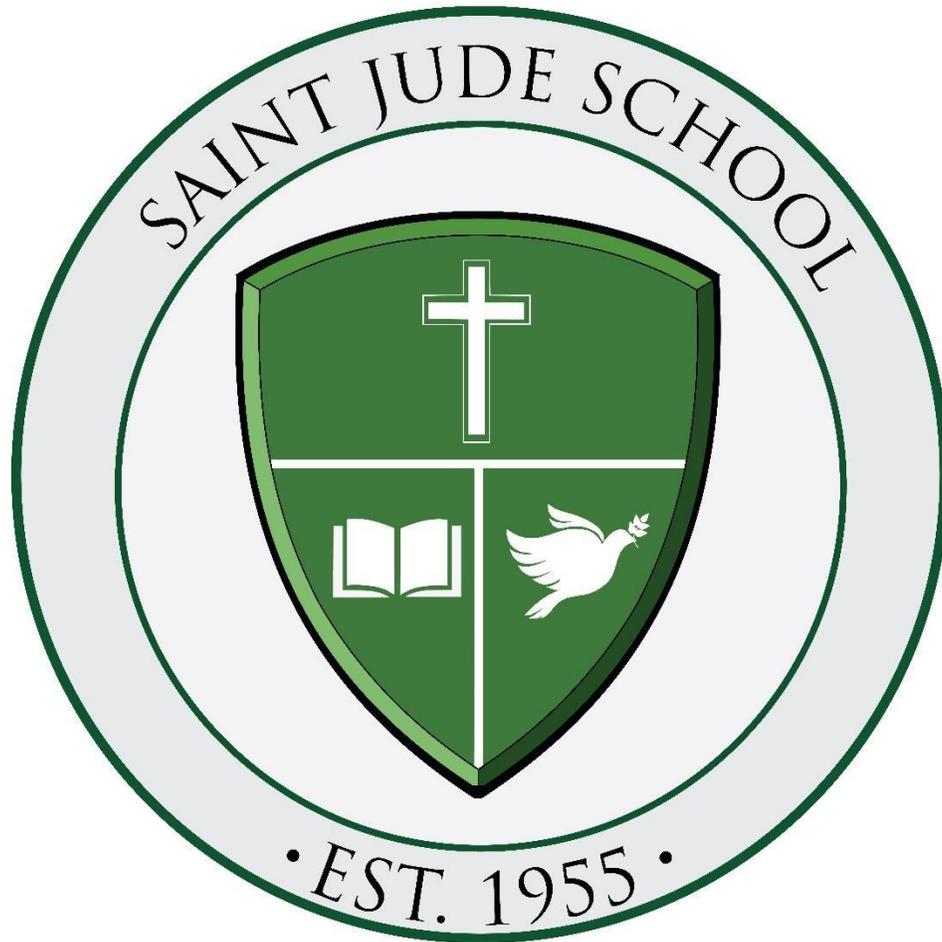


# St. Jude School Covid-19 Plan



February 4, 2021

## Introduction

The Ministry of Education has announced that the Province of BC will be moving its schools into Stage 2. The description of Stage 2 has been updated to a full return of students to school situated in the context of Learning Groups consisting of no more than 60 people in an Elementary School. To ensure the safety of staff and students and our communities, the Provincial Health Officer (PHO) and WorkSafe BC have developed protocols that will shape the entire landscape of the learning environment. 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. As the past months have shown us, living in a pandemic means we need to adapt and be flexible. For these reasons, **the guidelines stated below could change due to any number of reasons.**

On February 4, 2021, the Ministry of Education and the Provincial Health Officer updated its K to 12 Guidelines.

This plan is informed by:

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>

<https://www.openschool.bc.ca/covidguidelines/>

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

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school#in-classroom>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools>

[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)

<http://www.bccdc.ca/schools>

## What we know about COVID-19

The BCCDC states:

“Based on the current epidemiology of COVID-19 in B.C., and the fact that children are at a much lower risk of developing and transmitting COVID-19, K-12 schools in B.C. can have all elementary and middle school students, and most secondary students receive in-class instruction within the school environment, while supporting the health and safety of children and staff. Schools should implement as many public health and

infection prevention and exposure control measures as possible as described in this document.

