



CAMPUS RE-OPENING
SEPTEMBER 2020

**OPERATIONAL
READINESS PLAN**

UPDATED: AUGUST 27, 2020



UPDATES

This Operational Readiness Plan will continue to be updated with the latest guidance and direction from the Ministry of Health, Ottawa Public Health and CIS Ontario. For easy reference, future updates to this document will be summarized in the table below:

DATE	UPDATES	PAGE REFERENCE
8/17/2020	ORIGINAL	
8/25/2020	<ul style="list-style-type: none">- Updated before- and aftercare details for Pre-kindergarten- Clarification on the class make-up for Senior School students- Confirmation that Middle School students are allowed in the school building from 8 am- 4pm.- Confirmation that Senior School students are allowed in the school building from 8 am- 4pm.	Page 6 Page 6 Page 6 Page 7
8/27/2020	<ul style="list-style-type: none">- Addition of information about new air filtration units	Page 12
8/27/2020	<ul style="list-style-type: none">- Addition of Health and Physical Education Guidelines	Page 64
8/27/2020	<ul style="list-style-type: none">- Addition of Fitness Room Guidelines	Page 74



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GUIDING PRINCIPLES

Our number one priority is to ensure the health and wellness of our community. At the forefront of our recommendations and our operational plan are the following principles:

Maximize Health and Wellbeing The success of the community-based measures taken to mitigate the spread of COVID-19 and “flattening the curve” is why we are able to return to campus in September. The national lockdown, school closures, stay-at-home orders and self-isolation requirements have unintended mental health impacts on individuals and families and an essential step in reducing the stress for students, family and our staff and faculty will be the return to a more typical school experience and schedule.

Minimize Individual and Public Health Risks Provincial and local public health and government authorities have outlined– and will continue to refine– guidance and directives for protocols and processes to minimize the spread of infection based on the latest research and information. As a school community, we will meet and endeavour to exceed the public health standard, understanding that our community’s confidence and trust are essential to the support of our plan and a healthy and successful academic year.

Provide a Continuity of Education and Support Our plan will include measures to enable us to provide a continuity of education to students and families on campus and at home should public health or individual student and family circumstances require it. We will continue to support the community’s social and emotional health and build on some of the initiatives implemented during the school closure.



ELMWOOD RETURN TO SCHOOL

With the safeguarding and support of our community as our top priority, students will be in class in September, learning through conventional delivery with school every weekday, class sizes that reflect current regulations, regular social interaction and modified co-curricular activities.

However, it is critical to balance the risk of direct infection and transmission of COVID-19 in children and adults 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 their health and minimizes risks from a public health perspective. Relationships between the school and Ottawa Public Health will be crucial to navigating the complex and evolving COVID-19 environment, planning and reopening schools, and addressing other child health issues that emerge. For guidelines and best practices, Elmwood will consult the Ministry of Education’s “Approach to Reopening Schools for the 2020-21 School Year” and CIS ONTARIO’s “Reopening Independent Schools for the 2020-2021 School Year”.

The operations outlined in this document are based on the most recent advice from Public Health officials. The information in this plan is subject to change at any time based on the guidance provided by the Ministry of Education and Ottawa Public Health.



SCHOOL ORGANIZATION AND TIMETABLING PREPARATION

ELMWOOD HAS PREPARED FOR:

- ❖ 5-day return with health and safety precautions in place
- ❖ Modified school day routine based on smaller class sizes, cohorting, blended learning and staggered starts
- ❖ At-home Learning with enhanced remote delivery for students unable to come to campus
- ❖ Students are only required to wear summer uniforms or gym uniforms. No school blazers or other dry cleaning products are expected to be worn

5-DAY RETURN WITH HEALTH AND SAFETY MEASURES

This is the model we will implement in September. The school day will resume as “normal” from an academic perspective, with hygiene breaks added.

5-DAY RETURN WITH “LAYERING” OF COVID-19 PRECAUTIONS

(Class size restrictions, cohorting, distancing, PPE–masks Grade 4-12 and faculty)

JUNIOR AND MIDDLE SCHOOL MODEL

One of the strategies to minimize the potential spread of COVID-19 is to keep students in a small cohort throughout the day, minimize the number of adults introduced to the cohort and avoid mixing cohorts.

In Junior and Middle School, students will be placed in a cohort and assigned a physical location (“hub”) where they will spend their school day. In each hub distancing requirements will be respected. When contact with additional teachers is required for academic purposes, proper PPE and distancing measures will be in place. As required by the Ministry of Education, the total number of contacts for each student– direct and indirect– will not exceed 50.



During hallway travel and recess the need to remain in the cohort will be reinforced. Lunches will be served in classroom hubs by cohorts. Hygiene breaks will be added throughout the day.

The Junior School Timetable will remain the same with controlled morning entry, staggered recess and controlled dismissal. Before- and aftercare for Pre-kindergarten students will begin at 8 am and end at 5:30 pm. Before- and aftercare for students in Junior Kindergarten to Grade 5 will begin at 7:30 am and end at 5:30 pm. Further grade-specific details will follow closer to school start.

Students in the Middle School can arrive as early as 8 am and must exit the building by 4 pm.

Middle School Timetable

Period 1/2	8:10am – 9:30am
Homeroom and Break	9:30am – 10:00am
Period 3/4	10:00am – 11:20am
Lunch time	11:20am – 12:10pm
Hub time	12:10pm – 1:00pm
Period 7/8	1:00pm – 2:10pm
Break	2:10pm – 2:30pm
Period 9/10	2:30pm – 3:45pm

SENIOR SCHOOL MODEL

Similar to the elementary model, the 9-12 model will assign students to grade-specific cohorts. Therefore, for this school year, there will be no Student Leadership Groups (SLGs). This model will ensure class sizes of approximately 15 students with distancing maintained as much as possible in the classroom setting. Each cohort will have a hub where they will spend as much of the school day as possible. When a course requires students to move to a different room, that classroom will be cleansed before and after each new cohort.



Teaching staff will be limited in the number of senior students they can be in contact with thus maximizing the cohorting effectiveness. The number of contacts for each student will be limited to 100 in senior school as recommended by the Ministry of Education.

Should a teacher not be able to instruct in-person due to cohort restrictions, they will offer synchronous learning virtually. Students who may not be in an in-person class will be in their hub participating in various forms of academic instruction, be it synchronous, online, or individual study.

Students in the Senior School can arrive as early as 8 am and must exit the building by 4 pm.

Senior School Timetable

Period 1/2:	8:10am – 9:30am
Homeroom and Break:	9:30am – 10:00am
Period 3/4:	10:00am – 11:20am
Period 5:	11:20am – 12:10pm
lunch time:	12:10pm – 1:00pm
Period 7/8:	1:00pm – 2:20pm
Period 9/10:	2:25pm – 3:45pm

AT-HOME LEARNING WITH ONGOING ENHANCED REMOTE DELIVERY MODEL

Should public health circumstances demand it and the provincial government mandate it, on-line delivery will resume through At-Home Learning, building on the success of March-June 2020.

Voluntary school attendance: The return to school in the fall of 2020-21 will be voluntary and based on parent choice. For parents who choose not to send their child back to school in-person, we will be prepared to offer synchronous and asynchronous learning through our At-Home Learning program. The At-Home Learning experience will be enhanced through the addition of audio-visual equipment that will allow students learning remotely to be engaged in the on-campus classroom experience. This requirement will be in place for as long as public health circumstances require adapted delivery of education.



Attendance during the initial phase of return to school: Teachers will continue to take attendance for the in-class component of instruction for the fall. Students participating in At-Home Learning will be marked as present for each day that they are scheduled for and participate in distance learning from home.

Curriculum and Assessment: Our teachers will use their professional judgment and expertise to ensure that both in-person and at-home instruction ensure coverage of all skill areas of the curriculum and allows for student mastery. Assessment practices will take into account all of the latest guidance from both the IB and the Ministry of Education and will allow both flexibility and opportunity for students to demonstrate their understanding and application of key concepts.

Distance Learning and Competencies: As we demonstrated during the Spring, our teachers will continue to promote opportunities for student passion and student agency to expand learning beyond the walls of the classroom.

Elmwood Edge Tutoring Services: This service will continue using the online virtual platform until COVID-19 precautions change.



ENVIRONMENTAL CLEANING AND BUILDING PREPARATION

We know that COVID-19 can be spread through direct contact with droplets spread by coughing or sneezing and usually occurs within about six feet of the person that is infected. Infected droplets on surfaces can be spread by someone touching the droplets and then touching their mouth, nose, or eyes. It is believed 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. As students and staff return to school, cleaning routines will be based on the advice from Ottawa Public Health and directions from the Ministry of Education in consultation with the Medical Officer of Ontario.

CLEANING REQUIREMENTS

Cleaning Schedule: Cleaning will take place at the end of each day with high-contact areas– including desks, tables, railings, door handles and other surfaces throughout the school– cleaned throughout the day.

Hand-dryers and paper towels: Ottawa Public Health is allowing hand-dryers for use in schools however, preference is for the use of paper towels. Therefore, paper towels will be available and 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. Scent-free products continue to be recommended for cleaning. Only cleaning and disinfectant products that have a Drug Identification Number (DIN) will be used. These will be used according to the manufacturer’s instructions. Our excellent facilities team will be responsible for: cleaning, sanitizing and disinfecting. Cleaning involves the removal of dirt while sanitizing reduces germs from surfaces up to 99.9%. Disinfecting destroys germs and prevents them from spreading.

Special attention: The facilities team will focus on high-touch surfaces, including door handles, railings, water fountains, faucets, and areas such as bathrooms. Special attention will also be focused on classrooms and the isolation room. Student desks, chairs, and tables will be cleaned, as required, between cohort changes.



Hand Hygiene Supplies: Soap, hand sanitizer and paper towels will be refilled as needed on a regular basis. Sanitizer will be placed at the front entrance of every school and in every classroom and refilled as required.

Water fountains: Water fountains can be used for refilling personal water bottles but should not be used for drinking from directly until otherwise noted. The water jug stations will be disconnected for use due to lid contamination. Junior School will refill their water bottles using their designated classroom sinks in order to reduce contact outside of the classroom.

Garbage: Classroom garbage will be collected and disposed of daily.

Outdoor surfaces: Surfaces on playgrounds will be cleaned routinely with soap and water, including high touch surfaces made of plastic or metal..

Shared objects Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, and the objects should be cleaned between each use.

Reference:

[Public Health Ontario’s Environmental Cleaning fact sheet \(PDF\)](#)

[Health Canada’s Hard-surface disinfectants and hand sanitizers \(COVID-19\) for approved products](#)

BUILDING PREPARATION

Classroom setup: Students will remain in the same consistent seat in the class as much as possible. This will become their personal “hub” and will be distanced as much as possible from the nearest student. Where possible, the same students will remain with the same teacher with minimized rotation. Classroom design will vary from teacher to teacher but the goal remains to keep everyone 2-metres apart. Physical barriers such as unused desks, or plexiglass, will be used to assist with the separation. All student belongings will be kept in their personal area. There will be no use of shared spaces such as coat racks or cubbies. Desks and tables will not be removed from the classroom and the same desk/table will be used by the student each day.

Kindergarten classrooms: While 2-metre distancing may not be as practical for 2.5 to 6-year-olds-year-olds, the rule of no physical touching will be taught and reinforced. Activities will be designed for individuals or small groups, and furniture and playing areas will be used to help maintain



physical separation. Any plush toys will be temporarily stored during the pandemic. 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.

Classroom carpets: Groups will not be gathering on shared carpet areas. Carpets will remain where they are used for regular foot traffic. Junior students will have individual, washable sitting surfaces to use.

School signage and markings: Signage and markings throughout the school will designate traffic flow and indicate a 2-metre distance. Wherever lines may be expected to occur throughout the school, floor/wall markings will be placed to assist students in keeping 2-metre (6 feet) distances from one another.

Playgrounds: Although city playgrounds are opened, the school playground equipment and outdoor fitness circuit remain out of service due to the need to clean between cohorts.

