



# St. Helen's School

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## **Introduction:**

In accordance with the Ministry of Education's K-12 Restart Plan, beginning on Thursday September 10, St. Helen's School will be resuming K-7 in-class instruction. The 2020/21 school year will begin in Stage 2 of the K-12 Restart Plan with the goal of maximizing in-class instruction for all students within the revised public health guidelines.

Whenever possible, feasible and practical control measures in accordance with the order of the Provincial Health Officer, have been selected to provide the best/widest protection to all staff and students within the school community. At present, symptoms currently associated with COVID-19 are similar to many common respiratory illnesses that may be circulating through schools.

Key strategies to prevent and control respiratory viruses, including COVID-19, in schools and childcare settings are:

- For students and staff who are ill with fever and/or infectious respiratory symptoms to stay home from school/childcare.
- The consistent practice of physical /social distancing (2m apart), good respiratory etiquette, and hand hygiene.
- To ensure regular and routine environmental cleaning of the facility.

This plan is posted at the school and also on the St. Helen's School website, and it has been communicated to parents. This information is based on the best evidence currently available and will be updated as new information becomes available

## **Important Dates:**

- August 10:
  - Begin "Return to School Planning"
- August 17:
  - Release of updated K-12 Operating Guidelines for COVID-19 and final Steering Committee materials



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- August 17-21:
  - Schools finalize their Restart Plans and submit to the Ministry of Education for review.
- August 21 - 26:
  - Ministry reviews Restart Plans
  - Schools begin to communicate information to parents on health and safety guidelines, learning groups, scheduling and enrolment options under Stage 2 plans.
- August 26, 2020:
  - School Districts and schools communicate information to parents on Stage 2 Plans and post final versions online.
- September 10th, 2020:
  - Stage 2 of the K-12 Restart Plan starts.

## **Key Messages & Actions:**

- An assessment of the risk at St. Helen's School (places people congregate, identifying jobs where people are in close proximity with one another, materials and equipment exchanged, surfaces often touched) completed by the Health and Safety Committee at school. There will be regular bi-monthly assessments by this team after school re-opens.
- Protocols addressing who can be at the school, how to address illness that arise at school and how staff and students can be kept safe in adjusted working conditions will be communicated.
- Protocols for maintaining physical distancing will be expected and monitored. When physical distancing cannot be maintained, staff and students would be expected to wear a mask and if needed gloves.
- The school will address cleaning and hygiene. This will include providing adequate hand-washing facilities, a policy for staff and students addressing hand-washing and cleaning protocols for all common areas and surfaces in the school.



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- Communication plans and training to ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at St. Helen's.

## **School & General Considerations**

- Safety First:
  - Personal Protective Equipment (PPE):
    - Each staff member will receive protective gear (visor, masks, gloves and sneeze guards.)
    - Intermediate students must wear masks in all areas other than the classroom. Students may wear masks in the classroom if approved by the teacher and/or working closely with teacher or peers. Wearing masks outdoors is the decision of the individual student and family (intermediate)
    - Non-medical masks are recommended in situations where a person cannot maintain physical distance for extended periods of time and is in close proximity to a person outside of their regular contacts.
      - This includes riding the bus to school where a student may be sitting next to a person outside of their cohort or household.
      - No student is required to wear a non-medical mask if they do not tolerate it.
  - Students:
    - Students are to wash their hands/ sanitize before leaving home and whenever entering a new space or changing activities.
      - Hand sanitizers will be at every entrance and exit.



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- Students will be dropped off and picked up at their assigned zones.
  - Students are to wait 2m apart indicated by an orange cone.
- ***Parents will not have access to the school campus.***

## **Cohort Learning Groups:**

- Public Health guidelines for the K-12 school setting recognize that physical distancing is challenging. Lowering the number of in-person, close interactions continues to be a key component of B.C.'s strategy to prevent the spread of COVID-19.
- Students will be placed in Learning Groups or cohorts with no more than 60 people.
- A Learning Group is a group of students and staff who remain together throughout a school term or year, and who primarily interact with each other.
- The principle of Learning Groups is used to limit the number of interactions among students and staff, as well as facilitate an effective and efficient rapid-response contact tracing protocol
- A cohort is a group of students and staff who remain together throughout a school term. The use of cohorts in schools allows for a significant reduction in the number of individual interactions, while allowing most students to receive in-person learning in a close-to-normal school environment.
- Students will remain in an established cohort during the school day. The composition of the Learning Group will remain consistent for all activities that occur in the school



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day including breaks (lunch, recess, classroom changes, etc.)

- At any given time, the size of a student's cohort will be limited to approximately 60 students.
- The Learning Groups will be the same as Teacher Professional Learning Pairs. These are the Learning Groups/Cohorts at St. Helen's:
  - School will be divided into 6 cohort groups, with less than 60 kids in each group.
    - Each child will receive a colour coded wristband (that will be their cohort colour)
      - Cohort 1: KA (20), KB (19)
      - Cohort 2: 1 (29), 2 (29)
        - Classes will be split into learning pods on occasions.
      - Cohort 3: 3A (17), 3B (17), 4 (27)
      - Cohort 4: 5A (25), 5B (23)
      - Cohort 5: 6A (21), 6B (23)
      - Cohort 6: 7A (24), 7B (21)
  - Interacting with Cohorts Schools should minimize the number of adults (staff and others) who interact with cohorts they are not a part of as much as is practical to do so while supporting learning and a positive, healthy and safe environment.
  - Those outside of a cohort must practice physical distance when interacting with the cohort. For example, a specialist teacher can teach multiple cohorts but should maintain physical distance from students and other staff as much as possible.



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- In an elementary school, two classes from different cohorts can be in the same learning space at the same time if a two-metre distance is able to be maintained between people from different cohorts.
- Elementary-aged students are less able to consistently maintain physical distance. Outdoors is a lower risk environment than indoors.
- Unless they are part of the same cohort, staff and other adults should maintain physical distance from each other at all times. This includes during break times and in meetings.
- Extracurricular Activities: including sports, arts or special interest clubs can occur if physical distance can be maintained between members of different cohorts and reduced physical contact is practiced by those within the same cohort. Inter-school events including competitions, tournaments and festivals, should not occur at this time. This will be reevaluated in mid-fall 2020.
- Recess & Lunch:
  - Play areas will be divided into four zones. There will be a rotation schedule for recess and lunch time outside.
  - There will be two teachers and two EAs outside on supervision for every break
  - Indoor Supervision:
    - Students are to stay in their classroom working on indoor games & activities.
    - Supervisors will monitor the classrooms and hallways.



