Key Actions for COVID-19 2020-21 Safety Plan

In accordance with the Ministry of Education's K-12 Restart Plan, beginning on September 10, Our Lady of Sorrows school will be resuming K-7 in-class instruction. The 2020/21 school year will begin in Stage 2 of the K-12 Restart Plan with the goal of maximizing in-class instruction for all students within the revised public health guidelines.

Key Messages and Actions

Whenever possible, feasible and practical control measures in accordance with the order of the Provincial Health Officer, have been selected to provide the best/widest protection to all staff and students within the school community.

This plan is posted at the school and also on the Our Lady of Sorrows School school website, and it has been communicated to parents. This information is based on the best evidence currently available and will be updated as new information becomes available.

1. Physical Building

- Signage to reinforce self-screening, hand hygiene, distancing and one-way use of hallways, adjustments to entrance and exit practices, adjustments to the use of playgrounds and school grounds, signage in bathrooms and availability of hand sanitizer will be clearly posted within the school building.
- Ensure separate washrooms times for Learning Groups (Learning group are our regular Grade Classes K-7)
- Increase air flow and ventilation where climate allows (open windows and doors).

2. Recordkeeping

Classroom Teachers

 Prepare and submit to the office a list of students in each Learning Group along with a classroom seating chart. This will be shared with public health should contact tracing need to occur.

Office Staff

- Keep a list of the date, names and contact information for all visitors who enter the school.
- Keep a list of students who travel outside Canada during the 2020-21 school year.
- Monitoring school attendance to track student and/or staff absence and compare against usual absenteeism patterns at the school.

3. Access to School Site

- Visitors, including parents will be limited or even prohibited to enter the school. Parents are not permitted to come to the school day to drop off lunches, supplies, etc.,
- If parents/caregivers need to contact the school principal or their student's teachers, they will be directed to do so by phone or email. In-person visits should be for essential purposes and arranged in advance by appointment.

Visitors must be aware of, and follow safety protocols; limited in their access to necessary spaces
only; and will be asked to confirm they have completed the requirements of a daily health check
before entering the school building.

4. Arrival Time and Procedure

- All staff will enter the building only through the main front doors of the school. Staff are to report to the office and sign in.
- Student pick-up and drop-off times will be in Learning Groups, which will staggered when needed to avoid the gathering of large crowds. Students are to arrive **beginning at 8:30 a.m**. If students arrive earlier before the teacher is present in the parking lot, they are to remain in the in the car. The playground is closed, and we do not want children and parents milling about.
- All parents are to use the **West lot** to drop off their child. It is important that students arrive no later than **9 a.m**. as all staff members will be inside the building after this time
- ◆ Upon arrival, students are to report to their class area where their teacher or EA will be waiting.
- Teachers will then proceed with their Learning Group
- Students will wash/sanitize their hands before class begins and when entering any new room.

5. Dismissal Time and Procedure

- Students will start to be dismissed at 2:30 p.m. Primary Kindergarten, Grades 1 and Grade 2 and 3 4 will leave through their class doors; Intermediates will be dismissed at 2:55 Grade 5,6,7, via their will leave the through north side door; Grade 6 and 7 will line leave via the north fire door.
- Their teacher or EA will escort the class back to the waiting area where parents will meet them.
- Parents are to arrive punctually to pick up their children after school.
- Children are not to play after school but are to go straight home.

6. Recess & Lunch

• Times will be at the teachers' discretion. Limit numbers of students outdoors to take physical distancing into account. Each Class will be separated into the Cohort Areas. Parents will not be allowed to enter the school grounds when children are present or interact with students other than their own family.

II Learning Groups

Public Health guidelines for the K-12 school setting recognize that physical distancing is challenging. Lowering the number of in-person, close interactions continues to be a key component of B.C.'s strategy to prevent the spread of COVID-19.

