



Aberdeen Hall

Safe Return to Campus (SRtC) Plan

STAGE 2

September 2020

(version as of August 21 @ 11:30am)

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Safe Return to Campus (SRtC) Plan Rationale:

The Safe Return to Campus Plan uses the best practices models of school return procedures, both nationally and internationally, to plan for and implement the safest possible return for students and employees to on-campus learning during **Stage 2** of school re-opening. All plans will be based on the guidelines and information provided by the following documents, and will be checked against them to ensure complete compliance:

- [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)
- [COVID 19: Public Health & Safety Guidance for K-12 School Settings](#)
- [Worksafe BC](#) Returning to Safe Operations & COVID-19 Safety Plan (K-12)

Note that the [Operational Guidelines for School Districts and Independent School Authorities](#) also serves as an overarching guiding document.

The Safe Return to Campus (SRtC) Plan is intended for use in conjunction with the following:

- [Exposure Control Plan - STAGE 2 - Pandemic Influenza](#)
- WorksafeBC COVID-19 Safety Plan

The Safe Return to Campus (SRtC) Plan includes the Health and Safety Plan required by the Ministry of Education prior to return to school. This document, along with the WorksafeBC COVID-19 Safety Plan, will be posted throughout the school AND on Aberdeen Hall website.

NOTE: A separate Pre-school FAQ document, Health and Safety - Employees, K-5 FAQ document and 6-12 FAQ document, Community Safe Return to Campus Plan, have now been broken out separately. ANY UPDATES to one document MUST be changed on ALL.

Planning and Communications

Planning and Advisory Teams

Core Planning Team:

Christopher Grieve, Head of School	Grant Ozechowsky, High School Principal, Deputy Head
Ashley Bryden, Middle School Principal	Lindsay Grieve, Director of Operations
Casey Turnpenny, Junior School Principal, Academics	Lisa White, Director of Finance & Human Resources
Paul Bienvenu, High School Vice Principal	Laura Hazeldine, Junior School Vice Principal

SRtC Task Force Members:

Christopher Grieve, Head of School	Grant Ozechowsky, High School Principal, Deputy Head
Ashley Bryden, Middle School Principal	Lindsay Grieve, Director of Operations
Dr. Monica Penner, Board Member	Lisa White, Director of Finance & Human Resources
Laura Hazeldine, Junior School Vice Principal	Casey Turnpenny, Junior School Vice Principal, Academics
Paul Bienvenu, High School Vice Principal	Derek Cutler, Director of Educational Technology
Tyler Bollhorn, Board Chair	Taylor Verboom, Junior School Technology Coordinator

Lynda Brown, Board Member	Crystal Kolodziej, Director of Parent Communications/HOS Assistant
Tracey Thompson, Board Member	

Communication Plan

The following communication plan will be utilised in conjunction with Aberdeen Hall’s Crisis Communication Plan.

[Aberdeen Hall Crisis Response Plan](#)

- Chris Grieve, Head of School, to be the spokesperson for the district, if unavailable Deputy Head Grant Ozechowsky or Lisa White, Director of Finance & Human Resources

Basic timeline for upcoming parent communications:

- Wednesday, Aug 19- Head of School Video with updates about Ministry’s Restart Plan and future communications
- Wednesday, Aug 26- Release our Back to School plan (health & safety guidelines, learning groups, scheduling info). Divisional (PS, JS, MS, HS) FAQ
- Aug 26-27 - Permission form to be sent to all parents for approval indicating that parents understand the protocol for assessing their child’s health.
- Wednesday, Sept 2 - Back to School reminders including orientation videos, HOS NL
- Department updates as required during the first two weeks of school

During Stage 2 operations, Tuesday/Friday Parent Newsletters will contain reminders to parents to:

- Educate and remind their child(ren) about effective hygiene including hand washing and sneezing etiquette
- Assess their children daily for illness
- Any student or employee who has, or a member of their household has, a confirmed or suspected case of COVID 19 must notify the school immediately so that we can follow Interior Health's protocols for notifying our community

Guidelines from the Public Health Officer (PHO) and resources related to COVID 19 will also be communicated to our community as needed.

Please see [AH - Communications Plan September Restart](#) for further information.

Background

The guidelines and procedures outlined in this document are for the transition from Stage 3 of the “Education Stages of K-12 Students” to Stage 2.

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

General Information

How long will this stage last?