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- Physical Education, Music, and Library will continue as usual (before COVID):
  - PE:
    - Note: In an effort to minimize contact students in k-7 students will be allowed to wear their gym strips & gym runners on days their class has Physical Education.
      - This includes the SHS gym shorts, shirts and school sweatsuit for colder days.
      - If students choose not to wear their gym strips then they can wear their regular gym strip under their regular uniform. *There will be NO change rooms.*
      - On non gym days students must wear their regular school uniforms and black shoes. Wearing any other clothing other than SHS gym attire, is prohibited and will be dealt with on an individual basis.
    - A sticker with a number will be put on the gym wall where students will undress and leave their uniforms.
    - No change rooms will be accessible.



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## - Music:

- See attached link for Music room guidelines.

([https://docs.google.com/document/d/1-LzgiGKHXSrsAcu5lIDh0\\_gZieNjyJ2YT-cSegQV6Fc/edit?usp=sharing](https://docs.google.com/document/d/1-LzgiGKHXSrsAcu5lIDh0_gZieNjyJ2YT-cSegQV6Fc/edit?usp=sharing))

- Intermediate students wear masks while walking between their classroom and the music room, lanyard to hang around neck or put in a small bag while in the music room (parent's choice)

- Chairs, desks, music stands, surfaces, etc. will be disinfected daily

## - Shared Instruments:

- Small percussion instruments (metal or plastic), bucket drums, and mallets/sticks
- Cleaned with a disinfecting wipe after every use.
- Additional information about cleaning instruments can be found here:

<https://content.westmusic.com/keeping-your-instruments-clean/>

## - Choir:

- Split into groups of max 15, 1 or 2 cohorts together
- Class doing Mass and the other class in their cohort will sing with the teacher choir
- 2m distance required, or sneeze guards





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- Lyrics and music should be projected on smart board when possible, or students have personal copies in their music duotangs, no sharing
- Strings
  - Auditions to keep numbers under 15 (priority to last year's members), or 2 groups if enough students, just grades 4 and 5 this year
  - No sharing music
- Handbells
  - Less than 15 students, 2m apart if in different cohorts
  - Try to assign each bell to just one student per rehearsal. Wear gloves if sharing bells.
  - No sharing music
- Rock Band
  - 1 grade 6 and 1 grade 7 rock band
  - Students use their own guitars, drum sticks, etc.
  - Singers need to be 2m apart, or behind a sneeze guard and have their own music
- Students will be going to the rooms for their classes.
- An extra protection shield will be provided for specialists (4x8 Plexiglass sneeze guard).
- Outdoor Education (Day trips ONLY):
  - September 9th :
    - Gr. 7 @ Camp Summit
    - Gr. 6 @ Evans Lake



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- September 10:
  - Gr. 5 @ Evans lake
- September 11:
  - Grade 4 @ Evans Lake
- Curriculum, Report Cards & Assessment:
  - Full provincial curriculum for all students at all grade levels
  - Educators plan for and deliver learning through a variety of methods appropriate to the stage and the needs of their students
  - Student Reporting Policy remains in effect for K-12
  - Provincial student assessments (Foundational Skills, Numeracy & Literacy) remain in effect for K-12
  - Individual Education Plans (IEPs) must be updated annually and progress reports provided for each reporting period for all students including students who have an IEP.
- School Bus:
  - Bus will be cleaned and disinfected according to the BCCDC's standards.
  - A physical barrier is used between driver and passengers.
    - Staff and students may sit 2-3 at a seat if needed, and must wear masks.
    - Bus will be used for the before and after school bus runs as well as for field trips.
- Staff Room:
  - There will be a schedule posted for different groups to use the staffroom(s).
  - The schedule will help us ensure that we are spaced out and are following safety guidelines.



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## **Pick up and drop off of students (*staggered*):**

- *Gr. 6 & 7:*
  - will use South side of the West Wing Building (Pandora Street)
    - Parents will not get out of their vehicles as students will get out and go to their designated marked pylons on the playground.
- *Gr. K-5:*
  - Gr. K, 1, & 2 will be dropped off on Ingleton Ave,
  - Gr. 3,4 & 5 will be dropped off on the west side parking lot of the Church.
    - Parents are not to get out of their vehicles as only students will get out and go to their marked pylons.
  - *Staff may greet and direct students.*
- *By Walking:*
  - Students will be dropped off by south glass doors where a health assessment will take place. The parent walks off the lot.
- *If a student is late:*
  - The parent would notify the school before arrival and call the office to report when parked or outside the school campus. A Health Assessment will be conducted to ensure safe access to the school. The student would be picked up and escorted to his or her classroom.

## **Infection Prevention & Exposure Control Measures:**

Infection prevention and exposure control measures help create a safe environment for students and staff. Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more



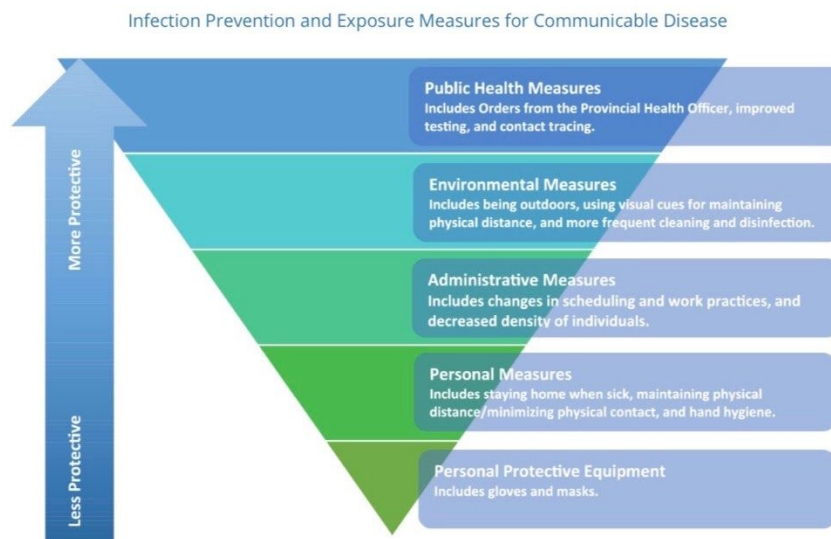
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effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

The virus is thought to spread mainly from person-to-person. Between people who are in close contact with one another (within about 6 feet). Through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms. The virus does not spread easily in other ways.

