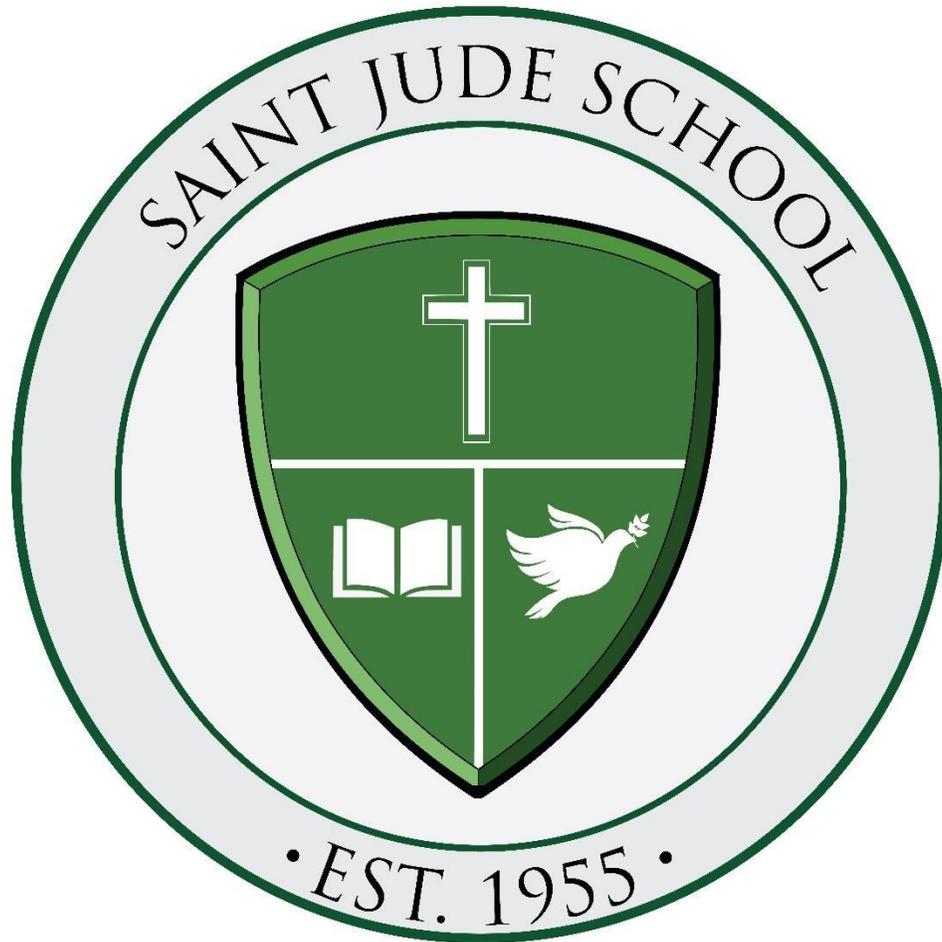


St. Jude School Covid-19 Plan



June 1, 2020

Introduction

The return to voluntary school starting June 1, 2020 will look dramatically different for students and staff. Provincial Health Officer (PHO) and WorkSafe BC protocols means that the entire landscape of the learning environment, including its routines, furniture, structure, and delivery models, have all been radically transformed and this will be a shocking experience for students returning to school. The decisions made within this manual have been made in light of provincial guidelines from the Ministry of Health, Ministry of Education, WorkSafe BC, as well as our particular building, our staff, and of course the students who will choose to return and those who will continue to learn remotely. It is important to remember that this is a voluntary return and the school will remain firm in its expectations so that all staff and students remain safe and healthy.

Furthermore, the guidelines stated below could change due to any number of reasons.

Contextual Background

What we know about COVID-19

The BC Center for Disease Control has published the following key information in its May 14, 2020 COVID-19: Public Health Guidance for K-12 School Settings

- In BC, COVID-19 virus has a very low infection rate in children and youth. Less than 1% of children and youth tested have been COVID-19 positive. Most children and youth are not at high risk for COVID-19 infection.
- Children who are considered more vulnerable can receive in-person instruction. Parents and caregivers are encouraged to consult with their health care provider to determine if their child should attend in-person instruction if they are uncertain.
- There is no documented evidence of child-to-adult transmission.
- There is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- There is no evidence indicating children of health care workers (HCW) are at increased risk of COVID-19 infection than children of non-HCW. This is likely due to careful monitoring of HCW for symptoms and follow-up of their household contacts.