Based on the current information provided by the Ministry of Education, the Provincial Health Officer, and the Premier, Aberdeen Hall will enter Stage 2 schooling on September 8 and will remain in this stage until further designations are made in BC, if applicable.

Why is school opening up on-campus schooling?

The school is opening up in accordance with the four guiding principles provided in BC's Education Restart Plan, **Stage 2**. These guiding principles are:

- 1) Ensure a healthy and safe environment for all students, families and employees
- 2) Provide the services needed to support children of our essential service workers
- 3) Support vulnerable students who may need special assistance
- 4) Provide continuity of educational opportunities for all students

Attending On-campus Schooling

In-Class Instruction

In-class instruction provides students with peer engagement, supports social and emotional development and decreases feelings of isolation.

School also provides many students access to programs and services they can't get at home and is integral to their overall health.

Like every year, students who are registered in "bricks and mortar" schools are expected to attend school in-person, unless they are sick.

- Schools and teachers at the elementary and middle school grades will not be providing daily online options for students
- Students in secondary (high) school courses may be required to complete some learning online, only if in-person instruction is not possible given learning group sizes

Please note that, according to the Provincial Health Officer and the BC Centre for Disease Control, most children who are immunocompromised can return to in-class instruction when safety measures are in place. Protective self isolation is only recommended for children who are severely immunocompromised, as determined on a case-by-case basis. Parents/caregivers seeking an alternative to in-class instruction will be required to obtain a doctor's note indicating the need for accommodations due to health-related risks.

Learning Groups

A learning group is a group of students and staff who remain together throughout the school quarter, semester or year and who primarily interact with each other.

Learning groups were recommended by the Provincial Health Officer to help reduce the transmission of COVID-19.

Learning groups are smallest in elementary and middle schools because it is more challenging for younger students to maintain physical distance.

Students in secondary school are better able to minimize physical contact, practice hand hygiene and recognize if they are experiencing symptoms of COVID-19.

- Elementary: 60
- Middle: 60
- Secondary (High): 120

At Aberdeen Hall, our learning groups correspond to student grades, with the exception of in the High School, when two grades are in one learning group. In general, the homeroom teachers for each grade are included in the learning group, as well as some specialist teachers and/or learning support teachers. There are some instances where students will be taught by (and will interact with) an adult outside of their learning group, in which case employees will follow the protocols outlined in the [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#)

Learning Group Name
Preschool
Kindergarten
Grade 1
Grade 2
Grade 3A (two homerooms)
Grade 3B (two homerooms)
Grade 4
Grade 5
Grade 6
Grade 7
Grade 8
Grade 9/10
Grade 11/12

See the Physical Distancing section for more information on interactions in and between learning groups.

What do I need to do before I bring my child to school to ensure we safeguard the school community?

You are REQUIRED to assess your child's health *daily* for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease. Additionally, PRIOR to the first day of school, you will be asked to complete a permission form indicating that you understand the daily requirements to assess your child's health according to the "Daily Health Check Example" that will be attached to the permission form.

All students and employees who:

- have symptoms of common cold, influenza, COVID-19 or other infectious respiratory diseases, OR
- have travelled outside Canada in the last 14 days, OR
- were identified as a close contact of a confirmed case or outbreak

must stay home, seek assessment from a healthcare provider and [self-isolate](#) as they await results. Once results and guidance from a health care provider are received (indicating it is safe to return to school), and symptoms have resolved for 24 hours, the student or employee may return to school.

This includes children of essential service workers.

Furthermore, students and employees who experience seasonal allergies or 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.

Students and employees may attend school if a member of their household has cold, influenza or COVID-19 like symptoms, provided they are asymptomatic. It is expected the symptomatic household member is seeking assessment by a health care provider.

If a student is confirmed to have COVID-19, public health will do an investigation to confirm if any students or employees have been in close contact with that person, and need to self isolate. Public health will inform the school and Head of School if there are close contacts of a confirmed case within a learning group or school. Additionally, schools will provide learning support to students required to self-isolate. Together, schools and public health officials will determine if suspending in-class learning is necessary.

Will transportation be available?

Bussing will be available. Bus drivers are required to wear a non-medical mask, a face covering or a face shield when they cannot maintain physical distance or be behind a physical barrier.

Middle School and High School students are required to wear a non-medical mask when they are on the bus. However, no student is required to wear a mask if they do not tolerate it. For more information, see the PPE section.

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 take the bus or go to school.

