



# Immaculate Conception School

3285 Cathedral Avenue, Prince George, B.C. V2N 5R2 • Phone (250) 964-4362 • Fax (250) 964-9465  
Email: [icsoffice@cispg.ca](mailto:icsoffice@cispg.ca) • [www.icschool.ca](http://www.icschool.ca)

## September Return to School Health and Safety Protocol for Immaculate Conception School

*\*Our school protocols and procedures have been approved by the Ministry of Education.*

*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) there will be an increase of staff and students within our school building, which is intended to open in September in adherence to Stage Two of the K-12 Education Restart Plan*
- (2) movement between Stages One to Five may occur throughout the 2020-2021 school year.*

### **Learning Groups/Cohorts**

Students will be placed in learning groups/cohorts, up to a maximum of sixty students, to reduce the number of close, in-person interactions. Within learning groups/cohorts, minimized physical contact is required, but physical distancing does not need to be maintained at all times.

- All students will be placed into learning groups/cohorts:
  1. Kindergarten and Grade 1
  2. Grade 2 and 3
  3. Grade 4 and 5
  4. Grade 6 and 7
- A learning group/cohort is a group of students and staff who remain together throughout the school term or year and who primarily interact with one another.
- Learning groups/cohorts are recommended by the Provincial Health Officer as an effective way to limit the number of interactions between people in schools and subsequently reduce potential exposures to COVID-19.
- Specialty teachers who will interact with multiple learning groups/cohorts will maintain two meters of physical distance.

### **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 infectious respiratory disease before bringing

*Updated: February 4, 2021*

them to school. Staff will be required to assess themselves daily for symptoms of the common cold, influenza, or COVID-19 prior to entering the school. This assessment must be completed before 8 am and can be completed as either a physical checklist or online. Please refer to Appendix C of the [COVID 19 Public Health Guidance for K-12 School Settings](#) or [BC COVID-19 Self-Assessment tool](#)

- If a staff or student presents with any symptoms, they **must not** attend school.
- If a student develops symptoms while at home, parents or caregivers **must** be assessed by a health care provider and self-isolate while they await results to exclude COVID-19 or other infectious diseases. Students can return to school once their symptoms have resolved. A doctor's note is no longer required.
- If a student has been confirmed with COVID-19, they must refer to the Public Health Authority.
- 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 for 10 days, including children of essential service workers.
- 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 officials.
- Schools are not permitted to provide notification to staff or student families if a staff member or student becomes ill at school, unless directed by a Public Health official.

### **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. 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.
- Where possible, maintain a distance of 2 meters 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.
- Staff will provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
- Staff members are to avoid touching the student's body fluids (e.g., mucous, saliva). If they do, diligent hand hygiene is practiced and staff is encouraged to wear gloves, if possible.
- Once the student is picked up, staff will 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**

- The number of people entering the school will be limited to students, staff, and individuals who are supporting activities that benefit student learning and well-being. Parents and others are asked to call instead of visiting the school.
- If other non-staff adults must enter the building it is expected that:
  - Adults confirm they have completed the requirements of the daily health check before entering.
  - A record will be kept of the date, name and contact information of visitors who enter the school.
- Plexi glass barriers will be installed in certain areas to ensure further protection.

## **Drop off and Pick up:**

- Many families have children in varying learning groups/cohorts, which makes a staggered drop off and pick up time difficult. Therefore, students can be dropped off at the gate by their parents, and children must play in their assigned play area (this will be dependent on their learning groups/cohorts).
- When the bell rings, assigned learning groups/cohorts will then be asked to line up and proceed inside to place shoes/boots in their own cubbies. Students will be met at the main doors by a staff member.
- After a specific learning group/cohort has cleared the halls, the next learning group will be asked to proceed into the school.
- If students arrive late, parents will ring the doorbell and a staff member will greet them at the main entrance, maintaining a two meters of physical distancing.
- At the end of the day, students will be dismissed in their learning groups/cohorts through their assigned primary or intermediate doors. Parents can pick up their children at the gate.
- Students will be taken to the classroom sink by a staff member to wash their hands or use the hand sanitizer stations, upon arrival into the building
- Students will follow the designated signage on the floor and maintain distance from other staff and students who are not part of their learning groups.
- If students must leave the school for an appointment, they are not to return for the remainder of the day.

## **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 required.
- 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.
- Staff and students should:
  - Cough or sneeze into their elbow or a tissue.
  - Throw away used tissues and immediately perform hand hygiene.
  - Refrain from touching their eyes, nose or mouth with unwashed hands.
  - Refrain from sharing any food, drinks, and unwashed utensils.
  
- Food and drink will not be shared amongst 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 be permitted to fill their water bottles at the filling stations, but they will not be permitted to drink from the water fountains.
- 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 required, 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.
- Immaculate Conception School will provide two face masks per student. Cleaning of the mask will be the responsibility of the family. Disposable masks will be made available to students and staff, upon request.