Mass Gatherings

The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people, however, this Order does not apply to regular school activities. As such, there can be more than 50 students and Staff in a school at any given time if they are not all in one area and if they are actively **engaged in physical distancing to the greatest extent possible**. However, large assemblies of Staff and students will not be held.

Cleaning Regimens

The following recommendations (in black font) have been made by PHO and WorkSafe BC with respect to K to 12 education. St. Jude School's response to the directives can be seen in the blue font:

§ General cleaning and disinfecting of the premises should occur at least once a day.

- St. Jude School has always taken an approach that values doing more than the minimum required. As such, St. Jude School is hiring an additional daytime custodian who will be able to clean surfaces throughout the day and clean the washrooms every hour between the hours of 10am to 2pm.
- Evening cleaning will also occur each day during the school work week.
- Cleaning of the classroom will be performed in the following manner:
 - o cleaning starts at the doorway and works around the room in a clockwise direction which will ensure no areas are missed.
- Cleaning of the washroom will be performed in the following manner:
 - o For washrooms a separate clean microfiber cloth will be used, disinfecting will happen working from top to bottom.

§ Frequently touched shared surfaces should be cleaned and disinfected at least twice a day. (e.g. door knobs, light switches, toilet handles, tables, desks, chairs, electronic devices, keyboards and toys).

- In addition to hiring a daytime custodian, St. Jude School will provide each classroom with a disinfectant kit so that teachers can frequently clean the high touch areas. Oxy Q Virus Disinfectant Spray Bottles are in each classroom.
- There will be no sharing of electronic devices and no sharing of toys or supplies.
- To reduce the number of surfaces, excess furniture will be removed and classrooms will be decluttered. Tops of shelves will be cleared for easy cleaning.
- Unused desks and furniture will be removed from the classroom to be stored in other locations of the school.

§ Clean and disinfect any surface that is visibly dirty.

- Daytime and evening custodians will maintain clean surfaces. Outdoor handrails will be added to the cleaning protocol.

§ Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.

- Briarwood is our contracted cleaner and they will ensure that proper cleaning precautions are in effect. Oxy-Q Virus Disinfectant is used on surfaces and floors throughout the school.

§ Limit items that are not easily cleaned (e.g. fabric or soft items).

- All class carpets are to be rolled up, labelled, and stored downstairs in the music room. The Learning Resource Rooms and the Music room will be closed to students due to those rooms being carpeted. Students will not be expected to change shoes or clothing throughout the day.
- Students need to attend school in clean clothes.
- Students may elect to wear any St. Jude School or Patriots gear including their PE Strip. If cleaning a uniform daily causes undue hardship, students can wear clean non uniform clothing.
- We will not be maintaining a lost and found during this time – parents must label all belongings and students must be responsible for their belongings. Unlabelled articles of clothes, containers, or supplies will be thrown out.
- Students are not allowed to bring any plush or stuffed animals to school.

§ Empty garbage containers daily.

- Briarwood will ensure that garbage cans are emptied, disinfected, and returned to their exact classroom location to ensure that there is minimal touch of the garbage container. Further, students are encouraged to bring snacks to school that do not produce garbage. Any containers left behind will be thrown out.
- Additional liners will not be allowed in the bottom of the garbage container or hanging over the side.

§ Wash hands before wearing and after removing gloves.

- Every classroom and washroom has soap and water and paper towels readily available. The PHO states that washing hands with soap and water for 20 seconds is the most effective means of stopping the virus. The temperature of the water is inconsequential.
- Staff will be trained on how to remove gloves according to the following protocol: the outside of the gloves are contaminated. Grasp the palm area of the gloved hand and peel off the first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.

§ Washrooms should be cleaned at least twice a day keeping in line with the high touch surface area protocols.

- With a hired daytime custodian, we can have our washrooms cleaned every hour between 10am and 2pm and again in the evening.

§ Providing paper hand towels rather than hand dryers.