Personal Protective Equipment: Students in Grades 4 to 12 will be required to wear non-medical or cloth masks indoors in school. Students in Kindergarten to Grade 3 are encouraged to do the same. Students will bring their own masks. Teachers will wear medical masks provided by the school. Disposable gloves and face shields will also be available for those that may require this additional level of protection.

Plexiglass separation for reception areas: Portable plexiglass dividers will be placed in areas where regular public contact may take place such as at the front reception area of the main offices. Chairs and phones in the reception waiting areas will be removed.

Reception area: If a student needs to contact a parent during the school day, they will come to the main reception and the receptionist will call for them. There will be no student landline for use. Students will be encouraged to use their personal cell in the designated “cell phone zone” with adult permission to contact home or send an email. The preference is for the Junior and Main receptionist to facilitate the call home.

Thermal thermometer/scan: One thermal thermometer will be provided to each school. Any student with a temperature equal to or above 37.8 degrees Celsius will be sent home immediately. This student will be in the isolation room until picked up.

Hand Sanitizer and Disinfectant: Wipes Hand sanitizer and disinfectant wipes will be provided to each school. Classrooms without running water will receive hand sanitizer to start the year where supplies exist. A routine of cleaning desks and chairs will be reviewed as appropriate and required with staff and students.



Work/prep rooms: Our teachers' workrooms have been reconfigured as classroom space to allow for physical distancing. All classrooms, workspaces, bookshelves, and podiums will be cleaned and excess materials brought home with teachers or discarded to maximize the effectiveness of cleaning routines. Disinfectant wipes for the phone and shared spaces will be provided as well as hand sanitizer to be used upon entering and exiting the workspace.

Ventilation: Cleaning and disinfecting will take place away from students. Wherever possible, fresh outdoor air will be brought into the school. There will be no use of fans or heaters as required by Ottawa Public Health. Doors will remain open for the exception of fire doors. All classrooms have appropriate HVAC air flushing capacity.

Classrooms will also be equipped with air filtration units from Surgically Clean Air. The units use a six-stage process to remove particles from the air including odors, gases, mold, allergens, and viruses. The units also sterilize and re-energize the air.

Community use of the school: In order to safeguard our students and staff, community use of the school will not be permitted until otherwise directed.

Outdoor space for recess: Recess will be staggered and monitored by our teachers. Both Junior and Middle/Senior School will have a recess schedule and routine that allows for students to maintain appropriate physical distancing while still having an opportunity for fresh air and physical activity. See Appendix G - Co-curricular Sub-Committee Plan

Isolation Room/Area: An isolation room has been designated in each school. This room will be used for the temporary placement of any student that becomes ill during the day. The Junior School sick room will be the designated isolation room for Junior School students. To facilitate cleaning all furniture will be removed, with the exception of one chair and one table for PPE. The bed will be covered with plastic sheeting, and the room will no longer be accessible to staff. The isolation room for the Middle/Senior School will be room 111 in the U-shaped corridor. It will be equipped with an isolation kit and plastic furniture that can be easily disinfected. Access will be restricted.

Fitness rooms and equipment: Physical fitness has been shown to have a positive impact on well-being, both physical and mental. Staff and supervised senior students must agree to clean all equipment before and after use and must maintain 2-metre distances from others that may be in the room at the same time. The outdoor fitness circuit is temporarily out of commission until further notice.



Washrooms: Washrooms will be marked off to ensure physical distancing of 2-metres 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. Hand dryers are permitted in school settings however paper towels are preferred and will be provided.

Deliveries and mail: Where possible, deliveries will remain for 24 – 48 hours before unpacking. Proper hygiene, including washing before and after handling the delivery, will take place where this is not possible or practical. The receptionist will control the flow of all mail. No mail will be delivered to the teacher staff rooms.

Joint Health and Safety Committee (JHSC) [Safety guidelines](#) will be provided to each site to ensure the site is prepared for occupancy. Further details are also provided in Appendix H.

Where an individual is suspected of having COVID-19 at school:

- ❖ We have established a protocol for the identification and communication of suspected/confirmed cases to the school leadership team and relevant staff to determine contaminated areas and carry out cleaning and disinfection, including timing, return to use, methods, PPE, waste disposal.
- ❖ We will identify areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 metres of the ill person) versus cleaning alone (such as a hallway or room where the individual has passed through).
- ❖ We will use disposable cleaning equipment, such as disposable wipes, where possible.
- ❖ We will remove all items that cannot be cleaned (paper, books, etc.) and store them in a sealed container for a minimum of 7 days.



HEALTH AND SAFETY PREPARATIONS: PHYSICAL HEALTH

To maximize safety, we will use a “layered” approach with multiple measures to reduce the risk of COVID-19 spread, including decreasing the number of interactions with others and increasing the safety of interactions. Layering of multiple mitigation measures strengthens the risk mitigation potential overall. Protocols consider measures related to:

- ❖ Modifying behaviours that reduce the spread, including hand hygiene and respiratory etiquette, as well as the use of personal protective equipment (PPE) where recommended.
- ❖ Maintaining healthy environments, including environmental cleaning, cohorting and physical distancing.
- ❖ Maintaining healthy operations, including mitigating risks for students at higher risk of infection, protecting staff and at-risk persons or families, screening and management of individuals with suspected COVID-19, cases and outbreaks.

Please refer to Appendix B for further information.

BUILDING PREPARATION

Student mental health and well-being is a core element of the re-entry to the school plan. It is foundational in ensuring a return to a welcoming environment that supports learning.

- ❖ Supports for student mental health and well-being includes the following components:
- ❖ support for leaders and educators with respect to the approach to school re-entry, as well as throughout the school year;
- ❖ A tiered approach for mental health supports that will capture all students and target intensive help to those who have been most affected by the COVID-19 outbreak; and
- ❖ Collaboration with child and youth mental health agencies to support stronger connections and make the best use of mental health resources and supports across the integrated system of care.
- ❖ Cleaning schools

As outlined previously in the “Environmental Cleaning and Building Preparation” (Section A), additional cleaning protocols will be implemented. These include:



- ❖ Cleaning and disinfecting frequently touched surfaces and shared resources such as doorknobs, water fountain knobs, light switches, toilet and faucet handles, electronic devices, students' chairs and desks/tabletops at least twice a day, as they are most likely to become contaminated;
- ❖ Following public health advice regarding the type of cleaning and disinfectant products to use; and
- ❖ Following the manufacturer's instructions including with respect to the use of PPE.

STAFF SCREENING AND SELF-ASSESSMENT

Self-assessment tools are available to staff to ensure awareness of possible symptoms of COVID-19. Staff who suspect they may have symptoms will stay home and seek testing.

<https://covid-19.ontario.ca/self-assessment/>

Staff who 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. We will follow our normal human resource practices in these circumstances, with a heightened awareness of the context of COVID-19.

https://www.ottawapublichealth.ca/en/shared-content/resources/Corona/Covid-19-Tested-What-Now-Handout_-EN.pdf

TESTING AND CONTACT TRACING

A protocol based on local public health advice has been developed including:

- ❖ A clear notification protocol to public health in the event of a suspected case and positive test result;
- ❖ Readiness to quickly provide contact information for other students or staff who would be considered close contacts
- ❖ A close relationship with Ottawa public health so that the testing centre that contacts would be directed to is easily identifiable.
- ❖ Staff entry and exiting of buildings



- It is mandatory for staff to sign in and out of reception with proper hand sanitizing
- Staff will indicate where they have been in the building if their screening was complete, and whether or not the screening was negative

SCHOOL SAFETY

Field trips: School staff will plan virtual field trip experiences until Ottawa Public Health has indicated that larger gatherings can take place. The school's Risk Management Officer will be consulted prior to any trip booking day or night or bus trip.

The Federal Guidance for School Bus transportation during COVID-19 pandemic will only allow 5 students plus 1 teacher and the driver for the Elmwood school bus. The use of the Elmwood school bus will be suspended until further guidelines are provided.

Lunch and cafeteria: The lunch system will be pre-ordered and either picked up in Atrium or delivered to the classroom until the system is further re-evaluated. The dining halls in Junior and Middle/Senior School will not be used as eating areas. Junior School students will eat lunch in their classrooms by cohort. Middle and Senior students will eat outside, weather permitting, or inside in their homeroom cohorts. The Bistro will have clear markings for physical distancing and plexiglass. Refer to [Appendix D](#) for Meal Delivery Options

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.

Large group gatherings and assemblies: Ottawa Public Health and/or the province will provide details of the size of permitted gatherings. In the early phases of return, we do not anticipate any large group gatherings, and where students do gather they will be required to maintain a 2-metre (6 foot) distance from one another.

Duties and physical distancing breaches Maintaining 2-metres at all times will be challenging. Adults and students will sometimes forget this important safety measure or will unintentionally enter someone else's "bubble". It is important to recognize that we are aiming for the best efforts rather than perfection. A friendly reminder should be provided when someone is failing to keep the required distance apart, or when



two friends hug or are seen in physical proximity to one another.

Visitors, volunteers and parent access: Visitors, volunteers, and parents will not be permitted in the school buildings during the pandemic. Parents may not enter the school unless an exception for an extraordinary circumstance is approved by a Deputy Head by appointment or to pick up their child. It is recommended parents in MS/SS remain in their vehicle and call or email reception when they arrive to pick up their child to avoid coming into the school. Junior School parents will be encouraged to call before picking their child and wait outside the Junior School main building doors. JS students will be escorted out by a staff member and signed out by the HR teacher.

Guest Speakers: In-person meetings with special guests and guest speakers will not be permitted in the school during the ongoing pandemic. Guest speakers can be approved by Deputy Heads to occur virtually via google meet or another platform that has been approved.

Fire Drills: Practice drills will continue. Classes will move throughout the building while maintaining 2-metres between students in the classroom, hallway and at all exits. Each Deputy Head should 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 a 2-metre distance between students to be maintained.

Lockdown drills: Physical lockdown drills will not take place during COVID-19. A review of the procedures to take place in the case of a real life-threatening situation should be discussed in place of a lockdown drill.

Learning commons areas: The Common Room for Grade 12 students and other common areas for everyone will be closed until COVID-19 precautions are lifted. Learning common areas will be marked with proper distancing signs in areas of the school where students may be too young to understand or recall the importance of distancing. The furniture will be removed until further notice. Special procedures, distancing, and cohorting will be implemented in the library areas, and a separate 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. For an added precaution, it is recommended that all books that are returned are placed in an area for 24 hours before being returned to display areas. Students will not be able to access the libraries to borrow books as it will be used as a cohort/homeroom classrooms during this time. While the librarians will still be onsite, all book requests will be made by email and will be delivered to students upon request in their hub in a disinfected bin for safe transfer. The librarian will be required to



wear proper PPE for safe transfer. Schedules must be created that will allow for 2-metre distancing by all students in the library at the same time.

Transportation to and from school: As a result of physical distancing expectations, transportation planning will be challenging due to the reduction in vehicle capacity to accommodate students, which may result in our transportation operators transporting fewer students. Currently, the Federal Guidance for School Bus transportation during COVID-19 pandemic will only allow 5 students plus 1 teacher and the driver. The use of the Elmwood school bus will be suspended until further guidelines are provided.

Please refer to Appendix C for further guidance and the [Federal Guidance for School Bus Transportation during COVID-19 pandemic](#)

STAFF PREPARATION

Accommodations have been carefully determined for staff with heightened risk from COVID-19 based on their health conditions. Human resource staff will follow the normal accommodation process when determining reasonable accommodations based on each employee's unique limitations and restrictions.

The normal human resource medical accommodation process will take place for staff that indicate that they are not able to physically be present at school in the presence of students. Where possible and if appropriate, teachers with medical conditions preventing them from regular class instruction will be assigned to daily online instruction and check-ins with students.

Classroom Organization: Classroom educators will ensure their classroom furniture remains as distanced as possible between students. Students will not be permitted to share resources.

The teacher will maintain a table of items to be cleaned, and these should be wiped off the following morning when returning to class using the provided disinfectant wipes. Quarantine bins for materials will also be used in JS.

Team Approach: School-based solutions are needed to support the various staff and student family and health challenges. Staff are encouraged to be flexible and create teams to quickly support one another and respond to the challenges that arise.



