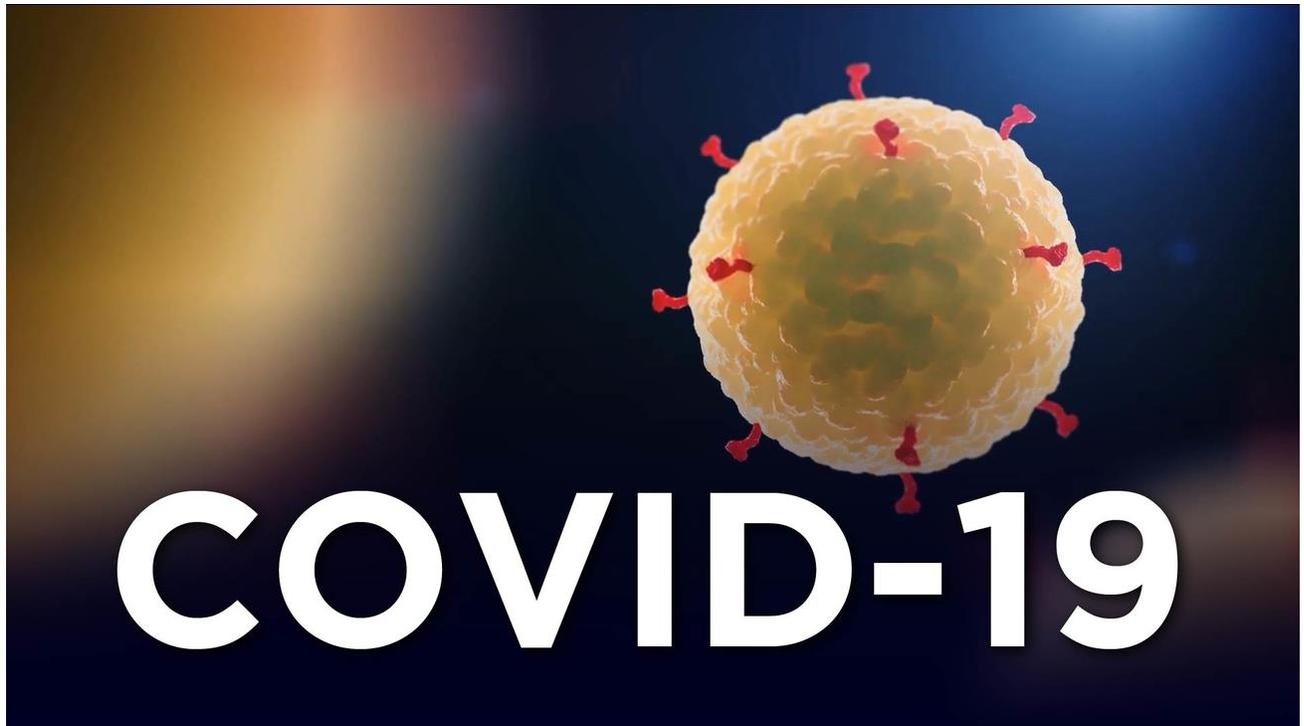




# Immaculata Regional High School's

*Restart Plan*

*Revised Feb 12, 2021*



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## Background

*School supports students in developing their potential and acquiring the knowledge, skills, and abilities they need for lifelong success. In person learning, as a part of a student’s education, provides the opportunity for peer engagement, which supports social and emotional development as well as overall Wellness. It also provides many students access to programs and services that are integral to their overall health and well-being.*

*Based on guidance from the provincial health officer an experienced to date within BC and other jurisdictions that schools continue to be low risks for COVID-19 transmission, even with increased risk of COVID-19 in some communities, K to 12 students can participate in full time in class instruction in accordance with current public health guidelines for schools. <sup>1</sup>*

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

This document was created using BC’s *Operational Guidelines for School Districts and Independent School Authorities*<sup>2</sup>, *Provincial COVID-19 Health and Safety Guidelines for K-12 Settings (v4)*<sup>3</sup>, and the BC CDC *Public Health Guidance K-12 Schools (v2)*<sup>4</sup> documents.

