

Communicable Disease Plan 2021-2022

St. James & St. Ann's School



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March 23, 2022 (effective March 14, 2022)

For almost two years, 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 after Spring Break, we would like to share with you the measures that will be followed at St. James & St. Ann's School. These revised measures will be in place until there are any further changes required of schools by our Public Health Officer, the BCCDC or the Ministry of Education. 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.

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 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 BCCDC, the Ministry of Education and WorkSafe BC, what follows is our Communicable Disease Plan for the 2021-2022 school year.

Please note that this revision of our plan has significant changes, both in terms of content and organization, and as such staff, parents and visitors to the school may want to refer to previous versions of this document to help them gain a full understanding of the measures in place at the

school. Changes in either content or organization are once again highlighted in yellow to assist those reading this plan.

Infection Prevention & Exposure Control Measures

Infection prevention and exposure control measures (also called communicable disease measures or health and safety measures) help create safe environments by reducing the spread of communicable diseases like COVID-19. The hierarchy for infection prevention and exposure control measures for communicable diseases describes measures that should be taken to reduce the transmission of COVID-19 in schools. Control measures that come first are more effective and protective than those that come last. These are:

1. Public Health Measures - includes vaccination, orders from the Provincial Health Officer or local Medical Health Officer, and testing
2. Environmental Measures - includes ventilation and cleaning and disinfection
3. Administrative Measures - includes space arrangement, communications to staff, students and families, and visitor policies
4. Personal Measures - includes respecting personal space, staying home when sick, ensuring immunizations are up to date and hand hygiene
5. Personal Protective Equipment - includes choosing to wear a mask

Schools are considered safe settings as there are consistent groupings of people, and policies for dealing with illness as well as practices for things like hand hygiene and respiratory etiquette can routinely be implemented in schools.

Supportive School Environments

Schools are environments where students can be supported to practise personal preventive measures. This can be done by modelling these practices, by sharing reliable information, and by using visual aids such as floor markings and signage. At St. James & St. Ann's School, signs are posted throughout the school to remind students about proper hand hygiene and respiratory etiquette, and directional arrows are used to indicate the correct direction for traffic to flow throughout the hallways.

Students, staff and other adults entering the school building may choose to wear masks, face shields or use other personal protective equipment in the school, and those choices must be respected. As such, the school will keep a supply of non-medical masks on hand for those who have forgotten theirs, but would like to wear one.

In addition, school activities and times when staff and students interact with others will be planned with considerations around respecting others' personal space.

Vaccines

Vaccination protects from serious illness due to COVID-19 and is the most effective way to reduce the impact of COVID-19 on our communities. The BCCDC strongly recommends adults interacting with children be fully vaccinated. More information from the BCCDC regarding COVID-19 vaccines can be found at:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/covid-19-vaccine>.

Space Arrangement

Schools can once again return to having classrooms organized in ways that best meet learner needs, as well as preferred educational approaches. This **could** look like having students in rows, pairs or groups, with configurations changing as required. However, it is still important to do the following:

- reinforce the importance of respecting others' personal space - the use of visual supports, signage, prompts and modelling should be used as necessary
- use available space to spread people out, both in learning environments and for gatherings and events, where possible
- prevent crowding at pick-up and drop-off times
- take students outside more often, where and when possible
- manage the flow of people in common areas, including hallways. At St. James & St. Ann's School, we use the following procedures:
 - 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 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
 - 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
 - only one class at a time should be walking through the hallways as they enter or exit the school

School Gatherings and Events

For school gatherings and events that bring together multiple classes or other groupings of students (e.g. school assemblies, etc.) from the same school (but members of the school community beyond staff, students and necessary volunteers **are not attending**), there is not a specific capacity limit. However, staff who are planning gatherings or events should take into consideration people's comfort levels regarding personal space, and use all available space to spread people out as much as possible.

While the Gatherings and Events Order remains in effect, indoor school extracurricular and social gatherings and events that bring together members of the school community beyond staff, students and necessary volunteers (e.g., an arts club performance, community fair, etc.) or that occur between schools, should not exceed 50 people or 50% operating capacity (whichever is greater) and proof of vaccination requirements **should not** be implemented.

