

COVID-19 PARENT INFORMATION GUIDE

SEPTEMBER 2020



Welcome Back! Learning will look a little different this year, but we are excited to get back. Staff and students will return to school with education and safety procedures for everyone to reduce the risk of transmission of COVID-19. We are all in this together! Know. Love. Serve.



SAFETY & HEALTH MEASURES IN SCHOOLS

Keeping each other safe

Cleaning and Handwashing

- Caretakers will disinfect high touch areas throughout the day.
- Classrooms routines will include:
 - **Hand Hygiene** before and after an activity, entering/exiting school spaces, eating, recess, breaks, using a computer/device, any time students and teachers identify the need
 - Disinfecting computers/devices between users
 - Disinfecting shared spaces between student groups
 - Physical distancing when possible
- **Wear a mask** in some instances (see page 4-5)



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Learn together by staying apart

Allow for physical distancing when possible:

- Staggered transition times between classes to avoid crowded hallways and bathrooms
- Floor markings (distancing

reminders and direction of travel)

- Designated doors and boot rooms
- Maximized space between seating

*When physical distancing is not possible, extra emphasis

will be on hand hygiene, respiratory etiquette, cleaning and disinfecting and

wearing a mask (see page 4-5)

Safety on the bus

Limiting exposure on the bus

- Students will be assigned consistent seating and will be asked to sit with siblings
- Busses will be cleaned and disinfected between trips
- Grade 4-8 students will be required to wear masks

Safety built into the school schedules

Limiting contact and exposure by staying in a small group, instead of mixing with the whole school

- Students will remain with a consistent cohort (**family**)
- Classroom cohort in elementary
- Limited cohorts in high

school (dependent on the block schedule)

Safety within a cohort

Limiting exposure within a cohort

- Staff will support students to use designated and consistent assigned spots in the classroom
- High school students will eat lunch during staggered times. Student are encouraged to go home for lunch or leave the building
- Reduction in the number of staff in close and sustained contact with a cohort

Significant reduction in school visitors

Limiting exposure from visitors and guests

- Parents will be asked to avoid visiting the building or if necessary, schedule visits
- A record (sign-in) of all visitors must be kept
- If invited, a visitor will be asked to use **the self-assessment screening tool**
- Guest presentations will be virtual

PARENTS' ROLE IN KEEPING SCHOOL SAFE

Screen for symptoms every morning

- Use **the self-assessment screening tool** to check every morning to see if your child has any symptoms.
- If “yes” is answered to any of the questions, your child (and siblings) must stay home and call 811 to be directed. A recommendation or negative test will allow your child(ren) to return to school.
 - Please notify the school as soon as possible of a positive test for COVID-19

*All communications are confidential. If a case of COVID-19 is confirmed, the Division will take direction from public health

If a student has symptoms related to a pre-existing condition

The student should be tested at least once before returning. If negative for COVID-19, these symptoms can be considered a baseline and no future testing is necessary unless symptoms change.

- Please talk to your school about the pre-existing condition.

Safety for students with underlying medical conditions or family risk factors

Parents should consult their child's physician to consider the health risks and discuss what will best support the child. Contact your child's school to discuss available options and support.

Stay home when sick or if in contact with someone who is sick

Students, parents or family members must not enter school if they:

- Feel sick or have symptoms of COVID-19
- Had close contact with someone who is ill with a cough and/or fever
- Have anyone in the household who has been in close contact in the last 14 days with someone who is being investigated or confirmed to have COVID-19
- Have traveled outside of Canada in the last 14 days
- Had close contact with someone who has travelled outside of Canada in the last 14 days and who is ill.

Avoid entering the school

To reduce exposure, all parents, guardians and visitors are asked to avoid entering schools. If a visit is necessary, schedule a meeting. Refer to your school's plan to find out how the school and parents can work together. If a visit is required, you will be asked to complete the self-assessment prior to entering and wear a mask.

Pick up students promptly if they show symptoms at school

- You will be asked to pick up your child from school immediately if they show symptoms and call 811 to be

assessed for a test.

- The school must be able to contact you at all times during the school day. Please ensure the school has your most up-to-date contact information, including a back-up contact. The student will be asked to wear a mask (if safe to do so) and will be supervised in the Illness in Care room until you get there.

Taking your child to school

If your child normally takes the bus, consider taking them directly to school if you can. This will help with physical distancing on the bus.

Keep a safe distance

To minimize contact please be mindful of keeping 2 meters from others who may not be in your child's cohort.

When unsure – please contact us

We will navigate these very different times together as things evolve.

School Website and contact information

[https://www.rcsd.ca/school/StMary/Pages/default.aspx#/="](https://www.rcsd.ca/school/StMary/Pages/default.aspx#/=)

HELPING STUDENTS TO KNOW WHAT TO EXPECT

Your child may feel nervous about returning to school. You can help prepare your child for the changes. Also, it will be important to focus on what will stay the same. Students will learn in class with their teacher and see friends.

Talk to your child about some of the new health measures to help them prepare for the first day of school:

- Before school - review the Daily Self-Assessment Screening Tool every morning
- Plan to have 2+ masks to wear during the day
- Sanitize hands before entering school and classrooms (hand hygiene stations will be at entrances and in all classrooms)
- Keep a distance between others and follow markers in hallways
- Do not share food
- Personal items/toys should be left at home
- Cough and sneeze into the elbow
- Tell staff if feeling sick at school
- Some recess/breaks may be at different times to reduce hallway traffic
- Stay in your cohort during class and lunch time to decrease contact with others
- Students who take the bus will have to sit in the same seat every day

Cohort

A cohort—or family—is a group of students and staff who remain together. The size of the cohort will depend on the school size and schedule.

Be kind with each other, as we work together to keep each other safe.

MASKS IN SCHOOLS

Regina Catholic School Division in consultation with public health, has decided to begin the school year at level 2 of the Safe Schools Plan which includes the use of masks.

- All grade 4-8 students are required to wear a mask on school buses unless not able to do so safely.
- Students in pre-k to Grade 3 will be encouraged, but not required, to wear masks while in school or on buses.
- Students in Grades 4 - 8 will be required to wear a mask in high traffic areas and all other areas where 2 meter distancing is not possible.
- Masks will be required for all students in Grades 9 to 12 in high traffic areas and wherever 2-meter physical distancing is not possible.



How to Wear A Mask
<https://youtu.be/gvLA--hGU70>

HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S



DO wear a non-medical mask or face covering to protect others.



DO ensure the mask is made of at least two layers of tightly woven fabric.



DO inspect the mask for tears or holes.



DO ensure the mask or face covering is clean and dry.



DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



DO use the ear loops or ties to put on and remove the mask.



DO ensure your nose and mouth are fully covered.



DO replace and launder your mask whenever it becomes damp or dirty.



DO wash your mask with hot, soapy water and let it dry completely before wearing it again.



DO store reusable masks in a clean paper bag until you wear it again.



DO discard masks that cannot be washed in a plastic-lined garbage bin after use.

DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

- All staff members are required to wear masks when working within a school facility where physical distancing of 2-meters cannot be maintained.
- Parents and guardians are encouraged to purchase or construct reusable masks for their child(ren), but the school division will supply one re-useable mask for students in grades 4 -12 and disposable non-medical masks as needed. [Here are guidelines for constructing a reusable mask.](#)



- Parents and guardians are asked to wash reusable student masks according to appropriate guidelines. [Here is more information](#) on mask etiquette and maintenance provided by the Government of Canada.

<https://www.canada.ca/content/dam/hc-sc/documents/services/publications/diseases-and-conditions/covid-19-safely-use-non-medical-mask-face-covering/covid-19-safely-use-non-medical-mask-face-covering-en.pdf>

- *Are students to wear masks at all times, like during recess/breaks and during lunch?*
There will be circumstances during the day where students will have to remove masks and physical distancing protocols are to be implemented during these times as much as possible.
- *What if my child cannot or does not want to wear a mask?*
These situations will be assessed on an individual basis and a medical note may be required. Please work closely with your school-based administration to determine options for your situation.
- *What if I do not have a mask for my child?*
The schools will have disposable masks available.

“We are employing mitigations that reduce the risk of transmission of COVID-19”

St. Mary School

COVID-19 PARENT INFORMATION



Bienvenue! Welcome back! We have dearly missed you! We have been busy planning for our return.

Safety has been the guiding principle in establishing protocols and procedures for the day-to-day operation of the school. We hope the information provided is useful in giving you and your children an idea of what to expect when they return to school the week of Sept. 8-11. We want to show you what we have done to mitigate transmission of Covid-19 in our school.

RETURN TO SCHOOL OPEN HOUSE

Teachers will be preparing virtual tours of their learning spaces which will highlight government-mandated safety protocols in place throughout the building.

For students who are still apprehensive about the return to school after the virtual tours there will be opportunity for scheduled tours.

ARRIVALS & DEPARTURES

This year we have 14 busses. All busses will drop off students first at St Mary from 8:45-8:50 to allow for a staggered arrival. Busses line up at the end of the day from the church to the North staff parking lot.

Upon arrival in the morning, students will go to their designated cohort zone on the playground. Cohort groups will enter the school individually to create a safer ingress.

At the end of the day, cohorts will meet in their designated zone on the playground and then will be dismissed.

STAGGERED STARTS

Grades 1-8

- Tuesday, September 8 – Students with last names starting with A-K
- Wednesday, September 9 – Students with last names starting with L-Z
- Thursday, September 10 – Students with last names starting with A-K
- Friday, September 11 – Students with last names starting with L-Z
- Monday, September 14 – All Grade 1-8 students come to school

Kindergarten

- Mme Dufour –Jerrett will communicate with families to indicate which days they will come to school. Please watch your emails for those messages.

RECESSES, BREAKS & MEALTIME

Recesses:

- We will have staggered recesses and lunches to have fewer students on the playground at a time.
- Classes will have a designated area to play/stay within for their cohort each day.
- Playground equipment will be disinfected after each recess period; this does NOT include the play structures.
- At the end of recess students return to their designated cohort zone to begin a safe ingress.

Lunch:

- Students will eat in their own classroom in their own desk space. – Desks will be cleaned and disinfected at the end of the lunch period.
- We will have staggered recesses and lunches to have fewer students on the playground at a time.
- Classes will have a designated area to play/stay within for their cohort each day.

Snack Time:

- Classes will have a designated snack time if students wish to bring a healthy snack. Please ensure your younger children are able to open their snack packages themselves to help avoid contact points.
- We will not be accepting birthday treats to be shared in the classroom.

Water bottles and Water Fountains

- Each day, all students should bring a filled water bottle with their name clearly marked. Water fountains should not be used directly with the mouth at this time. – Please let your children know that we do not want the water fountains used.

CLASSROOM PROCEDURES

Classrooms:

- Hand sanitizer will be available upon entering and exiting all learning spaces.
- Students will be encouraged to remain in their own desk/spaces rather than wandering freely.
- Classrooms/surfaces/common equipment will be disinfected after use.
- School supply lists included hand sanitizer and disinfecting wipes. We understand that these are difficult to find at this time. Do not let it put additional stress on you or your family. We have hand sanitizer available in the school (although you may want your child to have his/her own supply as well). We will have disinfecting spray available for all classrooms and learning spaces.

Washrooms:

- Classrooms will have washroom markers/tags.
- Students will place the tag on a hook outside the washroom, indicating that they are inside.
- The washrooms will be limited to four students inside at a time. If all four hooks are filled with tags, then any other students will need to lineup outside the washroom while maintaining physical distancing.
- Students will be reminded to thoroughly wash hands with soap and water. Paper towels will be available for drying.
- Hand sanitizer is to be used when students return to class.

Gymnasium:

- Hand sanitizer to be used upon entering and exiting
- Equipment disinfected after each class
- Outdoor classes when possible
- Changerooms will not be used. Students are encouraged to wear athletic appropriate clothing on days that physical education is scheduled.

Library:

- Students will not be browsing the shelves freely.
- Older students will be encouraged to browse online and to request books; these will be pulled and signed out for the children.
- Younger classes will have a variety of books brought in for use; students can select a book from the books brought to class.
- Library books that are returned to school will be set aside for three days before being reissued to the library.

GATHERINGS: ASSEMBLIES, CSCC, PARENT MEETINGS

Assemblies and Liturgies:

- We will not have large gatherings at this time. Announcements and our daily prayer will be made over the intercom each morning.
- Liturgies and prayer services will be done in a variety of formats. These could be online with a video format or over the intercom.

CSCC Meetings:

- These can happen in-person while maintaining physical distancing and following SHA guidelines. If needed, we can move to an online format.

MAIN OFFICE PROCEDURES

- Hand Sanitizer will be available inside the front entrance of the building.
- All exterior doors will be locked, including the front door. A sign with the office phone number will be on the door for access.
- Hand sanitizer will be available inside the main office.
- A plexi-glass barrier will be installed on the Office Manager's desk

- Registrations will be done online and over the phone as much as possible.
- Pre-arranged appointments will be made as needed. Masks will be available.

- Division/School signage will be posted throughout the school: hand-hygiene; physical distancing; masks; etc.

ILLNESS IN CARE ROOM

- The principal or designate shall, as soon as reasonably possible:
 - a. call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible;
- Please see [Administrative Application 10220 Illness in Care and Students with COVID-19 Symptoms in School](#)

VISION

The Regina Catholic School Division will provide a quality Catholic education that is faith-based, student-centered, and results-oriented.



**Regina
Catholic Schools**
www.rcsd.ca

MISSION

The Regina Catholic School Division will work with the community and local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.

VALUES

ACCOUNTABILITY

COLLABORATION

HONESTY

INTEGRITY

RESPECT

WELLNESS

Daily Screening Questionnaire for COVID-19

Parents / Guardians / Students / Staff must use this risk assessment each day to decide if you should enter a school or any Regina Catholic School Division facility.

1.	Do you, or your child attending school, have any of the following symptoms:	Check one	
	• Fever	<input type="radio"/> YES	<input type="radio"/> NO
	• Cough	<input type="radio"/> YES	<input type="radio"/> NO
	• Shortness of Breath / Difficulty Breathing	<input type="radio"/> YES	<input type="radio"/> NO
	• Sore throat	<input type="radio"/> YES	<input type="radio"/> NO
	• Chills	<input type="radio"/> YES	<input type="radio"/> NO
	• Painful swallowing	<input type="radio"/> YES	<input type="radio"/> NO
	• Runny Nose / Nasal Congestion	<input type="radio"/> YES	<input type="radio"/> NO
	• Feeling unwell / Fatigued	<input type="radio"/> YES	<input type="radio"/> NO
	• Nausea / Vomiting / Diarrhea	<input type="radio"/> YES	<input type="radio"/> NO
	• Unexplained loss of appetite	<input type="radio"/> YES	<input type="radio"/> NO
	• Loss of sense of taste or smell	<input type="radio"/> YES	<input type="radio"/> NO
	• Muscle/ Joint aches	<input type="radio"/> YES	<input type="radio"/> NO
	• Headache	<input type="radio"/> YES	<input type="radio"/> NO
	• Conjunctivitis (Pink Eye)	<input type="radio"/> YES	<input type="radio"/> NO
2.	Has the person attending the school/facility/activity travelled outside of Canada in the last 14 days?	<input type="radio"/> YES	<input type="radio"/> NO
3.	Have you/your child had close unprotected* contact with someone who has travelled outside of Canada in the last 14 days and who is ill** ? (face-to-face contact within 2 meters/6 feet)	<input type="radio"/> YES	<input type="radio"/> NO
4.	Have you/your child attending the school/facility/activity had close <u>unprotected*</u> contact in the last 14 days with someone who is ill** ? (face-to-face contact within 2 meters/6 feet)	<input type="radio"/> YES	<input type="radio"/> NO
5.	Have you/your child or anyone in your household been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	<input type="radio"/> YES	<input type="radio"/> NO

* **unprotected** means close contact without a mask or other appropriate personal protective equipment (PPE)

** **ill** means someone with COVID-19 symptoms listed above

If you have answered “**Yes**” to any of the above questions, please **DO NOT** enter the school/facility at this time. You should stay home and use the [Saskatchewan COVID-19 Self-Assessment](#) or call the **HealthLine 811**. Please seek testing as soon as possible if you have any symptoms. A negative test will allow your child to return to school.

If you have answered “**No**” to all of the questions above, you may attend school.