
Updated February 18th, 2021

COVID-19 Health and Safety Protocols

1) Public Entry / Access to School

- a) Public entry to Sacred Heart School is limited to staff, students, and those individuals who are supporting activities that benefit student learning and well-being. Parents and others are asked to call instead of visiting the school.
- b) All staff and approved visitors use the main entrance to the school.
- c) Students enter and exit through their assigned learning cohort doors, following the posted signs and instructions regarding traffic flow in boot rooms and hallways.
- d) Staff are maintaining a 2 metre distance from the office counter when interacting with the public, including parents and students. A Plexiglass shield at the office counter provides further protection.
- e) Limited access signs are posted on the main external front door (see WorkSafe BC resources).
- f) Students and staff are to remain on site for the duration of their attendance each day. Students and staff may not leave the school property (i.e. for lunch or appointments) and return the same day.

2) Drop Off and Pick Up

- a) It is encouraged for all families to drop off their students as close to the start time of school as feasibly possible for each families work schedule. Morning supervision at the school will begin outside at 8:00am.
- b) It is also encouraged that families pick up their students as quickly as possible at the conclusion of the school day, with supervision outside ending at 2:25pm.
- c) ***Please, when dropping off, and picking students up, do not enter the school grounds. Allow your students to leave and meet you at the edge of school property as much as feasibly possible.***
- d) Sacred Heart School recognizes that the high majority of our families have children in more than one learning cohort, which causes difficulty with staggered arrival times. As such, students will immediately join their designated learning cohort space upon their arrival until their learning cohort enters the school with their teacher. (See *Appendix A for diagram*) Students will not be permitted to move around the playground or fields in an effort to minimize contact outside of the learning cohorts. *Students may socialize within their designated area, with members of their learning cohort only.*
- e) If students arrive late, parents/guardians will ring the doorbell and a staff member will meet them at the main entrance doors, while maintaining 2 metres physical distancing.

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- f) Students will exit the school at pick up time through their assigned door and wait in their learning cohort area for parent/guardian pick-up.

3) Health Check for Students and Staff Entering School

- a) Parents / guardians are required to complete the **“Health Check Agreement Form”** (Appendix B) prior to the beginning of the school year.
- b) 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>). By dropping your student off at school, you as a parent / guardian are agreeing that a health check has been completed at home.
- c) If a student develops symptoms while at home, parents / caregivers must keep their child at home until their symptoms have resolved.
- d) 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>).
- e) All students and staff who have travelled outside of Canada are required to self-isolate for 14 days.
- f) Families are encouraged to use the new Health Check App developed by the Ministry of Education, it can be found at the following link and is available for download on multiple devices, <https://www.k12dailycheck.gov.bc.ca/healthcheck?execution=e1s1>

4) Students who Develop Symptoms while at School

- a) The symptomatic student is immediately separated from others and moved to a supervised area (sick room, with the staffroom being designated as an alternate space if the sick room is already occupied).
- b) The student’s parent / caregiver is contacted to pick up the student. Parents / caregivers are expected to pick up their child as soon as possible if notified they are ill.
- c) Where possible, staff will maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask and/or shield if tolerated.
- d) Staff will provide the student with a mask if tolerated.
- e) Staff will avoid touching the student’s body fluids. If they do, diligent hand hygiene will be practiced.
- f) After the student is picked up, staff will practice diligent hand hygiene.
- g) Staff will clean and disinfect the space where the student was separated (sick room) and any other areas used by the student.