Students will be placed in Learning Groups (K-7 Classes) \with no more than 60 people. A Learning Group is a group of students and staff who remain together throughout a school term or year, and who primarily interact with each other. The principle of Learning Groups is used to limit the number of interactions among students and staff, as well as facilitate an effective and efficient rapid-response contact tracing protocol

A cohort is a group of students and staff who remain together throughout a school term. The use
of cohorts in schools allows for a significant reduction in the number of individual interactions,

- while allowing most students to receive in-person learning in a close-to-normal school environment.
- Students will remain in an established cohort during the school day. The composition of the Learning Group will remain consistent for all activities that occur in the school day including but not limited to learning and breaks (lunch, recess, classroom changes, etc.,)
- At any given time, the size of a student's cohort will be limited to single grade only students. Learning Groups will be the same as Teach regular classroom.
 - K, 1,2,3,4,5,6,7 are all individual learning groups.
- Occupancy limits will be posted in certain areas (e.g. staffroom, LRC, Teacher Resource Room, Sensory Room, etc.,)
- The number of adults (teachers/EAs) interacting with groups of students throughout the day will be minimized. Students will stay in assigned cohorts to receive beneficial supports or services (e.g. resource). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support, program or service continues.
- Learning Groups will go outside when possible for lessons and/or play-exercise times.
- Encourage fixed seating arrangements over flexible seating arrangements where relevant Students seats should be facing in the same direction whenever possible.
- A 5-7 minute <u>transition time</u> between itinerant classes will allow for the teacher to clean all surfaces/equipment. Please allow for shorter classes due to cleaning.
- Playground to be divided to accommodate Learning Groups. These areas will rotate daily (not between recess and lunch of that day) to allow for students to be able to play in a variety of areas.

III Exposure Control Measures

Exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. Multiple protections strategies, informed by public health advice, will be implemented to ensure that (name of school) school is a safe environment and will include:

Staff

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. Should symptoms be present, staff must not report for work.
- Staff members are to sign in at the office each day and complete a form provided by CISVA to indicate they are healthy and have not been exposed to COVID-19.
- Through observations, school staff will conduct a daily health check of students for symptoms of common cold, influenza, COVID-19, or other respiratory disease upon entry to their school/classroom.

Students/Parents/Families

Parents/caregivers will be expected to check their children daily for signs and symptoms of illness prior
to school arrival. Children who appear to be ill or exhibiting any of the following symptoms, fever,
coughing, repeatedly sneezing, symptoms of a cold such as a congestion, or a runny nose, chills, muscle
aches and pains, headaches, a loss of taste or smell, nausea or vomiting, diarrhea or tiredness
will NOT be allowed in the school building.

 Parents must pick up the student if required as any student displaying these symptoms will be separated and kept away from other students until pickup

IV. Case Finding, Contact Tracing and Outbreak Management

At the School Level

- The office will call the parent to arrive as soon as possible when notified their child is ill. Parent will need to have a plan in place.
- The office will contact 811 or the local public health unit to notify them of a potential case and seek further input.
- The office will record illness in First Aid records in the event this information is later needed.
- Staff member is to put on mask and immediately separate the sick child from others and put him/her into a supervised area until the parent/guardian arrives. Apply physical distancing, respiratory etiquette, and hand hygiene principles while waiting for pick up. Avoid touching student's body fluids (mucous/saliva). Wash hands thoroughly.
- Staff member to clean/disinfect area where child was re-located.

At the Public Health Level

- If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.
- Schools should NOT provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

At the Home Level

- Children with common cold, influenza or COVID-19 like symptoms must stay home, be assessed by their health care provider and tested for COVID-19.
- Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness
- If concerned, parents 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.

V Infection Prevention

Handwashing and Hygiene

- Students will be asked to wash their hands frequently, including before coming to school. They will have access to hand sanitizer when hand washing is not available.
- Teachers will be scheduling breaks to allow students to wash their hands.
- Washroom areas will be monitored and supervised. Maximum capacity in the washroom is 2. Traffic flow to and from the washroom will be controlled. Educational assistants to assist with movement.
- Hand sanitizers will be available in each classroom and other areas including the front entry to the school, office, staff room, gym, library, etc.,

Food and Personal Items

- Parents will be asked to label <u>ALL</u> personal items, including water bottles and masks. Cloth and disposable masks are to labeled with the students initials and room number and kept in a paper envelope or cloth bag. (It has been recommended drinking fountains not be used at this time).
- Each student is to bring a backpack with what they need for the day. Everything must fit into the student's backpack (no extra bags), as the backpack is stored in the classroom by the student's desk or table. The cloak room will not be used. Students are to take their backpack home each day.
- The classroom teacher will give more specifics but, in general, students are to bring:
 - ____Filled water bottle (water fountains are disabled); water bottles may be filled at the filling station upstairs.)
 - Snack/lunch in a container.
 - Outdoor play equipment (e.g. ball, skipping rope, hula hoop, etc.,).
 - School supplies and personal device (laptop or iPad) as specified by the teacher. There is no communal sharing of supplies.
 - Personal size hand sanitizer-labeled with child's name (optional).
- The sharing of staff coffee urns/stations will be discontinued. Other staff room amenities (fridge, microwave, etc.) may be continued to be used, however, staff are encouraged to use these items as infrequently as possible and only with a routine cleaning. Hands must be washed before and after using shared staff room items.
- The Public Health Guidance says that "there is no need to limit the distribution or sharing of books or paper based educational resources." However, laminated paper based products should be cleaned and disinfected daily if touched multiple people.
- Avoid sharing communal equipment/supplies as much as possible.

