

# St. Joseph Catholic School SAFE RETURN TO SCHOOL OPENING PLAN PARENT GUIDE

August 28, 2020



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Our mission is to foster the development of the total child in spirit, mind and body. Through Jesus, we encourage the pursuit of excellence in a community of love and respect.

# BACKGROUND INFORMATION

The guidelines and procedures in this Parent Guide book are in accordance with BC's *Operational Guidelines for School Districts and Independent School Authorities*, August 1, 2020 *WorkSafeBC's COVID-19 Health and Safety*, 2020, *Ministry of Education K-12 Education Restart Plan*, *BCCDC's COVID-19 Public Health Guidance for K-12 School Settings* and the *Provincial COVID-19 Health and Safety Guidelines for School Settings*, updated August 17, 2020.

**Please note that these guidelines are fluid and may change at any time. Parents will be notified of any updates as they become available.**

K-12 Schools are in				
Remote learning for all	Remote learning with exceptions	In-class & remote learning	Learning groups: full-time in-class	Learning as usual: full-time in-class
Stage 5	Stage 4	Stage 3	Stage 2	Stage 1

\*[www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework](http://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework)

## WELCOME BACK!

Hello Parents and Caregivers,

It is normal that parents/guardians and students are excited and anxious about the September 2020 return to school. The staff at St. Joseph School is excited too and looking forward to welcoming all our students on September 8<sup>th</sup>. We have planned and worked over the summer to make St. Joseph School a safe, healthy, and nurturing place for your children. Although there has been much change and unpredictability over the last six months, our mission statement has not changed. Jesus, who is **the** teacher of our Catholic schools has not changed. He is the same yesterday, today, and tomorrow. Please know that we are doing all we can for your children at this time. We thank you for all the support, prayers, and well wishes that you have given us.

Please take your time to go through this manual carefully. If you have any further questions, you are welcome to email me at [mpedrette@cisnd.ca](mailto:mpedrette@cisnd.ca).

God bless,

*M. Pedrette*

Maddy Pedrette  
Principal  
St. Joseph School, Kelowna

## Stage 2

The Ministry of Education and Office of the Premier announced that British Columbia has entered Stage Two of the K-12 Education Restart Plan. Stage 2 means that in-class, full time instruction will take place for all students for the maximum instructional time possible.

- Our students will be divided into Learning Groups
- Students will attend school 5 days per week
- Staggered drop-off and pick up will be in effect for September





## School COVID Safety Expectations

Please review these rules with your children on a regular basis:

1. Use your own supplies.
2. Only eat your own food.
3. Come to school when you are feeling healthy.
4. Stay in your own personal space.
5. Cough and sneeze into your elbow.
6. Use hand sanitizer.
7. Wash your hands with soap for 20 seconds.
8. Practice physical distancing.
9. Keep your hands to yourself.
10. Try your best and have a great day!



## Health & Safety Enhanced Protocols

### Physical Distancing Strategies

- classrooms and other learning areas are organized to encourage maximum distance between students
- classroom desks are placed in individual rows facing forward/students and staff are placed in Learning Groups
- students and staff will review physical distancing practices
- posters and signs promoting physical distancing are placed in classrooms and hallways
- transitions/movement of Learning Groups are minimized and scheduled
- directional indicators are placed on entrances, exits, floors, and walls in classrooms and school building
- age appropriate lessons will be taught by classroom teacher to teach physical distancing
- students will maintain physical distancing when interacting outside of their Learning Groups

### Hand Hygiene

- age appropriate lessons will be taught by classroom teacher on proper hand hygiene
- continued practice of washing hands will be promoted as recommended by Ministry of Health and BC Centre for Disease Control
- posters and signs promoting hand hygiene are located in classrooms/hallways/washrooms
- sinks/soap/paper towels and hand sanitizers are available throughout the school
- tissues are provided for proper hygiene etiquette

## Personal Protective Equipment for Staff

- all staff are given a reusable mask
- staff are required to wear a non-medical mask in high traffic areas or when they are outside of their learning group
- disposable masks/face shields/gloves are available at the office

## Personal Protective Equipment for Students

- wearing non-medical masks will be a personal choice for students K through 7. Children will be expected to be sensitive to other students' choices.

