

# **Communicable Disease Plan 2021-2022**

**St. James & St. Ann's School**



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January 7, 2022

For more than 22 months, the COVID-19 pandemic has impacted our daily lives, including how we educate children in British Columbia. It is important to note that schools are low risk settings and that health and safety measures continue to be in place in alignment with Public Health guidance. In addition, we have used a compassionate and caring lens in our recovery planning, one that places people and their mental and social-emotional well-being at the centre, and that recognizes the importance of meeting students and staff where they are. We are One Family and we place our One Hope In Christ, whose personal love for each one of us humbles us and reminds us of our unity in being loved by the Lord. As we prepare to come back to school in January 2022 after our Christmas break, we would like to share the measures with you that will be followed at St. James & St. Ann's School. These revised measures will be in place for at least the month of January, and until the Order put in place by our Public Health Officer on December 31st, with the accompanying protocols from the BCCDC and the Ministry of Education, expires. Please carefully review all of these procedures, and if you have any questions or concerns, please contact the school by phone at 604-852-1788 or by email at [office@stjameselementary.ca](mailto:office@stjameselementary.ca).

### **Background to our 2021-2022 Communicable Disease Plan**

Children who reside in British Columbia are required by the *School Act* to take part in an educational program or course of studies. For the 2021-2022 school year, parents/caregivers will continue to have the choice to:

- enrol their child in a “brick and mortar” public, independent or First Nation school
- enrol their child in an online/distributed learning program offered by a public, independent school or First Nation school
- register their child for homeschooling prior to the start of the school year. With homeschooling, parents/caregivers are responsible for designing the educational program for their child and must register their child with either a public or independent school

Choice is one of the fundamental principles underpinning the independent school system, and while these options are shared with you in an effort to inform families, we certainly hope that you will remain confident that your child will have a safe and successful school year at St. James & St. Ann's School.

The creation of our Return to School Plan for the 2020-2021 school year was a large undertaking which involved the help of many staff members and parents, as well as consultations with other CISVA elementary schools and staff of our Superintendent's office. Using this as a framework, and following the requirements given to us by the Ministry of Health, the Ministry of Education and WorkSafe BC, what follows is our Communicable Disease Plan for the 2021-2022 school year.

Thank you to the staff members, and the members of our Regional Education Committee, who reviewed the draft document and gave invaluable input into the creation of this version of our plan. Please note that this Communicable Disease Plan will be updated as required, and all changes will be highlighted in yellow to make it easier for all those reading our Communicable

Disease Plan to know where any revisions have occurred. As things change with the pandemic, with the experience of the 2020-2021 school year, as well as the spring of 2020 when schools taught remotely, we are more than ready to pivot should the circumstances require this.

## ***Organizational Details***

### **Masks and School Supplies**

All staff members, visitors and students in Kindergarten to Grade 7 are required to wear masks at school in all indoor settings. It is important to note that masks must be on when entering the school building, as well as when students are walking down the hallways to exit the school building. As such, we ask all parents to supply each child with a minimum of two masks, which they must have at school each day. Masks should be made of three layers, and most importantly they should fit properly. If parents choose to have their child wear cloth masks, these used masks will be sent home at the end of each day to be washed, dried and returned to school the following day.

Your child's school supplies have been ordered by the school and will be on their desk when they come for the first day of school. Depending on the grade, some or all of the supplies will be labeled with your child's name at school, and some or all of the supplies will be sent home for you to help with the labeling. We would also ask that you purchase and send to school with each child a container of disinfecting wipes such as Lysol wipes, and a package of at least 10 disposable masks. While we know that it may be challenging to find these items, we do appreciate your assistance with providing these important supplies. These supplies will be kept at the school to use as needed. The school will also ensure that it keeps on site a small number of disposable masks for anyone who has forgotten their mask.

### **What Students Should Bring to School Each Day**

Students should come to school each day with the following items in their backpack:

- any supplies that they have taken home to complete their homework - pencil box, textbooks, notebooks and duotangs, etc., and of course their completed homework!
- a waterproof jacket suitable for the temperature, with a hood, as we will try and spend as much time learning outside as possible

While personal items may be brought to school, students are encouraged to not share items that come in contact with their mouth. Therefore, each student should also bring:

- a full water bottle - the water bottle filling station will be open, and students are encouraged to drink from their own water bottle
- a recess snack and a lunch - these should be in a package or container that your child can open by themselves. Please note that if your child requires any cutlery, this must be brought from home, as we will not be supplying any cutlery
- two masks

## **What to Wear Each Day**

The children will be required to come to school each day dressed in their school uniform. For more details about the school uniform, please see the Uniform Policy which can be found at the following link:

<https://www.stjameselementary.ca/wp-content/uploads/bsk-pdf-manager/k2021/08/Uniform-Policy-2021.pdf>. P.E. classes will be held for all students on Mondays, Tuesdays and Thursdays.