### **Physical Distancing**

At this time, Immaculate Conception School will limit school assemblies and masses to learning groups/cohorts. However, other school wide events will be cancelled to ensure the number of people gathered is in accordance with the Provincial Health Officer's regulations.

### **Students:**

- Students will refrain from close greetings, such as hugs and handshakes.
- Students will be asked to maintain physical distance from each other and staff members, who are not part of their learning group or cohort. Parents are encouraged to remind their children to minimize physical contact with others.
- Teachers and support staff will maintain 2m of physical distance from students who are not in their learning group/cohort. This includes our specialty teachers (PE, Computer/Library, Music and French).

*Updated: February 4, 2021*

- 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 activities that encourage 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.
- Classroom teachers and EA's will be limited to work within their learning groups/cohorts. In the event of significant staff absences, EA's may be required to work in other learning groups/cohorts.
- Work processes and practices are modified to encourage physical distancing between staff and student, and between staff.
- Staff are required to wear a non-medical masks at all times, both within and outside of their learning group, except when:
  - sitting in (or standing at) their seat or desk/workstation in a classroom or learning space
  - there is a barrier in place
  - eating or drinking
  - outdoors
- Staff are required to wear masks in common workplace areas such as photocopy, kitchen, lunch and meeting rooms

### **Learning Spaces**

- At this time, students will be partaking in gym class, library, and computer classes.
- Students will be permitted to borrow library books, once the library is opened. However, once books are returned, they cannot immediately be borrowed by another student.
- In Physical Education (PE) ensure space between students and staff and encourage outdoor activities and programs as much as possible.
- Students will be permitted on the playground equipment on assigned days. Teachers may take their students out to their specified play area throughout the day. This will be at staggered times throughout the day and at the teacher's discretion.
- Recess and lunch breaks may be staggered for students.
- All desks in the classrooms will be spaced to allow for as much physical distance as possible.
- All students are required to bring all their school supplies in labelled pencil cases, Ziploc bags, etc. Students are permitted to only use their own supplies. Communal class supplies will **not** be permitted this school year.
- All students' supplies and belongings must be labelled and cannot be shared with other students.
- Students will not be allowed to use any soft school toys, manipulatives, books or any objects that are difficult to clean and disinfect.
- PE and Music teachers will bring students into the gym and hall respectively. These teachers will return students to their classes to ensure physical distance between varying classes is maintained.

## **Food Services:**

- Immaculate Conception School can continue to partake in food preparation for meal programs.
- If food is prepared as part of learning and is consumed by the student(s) who prepared it, no additional measures beyond those articulated in this document and normal food safety measures and requirements need to be implemented (e.g. Food Safe trained staff, a food safety plan, etc.).
- If food is prepared within or outside a school for consumption by people other than those who prepared it (including for sale), it is expected that the [WorkSafe BC Restaurants, cafes, pubs, and nightclubs: Protocols for returning to operation](#) are implemented as appropriate and relevant to the school setting, in addition to normally implemented food safety measures and requirements (e.g. Food Safe trained staff, a food safety plan, etc).
- Homemade food items will not be made available to students at this time (baked goods, birthday treats, etc).

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

- Common, commercially-available detergents and disinfectant products are being used.
- Cleaning of the school building will include:
  - General cleaning and disinfecting of the premises at least once every 24 hours (this includes items that only a single student uses)
  - Cleaning and disinfecting of frequently touched surfaces at least twice every 24 hours (this includes door knobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys).
  - Any surface that is visibly dirty
- 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.
- Shared items amongst the same cohort (eg. iPads, gym equipment, musical instruments, etc) must be cleaned and disinfected between use.
- Staff are expected to wipe down shared spaces at the end of the day.
- There are no additional cleaning and disinfecting procedures required. This includes when different cohorts use the same space (e.g. a classroom, gym, arts room, home economics or science lab, etc.).

## **Cleaning / Disinfecting During and 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 [BCCDC's Cleaning and Disinfecting for Public Settings](#)
- [Cleaning practices follow the PHO's COVID-19 Public Health Guidance for Childcare Settings](#)

## References

- [K-12 Education Restart Plan. BC Ministry of Education](#)
- [COVID-19 Public Health Guidance for K-12 School Settings. BCCDC/Ministry of Health. July 29, 2020.](#)
- [WorkSafe BC: COVID-19 and returning to safe operation](#)
- [WorkSafe BC: Education \(K-12\): Protocols for returning to operation.](#)
- [BC CDC's Cleaning and Disinfecting for Public Settings](#)
- [COVID-19 Public Health Guidance for Childcare Settings](#)
- [BC Government Self-Assessment Tool](#)