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- h) As directed by the Ministry of Education, Sacred Heart School is required to notify public health if they are sending a student home ***due to COVID-19 like symptoms.***
 - i) If a staff member or student are confirmed positive with COVID-19, public health will work with the school administration to determine the subsequent actions. Students and staff exposed to confirmed cases of COVID-19 will follow the directions of public health.
 - j) ***Schools are not permitted to provide notification to staff or student families if a staff member or student becomes ill at school, unless directed to do so by public health.***

5) Student Management: Hygiene

- a) Students will wash their hands (at a minimum):
 - i) Upon arriving at school;
 - ii) Before eating and drinking;
 - iii) After using the toilet;
 - iv) After sneezing or coughing into hands or tissue;
 - v) When hands are visibly dirty; and
 - vi) When moving between different learning environments (classrooms, indoor/ outdoor, etc).
- b) Staff are encouraged to assist younger students with hand hygiene as needed.
- c) If a sink is not available, 60% alcohol based, or benzalkonium chloride hand sanitizer can be used.
- d) Food and drink will not be shared between students.
- e) All fruits and vegetables should be washed with soap and cold water before consuming. This is expected to be done at home before the student arrives at school.
- f) Food items and containers will be kept in the student's backpack, which only the student touches. Students must be able to open their own food containers and packages.
- g) Sacred Heart School water fountains are deactivated, though water bottle refill stations are available. Students should bring their own water bottles for use during the day. If a student does not have a water bottle, a disposable one can be provided.
- h) Microwaves, fridges, stoves, and any other food preparation items are not available to students.
- i) Sacred Heart School will provide one face mask per student, as offered by Focused Resources. Cleaning and maintenance of the mask is the responsibility of the family.

6) Student Management: Physical Distancing

- a) Parents / caregivers will remain outside of the school grounds at drop off and pick up of their child(ren).
- b) All staff and students refrain from close greetings, such as hugs or handshakes.
- c) Within learning groups, physical distancing should include the minimization of physical contact, prolonged, face to face contact, as well as spreading out as much as possible within the space provided.
 - i) Physical Distancing outside of learning groups will include all of the above, as well as ensuring there is 2 or more meters of space between those of other learning groups.
- d) Within and outside of learning groups, there should be no crowding.
- e) 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.
- f) Staff may consider providing workspace outside when practical. Contact sports, including tag games, are not permitted.
- g) Staff may incorporate more individual activities or activities that encourage more space between students and staff.
- h) Hallway movement will be limited. Before a staff member leads a class through the hallway, they will check to be sure the hallway isn't being used by another class.
- i) The use of hallways for individual or small group student work, as traditionally done, will not be permitted.
- j) The use of student bathrooms is limited to one student at a time, unless they are from the same learning cohort. "Waiting circles" are on the floor outside the bathroom for students to use while they wait. This will be taught as a routine the first week of school.
- k) Student seating where students are seated face to face will be minimized wherever possible.

7) School Structure / Organization: Learning Cohorts

- a) Students are organized into learning cohorts of a maximum size of 60. Learning Cohorts are:
 - i) Kindergarten and Grade 1
 - ii) Grades 2 and 3
 - iii) Grades 4/5 and 5/6
 - iv) Grade 6/7
 - b) Learning cohorts have the option of learning together or collaborating on academic activities, preparing virtual assemblies, sharing recess breaks, etc.
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- c) Learning Cohorts will remain the same for the duration of the school year, with the option to change them after spring break.
- d) Individuals working with those not in their learning cohort, such as specialty teachers who work with many grades, will keep their 2 meters physical distance, and wear a mask in accordance with Ministry of Education Health and Safety Guidelines.
- e) Reasonable efforts are made to minimize the number of different staff members that interact with different learning cohorts throughout the day. Staff that interact with multiple learning cohorts will maintain 2 metres physical distancing and wear a mask when physical distancing is not possible.
- f) Consideration is given to different classroom configurations to maintain distance and minimize physical contact between students.
- g) Recess and lunch breaks will occur within learning cohorts and cohorts may be separated into playground areas during outdoor recess breaks.

