



**CBA Return to School Plan  
(Students, Parents and Staff)  
September 2020**

## CBA Return to School Plan

Overview: An important part of our mission at CBA is to “provide Christ-centered teaching in a safe and nurturing environment...” As a result of the closing of school campuses due to COVID19, and the ongoing spread of the virus, we have developed this plan to responsibly return to on campus schooling in September. As Christians, we trust in God and ask for his favour in this situation, knowing that we also have an obligation to act responsibly while demonstrating love and care for others. The health and safety of our community, students and staff will remain paramount in our planning as we move forward with reopening our school campus this year.

As a result of the research and discussions of the CBA Covid Response Subcommittee, plans and principles have been developed to guide the reopening our campus. We have drawn on the recommendations and best practices from Toronto's [The Hospital for Sick Children Report--COVID-19: Guidance for School Reopening](#), the provincial [Guide to reopening Ontario schools](#), the [BHNCD SB-School Reopening Plan](#) and others. The procedures outlined in our CBA Return to School Plan are in addition to and supersede normal CBA Parent/Student Handbook Practices.

\*\*Note--This plan and its implementation may change as we receive new information and direction from our local public health unit and/or the Chief Medical Officer of Health. We appreciate the flexibility and support of our CBA community as plans may change in the future to adapt to new situations and information.

## **Guiding Principles**

### **1. Screening**

- a. Increase the controlled access to the school building and limit outside visitor access.
- b. Regular screening and self-assessment reporting of all students, staff and volunteers on campus.

### **2. Cohorting**

- a. Limit group sizes and cross-grade interactions.
- b. Minimize movement of students inside the building.

### **3. Masking and Hygiene Practices**

- a. Require face coverings for all staff and students in grades 4-8 while inside the building. We encourage masks for all.
- b. Require regular hand washing by all students and staff.

### **4. Physical Distancing Practices**

- a. Train teachers and students to consciously maintain a physical distance from others.
- b. Train teachers and students to not share personal items.
- c. Reorganize student desks and classroom workspaces to promote physical distancing.

### **5. Cleaning/Sanitation Protocols**

- a. Increase the disinfection of high contact surfaces.
- b. Plan for additional cleaning personnel time and expectations
- c. Provide additional sanitation supplies and touchless waste collection devices throughout the school.
- d. Train teachers and students to practice regular cleaning routines.

### **6. Communication/Signage**

- a. Staff, parents and students will be trained and informed about new practices and expectations
- b. Signs will be posted throughout the building to help inform and reinforce best practices.

## **School Building Access**

1. Access to the Building
  - a. Access to the CBA building will be limited to staff, students and pre-approved volunteers. Any non-staff members that enter the building must do so only through the CBA Entrance and immediately check in at the CBA office to complete a COVID-19 screening check.
  - b. Doors will remain locked during normal operating hours.
  - c. Meetings with parents or other visitors will be by video chat or telephone.
2. Entry and Exit Points (See Appendix A for School Entrance Map)
  - a. JK and SK students will enter and exit the school through black side door (directly to the stairway) at the back of the building (by Rear Entrance).
  - b. Grade 1, 4/5 and 8 will enter and exit the school through the door at the back fenced in playground entrance (Play Area Entrance).
  - c. Grade 2 and 3 students will enter and exit the school through the front CBA entrance directly to the staircase (CBA Entrance).
  - d. Grade 5/6, 7 students will enter and exit the school through the side door (Side Entrance).
3. Morning Arrival
  - a. Students may be dropped off at school between 8:10 am and 8:30 am.
  - b. Students must wear their mask (grades 4-8) before they enter the building. They must enter only through their designated entrance and go directly to their classrooms.
  - c. Staff members and volunteers will be assigned to monitor the front entrance and back entrances.
  - d. There will be no outdoor supervised playtime before school.
  - e. Before students are dropped off at school each day, parents must complete a digital online form sent from the office verifying their child's health status.

