



**LANGLEY
CHRISTIAN
SCHOOL**

SCHOOL START-UP PLAN & COVID-19 GUIDELINES

"We HAVE THIS HOPE AS A SURE AND STEADFAST ANCHOR..." Hebrews 6:19

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GREAT PURPOSE. GREATER COMMUNITY.

This document is intended for all members of our community, the LCS family of families including parents, caregivers, students, board members and faculty. It outlines our September start-up planning based on the most recent information available and created in consultation with our many community partners and stakeholders including LCS staff, the Ministry of Education, Langley Schools, FISA BC, SCSBC and our local independent school partners.

The plan represents our team's best thinking to create a plan that addresses **two essential goals**: to live out our core values by continuing to provide an outstanding pre-K to 12 programs in the midst of uncertainty; and our commitment to the province to maintain a learning and working environment that helps prevent further transmission of Covid-19. We will continue to work hard for our families during this time to provide purpose and connection, to equip and transform lives within our Christian teaching and learning community.

All LCS staff are required to review the plan's contents prior to September 4 and will be required to sign a written acknowledgement that its contents are understood and implemented. On August 31 and in subsequent staff meetings, all LCS staff will be trained and updated on the protocols and guidelines contained in this document.

Many of the guidelines and procedures outlined in the following pages are WorksafeBC and Ministry of Health occupational compliance requirements of all schools in BC. Other sections outline site-based, specific protocols and practices that are unique to LCS that we are planning to have in place for when students and families return on September 8.

Please know that currently, based on the most recent data, it is safe for schools in our region to be open. When and if that situation changes, LCS will be required by the Ministry of Education to transition to stage 3, 4 or 5, at which time some combination of face-to-face and hybrid, online instruction will be mandated.

Our hope is that this document will provide parents and caregivers with the necessary information needed to relieve some anxiety, and to posture ourselves as a faith community that is anchored in Christ, calm and courageous, thriving together in the midst of challenging times. We know that for many in our community, the next steps and coming weeks are fraught with anxiety, but we want to take them together with you, slowly and safely where required.

Adam Woelders, M.Ed (UBC)
LCS Head of Schools





August 31, 2020

Ref: 237797

Mr Adam Woelders
Langley Christian School

Email: headofschool@langleychristian.com

Dear Mr Adam Woelders:

Thank you for submitting Langley Christian School's Stage 2 Restart Plan and supporting documentation to your member association of the Federation of Independent School Associations.

Ministry staff have reviewed the documents provided by your member association and have confirmed their alignment with the requirements set out in the COVID-19 Operational Guidelines and the [Provincial COVID-19 Health and Safety Guidelines for K-12 Settings](#).

Moving forward, the Ministry will follow up with independent schools periodically for updates on the implementation of their restart plans and to offer support where needed. In the interim, if you have any questions or require immediate assistance, please contact the Ministry by email at EDUC.independentSchoolsOffice@gov.bc.ca or by phone at 250-387-3711.

Thank you for your ongoing leadership and commitment to supporting the well-being and success of students in British Columbia.

Sincerely,

Marnie Mayhew
Executive Director

PCC: Langley Christian School Society; awoelders@langleychristian.com

Ministry of
Education

Independent Schools and International
Education Branch

Mailing Address:
PO Box 9153 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8W 9H1

MINISTRY OF EDUCATION COVID-19 FRAMEWORK

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

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

School districts and independent schools must have the necessary plans in place to be able to shift quickly between stages if and when required.

The goal of the Framework is to maximize in-class instruction for all students while meeting the revised [BC Centre for Disease Control \(BCCDC\) school safety guidelines](#). This is supported by four foundational principles:

- Maintain a healthy and safe environment for all students, families and staff
- Provide the services needed to support the children of our essential workers (ESWs)
- Support vulnerable students who may need special assistance
- Provide continuity of educational opportunity for all students

The Framework aligns with [BC's Restart Plan](#) and includes comprehensive COVID-19 health and safety measures. Having students in the classroom helps to minimize learning gaps and provide the academic, social and emotional supports essential for learning.

As an independent school regulated by the Ministry of Education, LCS is required to meet all requirements of the provincial framework. If the local Covid-19 situation changes, LCS may be required to go back to Stage 3, 4 or 5.

COVID-19 SAFETY PLAN

For Langley Christian School

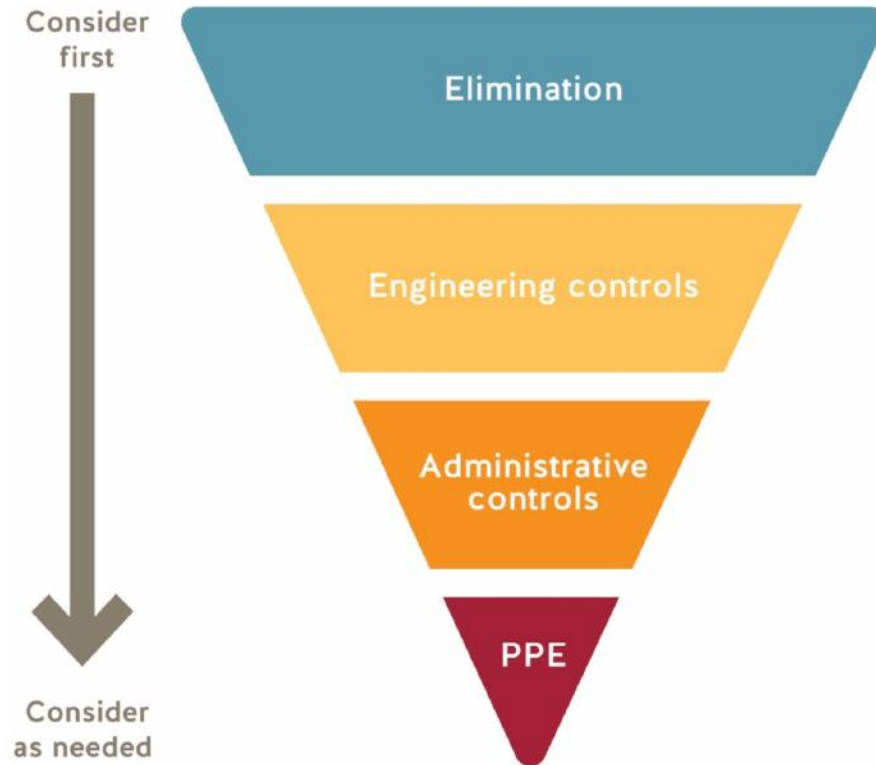


Updated August 26, 2020

Administrators will ensure this safety plan is distributed and implemented by all staff, students and visitors to LCS. The Occupational Health & Safety Committee will meet monthly to regularly review and modify this plan as required.

UNDERSTANDING THE RISK OF COVID-19

- ❑ At this time the risk of community transmission of Covid-19 via schools and students in our region is statistically very low. The risk of serious illness to staff and students is also very low at this time. When that changes, the Ministry of Education will require LCS to reduce the number of students and staff on campus.
- ❑ The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.
- ❑ The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.
- ❑ The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.
- ❑ Different protocols offer different levels of protection. Wherever possible, LCS staff will use the protocol that offers the highest level of protection.



FIRST LEVEL (ELIMINATION)

- ☐ Removal of non-essential furniture, fixtures and equipment from classrooms and common areas, especially items that cannot be easily cleaned or which hinder regular custodial maintenance.
- ☐ Prohibiting staff and non-staff from bringing external furniture, fixtures and equipment into the school. Personal items must be approved by a principal or Director of Operations.
- ☐ Establishing occupancy limits in buildings.
- ☐ Implementing and posting physical distancing for staff (2 meters) wherever possible.
- ☐ Welcoming classroom volunteers and external service providers who follow protocols but limiting non-essential visits to the schools.
- ☐ Establishing work from home agreements so some select staff can work from home.

SECOND LEVEL (ENGINEERING CONTROLS)

- ☐ Use of barriers and shields to protect staff where physical distancing is more difficult.
- ☐ Include the cleaning of barriers in regular cleaning schedules.
- ☐ Use of signage and floor markings to manage traffic flow and travel on campus and within schools.
- ☐ Separate entrances and distinct common areas for cohorts and pods.
- ☐ Staggered schedules and arrival/departure times to minimize large groupings of people on campus.

THIRD LEVEL (ADMINISTRATIVE CONTROLS)

- ☐ Staff and students trained and informed about new rules and guidelines.
- ☐ Increased supervision and administrative presence during unstructured times and/or transitions.

- ❑ Staff health and safety training on August 31 and subsequent staff meetings as required.
- ❑ Regular inspections and review of safety protocols by LCS Health and Safety Committee.

FOURTH LEVEL (PERSONAL PROTECTION)

- ❑ Staff and students review information on proper selection and use of face coverings. See appendices.
- ❑ Staff and students understand the limitations of masks to protect the wearer from respiratory droplets and that masks should only be considered when other control measures cannot be implemented.

School-wide Covid-19 Safety Protocols

1. COMMUNICATION & TRAINING ORIENTATION

- LCS will consistently follow and communicate the guidelines of the Provincial Health Office (PHO) and Worksafe BC as needed and required.
- Resources will be made available to all staff, parents, caregivers, students and visitors to LCS.
- LCS employees will be trained on August 31 and in subsequent staff meetings on the following:
 - The risk of Covid-19 exposure and signs and symptoms.
 - Safe work procedures and instructions to be followed
 - How to report an exposure or symptoms of Covid-19.

2. LEARNING COHORTS & PODS

- A learning group or pod is a group of students and staff who remain together for a period of time and who primarily interact with each other.