Personal Protection Equipment and Cleaning

- Staff will have access to personal protection equipment and cleaning supplies. These items must remain in the classroom and not travel between classrooms.
- Students will be trained on appropriate hand hygiene.
- Scheduled breaks will allow students to wash their hands frequently, and when transitioning in/out of their areas.

<u>Use of Personal Protective Equipment</u>

- Encouraged masking for Grades 4 to 7, where students have an awareness of the proper techniques and efficacy of using masks. Masks should be worn when in the hallways. Cloth and disposable masks can be labeled with the students initials and are to be kept in a labeled plastic or cloth bag. The school will provide 2 masks for each child to be used as a uniform if they do not have their own.
- Encouraged masking for teachers and staff with reasonable exceptions for medical conditions.
- Itinerant teachers (French, Music and PE and Resource Department) to wear a protective visor during instruction to facilitate reduced congregate exposure. A mask must also be worn if social distancing cannot take place. Anytime a staff member works with a student not in his or her Learning Group a visor must be worn.
- Staff on duty much wear a protective visor.

- Anytime a staff member works with a student not in his or her Learning Group a visor and or mask must be worn.
- Tip: Teaching with a mask, takes a lot of energy to enunciate and speak loudly through it. A microphone headset will help with this.

VI. Environmental Measures: Cleaning, Sanitizing And Disinfecting

Environmental Measures Cleaning and Disinfection Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools should be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document. This includes:

- General cleaning and disinfecting of the premises at least once a day.
- Cleaning and disinfecting of frequently-touched shared surfaces at least twice a day. (e.g. door knobs, light switches, toilet handles, tables, desks, chairs, electronic devices, keyboards and toys).
- Cleaning and disinfecting of any surface that is visibly dirty.
- Using common, commercially-available detergents and disinfectant products and closely following the instructions on the label. Only Ministry accepted cleaners will be used.
- Limiting items that are not easily cleaned and disinfected (e.g. fabric or soft items).
- Providing paper hand towels rather than hand dryers.
- Emptying garbage containers daily.
- Wearing disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- Washing hands before wearing and after removing gloves.
- Washrooms should be cleaned at least twice a day keeping in line with the high touch surface area protocols.
- Shared items where cross-contamination is possible (e.g. shared school supplies, devices, coffee and water stations, plates, etc.) should not be used. Staff should bring their own items.
- Drinking fountain will be disabled.
- Items that are not easily cleaned (e.g. fabric or soft items) are to be limited.
- There is no evidence that COVID-10 virus is transmitted via textbooks, paper or other paper based products. As such, there is no need to limit the distribution of books or paper based educational resources to students.
- The mattress in the medical room will be encased in plastic and all linens removed in order to effectively disinfect this room after use
- The Office will ensure that hand washing supplies are available at all times (i.e. soap, paper towels and minimum 60% alcohol-based hand sanitizer.) Also, cleaning products (e.g. Lysol wipes) will be provided for cleaning desks, photocopiers and other common devices.
- The evening janitors will follow all provincial guidelines as to supplies and cleaning protocols to be used in the school under these new requirements.

VII. Staff Meetings

- Ensure social distancing and mandatory masks.
- Instruct teachers in the latest facts and basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission.
 Updated

VIII Additional Information

- No extracurricular activities will take place unless they can be organized into Intermural groups, learning groups. This restriction will be reviewed at the end of each term. If this can be done, then the Learning Groups will rotate through the activity in order to provide an opportunity for as many students as possible to participate.
- Parent Participation no volunteer jobs in the school when students and staff are in the school.
- A reminder that homemade food items are not to be made available to other students (e.g. birthday treats, bake sale items).

