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## Introduction

Thank you for your support and partnership during these unprecedented times. We appreciate the hardwork and dedication of everyone in our community to ensure the safety and well-being of students, their families, and our staff.

We have been developing plans and using alternative delivery methods to provide curriculum, instruction and assistance to students and families. We want to ensure a transparent dialogue with families in regard to mandatory policies and procedures.

In returning to school we want you to know that our community's safety is first and foremost. We want you and your children to feel like they are coming back home. In order to do this with everyone's personal safety in mind, we are taking great precautions in preparing the school for our return. We will be continuing to adjust all our protocols to comply with the Government and [Toronto Public Health guidelines](#) as more unknowns begin to become clearer. *Although this is what we have been planning, these are subject to change based on developing protocols.*

Parents need to have some predictability and routine in their family life to arrange childcare, home life, and work commitments while knowing that their child is receiving academic instruction in a safe environment. Given the pandemic situation, flexibility, patience, and understanding will be needed as we work out solutions to the various challenges with a return to school. Our preference is for students to attend school five days a week in the fall, learning through conventional delivery with school every weekday, with class sizes that reflect current regulations, with regular social interaction and extra-curricular activities. However, it is critical to balance the risk of direct infection and transmission of COVID-19 in children with the impact of school closures on their physical and mental health. Current evidence and experience support the concept that children can return to school in a carefully structured manner that protects children's health and minimizes risks from a public health perspective. [Click here](#) for SickKids recommendations for school reopening.

Relationships between Associated and local public health units will be crucial to navigate the complex and evolving COVID-19 environment, planning and reopening schools, and addressing other child health issues that emerge.



This document parallels the guidelines published by [Ontario's Ministry of Education on June 19, 2020](#), and is adapted from the CIS Guidelines, published on July 7, 2020.

### **Voluntary school attendance**

The return to school in the fall of 2020-21 is voluntary and based on parent choice. For parents who choose not to send their child back to school in person, we will be offering remote education. The school has purchased webcams for classrooms so that children who are learning remotely will still have access to a livestream of the classroom happenings. This will be in place for as long as public health circumstances require adapted delivery of education.

### **Cohorting and Distancing**

In order to prioritize student and staff health and safety, there are two key aspects of health advice that we will be following: "distancing" and "cohorting".

"[Distancing](#)" refers to the advice that individuals should avoid close personal contact and maintain separation for any prolonged encounters. Physical distancing between students, cohorts, staff and essential visitors will be encouraged. Re-orienting the school physical environment to support physical distancing may reduce the reliance on individual-level behavioural measures that may be impractical, particularly for younger students.

"[Cohorting](#)" refers to minimizing the number of students and teachers any individual comes in contact with, and to maintaining consistency in those contacts as much as possible. The purpose of cohorting is to limit the mixing of students and staff so that if a child or employee develops infection, the number of exposures would be reduced. This supports [contact tracing](#), and helps prevent wide-spread shutdowns in the event of an outbreak. Classes will be cohorted, particularly for the younger age groups, so that students stay with the same class group and there is limited to no mixing between classes and years. This model recognizes that for younger children, close interaction, such as playing and socializing, is central to child development.



## **Preparing the site**

### **Background Information**

COVID-19 is spread through direct contact with droplets spread by coughing and sneezing. Infected droplets on surfaces can be spread by someone touching the droplets and then touching their mouth, nose, or eyes. Scientists believe that the droplets on surfaces may live for 3 to 72 hours, depending on the surface. Cleaning with soap and water or with disinfectants will typically eliminate the risk of spread.

### **School Signage and Markings**

Signage on walls and floors will help students maintain physical distancing from one another. The signage will be posted at entrances to classrooms, school entrances and exits, large spaces such as the learning commons, and meeting spaces such as the main office, principal or vice-principal offices, outside elevators, and in the resource room. Click the links below for examples of signage to raise awareness about COVID-19 and encourage healthy behaviours:

- [How the virus can spread](#)
- [How to protect yourself](#)
- [Wash your hands](#)
- [Cover your cough](#)
- [COVID-19 Fact Sheet](#)

### **Playgrounds**

Playground equipment should be used by one cohort at a time. Staff may choose to use pylons or other means to help students maintain physical distancing from different cohorts in the yard. Students who use the playground equipment will be required to clean their hands before outdoor play and playground use.