Grade K	50-60 Staff & Students 3 Classes	45-50 Staff & Students 2 Classes	LEARNING PODS
Grade 1	50-60 Staff & Students 3 Classes	45-50 Staff & Students 2 Classes	
Grade 2	50-60 Staff & Students 2 Classes	50-60 Staff & Students 2 Classes	
Grade 3	50-60 Staff & Students 2 Classes	50-60 Staff & Students 2 Classes	
Grade 4	50-60 Staff & Students 2 Classes	50-60 Staff & Students 2 Classes	
Grade 5	50-60 Staff & Students 2 Classes	50-60 Staff & Students 2 Classes	

Grade 6	50-60 Staff & Students 2 Classes	50-60 Staff & Students 2 Classes	
Grade 7	50-60 Staff & Students 2 Classes	50-60 Staff & Students 2 Classes	
Grade 8	100-120 Staff & Students 4 Classes		LEARNING GROUPS
Grade 9	100-120 Staff & Students 4-6 Courses		
Grade 10	100-120 Staff & Students 4-6 Courses		
Grade 11	100-120 Staff & Students 4-6 Courses		
Grade 12	100-120 Staff & Students 4-6 Courses		

- The size of LCS allows us to use grade cohorts to form pods and groups so students are with similar aged peers and friend groups throughout the day.
- Class sizes at LCS are on average below local school districts averages. LCS also has ample classroom space, outdoor facilities and common areas to allow all students to physically attend school without significant distancing challenges.
- LCS approximate class sizes for 2020-21.
 - Elementary K-1 (<20 students)
 - Elementary 2-3 (20-23 students)
 - Elementary 4-5 (22-25 students)
 - Middle 6-8 (24-26 students)
 - High 9-12 (8-30 students depending on course)
- Learning groups are larger than pods as research has shown older students are more able to maintain effective physical distancing.
- Face coverings and PPE are not required within your designated learning group or pod.
- Some staff (elective teachers, educational assistants, custodians, resource & LA teachers, administrators, external service providers) will be required to work with multiple groups, and in such cases must practice physical distancing and/or wear a face covering. Where possible, administrators will minimize the necessity to assign staff to multiple learning groups.
- Staff assigned to indoor supervision must wear a high visibility vest and a face covering at all times.
- Students in grades 6-12 are expected to wear face coverings while interacting indoors with students outside their cohorts.
- Learning cohorts and pods may interact in activities together without limitations.
- Unstructured breaks are staggered in the schedule to minimize interaction between multiple groups or pods.

3. ENHANCED CLEANING & SANITIZATION

- All external custodial contracts ended in the summer of 2020, and now LCS directly employs all custodial staff under management of the Director of Facilities. Custodial services can now be more readily directed as necessary to enhance regular cleaning and sanitization and are less restrained by external contracted services.
- In addition to a one-time increase of provincial Covid-19 funding to assist with additional cleaning costs, LCS has allocated additional budget for enhanced cleaning and has added 2 daytime custodial positions to regularly wipe and sanitize all high touch surfaces.
- Facilities staff are regularly maintaining and inspecting ventilation to ensure it is safe and in good working order.
- Administrative and instructional staff will regularly monitor the cleaning of high touch and high traffic areas and report immediately via our work request system to ensure timely cleaning and sanitization.
- Teachers and EAs will regularly wipe and sanitize surfaces during transitions.
- Handwash stations and cleaning supplies are available in all classrooms.
- General cleaning and disinfecting of all areas of school buildings at least once every 24 hours.
 - This includes items that only a single student uses, like an individual desk or locker.
- Cleaning and disinfecting of frequently touched surfaces at least twice every 24 hours
 - These include doorknobs, light switches, toilet handles, tables, desks and chairs used by multiple students, keyboards and toys.
- Clean and disinfect any surface that is visibly dirty.
- Limit or remove frequently touched items that are not easily cleaned.
- Empty garbage containers daily.

4. PHYSICAL DISTANCING

- Administrators should minimize the number of adults (staff and others) who interact with learning groups they are not a part of as much as possible. Those outside of a learning group must practice physical distancing when interacting with the learning group.
- 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. Schools should make sure these considerations are clearly communicated and explained to students.
- **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/High students:**
 - When interacting with peers outside of their learning group, students should:
 - Maintain physical distance (2m)
 - Middle and secondary 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.
- To support physical distancing requirements, LCS staff will implement the following wherever possible:
 - Record, post and make visible any current seating arrangement (i.e. visual cues, name tags, map). Assign seating to students wherever possible.
 - Avoid close greetings (e.g., hugs, handshakes).
 - Encourage students and staff to not touch their faces.
 - Spread people out as much as is practical to do so:

- Implement strategies that prevent crowding at pick-up and drop-off times.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space
- Take students outside more often.
- Organize activities outside including snack time, place-based learning and unstructured time.
- Take activities that involve movement, including those for physical health/education, outside.
- Ensure appropriate hand hygiene practices before and after outdoor play.
- Adapt group activities to minimize physical contact and reduce shared items.
- Incorporate more individual activities or activities that encourage greater space between students and staff.
- Administrators and staff will manage flow of people in common areas, including hallways and around lockers, to minimize crowding and allow for ease of people passing through.
- Floor markings and posters will provide guidance where necessary to address traffic flow throughout the school.
- Elementary classes will enter through exterior doors where possible. Middle and High school grade groups will be assigned separate entrances.

5. SCHOOL GATHERINGS & CHAPELS

- School gatherings should occur within the learning group or pods.
- Gatherings will not exceed the maximum learning group or pod size, plus the minimum number of additional people required (e.g. school staff, visitors, etc.) to meet the gathering's purpose and intended outcome. Additional people should be minimized as much as is practical to do so.
- School gatherings should happen minimally, and LCS staff will seek virtual alternatives for larger gatherings and chapels.

6. INCLUSIVE CLASSROOMS & SUPPORTING ALL LCS STUDENTS

- Students with disabilities/diverse abilities who are not able to physically distance will not to be excluded from a learning group or pod. Prevention and exposure control measures will be implemented to support students to access learning within a learning group or pod (e.g. assigned seating, prompts, visual support, education using video modelling, social stories, etc.)
- Supporting students with disabilities/diverse abilities may require staff providing support services to be in close physical proximity or in physical contact with a student.
- Non-medical masks are required in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group. As such, staff 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) when outside of their learning groups, and when physical distancing cannot be maintained.
- Wearing 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 schools outside of the circumstances outlined above is a personal choice and will be respected.

7. SHARED ITEMS & PERSONAL SUPPLIES

- The LCS Student Technology Use policy will be strictly enforced.
 - Personal mobile devices should be stored in lockers or student bags and should not be used at any time while in school buildings.
 - Mobile phone use has been shown to discourage physical distancing between students, and often encourages gathering in close proximity.
- Students may not use microwaves, other student's lockers or share personal items where possible.

- Personal items should be labelled with student's name to discourage accidental sharing. Students should label all their personal items and not share them.
- In elementary schools, teachers will adapt group activities to limit physical contact and reduce shared items.
- Staff will limit use of frequently touched items that can't be easily cleaned.
- Staff will clean and disinfect laminated materials daily if multiple people touch them.
- Students and staff will avoid sharing all food and drinks, including homemade foods like birthday treats or bake sale items unless individually prepared and safely distributed. If they show up at school, staff will keep them from being shared and consumed.
- There is no evidence that COVID-19 is transmitted on textbooks, paper, or other paper-based products. Staff can share books or paper-based educational resources with students

8. FACE COVERINGS, BARRIERS & PPE

- Non-medical masks are required to be used in situations where an adult or student (grades 6-12) cannot maintain physical distance and is in close proximity to a person outside of their learning group, pod or household. Elementary school students (pre-K to grade 5) are not required to wear masks.
- Staff 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.
- Staff can also wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.
- Students in Middle and High school are required to wear non-medical masks 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; exceptions will be made for students who cannot wear masks for medical reasons. Even when wearing a mask, staff and students will still be required to maintain physical distance from people outside of their learning group.
- Students will have the choice to wear a mask in the classroom
- Staff will have the choice to wear a mask when interacting within their learning group.
- Staff, students and visitors will respect glass or other barriers erected or pre-existing for the purpose of protecting office and administrative staff to exposure.
- Wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.
- When staff are in close physical proximity with a student within their learning group or pod, personal protective equipment, such as masks and gloves, is not required beyond that used as part of the personal care routine normally encountered in their regular course of work (i.e., gloves for assisting with medical needs).

9. VISITOR ACCESS/COMMUNITY USE

- Parents, caregivers, health-care providers, external service providers, volunteers and other non-staff adults (e.g. visitors) entering the school will be prioritized to those supporting activities that are of benefit to student learning and wellbeing (i.e. parent readers).
- Administrators are responsible for ensuring that all visitors confirm they have completed the requirements of a daily health check before entering, and will keep a list of the date, names and contact information for any visitors who entered the school.
- After hours community use and rental of facilities is allowed in alignment with other health and safety measures:
 - Maximum 50 person gatherings
 - Diligent hand hygiene
 - Respiratory etiquette
 - Physical distancing among older youth and adults

- Ensuring participants stay home if they are feeling ill
- Where possible, limiting building access to only those areas required for the purpose of the activity
- Spaces and equipment used by community members should be cleaned and disinfected prior to students and staff re-entering the space.

10. SITE-BASED POLICIES

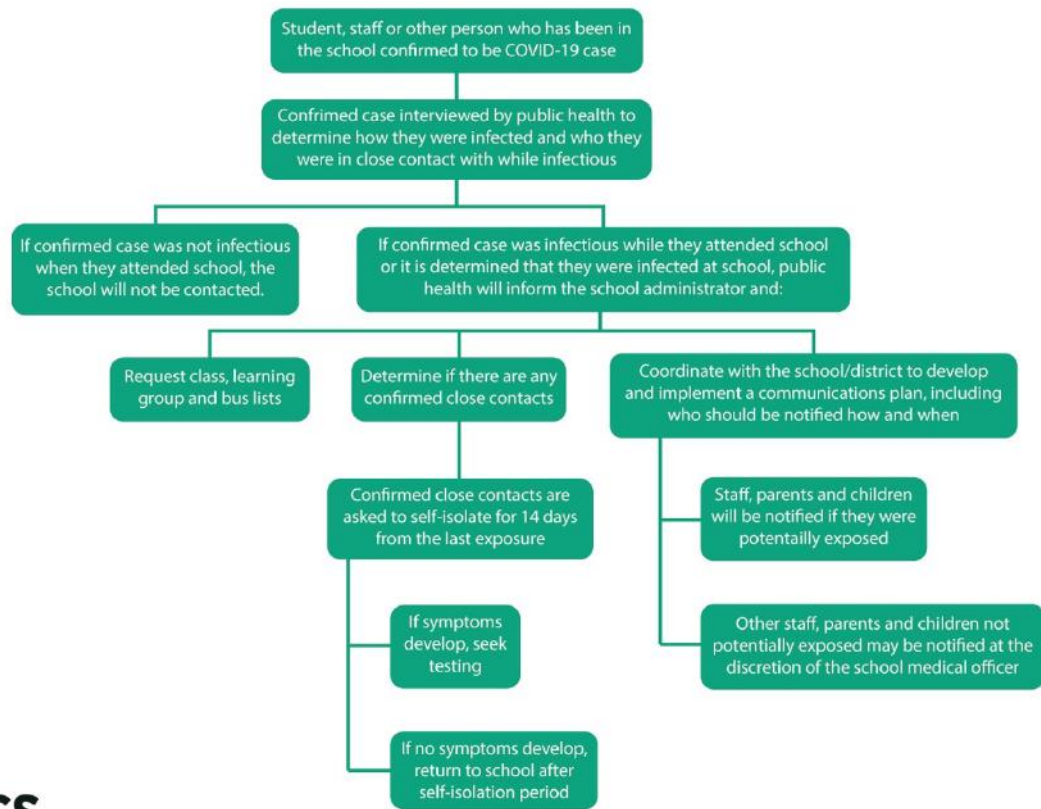
- LCS will ensure that staff, students and others showing symptoms of COVID-19 will be prohibited from the school or isolated until they can go home. LCS will limit access to school buildings of:
 - Anyone who has had symptoms of COVID-19 including: fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
 - Anyone directed by Public Health to self-isolate.
 - Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- First aid attendants will review the OFAA protocols for use during the COVID-19 pandemic. (see Appendix).
- LCS staff will have a Working From Home Agreement in place in the event working from home becomes necessary or mandated.
- LCS staff or student who feel ill should:
 - Report to first aid or an administrator, even with mild symptoms.
 - Wash or sanitize their hands, be provided with a mask, and isolated.
 - Return straight home if possible.
 - Clean and disinfect any surfaces that the ill person has come into contact with.
- LCS has posted signage at the workplace, including occupancy limits and effective hygiene practices.
- LCS has posted signage at the main entrance indicating who is restricted from entering the premises, including unscheduled visitors and workers with symptoms.

QUICK REFERENCE (ONGOING & DAILY DUTIES)

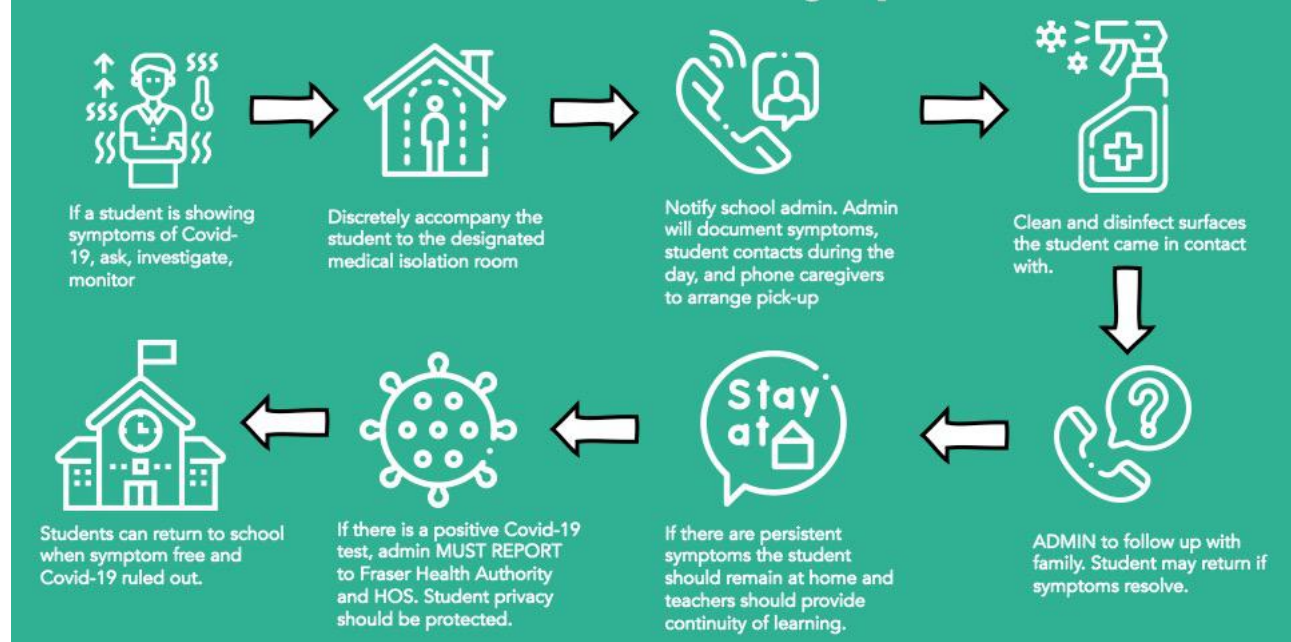
REQUIRED TASKS	ADMINISTRATORS	STAFF (teachers, EAs)	FACILITIES (custodians)
Regularly scheduled cleaning and sanitization of high touch surfaces. Twice per day.			✓
Wiping down high touch surfaces following student use or before transitions.		✓	
Providing supervision to ensure proper face-covering use and physical distancing.	✓	✓	
Monitoring regular hand washing before entering the school or classrooms.	✓	✓	
Sanitization of books, technology or other materials after student use.		✓	
Daily health and safety inspections of schools.	✓		✓
Conducting Health & Safety Orientation and updating staff on changes to safety protocols.	✓		
Ensuring compliance with protocols.	✓	✓	✓
Maintain records of all staff training and inspections, or Covid-19 related meetings.	✓		
Maintain reports of all exposure and/or first aid.	✓		
Daily health screening of students and visitors (visible symptoms, asking questions etc.)	✓	✓	

Ensure staff and other adults know they are responsible for assessing themselves daily for symptoms prior to entering the school.	✓		
Clearly communicate with parents and caregivers that they are responsible for assessing their children daily before sending them to school.	✓	✓	
Keep a list of the date, names and contact information for any visitors who entered the school during the hours of 8am – 4pm.	✓		
Ensure all staff and students have received the policies for staying home when sick.	✓		
Immediately report suspected or confirmed cases of Covid-19 to the Head of Schools.	✓	✓	✓

PUBLIC HEALTH ACTIONS IN RESPONSE TO CONFIRMED CASE OF COVID-19 IN SCHOOL



What to do if a student is symptomatic?



NO SHARING FOOD

- ✓ Microwaves removed; staff use only in staffrooms
- ✓ No sharing of food, utensils, plates, coffee pots etc.
- ✓ Everyone encouraged to bring bag lunches

ENHANCED SUPERVISION

- ✓ Enhanced staff supervision of parking lots and students
- ✓ Hi-visibility vest necessary when on outside supervision to demonstrably indicate all zones covered

TIMETABLES & SCHEDULES

- ✓ Staggered break times
- ✓ Staggered arrival and departure times
- ✓ Minimal transitions between classes and blocks

OCCUPANCY LIMITS

- ✓ Not necessary in classrooms or within groups/pods
- ✓ Staffrooms (16)
- ✓ Restrooms (2)
- ✓ Office (8); Copy Room (1)

MONITORING SYMPTOMS

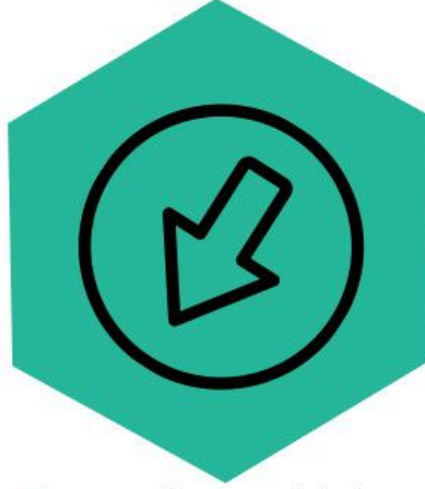
- ✓ Parents to check before coming to school
- ✓ Teachers to continually monitor, especially on arrival
- ✓ Students with symptoms to be isolated & sent home

ENHANCED CLEANING

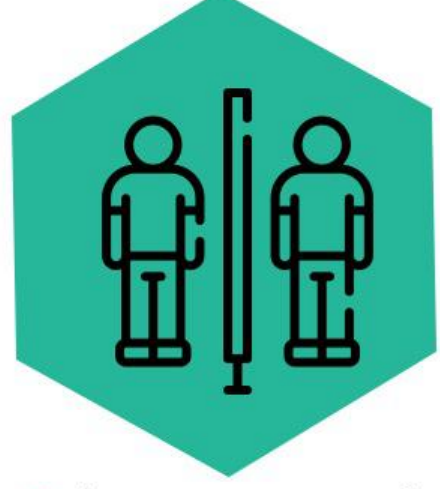
- ✓ All high-contact surfaces must be cleaned twice per day & shown on schedules
- ✓ Daytime custodial services added
- ✓ Cleaning supplies available in every classroom for student use

FACE COVERINGS

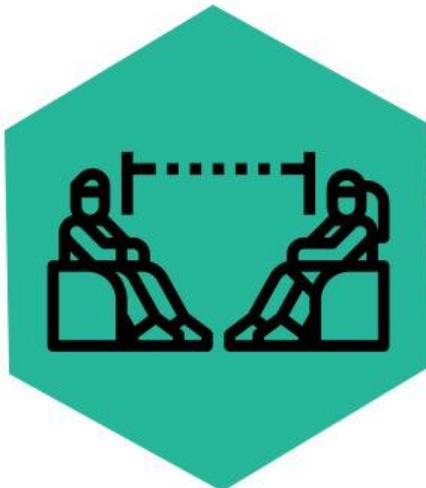
- ✓ Not necessary for staff or students in groups/pods
- ✓ Mandatory for grades 6-12 and adults in common areas inside buildings
- ✓ Always necessary for visitors

SIGNAGE

- ✓ Directional arrows and clearly marked entrances for different classes, groups and pods

BARRIERS

- ✓ Where necessary to protect staff who cannot physically distance (central office, admin assistants etc.)

**PHYSICAL DISTANCING**

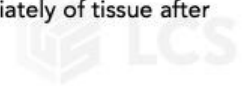
- ✓ Not necessary for students in groups/pods
- ✓ Always necessary for staff/adults
- ✓ Always necessary for grades 6-12 when mixing with students indoors from other groups/pods

HAND WASHING

- ✓ All staff, students and visitors wash hands before entering the school or any new room
- ✓ After restroom use, before and after eating
- ✓ 30 seconds + soap + warm water

SAFE HYGIENE

- ✓ Sneeze & cough into arm if you cannot leave the room
- ✓ Do not touch your face
- ✓ Dispose immediately of tissue after use





Flexible Options

Students and families who believe they need an alternative to the face-to-face instructional option are encouraged to contact their campus principal before 4:00pm on August 28.

ALTERNATIVES TO FULL-TIME INSTRUCTION

OPTION A: GRADUAL RETURN

PURPOSE

Flexible option for students for reasons of family choice who are not yet ready to return to full-time, face-to-face instruction. The goal is to work toward the student returning full time.

CRITERIA (WHO?)

- ☐ Students with immunocompromised family in the household.
- ☐ Students with personal anxieties about a return to school.
- ☐ Families with significant concerns or who have apprehensions about the uncertainty of the Covid-19 impacts in our community and are not yet confident to return.

NEXT STEPS

Contact your child's principal to schedule a wrap-around meeting.

WHAT DOES IT LOOK LIKE?

The principal will review the specific concerns and needs of your child and discuss the needs with any involved staff and parents.

The School-Based-Team (SBT)* will work with staff to design strategies and provide resources, and regularly monitor the child's remote learning.

Supports will be provided on a week-by-week basis until such a time as the student is ready to return.

Return to class will be scheduled in collaboration with the SBT and teacher.

Return to school may be parttime and/or gradually phased in as required.

Instruction will focus on core competencies, literacy and numeracy, to ensure the student remains connected and progressing in his/her learning.

WHO PROVIDES INSTRUCTION

Teachers will provide some weekly hybrid, online or scheduled instruction and assessment, but parents will be primarily responsible for monitoring the student's learning at home.

OPTION B: HOME LEARNING PLAN

Flexible option for students with medical or chronic, immunocompromised situation requiring a long-term absence from school. The goal is to provide long-term support for the student and family.

- ☐ Students who require a prolonged absence due to a health condition, chronic illness or who are immunocompromised.
- ☐ Requires verification by a medical practitioner.

Contact your child's principal to schedule a wrap-around meeting. Please forward medical verification.

The School-Based-Team (SBT)* and any involved staff will meet to discuss the delivery of the home learning plan and any ongoing student-specific needs.

Our Director of Inclusive Ed and Instruction will work with classroom teachers to design a home learning plan that supports a long-term absence from school.

Support plans will be provided on a term by term, or semester by semester basis and reviewed and updated as necessary at the end of a term or semester.

Instruction will focus on core competencies, literacy and numeracy, to ensure the student remains connected and progressing in his/her learning.

Teachers will provide some resources and materials, and some assessments for reporting, but parents will be mostly responsible for daily instruction at home. Where there is an IEP in place students may receive additional staff support: i.e. online services with an EA.

* Each campus has a **school-based-team** that meets weekly to review EA schedules, classroom supports, learning plans and teachers' concerns about the social-emotional health or achievement progress of their students. The SBT is the key leadership team in each school consisting of the school administrators, resource teaching staff, instructional leaders, counsellor and Director of Inclusive Ed and Instruction.

AT A GLANCE

PRE-SCHOOL PLAN

We are excited to share that our Building Blocks pre-school staff have created an outdoor experiential learning space to limit our pre-school learners' time inside. Learning and exploring outdoors will considerably limit the chance of Covid-19 transmission and is shown to have tremendous benefits to pre-school aged children.



AT A GLANCE

ELEMENTARY SCHOOL PLAN

Parents and caregivers can expect a more detailed welcome letter and plan from your campus principal between August 26 and September 1.

SCHOOL START DATE

- September 8, 8:20-12:00pm (half-day) grades 1-5 only
- Full day on September 9

ARRIVAL

- Downstairs/FORT classrooms will only use their individual doors
- Upstairs classrooms - there are 4 main doors (2 in the front, one in the back and one on the side) - 1 cohort per door
 - 3N,3A West upper doors
 - 3V, 3WE West lower doors
 - 5W, 5CT North doors
 - 5VH, 5BW South doors
- Soft-start arrival to minimize congestion: Students are encouraged to arrive between 8:20-8:50. Classroom doors will be open at 8:20 and students may come in as they arrive.

DEPARTURE

- Early bus children and first half of the alphabet (A-M) dismissed at 2:50
- Last half of the alphabet leaves at 3:00

LEARNING PODS

- The three KVs (VanderWaarde, Verkaik, VanHemert), KH/KM,
- 1T/1M/1L, 1GV/1R
- 2V/2D, 2K/2S
- 3A/3N, 3V/3WE
- 4BA/4B, 4D/4P
- 5W/5TC, 5VH/5WB
- A blend of whole school chapel (e.g. through Google Slides) and cohort chapels. Whole school gatherings in the gym will not occur at this time.
- K-5 class sizes are well within manageable and safe numbers relative to other schools and districts.

SAFETY PROTOCOLS

- Masks/face shields are required for music, PE, EAs, and library teachers and other staff (i.e. secretaries, custodians, principals) not part of a cohort.
- Wearing a non-medical mask or face covering within schools is a personal choice for students.
- Staff will model for students how to respect choices regarding face coverings.
- Regularly scheduled library, music, and PE.
- To minimize classroom touching, it is encouraged that students will sit in consistent groups and limit sharing of frequently touched items.

- Sufficient supplies (pencils, scissors, etc.) should be available so that sharing of items can be avoided
- Students wash their hands when they arrive at school, before and after eating, before and after going outdoors, and each time they enter and leave the classroom
- Quick health check questions conducted with attendance

SCHEDULE

8:20-8:50	Students arrive
10:00-10:15	Primary Recess
10:20-10:35	Intermediate Recess
12:00-12:15	Primary Eating
12:15-12:45	Primary Outside
12:40-12:55	Intermediate Eating
12:55-1:25	Intermediate Outside
2:50	First Group Dismissal
3:00	Second Group Dismissal

BREAKS

- Two different recess times (K-2 and 3-5) - 10:15 - 10:30, 10:30-10:45
- Cohorts mingle at recess
- Students can socialize with peers in different pods if they are outdoors and can minimize physical contact or if they are indoors and can maintain physical distance.
- Three different play zones (one per grade): Playground; Forest and asphalt; Field (if and swings)

AT A GLANCE

MIDDLE SCHOOL PLAN

Parents and caregivers can expect a more detailed welcome letter and plan from your campus principal between August 26 and September 1.

- | | |
|--|--|
| SCHOOL START DATE | <ul style="list-style-type: none"> September 8, 8:20-12:00pm (half-day) grades 6 & new students only Full day on September 9 for all grades 6-8 |
| ARRIVAL | <ul style="list-style-type: none"> 8:37am start with homeroom. Doors will open at 8:15 am to allow students entry to the building to go directly to their classrooms. |
| DEPARTURE | <ul style="list-style-type: none"> 2:55 pm dismissal. Students will be required to leave the building by 3:15 pm. |
| LEARNING PODS & LEARNING GROUPS | <ul style="list-style-type: none"> Grade 6 and 7 will each have 2 learning cohorts called "Pods". The Pods will be made up of 2 classes each which meets the ministry requirement of under 60 students. These pods can interact with each other and not have to worry about social distancing or wearing face masks during their time together. Grade 8 will be able to be grouped as one Pod as it meets the ministry requirements of under 120 students. All the classes will be able to interact with each other. |
| SAFETY PROTOCOLS | <ul style="list-style-type: none"> Each grade will have its own set of doors to enter and exit the school. Students may only use the doors specified for their grade. Pods will have a staggered exit and entry and exit times during break transitions. Students will have to make a concentrated effort to ensure they have their school supplies at school each day, as we will not be able to readily share pencils, pens, Chromebooks, etc. Students and Staff will be required to wear face coverings during high traffic transition times in the hallways and for going into the high school wing for Library and or Band. |
| BREAKS | <ul style="list-style-type: none"> Students will be required to go outside for recess and lunch break regardless of the weather. Parents must ensure they have a rain jacket and hood as well as proper footwear to stay dry. |

AT A GLANCE

HIGH SCHOOL PLAN

Parents and caregivers can expect a more detailed welcome letter and plan from your campus principal between August 26 and September 1.

SCHOOL START DATE

- September 8, 8:20-12:00pm (half-day) grades 9 & new students only
- Full day on September 9 for all grades 9-12

ARRIVAL

- Staggered Drop Off Times
 - Grades 11 and 12: Doors opened at 8:15am (except for before school classes)
 - Grades 9 and 10: Doors opened at 8:30am.
- Cohorts use Different Entrances:
 - Grades 9 and 11: use the West entrance
 - Grades 10 and 12: use the front entrance.
- All students: Students will go directly to their lockers and then to their first period classes. (Lockers will be assigned during first period class on September 9.)
- We ask families with children in differently timed drop-off groups to adhere to these times as best as possible. Students should wait outside until their group's door-open time, being careful to maintain physical distance with other cohorts, wear their masks and then, using their designated entrance, report directly to their first period class.

DEPARTURE

- FLEX is at the end of the day. Families will have the option to have their child(ren) either consistently go home or consistently stay for non-Career-Ed FLEX days. The dates of the mandatory Career-Ed FLEX sessions will be published in advance.
- Different Exits
 - Grades 9 and 11 - use West exit
 - Grades 10 and 12 - use front entrance
- All students are encouraged to go directly home and not congregate in large groups unless participating in an authorized after school activity.

SAFETY PROTOCOLS

- Masks will be mandatory at all times when cross-cohort contact is possible, so before and after school, during breaks or any time in the hallway.
- Cross-group physical distancing needs to be maintained at all times, as well as minimized physical contact within cohorts.
- Admittance to the school building will be limited to staff and students as much as possible. Parent and visitor admittance to the school building will be minimized and by appointment only.

2-4-2 TIMETABLE

TERM ONE Sept 8 – Nov 10	COURSE 1		COURSE 2	
TERM TWO Nov 16 – Apr 14	COURSE 3	COURSE 4	COURSE 5	COURSE 6
TERM THREE Apr 19 – Jun 18	COURSE 7		COURSE 8	

- A quarterly-semestered hybrid timetable is being proposed to minimize transitions and to allow sufficient time for intensive elective and academic courses.

LEARNING GROUPS

- Students will spend their days within their grade-level cohorts. They will have only two classes per day - one in the morning and one in the afternoon - with cleaning protocols being followed throughout the day.
- Learning groups may change each term.

DRAFT SCHEDULE

Grade 9/10										
Time		Monday	Time		Tuesday	Wednesday	Thursday	Time		Friday
8:38	9:49	A	8:38	9:49	A	A	A	9:15	10:16	A
9:49	10:02	Break	9:49	10:02	Break	Break	Break	10:16	10:29	Break
10:02	11:05	A	10:02	11:05	A	A	A	10:29	11:20	A
11:05	11:20	Lunch	11:05	11:20	Lunch	Lunch	Lunch	11:20	11:35	Lunch
11:20	11:45	Long Break	11:20	11:45	Long Break	Long Break	Long Break	11:35	12:00	Long Break
11:50	12:35	Chapel	11:50	12:51	B	B	B	12:05	12:59	B
12:39	13:40	B	12:51	13:04	Break	Break	Break	12:59	13:12	Break
13:40	13:53	Break	13:04	14:06	B	B	B	13:12	14:06	B
13:53	14:55	B	14:10	14:55	Flex	Flex	Flex	14:10	14:55	Flex
Grade 11/12										
Time		Monday	Time		Tuesday	Wednesday	Thursday	Time		Friday
8:23	9:33	A	8:23	9:34	A	A	A	9:00	10:01	A
9:33	9:46	Break	9:34	9:47	Break	Break	Break	10:01	10:14	Break
9:46	10:50	A	9:47	10:50	A	A	A	10:14	11:05	A
10:50	11:15	Long Break	10:50	11:15	Long Break	Long Break	Long Break	11:05	11:30	Long Break
11:20	11:35	Lunch	11:20	11:35	Lunch	Lunch	Lunch	11:35	11:50	Lunch
11:35	12:20	Chapel	11:35	12:36	B	B	B	11:50	12:44	B
12:24	13:25	B	12:36	12:49	Break	Break	Break	12:44	12:57	Break
13:25	13:38	Break	12:49	13:51	B	B	B	12:57	13:51	B
13:38	14:40	B	13:55	14:40	Flex	Flex	Flex	13:55	14:40	Flex

BREAKS

- Breaks will be staggered and large designated spaces - both indoors and out - will be used for different cohorts.
- To minimize cross-cohort and outside interactions, students will not be permitted to go off campus during lunch.

- Grades 9 and 10: will eat lunch in their classrooms then go on break.
- Grades 11 and 12: will go on their break and then eat lunch in their classrooms.
- Only one grade cohort at a time will be in any location. Location assignments will be switched throughout the year.
- Students are encouraged to go outside on breaks.
- All eating will happen in classrooms at three designated times throughout the day. Food will not be allowed outside of those times or outside of the classrooms. Everything that is brought in to school will need to be taken home. (For example, granola bar wrappers should be put back into lunch bags and disposed of at home.)

COURSE CHANGES

- Your grade 10-12 child(ren) will be able to view their schedule(s) on MyEd beginning Monday, August 31. Should their schedule need adjusting, watch for details coming in LCS on the Go this Friday for the course change process which will be different this year.

Frequently Asked Questions

1. How safe is it to return to school in British Columbia?

According to current worldwide data, COVID-19 has a very low infection rate in people 19 years old and under, and especially low in children under the age of 10. Serological tests have confirmed that in B.C., less than 1% of all children tested have been COVID-19 positive. Studies show that most COVID-19 cases in children originate from symptomatic adult family members, not from peers. Even in family bubbles, adults appear to be the primary spreaders of the virus. Children who do test positive for COVID-19 usually have milder symptoms, such as a low-grade fever, dry cough, and gastrointestinal issues.

When the Provincial Health Officer determines schools are unsafe, we will resort to Stage 3, 4 or 5. While schools are safe, we will be fully in session for all students and staff.

2. What has B.C. learned from the reopening of schools in other places?

Due to widespread, worldwide school closures, there are few studies on the effects of COVID-19 transmission in school settings. In places that have resumed in-class instruction, children do not appear to be the primary spreaders of COVID-19. In schools where there were confirmed cases, there was typically minimal spreading beyond the initial case. Studies have shown that closing schools and child care facilities has significant negative mental health and socioeconomic impacts on vulnerable children.

3. When does school start?

Elementary students in grades 1 to 5 will begin on September 8 and attend for a half-day so teachers can review new routines and help alleviate the potential for student anxiety.

Grades 6 and 9, as well as students who are new to LCS will attend a fun, welcoming orientation half-day on September 8. All students grades 1-12 will attend full days on September 9. Middle and high school students will receive instruction from their teachers September 9-11 on new procedures and routines.

4. What will stage 3 or 4 look like if necessary? How will continuity of learning continue?

LCS teachers and families transitioned well to online learning in the spring, and we will do so again if necessary. Grades 4-12 will be maintaining robust online and hybrid learning to enhance face-to-face instruction. If required LCS teachers will be able to seamlessly transition, and/or support students who have a prolonged absence due to illness or chronic immunocompromised conditions.

Primary teachers will maintain an online presence to ensure readiness for another Ministerial Order requiring distance learning. Small group instruction in mathematics and literacy will be scheduled synchronously in such a case.

LCS will provide onsite, voluntary instruction for the children of staff and emergency support workers in the community should Stage 3, 4 or 5 be necessary again this year.

5. Is there a fully hybrid or distance learning (DL) option at LCS?

Since the Minister of Education's announcement today (August 26) we now have authorization to provide some flexibility in providing some options for students unable or not yet willing to return to schools. Prior to today's announcement we were not authorized to provide options other than direct, face-to-face instruction. We have been planning since last school year on using online options to enhance courses and minimize the effects of contact and having students sharing the same space.

Teachers at the elementary and middle school grades will not be providing daily online options for students in lieu of face-to-face instruction, but we have some flexibility to design options to help students stay connected to LCS if regular attendance is not possible at this time. Students in high school courses may be required to complete some learning online, where some self-directed learning is necessary to accommodate teachers and students who may have to work within multiple learning groups.

Students and families who believe they need an alternative to the face-to-face instructional option are encouraged to contact their campus principal before 4:00pm on August 28.

6. What options are there for LCS students with complex medical conditions or an immunocompromised condition?

Parents of students who are immune-compromised or have underlying medical conditions are encouraged to consult with their health care provider to determine their level of risk regarding return to school.

If a medical professional determines that a student cannot attend school due to their health risks, your principal will work with your family to review alternative learning options for the student and/or create a home learning plan which outlines short term supports for the student to continue learning at home.

Students who need to stay at home because they are immune-compromised will have an at-home learning plan and will be provided with an educational program by LCS. This may include providing assistive technologies to help students learn remotely.

Please consult your doctor or health care practitioner, and if you meet this criteria we will schedule a wrap-around meeting with the Principal and Director of Instruction and Inclusive Education, Meena Sangha (msangha@mylcs.ca) to explore options for your family.

7. What does a flexible attendance policy look like?

We realize some families are apprehensive and cautious about an immediate return to school. For the opening weeks, we are assuming a posture of grace and flexibility, allowing students to return as they are ready. Students who have not fully committed to returning, who are not on a home learning plan, risk their enrolment spot at LCS and should initiate a conversation with their principal.

8. What are the requirements for attendance for 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 or have a verified chronic illness.

9. What about extracurricular activities?

Extracurricular activities including sports, arts or special interest clubs can occur if physical distance can be maintained between members of different cohorts and reduced physical contact is practiced by those within the same cohort. Inter-school events including competitions, tournaments and festivals, should not occur at this time, but are currently being reviewed for possible authorization this fall. We are hopeful that BC School Sports will authorize training and inter-school competition with local schools.

In the event there are no school sports early in the year, LCS staff will provide recreational opportunities within our school community.

Activities such as SALTs are still scheduled to proceed. We will update you as we receive further information.

10. Can face shields replace masks?

Face shields do not replace masks in situations where non-medical masks are required. For example, in places where PPE is required, such as high traffic areas or when physical distance cannot be maintained with someone outside of the learning cohort, a non-medical mask needs to be worn and it could be accompanied with a face shield if someone chooses. In areas where a non-medical mask is not required, such as in a classroom with your designated learning cohort or when physical distance can be maintained, a face shield could be worn on its own if someone chooses to wear it. However, if the staff member wears the face shield in the classroom, they will need to wear their mask in high traffic areas.

11. Can we still use the Southridge Parking Lot?

The SRF parking lot is still available for pick-up and drop-off times. There will be enhanced staff supervision at the beginning and end of the day to ensure proper Covid-19 protocols are followed and to prevent gathering of large groups. We encourage parents to respect the church's commitment to ensuring they are supporting local efforts to reduce Covid-19 transmission by not allowing large groups of parents and students to gather.

12. We left LCS earlier, but want to re-enrol now?

Please contact our Development Office as soon as possible. We are encouraging anyone wishing to re-enrol to register prior to September 30. We have had considerable interest in recent weeks and have received new applications, so there are limited spaces at this time.

13. I want to do DL somewhere else, but want one or two courses at LCS to stay connected and graduate – can I do this?

Unfortunately our funding rules require students to enrol full-time, or close to full time at LCS. We also require all LCS students to complete the Bible program in order to graduate with an LCS Diploma.

14. What are parents' and caregivers' responsibilities for health checks?

Daily screenings start at home. Ask these questions:

- a) Does your child have the symptoms of a common cold, influenza, COVID-19, or other infectious respiratory disease?
- b) Has your child been outside Canada in the last 14 days?
- c) Has your child been identified as a close contact of a confirmed case or outbreak?

If the answer is yes to any of these questions, you must keep your child at home, self-isolate, and seek care from a health-care provider.

15. How do we report cases of Covid-19?

The Provincial Health Office requires schools to report confirmed cases of Covid-19 to local health agencies. Staff will report all confirmed cases to the Head of Schools (headofschool@mylcs.ca) immediate. Any and all media inquiries should also be directed to the Head of Schools who is the sole, board authorized media spokesperson for LCS. Staff may not comment publicly on any reported Covid-19 cases and are asked to report any knowledge of cases to their principal.

16. How does enhanced testing capacity for Covid-19 impact a student's or staff member's return to school?

At this time, it is recommended that only people with symptoms or people otherwise identified by a health professional should be tested for COVID-19. This includes children.

If symptoms do not persist and Covid-19 can be safely ruled out, students and staff are welcome at school.

17. What if someone in my household or bubble has COVID-19 symptoms?

Students or staff may still attend school if a member of their household has cold, influenza, or COVID- 19-like symptoms, provided the student/staff is not sick. It is expected the symptomatic household member is seeking assessment by a health-care provider.

18. What are the protocols for a parent who is required to travel for essential work and is exempt from quarantine rules under Transport Canada Covid-19 regulations?

Students who have parents with specific travel protocols that are necessary for essential work related travel, are not required to isolate or stay home from school when the parent returns to the household.

19. What if my child has allergies?

Students and staff who experience seasonal allergies, or other COVID-19-like symptoms that are related to an existing condition, can continue to attend school when they are experiencing these symptoms as normal

If you notice a sudden change in the severity or type of symptoms your child normally experiences, you should keep your child at home and seek advice from a health-care provider.

20. How can staff support the mental health of students?

COVID-19 affects more than our physical well-being. With so much happening, it's normal to feel worried and overwhelmed. Mental wellness, in particular stress, also impacts our physical well-being and our behaviours which can increase our risk of getting sick. It's important to focus on your own, as well as student and staff, mental well-being. Erase is a Government of BC resource focused on building safe and caring school communities. Visit their website for a list of mental health resources for parents and caregivers, students and staff.

(<https://www2.gov.bc.ca/gov/content/erase/mental-health>)

21. Can staff share the use of microwaves, refrigerators, photocopiers, coffee pots, etc.?

Yes, staff can share appliances and other objects. Treat things like microwaves as high touch surfaces. Disinfect them at least twice per day. Always practice hand hygiene before and after handling shared objects. Staff will not have access to shared dishes, utensils and cups and must bring their own from home and store them safely with their personal belongings.

Microwaves, shared dishes and utensils etc. will not be permitted for student use. Water fountains are open for student use, but students are encouraged to bring their own water bottles from home.

22. How and where will staff and students eat?

Specific site-based instructions will come later from your school principal or teacher. Students will be required to "pack it in and pack it out." Bagged lunches are encouraged, and everyone will be required to take home any packaging, utensils, or containers from their lunch or snacks.

23. Do we need to increase ventilation in the schools?

There is no need for enhanced ventilation in public buildings to prevent the spread of COVID-19. There is no concern around use of air conditioning and fans. Opening windows for fresh air is encouraged. Consider operating HVAC systems throughout the day and night to keep the air moving. Ensure the systems are maintained for optimal normal function.

24. Is it safe for students to play together on the playground?

Playgrounds are a safe environment for students to play together. Focus more on minimizing physical contact between each other rather than staying 2 metres apart. No cleaning or disinfection is required for playground structures. All students should practice hand hygiene before and after play.

25. What are the protocols for CCSTA bussing?

For all students Grade 6 and up and drivers, non-medical masks are required. (Exception to the face mask rule applies to students with disabilities or health conditions that prevent them from wearing the covering).

Due to not being able to social distance on the bus, it is our recommendation that all riders wear a mask for the safety of all students and drivers.

Students should clean their hands before they leave home and when they leave school prior to taking the bus.

Buses will be cleaned and disinfected in accordance with BCCDC guidelines.

All garbage cans have been removed from buses. There is no food or drink permitted on the school bus.

Buses will be loaded from back to front and offloaded from front to back.

Buses will be limited to a maximum of 2 students per seat.

CCSTA will use assigned seating, Families will sit together and other students will share seats with others. No extra students will be allowed to enter the bus.

Due to trying to keep travel time on the bus at a minimum, some stops will be changed. To help, please let your school know if students are only taking the bus one way.

You will be receiving a phone call this week regarding your bus stop and pick up times.

Appendices

COVID-19 health and safety

Selecting and using masks in non-health care settings

The most effective ways to prevent the spread of COVID-19 infection include having sick workers stay at home, physical distancing, handwashing, and cleaning and disinfecting work areas. Employers should only consider using masks as an additional control measure if physical distancing is not possible and workers are in close, prolonged contact with others.

This document provides guidance on using masks and single-use respirators in non-health care settings. For health care settings, refer to the [BC Centre for Disease Control](#).

How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads between humans through direct contact with an infected person or their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

Should your workers use masks in the workplace?

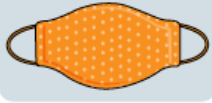
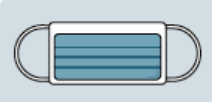
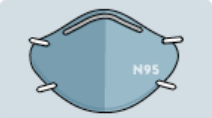
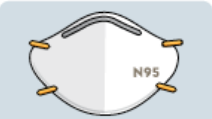
Some regulated industries or industry associations may recommend or require the use of certified medical masks or single-use respirators to protect workers against chemical, physical, or biological hazards, including COVID-19.

As an employer, you need to understand the limitations of masks as a protective measure. If masks are recommended, you must ensure

they are selected and used appropriately. If your workers are wearing masks, ensure they are aware of the following:

- Make sure you know how to wear your mask. Follow manufacturer or industry specifications and directions.
- Don't wear masks below the nose or chin. This can increase the risk of exposure.
- Keep your mask clean and dry. If it gets wet, it's less effective at preventing the spread of droplets.
- Change masks as necessary. You may need several masks available as they build up moisture during the day and become less effective. If your mask becomes wet, soiled, or damaged, replace it immediately.
- Make sure you know how to clean your mask. Wash cloth masks every day using the warmest water setting. Store in a clean, dry place to prevent contamination. Disposable masks cannot be laundered.
- Practise good hygiene even if you're wearing a mask. Don't remove your mask to cough or sneeze. After coughing or sneezing, wash your hands. Don't touch your eyes, nose, or mouth.

Types of masks and their use in non-health care settings

Type	Use
Cloth or non-medical masks 	<ul style="list-style-type: none"> • May offer some level of protection by preventing the spread of droplets from the wearer to others around them. • Not a proven method of protection for the wearer because they may not prevent the inhalation of droplets. • May be considered by employers for use by workers or customers as a protective measure when physical distancing is not practical or feasible. • Should never be relied upon as a sole protective measure.
Medical masks 	<ul style="list-style-type: none"> • Medical masks (also known as procedure or surgical masks) are used by health care workers for direct patient care where physical distancing can't be maintained. • May be used in other jobs where there's a risk of exposure to blood or bodily fluids. • When worn properly, can protect the wearer and others around them against droplets. • Are single-use items that are not designed to be cleaned and reused. • There is a variety of certified medical mask types, some of which may be difficult to source because of supply limitations.
Medical N95 respirators 	<ul style="list-style-type: none"> • Used primarily by health care workers where there is significant risk of exposure to very small airborne particles and aerosols. • Offer protection from droplets and splashes. • Most often used during and after aerosol-generating procedures performed on patients infected with COVID-19 or other infectious agents. • Fit closely over the nose and mouth to form a tight seal. Must be fit-tested and worn properly. Subject to the fit-testing requirements of the Occupational Health and Safety (OHS) Regulation. • Should not be used by non-health care workers.
Industrial N95 respirators 	<ul style="list-style-type: none"> • Used primarily in non-medical settings to protect workers from inhaling dust, fumes, and other hazardous aerosols. • When worn properly, can protect the wearer against droplets. If the respirator has a valve, droplets could be spread through the valve, so may not protect others. • Fit closely over the nose and mouth to form a tight seal. Must be fit-tested and worn properly. Subject to the fit-testing requirements of the OHS Regulation.

Let's all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a healthy and safe province. As COVID-19 restrictions are lifted and more

businesses resume operations, let's all do our part. For more information and resources on workplace health and safety, visit [worksafebc.com](https://www.worksafebc.com).

Revised June 2020

COVID-19 health and safety

Cleaning and disinfecting

The virus that causes COVID-19 is easily destroyed by mild soap and water. This works well for handwashing, but cleaning surfaces effectively can be a challenge. That's why it's important to clean and disinfect surfaces, especially high-contact surfaces, which are surfaces that are contacted frequently and/or by many people.

How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

Cleaning and disinfecting

Effective cleaning and disinfection involves a two-stage process.

Cleaning

To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.

Disinfection

After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.

What surfaces you should clean and disinfect

Start by cleaning and disinfecting all the common surfaces that workers and customers touch. Examples include doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, toilets, faucets, gas pump handles, and ATM machines.

Conduct a survey of your workplace to determine if there are other surfaces that workers, customers, or children touch regularly. A workplace where the public can come and go will need a more thorough assessment and plan than a small shop where there are normally just a few workers.

Clean and disinfect common high-contact surfaces inside and outside to limit the chance of the virus spreading through touching contaminated surfaces.

What you can use to clean and disinfect

For cleaning, you can use regular soap and water or another cleaning solution. Depending on how many people are in the space and how it's used, you may need to clean some spaces more frequently.

There are a number of products you can use for disinfection. Health Canada has a [list of disinfectants for use against COVID-19](#). They all have an assigned drug identification number. These are consumer products that don't require a safety data sheet, like some controlled products you may be familiar with. However, it's still important to follow whatever safety information is available for the product. Use these products with caution, as directed on the label, to avoid introducing other hazards into your workplace.

One of the most common disinfectant solutions is water and bleach. You can make a 500 ppm bleach solution by adding 42 mL (3 tablespoons) of bleach to 4 L (1 gallon) of water. For other quantities, use this [bleach calculator](#). Never mix bleach with other disinfecting products. This can result in dangerous fumes. For more information, visit the BC Centre for Disease Control's [Cleaning and Disinfecting](#) webpage.

Some sanitizing solutions contain up to 70 percent alcohol and will release flammable vapours. Use these with caution, and don't use them if there are ignition sources nearby.

Make a plan for cleaning and disinfecting your workplace

Ask the following questions when making your plan:

- What surfaces and objects are workers likely to touch? Do they share any tools or equipment?
- What cleaning materials and supplies will you need? Buy a reasonable supply.
- How often will you need to clean? Clean at least once a day for most surfaces and at least twice a day for high-contact surfaces. Consider how many workers are in the space; whether customers, children, or other members of the public are in the space; how long they're in the space; and how they use the space.
- When is the best time to clean? Consider cleaning before or after shifts, or before opening or after closing. Allow enough time for a thorough cleaning. Time the cleaning so it limits worker and customer exposure to cleaning and disinfecting odours.
- Who will do the cleaning? You may need to limit the number of cleaners and ensure they have time to clean effectively. Make sure workers who are cleaning have been trained to use the cleaning products safely.
- What personal protective equipment (PPE) will the cleaners need to protect against the cleaning chemicals?

There may be some machinery or equipment in your workplace that isn't used often. To reduce the amount of cleaning you have to do, consider cleaning these items and then boxing them or covering them with plastic drop sheets or tarps until you need them.

Handwashing

Regular handwashing is an important part of maintaining clean surfaces. Establish handwashing procedures and communicate them to workers. Establish policies to ensure that workers are washing their hands regularly: at a minimum, when they arrive, immediately before any breaks, and just before leaving. This may be the most important infection control for your workplace.

Ensure workers have access to handwashing facilities. If none are available, set up handwashing stations or provide alcohol-based hand sanitizer.

Let's all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a safe and healthy province. As COVID-19 restrictions are lifted and more businesses resume operations, let's all do our part. For more information and resources on workplace health and safety, visit worksafebc.com.

OFAA protocols during the COVID-19 pandemic

During the COVID-19 pandemic, occupational first aid attendants (OFAAs) continue to provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify your standard protocols for first aid treatment to reduce the potential for transmission. This document provides additional precautions in your procedures you may take to align with current public health directives such as physical distancing, hand hygiene, and disinfection.

- 1 When you receive a call for first aid, if possible, gather the following information:
 - What are the circumstances surrounding the call for assistance?
 - Are critical interventions likely required?
If so, call 911 or have emergency transport vehicle (ETV) prepared.
 - Are there any obvious signs of COVID-19?
 - If the patient is stable, has mild symptoms, or is not in distress, instruct the patient to go for testing.
 - If the patient is having difficulty breathing, arrange for transport to a hospital (and call ahead).
- 2 If no critical interventions are required, if possible and appropriate, interview the patient from at least 2 m (6 ft.). Ask the following questions:
 - Is anyone in your household sick or in self-isolation due to COVID-19 or suspected COVID-19?
 - Have you been in contact with anyone who has been sick with COVID-19?
- 3 When you arrive at the patient's location, assess the situation:
 - Does the patient have a minor injury that the patient can self-treat while you provide direction and supplies?
 - If yes, direct the patient to self-treat per your OFA protocols (see the self-treatment scenario on page 3).
- 4 If providing direct patient care (within 2 m), don the appropriate level of personal protective equipment (PPE) for the situation. PPE could include the following items:
 - Surgical mask
 - Face shield (or safety eyewear, i.e., safety glasses or goggles)
 - Pocket mask with a one-way valve and filter
 - Gloves
 - Coveralls (disposable or washable)
 - Patients could don a surgical mask or pocket mask, or clear face shield

In view of the global scarcity of PPE supplies, we recommend a point-of-care assessment by the provider and diligent use of PPE as required.

- 5 Remove and wash any PPE that is not disposable by following the BC Centre for Disease Control's directives for **cleaning and disinfecting eye and facial protection**:
 - Don a new pair of gloves.
 - Using a clean cloth, wipe with soap and water, cleaning from the inside to the outside.
 - Rinse with water and remove excess water.
 - Using one disinfectant wipe at a time, and first squeezing excess disinfectant into a sink to prevent splashing your face, thoroughly wipe the interior then the exterior of the facial protection.
 - Ensure all surfaces remain wet with disinfectant for at least one minute (or applicable disinfectant wipe contact time).
 - Equipment may be rinsed with tap water if visibility is compromised by residual disinfectant.
 - Allow to dry (air dry or use clean absorbent towel).
 - Remove gloves and perform hand hygiene.
 - Store in a designated clean area.
- 6 For further direction on safe donning and doffing procedures refer to the BC Centre for Disease Control's instructions for **donning and doffing PPE**.

If critical interventions are required and there is no way of determining background information, anyone providing close assistance (2 m or closer) should don appropriate PPE. Limit access to the patient to the number of people required to deal with the critical intervention. It is important to limit the exposure of others.

CPR and AED protocols

OFAAs should perform compression-only CPR during the COVID-19 pandemic. If there is more

than one trained rescuer with the required PPE, change places for performing compressions approximately every minute, as performing continuous compressions at a rate of 100 per minute will be fatiguing with full PPE on.

C.P.R — OFA Level 1 and OFA Level 2

Upon approaching the scene, the OFAA conducts a scene assessment and dons appropriate PPE. Once PPE is on, the OFAA approaches the patient and applies appropriate PPE, i.e., clear face shield, on the patient and ensures an open airway. If no air movement is felt the OFAA is to start continuous chest compression at a rate of 100 per minute.

C.P.R — OFA Level 3

Upon approaching the scene, the OFAA conducts a scene assessment and dons appropriate PPE. Once PPE is on, the OFAA approaches the patient and applies appropriate PPE, i.e., clear face shield, on the patient and ensures an open airway. If no air movement is felt, the OFAA is to check for a carotid pulse, and if no pulse is felt, the OFAA is to start continuous chest compression at a rate of 100 per minute.

Assisted ventilation — OFA Level 3

If assessment of a patient determines distressed breathing and assisted ventilation is required, the OFAA should use a Bag-Valve Mask rather than a pocket mask. Ensure any trained helper(s) don appropriate PPE (surgical mask and face shield) prior to assisting.

AED — Level 1, 2, & 3

While providing compression-only CPR, when and if an AED becomes available stop compressions and prepare the patient's chest, apply AED pads and allow AED to analyze. After no shock/shock advised, give 2 minutes of compression only CPR. Repeat cycles of analyze/shock or no shock and 2 minutes of compression only CPR until medical aid arrives.

Scenario: Self-treatment with direction

A first aid attendant receives a call stating a worker has injured her hand. The attendant collects as much information about the severity of the injury as possible. The injury is deemed to be minor with no other concerns, so the attendant goes to the worker, but stays 2 m (6 ft.) away. On arrival, the attendant asks:

- Is anyone sick or in self-isolation in your household due to COVID-19?
- Are you able to administer first aid to yourself if I tell you what to do and how to do it?

After the first aid attendant has conducted the interview, the attendant visually assesses the patient and the wound from a distance and asks the patient about underlying conditions relating to the injury.

The attendant then places the required first aid supplies on a surface 2 m from the patient. The attendant steps back and directs the patient to pick up and apply the supplies. The first aid attendant then verbally conducts a modified secondary survey and documents the findings.

Scenario: OFA Level 1 and Level 2 with an intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately ensures that 911 is called. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE, i.e., surgical mask, face shield, gloves, etc. Once PPE is on, the attendant approaches the patient and places appropriate PPE, i.e., clear face shield, on patient prior to conducting the primary survey and performing any critical interventions that are required. The attendant positions the patient in the three-quarter-prone position to ensure the airway is open and clear and no further interventions are needed. Only one

person (the attendant) needs to be in contact with the patient; all others stay 2 m away. The attendant monitors the patient until the ambulance arrives.

Scenario: OFA Level 3 — employer ETV for transport with intervention

A first aid attendant receives a call about a worker who has been struck in the head and is unresponsive. The attendant immediately arranges for the ETV to be ready. On approaching the scene, the first aid attendant conducts a scene assessment and dons appropriate PPE. Once PPE is on, the first aid attendant approaches the patient and applies appropriate PPE, i.e., a clear face shield, on the patient and ensures an open airway. Once the airway is open and clear, the attendant stabilizes the patient's head with an inanimate object (to free the attendant's hands) and inserts an oropharyngeal airway to protect and maintain the airway. Once completed, the attendant conducts a primary survey to determine what, if any, further critical interventions are required. Only one person (the attendant) needs to be in contact with the patient; all others can stay 2 m away.

If the first aid attendant is working alone or if there is no extra PPE on site for helpers, the attendant places the patient in the three-quarter-prone position and packages the patient. Helpers will be needed to assist the first aid attendant in lifting the patient into the basket and ETV. Use whatever PPE or other measures that are available to assist in providing a barrier between these helpers and the patient, including covering the patient with a blanket. Helpers without PPE should handle the lower extremities and stay as far away from patient's nose and mouth as possible. Once the patient is loaded, the helpers remove their PPE and perform hand hygiene with soap and water or alcohol-based hand sanitizer.

Appendix A: Summary of School-Based Control Measures

	<p>1. STAY HOME WHEN SICK</p> <p><i>All students and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.</i></p>		<p>4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT</p> <p><i>Spread students and staff out to different areas when possible.</i></p> <p><i>Take students outside more often.</i></p> <p><i>Stagger break and transition times. Incorporate individual activities.</i></p> <p><i>Remind students to keep their hands to themselves.</i></p>
	<p>2. HAND HYGIENE</p> <p><i>Everyone should clean their hands more often!</i></p> <p><i>Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.</i></p>		<p>5. CLEANING AND DISINFECTION</p> <p><i>Clean and disinfect frequently touched surfaces at least twice every 24 hours (once during the school day).</i></p> <p><i>General cleaning of the school should occur at least once a day.</i></p> <p><i>Use common cleaning and disinfectant products.</i></p>
	<p>3. RESPIRATORY AND PERSONAL HYGIENE</p> <p><i>Cover your coughs.</i></p> <p><i>Do not touch your face.</i></p> <p><i>No sharing of food, drinks, or personal items.</i></p>		





DAILY HEALTH CHECKS

On September 11, 2020, the BCCDC and BC's Ministry of Health updated its [COVID-19 Public Health Guidance K-12 Settings](#). As a result, the section on daily health check procedures was amended. Please see the new questions followed by health recommendations.

You are not required to complete or submit a new daily health check form, however; we encourage you to use this revised document as a reference when completing the daily health check with your child.

LCS requires all parents or caregivers of students to complete a daily health check at home prior to entering school and/or boarding a bus.

If a student answers "yes" to any of the following questions they will not be able to attend:

Daily Health Check			
1. Symptoms of Illness	Does your child have any of the following symptoms?	Please check Yes or No	
	Fever	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Chills	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Cough or worsening of chronic cough	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Shortness of breath	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Loss of sense of smell or taste	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Diarrhea	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Nausea and vomiting	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. International Travel	Have you returned from travel outside of Canada in the last 14 days?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Confirmed Contact	Are you a confirmed contact of a person confirmed to have COVID-19?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If you answered "YES" to one of the "Symptoms of Illness" questions above (excluding fever), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to school when you feel well enough. If the symptom persists or worsens, seek a health assessment.

If you answered "YES" to two or more of the "Symptoms of Illness" questions above or you have a fever, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to school until COVID-19 has been excluded and your symptoms have improved.

When a **COVID-19 test** is recommended by the health assessment:

- If the COVID-19 test is **positive**, you should stay home until you are told by public health to end self-isolation. In most cases this is 10 days after the onset of symptoms. Public health will contact everyone with a positive test.
- If the COVID-19 test is **negative**, you can return to school once symptoms have improved and you feel well enough. Symptoms of common respiratory illnesses can persist for a week or more. Re-testing is not needed unless you develop a new illness.
- If a COVID-19 **test is recommended but is not done** because you choose not to have the test, or you do not seek a health assessment when recommended, and your symptoms are not related to a previously diagnosed health condition, you should stay home from school until 10 days after the onset of symptoms, and then you may return if you are feeling well enough.

If a COVID-19 test is not recommended by the health assessment, you can return to school when symptoms improve, and you feel well enough. Testing may not be recommended if the assessment determines that the symptoms are due to another cause (i.e. not COVID-19).

If you answered "YES" to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should seek testing for COVID-19.

Please review the above symptoms with your child daily. Health and safety of our students and staff is a top priority. Please contact your school administrator if you have any questions or concerns.

DAILY HEALTH CHECKS

21 SEPTEMBER UPDATE

The BC Ministry of Health has updated the list of symptoms for students and staff.

Please stay home if you have any of the following symptoms.



- ☐ FEVER
- ☐ CHILLS
- ☐ COUGH or WORSENING CHRONIC COUGH
- ☐ SHORTNESS OF BREATH
- ☐ LOSS OF SENSE OF SMELL OR TASTE
- ☐ DIARRHEA
- ☐ NAUSEA or VOMITING



Appendix C: What to Do if a Student or Staff Member Develops Symptoms

<i>If a Student Develops Any Symptoms of Illness</i>	<i>If a Staff Member Develops Any Symptoms of Illness</i>
<p>Parents or caregivers must keep the student at home</p> <p>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</p> <p>Staff must take the following steps:</p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student's parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a 2-metre distance from the ill student. If not possible, staff should wear a non-medical mask or face covering if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with a non-medical mask or tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas recently used by them (e.g., classroom, bathroom, common areas). <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p>Staff must stay home</p> <p>IF STAFF DEVELOPS SYMPTOMS AT WORK:</p> <p>Staff should go home as soon as possible.</p> <p>If unable to leave immediately:</p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).
<p>The threshold for reporting student and/or staff illness to public health should be determined in consultation with the school medical health officer</p>	
<p>Anyone experiencing symptoms of illness should not return to school until they have been assessed by a health-care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved</p>	



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If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



Appendix D: When to Perform Hand Hygiene at School

When Students Should Perform Hand Hygiene:	When Staff Should Perform Hand Hygiene:
<ul style="list-style-type: none"> • When they arrive at school. • Before and after any breaks (e.g., recess, lunch). • Before and after eating and drinking (excluding drinks kept at a student's desk or locker). • Before and after using an indoor learning space used by multiple cohorts (e.g. the gym, music room, science lab, etc.). • After using the toilet. • After sneezing or coughing into hands. • Whenever hands are visibly dirty. 	<ul style="list-style-type: none"> • When they arrive at school. • Before and after any breaks (e.g. recess, lunch). • Before and after eating and drinking. • Before and after handling food or assisting students with eating. • Before and after giving medication to a student or self. • After using the toilet. • After contact with body fluids (i.e., runny noses, spit, vomit, blood). • After cleaning tasks. • After removing gloves. • After handling garbage. • Whenever hands are visibly dirty.



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If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.





2020/2021 ALL SCHOOL CALENDAR

Aug 24	Office is open	Jan 4	School reopens (E, MS, HS)
Sept 3	Kindergarten Orientation	Jan 26 & 28	Parent Teacher Conference (HS)
Sept 4	Class Lists Posted	Jan 25 - 29	Grade 10 & 12 Literacy Assessment
Sept 7	Labour Day (NS)	Feb 18	Renaissance Exhibition (MS)
Sept 8	Grade 6, 9 (half day) MS,HS)	Feb 12	Staff Pro-D Day (NS)
Sept 8	School Start (half day) (ES)	Feb 15	Family Day (NS)
Sept 9	School Start (MS, HS)	Feb 24	Pink Shirt Day (ES, MS, HS)
Sept 9 - 11	K's and PS school visits	Feb 23 & 25	Elem P/T Conferences
Sept 14 & 15	Kindergarten half day (ES)	Feb 23	Course Information Evening (HS)
Sept 14 & 15	PS begins (ES)		
Sept 15 & 16	Meet the teacher (ES)	Mar 2 & 4	Parent/Teacher/Student (MS)
Sept 15	Meet the Teacher (HS)	Mar 11	Gr. 7 Discovery Evening (MS)
Sept 16	Full Day K begins (ES)	Mar 15 - 26	Spring Break (NS)
Sept 16	Meet the Teacher (MS)	Mar 29	School reopens (ES, MS, HS)
Sept 24	Photo Day (MS, HS)		
Sept 25	Terry Fox Run (ES, MS, HS)	Apr 2	Good Friday (NS)
Sept 30	M/W K & PS Photo Day (ES)	Apr 5	Easter Monday (NS)
Sept 30	Orange Shirt Day	Apr 14	End of Term 2 (HS)
		Apr 15 & 16	Non Instructional (HS)
Oct 5 & 7	Parent/Teacher Conferences (ES)	Apr 22	Student Led Conferences (ES)
Oct 6	Photo Day for T/TH PS & K-5 (ES)		
Oct 8	Staff Retreat -NS	May 7	Pro-D Day (NS)
Oct 9	Staff Day in Lieu - NS	May 24	Victoria Day (NS)
Oct 12	Thanksgiving Day (NS)	May 31	Spring Society Meeting
Oct 23	Pro-D Day (ES, MS, HS)		
Oct 26 & 28	Parent Conferences (MS)	Jun 11	Awards and Clubs Chapel (ES)
		Jun 16	PS Wind-Up
Nov 2	Photo retake day (ES)	Jun 18	Last Day Classes (HS)
Nov 4	Membership 101	Jun 18	Gr. 5 Celebration Chapel (ES)
Nov 6	Photo retake day (MS, HS)	Jun 18	Last Day T/TH K
Nov 10	End of Term 1 (HS)	Jun 21	Last Day M/W K and FT K
Nov 11	Remembrance Day Holiday (NS)	Jun 22	Gr. 8 Celebration Evening (MS)
Nov 12 - 13	Non Instructional (NS)	Jun 22	Last Day Classes Gr. 1 - 5
Nov 18 & 19	Grad Photos	Jun 22	Final Reports Issued (ES)
Nov 27	Staff Pro-D Day (NS)	Jun 22	Last Day Classes (MS)
Nov 30	LCS Society Meeting	Jun 30	Report Card pick-up by noon (MS,HS)
Dec 4	December Snapshot Reports (ES)		
Dec 14 - 17	Spirit of Christmas week		
Dec 21 - Jan 4	Christmas Holidays - NS		