- St. Jude School does not have hand dryers. All sinks are accompanied by paper towel dispensers. The doors to the boys and girls washrooms will be propped open throughout the day to limit the touching of surfaces.
- Students in Kindergarten will continue to have access to their own class washroom.

§ Disabling water fountains.

- Water fountains upstairs and downstairs will be closed off.

§ Provision of cleaning products for common devices and materials used for the delivery of education (e.g. photocopiers, supply rooms, etc.).

- The microwave and staffroom sink, fridge, and tables will need to be cleaned by those staff who wish to use them. The staffroom has a sink and soap and water. Staff can wipe down the microwave before and after use.
- There will be no use of the school coffee maker – teachers will need to bring their own coffee from home. Use of the microwave is permitted. The fridge can be used for cold storage. Social distancing must be maintained in all areas and therefore only 3 staff members can be in the staffroom at any given time.
- The photocopier room will be supplied with a disinfectant kit and staff must use it before and after use. Only one staff member is allowed in the photocopy room at a time. Staff can also send copying requests to the office.
- Non essential photocopying is to be avoided.

Staff and Student Protocols

The PHO recommends that “the number of students in a space should not exceed the ability to maintain health and safety measures.” The following bullets are taken from the PHO, WorkSafe BC, and Ministry of Education documents and are in black font. St. Jude School’s response for action is in blue font.

WorkSafe BC reminds us that:

- 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 the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

§ Spread people out into different areas. Consider different classroom and learning environment configurations to allow distance between students and adults (e.g. different desk and table formations).

- It is exceedingly difficult, if not almost impossible, to maintain 2-meter between all people 100% of the time in a school setting. As such, the PHO has said that schools are to limit physical contact in the younger students.
- However, we will take precautions to spread students and staff out. Excess furniture will be removed, and desks will be spaced out.

§ Clear protocols for employees, students, and others entering and exiting schools as well as school outdoor activities and student pick-up and drop-off.

- **Drop off Routines:** 1 parent or caregiver will accompany their child (if in grades K to 4) to the classroom fire exit door that faces East 15th (the supervising staff member for your child may provide further details). Gr. 5 to Gr. 7 students can line up outside the classroom door independently **provided the parent can guarantee that they will follow social distancing rules and be able to answer questions pertaining to their health.**
- Parents and students must maintain 2-meter social distancing while waiting outside (rain or shine).
- Supervising staff will open their classroom fire exit doors and:
 - o One child will enter at a time after the teacher has gone through a verbal confirmation of symptoms check with the student, parent or caregiver (see appendix A) – **Parents should perform a daily check before leaving the house so that they are not turned away once at the school.**
 - o The child will head directly to the sink to wash their hands for 20 seconds, then they will head to their desk/workstation. Once seated the next student will enter to wash their hands and so forth. If a parent has more than one child in primary, they must keep both children with them. Once one has been received into his/her classroom then the parent can accompany the second child to the next classroom.
- **DROP OFF TIMES June 1-5:**
 - o Kindergarten to 3 – 8:40 – 8:45am
 - o Gr. 4 & 5 – 8:40 – 8:45
 - o Gr. 6 and 7 when in session – 8:40 - 8:45am
 - o **ESW Mon/Wed/Fri – 8:40-8:45 drop off at Gr. 1 Door all students**
- **Pickup Routines:** Parents of primary students will need to pick up their children from the classroom exit doors facing East 15th.

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- **PICKUP TIMES:**
 - Kindergarten 2:45pm
 - Gr. 1 and Gr. 2 at 2:50pm
 - Gr. 3 and Gr. 4 at 2:55pm
 - Gr. 5 (and Gr. 6 and 7 when in session) at 3:00pm
 - Students in Gr. K to 3 will need to be picked up from their classroom fire exit doors that face East 15th street. Students in Gr. 4 to 7 will be dismissed from their classrooms to the parking lot where parents can pick them up. Students are to be reminded to keep their distance and avoid touching surfaces.
 - **ESW Mon/Wed/Fri – 2:55 - 3:00 pick up at Gr. 1 Door all students**
- **There is no outdoor supervision or late supervision. There is no After School Club.** All students must be picked up on time. As soon as students are picked up families need to go home.
- Parents, depending on the number of children, should plan for approximately 10 minutes in drop off and pick up procedures.
- Staff will park in their usual spots and they will enter through the front door that faces East 15th Ave. – this will decrease the number of touched surfaces including the stairwell. Once staff enter the building they will proceed directly to their classroom and wash their hands. Prior to returning to school for in-person instruction, staff will be required to complete the Covid-19 Self Assessment.

