

Pacific Spirit School Restart Plan

#03996475

The New Learning Society

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Cleaning & Disinfecting

At least **once every 24 hours, we will disinfect student and teacher desks**. We will clean and disinfect frequently-touched surfaces at least **twice a day including** door knobs, light switches, toilet handles, tables, kettles, microwave, fridge, desks and chairs used by multiple students, keyboards and toys.

We will clean and disinfect any surface that is visibly dirty and limit frequently-touched items that are not easily cleaned.

We will empty garbage containers daily in classrooms, kitchen and bathrooms.

During the day, we will hire cleaning-designated personnel to assist in the above.

All employees will wear disposable gloves when cleaning blood or body fluids and wash hands before and after interactions.

Our evening janitors are using disinfectant cleaners during their regular cleaning. The cleaners come in at night and clean all common areas, washrooms and hallways, they flush water systems. They will clean common area surfaces as long as there are no materials on them. e.g. They won't move papers off a hallway table. Includes any high touch points in the common areas.

Physical distancing strategies

We will arrange drop offs and pick ups outside and maintain physical distance (2m) between parents and staff.

The staff who work with both pods (primary and intermediate) will distance, work with barriers or wear non-medical masks.

When parents, who are not in the learning pod, enter the building, they will be required to wear a mask.

The students will be reminded to minimize physical contact within learning groups or when outdoors.

Physical distancing (2M) measures will be in place when interacting outside of their learning groups while indoors.

We will put up signs and floor markers around the building as reminders to students, staff and parents to maintain physical distance.

We will stagger the times between the two pods during outside breaks, when needed.

Hand hygiene

We will ensure washing/ disinfecting hands before school entry and before/after breaks and eating, using the washroom and using gym/playground equipment.

A table with hand sanitizer will be set up at each door and students, parents and educators will sanitize their hands before entering the school.

We will set up additional hand hygiene stations around the school, teach the importance of washing hands regularly to each of the groups and provide opportunities for students and staff to practice (and model) hand hygiene. Students will be reminded/supported, as necessary. Students will be reminded to cough or sneeze into a tissue or a bent elbow. They will be reminded to throw tissues into the bin and practice hand hygiene immediately after.

There are a total of 6 toilets and 6 sinks per 10 children which will also allow for adequate physical distancing and for proper handwashing.

There will be signs around the building as reminders to students and staff and adequate tissues and hand sanitizer will be kept in a supervised location within the classrooms. As per our policy, there will be no food sharing.

No sharing of dishes, utensils, cups/water bottles. Students and staff will bring their own supplies and store in their own spaces.

The water jugs in the primary classrooms will be used by the teachers only- to fill water bottles and be labeled a frequently touched surface.

Older students may refill their water bottles from the sink.

Personal protective equipment for students and staff (including reusable masks)

The students and staff can wear masks, voluntarily.

PPE will be available for all staff members, as needed.

We will have reusable masks available for visitors to the school, those who are showing symptoms or others who will need to work with individuals from a different learning pod.

We will ensure that all students and staff are taught how to properly put on and take off the mask or PPE equipment that is used.

Symptom assessment and illness policies/procedures

Any student or staff who has symptoms of COVID-19 OR has travelled outside Canada in the last 14 days OR was identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers. There will be daily assessment of children for symptoms by parents/caregivers and staff.

We are in the planning stages of developing a family support network amongst our community in preparation for potential sudden interruptions to in-person classes over the 2020/21 school year.

We are strategizing our staffing to accommodate anticipated increased need for TOC coverage, including the possibility of cancelling in-person classes if under-staffed due to COVID-related symptoms. Staff who exhibit symptoms must be tested and self-isolate until they have been cleared of COVID-19.

We have four entrances:

1. East Door - used by Cedars (6-7).
2. Loading Door- used by Oaks (grade 4-5)
3. Playground Door - used by Maples (grades 2-3)
4. West Door - Used by Sages (K-1)

Initially, an educator or CA will greet families outside their entrance. Attendance will be taken at the door.

Before entering the school: Parents will have to do the Health Checklist and be asked to keep their child/ren home if anyone in their household is showing symptoms. They will inform the school when they are staying home by noting specific symptoms through our school messaging system. We will keep infrared thermometers at each entrance and will implement temperature-taking in stages 3 and 4, but not for stages 1 and 2.

There will be a designated school safety coordinator (amongst our team of 3 Health and Safety Officers) who will take charge of isolating anyone exhibiting symptoms until they can be taken home, and will disinfect the areas in which that person has had contact.

Improvements to school ventilation systems

We have enquired as to the ventilation system in our building which is fresh air ventilated as opposed to recirculated. We have also requested to have our ventilation system inspected and are coordinating with the other school housed in the building to

work with the city to centralize the organization and costs of the inspection. Meanwhile, we will keep windows open to allow air flow through the building.