In general, dry, cold environments extend the lifespan of viruses. Viruses such as COVID-19 can also remain infectious for about twice as long on non-porous surfaces than porous surfaces. Because carpets and upholstery are considered porous surfaces — just like clothing, wood and similar materials — they're less hospitable to COVID-19 than non-porous ones.





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## **Cleaning and Disinfection:**

- Administration and staff are reminded that Material Safety Data Sheets and product labels provide additional information regarding placement, storage and warnings associated with ABHS (alcohol-based hand sanitizers)
- **Hand Sanitizer Used by St. Helen's:**
  - Triton Hand Sanitizer
    - Emergency Number: 1-800-424-9300
    - First Aid Measures:
      - Inhalation: If used as recommended, no first-aid measures are necessary. If handling large amounts of vapour is inhaled, remove the person to fresh air and keep comfortable for breathing. Call a poison center or doctor if you feel unwell.
        - Acute and delayed symptoms and effects: Normal use is not expected to cause any adverse effects. Excessive inhalation may cause headache, dizziness, confusion, loss of appetite and/or loss of consciousness.
      - Eye Contact: If in eyes: Rinse cautiously with water for at least 20 minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.
        - Acute and delayed symptoms and effects: Causes serious eye irritation.
        - Signs/symptoms may include redness, swelling, pain, tearing, and blurred or hazy vision. Ethanol may cause painful sensitization to light, chemical conjunctivitis and corneal damage. Isopropanol may cause transient corneal injury.



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- Skin Contact: If used as recommended, no first-aid measures are necessary. If in contact with large amounts of product: Rinse skin with water or shower. Call a poison center or doctor if you feel unwell.
  - No adverse effects are expected under normal conditions of use. Handling of large amounts may cause skin dryness and/or irritation.
- Ingestion: If swallowed: Call a poison center or doctor if you feel unwell. If vomiting occurs naturally, have the victim lean forward to reduce the risk of aspiration.
- Do NOT induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. If breathing or the heart stops, trained personnel should immediately begin artificial respiration (AR) or cardiopulmonary resuscitation (CPR) respectively. Get
- Medical attention immediately.
  - Acute and delayed symptoms and effects: May cause gastrointestinal irritation. Signs/symptoms may include abdominal pain, stomach upset, nausea, vomiting and diarrhea.
- General Advice: In case of accident or if you feel unwell, seek medical advice immediately
- **Electrostatic Sprayers:**
  - Work by charging liquids (cleaners, sanitizers & disinfectants) as they pass through the sprayer nozzle.
  - This generates charged droplets that repel one another and actively seek out environmental surfaces, which they stick to and even wrap around to coat all sides.
  - <https://www.youtube.com/watch?v=YVzGDY4AD1M>



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## **Public Health Measures:**

### 1. Mass Gatherings:

- The PHO order for mass gatherings prohibits gatherings and events of no more than 50 people.
- *In a school environment, there can be more than 50 people (students & staff) in a school at a given time if they are not all in one area and are actively engaged in physical distancing to the greatest extent possible.*
- No large assemblies of staff or students to be held.

### 2. Case finding, Contact Tracing & Outbreak Management:

- *Staff & Students (Families) should screen themselves **daily** prior to leaving their homes.*
  - [SHS Covid Screening Form](#)
- *Slightest symptoms of common cold, influenza, COVID-19, or any other respiratory diseases are required to stay home and self isolate until clarified by a medical professional.*
  - *An employee, or student (family) that has symptoms is to call the public health nurses line at 811, follow their instructions to be tested and contact the school office.*
  - *Employees may return to work when symptoms have subsided and a negative test has been confirmed.*
- *Covid Guidance About School Attendance:*
  - <https://drive.google.com/file/d/1qchJdYU00bXURDxyFST4T1cEq39FzIhR/view?usp=sharing>



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- *Recordkeeping:*
  - Classroom teachers are to submit a class list to the office. This will be shared with public health should contact tracing need to occur.
  - Office staff will:
    - keep a list of the date, names, and contact information of all visitors to the school.
    - A list of any students who travel outside of Canada during the 2020/2021 school year.
    - Monitor school attendance to track students and/or staff absence and compare it against usual absenteeism patterns of the school.
- Active testing of people with mild COVID-19 like symptoms (case finding) helps us identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up. We are in communication with public health for consultation on the possibility of early identification of clusters and outbreaks. Enhancing policies regarding reporting employees and student absenteeism to public health can be helpful in early identification of clusters and outbreaks.
- Should a COVID-19 positive person be identified by public health staff, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe in school or workplace.





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- *Staff and students that live with someone with Covid-19 or around anyone exposed to it or any symptoms mentioned above should refrain from leaving their homes.*
- Should symptoms present themselves while at school for staff & students:

## Appendix B: What to Do if a Student or Staff Member Develops Symptoms at School

<i>If a Student Develops Symptoms of COVID-19</i>	<i>If a Staff Member Develops Symptoms of COVID-19</i>
<p><b>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Parents or caregivers must keep their child at home.</p> <p>The student must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p> <p><b>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</b></p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic student from others in a supervised area.</li> <li>2. Contact the student's parent or caregiver to pick them up as soon as possible.</li> <li>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.</li> <li>4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.</li> <li>5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> <li>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).</li> <li>8. Contact 811 or the local public health unit to notify them of a potential case and seek further input.</li> </ol> <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p><b>IF STAFF DEVELOPS SYMPTOMS AT HOME:</b></p> <p>Staff must be excluded from work and stay home.</p> <p>Staff must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</p> <p><b>IF STAFF DEVELOPS SYMPTOMS AT WORK:</b></p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> <li>1. Symptomatic staff should separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up.</li> <li>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).</li> <li>5. If concerned, contact 8-1-1 or the local public health unit to seek further input.</li> </ol>
<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>	

## **Protocols for Staff & Students Who May Start to Feel Ill While At School:**

- Staff will immediately report to Administration/Office staff that they are feeling ill who will make the necessary accommodations for the staff member to leave the school grounds as soon as possible. A child would need to report to a staff member. If a staff member notices symptoms from a child, the staff member would report these observations immediately to Administration/Office staff.



