



Holy Cross School Restart Plan – August 2020

(Updated September 4, 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 (changes) in this document that is posted on our website, and we will contact our school community if major adjustments are made.

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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, 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

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.

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.

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 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](#) 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 classrooms⁴.

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 as best we can.

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

⁴ Operational Guidelines for School Districts and Independent School Authorities, <https://www.openschool.bc.ca/covidguidelines/>, August 19, 2020

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-guidelines.pdf>, August 20, 2020, Pg 6

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

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.

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](#), “...all visitors [will need to] confirm they have completed the requirements of a daily health check before entering.”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.

Drop Off

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

Pick Up

Students will depart the school from the doors in which they entered in staggered stages:

- Grades K-1 are released at 2:20. They go to their parents/guardians immediately through the northwest gate
- Grades 2-4 are released at 2:30. They also go immediately to their parents /guardians
- Grades 5 and 6 will be released in the south alley. Parents can drive by from the west and pick up their children where they drop them off. There will be no parking in the spaces beside the school in the south alley.
- Grades 7 and 8 will be released from the grade 8 classroom emergency door

Students must be able to enter the building on their own – though some leeway will be made for the K and Grade 1 Cohort. If parents enter with their child, they must wear a mask and have self assessed. There will be a staff member present at the designated entrances to greet and guide students through the entry protocol.

⁶ IBID

⁷ IBID

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 off so water bottles are essential. Water can be provided if students need it.

Screening

Students or their parent/guardian will be asked the following questions when they 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 yes then return home and family to contact public health.

2. Have you travelled to any countries outside Canada (including the United States) within the last 14 days?
3. Are you 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 yes to either question 2 or 3, then student is not to enter the building.

The initial day of screening will be indicated by a signed note from parents/guardians that will be collected from each student.

The subsequent days will have parents communicate that they have screened their child in the form that the classroom teacher has decided would be the best for them. Your child will bring that information home after the first day. It could range from an electronic form of communication to a paper type to journal entry.

It is vitally important that the daily screenings take place – for the sake of all!

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

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.

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>, August 20, 2020, Pg 11

Common areas:

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

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

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. They will be masked, as will the personnel dealing with the student.
- Parent or emergency contact will be contacted immediately, and arrange for child pick-up
- The room will be disinfected once the person has left
- Child will return when they have been cleared of Covid, and symptoms have ceased.

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 9

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 COVID-19-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.

PROTOCOL IN THE EVENT OF A CONFIRMED COVID-19 CASE IN A SCHOOL

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the BCCDC website.) o Students and staff who have interacted with the confirmed case may be asked to stay home while public health completes their investigation.
- If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then:
 - o Recommend 14-day isolation if necessary (for confirmed close contacts).
 - o Recommend monitoring for symptoms if necessary.
 - o Provide follow-up recommendations if necessary.
- Schools must continue to provide learning support to students required to self-isolate.
- Together, schools/school districts and public health officials will determine if any other actions are necessary

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.

Update: The school is required (and able) to offer a time of on line transition provided that students are scheduled to return to in school instruction by a set date during the school year.

In the Ministry words:

- 1) utilize remote learning supports to ensure continuity of learning for students during temporary in-class absences, or
- 2) deliver partial or full online learning in the event that pandemic conditions require transition to a different stage.

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

- COVID-19 Psychological First Aid Service: Information and Signup (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 (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 (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 (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 (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\(1tloqepaghn0xli4w2hckucy\)\)/insights/covid-19?AspxAutoDetectCookieSupport=1](https://www.conferenceboard.ca/(X(1)S(1tloqepaghn0xli4w2hckucy))/insights/covid-19?AspxAutoDetectCookieSupport=1)
- Taking Care of Your Mental Health (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>