§ Manage flow of people in common areas, including hallways and bathrooms.

- The main hallway will only be open for students who need to access the washroom. The hallway will be unidirectional with arrows on the floor indicating the direction. Staff will practice with students how to walk in the hallway.
- All classroom doors are to remain open throughout the day (only to be closed in the event of a real lockdown threat).
- Only one student per class can visit the washroom at any given time regardless of gender – when the child returns, they will need to immediately wash their hands a second time.

§ Take students outside more often.

- Organize learning activities outside including snack time, place-based learning and unstructured time.
 - If a teacher wants to take their class outside, they must respect other classes that are doing the same and keep their distance.

- Students will have scheduled outdoor time as listed above. However, teachers can take their class outside and are encouraged to do so, during other times if they can ensure that they do not interfere with classes who are outside for the scheduled time. We have a large outdoor area that can accommodate classes.
- Take activities that involve movement, including those for physical health and education, outside.
 - The gym is closed to students as we need to try to limit the amount of touched spaces. Physical education will focus on individual exercises that allow for social distancing.
 - The following schedule will be strictly adhered to for outdoor play times or exercise:
 - Tuesday and Thursday Primary: 10:30 – 10:45; 12:30 – 1:00
 - Tuesday and Thursday Intermediate: 10:45 – 11:00; 12:30 – 1:00
 - ESW Monday, Wednesday, and Friday: 10:30 – 10:45; 12:30 – 1:00
- Reassure students, parents and caregivers that playgrounds are a safe environment, and encourage appropriate personal hygiene practices before, during, and after outdoor play.
 - **The adventure playground will be cleaned daily.** The PHO has assured schools and municipalities that playgrounds are safe. Students will wash their hands before going outside and when coming back inside. Staff will monitor numbers on the playground to ensure that it is not crowded. Students are reminded to give each other space, to not touch others, and to practice proper hygiene (cover mouth if sneezing, immediately leave playground to wash hands, not to touch face, etc.).
 - Students can bring basketballs, soccer balls, hacky sacs, skipping ropes, and other **individual play-based** activities for outdoors.
 - Basketball hoops outside are open for use. But students will need try to keep their distance from each other. Consistent failure to properly distance themselves may result in a loss of privilege.
 - Students will need to store such equipment in their backpack in the classroom by their workstation.
 - All sports equipment needs to be sanitized (washed with soap and water) by the parents each day before school and after school when the child returns home.
 - All sports equipment must be labelled with the child's name.
 - Only members of the same household can play with the same equipment
 - Soccer balls can be kicked to each other so long as students follow proper hygiene.

§ Parents and caregivers and other non-staff adults entering the school should be minimized.

- Limit the public coming into the office. Encourage parents and others to call instead of visiting the school.
 - There will be no access to hallways for non-staff.
 - There will be no access to downstairs for non-staff.
 - If a parent needs to pick up their child early, they are to call ahead to the office to arrange things. The child will be picked up from the classroom exit door.
- Designate a 2-metre area in front of or behind a kiosk. Consider the use of tape or other floor markers to designate where people can stand and line up (if required).
 - The lobby will have signs and markings for those who need to visit the office. All office visits must be scheduled. There will be no student use of the phone – only the school secretary will be able to receive and make external calls at the office.
- Plexiglass may be used to separate administrative workers from the public if two metres of separation cannot be maintained.
 - Plexiglass is being installed in the office as it is impossible to maintain social distance in the office due to its physical layout.
 - Only one person can visit the office at any time – others will have to wait while following appropriate social distancing.

§ Clear protocols for bringing materials (e.g. bags, school supplies) into and out of schools.