How will student mental health and well-being be attended to during this time?

Students will continue to have access to their homeroom advisors and teachers as a first level of support. School administration, resource teachers, and our school counsellor will also be available to support students in need. Students will be instructed on and reminded of these support systems upon their return to school, along with how to access them.

Health and Safety

In addition to all other measures detailed in this document, including but not limited to learning groups and outdoor teaching spaces, the following measures have been taken to reduce the risk of spread of COVID-19 in our community:

How will you deal with onset of illness during the school day?

If anyone on campus develops any infectious symptoms, respiratory or otherwise, Aberdeen Hall will complete the following steps, as directed by the BC Ministry of

Health and BC Centre for Disease Control. Updates to this process will match Ministry updates:

- 1) Person will immediately be isolated in the designated room for their building until they leave the school
- 2) Parent or emergency contact will be contacted immediately and pick-up arranged
- 3) Custodians will be contacted to immediately clean and disinfect any areas used by the ill person (e.g., classroom, bathroom, common areas)
- 4) Where possible, 2 metres of distance will be maintained from the ill person
- 5) Person will be given a mask and tissues to cover their coughs or sneezes. Used tissues will be thrown away as soon as possible and hand hygiene will be performed as much as possible by both ill person and designated staff member
- 6) If it is a child, they will be supervised by a designated staff member who will be wearing appropriate protective equipment (mask, eye protection and gloves) or will use a tissue to cover their nose and mouth. The designated staff member will avoid touching the ill person's body fluids (e.g., mucous, saliva) and diligent hand hygiene will be practiced regardless of whether contact is made with fluids or not
- 7) The door to the designated isolation room will remain closed as much as possible to prevent excess air contamination
- 8) Once the ill person has left the designated isolation room, the room will be closed off for 2 hours to allow coughed droplets to settle, at which time it will be cleaned and disinfected by a custodian
- 9) Employee will complete a medical incident report on MySchool and inform the Division Leader
- 10) Division Leaders will be responsible for ensuring that Interior Health (or 811) is notified and for tracking those who go home with symptoms to ensure they are assessed by their family physician or nurse practitioner

Parents or caregivers must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND for 24 hours after their symptoms have resolved.

Any student or employee who has, or a member of their household has, a confirmed or suspected case of COVID-19 must notify the school immediately so that we can follow Interior Health's protocols for notifying our community.

What is the protocol if a student or employee has seasonal allergies?

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.

Who will be contacted if a confirmed COVID-19 case is discovered in a student or employee (or in their household) who has attended on-campus schooling?

Aberdeen Hall will work directly with Interior Health and strictly follow their protocols should a confirmed COVID-19 case be discovered in a student or employee (or in their household) who has attended on-campus schooling.

Interior Health Phone Number: # 250-469-7070

School Contact Nurse: Nicole Millard # 250-980-4807

Any student or employee who has, or a member of their household has, a confirmed or suspected case of COVID-19 must notify the school immediately so that we can follow Interior Health's protocols for notifying our community.

How will physical distancing and minimizing physical contact be managed?

In Stage 2, members of the same learning group must minimize physical contact. This means that students and employees who are designated as part of a learning group do not need to maintain 2m distance from each other, rather they need to minimize physical contact, which they will be instructed on and reminded of regularly.

During break times (e.g. recess and lunch), students may want to socialize with peers in different learning groups. There are different considerations for elementary and middle/secondary students when socializing outside of their learning group.

Elementary students: When interacting with peers outside of their learning group, students should:

- minimize physical contact when outdoors;
- maintain physical distance (2m) when indoors. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance.

Middle/secondary (high) students: When interacting with peers outside of their learning group, students should maintain physical distance (2m). Middle and

secondary (high) school students capable of consistently maintaining physical distance, when it is required, should be expected to do so. If a student is unable to physically distance, the student should socialize within their learning group or where they can be supported to physically distance.

When employees, including specialist, TOC and learning support teachers, are interacting with a learning group they are not a part of, they will follow the protocols outlined in the [Provincial COVID-19 Health & Safety Guidelines for K-12 Settings](#).

Desks and tables will be configured to promote physical distancing guidelines of 2 metres between persons if students are not in their learning group.

Additionally, K-5 and Grade 6-12 schedules have been created to ensure that door greeters are in place each day (until procedures are learned and practiced), breaks and outdoor times are planned and movement across schools is minimized and planned for. This will help manage interactions between learning groups.

