



CAMPUS REOPENING
SEPTEMBER 2020

**OPERATIONAL
READINESS PLAN**



Updated: November 18, 2020

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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 cohorting of 15 students or fewer, 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 by faculty who are on duty inside and outside. 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.

Junior School Timetable

Period 1/2	8:20am – 9:30am
Recess	9:30am – 10:00am
Period 3/4	10:00am – 11:20am
Lunch/Recess	11:20am – 12:10pm
Period 6/7	12:10pm – 1:40pm
Period 7/8	1:00pm – 2:10pm
Break	2:10pm – 2:30pm
Period 9/10	2:30pm – 3:45pm

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: The Junior School playground is open for use by individual grades each day. Only one grade will be able to use the playground each day and it will be cleaned between uses.

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 but the school will provide medical masks should students forget. 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.
- ❖ All measures will be reviewed weekly by the Director of Health and Wellness to be in line with OPH guidelines and the school community will be informed via email of the changes.



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://secureforms.ottawapublichealth.ca/screening-depistage/Workplaces-and-Post-Secondary>

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 is approved by



a Deputy Head. 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 are expected to quarantine any papers for 24 hours before distributing to students.

Staff: Health and Safety Guidelines for all staff to follow when returning to work during COVID-19 can be found here:

<https://www.ottawapublichealth.ca/en/public-health-topics/covid-19-information-for-workplaces.aspx>.



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: At the start of each day a member of staff on duty will welcome the students and ask if they have completed their daily self-screening tests. This will follow the screening questions as provided by OPH. Each student also must clean their hands with the provided hand sanitizer and have their temperature taken. 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 F 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.



STUDENT PREPARATION

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. The student will be greeted with hand sanitizer and the duty teacher will confirm that the student has taken the self-screening test as detailed [here](#). If they have not taken this measure the duty teacher will have the student answer the self-screening questions and take the student's temperature.

In Junior School the parking lot duty teacher will ensure distance is maintained upon entrance. Students will be required to wash/sanitize their hands as they enter the school and the duty teacher will confirm that the student has taken the [self-screening test](#). If they have not taken this measure, the duty teacher will have the student answer the self-screening questions and take the students temperature. Each school has temperature sensors available.

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 D.

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: Students will not be using instruments or singing at this time. Instead the focus will be put on music theory. The risks associated with singing and instrument usage, particularly wind instruments, has been communicated to staff, students and parents by email.

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.

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 and follow the Ottawa Public Health Guidance if their daughter displays any signs of illness. The most recent screening link can be found [here](#).

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

COMMUNICATING OUTBREAKS

The school will immediately communicate with our community in the event of any confirmed case of COVID-19 via email to our entire community:

- ❖ We will use the relevant communication supplied to the school by Ottawa Public Health and distribute to those who are required to self-isolate, quarantine, or be tested
- ❖ We will use the relevant communication supplied to the school by Ottawa Public Health and distribute to all members of our community

Additional measure to inform our community will include:

- ❖ Case information posted on our school website
- ❖ Notice at all main entrances

All cases will be reported to Ottawa Public Health immediately and also provided to the Ministry of Education. Any compliance issues connected to the 14-day quarantine period will be reported to local authorities.

Students and staff will all receive training and communication on a bi-weekly basis through virtual staff meeting and virtual assemblies to ensure they fully understand infection prevention and control strategies.

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

<https://www.ottawapublichealth.ca/en/professionals-and-partners/child-care-providers.aspx>

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.

International Students Quarantine/Isolation Plans

I. Quarantine/Self-Isolation Plan 1 *(Page 31-46)*

For student with accompanying parents, please read and sign:
“Elmwood School International Students Quarantine/Self-Isolation
Plan 1: Student with Accompanying Parent”.

II. Quarantine/Self-Isolation Plan 2 *(Page 47-64)*

For student with homestay arrangement, please read and sign:
“Elmwood School International Students Quarantine/Self-Isolation
Plan 2: Student with Homestay”.

III. The Essential Information *(Page 65-95)*

All international students and parents must read and understand the
Essential Information:

- The essential travel advices by the Government of Canada, including the compliance and enforcement of Quarantine Act;
- Information on face masks;
- Information on COVID-19 test centers in Ottawa;
- Emergency availability and location information of the Ottawa Hospital

I.

**Elmwood School
International Students
Quarantine/Self-Isolation Plan 1:**

**Student with Accompanying Parent
(No Homestay)**

The definition of a “**student with accompanying parent(s)**” is an international student who travels with one or both of her own parents from their home country to Canada, and lives with parent(s) in a new home the family rents or buys in Ottawa during the entire academic year at Elmwood School. This category of international students does not require homestay arrangement. The mandatory quarantine (*without symptoms*) or self-isolation (*with symptoms*) for both the student and accompanying parent must start on the day of arrival at Canada. Please read each of the following protocols in this quarantine/self-isolation plan:

Prior to your travelling to Canada, you (the student and accompanying parent(s)) must make the following preparations for quarantine/self-isolation:

All international students and parents must read and understand:

- the essential travel advices by the Government of Canada, including the compliance and enforcement of Quarantine Act;
- information on face masks;
- information on COVID-19 test centers in Ottawa;
- emergency availability and location information of the Ottawa Hospital.

The above information is listed in Section III “The Essential Information” (Page 65).

COVID-19 Testing:

- Test for COVID-19 virus 72 hours prior to your travel date. You should **only** travel if your test results are negative. You should **not** travel if you display symptoms or are tested positive for COVID-19 virus.
- Have you tested 72 hours prior to your travel date?
(Please circle: YES / NO)
- Is your test result negative? (**You should ONLY travel if your test results are negative.**)
(Please circle: YES / NO)
- Is your test result positive? (**You should NOT travel if you display symptoms or are tested positive for COVID-19 virus.**)
(Please circle: YES / NO)
- Please submit the result of your pre-departure COVID-19 testing to the school representative prior to your departure.

Mandatory Medical Insurance:

- The parent of student must purchase international medical insurance for the student at own expense.
- Ensure the medical insurance policy has coverage for COVID-19-related treatment.

- The medical insurance must be valid on the day when you arrive at Canada and throughout your stay in Canada.
- Have you purchased the international medical insurance for the student and yourself (parent)? (Please circle: YES / NO)
- The effective dates of your medical insurance policy:
Year _____ Month _____ Date _____
- Please carry a copy of your medical insurance policy with you at all time.
- Please attach **a copy of your medical insurance policy** with this plan.
- In the event that the parent has not purchased medical insurance three days prior to departure, the school will purchase medical insurance policies for the student and accompanying parent, and charge to the student's school account for reimbursement by the parents.
- The parents must be responsible for any expenses for medical care and/or medicine not covered by the medical insurance. Do you have enough funds for medical care and medicine in Canada?
(Please circle: YES / NO)

Credit Cards / Online Payment Apps:

- Ensure your credit cards can be used internationally and in Canada.
- Some of the online payment apps in your home country may not valid in Canada, please check before your departure.

Data Roaming

- Purchase international data roaming service at your own expense.

Online Order/Delivery Websites or Apps

- Familiar with local Ottawa food/grocery online order/delivery websites, or download online order/delivery apps:
 - T&T Supermarket online order and delivery: <https://www.tntsupermarket.com/>
 - Loblaw grocery online order and delivery: <https://www.loblaws.ca/pcx-delivery>
 - Metro grocery online order and delivery: <https://www.metro.ca/en/online-grocery>
 - Uber Eats grocery delivery: <https://www.ubereats.com/ca/category/ottawa-on/grocery>
 - Uber Eats food delivery: <https://www.ubereats.com/ca/city/ottawa-on>

Personal Protection Equipment (PPE):

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 location of quarantine
- The student and parent should also bring, in the carry-on luggage, masks, several pairs of gloves, a travel-size bottle of hand-sanitizer and disinfectant wipes.

Important Documents:

Please bring the following documents in your carry-on luggage:

- Passport;
- Study permit or permit confirmation document (if you have one);
- A complete Custodianship Declaration (*IRCC Form IMM 5646 (06-2019) E*) with both Page 1 and Page 2 notarized, which include the clear designation of custodian status and health care authorization/custodianship for students under the age of 18 in the case of emergency;
- Letter of Acceptance/Enrollment from Elmwood;
- Print copy of this Quarantine/ Self-Isolation Plan applicable to you;
- Medical insurance policies for both the student and accompanying parent;
- Hotel reservation confirmation;
- Rental car reservation (if applicable);
- Contact information for Elmwood School’s representative, including 24/7 emergency phone number.

Designated location for Quarantine/Self-Isolation:

- The student and accompanying parent must stay at this designated hotel approved by the public health authorities during the entire quarantine period. It is NOT an option to stay with a friend or relative, or a self-arranged Air B&B.

Courtyard by Marriott Ottawa Downtown

Address: 350 Dalhousie St, Ottawa, ON K1N 7E9

Phone number: +1(613)241-1000

Website: marriott.com

- Elmwood School will make reservation on behalf of the student and accompanying parent. The parent is responsible for all the expenses incurred during the hotel stay, and pay for the expenses with the parent’s own credit card.
- If the parent’s credit card does not work, Elmwood School will make the payment, then charge the amount to the student’s school account. The parents must reimburse the school as soon as possible.
- If there is no vacancy in this hotel, the school representative will make arrangement with another local hotel that is approved for quarantine stay by the public health authorities.

Upon Arrival – Please read and understand the following procedure:

- At the port of entry, prior to meeting anyone, the student and parent must follow a self-assessment procedure: <https://covid-19.ontario.ca/self-assessment/>
- The school representative will be at the airport to greet and meet the student and parent. The student and parent(s) must inform the representative of the self-assessment results.
- The school representative must wear a mask, and provide the arriving student and parent with a health and safety package, including new masks, wipes and hand sanitizers; and maintain at least 2 meters distance at all times.
- The school representative will explain the mandatory requirements of quarantine or self-isolation, and confirm the contact information of public health agencies, test centre information, hospitals, and the school's representative as provided in this plan.
- The school representative will ensure that the student and parent go straight to the designated quarantine hotel in a planned private transportation exactly the same as described below in this plan.

Local Transportation: Use only private transportation

Where possible, use only private transportation such as a private vehicle to reach your place of quarantine.

- How do you plan to travel to the place of quarantine/self-isolation?
 - Taxi (Please circle: YES / NO)
 - Please keep a receipt of your taxi ride with driver's name and taxi number or license plate.
 - ***If you have symptoms, please do not take taxi.***
 - Uber (Please circle: YES / NO)
 - Please keep a receipt of your Uber ride with driver's name and car license plate.
 - ***If you have symptoms, please do not take Uber.***
 - Driven in a friend's private vehicle (Please circle: YES / NO)
 - Please provide the driver's information:
 - Name:
 - Address:
 - Phone #:
 - Email:

- Driver's Licence #:
- Vehicle Licence Plate:
- Rental car (Please circle: YES / NO)
 - Please provide ***a copy of the rental car reservation.***
 - You **must wear a suitable non-medical mask or face covering** when picking up your rental car.
 - The parent who drives will need an **International Driver's Permit (IDP)** from your own country.
 - This is a special licence that allows motorists to drive internationally when accompanied by a valid driver's licence from their country.
 - You must apply for the IDP in your own country. You need to have this permit with you when you arrive in Ontario. You **cannot** apply for IDP in Canada.
 - For drivers from China, you will need a notarized English translation of a valid driver's licence issued in China accompanied by the original driver's licence.
 - For more info: <https://www.ontario.ca/page/drive-ontario-visitors>
 - Do you have an IDP or a notarized English translation of a valid driver's licence? (Please circle: YES / NO)
- Will you pay for the local transportation?
(Please circle: YES / NO)
- If the answer is **no**, please indicate who will pay for your transportation?

- In the event that the parent has/have not made local transportation arrangement and is/are not able to pay for the transportation, the school will arrange the local transportation for the student and accompanying parents, and charge to the student's school account for reimbursement.

You **must go directly to the designated hotel for quarantine/isolation** without delay and stay there for 14 days from the date you arrived in Canada.