On Mondays and Tuesdays, students in Grade 3 - 7 will be required to change for P.E., so they must bring their P.E. strip or Thunderwear to school in their gym bag. Students in Grades 1 and 2 will start the year by only changing their gym shoes, but as they become more independent, they may move to changing into their gym shirt or shorts - this will be communicated to parents by the P.E. Teacher well in advance. On Thursdays, all students may come to school dressed in either their P.E. strip or their Thunderwear, as every Thursday will be Thunderwear Thursday. Your child can wear their Thunderwear on top of their P.E. shorts and t-shirt if they would like, or they can wear the Thunderwear in place of their P.E. shorts and t-shirt.

As we will once again be opening the windows in the classrooms as much as possible, weather permitting, to help with ventilation, your child may find that their Thunderwear hoodie is much warmer than their school sweater. If that is the case your child may wear their Thunderwear hoodie every day to keep warm. If your child does not have any Thunderwear, please contact the Principal to discuss alternatives. As stated above, students should also have a good waterproof jacket with a hood to accommodate outdoor learning in all grades.

## **Morning Procedures at Home**

As part of this Communicable Disease Plan, parents must assess their child daily for illness before sending them to school. As work is underway to update the K-12 Daily Health Check app for alignment with updated public health guidance, please use the BC COVID-19 app for your daily health checks: <https://bc.thrive.health>.

Please follow the direction given through your daily health check process, and if your child is feeling unwell they should remain at home. This is even more important now with the Omicron variant of COVID-19, as it is impossible to tell the difference between a cold, the flu and COVID-19.

## **Parents/Visitors**

We will once again be limiting visitors to the school to those who are supporting activities that are of benefit to student learning and wellbeing (i.e., teacher candidates, immunizers, meal program volunteers, SLPs, OTs, BIs, etc.). Those service providers will be required to:

- read and be familiar with this Communicable Disease Plan
- wear a non-medical mask, unless exempt from doing so
- complete a daily health check, prior to entering the school
- and sign in following our procedures, with their name, email address or phone number for contact tracing purposes.

If parents would like to come to the school to drop off a lunch or other item for their child, they may ring the bell and be buzzed into the school to drop off the item in the container that is by

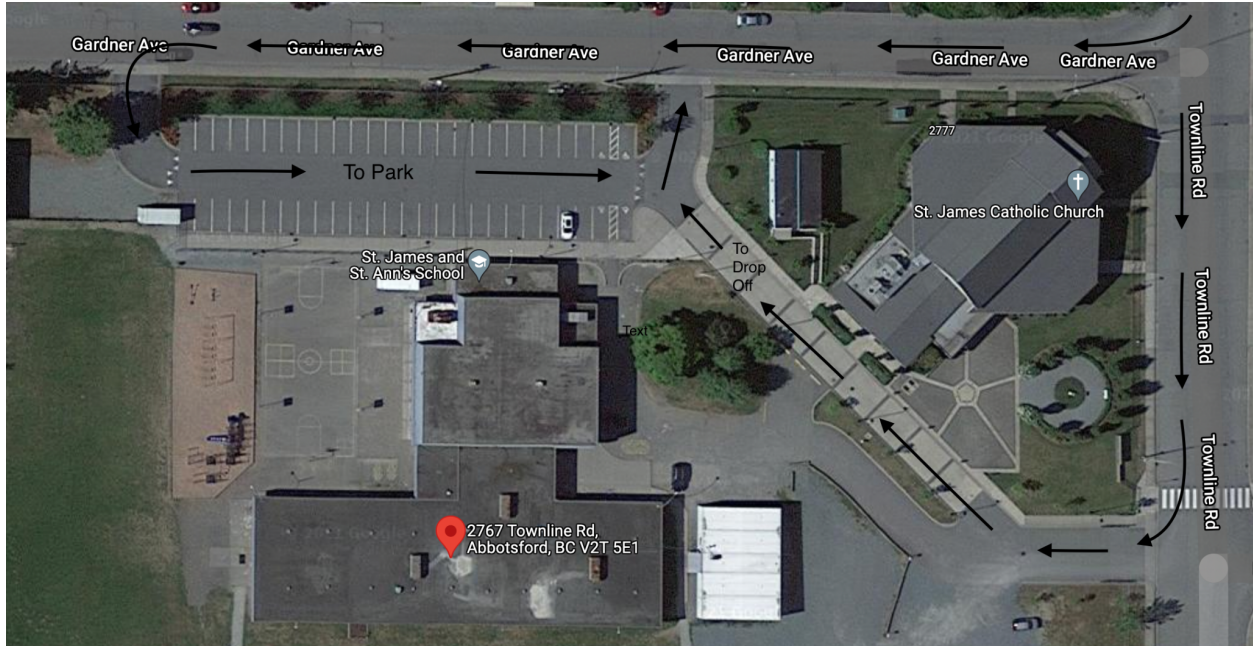
the front doors. If parents are picking their child up early from school, they simply need to walk to the front doors of the school, ring the buzzer, speak into the intercom and let us know who they are picking up. Their child's classroom will be contacted, and their child will be released to them at the front doors of the school. If parents are bringing a child to school after an appointment, or late, they can walk their child to the front doors, ring the buzzer and their child will be admitted to the school.