- f. If a student presents symptoms of COVID-19, you will need to keep them out of school. We will support home learning as we would with any other sickness. We are awaiting protocols from the Brant County Health Unit regarding protocols involving people with suspected cases of COVID19.
  - g. Teachers will take attendance in the morning at 8:30 am via a Google form. This will help to limit unnecessary movement within the building.
4. Departures (please note that this may change)
- a. Students will be picked up from the back parking lot between 3:20 and 3:35 pm.
  - b. Students will be arranged by grade level cohort and will keep a distance of 2 meters between groups.
  - c. Due to the number of students together during this time, we encourage students to wear masks until they are in their vehicle.
  - d. The yard duty supervision teachers will direct traffic flow and call family groups of students to the church sidewalk for pick-up. Student family groups will be distanced at least 2 meters apart.
5. Before and After School Care will be suspended at this time.

## **Teaching and Learning Environments**

### 1. Cohorting Students

- a. Class sizes will be limited to 20 students per classroom.
- b. As much as possible, students will remain in their homeroom class for daily instruction. They will not normally move to other areas of the school.
- c. Specialist teachers (Music, French, etc.) will come to the homeroom classroom to teach.

### 2. Classrooms

- a. Students seating will be assigned to respect physical distancing guidelines of 2 meters (when possible) for students 10+ years old and at least 1 meter for students under 10 years of age.
- b. Plush toys will be removed from the classrooms.
- c. Personal items belonging to teachers should be taken home to assist in reducing room clutter.
- d. Students will be asked to leave any unnecessary personal items at home and keep their desks clean and uncluttered to ensure proper cleaning and disinfecting.
- e. Students' personal belongings will need to be stored in or by their desks. Coat hooks and lockers/cubbies may be used at this time. We recommend a good backpack for storing personal belongings.
- f. Students will limit their interactions with students in other classes.
- g. Students will eat lunch and snacks in their classrooms.
- h. Large group meetings will be suspended. Chapel and/or school assemblies will be conducted via video within student homeroom classes.

### 3. Music Classes

- a. Music classes will be taught in student homeroom classes.
- b. Sharing of materials for any subject area should be limited and any shared use items need to be disinfected after use.

- c. We plan to postpone the playing of wind instruments, and large singing groups until later in the year. We are exploring non-wind instrument options.
  - d. To limit outside visitors and potential cross-exposure, private music lessons previously held in the school building will be suspended. We will regularly evaluate when we might resume these activities.
4. Physical Education Classes
- a. Students will not change into P.E. uniforms.
  - b. When possible, P.E. class will take place outside. When using the gymnasium, physical distancing practices will be followed.
  - c. The focus in P.E. classes will be on individual fitness rather than contact or team sports that cannot respect physical distancing expectations.
  - d. Any shared equipment must be sanitized after use.
5. Technology Classes
- a. Any shared equipment must be sanitized after use.
  - b. Physical distancing measures must be observed.
6. Library
- a. We will not be using the shared school library at the beginning of the year. We will re-evaluate this as the year progresses.

## **Masking and Hygiene**

1. All students are encouraged to wear masks. Students in grades 4-8 are required to wear face masks throughout the school day when indoors.
2. Students are required to bring their own face masks to school. Please make sure your child has at least two face masks available each day. Families are responsible to wash these daily. Please send an extra face mask that will remain at school for your child. A small labelled bag will be required to hold your children's mask during outside play and PE.
3. Our preference is that masks be a solid colour (no designs) and ideally be black, gray, navy or white to match school uniforms. We will be flexible on these requirements, but reserve the option to replace inappropriate masks.
4. Students must wash their hands at the beginning of the day, before and after any snacks, lunch breaks, recess breaks, and after using the washroom or using a tissue. Alcohol gel dispensers will be available in each classroom to help facilitate regular hand washing. Students may also bring their own unscented hand washing products (minimum 60% alcohol).
5. Students must respect physical distancing guidelines when using the washroom facilities. Students must wash their hands after washroom use.
6. Students will be expected to cough or sneeze into the crook of their elbow if needed.