Access to playground equipment will be cleaned and disinfected before and after use by each cohort. There will be a low threshold to close play structures if there are confirmed cases of COVID-19 in a school.

### **Personal Protective Equipment (PPE) and Masks**

Students in Grades 4 to 8 will be required to wear masks indoors on school property. Students may wear their own non-medical masks, and non-medical masks will also be made available for students. Reasonable exceptions on the requirement to wear masks will apply. Students in Kindergarten to Grade 3 will



be encouraged to wear masks in indoor spaces and should wear masks when in common areas such as hallways and washrooms. Teachers and all other staff are also required to wear masks indoors on school property, with reasonable exceptions for medical conditions. [Click here](#) for more information on how to properly wear a cloth mask.

### **Plexiglass separation**

Portable Plexiglass will be placed in high traffic areas where distancing may be problematic, such as at the front reception area of the main office, the learning commons circulation desk, and guidance reception areas. Plexiglass dividers will be installed on round tables in the Bet Hayed classrooms to provide students with their own protected space at the shared table. Where distancing can be maintained, plexiglass is not needed. All plexiglass dividers will be disinfected regularly.

### **One Way Directional Signage**

Where practical, separation markers will be placed to signal one-way direction within the school. This will assist in maintaining physical distancing for everyone in the school.

### **Thermal thermometer**

One thermal thermometer has been ordered for each school. This is only to be used with the permission of a parent/guardian when there is concern that a student may be ill and is being sent home. School staff will not typically be involved in the direct screening of students for fever. The guidance provided to childcare staff for the taking of temperature checks shall be followed by school staff. Temperature checks on their own are not reliable indicators of possible COVID-19 infection.

### **Hand Sanitizer and Disinfectant Wipes**

Hand sanitizer and disinfectant wipes will be provided to each school. Hand sanitizer will be placed in all classrooms that do not have available water/soap for hygiene purposes. While the sharing of equipment is discouraged, where equipment must be used by more than one student, disinfectant wipes will be made available.

### **Ventilation**

Cleaning and disinfecting will take place away from students. Where possible, bringing fresh outdoor air into the school will be completed by caretaking





staff. When possible, classes will be held outdoors where ventilation is improved.

### **Outdoor space for Recess**

Recess may be staggered based on the availability of supervisors. Where possible, areas will be designated outdoors for each cohort to minimize contact with other students from outside the instructional cohort. Principals will develop a schedule and routine that allows for students to maintain appropriate physical distancing while still having an opportunity for fresh air and physical activity.

### **Isolation Room/Area**

There will be a designated isolation room/area. This room/area will be used for the temporary placement of any student that becomes ill during the day. An isolation kit containing staff/student PPE for illnesses, will be provided to the front office.

### **Preparing for Staff**

#### **Staff Accommodations**

If possible and appropriate, teachers with medical conditions preventing them from regular class instruction will be assigned to daily online instruction and check-ins with students.

#### **Team Approach**

School-based solutions will be needed to support the many staff and student family and health challenges. Students will each be assigned to their General Studies and Judaic Studies classroom teacher. If we are required to move to an adapted or distance learning environment, students will be supported.

#### **Personal Protective Equipment**

Medical masks and/or eye protection (i.e. face shield) will be provided for all teachers and other school-based. All teachers and school-based staff will be required to wear masks, with reasonable exceptions for medical conditions.

#### **Outbreaks and Return to Distance Learning Platform**

There is always the possibility of a return to distance learning if an outbreak forces a school to be closed for a lengthy period of time. In preparation for continuity of learning, we have been extensively preparing for distance



learning. Professional Development will be provided to all staff to further enhance their abilities.

### **Equity considerations**

Staff will spend time preparing for differentiated supports for students with special needs that require additional support. Where known, the Principal will inform staff of challenges for distance learning for students where home support is not always possible, for a variety of reasons. Challenges exist, and collectively we will provide the necessary resources to each student to assist them in reaching their potential.

### **Hygiene Instruction**

Upon return to in-person classes, hygiene routines will be reinforced regularly. Each class will have information to reinforce the importance of [handwashing](#), avoiding touching one's face/eyes/nose/mouth, and the importance of [coughing and sneezing](#) into one's sleeve if a tissue is not available.