Personal Protective Equipment: Ottawa Public Health will provide advice on personal protective equipment for staff. Teachers and faculty will wear medical masks while at school. Some staff, such as educational assistants, or others that work with students with unique needs, may require additional protective equipment such as gloves and face shields. Note: the use of a face shield still requires use of a mask.

Equity considerations: Our teachers and staff have spent time preparing for differentiated support for students with special accommodations and those English language (ESL) learners that require additional support.

Hygiene Instruction: Upon return to in-person classes, our teachers and staff will reinforce the instruction provided by the Director of Health, Safety and Wellness on proper hygiene practices. Hygiene routines will be reinforced on a regular basis. Students and staff will have access to resources and instructional videos on Schoology to teach and 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.

Accepting Assignments: Where possible, assignments should be submitted electronically using Schoology for which all teachers and students have access. For physical assignments that must be submitted, a location will be established in the class to leave assignments rather than directly approaching the educator. All assignments that are returned are placed in an area for 24 hours before being assessed by the teacher. In Junior School, teachers will balance the use of paper and electronic work as handwriting and number writing skills are being taught and developed.

Staff gatherings including staff rooms: Staff will promote physical distancing amongst one another as role models for students. There will be no use of the common staff rooms and staff will minimize outside supplies brought into the school. Staff will not use the school fridge or leave dirty or clean dishes in the sink. All personal belongings including lunch supplies will be brought home daily. Staff will have, as much as possible, a "home base class/hub" while at school and will be expected to adhere to distancing rules and layering COVID-19 precautions.

Staff homeroom space/work hubs: Staff assigned a homeroom class in Junior, Middle and Senior School will use this space as their focal area of the school. They will centralize all daily activity and store belongings in this zone, including break and lunchtimes. Previous office spaces



will no longer be accessible to reduce cross-contamination for those staff who are using those spaces as work areas. Students do not have access to these spaces.

Offices/Workspaces: Faculty who do not have a homeroom base hub will be assigned a classroom or office where they can conduct virtual classes and eat their lunch. Distancing parameters will be respected when selecting these spaces. Students do not have access to these spaces.

Synchronous teaching spaces: These are rooms that must be pre-booked when teachers require a space to teach a synchronous class when their home base hub is occupied with their cohorted students. These rooms will have identified furniture and supplies will be available to clean the furniture, light switch, and doorknobs pre- and post-usage.

Staff family considerations: Depending on the selected model of instruction, there could be child care challenges for staff if childcare has not opened up at the same time as schools open up. The earlier that staff are made aware of the likely format for distance and in-person learning, the more time they will have to make arrangements to allow them to be present for their students as needed at school.

Social-emotional learning: Staff members will be supported in fostering the social-emotional learning that will assist all students with coping skills. Staff will be encouraged to identify and refer students who require additional emotional support to the school nurse.

Outdoor and non-classroom space: Staff will be encouraged to take advantage of the use 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 the 2-metre distance when outdoors.

Field trips: School staff will only plan virtual field trip experiences until the province has indicated that larger gatherings can take place. All field trip plans must be approved by the relevant Deputy Head.

Sharing of resources: Staff should ensure there is no sharing of materials and resources in class. Adequate supplies for instructional units should be provided to each student. Where it is not practical to give each student their own resources then the shared equipment must be disinfected between use.

Staff cohorting: In order to eliminate the risk of potential transmission from the Junior School to the



Middle-Senior School, staff will remain assigned to their main building of responsibility and refrain from moving between buildings. Staff are to avoid exposure during the day to sources of potential COVID-19 exposure ie. grocery stores, restaurants, public buildings etc. Outside deliveries to the school such as Uber eats or drop-offs will not be accepted. Full PPE will be worn by Bistro staff and doffed and donned in the proper sequence to avoid the risk of transmission.

Photocopiers: Staff can still use the photocopier; however, they are encouraged to share work digitally where possible. If a photocopier must be used, staff should wash their hands before and after photocopying and wipe clean the buttons they touch on the copier after use. Disinfectant wipes and hand sanitizer will be available in these areas as well.

Staff: Health and Safety Guidelines Guidelines for all staff to follow when returning to work during COVID-19 can be found here: <https://covid-19.ontario.ca/self-assessment/> . These guidelines include advice from Ottawa 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 should 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 should stay home. Staff who have been in contact with someone who has tested positive with COVID-19 must report to the Director of Health, Safety and Wellness and follow Ottawa Public Health directions.

Privacy: Staff must follow the directions from Ottawa Public Health in terms of sharing medical/health information related to their students or their families.

Screening procedures: 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 should be reported to the Director of Health, Safety and Wellness and a decision will be made to have parents called to pick up their child from the school promptly. If a student voluntarily shares that they or a member of their family has COVID-19 symptoms or a positive test, this information should also be shared with the Director of Health, Safety and Wellness.

Attendance: Student attendance should be taken for all students that arrive in school, and a record should be maintained when students are in areas other than their classroom and assigned "hub." This will assist Ottawa Public Health for contact tracing should a positive case of COVID-19 be determined at a later date. Online attendance should be recorded separately from in-class attendance. Students should not be penalized



academically should they choose not to attend in-person sessions.

Seating Plans: In order to ensure accurate contact tracing documented seating plans are mandatory in each class and any change to the plan noted daily. Teachers will be expected to keep a copy of daily seating charts in a binder for the purposes of contact tracing should a case be reported.

Doors: Where possible, 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. A balance must be struck between the fire code to keep doors closed and open doors to minimize the potential spread by contact from a potentially infected individual.

Staff hygiene and routines: The Director of Health, Safety and Wellness will provide staff with a Staff Hygiene and Routine Protocol prior to their return to in-person instruction. Videos are posted on Schoology.

Technology: The technology department will continue to offer professional learning opportunities for staff to ensure that they are positioned to use digital tools effectively. Refer to [Appendix D](#) for Technology Service During COVID-19 Protocol

Staff Mental Health and Well-being: The Health and Wellness for Faculty Committee will ensure a range of initiatives and resources to foster the physical and mental well being of staff.



PREPARING THE STUDENTS

DAILY ROUTINES

Class rotation: Grade levels will be given access to hallways at different times to minimize hallway traffic throughout the day. Bells that signal all students into the hallways at once will be eliminated.

Entry and Dismissal requirements: School entry times may be modified, and multiple entry doors will be used to allow for physical distancing. In Middle/Senior School drop-off will be at two points in the main parking lot which will be predetermined by the timetable and communicated to parents before the start of school. A duty teacher at each drop off point will then ensure distancing is maintained upon entrance to the school building where the student will be greeted with hand sanitizer and a health screening question. In Junior School the parking lot duty teacher will ensure distance is maintained upon entrance. This will be determined once the selected instructional model is confirmed. Students will be required to wash/sanitize their hands as they enter the school. School dismissal times will be staggered, and multiple exit doors will be used in order to allow for physical distancing to take place by cohort.

Large group gatherings and assemblies: Ottawa Public Health and/or the province will provide details of the size of permitted gatherings. In the early phases of return, we do not anticipate any large group gatherings, and where students do gather they will be required to maintain a 2-metre (6 foot) distance from one another

Sports – intramurals and interscholastic games: Individual sports may continue with proper hygiene and physical distance in place. Team sports continue to be “on hold” until Ottawa Public Health indicates that it is safe for team sports to resume. The safety and health of students, coaches, officials, and families will be at the forefront of all return to sport decisions. The Return to School sub-committee is creating a plan for return to phase 1 sports and activities. [Appendix H.](#)

Junior and Middle School Enrichment: Due to the inability to maintain cohorting during the nature of these activities, this time will be used to support academics and promote mental health activities, cohort bonding, eating time, cohorted fitness games, and hygiene practices.

Co-Curriculars and Student Life: Elmwood has developed committees specifically with these two areas as a focus to develop a safe plan of reinstatement once COVID-19 restrictions are lifted. COVID-19 has resulted in the cancellation or delay of milestone events to recognize student achievement, such as proms



and graduation ceremonies, 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, schools have been advised to reschedule or re-stage these events when possible (either in-person or through online options), and resume sports and extracurricular activities that can safely continue based on input from local medical officers of health.

Physical education courses: This course 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.

Grade level physical education activities that can be introduced while maintaining 2-metre distancing are available in the PHE Canada – [Return to School Physical Education and Health Guidelines](#).

Technology: Elmwood's is a 1:1 laptop school and students often require in-house technology support. A procedure of how to access tech support as well as the approach for the use of devices in Junior School can be found in [Appendix F](#).

Labs: Individual lab coats will need to be worn or the ones used washed between students. Eyewear/goggles can be sanitized in between students. Distancing must be maintained between students and the lab technicians may set-up individual stations when dispensing chemicals.

Music: The safety of students and staff will require additional procedures for music classes and bands including the disinfection of instruments and classroom layout considerations. Students should be assigned their own instruments or they must be able to be fully sanitized between uses. Until further notice, we will not be using wind instruments or singing.

Water bottles: Students will be encouraged to bring their own labelled water bottle (prefilled) to school each day. Water fountains can be used to refill water bottles. The water jug refill system dispensers will be disconnected due to the lid contamination issue.

Lockers and cubbies: Initially, students will not have access to lockers or cubbies during COVID-19, so that all materials will stay with them in the classroom. All bags, shoes, boots, coats, etc. will remain at the student's personal space in each classroom hub. This will be revisited as the winter months approach.



School supplies and equipment: Students should have their own school supplies, and the sharing of school supplies should not be permitted. Based on provincial health guidelines, there is little evidence to suggest that the virus is transmitted from paper-based products. For this reason, the distribution of books can still take place within a classroom setting. Junior school parents will receive a school supply list.

Library: The library will be closed to students and faculty for browsing when school reopens in the fall. Library use will be made possible through our automated Elmwood library catalogue (our integrated library system, AccessIt). The system will allow students to see new book titles, search for books and put books on hold. More details regarding the library can be found in [Appendix G](#).

International students: All international students returning to Canada from another country must self-isolate for 14 days before being allowed to attend school. (see Homestay Safe Arrival Policy Appendix A)

PREPARING FOR INDIVIDUAL STUDENT NEEDS

Students with health conditions: Some students will not be able to take part in the in-person component of returning to school due to their health circumstances or those of their family. For this group of students At-Home Learning will continue in a synchronous and asynchronous model.

Sick child: Parents will be asked to keep their child home if they exhibit any signs of illness. Parents will be expected to screen their child daily for fever each morning and to keep them home if they display any signs of illness. The most recent link can be found below:

<https://covid-19.ontario.ca/self-assessment/>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html?topic=ex-col-faq#s>

If a student is diagnosed with COVID-19, the Head will follow the directions from Ottawa Public Health to 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 would be closed for 48 hours while the school is cleaned and disinfected. Contact tracing will take place in consultation with Ottawa Public Health, and some students and staff may need to self-isolate for 14 days.

Students with identified learning needs and ESP: The student success department will be responsible for assessing the needs of these identified students and working with the student, parents and teachers to ensure instructional needs are met.

Specialized Personal Protective Equipment: Students that require visual cues for communication will be identified by Student Success, and specialized PPE will be provided for staff that support these students. This may include see-through masks that will assist during communication.

Student hygiene: 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 will be required to wipe down desks and chairs when leaving the classroom and after using gym equipment.

Students' use of masks: Students in grade 4-12 will be wearing masks. Any logo or design on a mask will be subject to normal school dress code policies. Instruction on proper donning, wearing, doffing and caring for a mask will be provided by the Director of Health, Safety and Wellness.

Students supplies: Students should only bring minimal supplies to school for use on a daily basis. No storage of items at school will be available.



COMMUNICATION WITH OUR COMMUNITY

COMMUNICATION TO PARENTS

The success of the school reopening plan will depend in part on parents being informed about new protocols and confident that the approach will keep their children safe. To that end, the school communicates expectations and provides guidelines to parents and students well before in-class instruction resumes, and in a clearer and timely manner throughout the year. Communication strategies will include:

- ❖ Prioritizing digital communications explaining new protocols with links to helpful information and detailed instructions regarding screening and pick-up/drop-off procedures and protocols if a child or staff person becomes ill;
- ❖ Relevant “Campus Reopening” updates in a weekly email from the Head of School with a recap of the week in general and a look forward;
- ❖ Alternative delivery models for activities such as Parent Coffee Mornings, Curriculum Night, Parent-Teacher conferences and school assemblies;
- ❖ Ottawa Public Health-approved protocols for communicating any infection of a student or staff member that adhere to the school’s privacy policy and meet privacy legislation requirements. Specific details can be found in the school’s Pandemic Response Plan.