## **Physical Distancing**

1. Staff and students will normally be expected to maintain a distance of 2 metres from one another. Students under 10 years old must maintain a distance of at least 1 metre from others.
2. Students may not leave their classroom without a teacher's permission and may not visit other students or classrooms when outside their homeroom.

3. During recess breaks, students will limit interaction with students outside of their cohort group. Students will not be required to wear masks when outside as long as they are maintaining proper physical distancing from others.

### **Health and Activity Breaks**

1. All students will wipe their desks (teacher will spray desks with disinfectant) and wash their hands before consuming food.
2. Students will consume all food items within their classrooms.
3. Students will need to have their own water bottle(s) at school. Water fountains may not be used at this time. Goose-neck taps have been installed in washrooms for refilling water bottles.
4. We plan to stagger recess break times.
5. Students may have a mask break once they are outside for recess.
6. We will be suspending special hot lunch days at this time.
7. Food items may not be shared between students. Store bought, individually prepackaged (nut-free) items may be shared for birthdays or celebrations.

## **Staff Expectations**

1. Reporting and Self-Assessment
  - a. Each day, staff will complete and submit to the office a digital online form verifying their health status.
  - b. Should a staff member identify COVID19-like symptoms in themselves, they must report this to the principal before reporting to work. A determination will be made whether they need to remain at home.
2. Hygiene Training and Practice
  - a. The school will provide staff with training about handwashing, physical distancing, cleaning and masking before school begins.
  - b. Staff will be provided with masks and a face shield. They are required to wear this Personal Protective Equipment whenever interacting with students, parents or other staff and/or practice proper physical distancing.
  - c. Staff will train their students and then monitor the practice of their students in the proper use of masks and hygiene techniques.
  - d. Teachers will spray student desks with school provided disinfectant before each snack/lunch break (students will generally wipe their own desk).
  - e. Staff will also train students in proper physical distancing practice and monitor their adherence to this protocol.
  - f. Teachers will wipe down high touch areas (door knobs, switches, etc.) in their classroom periodically throughout the day.
3. Staff will be required to keep their desk area clear of any clutter to ensure the proper daily cleaning and disinfecting of their personal workspace.
4. Shared Workspaces

- a. Use of the photocopy/work room should be limited to one person at any given time or two people as long as physical distancing is achievable.
  - b. Staff must wash their hands before and after using shared equipment. Equipment must also be wiped down with approved disinfectant.
5. Meetings Between Staff and Parents/External People
- a. To limit potential exposure, meetings between staff and parents/external people will be limited to video conferences or phone calls.
  - b. Staff will respect a 2 meter physical distancing guideline when meeting with other staff on campus.
  - c. Staff meetings may be held virtually or physically if physical distancing measures are achievable.

### **Cleaning/Sanitation Protocols**

1. Additional cleaning personnel time and specific expectations are being put in place for the beginning of the school year.
2. Additional sanitation supplies and waste collection devices have been purchased and were distributed in each classroom and throughout the school.
3. Teachers and students will be trained to practice regular cleaning routines.
4. Carpeting has been deep cleaned throughout the school.

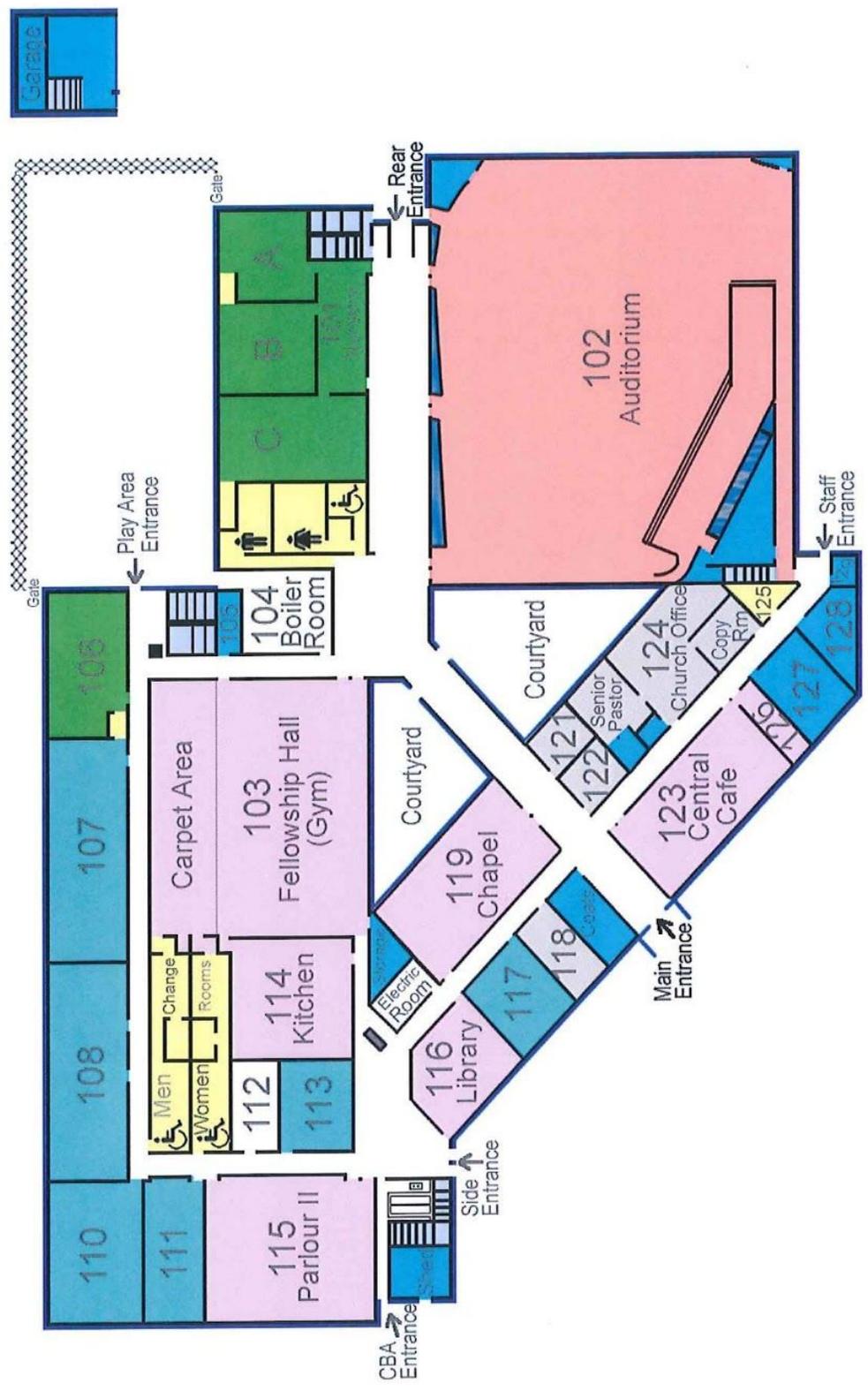
### **Communication/Signage**

1. New signage will be placed throughout the school to help inform and remind everyone to practice the new hygiene and physical distancing protocols.
2. Staff, parents, and students will be trained and informed about new practices and expectations as they are developed.

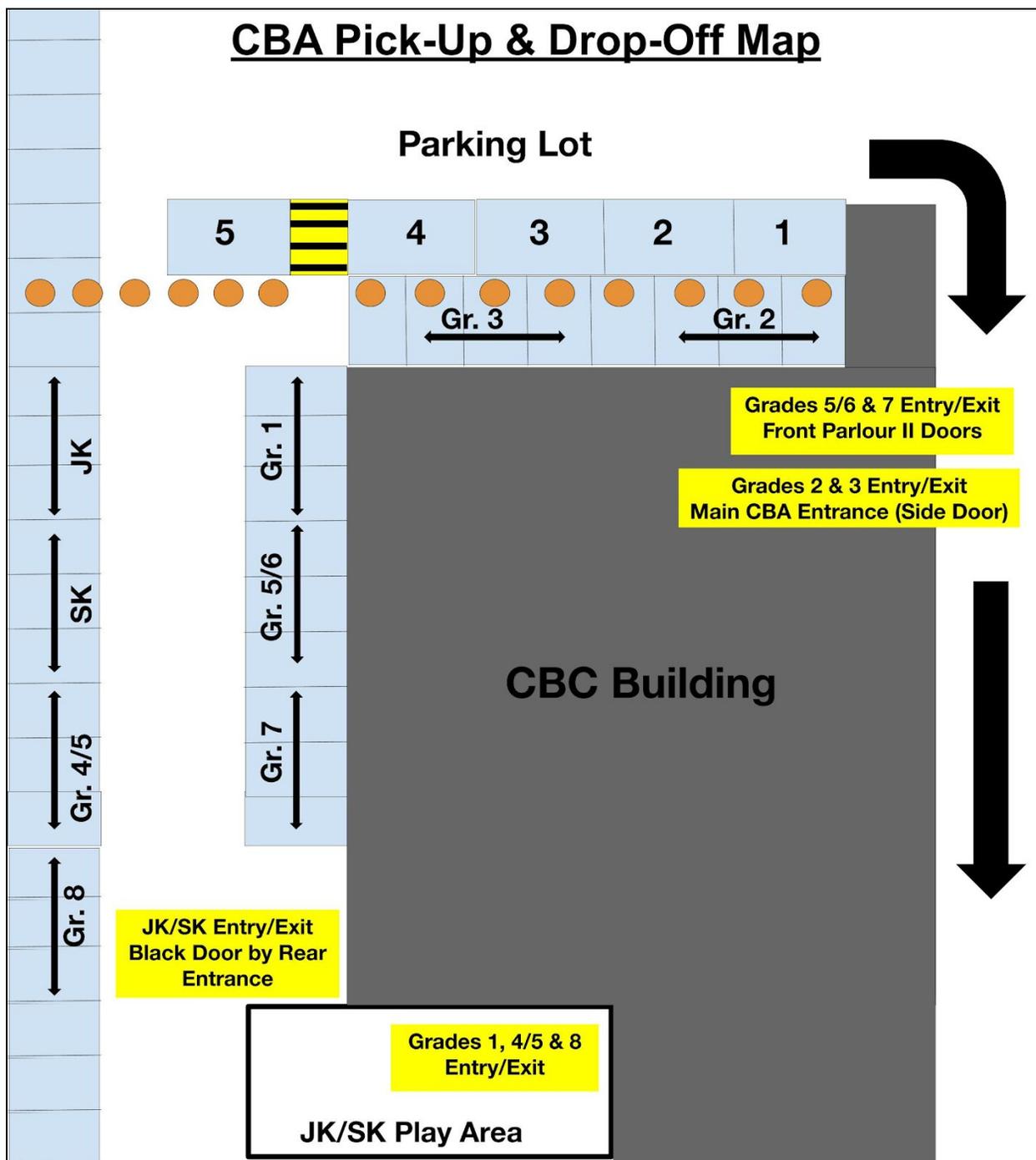
### Appendix A--School Entrances Map

**MAIN FLOOR**

**CENTRAL BAPTIST CHURCH BRANTFORD**  
*Incorporated November 1997*  
 300 Fairview Drive, Brantford, ON Canada (519) 752-3778  
[churchoffice@cbbbrantford.ca](mailto:churchoffice@cbbbrantford.ca)



### Appendix B--Entry and Exit Procedures Diagram



## **Appendix C--Brant County Health Unit Contact Information**

### [BCHU Return to School Webpage](#)

#### Teacher general line

The general line for teachers is 519-753-4937 ext. 459. Please leave a message. Email: [schools@bchu.org](mailto:schools@bchu.org) . We will respond within 24 hours to the voicemail messages and emails. Line is staffed from 8:30am to 4:30pm.

#### Parents general line

The general line for parents is 519-753-4837, press 1. Please leave a message. Email: [covid-19@bchu.org](mailto:covid-19@bchu.org). Line is staffed from 8:30 am to 6:00pm.