Student transportation on buses- N/A

Outline the schedule for health and safety training and orientation of school staff, including new employees and staff who work at multiple sites and/or across multiple cohorts in a school (e.g. counsellors, learning assistants, prep teachers, Education Assistants, etc.)

All staff delivering in-person programming are required to review the Covid Context Health and Safety Document (<https://docs.google.com/document/d/1t8YjLLprY2bFkpU5cwyjNckVIFhcFtayAiXbbD2PMWI/edit>), the K-12 Operational Guidelines & a dedicated staff seminar will be held during staff week, to ensure full comprehension and understanding. <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

We have a **Covid Context Health and Safety Plan** that all employees will be required to read over and our professional development workshop in the final week of August will be dedicated to a full review of the public health guidance for schools.

Tentative Schedule- for all staff (administration, classroom teachers, specialist teachers and classroom assistants)

We will keep records of all our Covid -19 related meetings and training and send minutes to staff who were present and to those not available to attend. We will post in a 'staff only' location on site and online.

During the Staff Week we will go over our new communication procedures for Covid-19

-How we will report exposure: If there is a confirmed case (student or staff) we will contact the health authority and act as per their directives before notifying the community of parents.

-How we will keep first aid records for all staff and reports of exposure: We keep an accident/injury report onsite and any staff attending an accident/injury writes a report immediately following the incident. We will continue this procedure and increase it to include attending children displaying symptoms this year. We will further increase this protocol by digitizing these reports and keeping them on file with other health and safety documentation.

-We will have a list of all the students and contact information of those in each pod- including staff, support staff and parent volunteers.

-We will have a shared online hub for all staff (and staff only) to access . When anyone is away, a clear set of procedures with step-by-step strategies for dealing with TOC needs is established. This hub will also facilitate our ability to track symptoms community-wide and report to the health authority in a timely manner if needed.

Week of August 31st

Tuesday, September 1st: 10-12- go over the Covid Context Health and Safety Plan and the K-12 Operational Guidelines. Physically go over what the plan will look like for families and students and find ways to make it as seamless and stress free for families and staff as possible.

Discuss the risk of exposure to COVID-19 and the signs and symptoms of the disease. Go over and discuss changes we have made to work policies, practices, and procedures due to the COVID19 pandemic. Give a copy of the **Work Safe Safety Plan**- Discuss and ask questions.

Hand Washing Policies- We will go over specifics about when staff must wash their hands and communicate good hygiene practices. Remind all staff that frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.

Wednesday, September 2nd: 10-12 go over the staff procedures and communication document- get feedback and answer questions.

Go over proper hand hygiene again and PPE (putting on and taking off) and discuss ways to teach the students in a fun way.

Remind staff - when physical distancing is not possible- use masks. Show correct usage. Discuss how masks are cared for and selected.

How to report an exposure to or symptoms of COVID-19.

Thursday, September 3rd: 10-12 go into each space in the building- classrooms, library, supplies room and find ways to organize furniture and items to help students/ staff feel safe.

Parent Orientation for Primary Program Saturday, August 29, 2020.

We have a **Covid Context Health and Safety Plan** that all employees will be required to read over and our professional development workshop in the final week of August will be dedicated to a full review of the public health guidance for schools.

After the initial training and orientation, we will have follow up meetings regularly with the Health and Safety team. For the first two weeks of student attendance we will debrief with the staff of each learning pod to ensure that all health and safety protocols are fully understood, practicable and to ensure ongoing implementation. This will also occur prior to any transitions between stages to ensure a smooth transition.

Provide examples of your school's approach to the implementation of learning groups in schools and during non-instructional time.

Outline any shifts in curriculum, course access, or course scheduling, as well as actions taken to mitigate the impacts to students of any changes and ensure equity.

We will have two learning groups (pods). The primary group (consisting of students Grades K-3) and the intermediate group (Grade 4-8). They will each be under 60 students/staff. Some will include parents of the students who need that connection during transition, but keeping within the learning pod cap of 60 people in total.

We will be staffing each learning pod with a minimum of two certified teachers and two classroom assistants, as well as, pod dedicated adjunct specialists, ensuring there is enough supervision to maintain health and safety guidelines. We will also have at one support staff per pod to help ensure adequate cleaning/sanitizing and to supervise an isolation zone should any students exhibit symptoms.

We plan to maintain an online and personalized remote learning program throughout the year to support students who are needing to work from home within the COVID-context. Teachers and support staff will assist students and families with remote learning as required to balance any in-person supports provided.

We have classroom assistants in each class, as well as specialist teachers to assist the needs of all students to enable a smooth transition when needed.

