



BC CHRISTIAN ACADEMY

BC ES CAMPUS - 1019 FERNWOOD AVE., PORT COQUITLAM, BC V3B 5A8

HS CAMPUS - 3000 CHRISTMAS WAY, COQUITLAM, BC V3C 2M2

COVID-19 SAFETY PLAN

The health and safety of our staff, students, and entire school community is our top priority.

This document outlines the policies, guidelines, and procedures that BC Christian Academy has put in place to reduce the risk of COVID-19 transmission, following the guidelines and direction given to schools by WorkSafeBC and the Ministry of Health.

This plan has also been carefully and thoughtfully put together by our administration in consultation with our school's stakeholders and community partners, and has also been submitted and approved by the BC Independent Schools Branch of the Ministry of Education.

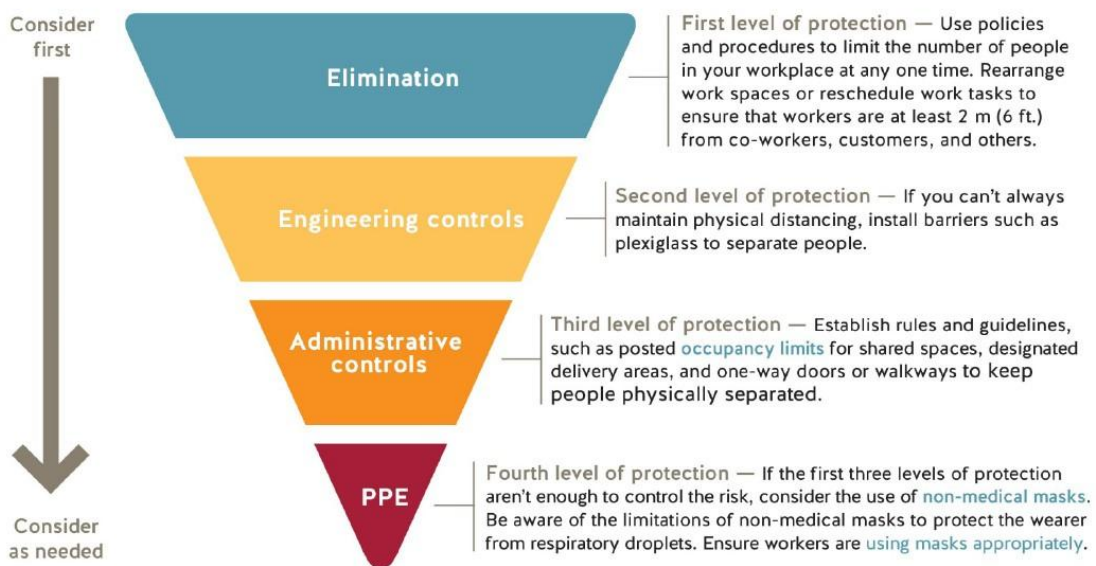
WorkSafe BC Compliant Safety Plan

Understanding the risks at our workplace

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk. The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk. The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

Selecting protocols for our workplace

Wherever possible, BC Christian Academy will use the protocols that offer the highest level of protection and add additional protocols as required.





FIRST LEVEL (ELIMINATION)

- Establishing occupancy limits in buildings.
- Implementing and posting physical distancing for staff (2 meters) wherever possible.
- Establishing work from home agreements so some select staff can work from home.

SECOND LEVEL (ENGINEERING CONTROLS)

- Install barriers and shields to protect staff where physical distancing is more difficult
- Use of signage and floor markings to manage traffic flow and travel on campus and within schools.
- Separate entrances and distinct common areas for cohorts

THIRD LEVEL (ADMINISTRATIVE CONTROLS)

- Establish rules and guidelines, such as cleaning protocols
- Staff and students will be trained and informed about new rules and guidelines
- Staff health and safety training on August 31 and subsequent staff meetings as required.
- Regular inspections and review of safety protocols by BCCA Health and Safety Committee
- Inform workers to not share equipment or tools and implement separate entrances and exits for cohorts

FOURTH LEVEL (PERSONAL PROTECTION)

- Ensure masks are selected and cared for appropriately and that workers and students are using masks correctly.
- Staff and students are aware that masks should only be considered when other control measures cannot be implemented.



Enhanced Cleaning and Sanitizing:

- **Cleaning and Disinfecting of classrooms will happen in between courses, at lunch, and after school each day.**
- **We have more cleaning and disinfecting supplies available in each classroom**
- **We are arranging more frequent cleaning of washrooms and other areas of higher traffic throughout the day.**
- **BCCA has hired a dedicated daytime custodian to clean all washrooms, common areas, door handles, light switches and other high-touch areas at least twice per day, in addition to our regular evening all- school cleaning and the extra classroom cleaning that will become a routine for all students in their classes.**

Physical Distancing:

- **Physical Distancing will occur through observance of our learning groups. We are also dividing up our building by having learning groups stay in their own zones of the school with separate entrances and exits at the end of the day. As a smaller high school, our entire student body is almost within the limits of a single secondary learning group, so our current groupings are well within the limits.**
- **Teachers and other staff will also be maintaining a greater distance from students as well.**
- **Avoiding close greetings like hugs or handshakes.**
- **Will remind students to keep their hands to themselves when possible.**
- **Will consider teaching classes outside when practicable. We have adjusted our school into different zones to minimize students' interacting with different learning groups. Wherever sensible, we are having teachers move around to students, rather than moving students.**

Hand Hygiene:

- **The school has doubled the number of hand-sanitizing stations throughout our halls and classrooms.**
- **Each classroom is outfitted with a sink at the elementary campus.**
- **Extra training, care and attention will be taken to remind children of how to wash/sanitize their hands regularly and use proper cough/sneeze etiquette.**
- **Students and staff will be encouraged to wash their hands as often as is reasonable. We will be reviewing how to properly wash our hands periodically in school.**



PPE for Staff and Students

- **Masks are mandatory in all common areas like halls, washrooms, or when a staff member or student needs to cross cohorts and cannot keep socially distanced. While masking up is not required in our cohorts, we support the use of masks by our students. The Ministry of Education and Health does not recommend masks for students in K-5.**
- **All students will be issued two cloth masks and shown how to properly wear, remove and store them. Additional masks from home may be supplied for more frequent replacements, as needed.**
- **Masks and all other items brought to school by our students will be removed by the same students daily, nothing will remain at school at the end of the school day.**
- **We are providing all requests for extra PPE like masks (reusable and disposable) and face shields, within reason, by staff. We are providing plexiglass shields in high-traffic school offices.**

School Ventilation

- **Both campuses have mechanical ventilation systems that are going to be run continuously to help maintain proper air exchange in the classrooms**

Transportation / Bussing

- **Students will need to sanitize their hands before entering the bus.**
- **Students will be required to wear masks because of the crossover of learning groups.**
- **We are increasing our contract with a local school transportation provider to ensure that we can have families in the same buses while keeping numbers down to one student per seat on the bus Bus drivers will be debriefed on school policies and procedures relating to the Health and Safety Policies for students.**
- **Driver will be masked and may be protected behind a plexiglass shield**

Communication & Training Orientation

- **Staff Health and Safety Training and Orientation will occur during our welcome back week August 31 - September 04.**
- **We will have all staff meetings everyday where we will be able to take time to review all of the new policies and procedures that are coming in.**
- **We already have had a preliminary all staff meeting August 07, 2020 to preempt our staff to the changes. All parties will be involved in the upkeep of the health and safety of our school.**



Learning Groups/Cohorts

A cohort is a group of students and staff who remain together throughout a school term. Cohorts reduce the number of in-person, close interactions a person has in school without requiring physical distancing to consistently be practiced.

ELEMENTARY

*Learning will be in person for the time being. (*Awaiting further confirmation from the Ministry of Education). Learning groups of less than 60 students and teachers have been designed to create small, easily traced bubbles for each child and adult.*

There are 6 cohorts for K-7 which will operate independently of the others throughout the day:

- Kindergarten Sections K-L, K-B and K-M
- Grade 1-B and 1-C
- Grade 2-S/M and 2-G
- Grade 3-A and 3-F
- Grades 4 and 6
- Grades 5 and 7

Recesses and lunch breaks include 3 staggered times: Kindergarten; Grades 1-3; Grades 4-7. Cohorts (Grade 1-7) will be able to rotate safely through three play zones each week. Kinders will always be in the fully enclosed playground at recess breaks.

HIGH SCHOOL

Because of the size of our school, Learning Groups will be divided by class/grades. We have about ~120 students in our high school

- Grades 11 and 12 will be in a Learning Group
- Grades 8, 9, and 10 will form their own Learning Group
- Grade 8 and 9 students will stay in their area of the school for the day
- Grade 10 will stay in their area for the day
- Grade 11 and 12 will stay in their areas for the day

As well as learning groups, we are implementing block scheduling, which means that students will only be doing 2 classes a day, and we have divided our year into 4 terms, rather than 2 semesters. We have changed our course scheduling to reduce the number of courses students have per day as well as reducing the number of interactions in hallways. This will also help us stay within the numbers guideline of the learning groups.



Daily Health Checks

- All staff and students will be required to complete a health check each morning before coming to school. Those who have a temperature or other signs of illness may not come to school.
- Parents and guardians must complete a personal health inventory for their children before they go to school everyday. If students are self-reporting symptom for Covid19, they are asked to stay home and go get tested before returning to school.

Building Access

- Parents/guardians and guests will not be able to enter the school building unless they have an appointment.
- All visitors should confirm they have completed the requirements of a daily health check before entering. Everyone who enters will need to sign in and out to allow for contact tracing.
- All students will assemble in cohorts in their designated stations around the school building each morning and enter by the exterior classroom doors.

Lunch & Recess / Food

- Snacks and lunches must be eaten in the classroom to minimize the possibility of germ transmission while using playground and sports equipment at break times.
- Microwave use for students has temporarily been suspended so use of thermos containers is encouraged.
- Students will be required to return all uneaten parts of their lunches to their lunch kits and empty them at home each day.

Drop-off and Pick-up for Elementary

- No early drop off is allowed. Children may arrive after 8:15 am for our 8:30 start. Those who need Out of School Care must register with the Kids' Club or arrange private before-school care.
- Line ups will be spaced around the building in designated Cohorts. Families that have children in multiple cohorts may assemble and wait in their family groupings.

Lockers

- The school will not be issuing lockers until we are provincially back to Stage 1. This means items including reusable or disposable masks, lunch containers, bottles, books, shoes, computers, must be taken home after school each day.



Resources

B.C.'s Back to School Plan

Students in B.C. will return to in-class learning September 2020. B.C.'s plan includes new health and safety measures, increased funding for protective equipment like masks and new learning groups to help keep everyone safe.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidlines.pdf>

Five Stages Framework for K-12 Education

The Five Stage Framework for K-12 Education outlines expectations for B.C. elementary, middle and secondary schools for learning during COVID-19.

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school/five-stages-framework>

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>