- You **must wear a suitable non-medical mask or face covering** while in transit, unless you are alone in a private vehicle.
- You **must practise physical distancing** at all times.
- **Avoid contact with others** while in transit:
 - Remain in the vehicle as much as possible;
 - If you need gas, pay at the pump;
 - If you need food, use a drive through;
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

Mandatory Quarantine (if you have no symptoms)

To help reduce the spread of COVID-19

- **Go directly to your place of quarantine**, and avoid making any stops while in transit.
- **Check-in within 48 hours of arrival** through the [ArriveCAN app](#) or call **1-833-641-0343**.
- **Report your symptoms** through the [ArriveCAN app](#) or call **1-833-641-0343** every day until the end of your 14-day quarantine.

What you **cannot** do during the 14-day quarantine:

- You may not leave your place of quarantine unless it is to seek time-sensitive medical services, or you have received authorization for a limited release from quarantine on compassionate grounds and stringently follow directives provided.
- You may not have any guests even if you are outside and stay 2-m apart from them.
- Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

What you **can** do during the 14-day quarantine:

In the designated quarantine hotel, you may use private outdoor spaces (i.e. balcony).

Recommended during quarantine:

- Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your mouth and nose with your arm when you cough or sneeze.

You will be called from 1-888-336-7735 to verify your compliance during your 14-day quarantine.

The school representative will monitor daily your compliance with the quarantine; and report to police if there is any violation of the mandatory quarantine or isolation.

You must continue to monitor your health for 14 days

- You must do COVID-19 self-assessment **daily** through this online link: <https://covid-19.ontario.ca/self-assessment/>
- You must report **daily** to the school's representative the results by downloading and providing a copy of **COVID-19 Self-Assessment Result** every day.

If you start experiencing any symptoms of COVID-19 (new or worsening cough, shortness of breath, fever equal to or greater than 38°C, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms like abdominal pain, diarrhea, vomiting; or feeling very unwell):

- Inform your school representative;
- isolate yourself from others;
- follow the COVID-19 instructions of the local public health authority:
 - Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
 - Province of Ontario: <https://covid-19.ontario.ca/>
 - Multilingual Resources for Diverse Communities During COVID-19: <https://www.ottawapublichealth.ca/en/public-health-topics/multilingual-resources.aspx>

The 14-day period starts again if, during your quarantine period, you develop any signs and symptoms of COVID-19, including those noted above, or if you are exposed to another person subject to this Order who exhibits signs and symptoms or tests positive for COVID-19.

The school representative will make an arrangement to extend hotel reservation beyond the original 14-day quarantine. If the hotel vacancy is not available, the school representative will make an alternative hotel arrangement at another quarantine hotel approved by the public health authorities.

If the parent displays symptoms or is tested positive, but the student is not:

- Inform the school representative.
- The school representative will contact the student's custodian listed on the student's Custodianship Declaration.
- According to the Custodianship Declaration, the custodian is obligated to make necessary arrangements for the care and support of the student in place of the parents in the event of an emergency.
- The school representative will work with the custodian to make arrangement for the student to re-start a 14-day quarantine at a location agreed by the parent, the custodian and the school.
- The school representative will ensure that the custodian provides the student a single room and life necessities for the student.
- The school representative will ensure that the custodian will monitor and report to school the student's daily assessment results and quarantine compliance in accordance with the 14-day quarantine guidelines set by the public health authorities: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>
- In the event that the custodian is not able to fulfil his/her obligations to provide the student with a quarantine location and arrangement in accordance with guidelines set by the public health authorities, the school's representative, with the consent from the student's parent, will arrange the student to stay at a different room at the designated quarantine hotel:
Courtyard by Marriott Ottawa Downtown
350 Dalhousie St, Ottawa, ON K1N 7E9
+1(613)241-1000
- The minor student in quarantine will be accompanied by a representative from the school.
- The school will cover the expenses for the student during the quarantine stay. All expenses incurred must be reimbursed by the parents at a future date.
- **The 14-day period starts again** for the parent who has developed symptoms or test positive.
- The school representative will make an arrangement to extend hotel reservation beyond the original 14-day quarantine. If the hotel vacancy is not available, the school representative will make an alternative hotel arrangement at another quarantine hotel approved by the public health authorities.

If the student displays symptoms or is tested positive, but the parent is not:

- Inform the school representative;
- isolate from others;
- follow the COVID-19 instructions of the local public health authority:
 - Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
 - Province of Ontario: <https://covid-19.ontario.ca/>
- the 14-day quarantine starts again for both the student and parent;
- The school representative will make an arrangement to extend hotel reservation beyond the original 14-day quarantine. If the hotel vacancy is not available, the school representative will make an alternative hotel arrangement at another quarantine hotel approved by the public health authorities.
- the parent can stay at the same room with the student as this is the parent-minor relationship;
- the parent must wear face masks, avoid direct physical contact with the student, keep 2-metre physical distance at all time when possible, and disinfect any shared surfaces.
- The parent must do daily self-assessment (<https://covid-19.ontario.ca/self-assessment/>) and inform the school representative the results and any new symptoms.

If both the parent and student display symptoms or are tested positive:

- Inform the school representative;
- isolate from others;
- follow the COVID-19 instructions of the local public health authority:
 - Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
 - Province of Ontario: <https://covid-19.ontario.ca/>
- the 14-day quarantine starts again for both the student and parent;
- the parent can stay at the same room with the student as this is the parent-minor relationship;
- the parent must wear face masks, avoid direct physical contact with the student, keep 2-metre physical distance at all time when possible, and disinfect any shared surfaces;

- The parent must do daily self-assessment (<https://covid-19.ontario.ca/self-assessment/>) and inform the school representative the results and any new symptoms.

Mandatory Isolation (*if you have symptoms*)

You must isolate without delay

- Ensure you have a **suitable place of isolation** that has access to the **necessities** of life, and is not shared with those at risk of more severe disease. In this plan, the place of isolation is the designated quarantine hotel arranged by the school.
- **Do not isolate in places you can't separate yourself** from those who live with you.
- **Go directly to the place where you will isolate** without delay, and stay there for 14 days from the date you arrive in Canada.
- You must **wear a suitable non-medical mask or face covering** while in transit, unless you are alone in a private vehicle.
- **Practise physical distancing** at all times.
- **Do not take public transportation** (such as aircraft, municipal transit, taxis or ride-share services). Use private transportation only. The accompanying parent is advised to rent a car at a rental company at the airport.
 - Please provide **a copy of the rental car reservation**.
 - You **must wear a suitable non-medical mask or face covering** when picking up your rental car.
 - You will need an **International Driver's Permit (IDP)** from your own country.
 - This is a special licence that allows motorists to drive internationally when accompanied by a valid driver's licence from their country.
 - You must apply for the IDP in your own country. You need to have this permit with you when you arrive in Ontario. You cannot apply for one in Canada.
 - For drivers from China, you will need a notarized English translation of a valid driver's licence issued in China accompanied by the original driver's licence.
 - For more info: <https://www.ontario.ca/page/drive-ontario-visitors>
 - Do you have an IDP or a notarized English translation of a valid driver's licence from your home country?
(Please circle: YES / NO)

Or, if the student and parent(s) are driven in a friend's private vehicle, please provide the driver's information:

- Name:
- Address:
- Phone #:
- Email:
- Driver's Licence #:

- Vehicle Licence Plate:

- **Avoid contact with others while in transit:**

- Remain in the vehicle;
- Do not stay at a hotel on your way to your place of isolation;
- If you need gas, pay at the pump;
- If you need food, use a drive through;
- If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

To help reduce the spread of COVID-19

- Go directly to your place of isolation. **Do not make any stops while in transit.**
- **Check-in within 48 hours of arrival** through the [ArriveCAN app](#) or call **1-833-641-0343**.
- **Report your symptoms** through the [ArriveCAN app](#) or call **1-833-641-0343** every day until the end of your 14-day isolation.

Prohibited during the 14-day isolation:

- You may not leave your place of isolation unless it is to seek time-sensitive medical services.
- You may not have any guests even if you are outside and stay 2m apart from them.
- Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

Permitted during isolation:

In your designated quarantine hotel, you may:

- Live with family/friends who have not travelled with you provided you have a separate bedroom and bathroom, if possible.
- Use shared spaces such as a kitchen, provided you:
 - Limit interactions with others in the household and wear a mask or face covering if a 2m distance cannot be maintained;
 - Thoroughly and regularly clean common areas after use.

Recommended during isolation

- Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your mouth and nose with your arm when you cough or sneeze.

You will be called from 1-888-336-7735 to verify your compliance during your 14-day isolation.

The school representative will monitor daily your compliance with the quarantine, and report to police if there is any violation of the mandatory quarantine or isolation.

You must continue to monitor your health for 14 days

- The student and accompanying parent must complete COVID-19 self-assessment **daily** through this online link: <https://covid-19.ontario.ca/self-assessment/>
- You must report **daily** to the school's representative the results by downloading and sending a **COVID-19 Self-Assessment Result** every day.
- If your symptoms worsen or you develop new symptoms, follow the COVID-19 instructions of the local public health authority:
 - Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
 - Province of Ontario: <https://covid-19.ontario.ca/>
 - Multilingual Resources for Diverse Communities During COVID-19: <https://www.ottawapublichealth.ca/en/public-health-topics/multilingual-resources.aspx>
- You must inform your school representative of your new symptoms.

Mandatory COVID-19 Testing

The school representative must arrange the student and accompanying parent to take COVID-19 testing on Day 14 of the quarantine, or at any point when you have symptoms.

- The school representative will make an appointment with a testing centre on behalf of the student and accompanying parent.
- The school representative will make private transportation arrangement and to accompany the student and parent to a COVID-19 testing centre that is appropriate to the student's age;
- You **must wear a suitable non-medical mask or face covering** while in transit, unless you are alone in a private vehicle.
- You **must practise physical distancing** at all times.
- **Avoid contact with others** while in transit:
 - Remain in the vehicle as much as possible;
 - If you need gas, pay at the pump;
 - If you need food, use a drive through;
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.
- The cost of testing must be paid by the accompanying parent personally or through their medical insurance. If there is a problem of payment at the testing site, the school representative will make the payment, which is to be reimbursed by the parent(s).
- Return to the place of quarantine as soon as the testing is done.

Post-Quarantine Protocol for the Student and Accompanying Parent

- Continue to practice proper, recommended hygiene
- Practice physical distancing when outside of the home
- Wear masks when physical distancing is not possible
- Use proper coughing and sneezing etiquette
- The accompanying parent must inform the school representative of new address and contact info after settling down in a new residence.
- The school representative will continue to be available to the student and accompanying parent to provide support of medical care, including arrangements to testing and treatment, and mental health guidance.
- The school representative will continue to be available to the student and accompanying parent for social support and to help the student and parent adapt and integrate into the school community and life in Ottawa.

The School Representative's Responsibilities:

1. **The school's representative must be accessible to the student and parent before, during and after the quarantine.**
2. Ensure the student and accompanying parent do a COVID-19 testing prior to their departure, collect a copy of the testing results, and maintain the record.
3. Make reservation at a designated quarantine hotel. Extend the hotel reservation beyond the original 14 days of quarantine **if** the student and/or accompanying parent develop symptoms or tested positive, and must extend the quarantine. If the hotel vacancy is not available, the school representative will make an alternative hotel arrangement at another quarantine hotel approved by the public health authorities.
4. Daily monitoring of the student and accompanying parent for development of new symptoms by checking daily COVID-19 self-assessment results, collecting and keeping records.
5. Daily monitoring for compliance with the quarantine, and report to police if there is any violation of the mandatory quarantine or isolation.
6. Daily contact with the student and parent to check their physical and mental conditions, answer questions and provide support on basic life needs, test centers, and access to medical care, as well as mental health support, and social support.

