the right side and return on another "right side" while not touching doors or lockers or each other!

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

- Cleaning high-touch surfaces such as tabletops, door handles, bathroom surfaces, light switches, according to the following frequency: twice per day.
- Desks, tables, and lockers will be wiped down once a day when the school is cleaned nightly unless otherwise required.
- Refraining from the use of shared equipment such as St. Mary's School technology (laptops, tablets, printers, projection equipment, etc.) unless it is designated for single teacher use only and is part of cleaning protocols. All materials that are handled by anyone will be sanitized each day.

Materials, & Personal Belongings

Students:

Personal belongings other than a backpack, jacket, water bottle, lunch kit, pencil boxes should not be brought to school. Toys should not be taken to school unless approved by the teacher for classroom reasons.

Daily Routines at Drop-off and Pick-Up

Adults entering the building must wear a mask and maintain wearing a mask in all common areas.

Everyone MUST not enter the building if they do not meet the wellness criteria or have a fever, cold, or cough. Please contact the school office or the teacher directly if you need to meet. We would prefer to come outside to do so. [Staff will be outside in the morning and after school to be available to meet with you as needed.](#)

Drop-off /Pick-up Times & Locations

St. Mary's School will open its doors at 8:30 AM. Supervision outside starts at 8:30AM. No students will be permitted into the school prior to their teacher welcoming them in the outside line up when the bell rings and going through the protocols first. The teacher will conduct the hand sanitization and wellness check process for each student. Students who walk or ride bicycles to school are asked not to show up to the school prior to 8:30 AM.

Mrs. Organ's and Mrs. Veldman's homeroom (grade 3 and 4) will enter the building through the front doors until January and then this may change, and they will line up at the intermediate doors. There will be staggered entry.

Mrs. Gallina's grade 5/6 class will enter in groups of 4 from the intermediate door and wash their hands at the library sink or the classroom sink.

Students in Mrs. Quinn's Kindergarten and grade one class will line up and enter through the front door and exit the building through their classroom door exterior entrance at the front door. Mrs. Quinn will facilitate handwashing each time the class enters the building. Her grade Kindergarten and grade one class will be dismissed at 2:50PM.

Mrs. Merz's grade one and two class enter the building through the front emergency exit near the playground. Teachers will direct handwashing each time students enter the building. Mrs. Merz's class will dismiss at 2:50PM.

PICK Up procedures: Children may play on the playground while trying to not contact each other physically. Students are asked to stay back from other children's faces and to try NOT to touch their face while playing. Children playing in too close of contact will be directed to wear a mask or change the way they are playing to maintain distance.

Children must be picked up by 3:15PM or have a parent on the playground to supervise them by that time. Staff supervision ends at 3:15. Students not picked up by that time are brought in the building and you will be called.

What happens if my child is late for school? We are counting on the support of parents to ensure their children are dropped off and picked up daily on time; however, we understand that things are unavoidable at times and for many good reasons. If your child is going to be late, kindly call the school and let us know. When you get to school, enter through the front door (and only the front door) and sanitize their hands, check in at the office and wait until a staff member directs them to go to class.

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 students through the entry protocol.

For the information below, source: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