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<sup>1</sup> [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) v4, page 5, February 4, 2021  
<sup>2</sup> [Operational Guidelines for School Districts and Independent School Authorities](#), August 19, 2020  
<sup>3</sup> [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) v4, February 4, 2021  
<sup>4</sup> BC CDC [COVID-19 Public Health Guidance for K-12 Schools](#), Feb 4, 2021

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

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

## General Information

### How long will this stage last?

Based on the current information provided by the Ministry of Education, the Provincial Health Officer, and the Premier, Immaculata Regional High School is planning on finishing the 2020-21 school year under Stage 2 restrictions. However, the current Stage 2 restrictions will be re-evaluated by the Minister of Education and the PHO as required.

## What Does Stage 2 Look Like Now?

### Attending On-campus Schooling

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

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

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

<sup>5</sup> [Operational Guidelines for School Districts and Independent School Authorities](#), page 9, October 2020

IRHS provided two masks to each student and staff member. Students and staff will be required to wear masks in common areas (hallways, Learning Commons, etc.). **Additionally, students and staff are required to wear masks any time they are not at their desks/workstation or not protected by a physical barrier.**

***K-12 staff and middle/secondary students should wear a mask indoors at school **except** when:***

- *Sitting or standing at their seat or workstation in a classroom or learning space,*
- *There is a barrier in place,*
- *Eating or drinking.*<sup>6</sup>

### **Learning Group Locations**

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

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

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

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

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

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

***When interacting with students and staff outside of their learning groups, students should maintain physical distance (2m).***<sup>7</sup>

**and**

***Students from different learning groups can be in the same learning space at the same time if physical distance can be maintained (as per the requirements outlined above), and there is adequate space available to prevent crowding from those within the same learning group.***<sup>8</sup>

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<sup>6</sup> BC CDC [COVID-19 Public Health Guidance for K-12 Schools](#), Feb 4, 2021

<sup>7</sup> [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) v4, page 11, February 4, 2021

<sup>8</sup> IBID, page 12

# Safety

## Access to Campus

Only Immaculata Regional High School employees, students, and volunteers will be allowed on campus during school hours. Parents, 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.

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

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

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

Students in grades 8 and 9 will enter/exit the school through the front doors.  
Students in grades 10, 11, and 12 will enter/exit the school through the back doors.

## Access to Technology

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

## School Amenities

During Stage 2 students will have access to the following:

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

## Daily Health Check

*A daily health check is a tool to reduce the likelihood of a person with COVID-19 coming to school when they are infectious.*

- *Parents and caregivers should assess their children daily for illness before sending them to school.*
  - *Parents/caregivers and students can utilize the provincial [K-12 health check app](#) for daily assessment symptoms.*
- *Staff and other adults are required to complete an active daily health check in line with provincial health officers order on workplace safety, prior to entering the school.<sup>9</sup>*

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<sup>9</sup> [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) v4, page 25, February 4, 2021

## Hygiene

Hand washing will take place for both students and employees:

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

Additionally, teachers will wash their hands:

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

## Cleaning Standards & Routines

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

During the school day, teachers will manage the cleaning routines inside their classroom. The school custodian will provide regular cleaning that includes but is not limited to:

- Clean and disinfect any surface that is visibly dirty
- Regularly cleaning high-touch surfaces such as tabletops, door handles, and light switches using an anti-bacterial cloth provided to all staff members
- Reminding students and assisting them in regular cleaning of their laptops, pens and pencils, hands, etc.
- Refraining from the use of shared equipment such as Immaculata Regional High School technology (laptops, tablets, 3-D printers, projection equipment, etc.) unless it is designated for single teacher use only and is part of cleaning protocols

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

- Clean and disinfect any surface that is visibly dirty (in conjunction with teachers)
- Regularly cleaning high-touch surfaces such as tabletops, door handles, and light switches using an anti-bacterial cloth provided to all staff members (in conjunction with teachers)
- General cleaning and disinfecting of the premises at least **once in a 24-hour period**. This includes items that only a single student uses.