8) Staff Management: Physical Distancing

- a) Occupancy limits for shared spaces (staff room, copy room) are established and posted. See WorkSafe BC posters / resources.
- b) Staff are maintaining 2 meters physical distancing between other staff members and students outside of their learning cohort.
- c) Work processes and practices are modified to encourage physical distancing between staff and students, and between staff.
- d) Staff are avoiding close greetings, such as hugs and handshakes.
- e) Staff and other adults should seek to reduce the number of close, face to face interactions with each other at all times, even if wearing a non-medical mask. This includes break times and meetings.
- f) Staff who meet in person are ensuring there is a 2 metre space between each staff member. As much as possible, staff meetings will be held virtually.
- g) The flow in public places is being managed by:
 - i) moving through hallways on the right side (such as vehicles), and / or one way systems.
 - ii) using the stairs as one-way systems as labelled.
- h) Sacred Heart School is not holding in-person assemblies, and other school-wide events to avoid a large number of people gathered in one place.
- i) School Mass will be completed within Learning Cohorts once monthly, with only students and staff present. No public access to these Masses are permitted.

9) Staff Management: Hygiene

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- a) Staff are remaining on site and are not to leave during lunch or at break times, unless deemed necessary and approved by the principal.
 - b) Hand-washing supplies are available at all times (soap, clean towels, paper towels, 60% alcohol-based, or benzalkonium chloride hand sanitizer).
 - c) Handwashing signs are posted near all sinks. All staff will wash their hands frequently to reduce the risk of transmission.
 - d) Other hygiene practice signage is posted (see resources from WorkSafe BC).
 - e) The BCCDC specifies that PPE (masks, gloves) are optional, beyond those used by staff as part of regular precautions for the hazards normally encountered in their regular course of work. However, the use of masks in common areas such as hallways, where physical distancing may not be possible is required.
 - f) Sacred Heart School will provide two masks for each staff member, as offered by Focused Resources.

10) School Gatherings

- a) School gatherings will be minimized as much as possible, but when they do occur, the following will be in place.
 - i) Occur only within a learning group.
 - ii) Adequate space in order to allow adequate spacing within learning groups.
- b) Staff meetings will be held virtually whenever possible. If not possible, the following will occur
 - i) Practice physical distancing of 2 metres with all face to face interactions.
 - ii) The number of participants and length of gather will be minimized.

11) Music Program

- a) The music program will follow the guidance offered by the Ministry of Education.
- b) In the music program, students will be spaced out as much as possible, seated all facing the same direction.
- c) Staff in the music room, will wear a non-medical mask at all times, and the teacher also has protective barriers in order to be seated behind.

12) Cleaning / Disinfecting During School Operation (On-Site Staff) (Refer to separate document entitled COVID-19 Cleaning / Disinfecting Plan / Policy)

- a) Common, commercially-available detergents and disinfectant products are being used.

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- b) Frequently touched surfaces are cleaned and disinfected at least twice daily, including (but not limited to) door knobs, light switches, toilet handles, tables, desks, chairs, stair railings, and shared office spaces.
 - c) Garbage containers are emptied daily.
 - d) Shared items where cross-contamination is possible (shared school supplies, coffee stations, water stations, etc) are limited, removed, or restricted from access.
 - e) Staff are wiping down shared spaces (shared desks) at the end of their shift.
 - f) Pillow cases and blankets are laundered after each use using the school facilities if they are not single-use items.

13) Cleaning / Disinfecting After School Hours (Custodian) (Refer to separate document entitled COVID-19 Cleaning / Disinfecting Plan / Policy)

- a) Sacred Heart 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).
- b) 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).
- c) Frequently touched surfaces will include, but are not limited to, light switches, door knobs, hand railings, faucet handles, toilet handles, desks, chairs, manipulatives, and toys.
- d) When common spaces are used by different cohorts for activities such as gym, music and library, these areas will be disinfected between each use, as well as any equipment used.