We will also utilize outdoor learning to reduce in-class time and optimize physical distancing. We have purchased outdoor shelters to help make outdoor learning/ teaching easy. Some classes have also requested students to bring pillows/yoga mats to sit on while outside, for extra comfort.

We will maintain physical distancing when specialty staff and/or admin have to work with different pods.

How is your school organizing your workforce to balance the delivery of instruction for the learning groups and physical distancing strategies for adults who are interacting with cohorts?

Staff who work at multiple sites (on call, itinerant, etc.); Staff who work across multiple cohorts in a school (e.g. counsellors, learning assistance, prep teachers, EAs, teacher-librarians, etc.)

We will maintain physical distance (and wear masks- as needed) when specialty staff and/or admin have to work with students/staff from different pods.

We will also use plexiglass in areas where there might be more than one educator (or different students) using the space at a time- such as the office and tutoring space.

Does your school have a plan in place to ensure continuity of learning if the school is required to switch stages and for any students who need to self-isolate/quarantine?

Yes.

The intermediate staff are planning to teach using a combination of digital portfolios and google classroom, to seamlessly move between stages, if needed.

The primary program is already set up with experienced teachers who will make online lessons and provide at home support (through dropping off packages, visits when needed and safe).

All teachers have a Zoom account- and after March 2020- there is already a familiarity amongst staff and students to have online classes, office hours, one to one tutoring, assemblies, parent and staff meetings and extra curricular activities/ projects through this format.

For students who will need to self-isolate/ quarantine, we are setting up a system to connect daily and help provide the necessary learning- through digital means or personal drop-off of materials and visits (when safe to do so).

We have already set up a plan to use during each stage and will utilize it, as needed.

In alignment with the *Equity and Inclusion Guiding Principles*, describe how is your school planning for students with diverse abilities/disabilities ensuring students and communicating to parents on the following, ensuring students will:

Be able to attend school full time or have a plan to ensure supports and learning continue if a student needs to learn at home; Have access to the necessary health and safety supports; Continue to receive supports and services as identified in their IEP, including 1:1 supports; and Not be grouped in segregated settings as part of the establishment of cohorts.

With the help of our classroom assistants and specialist staff, we will offer in-school support and instruction to students with disabilities/diverse abilities and students requiring additional support.

We will prioritize in-person supports based on needs assessment.

We will have teachers and support staff assist students and families, through personal visits (if safe), video calls or individual conversations as well as our online/remote learning program to be accessed as/when needed.

Does your school have a communication plan?

Yes.

Parents/caregivers will be a major source of comfort and reassurance to their children. Our school setting will keep parents/caregivers informed of what we are doing to protect students and staff, including how we are preventing the spread of respiratory infections. Messages and strategies will reflect the diverse needs of our community (adapted from 2019 Novel Coronavirus(COVID-19) B.C. public health guidance for schools and childcare programs.

This document will be posted to our online Community Hub and website and updated routinely with current health and safety guidelines. Our Community Hub is an in-house only, online communication platform where all vital information for parents is housed. Parents are accustomed to utilizing this platform, consulting it routinely for all school messages. Parents receive email notification when new information is posted. All COVID-Related information is posted on a designated COVID page as well as links when newly posted from the “*What’s New This Week*” page. We have many documents and links pertaining to mental health and trauma for families on the hub, as well.

If needed, we will have a parent orientation to go over guidelines and answer questions either in person, via zoom or posted to our Community Hub in August.

We also use Epackt for urgent communications.

If there is a confirmed case: we will contact the health authority before notifying parents and act as per their directives.

In developing the Stage 2 plan, is your school currently engaging with Indigenous peoples and is there a plan in place for ongoing engagement?

N/A

Did your school consult with local First Nations rights holders in developing the plan – particularly First Nations with whom the school has a Local Education Agreement and First Nations with students in the school?

N/A

Did your school make any modifications to your school's plan based on feedback from Indigenous partners and/or local First Nations?

N/A

Did your school consult with local unions in developing the school's plan? If yes, outline the collaboration process that occurred with local unions in developing the school's restart plan. What is the process for continued consultation and collaboration during the school year?

N/A. However, we are consulting WorkSafe BC Guidelines to ensure the health and safety of our staff is ensured.

Did your school engage with parents, guardians, and caregivers in developing the Stage 2 Plan?

As a small, close knit school, we have the advantage of communicating during the summer with families and caregivers about how Covid 19 is affecting themselves and their families. We are able to have personal conversations with parents, guardians and caregivers regarding their hopes and concerns when we restart in Stage 2.

What transportation arrangements have been made to get all students, including First Nations and students with diverse abilities/disabilities, to school?

The students arrive with their caregivers.

We will encourage families to use green transportation (bicycles, walking, etc.) & private transportation. When using public transportation, we will advise everyone to wear masks and try to physically distance from others.

We do not have bus transportation.