### **Morning Drop Off Procedures**

In order to assist with minimizing crowding around the school, we will be using a combination of "drop off" and "park and walk" procedures. Students may arrive at school beginning at 8:10am each morning. With 20 minutes to drop students off before school starts, and only one child admitted into the school at a time, we have observed a natural staggering process that occurs, and therefore we will be continuing on with this procedure. However, when students are dropped off before 8:10am this can lead to students gathering too closely together by the glass doors near Kindergarten. **Please do not drop your children off before 8:10am.**

When parents arrive at the school in the morning to drop off their children, please use the following procedures:

- use the one drop off lane, entering the fire lane from Townline Rd., pull up as close as possible to the old flag pole driving on the left side of the fire lane, and your children may exit your vehicle and walk to the school. You may then exit through the east gates of the parking lot onto Gardner Ave.
- park in the Parent Parking Lot, entering through the west gates and exiting through the east gates, walk their children to the cement sidewalk in the Parent Parking Lot, and then their children can walk to the school from there. Please note that for the month of January, or until these revised protocols expire, parents must remain on the sidewalk along the Parent Parking Lot
- park their vehicle on Gardner Ave., and walk across the street to wait on the church side of the sidewalk, and their children will be directed by the supervisor to walk across the drop off lane when it is safe to do so
- park their vehicle on Townline Rd., and walk to the edge of the staff parking lot on the east side of the portable. Their children can then continue on towards the school
- students should go directly to their assigned entry door
- parents, if using the drop off lane, please practise having your child exit your vehicle without your assistance, as parents need to remain in their vehicles so that the line moves quickly through the drop off area. Students should already have their jackets on, with their backpacks near them, so they can exit the vehicle as quickly as possible
- **there is to be absolutely no passing vehicles in the drop off lane**
- students who arrive by bus will walk directly to the entry door that has been assigned to their class
- students who arrive after the 8:30am bell must come to the front doors of the school to receive a late slip, and should then walk directly to their classroom



## End of the Day Pick Up Procedures

When students are dismissed from the school each day they will line up in family groups in their designated waiting area at the front of the school. This will be organized alphabetically and the children will wait in their designated area for their parents to pick them up. While the current procedure will continue to be followed, we will be spreading the cones out farther to create more distance between the lines, and would ask the children to remain in their line up until they are picked up, or walked over to SJB to meet older siblings. We will also have children wear their masks while lined up at the cones, as there is a large number of people in a small area.

In the afternoon parents may do the following:

- use the pick up lane, entering the fire lane from Townline Rd., pull up as close as possible to the old flag pole, driving on the left side of the fire lane, and your children will then be called by a supervisor to enter your vehicle - you would then exit through the east gates onto Gardner Ave.
- park their vehicle in the Parent Parking Lot, walk to the cement sidewalk along the Parent Parking Lot, and their children will be dismissed by a supervisor. Only staff members and students may be in the waiting area in front of the school
- park their vehicle on Gardner Ave., and walk across the street to wait on the church side of the sidewalk, and their children will be directed by the supervisor to meet them there, when it is safe for them to cross the pick up lane
- OR, park their vehicle on Townline Rd., and walk to the edge of the staff parking lot on the east side of the portable. Their children will be dismissed to them by a supervisor



- when using the pick up lane, please ensure that you do not block any driveways on Townline Rd., and please do not block Gardner Ave.
- when joining the line of traffic on Townline Rd., please ensure that you are not cutting in the line - people may be stopped on Townline Rd. on the north side of Gardner Ave., intentionally leaving a gap so they are not blocking Gardner Ave. - check for vehicles with their right signal light on

In the afternoon the students will do the following:

- be lined up outside the front of the school on the grass area by 2:30pm
- enter their vehicle when it is in the area between the red delineator and the old white flag pole. If your vehicle is not in this area, your child may not enter your vehicle until you pull up to the designated area

Please note the following:

- parents, please practise having your child enter your vehicle without your assistance, as parents **need to remain in their vehicles** so that the line moves quickly through the pick up area. If your children are still in a booster seat, or they need your help with their seat belt, please consider parking in the Parent Parking lot
- if you are at the front of the line and your child is not outside, we will direct you to park in the Parent Parking Lot. **Please follow the direction of staff supervisors, as they are working hard to ensure the lane flows smoothly, and that your children are safe**
- **there is to be absolutely no passing vehicles in the pick up lane**
- all vehicles will exit through the east gates onto Gardner Ave. following the direction of the supervisor
- vehicles that have been parked will also exit through the east gates onto Gardner Ave.
- those students who ride the SJB school buses will follow the procedures outlined to them by the Bus Supervisor

