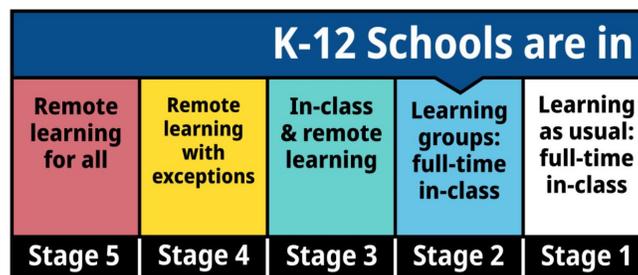


Safety Plan: Stage 2 of B.C.'s Restart Framework Sacred Heart School

Rational for Returning to In-Class Instruction

Having students in the classroom helps to minimize learning gaps and provides the academic, spiritual, physical and social and emotional support essential for learning. Based on the current epidemiology of COVID-19 in B.C., and the fact that children are at a much lower risk of developing and transmitting COVID-19, K-12 schools in B.C. can have all elementary school students receive in-class instruction within the school environment while supporting the health and safety of children and staff.

On September 10th and 11th, Sacred Heart School will open its doors to staff and students following the Provincial Health Officer's revised [Covid-19 Public Health Guidance in a K-12 School Setting](#) and the [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#) under Stage 2 of B.C.'s Restart Framework.



The goal of the framework is to:

- Maintain a healthy and safe environment for all students, families and staff
- Provide the services needed to support the children of our essential workers (ESWs)
- Support vulnerable students who may need special assistance
- Provide continuity of educational opportunity for all students