Lowering the number of in-person, close interactions continues to be a key component of B.C.'s strategy to prevent the spread of COVID-19. A cohort is a group of students and staff who remain together throughout a school term. The use of cohorts in schools allows for a significant reduction in the number of individual interactions, while allowing most students to receive in-person learning in a close-to-normal school environment.”

The BCCDC also states the following with respect to COVID-19 and Children:

- COVID-19 virus has a very low infection rate in children (ages 0 to 19).
- In B.C., less than 1% of children tested have been COVID-19 positive, and even fewer are suspected to have been infected based on serological testing. Most children are not at high risk for COVID-19 infection. Children under 10 comprise a smaller proportion of the total confirmed child cases compared to children between the ages of 10 and 19.
- Based on published literature to date, the majority of cases in children are the result of household transmission by droplet spread from a symptomatic adult family member with COVID-19. Even in family clusters, adults appear to be the primary drivers of transmission.
- Children under one year of age, and those who are immunocompromised or have pre-existing pulmonary conditions are at a higher risk of more severe illness from COVID-19 (visit the BCCDC Children with Immune Suppression page for further details).
  - Children who are at higher risk of severe illness from COVID-19 can still receive in-person instruction. Parents and caregivers are encouraged to consult with their health-care provider to determine their child's level of risk.
- Children typically have much milder symptoms of COVID-19, if any. They often present with low-grade fever and a dry cough. Gastrointestinal symptoms are more common than in adults over the course of disease, while skin changes and lesions are less common.

The BCCDC further states the following with respect to COVID-19 and Adults:

- While COVID-19 impacts adults more than children, some adults with specific health circumstances are at an increased risk for more severe outcomes, including individuals:
  - Aged 65 and over;
  - With compromised immune systems; or,
  - With underlying medical conditions.

- Most adults infected with COVID-19 will have mild symptoms that do not require care outside of the home.

The BCCDC further states the following with respect to COVID-19 and Schools:

- There is limited evidence of confirmed transmission within school settings. This is partially due to wide-spread school closures worldwide at the onset of the pandemic to help prevent the spread of COVID-19.
  - In documented cases, there was typically minimal spread beyond the index case though isolated outbreaks have been reported.
- Children do not appear to be the primary drivers of COVID-19 spread in schools or in community settings.
- Schools and childcare facility closures have significant negative mental health and socioeconomic impacts on vulnerable children.
- Prevention measures and mitigation strategies involving children must be commensurate with risk.

### **Schools are a Controlled Environment**

The Provincial Health Officer and BCCDC see schools as a controlled environment which is why schools can reopen. The BCCDC explains, “schools include a consistent grouping of people, there are robust illness policies for students and staff and there is an ability to implement effective personal practices that are followed by most people in the setting.” This document serves to outline how we make our school environment more controlled.

### **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 hired 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:
  - 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:
  - 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.
- We will be reducing the number of shared items in the school. If an item such as an iPad is to be shared, it will be disinfected before and after use.
- 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.
- We also use a fogger with UltraLyte/ECA. The electrolyzed water technology is no rinse, non bleaching, and Health Canada DIN Certified.

§ 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 maintenance room.
- Students need to attend school in clean clothes. **Uniforms are mandatory.** We will follow the schedule outline below:
  - Monday – Uniform
  - Tuesday – Dress Code (Blue or Black pants/Bermuda shorts with white polo shirt) or Uniform
  - Wednesday – Uniform
  - Thursday – Patriots Spirit Wear or Uniform
  - Friday – Uniform
- 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 if we cannot identify the owner.
- 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 between 10am and 2pm and again in the evening.
- Main student washrooms have been upgraded to have touchless soap dispensers and touchless faucets

§ 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.

§ Water fountains.

- Water fountains to drink from upstairs and downstairs will be closed off. Students will need to bring their own water bottle. Our upstairs water fountain is touchless for water bottle refills so that will still be available to students.

§ 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 and Ministry of Education have created Learning Groups:

“A learning group is a group of students and staff who remain together throughout the school quarter, semester or year and who primarily interact with each other. Learning groups were recommended by the Provincial Health Officer to help reduce the transmission of COVID-19.”

At St. Jude School the following Learning Groups have been created:

Kindergarten and Gr. 1

Gr. 2 and Gr. 3

Gr. 4 and Gr. 5

Gr. 6 and Gr. 7

Specialist teachers, substitute teachers, and office administration will not be part of any learning groups and will therefore maintain physical distancing from students.