GOVERNANCE AND ADMINISTRATION

Board meetings: In line with guidance from the Ministry of Education and Ottawa Public Health we plan to continue to convene board meetings and other administrative meetings in online formats.

School administration: Subject to applicable emergency legislation and directives, schools should plan for a gradual return to work for school staff who work in school administration offices, based on local public health guidance for workplaces.

Parents’ Association: Communication and recognition will continue virtually through the guidance of the Director of Marketing and Community Relations.



RESOURCES USED IN PLANNING A RETURN TO SCHOOL INCLUDE:

SickKids Covid-19: Recommendations for School Reopening

<https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf>

Ontario's Approach to Reopening Schools for the 2020-2021 School Year www.ontario.ca ,
Ontario Prepares of the Safe Reopening of Schools www.edu.gov.on.ca

Ottawa Public Health COVID-19 Guidance for Childcare Centres www.ottawapublichealth.ca

CIS ONTARIO UPDATED GUIDELINES FOR REOPENING INDEPENDENT SCHOOLS
FOR THE 2020-2021 SCHOOL YEAR

IMPORTANT

Elmwood School's "Return to School" Plans **may change** with future announcements from the Ministry of Education or Ottawa Public Health. Parents will be kept updated as to plan changes.

Parents will be notified of any specific instructions/expectations closer to the start of the school year.



APPENDIX A: HOMESTAY ARRIVAL

Safe Arrival Protocol for International & Homestay Students for the Academic Year 2020-2021

1. THE PRE-DEPARTURE PLAN

1.1. Prepare the Student Physically and Mentally

At home country, the student should:

- ❖ self-quarantine for 14 days prior to departure;
- ❖ test negative of COVID-19 with medical documentation within the 14 days prior to arrival in Canada.

Communication and relationship building between the students and the host families are crucial. The students should:

- ❖ Speak to her homestay family about expectations, and ask if there is anything they specifically want her to bring to help her to self-isolate. Self-isolating may be physically and mentally challenging for her; therefore she should have a well-thought-out plan for how she will manage and pass the time during the 14 days after arrival.
- ❖ Read the following information on *Household Isolation and Physical Distancing*:
 - Read or download the attached article: [How to self isolate after travel when you live with other family members](#)
 - Read or download the attached BC CDC form: [Daily self-monitoring form for COVID-19](#)

Before the international student and accompanying family member(s) (*if applicable*) depart home countries to board the plane to Ottawa, Canada, it is important that the student and family member(s) follow these pre-departure procedures:

- ❖ Follow a COVID-19 self-assessment guidelines by the airlines, the local governments of originating countries, or by the Ontario Ministry of Health (<https://covid-19.ontario.ca/self-assessment/>).
- ❖ The student and accompanying family member(s) should do a COVID-19 testing and inform Elmwood of the result. If tested positive, the student



should cancel the travel plan and go into quarantine and/or treatment until cured and tested negative.

- ❖ The student who is able to obtain a medical clearance letter/certificate of COVID-19 or antibody test is required to bring it with her when she travels to Canada. *Negative COVID-19 tests will not change the requirement to self-isolate on arrival.* This is mandatory for all travellers arriving in Canada.

If family members are travelling with the student, they will *not* have access to the host family. The student must self isolate in a hotel with her own parents for 14 days in Canada, but *not* at the host family's home.

1.2 Pack Luggage

In addition to regular packing requirements, the student should also bring –

- ❖ 60 disposable face masks OR 30 disposable and minimum 3 cloth face mask
- ❖ One large bottle of quality hand sanitizer
- ❖ One box of Nitrile gloves
- ❖ Thermometer
- ❖ Change of clothes for upon arrival to your homestay
- ❖ The student should also bring, in her carry-on luggage, at least 2 masks, several pairs of gloves, a travel-size bottle of hand sanitizer and disinfectant wipes.

Please also make sure the student has the following documents available in her carry-on luggage when she arrives:

- ❖ Passport
- ❖ Study permit or permit confirmation document (if you have one)
- ❖ Custodianship documents (if applicable)
- ❖ Letter of Acceptance/Enrollment from Elmwood
- ❖ Homestay profile and contact information
- ❖ Contact information sheet for Elmwood staff, including 24/7 emergency phone number
- ❖ Copy of this document
- ❖ Print out of Self-Isolation Plan

2. DURING THE TRIP

2.1. **The travelling student and accompanying family member(s) should take maximum precautions:**

- ❖ Wear personal protective equipment (PPE, including but not limited to face masks);



- ❖ keep physical distance;
- ❖ observe a strict disinfecting routine (i.e. wash hands frequently, wipe clean surfaces of personal space, seat belt, tray table, touch screen, etc.);
- ❖ minimize trips to the washroom;
- ❖ touch as few surfaces as possible;
- ❖ bring some food into flight as some of the restaurant and shops may be closed;
- ❖ bring a refillable water bottle

3. ARRIVAL

3.1. Upon Arrival

All travellers must download and complete the Canadian Government's [ArriveCAN application for approval](#) prior to their arrival on a paper form, web-based form or using an electronic App (available for iPhone and Android). In addition, the student must complete, send and print the MANDATORY Self-Isolation Plan for the Province of Ontario.

Upon arrival, the student (and any accompanying family members) should continue to wear PPE while meeting the homestay host family. The student will be required to follow another COVID-19 self-assessment through the Ministry of Health's self-assessment website: <https://covid-19.ontario.ca/self-assessment/>. The student MUST then observe 14-day quarantine with minimum contact with members of host families.

3.2 After Arrival Quarantine (Self-Isolation) Plan:

As part of the Quarantine Act, travellers to Canada are required to self-isolate for 14 days. This means that the student will have to stay in her own room for 14 days and avoid contact with (keep a 2-metre distance from) others. The homestay family will provide the student with food, clean linens every couple of days, a comfortable room and access to her via text message, FaceTime and other online communication.

If family members are travelling with the student, they will *not* have access to the host family. The student must self-isolate in a hotel with her own parents for 14 days in Canada, but *not* at the host family's home.

3.3 Expectations for the Student

- ❖ Stay in her room as much as possible and away from others.



- ❖ Keep her room well-ventilated and clean – open her window to let the fresh air in and the in-door air circulate.
- ❖ Practice good hygiene:
 - wash her hands frequently with plain soap and water for at least 20 seconds;
 - use a separate towel, kept away from others’;
 - cover her mouth and nose with her elbow when coughing or sneezing, or use a tissue; avoid coughing into either her hands or into the air; dispose of used tissues right away into a trash bin and immediately wash her hands.
- ❖ Use a separate bathroom if possible. *The student must clean her own bathroom* regularly with household cleaning products. Flush the toilet with the lid down.
- ❖ Find some time to go outside each day; she can stay in a private place like the yard. *Do not go to school or into other public areas.*
- ❖ Monitor her physical and mental well-being – if she is not feeling well with symptoms that resemble COVID-19, ask her host to help her complete an online self-assessment to determine if she needs further assessment or testing.
- ❖ *The student must package up her own garbage* – empty garbage frequently and wash her hands immediately.
- ❖ *The student must do her own laundry* – the clothes she wore during her flight should be washed immediately and all of her clothes should be washed separately from other people’s laundry. She will need to wash and fold her own laundry.
- ❖ Keep her bathroom space clean and disinfected. Clean and disinfect frequently touched surfaces such as doorknobs, countertops, dressers, and other surfaces at least once a day.
- ❖ Keep her personal items (*toothbrush, cups, cell phone, tablets, laptops, etc.*) separate from those belonging to others.
- ❖ Eat in her room: Your host will bring your meals to your room and leave the dirty dishes outside her door when she is finished. Do not share dishes, drinking glasses, cups, eating utensils.



- ❖ Stay connected – text, email, FaceTime with her friends and family.
- ❖ Ask for help! Students are reminded that while these instructions and protocols may seem overwhelming, they are here to remind them to be careful of their contact with others during the 14-day quarantine. *(Keep in mind that in a normal circumstance, most host families do not want students eating in their rooms! Therefore, this is a short-term/temporary requirement that will change when the quarantine period is over.)*

The student is reminded that quarantine (self-isolation) is a requirement of the Quarantine Act and is NOT optional. After arriving in Canada, Government of Canada officials will call the student to monitor compliance with the mandatory quarantine. The student must be prepared to answer calls from 1-855-906-5585 or 613-221-3100.

3.4 **Expectations for the Host Family**

- ❖ Hosts must have been following all public health guidelines for their area in the 14 days prior to accepting a student, and everyone in the home must be free of any COVID-19 symptoms.
- ❖ Only one healthy person should provide care.
- ❖ Do not share personal items with the student, such as toothbrushes, towels, bed linen, utensils and electronic devices.
- ❖ Use a separate bathroom from the student, if possible, and make sure everyone puts the toilet lid down before flushing.
- ❖ Some people may transmit COVID-19 even though they do not show any symptoms. Wearing a mask, including a non-medical mask or face covering (*i.e. constructed to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops*) can help protect others around the host.
- ❖ Prevent contact with animals, as there have been several reports of people transmitting COVID19 to their pets.
- ❖ If possible, people who are at higher risk of serious illness from COVID-19 should not care for someone with COVID-19. These people include elderly persons, those with chronic medical conditions (*e.g. heart disease, diabetes*) or compromised immune systems. If the host needs to be within 2 metres of the



student, wear personal protective equipment: a medical mask, disposable gloves and eye protection.

- ❖ *Avoid reusing medical masks or gloves.*
- ❖ The host should clean her/his hands often for at least 20 seconds, especially after contact with the student and after removing gloves, face masks and eye protection.
- ❖ The host should dry his/her hands with disposable paper towels. If not available, use a reusable towel and replace it when it becomes wet.
- ❖ Bring food and drinks to the student in her room. *(Keep in mind that in a normal circumstance, most host families do not want students eating in their rooms! Therefore, this is a short-term/temporary requirement that will change when the quarantine period is over.)*

3.5 **Post-Quarantine Expectations of Students and Families:**

- ❖ Continue to practice proper, recommended hygiene
- ❖ Use proper coughing and sneezing etiquette
- ❖ Practice physical distancing when outside of the home, avoid malls, crowded spaces and sports
- ❖ Stay connected!

4. **SAFE ENTRY TO SCHOOL**

4.1. **Self-Assessment and Screening Prior to Entering Elmwood School**

It is extremely important that Elmwood looks after the school community and follow guidelines appropriately and as such, any person accessing the school will be required to follow a COVID-19 self-assessment before arriving at the school. The Ministry of Health's self-assessment can be accessed [here](#). The student and parents/homestay hosts will be asked prior to admission to the school if this has been completed. Entry cannot be permitted to any person who has any of the symptoms outlined in the '[COVID-19 Reference Document for Symptoms](#)' on the Ministry of Health's



COVID-19 website. The school can also not grant entry to any person who has been in contact with anyone suspected or confirmed of having COVID-19 in the past 14 days.

The school encourages the person entering the school building to wear a face mask until she/he has returned to her/his vehicle. Students are required to bring a mask from home. [These guidelines](#) will ensure the students are able to put the mask on and remove it safely. Please refer to the most updated school policy to find out whether it is optional or mandated to wear a face mask.

5. IN THE EVENT THAT A STUDENT DEVELOPS SYMPTOMS OR DIAGNOSED

5.1. **Use a self-assessment tool at <https://ca.thrive.health/> and seek medical attention as necessary.**

5.2. **In order to avoid spreading COVID-19 with any unnecessary relocations,**

- ❖ the host family may keep the student in place, in accordance with Public Health direction; or
- ❖ in the event that a host is unable to care for a sick student, the parents will be asked to come to Canada to care for their child at their expense at a third location.