**With the Omicron variant of COVID-19 it is imperative that the following procedures are adhered to:**

- students will remain in their line up until they are picked up by their parents
- parents are encouraged to pick up their children and not gather in the parking lot for social purposes
- even though we are outside, when parents are parked and walking to pick up their children, we ask you to wear a mask as there are a large number of people in a small area, and physical distancing may not always be possible

**We would ask that parents do not use the St. James Parish parking lot, or our staff parking lot to park either before or after school. Staff at the school begin and end their day at various times, and there is just enough parking for the staff. When parents park in the staff parking lot, this makes it challenging for staff members to start their day on time, or leave when their work day has ended. The St. James Parish parking lot is for parishioners only, who are attending the**

morning Mass. There are not many parking spaces for the parishioners in this lot, and we want to ensure that they have the parking that they need.

Please note that the procedures above do not apply to those families who have children with exceptionalities, where there is a special procedure that has been put in place by the school with the family.

### **School Buses**

We are happy to let you know that as in previous years, students from St. James & St. Ann's School may ride the St. John Brebeuf (SJB) school buses if there is space available on the route that you are looking for. Parents are asked to contact SJB directly at 604-855-0571 to inquire about the cost of riding the bus as well as the availability of space for their children. Please note that SJB and the bus company that they contract **will be following all required cleaning procedures**, as well as implementing health and safety protocols that must be followed, such as:

- all students will be required to wear non-medical masks or face coverings
- non-medical masks or face coverings should be put on before loading
- parents and caregivers must complete a daily health check with their child before sending them to school. If a child is sick, they must not take the bus
- students should clean their hands before and after taking the bus
- passengers should be spread out if empty seats are available
- windows should be opened when the weather permits
- respiratory etiquette should be practised while on the bus

If there are any concerns regarding this, please contact SJB directly.

### **Mask Use at School - Exceptions for Staff, Students and Visitors**

The requirements for mask use at schools by staff, students and visitors may change over time based on the guidance of our Public Health Officer and the requirements of the Ministry of Education. Therefore, wherever mask use is mentioned in this document **it does not apply** to staff, students and visitors in the following circumstances:

- to a person who cannot tolerate wearing a mask for health or behavioural reasons
- to a person who is unable to put on or remove a mask without the assistance of another person
- if the mask is removed temporarily for the purposes of identifying the person wearing it
- if the mask is removed temporarily to engage in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument, engaging in high-intensity physical activity, etc.)
- if a person is eating or drinking
- if a person is behind a barrier, or
- while providing a service to a person with a disability or diverse ability where visual cues, facial expressions and/or lip reading/movements is important



Schools must not require a health-care provider note (i.e. doctor's note) to confirm if staff, students or visitors cannot wear a mask, and no student should be prevented from attending or fully participating at school if they do not wear a mask.

Please note that the school will work with those with mask exemptions, or their parents, to explore potential strategies to reinforce and enhance other safety measures by following the [COVID-19 Planning Resource: Mask Exemptions](#).

## ***Curriculum, Programs and Activities***

All teaching and learning in the classrooms, as well as all school programs and activities must be carried out in a manner that is in alignment with the Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings. As such, please note the following:

### **Sports/Clubs:**

Intra- and inter-school programs, activities (e.g. intramurals, sports team practices, games), sports academies and events can continue in alignment with the following guidance:

- requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events
- masks are worn by K-12 staff, other adults and all students when they are indoors and a barrier is not present
  - students are not required to wear masks during high-intensity sport activities (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to students' personal choice. Staff are encouraged to move high-intensity sport activities outdoors whenever possible
  - for low intensity sport activities (e.g. stretching, golf) students are required to wear masks when they are indoors and a barrier is not present
- use all available space to spread students and staff out as much as possible

Shared equipment can be used, provided it is cleaned and disinfected following the guidelines for schools:

- students should be encouraged to practise proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports game using a shared ball), as well as proper respiratory etiquette
- equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses

Sports activities should be held outside whenever possible.

At this time, there will be no spectators allowed at any sports games, and tournaments are either cancelled or postponed.

All other clubs or extracurricular activities can occur in alignment with the guidelines in this document, and the requirements of relevant local, regional and provincial public health recommendations and Orders for community gatherings and events.

### **Parent Participation**

The Parent Participation program is able to operate with one exception. Unfortunately we will not be able to offer the One to One Reading program this year. For those parents assigned to this program, please contact the Parent Participation Administrator by email at [participation@stjameselementary.ca](mailto:participation@stjameselementary.ca), or contact the school directly at [office@stjameselementary.ca](mailto:office@stjameselementary.ca).