### **Staff Gatherings**

Staff will promote physical distancing amongst one another as role models for students. Staff will not gather in large groups until this restriction is removed. Teachers are encouraged to establish virtual staff rooms and not congregate before arriving in or returning to their classrooms.

### **Social Emotional Learning**

Each staff member will receive or create learning activities that foster social emotional learning and that will assist all students with coping skills.

### **Outdoor and non-classroom space**

Staff will be encouraged to take advantage of outdoor space for instruction where feasible. It will be important to coordinate the use of outdoor space to minimize interactions with other classes during travel times and to ensure that students maintain some physical distancing from other cohorts when outdoors.

### **Sharing of Resources**

Staff will limit student sharing of materials and resources in class. Adequate supplies for instructional units should be provided to each student, and where it is not practical to give each student their own resources, then the shared



equipment should be cleaned or disinfected between use. This may involve the provision of disinfectant wipes in each classroom setting.

### **Staff – Health and Safety Guidelines**

During the PD days before the start of the school year, staff will review advice from Toronto Public Health on the proper use and care of PPE and hygiene that staff should follow when working in schools during the pandemic. Additional guidance will be provided to staff that work in multiple facilities, such as staff from the planning and facilities department.

#### **Illness**

Staff who have any signs of illness will stay home. Staff who have been in contact with someone who has tested positive with COVID-19 must follow Toronto Public Health directions.

#### **Screening Procedures for Staff**

All staff and students **must** [self-screen](#) via the screening app daily, and those who suspect they may have [symptoms](#) must stay home and should seek testing and call Toronto Public Health. Some staff may need to self-identify a health concern or a health concern of a family member who may prefer an assignment that does not regularly bring them into contact with students. Please reference page 24 for the screening questionnaire.

It is not staff’s responsibility to screen students for illness; however, if a staff member is concerned that a student is exhibiting signs of illness, this will be reported to the school administration. If a student voluntarily shares that they or a member of their family has COVID-19 symptoms or a positive test, this will also be shared with the school administrator. If a symptomatic individual tests positive for COVID-19, they should continue to remain in isolation at home and follow the directions of their local public health unit.

#### **Attendance**

Student attendance will be taken for all students that arrive in school. Online attendance will also be recorded. Students will not be penalized academically should they choose not to attend in-person sessions. Attendance records will be monitored for patterns or trends (e.g. students and staff in the same group or cohort absent at the same time or over the course of a few days).



## **Doors**

Where possible, and safe to do so, classroom and office doors should be left open during the day to minimize the number of students or staff that need to open the door physically.

## **Staff Hygiene and Routines**

Each Principal will provide staff with specific protocols prior to their return to in-person instruction.

## **Technology**

We will continue to offer professional learning opportunities for staff to ensure that they are positioned to use digital tools effectively. Based on parent feedback, one area of growth is to move to a more centralized communication platform so that students/parents do not need to access multiple platforms for each educator's class. Before the start of the school year, PD days will be used to prepare for movement between in-person instruction and possible distance learning if needed.

## **Experiential Courses**

Some courses will require greater modifications than others given the goal of maintaining physical distance from one another and the need to clean and disinfect any shared equipment. Our Health and Safety teams are developing guidelines to assist staff in modifying activities such as science labs, music, physical education, etc.

## **Preparing for Students**

### **Initial Return**

During the initial return to school, staff will provide activities that acknowledge the social emotional impact of students and their families during the initial stage of isolation. A focus on the whole student will be the priority for the return to school. Counselling support will be available to assist with the mental health needs of students.

### **Communication**

Feedback during the first phase of distance learning provided input on areas of possible improved communication. One such area was the desire to have a minimal number of locations for parents/students to check for work assigned



during distance education. We will try our best to ensure consistency between classes.

### **Screening Students**

All students should complete a COVID-19 [symptoms screening questionnaire](#) before entering the school. The questions may be completed on a paper-based questionnaire (i.e. asked directly and answers recorded), electronically, or verbally. We are exploring the use of a smartphone application for parents to use each morning prior to sending their children to school. Parents should screen each student every morning and complete the questionnaire prior to 7:45 am. Daily temperature screening is not required.

- No individuals who answer YES to any of the questions should be permitted to enter/attend the school.
- All individuals who answer YES to any of the questions on the screening questionnaire should visit this [webpage](#) to learn what to do next.

