

**Holy Cross School Restart Plan – August 2020**



**This plan has been drawn up using Education Ministry Guidelines. These guidelines reference these Guidelines as they existed on August 24, 2020 and have been submitted as such for Ministry approval. However, the Guidelines themselves are subject to sudden changes. The school will recognize these updates in the document that is posted on our website, and we will contact our school community if major adjustments are made.**

Table of Contents

[Background 3](#_Toc48900496)

[Education stages for K-12 students: 4](#_Toc48900497)

[General Information 6](#_Toc48900498)

[How long will this stage last? 6](#_Toc48900499)

[What will the Stage 2 look like? 6](#_Toc48900500)

[Attending On-campus Schooling 6](#_Toc48900501)

[What Holy Cross will look like during Stage 2 **6.**](#_Toc48900502)

[Learning Group Spaces 6](#_Toc48900503)

[Safety 7](#_Toc48900504)

[Access to Campus 7](#_Toc48900505)

[Drop-off /Pick-up Times & Locations 7](#_Toc48900506)

[Access to Technology 8](#_Toc48900507)

[School Amenities 8](#_Toc48900508)

[Screening 8](#_Toc48900509)

[Hygiene 9](#_Toc48900510)

[Cleaning Standards & Routines 9](#_Toc48900511)

[Materials, & Personal Belongings 10](#_Toc48900512)

[Lunch, Snacks, Daily Breaks 10](#_Toc48900513)

[Common areas: 11](#_Toc48900514)

[Social Distancing 11](#_Toc48900515)

[Capacity 11](#_Toc48900516)

[Dealing with onset of illness during the school day: 11](#_Toc48900517)

[Learning Formats and Scheduling 12](#_Toc48900518)

[Following the regular school schedule. 12](#_Toc48900519)

[Teacher Only Section: 13](#_Toc48900520)

[How do I manage both on-campus and online learning at the same time? 13](#_Toc48900521)

[What do I do if I, or someone in my household, become sick or is exposed to someone with COVID-19? 13](#_Toc48900522)

[I have no childcare for my children. How do I look after my kids and my obligations for work? 13](#_Toc48900523)

[Photocopier Room 13](#_Toc48900524)

[Staff Room 13](#_Toc48900525)

[Personal Protective Equipment (PPE) 13](#_Toc48900526)

[Staff General Information 14](#_Toc48900527)

[I need help dealing with COVID-19. Where can I go for support? 14](#_Toc48900528)

# 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 was created using BC’s *Operational Guidelines for School Districts and Independent School Authorities[[1]](#footnote-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](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en) 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](https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus), 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]](#footnote-2)

In this document it will state that all students will need to be assessed before entering the school building. It is important to note that

**“All Parents/Caregivers are responsible for the medical assessment of their child before entering the school”**

The school may follow up with daily questions, or require a signed daily document assuring good health to accompany your child to school for a certain number of days or weeks after classes commence.

However, this does not preclude all families from assuring themselves that their child is healthy and not exhibiting some of the symptoms of Covid 19. This assessment should be thorough, and done before leaving for the school.

## Education stages for K-12 students[[3]](#footnote-3):

**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.

**Stage 2 (Anticipated Stage for September 2020)**

**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](https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/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 Holy Cross School is planning to start our school year 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

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 Holy Cross will have their full-time studies conducted via face-to-face instruction while being physically present on the school’s campus.

All students at Holy Cross School are considered high 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 the 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.

Holy Cross School will provide masks to each student and staff member. Staff will be required to wear masks and/or face shields in common areas (hallways, or when leaving their cohorts). At present, students are not required to wear masks in classrooms[[4]](#footnote-4).

Update Feb. 2021

The school will adhere to the following recommendations whenever possible:

1. Prevent crowding and gathering; pay particular attention to the start and end of the day, and stagger recess, lunch and transition times for students and staff whenever possible.

2. Avoid close face-to-face contact whenever possible.

3. Assign staff to a specific learning group whenever possible.

4. Ensure that the use of masks does not reduce or replace practicing physical distancing between learning groups and other prevention measures, for both students and staff.

5. Ensure prevention measures are in place in staff only areas, including break and meeting rooms.

6. Implement music classes according to the Coalition for Music Education in British Columbia Guidance for Music Classes.

7. High intensity physical activity should occur outside whenever possible.

### Learning Group Spaces

Holy Cross will have five learning groups-

A) Kindergarten and Grade 1 B) Grades 2 and 3 C) Grade 4 D) Grades 5 and 6 E) Grades 7 and 8.