IX Additional Changes

- Student Assemblies will be transmitted via video to the classrooms. Class Masses will be organized and transmitted to the classrooms.
- All class field trips will be cancelled until further notice.
- Tennis equipment cannot be sterilized between classes then we will have to postpone the activity.
- Meet the Teacher Night This will take place virtually. In order to minimize contact and for the safety of all, parents will not be in the school for this event. Packages will be sent home with each child prior to the evening. That evening parents will be able to log into a link in order to hear a general address by administration and then each teacher will share important and pertinent information virtually.

<u>Weekly Friday Mass – No regular Friday Masses are occurring at this time.</u>

X. Communication Strategies and Training

- Everyone in the school community (staff, students and parents) will know the policies around staying home when they are sick. This information will be communicated in writing.
- All staff will be trained and informed as to how to keep themselves safe while at school. Formal staff training and information sessions will be held ____ (date) and include:
 - i. the risks of exposure to COVID-19
 - ii. how to report an exposure to or symptoms of COVID-19
 - iii. safe procedures and instructions regarding proper hand washing, cough/sneezing etiquette, etc.
- Staff will be informed of changes made to work policies, practices, and procedures due to the COVID-19 pandemic. During the daily check-in, updates will be provided when available.
- The health and safety measures in place prior to the pandemic are still in place.
- The administration will keep records of training meetings. Covid-19 related meetings are documented and minutes available in the staff room and the Principal's office.
- A bulletin board will be dedicated to sharing information with staff about policies and practices for COVID-19
- Signage will be posted around the school including occupancy limits and effective hand washing practices. Signage will also be posted at the main entrance indicating who is restricted from entering the school including anyone with symptoms.

XI. Monitor the Workplace and Update Plans

- As new information is provided, some of these protocols and guidelines may change.
- Steps will be taken to update policies and procedures and involve the staff in this process.
- All staff are asked to raise any safety concerns with the Principal.
- Inventory of personal protection equipment and order necessary equipment.
- Would like a hand washing station outside near the gym exit.
- Establish procedures if students or staff become unwell. Ensure a procedure for separating sick students and staff from those who are well. Share procedures with staff, parents and students ahead of time.
- **Divide the outdoor playground** into four distinct areas so that Learning Groups will be able to access areas A, B, C or D.
- Floor marking signs to reinforce self-screening, hand hygiene, distancing and one-way use of hallways, adjustments to entrance and exit practices, signage in bathrooms and availability of hand sanitizer.
- August 17 21: Finalize our **Restart Plans** and submit to the Ministry. This will be done in consultation with CISVA.
- August 21 26: Ministry reviews Restart Plans and confirms approaches. School districts and independent schools begin to communicate information to parents once Ministry review is complete.
- August 26: School districts and schools communicate information to parents on Stage 2 Plans and post final versions online.
- September 10 School re-opens and Stage 2 of the K-12 Restart Plan starts.
- February 25, 2021 Updated Safety plans to reflect new CDCBC guidelines

VIII. Age-specific Health Education

Accessed: This document was written by Lisa Bender (Education UNICEF NYHQ), with technical support from the UNICEF COVID-19 Secretariat members (Carlos Navarro Colorado, Maya Arii & Hugo Razuri) as well as UNICEF WASH, C4D and Child Protection teams. Special thanks to Maida Paisic (UNICEF EAPRO), Le Anh Lan (UNICEF Vietnam), Tserennadmid Nyamkhuu (UNICEF Mongolia), Dr, Maria D Van Kerkhove (WHO) and Gwedolen Eamer (IFRC) for their close collaboration.

Below are suggestions on how to engage students of different ages on preventing and controlling the spread of COVID-19 and other viruses.

• Activities should be contextualized further based on the specific needs of children (language, ability, gender, etc.,).

Handwashing

- Handwashing will become a routine activity carried out several times during the school day particularly:
 - upon arrival and before going home
 - before and after eating and drinking
 - after using the toilet
 - after sneezing/coughing into hands or tissue

- whenever hands are visibly dirty
- when transitioning to a different area (e.g. coming in from recess, etc.,)
- Students will be using sinks in those classrooms which have them, as well as in the
 washroom area (limit 2 children at a time). Gel hand sanitizers are available in the
 classrooms and other areas of the school. If parents have extra supplies (hand sanitizer
 and Lysol wipes) we would welcome your donation for your child's classroom

Let's Talk Handwashing (kid-friendly posters and videos from CBC Kids - Adapted from the World Health Organization's recommendations for handwashing, but with a more kid-friendly approach.)