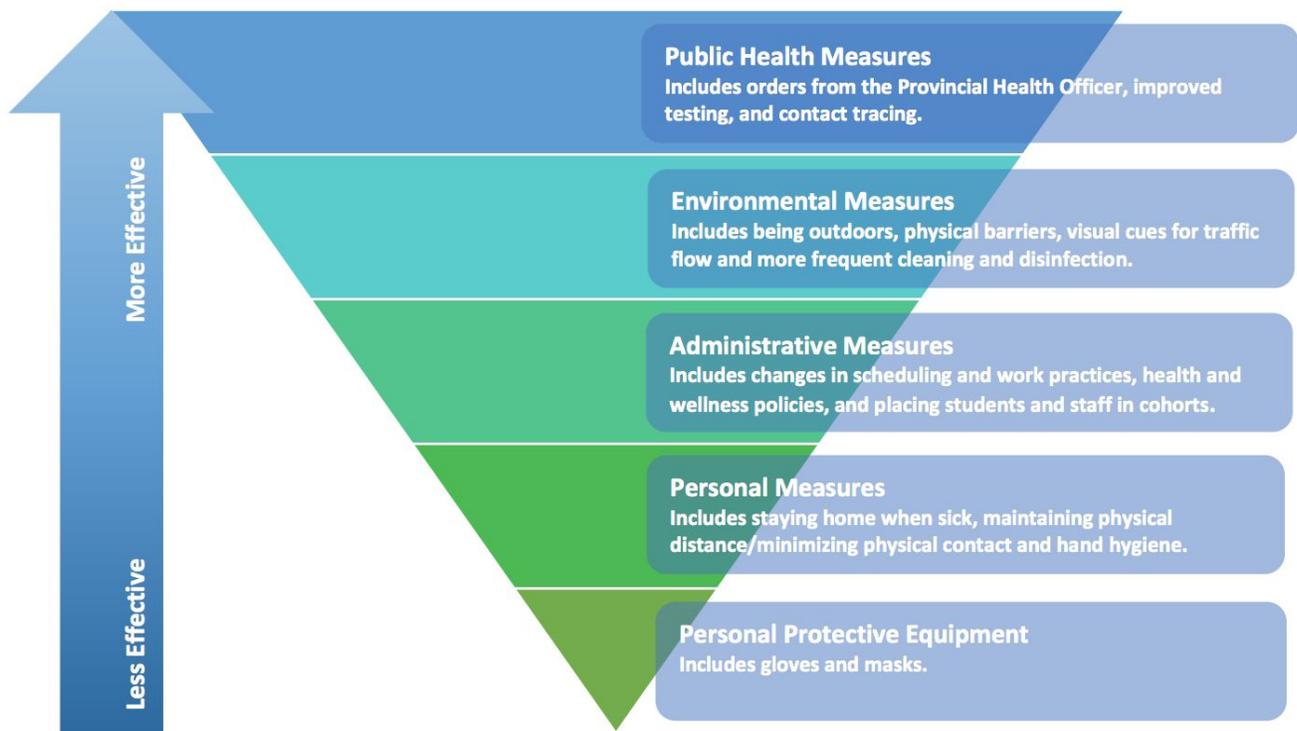
Risk Assessment

To create this safety plan, the CISVA superintendent's office, Sacred Heart administration, the leadership team that acts as the Health and Safety committee at Sacred Heart and parents (PEC) were consulted in the creation of this document. In the creation of this plan, we considered the areas that people gather, activities that bring people in close contact as well as equipment and supplies used for teaching and learning and high frequency touch surfaces.

Infection Prevention and Exposure Control Measures

Infection prevention and exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. Schools are considered a controlled environment by public health and have multiple levels of protection to keep staff and students safe. Schools have a consistent grouping of people, robust illness policies for staff and students, promote consistent hand washing and respiratory hygiene, and can implement a variety of health and safety measures listed below.

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



Public Health Measures

The [Provincial Health Officer’s Order for Mass Gathering Events](#) prohibits the gathering of more than 50 people for the purpose of an event. This order does not apply to schools. It is focused on one-time events where people gather and where control measures may be hard to implement.

Sacred Heart administration will work with Public Health agencies for case finding, contact tracing and outbreak management according to the resource below. Sacred Heart administration will give a notification if staff or students came in contact with a person testing positive for Covid-19 under the direction of Public Health.

Each day staff and students will complete a Health Check Questionnaire asking questions about cold, influenza and Covid-19 symptoms, international travel and being a close contact of someone who tested positive for Covid-19 symptoms. Staff and students are asked to self-isolate at home and contact 8-1-1, their health care provider or complete the [online assessment tool](#) if they are showing Covid-19 [symptoms](#) or answered YES to any of the questions in the Health Check Questionnaire. If a teacher gets sick while at school, a specialist or learning resource teacher will be asked to teach the class. If an EA gets sick while at school and they support a student needing one-to-one support, another EA will be asked to replace them. Students who appear ill will be asked to wait in the sick room with a mask if they can tolerate wearing one. **If a student develops symptoms of Covid-19 at school, parents MUST pick up the child immediately.**

All students and staff are asked to self-isolate for 14 days under both [federal and provincial orders](#) if they are returning to Canada from international travel.

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
Parents or caregivers must keep the student at home	Staff must stay home
IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:	IF STAFF DEVELOPS SYMPTOMS AT WORK:
<p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student’s parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student’s body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).
The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer	
Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved	

Environmental Measures

Cleaning and Disinfecting

Regular cleaning is important for the reduction of virus particles that could land on surfaces from speaking, laughing, coughing or sneezing. The administration consulted building maintenance personnel and Cleantech to discuss procedures to make sure they are in accordance with the [BC Centre for Disease Control: Cleaning and Disinfectants in Public Settings](#).

- Cleantech will do a thorough clean of the entire school once every 24 hours. Cleaning will include personal items such as student desks as well as taking out the garbage once a day.
- Cleantech will clean frequently touched surfaces twice every 24 hours such as doorknobs and push plates, light switches, toilet seats and handles, tables, desks and chairs used by multiple students, keyboards, elevator buttons, sink faucets, soap dispensers, countertops, handrails, photocopier buttons, front counter in the office and plexiglass barriers. To reduce high touch areas, keep doors open.
- Each classroom is supplied with cleaning cloths and disinfectant to clean visibly dirty items during the day. Cleantech will wash the cloths once a day. Disinfectants must be listed by [Health Canada](#) as effective agents for eliminating the coronavirus.
- Teachers, EA's and any outside agency working with students will limit access to materials that are not easily cleaned such as fabric toys, stuffed animals, and soft covered furniture.
- All staff must wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.
- The gym will be used by multiple groups and will be cleaned daily. Any sports equipment used will also be cleaned and disinfected. The library and computer lab will only be used by educators and students if there are specific interventions the student is receiving. Whole classes will not be using the library and computer lab at this time. Teachers will ask the librarian to prepare a bin of books that will be used by the class for a week. The books with laminated covers will be disinfected daily by the classroom teacher if they are going to be used by multiple students. However, teachers are encouraged to limit the sharing of books. Before returning the book bin and books to the library, a teacher or EA will disinfect the bin and all the books. Students are asked to bring electronic devices from home to participate in ADST classes. In addition, ADST teachers will consider using maker activities when computers are not available.
- There is no evidence that the virus can be spread by paper products. Paper and paper-covered books can be given to students. Students can submit paper assignments to teachers.
- Staff will be able to use materials such as coffee maker, refrigerator and microwave if they treat them as high touch surfaces and wash their hands before and after using them. If using a shared coffee urn or tea kettle ALWAYS use a freshly washed cup. All shared plates, cups and utensils must be washed in the dishwasher. The person unloading the dishwasher must thoroughly wash their hands before unloading the dishwasher. In addition, a person must thoroughly wash their hands before taking cups, plates or utensils out of the spaces for their personal use.

