



# Immaculate Conception School

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## **Return to School Protocol for Immaculate Conception School**

*The purpose of this document is to:*

- (1) set standards and expectations for the return to school of staff and students amid the COVID-19 virus*
- (2) assist in maintaining safe and healthy work environments.*

*This document recognizes that:*

- (1) the return to school is optional for families.*
- (2) there will be an increase of staff and students within our school building.*

### **Health Checks Prior to Entering the School (daily)**

- Parents must assess their children daily, to confirm that their child does not have the symptoms of the common cold, influenza, COVID 19, or other respiratory disease before bringing them to school. Staff will also be required to 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>).
- If student develops symptoms while at home, parents or 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.
- All students and staff who have symptoms or have travelled outside of Canada in the last 14 days or were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- At drop-off, a staff member will conduct a daily health check by asking parents / caregivers to confirm their child does not have any symptoms of the common cold, influenza, COVID-19, or other respiratory diseases. This information will be recorded.

### **If a student develops symptoms while at school**

- A student who shows any symptoms will be immediately separated from others and brought to the sick room in the office.
- The student's parent or caregiver will immediately be contacted by Mrs. Gamble or Mrs. Barth for immediate pick up.

- Contact 811 or the local public health unit to notify them of a potential case and seek further input.
- Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
- Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
- Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
- Once the student is picked up, practice diligent hand hygiene.
- Staff must clean and disinfect the sick room and any areas used by the student (e.g., classroom, bathroom, common areas).

### **Entry and Access to School Building**

- Parents must drop students off at the main doors of the school at 8:45 (staggered drop off may be required). Students will also be brought to the main doors at the end of the day at 2:50. No morning supervision will be provided and at this time no access to the playground is permitted. Families who arrive early will have to wait at the front doors.
- Students will come to school in their uniforms.
- Students will be met at the main doors by a staff member who will conduct a health check with parents.
- Students will be taken to the washroom by a staff member, to wash their hands upon arrival in the building.
- Students will follow the designated arrows on the floor.
- The number of people entering the school will be limited to students and staff in attendance. Parents and others are asked to call instead of visiting the school.

### **Hygiene**

Students and staff must wash their hands:

- When they arrive at school and before they go home
- Before eating and drinking
- After using the toilet
- After sneezing or coughing into hands or tissue
- Whenever hands are visibly dirty
- When moving between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom)
- Teachers and support staff will assist younger students with hand hygiene as needed.
- Hand-washing supplies are available at all times (soap, paper towels, 60% alcohol-based hand sanitizer)
- If a sink is not available, alcohol based hand sanitizer (60% alcohol) will be used.
- Food and drink will not be shared between students.

- 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.
- 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.
- Students must bring their own water bottles for use during the day. Students will not be permitted to drink from the water fountains.
- No group food preparation activities are permitted.
- Handwashing signs are posted near all sinks. All staff will wash their hands frequently to reduce the risk of transmission.
- At this time, the BCCDC specifies that PPE (masks, gloves) are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. However, students and staff members may choose to wear masks and gloves while in the school building.

### **Physical Distancing**

At this time, Immaculate Conception School will not be having any school assemblies, masses and other school wide events to ensure the number of people gathered is in accordance with the Health Officer's regulations.

#### **Students:**

- Parents will remain outside of the school front doors to drop off their children. If parents are late, please ring the buzzer at the front door and a staff member will come greet you maintaining 2m of physical distance. Health checks will be completed here.
- Students will be asked to maintain physical distance from each other and staff members
- Teachers and support staff will also maintain 2m of physical distance at all times.
- Recess /snack, lunch, and class transition times may be staggered to provide a greater amount of space for everyone.
- Staff may consider providing a work space outside when practical. Contact sports are not permitted.
- Staff may incorporate more individual activities or activities that encourage more space between students and staff.

#### **Staff:**

- A limited number of staff members will be allowed in shared spaces (staff room, copy room) to allow for physical distancing.
- Staff are to maintain 2 meter of physical distancing whenever possible between other staff and students.
- Work processes and practices are modified to encourage physical distancing between staff and student, and between staff.

## **Learning Spaces**

- At this time, students will not be allowed in the gym, library, computer room or on the playground equipment. Teachers may take a small group of students out to the field area throughout the day. This will be at staggered times throughout the day and at the teacher's discretion.
- All desks in the classrooms will be spaced apart to allow for physical distance.
- Kindergarten to Grade 5 will maintain less than a 50% target density. Grades 6 and 7 will maintain less than a 20% target density.
- Students opting to attend school are required to bring all the necessary supplies to complete assigned online learning. All supplies must be carried between home and school; supplies / work cannot be left at school.
- Students must bring to school other activities for use after assigned activities are completed, such as reading books, colouring, individual games, etc.
- Students will not be allowed to use any school toys, manipulatives, books.
- Students and staff workers are to remain on site and not to leave during lunch or at break times.

## **Cleaning / Disinfecting During School Hours**

- Common, commercially-available detergents and disinfectant products are being used.
- Frequently touched surfaces are cleaned and disinfected at least twice a day.
  - Door knobs, light switches, toilet handles, tables, desks, chairs
- Items that cannot be easily disinfected and cleaned (e.g., newspapers, magazines, books, toys) will be removed.
- Garbage containers are emptied daily.
- Shared items where cross-contamination is possible (shared school supplies, coffee stations, water stations, etc.) are limited, removed, or restricted from access.
- Staff are expected to wipe down shared spaces at the end of the day.

## **Cleaning / Disinfecting After School Hours (Custodian)**

- General cleaning and disinfecting of surfaces will occur at least once a day.
- Immaculate Conception 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)
- Cleaning practices follow 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)

## **References**

- COVID-19 Public Health Guidance for K-12 School Settings. BCCDC/Ministry of Health. May 15, 2020. [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19\\_k-12\\_school\\_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_k-12_school_guidance_-_2020_may_15_-_final.pdf)
- WorkSafe BC: COVID-19 and returning to safe operation – Phase 2. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe->

[operation?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3DCOVID-19%2520and%2520returning%2520to%2520safe%2520operation%2520-%2520Phase%25202%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D](https://www.worksafebc.com/en/search?q=COVID-19&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3DCOVID-19%2520and%2520returning%2520to%2520safe%2520operation%2520-%2520Phase%25202%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D)

- WorkSafe BC: Education (K-12): Protocols for returning to operation.  
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- 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)
- 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)
- BC Government Self-Assessment Tool: <https://bc.thrive.health/covid19/en>