- Students will be allowed to bring one backpack with them from home containing the supplies that their Teacher says they will need.
- Teachers will advise students of what to bring – the list will only include what is absolutely essential.
- **The school will not supply students with pens, pencils, rulers, crayons, etc.**
- Students will need to come to school with a prepared lunch in their bag – **no lunches will be allowed to be dropped off at the school.**
- All students must bring home their backpack each day – stored in the classroom
- Students may elect to wear any St. Jude School or Patriots gear including their PE Strip. If cleaning a uniform daily causes undue hardship, students can wear clean non uniform clothing. Students must come to school in clean clothes.
- Students must be able to be independent with their clothing (e.g. if your child cannot do up their own zipper and button on their pants then they should wear sweatpants or PE shorts). Avoid things like shoelaces if they cannot tie their own shoes.

- Parents will need to take precautions for disinfecting their child's backpack when they get home.
- Students **will be going outside each day** so they **must dress for the weather** – coats will be kept on the back of their student chair.
- No toys are allowed to be brought to school.
- Sports equipment (soccer ball, basketball, skipping rope, vinyl hacky sac) can be brought to school providing the item is properly labelled, disinfected, and only members of the same household play with the item.
- The school will provide electronic devices and part of the daily routine will be cleaning the devices after use.
- There is to be no sharing of any supplies, sports equipment, or other individual items.
- All items and supplies brought to school will need to be taken home each day for sanitation purposes.

§ 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.

- As part of the drop off procedure in the morning, teachers will ask parents a set of questions that will assist with assessing their child for symptoms.

§ Establish procedures for students and staff who become sick while at school to be sent home.
If a student develops symptoms while at school:

- Immediately separate the symptomatic student from others in a supervised area.
 - Our sick room will be used to care for a child that says they feel ill.
 - If more than one child feels ill, we will use the gym stage as our back up.
 - If a child becomes sick (vomits) in the classroom, all students will leave the room via the emergency exit with their belongings. They will be able to resume learning on one side of the gym once they have thoroughly cleaned their hands. Ten tables properly distanced will be set up in the gym for this purpose. The teacher will notify the closest staff member who can supervise the ill student. The on-site custodian or another staff member will enact cleaning procedures according to WorkSafe BC.
- Contact the student's parent or caregiver to pick them up as soon as possible.
- Contact 811 or the local public health unit to notify them of a potential case and seek further input.
- Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
- Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.

- Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
- Once the student is picked up, practice diligent hand hygiene.
- Workers responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).
- Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.

§ If a child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to childcare once symptoms resolve.

- At St. Jude School we will request a doctor's note from parents for any student that was sent home due to illness.
- If your child has seasonal allergies please get a doctor's note indicating so.
- All students and staff who have symptoms of COVID-19, OR travelled outside Canada in the last 14 days, OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill.

§ Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs easily, from objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents, caregivers and staff can teach and reinforce these practices amongst students.

- Students and staff will wash their hands at the following times:
 - When they first enter the building.
 - Anytime they leave their classroom and return they will wash their hands.
 - Before Lunch and after Lunch.
 - Before they leave for the end of the day.
 - After any sneeze or cough.
 - Teachers can ask students to wash hands at any time during the day at students MUST comply.

§ Ensure hand washing supplies are well stocked at all times including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.

§ Cough and sneeze into their elbow, sleeve, or a tissue. Throw away used tissues and immediately perform hand hygiene.

- Students will need to have their own personal supply of tissues with them – we will not supply tissues to students as we want to avoid communal sharing of tissues.

§ Wearing a mask is a personal choice. It is important to treat people wearing masks with respect.

- Staff and students are permitted to wear masks, but this is not mandated by the PHO as of yet – if this changes, our procedures will adapt.

§ Personal protective equipment (PPE), such as masks and gloves are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.

- According to WorkSafe BC, the precautions and protocols that were in place prior to Covid 19 with regards to the cleaning of vomit, blood, and other bodily fluids remain the same. The schools PPE (gloves and masks) are reserved for these cases.
- Any staff member providing First Aid will be required to use PPE (mask and gloves) according to best practice in First Aid.
- Any child requiring medical administration will have to fill out a MAR (Medical Administration Request) Form with the office – any staff member who is assisting a student with medical administration is to use PPE .