Assemblies and other school-wide events will be cancelled or will be held virtually to avoid a large number of people gathered in one space.

Behaviour Education

Students and employees will be educated on and reminded of physical distancing practices, including but not limited to:

- refraining from handshakes and hugs
- younger students (PreK - Grade 3, Grade 4 & 5) should be supported to stay in their learning group and to minimize physical contact at all times
- older students (Grade 4 & 5 introduced to this, Grade 6 - 12) and adults will be supported to minimize physical contact at all times, seek to maintain 2m physical distance whenever possible within their learning group and when interacting with others outside of their learning group

People Movement

Movement of groups of students around and between buildings and other campus locations will be planned and managed. Directional indicators managing flow of people will be placed on entrances and exits and floors and walls around each building and on relevant outdoor areas on campus.

Entrances and exits and washrooms, where applicable, will be designated for specific learning group and employee use.

Access to Campus

Only Aberdeen Hall employees, students, and approved visitors will be allowed in the school. Visitors will be prioritized to those supporting activities that benefit student learning and well-being. Visitors will be made aware of health and safety protocols and requirements prior to entering the school and their contact information will be taken.

This means that in Stage 2 schooling, parents may not enter schools unless they have made an appointment. Supplies drop offs (lunches, instruments, etc.) during the day should be arranged by calling Reception.

How will the campus look different?

Outdoor classrooms will be installed to support the increased use of outdoor space during Stage 2 schooling.

Classrooms that will be utilized will have soft-surfaces and non-essential materials removed or access restricted.

Drinking fountains will be closed except for the use of water bottle filling.

Hand dryers in washrooms will not be permitted to be used. Only paper towels will be provided for the purpose of drying hands.

Students and employees will have designated washrooms, entrances and exits, however if they are using any of the above outside of their designated areas, they will be instructed to practice physical distancing of 2m with those outside of their learning group.

Group	Group Classrooms	Group Washrooms	Entrance & Exit
Pre-school	ELC Top Floor Classrooms and Room 101 (AM)	Faculty: ELC Top Floor Washroom 2 Students: ELC Bottom Floor Student Washrooms	Entrance: ELC Upper Entrance Exit: ELC Upper end-of-hall Exit
Kindergarten	Downstairs ELC & Junior School Room 201	Faculty: ELC Top Floor Washroom 1 Students: ELC Bottom Floor	Entrance: ELC Lower Entrance Exit: ELC Lower Exit

		Student Washrooms	
Grade 1	Room 201, 202	Faculty: Junior School Bottom Floor Washroom 2 Students: Junior School Top Floor Student Washrooms	Entrance: Junior School Top Entrance Exit: Junior School Top Entrance/Exit (teacher controlled)
Grade 2	Room 205, 206, 207	Faculty: Junior School Bottom Floor Washroom 2 Students: Junior School Top Floor Student Washrooms	Entrance: Junior School Top Entrance Exit: Junior School Top Entrance/Exit (teacher controlled)
Grade 3A	Room 203, 204, 208	Faculty: Junior School Bottom Floor Washroom 2 Students: Junior School Top Floor Student Washrooms	Entrance: Junior School Top Entrance Exit: Junior School Top Entrance (teacher controlled)
Grade 3B			
Grade 4	Room 105, 104, 103	Faculty: Junior School Bottom Floor Washroom 1 Students: Junior School Bottom Floor Student Washrooms	Entrance: Junior School Main Entrance Exit: Junior School end-of-hall exit
Grade 5	Library, Room 101, Room 102	Faculty: Junior School Bottom Floor Washroom 1 Students: Junior School Bottom Floor Student Washrooms	Entrance: Junior School Main Entrance Exit: Junior School end-of-hall exit
Grade 6	Hanlon Senior School Top Floor & Holzhey Hall/other classrooms by appt.	Faculty: Hanlon Senior School Top Floor Washroom Students: Hanlon Senior School Top Floor Student Washrooms	Main Entrance: Hanlon Senior School Top Entrance Main Exit: Hanlon Senior School end-of-hall exit
Grade 7	Hanlon Senior	Faculty: Hanlon	Main Entrance:

	School Top Floor & Holzhey Hall/other classrooms by appt.	Senior School Top Floor Washroom Students: Hanlon Senior School Top Floor Student Washrooms	Hanlon Senior School Top Entrance Main Exit: Hanlon Senior School Top Floor end-of-hall exit
Grade 8	Hanlon Senior School Top Floor & Holzhey Hall/other classrooms by appt.	Faculty: Hanlon Senior School Top Floor Washroom Students: Hanlon Senior School Top Floor Student Washrooms	Main Entrance: Hanlon Senior School Top Entrance Main Exit: Hanlon Senior School end-of-hall exit
Grade 9	Hanlon Senior School Bottom and 2nd Floor	Faculty: Hanlon Senior School 2nd Floor Washroom Students: Hanlon Senior School 2nd and Bottom Floor Student Washrooms	Main Entrances: 2nd Floor Holzhey Hall Main Exits: 2nd Floor end of hall exit and Bottom Floor Holzhey Hall/Garage Door
Grade 10	Hanlon Senior School Bottom and 2nd Floor	Faculty: Hanlon Senior School 2nd Floor Washroom Students: Hanlon Senior School 2nd and Bottom Floor Student Washrooms	Main Entrance: 2nd Floor Holzhey Hall Main Exits: 2nd Floor end of hall exit and Bottom Floor Holzhey Hall/Garage Door
Grade 11 & 12	Hanlon Senior School Bottom and 2nd Floor	Faculty: Hanlon Senior School 2nd Floor Washroom Students: Hanlon Senior School 2nd and Bottom Floor Student Washrooms	Main Entrance: 2nd Floor Holzhey Hall Main Exits: 2nd Floor end of hall exit and Bottom Floor Holzhey Hall/Garage Door
Business Office incl. reception	N/A	Hanlon Senior School Top Floor Washroom	Entrance and Exit Hanlon Senior School Top Floor
Lindsay, Roberto,	N/A	ELC Top Floor Washroom 1	Entrance and Exit ELC Top Floor

John (ELC)			
Junior School Reception	N/A	Junior School Washroom 1	Entrance and Exit Junior School Main
Custodians	N/A	Employee Washroom of building mainly assigned to	Entrance and Exit of building mainly assigned to

What is the safest way to drop off my child?

Drop-off /Pick-up Times, Locations and Procedures

Kindergarten - Grade 5:

Parents will park in the parking lot and walk up the sidewalk following the same pattern that traffic would in the roundabout. Walking towards the Junior School, passing the Early Learning Centre on the right, leaving by continuing to walk around the roundabout, with the recycling bins on the right hand side. Directional arrows will help guide this process.

All students will be greeted by a teacher or member of administration to guide them into the building (**no parents or caregivers may enter the building**). If a child has difficulty separating, staff can reassure them verbally; however, will not be able to physically comfort them in keeping with safety protocols. **Please move swiftly and quickly through the roundabout during drop-off and pick-up, avoiding social conversations.**

Drop-off & Pick-up Times	Cohort	Location
Drop-off: 8:00am - 8:15am Departure: 3:30pm	All bus students	Junior School Roundabout
Drop-off: 8:00am - 8:20am	Kindergarten A and B	Junior School Roundabout to the ELC Bottom Entrance (down the fire lane, across from the playground)
	Kindergarten C	Junior School Roundabout to the Junior School Upper Back Door
	Grade 1, 2 & 5	Junior School Roundabout to Junior School Main Entrance
	Grades 3 & 4	Junior School Roundabout to Junior School Side Entrance (near the Senior School)
Pick-up: 3:15pm - 3:30pm	ALL GRADES	From the Junior School Roundabout, students will be seated in their Learning Groups for pick up by parents or caregivers.

If a child has a medical appointment that is scheduled during school hours please contact JS Front Reception and email their homeroom teacher.

Grade 6-12:

Parents will either drop off their child in the Senior School roundabout or will park in the Senior School lot and their child will walk in to the school to their designated entrances/exits.

Middle School Entrance/Exit is the top floor of the Hanlon Senior School and the High School Entrance/Exit is the second floor of the Holzhey Hall.

Parents are asked not to congregate in the parking areas so that flow of people physical distancing requirements are maintained.

What are the screening measures that will be in place?

You are REQUIRED to assess your child's health *daily* for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease.

Additionally, PRIOR to the first day of school, you will be asked to complete a permission form indicating that you understand the daily requirements to assess your child's health according to the "Daily Health Check Example" that will be attached to the permission form.

Employees have a responsibility to assess their health *daily* for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease.

Employees will be familiarised with the "Daily Health Check Example" to ensure they understand the requirements to attend school each day.