Traffic Patterns

Drop Off

The role of assessing children for symptoms belongs with the parents using the Daily Health Check Form as a guide. If you answered “YES” to any of the questions on the Daily Health Check Questionnaire and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should NOT come to school. In addition, Sacred Heart staff will not screen students for symptoms or check for temperatures as this is the role of Health Care professionals.

Students are encouraged to wear masks during drop off and pick up times because they may encounter students from other learning groups while going to line up. Masks may be useful when physical distance cannot be consistently maintained and the person is interacting with people outside of their cohort for extended periods of time.

Parents of children from grades 1-7 are asked to drop off students during a flexible drop off time from 8:35 - 9:00. There will be three entrances into the school where students will use hand sanitizer before they enter the building. There will be markers so that students can socially distance themselves while waiting to use hand sanitizer.

Grades 1 and 2 will enter through the main front doors. Grades 3, 4 and 5 students will enter through the West gym doors and walk the perimeter of the gym on the left side, through the main foyer and to their classes. Grades 6 and 7 students will enter through the East gym doors, walk down the perimeter of the gym on the right side to the foyer and then their classes. All students will walk down the hallways on the right side leaving a two-metre space between students as they are walking. The teachers will have open-ended tasks in the morning to allow for a flexible drop off time. All parents of children from grades 1-7 are asked to stay in their cars. **When in the drop off line up for cars, only let your children out of the car when you are in front of the parish center and church.** This will allow any congestion at the checkpoints to diminish before the next students arrive. If parents are noticing there is a lot of congestion at the time of drop off or pick up, choose a different time the next morning or afternoon.

Kindergarten students will have a 9:00 am drop off time. This will allow parents to get out of their cars and walk kindergarten students to the kindergarten doors. Kindergarten teachers will ask the kindergarten students to sanitize their hands before entering the school.

If a child has any symptoms, they must not go to school.

Pick Up

Students will have a flexible dismissal time from 2:45 - 3:00. Teachers will dismiss students when individuals have cleaned their area, written down their homework and packed their bags. Most classes begin cleaning up at 2:45. Students will gradually be released as they are ready. EA's will supervise students at the front of the school from 2:45 - 3:05 where students are asked to stand at the sign that states where their learning groups waits for their parents to pick them up. Parents can arrange with their children to be picked up closer to 2:45 or 3:00 to help reduce congestion during pick up. All parents of children from grades 1-7 are asked to stay in their cars. Kindergarten students will be picked up at 2:30. This will allow kindergarten parents to get out of their cars to pick up their children in front of the kindergarten doors before there is congestion of the other students being dismissed.

On Wednesdays, we have early dismissal to allow for staff meetings and collaboration time with educators. Kindergarten students will be dismissed at 1:30 while students in grades 1-7 will begin the flexible dismissal at 1:45. **All students are expected to be picked up by 2:00 at the latest on Wednesdays.**

There is NO access to the library or computer lab before and after school. Parents are asked to drop off children no earlier than 8:35 and pick up children no later than 3:00 unless students are enrolled in an extracurricular program. If parents require before and after school care, please contact the daycare at 604.940.4131.