When the Gatherings and Events Order requiring proof of vaccination for community-led gatherings and events is lifted (likely on April 7th), all school gatherings and events can return to 100% capacity.

Daily Practices at School

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

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.

Supporting Students With Disabilities/Diverse Abilities - Guidelines for Staff

Those providing health or education services that require being in close proximity to a student should follow their standard risk assessment methods to determine what PPE is needed for general communicable disease prevention in accordance with routine practices. Additional personal protective equipment is not required beyond that used in their regular course of work (e.g. gloves for toileting).

Those providing health services in schools (e.g. SLP, OT, etc.) may be receiving different guidance related to PPE from their regulatory college or employer. Health service providers are encouraged to work with their employer to confirm what PPE is recommended for the services they provide in school settings.

Parents and caregivers of children who are considered at higher risk of severe illness due to COVID-19 are encouraged to consult with their health care provider to determine their child's level of risk. Students are not required to wear a mask or face covering when receiving services, though may continue to based on their or their parent/caregiver's personal choice.

Student Transportation

Buses

When using a school bus for transportation:

- bus drivers, teachers and students in Kindergarten to Grade 12 may choose to wear masks or face coverings when they are on the bus
- parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. **If a child is sick, they must not take the bus or go to school**
- students should clean their hands before and after taking the bus
- passengers should be spread out if empty seats are available
- windows should be open, when the weather permits
- bus drivers and students should be encouraged to practise respiratory etiquette

Cleaning and Disinfecting

Regular cleaning and disinfection are essential to prevent the transmission of COVID-19 from contaminated objects and surfaces. Following the requirements found in the Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, at St. James & St. Ann's School our janitorial contractor, Asayo Industrial Services, provides cleaning and disinfection services to the school each evening including but not limited to:

- cleaning surfaces touched by a few people once a day
- 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)
- 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
- emptying all garbage containers daily
- all classroom floors will be swept with a dust mop, the floors washed with a disinfectant water and all carpeted areas will be vacuumed
- all hallways will be vacuumed, and walls will be spot washed with a disinfectant water
- all offices and the staffroom will be vacuumed and all contact points will be disinfected
- in addition an electrostatic machine will be used twice a week in the school to spray a disinfectant through the building

During the school day, school staff will:

- ensure the student desks are rinsed with water to remove any disinfectant residue before the students eat on their desks
- clean and disinfect frequently touched surfaces when they are visibly dirty
- clean and disinfect any surfaces a person's bodily fluids have contacted after they have displayed symptoms of illness during the school day
- disinfect any shared equipment such as computer keyboards and tablets, Science equipment, sports equipment, etc., daily

Bodily Fluids

When dealing with bodily fluids (e.g. runny nose, vomit, blood, stool, urine), the following procedures will be adhered to:

- wear disposable gloves
- wash hands before wearing and after removing gloves

Parent/Visitor Access to the School

Visitors to the school, including parents, should do the following before entering the school:

- read and be familiar with this Communicable Disease Plan, and
- complete a daily health check, prior to entering the school

When arriving at the school, parents and other visitors should ring the bell and be buzzed into the school, and then check in at the school office. If they are dropping off an item, these can be placed in the container by the office. If parents are picking their child up early from school, they can come to the office, their child's classroom will be contacted, and their child will meet them at the office. 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. If parents or other visitors are coming to the school for a meeting or to provide a service, they can follow the procedure above, sign in at the school office with their name and time, and proceed to the area of their meeting/where they are providing their service. Parents or service providers will record the time that they leave the school at the school office, for safety reasons.

