



# NOTRE DAME SCHOOL

925-104<sup>th</sup> Ave. Dawson Creek, BC, V1G 2H8

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## COVID-19 Return to School Protocols: Stage 2

The Ministry of Education Updated the document: Provincial COVID-19 Health & Safety Guidelines for K-12 Settings on August 28<sup>th</sup>. Notre Dame's protocols have been updated from their new guidelines. – Updates are in yellow.

*The purpose of this document is to:*

- 1) Set protocols and standards for the opening of Notre Dame School for the 2020-2021 school year amid the COVID-19 pandemic, and
- 2) Maintain a safe and healthy school environment by minimizing the risk of spreading COVID-19.

*This document recognizes that:*

- 1) The current intent is to open schools in September in Stage 2, and
- 2) Movement between the Stages 1 and 5 is possible within the 2020-2021 school year.

### 1) Public Entry / Access to School

- a) Public entry to Notre Dame School is limited to staff, students, and those individuals who are supporting activities that benefit student learning and well-being. Parents and others are asked to call instead of visiting the school.
- b) All staff use staff entrances (i.e. parking lot) and approved visitors use the main entrance to the school.
  - i) Approved visitors will be asked if they completed the daily health check before entering and will wear a mask in common areas such as hallways, or whenever physical distancing cannot be maintained.
  - ii) Names, dates and contact information will be kept for any visitors who enter the school.
- c) Students enter and exit through their playground doors with assigned learning cohorts, following the necessary signs and instructions regarding traffic flow in boot rooms and hallways. Initially, Kindergarten will enter through the Main Gym doors along 10<sup>th</sup> Street meeting their teacher there and following signs for traffic flow.
- d) Staff are maintaining a 2 metre distance from the office counter when interacting with the public, including parents and students. A Plexiglass shield at the office counter provides further protection.
- e) Limited access signs are posted on the main external front door (see WorkSafe BC resources).
- f) Students and staff are encouraged not to leave the school property (i.e. for lunch or appointments) to limit potential exposure. If students/staff have to leave, they are to make sure to follow the same protocols that they did when they arrived.



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### 2) Drop Off and Pick Up

- a) **Drop Off:** Notre Dame School recognizes that the high majority of our families have children in more than one learning cohort, which causes difficulty with staggered arrival times. As such, students will immediately join their designated learning cohort line upon their arrival until their learning cohort enters the school with a teacher. Students will not be permitted to move around the playground or fields in an effort to minimize contact outside of the learning cohorts upon morning arrival.
- b) If students arrive late, parents/guardians will ring the doorbell and a staff member will meet them at the main entrance doors, while maintaining 2 metres physical distancing. Health checks are completed by parents/guardians before students enter the building.
- c) **Pick-Up:** Students will exit the school at pick up time through the playground doors or assigned exit doors and wait with their teacher in their learning cohort line or area. Any students walking or biking home will be dismissed from their cohort line. Students being picked up must remain in their cohort line until their parent/guardian is visible.

We realize that many families have students in various grade levels, this may cause a bit of a staggered wait as we will need learning cohorts to exit at staggered times to meet health & safety guidelines.

Parents/guardians can wait for their child outside the school gates or assigned exit door while practicing physical distancing from all staff, students, and other families. Once learning cohorts are outside parents can then come on to the playground, pick up their children from their learning cohort while physical distancing and/wearing a mask. If physical distancing is not being respected, then parent pick up will need to be outside the school gates. The large parking lot gate will be opened to allow physical distancing while students exit the playground.

**Please minimize the number of people coming on to the playground to help support our health and safe guidelines.** When having to bring other children on to the playground please ensure they remain with you.

#### **Parking Lot Safety at Pick-up time:**

The Notre Dame Staff Parking lot will be closed at the end of the day for student safety. The large gate at the parking lot will be open for students to exit while physical distancing. This will allow for easier student exiting at the end of the day. **Please park along the road** and walk to the gates or have your child meet you at the side walk. Thank you for your support in this safety issue.



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**Step-Up and Ride Bus students** will not exit on to the playground. They will meet a designated teacher at the library, physical distancing if in different cohorts and travel safely together to the front of the school to meet the bus.

Here are the assigned exit doors and staggered exit time for learning cohorts:

- i) **2:45 Grades 7,4/2** – exit boot room doors onto playground
  - (1) **K** – exit 10<sup>th</sup> street doors onto the sidewalk to meet parents/guardians, **unless** they are part of a family group – then they will exit the side blue door following the grade ones into the playground to meet their siblings.
  - (2) **Grade 1's** will exit the side blue doors of the foyer into the playground.
  - (3) All bus students go straight to the bus when they come out with their cohorts to the playground.
- ii) **2:55 Grades 5/6, 3F/3J** – exit boot room doors onto playground
  - (1) All bus students go straight to the bus when they come out with their cohorts to the playground.
- iii) **All sibling family groups and bus students will exit the bus gate on 105<sup>th</sup> Avenue.** Due to the small gate, no one may enter while others are exiting. Please wait for the supervisor to invite you in.
  - (1) Family groups will line up at markers spaced 2 m apart.
- iv) **"Youngest and only"** (children with no siblings at Notre Dame) will **exit the parking lot gate.**
- v) Any students who are not picked up **by 3:00 pm** will be walked around to wait outside the front door of the school while physically distancing under supervision of a staff member. It is important that students are picked up on time.
- vi) All students will wait in their cohorts until parents arrive to pick them up. Playground equipment will not be used after school.

### 3) Health Check for Students and Staff Entering School

- a) Parents / caregivers are required to assess their child daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease before sending them to school (self-assessment tool: <https://bc.thrive.health/covid19/en>).
- b) If a student develops symptoms while at home, parents / caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases *and* their symptoms have resolved. If diagnosed with COVID-19, students must bring a doctor's note stated they are symptom free to return to school.
- c) Staff will assess themselves daily for symptoms of the common cold, influenza, or COVID-19 prior to entering the school (self-assessment tool: <https://bc.thrive.health/covid19/en>).
- d) All staff/other adults will stay home and self-isolate if they have symptoms of COVID-19 or were identified as a close contact of a confirmed case or outbreak.



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- e) All staff/other adults will seek assessment by a health-care provider and self-isolate while they await the results if they have a cold, influenza, or COVID-19 like symptoms.
- f) All students and staff who have travelled outside of Canada are required to self-isolate for 14 days.
- g) If one member of a family becomes sick (cold/flu-non-covid) but the student or staff member is asymptomatic they can attend school. For example: If one sibling, a brother /sister has a cold (non-covid proven) the other siblings can attend school if they are not experiencing symptoms. Please call 811 for health advice if necessary.

#### 4) Students/Staff who Develop Symptoms while at School

- a) The student/staff will be provided with a non-medical mask if they don't have one unless they have a medical and/or disability related reason.
- b) The symptomatic student is immediately separated from others and moved to a supervised area (medical room, with the Meeting room designated as an alternate medical room).
- c) The student's parent / caregiver is contacted to pick up the student as soon as possible. Parents / Caregivers are expected to pick up their child as soon as possible if notified they are ill.
- d) Where possible, staff will maintain a distance of 2 metres from the ill student. If not possible, staff are required to wear a mask and/or shield if tolerated, or use a tissue to cover their nose and mouth.
- e) Staff will avoid touching the student's body fluids. If they do, diligent hand hygiene will be practiced.
- f) After the student is picked up, staff will practice diligent hand hygiene.
- g) Staff will clean and disinfect the space where the student was separated (sick room) and any other areas used by the student.
- h) Staff will encourage the parent/guardian to seek assessment by a health care provider and request the student to stay home until COVID-19 has been excluded and symptoms have resolved.
- i) Staff are required to notify Public Health.
- j) Staff is required to notify the local health unit if student/staff member absenteeism exceeds 10 percent of regular attendance, to help with early identification of clusters or outbreaks.
- k) If a staff member or student are confirmed positive with COVID-19, public health will work with the school administration to determine the subsequent actions. Students and staff exposed to confirmed cases of COVID-19 will follow the directions of public health. Students/staff who have interacted with a confirmed case may be asked to stay home while public health completes their investigation.
- l) The school will continue to provide learning support to students required to self-isolate.
- m) Schools are not permitted to provide notification to staff or student families if a staff member or student becomes ill at school, unless directed to do so by public health.



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## 5) Student Management: Hygiene

- a) Students will wash their hands (at a minimum):
  - i) Upon arriving at school;
  - ii) Before eating and drinking;
  - iii) After using the toilet;
  - iv) After sneezing or coughing into hands or tissue;
  - v) When hands are visibly dirty; and
  - vi) When moving between different learning environments (classrooms, indoor/outdoor, etc).
- b) Staff are encouraged to assist younger students with hand hygiene as needed.
- c) If a sink is not available, 60% alcohol based hand sanitizer can be used.
- d) Food and drink will not be shared between students.
- e) All fruits and vegetables should be washed with soap and cold water before consuming. This is expected to be done at home before the student arrives at school.
- f) Food items and containers will be kept in the student's backpack, which only the student touches. Students must be able to open their own food containers and packages.
- g) Notre Dame School water fountains will be activated. If using water fountains, students and staff will practice hand hygiene before and after use, and will not place their mouths on fountain. Students are encouraged to bring water bottles that can be refilled at classroom sinks.
- h) Microwaves, fridges, stoves, and any other food preparation items are not available to students.
- i) Notre Dame School will provide two reusable face masks for students, as offered by Focused Resources. Cleaning and maintenance of the mask is the responsibility of the family. Please make sure to label the masks with your child's name.

## 6) Student Management: Physical Distancing

- a) Parents / Caregivers will remain outside of the school to drop off and pick up their children.
- b) All staff and students refrain from close greetings; such as hugs or handshakes.
- c) Students are reminded to keep their hands to themselves. Parents / Caregivers are asked to reiterate the same reminders with their child before arriving at school.
- d) Staff will create space between students/staff as much as possible by configuring classroom and learning environments, arranging desks/tables so students are not facing each other, using consistent or assigned seating arrangements, and storing excess equipment to open more space.
- e) Staff may consider the use of educational videos / online programs as part of learning so young students can sit independently and distanced from each other.



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- f) Staff may consider providing work space outside when practical. Contact sports, including tag games, are not permitted.
- g) Staff may incorporate more individual activities or activities that encourage more space between students and staff.
- h) Manage the flow in. Before a staff member leads a class through the hallway, they will check to be sure the hallway isn't being used by another class
- i) The use of hallways for individual or small group student work, as traditionally done, will not be permitted.
- j) The use of student bathrooms is limited in that students may not enter if another student from a different learning cohort is using the bathroom facilities. "Waiting circles" are on the floor outside the bathroom for students to use while they wait. Students will use their own individual clothespins to clip outside bathroom doors to identify bathroom/cohort occupancy. This will be taught as a routine the first week of school. Students will use the bathroom stall designated for their cohort.

### 7) School Structure / Organization: Learning Cohorts

- a) Students are organized into learning cohorts of a maximum size of 60. Learning Cohorts for this term are:
  - i) Kindergarten and Grade 1
  - ii) Grades 2 and 4
  - iii) Grade 3J and Grade 3F
  - iv) Grades 5 and 6
  - v) Grade 7
- b) Learning cohorts have the option of learning together or collaborating on academic activities, preparing virtual assemblies, sharing recess breaks, presentations or celebrations or other times for which coming together is beneficial to our students.
- c) Individuals working with those not in their learning cohort, such as specialty teachers who work with many grades, will keep their 2 meters' physical distance. When specialty teachers are unable to maintain physical distance, staff are required to wear a non-medical mask or face shield with a mask.
- d) Reasonable efforts are made to minimize the number of different staff members that interact with different learning cohorts throughout the day. Staff that interact with multiple learning cohorts will maintain 2 meters physical distancing and when this is not possible they will wear a non-medical mask and/or face shield.
- e) Consideration is given to different classroom configurations to maintain distance and minimize physical contact between students.
- f) Recess and lunch breaks will be staggered and occur within learning cohorts and cohorts may be separated into playground areas during outdoor recess breaks. Students can socialize with peers in different cohorts outdoors at recess and lunch when they can minimize physical



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contact. If a student is unable to physically distance, they should socialize within their learning cohort or where they can be supported to physically distance.

### Recess Breaks:

1<sup>st</sup> Recess – 10:15-10:30, Grades 7, 4/2, 1/K

2<sup>nd</sup> Recess – 10:30 – 10:45, Grades 6/5, 3F/3J

### Lunch Breaks:

12:00-12:20, Grades 7, 4/2, 1/K will play outside, 12:20-12:40 they will eat in their classrooms.

12:00-12:20, Grades 6/5, 3F/3J will eat inside, 12:20-12:40 they will play outside.

## 8) Staff Management: Physical Distancing

- a) Occupancy limits for shared spaces (staff room, copy room) are established and posted. See WorkSafe BC posters / resources.
- b) Staff are maintaining 2 meters physical distancing between other staff members and students outside of their learning cohort. When unable to physical distance staff are required to wear a mask or a face shield. When wearing a face shield, a non-medical mask should also be worn. **Face shields should not be worn in place of a non-medical mask.**
- c) Staff will wear masks when travelling in the hallways.
- d) Work processes and practices are modified to encourage physical distancing between staff and students, and between staff.
- e) Staff are avoiding close greetings, such as hugs and handshakes.
- f) Staff who meet in person are ensuring there is a 2-meter space between each staff member.
- g) The flow in public places is being managed by:
  - i) moving through hallways on the right side (such as vehicles), and
  - ii) using the stairs as one-way systems, one set of stairs for up flow traffic, one set of stairs for down flow traffic.
- h) Notre Dame School will limit school assemblies and masses to learning cohorts. However, other school-wide events will be cancelled to ensure the number of people gathered is in accordance with the Provincial Health Officers regulations. School Mass with the students and Pastor will be held at the school in cohort groups starting in October.
- i) Staff Meetings involving staff from different learning groups may occur through virtual means. Where virtual alternative is not possible, staff meetings can happen in person if participants maintain physical distance.

## 9) Staff Management: Hygiene

- a) Staff are recommended to remain on site and not to leave during lunch or at break times, unless deemed necessary and approved by the principal. If staff leave, they are to follow the same protocols that you did when you arrived.



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- b) Hand-washing supplies are available at all times (soap, clean towels, paper towels, 60% alcohol-based hand sanitizer).
- c) Handwashing signs are posted near all sinks. All staff will wash their hands frequently to reduce the risk of transmission.
- d) Other hygiene practice signage is posted (see resources from WorkSafe BC).
- e) The BCCDC specifies that PPE (masks, gloves) are optional, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.
- f) Notre Dame School will provide three reusable masks for each staff member, as offered by Focused Resources.

## **10) Cleaning / Disinfecting During School Operation (On-Site Staff) (refer to separate document entitled COVID-19 Cleaning / Disinfecting Plan / Policy)**

- a) Common, commercially-available detergents and disinfectant products are being used.
- b) Frequently touched surfaces are cleaned and disinfected at least twice a day, including (but not limited to) door knobs, light switches, toilet handles, tables, desks, chairs, stair railings, office barrier and shared office spaces.
- c) Garbage containers are emptied daily.
- d) Shared items where cross-contamination is possible (shared school supplies, coffee stations, water stations, etc) are limited, removed, or restricted from access.
- e) Staff are wiping down shared spaces (shared desks) at the end of their shift.
- f) Pillow cases and blankets are laundered after each use using the school facilities if they are not single-use items.