What personal hygiene measures will be in place for students and employees?

Hand washing will take place for both students and employees:

- after entering and before departing the school buildings
- before and after snacks and meals
- before and after outdoor play
- after using the washroom
- after using a tissue
- after coughing or sneezing
- when hands are visibly dirty
- at least once per two hours, managed by teachers

Additionally, teachers will wash their hands:

- before and after applying any First Aid to students or self
- after contact with bodily fluids (runny noses, spit, vomit, blood)
- after cleaning tasks
- after handling garbage
- after removing gloves

Employees and students are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Respiratory etiquette [can be found here](#).

How will the school clean the rooms to ensure the environment is safe?

Cleaning Standards & Routines

This summer a thorough cleaning and disinfecting has been undertaken of every classroom, hallway, and all common spaces in all buildings. Classrooms that will be utilized will have soft-surfaces and non-essential materials removed or access restricted.

Signage has also been placed around the school reminding students and employees of enhanced cleaning and hygiene standards and how to follow them.

During the school day, teachers may assist with the cleaning routines inside their classroom, in addition to the enhanced cleanings provided by custodians. These may include:

- Cleaning tabletops and chairs before and after snacks and lunch
- Reminding students and assisting them in regular cleaning of their laptops (keyboard covers), pens and pencils, hands, etc..
- Refraining from or limiting the use of shared equipment such as class iMacs, 3-D printers, projection equipment, etc.

Enhanced cleaning standards will meet or exceed the requirements of Worksafe BC and the guidelines for school settings put forth by the Ministry of Health.

Specifically:

- General cleaning and disinfecting of the premises at least once in a 24-hour period. This includes items that only a single student uses, like an individual desk.
- In addition to the cleaning and disinfecting of the premises, cleaning and disinfecting of frequently touched surfaces at least twice in 24 hours, including at least once during regular school hours.

The enhanced cleaning standards will be conducted according to the schedules outlined in [Aberdeen Hall's Exposure Control Plan - STAGE 2 - Pandemic Influenza](#).

What can my child bring to school?

Uniform, Materials & Personal Belongings

For K - 5:

Personal belongings required:

- Backpack
- Jacket
- Runners
- Water bottle
- Lunch kit
- PE uniform (Grades 2-5; no PE uniform required in grades K-1)
- Required school supplies (Grades 4 & 5 only; individual supplies are provided in grades K-3)

On Mondays, students will wear their number 1 uniform; on Tuesday - Friday, students can choose to wear their number 1 or number 2 uniform.

Please do not send anything else to school with your child unless it is specifically requested by their homeroom teacher.

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

For 6-12:

Necessary items only such as a backpack, jacket, school supplies, water bottle, lunch kit and PE kit are to be brought to school. Students should not share personal items including electronic devices and pens/pencils.

Students can continue to use their lockers as they will be in the same learning group as the students around them and it is better for personal items to be stored in a locker than to be stored in classrooms or carried throughout the school.

Students will wear their #1 uniform on Mondays and their #1 or #2 uniforms Tuesday-Friday.

How will snacks, lunch and daily breaks be handled?

Lunch, Snacks, Daily Breaks

There will be no food service provided at the school. At drop-off, parents must provide students with all food required for the day. In the Junior School and Middle

School, lunches will be eaten in the classrooms. In the High School, lunches will be eaten in designated common areas. No sharing of food is permitted.

There will be no microwaves available for warming-up food.

Divisional lunch times and/or locations will be staggered and students will stay in their learning group or will be directed to distance from each other if not staying in their learning group.

What about Personal Protective Equipment?

Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household.

Students in Middle and High School and all employees (regardless of what building they work in) are required to wear a non-medical mask in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained.

Non-medical masks are not recommended for elementary school students.

Exceptions will be made for students who cannot wear masks for medical reasons. No student needs to wear a non-medical mask if they do not tolerate it.

Information about COVID related mask use can be found on the [BCCDC website](#) and the [Government of Canada website](#).

Learning Formats and Scheduling

How will on-campus learning be delivered?

On-campus learning will be delivered in students' learning groups across the entire school, with the exception of some specialty programming in the High School only.

Junior School:

Our daily schedule will be similar to last year. Classes will be approximately 50 minutes and students will have 6 learning blocks each day with lunch and three recesses.

