



RCS

COVID19 SAFETY PLAN

AUGUST 25, 2020

Each campus has introduced a variety of safety protocols appropriate to their age group that follow the directives of the Provincial Health Officer and the Ministry of Education. In addition to the safety protocols that are already established at RCS, the following procedures have been introduced. RCS regularly refers to the BC Centre for Disease Control (BCCDC) Website and the Ministry of Education for up-to-date information. Since the information throughout this pandemic evolves as new research comes to light, these protocols and procedures will be revised as information becomes available.

Preliminary Information

The Ministry of Education and the Ministry of Health in conjunction with the Provincial Health Officer and the BC Centre for Disease Control collaborated to produce the Provincial COVID-19 Health and Safety Guidelines for K-12 Settings. This document was released on August 17, 2020 and forms the basis for the Safety Plan at RCS. This document states that:

School supports students in developing their potential and acquiring the knowledge, skills and abilities they need for lifelong success. In-person learning, as a part of a student's education, provides the opportunity for peer engagement, which supports social and emotional development as well as overall wellness. It also provides many students access to programs and services that are integral to their overall health and well-being.

Based on the current epidemiology of COVID-19 in B.C., the latest research, guidance from the Provincial Health Officer, and evidence that children are at a lower risk of developing and transmitting COVID-19, K-12 students can return to full-time, in-class instruction in accordance with current public health guidelines for schools.

Students and staff will return to school in Stage 2 of the Restart Plan. RCS is a 'brick and mortar school' and is obligated to follow the regulations of the Ministry of Education. The expectations of schools in each stage are listed below. RCS is required to have a plan in place to be able to move quickly between the various stages of the Restart Plan.

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
<p>Learning Group Size</p> <p>EC: NA</p> <p>MC: NA</p> <p>SC: NA</p>	<p>Learning Group Size</p> <p>EC: 60</p> <p>MC: 60</p> <p>SC: 120</p>	<p>Learning Group Size</p> <p>EC: 30</p> <p>MC: 30</p> <p>SC: 60</p>	<p>Learning Group Size</p> <p>EC: 30</p> <p>MC: 30</p> <p>SC: 30</p>	<p>Learning Group Size</p> <p>EC: 0</p> <p>MC: 0</p> <p>SC: 0</p>
<p>Density Targets:</p> <p>Not applicable</p>	<p>Density Targets:</p> <p>Not applicable</p>	<p>Density Targets:</p> <p>50% for all campuses</p>	<p>Density Targets:</p> <p>25% for all campuses</p>	<p>Density Targets:</p> <p>0% for all campuses</p>
<p>In-class instruction:</p> <p>Full-time for</p> <ul style="list-style-type: none"> ■ All students, all grades 	<p>In-class instruction:</p> <p>Full-time for</p> <ul style="list-style-type: none"> ■ All students for the maximum instructional time possible within cohort limits 	<p>In-class instruction:</p> <p>Full-time for</p> <ul style="list-style-type: none"> ■ Children of essential workers ■ Students with disabilities /diverse abilities ■ Students who require additional supports 	<p>In-class instruction:</p> <p>Full-time for</p> <ul style="list-style-type: none"> ■ Children of essential workers ■ Students with disabilities/ diverse abilities ■ Students who require additional supports ■ Remote learning for all other students 	<p>In-class instruction:</p> <p>Suspend in-class for all students</p>

Administrative Measures

In September, learning groups will be introduced to RCS from kindergarten through grade 12. Learning groups are a recommended public health measure to help reduce the number of different interactions student and staff will have in a school day thus reducing potential exposure to COVID-19 and supports better contact tracing if there is a confirmed case in a school community.

Students and staff will practice protocols of physical distancing when interacting outside their learning groups.

Students and staff will minimize physical contact while interacting within their learning group.

Students and staff members (Elementary, Middle and Secondary) when outside their learning group must wear a non-medical mask or a face shield in situations where physical distancing cannot be maintained. This includes specialty teachers, counselors, librarians, or any adult who is not a member of a specific learning group. RCS will minimize the number of staff who interact with learning groups they are not a part of as much as possible in order to protect the integrity of the students and staff in their learning groups.

Elementary and Middle Campus

- Each classroom will be a learning group. The classroom teacher and educational assistant will be part of the learning group. Learning groups will typically be 25 students plus their classroom teacher(s) and educational assistants. This number is considerably less than the maximum cohort size of 60.
- In grade 8, 2 classrooms and their teachers and educational assistants will compose a learning group. This will accommodate the students in their educational program. These learning groups will fall under the maximum allowable number of students.