- https://www.cbc.ca/kidscbc2/the-feed/handwashing-101-how-to-become-a-handwashing-artist

<u>Primary</u>

- Make sure to listen to children's concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
- Emphasize that children can do a lot to keep themselves and others safe. Introduce the concept of social distancing (standing further away from friends, avoiding large crowds, not touching people if you don't need to, etc.) Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands
- Help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread. For example, by putting colored water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel.
- Demonstrate why it is important to wash hands for 20 seconds with soap and water Put a small amount of glitter in students' hands and have them wash them with just water, notice how much glitter remains, then have them wash for 20 seconds with soap and water.

Intermediate

- Make sure to listen to students' concerns and answer their questions.
- Emphasize that students can do a lot to keep themselves and others safe.
- Introduce the concept of social distancing Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands Remind students that they can model healthy behaviors for their families.
- Encourage students to prevent and address stigma Discuss the different reactions they may experience and explain these are normal reactions to an abnormal situation. Encourage them to express and communicate their feelings
- Build students' agency and have them promote facts about public health. Have students make their own Public Service Announcements through school announcements and posters
- Incorporate relevant health education into other subjects Science can cover the study of viruses, disease transmission and the importance of vaccinations Social studies can focus on the history of pandemics and evolution of policies on public health and safety.
- Media literacy lessons can empower students to be critical thinkers and makers, effective communicators and active citizens

Free Covid-19 Prevention Resources (includes posters)

Below are links (hyperlinked/click on) to helpful posters and factsheets. Some of this information can be included in the parent letter.

- Physical distancing information ???
- Physical distancing poster English 22 / Chinese 22 / Punjabi 22 / Farsi 22 / French 22
- Hand washing poster
- Hand sanitizer poster 22
- Be prepared factsheet?
- Do not enter if you are sick or required to self-isolate poster 22
- Care for yourself and others ???
- Cleaning and disinfecting public settings 22
- https://bc.thrive.health/covid19app/resources/b86e8979-d324-4f0a-8d72-f9761fbabdf5

Videos

This child-friendly Covid-19 video was created by UBC's Faculty of Medicine.

https://www.who.int/news-room/q-a-detail/q-a-schools-and-covid-19?fbclid=IwAR2lfvfchpcyEh
lp_pTBmwskFfpl8jqlYgng1TzR8y85obsNFAeleuVA5tl

About Kids Health

This hub includes resources on COVID-19 and how to help parents cope. There are resources on how to support children's mental health and general wellbeing through physical activity, sleep, nutrition and learning.

 https://www.aboutkidshealth.ca/covid19?gclid=Cj0KCQjw7Nj5BRCZARIsABwxDKJlibL8Ac9glBjzIL wuJNQrrJ4XLLOoeFjsFX9YtmTULZ_XT5zloEwaAk_vEALw_wcB

Health Care Services

- The Provincial Health Officer advises anyone who is concerned that they are experiencing symptoms of COVID-19 to contact their primary care provider or call 811. Translation services for 811 are available in more than 130 languages.
- The Government of BC has also established a non-medical information hotline at 1-888-COVID19. Phone lines are open 7 days a week and information is available in more than 110 languages.
- Additionally, you can use the COVID-19 self-assessment tool by visiting https://covid19.thrive.health/
- If you have symptoms, you can call 8-1-1 to pre-arrange testing. If you have symptoms associated with COVID-19, self-isolate.

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should-

- · fit snugly but comfortably against the side of the face
- · be secured with ties or ear loops
- · include multiple layers of fabric
- · allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



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cdc.gov/coronavirus

Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

School/Site and Room Number

Occupancy limit: _____Students

_____ Staff

worksafebc.com



CLEAN YOUR HANDS USING SOAP AND WATER



Wet hands with warm water.



Apply soap.



Lather soap and rub hands palm to palm.



Rub in between and around fingers and wrists.



Rub back of each hand with palm of other hand.



Rub nail beds of each hand in opposite palm.



Rub each thumb clasped in opposite hand.



After 15 to 20 seconds rinse thoroughly under running water.



Pat hands dry with paper towel.



Turn off water using paper towel.



Your hands are now clean.



fraser**health**

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- · Have any of the following symptoms:
 - Fever
 - Chills
 - · New or worsening cough
 - Shortness of breath
 - New muscle aches or headache
 - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.

worksafebc.com