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- The staff member would be asked to wait in the *conference room* by or another appropriate space alone so that accommodations can be made for his/her replacement. The staff member/staff would wear a face mask and gloves. Tissues would be provided to ensure their use with respiratory etiquette. Proper disposal of the tissue and hand hygiene should be performed after coughing or sneezing.
- Work (desk area) of a potentially ill staff member would be sanitized. Staff members replacing ill staff would wear a face mask and gloves. Further environmental cleaning will be conducted as deemed appropriate.
- Should the ill staff member be able to drive home on their own, he/she is expected to go home directly and follow self-isolation protocol outlined above. Arrangements will be made for ill staff members who do not feel well enough to get home on their own (calling a family member, etc.)
- Signage would be posted outside the room and there would be environmental cleaning of the space the staff/student was separated to. This would be conducted once the staff or student has left. The replacement teacher and class would move to another location so that the space can be fully cleaned.
- When a person is confirmed by public health as positive for COVID-19, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe.
- If a staff or student in a school is confirmed by public health as positive for COVID-19, public health will work with school administration to determine what actions should be taken, including if any staff or students who have been in contact with that person need to self-isolate, and if other staff and students' families should be notified.



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- ***Schools should not provide notification to staff or students' families if a staff member or student becomes ill at home or at school, including if they display symptoms of COVID-19, unless directed to by public health.***
- Students and staff with cold, influenza, or COVID-19 like symptoms should stay home, self-isolate, and be assessed by a health-care provider.
  - Testing is recommended for anyone with these symptoms, even mild ones.
  - Self-isolation is also advised for those who are considered a close contact of a confirmed case. Public health staff identify and notify close contacts of a confirmed case.

## **Environmental Measures:**

- Regular general cleaning and disinfecting will happen regularly.
- Posters, signs, sandwich boards have been purchased & on display.
  - Announcements (main building & west wing) have been updated and visibly rotated regularly.
- Frequently touched surfaces cleaned regularly (2-4 times a day).
  - Light switches, doorknobs, tables, desks, keyboards, toys, etc.
- Use school-sanctioned and approved cleaning materials.
  - All will be available and accessible for staff in their classrooms and hallways.
- Fixed playground equipment will be cleaned and sanitized daily.
- Limit the not easily cleaned items ( fabric, soft items, etc.)
- Garbage and paper recycled emptied daily.
- Wear Protective gear (visors, gloves, masks, etc) when cleaning blood or bodily fluids ( runny noses, vomit, etc).
  - Wash hands before and after removing gloves.
- **Note:**
  - There is no evidence that suggests the virus is transmitted via textbooks, paper, or any other paper-based products.



## **Physical Distancing & Minimizing Physical Contact:**

- A distance of 2 meters and above, between 2 or more people is challenging in schools but encouraged, the focus should be avoiding physical contact. Unless from the same household.
- Plexi-glass sneeze screens will be installed on all students desks and tables. Specialist teachers will have a 4x8 plexiglass screen at the front of the class
  - Intermediate students are required to wear masks in all areas of the school other than the classroom unless otherwise stated to do so or when working closely with teachers or peers.
- Cohort system in place, cohorts of up to 60 students will be used.
- Staggering drop-off, recess, lunch and pickup will minimize interactions.
  - Recess and lunch will have 4 zones for the students to play in and zones will be rotated throughout the week. There will be 2 teachers and Educational Aids on supervision for every break.
- Follow specific signage ( posters, sandwich boards, CPU screens, etc.)
  - Worksafe Occupancy Limit posters placed in each room upon assessment.
- Expectations will vary depending on age levels and activities.
  - *Younger students will need to be supported to **minimize physical contact with one another.***
- Physical contact/distance strategies at school:
  - Avoid close greetings (hugs, handshakes, etc.)
    - Regular reminders of “keeping hands to yourself”
  - Spread out:
    - Consider a different learning environment:
      - classroom desk/table formations, playground, field, undercover area, etc. allowing for the distance between students and staff.
  - Maintain your cohort. Students are to interact with their assigned cohort and teachers.



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- Minimize the number of different teachers and educational assistants that will interact with the groups of students throughout the day.

## **Staff/Student Daily Health Self-Assessment Check Questions:**

- How are you feeling today?
- How is your child feeling today?
- Does your child have a cough, cold, or fever?
- Is anyone in your family at home feeling sick or is sick?
  - **To be done at home**

## **Suggestions to Minimize Physical Contact & Ensure Physical Distance:**

- Stagger outside times and transition from one area of the school campus to the other.
- Take students outside as often as possible.
- Organize learning activities and unstructured time outside.
- School playgrounds can be used keeping the required distance and cleaned after every group of students has come off. Students will sanitize before and after usage of playground structures.
- Use activities that involve movement, group sports activities that can be done but in an organized and thoughtful manner with students wearing masks.
- *Encourage appropriate hand hygiene practices before, during, and after outdoor play.*
- Individual activities:
  - Younger students: adapt group activities to minimize physical contact, and reduce shared items.
  - Adolescent students: minimize group activities and avoid activities that require contact.



