



Excellence, Honour & Truth

# MARY, STAR OF THE SEA CATHOLIC ACADEMY

COVID-19 SAFETY PROTOCOLS

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# MESSAGE FROM THE PRINCIPAL

Dear Parents/Guardians:

As we continue to monitor and adhere to the Ministry of Health and the Catholic Board of Education COVID-19 protocols and guidelines for face-to-face learning, there are precautionary measures that our school community must have in place to ensure the safety of all scholars, faculty and staff.

This guideline includes all the information you will need to know regarding on campus teaching and learning. We invite you to ask us any questions or share any concerns, which may not have been covered in this document.

Thank you for entrusting your child to our care, as we strive to lay a solid educational foundation that instills excellence, honour and truth in all scholars.

Kindest regards,

Joye H. Ritchie  
Principal

*\*\*This document will be updated accordingly as guidelines, directives, and procedures evolve.*

# Health & Safety Check BEFORE leaving home

*We ask that parents check their child each morning for any of the symptoms outlined below. If any one of these symptoms is present, please keep your child home.*



- **Fever or chills**
- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fatigue**
- **Muscle or body aches**
- **Headache**
- **New loss of taste or smell**
- **Sore throat**
- **Congestion or runny nose**
- **Nausea or vomiting**
- **Diarrhoea**

If any of these symptoms develop throughout the school day, the student will be made comfortable outside the classroom and a call will be made to a parent or guardian for immediate collection.

We ask that parents keep children home for all respiratory and gastrointestinal symptoms, regardless of diagnosis, and communicate with an administrator to discuss the earliest return date to school.

## Health and Safety Checks - When NOT to attend school



**Students and staff MUST NOT attend school if one of the following are applicable to them:**

- 1. Test positive for COVID'19**
- 2. Show symptoms of COVID'19**
- 3. May have been exposed to COVID'19**
- 4. Are waiting to be tested**
- 5. Waiting for COVID'19 test results**

## Health & Safety at School



- All students, teachers & administrators will have temperatures checked upon arrival.
- Persons with temperatures at or above 99.7 °F will be tested two more times. If the temperature does not go below 99.7 °F, the individual will have to go home.
- Masks (see image) are required to be worn while at school.
- Masks that cover the head and neck are not allowed.
- Spare masks should be packed in a bag or Tupperware container for mask storage. Ensure that masks are clearly labelled.
- Face shields can be worn with masks as an additional layer of protection. **Face shields cannot** be worn without a mask.
- Hand sanitizers are located at all offices and in all classrooms. Hand sanitization is required upon entry and exit of all rooms and offices.
  - Handwashing stations are strategically positioned about the campus for additional handwashing throughout the day.
- Students wash their hands with soap and water before and after eating.

## Health & Safety



- Students are only allowed to socialize with students in their homerooms, while following social distancing protocols.
- Teachers are on duty during morning and afternoon breaks to supervise students
- Students who become ill during the day are taken to the isolation room or an outdoor space nearby, to wait to be collected by a parent or guardian.
- Parents are to call the school's emergency mobile (825-9385) or their child's homeroom teacher as soon as they find out their child or a member of their household has tested positive for COVID-19. If this happens, your child/children must remain at home until clearance is given by health officials.



# Facility Management



- Bathrooms and classrooms are sanitized throughout the day.
- Area rugs, beanbags, cushions, etc. have been removed from classrooms to reduce the spread of germs.
- All staff, teachers, and students have ongoing training to ensure hygienic policies and procedures are understood and followed.
- Students sit at least three feet apart.
- All desks are positioned to face the same direction.
- All students are allowed to bring laptops and/or tablets to class each day.
- High school students are allowed to use online textbooks in addition to the hard copy textbooks.
- Students are not allowed to assemble at the lunch vendor. Snacks and hot lunches have to be pre-ordered.
- These pre-ordered items are delivered to the classrooms.
- Outdoor sinks are strategically placed on the campus to allow students easy access to regularly wash their hands with soap and water.



# Facility Management



- Microwave ovens are prohibited. Students who do not purchase lunch at school will have to bring food items which do not require reheating.
- Parents are NOT allowed to drop off lunch or any school materials to their child/children during the school day.
- All lockers have been removed from classrooms.
- Students within the same class play in designated areas, under teachers' supervision
- No visitor will be allowed on campus without an appointment.
- No visitor is allowed on campus while students are outside their classrooms.
- Parents are to conduct business, as is possible, over the phone or via emails to avoid face to face contact.

