



White Rock Christian Academy

WRCA Restart Plan

Update: August 24, 2020

We are committed to providing the safest possible environment at our school. As such, we will diligently adhere to the standards, guidelines and protocols from the BC Centre for Disease Control and WorkSafeBC. We are also committed to fulfill all expectations as outlined in the COVID-19 Public Health Guidance for K-12 School Settings. The Ministry of Education has announced a return to in-class instruction under Stage 2 for September 2020, and WRCA will ensure we are ready for re-opening our school.

We want to keep the following questions at the forefront as much as possible: “If I have the virus, will my behaviour keep it to myself?” And furthermore, as a school, we ask the question, “If someone in our community has the virus, will our procedures and policies limit the virus to just that person?” All our procedures and policies have been designed to answer those two questions in the affirmative, as much as possible.

STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5
Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: N/A ▪ Middle: N/A ▪ Secondary: N/A 	Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: 60 ▪ Middle: 60 ▪ Secondary: 120 	Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: 30 ▪ Middle: 30 ▪ Secondary: 60 	Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: 30 ▪ Middle: 30 ▪ Secondary: 30 	Learning Group Size <ul style="list-style-type: none"> ▪ Elementary: 0 ▪ Middle: 0 ▪ Secondary: 0
DENSITY TARGETS: <ul style="list-style-type: none"> ▪ Not applicable 	DENSITY TARGETS: <ul style="list-style-type: none"> ▪ Not applicable 	DENSITY TARGETS: <ul style="list-style-type: none"> ▪ 50% for all schools 	DENSITY TARGETS: <ul style="list-style-type: none"> ▪ 25% for all schools 	DENSITY TARGETS: <ul style="list-style-type: none"> ▪ 0% for all schools
IN-CLASS INSTRUCTION: Full-time all students, all grades	IN-CLASS INSTRUCTION: Full-time instruction for all students for the maximum instructional time possible within cohort limits. Self-directed learning supplements in-class instruction, if required.	IN-CLASS INSTRUCTION: Full-time instruction for: <ul style="list-style-type: none"> ▪ children of essential service workers ▪ students with disabilities/diverse abilities ▪ students who require additional supports In-class instruction for all other students for the maximum time possible within cohort limits. Self-directed and remote learning supplements in-class instruction.	IN-CLASS INSTRUCTION: Full-time instruction for: <ul style="list-style-type: none"> ▪ children of essential service workers ▪ students with disabilities/diverse abilities ▪ students who require additional supports Remote learning for all other students	IN-CLASS INSTRUCTION: Suspend in-class for all students

Three Words That Inform our Commitment to Safety During the Pandemic:

Stability / Continuity / Connection

Stability

Our school will remain steady and calm in times of turbulence.

Dr. Bonnie Henry's catch phrase, 'Be kind, be calm and be safe', best describes a stable environment for everyone during this pandemic. Other words that help describe stability are thoughtful, reliable, predictable, and measured. These phrases and words refer to the **behaviour** we want demonstrated at WRCA. We can also reflect on the words of Paul in Philippians 4:6-7 - "Do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus."

Continuity

Our school will provide a consistent approach that exemplifies excellence in teaching and learning.

We feel it is important to have effective routines that provide continuity in our school. This means staying true to who we are as a school through our core purpose, core values and core programs. It also means we will continue to have a biblical Christian worldview as a central component for all teaching and learning.

While the worldwide pandemic continues, the length of WRCA school days will remain the same as in years past. Also, we have decided to eliminate Late-Start-Thursdays and Early-Dismissal-Tuesdays this year. This will allow us to increase classroom learning time and create consistency in our start and end times.

The school timetable will also remain the same as in years past. Our cohorts, or learning groups, will move together between classes and break times; however, we will try to minimize students moving to different classrooms by having teachers provide instruction in a student homeroom.

Connection

Our school will prioritize and foster strong relationships between members of our community.

Strong relationships are based on trust. WRCA is committed to developing strong relationships by:

- Being true to our word and honouring our commitments
- Communicating effectively
- Making decisions carefully
- Making decisions collaboratively, when appropriate
- Being consistent
- Listening actively and receiving feedback respectfully
- Being honest
- Holding true to our core purpose, values and programs
- Owning our mistakes

1. Environmental Measures

Cleaning and Disinfection

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. WRCA will be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings. WRCA has significantly increased cleaning services during this pandemic (e.g. two daytime custodians to ensure cleaning services are provided throughout the school day).