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## **Visitors to the School:**

- Visitors, including parents will be limited or even prohibited from entering the school. Parents are not permitted to come during the school day to drop off lunches, supplies, etc., If parents/caregivers need to contact the school principal or their student's teachers, they will be directed to do so by phone or email. In-person visits should be for essential purposes and arranged in advance by appointment.
- Signage, including sandwich boards, announcement screens and posters, will clearly indicate physical distancing is in effect at St. Helen's and be in place at all entrances.
- All visitors will be reminded to avoid entering if they have any symptoms of COVID-19.
- A telecommunication system is available at the front door for visitors to communicate with the front office. Postal carriers and delivery drivers will be directed to enter the building and drop off mail or parcels at a designated location.
- We kindly ask all visitors to use an alcohol-based hand sanitizer upon entrance to the school.
- Masks are available for visitors at the doors.
- Parents will not enter the school without permission or an appointment.
- Parents with permission or appointments will be asked to identify themselves at the intercom and report to the office on the second floor once let in the building.
  - Parents should wait outside the office as indicated by the floor decal 2m apart. If drop off of paperwork is necessary, there will be a bin outside the school to leave any items and an office staff member will retrieve it.



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## **Custodial Allocations & Duties:**

- a. Tony: Main building and Grade 5 (Learning Center)
- b. Paul: West Wing, Gym, Library & Music Room (Learning Center)

### **Duties will include:**

- a. Wiping down desktops (when classes are on their breaks outside)
- b. Cleaning Washrooms every 30 minute intervals
- c. Cleaning and wiping down light switches, door handles, handrails, etc.

*Hourly and rotationally.*

## **Buildings and Classrooms:**

- Hallway flow:
  - Arrows and visible signs will help with the flow in our hallways.
- Bathrooms & Water Fountains:
  - Bathrooms will be used minimally and on 1-2 people at a time (maximum of 2 in the main building). A sign will indicate if the bathroom is being occupied.
  - Cleaned regularly.
  - Students and staff are to wash hands prior to and after usage.
  - Water fountains will be used only to fill up bottles. Bottles should come to school already full from home.
- Playgrounds:
  - 4 zone rotation will be used.
  - Students will sanitize their hands prior to using the outdoor playground(s) and after.
    - Playground structures will be sanitized and cleaned when students are off them.
    - There will be a limit of students.
      - Climbing apparatus: 10-12 students at a time
      - Other Equipment: 1-2 students at a time.
    - Physical distancing will be encouraged, with a focus on minimizing physical contact.





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## 1. Main Building/Office :

- Students & Staff are to wear masks, wash their hands/ sanitize prior to and after entering or leaving the building.
- Follow the distinct markings, signs, and announcements (screens) in the hallways for proper hallway flow. Keeping a distance and minimizing physical contact (“hands to ourselves”).
- Increase airflow and ventilation where climate allows (open windows and doors). Additional air purification systems will be installed in classrooms with few windows.
  - Entering classes:
    - Try and refrain from touching doorknobs and light switches.
    - Upon entering the classrooms, staff & students must wash/sanitize their hands.
    - Maintain distance or wear maske, no physical contact.
    - Bring all supplies, backpacks, and lunches to their desk and “safe space”.
    - The use of washrooms is limited, so a designated bathroom period prior to “outside time”, using aids in every classroom.
  - Photocopier(s):
    - If you use the copier(s), please wash your hands before you begin.
    - When your done, please disinfect the copier(s)
    - Disinfect any shared surfaces or equipment at the photocopy area that you used.
    - One person at a time allowed at the photocopier(s)
    - Wash your hands when you are finished at the photocopier(s) before you go back to your office/classroom.
- Office:
  - Staffroom use only up to designated occupancy limits.





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- Upon entering the office, please ensure your hands have been washed/sanitized.
- Maintain distance and respect the barriers on the desks.
- Staff Washrooms:
  - Wash hands before and after entering and exiting the washrooms.
  - Lunches and drinks (coffee & water) are to be kept in classrooms, preferably.
    - No coffee will be brewed and made in the staffroom.

## 2. Learning Center:

- Students & Staff are to wash their hands/ sanitize prior to and after entering or leaving the building.
- Follow the distinct markings and signage for the proper flow of students. Students are to wear masks, keep a distance of 2m apart and minimize physical contact (“hands to ourselves”).
- Increase airflow and ventilation where climate allows (open windows and doors). Additional air purification systems will be installed in classrooms with few windows.
- *Gr. 5 Classroom:*
  - Try and refrain from touching doorknobs and light switches.
  - Upon entering the classrooms, staff & students must wash/sanitize their hands.
  - Maintain distance
  - Bring all supplies, backpacks, and lunches to their desk and “safe space”
  - Room specifics to be determined by Music teacher adhering to work safe and provincial guidelines
  - Washroom:
    - One at a time



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- *Music Room:*

- Use the music room door.
- Students & Staff are to wash their hands prior and after entering or leaving the building.
- Students are to wear masks, maintain distance, no physical contact.
- Instrument use to be determined by the head of the Music Department. They will be cleaned regularly and daily.
- Room specifics to be determined by Music teacher adhering to work safe and provincial guidelines

- *Library:*

- Use the glass library doors facing the street.
- Students & Staff are to wear masks, wash their hands/ sanitize prior to and after entering or leaving the building.
- Maintain distance, no physical contact.
- Room specifics will be determined by the library teacher adhering to work safe and provincial guidelines

### 3. Gym:

- Staff will escort their classes to the gym and use gym doors.
  - Intermediate students are to wear masks, wash their hands prior and after entering or leaving the building.
- Follow the distinct markings and signage for the proper flow of students. Keeping a distance and no physical contact (“hands to ourselves”).
- Increase airflow and ventilation where climate allows (open windows and doors). Additional air purification systems will be installed in classrooms with few windows.
- The use of equipment should be individual, minimal to no sharing. Communal equipment should be cleaned regularly, before and after each use.



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- Washrooms:
  - One at a time.
- Room specifics will be determined by the gym teacher adhering to work safe and provincial guidelines
- Utilize outside and small groups as much as possible.