7. Ensure the student and parent's essential needs are met, and know how to use apps recommended in this plan to order groceries, food and basic life necessities.
8. Make appointments and transportation arrangements for student and accompanying parent to visit a testing centre on Day 14 of the quarantine, or at any point when the student and parent have symptoms
9. Make arrangement to hospital, including calling 911 if it is an emergency. In the event that the parent is not able to process financial transactions due to illness, the school will cover the expenses, which must be reimbursed by the student's parents.
10. Collect and maintain the following records:
 - 1) Pre-departure COVID-19 testing results
 - 2) A copy of the **Custodianship Declaration** with both Page 1 and Page 2 notarized (*IRCC Form IMM 5646 (06-2019) E*)
 - 3) Medical insurance policy for Canada
 - 4) Flight information
 - 5) Hotel reservation
 - 6) Local transportation arrangement
 - 7) Daily self-assessment results (including the arrival date and final day in quarantine)
 - 8) Testing results on Day 14 or when showing new symptoms
 - 9) Daily records of compliance of quarantine, including report to police if violation of quarantine occurs, and subsequent consequences imposed by the police.
 - 10) Residence information after the 14-day quarantine
 - 11) Local contact info of the accompanying parent in Ottawa
 - 12) Daily school attendance (*online learning during quarantine*)

Key Contacts of Elmwood School:

Mr. James Whitehouse

Head of School

Email: jwhitehouse@elmwood.ca

Phone 613.749.6761 ext. 228

Mobile: 613.219.1511

(For parents, students and liaison with Ontario Ministry of Education)

Ms. Frances Marchand, B.Sc.N.

Director of Health, Safety and Wellness, Nurse/Counsellor

Email: fmarchand@elmwood.ca

Phone: 613.749.6761 ext.296

Mobile: 613.223.7825

(For parents, students and liaison with local PHU)

The student and parents must provide copies of the following documents to attach with this quarantine/isolation plan:

- **Medical insurance policies** for both the student and accompanying parent;
- Hotel reservation (if applicable);
- Rental car reservation (if applicable);
- A complete **Custodianship Declaration** with both Page 1 and Page 2 notarized (*IRCC Form IMM 5646 (06-2019) E*), which include the clear designation of custodian status and health care authorization/custodianship for students under the age of 18.

Declaration:

I/We, _____ and _____
(*please print the full names of the parents*) and my/our daughter _____
(*please print the full name of the student*), who is enrolled in Gr. _____ of Elmwood School, have read and understand **the essential travel advices, compliance and enforcement by the Government of Canada** and the **Elmwood School Quarantine/Self-Isolation Plan 1**, and will comply accordingly. Providing false or misleading information, and violation of quarantine are offences under the *Quarantine Act* and can result in fines and potentially prison time. I/We will be fully responsible for all the expenses incurred from the international travel, medical insurance, custodianship, accommodation, life necessities, transportation, COVID-19 testing, medical care, and any activities and consumptions before, during and after quarantine/isolation in Canada.

Signatures:

Parent 1: _____ (Print) _____

Parent 2: _____ (Print) _____

Student: _____ (Print) _____

Date: _____

Location: _____

II.

Elmwood School International Students Quarantine/Self-Isolation Plan 2:

Student with Homestay Arrangement

The definition of a “**student with homestay arrangement**” is an international student who travels alone from her home country to Canada, and lives with a homestay host family in Ottawa during the entire academic year at Elmwood School. The mandatory quarantine (*without symptoms*) or self-isolation (*with symptoms*) for the student must start on the day of arrival at Canada. Please read each of the following protocols in this quarantine/self-isolation plan:

Prior to your travelling to Canada, you (the student) must make the following preparation for quarantine/self-isolation:

All international students (and parents even if they are not traveling with the student) and homestay hosts must read and understand:

- the essential travel advices by the Government of Canada, including the compliance and enforcement of Quarantine Act;
- information on face masks;
- information on COVID-19 test centers in Ottawa;
- emergency availability and location information of the Ottawa Hospital.

The above information is listed in Section III “The Essential Information” (Page 65).

COVID-19 Testing:

- Test for COVID-19 virus 72 hours prior to your travel date. You should **only** travel if your test results are negative. You should **not** travel if you display symptoms or are tested positive for COVID-19 virus.
- Have you tested 72 hours prior to your travel date?
(Please circle: YES / NO)
- Is your test result negative? (**You should ONLY travel if your test results are negative.**)
(Please circle: YES / NO)
- Is your test result positive? (**You should NOT travel if you display symptoms or are tested positive for COVID-19 virus.**)
(Please circle: YES / NO)
- Please submit the result of your pre-departure COVID-19 testing to the school representative prior to your departure.

Mandatory Medical Insurance:

- The parents of the student must purchase international medical insurance for the student at own expense.
- Ensure the medical insurance policy has coverage for COVID-19-related treatment.
- The medical insurance must be valid on the day when you arrive at Canada and throughout your stay in Canada.

- Have you purchased the international medical insurance for the student?
(Please circle: YES / NO)
- The effective dates of the student's medical insurance policy:
Year _____ Month _____ Date _____
- [Student] Please carry a copy of your medical insurance policy with you at all time.
- [Student] Please attach ***a copy of your medical insurance policy*** with this plan.
- In the event that the parent(s) has/have not purchased medical insurance three days prior to departure, the school will purchase medical insurance policies for the student, and charge to the student's school account for reimbursement by the parents.
- The parents must be responsible for any expenses for medical care and/or medicine not covered by the medical insurance.

Credit Cards / Online Payment Apps:

- Ensure your credit cards can be used internationally and in Canada.
- Some of the online payment apps in your home country may not valid in Canada, please check before your departure.

Data Roaming

- Purchase international data roaming service at your own expense.

Personal Protection Equipment (PPE):

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 location of quarantine
- The student and parent(s) should also bring, in the carry-on luggage, masks, several pairs of gloves, a travel-size bottle of hand-sanitizer and disinfectant wipes.

Important Documents:

Please bring the following documents in your carry-on luggage:

- Passport;
- Study permit or permit confirmation document (if you have one);
- A complete Custodianship Declaration (*IRCC Form IMM 5646 (06-2019) E*) with both Page 1 and Page 2 notarized, which include the clear designation of custodian status and health care authorization/custodianship for students under the age of 18;
- Letter of Acceptance/Enrollment from Elmwood;
- Print copy of this Quarantine/ Self-Isolation Plan;

- Medical insurance policy for the student;
- Homestay host family's contact information, including names, address, mobile/home phone numbers, email addresses;
- Contact information for Elmwood School's representative, including 24/7 emergency phone number.

Upon Arrival – Please read and understand the following procedure:

- At the port of entry, prior to meeting anyone, the student must follow a self-assessment procedure: <https://covid-19.ontario.ca/self-assessment/>
- The school representative will be at the airport to greet and meet the student. The student must inform the representative of the self-assessment results.
- The school representative must wear a mask, and provide the arriving student with a health and safety package, including new masks, wipes and hand sanitizers; and maintain at least 2 meters distance at all times.
- The school representative will explain to the student and the homestay host (*if present*) the mandatory requirements of quarantine or self-isolation, and confirm the contact information of public health agencies, test centre information, hospitals, and the school's representative as provided in this plan.
- The school representative will ensure that the student go straight to the homestay host's home in a planned private transportation exactly the same as described below in this plan.

Local Transportation: Use only private transportation

Where possible, use only private transportation such as a private vehicle to reach your place of quarantine.

Will the homestay host come to the airport to meet you and drive you to the homestay home address in the host's private car?

(Please circle: YES / NO)

- If **yes**, please provide the homestay host's vehicle information:
 - Name:
 - Address:
 - Mobile Phone #:
 - Driver's Licence #:

- Vehicle Licence Plate:

- If **no**, the school representative will arrange the local transportation for the student, and accompany the student to the home of the homestay host family. The cost of local transportation will be charged to the student's school account for reimbursement.

You must go directly to the designated location for quarantine/isolation (*the homestay host's home*) without delay and stay there for 14 days from the date you arrived in Canada.

- You **must wear a suitable non-medical mask or face covering** while in transit.
- You **must practise physical distancing** at all times.
- **Avoid contact with others** while in transit:
 - Remain in the vehicle as much as possible;
 - If the driver needs gas, pay at the pump;
 - If you need food, use a drive through;
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

Mandatory Quarantine (*if you, the student, have no symptoms*)

To help reduce the spread of COVID-19

- **Go directly to your place of quarantine (*the homestay host's home*)**, and avoid making any stops while in transit.
- **Check-in within 48 hours of arrival** through the [ArriveCAN app](#) or call **1-833-641-0343**.
- **Report your symptoms** through the [ArriveCAN app](#) or call **1-833-641-0343** every day until the end of your 14-day quarantine.

What you **cannot do during the 14-day quarantine:**

- You may not leave your place of quarantine unless it is to seek time-sensitive medical services, or you have received authorization for a limited release from quarantine on compassionate grounds and stringently follow directives provided.
- You may not have any guests even if you are outside and stay 2-m apart from them.
- Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

What you **can do during the 14-day quarantine:**

- Live with family/friends (*homestay host family in this case*) who didn't travel with you provided you have a separate bedroom and bathroom, if possible.
- Use shared spaces such as a kitchen, provided you:
 - limit interactions with others in the household and wear a mask or face covering if a 2-m distance cannot be maintained;
 - thoroughly and regularly clean common areas after use.
- Use private outdoor spaces (i.e. balcony).

Recommended during quarantine:

- Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your mouth and nose with your arm when you cough or sneeze.

You will be called from 1-888-336-7735 to verify your compliance during your 14-day quarantine.

The school representative will monitor daily your compliance with the quarantine; and report to police if there is any violation of the mandatory quarantine or isolation.

You must continue to monitor your health for 14 days

- You must do COVID-19 self-assessment **daily** through this online link: <https://covid-19.ontario.ca/self-assessment/>
- You must report **daily** to the school's representative the results by downloading and providing a copy of **COVID-19 Self-Assessment Result** every day.

If you start experiencing any symptoms of COVID-19 (new or worsening cough, shortness of breath, fever equal to or greater than 38°C, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms like abdominal pain, diarrhea, vomiting; or feeling very unwell):

- Inform your homestay host immediately;
- Inform your school representative immediately;
- isolate yourself from others;
- follow the COVID-19 instructions of the local public health authority:
 - Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
 - Province of Ontario: <https://covid-19.ontario.ca/>
 - Multilingual Resources for Diverse Communities During COVID-19: <https://www.ottawapublichealth.ca/en/public-health-topics/multilingual-resources.aspx>

The 14-day period starts again if, during your quarantine period, you develop any signs and symptoms of COVID-19, including those noted above, or if you are exposed to another person subject to this Order who exhibits signs and symptoms or tests positive for COVID-19.

If the homestay host or any family members in the same household displays symptoms or is tested positive, but the student has no symptoms and is tested negative:

- Inform the school representative.
- The healthy member of the homestay host family may choose to continue to provide care to the student in quarantine.
- In the event that the student's parents feel uncomfortable for the student to continue to stay at the host family's home during quarantine, or the homestay host family cannot provide care to the student,
 - The school representative will contact the student's custodian listed on the student's Custodianship Declaration.
 - According to the Custodianship Declaration, the custodian is obligated to make necessary arrangements for the care and support of the student in place of the parents in the event of an emergency.
 - The school representative will work with the custodian to make arrangement for the student to re-start a 14-day quarantine at a location agreed by the student's parents, the custodian and the school.
 - The school representative will ensure that the custodian provides the student with a single room and life necessities.
 - The school representative will ensure that the custodian will monitor and report to school the student's daily assessment results and quarantine compliance in accordance with the 14-day quarantine guidelines set by the public health authorities:
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>
- In the event that the custodian is not able to fulfil his/her obligations to provide the student with a quarantine location and arrangement in accordance with guidelines set by the public health authorities, the school's representative, with the consent from the student's parent, will arrange the student to stay at a designated quarantine hotel:
Courtyard by Marriott Ottawa Downtown
350 Dalhousie St, Ottawa, ON K1N 7E9
+1(613)241-1000
- The minor student in quarantine will be accompanied by a representative from the school.
- The school will cover the expenses for the student during the quarantine stay. All expenses incurred must be reimbursed by the parents at a future date.
- If the hotel vacancy is not available, the school representative will make an alternative hotel arrangement at another quarantine hotel approved by the public health authorities.