Within these groups, students and staff are not mandated to have 2-meter distancing. However, steps will still be taken to mitigate risk. The Ministry of Education explains, “people in a learning group don't need to stay two metres apart but they must limit physical contact. Classrooms will be set up to promote spacing between students where possible.” Such steps to promote spacing include but are not limited to: student seating, outdoor instruction, teacher instructional strategies, staggering recess and lunch as well as dismissal, etc.

“Within learning groups, minimizing physical contact is the rule. Consider focusing application of learning groups on subject areas that cannot be delivered using physical distancing strategies”

§ 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 3) to the classroom fire exit door that faces East 15th (the supervising

staff member may provide further details). Gr. 4 to Gr. 7 students can line up outside the classroom door independently

- Parents are to maintain 2-meter social distancing while waiting outside (rain or shine).
- Supervising staff will open their classroom fire exit doors and:
  - One child will enter at a time – **Parents must perform a daily check before leaving the house so that they are not turned away once at the school or called back to the school in the case of intermediate students.**
  - The school has the authority to not allow admittance to students, staff, parents, and visitors who have Covid-19 symptoms
  - The child will head directly to the sink to wash their hands for 20 seconds, then they will head to their hook in the hallway to put their bag and coats away and then proceed to their desk/workstation. Teachers will manage the flow of students – in younger grades support staff will assist children with washing their hands. 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:**
  - Drop off will occur to last names. The specific range of last name groupings will be communicated prior to the start of school. The following times are:
    - Students A to LEI – 8:30-8:40am drop off
    - Students LI to Z – 8:40 – 8:50am drop off
- **Pickup Routines:** Parents of primary students will need to pick up their children from the classroom exit doors facing East 15<sup>th</sup>.
  - Students will need to go straight to their parent’s cars and not linger
  - If students are involved in school extracurriculars that afternoon then they can proceed through the school directly to the extracurricular activity
  - If students are in our Patriots Club (After School Club) they will assemble outside of the library on the basketball court – guidelines for Patriots
- **PATRIOTS CLUB:** Patriots Club (After School Club) will operate daily. Students will be grouped into their cohorts within the club and they will have different zones to work in within the library. Students will be taken outside for longer period of times. If a student develops symptoms while at Patriots Club they will be isolated and parents will be called. Parents must be ready to leave work immediately in such cases.

- **PICKUP TIMES:**
  - Students A to LEI dismissed at 2:50pm
  - Students LI to Z dismissed at 3:00pm
  - Students in Gr. K to 3 will need to be picked up from their classroom fire exit doors that face East 15<sup>th</sup> 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.
  - Students will be dismissed gradually so that areas do not become congested.
  
- Parents, depending on the number of children, should plan for approximately 5 to 10 minutes in drop off and pick up procedures.

§ 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 have unidirectional with arrows on the floor indicating the direction. Staff will practice with students how to walk in the hallway.
- 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

§ 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.
  
- Take activities that involve movement, including those for physical health and education, outside.
  - Physical education will occur outdoors as much as possible; weather dependent
  - Focus for physical education will be on individual skill development and fitness – light activities with no intensity
  - Students in most grades will change for PE
  - To make the most of our outdoor areas we are dividing our playground into two zones. Zone 1 is the adventure playground, the swings, and the grass area behind the parking lot fence. Zone 2 is the parking lot and basketball courts. Students should only leave their assigned playing zone for washroom use or for first aid.

- The following schedule will be strictly adhered to for recess:
  - 10:10-10:25 – K and Gr. 1 (Zone 1) Gr. 6 and 7 (zone 2)
  - 10:30 – 10:45 – Gr. 2 and 3 (Zone 2) Gr. 4 and 5 (zone 1)
  - 11:45 – 12:15 - K and Gr. 1 (Zone 1) Gr. 6 and 7 (zone 2)
  - 12:30 – 1:00 - Gr. 2 and 3 (Zone 1) Gr. 4 and 5 (zone 2)
  - Teachers will direct students when to eat according to their class schedule. Prayer and the Daily Angelus will be led from the classroom by students or teachers
- Reassure students, parents and caregivers that playgrounds are a safe environment, and encourage appropriate personal hygiene practices before, during, and after outdoor play.
  - 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 will be provided with a small amount of sports equipment (basketballs and soccer balls) that will be disinfected before and after use
  - Basketball hoops outside are open for use
  - Students are not permitted to bring their own balls or equipment

§ 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.
  - Parents are not to enter the school hallways unless granted permission
  - ALL parents must enter through the main doors on East 15<sup>th</sup> and proceed immediately to the Office – we need to track who enters our building and **therefore any visitor will be required to sign in at the office**
  - 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 has been stalled 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. Staff and students can continue to bring personal items to school, but they should be encouraged to only bring items that are necessary (e.g. backpacks, clothing, school supplies, water bottles).