#### 4. West Wing:

- Use south doors, Students & Staff are to wear masks, wash their hands/sanitize prior to and after entering or leaving the building.
- Follow the distinct markings, signage, and announcements (screens) for the proper flow of students. Keeping a distance and no physical contact (“hands to ourselves”).
- Increase airflow and ventilation where climate allows (open windows and doors). Additional air purification systems will be installed in classrooms with few windows.
- Entering classes:
  - Try and refrain from touching doorknobs and light switches.
  - Upon entering the classrooms, staff & students must wash/sanitize their hands.
  - Maintain distance.
  - Bring all supplies, backpacks, and lunches to their desk and “safe space”.
- Washrooms:
  - The top floor will use washrooms on that floor
    - One at a time. To be monitored by the teachers on that floor.
  - The bottom floor will use washrooms on that floor
    - One at the time. To be monitored by teachers on that floor.



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## NOTE: Use of Devices:

- Ensure school devices are up to date and have the necessary programs needed.
- Students are to use school devices, please refrain from letting outside devices into the school and classrooms unless otherwise specified.
- Students and staff should have washed/sanitized hands when handling devices.
- Keep devices away from food and drink.
- Devices should be cleaned at the end of every usage or day.
- Students are encouraged to reuse the same device each day, minimizing contact with another person's device.
- No sharing of any devices or supplies.

## **School Masses:**

- Masses will occur on a rotational basis complying with the maximum of 50 people guideline.
  - Depending on the size of the cohort scheduled to lead the mass one or more cohorts may attend.

## **Liturgical Guidelines for Masses Celebrated with a Congregation**

### *I. General Principles:*

1. Because time spent in proximity to other persons increases the risk of transmission of COVID-19, priests should consider using the legitimate options given in the Roman Missal to shorten the length of Mass.
2. Sunday Mass can only be offered beginning at 4 pm on Saturday through Midnight on Sunday. A weekday Mass may not be celebrated or presented as replacing the Sunday Liturgy.
3. Considerations to bear in mind for shortening Mass: announcements can be eliminated or kept brief; the celebrant can enter from the sacristy rather than in a procession; if a cantor is used, sing only one verse of a song; use a shorter Penitential Act; prefer the shorter version of readings when an option is available; preach a brief homily; limit the number of



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the general intercessions; exit directly to the sacristy; purify the sacred vessels after Mass.

4. The Liturgy of the Word with Children should not be offered until further notice.

## *II. Preparation before Mass:*

1. The priest and all ministers present in the sacristy should wash their hands thoroughly before Mass begins.
2. If the priest greets his parishioners before Mass, he must observe physical distancing and should consider wearing a mask or face covering.
3. For the presidential prayers, place the Roman Missal on the altar or on a stand at the chair to avoid having a server or deacon hold it.

## **Wearing Masks and Gloves**

4. The priest celebrant and other ministers must ***not*** wear masks or gloves during the celebration of Holy Mass. Moreover, during the entire celebration, they should remain at least two metres distant from one another and the congregation, except during Communion, which is described below.

## *III. Celebration of Mass:*

### **Music**

1. While music is integral to the Sacred Liturgy, as we return to Mass in limited numbers, congregational singing should be kept to a minimum.
2. Health experts indicate that singing produces 6-10x more droplets from our mouths than recitation.
3. Because many of the faithful will be wearing masks, singing on the part of the assembly would probably be ineffective.



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4. If a choir is present, it should be kept as small as possible, with each member spaced at least two metres apart. In many cases, a single cantor might suffice. The number of choir members is counted toward the 50-person maximum allowed in the church at any one time.
5. When worship aids for singing are produced, use them for only one Mass and then dispose of them, in order to avoid any possible contamination.
6. If the choir sings from a loft, it must be included in the cleaning and disinfecting procedures after Mass. Musicians should be responsible for cleaning organ/piano keys in the safest way possible for the instrument.

## **Introductory Rites**

7. If there is an Entrance Procession, the priest and all ministers should be single file and keep two metres apart from one another and from anyone sitting in the pews.
8. The priest and deacon, if present, approach the altar and venerate it with a profound bow, not touching it at all.

## **Liturgy of the Word**

9. When the faithful make the Sign of the Cross at the beginning of the Gospel, they should avoid touching their lips.
10. At the conclusion of the Gospel, the Book of the Gospels should be revered but not directly “kissed” by the celebrant.

## **Liturgy of the Eucharist**

11. The Offertory Procession is to be omitted.
12. The wine and the water, the bowl and the towel are placed on the altar to the right of the priest. At the Offertory the priest or deacon pours the wine and water into the chalice(s) without the help of a server.
13. The hosts to be consecrated for the faithful should be placed in a covered ciborium on a second corporal towards the side of the altar. This allows the celebrant to say the words of Consecration directly over the host he will consume, with the other hosts not directly in front of him as he offers



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the Eucharistic Prayer. Any additional chalice should likewise be placed on the second corporal, with a purificator for each chalice.

14. The lavabo should be done by the priest alone, without assistance, at the side of the altar itself.
15. The Sign of Peace is to be omitted.
16. At the Doxology, the priest alone elevates the chalice and paten.

## **Communion of the Priest(s) and Deacon**

17. Only the principal celebrant should drink from the main chalice.
18. When there is one or more concelebrants or a deacon, then each one receives the Precious Blood from his own chalice. The principal celebrant gives the Host to the deacon in the usual way. Each priest and deacon purifies his own chalice.

## *IV. Holy Communion of the Faithful*

1. Before Mass, and again at the time of Communion, the priest should explain when and how Communion will be distributed to the faithful. Instruction should include the requirement to remove their mask or face coverings and, unless underlying concerns suggest otherwise, to remove gloves as well. Gloves should be left in the place occupied in the pew. At the end of Mass, they must deposit the gloves in a container for that purpose.
2. Reception of the Precious Blood by the faithful is suspended at this time; nor should they receive by intinction.
3. For celiacs, a separate small chalice can be prepared and placed on the second corporal. The amount of wine used must be small enough for the communicant to drink it entirely.
4. Communion should ordinarily be distributed by the priest(s) and deacon; it must never be “self-administered.” When necessary, Extraordinary Ministers of Communion should be trained regarding the special procedures to be used during this phase of reopening.
5. If a priest has underlying health conditions (although not sick) or is otherwise unable, he should have an Extraordinary Minister of Holy Communion distribute in his place.



