



## 2020-21 Health and Safety Plan

In accordance with the Ministry of Education's K-12 Restart Plan, revised on March 30, 2021, St. Thomas Aquinas Regional Secondary School (STA) will be continuing Grades 8-12 in-class instruction. The 2020/21 school year continues in Stage 2 of the K- 12 Restart Plan with the goal of maximizing in-class instruction for all students within the revised public health guidelines. Changes from the February version of our Safety Plan are highlighted in yellow.

### I Key Messages and Actions

Whenever possible, feasible and practical control measures in accordance with the order of the Provincial Health Officer, have been selected to provide the best/widest protection to all staff and students within the school community.

This plan is posted on the STA school website, and it has been communicated to parents. This information is based on the best evidence currently available and will be updated as new information becomes available.

#### 1. Physical Building

- Signage to reinforce self-screening, hand hygiene, distancing and directional use of hallways, adjustments to cohort entrance and exit practices, adjustments to the use of common areas, signage in bathrooms and availability of hand sanitizer will be clearly posted within the school building.
- Ensure separate washrooms for separate cohorts.
  - Fourth Level washrooms are designated for grade 11 and 12 students only.
  - Second Level washrooms are designated for grade 10 students only
  - Third Level washrooms are designated for grade 9 only.
  - First Level and Science washrooms are designated for grade 8 students only.
- Increase air flow and ventilation where climate allows (open windows and doors).

#### 2. Record keeping

##### Classroom Teachers

- Prepare and submit to the office a classroom seating plan of students in each class.
- This will be shared with public health should contact tracing need to occur.

### Office Staff

- Keep a list of the date, names and contact information for all visitors who enter the school.
- Keep a list of students who travel outside Canada during the 2020-21 school year.
- Monitoring school attendance to track student and/or staff absence and compare against usual absenteeism patterns at the school.

### **3. Access to School Site**

- Visitors, including parents will be limited or even prohibited to enter the school. Parents are not encouraged to come to the school day to drop off lunches, supplies, etc.
- If parents/caregivers need to contact the school principal or their student's teachers, they will be directed to do so by phone or email. In-person visits should be for essential purposes and arranged in advance by appointment.
- Visitors must be aware of and follow safety protocols; limited in their access to necessary spaces only; and will be asked to confirm they have completed the requirements of a daily health check before entering the school building.

### **4. Arrival Time and Procedure**

- Upon entering the building, staff are to report to the office, verify their health, sanitize their hands and sign-in the attendance logbook.
- Students are requested **not arrive before 8:00 a.m.** when staff will be in place to screen students. Special arrangements can be requested in certain circumstances.
- To avoid large gatherings, students will report to their separate entrances as follows:
  - East 3<sup>rd</sup> Level Entrance – Grade 11 and 12
  - Main 2<sup>nd</sup> Level (Gym) Entrance – Grade 10
  - Main 3<sup>rd</sup> Level Entrance – Grade 9
  - Main 1<sup>st</sup> Level (breezeway) Entrance – Grade 8
- Students will verify their health and sanitize their hands upon entering the building.
- Students will then proceed to their Cohort Area.
  - Fourth Level – Grade 11 and 12
  - Second Level – Grade 10
  - Third Level – Grade 9
  - First Level – Grade 8

### **5. Dismissal Time and Procedure**

- Students will be dismissed at 3:00 p.m.
  - East 3<sup>rd</sup> Level Entrance – Grade 11 and 12
  - Main 2<sup>nd</sup> Level Entrance – Grade 10
  - Main 3<sup>rd</sup> Level (Gym) Entrance – Grade 9
  - Main 1<sup>st</sup> Level (breezeway) Entrance – Grade 8
- Unless school approved arrangements have been made, students are to go straight home after dismissal.

## 6. Breaks & Lunch

- Students are asked to stay in their cohort areas during their break times.
- Bathroom breaks will be at the teachers' discretion. Limit numbers of students out of class at one time. Masks are mandatory outside the classroom.
- Outdoor congregations to take physical distancing into account.