*The use of masks will follow ministry guidelines:*

[www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf](http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf)

## Sharing of Resources

- staff will limit student sharing of materials and resources in class
- adequate supplies for instructional units are provided to each student
- shared equipment is disinfected between use by the teacher
- students are encouraged to perform hand hygiene before and after use of shared equipment

## Outdoor Space for Recess/Lunch/Learning

- each Learning Group will rotate through designated outdoor areas
- students are strongly encouraged to maintain physical distancing while on the play structure
- staff will take advantage of outdoor spaces to minimize interactions with other classes
- playground equipment is open on the advice of public health
- students are expected to wash their hands before and after play times

# Safety Measures

## Student Screening Procedures

- **it is the parents' responsibility to screen their child(ren) daily for any symptoms of cold, flu, or other symptoms that may be associated with COVID-19.** The CDC daily health check list can be found here:  
[www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf#page=16](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf#page=16)
- parents must confirm they have performed their child's daily health check before the student is allowed to leave their vehicle
- any concern by staff that a student is exhibiting signs of illness will be reported to the school principal



## **Symptom Assessment & Illness Policies/Procedures**

- if anyone displays any infectious symptoms, respiratory or otherwise, St. Joseph School will complete the steps directed by the BC Ministry of Health and BC Centre for Disease Control
- school updates to this process will match Ministry updates
- any person who becomes symptomatic at school is required to be assessed by their family physician or nurse practitioner
- parents/caregivers should call **811** for assistance. If it is determined that the student does NOT have COVID-19, they may return to school once symptoms resolve

## **Isolation Room**

- the privacy and dignity of a child in the isolation room will be respected at all times
- the first aid room is being used for temporary placement of any student that becomes ill during the day
- environmental cleaning/disinfection is required of the space and any items used by the individual
- parents/caregivers will be contacted immediately
- children in the isolation room will never be left unsupervised

## **Community Use of Schools**

- St. Joseph School will not be renting out the gym at this time

## **Ventilation**

- ventilation systems are in good working order

## **Student Transportation on Buses (used for field trips only)**

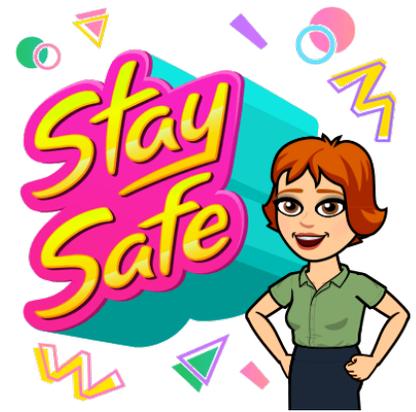
- buses are cleaned and disinfected according to the BCCDC protocols and Transport Canada
- bus drivers will follow proper hygiene protocols and wear a non-medical mask
- students will be assigned a consistent seating arrangement

***Until further notice, all field trips will be outdoors only.***



# Health and Safety Training/Preparing the School

- staff have been given a COVID-19 training manual
- all staff will be provided with a full day of Health and Safety training prior to the start of the school year
- all training is in accordance with the Ministry of Education and Health, B.C. Centre for Disease Control, WorkSafeBC, and CISND policy
- staff will be expected to self-assess each day prior to reporting to the office
- if staff have signs of illness, they will not return to school until they are cleared to do so by public health guidance



## Student Learning

### Learning Groups or Cohorts

- students and staff will be divided into Learning Groups of up to 60 people
- Learning Groups are composed of the same or close in age students
- two to four staff members will be assigned to each Learning Group
- within a Learning Group minimized physical contact is required

### In-class Instruction & Supports, Assessments & Report Cards

- students will return to full-time instruction during Stage 2 (five days per week)
- support services will continue to be provided for students with disabilities/diverse abilities and students requiring additional support
- teachers will conduct classes/learning outdoors as much as possible
- teachers will plan their academic units and assess the learning needs of all students keeping in mind the time spent away from in-class instruction
- teachers are responsible for regular report cards as per the Student Reporting Policy
- teachers are responsible for regular assessments at the classroom and provincial level