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6. The faithful have the right to receive Communion in the hand or on the tongue.
7. Receiving Communion on the tongue could cause concern for some ministers and for parishioners who are following in line; some are afraid that droplets are spread to the minister and then to them in this way. To address this fear the priest might ask those receiving on the tongue to receive last or he might designate a specific minister for them. Moreover, it is recommended that the minister purify his fingers and use hand sanitizer after each person who receives on the tongue.
8. Regardless of the manner of distribution, the priest or minister is to wash or sanitize his hands immediately before distributing Communion.
9. The priest or minister must not wear gloves for distributing Communion, but he should wear a mask or face covering when he distributes Communion after Mass.
10. A small table should be placed at each Communion station, with an unfolded corporal, purificator, ablution cup and hand sanitizer. An ablution cup and hand sanitizer should also be placed at the Tabernacle.

## **Reception of Holy Communion within Mass**

11. In coming forward to receive Communion, physical distancing in single file must be maintained in the procession, though members of the same household need not do so.
12. As far as possible, all aisles should be only for one-way traffic.
13. It is recommended that the dialogue between the minister and the communicant take place with two metres separating them. The communicant bows to the minister, who says, "The Body of Christ," to which the response "Amen" is given. The communicant then steps forward to receive Communion in the usual way.
14. The minister should take special care not to touch the faithful in any way (hand, tongue, etc.). If the minister senses that his fingers have touched the communicant or that the communicant's hands have touched him, he should pause, place the ciborium on the corporal, purify his fingers in the ablution cup and then use hand sanitizer. The ablution cup should be cleansed after each Mass. The minister should repeat this process as often as he judges necessary during the distribution of Communion. It is *not*





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necessary, however, for the minister to use the ablution cup and hand sanitizer between each communicant, unless he makes actual physical contact.

## **Reception of Holy Communion after Mass**

15. It is permissible that the distribution of Communion take place at the conclusion of Mass. This practice allows for easier observance of health and safety precautions, such as wearing a mask or face covering. It also permits the priest to remove his chasuble for the distribution of Communion, given that it is difficult to launder if anyone should sneeze or cough on him.
16. After the Final Blessing and the Dismissal in the usual way, the priest and deacon (if present) remain in the sanctuary.
17. At the chair, the priest removes his chasuble and the deacon removes his dalmatic.
18. Vested in alb and stole, the priest should use hand sanitizer immediately before approaching the Tabernacle. He may also don his own mask or face covering, while reminding the communicants to remove theirs.
19. Upon returning to the altar, the priest holds up a single Host, and says: "Behold the Lamb of God. Behold him who takes away the sins of the world. Blessed are those called to the supper of the Lamb." He then leads the people in saying: "Lord, I am not worthy that you should enter under my roof, but only say the word, and my soul shall be healed."
20. The priest, and other ministers, if present, proceed to the place prepared for distribution of Communion.
21. In coming forward to receive Communion, physical distancing in single file must be maintained in the procession, though members of the same household need not do so.
22. It is recommended that the dialogue between the minister and the communicant take place with two metres separating them. The communicant bows to the minister, who says, "The Body of Christ," to which the response "Amen" is given. The communicant then steps forward to receive Communion in the usual way.
23. The minister should take special care not to touch the faithful in any way (hand, tongue, etc.). If the minister senses that his fingers have touched



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the communicant or that the communicant's hands have touched him, he should pause, place the ciborium on the corporal, purify his fingers in the ablution cup and then use hand sanitizer. A purificator should also be available. The ablution cup should be cleansed after each Mass.

24. After distributing Communion, the priest returns the remaining Hosts to the Tabernacle, sanitizes his hands, and returns to the sacristy.
25. After receiving Communion and after a suitable time of personal prayer, the faithful depart on their own, while observing physical distancing.

## *V. Dismissal and Recessional*

1. After the Dismissal, the ministers recess in single file, and the faithful depart maintaining a two-metre physical distance.
2. If the priest greets people following Mass, he must observe physical distancing and should consider wearing a mask.
3. All vessels are to be thoroughly purified and cleaned with soap and hot water.

## **Personal Measure(s):**

- Stay home when sick
  - Staff and students who have symptoms, traveled outside of Canada in the last 14 days, or been exposed to anyone that has traveled outside of Canada in the last 14 days must stay home and self isolate, including children of essential workers who are ill.
  - **Parents and caregivers must assess their child daily** for symptoms of common cold, influenza, COVID-19, or other respiratory diseases before sending them to school.
  - **Staff must assess themselves daily** for symptoms of common cold, influenza, COVID-19, or other respiratory diseases before entering the school.
- The School administration:



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- Must ensure the school staff is aware of the procedures and materials needed.
  - Must conduct daily checks for respiratory illness at drop off by asking parents and caregivers to confirm their child does not have symptoms.
    - [COVID Self Assessment Tool](#)
  - Establish procedures for students and staff who become sick while at school to be sent home as soon as possible.
- There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals.

## **Anyone with symptoms of COVID-19 (BC Centre for Disease Control):**

- Stay at home when sick. Do not go to work, school, or public areas, do not use public transport or taxis. Symptoms may include fever, chills, cough, shortness of breath, sore throat and painful swallowing.
  - Contact the public health nurses line @ 811 and visit a testing site.
  - Employees may return to work when symptoms have subsided and a negative test has been confirmed.
- Wash your hands or use alcohol-based hand sanitizer often.
- Ask friends or relatives if you require help with buying groceries, other shopping or picking up medication. Alternatively, you can order groceries and medication by phone or online.
- Do not have visitors in your home except if they are providing care or delivering goods and supplies, and in that case, maintain a distance of 2 metres.
- Clean and disinfect high-touch surfaces.