Continuity of Learning

With the return of students to the classroom, the delivery models of instruction for students is going to change. Students who attend school in person may not have their classroom teacher supervising them, as some teachers are unable to return due to their immunocompromised status. Below, we outline how we plan to address the continuity of learning.

WorkSafe BC states the following, “Where possible, have workers perform only essential tasks to maintain the student’s education and well-being. Tasks that are non-essential should be put on hold until directed otherwise by the provincial health officer.”

Therefore, the learning that takes place at school **will not be** like it was prior to Covid-19.

How is the school organizing the delivery of in-class instruction?

o K- Grade 5 will attend school in person for 2 days a week on Tuesdays and Thursdays. ESW parents who need 5 days a week for their child will be permitted to send their child 5 days a week. Due to the nature of the classroom set up, and the need to space children out, the work assigned to students will be independent seat work that aligns with online learning opportunities. There will be opportunities for students to go outside for light exercise and fresh air.

K to 5 students will attend on Tuesdays and Thursdays according to drop off and pick up times.

o Grade 6 – 7 will attend school in person for 1 day a week.

Gr. 6 students will attend on Tuesdays

Gr. 7 students will attend on Thursdays

ESW parents who need 5 days a week for their child will be permitted to send their child 5 days a week. Due to the nature of the classroom set up, and the need to space children out, the work assigned to students will be independent seat work that aligns with online learning opportunities. There will be opportunities for students to go outside for light exercise and fresh air.

How is the district organizing the delivery of remote instruction for students who choose to continue to learn remotely? Please address:

o K-Grade 5 will be provided a weekly overview of instructional tasks and learning opportunities. Teachers will be available from 9:00am to 3:30 pm. However, during instructional days, teachers will not be able to support students remotely as quickly as before. If teachers are scheduled to be providing in-person instruction they will not be able to provide online support. Teachers have been given time in the weekly timetable for online instruction and support. Students who are choosing to stay home will continue to receive instructional tasks that they can complete independently.

o Grade 6-7 will be provided with daily online learning opportunities in much the same way as before. Teachers will not be able to host as many video conferencing sessions or the sessions may be scheduled at different times. In some cases, the students at school will be participating in the same online learning experiences.

What types of learning opportunities will be available to students during June?

o During the month of June, students will be provided with year end review work focussing on Numeracy and Literacy. Because teachers are being asked to deliver online and in-person instruction, few new concepts will be taught in June. Teachers will be checking for completion of assignments. In person learning opportunities may focus on other subjects such as Science, Art, and Christian Education.

Appendix A

Parents: When you accompany your child, or when your intermediate child arrives unattended to the classroom door, you/your child will be asked the following questions each day prior to being admitted to the program. **If your child answers ‘yes’ to any of the questions, they will not be allowed to attend that day and they will have to return home and remain home until they can answer ‘no’ to all of these questions.**

Instructions:

Staff will complete this health check daily before students enter. Children must not enter St. Jude School if,

- There is a ‘yes’ to any of the health check questions,
- The child is ill with any common cold, influenza or COVID-19 like symptoms or
- The child has unusual or persistent respiratory symptoms.

Date:	Name:		
*Does the child have a cough or worsening?		YES	NO
*Does the child have congestion?		YES	NO
Is the child experiencing nausea, vomiting and/or diarrhea?		YES	NO
Is the child having trouble breathing?		YES	NO
Has the child experienced sudden loss of smell?		YES	NO
**Is anyone in your household ill?		YES	NO

*If a child is presenting baseline symptoms (such as such as seasonal allergies, please inform the parent that they need to have a doctor’s note indicating that it is seasonal allergies and that the student is not experiencing COVID-19 symptoms.)

**If a child is residing with someone who has COVID-19 symptoms or has been linked to an outbreak, must self isolate. Only after a period of self isolation (14 days) and with a doctor’s note will the child (ESW children included) be allowed to attend in-person instruction.

All doctors’ notes must be current. Any notes that are older than a week will be considered out of date.

If a student is ill with any common cold, influenza, or COVID-19 like symptoms, they must stay home and either isolate for 10 calendar days, following onset of symptoms, or until symptoms resolve. Contact 811 for guidance if you are unsure of the symptoms. If returning before 10 days, provide a medical note.