### **Students with health conditions and screening procedures**

Some students will not be able to take part in the in-person component of returning to school due to their chronic health conditions. For this group of students, the school has invested in providing webcams, and live streams into each classroom in order to accommodate these needs. Distance learning solutions will also continue. Parents are asked to keep their child home if they exhibit any signs of illness. Parents are asked to check their children for fever each morning and keep them home if they display any signs of illness. If a student is diagnosed with COVID-19, the Principal will follow Toronto Public Health directions and notify all of those that may have been in contact with the student. For any confirmed case of COVID-19 where a student attended school, it is anticipated that the school, or the closest cohort of the student, may be closed or asked not to attend for 48 hours while the school is cleaned and disinfected. Contact tracing will take place in consultation with Toronto Public Health, and some students and staff may need to self-isolate for 14 days.

### **Support for special needs and the Centre for Diverse Learning**

Students with specialized education plans experience unique challenges during this time, and additional support from the CDL will be in place to help these students learn and thrive as we reopen. Guidance to support students with special education needs may include: Considering changes in the school environment and/or remote learning needs when reviewing and updating Individual Education Plans; Considering additional planning and transition time



for students with special education needs to support a smoother transition to school; Safely supporting the return of medically fragile students by consulting with local public health authorities on options for personal protective equipment (PPE), staff training, and potential continued remote learning where return is not possible; Accommodating the needs of students who require significant personal support, including considering additional options for personal protective equipment for both staff and students

### **Student Reminders**

Regular reminders will be provided to students on proper hygiene. Students will be asked to wash their hands before and after eating, and when returning from outside, and before and after using the washroom. Students from Grades 4-8 will be required to wear masks. Students wearing a mask will be taught the proper use of a mask, but are encouraged to adapt to their masks prior to the start of school. Student belongings should be taken home each day to be cleaned as needed.

### **Eating and drinking at school**

Students and staff will be performing proper hand hygiene before and after eating. Students should bring their own drink bottle that is labeled, kept with them during the day and not shared. Water filling stations can be utilized, but the water fountain will not be used. Students will bring their own individual meals and snacks, and the “no food sharing” policies will be reinforced. We may be using a third party food service, but if used it will be delivered at the front of the school and distributed internally.

### **Lockers and Cubbies**

Danilack students may have access to lockers, but it is yet to be determined. If they are able to use them, students will be encouraged to take as much as they can to their classroom to avoid traffic in the hallways. The students may have access to their lockers at staggered times, or with their cohorts, to avoid congestion. For elementary level classes, all bags, shoes, boots, coats, etc. will remain at the student’s personal space in each classroom. This will be revisited as the winter months approach.

### **Student Illness and Management of Students with possible COVID-19**

If a student becomes ill during the day and/or if they exhibit signs of illness, they will be required to enter into an isolation area as designated by the school until their parent or guardian can pick them up. If the student is in Nursery - Grade 3, they will be provided with a disposable mask to wear until picked up, and staff assisting will take extra precautions. The area will be





flagged as closed until it can be cleaned, and sanitized after the student leaves the school.

All staff and students who are experiencing new or worsening symptoms consistent with COVID-19 must not attend school and should seek appropriate medical attention as required, including getting tested at a COVID-19 testing centre. Staff and students feeling sick should remain at home while waiting for test results. If a symptomatic individual tests positive for COVID-19, they should continue to remain in isolation at home and follow the directions of their local public health unit. Persons who test positive may not return to school until they are cleared according to public health guidance. Tests that are retested negative (after an initial positive test) can return to school once they are symptom-free for 24 hours.

Areas used by the student who is ill should be closed off and the area should not be used before cleaning and disinfecting can take place.

Toronto Public Health will provide directions to the school Principal about what information to share with parents of other students in the class or school when there is confirmation of a positive COVID-19 result.

### **Letter to Parents**

Parents will receive a letter that will include a checklist of what to send to school each day. We anticipate that students will be asked to come to school with personal hand sanitizer, a cloth mask, a water bottle, and learning materials.

### **School Operations**

#### **Student transportation**

As a result of physical distancing expectations, transportation planning is challenging due to the reduction in vehicle capacity to accommodate students. At this point, there are no longer capacity restrictions. [Transport Canada's recently issued Federal Guidance for School Bus Operations](#). To the extent that physical distancing may not be possible, the use of non-medical masks for students in Grades 4 to 8 will be required on school vehicles. Students in Kindergarten to Grade 3 will be encouraged to wear masks on student transportation. Exceptions should be made for students with medical conditions or special needs that prevent masking. Students of the same household and the same cohort will be encouraged to share seats.