6. IN THE EVENT THAT A MEMBER OF THE HOST FAMILY DEVELOPS SYMPTOMS OR DIAGNOSED

6.1. **Use a self-assessment tool at: <https://ca.thrive.health/> and seek medical attention as necessary.**

6.2. **The student and other host family members should be tested and go into self-isolation, including not attending the school.**

6.3. **The healthy member of the host family should continue to provide care to the student.**



7. IN THE EVENT OF SCHOOL CLOSURE DUE TO RESURGENT PANDEMIC

In the event of another wave of COVID-19 pandemic and the school has to close again, the student will be required to stay at her host families' home and observe quarantine while accessing online learning. If the natural parents of a homestay student request the student to return to her home country, the host family should make every effort to prepare the student for a safe journey home.

This protocol is by no means exhaustive. The school will continue to monitor the COVID-19 pandemic and implement appropriate measures to ensure the safety and health of all students, families and staff in the Elmwood community. It is the obligation of the student as well as the parents and homestay hosts to respect and adhere to the safety protocols from the Government of Canada, the Province of Ontario, as well as from the school.

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APPENDIX B: HEALTH AND SAFETY PROTOCOLS

A. COVID-19 GUIDANCE: SCHOOLS

This guidance document provides information only. It is not intended to take the place of medical advice, diagnosis, treatment or legal advice. In the event of any conflict between this guidance document and any orders or directive issued by the Minister of Health or the Chief Medical Officer of Health (CMOH), the order or directive prevails.

Please check Ontario's COVID-19 website regularly for information, the COVID-19 [Reference Document for Symptoms](#), mental health resources, and other information.

In planning for the resumption of in-class instruction in schools, it is critical to balance the risk of direct infection and transmission of COVID-19 in children with the impact of school closure 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 maximizes children's health and minimizes risks from a public health perspective.

It can be anticipated that children and youth may experience increased stress and anxiety related to the COVID-19 pandemic. In addition to the physical health and safety guidance provided below, it will be critical to provide mental health support services adapted for diverse groups and populations.

To support the reopening of schools for in-class in Ontario, schools should implement protocols to provide for the health and safety of students, families and staff:

- ❖ Schools are required to follow all existing worker health and safety requirements, as outlined in the *Occupational Health and Safety Act* (OHSA) and its regulations
- ❖ Schools must follow any further direction given by the local medical officer of health.
- ❖ Relationships between schools and local public health units will be crucial to navigate the complex and evolving COVID-19 pandemic environment, planning and reopening schools, and addressing other child health issues that emerge.

To maximize safety, schools should use a “layered” approach with multiple measures to reduce the risk of COVID-19 spread, including decreasing the number of interactions with others and increasing the safety of interactions. Layering of multiple mitigation measures strengthens the risk



mitigation potential overall. The Public Health Agency of Canada has technical guidance on COVID-19 for schools and community settings:

- ❖ Risk mitigation tool for child and youth settings operating during the COVID-19 pandemic: English French
- ❖ Risk mitigation tool for outdoor recreation spaces and activities operating during the COVID-19 pandemic: English French
- ❖ Training/refresher learning of school staff should include health and safety protocols.
- ❖ Clear, age-appropriate communication about COVID-19 and what to expect when students return to school should be provided to children, youth and parents/caregivers in advance of school reopening.
- ❖ Parents/caregivers will be a major source of comfort and reassurance to their children.
- ❖ It will be important for schools to keep parents/caregivers informed of what the school is doing to protect their children, including how they are preventing the spread of respiratory infections and what parents can do at home (e.g., reinforce hand hygiene and respiratory etiquette, physical distancing, environmental cleaning and increased reassurance).
- ❖ Parents/caregivers will be the ones who will make decisions about keeping their children home if they are sick, and as such, open and frequent communication to parents will be important in ensuring sick children are not sent to school.
- ❖ Protocols should consider measures in the following areas, as detailed further in this document.

B. MODIFYING BEHAVIOURS THAT REDUCE THE SPREAD

i. Staying home when appropriate



Refer to the Ministry of Health's COVID-19 Reference Document for Symptoms (PDF).

- ❖ In order to prevent the spread of infection, students and staff who have signs/symptoms of COVID-19 should not attend school and should go to their primary care provider or an assessment centre for testing.
- ❖ Direction will be provided by the local public health unit to those who have had exposure to a confirmed case of COVID-19 or who have been diagnosed with COVID-19 on when they may return to school.

ii. Hand hygiene and respiratory etiquette

Refer to Public Health Ontario's How to Wash Your Hands (PDF) fact sheet.

- ❖ Refer to Health Canada's Hard-surface disinfectants and hand sanitizers (COVID-19): List of hand sanitizers authorized by Health Canada, including which sanitizers may be appropriate for different groups of staff and students.
- ❖ Hand hygiene refers to hand washing or hand sanitizing to remove or kill the virus and is the most effective way to reduce the transmission of organisms.
- ❖ Respiratory etiquette aims to reduce the risk of transmitting droplets that may contain the virus directly onto other surfaces where they may be picked up by others.
- ❖ **Education:** Staff and students should be provided with targeted, age-appropriate education in proper hand hygiene and respiratory etiquette. Local public health units can provide additional guidance. Age-appropriate posters or signage should be placed around the school.
- ❖ **Supplies:** Staff and students should have the supplies they need to conduct appropriate hand hygiene and respiratory etiquette and these supplies should be easily accessible.
- ❖ Alcohol Based Hand Rub (ABHR) with a minimum 60% alcohol concentration (60-90% recommended in community settings) throughout the school (including



ideally at the entry point to each classroom) and/or plain liquid soap in dispensers, sinks and paper towels in dispensers.

- Soap and water are preferred as it is the most effective method and least likely to cause harm if accidentally ingested.
 - ABHR can be used by children. It is most effective when hands are not visibly soiled.
 - For any dirt, blood, body fluids (urine/feces), it is preferred that hands be washed with soap and water to remove this “organic material”.
 - Safe placement of the ABHR to avoid consumption is important, especially for young children.
-
- ❖ Tissues and lined, no-touch wastebaskets (i.e., foot pedal-operated, hand sensor, open basket).
 - ❖ Hand hygiene should 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).
 - ❖ Possible options would be to have regularly scheduled hand hygiene breaks based on a pre-specified schedule.
 - ❖ Students may need assistance or supervision.

C. MODIFYING BEHAVIOURS THAT REDUCE THE SPREAD

In addition to usual vendors that schools may use, including those through the Ontario Education Collaborative Marketplace, the Ontario Together Portal has a [Workplace PPE Supplier Directory](#) that lists Ontario businesses that provide personal protective equipment.

Refer to Public Health Ontario resources, including related to non-medical masks/face coverings (PDF) and instructions on putting on and taking off PPE (PDF).



- ❖ In school settings, the expectation is that staff and students do not come into the school if they are unwell. Close, prolonged contact with others can be avoided if other strategies, such as physical distancing, hand hygiene, respiratory etiquette, and cleaning are implemented and adhered to.

In keeping with public health advice, the school restart plan and adapted delivery models have been designed to allow for physical distancing and cohorting to the best extent possible. As such, in a classroom where a teacher is able to remain in the front of a class, and maintain 2 metres of distance, PPE is not required.

- ❖ In the school setting, there are groups of employees whose regular job duties mean physical distancing is not possible (e.g. Education Assistants who work with special needs students in close proximity to perform their regular job duties, etc.). In such cases, it is expected that PPE will be provided. This may include, for example, a procedural/surgical grade mask and eye protection in the form of goggles or a face shield. If necessary, for example in situations where direct contact is required with a student for positioning and assistance with eating or toileting, gloves will also be provided.
- ❖ Employees in school and office settings, in custodial and maintenance roles, should maintain physical distancing. In performing job duties where physical distancing is not possible (for example, work on boilers that require 2 people in close physical proximity around the boiler, etc.), PPE should be provided.
- ❖ Teachers and other workers may choose to wear non-medical masks on a voluntary basis. If workers choose to wear non-medical masks, they must be reminded that this is not an appropriate substitute for physical distancing in the workplace.
- ❖ Workers that wear PPE for protection against workplace hazards besides COVID-19 must continue to use that PPE as required. This includes gloves for new cleaning and disinfecting products that workers use because of COVID-19.
- ❖ Workers must be trained on the care, use and limitations of any PPE that they use.



Recommendations for specific situations in school settings:

- ❖ **When physical distancing of at least 2 metres cannot be maintained between staff and other staff or students:** PPE consisting of procedure/surgical mask and eye protection (such as goggles or face shield), e.g., during the course of work of Educational Assistants or specialized staff supporting students with special needs.
- ❖ **When there is potential contact with bodily fluids:** disposable gloves, e.g., during the course of work of custodial and caretaker staff.
- ❖ **When cleaning (where no potential contact with bodily fluids):** disposable gloves, during the course of work of custodial and caretaker staff, if required.
- ❖ A “kit” should be available in case a student, staff or essential visitor becomes ill while at the school for use by the ill individual and staff member attending to them and should contain alcohol-based hand rub, disposable gloves, surgical/procedural masks, eye protection, and a gown. Instructions on the proper use of PPE should be available on the outside of the kit.
- ❖ Face coverings (non-medical masks):
 - May not be tolerated by everyone based on underlying health behaviour issues or beliefs. Consideration should be given to mitigating any possible physical or psychological injuries that may inadvertently be caused by wearing a face covering (e.g., interfering with the ability to see or speak clearly).
 - Are not recommended for children, particularly those under the age of two.
 - Should be changed if visibly soiled, damp or damaged.
 - If worn or disposed of incorrectly could lead to increased risk of infection.
- ❖ It is recognized that parents may choose to send a cloth mask to school for their children to wear. In such cases, parents would be responsible for the safe use/compliance during the school day and ensuring the cleanliness of the mask.
- ❖ Staff and essential visitors may also choose to wear a mask and would be responsible for the safe use and cleanliness of the mask and proper disposal.



D. MAINTAINING HEALTHY ENVIRONMENTS

i. Environmental cleaning

Refer to Public Health Ontario's Environmental Cleaning fact sheet (PDF).

Refer to Health Canada's Hard-surface disinfectants and hand sanitizers (COVID-19) for approved products.

- ❖ **Cleaning products:** Products that provide both the cleaning and disinfection action are preferable due to ease of use (e.g., hydrogen peroxide products). Only use cleaning and disinfectant products that have a Drug Identification Number (DIN). These should be used according to the manufacturer's instructions.
- ❖ **Cleaning program:** Schools should develop a program for cleaning and disinfection of schools, including reviews of:
 - Existing practices to determine where enhancements might be made, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, child safety, staffing, signage, and PPE for cleaning staff; and
 - Inventory to determine items to be stored, moved or removed altogether to reduce handling or the challenges associated with cleaning them (e.g., porous or soft items such as stuffed toys, area rugs, fabric upholstered seating).
- ❖ **High touch surfaces:** Cleaning plus disinfection twice daily is suggested at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on use and soiling.
 - This includes washrooms (e.g., toilet fixtures, faucets), eating areas (e.g., tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, pushbuttons, handrails, computers, photocopiers, sports equipment.
- ❖ **Outdoor surfaces:** While surfaces on playgrounds need routine cleaning with soap and water but not disinfectant, including high touch surfaces made of plastic or metal, cleaning of wooden surfaces is not recommended.



- ❖ **Shared objects:** Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or the objects should be cleaned between each use.

- ❖ **Where an individual is suspected of having COVID-19 at school:**
 - Establish a protocol for identification and communication of suspected/confirmed cases to administration and relevant staff to determine contaminated areas and carry out cleaning and disinfection, including timing, return to use, methods, PPE, waste disposal.
 - Identify areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 metres of the ill person) versus cleaning alone (such as a hallway or room where the individual has passed through).
 - Use disposable cleaning equipment, such as disposable wipes, where possible.
 - Remove all items that cannot be cleaned (paper, books, etc.) and store them in a sealed container for a minimum of 7 days.

ii. Cohorting

- ❖ The purpose of cohorting is to limit the mixing of students so that if a child or employee develops an infection, the number of exposures would be reduced.

- ❖ Classes must 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.

- ❖ While close contact may be unavoidable between members of a cohort, general infection prevention and control practices, and, for older students, physical distancing, should still be maintained where possible.