Morning Drop Off Procedures

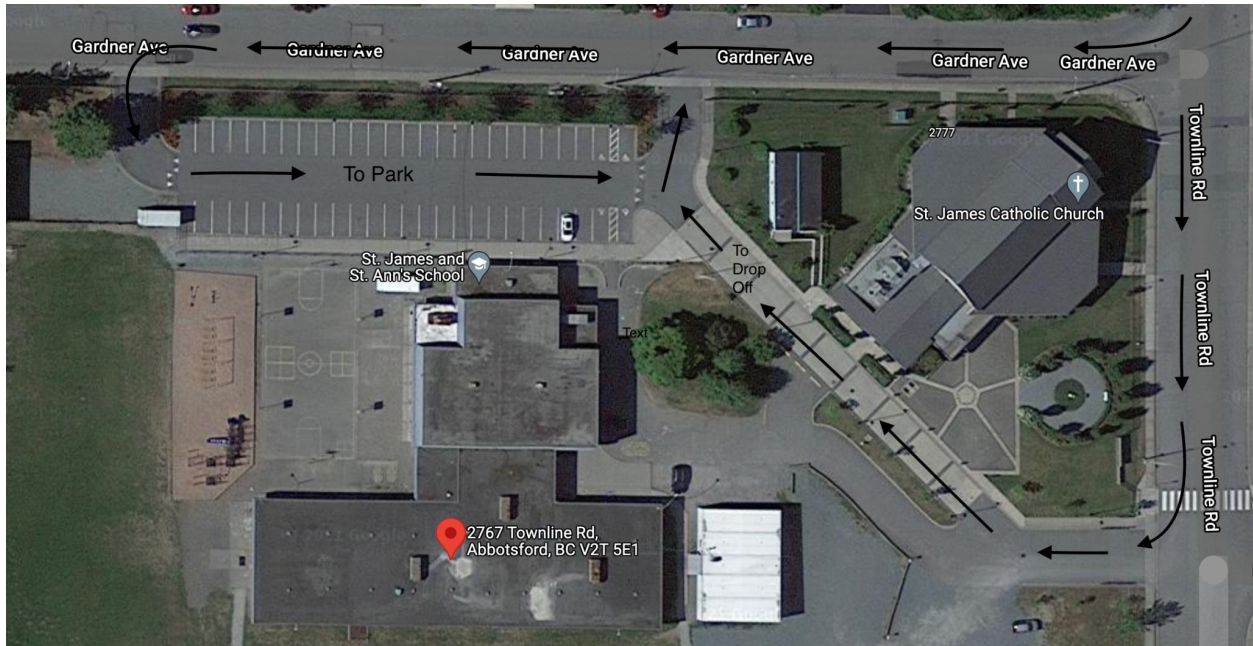
In order to assist with minimizing crowding around the school, we will be using a combination of "drop off" and "park and walk" procedures. Students may arrive at school beginning at 8:10am each morning. With 20 minutes to drop students off before school starts, and only one child admitted into the school 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. Parents may walk their children to the school, but should respect others' personal space while on school grounds, including outside
- park their vehicle on Gardner Ave. or on Townline Rd. Parents may walk their children to the school, but should respect others' personal space while on school grounds, including outside
- 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. We would ask the children to remain in their line up until they are picked up, or walked over to SJB to meet older siblings.

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 pick up area, and their children will be dismissed by a supervisor. **Only staff members and students may be on the grass waiting area in front of the school**

- park their vehicle on Gardner Ave. or on Townline Rd., walk across the street to the school, and their children will be dismissed to them by the 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

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.

Student Attendance

If students are healthy, regular attendance at school is important for their academic, spiritual, physical and social/emotional development. It is important that parents of St. James & St. Ann's School be aware that the school is following all health and safety measures in alignment with public health guidance, and therefore the school is a low risk setting for their child.

Illness & Self-Assessment Policies and Protocols

Daily Health Check

A daily health check is an important tool to reduce the likelihood of a person with COVID-19, or another respiratory illness, from coming to school when they are infectious:

- Parents and caregivers should assess their children daily for illness before sending them to school
 - parents/caregivers and students can utilize the [Daily Health Check & What to Do When Sick](#) resource for daily assessment of symptoms
- Staff and other adults should complete a daily health check prior to entering the school
- If a student, staff or other adult is sick, **they must not enter the school**

Students/Staff Who Become Sick At School

If students or staff develop symptoms of COVID-19 or another communicable disease while at school, or are feeling too unwell to remain at school, they should go home. In the case of a student, the parents will be called to come and pick their child up as soon as possible.

In the event that a student/staff member is unable to be sent home as soon as possible, the following procedures will be followed:

- the student/staff member will wait in the sick room at the office, separated from others. Non-medical masks will be available for those experiencing respiratory symptoms who would like to wear one
- supervision will be provided for younger children. Supervising staff can choose to wear a mask and/or face shield, and should avoid touching bodily fluids as much as possible and practise diligent hand hygiene

Once the student or staff member has gone home, the surfaces/equipment which the person's bodily fluids may have been in contact with while they were ill should be cleaned and disinfected, prior to the surfaces/equipment being used by others.