Secondary Campus

- Students in each grade will be grouped into 5 Connect Groups. These Connect Groups will be then divided into 2 pods. Typically, each pod will attend in-class instruction for 2 days in each week. On Wednesday, both pods (all students) will attend 2 extended blocks which minimizes their transition and contact time. The use of Connect Groups and pods will greatly reduce the size of the grade cohorts to a number much less than the maximum limits set by the Provincial Health Officer.

All Campuses

- Specific entrances and exits to the buildings have been posted at each campus
- Signage and staff will regulate the flow of people within the building
- Room maximums are posted for washrooms, staff rooms, and common areas
- Daily health checks will occur for all students and staff when they arrive in the morning. Staff must check in with the admin assistant. Students will be monitored by their classroom teacher. Secondary students will be monitored by their teacher in their first block of the day.

Break times and lunch times

Elementary Campus

- Break times and lunch times will be staggered at the elementary campus. Students will eat lunch with their learning groups and will follow a rotating schedule of assigned play areas.

Middle Campus

- Break times will be staggered for all grade groups. Each grade group will have 20 minutes outside with a 5-minute transition time back into the school. Students will be escorted into the building from break. ALL students will wear colored armbands to distinguish COHORTS while at BREAK and LUNCH.
- Students will eat their lunch with their cohort in their classroom OR outside (weather permitting) under the supervision of their classroom teacher.

Secondary Campus

- Students will alternately move between lunch, connect groups, chapel and Career Education during the lunch break. (12:25 to 2 pm)
- Students will not be permitted to leave campus during their lunch or break times

Environmental Measures

- The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people. This Order, however, does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible.
- Gatherings of staff and students will occur within their learning groups and will not exceed the maximum learning group sizes
- If 2 learning groups gather, physical distancing protocols will be enforced.
- Staff meetings will occur in areas where physical distancing can be maintained. Staff will wear masks or face shields if physical distancing cannot be maintained.
- Concerts, inter-school games, tournaments, and festivals will not occur at this time. This will be evaluated throughout the school year by the Ministry of Education and the Ministry of Health.
- Students may use lockers. Lockers will not be shared. Lockers will be assigned in blocks to specific learning groups in order to minimize contact with other members of other learning groups.
- Individual food and beverages are not to be shared. Homemade food items will not be made available to other students. For example, birthday treats, bake sale items, etc.
- The school premises will be cleaned and disinfected every 24 hours. This includes items that only a single student uses. (desk, chair)
- Frequently touched areas such as light switches, door knobs, hand railings, toilet handles, water fountains, desks, tables, chairs, keyboards etc. will be cleaned and disinfected by janitorial staff 2 times in a 24-hour period, including during the school day.
- Thorough cleaning of the washrooms will occur during the school day as well as after school
- Surfaces that are visibly dirty will be cleaned and disinfected.
- Students will sanitize computer keyboards and other frequently touched surfaces before and after use
- Students will practice hand-hygiene before and after using multi-touch resources and materials
- Campus start and end times are staggered between campuses in order to accommodate parents moving between campuses
- Furniture has been removed that is not easily cleaned and disinfected (eg. fabric covered, chairs with cushions)

Personal Measures

- Parents must ensure that only children that are healthy come to school.
- Parents and caregivers must assess their child daily for symptoms of cold, influenza, COVID-19 symptoms and other infectious respiratory diseases prior to entering the school.
- All staff members are required to conduct a daily health assessment. This assessment will be reported each morning to the admin assistants in each campus office.
- Students and staff with the following symptoms must stay home:
 - cough, cold, fever or any flu-like symptoms
 - vomiting, diarrhea or any gastro-intestinal issues
- Frequent handwashing and hand sanitizing by everyone – staff and students – throughout the day. This will take place
 - before entering or returning to the classrooms
 - before and after using the washrooms
 - before and after entering the staff room or common work areas
 - before and after break times
 - before and after lunch
 - after sneezing or coughing
 - before and after touching multi-touch tools, equipment and supplies
- Students and staff who become sick during the day will be required to return home immediately. Parents must be available throughout the day to pick up sick children
- Students must not be dropped off before the regular time in the morning. Early arrivals cannot be permitted.
- Students must be picked up promptly at the end of the school day. The school does not have capacity to monitor children after the pickup times have passed.
- Students and staff will refrain from sharing any food, drinks, unwashed utensils, etc.
- Close greetings are to be avoided (handshakes, hugs, etc.)
- Parent's access to the school buildings will be limited. Parents will not be permitted to assist in the classroom.
 - A list of the date, time, names and contact information for parents and visitors will be established and retained
 - Parents and visitors entering the school premises will confirm they have completed a health check
 - Parents and visitors entering the school premises will practice hand hygiene
 - Parents assisting with supervision or food delivery must wear gloves and masks.
 - Protective barriers have been installed at the desks of administrative assistants at each campus