- ❖ Where possible, the same teacher should remain with the class, or if different teachers are required, having staff come to the classroom so students do not have to change rooms.



- ❖ The use of supplies and equipment should be limited to one cohort at a time, and the supplies and equipment should be cleaned and disinfected between use.
- ❖ Cohorts that utilize a room/space that is shared by cohorts or has other user groups must ensure the room/space is cleaned and disinfected before and after using the space. Consider posting a cleaning log to track cleaning.
- ❖ In shared outdoor spaces, 2 metres should be maintained between cohorts and any other individuals outside of the cohort.
- ❖ Play structures can only be used by one cohort at a time and must be cleaned and disinfected before and after used by each cohort.
- ❖ Plans should be made to prevent the mixing of cohorts in washrooms/change rooms and to frequently clean and disinfect shared surfaces in washrooms/ changerooms.

iii. Physical distancing

- ❖ Encourage physical distancing as much as possible between students, cohorts, staff and essential visitors. Re-orienting the school's physical environment to support physical distancing may reduce the reliance on individual-level behavioural measures that may be impractical, particularly for younger students.
- ❖ Outside of cohort arrangements, younger children and children with special needs will have a harder time following advice for physical distancing and may require other strategies (e.g. smaller class sizes for younger children). Information should be presented to students in an age- and developmentally appropriate way.
- ❖ Classrooms
 - When children are in the classroom, to the greatest extent possible, efforts should be made to arrange the classroom furniture to leave as much space as possible between students.
 - Smaller class sizes, if feasible, will aid in physical distancing.
 - If weather permits, consideration could be given to having classes outside.



- ❖ Adjustments to movement throughout the school
 - Create designated routes for students to get to and from classrooms, including different and separate entrance points for students in different grades.
 - Provide visual cues/physical guides, such as tape on floors or sidewalks and signs/posters on walls, to guide appropriate distances in lines/queues and at other times (e.g., guides for creating “one-way routes” in hallways).
 - Stagger periods of student movement around the school and discourage students from congregating in the hallways.

- ❖ Drop-off/pick-up
 - Develop procedures that support physical distancing and separate cohorts as best as possible, e.g., staggering times, using signage/markings on the ground to direct students through the entry/exit steps.
 - Pick-up and drop-off of students should happen outside the school unless it is determined that there is a need for the parent/guardian to enter the setting.
 - Parents should be educated on the role they play in mitigating the spread of COVID-19 through physical distancing at school - they should be provided with guidance on drop-off and pick-up procedures to discourage congregating at school entrances.
 - Personal belongings brought to school should be minimized. If brought to school, personal items, e.g. backpack, clothing, sun protection, water bottles, food, etc., should be labeled and stored separately, in cubbies/designated areas or lockers.

- ❖ Shared spaces
 - Close communal use spaces such as cafeterias, if possible, or stagger their use, ensuring physical distancing, and clean and disinfect between use.

- ❖ Staff to staff contact
 - Assign staff to dedicated work areas as much as possible; discourage staff from sharing phones, desks, offices and other tools and equipment.
 - Consider alternative approaches, such as a virtual staff room.



- ❖ Large gatherings/assemblies
 - Large gatherings/assemblies should be cancelled for the immediate future.
 - Choir practices and band practices pose a higher level of risk and special consideration should be given to how they are held, the room ventilation and the distance between performers. Instruments should not be shared between students.

- ❖ Outdoor activities
 - During outdoor activities such as recess, physical distancing should not be required.
 - Children should perform hand hygiene prior to outdoor play/playground use. There should be a low threshold to close the play structures if there are cases in the school.
 - Sports and physical education classes should be encouraged and continue, according to available protocols. There should be special consideration as to whether restarting sports with a high degree of physical contact (i.e. rugby, football and wrestling) should be postponed or modified for the present time.

- ❖ Lunch breaks
 - To the greatest extent possible, students are encouraged to eat lunch in their classroom with their cohort to ensure chances of contact and transmission are minimized.
 - Stagger break and lunchtimes to allow students to wash hands before eating, without creating congestion in washrooms or handwashing stations.
 - If weather permits, consideration could be given to having lunch breaks outside.

- ❖ With respect to eating and drinking at school:
 - Ensure students and staff perform proper hand hygiene before and after eating.
 - Ensure each student has their own drink bottle that is labelled, kept with them during the day and not shared.
 - Fill water bottles rather than drinking directly from the mouthpiece of water fountains.



- Ensure each student has their own individual meal or snack with no common food items.
 - Remove self-serving food items.
 - Clean multi-use utensils after each use.
 - Reinforce “no food sharing” policies.
 - Do not plan activities that involve students in preparing or serving food.
 - Ensure physical distancing is maintained while students are eating.
- ❖ Third-party food services, including nutrition programs, must be delivered in a way that any student who wishes to participate can do so. “Grab and Go format” is preferred. All surfaces, bins and containers for food must be disinfected prior to and after each use.
- ❖ Prohibiting non-essential visitors
- Limit parents, volunteers for classrooms, guests and others inside the school
 - The use of video and telephone should be used to interact with families, where possible, rather than in person.
- ❖ Physical infrastructure
- It is expected that environmental conditions and airflow influence the transmissibility of COVID-19.
 - Adequately ventilated classroom environments are expected to be associated with less likelihood of transmission compared with poorly ventilated settings
 - Avoid recirculation of air, as far as practically possible and ensure clean filters.
 - In general, ventilating indoor environments with fresh air, whether by increasing the outdoor air ratio of the HVAC system settings as much as possible or by opening windows, and avoiding or reducing recirculation, will dilute the air exhaled by the occupants including any infectious particles. Even if this is not feasible for the whole facility, consider for higher risk areas, e.g., where crowding may be an issue.
 - Recommended maintenance measures for air handling systems (including inspection and replacement of filters, if applicable) are essential to follow.
- ❖ There may be instances of bladed and bladeless fan and portable air conditioner use in schools which also generate air currents that could affect respiratory droplets.



- Minimizing their use as much as possible (e.g., lowest setting), and making adjustments to direct the airflow upwards, away from surfaces and occupants may help gradually mix exhaled respiratory droplets while minimizing turbulence.
 - These devices also require regular maintenance, e.g., surface cleaning including the blades; following manufacturer's directions for maintenance and removing any moisture or water collected from the portable air conditioners.
-
- ❖ Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms, risk of bees/wasps, to students and staff) and ensure that COVID-19 measures do not introduce new occupational hazards to the setting (e.g., do not prop open fire doors to increase ventilation/reduce exposure to frequently touched door handles).

E. MAINTAINING HEALTHY OPERATIONS

i. Risk mitigation for students at higher risk of infection

- ❖ Some children may be at higher risk of adverse outcome from COVID-19 infections due to underlying medical conditions such as immunocompromised states or chronic medical conditions such as cardiac and lung disorders.
- ❖ Children with underlying conditions may attend school as they would per usual. However, it is important for parents to work with their child's healthcare providers so that an informed decision can be made in this regard. This is particularly relevant for children with newly diagnosed illnesses requiring the first-time use of new or augmented immunosuppression.
- ❖ In the event that such children have a documented exposure to the virus, it is recommended that their care providers be contacted for further management.

ii. Protection of staff and at-risk persons or families



- ❖ Risk mitigation for teachers and other staff should be similar to those recommended for other public settings, as restrictions are eased and taken into account the appropriate institutional guidance relating to at-risk staff.
- ❖ Physical distancing of school staff from children and other staff should be emphasized.
- ❖ In general, masks should not be required for school staff if physical distancing is practiced appropriately. If close contact with others cannot be avoided the option of using a mask may be reasonable. However, if used in the classroom, the teacher should explain the rationale to the children.
- ❖ Public health guidance should be followed to mitigate risks in situations where children and at-risk siblings or older adults reside within the same home.

iii. Screening/self-assessment

Refer to the COVID-19 Reference Document for Symptoms (PDF) on Ontario's COVID-19 website.

- ❖ It is essential that strict exclusion policies are in place for symptomatic students and staff.
 - Staff and students should be educated not to come to school if they are symptomatic or ill or if someone they have come in close contact with, including within their household, is ill with suspected or positive COVID-19 in the past 14 days.
 - Schools should consider developing protocols for supporting ongoing learning for students who may be required to remain home for a period, through online or other means.
- ❖ Student screening: Parents/caregivers should be provided a checklist to perform daily screening of their children before arriving at school.



- ❖ Staff screening: Self-assessment tools should be made available to staff to ensure awareness of possible symptoms of COVID-19. Staff who suspect they may have symptoms should stay home and seek testing.
- ❖ Signs should be posted at entrances to the school to remind students, staff, parents/caregivers, and essential visitors with information on protocols.
- ❖ Teachers and other staff members should be provided with information on signs and symptoms of COVID-19 in children so that appropriate action can be taken if children develop symptoms during the day. Students, in particular, should be monitored for atypical symptoms and signs of COVID-19. Due to the wide range of symptoms for COVID-19 and evolving understanding of the disease, a low threshold for symptoms is advised.
- ❖ Teach children/youth in age-appropriate and non-stigmatizing language how to identify symptoms of COVID-19 and instruct them to speak to a staff member immediately if they are experiencing symptoms.
- ❖ Schools must keep daily records of anyone (e.g. students, parents/caregivers, staff and essential visitors) entering the school setting.
- ❖ Records (e.g., name, contact information, time of arrival/departure, screening completion, etc.) must be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

F. MANAGEMENT OF INDIVIDUALS WITH SUSPECTED COVID-19, CASES AND OUTBREAKS

Refer to the COVID-19 Reference Document for Symptoms (PDF) on Ontario's COVID-19 website as well as Local public health units.

- ❖ Case and contact management are part of a broader plan to limit exposure to COVID-19 in schools.



- ❖ A “close contact” is a person with close, prolonged contact with a probable or confirmed case while the individual was ill.
- ❖ Records (e.g., name, contact information, time of arrival/departure, etc.) must be kept up to date and available to facilitate contact tracing.
- ❖ The Head is mandated to report infectious diseases under the *Health Protection and Promotion Act*. Principals inform local public health units (PHUs) and PHUs recommend closure, provide notices, or make other recommendations, e.g., additional testing, self-isolation, cleaning advice.

i. Suspected cases

Schools must have protocols in place:

- ❖ With the local PHU around steps to take where COVID-19 is suspected, e.g., identifying close contacts.
 - To notify parents/caregivers if their child begins to show symptoms of COVID-19 while at school, including the need for immediate pick-up and an area to isolate the student until pick-up.
 - If a student begins to experience symptoms of COVID-19 while attending school, it is recommended that they be immediately separated from others in a separate room until they can be picked up. In addition, where possible, anyone who is providing care to the individual should maintain a distance of at least 2 metres.
 - If a staff member develops COVID-19 symptoms, they should return home and self-isolate immediately. If they cannot leave immediately, the staff member should be isolated in a specific place until they are able to leave.
- ❖ A “kit” should be available in case a student, staff or essential visitor becomes ill while at the school for use by the ill individual and staff member attending to them; the kit should contain alcohol-based hand rub, gloves, surgical/procedural masks, eye protection, and a gown. Instructions on proper use of PPE should be available on the outside of the kit.



- ❖ Tissues should be provided to the individual to support proper respiratory etiquette, along with guidance on proper disposal of the tissues.
- ❖ Environmental cleaning/disinfection is required of the space and items used by the individual.

ii. Testing

- ❖ Schools should follow current provincial testing guidance.
- ❖ The local PHU will provide guidance on steps to take where an individual tests positive for COVID-19.
- ❖ If the staff member's illness is determined to be work-related, in accordance with the *Occupational Health and Safety Act (OHSA)* and its regulations, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection to the:
 - Ministry of Labour, Training and Skills Development;
 - Joint health and safety committee (or health and safety representative)

iii. Contact tracing

- ❖ When a positive case is identified, PHUs conduct contact identification and follow-up with identified contacts. PHUs will require support from the school, e.g., student attendance records, contact information.
- ❖ Schools must keep daily records of anyone (e.g. students, parents/caregivers, staff and essential visitors) entering the school setting.
- ❖ Records (e.g., name, contact information, time of arrival/departure, screening completion, etc.) must be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.