## II Learning Groups

Public Health guidelines for the K-12 school setting recognize that physical distancing is challenging. Lowering the number of in-person, close interactions continues to be a key component of B.C.'s strategy to prevent the spread of COVID-19.

- Students will be placed in Learning Groups or cohorts with no more than 120 people. A Learning Group is a group of students and staff who remain together throughout a school term or year, and who primarily interact with each other. The principle of Learning Groups is used to limit the number of interactions among students and staff, as well as facilitate an effective and efficient rapid-response contact tracing protocol.
- Students will remain in an established cohort during the school day. The composition of the cohort will remain consistent for all activities that occur in the school day including but not limited to learning and breaks (lunch, breaks, classroom changes, etc.,)
- The number of adults (teachers/EAs) interacting with groups of students throughout the day will be minimized. Students will stay in assigned cohorts to receive beneficial supports or services (e.g. resource). Within these supports or services, it is expected that cohorts and physical distance are maintained as much as is practical to do so while still ensuring the support, program or service continues.
- Students seats will be facing in the same direction.
- Classes with mixed cohorts (ie. Grades 11 and 12) will have a seating plan with separation between the different cohorts.
- A 10-minute transition time between classes will allow for the students/teachers to clean all surfaces/equipment prior to leaving classes.

## III Exposure Control Measures

Exposure control measures help create safe environments by reducing the spread of communicable diseases like COVID-19. Multiple protections strategies, informed by public health advice, will be implemented to ensure that STA is a safe environment and will include:

### Staff

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. Should symptoms be present, staff must not report for work.
- Staff members are to sign in at the office each day and complete a form provided by

CISVA to indicate they are healthy and have not been exposed to COVID-19.

- Through observations, school staff will conduct a daily health check of students for symptoms of common cold, influenza, COVID-19, or other respiratory disease upon entry to the school.

#### Students/Parents/Families

- Parents/caregivers will be expected to check their children daily for signs and symptoms of illness prior to school arrival.
- Parents will be required to complete the green “Letter of Expectation for Parents and Students”, sign, and return the document before their child starts school.
- Children who appear to be ill will NOT be allowed in the school building.

## **IV. Case Finding, Contact Tracing and Outbreak Management**

#### At the School Level

- The office will call the parent to arrive as soon as possible when notified their child is ill. Parent will need to have a plan in place.
- The office will contact 811 or the local public health unit to notify them of a potential case and seek further input.
- The office will record illness in First Aid records in the event this information is later needed.
- Staff member is to put on mask and immediately separate the sick child from others and direct them to the office. Office staff will direct him/her into the Nurse’s Room until the parent/guardian arrives. Apply physical distancing, respiratory etiquette, and hand hygiene principles while waiting for pick up. Avoid touching student’s body fluids (mucous/saliva). Wash hands thoroughly.
- Staff member to clean/disinfect area where child was re-located.

#### At the Public Health Level

- If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students’ families should be notified.
- Schools should NOT provide notification to staff or students’ families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.

#### At the Home Level

- Children with common cold, influenza or COVID-19 like symptoms must stay home, be assessed by their health care provider and tested for COVID-19.
- Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness
- If concerned, parents can be advised to contact 8-1-1, or the local public health unit to seek further input. They can also be advised to contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

## V Infection Prevention

### Handwashing and Hygiene

- Students will be asked to wash their hands frequently, including before coming to school. They will have access to hand sanitizer when hand washing is not available.
- Washroom areas will be monitored and supervised. Maximum capacity in the washroom is 5. Traffic flow to and from the washroom will be controlled. Educational assistants to assist with movement.
- Hand sanitizers will be available on each floor and other areas including the entries to the school, washrooms, etc.,