Doors, Hallways and Stairs

Hallway traffic patterns will include walking on the right side of the hallway with signs helping with the traffic flow. Pylons will mark the right and left sides of the hallway. The centre stairs will be used for going upstairs. The side staircases will be used for going downstairs. Students coming to the gym will use the change room hallway. Students leaving the gym will use the doors closest to the front foyer to return to class. The kindergarten and grade 3 doors will be used for going outside for recess or learning activities EXCEPT from 8:35 - 9:15 when students are entering the building. If there is a fire, these doors will be used as fire exits at any time during the day.

Fire Exits

Fire exits will be the same as noted on the posters in each room of the school. People will exit the school maintaining a 2-metre distance and meet on the field. The last student will close the door to the classroom during a fire or earthquake.

Recess

Students will use the kindergarten doors and the grade 3 doors to go out for recess. Students can use sporting equipment and play interactive games during recess with the focus on handwashing before and after recess. There will be two different recess and lunch times.

Four groups will have recess and lunch from 10:15 - 10:30 and 12:00 - 12:30. Four different groups will have recess from 10:35 - 10:50 and 12:35 - 1:05. Grades 4,5,6,7 will have morning recess from 10:15 - 10:30 and lunch recess from 12:00 - 12:30. Grades K,1,2,3 will have morning recess from 10:35 - 10:50 and lunch recess from 12:35 - 1:05. Each learning group will be assigned to an outside area for the day. The areas include the south field, north field, blacktop and adventure playground. There will be hand sanitizer outside the playground for the students to use before and after using the adventure playground. Friday's recess schedule will be announced later after consulting with the teachers.

Recess Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
10:15 - 10:30 4,5,6,7	4 S. Field 5 N. Field 6 Black Top 7 Playground	4 N. Field 5 Black Top 6 Playground 7 S Field	4 Black Top 5 Playground 6 S. Field 7 N. Field	4 Playground 5 S. Field 6 N. Field 7 Black Top	4 5 6 7
10:35 - 10:50 K,1,2,3	K S. Field 1 N. Field 2 Black Top 3 Playground	K N. Field 1 Black Top 2 Playground 3 S. Field	K Black Top 1 Playground 2 S. Field 3 N. Field	K Playground 1 S. Field 2 N. Field 3 Black Top	K 1 2 3
12:00 - 12:30 4,5,6,7	4 S. Field 5 N. Field 6 Black Top 7 Playground	4 N. Field 5 Black Top 6 Playground 7 S Field	4 Black Top 5 Playground 6 S. Field 7 N. Field	4 Playground 5 S. Field 6 N. Field 7 Black Top	4 5 6 7
12:35 - 1:05 K,1,2,3	K S. Field 1 N. Field 2 Black Top 3 Playground	K N. Field 1 Black Top 2 Playground 3 S. Field	K Black Top 1 Playground 2 S. Field 3 N. Field	K Playground 1 S. Field 2 N. Field 3 Black Top	K 1 2 3

Physical Barriers

The primary and intermediate Read Well Teams, Orton-Gillingham tutors, the ELL specialist, front office staff, learning resource teachers, administrators and some EA's will have barriers to deliver programs when they work with multiple learning groups.

Washrooms

All staff and students who are a part of learning groups upstairs will use the upstairs washrooms. All staff and students who are part of learning groups downstairs will use the downstairs washroom. All staff not in a learning group will use the staff room washroom. Students will move a pylon with their foot in front of the door to the washroom to indicate the washroom is in use. The students will move the pylon with their foot out of the doorway to indicate the washroom is ready to use. Stickers will be on the floor to help with social distancing as the students wait for their turn to use the washroom.

Air Flow

When the weather allows, all doors and windows are kept open. The building maintenance team will continuously monitor air circulation systems to ensure the systems are working properly. The building maintenance team will ensure that a MERV 13 filter or higher is installed. Schools with fresh air intake systems will take measures to increase the average air exchanges as detailed on the [ASHRAE](#) website and the [Rocky Point Engineering Ltd website](#).