Some of our cleaning procedures include:

- General cleaning and disinfecting of the premises at least once every 24 hours.
 - This includes items that only a single student uses, like an individual desk or locker.
- Cleaning and disinfecting of frequently-touched surfaces at least twice every 24 hours.
 - These include door knobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys.
- Clean and disinfect any surface that is visibly dirty.
- Use common, commercially-available detergents and disinfectant products and closely follow the instructions on the label.
- Empty garbage containers daily.

Ventilation

The Junior school building was opened two years ago and has been equipped with the most up-to-date HVAC system. The new Senior School building will also be equipped with the same efficient and effective HVAC system. We are currently working with the Building Committee to move up the move into the new building before the projected occupancy on 1 January 2021. We will keep the portable classroom doors and windows open until we make the move into the new Senior School building.

Traffic Flow

Floor markings and posters are provided to address traffic flow throughout the school. This includes one-way hallways and designated entrance and exit doors.

Physical Barriers

Barriers will be installed in places where physical distance cannot regularly be maintained and a person is interacting with numerous individuals outside of a cohort. This includes the front reception desk where visitors check in.

Visitor Access/Community Use

Visitor access during school hours will be prioritized to those supporting activities that benefit student learning and well-being (e.g. substitute teachers, public health nurses, etc.)

All visitors will confirm they have completed the requirement of a daily health check before entering the building, and we will record the date, name and contact information for all visitors.

We will not open the school for community use at this time.

2. Administrative Measures

Cohorts (Learning Groups)

A cohort, or learning group, is a group of students and staff who remain together throughout the year and are an individual's primary contacts at school. Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. This can be accomplished in school settings through two different but complementary approaches: cohorts and physical distancing.

At WRCA, we will divide students into grade cohorts, and reduce and limit close interactions to other grade cohorts. A grade cohort is comprised of both classes in each grade. Our cohort numbers fall well below the limits from the ministry. As per the Ministry of Education guidelines, within the cohort minimized physical contact will be encouraged, but a two-metre physical distance does not need to be maintained.

Cohorts will remain together throughout the year for all activities that occur in school including, but not limited to, outside learning and break times (lunch, recess, classroom changes, etc.). We will plan for each cohort to have limited contact with other students and staff outside the cohort, including during break times (e.g. designated play areas for each cohort, etc.). Physical distancing of 2-metres will be expected for any contact with students or staff outside of the cohort.

The number of adults (staff and others) who interact with cohorts will be minimized as much as practical to do so while supporting learning and a positive, healthy environment. Teachers who are not directly inside the cohort (i.e. French, music, PE teachers) will practice two-meter physical distancing when interacting with the cohort. These teachers will also be required to wear face masks or face shields in the classroom while on campus.

Physical Distancing

During Phase 2 of re-opening our school, physical distancing (2m) is required for students and staff when interacting outside of their cohort (learning group) which includes, but not limited to, outside learning and break times (lunch, recess, classroom changes, etc.).

Other safety strategies to support physical distancing

The following strategies will be implemented at WRCA:

- We will avoid close greetings (e.g., hugs, handshakes).
- We will avoid touching our face.
- Desks will be spread out as much as possible to allow distance between students and adults. Senior school students will not face each other and use consistent seating arrangements.
- We will use Plexiglass dividers in classrooms where two-metre physical distancing is not possible.
- Manage flow of people in hallways to minimize crowding and allow for ease of people passing through.
- Posters and floor markings will address traffic flow throughout the school.
- We will communicate physical distancing guidelines using multiple formats for ease of understanding (visual supports and representation, prompts, video modelling, signage, etc.)
- Barriers will be installed (Plexiglass, traffic cones, etc.) in areas where physical distancing cannot be regularly maintained.
- Music classes will be held using both sides of the second floor music room of the Junior School building (divider wall removed) to ensure physical distance between students. Individual cohorts will stay together for band class. Specialist music staff are required to wear a face mask or a face shield at all times on campus.

- Students will be taken outside more often, where and when possible.
- 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 festival, will not occur at this time.

School Gatherings

Virtual assemblies and chapels will occur in order to limit inter-cohort exposure. These school gatherings may be broadcast in each classroom.