In Stage 2, our students will experience a classroom environment that is very similar to “normal” school. We are fortunate to have small class sizes, which allow us to

form grade level cohorts. **All of our students will have the ability to attend regular classes with their grade level peers.**

On-campus learning will appear much like it has in previous years to provide normalcy and programming excellence; however, a number of protocols have been developed to ease the transition should a change to other stages of schooling be necessary:

- the use of Google Classroom by teachers, students and parents from the outset of school.
- homeroom teachers will be integrating Google Classroom into their on-site lessons to aid in the continued development and familiarity of the program for our students.
- ADS&T classes will primarily focus on the skills students need to efficiently navigate Google Classroom.

Although there will not be full online programming (while in Stage 2), it will support learners who are absent due to illness, and will help ease the transition to other stages (if necessary) as students, parents and teachers will be familiar with the process.

Middle School:

Our daily schedule will be similar to last year. Classes will be approximately 65 minutes long, and students will take 5 blocks a day, with lunch and two recesses. Students' courses will generally be year-long (linear) with the exception of some specialty programming such as art/drama/ADST.

In Stage 2, our students will experience a classroom environment that is very similar to "normal" school. We are fortunate to have small class sizes, which allow us to form grade level cohorts. **All of our students will have the ability to attend regular classes with their grade level peers.**

Although on-campus learning will appear much like it has in previous years to provide normalcy and programming excellence, a number of protocols have been developed to ease the transition should a change to other stages of schooling be necessary. An example of one of these changes is:

- the use of MySchool and Google Classroom by teachers, students and parents from the outset of school using a specific process whereby teachers upload lesson plans for each day's class that include links to any materials that can/should be accessed online.

- although this process is not a full online program (while in Stage 2), it will support learners who are absent due to illness, and will help ease the transition to other stages (if necessary) as students, parents and teachers will be familiar with the process.
- this process has been simplified for ease of use of students, teachers and parents.

High School:

Our daily schedule will be similar to last year. Classes will be approximately 65 minutes long, and students will take 5 blocks a day. Grade 10-12 students will have one double block per day.

In Stage 2, our students will experience a classroom environment that is very similar to “normal” school. We are fortunate to have small class sizes, which allow us to form grade level cohorts. **All of our students will have the ability to attend regular classes with their grade level peers.**

Please see the detailed [newsletter here](#) that explains the changes made to courses, scheduling and on-campus learning in the High School. Some of the changes include, but are not limited to:

- The use of MySchool and Google Classroom as described in the Middle School section
- Reducing the number of full-year courses taught in Grade 9
- Changing to a sixmester timetable and course system in Grades 10-12

Art/ADST Programs:

Art and ADST classes will continue in students’ learning groups in Junior School and Middle School. If classes occur with students from multiple learning groups (High School only), students will maintain a 2m distance from those outside of their learning groups. When possible, equipment will be designated for specific learning groups and if shared, will be cleaned and disinfected according to guidelines provided. Students and employees will be encouraged to practice proper hand hygiene before and after participating in classes.

Music Programs:

All music classes will continue in students’ learning groups in Junior School and Middle School. If classes occur with students from multiple learning groups (High School only), students will maintain a 2m distance from those outside of their learning groups. Shared equipment will be cleaned and disinfected and students will

be encouraged to practice proper hand hygiene before and after participating in classes.

[Guidelines for Music Classes in BC During COVID-19](#)

P.E./Health Education Classes:

P.E. classes will take place in students' learning groups and will be outdoors as much as possible. Physical activities will be focused on activities that do not use equipment as much as possible. Shared equipment will be cleaned and disinfected as per required guidelines. Students and employees will be encouraged to practice proper hand hygiene before and after participating in classes.

Will sports programs be running?

Teacher Only Section:

Personal Belongings & Supplies

Personal belongings other than those necessary for teaching should not be brought to school.

Each teacher shall maintain their own kit of supplies that will not be shared with other teachers or students. If teaching supplies are required or need replacement, please email Robyn with a detailed list and she will assist you.

The Loft Cafe will be open, please wipe down high touch areas after use such as microwaves, refrigerators and supplies.

What do learning groups look like for employees?

Employees should interact with the learning group they are part of as much as possible while continuing to support learning and a positive, healthy and safe environment. The following flow chart outlines the considerations to assign employees to a learning group and the steps to take when an employee cannot be assigned to a learning group.