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

Students must stay in their designated learning group areas during non-instructional times at breaks. We will stagger the breaks and divide the playground into sections that the cohorts will rotate through.

However, please note:

*In an elementary or middle 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 groups.[[5]](#footnote-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.[[6]](#footnote-6)

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

### Access to School

Only Holy Cross 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 – this being the front office.

A plan will be set forth for Kindergarten staggered entry. In general, 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](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf), “…all visitors [will need to] confirm they have completed the requirements of a daily health check before entering.”[[7]](#footnote-7) All visitors will also be required to provide contact information for COVID tracking purposes.

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

Holy Cross School will open its doors to students at 8:10 AM. Students will not be permitted into the school prior to this time unless special arrangements have been made. Students who walk or ride bicycles to school are asked not to show up to the school 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.

Students in Grades K and 1 will use the North Entrance outside of their classrooms

Students in grades 2-4 will use their outside fire escapes

Students in Grades 5-6 will use the South entrance by the gym

Students in grade 7 and 8 will use their outside emergency doors

Students must be able to enter the building on their own – though some leeway will be made for the K and Grade 1 Cohort. There will be a staff member present at the designated entrances to greet and guide students through the entry protocol.

Dismissal

### Access to Technology

For the duration of Stage 2 students will have limited access to school tablets or laptops. Teachers will decide if outside technology is permitted in their classrooms.

### School Amenities

During Stage 2 students will have access to the following:

* Lockers or cubbies
* Bathrooms

The water fountains will be turned on and sanitized regularly. Students will be encouraged to bring water bottles in order to limit the use of communal fountains.

### Screening

Students or their parent/guardian are to consider the following before students arrive to school:

1. Are you experiencing cold, flu, or COVID-19-like symptoms, **even mild ones**?

Symptoms include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue, or loss of appetite.

If any of these symptoms are experienced, and they do not have a history of such maladies then please keep the student home and family to contact public health.

1. If students have travelled to any countries outside Canada (including the United States) within the last 14 days they must self-isolate for 14 days.
2. *If they have been in* **close contact** with a person with confirmed COVID-19?

Note: This means your family would have been contacted by your health authority’s public health team.

 If the student has symptoms, or #2 and# apply to them, then they should remain home until they are tested, or the symptoms prove not covid related.

Feb 2, 2021

Staff Instructions for Safety

Staff and other adults will seek to reduce the number of close, face-to-face interactions with each other at all times, even if wearing a non-medical mask. This includes during break times and in meetings.

We will ensure physical distancing is practiced within staff only spaces, including during break times, regardless of whether or not masks are worn. To support this, we will implement the following strategies:

▪ Hold meetings virtually whenever possible.

▪ Ensure staff practice physical distancing (2m) during face-to-face meetings. Staff are required to wear masks when indoors, unable to maintain physical distance, and a barrier is not present.

Staff meetings, in-service and professional development activities, and other staff-only gatherings will be held virtually wherever possible.

* Staff should practice physical distancing (2m) for face-to-face interactions, whenever possible.
* If physical distancing cannot be maintained, and a barrier is not present, participants are required to wear masks.
* The number of participants gathered, and the length of the gathering will be minimized as much as possible.

**MASKS**

* **All K-12 staff** are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) in schools - both within and outside of their learning group, except when:
* ▪ sitting in (or standing at) their seat or desk/workstation in a classroom or learning space;
* ▪ there is a barrier in place; 29
* ▪ eating and drinking; and
* ▪ outdoors.
* All K-12 staff are required to wear a mask or a face shield (in which case a mask should be worn in addition to the face shield) on school buses.

Student Updates

Students at Holy Cross School are all expected to follow the Elementary Student Guidelines as pointed out below. Our grade 6-8 students are all considered to be under these guidelines and not the Middle School Guidelines.

* ELEMENTARY SCHOOL STUDENTS: Elementary students are not required to wear a mask in schools or on school buses. use should be based on their personal or family/caregiver choice, and their choices must be respected. - In line with current public health guidance, masks are not required for elementary school student’s capacity to comply with the correct use of masks (e.g. frequent touching/removal of mask, wearing mask incorrectly, etc.), and potential impact of mask wearing on learning and development.

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

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, in addition to the regular cleanings provided by custodians. These 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.
* Refraining from the use of shared equipment - unless it is designated for single teacher use only and is part of cleaning protocols

Enhanced cleaning standards will be undertaken by staff 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, window handles, dirty surfaces
* Wipe down and disinfect tables/desks in classrooms if necessary
* Wipe and disinfect all surfaces, handles, taps, soap dispensers, paper towel dispensers in all washrooms/change rooms twice daily
* Garbage containers are emptied daily.
* Staff are wiping down shared spaces (shared desks) throughout the day
* Holy Cross 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.[[8]](#footnote-8)**

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 are able to freely move within their learning group designated locations (inside and outside). Social distancing will be required at all times outside of the group. Group games are permitted, but 2 metre distancing must be maintained. All sporting equipment will be disinfected after use.