## **Hand Hygiene:**

- Children should wash their hands:



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- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty
- Teachers, administrators, and support staff should wash hands:
  - When they arrive at school and before they go home
  - Before handling food or assisting children with eating
  - Before and after giving or applying medication or ointment to a child or self
  - After using the toilet
  - After contact with body fluids (i.e., runny noses, spit, vomit, blood)
  - After cleaning tasks (staff)
  - After removing gloves
  - After handling garbage
  - Whenever hands are visibly dirty
- Six steps to proper handwashing:
  1. Wet hands with warm running water.
  2. Apply a small amount of liquid soap.
  3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.
  4. Rinse off all soap with running water.
  5. Dry hands with a clean, disposable towel.
  6. Discard the used towel in the waste container.
- *Diligent hand hygiene:*



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- Wash hands with plain soap and water for at least 20 seconds.
  - Sinks in washrooms, classrooms, hallways, and staffroom
  - [Hand Washing Poster](#)
- The alcohol-based solution will be provided.
- Strategies:
  - Encourage hand washing upon arrival to school and entry into school buildings and classrooms.
  - Handwashing and sanitation stations will be available at locations throughout school buildings and campuses.
  - Posters will be visible as reminders.
  - Incorporate handwashing into daily routines
  - Staff should assist where needed.

## **Respiratory Etiquette:**

- *Students and staff should:*
  - Cough or sneeze into their elbow sleeve or tissue. Throw away used tissues and immediately perform proper hand hygiene.
  - Refrain from touching eyes, nose, and mouth with unwashed hands.
  - Refrain from sharing food, drinks, utensils, or water bottles or other resources.
  - Wear a mask.

## **Personal Protective Equipment:**

- Masks (Intermediate Students) and gloves must be used in all areas of the school other than the classroom.
  - *Managing students with complex behaviors or on a delegated care plan/ health emergency may require staff to work in close proximity.*
- Visors are available for staff usage.
- Plexi glass sneeze screens are on every desk and activity table.
- Treat those wearing masks with respect and dignity.



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## **Practice Self-Care**

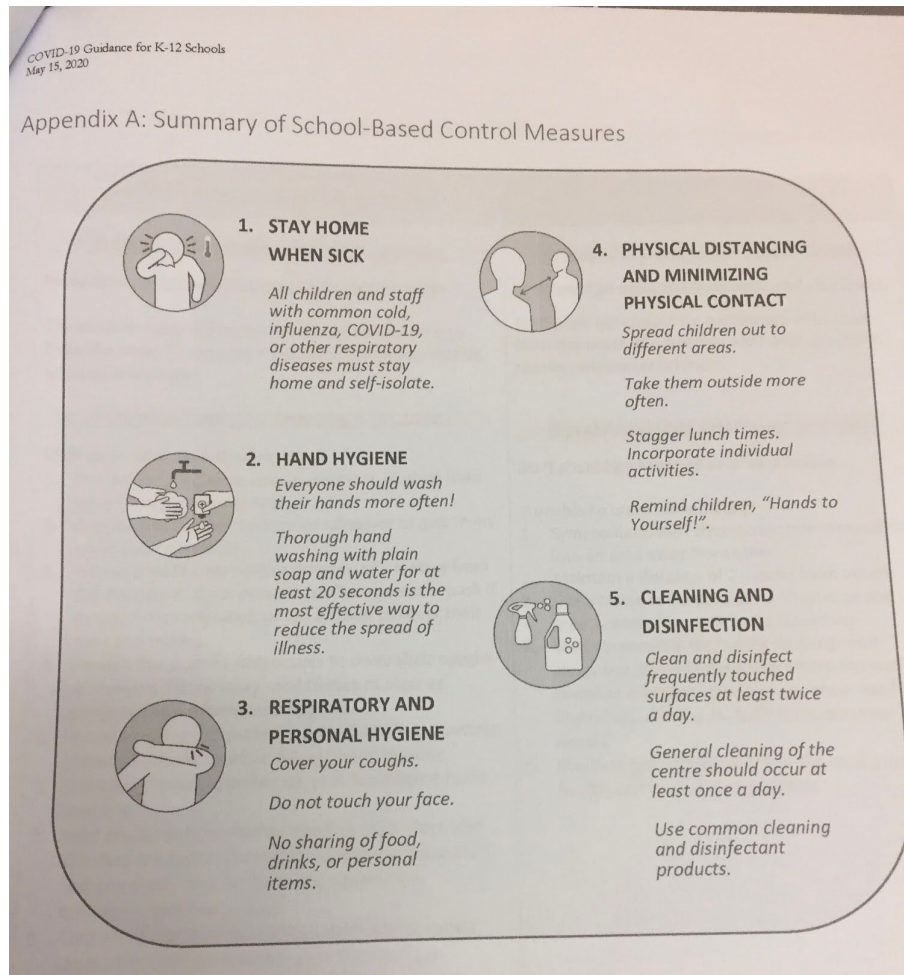
- Build self-care into your day.
- All things you do to take care of yourself will help manage your stress.
- Taking good care of yourself will help you be better prepared to take care of others.
- Some self-care ideas:
  - Meditate/Pray
  - Practice deep breathing
  - Take a bath
  - Read a book or magazine
  - Digital detox:
    - Leave your phone/devices alone for a while.
  - Exercise
    - Onsite: Wellness walk outdoors on breaks.
  - Onsite: - Go to one of our places of sanctuary.



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## School-based Summary of Controlled Measures:



## Further Reading:

- If you are unsure whether or not you may have the virus, you can refer to this self-assessment tool for B.C. residents:
  - <https://bc.thrive.health/covid19/en>



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- The following documents are provided for further reading. They form the basis of our safety plan and they provide the most accurate and current information with respect to mitigating the virus in a school setting:
  - Covid-19 Public Health Guidance for K-12 School Settings  
[http://www.bccdc.ca/Health-Info-Site/Documents/COVID\\_public\\_guidance/Guidance-k-12-schools.pdf](http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf)
  - Vancouver Coastal Health & BC Centre for Disease Control Guidance for K-12 School 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\\_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)
  - Ministry of Education K-12 Education Restart Plan  
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>
  - Ministry of Education Health & Safety Guidelines for K-12 Setting  
<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf>
  - Worksafe BC K-12 Education Protocols:  
<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>
- Archdiocese of Vancouver Corona Virus Disease: Liturgical Guidelines for Celebration of Mass
  - <https://rcav.org/coronavirus/>
- British Columbia Music Education Association:  
<https://drive.google.com/file/d/1fALAPcoUJCCe7FT8Jvw1OdYCCTyfb4LG/view?usp=sharing>