Mandatory Isolation (*if you, the student, have symptoms*)

You must isolate without delay

- Ensure you have a **suitable place of isolation** that has access to the **necessities** of life, and is not shared with those at risk of more severe disease.
- Will your homestay host family still accept you if you display symptoms at the time of your arrival?
(Please circle: YES / NO)
- If **YES**, your homestay host must provide you with a separate bedroom, and separate bathroom if possible.
 - **Go directly to the place where you will isolate** (*your homestay hosts' home*) without delay, and stay there for 14 days from the date you arrive in Canada.
 - You must **wear a suitable non-medical mask or face covering** while in transit.
 - **Practise physical distancing** at all times.
 - **Do not take public transportation** (such as municipal transit, taxis or ride-share services). Use private transportation arranged by the school representative.
 - **Avoid contact with others while in transit:**
 - Remain in the vehicle;
 - Do not stay at a hotel on your way to your place of isolation;
 - If you need gas, pay at the pump;
 - If you need food, use a drive through;
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.
 - Your homestay host should follow the guidelines in *Attachment #10 "Self-isolation: Guide for caregivers, household members and close contacts"*.
- If **NO**, please follow the protocol of "***in the event that the homestay host cannot provide care to the student***" described in these two scenarios later in this plan:
 - If the student displays symptoms or is tested positive, but the homestay host and/or family members is not;
 - If the student, the homestay host and/or family members display symptoms or are tested positive.

To help reduce the spread of COVID-19

- Go directly to your place of isolation (*your homestay hosts' home*). **Do not make any stops while in transit.**
- **Check-in within 48 hours of arrival** through the [ArriveCAN app](#) or call **1-833-641-0343**.
- **Report your symptoms** through the [ArriveCAN app](#) or call **1-833-641-0343** every day until the end of your 14-day isolation.

Prohibited during the 14-day isolation:

- You may not leave your place of isolation unless it is to seek time-sensitive medical services.

- You may not have any guests even if you are outside and stay 2m apart from them.
- Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

Permitted during isolation:

You may:

- Live with family/friends (*your homestay hosts' family in this case*) who have not travelled with you provided you have a separate bedroom and bathroom, if possible.
- Use shared spaces such as a kitchen, provided you:
 - Limit interactions with others in the household and wear a mask or face covering if a 2m distance cannot be maintained;
 - Thoroughly and regularly clean common areas after use.

Recommended during isolation

- Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your mouth and nose with your arm when you cough or sneeze.

You will be called from 1-888-336-7735 to verify your compliance during your 14-day isolation.

The school representative will monitor daily your compliance with the quarantine, and report to police if there is any violation of the mandatory quarantine or isolation.

You must continue to monitor your health for 14 days

- The student must complete COVID-19 self-assessment **daily** through this online link: <https://covid-19.ontario.ca/self-assessment/>
- You must report **daily** to the school's representative the results by downloading and sending a **COVID-19 Self-Assessment Result** every day.
- If your symptoms worsen or you develop new symptoms, follow the COVID-19 instructions of the local public health authority:
 - Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
 - Province of Ontario: <https://covid-19.ontario.ca/>
 - Multilingual Resources for Diverse Communities During COVID-19: <https://www.ottawapublichealth.ca/en/public-health-topics/multilingual-resources.aspx>
- You must inform your school representative of your new symptoms.

If the student displays symptoms or is tested positive, but the homestay host and/or family members is not:

- Inform the school representative;
- isolate from others;

- follow the COVID-19 instructions of the local public health authority:
 - Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
 - Province of Ontario: <https://covid-19.ontario.ca/>

- The 14-day quarantine starts again.

- The homestay host family may choose to keep the student at home for the restarted self-isolation, and follow the guidelines in *Attachment #10 “Self-isolation: Guide for caregivers, household members and close contacts”*.

- ***In the event that the homestay host cannot provide care to the student,***
 - The school representative will contact the student’s custodian listed on the student’s Custodianship Declaration.

 - According to the Custodianship Declaration, the custodian is obligated to make necessary arrangements for the care and support of the student in place of the parents in the event of an emergency.

 - The school representative will work with the custodian to make arrangement for the student to re-start a 14-day quarantine at a location agreed by the student’s parents, the custodian and the school.

 - The school representative will ensure that the custodian provides the student a single room and life necessities for the student.

 - The school representative will ensure that the custodian will monitor and report to school the student’s daily assessment results and quarantine compliance in accordance with the 14-day quarantine guidelines set by the public health authorities: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>

- In the event that the custodian is not able to fulfil his/her obligations to provide the student with a quarantine location and arrangement in accordance with guidelines set by the public health authorities, the school’s representative, with the consent from the student’s parent, will arrange the student to stay at a designated quarantine hotel:

Courtyard by Marriott Ottawa Downtown
 350 Dalhousie St, Ottawa, ON K1N 7E9
 +1(613)241-1000

- The minor student in quarantine will be accompanied by a representative from the school.

- The school will cover the expenses for the student during the quarantine stay. All expenses incurred must be reimbursed by the parents to the school at a future date.

- If the hotel vacancy is not available, the school representative will make an alternative hotel arrangement at another quarantine hotel approved by the public health authorities.

If the student, the homestay host and/or family members display symptoms or are tested positive.

- Inform the school representative;
- isolate from others;
- follow the COVID-19 instructions of the local public health authority:
 - Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>
 - Province of Ontario: <https://covid-19.ontario.ca/>
- The 14-day quarantine starts again for the student;
- The homestay host and/or family members will start their own 14-day isolation.
- The homestay host family may choose to keep the student at home for the restarted self-isolation; the healthy member of the homestay host family may choose continue to provide care to the student in self-isolation. The homestay host family members should follow the advices below from the Ottawa Public Health and Public Health Ontario:
 - <https://www.ottawapublichealth.ca/en/shared-content/frequently-asked-questions.aspx#8-How-can-I-care-for-myself-or-my-family-members-with-Covid-19>
 - <https://www.ottawapublichealth.ca/en/public-health-topics/self-isolation-instructions-for-novel-coronavirus-covid-19.aspx>
 - <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-self-monitor.pdf?la=en>
 - <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-guide-isolation-caregivers.pdf?la=en>
- ***In the event that the student's parents feel uncomfortable for the student to continue to stay at the host family's home during quarantine, OR homestay host cannot provide care to the student,***
 - The school representative will contact the student's custodian listed on the student's Custodianship Declaration.
 - According to the Custodianship Declaration, the custodian is obligated to make necessary arrangements for the care and support of the student in place of the parents in the event of an emergency.
 - The school representative will work with the custodian to make arrangement for the student to re-start a 14-day quarantine at a location agreed by the student's parents, the custodian and the school.

- The school representative will ensure that the custodian provides the student a single room and life necessities for the student.
- The school representative will ensure that the custodian will monitor and report to school the student's daily assessment results and quarantine compliance in accordance with the 14-day quarantine guidelines set by the public health authorities: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>
- In the event that the custodian is not able to fulfil his/her obligations to provide the student with a quarantine location and arrangement in accordance with guidelines set by the public health authorities, the school's representative, with the consent from the student's parent, will arrange the student to stay at a designated quarantine hotel:
 - Courtyard by Marriott Ottawa Downtown**
 - 350 Dalhousie St, Ottawa, ON K1N 7E9
 - +1(613)241-1000
- The minor student in quarantine will be accompanied by a representative from the school.
- The school will cover the expenses for the student during the quarantine stay. The expenses must be reimbursed by the parents at a future date.
- If the hotel vacancy is not available, the school representative will make an alternative hotel arrangement at another quarantine hotel approved by the public health authorities.

Expectations for the Homestay Student During the 14-Day Quarantine/Self-Isolation

- Stay in your room as much as possible and away from others.
- Keep your room well-ventilated and clean – open your window to let the fresh air in and the in-door air circulate.
- Practice good hygiene:
 - wash your hands frequently with plain soap and water for at least 20 seconds;
 - use a separate towel, kept away from others';
 - cover your mouth and nose with your 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.
 - wear a mask if you have to be in the same room with others.
- Use a separate bathroom if possible. *You (the student) must clean your own bathroom* regularly with household cleaning products. Flush the toilet with the lid down.

- With the cooperation of your homestay host, the school representative will monitor your physical and mental well-being. You must report your self-assessment results to your school representative every day, and inform of any new symptoms. If you need to do a COVID-19 testing, your school representative will coordinate with your homestay host to make an appointment on your behalf and accompany you to a test centre. If you need medical care, your school representative will coordinate with your homestay host to take you to a hospital. *(The lists of COVID-19 test centers and the hospitals are provided in the Section III “Essential Information” following this plan.)*
- *You (the student) must package up your own garbage* – empty garbage frequently and wash your hands immediately.
- *You (the student) must do your own laundry* – the clothes you wore during your flight should be washed immediately and all of your clothes should be washed separately from another people’s laundry. You will need to wash and fold her own laundry.
- Keep your 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 your personal items (*toothbrush, cups, cell phone, tablets, laptops, etc.*) separate from those belonging to others.
- Eat in your room: Your host will bring your meals to your room and leave the dirty dishes outside your door when you are finished. Do not share dishes, drinking glasses, cups, eating utensils.
- Stay connected – text, email, FaceTime with your friends, family and school representative.
- Ask for help! Please remember that while these instructions and protocols may seem overwhelming, they are here to remind you to be careful of your contact with others during the 14-day quarantine.
- Quarantine/self-isolation is a mandatory requirement of the Quarantine Act; therefore, is NOT optional. Your school representative or your host family must report to police if there is any violation of the mandatory quarantine or isolation. You and your parents must be responsible for any fines by the police and other consequences for breaking the quarantine compliance.

Expectations for the Host Family

- Hosts must follow 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 provide care to the homestay student. 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.
- Quarantine/self-isolation is a mandatory requirement of the Quarantine Act; therefore, is NOT optional. The school representative or the host family must report to police if there is any violation of the mandatory quarantine or isolation. The student and her parents must be responsible for any fines by the police and other consequences for breaking the quarantine compliance.

Mandatory COVID-19 Testing

The school representative must arrange the student to take COVID-19 testing on Day 14 of the quarantine or at any point when you have symptoms.

- The school representative will make an appointment with a testing centre on behalf of the student.

- The school representative will make private transportation arrangement and to accompany the student to a COVID-19 testing centre that is appropriate to the student's age;
- The student and the school representative **must wear a suitable non-medical mask or face covering** while in transit.
- The student and the school representative **must practise physical distancing** at all times.
- **Avoid contact with others** while in transit:
 - Remain in the vehicle as much as possible;
 - If you need gas, pay at the pump;
 - If you need food, use a drive through;
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.
- The cost of testing must be paid by the student personally or through their medical insurance. If there is a problem of payment at the testing site, the school representative will make the payment, which is to be reimbursed by the student's parents.
- Return to the place of quarantine as soon as the testing is done.

Post-Quarantine Protocol for Students and Host Families

- Continue to practice proper, recommended hygiene
- Practice physical distancing when outside of the home
- Wear masks when physical distancing is not possible
- Use proper coughing and sneezing etiquette
- Practice physical distancing when outside of the home
- The school representative will continue to be available to the student and homestay hosts to provide support of medical care, including arrangements to testing and treatment, and mental health guidance.
- The school representative will continue to be available to the student for social support and to help the student adapt and integrate into the school community and life in Ottawa.

The School Representative's Responsibilities:

1. **The school's representative must be accessible to the student, parents and homestay hosts before, during and after the quarantine.**
2. Ensure the student do a COVID-19 testing prior to their departure, collect a copy of the testing results, and maintain the record.
3. Confirm with the homestay hosts of the quarantine arrangement for the student, and advise the homestay hosts the quarantine/self-isolation protocols set out by the public health authorities. **Provide the homestay hosts a copy of this Quarantine Plan 2 and PPE.**
4. Daily monitoring of the student for development of new symptoms by checking daily COVID-19 self-assessment results, collecting and keeping records.
5. Daily monitoring for compliance with the quarantine, and report to police if there is any violation of the mandatory quarantine or isolation.
6. Daily contact with the student and homestay hosts to check the student's physical and mental conditions, answer questions and provide support on basic life needs, test centers, and access to medical care, as well as mental health support, and social support.
7. Ensure the student's essential needs are met.
8. Make appointments and transportation arrangements for the student to visit a testing centre on Day 14 of the quarantine, or at any point when the student have symptoms
9. Make arrangement to hospital, including calling 911 if it is an emergency. In the event that there are expenses incurred beyond the medical insurance, the school will cover the expenses, which must be reimbursed by parents to the school.
10. Collect and maintain the following records:
 - 1) Pre-departure COVID-19 testing results
 - 2) A copy of the **Custodianship Declaration** with both Page 1 and Page 2 notarized (*IRCC Form IMM 5646 (06-2019) E*)
 - 3) Medical insurance policy for Canada
 - 4) Flight information
 - 5) Homestay hosts' information
 - 6) Local transportation arrangement
 - 7) Daily self-assessment results (including the arrival date and final day in quarantine)
 - 8) Testing results on Day 14 or when showing new symptoms
 - 9) Daily records of compliance of quarantine, including report to police if violation of quarantine occurs, and subsequent consequences imposed by the police.
 - 10) Daily school attendance (*online learning during quarantine*)

Key Contacts of Elmwood School:

Mr. James Whitehouse

Head of School

Email: jwhitehouse@elmwood.ca

Phone 613.749.6761 ext. 228

Mobile: 613.219.1511

(For parents, students and liaison with Ontario Ministry of Education)

Ms. Frances Marchand, B.Sc.N.