Self-Isolation and Symptoms

- Any student, staff or other person within the school who has symptoms of COVID-19 OR 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.
- For a list of symptoms of COVID-19, see the [BC Centre for Disease Control website](#).
- Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider and self-isolate while they await the results.
- Those unsure if they or a student should self-isolate or be tested for COVID-19 should be directed to use the BC COVID-19 Self-Assessment Tool. Families may
 - Contact 8-1-1 or the local public health unit to seek further input, or
 - contact a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.
- Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
- Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms, they should seek assessment by a health-care provider.
- If a student or staff is confirmed to have COVID-19, public health will do an investigation to confirm if any staff or students have been in close contact with that person and need to self-isolate. Public health will inform the school and superintendent if there are close contacts of a confirmed case within a learning group or school, and if other staff and students' families should be notified.

Bus Transportation

A shuttle bus runs between the elementary and middle campuses in the morning and in the afternoon. A bus service is also provided from Delta to Richmond. The start and end times for each campus have been adjusted in order to allow families and buses to travel between campuses with adequate time. The following procedures will be established.

- The bus will be cleaned and disinfected between each run according to the guidance provided in [BCCDC'S Guidelines on Cleaning and Disinfectants for Public Settings](#). The bus charter company, Thirdwave, is responsible for ensuring cleaning, maintenance, and safety fittings for the shuttle buses. (plexi-glass screens)
- Bus drivers will wear a mask or face shield
- Students are required to wear masks while on the bus.
- Students will line up according to physical distancing protocols
- Students will load on to the bus from back to front.
- Students will unload on the bus from front to back.
- Students will be assigned a specific seat on the bus.
- Siblings will sit together and students, when possible, will alternately sit one per seat.
- Students will be assigned to a specific bus according to a set list.
- A school supervisor will be present to ensure protocols are being realized
- A school supervisor will be present on the shuttle buses.

Students with Immune Suppression

According to the Provincial Health Officer and the BC Centre for Disease Control, most children who are immunocompromised can return to in-class instruction when safety measures are in place. Protective self-isolation is only recommended for children who are severely immunocompromised, as determined on a case-by-case basis. Parents/caregivers seeking an alternative to in-class instruction, and who do not wish to register their child in a distributed learning program or homeschooling, will be required to obtain a doctor's note indicating the need for accommodations due to health-related risks.

Children with immune suppression are usually followed by a specialist. There are different types of situations where your child is considered to have immune suppression:

- A medical condition that affects their immune system
- They have side effects from medications that cause a very low white blood cell count
- They are taking medication that suppresses their immune system. Children may be taking these medicines as treatment for:
 - Autoimmune or rheumatological disease
 - Inflammatory bowel disease
 - Immune-mediated kidney or liver disease
 - Organ transplant
 - Bone marrow or stem cell transplant
- They are having chemotherapy, or they had chemotherapy recently.
- Please refer to the following [link](#) for further information

Personal Protective Equipment

- Non-medical masks are required to be used in situations where students and staff cannot maintain physical distance and are in close proximity to a person outside of their learning group or household.
- Students and staff are required to wear non-medical masks:
 - when they arrive at school and when they leave school at the end of the day
 - when on the shuttle buses
 - and in common areas such as hallways, washrooms, staff rooms, libraries
 - anytime outside of their learning group.
 - Students are not required to wear masks when they are outside in their learning groups during break times
 - Exceptions will be made for students who cannot wear masks for medical reasons.
- Students and staff may also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.
- Non-medical face masks and shields will be provided for all staff members. Staff members wearing a face shield should also wear a non-medical mask according to guidelines.
- Staff will wear a non-medical when working in close proximity with students – For example, EA's or learning assistant teachers working closely in a 1:1 setting
- Staff will wear disposable gloves and masks when cleaning blood or body fluids.
 - Wash hands before wearing and after removing gloves.

Staff Training

- Staff will review the RCS COVID-19 SAFETY PLAN prior to the beginning of classes in September.
- Updated information and revised protocols will be reviewed as they become available with the staff at their weekly staff meetings.
- Records of staff training will be maintained and posted

Appendix A: If a Student or Staff Member Develops Symptoms at School.

If a Student Develops Symptoms of COVID19	If Staff Members Develops Symptoms of COVID19
<p>Parents or 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.</p>	<p>Staff must be excluded from work and stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p>
<p>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others to a supervised area. 2. Contact the student's parent or caregiver to pick them up as soon as possible. 3. Where possible, 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. 4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas). 8. Students should be assessed by a medical practitioner. <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>IF STAFF DEVELOPS SYMPTOMS AT WORK:</p> <p>If Staff are unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth until they are able to leave the school. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas). 5. Contact the local public health unit to seek further input.
<p>If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.</p>	

This table is copied from the BC Centre for Disease Control: COVID-19 Public Health Guidelines for K-12 School Settings.