We will be requesting cleaning protocols for frequently touched surfaces (e.g., handrails, seatbacks) at least twice daily. There will be alcohol-based hand





sanitizer available on vehicles. Physical and visual cues may be used on school vehicles to reinforce health and safety measures (e.g., seat markers on the bus to indicate how students may safely observe physical distancing). Physical distancing should be maintained during loading and unloading through specific measures (e.g., seating arrangement fills bus back-to-front or front-to-back to reduce student interaction). We encourage active forms of travel or private transportation by parents and caregivers when possible. If car-pooling, please consider using masks in the car.

### **School Hallways and Stairways**

The option of designating traffic flow one way, or allowing for spacing will be considered as a separation technique.

### **Classroom Setup**

Students will remain in the same consistent seat in the class as much as possible. This area becomes their personal space and should be as far away from the nearest student as practical. Classroom design will vary from teacher to teacher, but the same goal remains to give everyone their own personal space. Physical barriers such as unused desks, plexiglass or visual markings, can be used to assist with the separation. All student belongings are kept in their personal area, ie. no use of shared spaces such as coat racks or cubbies. Desks and tables should not be removed from the classroom; however, the same desk/table should be used by the student each day.

### **Nursery and Kindergarten Classrooms**

While physical distancing may not be as practical for four and five year-olds, the rule of no physical touching should be reinforced. Activities will be designed for small groups, and furniture and playing areas should be used to help maintain physical separation. Plush toys will be temporarily stored. Toys and manipulatives will be reduced where possible while still providing for students a wide variety of play-based learning. Additional guidelines based on the success of childcare operations will be reviewed for Kindergarten classes.

### **Adapted assessment**

To the greatest extent possible, assessment, evaluation and reporting activities will proceed as usual, with a focus on the achievement of overall expectations and the primary purpose of assessment and evaluation being to improve student learning. Report Cards and Progress Reports will be provided





for all students, including those who may plan to only participate through remote learning.

### **Refresher learning**

The goal of “Refresher Learning” is to recognize what students have learned from their experience during the school closure period and to ensure students are well supported for their ongoing learning in the next year. There are various supported components for Refresher Learning, including: providing resources for educators on how to support student well-being, providing content review for students integrated throughout the school year at key instructional times to ensure students have fundamental building blocks before each new unit.

Some students, such as those with learning disabilities, may require additional time and support to close the gaps in their learning. We are planning for early transition visits for students with special education needs and mental health needs to help re-familiarize them with the school environment and establish routines.

### **Class rotation**

Consideration will be given to having grade levels access to hallways at different times to minimize hallway traffic throughout the day. We are exploring the idea of eliminating bells that signal all students into the hallways at once. Rotations will be based on schedules developed by school staff.

### **Entry Requirements**

School entry times may be staggered, and multiple entry doors may be used to allow for physical distancing. This will be determined once the selected instruction model is confirmed. Students will be required to wash their hands as they enter the school.

### **Drop-off/Dismissal Requirements**

Procedures that support physical distancing, discourage congregating and separate cohorts as best as possible will be put in place and communicated prior to reopening. School drop-off/dismissal times may be staggered, and multiple exit doors will be used to allow for physical distancing to occur. Drop-off and dismissal of students will happen outside the school unless it is determined that there is a need for the parent/guardian to enter the setting.





### **School Supplies and Equipment**

Students should have their own school supplies, and the sharing of school supplies should not be permitted. If a device such as a Chromebook is being scheduled for alternative use, it must be wiped down with sanitizer wipe before changing users. Disinfecting wipes and/or an isopropyl alcohol solution will work on electronic devices.

### **Music**

The safety of students and staff will require additional procedures for music classes, choir, glee club and band, including the disinfection of instruments and classroom layout considerations. When practicing singing for special events when the majority of the class is encouraged to sing, classes will be held outside when weather permits. Full precautions will be followed based on the [Ontario Educators' Association - Framework for the Return to Music Classes](#).

