

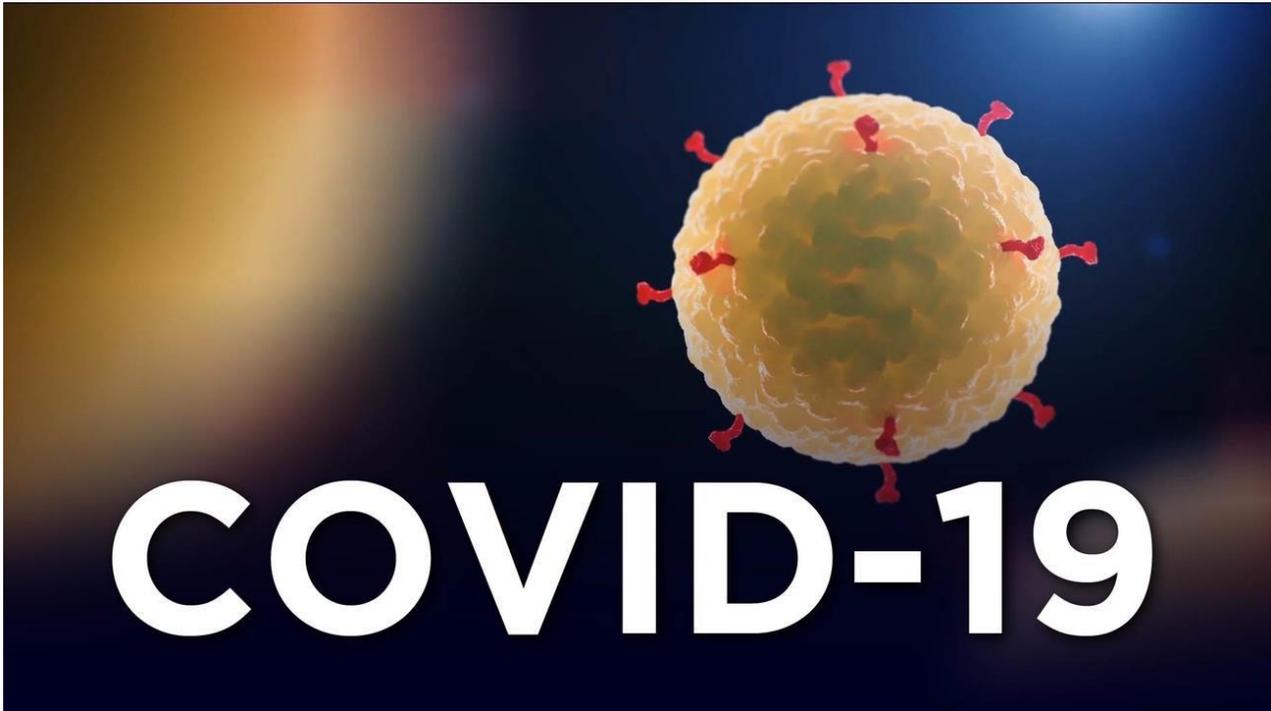


Our Lady of Lourdes Elementary School

Restart Plan

Revised February 2021

**this document is subject to change in accordance with updated Guidelines from the Ministry of Education and BCCDC*



Background

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 8th, 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 will be updated as new information arises. **This document was updated February 2021**

This document was created using BC's *Operational Guidelines for School Districts and Independent School Authorities*¹, as per WorkSafeBC's *COVID-19 and returning to safe operation-Phase 2* documentation as seen below:

Employers are required to develop a [COVID-19 Safety Plan](#) that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. You do not need a formal plan in place to begin operation, but are expected to develop it while protecting the safety of your workers.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the [Provincial Health Officer](#), this plan **must be posted** at the worksite. During a WorkSafeBC inspection, we will ask employers about the steps they have taken to protect their workers or to see the plan if it has been developed.²

¹ Operational Guidelines for School Districts and Independent School Authorities, <https://www.openschool.bc.ca/covidguidelines/>, August 19, 2020

² COVID-19 and returning to safe operation-Phase 2, <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>, May 21, 2020

Education stages for K-12 students³:

Stage 5

Learning Group Size

- Not applicable

Density Target

- 0% for all schools

Instruction Method

- Self-directed and remote learning only.

Stage 4

Learning Group Size

- Elementary: 30
- Middle: 30
- Secondary: 30

Density Targets

- 25% for all schools

Instruction Method

- Full-time instruction for:
 - Children of essential service workers
 - Students with disabilities/diverse abilities
 - Students who require additional supports
- In-class instruction for all other students for the maximum time possible within learning group limits and density targets.
- Self-directed and remote learning supports in-class instruction.