Personal items

Students and staff are encouraged to only bring items that are necessary (e.g. backpacks, clothing, school supplies, water bottles). All items will be stored in the class homeroom. Lockers will not be available.

Students should not share personal items, including electronic devices, writing instruments, etc.

Personal items should be labelled with the student’s name to discourage accidental sharing.

Individual food and beverages are not to be shared.

Other safety strategies

The following strategies will be implemented at WRCA:

- Students will practice appropriate hand hygiene before and after going to the playground.
- Inter-school events including competitions, tournaments and festivals, will not occur at this time.
- Field trips outside the school, which could involve contact with the public, will not occur at this time.
- There will be no outside food services provided at this time. We will revisit our hot lunch service at a later date.

Drop off Protocols

Grade Level	Start Time	End Time
JK	8:45 am	1:00 pm
K-2	8:30 am	2:50 pm
3-5	8:30 am	3:00 pm
6-7	8:20 am	3:10 pm
8-9	8:10 am	3:30 pm
10-12	8:00 am	3:20 pm

Drop Off for Junior School:

Parents should use the gravel parking lot. Students will be dropped off by parents using our “Safe Physical Distancing” squares marked in yellow on the pavement near the entrances to the Jr. School. Two metre spacing will be implemented between all students in the line-up area. Parents are not permitted to enter the school building. Students will be greeted at the line up by the home room teacher, who will conduct the Temperature and Health Check. There will be hand sanitization stations in the lobby as students enter the Jr. School building and all students will start the day by cleaning their hands. Students who arrive late will need to check in with the main office, which will include a temperature and health check before heading to their classrooms. One-way direction arrows will direct safe physical distancing while traveling inside the school building. Playground areas will be

closed during drop off times. Parents are encouraged to leave the school grounds as soon as possible and not use this time for visiting.

Drop Off for Senior School:

Parents should drop off their children at the main entrance. Students go directly to their first period classroom using a marked pathway along the south parking area, and maintain safe physical distancing. They are required to wear masks until they enter the classroom. Parents are not permitted to enter the school buildings. The times listed above are instruction start and end times. The first period teachers will be in the classrooms starting at 8am to provide supervision as necessary. Students will be greeted at the door of the classroom by the first period teacher, who will conduct the Temperature and Health Check. There will be a hand sanitization station in the classroom as well and all students will start the day cleaning their hands. Students that arrive late will need to check in with the main office, which will include a temperature and health check before heading to their classrooms.

Pick up Protocols

Pick-Up for Junior School:

Students will be picked up by parents using our “Safe Physical Distancing” squares marked in yellow on the pavement near the entrances to the Jr. School. Two metre spacing will be implemented between all students in the line-up area. Parents are not permitted to enter the school building. Students will be waiting with their home room teacher outside, for parents to pick up their children. There will be hand sanitization stations in the lobby as students exit the Jr. School building and all students will end the day by cleaning their hands. One-way direction arrows will direct safe physical distancing while traveling inside the school building. Playground areas will be closed during pick up times. Parents are encouraged to leave the school grounds as soon as possible and not use this time for visiting.

Pick Up for Senior School

Staggered pick up times as listed above will reduce the amount of students dismissed at any one time. Grade 6 to 9 students will be picked up at the gravel parking lot. Grades 10 – 12 will be picked up at main entrance doors. Cohorts will be brought directly to the pick-up area by their last period teacher to meet parents. Parents can help facilitate this process by being prompt.

Classroom protocols - All School

- Hand sanitizers will be utilized
- More outside activities
- No sharing of items
- Mask wearing when outside the classroom
- Reduced physical contact procedures
- Frequent hand washing during the school day
- Respiratory etiquette taught/reminded in the classroom
- Class homeroom location as much as possible

Bathroom breaks

JS: Only the lower floor washrooms are open for Junior School students. Primary students will have supervised class bathroom breaks. Grade 3 – 5 students may go to the bathroom individually but must wash their hands after the bathroom break.

SS: Only the upper floor washrooms are open for Senior School students. Access to the upper floor will be designated and students will maintain physical distancing. Senior school students must wash their hands after the bathroom break.