### **Hot Lunch**

Our Hot Lunch program will continue, starting on the first Tuesday in October. Food will be provided by restaurants with the exception of the second Tuesday of each month where hotdogs will be cooked by parents in the Hot Lunch Parent Participation group. One member of this group on site must have their Food Safe Level 1 certification. Please watch for the first Hot Lunch form to come home with students by the middle of September.

### **Recess/Lunch**

Following the Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, we have slowly transitioned from having the students play in separate areas, to once again playing in areas of their choosing on our school playground. However, for organizational purposes, we have scheduled times for classes to play on the Playground structure, as well as in the GaGa Ball Pits. Students will be required to either wash their hands or use hand sanitizer before going outside for recess/lunch, and when they come inside from recess/lunch.

### **Physical and Health Education**

P.E. classes will go ahead with the following guidelines:

- students and staff will be spread out within available space, and outdoor activities and programs will be encouraged as much as possible
- staff and students in Kindergarten to Grade 7 are required to wear masks during PE when they are indoors and a barrier is not present
  - students are not required to wear masks during high-intensity physical activities (e.g. stationary bike, weightlifting, basketball, soccer); mask use during these activities is left to students' personal choice. Staff are encouraged to move high-intensity sport activities outdoors whenever possible
  - for low intensity sport activities (e.g. stretching, golf) students are required to wear masks when they are indoors and a barrier is not present

Shared equipment can be used, provided it is cleaned and disinfected following the guidelines for schools:

- students should be encouraged to practise proper hand hygiene before and after using frequently touched pieces of equipment (e.g. before and after a sports

game using a shared ball), as well as follow proper respiratory etiquette (cough and sneeze into their elbow, sleeve, or a tissue; throw away used tissues and immediately perform hand hygiene)

- equipment that touches the mouth (e.g. water bottles) should not be shared unless cleaned and disinfected in between uses

### **Field Trips**

When planning field trips, all existing school policies and procedures must be followed, including:

- for transportation, including school bus transportation, public transit and carpooling:
  - students in Kindergarten to Grade 7 are required to wear non-medical masks or face coverings when they are on the bus
  - non-medical masks or face coverings should be put on before loading the bus
  - students should clean their hands before and after taking the bus
  - if carpooling:
    - vehicle occupants should be spread out as much as possible
    - you should travel with the same people whenever possible
    - the driver should set the vehicle's ventilation to bring in fresh outside air instead of recirculating the air
    - the windows should be open when the weather allows
    - hands should be cleaned before and after trips
    - frequently touched surfaces should be cleaned regularly
    - students in Kindergarten to Grade 7 are required to wear masks while carpooling, if they are not with members of the same household
- schools must ensure that the parent supervisors are trained in and strictly adhere to required health and safety guidelines
- field trips must align with relevant local, regional, provincial and federal public health recommendations and Orders

Please note that the carpooling guidelines above also relate to carpooling for the purposes of coming to school, and going home from school.

### **Music Programs**

Music will be taught by a Music Specialist Teacher to the students in Kindergarten - Grade 4. The Music Program will follow these guidelines:

- all staff and students in Kindergarten to Grade 7 must wear masks when indoors and a barrier is not present. Masks can be temporarily removed while engaging in an educational activity that cannot be performed while wearing a mask (e.g. playing a wind instrument), but must be worn while singing
- shared equipment should be cleaned and disinfected as per the guidelines for schools and students should be encouraged to practise proper hand hygiene before and after music equipment use

- equipment that touches the mouth (e.g. instrument mouth pieces) should not be shared unless cleaned and disinfected in between uses

At this time, Hymn Sing will be temporarily suspended and replaced with a virtual listening and response program.

### **Outdoor Education - Grade 7**

At this time, the BCCDC is allowing overnight camps to take place. However, camps must have a COVID-19 Safety Plan in place, masks must be worn in all indoor public spaces, respiratory etiquette and hand hygiene practices must be followed, and students must stay home if sick. As such, our Outdoor Education trip to Camp Zajac, which is scheduled to take place on May 11th and 12th, will be going ahead unless there is a Public Health Order in place at that time which prevents our trip from taking place. If this did happen, an alternate activity or activities would be planned that capture some of the favourite moments of Outdoor Education including staying up late, playing Predator/Prey, eating camp-style food, etc. Monies collected from parents that are not used for an Outdoor Education experience will be refunded to parents before the end of the school year.

### **Library**

At this time, there is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing/return of books or paper-based educational resources to students because of COVID-19. Laminated or glossy paper-based products (e.g. books, magazines, worksheets, etc.) and items with plastic covers (e.g. DVDs) are low risk items. Regular book browsing and circulation processes can occur as normal. There is no need to clean, disinfect or quarantine these items for any period of time. The students from Kindergarten to Grade 3 will have a regular time once each week to check books out from the Library. Students in Grades 4-7 will have opportunities to visit the Library and check books out, if they would like to do so.