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 hallways outside of the classrooms will be treated as a common areas and there will be areas where masks are strongly suggested if they leave the common area. Additionally, it may be used as an additional regular classroom as needed to adhere to physical distancing requirements.

Students are not to crowd or gather in large groups throughout the day wherever possible (Feb. 2021)

### 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 or activities that encourage greater space between students and staff as situations present themselves
* Management of the flow of people in common areas, including hallways and around lockers and cubbies, to minimize crowding and allow for ease of people passing through.
* Ensuring communication of physical distancing guidelines is relayed in multiple formats for ease of understanding (visual supports and representation, prompts, signage.[[9]](#footnote-9)

**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:

* Holy Cross 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 the school.
* All communication regarding a COVID illness (suspected or confirmed) will be coordinated with Interior Health and the public health nurse assigned to the school.
* 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

**SELF-ISOLATION AND SYMPTOMS**

Any student, staff or other person within the school who has symptoms of COVID-19 **OR** travelled outside 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.

 For a list of symptoms of COVID-19, see the BC Centre for Disease Control website.

Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider and self-isolate while they await the results.

Those unsure if they or a student should self-isolate or be tested for COVID-19 should be directed to use the BC COVID-19 Self-Assessment Tool.

 If concerned, they can be advised to contact 8-1-1 or the local public health unit to seek further input.

They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

Students or staff may still attend school if a member of their household has cold, influenza, or COVID19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.

Students and staff 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.

# Learning Formats and Scheduling

### Following the regular school schedule.

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

Face-to-face instruction is provided on a full-time basis at this stage 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 2:45 and 3:30 PM.

# Teacher Only Section:

### How do I manage both on-campus and online learning at the same time?

At this time is it not expected that teaching staff provide online instruction and in-class instruction on the same day. During Stage 2 staff will be required to provide in-class instruction only. However, it is likely that some of our students may get ill and be required to isolate for 14 days. If this happens to one of your students the Ministry is clear that we are still responsible for their learning. To facilitate the learning of students who cannot attend regular classes, daily office hours from 2:45-3:30 are to be held.

### What do I do if I, or someone in my household, become sick or is exposed to someone with COVID-19?

In the event that an employee or someone close to an employee is exposed to COVID-19 or begins to show infectious symptoms that employee will be required to remain home and self-isolate for 14 days.

### I have no childcare for my children. How do I look after my kids and my obligations for work?

Education employees are required to work through the pandemic as directed by the Minister of Education. All efforts are to be made to secure child-minding services and/or daycare as required. Should an employee not find child-minding and/or daycare options that work, the employee should contact the school’s administration. Together a solution will be found that works for all parties involved.

### Photocopier Room

* Please bring your own work supplies to the photocopy room
* Please wipe down the photocopier and surfaces touched after use (use antibacterial cloth provided)
* Please refrain from staying in the room. Leave as soon as you are done
* Please refill paper when necessary, making sure to clean any touched surfaces
* Only one staff member present in this room at a time (Feb. 4, 2021)

### Staff Room

* The staff room will be open during Stage 2
	+ Please maintain social distancing when in the staff room
* Staff washrooms will remain open
* Staff mailboxes will continue to be used
* In the staff room the coffee machine, and tea will be available during Stage 2
* Use of the staff fridge is permitted, however, please be mindful of social distancing when using the staff room fridge

### Personal Protective Equipment (PPE)

Holy Cross will provide staff with two, non-medical reusable masks and a face shield at the start of the school year. Staff are required to wear the masks if they leave the cohort common areas (hallways, etc.)

REMINDER: 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.[[10]](#footnote-10)

### Staff General Information

Staff are to remain on site during the work day and are not to leave during lunch or at break times, unless deemed necessary and approved by the Principal (ie. for their own child care purposes).

Please keep all workspaces clean of papers when not in use – the custodian will be around to wipe down these areas, as well as door handles, light switches, faucets, etc. throughout the day.

Please do not share tools or supplies with other teachers, staff or students, if at all possible. If you share any equipment or supplies, (for example, there is only one of the needed tool) with other teachers or students out of absolute necessity you must disinfect each tool with the antibacterial cloth.

