

St. Mary's Catholic School's
Restart Plan
Effective June 1, 2020



Note:

Pages 1-3 are a general overview of government directives

Pages 4-10 concern safety considerations, students line up procedures, specifics regarding St. Mary's School schedule (that is modified), adult access to the school, and June's modified timetable and school calendar.

The guidelines and procedures outlined in this document are for the transition from Stage 4 of the BC "Education Stages of K-12 Students" to Stage 3.

This document was created as per BC Worksafe'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.¹

Education stages for K-12 students:

Stage 5

- Suspend all in-class instruction for all grades and students.
- Remote and online learning for all students.

Stage 4 (current stage)

- In-class learning for children of essential service workers, students with disabilities and students who require additional support, five days a week.
- Remote and online learning continues for most students.

¹ 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

Stage 3 (to be implemented on June 1, 2020)

- In-class learning for children of essential service workers, students with disabilities and students who require additional support, five days a week.
- Kindergarten to Grade 5 – part time, two to three days a week, with 50% of students at a time in schools.
- Grades 6-12 – one day per week, with 20% of students at a time in schools.
- Remote and online learning continues to be available for students.
- Parent/caregiver choice to return to in-class instruction.

Stage 2

- In-class learning for children of essential service workers, students with disabilities and students who require additional support, five days a week.
- In-class learning for all students in elementary school (kindergarten to Grade 7) on a full-time basis.
- In-class learning for secondary students (grades 8 to 12) on a part-time basis, with 40% of students at a time in schools.
- Remote and online learning continues to be available for secondary students.

Stage 1

- A return to full in-class instruction five days a week, while continuing to follow strict health and safety guidelines.²

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, St. Mary's School is planning to finish our school year under Stage 3 guidelines effective June 1 - June 19. Speculation about September is just that, speculation. For what it is worth, St. Mary's School is planning on Stage 2 restrictions for September 2020 but will be prepared for either Stage 1 or Stage 3 as circumstances dictate.

² Five-stage approach for K-12 education during pandemic, <https://news.gov.bc.ca/releases/2020PREM0026-000890>, May 20, 2020.

What will the Stage 3 phase look like?

Attending School in the Building

How do I determine if my child should attend in-class instruction?

The Ministry of Education and Office of the Premier have made it clear that returning to in-class instruction is **voluntary**, and that during the Stage 3 phase, in-class instruction will be on a part-time basis for Grades K through 12.

Children who have any signs of illness, have an underlying condition, or have a member of the household who has symptoms of COVID-19, has an underlying condition, is over the age of 60 and/or is pregnant or breastfeeding, must not return to school days held in the building at this stage.

Additionally, students who return to in-class instruction will be attending based on the same schedule currently being used for online learning. Please note that during the Stage 3 phase, all late arrivals MUST check in at the office before going to class.

How will the school know of our decision?

A preliminary survey of parents' intentions was sent out the week of May 19th. Based on the information provided by parents and guardians and the requirements directed by the Ministry of Education and the Provincial Health Officer, a modified in-class instruction schedule was created. **If you change your mind and want your child to attend school, you must contact the school office before May 28 via the school phone or by email.**

Safety

In addition to all other measures detailed in this document, including but not limited to: designated class groupings and spaces, modified school hours and student schedules, the following measures have been taken to reduce the risk of spread of COVID-19 in our community.

Access to Inside the School

Only St. Mary's School employees, students, and contractors will be allowed in the school. We are unable to allow parents, volunteers, grandparents, or guests to enter the building unless they have business at the school office. Please contact the school office or the teacher directly if you need to meet. We will come outside to do so.

Drop-off /Pick-up Times & Locations

St. Mary's School will open its doors to students at 8:45 AM. No students will be permitted into the school prior to this time. Students who walk or ride bicycles to school are asked not to show up to the school prior to 8:45 AM.

Students in Mrs. Gallina and Mrs. Organ's homerooms will enter the building through the Intermediate doors. There will be staggered entry.

Students in Kindergarten and Mrs. Barrie's class -grade 1/2 - enter the building through the front doors.

Students in Mrs. Merz's class -grade 2/3- enter through the emergency entrance in front of the school beside the front playground.

BC elementary schools are restricted to 50% of their current population being allowed in the school at any given time. Therefore, only students who are confirmed as attending in-class instruction will be permitted to enter the school. "Drop-in" students will not be permitted to enter the school.

Each family is charged with the responsibility to inform the school immediately if their child is sick or is showing symptoms. DO NOT bring a sick child to the school.

St. Mary's School strongly discourages late arrivals or early dismissals during the Stage 3 phase. 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 all children are admitted to the school. All students will be directed to exit the school promptly after dismissal 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 students through the entry protocol.

School Amenities

For the duration of the Stage 3 phase students will not have access to the following:

- School microwaves
- Water fountains
 - NOTE: only the water bottle filling portion of the water fountains will be available
- Students will not be using lockers

Screening

Parents are required to answer health-related questions on behalf of their child(ren) each day if the staff indicate there is a concern. Parents are required to report to the school any signs of illness or exposure to COVID-19 to the school immediately. Children are to stay home if there is any concern.

Hygiene

Hand washing will take place for both students and employees:

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

Additionally, teachers will wash their hands:

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

Cleaning Standards & Routines

Since the school buildings closed on March 13, a thorough cleaning and disinfecting has been undertaken in every classroom, hallway, and in all common spaces of the school. Classrooms that will be utilized during the Stage 3 phase will have non-essential materials such as class libraries and manipulatives removed or have access to these items restricted.

Signage has also 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 custodian. These include:

- Cleaning high-touch surfaces such as tabletops, door handles, light switches, according to the following frequency:
 - Wipe down all used surfaces at the end of each class
- Reminding students and assisting them in regular cleaning of their pens and pencils, hands, etc.
- Refraining from the use of shared equipment such as St. Mary's School technology (laptops, tablets, printers, projection equipment, etc.) unless it is designated for single teacher use only and is part of cleaning protocols

Materials, & Personal Belongings

Students:

Personal belongings other than a backpack, jacket, water bottle, lunch kit, pencil boxes may not be brought to school.

Lockers will not be in use. Upon arrival to the classroom, students will place their backpack on the chair next to their desk and will place their jacket on the back of the chair.

Personal belongings other than those directly required for that day may NOT be brought to school. Do not bring toys to school.

Lunch, Snacks, Daily Breaks

At drop-off, parents must provide students with all food required for the day. All snacks and lunches will be eaten in the classrooms or outside under the supervision of a staff member. There will be no food permitted in hallways or common areas.

Students will be brought outdoors by a staff member during designated breaks. Social distancing will always be required. Group games are not permitted, as per government directives. Sporting equipment (other than soccer balls) can be provided but none can be brought from home.

At the end of the break, teachers will signal their students and bring them back into the school for re-entry and handwashing.

People Movement

Movement of groups of students around the school will be minimized by staff.

Dealing with onset of illness during the school day:

If anyone on campus develops any infectious symptoms, respiratory or otherwise, the teacher and/or other employee will complete the following steps:

- St. Mary's School will follow all guidelines of the Public Health Authorities
- Person will be isolated in a designated room until they leave the school
- Parent or emergency contact will be contacted immediately, and pick-up arranged
- The room will be disinfected once the person has left
- Anyone with symptoms of illness will not be allowed to enter the school for 14 days after being symptom-free
- If a member of the household develops symptoms of COVID-19, the student or employee will not be allowed to enter the school for 14 days after all household members are symptom-free

Learning Formats and Scheduling

How will in-class instruction and online instruction be delivered?

As in-class instruction is provided on a part-time basis at this stage, online learning will remain as the primary delivery method for learning.

The type of learning that will occur during in-class instruction will be determined by the number of students who register to return. In-class instruction will complement the online learning that will continue as parts of the Stage 3 phase.

Delivery and pedagogical methods are still focused on online instruction. Online office hours will continue to be offered daily by teachers.

When at school, will my child be with the same teacher and class as they were previously?

At this time, it is expected that students at St. Mary's School will attend the same classrooms and have the same teachers for their in-class instruction. However, there could be instances where students have a different teacher or class grouping than they had previously. During this stage of schooling, we must prioritize "safety over friendship". To adhere to physical distancing

requirements, it is a possibility that students will be taught in a different classroom than their usual homeroom, were the class size to exceed 50%.

Since in-class instruction is offered part-time, what will my child's schedule be?

St. Mary's School takes your child's education to heart. Since the start of the Stage 4 phase of education St. Mary's has provided online instruction to your children daily. We will continue to do so as the Stage 3 phase begins on June 1.

The Stage 3 phase allows for limited part time in-class instruction. Starting in June St. Mary's School will be providing a hybrid of online instruction and in-class instruction.

Kindergarten to grade 4 instruction is schedule at school Monday and Tuesday's from 8:45AM - 2:30PM; and Mrs. Gallina's class is scheduled in-class only on Monday's as they fall under the 20% rule. Online instruction is scheduled for W, Th, F for those attending in school Monday and or Monday and Tuesday's depending on grade level. *Student's not attending school in-person will continue with regular online daily learning instruction.*

In-class instruction hours will be modified

The academic school hours will be 8:45 AM to 2:30 PM for all students in Kindergarten through Grade 6.

There will be no extended day supervision or extracurricular activities and students should NOT be dropped off early or picked up late.

- Students cannot enter the school before 8:45 AM
- Students must exit the school at 2:30 PM. **Parents are asked to wait outside to pick up. Teachers will bring student outside as a class while social distancing.**

June's Modified School calendar:

Our school calendar will be June 1-5, June 8-12, June 15-19.

Mrs. Gallina's class at school: June 1, 8, 15

Kindergarten- grade 4 at school: June 1, 2, 8, 9, 15, 16

Note the modified dismissal time of 2:30PM.

What does the in-class instruction day look like for my child at St. Mary’s School?

TIME	MONDAY/TUESDAY
8:45 AM	SCHOOL STARTS
RECESS	15 minutes
12:00PM - 12:45 PM	Lunch
12:40 – 2:30 PM	DISMISSAL

- Doors open at 8:45 AM
- Students are dismissed at 2:30PM.
- Lunch breaks will be in classrooms or outside, no food in the halls or common areas
- During the Stage 3 phase we strongly discourage late arrivals or early dismissals
- We are required to restrict visitors to the school. During the Stage 3 phase parents, extended family members, and community guests will not be permitted to enter the school expect to do business at the office.

Online office hours will be only Monday and Tuesday’s 8:30 – 3:00PM.

My child is not attending in-class instruction. How do things change for us?

Since in-class instruction was suspended on March 13th, St. Mary’s School staff have been working hard to provide online instruction to your children. With the anticipated implementation of the Stage 3 phase on June 1st our current online instruction schedule will be modified. Teachers will not be expected to be present to instruct online and conduct in-class instruction at the same time. Each teacher will communicate their availability and any changes to the online routines. However, online office hours will continue to be offered daily. It will mean that on Monday and Tuesday’s teachers may not be available to online learners until later in the day.