Staying Home, Self-Isolation and Symptoms

Students, staff or other adults **must stay home if they are required to self-isolate**. Additional information on self-isolation requirements and support is available from the [BCCDC](#).

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:

- [When to get a COVID-19 test](#)
- Daily Health Check & What To Do When Sick [Tool](#)
- Staff, students and parents/caregivers can also use the BCCDC online [Self-Assessment Tool](#), call 8-1-1 or their health care provider

When a staff member, student or other adult can return to school depends on if they have tested positive for COVID-19 and/or improvement of their symptoms. For more information please see Appendix A at the end of this document.

Students, staff and other adults who experience symptoms consistent with a previously diagnosed health condition (e.g. seasonal allergies) can continue to attend school when they are experiencing these symptoms as normal. They do not require reassessment by a health care provider and should not be required to provide a health care provider note. If they experience any new or unexplained symptoms, they should seek assessment by a health care provider.

Students, staff or other adults may still attend school if a member of their household develops new symptoms of illness and/or has tested positive for COVID-19, **provided the student/staff/adult has no symptoms themselves**. The BCCDC has more information for those considered a [close contact](#), which are usually people from the same household.

Hand Hygiene

Rigorous hand washing with plain soap and water or using an effective hand sanitizer reduces the spread of illness. The following practices are followed at St. James & St. Ann's School:

- hand washing/sanitizing is encouraged upon school entry and before/after breaks and eating, using the washroom and using frequently touched shared equipment
- hand hygiene posters are displayed throughout the school
- hand washing supplies are always well stocked including soap, paper towels and hand sanitizer
- staff reviews proper handwashing with their students throughout the year, and as needed
- if hands are visibly soiled, soap and water is preferred

Respiratory Etiquette

Students, staff and other adults should:

- cough and sneeze into their elbow, sleeve or a tissue
- used tissues should be thrown away, and hand hygiene should be performed immediately

Personal Protective Equipment (PPE) - Masks and Face Coverings

The decision to wear a mask or face covering is a personal choice for staff, students and visitors to the school. As such, St. James & St. Ann's School will continue to have non-medical masks on hand for those who have forgotten theirs but would like to wear one, or who become ill at school. A person's choice should be supported and respected.

General Ventilation and Air Circulation

Schools should regularly maintain HVAC systems for proper operation. At St. James & St. Ann's School, our mechanical contractor, Modern Systems Management, will service our HVAC system twice a year to ensure everything is working properly. In addition:

- staff will be encouraged to keep windows open, if weather permits
- staff will move the learning outside when possible

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. This includes all school activities which are held away from the school. As such, please note the following:

Field Trips

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

- for transportation, including school bus transportation, and public transit, see the information in the transportation section of this document

- schools must ensure that the parent supervisors are trained in and strictly adhere to required health and safety guidelines
- field trips must align with **applicable** local, regional, provincial and federal public health recommendations and Orders
- schools should make every effort to avoid venues/locations that place additional requirements that could prevent a person from being able to participate, particularly students. If this is not possible (and the field trip/travel cannot occur otherwise), schools can require participants to confirm they are able to meet the additional requirements (e.g., are able to provide proof of vaccination)

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.

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:

- 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

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
- 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

Recess/Lunch

Following the Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings, at St. James & St. Ann's School 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 reminded to either wash their hands or use hand sanitizer before going outside for recess/lunch, and when they come inside from recess/lunch.

Library

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.

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 applicable local, regional and provincial public health recommendations and Orders for community gatherings and events
- sport activities should be held outside whenever possible

All other clubs or extracurricular activities can occur in alignment with the guidelines in this document, and the requirements of applicable 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, or contact the school directly at office@stjameselementary.ca.

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, 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, or if Camp Zajac is not offering overnight camps at that time. More information will be given to the Grade 7 parents soon.

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 - we will return to in-person assemblies in April

Hymn Sing - we will return to in-person Hymn Sing for those students in Grades 5 - 7 in April

School Masses - we will be in contact with Fr. Richard and Fr. Ashley to review the plans for the remaining school Masses once school is back in session on March 28th

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 and 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

Procedures for Staff to be Aware of

Staff Morning Prayer

We will once again have staff prayer each morning at 8:15am. A schedule has been created with groups of four staff members responsible for leading prayer. For those staff members who are on supervision in the morning, they may choose to lead prayer before they go outside at 8:10am, and will announce this so that staff can gather in the Gym. Those staff members scheduled for morning prayer are also responsible for ensuring that the staffroom is tidy each day, sanitizing equipment that is used by multiple people, and that the dishwasher is turned on in the afternoon and emptied in the morning.

Attendance

The attendance binders will be given to teachers to keep in their classrooms from Monday to Friday. Attendance will be recorded in the binders as usual - any students who are absent will be marked with a question mark. Each morning after taking attendance, the Classroom Teacher will send an email to office@stjameselementary.ca with the names of students who are absent. Marilyn will then contact any parents who have not informed the office about absences, and record this in MyEd BC. At the end of each week the attendance binders will be sent to the office, and the correct information regarding any absences will be entered into the binders by Marilyn. Teachers do not need to make any changes in the binder.

Routines for Going Outside/Inside for Recess and Lunch

An effort should be made to ensure that there is no overcrowding in the hallways. Arrows stapled on the walls indicate the direction that everyone should be walking and Classroom Teachers should remind their students to stay as close to the wall as possible. Grade 5 will enter and exit through their outside classroom door.

In the morning and at the end of recess/lunch play times, the Classroom Teachers will go to their classroom doors, and the outside supervisor will send one class at a time into the school, beginning with Kindergarten. Grade 5 will enter through their outside door, and Grades 6 and 7 will walk along the south side of the school to go to the portable. Only one class at a time should enter through the blue outside doors.

Delivery of Handouts to Classrooms/Back to the Office

A plastic file folder has been installed outside each classroom door. If there are any notices or forms that need to be sent home, these will be distributed to the classrooms and placed in the file folder. Teachers should check their file folders before the end of each day so that any notices may be distributed to students. Any forms that are brought back to the school and collected in the classrooms may be brought to the office by students. The student will place any forms on the table that is outside of the office window, to be picked up by office staff.

Class Configurations and Seating Charts

Schools can once again return to having classrooms organized in ways that best meet learner needs, as well as preferred educational approaches. This could look like having students in rows, pairs or groups, with configurations changing as required. However, it is still important to do the following:

- reinforce the importance of respecting others' personal space - the use of visual supports, signage, prompts and modelling should be used as necessary
- use available space to spread people out, both in learning environments and for gatherings and events, where possible
- take students outside more often, where and when possible

Seating charts should be updated and labelled with the Grade and the date.

Staff may want to consider the placement of their own desks or workspaces in the classrooms at this time, and where they are located in the classroom during certain activities, such as during Read and Feed.

Bathroom Procedures - Students

Teachers will continue to follow their classroom procedures for sending students to use the bathroom. Please be aware that to avoid overcrowding, there should only be one boy and one girl out of the classroom to use the bathroom from each classroom at a time.

Outside Learning

We will be taking students outside as much as possible for learning activities as well as brain breaks and movement breaks. As the grass areas at the back of the school get quite muddy throughout the Fall, Winter and Spring, it would be best if classes are assigned to paved areas for outdoor learning:

- Basketball courts - Grades 5 and 6
- Parent Parking Lot - Grades 2, 3, 4 and 7
- Front of the school - Kindergarten and Grade 1

Classroom Teachers should communicate with each other weekly if they are sharing a learning space to see when they are planning to go outside. Many of these areas are large, though, and

can accommodate more than one class. Classes can go to an area not assigned to their grade if the space is not being used.

Organics

We want to maintain this program at the school. After lunch the classroom organics containers should be put in the hall, outside each classroom. The Grade 7 students on the Green Team will collect the containers, check them and then place them in the green container by the glass doors, and put a new bag in the classroom container. A parent volunteer will be assigned to take the bags to the outside bin twice a week as part of the Parent Participation Program.

Staff Meetings

Staff meetings will be held in-person in the French Room beginning on April 6th. If there are any staff members who are uncomfortable with attending the meeting in person, a virtual option may be available. Please discuss this with the school administration as soon as possible. For other meetings, such as divisional meetings, these should also be held in-person, whenever possible, and based on the comfort level of those involved.

Staffroom/Work Room Protocols:

Areas where people gather, such as the Work Room and the Staffroom, have the following occupancy limits in place:

- Work Room - maximum two (2) occupants at a time
- Staff Room - maximum of twelve (12) occupants at a time, with no more than eight (8) people sitting and eating, and four (4) additional people who may be using the coffee maker, kettle, water machine, microwaves, staff bathroom or getting personal items from the cubbies

Staff will not be assigned to specific locations for breaks; however, once the maximum number of staff members in the Staff Room has been reached, the Library will be used as an additional location for breaks. Staff may also eat outside, or in their classroom or workspace if they are more comfortable with this.

For the use of shared staffroom equipment and utensils, the following protocols will be put in place:

- utensils, glasses, plates, bowls, etc. - must be washed in the dishwasher
- staff members must follow proper hand hygiene requirements before using any shared utensils, glasses, plates, bowls or staffroom equipment
- staff members who are assigned to morning prayer are responsible for disinfecting the Keurig coffee maker, the toasters, kettle, microwaves, and water dispenser at the end of each day

- disinfecting wipes will be available for any staff members who would like to sanitize the above mentioned equipment before and after they use it during the school day

In addition, disinfecting wipes will be available to staff members to use in the staff bathroom if they would like to disinfect the toilet before using it.

Staff Break Times

While we are returning to our regular schedule for recess and lunch times for our students, our break times do not always match with this schedule. The Learning Resource Department often has a very different schedule for breaks due to the supervision of students while playing outside. This schedule will be put together by members of the Learning Resource Department. In addition, in order to better accommodate the occupancy limit in the staffroom, Marilyn and Brigitte will take their lunch breaks from 12:00pm - 12:30pm. School phones will be answered by the Principal between 12:00pm and 12:15pm, and by Grade 7 students from 12:15pm - 12:30pm.

Recess and Lunch Play Locations

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.

| Morning: 8:10 - 8:25 | | | | | |
|----------------------|--------------|---------|-----------|----------|--------------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| GaGa Ball Pits | Gr. 6/7 | Gr. 4/5 | Gr. 6/7 | Gr. 4/5 | Gr. 6/7 |
| Playground | Kindergarten | Gr. 1 | Gr. 2 | Gr. 3 | Kindergarten |

| Recess: 10:30 - 10:45 | | | | | |
|-----------------------|---------|---------|-----------|----------|---------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| GaGa Ball Pits | Gr. 6/7 | Gr. 4/5 | Gr. 6/7 | Gr. 4/5 | Gr. 2/3 |
| Playground | Gr. 4 | Gr. 6 | Gr. 5 | Gr. 7 | Gr. 4 |

| Lunch: 12:15 - 12:45 | | | | | |
|----------------------|---------|---------|-----------|--------------|---------|
| | Monday | Tuesday | Wednesday | Thursday | Friday |
| GaGa Ball Pits | Gr. 6/7 | Gr. 4/5 | Gr. 2/3 | Gr. 4/5 | Gr. 6/7 |
| Playground | Gr. 3 | Gr. 2 | Gr. 1 | Kindergarten | Gr. 1 |

Self-Advocacy

Throughout this pandemic, and especially now with the Omicron variant, staff may be asked to do things that are outside of their typical work assignment, such as work on different days if part-time, or cover the position of another staff member. While it is important for every staff member to know that working as a team is integral to keeping schools open for in-person learning, this should never happen at the expense of someone's mental health. Staff are encouraged to advocate for themselves if they are ever asked to do something that they are not comfortable with, and to speak to the Principal so that alternate solutions can be found.

Now that mask use has become optional for all students, staff and adults in the school, we need to be respectful of the choices that each staff member is making in regards to this, and advocate for ourselves if necessary.

Appendix A

SUMMARY: WHAT TO DO WHEN SICK

When a student, staff member or other adult can return to school depends on if they have tested positive for COVID-19. The table found [here](#) is summarized from the BCCDC and is accurate as of March, 2022.