

# Annunciation School

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revised on: 2020-05-27

## **Return-to-School Protocols**

### **Ministry of Education Stage 3 - June 2020**

*The purpose of this document is to:*

- 1) Set protocols and standards for the return of school of students and staff for the month of June 2020 amid the COVID-19 pandemic, and*
- 2) Maintain a safe and healthy school environment.*

*This document recognizes that:*

- 1) The return to school for students from June 1 to June 24, 2020 is optional for families.*
- 2) There will be an increase of students and staff within our school building.*

#### **A) Public Entry / Access to School**

- 1) 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.)
- 2) Staff are maintaining a 2 metre distance from office counter when interacting with public, including parents and students.
- 3) Limited access signs are posted (see WorkSafe BC resources).
- 4) 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.
- 5) Upon entry to the school, students are provided with hand sanitizer, or taken directly to a washroom to wash their hands.
- 6) 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.

#### **B) 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,

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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.

## **C) Students who Develop Symptoms while at School**

- 1) The symptomatic student is immediately separated from others and moved to a supervised area (sick room).
- 2) The student's parent/caregiver is contacted to pick up the student immediately. Parents/Caregivers will be expected to pick up their child immediately upon notification by the school.
- 3) Staff will contact 811 to notify them of a potential case and seek further input.
- 4) Where possible, staff will maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth.
- 5) Staff will provide the student with tissues to cover their coughs and sneezes. All used tissues will be thrown away as soon as possible and hand hygiene will be practiced.
- 6) Staff will avoid touching the student's body fluids. If they do, diligent hand hygiene will be practiced.
- 7) After the student is picked up, staff will practice diligent hand hygiene.
- 8) Staff will clean and disinfect the space where the student was separated (sick room) and any other areas used by the student.

## **D) Student Management: Hygiene**

- 1) Students wash their hands (at a minimum):
  - a) Upon arriving at school;
  - b) Before eating and drinking;
  - c) After using the toilet;
  - d) After sneezing or coughing into hands or tissue;
  - e) When hands are visibly dirty; and
  - f) When moving between different learning environments (classrooms, indoor/outdoor, etc).
- 2) Staff are encouraged to assist younger students with hand hygiene as needed (verbal reminders and guidance).
- 3) If a sink is not available, 60% (minimum) alcohol-based hand sanitizer will be used.
- 4) Food and drink will not be shared between students.
- 5) All fruits and vegetables being brought into school should be washed with soap and cold water at home before being packed into lunch kits/backpacks.
- 6) Food items and containers will be kept in the student's backpack, which only the individual student touches. Students must be able to open their own food containers and packages.
- 7) Students must bring their own water bottles for use during the day. They will be allowed to refill their bottles at a refill station.

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- 8) All group food preparation activities are eliminated from Annunciation School.

## **E) Student Management: Physical Distancing**

- 1) Parents / Caregivers will remain outside of the school to drop off their children.
- 2) All staff and students refrain from close greetings, such as hugs or handshakes.
- 3) Students are reminded to keep their hands to themselves. Parents / Caregivers are asked to review the physical distancing guidelines with their children before arriving at school.
- 4) Staff may consider the use of educational videos / online programs as part of learning so young students can sit independently and distanced from each other.
- 5) Staff may consider teaching classes or providing work space outside when practical. Contact sports are not permitted.
- 6) Staff may incorporate more individual activities or activities that encourage more space between students and staff.

## **F) School Structure / Organization**

- 1) Students are organized into smaller groups and stay together throughout the day. Student drop-off and pick up will be in the lane area at the back of the school.
- 2) Reasonable efforts are made to minimize the number of different staff members that interact with groups of students throughout the day, while still keeping work load in mind.
- 3) Consideration has been given to different classroom configurations to maintain distance between students.
- 4) Annunciation School playground equipment remains closed. Supervised outdoor physical activity will be based on individual exercise (such as walking, skipping).
- 5) Parents understand that students may not have their regular teacher or classmates.
- 6) To Be Determined (based on data of students attending, and school ratios):
  - a) Classrooms to use;
  - b) Number of students per classroom; and
  - c) Shift of Staff.

## **G) Academic Learning**

- 1) Annunciation teachers will continue to prepare weekly learning plans that are sent to parents at the end of each week and which provide instructional activities for the next week.
- 2) Students who will attend school are bringing to school all supplies needed to complete the learning plan (as directed by their teacher). All supplies must be carried between home and school; supplies / work cannot be left at school.
- 3) Students attending school will complete the activities assigned in the learning plan at school under the supervision of Annunciation Staff (combination of Teachers and Education Assistants).
- 4) Students are encouraged to bring to school other items for use after assigned activities are completed, such as reading books, colouring, individual games, etc.

## **H) Staff Management: Physical Distancing**

- 1) Occupancy limits for shared spaces (such as staff mailbox area and copy room) are established and posted. See WorkSafe BC posters / resources.
- 2) Staff are maintaining 2 metre physical distancing between other staff and students.

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- 3) Work processes and practices are modified to encourage physical distancing between staff and student, and between staff.
- 4) Staff are avoiding close greetings, such as hugs and handshakes.
- 5) Staff who meet in person are ensuring there is a 2 metre space between each staff member.
- 6) The flow in public places is being managed by:
  - a) moving through hallways on the right side, and
  - b) using the stairs as one-way systems, with the directions clearly marked.
- 7) Annunciation School will not hold assemblies, school Masses, or other school-wide events in order to avoid a large number of people gathered in one place.