Stage 3

Learning Group Size

- Elementary: 30
- Middle: 30
- Secondary: 60

Density Targets

- 50% for all schools

Instruction Method

- Full-time instruction for:
 - Children of essential service workers
 - Students with disabilities/diverse abilities
 - Students who require additional supports
- In-class instruction for all other students for the maximum time possible within learning group limits and density targets.
- Self-directed and remote learning supports in-class instruction.

³ Five Stages Framework for K-12 Education, <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework>, August 19, 2020

Stage 2 (Current Stage)

Learning Group Size

- Elementary: 60
- Middle: 60
- Secondary: 120

Density Targets

- Not applicable

Instruction Method

- Full-time instruction for all students for the maximum instructional time possible within learning group limits.
- Self-directed learning supports in-class instruction, if required.

Stage 1

Stage 1 is full-time in-class instruction for all students in all grades. No learning group or density requirements. Schools will not enter Stage 1 until the Province moves to [Phase 4](#) of the BC Restart Plan. This is conditional on global availability of a vaccine or treatment.

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, Our Lady of Lourdes Elementary School is currently running under Stage 2 guidelines. The current stage will be re-evaluated by the Minister of Education and the PHO and be adjusted as required.

What will the Stage 2 look like?

Attending On-campus Schooling

What OLOL 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 OLOL will have their full-time studies conducted via face-to-face instruction while being physically present on the school's campus.

All students at OLOL are considered elementary school students and therefore will be placed in learning groups (previously referred to as cohorts) of no more than 60 individuals. The idea behind learning groups is to reduce the number of interactions with others while at school. Most of OLOL's learning groups will have 50 or fewer individuals. To facilitate a minimum of interactions between learning groups each learning group will have designated places within school building and outside on the school campus.

OLOL will provide two masks to each student and staff member. Staff will be required to wear masks at all times with the following exceptions: sitting in (or standing at) their seat, or desk/workstation or while maintaining physical distance of (2m) in a classroom or learning space; there is a barrier in place; eating and drinking; and outdoors. At present, students are only required to wear masks as a personal choice

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⁴ Provincial COVID-19 Health and Safety Guidelines of K-12 Settings, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>, February 23, 2021, Pg 29

Learning Group Spaces

LOL will have three learning groups, one learning group for each floor in the school. Students will be required to stay within their designated learning group space during the day unless otherwise directed by their teacher.

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

- Kindergarten and Grade 1 will be on the main floor; entering and exiting the building through the Kindergarten classroom door; using the Kindergarten bathroom only.
- Grades 2- 4 will be on the upper floor; entering and exiting the building through the front door; accessing the upper floor via the upper ½ of the front stairwell; using the main floor bathroom only.
- Grades 5-7 will be on the lower floor; entering the exiting the building through the side door; accessing the lower floor via the side stairwell and main floor using the lower ½ of the front stairwell; using the lower floor bathroom only.

The learning groups will have recess time outside as follows:

- Kindergarten and Grade 1 morning recess will be from 10:00am-10:15am (using the upper playground) and lunch recess will be from (using the lower playground)
- Grades 2-4 morning recess will be from 10:00am-10:15am (using the lower playground) and lunch recess will be from 12:05pm- 12:25pm (using the upper playground)
- Grades 5-7 morning recess will be from 10:15am –10:30am with access to both the upper and lower playgrounds and lunch recess will be from 11:40am -12:00pm

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

In an elementary or secondary school, two classes from different learning groups can be in the same learning space at the same time if a two-metre distance can be maintained between people from different learning groups.⁵

Safety

Based on the current epidemiology of COVID-19 in B.C., the latest research, guidance from the Provincial Health Officer, and evidence that children are at a lower risk of developing and transmitting COVID-19, K-12 students can return to full-time, in-class instruction in accordance with current public health guidelines for schools.⁵

In addition to all other measures detailed in this document, including but not limited to: designated learning groups, designated spaces, daily health checks before students enter the school, and modified drop off locations, the following measures have been taken to reduce the risk of spread of COVID-19 in our community.

⁵ IBID

Access to Campus

Only Our Lady of Lourdes Elementary School employees and students will be allowed on campus during school hours. Parents, volunteers, 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.