Lunch time protocols

Junior School:

- Playground safety with appropriate
- Hand hygiene practices before and after outdoor play
- Rotating Zones for cohort-only outside play time
- Increased supervision in playground areas
- Hand sanitization stations for re-entry into building
- Standard food safety protocols for eating in the classroom

Senior School: WRCA will become a closed campus, meaning students will not be permitted to leave the campus until the end of the school day. Cohort groups will eat their lunch in the assigned class homeroom. Students will be expected to use the hand sanitizer before lunch. Students who have finished eating lunch will be allowed to stay in the classroom or go to a designated cohort spot outside using the same zones used by JS.

Health and Safety training and orientation

As we enter a new school year, our emphasis is on 'safe learning'. Our teachers will begin working the week before students arrive on Tuesday, 8 September. Over three days before school re-opens for students, teachers and staff will receive healthy and safety training which will include understanding new protocols for teaching, learning and physical distancing. Some teachers will be designated to a specific cohort class. Expectations for non-cohort teachers and staff (including counsellors, learning assistants, library and administrative assistants) will be provided to ensure safe learning and physical distancing.

3. Personal Measures

(as per Provincial COVID-19 Health and Safety Guidelines for K-12 Settings)

Stay Home When Sick

- 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.
- 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.
 - Students or staff may still attend school if a member of their household has cold, influenza, or COVID19-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.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
 - **If a child has any symptoms, they must not go to school.**

- Staff and other adults must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
 - **If staff or any adult has any symptoms, they must not enter the school.**
- WRCA will:
 - Ensure school staff and other adults entering the school are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.
 - Clearly communicate with parents and caregivers about their responsibility to assess their children daily before sending them to school.
 - Establish procedures for those who become sick while at school to be sent home as soon as possible. Some students may not be able to be picked up immediately. As such, we will provide a space where the student or staff member can wait comfortably, which is separated from others.
 - Direct parents and staff to use the BC COVID-19 Self-Assessment Tool. They will also be advised to contact 8-1-1, a family physician or nurse practitioner to be assessed for COVID-19 and other infectious respiratory diseases.

Hand Hygiene

Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness. Both students and staff can pick up and spread germs from objects, surfaces, food and people. Everyone should practice diligent hand hygiene. Parents and staff can teach and reinforce these practices among students.

How to practice diligent hand hygiene:

- Wash hands with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.
 - Temperature does not change the effectiveness of washing hands with plain soap and water, though warm water is preferred for personal comfort.
- If sinks are not available (e.g., students and staff are outdoors), use alcohol-based hand rub containing at least 60% alcohol.
 - See the List of Hand Sanitizers Authorized by Health Canada for products that have met Health Canada's requirements and are authorized for sale in Canada.
- If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating microbes. Soap and water are preferred when hands are visibly dirty. If it is not available, use an alcohol-based hand wipe followed by alcohol-based hand rub.

Strategies to ensure diligent hand hygiene:

- Facilitate regular opportunities for staff and students to practice hand hygiene.
 - Use portable hand-washing sites or alcohol-based hand rub dispensers where sinks are not available.
- Promote the importance of diligent hand hygiene to staff and students regularly.
- Ensure hand washing supplies are well stocked at all times including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol.
- Staff will assist younger students with hand hygiene as needed.

Respiratory Etiquette Students and staff should:

- Cough or sneeze into their elbow or a tissue. Throw away used tissues and immediately perform hand hygiene.
- Refrain from touching their eyes, nose or mouth with unwashed hands.
- Refrain from sharing any food, drinks, unwashed utensils, cigarettes, or vaping devices. Parents and staff can teach and reinforce these practices among students.

4. Personal Protective Equipment

Face masks will be required for **all students and staff** where physical distancing (2-metres) cannot be maintained outside of the cohort class homeroom. This includes common areas such as hallways, or anytime outside of the cohort (learning group) where physical distancing cannot be maintained. Students and staff will be required to wear face masks when entering the school building and when leaving to go home.

The World Health Organization suggests that three-ply masks are most effective. Outside the cohort, we will require students to wear plain-coloured masks. Inside the cohort, wearing a face mask in the class homeroom is a personal choice for students and staff. It is important to treat people wearing masks with respect.

Specialist teachers, or non-cohort teachers, are required to wear a face mask or face shield at all times on campus.

Face masks will be provided for students and staff if necessary.