Enhanced Precautions – Feb, 2021

▪Meetings will be held virtually whenever possible. We will have daily prayer by Zoom each morning at 8am

▪ Ensure staff practice physical distancing (2m) during face-to-face meetings. Staff are required to wear masks when indoors at all times except when eating and with their cohort at their desk alone.

Staff meetings, in-service and professional development activities, and other staff-only gatherings should be held virtually wherever possible.

* Staff will practice physical distancing (2m) for face-to-face interactions, whenever possible.
* If physical distancing cannot be maintained, and a barrier is not present, participants are required to wear masks.
* The number of participants gathered, and the length of the gathering will be minimized as much as possible.

### I need help dealing with COVID-19. Where can I go for support?

* [COVID-19 Psychological First Aid Service: Information and Signup](https://www.psychologists.bc.ca/covid-19-resources) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists. <https://www.psychologists.bc.ca/covid-19-resources>
* [COVID-19: Staying Well In Uncertain Times](https://cmha.bc.ca/covid-19/) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak. <https://cmha.bc.ca/covid-19/>
* [Managing COVID-19 Stress, Anxiety and Depression](https://www2.gov.bc.ca/assets/gov/health-safety/covid19_stressmanagement_5_accessible.pdf) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times. <https://www2.gov.bc.ca/assets/gov/health-safety/covid19_stressmanagement_5_accessible.pdf>
* [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf) (World Health Organization) – These mental health considerations were developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak. <https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf>
* [Mental Health and COVID-10](https://www.conferenceboard.ca/insights/covid-19?AspxAutoDetectCookieSupport=1) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation. [https://www.conferenceboard.ca/(X(1)S(1tloqepagnh0xli4w2hckucy))/insights/covid-19?AspxAutoDetectCookieSupport=1](https://www.conferenceboard.ca/%28X%281%29S%281tloqepagnh0xli4w2hckucy%29%29/insights/covid-19?AspxAutoDetectCookieSupport=1)
* [Taking Care of Your Mental Health](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>

 CISND Flowchart for Employees Regarding COVID – Revised Nov 23, 2020

When an employee exhibits any COVID symptoms they are required to self-isolate and contact 8-1-1 or their public health authority for further direction.

Employees that are directed by the Medical Health Officer to quarantine, or are isolating due to a COVID exposure, or due to a pre-existing condition.

Employees that are unable to work because they must care for their child under 12 years old or a family member who needs supervised care. This applies if they are sick, self-isolating, or at risk of serious health complications due to COVID-19.

Employees that have travelled internationally and are required to quarantine for 14 days.

Employees that are displaying symptoms consistent with COVID-19, have tested positive, and are unable to work.

Claim for Short Term Disability (STD), if the employee has STD coverage. The claim is to be submitted through the CISND payroll department. One week wait period.

The employee can apply for the CRSB for up to 2 weeks

If the employee does not have STD coverage they can apply for the Canada Recovery Sickness Benefit (CRSB) for up to 2 weeks, or Employment Insurance (EI). The waiting period for EI is waived.

Apply for the CRSB for up to 2 weeks, or for EI. The waiting period for EI is waived.

Apply for the Canada Recovery Caregiving Benefit (CRCB). Applications need to be made weekly.

<https://www.canada.ca/en/revenue-agency/services/benefits/recovery-caregiving-benefit.html>

Up to 5 sick days will be paid, as per policy.

Up to 5 sick days will be paid, as per policy.

For information and eligibility requirements for the CRSB please see the link below:

<https://www.canada.ca/en/revenue-agency/services/benefits/recovery-sickness-benefit.html>

Please note that chart is based on the current information available and may change without notice.

1. Operational Guidelines for School Districts and Independent School Authorities, <https://www.openschool.bc.ca/covidguidelines/>, August 19, 2020 [↑](#footnote-ref-1)
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 [↑](#footnote-ref-2)
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 [↑](#footnote-ref-3)
4. Operational Guidelines for School Districts and Independent School Authorities, <https://www.openschool.bc.ca/covidguidelines/>, August 19, 2020 [↑](#footnote-ref-4)
5. *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-guidlines.pdf>, August 20, 2020, Pg 6 [↑](#footnote-ref-5)
6. *IBID* [↑](#footnote-ref-6)
7. *IBID* [↑](#footnote-ref-7)
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-guidlines.pdf>, August 20, 2020, Pg 11 [↑](#footnote-ref-8)
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-guidlines.pdf>, August 20, 2020, Pg 9 [↑](#footnote-ref-9)
10. Ibid. [↑](#footnote-ref-10)