- Employees must use their designated washrooms, entrances and exits.
- Employees must wipe down their computer, iPad, mouse, etc. several times a day, especially when arriving at school and when leaving the school.
- Use of shared equipment (adapters, etc.) should be minimized. If it must be shared, equipment should be wiped down before and after use with available wipes.
- Use Google Meet/Zoom as much as possible for meetings.
- When working in the same room as others outside of your learning group, adhere to the two metre distance guidelines, spread out in meeting rooms, and wash hands when entering and after leaving a room.

Employees are requested to not pause or delay in hallways, thereby restricting the path of others.

How do I prepare materials that need photocopying?

You may still use the designated photocopiers, however any shared equipment, including printers, will need to be wiped down with available wipes before and after

use. Physical distancing will still be required between employees who are not part of each other's learning groups.

Where will I work if I am not in my usual classroom?

Junior School teachers may use any space that is available, provided they wipe down their work area when done. Middle School and High School teachers will have access to the Faculty Centre which has been installed with plexi glass in between each working station. When feasible, working outside is encouraged. There will also be alternative work spaces in the Great Hall available.

Am I required to wear PPE?

Employees are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) in high traffic areas such as buses and in common areas such as hallways or anytime outside of their learning group whenever physical distancing cannot be maintained. Employees can choose to wear a mask within their classroom or learning group if that is preferred.

When staff are interacting with people outside of their learning group and physical distance cannot be consistently maintained, employees are required to wear a nonmedical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield).

Aberdeen Hall will have non-medical masks and face shields available for employees.

What if I think something is unsafe while on-campus?

As always, you have a duty to report any potentially unsafe practices or situations that you encounter. If this occurs, you must take steps to contain the unsafe situation as far as you can (call Facilities, shut down an area of campus, etc.). Then report this immediately, or if you are unable, designate another person on your behalf, to your division principal for resolution.

How do I call in sick?

Faculty are asked to call your division's TOC manager.

What do I do if I, or someone in my household, become sick or is exposed to someone with COVID-19?

Any student or employee who has, or a member of their household has, a confirmed or suspected case of COVID-19 must notify the school immediately so that we can follow Interior Health's protocols for notifying our community.

Aberdeen Hall will work directly with Interior Health and strictly follow their protocols should a confirmed COVID-19 case be discovered in a student or employee (or in their household) who has attended on-campus schooling.

Where do my children go if I come in early and/or am working beyond the end of the school day?

Students of teachers can come to school with their parents, provided they stay in their classrooms under their supervision (using their own materials, not the learning groups') or attend the Great Hall, *if supervision is provided there by their parent.*

Please see the [Senior School Staff FAQ](#) for further information.

APPENDIX A: DAILY HEALTH SCREENING

Daily Health Check			
1. Symptoms of Illness*	Does your child have any of the following symptoms?	CIRCLE ONE	
	Fever	YES	NO
	Chills	YES	NO
	Cough or worsening of chronic cough	YES	NO
	Shortness of breath	YES	NO
	Sore throat	YES	NO
	Runny nose / stuffy nose	YES	NO
	Loss of sense of smell or taste	YES	NO
	Headache	YES	NO
	Fatigue	YES	NO
	Diarrhea	YES	NO
	Loss of appetite	YES	NO
	Nausea and vomiting	YES	NO
	Muscle aches	YES	NO
	Conjunctivitis (pink eye)	YES	NO
	Dizziness, confusion	YES	NO
	Abdominal pain	YES	NO
	Skin rashes or discoloration of fingers or toes	YES	NO
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	YES	NO
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	YES	NO

*Check BCCDC's [Symptoms of COVID-19](#) regularly to ensure the list is up to date.

If you answered "YES" to any of the questions and the symptoms are not related to a pre-existing condition (e.g. allergies) your child should **NOT** come to school.

If they are experiencing any symptoms of illness, contact a health-care provider for further assessment. This includes 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered "YES" to questions 2 or 3, use the [COVID-19 Self-Assessment Tool](#) to determine if you should be tested for COVID-19.

APPENDIX B: Learning Group Composition Chart

Learning Group Name	Students	Employees	Size under 60 (K-8) & 120 (9-12) Y/N
Preschool			Y

Kindergarten			Y
Grade 1			Y
Grade 2			Y
Grade 3			Y
Grade 4			Y
Grade 5			Y
Grade 6			Y
Grade 7			Y
Grade 8			Y
Grade 9/10			Y
Grade 11/12			Y

Itinerant Teachers: