

Safe Return to In-Class Instruction

The Safe Return to In-Class Instruction (SRICI) has been created for Studio9 by Cadence Trites, Principal and Mike Guzzi, CEO. This document has been created in conjunction with the BC K-12 Education Restart Plan, the Ministry of Education Integrated Planning Framework, the Provincial COVID-19 Health and Safety Guidelines for K-12 Setting and WorkSafe BC K-12 Education Protocols.

Background

The guidelines and procedures outlined in this document are for the transition from Stage 4 of the “Education Stages of K-12 Students” to Stage 3.

Stage 1 A return to full in-class instruction.
Stage 2 In-class learning for all students in elementary school (K to 7) on a full-time basis. In-class learning for secondary students (Grades 8 to 12) on a part-time basis. Remote and online learning continues to be available for secondary students.
Stage 3 In-class learning for students in kindergarten to Grade 5 on a part-time basis. Access to in-class learning as needed for Grades 6 to 12 on a part-time basis. Remote and online learning continues to be available for students.
Stage 4 *(Current stage) In-class learning for children of essential service workers and vulnerable students. Remote and online learning continues for most students.
Stage 5 Suspend all in-class instruction for all grades and students. Remote and online learning for all students.

1

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, Studio9 is planning to finish our school year under Stage 3 guidelines from June 1 - June 25.

¹ Taken from Ministry of Education, “Backgrounder 2: Measured approach to phasing in a return to learning in classrooms”, https://news.gov.bc.ca/files/BG_Parks_and_Sites_and_In-Class_Learning.pdf, May 6 2020

1

The Ministry of Education and Studio9 are expecting to reach Stage 2 and possibly Stage 1 by September 2020.

Why is Studio9 opening up in-class instruction at all?

On May 6, 2020, the Provincial Government announced B.C.'s Restart Plan, which involves a gradual resumption of social and economic activity while continuing to employ preventative measures to reduce the transmission of COVID-19. The Plan includes the five-stage return to full in-class instruction in K-12 schools, guided by strict health and safety standards. All school districts and independent school authorities are expected to be in Stage 3 (partial in-class instruction) on June 1, 2020.

The Ministry recognizes the importance of having children in the classroom to minimize learning gaps and to provide the academic, social and emotional environments which are essential to every learner. The Ministry of Education has also provided these points regarding the choice to resume limited in-class instruction as of June 1:

- We know that there is no substitute for in-class instruction and as we continue to take steps toward recovery, it's important that we get kids back into the classroom
- We also know that there is a growing risk of inequity the longer in-class learning is suspended, especially for students who need extra support
- Returning students to in-class instruction before the 2019/20 school year ends will ensure we will be well-positioned to start school up at Stage 1, hopefully in September.

*Information reported above from "Frequently Asked Questions (FAQs) on Continuity of Learning in the K-12 Education System", <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools/faq#section1>, May 19, 2020

How do I determine if my child should attend in-class instruction?

The Ministry of Education and Office of the Premier have made it clear that returning to in-class instruction is **voluntary**, and that during this stage, will be on a part-time basis for Kindergarten through Grade 5, and on a limited basis for Grades 6 through 12.

Children who have any signs of illness, have an underlying condition, or have a member of the household who has symptoms of COVID-19, has an underlying condition, is over the age of 60 and/or is pregnant or breastfeeding, should not return to in-class instruction at this stage.

Additionally, students who return to in-class instruction will need to attend according to the schedule set out for their group, including being dropped off and picked up at their designated times. No late arrivals, early dismissals or off-campus appointments can be accommodated at this time.

How will the school know of our decision?

It is **imperative that parents send their choice of having their child attend in-class or by remote learning** from June 1 until the end of scheduled classes (June 25) to office@studio9.ca. If a response is not received by **May 22**, we will presume that those students will continue with remote learning only, and will not be returning to on-campus schooling at this time. We do realize that this does not give you

a lot of time for decision making, but it is needed in order for us to proceed with planning for in-class instruction.

Please note that students may not attend in-class instruction if Studio9 is not provided information of this intent by May 22.

