



Star of the Sea Elementary School

Safe Return to School Guidelines

Updated February 16th, 2021

Star of the Sea Safe Return to School Plan

*****Updates from the previous version are highlighted in yellow**

1) CLEANING AND DISINFECTING

Proper cleaning and disinfecting is essential to preventing the spread of COVID-19. Although custodial staff plays a major role in this area, staff, students, and parents can also play a part in making sure our school remains clean and safe.

- Primary Janitorial/Maintenance Contact: Mr. David Matthew
- All general surfaces and floors will be cleaned at least once per day
- All frequently touched surfaces will be cleaned at least twice per day
- All bathroom fixtures and toilets will be cleaned at least twice per day
- All classrooms have sinks and will have visual reminders for proper hand cleaning
- All unnecessary equipment and furniture will be removed from the classrooms to maximize spacing for students and reduce surfaces for cleaning
- Employees will disinfect shared surfaces and office equipment before and after each use
- Bathrooms will be cleaned at lunchtime and in the evening each day
- Student desks are the sole working area of that particular student. Other students are not to touch or go near other students' desk or belongings
- Student desktops will be cleaned as needed and before and after eating
- Water fountain drinking spouts have been disabled. Students may still use water fountain bottle filling stations.
- **Student chairs and desks will be cleaned professionally on a regular basis**

2) PHYSICAL DISTANCING STRATEGIES

Maintaining physical distance has proven to be an effective way to reduce the chance of spreading COVID-19. Although the return to school presents challenges in this area, there are important behavioural, physical, and systematic changes that can optimize physical distancing.

Behavioural Adaptations

- Students will be instructed and frequently reminded that they are to maintain a distance of 2m whenever possible



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- Physical distancing is not always possible within the classroom. When students are not physically distant, they can still avoid physical contact with others and their belongings.
- Students are not to hug, high five, shake hands, or otherwise make physical contact.
- Student must practice good respiratory etiquette: sneezes and cough must be directed into their inside elbow sleeve, tissues must be used for runny noses, and students should wash their hands after any sneeze, cough or nose blow.
- Teachers will keep a record of seating arrangements should they be necessary for contact tracing purposes.
- Students will be spaced as much as possible when singing. Masks are not required for elementary school student when singing.
- Staff will gather for meetings and prayer remotely when possible
- Staffroom occupancy will be limited
- Staff are encouraged to bring their own plates and utensils
- Shared kitchen equipment must be disinfected after every use

Learning Groups

- Students will work in learning groups and not work outside that group without social distancing arrangements
- Cohorts will generally consist of the students in a class, the Teacher, and the Education Assistant (approximately 30 people total)
- Learning groups may be combined in special circumstances but will never exceed 60 people
- Specialist teachers and school administration, since they are not part of a particular learning group, will physically distance from students and/or wear masks as necessary
- Learning groups will come and go from the classroom using the exterior doors to limit hallway interactions with other groups
- Small group tutorials, if they include students from multiple cohorts, must ensure 2m distancing at all times
- Desks should be arranged so face students are not sitting face to face

Morning Drop Off

- Staff members will supervise the parking lot and school field beginning at 8:30am each morning
- Intermediate and Primary students will enter the field from separate entry points
- Students will line up at the designated spot for their specific Learning Group
- Students will be led single file, one class at a time, into exterior classroom doors



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- In the event of rain, students will proceed directly to their classrooms through their exterior doors without line-up procedures. Staff members will be on hand at key points to ensure physical distancing.
- The effectiveness and efficiency of this procedure will be reviewed once it has been executed for the first two weeks of school. If physical distancing is not sufficient, more stringent, though time consuming, measures may be put in place.
- The large gate on the “blacktop” will be opened before school each day to allow for more distancing

Afternoon Pickup

- At 2:45pm, students will be led out their exterior classroom doors to their assigned area on the field
- Parents will come to the fence of the field and have their child sent over to them
- Students not picked up by 3:15pm will be brought back to the school gym in their class groups to await pickup
- The large gate on the “blacktop” will be opened after school each day to allow for more distancing

Recess and Lunch Time

- Recess and Lunch break will be split; half the school at a time. First Recess will be from 10:15am to 10:30am or 10:30am to 10:45am. Second Recess will be from 12 noon to 12:30pm or 12:30pm to 1pm
- Supervisors during recess will remind students to avoid physical contact with their peers and maintain 2m distance as much as possible

Other Considerations for Physical Distancing

- Excess or difficult to clean furniture will be removed from the classrooms to create more space for students
- Students will use exterior door and pathways, rather than interior hallways, as much as possible to avoid hallway congestion
- Common Rooms- learning commons, staff room, copier rooms, lobby, meeting rooms, gym, will all have signs with occupancy limits
- No Visitors/Parents permitted in building without special permission and only for urgent reasons



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- Visuals encouraging social distancing and directional arrows will be placed around the school
- No gatherings of 50 or more at any time

3) SYMPTOM ASSESSMENT

While specific diagnosis is left for medical professionals, students, staff, and parents can help reduce the spread of COVID-19 by being alert, diligent, and honest. Do not take chances with possible symptoms. Take the time to check yourself and your children daily for signs of infection.

- Staff will be trained on self-health assessment and sign a document stating they will do daily checks
- Staff will be trained on recognizing symptoms of COVID-19
- If any symptoms are reported to or witnessed by a staff member, the student will be sent to the office sick room for assessment
- Parents and students will be informed of daily health checks and reminded on a regular basis to use the Provincial government's health check website or app
- Visitors will be required to complete a health check, sign in, and provide contact information
- Office staff will follow Ministry of Health procedures should any student or staff show COVID symptoms
- Families will be reminded to follow all BC CDC recommendations i.e. travel, social gatherings

4) HAND HYGIENE

Hand hygiene is a simple but essential part of reducing the risk of COVID-19. While the school will instruct and remind students of proper hand hygiene, these lessons begin and are reinforced at home. Please help us by teaching proper hand hygiene at home.

- All classrooms have a sink installed and visuals for proper hand cleaning procedures
- Students and staff will be required to wash/disinfect hands many times throughout the day including whenever they enter the building, before eating, after using the washroom, after sneezing/coughing/blowing nose, before going home, before going out to play, and whenever they are visibly dirty.



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- Students are only required to wash/disinfect their hands once when travelling along outside corridors from one room to another (i.e. moving from the classroom to the Gym)
- Parents may choose to send their child to school with their own hand sanitizer

5) PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE can play a part in reducing the risk of spreading COVID-19. Masks, face-shields, and physical barriers will be used at school.

- Masks have been mandated for use by students and staff in common areas where social distancing is not possible (e.g. crowded hallways, if there is an instance of crossing cohorts)
- Non-medical masks are mandated at all times for all adults working in the building with the following exceptions:
 - When seated or standing at their own workstation or desk
 - When there is a physical barrier in place
 - When eating or drinking
- A doctor's note is not required for any person who identifies themselves as being unable to tolerate prolonged mask wearing
- Re-usable masks have been purchased for every student and staff member
- Students and staff may choose to bring their own PPE
- A plexiglass barrier has been installed at the front office
- Each staff member has a portable plexiglass divider available to them
- Face shields are available for every staff member. Their use is optional and dependent on circumstances
- The use of a mask is a personal choice for students within a learning group. This personal choice will be respected and accepted
- Masks are not required for elementary school student when singing in their own cohort.
- Grade Six and Seven students will be provided "bell covers" for their wind instruments.

6) IMPROVEMENTS TO VENTILATION SYSTEM

Good ventilation and fresh air can play a part in reducing the spread of COVID-19. Our staff and students will benefit from new HCAV equipment and will make the most of the outdoor spaces available.

- Each classroom has a new HVAC system with virus removing filters



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- Activities to be moved outdoors when possible
- Hallways will be used as seldom as possible. Students will instead be encouraged to move from one room to another via exterior doors and pathways to enjoy the fresh air
- Windows should be kept open when possible and weather permitting

7) STAFF TRAINING

In addition to our Health and Safety Committee meetings for select staff, all staff members will be required to participate in training before beginning work with students.

- Training Sessions: September 8th and 9th (All staff)

Agenda

- 1) Review updated Covid-19 Information from BCCDC
 - 2) Review School WorksafeBC COVID-19 Safety Plan
 - 3) Proper handwashing procedures
 - 4) Recognizing the symptoms of COVID
 - 5) Review Star of the Sea Pandemic Action Plan
 - 6) Instruction on Cleaning Products and Protocols
 - 7) Practice Morning and Afternoon pick-up and drop off routines
 - 8) Q & A and discussion
 - 9) Assessment of understanding
 - 10) All staff will sign a document to acknowledge their training and understanding.
- Minutes of all training will be recorded and kept for reference.

8) CONTINGENCY PLAN IN THE EVENT OF SCHOOL CLOSURE AND FOR STUDENTS WHO MUST SELF-ISOLATE/QUARANTINE

In the unlikely event of a closure due to a local or provincial outbreak of COVID-19, the school will use Google Classroom in Grades 5-7 to resume regular class meetings, assignments, and assessments. The school will use SeeSaw in Grades K-4 to resume regular class meetings, assignments, and assessments. Google Meets is our online meeting platform. Teachers will be provided with clear and high expectations by administration on the amount and timing of each type of activity.

9) PLAN FOR STUDENTS IN ISOLATION

- Students isolating at home will be sent class work via in-person pick-up/drop-off, via email, Google Meets, Google Classroom and/or SeeSaw. Teachers will routinely check in



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on these students. This includes only students with a medical requirement for self-isolation. Students in this situation will require a medical note.

- Unfortunately, the provincial government has mandated that schools are NOT to operate “online schooling” for families who wish to stay home at this time. Families who do not wish to send their children to school, but do not have a medically justified reason, must register with a registered homeschool. Please consult with the school Principal before making this decision.

10) PLANNING FOR STUDENTS WITH DIVERSE NEEDS

- There is no change planned for the delivery of programming or services to students with diverse needs.
- All students will continue to receive the support outlined in their IEPs and remain within their class cohorts.
- PPE will be used as required to ensure delivery of services to students with disabilities.