Administrative Measures

Learning Groups

To allow people to safely interact with each other, students, assigned teachers and educational assistants will belong to learning groups. Learning groups will **primarily** consist of students and staff in a particular class. For example, all students in class 3a will be a learning group. However, learning groups may have up to 60 people. Therefore, students will be able to interact with other students in their grade outside at recess. For example, all the grade 3's will be assigned one area of the field for recess and can play together. Students are expected to keep their hands to themselves and are encouraged to socially distance even when in their own learning group. Student desks will be separated as much as possible within the space of the classroom. However, the 2-metre distance does not need to be maintained at all times. This will allow students to learn in the class and play during recess to maintain positive social-emotional health. The Sacred Heart office staff will keep a record of the learning groups so that Public Health can easily have the information to contact trace. Classroom teachers will keep a record of seating plans to give to Public Health if needed. Please refer to this video on [contact tracing](#).

Interacting with People Outside Learning Groups

Students are expected to interact with people only in their learning groups most of the time. There will be no buddy groups or family group activities at this time. Specialist teachers, EA's working in multiple learning groups, learning resources teachers and administrators are required to maintain a 2-metre distance from staff and students. Professionals not assigned to a particular learning group, **who are not able to practice physical distancing**, MUST wear a mask and face shield. If an adult working with multiple learning groups cannot wear a mask and face shield due to medical needs or a disability, they are encouraged to talk to the administration to discuss other accommodations.

Physical Distancing

Adults and students MUST maintain a 2-metre distance when interacting with people outside their learning groups. Specialist teachers (French and ADST) will go to the classrooms to teach their subjects and MUST maintain a 2-metre distance from the students in that class, **when this is not possible alternatives such as installing a physical barrier made of transparent materials or use of a mask and face shield will be put in place**. The PE teacher will take students outside as much as possible and only use the gym during inclement weather. Learning resource teachers, Orton-Gillingham tutors and the ELL specialist will deliver their programs in the library, computer lab and learning resource rooms and MUST maintain a 2-metre

distance from students and each other. Educational assistants working with students outside their learning group could be working in the meeting room or sensory room work table and MUST maintain a 2-metre distance from the students and each other.

Student Seating

Student desks are spread out in the class and face forward wherever possible. Teachers will avoid putting desks in groups or facing each other without a barrier. The kindergarten classes are supplied with barriers because their circle desks cannot be separated. Teachers will keep a consistent seating arrangement all term to help Public Health with contact tracing. However, seating arrangements can be changed after Christmas and Spring Break because those breaks are greater than 14 days and it will allow for students to overcome any symptoms of Covid-19. Teachers will take students outside as much as possible including learning and lunchtimes. Students will do more individual rather than group activities. However, teachers can adapt group activities to minimize physical contact and reduce shared items. Teachers are encouraged to store extra equipment outside the classroom to allow students to increase the distance between their desks. Teachers can talk to the administration about possible places to store items.

Student supplies and equipment

Teachers are encouraged to ask students to stagger times when students put backpacks and jackets at the back of the class. Teachers are encouraged to assign student supplies and learning materials that will only be used by them and are clearly labelled. Parents must label all personal items coming from home including water bottles, lunch kits and containers, backpacks, clothing and all school supplies. Students must bring labelled water bottles to school. Parents are asked to limit the materials from home to one backpack to ease classroom clutter. Students will NOT be required to change for PE to reduce the congestion in changing areas. However, parents are encouraged to pack extra socks and uniforms as PE classes will take place outside as often as is possible. Students will NOT be required to change shoes during the day to alleviate points of possible congestion in the class and hallway. Students may wear any colour running shoes to school. There will be NO need for dress shoes at this time. In art classes, teachers are encouraged to assign students use of equipment that will only be used by them for the duration of the art project. If there is a need for shared equipment, teachers are required to wash the shared equipment according to the cleaning and disinfecting section. As such, students must wash their hands for a minimum of 20 seconds before handling shared equipment. Teachers must clean the shared equipment by removing anything that makes the equipment visibly dirty AND must disinfect equipment using solutions that are listed as [effective for eliminating the coronavirus](#). For STEM classes or Maker Space Activities, teachers are encouraged to assign students individual equipment as much as possible. If students are using shared equipment, students MUST wash their hands before and after using shared equipment. Teachers are required to clean AND disinfect shared equipment using the agents list above that are effective for eliminating the coronavirus. In PE classes or daily physical activity times, teachers are encouraged to assign students use of equipment that will only be used by them. If there is a need for shared equipment, teachers are required to wash the shared equipment according to the cleaning and disinfecting section. As such, students must wash their hands for a minimum of 20 seconds before and after handling shared equipment.