### Food and Personal Items

- Parents will be asked to label ALL personal items, including water bottles and masks.
- All students will be issued 2 Cloth masks. Masks should be labeled with the student's name and grade.
- Drinking fountains are not to be used at this time, but the water bottle filling stations will be available.
- Students have now been issued lockers in which to keep their belongings during the day.
- The homeroom teacher will give more specifics but, in general, students are to bring:
  - Water bottle
  - Snack/lunch in a container. There can be no sharing of food or utensils.
  - School supplies and personal device (laptop) as specified by the teacher. There is no communal sharing of supplies.
  - Personal size hand sanitizer-labeled with student's name (optional).
- Staff room amenities, staff coffee urns, kettles, fridge, microwave, etc. may be continued to be used, however, staff are encouraged to use these items as infrequently as possible and only with a routine cleaning. Hands must be washed before and after using shared staff room items or gloves worn.
- The Public Health Guidance says that " there is no need to limit the distribution or sharing of books or paper based educational resources." However, laminated paper-based products should be cleaned and disinfected daily if touched by multiple people. A specific protocol for handling library books will be followed.
- Avoid sharing communal equipment/supplies as much as possible.

### Personal Protection Equipment and Cleaning

- Staff will have access to personal protection equipment and cleaning supplies. The cleaning supplies must remain in the classroom and not travel between classrooms.
- Students will be trained on appropriate hand hygiene.

### Use of Personal Protective Equipment

- Masks must be worn by staff and students when indoors, except when behind protective barriers, or when eating or drinking. They must be worn in common areas and hallways during school hours.
- Cloth masks can be labeled with the students' name.
- Staff on duty in hallways or common areas must wear a mask.
- Anytime a staff member works with a student not in his or her Cohort, a mask must be worn.

## **VI. Environmental Measures: Cleaning, Sanitizing and Disinfecting**

Environmental Measures Cleaning and Disinfection Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools should be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document. This includes:

- General cleaning and disinfecting of the premises at least once a day.
- Cleaning and disinfecting of frequently-touched shared surfaces at least twice a day. (e.g. door knobs, light switches, toilet handles, tables, desks, chairs, electronic devices, keyboards and toys).
- In addition, contact surfaces in all rooms will receive an electrostatic sanitation each evening.
- Using common, commercial grade detergents and disinfectant products and closely following the instructions on the label.
- Limiting items that are not easily cleaned and disinfected (e.g. fabric or soft items).
- Emptying garbage containers daily.
- Wearing disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- Washing hands before wearing and after removing gloves.
- Washrooms should be cleaned at least twice a day keeping in line with the high touch surface area protocols.
- Shared items where cross-contamination is possible (e.g. shared school supplies, devices, coffee and water stations, plates, etc.) should not be used. Staff should bring their own items.
- Items that are not easily cleaned (e.g. fabric or soft items) are to be limited. Classroom carpets have been removed.
- There is no evidence that COVID-10 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution of books or paper based educational resources to students.
- The custodian will ensure that hand washing supplies are available at all times (i.e. soap and minimum 60% alcohol-based hand sanitizer.) Also, cleaning products will be provided for cleaning desks, photocopiers and other common devices.
- The custodian will train the evening janitors as to supplies and cleaning protocols to be used in the school under these new requirements.

## **VII. Staff Meetings**

- Ensure social distancing. and mandatory masks/face shields if this is not possible.
- Instruct teachers in the latest facts and basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission.

## **VIII Additional Information**

- Extracurricular activities and special interest clubs should occur when;
  - Physical distance can be maintained between members of different cohort.
  - Reduced physical contact is practiced by those in the same cohort.
  - This restriction will be reviewed at the end of each term.
  - In person inter-school events including competitions, tournaments, and festivals, should not occur at this time. This will be evaluated throughout the school year. Where possible, we will seek virtual alternatives to continue to support these events in a different format.
- Parent Participation – Cafeteria parents can prepare and distribute lunch items provided they are symptom free, are gloved, masked and wearing visors.

## **IX Additional Changes**

- Student Assemblies and masses will be limited to individual cohorts.
- School Masses will be held in the gym for separate cohorts and will be transmitted via video to all other classrooms.
- All school/class field trips will be cancelled until further notice.
- Meet the Teacher Night & Parent/Teacher Interviews – This will take place virtually. In order to minimize contact and for the safety of all, parents will not be in the school for this event. Packages will be emailed home prior to the evening. That evening parents will be able to log into a link in order to hear a general address by administration and then each teacher will share important and pertinent information virtually.

## **X. Communication Strategies and Training**

- Everyone in the school community (staff, students and parents) will know the policies around staying home when they are sick. This information will be communicated in writing.
- All staff will be trained and informed as to how to keep themselves safe while at school. Formal staff training and information sessions were held September 3<sup>rd</sup>, 8<sup>th</sup> and 9<sup>th</sup> and included:
  - i. the risks of exposure to COVID-19
  - ii. how to report an exposure to or symptoms of COVID-19
  - iii. safe procedures and instructions regarding proper hand washing, cough/sneezing etiquette, etc.
  - iv. Cohorts designations and areas
  - v. Movement of cohorts throughout the school.

- Staff will be informed of changes made to work policies, practices, and procedures due to the COVID-19 pandemic. During the daily check-in, updates will be provided when available.
- The health and safety measures in place prior to the pandemic are still in place.
- The administration will keep records of training meetings. Covid-19 related meetings are documented and minutes available in the staff room and the Principal's office.
- A bulletin board will be dedicated to sharing information with staff about policies and practices for COVID-19
- Signage will be posted around the school including wayfinding and effective hand washing practices. Signage will also be posted at the main entrance indicating who is restricted from entering the school including anyone with symptoms.

## **XI. Monitor the Workplace and Update Plans**

- As new information is provided, some of these protocols and guidelines may change and revisions will be posted.
- Steps will be taken to update policies and procedures and involve the staff in this process.
- All staff are asked to raise any safety concerns with the Principal.

### **Appendix A**

Music teachers will be provided with the Health & Safety Guidelines for Music Classes prepared by the BC Music Educators' Association, which are to be followed during Band and Choir classes.

Students may remove their masks temporarily for the purpose of playing a wind or brass instrument.

### **Appendix B**

Physical Health Education teachers and athletic coaches will be provided with the relevant pages from the Provincial K-12 Health & Safety Guidelines Revised February 4, 2021 for PHE classes and sports teams.

**Note:** All staff were provided with a refresher on the safety plan at the general staff meeting on January 4, 2021. They were provided with a summary of changes following the February 4 revision at the March 1 general staff meeting, and will be provided with a summary of changes following the March 30 revision at the April 12, 2021 general staff meeting.



# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

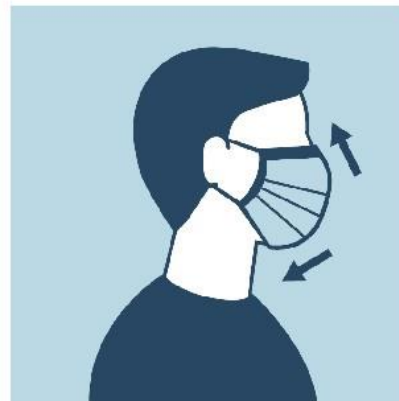
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



CS216530 06/10/2020 8:07 AM

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

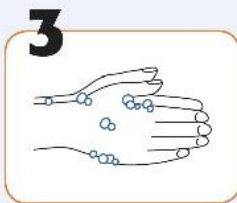
# CLEAN YOUR HANDS USING SOAP AND WATER



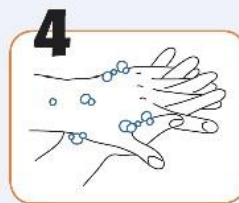
1  
Wet hands with warm water.



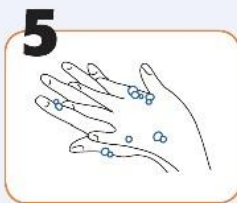
2  
Apply soap.



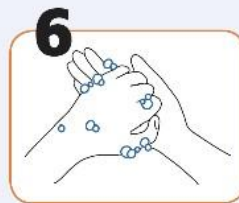
3  
Lather soap and rub hands palm to palm.



4  
Rub in between and around fingers and wrists.



5  
Rub back of each hand with palm of other hand.



6  
Rub nail beds of each hand in opposite palm.



7  
Rub each thumb clasped in opposite hand.



8  
After 15 to 20 seconds rinse thoroughly under running water.



9  
Pat hands dry with paper towel.



10  
Turn off water using paper towel.



11  
Your hands are now clean.

PRINTSHOP # 256524