### **Washrooms**

Washrooms will be marked off to ensure physical distancing when multiple students are in the washroom at the same time. Signage will be placed inside the washroom, reminding students of both physical distancing and proper hygiene. Washrooms will be cleaned throughout the school day and again each evening. We have implemented a tracking system for staff to record the time and frequency of cleaning. Some sinks have been replaced to allow for more water flow for hand-washing.

### **Classroom Carpets**

Full groups should not be gathering on shared carpet areas. Carpets can remain where they are used for regular foot traffic; however, students should not be sitting on carpets unless they are able to maintain the same location on the carpet and can do so while distancing from the next student.

### **Confirmed cases of COVID**

When a student or staff member has been diagnosed as positive for the COVID-19 virus, the school will follow the directions of Toronto Public Health. This may require one or multiple classes to move to a distance learning model and/or may require the school to be closed to in-person instruction for a length of time necessary, based on the time recommended by Toronto Public



Health. Students who tested positive for COVID19 must bring medical clearance before being allowed to return to in-person instruction.

### **Before and After Care**

Before and after care programming will be available for those who need it and students in these programs will be part of two cohorts. The school will ensure that student lists and information are maintained and readily available to be provided to public health for contact tracing purposes. Students will be encouraged to collaborate online for clubs and after school activities.

### **Physical Distancing Breaches**

Maintaining physical distancing will be challenging. Adults and students will sometimes forget this important safety measure or will unintentionally enter someone else's space. It is important to recognize that we are aiming for the best efforts and not perfection. A friendly reminder will be provided when someone is failing to keep the required distance apart, or when friends are seen in physical proximity to one another.

### **Visitors, Volunteers and Parent Access**

Visitors, volunteers, and parents access will be extremely limited on school property. Parents may not enter the school with the exception of a school approved appointment.

### **Fire Drills**

Practice drills will continue. Classes will move throughout the building while maintaining physical distancing between students in the classroom, hallway and at all exits. Each Principal will review with staff where to go in case there is a real emergency, and the school needs to be evacuated. Locations on the school playground or field should be identified that would allow for distancing between cohorts to be maintained.

### **Lockdown Drills**

Physical lockdown drills will not take place during COVID-19. A drill will take place that reviews the procedures in the case of a real life-threatening situation. The modified practice drill must adhere to physical distance requirements.



### **Learning Commons/Library**

The Learning commons/Library may still be open to students; however, a procedure will be put in place for the handling and return of books. There is no evidence that COVID-19 virus is transmitted via paper-based items such as books. The Learning Commons/Library may also need to be used as additional classroom space, but will be determined closer to the opening of school.

### **Celebrations, sports and extracurriculars**

COVID-19 has resulted in the cancellation or delay of milestone events to recognize student achievement, and will impact the kinds of sports and extracurricular activities that can safely be offered. Recognizing that these events and activities are an integral part of the school experience for many students, we are hoping to resume sports and extracurricular activities that can safely continue based on input from local medical officers of health.

As set out in the [Conference of Independent Schools of Ontario Athletic Association \(“CISAA”\) Return to Sport Plan 2020-2021](#), sport activities may be carefully resumed in a phased approach, depending on the nature and risk level of the sport. The safety and health of students, coaches, officials, and families will be at the forefront of all return to sport decisions. All return to sport guidelines are subject to the guidance of the Ontario Ministries of Education and Health, and local public health authorities. They may change on short notice. Modifications to games will likely be necessary, and may include; Individual sports will likely return before team sports, modifications to game play and rules may be necessary and required, and students and coaches should be trained on new protocols, and spectators may be limited or not permitted at all.

### **Classroom Organization**

Classroom educators will rearrange their classroom so that distance can be maintained between students where possible. Students will not be permitted to share resources. The teacher should maintain a table of items to be cleaned, and these should be wiped off the following morning when returning to class (using provided disinfectant wipes).

### **Physical Education, Science, The Arts, and Technology-based courses**

These courses may continue with the educator putting in place curriculum modifications to ensure that physical distancing is maintained. The sharing of equipment is not normally permitted. Where equipment is needed for



different classes, the equipment must be sanitized before use. Physical education classes may be conducted outdoors, where possible, weather permitting.

### **Lunch Protocols**

Students will be allowed to eat their lunch in their classroom with their cohort to decrease the contact that would have occurred in a lunch room setting. If weather permits, some cohorts may eat outside. Students will be asked to wash their hands before and after eating. No food sharing policy will be enforced.