- In addition to the cleaning and disinfecting of the premises, cleaning and disinfecting of frequently touched surfaces at least **twice in 24 hours, including at least once during regular school hours.**
- Wipe and disinfect school door handles, both inside and out, light switches, phones, window handles, SmartBoards, and dirty surfaces at least twice daily
- Wipe down and disinfect tables/desks in classrooms at least twice daily
- Wipe and disinfect all surfaces, handles, taps, soap dispensers, paper towel dispensers in all washrooms/changerooms twice daily
- Garbage containers are emptied daily.
- Staff are wiping down shared spaces (shared desks) throughout the day
- Immaculata Regional High School is cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfecting for Public Settings ([http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)).

### **Materials & Personal Belongings**

#### Students:

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

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

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

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

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

#### **Common areas:**

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

### **Social Distancing**

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

- *Avoid close greetings (e.g. hugs, handshakes).*
- *Regularly reminding students about keeping their hands to themselves. Use of visual supports, signage, prompts, video modelling, etc. as necessary.*

- *Creating space between students/staff as much as possible:*
  - *Consideration of different classrooms and learning environment configurations to allow distance between students and adults (e.g., different desk and table formations).*
  - *Consideration of arrangement of desks/tables so students are not facing each other and using consistent or assigned seating arrangements.*
  - *Using consistent or assigned seating arrangements were practical.*
  - *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.*
- *Minimizing group activities and avoiding activities that require physical contact.*
- *Management of the flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.*
- *Use of floor markings and/or posters to address traffic flow throughout the school. This may include one-way hallways and designated entrance and exit doors.*
- *Ensuring communication of physical distancing guidelines is relayed in multiple formats for ease of understanding (visual supports and representation, prompts, video modelling, signage, videos using sign language, etc.).*
- *Consideration for installing barriers made of transparent material in places where physical distance cannot be regularly maintained, and a person is interacting with numerous individuals outside of a learning group.*<sup>10</sup>

## Capacity

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

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

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

- *Provide the student or staff with a non-medical mask if they don't have one.*
- *provide the student or staff with a space where they can wait comfortably that is separated from others.*
- *make arrangements for the student or staff to go home as soon as possible.*
- *clean and disinfect the areas the student and or staff used.*
- *request the student and or staff to stay at home until COVID-19 has been excluded and the symptoms have improved.*<sup>11</sup>

Additionally, IRHS will:

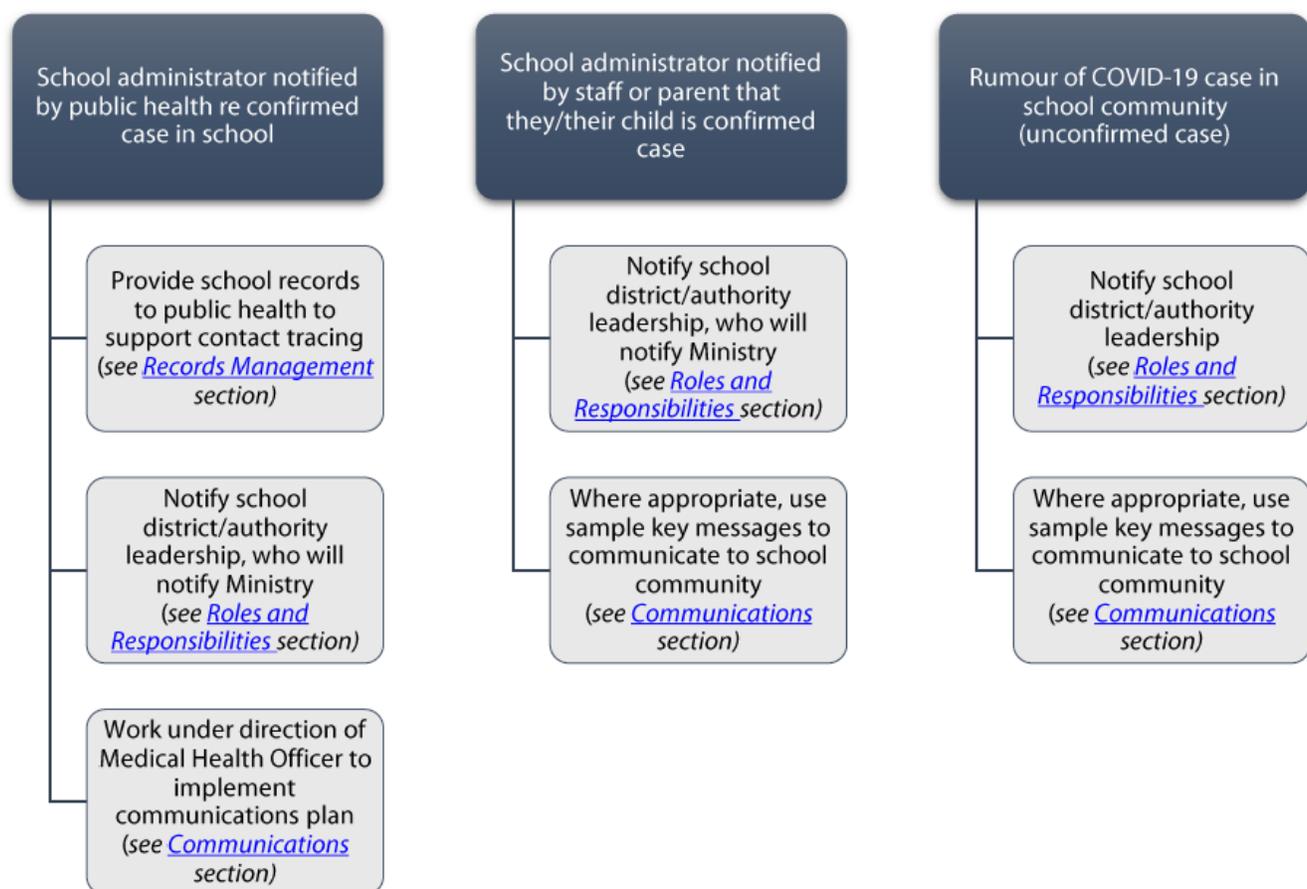
- Immaculata Regional High School will follow all guidelines of the Public Health Authorities
- Illnesses or suspected illnesses will be reported to Interior Health and to the public health nurse assigned to IRHS.
- All communication regarding a COVID-19 illness (suspected or confirmed) will be coordinated with Interior Health and the public health nurse assigned to IRHS.

<sup>10</sup> [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#) v4, page 14-15, February 4, 2021

<sup>11</sup> [COVID-19 Protocols for School and District Administrators \[Management of Illness and Confirmed Cases\]](#), page 6, September 2020.

- The symptomatic individual will be isolated in a designated location at the school until they leave the school
- Parent or emergency contact will be contacted immediately, and arrange for child pick-up
- The room will be disinfected once the person has left
- Anyone with symptoms of illness will not be allowed to enter the school for 10 days after being symptom-free (or after the school receives a doctor’s note confirming the individual does not have COVID-19)
- If a member of the household develops symptoms of COVID-19, the student or employee will not be allowed to enter the school for 14 days after all household members are symptom-free

## School Administrator Actions in Response to Confirmed or Alleged Case of COVID-19 in a School.<sup>12</sup>



<sup>12</sup> [COVID-19 Protocols for School and District Administrators \[Management of Illness and Confirmed Cases\]](#), page 5, September 2020.

# Learning Formats and Scheduling

## Following the Regular School Schedule.

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

The schedule for classes is as follows:

## SCHEDULE 1 (Regular Day Schedule)

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

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