Director of Health, Safety and Wellness, Nurse/Counsellor

Email: fmarchand@elmwood.ca

Phone: 613.749.6761 ext.296

Mobile: 613.223.7825

(For parents, students and liaison with local PHU)

The student must provide copies of the following documents to attach with this quarantine/isolation plan:

- **Medical Insurance Policy** for the student;
- A complete **Custodianship Declaration** with both Page 1 and Page 2 notarized (*IRCC Form IMM 5646 (06-2019) E*), which include the clear designation of custodian status and health care authorization/custodianship for students under the age of 18.

Declaration:

I/We, _____ and _____
(*please print the full names of the parents*) and my/our daughter _____
(*please print the full name of the student*), who is enrolled in Gr. _____ of Elmwood School, have read and understand **the essential travel advices, compliance and enforcement by the Government of Canada** and the **Elmwood School Quarantine/Self-Isolation Plan 2**, and will comply accordingly. Providing false or misleading information, and violation of quarantine are offences under the *Quarantine Act* and can result in fines and potentially prison time. I/We will be fully responsible for all the expenses incurred from the international travel, medical insurance, custodianship, accommodation, life necessities, transportation, COVID-19 testing, medical care, and any activities and consumptions before, during and after quarantine/isolation in Canada.

Signatures:

Parent 1: _____ (Print) _____

Parent 2: _____ (Print) _____

Student: _____ (Print) _____

Date: _____

Location: _____

III.

Essential Information

- **The essential travel advices by the Government of Canada, including the compliance and enforcement of Quarantine Act**
(Page 66)
- **Information on face masks**
(Page 74)
- **Information on COVID-19 test centers in Ottawa**
(Page 75)
- **Emergency availability and location information of the Ottawa Hospital**
(Page 77)
- **More helpful information in the attachments**
(Page 78)
 - #1: Mandatory quarantine for travellers **without** symptoms
 - #2: Mandatory isolation for travellers **with** symptoms
 - #3: Mental Health Support (*English*)
 - #4: Mental Health Support (*French*)/Soutiens en santé mentale (*Français*)
 - #5: Mental Health Support (*Simplified Chinese*) /心理健康支持 (简体中文)
 - #6: Mental Health Support (*Traditional Chinese*)/心理健康支持 (繁體中文)
 - #7: COVID-19 Screening tool for students and children in school and child care
 - #8: How to safely use a non-medical mask or face covering
 - #9: How to Self-Monitor
 - #10: Self-isolation: Guide for caregivers, household members and close contacts

Essential Travel Advices by the Government of Canada

[Before you make travel plans to Canada, you must read and understand the following essential travel advices by the Government of Canada]

International travellers entering Canada must follow the rules set out by the [emergency orders](#) under the *Quarantine Act*.

If you are sick or have COVID-19 symptoms, you should not travel, unless you are a Canadian citizen, person with status under the *Indian Act* and permanent resident.

When entering Canada, you'll be:

- asked if you have a cough, fever or difficulty breathing
- required to acknowledge that you must:
 - quarantine for 14 days if you don't have symptoms **or**
 - isolate for 14 days if you have symptoms
- asked if you have a suitable place to isolate or quarantine, where:
 - you'll have access to basic necessities, including water, food, medication and heat during the winter months
 - you won't have contact with people who:
 - are 65 years or older
 - have underlying medical conditions
 - have compromised immune systems
 - you won't be in a group or community living arrangement such as:
 - industrial camps
 - student residences
 - construction trailers
 - residential or long-term care facilities
 - sharing a small apartment
 - living in the same household with large families or many people
 - having roommates who haven't travelled with you that you can't avoid
- given instructions about the actions you must take under the emergency order and the penalties for non-compliance.

Travellers entering Canada must:

- provide traveller contact information through:
 - the [ArriveCAN mobile app](#) **or**
 - an [accessible web-based form](#) **or**
 - a paper form
- undergo screening by a border official
- answer any relevant questions:
 - when you arrive in Canada
 - during your 14-day period while in quarantine or isolation

Government of Canada representatives at Canadian ports of entry will:

- administer the emergency orders on behalf of the Public Health Agency of Canada
- assess your potential risks to public health under the *Quarantine Act*
- determine if you:

- have suitable plans for [quarantine or isolation](#)
- need to be transferred to a designated quarantine facility, if no other suitable options are available
- have no symptoms of COVID-19 and can continue domestic travel to your place of quarantine

The information border officials collect helps the Public Health Agency of Canada with its [compliance and enforcement efforts](#). Providing false or misleading information is an offence under the *Quarantine Act* and can result in fines and potentially prison time.

(Source of above information: [https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html# Mandatory quarantine and](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#Mandatory%20quarantine%20and))

Compliance and enforcement

Violating any instructions provided to you when you entered Canada or failing to provide accurate information is an offence under the *Quarantine Act* and could lead to up to:

- 6 months in prison **and/or**
- \$750,000 in fines

If you choose to break your mandatory quarantine or isolation, resulting in the death or serious bodily harm to another person, you could face:

- a fine of up to \$1,000,000 **or**
- imprisonment of up to 3 years **or**
- both

The *Contraventions Act* gives police (including the RCMP, provincial and local police) more power to enforce the *Quarantine Act*. They can issue tickets to people who don't comply with the act or the emergency orders. Fines range from \$275 to \$1,000.

(Source of above information: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#a2>)

Mandatory quarantine or mandatory isolation

Before travelling to Canada, all travellers must plan for their mandatory 14-day quarantine period, which starts on the date they arrive. Government of Canada representatives will conduct health screenings at the time of entry to Canada and let you know if you need to quarantine or isolate.

If you don't have COVID-19 symptoms, you must **quarantine** for 14 days while you're still at risk of developing symptoms and infecting others.

Should you develop symptoms or test positive for COVID-19 during your 14-day quarantine, you must begin isolating for an additional 14 days from the date of your positive test result or onset of symptoms.

If you have COVID-19 symptoms, you must **isolate** for 14 days. The only people who may enter Canada if they have COVID-19 or any [symptoms of COVID-19](#) are:

- Canadians
- persons with status under the *Indian Act*
- permanent residents

- protected persons, if entering at a land port of entry

All travellers entering Canada, whether in mandatory quarantine or isolation, must:

- arrange for a suitable place to quarantine or isolate, within your financial means
- go directly to your place of quarantine or isolation, without stopping anywhere
- wear a [non-medical mask or face covering](#) while travelling to the place where you'll quarantine or isolate
- stay at your place of quarantine or isolation for 14 days (only leave to seek medical assistance if needed)
- not use shared spaces such as courtyards, restaurants, gyms or pools if you're staying at a hotel or paid lodging
- not have any guests, even if you're outside and stay 2 metres apart from them
- monitor your health for symptoms of COVID-19
- follow all other guidance provided by your local public health authority

In your place of *quarantine*, you may use shared spaces or private outdoor spaces provided you:

- avoid contact with others who didn't travel with you
- [clean and disinfect spaces after use](#)
- wear a suitable non-medical mask or face covering if a distance of 2 metres from others residing in your place of quarantine can't be maintained

For those in *isolation*, you're required to stay inside.

You're strongly urged to make housing arrangements for quarantine or isolation before you arrive in Canada. In most cases, this can be in your own home or in the same place you're visiting in Canada.

If this isn't possible, you should consider making alternative arrangements that are within your own financial means. A suitable place is one where you:

- won't have contact with people who are vulnerable, such as those who:
 - are 65 years or older
 - have underlying medical conditions
 - have compromised immune systems
- aren't in a group living environment, such as:
 - student residences
 - long-term care facilities
 - industrial camps
 - living in the same household with large families or many people where there's close contact and you share common spaces
- can stay for at least 14 days (and possibly longer)
- have access to basic necessities, including water, food, medication and heat during the winter months

Exceptions to staying with a vulnerable person include if:

- they're a consenting adult
- they're either the parent or the minor in a parent-minor relationship

Before you travel, you must plan to quarantine or isolate in a suitable place. If you don't, you may be assessed further by a government representative at the border. If you can't quarantine in your own home, consider other options within your financial means, such as:

- hotel
- motel
- other paid housing
- friends or family, as long as you won't expose anyone who:
 - is not part of your travel group
 - is at risk of more severe outcomes of COVID-19

If no other options are available, travellers may be referred to a designated quarantine facility as a last resort. This decision will be made by a government representative at the border.

After you arrive in Canada, a representative of the Government of Canada will call you to monitor compliance with your mandatory quarantine or isolation. We ask that you please answer calls from 1-888-336-7735.

Travellers who need medical testing or time-sensitive medical services while in quarantine or isolation

If you need to seek testing or time-sensitive medical services, you must:

- immediately return to your place of quarantine or isolation location afterwards
- wear a non-medical mask or face covering while in transit

We also recommended that you contact your local public health authority and follow any additional instructions they provide.

Public Health Authorities in Ontario

1-866-797-0000

www.ontario.ca/coronavirus

Ottawa Public Health:

<https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>

Multilingual Resources for Diverse Communities During COVID-19

<https://www.ottawapublichealth.ca/en/public-health-topics/multilingual-resources.aspx>

Travellers without symptoms of COVID-19 (*Mandatory Quarantine*)

You **must quarantine** for 14 days, provide contact information and monitor yourself for symptoms subject to any Order made under the *Quarantine Act* imposing isolation or quarantine requirements upon entry.

Your compliance with this Order is subject to verification and enforcement. Those in violation may face transfer to a quarantine facility as well as fines and/or imprisonment. Keep this instruction handout to support your compliance with the requirements outlines below.

[Quarantine instructions for travellers without symptoms of COVID-19 returning to Canada](#)

- Ensure you have a **suitable place of quarantine** that has access to the necessities of life and is not shared with those at risk of more severe disease.
- **Do not quarantine in places you can't separate yourself** from those who live with you. For example:
 - in a group or communal living setting;
 - in a household with large families or many people;
 - in a shared a small apartment, or have roommates who have not travelled with you; or
 - at a camp, student dorm or other group setting where there is close contact and shared common spaces.
- **Go directly to your place of quarantine** without delay and stay there for 14 days from the date you arrived in Canada.
- You **must wear a suitable non-medical mask or face covering** while in transit, unless you are alone in a private vehicle.
- **Practise physical distancing** at all times.
- **Where possible, use only private transportation** such as a private vehicle to reach your place of quarantine.
- **Avoid contact with others** while in transit:
 - Remain in the vehicle as much as possible;
 - If you need gas, pay at the pump;
 - If you need food, use a drive through;
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

You must monitor your health for 14 days

If you start experiencing any symptoms of COVID-19 (new or worsening cough, shortness of breath, fever equal to or greater than 38°C, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms like abdominal pain, diarrhea, vomiting; or feeling very unwell):

- isolate yourself from others.
- follow the COVID-19 instructions of the local public health authority.

The 14-day period starts again if, during your quarantine period, you develop any signs and symptoms of COVID-19, including those noted above, or if you are exposed to another person subject to this Order who exhibits signs and symptoms or tests positive for COVID-19.

For information on flights, cruise ships or trains (any public conveyance) where you may have been exposed to COVID-19 during recent travel, please refer to [Locations where you may have been exposed to COVID-19](#).

For information on risk factors for increased exposure to COVID-19 and/or more severe disease or outcomes, please refer to [Coronavirus disease \(COVID-19\): Prevention and risks](#).