Occupancy limits

Occupancy limits are posted on rooms as follows:

Classrooms (32), library (30), Gym (50), staff room (10), front office (4), art supply room (4), sensory room (2), computer lab (10), Learning Resource Room 109 (2), Learning Resource Room 110 (4), Washrooms (1), Kitchen (10), Meeting room (4), Elevators (1), Principal's Office (2)

School Gatherings

There will be NO large school gatherings like Hymnin or school-wide Masses at this time. Parents will NOT be volunteering in the school at this time. If a parent needs to meet with the teacher, consider a phone call or virtual meeting using Zoom or Google Meet. IEP meetings will continue to be virtual. Some staff meetings may take place in the gym or may be held virtually. If a staff meeting takes place in person, all staff MUST wear face masks and/or visors. Leadership team meetings will occur virtually. To meet with administration, consider meeting outside, using the phone or video conferencing. If meeting in person, people MUST maintain a 2-metre distance.

Extracurricular activities

A variety of activities are important for the social-emotional health and development of students. Sports activities will continue within learning groups before and after school. Extracurricular activities can include competition within the learning group using an intramural sports format, limiting physical contact and encouraging hand washing. Band can continue within the learning group by maintaining physical distance, using a large, well-ventilated practice space and disinfecting shared chairs and music stands between students. Students are NOT to share instruments or other personal music materials. Choir practices can continue with smaller groups while maintaining a 2-metre distance preferably outside. The smaller groups should be within the same learning group. We will continue to develop plans for other extracurricular activities during the school year.

There will be NO school events including competitions, tournaments, concerts, performances or festivals with other schools at this time.

Personnel working at multiple sites

Teachers Teaching on Call (TTOC's), Counsellors, Speech and Language Pathologists, Behaviour Consultants and Building Maintenance Contractors may all need to enter the school after working at multiple sites. All outside professionals will be required to complete the Health Checklist for symptoms of Covid-19, traveling outside Canada and being a close contact of someone with a confirmed case of Covid-19. All itinerant professionals MUST wear masks and face shields when working with learning groups at Sacred Heart unless they have a medical need or disability and may need other accommodations. If people give services that require contact with people, barriers may also be encouraged. In addition, itinerant professionals will disinfect, barriers, tables, chairs and materials between students. Students and professionals will be required to wash their hands before and after the intervention sessions. Cleaning supplies (disinfectant spray and cloths) will be available in each of the spaces. The cloths will be washed by Cleantech at the end of each day.

Sensory Room and Occupational Therapy

In addition to the B.C. Public Health Guidance for K-12 School Settings, the [COVID-19: Infection Prevention and Control Guidance for Community-Based Allied Health Care Providers in Clinic Settings](#) was used to create guidelines for occupational therapy sessions and use of the sensory room. The nature of occupational therapy sessions requires close contact with people from different learning groups. Therefore, students must wear a mask and are required to wash their hands before and after a session in the sensory room. If a student cannot tolerate wearing a mask, other forms of occupational therapy will be designed that do not require close contact and the 2-metre distance can be maintained.

All soft materials as well as fabric materials will NOT be used as they are not easily cleaned. Only materials with hard surfaces that are easily cleaned can be used during an occupational therapy session or sensory room visit. All items that are used during a sensory room session will be put in a bin marked "to be cleaned". Assigned staff will clean these items as well as the bin labelled "clean" once in 24 hours using the high temperature dishwasher in the industrial kitchen. An educational assistant will be assigned the responsibility to wash their hands and return the "clean items" to the shelves once a day.

Both the occupational therapist and educational assistants will wash their hands before and after each session in the sensory room. All points of contact will be disinfected by the occupational therapist or educational assistant after each session. Plan for 10 minutes of cleaning for each student. The educational assistants will book a specific time to use the sensory room and no other people will be permitted in that space at that time. However, there may be a maximum of two people working at the back table providing academic interventions while sensory room sessions are occurring. The educational assistant will need 10 minutes of cleaning time when the student is back in their class and they can focus entirely on disinfecting all points of contact in the room to make it available for others to use. The classroom teacher needs to be available to support the student without the educational assistant in the room for the 10 minutes of disinfecting time.

The occupational therapist will come to the classroom to pick up the student and ensure hands are washed. The only two people who will attend the occupational therapy session are the OT and the student. The educational assistant will stay in the class. The OT will return the student to the class at the end of the session.

Hand sanitizer, cleaning products and cloths will be provided in the sensory room. Cleantech will replace and wash the cloths each day.

Food Services

Students are not to share food (even for birthdays or special occasions.) There will be NO school-wide hot lunch services at this time. We will re-evaluate hot lunch days later in the year. Food may be ordered from a restaurant for staff events. If ordering from a restaurant, food must be prepared in individually wrapped containers. Restaurants MUST use the [B.C. WorkSafe guidelines for food preparation](#).

Other strategies

- Avoid hugs or handshakes
- Encourage students NOT to touch their faces
- All visitors to the school must complete a Health Check questionnaire
- The office will keep the contact information of all visitors to the school for contact tracing
- There will be NO field trips at this time
- Sickroom bed is covered in plastic and all the fabric is removed

Personal Measures

Stay home when sick

ALL students, staff and visitors MUST stay home if they demonstrate cold, influenza or Covid-19 symptoms even if mild. All students staff and visitors must self-isolate if they visited a country outside Canada in the last 14 days. All students, staff and visitors must self-isolate as directed by a Health Care Professional if they are a close contact of someone diagnosed with Covid-19. All parents must complete a Daily Health Check questionnaire before sending their children to school. If you answered “YES” to any of the questions on the Daily Health Check questionnaire and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should NOT come to school. The administration will be in contact with Public Health regarding attendance records and signs of illness within the school. All staff and school visitors must also complete a Health Check Questionnaire before they enter the school. The role of taking temperatures to screen for Covid-19 belongs with Health Care professionals. If a student or staff is confirmed to have COVID-19, Public Health will do an investigation to confirm if any staff or students have been in close contact with that person and need to self-isolate. Public health will inform the school and superintendent if there are close contacts of a confirmed case within a learning group or school. Students and staff who have interacted with the confirmed case may be asked to stay home while Public Health completes their investigation. The administration will follow the directions of Public Health and CISVA regarding protocols such as community communication, self-isolation of learning groups, or the closing of the school for quarantine and deep cleaning.

Continuity of Learning

If a student needs to stay home because they are experiencing Covid-19 symptoms, have a confirmed case of Covid-19 or are a close contact of someone who has a confirmed case of Covid-19 and are feeling well enough to study, students will continue to have learning opportunities be available remotely. Teachers will post assignments on Google Classroom. Students may also have the opportunity to either watch recorded lessons from the teacher or participate with the class using the Google Meet video conferencing tool.

Students with Medical Complexity, Immune Suppression and/or Receiving Delegated Care

There is no need for additional personal protective equipment unless directed by the student's health care professional. Parents are asked to complete a form with the consulting physician requesting accommodations for a student who is immunocompromised or if the student lives with someone who is immunocompromised. Such accommodations might include working in a smaller learning group, individualized learning context at school, increased physical distance, increased use of barriers or use of personal protective equipment. If a physician deems it necessary for a student to learn in protective self-isolation because of a high risk medical complexity or immune suppression, students will be eligible for educational services described in the above Continuity of Learning section. Refer to the [Guidance for Families of Immunocompromised Children in School and Group Gatherings](#).

Hand Hygiene

Washing hands for 20 seconds with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs from objects, surfaces, food and people. Parents and staff can teach and reinforce these practices among students. If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol. Here is a list of [approved hand sanitizers](#). If hands are visibly dirty, washing hands with soap and water is more effective than hand sanitizer.

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none">• When they arrive at school.• Before and after any breaks (e.g., recess, lunch).• Before and after eating and drinking (excluding drinks kept at a student's desk or locker).• Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.).• After using the toilet.• After sneezing or coughing into hands.• Whenever hands are visibly dirty.	<ul style="list-style-type: none">• When they arrive at school.• Before and after any breaks (e.g. recess, lunch).• Before and after eating and drinking.• Before and after handling food or assisting students with eating.• Before and after giving medication to a student or self.• After using the toilet.• After contact with body fluids (i.e., runny noses, spit, vomit, blood).• After cleaning tasks.• After removing gloves.• After handling garbage.• Whenever hands are visibly dirty.

Respiratory Etiquette

Students and staff 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, or unwashed utensils

Personal Protective Equipment

Masks

Wearing a mask is a personal choice for students and staff. Non-medical masks are encouraged when physical distancing cannot be maintained when interacting with others in close proximity or outside of the learning group. Staff that are working with students from multiple learning groups **MUST** wear a face shield and/or a barrier in addition to a mask even when outside on supervision unless they have a medical condition or disability. In that event, staff will talk to the administration to discuss alternative accommodations. Everyone who chooses to wear a mask must be treated with respect. Students and staff are encouraged to bring a mask to school. Students and staff will be provided with two reusable masks. Gloves and face shields are also available to staff. See [poster](#) and [video](#) for how to use a mask.

Students with Disabilities and Diverse Abilities

Staff working with students with disabilities and diverse abilities should continue with regular precautions. No additional personal protective equipment is required.

Policies and Procedures

Trauma-Informed Practice (5 Steps for Re-Entry to School during a pandemic)

1. Safety and building preparedness before students and teachers return
 - Create a safety plan with modifications to school setting, structures, procedures
 - Communicate safety plan and changes
2. Scheduling teacher, faculty and staff only days
 - Give time to review safety precautions and address questions or concerns
 - Give time for staff to express the ways Covid-19 has changed teaching
 - Give time for staff to set up and change school spaces and set up new routines
3. Parent/Caregiver consultation
 - Communicate that no one has the answers to the impact of the pandemic, but that we can get through this together
 - Acknowledge the need for collaboration and storytelling about the pandemic
 - Validate loss, grief and trauma that families may have experienced during the pandemic
 - Increased understanding that students will only be as healthy as the adults that surround them

4. Students return
 - Engage in social-emotional learning and psychological first aid in addition to measures to ensure student's physical safety
 - Provide inclusive and compassionate learning environments
 - Teach coping strategies
 - Support independence
 - Address individual student needs
 - Acknowledge the emotional impact of the pandemic
5. Restore all school activities, school-wide policies, programs and community partnerships, and work on modifications to increase attendance and enhance learning

First Aid

All members who are trained to give first aid are aware of the [OFAA protocols](#) for first aid during a pandemic.

Working Alone and Remote Policies

All staff who are working remotely are required to complete a google doc once a day by 8:30 am. All staff who work alone are required to sign in three times a day (8:30 am, noon and 3:30 pm). The office staff will contact any person who has not checked-in via the google doc by the required time.

Violence Prevention Program

Any students who demonstrate aggressive behaviour have a functional behaviour assessment, Behaviour Plan and a Safety Plan that is signed by all employees who may have contact with the potentially aggressive student. Staff are trained in CPI protocols (Crisis Prevention and Intervention). The latest training was on September 3rd, 2020.

Communication Plans and Training

Staff receive training before the students return to classes. Staff have an opportunity to bring questions to the administration or the leadership team to be reviewed during an FAQ session and follow up document before the students return to school. The administration will monitor staff and students to ensure that the safety plan is being followed. The safety plan and protocols for staying home when sick will be emailed to parents and staff as well as posted on the website. The office staff will put up clear signage regarding handwashing, occupancy limits, cleaning protocols, social distancing and respiratory etiquette.

Monitor the workplace and update plans as necessary

The leadership team acts as the Health and Safety Committee at Sacred Heart School. Communication flows from Sub Teams to the Leadership Team and Administration. All staff can either bring up concerns to Sub Team leaders or go directly to the administration. Issues are addressed at leadership team meetings which occur twice a month at minimum. The administration communicates updates to the staff in the Monday Memo and the parents in weekly newsletters or as needed.

Assess and address risks from resuming operations

Training

All new staff or staff in new roles will be asked to review the safety plan independently. The administration will review safety procedures with the new staff and field any questions and concerns.

Resources

[Handwashing](#)

[Social Distancing Poster](#)

[Mental Wellness while Physical Distancing](#)

Physical Distance Poster [English](#), [Chinese](#)

[Hand Hygiene](#)

[Do not enter if Sick](#)

[Cleaning and Disinfecting in a Public Setting](#)

[Occupancy Limit Poster](#)

[Symptoms Poster](#)

[Respiratory Etiquette Poster](#)