## **11) Cleaning / Disinfecting After School Hours (Custodian) (refer to separate document entitled COVID-19 Cleaning / Disinfecting Plan / Policy)**

- a) Notre Dame 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](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)).
- b) Cleaning practices are in line with the PHO's COVID-19 Public Health Guidance for Childcare Settings ([https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19\\_child\\_care\\_guidance\\_-\\_2020\\_may\\_15\\_-\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_child_care_guidance_-_2020_may_15_-_final.pdf)).

## **12) Communication (refer to separate document entitled COVID-19 Communication Plan / Policy)**

- a) Essential health and safety information is communicated to staff in writing before returning to the workplace.
- b) Upon return to the workplace, a health and safety meeting is held to review workplace practices while maintaining physical distance.
- c) Daily check-in meetings with staff are held to provide new information and review concerns.





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- d) Parents and caregivers are provided a clear understanding that students must stay home if they are sick.
- e) Notre Dame School is minimizing the number of non-essential people (parents, caregivers, contractors) entering the school.
- f) Notre Dame School is keeping parents / caregivers informed about extra precautions occurring in the school setting.
- g) All information relating to COVID-19 is posted in the staffroom.

### 13) Concerns about Unsafe Work

- a) Notre Dame School Staff are to raise safety concerns in writing via email to the Principal.
- b) Staff have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.
- c) If the matter is not resolved, the worker and the supervisor / employer must contact WorkSafe BC (<https://www.worksafebc.com/en/contact-us/departments-and-services/health-safety-prevention>). A prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.
- d) Workers / employers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafe BC’s Prevention Information Line at 1-888-621-SAFE to speak to a prevention officer to have questions answered. If required, a prevention officer will be assigned to assess the health and safety risk at your workplace.

### 14) Staff Mental Health Resources

- a) 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>
- b) 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/>
- c) 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](https://www2.gov.bc.ca/assets/gov/health-safety/covid19_stressmanagement_5_accessible.pdf)
- d) 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



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support for mental and psychosocial well-being during COVID-19 outbreak.

<https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf>

- e) Mental Health and COVID-19 (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\(1tloqepagnhoxli4wzhckucy\)\)/insights/covid-19?AspxAutoDetectCookieSupport=1](https://www.conferenceboard.ca/(X(1)S(1tloqepagnhoxli4wzhckucy))/insights/covid-19?AspxAutoDetectCookieSupport=1)

- f) 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>

## 15) References

- a) K-12 Education Restart Plan. Ministry of Education. July 29 2020.

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>

- b) COVID-19 Public Health Guidance for K-12 School Settings. Coronavirus COVID-19 BCCDC & BC Ministry of Health, July 29 2020. [http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)

- c) BC What to Expect in Stage 2. July 29 2020. <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/expect-stage-2>

- d) BC Information for School Districts and Independent Schools. July 29 2020.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/school-districts>

- e) Learning Groups for Students & Staff. July 29 2020.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/learning-groups>

- f) Expectations for the K-12 Sector at Each Stage. August 10, 2020.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools/planning-framework/expectations>

- g) WorkSafe BC. Education (K-12): Protocols for returning to operation. August 11, 2020.

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

- h) BC Centre for Disease Control. Child Care and Schools. July 30, 2020.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools>

- i) BC Government Self-Assessment Tool: <https://bc.thrive.health/covid19/en>.

- j) British Columbia COVID-19 Dashboard.

<https://experience.arcgis.com/experience/a6f23959a8b14bfa989e3cda29297ded>



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