To help reduce the spread of COVID-19

- **Go directly to your place of quarantine**, and avoid making any stops while in transit.
- **Check-in within 48 hours of arrival** through the [ArriveCAN app](#) or call **1-833-641-0343**.
- **Report your symptoms** through the [ArriveCAN app](#) or call **1-833-641-0343** every day until the end of your 14-day quarantine.

What you can and cannot do during your 14-day quarantine

Prohibited during quarantine:

- You may not leave your place of quarantine unless it is to seek time-sensitive medical services, or you have received authorization for a limited release from quarantine on compassionate grounds and stringently follow directives provided.
- You may not have any guests even if you are outside and stay 2-m apart from them.
- Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

Permitted during quarantine:

In your place of quarantine, you may:

- Live with family/friends who didn't travel with you provided you have a separate bedroom and bathroom, if possible.
- Use shared spaces such as a kitchen, provided you:
 - limit interactions with others in the household and wear a mask or face covering if a 2-m distance cannot be maintained;
 - thoroughly and regularly clean common areas after use.
- Use private outdoor spaces (i.e. balcony).

Recommended during quarantine:

- Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your mouth and nose with your arm when you cough or sneeze.

You will be called from 1-888-336-7735 to verify your compliance during your 14-day quarantine.

Note that you may also be contacted by provincial/territorial authorities throughout your 14-day quarantine. If federal and provincial/territorial guidelines differ, you should follow the most precautionary and stringent requirements.

Public Health Authorities in Ontario

1-866-797-0000

www.ontario.ca/coronavirus

*Attachment #1: Mandatory quarantine for travellers **without** symptoms*

(Source of above Information: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>)

Travellers with symptoms (*Mandatory Isolation*)

If you arrive in Canada with symptoms of COVID-19, let a border official know. A Government of Canada representative will then be contacted to assess your situation. If you need it, they'll help you get medical care. Foreign nationals won't be allowed to enter Canada if they have COVID-19 or any symptoms of COVID-19.

In addition to the steps described above for [mandatory quarantine or isolation](#), if you have symptoms of COVID-19 you must also:

- use private transportation (such as your own vehicle) to get to your place of isolation
- wear a suitable non-medical mask or face covering while in transit

- practise physical distancing at all times
- not go outside, including private outdoor spaces, like backyards or balconies, at your place of isolation

If your symptoms get worse during your isolation period, contact your local public health authority and follow their instructions.

You **must isolate** for 14 days, provide contact information and monitor yourself for symptoms subject to any Order made under the *Quarantine Act* imposing isolation or quarantine requirements upon entry. Your compliance is subject to verification and enforcement. Those in violation may face transfer to a quarantine facility as well as fines and/or imprisonment. Keep this instruction handout to support your compliance with the requirements outlines below.

[Isolation instructions for travellers with COVID-19 symptoms returning to Canada](#)

You must isolate without delay

- Ensure you have a **suitable place of isolation** that has access to the **necessities** of life, and is not shared with those at risk of more severe disease.
- **Do not isolate in places you can't separate yourself** from those who live with you. For example:
 - in a group or communal living setting;
 - in a household with large families or many people;
 - in a shared small apartment, or have roommates who have not travelled with you; or
 - at a camp, student dorm or other group setting where there is close contact and you share common spaces.
- **Go directly to the place where you will isolate** without delay, and stay there for 14 days from the date you arrive in Canada.
- You must **wear a suitable non-medical mask or face covering** while in transit, unless you are alone in a private vehicle.
- **Practise physical distancing** at all times.
- **Do not take public transportation** (such as aircraft, municipal transit, taxis or ride-share services). Use private transportation only, such as your private vehicle.
- **Avoid contact with others while in transit:**
 - Remain in the vehicle;
 - Do not stay at a hotel on your way to your place of isolation;
 - If you need gas, pay at the pump;
 - If you need food, use a drive through;
 - If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

You must continue to monitor your health for 14 days

If your symptoms worsen or you develop new symptoms, follow the COVID-19 instructions of the local public health authority (see back for contact information). The following symptoms are associated with COVID-19: new or worsening cough, shortness of breath/difficulty breathing, temperature equal to or over 38°C, feeling feverish, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms like abdominal pain, diarrhea, vomiting, or feeling very unwell.

For information on flights, cruise ships or trains (any public conveyance) where you may have been exposed to COVID-19 during recent travel, please refer to [Locations where you may have been exposed to COVID-19](#).

For information on risk factors for increased exposure to COVID-19 and/or more severe disease or outcomes, please refer to [Coronavirus disease \(COVID-19\): Prevention and risks](#).

To help reduce the spread of COVID-19

- Go directly to your place of isolation. **Do not make any stops while in transit.**
- **Check-in within 48 hours of arrival** through the [ArriveCAN app](#) or call 1-833-641-0343.
- **Report your symptoms** through the [ArriveCAN app](#) or call 1-833-641-0343 every day until the end of your 14-day isolation.

What you can and cannot do during your 14-day isolation

Prohibited during isolation

- You may not leave your place of isolation unless it is to seek time-sensitive medical services.
- You may not have any guests even if you are outside and stay 2m apart from them.
- Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

Permitted during isolation

In your place of isolation, you may:

- Live with family/friends who have not travelled with you provided you have a separate bedroom and bathroom, if possible.
- Use shared spaces such as a kitchen, provided you:
 - Limit interactions with others in the household and wear a mask or face covering if a 2m distance cannot be maintained;
 - Thoroughly and regularly clean common areas after use.

Recommended during isolation

- Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your mouth and nose with your arm when you cough or sneeze.

You will be called from 1-888-336-7735 to verify your compliance during your 14-day isolation.

Note that you may also be contacted by provincial/territorial authorities throughout your 14 day isolation. If federal and provincial/territorial guidelines differ, you should follow the most precautionary and stringent requirements.

Public Health Authorities in Ontario

1-866-797-0000

www.ontario.ca/coronavirus

*Attachment #2: Mandatory isolation for travellers **with** symptoms*

(Source of above Information: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/travellers-with-symptoms-return-canada.html>)

Information on Face Masks

It is now **mandatory** to wear a mask in many indoor public spaces, in common areas of multi-unit residential buildings and some outdoor public spaces, as designated. Wearing a mask helps to prevent the spread of COVID-19. When you wear a mask, you are helping to protect other people. When other people wear a mask, they are helping to protect you.

Non-medical face masks or face coverings **should**:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping

Non-medical masks or face coverings **should**:

- not be shared with others
- not impair vision or interfere with tasks
- not be placed on children under the age of 2 years
- not be made of plastic or other non-breathable materials
- not be secured with tape or other inappropriate materials
- not be made exclusively of materials that easily fall apart, such as tissues
- not be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

All air travellers, with some exceptions, are required to wear a [non-medical mask or face covering](#) while travelling. You may also be required to wear a non-medical mask or face covering on other modes of transportation that are federally regulated. Before you travel, check to see how [transportation measures](#) affect your plans and what you need to pack.

Wearing a mask does not replace other protective measures including [physical distancing](#), hand washing, covering your cough or sneeze, not touching your eyes, nose or mouth with unwashed hands, self-monitoring for COVID-19 symptoms, and [staying home when you are sick](#).

For information on wearing masks, please visit:

- Ottawa Public Health: <https://www.ottawapublichealth.ca/en/public-health-topics/masks.aspx>
- Public Health Ontario: [COVID-19 – What We Know So Far About...Wearing Masks in Public](#)
- Ontario Ministry of Health: [Face coverings and face masks](#)
- Public Health Agency of Canada (PHAC): [Preventing coronavirus](#)
- World Health Organization (WHO): [Advice on the use of masks in the context of COVID-19](#)
- Centers for Disease Control and Prevention - [Considerations for Wearing Cloth Face Coverings](#)

Temporary Mandatory Mask By-law (By-law No. 2020 – 186)

<https://ottawa.ca/en/admin/config/system/cron/temporary-mandatory-mask-law-law-no-2020-186#temporary-mandatory-mask-law-law-no-2020-186>

Attachment #8: How to safely use a non-medical mask or face covering

Information on COVID-19 Test Centers in Ottawa

If you are in distress (e.g., significant trouble breathing, chest pain, fainting, or have a significant worsening of any chronic disease symptoms), do not go to the Assessment Centre or a COVID-19 Care clinic. Go to the nearest Emergency Department or call 9-1-1.

COVID-19 CHEO Assessment Centre for Infants, Children and Youth at Brewer Park Arena

- **Ages:** 2 months to the day before 18th birthday (infants under 2 months of age must visit the CHEO Emergency Department)
- **Hours:** Seven days a week 8:30 am to 7:30 pm
- **Services provided:** Scheduled appointments and very limited walk-up testing
- **Location:** 151 Brewer Way, Ottawa
- **Download factsheet:** [Important information about the COVID-19 CHEO Assessment Centre](#)
- **Appointment:** [Click here to book an appointment](#)
 - To cancel your appointment, please email: testinginquiries@cheo.on.ca

COVID-19 Care and Testing Centres- Heron, Moodie and Ray Friel locations

- **Ages:** Anyone over 6 months old
- **Hours:** Monday – Friday: 8 am to 3:30pm
- **Services provided:** By appointment only and very limited walk-up testing, swab only OR physician visit with or without swab
- **Download factsheet:** [Important information about the COVID-19 Care and Testing Centres](#)
- **Locations & Appointment:**
 - Heron: 1485 Heron Road, Ottawa - [Click here to book an appointment](#) or call 613-288-5353
 - Moodie: 595 Moodie Drive, Ottawa - [Click here to book an appointment](#) or call 613-721-4722
 - Ray Friel: 1585 Tenth Line, Orléans - [Click here to book an appointment](#) or call 613-288-5353

COVID-19 Assessment Centre for Adults at Brewer Park Arena

- **Ages:** Anyone 18+ years old
- **Hours:** Seven days a week 8:30 am to 7:30 pm
- **Services provided:** Scheduled appointments and very limited walk-up testing
- **Location:** 151 Brewer Way, Ottawa
- **Download factsheet:** [Important information about the COVID-19 Assessment Centre for Adults at Brewer Park Arena](#)
- **Appointment:** [Click here to book an appointment](#) or call 613-737-8193
 - To cancel your appointment, please email: brewercancel@toh.ca

COVID-19 Drive-thru Assessment Centre on Coventry Road

- **Ages:** 14+ years old
- **Hours:** Seven days a week, 10 am to 6 pm
- **Services provided:** By appointment only, drive-thru testing only with a valid Ontario Health Insurance Plan (OHIP) card
- **Location:** 300 Coventry Road, Ottawa

- **Download factsheet:** [Important information about the COVID-19 Drive-thru Assessment Centre on Coventry Road](#)
- **Appointment:** [Click here to book an appointment](#) or call 613-737-8193
 - To cancel your appointment, please email: DTTI@toh.ca

For more information about test sites:

<https://www.ottawapublichealth.ca/en/shared-content/assessment-centres.aspx>

Additional information:

Oct.2, 2020 - Ontario Implementing Additional Public Health and Testing Measures to Keep People Safe

<https://news.ontario.ca/en/release/58645/ontario-implementing-additional-public-health-and-testing-measures-to-keep-people-safe>

Emergency Availability and Location information of the Ottawa Hospital

The Ottawa Hospital

Civic Campus

1053 Carling Avenue
Ottawa, Ontario
K1Y 4E9

(The Emergency Department at the Civic campus of The Ottawa Hospital is open 24/7.)

General Campus

501 Smyth Road
Ottawa, Ontario
K1H 8L6

(The Emergency Department at the General campus of The Ottawa Hospital is open 24/7.)

Riverside Campus

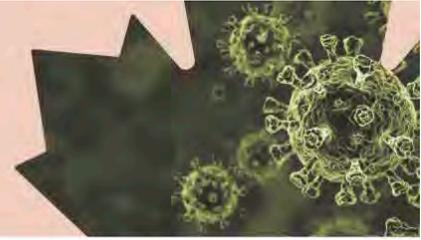
1967 Riverside Dr.
Ottawa, Ontario
K1H 7W9

(There is no emergency department at the Riverside Campus.)