During COVID-19 microwaves will not be available for student use. Outside food from restaurants or chains may not be delivered into schools since visitors are not permitted in the school during this time.

### **Field Trips**

School staff will only plan virtual field trip experiences until the province has indicated that larger gatherings can take place.

### **Hygiene and Cleaning**

The Planning and Facilities department is responsible for the training of staff and instruction of cleaning requirements. Please refer to: [Public Health Ontario's Environmental Cleaning fact sheet for Public Settings \(PDF\)](#) and [Health Canada's Hard-surface disinfectants and hand sanitizers \(COVID-19\) for approved products](#).

### **Hand Hygiene**

Age appropriate hand hygiene will be reviewed and implemented as hand washing or hand sanitizing is the most effective way to reduce the transmission of organisms. Hand hygiene will be conducted by anyone entering the school and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended (e.g., before eating food, after using the washroom). No-touch hand sanitation stations will be set up all around the school premises. Please refer to [Public Health Ontario's How to Wash Your Hands \(PDF\) fact sheet](#).



### **Face coverings**

All staff and essential visitors must wear a mask and will be responsible for safe use and cleanliness of the mask and proper disposal if using disposable a mask.

### **Touch Point cleaning**

Cleaning will take place in all high contact areas including desks, tables, railings, door handles and other surfaces throughout the school. Cleaning will also take place at the end of each day with high touchpoint surfaces cleaned throughout the day. In addition to routine cleaning, surfaces that have frequent contact with hands will be cleaned and disinfected at minimum three times per day when visibly dirty.

As students and staff return to school, cleaning routines will be based on the advice from Toronto Public Health and directions from the Ministry of Education.

### **Hand Dryers and paper towels**

During the initial phase of return to in-person instruction at schools, all electric hand dryers will be marked as out of service, and paper towels will be placed in bathrooms.

### **Classrooms with water**

Classrooms that have a water supply will be provided with hand soap and paper towels.

### **Cleaning Products**

The school will continue to use asthma-safe, hospital-grade green-based cleaning products where available. The caretakers are responsible for: cleaning, sanitizing, and disinfecting. Cleaning involves removing dirt, while sanitizing reduces germs from surfaces up to 99.9%; and disinfectants destroy bacteria and prevent them from spreading.

### **Special Attention**

The caretaking team at each school will focus on high touch surfaces, including door handles, railings, water fountains, faucets, and areas such as washrooms, and kitchen areas. Special attention will also be focused on



classrooms and the isolation room when anyone is sent home for exhibiting any signs of illness.

### **Daily Cleaning**

Soap and paper towels will be refilled as needed on a regular basis.

### **Sanitizer**

The sanitizer will be placed at the front entrance of every school and in every class and refilled when supplies are available.

### **Water Fountains**

Water fountains can be used for refilling personal water bottles but should be marked that they should only be used for this purpose and not for taking a drink at this time.

### **Student Desks, Chairs, and Tables**

Classroom cleaning should focus on frequently touched surfaces such as door handles and light switches. Student desks, chairs, and tables should be cleaned between cohort changes where possible.

### **Garbage**

Classroom garbage will be collected and disposed of daily. All garbage pails/bins should be lined with plastic bags.

### **Recycling**

The mixing of cohorts is discouraged during the pandemic. For this reason, students will be asked to bring home all containers and recycle in their own home rather than at school. Schools can continue to recycle items such as cardboard boxes from school based deliveries.

### **Governance and administration**

#### **Board meetings**

Schools should plan to continue to convene board meetings and other administrative meetings via online formats.



### **COVID-19 Screening Questionnaire**

Before entering the buildings, parents or guardians who drive or walk their children to school may be subject to temperature checks and required to answer COVID-19 screening questions:







**STOP COVID-19**

Please complete before entering the school.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Do you have any of the following:**

Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Fever		Cough		Difficulty breathing		Sore throat, trouble swallowing
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Runny nose or red eyes		Loss of taste or smell		Not feeling well, tired or sore muscles		Nausea, vomiting, diarrhea

Yes  No  Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days?

Yes  No  Have you returned from travel outside Canada in the past 14 days?

**If you answered YES to any of these questions, go home & self-isolate right away. Call Telehealth or your health care provider, to find out if you need a test.**