# Learning Experience

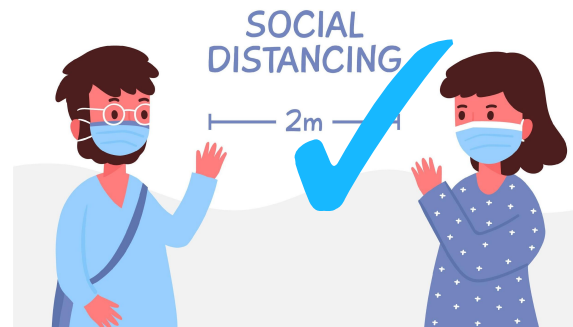


- Primary school students have all classes in their grade level homerooms. (except for physical education and creative play classes)
- High school students are only allowed to move about the campus to attend elective classes and P.E. The teachers move from class to class.
- **Cell phones are still prohibited on campus**
- Students are not allowed to share masks, materials and/or books, food, etc.
- The CBOE Guidance Counselling Department has structures in place to support the social, emotional and mental well being of students, faculty, staff and families.
- Extracurricular activities and after school classes are allowed with restrictions.

# Arrival Procedures

Doors open @ 7:50 a.m.  
with teachers present to  
greet students

- Parents/Guardians are not allowed to walk students to their classrooms.
- Students report to their classroom/HR once his/her temperature check is cleared.



## Dismissal Procedure



- Students remain in homerooms until their transportation arrives.
- Parents remain in their vehicles during drop off and pick up
- Parents with multiple children can collect all children at the time designated for the oldest child (E.g. Children in grades 6 and 8, pick up at 3:00 p.m.).

### **PICK UP TIMES:**

Kindergarten to Grade 2	-	2:00 p.m.
Grades 3 to 6	-	2:30 p.m.
Grades 7 to 12	-	3:00 p.m.

**ALL STUDENTS MUST BE PICKED UP BY 3:15 P.M.**  
**NO EXCEPTIONS**

## Prayer of Pope Francis during the Coronavirus Pandemic

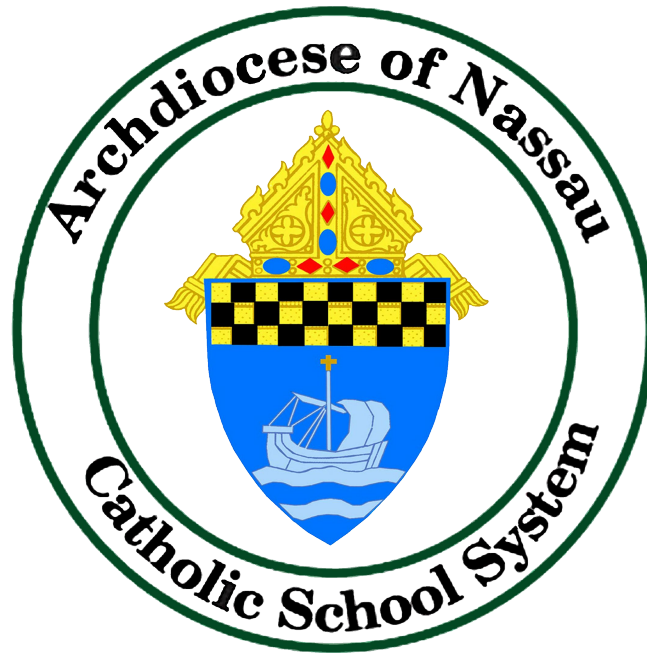


O Mary, you always shine on our path  
as a sign of salvation and hope.

We entrust ourselves to you, Health of the Sick,  
who at the cross took part in Jesus' pain, keeping your faith firm.  
You, Salvation of the Roman People,  
know what we need,  
and we are sure you will provide  
so that, as in Cana of Galilee,  
we may return to joy and to feasting  
after this time of trial.

Help us, Mother of Divine Love,  
to conform ourselves to the will of the Father  
and to do as we are told by Jesus,  
who has taken upon himself our sufferings  
and carried our sorrows  
to lead us, through the cross,  
to the joy of resurrection.

Amen



Email [marystar@cec.edu.bs](mailto:marystar@cec.edu.bs) with any questions or concerns about MSSCA's  
Face-to-Face Guidelines