### **School Gatherings - Assemblies/Hymn Sing/School Masses**

Activities which would normally involve the whole school, such as assemblies, Hymn Sing and our monthly school Masses, must adhere to the guidelines in place for schools. As such, we will follow these procedures:

Assemblies:

- for the duration of this Public Health Order, assemblies will be held virtually

Hymn Sing:

- for the duration of this Public Health Order, Hymn Sing will be replaced by a music listening program that will be done virtually

School Masses:

- as our January Mass was canceled due to in-person learning being postponed until January 10th, we are seeking further clarification from our Superintendent's Office before determining what will happen for future school Masses

## ***Communication Plan***

As the directives from the Public Health Officer, the Ministry of Education or WorkSafe BC change, the school will communicate as follows:

### **For Parents:**

- communication will begin with the Communicable Disease Plan being emailed to all parents, as well as posted on the school's website - this can be accessed from the front page of the website
- weekly communication will be done through our electronic newsletter, the Thunder News Flash, which is emailed to parents every Saturday morning
- if there are important announcements or information that parents need to be made aware of before the next Thunder News Flash is sent out, parents will receive this information by email either from the school office or the principal
- please ensure that you mark the following email addresses as "not spam or junk" - [office@stjameselementary.ca](mailto:office@stjameselementary.ca) and [principal@stjameselementary.ca](mailto:principal@stjameselementary.ca)
- if there is information that is specific to a particular grade, this will likely come from the Classroom Teacher via email, or be posted on the homework site that is specific to each grade on the school's website, or on Google Classroom
- if there is information that is of an urgent nature, the school may choose to activate the Emergency Phone Tree, where volunteer parents will call school families. This could be the process used to contact all families quickly, should a Functional Closure of the school need to occur due to staff illness and the inability to operate the school in a safe manner
- any information that is related to contact tracing in the event of a case of COVID-19 will come directly from Public Health unless the school is directed by Public Health to release information
- please note that all emails sent to parents will be marked as either "For Information Only" or "For Action"

### **For School Staff:**

School Staff are informed of changes through a variety of methods including:

- emails
- regularly scheduled staff meetings, or extraordinary staff meetings as required, with the minutes posted to the Google Drive and shared with all staff

- phone calls through the use of our Phone Tree for messages that are of an immediate nature

## ***Health and Safety***

Infection prevention and exposure control measures (prevention measures) help create low-risk environments by reducing the spread of communicable diseases such as COVID-19. These are more effective in controlled environments, like schools, where multiple measures of various effectiveness can be carried out routinely and implemented consistently.

Infection prevention and exposure control measures come in five levels, with the first being the more effective, to the fifth, which is less effective. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced:

<b>Public Health Measures</b>	
Includes vaccination, orders from the Provincial Health Officer or local Medical Health Officer, testing and contact tracing	<p>Practices in place at St. James &amp; St. Ann's School to support Public Health Measures:</p> <ul style="list-style-type: none"> <li>• information regarding vaccination will be sent to staff and parents as required by Public Health</li> <li>• the Principal is responsible for regularly monitoring and reviewing the communicable disease-related information that is provided by our regional Medical Health Officer and the Provincial Health Officer. This includes all orders, guidelines, notices and recommendations that are issued by them. This information, as well as information from our Superintendent's Office is regularly communicated to staff to understand and minimize risk for communicable disease transmission</li> <li>• daily attendance records for staff, students and visitors are maintained, with contact information as appropriate for contact tracing purposes - these records are kept for a minimum of 45 days</li> <li>• accurate class seating charts are maintained</li> <li>• if requested by Public Health, notification letters will be distributed to those identified by Public Health</li> </ul>

<b>Environmental Measures</b>	
Includes ventilation, cleaning and disinfection	Practices in place at St. James & St. Ann's School to support Environmental Measures:



<p>procedures and learning space configuration</p>	<ul style="list-style-type: none"> <li>● our mechanical contractor, Modern Systems Management, will service our HVAC system twice a year to ensure everything is working properly</li> <li>● staff will be encouraged to keep windows open, if weather permits, and take the learning outside when possible</li> <li>● during times of excessive heat, windows would be open in the morning, but closed with the blinds drawn when the outside temperature rises; students would be taken outside to learn in shady areas; fans would be used to move air from high to low areas in learning spaces; if necessary the school would be closed</li> <li>● during times of poor air quality, windows and doors would be closed, and outdoor time would be reduced to lessen exposure</li> <li>● our janitorial contractor, Asayo Industrial Services, provides cleaning and disinfection services to the school each evening including but not limited to: <ul style="list-style-type: none"> <li>○ cleaning surfaces touched by a few people once a day</li> <li>○ cleaning and disinfecting frequently touched surfaces once a day (these include items used by larger numbers of students and staff, including door knobs, light switches, water fountains, faucet handles and toilet handles)</li> <li>○ ensuring all hand sanitizer stations, soap dispensers, paper towel dispensers, toilet paper dispensers and classroom spray bottles are full for the start of each day</li> <li>○ emptying all garbage containers daily</li> <li>○ all classroom floors will be swept with a dust mop, the floors washed with a disinfectant water and all carpeted areas will be vacuumed</li> <li>○ all hallways will be vacuumed, and walls will be spot washed with a disinfectant water</li> <li>○ all offices and the staffroom will be vacuumed and all contact points will be disinfected</li> <li>○ in addition an electrostatic machine will be used twice a week in the school to spray a disinfectant through the building</li> </ul> </li> <li>● during the school day, school staff will: <ul style="list-style-type: none"> <li>○ ensure the student desks are rinsed with water to remove any disinfectant residue before the students eat on their desks</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ clean and disinfect frequently touched surfaces when they are visibly dirty</li> <li>○ clean and disinfect any surfaces a person's bodily fluids have contacted after they have displayed symptoms of illness during the school day</li> <li>○ disinfect any shared equipment such as computer keyboards and tablets, Science equipment, sports equipment, etc., daily</li> <li>● learning spaces will be reviewed by staff members, and any furniture that is not crucial to student learning will be removed to provide more space to spread out in the classrooms</li> <li>● desks will be reconfigured so that students are all facing in one direction (no face-to-face configurations) and the desk arrangement will remain the same throughout the month of January</li> </ul>
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Administrative Measures	
Includes space arrangement, communications to staff, students and families, visitor policies and staff-only gatherings	<p>Practices in place at St. James &amp; St. Ann's School to support Public Health Measures:</p> <ul style="list-style-type: none"> <li>● Gatherings and Events: <ul style="list-style-type: none"> <li>○ school extracurricular and social gatherings and events (including those occurring within and between schools) are in line with those permitted as per relevant local, regional, Provincial and Federal health recommendations and Orders - see the sections on Sports and Clubs; Assemblies/Hymn Sing/Masses in this plan</li> <li>○ all staff meetings will be held virtually</li> </ul> </li> <li>● Space Arrangement: <ul style="list-style-type: none"> <li>○ all available space is used so that activities can be carried out indoors without involuntary physical contact</li> <li>○ wall markings are used to direct traffic flow</li> <li>○ during breaks and other unstructured time in indoor settings, strategies are in place in classrooms to ensure there is enough space available to prevent involuntary physical contact</li> <li>○ when students are entering the school in the morning, after recess and after lunch, the outside supervisor will let one class at a time come into</li> </ul> </li> </ul>

	<p>the school beginning with Kindergarten. Grade 5 will enter through the outside door of the classroom, while Grade 6 and 7 will walk around the south side of the school to go to the portable. These procedures will reduce congestion in the hallway</p> <ul style="list-style-type: none"> <li>○ when students are going outside for recess and lunch, Kindergarten and Grade 1 will exit the school a few minutes before the bell rings, again to avoid congestion in the hallway</li> <li>○ only one class at a time should be walking through the hallways as they enter or exit the school</li> </ul> <ul style="list-style-type: none"> <li>● Visitors, including Itinerant Staff, TOCs, Parents and Others: <ul style="list-style-type: none"> <li>○ our Communicable Disease Plan will be made available for all visitors to read on our website, it will be emailed to all parents, and a paper copy will be available at the entrance to the school</li> <li>○ our sign-in procedure and requirement for a daily health check will be communicated to visitors through signage on the front door of the school</li> <li>○ see the section on Visitors in this plan</li> </ul> </li> <li>● Curriculum, Programs and Activities: <ul style="list-style-type: none"> <li>○ prevention practices specific to Music, Physical Education and Library are in place - please see these sections in this plan</li> </ul> </li> <li>● Bus Transportation: <ul style="list-style-type: none"> <li>○ prevention practices specific to riding buses are in place - please see the section on field trips in this plan</li> </ul> </li> <li>● Food Services: <ul style="list-style-type: none"> <li>○ all food services such as Hot Lunch and fundraisers follow all Public Health requirements - please see the section on Hot Lunch in this plan</li> </ul> </li> <li>● Community Use of Schools: <ul style="list-style-type: none"> <li>○ at this time the use of the school will be limited to activities that are school or Parish related only</li> </ul> </li> <li>● Water Sources: <ul style="list-style-type: none"> <li>○ drinking water is available to the students, although they are encouraged to bring a full water bottle from home, and refill it using the water bottle filling station</li> </ul> </li> </ul>
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Personal Measures	
Includes respecting personal space, staying home when sick and hand hygiene	<p>Practices in place at St. James &amp; St. Ann's School to support Public Health Measures:</p> <ul style="list-style-type: none"> <li>● Daily Health Checks: <ul style="list-style-type: none"> <li>○ staff, parents and students are regularly reminded of their responsibilities to complete a Daily Health Check - please see the section on Morning Procedures at Home in this plan</li> </ul> </li> <li>● Stay Home When Sick/What To Do When Sick: <ul style="list-style-type: none"> <li>○ staff and students are regularly reminded to stay home when sick - please see Appendix A in this plan</li> </ul> </li> <li>● Symptoms Develop at School: <ul style="list-style-type: none"> <li>○ practices are in place to respond when a staff member or student develops symptoms of illness while at school - please see Appendix B in this plan</li> </ul> </li> <li>● Returning to School After Illness: <ul style="list-style-type: none"> <li>○ a doctor's note is not required to confirm the health status of any individual, unless medical accommodations are required</li> </ul> </li> <li>● Hand Hygiene and Respiratory Etiquette: <ul style="list-style-type: none"> <li>○ hand sanitizing stations are located throughout the school and in each classroom</li> <li>○ sinks are located in the Grade 4 classroom, the Kindergarten classroom, the student bathrooms and the handicapped bathroom</li> <li>○ staff and students are instructed how and when to practise hand hygiene and respiratory etiquette - this will be reviewed with the students in January</li> <li>○ for more information on hand hygiene, please see Appendix C</li> </ul> </li> </ul>