Additionally, as per the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#), "...all visitors [will need to] confirm they have completed the requirements of a daily health check before entering."⁶ All visitors will also be required to provide contact information for COVID tracking purposes.

Drop-off /Pick-up Times & Locations

Drop off Slots will begin at 8:15am and end at 8:30am

Pick Up Slots will begin at 2:20pm for Kindergarten and Grade 1 and Grades 2-7 from 2:30pm-2:45pm *each class will have a designated area to stand while waiting for their ride

Families will be greeted at their vehicles and a staff member will sanitize the student's hands upon exiting the vehicle. We ask that no one leaves their vehicle at any time except for the student who will be exiting and entering the vehicle. Please contact the school in advance if you need to change a student's drop-off or pick-up time and we will do our best to try to accommodate your request. We are counting on the support of parents to ensure their children are dropped off and picked up daily on time. The school buildings will be closed daily after pick-up, there will be no supervision before or after school. There will be no access to the playground for playing before or after school at this time.

Students must be able to enter the building on their own. There will be a staff member present at the entrance to greet and guide them through the entry protocol. If a child has difficulty separating from their parent, staff can reassure them verbally to enter, however, will not be able to physically comfort or help them into the building in keeping with the safety protocol.

Access to Technology

For the duration of Stage 2 students will have extremely limited access to school tablets or laptops.

School Amenities

During Stage 2 students will have access to the following:

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

⁶ IBID

Screening

It is the parent/caregivers' responsibility to assess their children daily before sending them to school. Parents have the option to use the BC K-12 daily health check app (<https://apps.apple.com/us/app/bc-k-12-daily-health-checker/id1547334827>) to complete their screening.

Staff will be using the covid19.fastoche.app to record the answers to their personal answers to screening questions prior to entering the school to ensure active staff screening is completed prior to entering the building.

All visitors to the building will be required to actively confirm they have completed their screening prior to entering the building.

COVID-19 Symptoms

Any student who has symptoms of COVID 19 or travelled outside of Canada in the last 14 days or was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers. Any student within the school who has cold, influenza, or COVID-19 like symptoms should seek assessment by a health care provider. No one should come to school sick.

Those unsure if they should self-isolate or be tested for COVID-19 should be directed to use the BC COVID-19 Self-Assessment tool. If concerned please contact 8-1-1 or the local public health nurse for further input.

What To Do If Symptoms Develop at School

If a staff member, student or other person develops symptoms at school, Appendix E from the BCDC will guide the situation.

Returning to School After Sickness

When a staff, student or other persons entering the school can return to school depends on the type of symptoms they experienced as outlined in the When to Get Tested for COVID -19 resource. If based on their symptoms a test was not recommended the person can return to school when their symptoms improve and they feel well enough. If based on their symptoms a test is recommended, the person must stay home until their receive their test result.

If the test is **negative**, they can return to school when symptoms improve and they feel well enough.

If the test is **positive**, they must follow the direction from public health on when they can return to school.

Students or staff may still attend school if a member of their household develops new symptoms of illness, provided the student/staff has no symptoms themselves. If the household member tests positive for COVID-19, public health will advise the asymptomatic student/staff on quarantine or self-isolation and when they may return to school.⁸

Students who experience seasonal allergies or other COVID-19 like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider.

⁷ Provincial COVID-19 Health and Safety Guidelines of K-12 Settings, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>, August 20, 2020, Pg 17

⁸ Provincial COVID-19 Health and Safety Guidelines of K-12 Settings, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>, February 4, 2020, Pg 20

Hygiene

Hand washing will take place for both students and employees:

- upon entering and before departing the school buildings
- before and after snacks and meals
- before and after outdoor play
- before and after putting on or taking off PPE (mask/shield)
- 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

Hand Sanitizer

Alcohol based hand sanitizer (at least 60% alcohol) is helpful in protecting against germs and viruses. Hand sanitizer should be used when soap and water are not immediately available.

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, in addition to the regular cleanings provided by custodians. These cleaning procedures include:

- General cleaning and disinfecting of the premises at least **once in a 24-hour period**. This includes items that only a single student uses, like an individual desk.
- 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**.
- Clean and disinfect any surface that is visibly dirty.
- Regularly cleaning high-touch surfaces such as tabletops, door handles, 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.
- Shared equipment such as technology (laptops, tablets) and PE equipment will be cleaned after use by each class.