14) Communication (Refer to separate document entitled COVID-19 Communication Plan / Policy)

- a) Essential health and safety information is communicated to staff in writing before returning to the workplace.
- b) Upon return to the workplace, a health and safety meeting is held to review workplace practices.
- c) Daily check-in meetings with staff are held to provide new information and review concerns.
- d) Parents / caregivers are provided a clear understanding that students must stay home if they are sick.
- e) Sacred Heart School is minimizing the number of non-essential people (parents, caregivers, contractors) entering the school.

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- f) Sacred Heart School is keeping parents / caregivers informed about extra precautions occurring in the school setting.
 - g) All information relating to COVID-19 is posted in the staffroom.

15) Concerns about Unsafe Work

- a) Sacred Heart School Staff are to raise safety concerns in writing via email to a member of the Joint Health and Safety Committee.
- b) 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.
- c) 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.
- d) 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.

16) Staff Mental Health Resources

- a) 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>
- b) 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/>
- c) 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
- d) 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>
- e) Mental Health and COVID-19 (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)

- f) 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>

17) References

- a) K-12 Education Restart Plan. Ministry of Education. July 29 2020. <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>
- b) COVID-19 Public Health Guidance for K-12 School Settings. Coronavirus COVID-19 BCCDC & BC Ministry of Health, July 29 2020. http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf
- c) BC What to Expect in Stage 2. July 29 2020. <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/expect-stage-2>
- d) BC Information for School Districts and Independent Schools. July 29 2020. <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/school-districts>
- e) Learning Groups for Students & Staff. July 29 2020. <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/learning-groups>
- f) Expectations for the K-12 Sector at Each Stage. August 10, 2020. <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools/planning-framework/expectations>
- g) WorkSafe BC. Education (K-12): Protocols for returning to operation. August 11, 2020. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- h) BC Centre for Disease Control. Child Care and Schools. July 30, 2020. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools>
- i) BC Government Self-Assessment Tool: <https://bc.thrive.health/covid19/en>.
- j) British Columbia COVID-19 Dashboard. <https://experience.arcgis.com/experience/a6f23959a8b14bfa989e3cda29297ded>
- k) Provincial COVID-19 Health and Safety Guidelines for K-12 Settings <http://www.bced.gov.bc.ca/bulletin/20210204/feb-4-covid-19-updates---is.pdf>

Appendix A - School Drop Off Diagram

 **SACRED HEART SCHOOL** 
STAGE TWO - DROP OFF / PICK UP AREAS

Please ensure that all students proceed directly to their cohort areas upon drop off, and proceed directly to vehicles at the conclusion of the school day. Parents / Guardians or Third Party after school care providers are asked to also meet students outside the school grounds.



Appendix B - Health Check Agreement Form

In order to support the safety and well-being of all staff and students during the COVID-19 Pandemic and the Ministry of Education’s reopening plan of Stage 2 in September of 2020, it is imperative that all families complete a mandatory health check on a daily basis. An example of a daily health check is provided below:

Daily Health Check			
1. Key Symptoms of Illness*	Do you have any of the following new key symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Loss of sense of smell or taste	YES	NO
	Diarrhea	YES	NO
	Nausea and vomiting	YES	NO
2. International Travel	Have you returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	YES	NO

Please ensure that you check BCDC’s [Symptoms of COVID-19](#) regularly to ensure the list is up to date. If you answered “YES” to any of the questions and the symptoms are not related to pre-existing condition (e.g. allergies) your child should **NOT** come to school. If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 811, or a primary care provider like a physician or nurse practitioner.

If you answered “YES” to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.

I _____ (Parent / Guardian) have fully read and understand the above information in regard to daily health checks. By signing below, I _____ (Parent / Guardian) agree that I will complete a daily health check of my child(ren) who attend Sacred Heart School, and by dropping them off in the mornings, I am verifying that this health check has been complete.

Parent / Guardian Signature _____

Date _____

**** Please ensure a copy of this has been submitted to the school on or before the first day of school. If you have the option of scan / email, please try to utilize it for submission at sacredheart@cispg.ca***