Personal Protective Equipment	
Includes masks when recommended	<p>Practices in place at St. James &amp; St. Ann's School to support Public Health Measures:</p> <ul style="list-style-type: none"> <li>● staff, visitors and students in Kindergarten - Grade 7 are required to wear a non-medical mask or face covering -</li> </ul>

	<p>please see the section on masks in this plan</p> <ul style="list-style-type: none"> <li>• parents are asked to provide their child with a minimum of two masks each day which are made of three layers and fit properly. Parents are also asked to supply a package of 10 disposable masks in case their child forgets their mask, or their mask gets wet or dirty</li> <li>• disposable masks are also provided by the school for anyone who has forgotten theirs</li> <li>• gloves are available for staff to use, especially if cleaning up bodily fluids</li> <li>• face shields have been provided for staff if they request them</li> </ul>
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## Appendix A

### WHAT TO DO WHEN SICK

Students, staff or other adults should stay at home when sick, as this is one of the most important ways to reduce the introduction to and the spread of COVID-19 in schools. The following resources provide guidance regarding specific symptoms of illness:

- Parents/caregivers and students can use the BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health>
- Staff and other adults can refer to the BCCDC's "When to get tested for COVID-19": <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/when-to-get-a-covid-19-test>

If guidance from any of these sources does not recommend getting tested or a health care assessment - stay home until symptoms improve and you feel well enough to participate in all school-related activities.

If guidance from any of these sources does recommend getting tested - stay home until the test results are received.

If test results are negative, you can return to school when symptoms improve and you feel well enough to participate in all school-related activities.

If the test results are positive, follow the health authority direction on when to return to school.



## Appendix B

### IF SYMPTOMS DEVELOP AT SCHOOL

If a staff member, student or other person develops symptoms of illness at school:

1. Provide the student/staff with a mask if they don't have one (exceptions should be made for students and staff who cannot wear masks for health or behavioural reasons, or if the person is experiencing gastrointestinal symptoms and are at risk of vomiting).
2. Provide the student/staff with a space where they can wait comfortably that is separated from others:
  - a. Younger children must be supervised when separated. Supervising staff should wear a non-medical mask and face shield if they are unable to maintain physical distance, avoid touching bodily fluids as much as possible, and practise diligent hand hygiene
3. Make arrangements for the student/staff to go home as soon as possible (e.g., contact student's parent/caregiver for pick-up)
4. Clean and disinfect the areas the student/staff used:
  - a. staff responsible for facility cleaning should clean and disinfect the surfaces/equipment which the person's bodily fluids may have been in contact with while they were ill (e.g., their desk in a classroom, the bathroom stall they used, etc.) prior to the surfaces/equipment being used by others
  - b. cleaning/disinfecting the entire room the person was in (a "terminal" clean) is not required in these circumstances
5. Request that the student seek guidance regarding testing for COVID-19 (<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/when-to-get-a-covid-19-test>), and stay home until symptoms have improved and they feel well enough to participate in all school-related activities

Some students may arrive at school sick, and/or unable to be picked up immediately, due to many reasons, including a lack of available childcare. Following the steps outlined above helps ensure there is not a significant risk of illness to others, including those who are supporting them while they are ill.

## Appendix C

### WHEN TO PERFORM HAND HYGIENE AT SCHOOL

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