- Students will be allowed to bring one backpack with them from home
- School supplies used daily can be stored in their personal desk in a pencil container or kit. Students must be responsible for their own supplies and will not borrow from other students.
- All students must bring home their backpack each day – the backpack will be stored in the hallway on their assigned hook
- PE Strips should be washed daily along with the uniform
- PE Shoes can be stored inside a cloth bag and on the child's hook and remain there overnight – the bag must be labelled with the child's name
- Students must wear their uniform and change for PE (exception is Kindergarten who does not change for PE – if students in other grades have trouble changing the teacher may choose to not require PE strips)
- Students must be able to be independent with their clothing. Avoid things like shoelaces if they cannot tie their own shoes. If your child is not independent with their uniform, please speak with the classroom teacher so a plan can be made
- Parents will need to take precautions for disinfecting their child's backpack when they get home.
- No toys are allowed to be brought to school
- Manipulatives will be supervised by teachers and are cleaned according to BCCDC guidelines
- Sports equipment from home is not permitted – the school will supply equipment that is cleaned and disinfected
- The school will provide electronic devices (iPad/Chromebook) and part of the routine will be mandatory disinfecting of the devices before and after use.
- All items and supplies brought to school will need to be taken home each day for sanitation purposes.
- Personal items must be labelled with student's name to discourage accidental sharing

§ Schools can continue to include food preparation as part of learning and provide food services, including for sale and meal programs.

- Hot Lunch can continue in the upcoming school year – we will only use vendors that can label each child’s order for easier distribution and safe handling – parent hot lunch coordinators will be required to wear masks (supplied) and gloves (supplied) as well as washing their hands.
- WorkSafeBC has stated “Schools should not allow homemade food items to be made available to other students at this time (e.g., birthday treats, bake sale items)”

§ 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.

- Prior to the drop off of students parents must perform their daily symptom check of their child – before the first day of school parents will complete a form indicating that they understand their responsibility to check their child for Covid-19 related symptoms and to keep them home if they are symptomatic
- Any student showing visible Covid-19 symptoms will not be allowed to enter the school
- The BCCDC explains, “School staff should learn about common COVID-19 symptoms and support students’ understanding of them. Staff should assess themselves daily for symptoms and encourage students to speak up if they are feeling unwell. Encourage parents and caregivers to assess their children daily for symptoms before they get to school.”

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

- The BCCDC states: **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.**
- The BCCDC further points out that “not everyone who has been in contact with a confirmed COVID-19 case is determined to be a close contact. **Public health determines who is considered a close contact.**”
- 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.
  - **It is reasonable to assume that parents or a caregiver should be able to pick up the child within the hour. Parents must be able to answer the phone while their child is at school.**
- Contact 811 or the local public health unit to notify them of a potential case and seek further input and guidance.
- 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.
- Ill staff members are to wear a mask and go home immediately.
- 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 or sanitize their hands.
  - Before Lunch and after Lunch
  - Before they leave for the end of the day, they will sanitize or wash hands
  - After any sneeze or cough
  - Teachers can ask students to wash hands at any time during the day at students MUST comply
  - We use a mixed approach of Ethyl Alcohol (technical grade) 70% based sanitizer with water and glycerin and hand washing stations with soap and water

§ 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 for Elementary school students. It is important to treat people wearing masks with respect.

- **Elementary school students are not required to wear masks**
  - We encourage a culture of wearing masks and parents must assess if their child is able to independently wear a mask properly
- **All K to 12 staff are required to wear a mask in schools both in and outside their learning group except when:**
  - - **sitting or standing at their desk/workstation in a classroom**
  - - **have a barrier in place**
  - - **eating and drinking**
  - - **outdoors**