(For more info : <https://www.ottawahospital.on.ca/en/patients-visitors/directions-maps/>)

Coronavirus disease (COVID-19)

You may have come into contact with the virus that causes COVID-19



Mandatory quarantine

The Government of Canada has put in place emergency measures to slow the introduction and spread of COVID-19 in Canada. You **MUST QUARANTINE for 14 days, provide contact information and monitor yourself for symptoms subject to any Order made under the Quarantine Act imposing isolation or quarantine requirements upon entry.**

Your compliance is subject to verification and enforcement. Those in violation may face transfer to a quarantine facility, as well as fines and/or imprisonment. Keep this instruction handout to support your compliance with the requirements outlined below.

- › Ensure you have a **suitable place of quarantine** that has access to the necessities of life and is not shared with those at risk of more severe disease.
- › **Do not quarantine in places you can't separate yourself** from those who live with you. For example:
 - › in a group or communal living setting;
 - › in a household with large families or many people;
 - › in a shared small apartment, or have roommates who have not travelled with you; or
 - › at a camp, student dorm or other group setting where there is close contact and shared common spaces.
- › **Go directly to your place of quarantine** without delay and stay there for 14 days from the date you arrived in Canada.
- › You **must wear a suitable non-medical mask or face covering** while in transit, unless you are alone in a private vehicle.
- › **Practise physical distancing** at all times.
- › **Where possible, use only private transportation** such as a private vehicle to reach your place of quarantine.
- ✗ **Avoid contact with others** while in transit:
 - › Remain in the vehicle as much as possible;
 - › If you need gas, pay at the pump;
 - › If you need food, use a drive through;
 - › If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

Some provinces and territories have additional travel restrictions

Please refer to the list of provincial and territorial websites on the back of this handout for more information.

You MUST monitor your health for 14 days

If you start experiencing any symptoms of COVID-19 (new or worsening cough, shortness of breath, fever equal to or greater than 38°C, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms like abdominal pain, diarrhea, vomiting; or feeling very unwell):

- › Isolate yourself from others;
- › Follow the COVID-19 instructions of the local public health authority (see back for contact information).

The 14-day period starts again if, during your quarantine period, you develop any signs and symptoms of COVID-19, including those noted above, or if you are exposed to another person subject to these Orders who exhibits signs and symptoms or tests positive for COVID-19.

- › For information on flights, cruise ships or trains (any public conveyance) where you may have been exposed to COVID-19 during recent travel, please refer to www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice/exposure-flights-cruise-ships-mass-gatherings.html
- › For information on risk factors for increased exposure to COVID-19 and/or more severe disease or outcomes please refer to www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html



Government
of Canada

Gouvernement
du Canada

Canada

To help reduce the spread of COVID-19



Go directly to your place of quarantine, and avoid making any stops while in transit.



Check-in within 48 hours of arrival through the ArriveCAN app, online at <https://arrivecan.cbsa-asfc.cloud-nuage.canada.ca> or call 1-833-641-0343.



Report your symptoms through the ArriveCAN app, online at <https://arrivecan.cbsa-asfc.cloud-nuage.canada.ca> or call 1-833-641-0343 every day until the end of your 14-day quarantine.

What you can and cannot do during your 14-day quarantine

PROHIBITED during quarantine

- ✗ You may not leave your place of quarantine unless it is to seek time-sensitive medical services, or you have received authorization for a limited release from quarantine on compassionate grounds and stringently follow directives provided.
- ✗ You may not have any guests even if you are outside and stay 2m apart from them.
- ✗ Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

PERMITTED during quarantine

In your place of quarantine you may:

- › Live with family/friends who have not travelled with you provided you have a separate bedroom and bathroom, if possible.
- › Use shared spaces such as a kitchen, provided you:
 - › limit interactions with others in the household and wear a mask or face covering if a 2m distance cannot be maintained;
 - › thoroughly and regularly clean common areas after use.
- › Use private outdoor spaces (i.e. balcony)

RECOMMENDED during quarantine

- Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your mouth and nose with your arm when you cough or sneeze.

You will be called from 1-888-336-7735 to verify your compliance during your 14-day quarantine.

Note that you may also be contacted by provincial/territorial authorities throughout your 14-day isolation. If federal and provincial/territorial guidelines differ, you should follow the most precautionary and stringent requirements.

Public Health Authorities

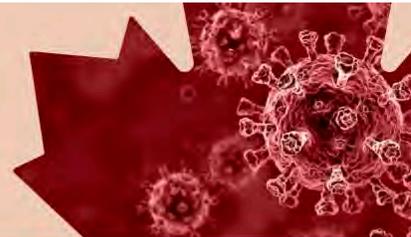
Provinces and territories	Telephone number	Website
British Columbia	811	www.bccdc.ca/covid19
Alberta	811	www.myhealth.alberta.ca
Saskatchewan	811	www.saskhealthauthority.ca
Manitoba	1-888-315-9257	www.manitoba.ca/covid19
Ontario	1-866-797-0000	www.ontario.ca/coronavirus
Quebec	1-877-644-4545	www.quebec.ca/en/coronavirus
New Brunswick	811	www.gnb.ca/publichealth
Nova Scotia	811	www.nshealth.ca/public-health
Prince Edward Island	811	www.princeedwardisland.ca/covid19
Newfoundland and Labrador	811 or 1-888-709-2929	www.gov.nl.ca/covid-19
Nunavut	1-867-975-5772	www.gov.nu.ca/health
Northwest Territories	811	www.hss.gov.nt.ca
Yukon	811	www.yukon.ca/covid-19

ID 04-22-01 / DATE 2020-10-07

For more information:  1-833-784-4397  Canada.ca/coronavirus

Coronavirus disease (COVID-19)

You have symptoms that may be due to COVID-19 or know you have COVID-19



Mandatory isolation

The Government of Canada has put in place emergency measures to slow the introduction and spread of COVID-19 in Canada. You **MUST ISOLATE for 14 days, provide contact information and monitor yourself for symptoms** subject to any Order made under the Quarantine Act imposing isolation or quarantine requirements upon entry.

Your compliance is subject to verification and enforcement. Those in violation may face transfer to a quarantine facility as well as fines and/or imprisonment. Keep this instruction handout to support your compliance with the requirements outlined below.

You must isolate without delay

- › Ensure you have a **suitable place of isolation** that has access to the **necessities** of life, and is not shared with those at risk of more severe disease.
- › **Do not isolate in places you can't separate yourself** from those who live with you. For example:
 - › a group or communal living setting;
 - › in a household with large families or many people;
 - › in a shared small apartment, or have roommates who have not travelled with you; or
 - › at a camp, student dorm or other group setting where there is close contact and shared common spaces.
- › **Go directly to the place where you will isolate** without delay, and stay there for 14 days from the date you arrive in Canada.
- › You must **wear a suitable non-medical mask or face covering** while in transit, unless you are alone in a private vehicle.
- › **Practise physical distancing** at all times.
- ✗ **Do not take public transportation** (such as aircraft, municipal transit, taxis or ride-share services). Use private transportation only, such as your private vehicle.
- ✗ **Avoid contact with others while in transit:**
 - › Remain in the vehicle;
 - ✗ Do not stay at a hotel on your way to your place of isolation;
 - › If you need gas, pay at the pump;
 - › If you need food, use a drive through;
 - › If you need to use a rest area, put on your mask and be mindful of physical distancing and good hygiene practices.

Some provinces and territories have additional travel restrictions

Please refer to the list of provincial and territorial websites on the back of this handout for more information.

You MUST continue to monitor your health for 14 days

If your symptoms worsen or you develop new symptoms, follow the COVID-19 instructions of the local public health authority (see back for contact information). The following symptoms are associated with COVID-19: new or worsening cough, shortness of breath/difficulty breathing, temperature equal to or over 38°C, feeling feverish, chills, fatigue or weakness, muscle or body aches, new loss of smell or taste, headache, gastrointestinal symptoms like abdominal pain, diarrhea, vomiting, or feeling very unwell.

- › For information on flights, cruise ships or trains (any public conveyance) where you may have been exposed to COVID-19 during recent travel, please refer to www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice/exposure-flights-cruise-ships-mass-gatherings.html.
- › For information on risk factors for increased exposure to COVID-19 and/or more severe disease or outcomes, please refer to www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html.

To help reduce the spread of COVID-19



Go directly to your place of isolation. Do not make any stops while in transit.



Check-in within 48 hours of arrival through the **ArriveCAN app**, online at <https://arrivecan.cbsa-asfc.cloud-nuage.cloud-nuage.canada.ca> or call 1-833-641-0343.



Report your symptoms through the **ArriveCAN app**, online at <https://arrivecan.cbsa-asfc.cloud-nuage.cloud-nuage.canada.ca> or call 1-833-641-0343 every day until the end of your 14-day isolation.

What you can and cannot do during your 14-day isolation

PROHIBITED during isolation

- ✗ You may not leave your place of isolation unless it is to seek time-sensitive medical services.
- ✗ You may not have any guests even if you are outside and stay 2m apart from them.
- ✗ Do not use shared spaces such as lobbies, courtyards, restaurants, gyms or pools.

PERMITTED during isolation

In your place of isolation you may:

- › Live with family/friends who have not travelled with you provided you have a separate bedroom and bathroom, if possible.
- › Use shared spaces such as a kitchen, provided you:
 - › limit interactions with others in the household and wear a mask or face covering if a 2m distance cannot be maintained;
 - › Thoroughly and regularly clean common areas after use.

RECOMMENDED during isolation

- Wash your hands often with soap and warm water or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Avoid touching your face.
- Cover your mouth and nose with your arm when you cough or sneeze.

You will be called from 1-888-336-7735 to verify your compliance during your 14-day isolation.

Note that you may also be contacted by provincial/territorial authorities throughout your 14-day isolation. If federal and provincial/territorial guidelines differ, you should follow the most precautionary and stringent requirements.

Public Health Authorities

Provinces and territories	Telephone number	Website
British Columbia	811	www.bccdc.ca/covid19
Alberta	811	www.myhealth.alberta.ca
Saskatchewan	811	www.saskhealthauthority.ca
Manitoba	1-888-315-9257	www.manitoba.ca/covid19
Ontario	1-866-797-0000	www.ontario.ca/coronavirus
Quebec	1-877-644-4545	www.quebec.ca/en/coronavirus
New Brunswick	811	www.gnb.ca/publichealth
Nova Scotia	811	www.nshealth.ca/public-health
Prince Edward Island	811	www.princeedwardisland.ca/covid19
Newfoundland and Labrador	811 or 1-888-709-2929	www.gov.nl.ca/covid-19
Nunavut	1-867-975-5772	www.gov.nu.ca/health
Northwest Territories	811	www.hss.gov.nt.ca
Yukon	811	www.yukon.ca/covid-19

ID 04-22-02 / DATE 2020.10.03

For more information: ☎ 1-833-784-4397 @ Canada.ca/coronavirus

Mental Health Support

You are not alone!

The COVID-19 pandemic is a very difficult time for many of us. It is normal to feel stressed and worried. Please know that there is help available in our community.



Help is available

If you or someone you know is having a hard time coping, please reach out for help.

Visit counsellingconnect.org to talk to a counsellor by phone or video.

This is a free service for all ages and you can get help for many different problems. You can get an appointment the same day or the next day.

Services are also offered specifically for First Nations, Inuit, and Metis people.

You can also call The Walk-in Counselling Clinic at 613-755-2277 or go to walkincounselling.com. They have services in English, French, Arabic, Spanish, Somali, Cantonese and Mandarin at different locations.

If you need to talk to someone right now, these services are here for you 24 hours a day, every day of the week.

- **Distress Centre of Ottawa and Region** at 613-238-3311 in English
- **Tel-Aide Outaouais** at 613-741-6433 in French
- **Crisis Line** at 613-722-6914, if you are 16 or older (Bilingual)
- **Youth Service Bureau** crisis line at 613-260-2360 or chat at chat.ysb.ca, if you are 12 to 18 years old or parent (Bilingual)
- **Kids Help Phone** at 1-800-668-6868 or text 686868 if you are under 20 years old (Bilingual)

For more resources and supports please visit OttawaPublicHealth.ca/COVIDMentalHealth

Financial Support

If you or someone you know is struggling financially due to the COVID-19 pandemic, there is information and support available from the Federal, Provincial, and Local governments. For more information visit ottawa.ca/support-and-assistance or call 311.