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

- Wipe and disinfect all outside school door handles, both inside and out twice daily
- Wipe and disinfect all classroom/office/washroom door handles and light switches, phones, window handles, SmartBoards, dirty surfaces
- Wipe down and disinfect tables/desks in classrooms
- 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
- Our Lady of Lourdes Elementary 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).

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.

NOTE: At this time, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper-based educational resources to students because of COVID-19.⁹

Teachers:

Personal belongings other than those directly required for that day should NOT be brought to school. Each teacher shall maintain their own kit of supplies that will not be shared with other teachers or students.

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.

Students can freely move within their learning group designated locations (inside and outside) without requiring a mask. Social distancing will be required for any interactions between different learning groups. Group games are permitted, but no physical contact can take place and physical distancing will be promoted. Access to sporting equipment will be limited. Please do NOT bring any equipment from home.

⁹ Provincial COVID-19 Health and Safety Guidelines of K-12 Settings, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>, August 20, 2020, Pg 11

Social Distancing

- To support physical distancing requirements, the following strategies should 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.
- 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. .
- Taking students outside more often, where and when possible.
- Taking activities that involve movement, including those for physical health and education, outside.
- Incorporating more individual activities/activities that encourage greater space between students/staff
- 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.).¹⁰

PPE

Elementary students are not required to wear masks however they do have the option to. Masks will be provided by the school for those students opted to wear them. Staff are required to wear a non-medical mask, face-covering, or a face shield at all times with the following exceptions: sitting in (or standing at) their seat, or desk/workstation in a classroom or learning space; there is a barrier in place; eating and drinking; and outdoors. At present, students are only required to wear masks as a personal choice.¹¹

Capacity

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

¹⁰ Provincial COVID-19 Health and Safety Guidelines of K-12 Settings, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>, August 20, 2020, Pg 9

¹¹ Provincial COVID-19 Health and Safety Guidelines of K-12 Settings, <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>, February 4, 2021, Pg 28

People Movement

Small “school-within-a-school”s (learning cohorts) will be created to geographically isolate groups of students whenever possible. This will include the use of outdoor classrooms and designating school hallways for the sole use of specific groups of children and teachers.

Movement of groups of students around and between buildings and other campus locations will be minimized and managed by an Our Lady of Lourdes Elementary School Staff. Directional indicators managing flow of people will be placed on floors and walls around each building.

School Gatherings

School gatherings such as mass will be within the cohort groups and occur infrequently; school wide assemblies will be done virtually via zoom. Staff meetings and other meetings will be done virtually.

Music Education

Students will participate in music education within their own cohort and will be spaced as far apart as possible.

Physical Education

Students will be spread out as much as possible during physical activity. Activities will be adapted whenever possible to reduce physical contact and there will be no activities with prolonged physical contact. Physical education will occur outside whenever possible.

Dealing with the Onset of Illness at School

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

- Our Lady of Lourdes 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 OLOL.
- All communication regarding a COVID illness (suspected or confirmed) will be coordinated with Interior Health and the public health nurse assigned to OLOL.
- The symptomatic individual will be isolated in a designated room 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

Five Simple Rules for Everyone to Remember

1. Keep a safe distance. We know it's going to be exciting to see your friends again, but wherever possible, keep 2m away from those who are not in your learning group.
2. Stay home if you're sick. More than ever, you need to be responsible for assessing how you feel and not sharing potential illnesses with others.
3. Clean your hands. Your school will have more places to wash and sanitize your hands. Use them at every opportunity, especially after using shared places like washrooms and playgrounds.
4. Don't share your things. As always, don't share your food or personal items. Keep your water bottles, school supplies, and items from home to yourself.
5. Stay with your learning group. Just like you've been keeping a small bubble at home, you need to maintain the small bubble of people you can be close to in class

Learning Formats and Scheduling

Following the regular school schedule.

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

Bell Times	Period
8:15-8:35	Arrival
8:35-8:45	Attendance/Prayer/Announcements
8:45-9:25	1 st Block
9:25-10:05	2 nd Block
10:00-10:15	RECESS (K/1 and Grades 2-4)
10:15-10:30	RECESS (Grades 5-7)
10:20-11:00	3 rd Block
11:00-11:40	4 th Block
11:40- 12:00	LUNCH (K-4) RECESS (Grades 5-7)
12:05-12:25	LUNCH (Grades 5-7) RECESS (K-4)
12:25-1:05	5 th Block
1:05-1:45	6 th Block
1:45-2:25	7 th Block
2:20-2:30	Prayer/Announcements * Departure K/Gr. 1
2:30-3:00	Departure Gr. 2-7