

# Annunciation School

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Website: <http://www.annunciationpr.ca/>

May 27, 2020

Dear Parents/Guardians:

Here are the major details regarding in-school instruction that is beginning next week for students.

**Your child's classroom teacher will email you with the schedule for your child to attend school.**

We will have a staggered entry time between 8:40am and 9:00am – students will be brought inside one at a time from the lane area at the back of the school. Dismissal for all students will be 3:00pm.

The safety protocols for this return-to-school period are based on guidelines provided by WorkSafe BC, Ministry of Education and CISPG. The full safety protocols document is posted to our school website under “COVID-19 Updates”: <http://www.annunciationpr.ca/>

Please read the following carefully, and call or email the school with any questions or concerns.

## HEALTH CHECK FOR STUDENTS AND STAFF ENTERING SCHOOL

- 1) All students and staff who have symptoms or have travelled outside of Canada in the last 14 days or were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- 2) **Parents / caregivers are required to assess their child daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease before sending them to school** (self-assessment tool: <https://bc.thrive.health/covid19/en>).
- 3) If a student develops symptoms while at home, parents / caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases and their symptoms have resolved.
- 4) When students are brought into school by staff members, each student will be asked about their general health. If a staff member believes that a student is showing symptoms of illness, the student will not be admitted to school, and the parents will be called for immediate pick up.
- 5) Staff will assess themselves daily for symptoms of the common cold, influenza, or COVID-19 prior to entering the school (self-assessment tool: <https://bc.thrive.health/covid19/en>). Any staff members with any signs of illness must stay home, and must call 811 or be assessed by a local health care provider to determine the length of time they should remain isolated at home.

**By sending your child to school, you are verifying that you have completed a health-check of your child that morning, and you are confirming that no signs of any illness are present. You are also agreeing to immediately pick up your child from school if a staff member believes that your child is showing symptoms of illness.**

Students with a medical condition, such as allergies, which may present as symptoms of illness, must have a medical note on file at the school office.

## STUDENTS ATTENDING SCHOOL - JUNE 2020

- These are the students on our list whose parents are choosing to send their child to school. Students in **Kindergarten through Grade 5** will be assigned **2 full days** attendance at school. Students in **Grades 6, 7, or 8** will be assigned **1 full day** attendance at school.
- **Entry will be between 8:40am and 9:00am, and dismissal will be at 3:00pm.**
- If you are an Essential Service Worker, and you answered ‘yes’ to needing further days of childcare, your child will be assigned 5 full days attendance at school.
- As with usual school days, parents will need to call or email the school if their child will be absent on any of the assigned school days. Office staff will follow-up with phone calls if needed.
- The school calendar has been slightly revised: the Pro-D day originally scheduled for May 15<sup>th</sup> was re-scheduled to June 25<sup>th</sup>. Therefore, the last day for all students will be Wednesday June 24<sup>th</sup>. Report cards will be issued on that day.
- Due to the varied nature of activities and students attending, uniforms will not be required.
- Students will need to bring a pair of clean sneakers for use inside the school (it does not need to be a new pair of shoes, just a clean pair).

### Entry / Exit Procedures

- In the mornings, students and their parents/caregivers will wait outside of the undercover area until called in by staff. We will use physical distancing guidelines, and have students enter and proceed to class 2m apart from each other and from staff.
- At 3pm, students will be dismissed from the same exit door.
- Public entry into Annunciation School will be limited. Parents, caregivers, and others are asked to conduct business with the school office by email or phone. Only necessary in-person visits to the school office are allowed. (All drop-off and pick-up of students will be outside.)
- Parents are remaining outside the school to drop off their children. If students arrive late, parents will ring the buzzer at the main entrance doors. Only the student may enter the building, and will be met by a staff member.
- Upon entry to the school, students are provided with hand sanitizer, or taken directly to a washroom to wash their hands.
- Students are to remain on-site for the duration of their attendance each day. For example, students may not leave the school property for lunch and then return the same day.

### What a School Day Will Look Like for Students

#### HYGIENE:

- Students will most likely be in their usual classroom, however, when student numbers are low, classes will be combined to reduce cleaning and staffing requirements.
- Students will be expected to wash their hands frequently during the school day, with reminders and coaching given by staff.
- If a sink is not readily available, alcohol-based sanitizer will be used.
- Food and drink will not be shared by students. All food items and containers must be kept in a student’s backpack (until snack or lunch times). Specifically:
  - All fruits and vegetables must be washed thoroughly at home with soap and cold water before being packed into lunch kits;
  - **Students must be able to open all of the packages and containers – for example, young children often ask for assistance with yogurt containers, thermoses, fruit**

**cups, water bottles, etc. Please ensure your child can open items, as staff will not handle students' food items.**

- NO microwaves will be available for student use.
- Students must have their own water bottle to use during the day, which can be refilled at a water station.
- All student lunchkits, water bottles, etc must go home at the end of each day and washed.

#### PHYSICAL DISTANCING:

- Staff will retain 2m physical distancing from students, both indoors and outdoors.
- Students in Kindergarten through Grade 5 will be expected to retain physical distance from each other, and the full 2m distance from staff.
- Students in Grades 6, 7, and 8 will be expected to retain 2m distance from each other, and from staff.
- Staff will teach, demonstrate, and give reminders of proper physical distancing measures on a daily basis.
- Students desks are organized so that in Kindergarten through Grade 5, there is some physical separation between students. In Grades 6, 7, and 8, the desks will be 2m apart.
- Activities will be structured to promote distancing requirements. For example, classes will not have 'carpet time' or 'centres' (activities where students would normally be close together in groups).
- There will be no group recesses, and no PE classes in the gym. There will be short physical activity breaks at various times of the day. These breaks will be staggered so that there is a small number of students outside at a time.

#### IN-CLASS INSTRUCTION AND ACTIVITIES:

- Teachers will continue to prepare weekly learning plans that will be sent to parents.
- **Your child's teacher will provide a list each week of what items to bring.** (We do not have any supplies left in classrooms). They will also need items such as books or individual games for use after assigned activities are completed. **No personal electronic devices are allowed.**
- Different staff members may be present in classrooms through the week, and classes may be combined as needed. Your child may not have his/her usual classroom teacher.
- Students in-school will work on the same lessons as students who are remaining at home. Other activities during the day will be mostly explorative and creative. Educational videos and online programs will also be used. The timing and structure of activities depends on a variety of factors such as the number of students attending and their grade level.

#### Cleaning / Disinfecting of School Building

- Common, commercially-available detergents and disinfectant products are being used.
- Frequently touched surfaces are cleaned and disinfected at least twice a day, including (but not limited to) door knobs, light switches, toilet handles, tables, desks, chairs, stair railings, shared office spaces, keyboards, and communication devices.
- Annunciation School is cleaned and disinfected in accordance with the BC CDC's Cleaning and Disinfecting for Public Settings ([http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting\\_PublicSettings.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf)).
- Cleaning practices are in line with the PHO's COVID-19 Public Health Guidance for Childcare Settings ([https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19\\_child\\_care\\_guidance\\_-\\_2020\\_may\\_15\\_-\\_final.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19_child_care_guidance_-_2020_may_15_-_final.pdf)).

If you do not receive the schedule for your child's attendance at school by 1:00pm on Thursday May 28<sup>th</sup>, call the school office and we can provide you with the information. Please note that the scheduling is built on a variety of factors, most importantly, the maximum ratio of students in a classroom and the total number of staff and students in the school. At this point in time, we cannot switch the assigned days for any students.

Thank you for your patience and understanding as we work through further details of the part-time school days for students. We are certainly looking forward to seeing students in-person!

Sincerely,

Laura Lowther  
Principal