## Enhanced Cleaning, Sanitizing & Disinfecting

- all cleaning, sanitizing, and disinfecting will follow the BC Centre for Disease Control protocols for frequency, methods, and materials used for cleaning
- frequently touched surfaces will be regularly cleaned and disinfected throughout the day (door knobs, light switches, toilet handles, tables, desks, keyboards, and toys)
- extra funds have been budgeted for the 2020-2021 school year to increase the number of cleaning staff and enhance the cleaning, sanitizing, and disinfecting of the school
- day time cleaning staff will be required to wear masks when inside the school building



## Other School Information

### Water Bottles

- students will be encouraged to bring their own labelled water bottle to school each day
- where possible, sinks or bottle filling stations can be used to refill the bottles
- all water fountains will be closed until further notice

### Uniforms

- students will be expected to be in uniform starting Wednesday, September 9<sup>th</sup>
- student belongings and clothing including uniform sweaters should be taken home each day to be cleaned (please be sure to label all uniform items)
- indoor shoes will be required for the fall term and will remain at school
- Grades K – 5 students will not be required to change into gym strip at this time

### School Gatherings

- gatherings will not exceed the maximum Learning Group size
- staff will seek virtual alternatives for masses, assemblies, and other school gatherings

## School Operations – Drop-Off and Pick-Up

Drop-off and pick-up times will be staggered by family last name.

We are counting on the support of parents to ensure their children are dropped off and picked up on time. The school buildings will be closed daily after pick-up.

### DROP-OFF

**Please stay in your vehicle** along the drop-off lane and wait until a staff member approaches. You will be asked to confirm that you have performed your child's daily health check.

Once students have been allowed by staff to leave their vehicle, they will proceed to their classrooms.

**8:15 am to 8:30 am RED GROUP (Families with last names beginning with A-M)**

**Please do not drop off your child before 8:15 am.**

**8:30 am to 8:45 am ORANGE GROUP (Families with last names beginning with N-Z)**

**Please do not drop off your child before 8:30 am.**

## **PICK-UP**

Students will line up with their Learning Group at the end of the day instead of by family last name as was the case in June. Please remind your child/ren to listen for their last name to be called.

**2:30 – 2:45 RED GROUP (Families with last names beginning with A-M)**

**2:45 – 3:00 ORANGE GROUP (Families with last names beginning with N-Z)**

**Please do not leave your vehicle at any time.**

You or your child will be given a **RED** or **ORANGE** 11" X 4" card in the first week back to school. This card will have your last name printed on it. Please put this card in the **window of the front passenger seat** so it is clearly visible to staff. Your children will be delivered to your car as quickly as possible.

The **ORANGE** group may not enter the pick-up lane until after 2:45 pm.

If you arrive early, please park in the parking lot and stay in your vehicle.

**At 2:45 you may either:**

- stand outside your vehicle in your parking spot, hold up your sign, and we will bring your children to you
- drive around the school to get into the pick-up lane; place the sign in the passenger window and we will bring your children to you

## **First Day of School – Tuesday, September 8th**

### **Drop-Off and Pick-Up Times for Half Days**

Please note that September 8<sup>th</sup> is a half day. You may not have your coloured card at this point. Please be patient. Please do not drop off your child until a staff member has approached your vehicle and confirmed you have performed your child's daily health check.

At this point, the staff member will let you know which class your children are in and how to proceed to their classes. Teachers will be in their classrooms to welcome your child to a new school year.

**If your last name starts with A-M:**

Drop-off time: 8:15 – 8:30 am

Pick-up time: 11:30 – 11:45 am

**If your last name starts with N-Z:**

Drop-off time: 8:30 – 8:45 am

Pick-up time: 11:45 am – 12:00 pm



At 11:45 you may either use the pick-up lane or park. Please do not leave your vehicle or parking spot area.

**Please do not block the pick-up area if you come before your appointed time.**