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

As students and staff move back to the Studio9 campus, considerations will be made as to creating a mentally healthy environment to help ease through the transition. Some students may need additional assistance to transition back into new routines. Students may have experienced trauma during the suspension of in-class instruction, therefore it is important that staff and students feel supported in recognizing and reporting to signs of trauma. In responding to situations of trauma, Studio9 staff will be using the Ministry of Education trauma-informed practice resources on the Erase website (<https://mytrainingbc.ca/traumainformedpractice/>)

Students will continue to receive the same level of care and compassion from Studio9 staff members as was prior to the suspension of in-class learning. Students will be carefully monitored by teachers and teaching staff as to changes in their baseline mental health and behaviour, and any discrepancies will be reported to their parents/guardians immediately.

In addition, Studio9 will continue to recommend the mental health resources that were sent to parents via email on April 27. These resources are applicable to all students and parents/guardians who require extra support in their mental well-being. These resources are as follows:

1. The Canadian Mental Health Association Kelowna is offering free webinars designed to help individuals cope with stress and anxiety associated with COVID-19. The link to this resource is https://discoverycollegekelowna.com/coping-with-current-events-managing-anxiety-and-stress/?utm_source=CMHA+Kelowna++Donors&utm_campaign=d2c39bee68-EMAIL_CAMPAIGN_2020_03_24_09_37_COPY_01&utm_medium=email&utm_term=0_b6f55ddbd4-d2c39bee68-529855965
2. Interior Health is offering free, short-term, one-to-one counselling for those struggling with COVID-19 related impacts. This resource, entitled the BC Covid-19 Mental Health Network, can be accessed at bccovidtherapists@gmail.com.
3. Child and Youth Mental Health and Substance Use is offering a resource that has valuable information on how one can support themselves and others (including how parents can support their children) who are exhibiting anxiety and stress during the COVID-19 outbreak. This resource is available at http://www.sharedcarebc.ca/sites/default/files/CYMHSU%20CoP%20-%20Managing%20Anxiety%20and%20Stress%20in%20Families%20with%20Children%20and%20Youth_COVID-19%20%28ID%20322929%29.pdf.

Safety

In addition to all other measures detailed in this document, including but not limited to designated class groupings and spaces, modified school hours and student schedules, the following measures have been taken to reduce the risk of spread of COVID-19 in our community.

Access to Campus

Only Studio9 employees and scheduled students will be allowed on campus. We are unable to allow siblings, volunteers, grandparents or other guests to enter the campus. Parents who need to access the office must make an appointment by calling the school at (250) 868-8816. When in the office, parents must maintain two metre distancing from staff at all times. At this time, there will be no access to other parts of the school.

Drop-off /Pick-up Times & Locations

Drop-off and pick-up will be staggered by grade level. Students in grades K to 3 will be dropped off between 8:20 and 8:30 am, while students in grades 4 to 12 will be dropped off between 8:30 and 8:40 am. Students in grades K to 3 will be picked up between 3:10 and 3:20 pm while students in grades 4 to 12 will be picked up between 3:20 and 3:30 pm.

One member of each family (or designate) may accompany their own child(ren) to school and wait for them to line up in front of the building (near the office) during their specific time slot. Please ensure social distancing among parents/guardians and among students. There will be no morning supervision on the playground prior to the start of school. Students are not to engage in play or activities other than waiting in line at their specific designated spot.

After drop-off, students will wait in line, using the specific markings to maintain social distancing. Students must be able to enter the building on their own. There will be a staff member present at the entrance to greet and guide them through the entry protocol. If a child has difficulty separating from their parent, staff can reassure them verbally to enter, however, will not be able to physically comfort or help them into the building in keeping with the safety protocol. Students will only be entering the school at the double doors by the office and will only be exiting through the double doors nearest to Houghton Road.

For pick-up, one member of each family (or designate) may come on to campus to pick up their child(ren). Students will be brought to a location outside of the elementary doors (nearest Houghton Road) and will line up in front of the building during their specific time slot, maintaining social distancing. Please ensure social distancing among parents/guardians and among students. There will be no after school supervision on the playground after dismissal. Students are not to engage in play or activities other than waiting in line at their specific designated spot. The school buildings will be closed daily after pick-up (3:30 pm).

We will not be able to accommodate late arrivals or early dismissals, nor can we accommodate changes in a student's drop-off or pick-up schedule. Students in grades 10 to 12 will not be allowed off campus during lunchtime. We are counting on the support of parents/guardians or designate to ensure their children are dropped off and picked up daily on time.

Should parents/guardians or designate not pick up their child within the ten minute designated time frame, an emergency contact will be called to pick up the child. Please make sure to provide up-to-date emergency contact information prior to June 1.

Screening

The first step in screening is the responsibility of parents/guardians to assess their children daily before sending them to school. Parents/guardians 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 student develops symptoms while at home, parents/guardians must keep their child at home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved. We may require a doctor's note stating that the child does not have an infectious disease/has completely recovered from an infectious disease prior to being allowed to return to school. We will continue to follow Interior Health instruction for reporting student and staff absenteeism due to health concerns, as well as for suspected cases of COVID-19.

Upon entering the building, students will be asked as to how they are physically feeling that day. Students who state that they are experiencing any of the following symptoms will be required to go home immediately:

- fever, chills, cough, shortness of breath, sore throat/painful swallowing, stuffy/runny nose, headache, muscle aches, fatigue, nausea.

Any students who have symptoms of COVID-19 or have travelled outside Canada in the last 14 days or were identified as a close contact of a person with a confirmed case of COVID-19 must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control prior to returning back to in-class instruction.

If a student develops symptoms of possible COVID-19 infection (as outlined above) while at school, the following protocol will be followed:

- The student will immediately be separated from others and placed in a supervised area
- The student's parent/guardian will be contacted to pick the student up as soon as possible
- If the student's parent/guardian cannot be reached, the student's emergency contact will be called to pick the student up as soon as possible
- Studio9 will contact 811 or Interior Health to notify them of a potential case and to seek further input
- Whenever possible, staff will maintain a distance of 2 metres from the ill student (if not possible, staff may wear a mask or use a tissue to cover their nose and mouth when interacting with the student)
- The student will be provided with tissues to cover their coughs or sneezes, and the used tissues will be thrown away as soon as possible. The student will be asked to perform hand hygiene immediately after coughing/sneezing
- Parents/guardians must pick up their child immediately if they are notified that their child is ill
- Once the student is picked up, diligent hand hygiene, cleaning/disinfecting of the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas) will be performed

Hygiene

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

Hand sanitizer will be available throughout the school, and will be used when hand washing is not readily available.

Physical/Social Distancing

Physical or social distancing (e.g. maintaining a distance of 2 metres between two or more people) is challenging in a K-12 school setting, particularly with younger students. As such, it is reasonable for Studio9 to establish different expectations for varying age levels and activities. Younger students will be supported to have minimized physical contact with one another, while older students and adults will seek to maintain a safe physical distance whenever possible.

Studio9 will be following the physical distancing strategies below during in-class instruction and for all related school activities:

- Avoidance of all close greetings (e.g. handshakes and hugs), with regular reminders for students to keep “hands to self”
- Number of students/staff in a closed space will not exceed the ability to maintain health and safety measures
- Classroom and learning environment configurations will allow 2 metre distance between students/adults
- Pick-up, drop-off, and outdoor recess/lunch times have been staggered
- Teachers are encouraged to take students outside more often for learning opportunities and breaks
- Incorporating more individual activities and activities that encourage more space between students/staff
- Managing the flow of people in hallways and bathrooms
- Minimizing admittance to inside the school for people other than staff and students
- Assemblies will be held virtually to avoid large gatherings of people in one space

Cleaning Standards & Routines

Since the school buildings closed on March 13, 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 removed and non-essential materials such as class libraries and manipulatives removed or access restricted.

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

During the school day, teachers will manage the cleaning routines inside their classroom, in addition to the regular cleanings provided by our custodian. Cleaning will occur at least twice per day. These include:

- Cleaning high-contact surfaces such as desks, tabletops, door handles, light switches using the disinfectant provided, according to the following instructions:
- Spray the surface
- Let the solution sit for 30 seconds before touching
- Before and after snacks and lunch:
- Spray tabletops with disinfectant and let sit for 30 seconds before touching
- Reminding students and assisting them in regular cleaning of their personal supplies
- Refraining from the use of shared equipment (equipment will be designated to staff only and will be disinfected after each use)

Enhanced cleaning standards will be undertaken our custodian throughout the day, and each day after dismissal. This includes:

- General cleaning and disinfecting of the premises will occur at least once a day.
- Frequently-touched shared surfaces will be cleaned and disinfected at least twice a day (e.g. door knobs, light switches, toilet handles, tables, desks, chairs, electronic devices, keyboards and toys)
- Cleaning and disinfecting any surface that is visibly dirty.
- Use of common, commercially-available detergents and disinfectant products while closely following the instructions on the label.
- Items that are not easily cleaned will be restricted or eliminated for use (e.g. fabric or soft items).
- Garbage containers will be emptied daily.
- Disposable gloves will be worn when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- Hands will be washed before wearing and after removing gloves.
- Washrooms will be cleaned at least twice a day keeping in line with the high touch surface area protocols.
- Frequent cleaning of areas/equipment commonly used by staff members (photocopier, staff room fridge door handles, etc.)

There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, Studio9 will not need to limit the distribution of books or paper based educational resources to students because of COVID-19

Materials & Personal Belongings

Students:

Personal belongings other than a backpack, jacket, water bottle, lunch kit, essential workbooks, pens and pencils and a laptop/iPad/Smart phone (if applicable) may NOT be brought to school. Please make sure to have supply items that teachers will request via email with your child, as sharing of items such as pencils, pens, colouring pencils or markers, rulers, calculators, or other materials will not be allowed. Water bottles will be essential as students will not have access to water fountains at the school.

Lockers and hangers for personal items will not be in use. Upon arrival to the classroom, students will place their backpack on the chair next to their desk and will place their jacket on the back of the chair. The backpack should not be moved throughout the day. No personal toys of any kind will be allowed in school (cards, Rubik's cubes, stress balls, etc.).

Teachers:

Personal belongings other than those directly required for that day may NOT be brought to school. Each teacher shall maintain their own kit of supplies that will not be shared with other teachers or students. This could include:

- Pens, pencils, and erasers
- Dry erase markers
- Wipe board erasers
- Colouring pens/pencils (if needed)
- Sticky notes
- Scissors
- Stapler
- Hole punch

Lunch, Snacks, Daily Breaks

There will be no hot lunch or access to vending machines at the school. At drop-off, parents must provide students with all food required for the day. Please ensure that your child has a refillable water bottle or enough bottled beverages for the day. Students will be allowed to refill water bottles in the classroom only (in the case of classrooms without a sink, provisions will be outlined). All snacks and lunches will be eaten in the classrooms. Students and staff will not be allowed to share any food or beverages. Students will not be allowed to access outside food deliveries, such as parents dropping off lunch or Skip the Dishes.

Students will be brought outdoors by their teacher during designated day breaks (see schedule below) by their teacher, and will be supervised by teaching assistant or other employee at a ratio of no more than 20 students to 1 employee. Students will not be allowed to congregate in hallways or common areas. The use of the play structures and group games are not permitted, as per government directive. Minimal personal use sporting equipment may be provided and will be cleaned/sanitized immediately after use. No sporting equipment/games may be brought from home.

Teachers will pick up their students outside at the designated time and place, and bring them back into the school for re-entry hand-washing.

Grade	Morning Recess Dismissal/Return	Lunch Recess Dismissal/Return	Afternoon Recess Dismissal/Return
K-3 and 6/7	10:10/10:25	11:55/12:25	1:40/1:55
4/5 and 8-12	10:20/10:35	12:05/12:35	1:50/2:05

Personal Protective Equipment

Employees are not required to wear Personal Protective Equipment (PPE) but may choose to do so. In this case, employees will be asked to bring their own PPE and maintain disposal/cleaning/sanitizing practices in accordance with the BC Centre for Disease Control. Students will not be required to wear masks, but may do so if their parents wish and send them to school. Masks must be disposed of or washed after daily use.

Facilities

Students will use student washrooms one at a time. No more than one student will be allowed in the student washroom at once. Students who need to use the washroom will line up in the designated area outside of the washroom so that social distancing will be maintained. If a student is at risk of having an accident, teachers may use their discretion in allowing a student to use the staff washroom. The main door to the student washroom will remain open in order to limit contact with the door handles. Students will now use paper towel to dry hands instead of air dryers.

As mentioned previously, drinking fountains will be closed.

The gym, computer lab, art room, music room, sewing room, and drama room will be closed for their regular operations, however they may be used as additional classrooms as needed to adhere to physical distancing requirements.

Whenever possible, teachers will be encouraged to use outdoor space. Social distancing will be maintained when students are outdoors.

People Movement

Movement of students around and between buildings and will be minimized and managed by a teacher or teaching assistant. Directional indicators managing flow of people will be placed on floors within the building. Students will remain in their designated classroom unless they need to use the washroom, are going out/in from recess/lunch breaks, or are coming to/leaving school for the day. In some cases, teachers may bring students outside for learning opportunities and will maintain social distancing while doing so.

Movement of staff will also be minimized and social distancing will occur when passing another staff member in the hallway. The staff room will be limited to one person at a time and staff are not permitted to loiter within the staff room.

Capacity

Capacity for each building and class has been determined by the Ministry of Education and Public Health Authorities. Based on the size of our classrooms, we will be able to accommodate 6 - 10 students in each classroom, with each student/staff member having two meters apart from other students/staff members. In some rare cases where the number of students attending does not allow for two metre distancing, a second classroom will be used and students will be monitored by a teaching assistant.

Learning Formats and Scheduling

How will in-class and remote learning be delivered?

As on-campus learning is provided on a part-time basis for all students at this stage (except for children of essential service workers), remote learning will remain as the primary delivery method for learning.

Students will continue to follow the remote learning format within the classroom. Students will be asked to use their own laptop/iPad/Smart phone in order to follow along with parts of the lesson which requires internet access. For students who do not have a laptop/iPad/Smart phone that they can bring to class, a limited number of iPads will be available for use. In-class learning will complement the remote learning that continues, with a focus on social and emotional well-being, community building and face-to-face support of remote lessons.

When on-campus, will my child be with the same homeroom teacher and class as they were previously? Will they be in the same classroom as they were?

Although efforts will be made to maintain as much normalcy and consistency for our students as is possible, there may be instances where students have a different class grouping than they did previously (see “Capacity” above). They will always be placed in their appropriate grade-levels, and will certainly have some familiar faces around them. During this stage of schooling, we must prioritize “safety over friendship”.

To adhere to physical distancing requirements, there is a chance that students will be taught in a different classroom than their usual homeroom.

As students will not be allowed in arts classrooms or the gym, arts teachers will be teaching remotely and students attending in-class will follow the lesson in their regular classroom or in a designated outdoor space, with supervision by the teacher or a teaching assistant.

Since on-campus schooling is offered part-time, what will my child’s schedule be?

Student schedules will depend on the number of students who register to return to in-class instruction, but are expected to be the following:

1. Students in grades Kindergarten to 5 will attend in-class instruction on Monday, Tuesday, Wednesday, and Thursday from either 8:30 or 8:40 am to 3:10 or 3:20 pm (see “Drop-Off/Pick-Up Times & Locations” above). Remote learning will occur for all Kindergarten to grade 5 students on

Friday. Please note that remote learning will occur Monday through Friday for all students who are not attending in-class instruction.

2. Students in grades 6 to 12 will attend in-class instruction on Friday from 8:40 am to 3:20 pm (see “Drop-Off/Pick-Up Times & Locations” above). Remote learning will occur for all grade 6 to 12 students from Monday to Thursday. Please note that remote learning will occur Monday through Friday for all students who are not attending in-class instruction.

There will be no extended day supervision or extracurricular activities and students may NOT be dropped off early or picked up late.

This schedule will be maintained from June 1 until the last scheduled day of school, which is June 25.

My child is attending in-class instruction. What do we do when they aren’t scheduled on-campus?

As stated above, remote learning will occur during all week days when your child is not scheduled to attend in-class instruction.

My child is not attending in-class schooling. How do things change for us?

Your child will continue to receive the high-standard, arts-based education that they have been engaged in since March 30. Please note that your choice to keep your child home for the remainder of the year does not impact your child’s learning opportunities or grading in any way at all.