## **I) Staff Management: Hygiene**

- 1) Staff are encouraged to remain on-site for the duration of their scheduled shift and not leave during lunch or break times, unless absolutely necessary (ie. for their own child care purposes).
- 2) Hand-washing supplies are available at all times (soap, clean towels, paper towels, 60% (minimum) alcohol-based hand sanitizer).
- 3) Handwashing signs are posted near all sinks. All staff will wash their hands frequently to reduce the risk of transmission.
- 4) Other hygiene practice signage is posted (see resources from WorkSafe BC).
- 5) The BCCDC specifies that PPE (masks, gloves) are not needed, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work.

## **J) Cleaning / Disinfecting During School Operation (On-Site Staff)**

- 1) Common, commercially-available detergents and disinfectant products are being used.
- 2) 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. [Would be ideal to have a 'cleaning crew' mid-day, but this depends on number of staff available.]
- 3) Garbage containers are emptied daily.
- 4) The Staffroom will remain closed due to possibility of cross-contamination (coffee station, utensils, drinking cups, etc). All staff must bring their own coffee thermos, water bottle, and food items, observe proper cleaning guidelines for desktops, and bring all personal food/drink items home for thorough cleaning at the end of their shift.
- 5) Staff are wiping down shared spaces (shared desks) at the end of their shift.
- 6) Pillow cases and blankets are not used in the sickroom. Paper covering will be used, and all surfaces thoroughly cleaned and disinfected after each use.

## **K) Cleaning / Disinfecting After School Hours (Custodian)**

- 1) 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)).
- 2) 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>

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[system/office-of-the-provincial-health-officer/covid-19/covid-19\\_child\\_care\\_guidance\\_-\\_2020\\_may\\_15\\_-final.pdf](https://www.health.gov.bc.ca/system/office-of-the-provincial-health-officer/covid-19/covid-19_child_care_guidance_-_2020_may_15_-final.pdf)).

## **L) Communication**

- 1) Essential health and safety information is communicated to staff in writing before returning to the workplace.
- 2) Before first return to the workplace, and each week thereafter, a health and safety meeting is held to review workplace practices.
- 3) Daily check-in meetings with staff are provided to update information and review concerns.
- 4) Parents and caregivers are provided a clear understanding that students must stay home if they are sick.
- 5) Annunciation School is minimizing the number of non-essential people (parents, caregivers, contractors) entering the school.
- 6) Annunciation School is keeping parents / caregivers informed about extra precautions occurring in the school setting.
- 7) All information relating to COVID-19 is posted in the school foyer.

## **M) Concerns about Unsafe Work**

- 1) Annunciation School Staff are to raise safety concerns in writing via email to the Principal.
- 2) Staff have the right to refuse work if they believe it presents an undue hazard. An undue hazard is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.
- 3) If the matter is not resolved, the worker and the supervisor / employer must contact WorkSafe BC (<https://www.worksafebc.com/en/contact-us/departments-and-services/health-safety-prevention>). A prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary.
- 4) Workers / employers with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafe BC’s Prevention Information Line at 1-888-621-SAFE to speak to a prevention officer to have questions answered. If required, a prevention officer will be assigned to assess the health and safety risk at your workplace.

## **N) Staff Mental Health Resources**

- 1) COVID-19 Psychological First Aid Service: Information and Signup (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists. <https://www.psychologists.bc.ca/covid-19-resources>
- 2) COVID-19: Staying Well In Uncertain Times (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak. <https://cmha.bc.ca/covid-19/>
- 3) Managing COVID-19 Stress, Anxiety and Depression (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times. [https://www2.gov.bc.ca/assets/gov/health-safety/covid19\\_stressmanagement\\_5\\_accessible.pdf](https://www2.gov.bc.ca/assets/gov/health-safety/covid19_stressmanagement_5_accessible.pdf)

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- 4) Mental Health and Psychosocial Considerations During COVID-19 Outbreak (World Health Organization) – These mental health considerations were developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.  
<https://www.who.int/docs/default-source/coronaviruse/mental-health-considerations.pdf>
- 5) Mental Health and COVID-10 (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.  
[https://www.conferenceboard.ca/\(X\(1\)S\(1tloqepagnh0xli4w2hckucy\)\)/insights/covid-19?AspxAutoDetectCookieSupport=1](https://www.conferenceboard.ca/(X(1)S(1tloqepagnh0xli4w2hckucy))/insights/covid-19?AspxAutoDetectCookieSupport=1)
- 6) Taking Care of Your Mental Health (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>

## O) References

- 1) COVID-19 Public Health Guidance for K-12 School Settings. BCCDC/Ministry of Health. May 15, 2020. [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19\\_k-12\\_school\\_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_k-12_school_guidance_-_2020_may_15_-_final.pdf)
- 2) WorkSafe BC: COVID-19 and returning to safe operation – Phase 2.  
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3DCOVID-19%2520and%2520returning%2520to%2520safe%2520operation%2520-%2520Phase%25202%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D>
- 3) WorkSafe BC: Education (K-12): Protocols for returning to operation.  
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- 4) 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)
- 5) 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)
- 6) BC Government Self-Assessment Tool: <https://bc.thrive.health/covid19/en>.