Restricting access to the school

- All workers and students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days must stay home and self-isolate in accordance with guidance from the [BC Centre for Disease Control](#). Self-isolation is also advised for those who are considered a close contact of a confirmed case.
- Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. Alternatively, conduct a daily health check at drop-off by asking parents and caregivers to confirm their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease. The BC Centre for Disease Control has provided this [Daily Health Check Example](#) tool that can be used for parents and caregivers to complete prior to their child coming to school. This may be adapted if used for school staff and visitors.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If a student develops symptoms while at home, parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- Develop a procedure for workers to follow to have a student picked up by their parent or caregiver as soon as possible, should they develop symptoms associated with COVID-19 infection while in care. Apply physical distancing, respiratory etiquette, and hand hygiene principles while waiting for pick up. Contact 811 or the local public health unit to notify them of a potential case and seek further input. For additional information and guidance in developing this procedure, refer to [COVID-19 Public Health Guidance for K-12 School Settings](#).
- Schools and school districts should work with their school medical health officer to ensure policies and procedures are in place regarding reporting elevated staff and student absenteeism due to influenza-like illness to public health/the school medical health officer.
- Schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.
- Consider having parents and caregivers provide a copy of a completed daily health check form that confirms they understand how to complete the daily health check and that it must be completed daily.
- It may be necessary to reduce the number of individuals within secondary schools at any given time to ensure that physical distance can be maintained. Secondary schools should prioritize the attendance of students who most benefit from in-person support and learners with diverse needs, as well as consider alternative learning modalities and off-campus learning.

- Visitors entering the school should be prioritized to those supporting activities that are of benefit to student learning and wellbeing.
- All visitors should confirm they have completed the requirements of a daily health check before entering.
- Schools should keep a list of the date, names, and contact information for all visitors who enter the school.

School Amenities

For the duration of the Stage 2 phase students will not have access to the following:

- Water fountains
 - NOTE: the water bottle filling portion of the water fountains will be available
- PE change rooms will NOT be used.

HOT LUNCH: Hot lunch will be allowed as the Ministry has stated that food purchased from restaurants falls under restaurant protocols and is therefore considered safe. Food servers at school must wear masks and gloves.

Lunch, Snacks, Daily Breaks

At drop-off, parents must provide students with all food required for the day. All snacks and lunches will be eaten in the classrooms or outside under the supervision of a staff member. There will be no food permitted in hallways or common areas. **Food is NOT allowed to be shared. This includes baked goods that parents typically send to school for birthdays and special occasions. If you want to purchase items from a store or restaurant that are pre-sealed, then that is okay. Please inform the teacher beforehand. The teacher will distribute while wearing a mask and gloves. Parents are not allowed to make food at home to be shared at school according to directives.**

Lunch and Outdoors: We will go outdoors whenever possible. Recess and lunch routines all remain the same. This year our Educational Assistants will be monitoring and supervising lunch inside and outside. This limits the number of adults children will be exposed to which is a Ministry recommendation.

At the end of each outdoor time, teachers will bring students back into the school for handwashing.

People Movement

Movement of groups of students around the school will be minimized by staff. The number of rooms that are used will be minimized along with the number of staff who interact with each class.

What does the in-class instruction day look like for my child at St. Mary's School?

TIME	
8:45 AM	SCHOOL STARTS
RECESS 10:30-10:45 AM	15 minutes
12:00-12:50 PM	Lunch
2:50 PM	Kindergarten and Grade 1 dismissal
3:00 PM	Grade 2-6 dismissal

Gatherings:

Gatherings within the school and with invited guests will have to change for now. Routines such as assemblies can happen within a cohort; not more than 60 people and that includes adults. We will not be having gatherings unless necessary. People may always exercise their right to wear PPE's in these settings. This also means things like mass, meet-the-teacher night, Family BINGO's, guest presenters to the whole school (at once) and so on will most likely not be happening. We will try our very best to keep school as normal as we can because this speaks to the importance of child's social and emotional health. Diversifying educational opportunities as best we can while prioritizing safety will not be forgotten.

Thank you for your attention to this document. In the vast multitude of issue's, we can face and must plan for, it is easy to overlook things. Do not hesitate to contact me if you wish to discuss any concerns, anything we have failed to address, to offer suggestions, or to offer a positive comment. Whatever you need to express, we are here to listen.

God bless you and yours,

Jerelynn MacNeil
Principal
St. Mary's School

stmprincipal@shaw.ca (my direct email and for all questions related to the above)

stmary@shaw.ca (Mrs. Green's email, Secretary, and for all absences, K-6, After School and Day Care bookings, tuition payments and acceptor of all positive and appropriately funny comments).