- ❖ Contacts are informed that they have been exposed and are provided with public health guidance. Contact tracing should occur within the first 48 hours of a new positive case.
- ❖ To support successful case and contact management, schools should:
 - Keep up-to-date contact lists, including support staff and essential visitors;
 - Educate parents around contact tracing strategies; and
 - Develop rapid response capability.

iv. Outbreak considerations for schools

- ❖ Additional guidance is expected to be provided. The general principles include:
 - Rapid response based on well understood roles and responsibilities and defined processes across ministries, local schools, local public health and other key stakeholders;
 - A consistent provincial policy approach, with variability as appropriate;
 - Proactive approach to case and outbreak management, with low thresholds for action; and
 - Early identification of cases to local public health enabled by surveillance activities.
- ❖ The approach to outbreak interventions will be scaled, adaptable and measured, including:
 - Consideration of case numbers, confidence in cohorting implementation, number of cohorts impacted, local epidemiology and consideration of the needs of vulnerable student populations; and
 - Closures and/or cohort quarantining to allow for case and contact management and investigations, environmental cleaning and/ or to interrupt transmission.
- ❖ The approach will include consistent and coordinated communication to all stakeholders.



APPENDIX C: TRANSPORTATION

- ❖ Schools are encouraged to refer to Transport Canada’s recently issued Federal Guidance for School Bus Operations and to consider the following:
- ❖ Encouraging active forms of travel or private transportation by parents and caregivers, where possible, to ease pressure on transportation demand;
- ❖ Reviewing transportation eligibility policies (e.g., walk distances, courtesy rider) to focus available transportation capacity on students who would be unable to reach school without it;
- ❖ Surveying parent intentions to assess transportation service needs (e.g., through a transportation opt-in process);
- ❖ Supporting physical distancing between students on school vehicles by considering planning parameters of one student per seat (unless the students are in the same household) and having students from the same classroom cohort sit in the same area, where possible;
- ❖ Where physical distancing is not possible, consider the use of non-medical face coverings or masks for students;
- ❖ Reviewing planning parameters such as limiting transfers and the number of students at a bus stop, to reduce exposure;
- ❖ Enhancing cleaning protocols for frequently touched surfaces (e.g., handrails, seatbacks) to at least twice daily;
- ❖ Making alcohol-based hand sanitizer available on vehicles;
- ❖ Assessing whether the use of personal protective equipment (e.g., surgical/procedure mask and eye protection (face shield or goggles)) for school bus drivers, school bus monitors, and student aides is necessary if they are unable to maintain physical distancing when transporting students; and
- ❖ Supporting accommodations for immunocompromised students, medically vulnerable students, and students with special transportation needs.

A. STUDENT TRANSPORTATION GUIDANCE

In this guidance document, examples are provided while recognizing that responses to COVID-19 will not be a “one size fits all” model - each school and transportation operator will need to take



different factors and local circumstances into account and work with their local public health units and school bus operators in considering and developing their own approaches.

This guidance document recognizes that not all recommendations may be feasible or appropriate in every circumstance. Rather, it is intended to set forward best practices and tips that should be considered where feasible and appropriate.

On May 29, 2020, Transport Canada released general federal guidance for student transportation, which includes guidance for bus trips, enhanced cleaning protocols, shields and enclosure systems. The ministry encourages schools, together with their school transportation operators, to consider the following:

B. SELF-ASSESSMENT

- ❖ School bus drivers, monitors, and aides should not report to work if they have symptoms associated with COVID-19 or they think they have been exposed to COVID-19. They should visit Ontario's COVID-19 website to determine if they need a test and where to find an assessment centre.
- ❖ Students who have symptoms associated with COVID-19 or think they have been exposed to COVID-19 should not be taking student transportation and should stay home. They should visit Ontario's COVID-19 website to determine if they need a test and to find an assessment centre.
- ❖ If a student develops symptoms while at school, they should not take the school bus home and should be picked up by a parent/guardian or caregiver.

C. ALTERNATIVE TRANSPORTATION

- ❖ Parents/guardians and caregivers are encouraged to use active forms of travel or private transportation, where possible, to ease pressure on transportation demand.
- ❖ Schools may encourage other modes of travel to school, such as active school travel, by ensuring appropriate infrastructure is in place.



- ❖ Where student transportation is not provided (either by parent choice or capacity constraints), schools must inform parents and share what alternatives might be available.
- ❖ Consider pick-up and drop-off times for private transportation to avoid congestion around schools (e.g., segment by grade(s), cohort).

D. PHYSICAL DISTANCING

- ❖ Students, parents and caregivers should, where possible, maintain a minimum of 2 metres (6 feet) of distancing between people when waiting at school bus stops.
- ❖ Maintain physical distancing between students on school vehicles by reducing vehicle capacity. Consider planning parameters of one student per seat and having students of the same classroom cohort sit in the same area where feasible.
- ❖ Students of the same household may be permitted to share seats.
- ❖ Physical and visual cues may be used on school vehicles to reinforce health and safety measures (e.g., seat markers on a bus to indicate how students may safely observe physical distancing).
- ❖ Physical distancing may 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).

E. CLEANING AND HYGIENE

- ❖ Develop cleaning protocols including the required cleaning equipment, surfaces to be cleaned, and frequency. Schools should reference guidelines from Health Canada and Public Health Ontario (PDF) when developing these protocols.
- ❖ Frequently touched surfaces (e.g., handrails, seats, seat belts, floors, windows, steering wheel) should be cleaned and disinfected at least twice per day.



- ❖ Consider making alcohol-based hand sanitizer available on vehicles.
- ❖ Consider ventilation and air circulation in all school vehicles.

F. PERSONAL PROTECTIVE EQUIPMENT AND FACE COVERINGS

- ❖ Assess whether the use of personal protective equipment (e.g., surgical/procedure mask and eye protection (face shield or goggles)) for school bus drivers, school bus monitors and student aides is necessary if they are unable to maintain physical distancing and separation when transporting students. (See additional guidance provided by Transport Canada for personal protective equipment).
- ❖ Where physical distancing is not possible, consider the use of non-medical face coverings or masks for students.
- ❖ Any physical barrier or modification should be compliant with all applicable federal and provincial legislation and not interfere with or affect the safe operation of the vehicle. (See federal guidance document.)

G. ADDITIONAL CONSIDERATIONS

- ❖ Schools and transportation operators may consider surveying parent intentions to assess transportation service needs (e.g., through APPENDIX B a transportation opt-in process).
- ❖ Schools and transportation operators may consider reviewing transportation eligibility policies (e.g., walk distances, courtesy riders) to focus available transportation capacity on students who would be unable to reach school without it.
- ❖ For regions in which public transportation is a mode of transportation for eligible students, schools may provide guidelines for how students may safely use public transportation (e.g., face coverings, physical distancing). Schools and transportation



operators are encouraged to consider the Ministry of Transportation's guidance on public transit as well as guidance from their local public transit agency.

- ❖ Accommodations for immunocompromised and otherwise medically vulnerable students, and students with special transportation needs, may be necessary (e.g., arrange separate vehicles, assign seating at front of school bus).
- ❖ Schools and transportation operators may consider reviewing planning parameters such as limiting transfers and the number of students at a bus stop, to reduce exposure.
- ❖ School bus drivers, school bus monitors, and student aides should receive appropriate training to ensure that introduced health and safety measures are understood, followed and enforced.
- ❖ Health and safety measures should be clearly communicated to parents and guardians of students to ensure their comfort with the adapted transportation system and receive their support in having students understand and follow guidelines.
- ❖
- ❖ Schools and transportation operators should develop communication protocols to report suspected or confirmed cases of COVID-19 of school bus drivers, monitors, aides and transported students to their local public health unit.



APPENDIX D: BISTRO PLAN

SCENARIO 1:

- ❖ Only the Meal Plan lunch will be available.
- ❖ There will be no swipe card or cash
- ❖ Food options available.
- ❖ The Bistro will not be open for walk-in lunch service.
- ❖ The Bistro will be serving a limited menu.
- ❖ The menu options will be posted weekly. Students will need to pre-order before the end of the school day on Friday for the following week.
- ❖ The Meal Plan will include a choice of a hot lunch option, sandwich and salad, or the big salad of the day with a choice of drink, fresh fruit and snack of the day. All food items will be prepackaged in disposable containers.
- ❖ Lunch service will be staggered.
- ❖ Teachers will come to the dining hall to pick up the bagged lunches for the students. A member of the kitchen staff will be available to help with delivering the lunches if needed.
- ❖ Teachers and kitchen staff will sanitize their hands before and after delivering the lunches to their classrooms.
- ❖ No items will be returned to the Bistro.
- ❖ Students will be expected to dispose of any lunch packaging in the appropriate recycling bins.



SCENARIO 2:

- ❖ Only the Meal Plan lunch will be available.
- ❖ There will be no swipe card or cash
- ❖ Food options available.
- ❖ The Bistro will only be open for lunch service and serving a limited menu.
- ❖ The menu options will be posted weekly. Students will be encouraged to look at the menu before lunch service to preselect meals to expedite service.
- ❖ Meal Plan will include a choice between two hot options, sandwich and salad or the big salad of the day with a choice of drink, fresh fruit and snack of the day.
- ❖ Lunch service will be staggered. Teachers will dismiss only Meal Plan students at the proper time slot.
- ❖ Only students that have signed up for the meal plan will be allowed in the Bistro.
- ❖ Customers will sanitize their hands upon entering the Bistro.
- ❖ All the cold lunch items will be available from the grab n go fridge. All the food items from the grab n go fridge will be prepackaged.
- ❖ All hot food items will be available from the steam table. All hot items will be prepackaged and served from the kitchen.
- ❖ A cashier will be at the exit to handout paper bags, individually wrapped cutlery and individual condiments if needed.
- ❖ Eating in the dining hall will not be permitted.
- ❖ Students will be expected to sanitize their hands when exiting the dining hall.



- ❖ No items will be returned to the Bistro.
- ❖ Students will be expected to dispose of any lunch packaging in the appropriate recycling bins.

SCENARIO 3:

- ❖ Only the Meal Plan and Swipe Card option will be available. Cash will not be accepted.
- ❖ The Bistro will only be open for lunch service and break times.
- ❖ The bistro will be serving a limited menu.
- ❖ The menu options will be posted weekly. Students will be encouraged to look at the menu before lunch service to preselect meals to expedite service.
- ❖ Lunch service and break times will be staggered.
- ❖ Lunch will include a choice between two hot options, sandwich and salad or the big salad of the day with a choice of drink, fresh fruit and snack of the day.
- ❖ A variety of prepackaged snacks and baked goods will be available during break times.
- ❖ Only students that have signed up for the swipe card option will be allowed in the Bistro during break times.
- ❖ Customers will sanitize their hands upon entering the Bistro.
- ❖ All the cold lunch items will be available from the grab n go fridge. All the food items from the grab n go fridge will be prepackaged.
- ❖ All hot food items will be available from the steam table. All hot items will be prepackaged and served from the kitchen.



- ❖ A cashier will be at the exit to handout paper bags, individually wrapped cutlery and individual condiments if needed.
- ❖ Eating in the dining hall will not be permitted.
- ❖ Students will be expected to sanitize their hands when exiting the dining hall.
- ❖ No items will be returned to the Bistro.
- ❖ Students will be expected to dispose of any lunch packaging in the appropriate recycling bins.



APPENDIX E: HEALTH AND PHYSICAL EDUCATION GUIDELINES

The mental, emotional and physical health of our students is our top priority. As part of our plan to address the wellbeing of our students, all Health and Physical Education (HPE) classes will be offered as part of the regular school schedule. In order to ensure the safety and health of students and teachers we will adhere to the directives provided by Ontario Ministries of Education and Health, local public health authorities and PHE Canada. Recommendations may be adjusted as necessary.

GUIDELINES:

- ❖ Physical Education classes will be delivered outdoors as much as possible. When outside, social distancing guidelines will still be reinforced.
- ❖ In order to facilitate physical distancing guidelines:
 - the only activities offered will be those that can ensure the proper distance (no invasive sports)
 - the field will have grid lines added
 - teachers may use pylons or chalk to mark distances
 - teachers may use offsite locations to provide more distance between classes
 - physical distancing guidelines will be consistently reinforced throughout activities
- ❖ Masks should be worn indoors and whenever physical distancing is not possible outdoors. Students will be asked to wear their mask and to not remove them until directed by the teacher (when physically distanced outside).
- ❖ It is not advisable to wear a mask during intense cardiovascular endurance activities, consequently they must be done outside with appropriate distance
- ❖ Physical Education will be taught outside regardless of the weather. Students and their parents will be provided with a list of clothing required, in addition to the gym uniform, in order to ensure students are prepared.
- ❖ Classes will not proceed outside if there is a thunderstorm or Ottawa Public Health issues:
 - A Heat Warning (Humidex of 40°C or more for two consecutive days) or a Heat Emergency (Huidex of 45°C or more or situational factors)
 - A Frostbite Alert (Wind chill of -25°C or colder) or a Frostbite Warning (Wind chill of -35 or colder)
- ❖ Students must supply their own labeled water bottle and yoga mat.
- ❖ Students are able to wear their gym uniform to school or they will have the option to change for class if they are comfortable (this will not be mandatory). Students will not have access to the changerooms but may change in their hub classrooms if it is possible and they are comfortable.
- ❖ Students should wash their hands before and after physical education with warm water and soap for a minimum of 20 seconds. If soap and water are not available, hand sanitizer may be used as a substitute.
- ❖ We acknowledge that using no equipment provides the lowest risk of transmission however, for many units, equipment is needed. In order to minimize the risk when equipment is being used for a unit, each



class will have access to their equipment for their entire unit. Students will be assigned their own individual equipment that they will use throughout the unit. Equipment will be stored in a labelled box for each student between classes. At the completion of the unit, all equipment will be sanitized before the next class uses it.

- ❖ For sending and receiving activities, the amount of hand contact on the equipment will be minimized.
- ❖ Fitness equipment that does not require the use of hands such as agility ladders, pylons, etc...may be shared between classes but only touched by the teacher.
- ❖ If a teacher is taking their class offsite, they must sign in and out at reception and bring a first aid kit, phone and hand sanitizer.
- ❖ No outside instructors or volunteers may be used.
- ❖ In addition to providing physical activity opportunities, it is vital that HPE addresses the social and emotional needs of students by building relationships and connections between students, incorporating mental health and well-being lessons throughout all units and offering a robust health program.



APPENDIX F: TECHNOLOGY GUIDELINES

The physical technology office will be closed to students, staff, and faculty in the fall. All tech support will be first triaged by phone, email or Google Meet. Where needed either a follow-up appointment will be scheduled to address the issue or it will be recommended that the device is dropped off for repair.

DEVICE REPAIR PROCEDURE

- ❖ Students, Staff and Faculty will be able to drop any device requiring repair to the designated spot outside the technology office.
- ❖ The device will be disinfected with isopropyl alcohol
- ❖ The device will be repaired
- ❖ The repaired device will again be disinfected with isopropyl alcohol before being returned.
- ❖ If a spare computer is required for the duration of the repair it will be provided. It also will be disinfected with isopropyl alcohol.
- ❖ The Student, Staff, or Faculty member will be notified via email or phone that their device is ready for pick-up.

JUNIOR SCHOOL

- ❖ There will be no shared MacBooks or iPads.
- ❖ All students will instead be encouraged to bring their own device from home.
- ❖ Any students who do not have a device will be designated a specific MacBook from a MacBook cart. These specific MacBooks are to be used by ONLY the one student designated. They will be disinfected before the start of the school year.
- ❖ We will work with the Junior School to develop a procedure for bringing borrowed MacBooks to and from school.

BORROWING CHARGERS

(we're trying to decide if it's a good idea to lend charger)

- ❖ If a student, staff or faculty member would like to borrow a charger they must first book one using our online charger sign out system. I guess we will need to move the signout iPad into the hall somewhere so that they can do the signout there. The issue is that they will have to touch the iPad so it would have to be disinfected after each use?
- ❖ The charger will be placed in the designated pick-up area
- ❖ When finished the charger will be returned



- ❖ The charger will be disinfected with Isopropyl alcohol and stored
- ❖ The charger will be signed back in by either the tech department or borrower.
- ❖ We could also look into more charging stations or will that be too much of a germ risk?
- ❖ You might have mentioned this but will the new laptop closet down by 221 be closed for the year or will students be allowed to temporarily store laptops there?

PRINTING

- ❖ Students will not be permitted to print
- ❖ Faculty will be permitted to print and copy.
- ❖ Each copier should have a hand sanitizer station nearby, hands should be sanitized before use.

OTHER

- ❖ As much as possible, any tech services that can be, will be administered remotely. Either, over the phone, Google Meet etc.
- ❖ Any time a member of the Tech department needs to be physically present to address a problem it will be done with physical distancing. It's possible this may require staff members to leave their office or cubicle for the duration of the repair.



APPENDIX G: SENIOR LIBRARY SERVICES

CONCIERGE BOOK BORROWING SERVICES

The library will be closed to students and faculty for browsing when school reopens in the fall. Library use will be made possible through our automated Elmwood library catalogue (our integrated library system, AccessIt). The system will allow students to see new book titles, search for books and put books on hold.

- ❖ Students will put books on hold in the catalogue
- ❖ The librarian will pull the reserved books from the shelves, bag, label and deliver the books to students as they become available.
- ❖ Only the librarian will be allowed in the stacks to access books.
- ❖ The holds will be pulled each day and delivered to homeroom locations in the morning.

BOOK RETURN PROCEDURE

- ❖ Library materials will be collected from the Book Drop on Mondays and Thursdays and quarantined in secure boxes for a minimum of 72 hours (3 days) at the back of the library.
- ❖ Gloves will be worn by the librarian to safely check in materials after the quarantine period is complete.
- ❖ Books will be checked in and returned to the library shelves

LIBRARY SERVICE CHANGES FALL 2020

Library Service	Updates for Fall 2020
Book Borrowing	Available through the Elmwood library catalogue. Book deliveries will be made daily to student homerooms.
Loans for Technology Items	Available either through the Technology office or by placing a hold in the Elmwood library catalogue. Items will only be available for next-day delivery to student homerooms.
Academic Honesty and Citation Help	Updated and robust guidelines for MLA citations and academic honesty will be made available to students and faculty online.



	Students will have the opportunity to book appointments with the librarian via Google Meet.
Reference and Research Assistance	Students will have the opportunity to book appointments with the librarian via Google Meet.
Printing/Photocopying	No longer available in the library.
Print magazines	Most print magazines will be eliminated this year. Magazines will not be on display in the library. Special requests can be made to the librarian by students and staff for back issues.
Newspapers	Consider purchasing a digital subscription to The Globe and Mail for faculty and student use.
Study spaces	Not available due to COVID-19 protocols

SUPPLIES NEEDED

- ❖ Build a top enclosure to close the book drop that is currently in the library. This way it can be placed outside the library for secure book returns. Alternatively we can purchase a new book drop (approximately \$1000 CAD)
- ❖ Boxes to quarantine books (2-4 paper boxes)
- ❖ Hand sanitizer
- ❖ Gloves
- ❖ Plastic/Paper bags for library concierge services

WORKS CONSULTED

OCLC. "REALM Project Test 2 Results Available." <https://www.webjunction.org/news/webjunction/test2-results.html>



REALM Project. “Test 1: Natural attenuation as a decontamination approach for SARS-CoV-2 on five library materials.” <https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/realms/test1-report.pdf>

SLJ Staff. “Novel Coronavirus Detectable on Board Books for Three Days | REALM Project Results.” <https://www.slj.com/?detailStory=REALM-project-releases-first-results-virus-undetectable-after-three-days-on-five-common-library-materials-covid-19>



APPENDIX H: CO-CURRICULAR AND ATHLETICS PLAN

ELMWOOD'S RETURN TO PHYSICAL ACTIVITY AND ATHLETICS PLAN

We acknowledge that physical activity is vital for students' physical, social and mental health. Consequently, we will aim to reintegrate students into physical activity as safely and quickly as possible. We will follow a multi-phased approach that will adhere to directives provided by the Ontario Ministries of Education and Health, local public health authorities, PHE Canada, CISAA and national and provincial sport associations. Phases and activities may be adjusted as necessary.

PHASE 1

- ❖ HPE Class will resume
- ❖ Physical Activity Co-Curricular Clubs will resume
 - Clubs will be both live and on-line
 - Live clubs will be offered one time per week by grade
 - Students will sign up for the club and attendance will be taken
 - All activities will be offered outside and physical distancing measures will be followed
 - When possible it will be offered by a staff member already working with the grade
 - Activities will have no equipment, students will bring their own equipment, assigned equipment that they will keep for the duration of the activity or equipment will be sanitized afterwards (least desired)
 - Most will run during the 12:10-1:00 timeslot
 - Examples: fitness, golf, yoga, HITT workouts, Cross-Country running, dryland rowing etc...

PHASE 2

- ❖ HPE classes and Physical Activity Co-Curricular Clubs will continue
- ❖ Low risk Individual Sports training will be introduced (cross-country running, golf, rowing, track, {tennis/badminton?})
 - Students will sign up for the team and attendance will be taken
 - All activities will be offered outside and physical distancing measures will be followed
 - Limited cohort mixing - perhaps two grades
 - When possible it will be offered by a staff member already working with at least one of the grades
 - Activities will have no equipment, students will bring their own equipment, assigned



- equipment that they will keep for the duration of the activity or equipment will be sanitized afterwards (least desired)
- No transportation will be allowed

PHASE 3

- ❖ HPE classes and Physical Activity Co-Curricular Clubs will continue and possibly expand
- ❖ Low risk Individual sport training and competition will begin. All of the expectations from Phase two will be followed with the following exceptions:
 - mixing can take place between cohorts and potentially other schools
 - transportation of teams is allowed for practice and competitive purposes
 - Alpine skiing, snowboarding and swimming can be added to the list of acceptable activities
- ❖ Modified practice can begin for lower risk team sports (Soccer, Flag Rugby, Volleyball, Basketball, Field Hockey and Ultimate)
 - Students will sign up for the team and attendance will be taken
 - Physical distancing measures will be followed when possible
 - Cohorts can mix
 - When possible it will be offered by a staff member already working with at least one of the grades
 - Activities will have no equipment, students will bring their own equipment, assigned equipment that they will keep for the duration of the activity or equipment will be sanitized afterwards (least desired)
 - No transportation will be allowed

PHASE 4

- ❖ HPE classes, Physical Activity Co-Curricular Clubs and Individual sports training and competition will continue
- ❖ Low risk team sports can proceed with practices and competitions
- ❖ High risk team sports (rugby) can begin with modified practices

General Principles

- ❖ 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.

- ❖ A screening procedures for athletes and coaches prior to all practices and games will be implemented
- ❖ Procedures in place for management of players or coaches with COVID-19 symptoms, or positive test results.
- ❖ Waivers for participants to execute prior to participating in sport activity.
- ❖ Students and coaches will be trained on new protocols.
- ❖ Modifications to games and season schedules will likely be necessary; accordingly, schools should be flexible in order to safely engage in athletic activities. For instance:
 - Schedules may not be traditional in nature.
 - Sports may be played “out of season” or over multiple seasons.
 - Common play dates may be required by sport, age group and/or gender.
 - Age groups may return to play at different times.
 - Modifications to game play and rules may be necessary and required.
 - Spectators may be limited or not permitted at all.

Fitness Room Guidelines

Physical fitness has been shown to have a positive impact on well-being, both physical and mental. In order to increase the opportunity for both staff and students to be active upon their return to school the fitness room will be available for use with the following guidelines:

- ❖ There can be a maximum of two people using the fitness room at a time. A 2-meter distance between users must be maintained at all times. Students using the room at the same time must be from the same cohort.
- ❖ Staff and students can sign-up for one 40-minute time slot per day.
- ❖ Sign-up will be posted electronically for the subsequent week by Friday at 12:10. Students and staff are able to sign-up for one time slot per day.
- ❖ Hands must be washed before and after using the fitness room.
- ❖ All equipment must be cleaned before and after using it.
- ❖ Windows must be opened when fitness room is in use.
- ❖ The fitness room will not be used by PE classes.