2020-COVID19-REC_09

Date last updated July 31, 2020

COVID-19 and Mental Health

COVID-19 can be very stressful for you and your family.

There are things you can do to help you and your family get through this

- focus on the things that helped you cope with stress in the past
- limit the time you spend listening to the news
- keep busy with things you enjoy
- avoid using alcohol and other drugs to cope
- practice mindfulness and meditation
- stay connected with people you care about by phone or internet
- connect with your spiritual community and practice your religion but stay 2 meters apart and wear a mask if inside a temple, church, mosque, synagogue or place of worship



Watch for signs of stress in your child or teen

- changes in their mood or behavior, like sadness or having more outbursts
- changes in their appetite or sleep pattern
- headaches or stomach-aches.

How to help your child

- listen and recognize their feelings
- give them the right information for their age
- keep a regular routine for eating and sleep
- limit the time they are on their devices or watching TV
- do fun activities with them
- encourage them to get outside for exercise



If you or your family need more help, contact [counsellingconnect.org](https://www.counsellingconnect.org) to talk to a counsellor by phone or video. This is a free service in English and French for all ages, and you can get help for many different problems. You can get an appointment the same day or the next day. Services are also offered specifically for First Nations, Inuit, and Metis people.

You can also call The Walk-in Counselling Clinic at 613-755-2277 or go to [walkincounselling.com](https://www.walkincounselling.com). They have services in English, French, Arabic, Spanish, Somali, Cantonese and Mandarin at different locations.

For more multi lingual resources: OttawaPublicHealth.ca/COVIDMultilingual

Or call **Ottawa Public Health Information Centre** at **613-580-6744**

Date last updated July 31, 2020

Soutiens en santé mentale

Vous n'êtes pas seul!

La pandémie de COVID-19 est une période très difficile pour beaucoup d'entre nous. C'est normal de se sentir stressé et inquiet. Sachez que vous pouvez obtenir de l'aide dans la communauté.



L'aide est disponible

Si vous ou quelqu'un que vous connaissez éprouvez de la difficulté à faire face à la situation actuelle, n'hésitez pas à solliciter de l'aide.

Consultez **counseling on connecte** sur le site counselingconnect.org/fr-ca pour parler à un conseiller par téléphone ou vidéo.

Ce service gratuit est offert en français et en anglais à tous les groupes d'âge. Vous pouvez vous faire aider à résoudre de nombreux problèmes différents. On

pourra vous donner un rendez-vous le jour même ou le lendemain.

Ce service est aussi offert expressément aux Premières Nations, aux Inuits et aux Métis.

Vous pouvez également appeler la Clinique de consultation sans rendez-vous au 613-755-2277 ou cliquer sur walkincounseling.com/fr. Cette clinique offre, dans différents établissements, ses services en français, en anglais, en arabe, en espagnol, en somali, en cantonais et en mandarin.

Si vous avez besoin de parler à quelqu'un immédiatement, les services suivants sont accessibles 24 heures sur 24, 7 jours sur 7.

- **Centre de détresse d'Ottawa** et la région au 613-238-3311 (en anglais)
- **Tel-Aide Outaouais** au 613-741-6433 (en français)
- **Ligne de crise** au 613-722-6914, si vous avez 16 ans ou plus (bilingue)
- **Ligne de crise du Bureau** des services à la jeunesse au 613-260-2360 ou à travers le clavardage en ligne à clavardage.ysb.ca, si vous avez entre 12 et 18 ans ou que vous êtes parent (bilingue)
- **Jeunesse, J'écoute** au 1-800-668-6868 ou par texto à 686868, si vous avez moins de 20 ans (bilingue)



Pour d'autres ressources ou services d'aide, consultez SantePubliqueOttawa.ca **COVIDsantementale**.

Soutien financier

Si vous ou quelqu'un que vous connaissez rencontrez des difficultés financières en raison de la pandémie de COVID-19, vous pouvez obtenir de l'information et un soutien auprès des gouvernements fédéral, provincial et municipal. Pour en savoir plus, consultez le site ottawa.ca/soutien-et-assistance ou composez le 3-1-1.

2020-COVID19-REC_09

Dernière modification : le 31 juillet 2020

La COVID-19 et la santé mentale

La COVID-19 peut être une grande source de stress pour vous et votre famille.

Voici quelques conseils qui vous permettront à vous et votre famille de traverser cette période difficile

- Concentrez-vous sur ce qui vous a auparavant aidé à gérer votre stress.
- Limitez le temps que vous passez à écouter ou à lire les nouvelles.
- Occupez-vous en vous adonnant à des activités qui vous plaisent.
- Ne vous tournez pas vers l'alcool ou la drogue.
- Pratiquez la pleine conscience et la méditation.
- Communiquez par téléphone ou sur Internet avec les personnes qui vous sont chères.
- Communiquez avec votre communauté spirituelle et pratiquez votre religion. Restez à deux mètres des autres personnes et portez un masque si vous vous rendez dans un temple, une église, une mosquée, une synagogue ou un autre lieu de culte.



Observez votre enfant ou votre adolescent et soyez attentif aux signes de stress

- des changements d'humeur ou de comportement (tristesse, comportement colérique);
- des troubles du sommeil ou à une perte d'appétit;
- Des maux de ventre ou de tête.

Aidez votre enfant en

- l'écouter et en prenant connaissance de ses sentiments;
- lui donnant des renseignements qui correspondent à son âge;
- établissant une routine quant aux heures des repas et de sommeil;
- limitant le temps passé sur un appareil mobile ou devant la télévision;
- faisant des activités amusantes;
- l'encourageant à sortir faire de l'exercice.



Si votre famille ou vous avez besoin de plus d'aide, consultez counsellingconnect.org/fr-ca pour parler à un conseiller ou à une conseillère au téléphone ou en visioconférence. Ce service gratuit est offert en français et en anglais à tous les groupes d'âge. Vous pouvez vous faire aider à résoudre de nombreux problèmes différents. On pourra vous donner un rendez vous le jour même ou le lendemain. Ce service est aussi offert expressément aux Premières Nations, aux Inuits et aux Métis.

Vous pouvez aussi appeler la Clinique de consultation sans rendez vous au 613-755-2277 ou cliquer sur walkincounselling.com/fr. Cette clinique offre, dans différents établissements, ses services en français, en anglais, en arabe, en espagnol, en somali, en cantonais et en mandarin.

Pour consulter d'autres ressources multilingues : [Santepubliqueottawa.ca/COVIDMultilingue](https://santepubliqueottawa.ca/COVIDMultilingue).

Vous pouvez également appeler le Centre d'information de Santé publique Ottawa en composant le **613-580-6744**.

Dernière modification : le 31 juillet 2020

心理健康支持 您并不孤单

对我们许多人来说，COVID-19疫情大流行是非常困难的时期。感到压力和担心是正常的。请知道我们的社区提供很多有用的帮助。

提供的帮助



如果您或您认识的人遇到困难，请寻求援助。

访问 counsellingconnect.org 通过电话或视频与辅导员交谈。

这是提供给所有年龄段的免费服务，您可以获得针对不同问题的帮助。您可以在当天或第二天预约上。

还有专门为原住民，因纽特人和梅蒂斯人提供的服务。

您也可以致电613-755-2277无需预约咨询诊所或访问

walkincounselling.com。他们在不同地区提供英语，法语，阿拉伯语，西班牙语，索马里语，广东话和普通话服务。

如果您现在需要与某人交谈，以下服务将每周7天每天24小时为您提供服务。

- 渥太华及地区应急中心 Distress Centre of Ottawa and Region, 电话: 613-238-3311, 英语
- Tel-Aide Outaouais, 电话: 613-741-6433, 法语
- 如果您年满16岁，请拨打危机热线 Crisis Line 613-722-6914 (双语)
- 青年服务局 Youth Service Bureau 的危机专线: 613-260-2360, 或在 chat.ySB.ca 聊天, 如果您是12至18岁或父母 (双语)
- 如果您是20岁以下青少年，请致电儿童协助 Kids Help Phone
- 1-800-668-6868或发短信686868 (双语)



有关更多资源和支持，请访问

OttawaPublicHealth.ca / COVIDMentalHealth

经济支持

如果您或您认识的某个人由于COVID-19疫情而在财务上陷入困境，可以从联邦，省和地方政府那里获得信息和支持。欲了解更多信息，请访问 ottawa.ca/support-and-assistance 或致电311.31, 2020

新冠病毒 (COVID-19) 与心理健康

新冠病毒COVID-19对您和您的家人可能会造成很大的压力。

您可以采取一些措施来帮助您和您的家人度过难关

- 专注于过去帮助您应对压力的事物
- 限制您用在收听新闻上的时间
- 从事自己喜欢的事情
- 避免使用酒精和其他药物来应对
- 练习正念和冥想
- 通过电话或互联网与您关心的人保持联系
- 与您的宗教团体联系，并参与宗教活动。如果在寺庙，教堂，清真寺，犹太教堂或礼拜场所活动，要保持相距2米并戴口罩



留意孩子或青少年的压力迹象

- 他们的情绪或行为发生变化，例如悲伤或更多的情绪爆发
- 食欲或睡眠方式改变
- 头痛或胃痛

如何帮助您的孩子

- 倾听并认同他们的感受
- 为他们提供适合其年龄的正确信息
- 保持规律的饮食和睡眠
- 限制他们使用电子产品或看电视的时间
- 与他们一起做有趣的活动
- 鼓励他们到户外运动



如果您或您的家人需要更多帮助，请联系 counsellingconnect.org 通过电话或视频与辅导员交谈。这是给所有年龄段的英语和法语免费服务，您可以获得针对不同问题的帮助。您可以在当天或第二天预约上。还有专门为原住民，因纽特人和梅蒂斯提供的服务。

您也可以致电613-755-2277无需预约咨询诊所，或访问 walkincounselling.com 他们在不同地区提供英语，法语，阿拉伯语，西班牙语，索马里语，广东话和普通话服务。有关更多的多语言资源，请访问：OttawaPublicHealth.ca/COVIDMultilingual 或致电渥太华公共卫生信息中心 613-580-6744

最后更新日期：2020年7月31日

心理健康支持 您並不孤單!

新冠病毒(COVID-19) 疫情對於我們許多人而言是艱難的時刻，而感到緊張和擔憂是正常的。請知道我們的社區提供協助。



可獲得的協助

若您或您認識的人因應困難，請尋求幫助。

瀏覽 counsellingconnect.org 與輔導員透過電話或視訊談話。

這是一項對所有年齡層的免費服務，並且您可以尋求對各種不同問題的協助。您能成功預約當天或隔天諮詢。

也有專為第一民族、因紐特人及梅蒂人提供的服務。

您也可撥打 613-755-2277 給「無需預約諮商診所」(The Walk-in Counselling Clinic) 或瀏覽 walkincounselling.com。他們在不同地點提供英語、法、阿拉伯語、西班牙語、索馬利語、粵語及國語的服務。

若您此刻需與某人談話，以下這些服務機構提供您每周7天，每天24小時的協助。

- 撥打 613-238-3311 給「渥太華及地區危急救助中心」(Distress Centre of Ottawa and Region) (英語)
- 撥打 613-741-6433 給 Tel-Aide Outaouais (法語)
- 若您16歲或以上，撥打613-722-6914給「**危急專線**」(Crisis Line) (雙語)
- 若您12歲至18歲或為父母，撥打613-260-2360給「**青年服務局**」(Youth Service Bureau) 危急專線或瀏覽 chat.ysb.ca, 聊天(雙語)
- 若您小於20歲，可撥打1-800-668-6868 給「**兒童救助電話**」(Kids Help Phone)或傳簡訊至686868(雙語)



獲得更多資源及支持，請瀏覽

OttawaPublicHealth.ca/COVIDMentalHealth

經濟支持

若您或您認識的人因為新冠病毒(COVID-19)疫情而陷入經濟困境，聯邦、省及地方政府皆有提供資訊及支持。請瀏覽 ottawa.ca/support-and-assistance 或撥打311，以獲得更多資訊。

最後更新日期為2020年7月31日

新冠病毒(COVID-19)與心理健康

新冠病毒(COVID-19)能為您與家人帶來很大的壓力。

您能從事以下事項幫助您與家人度過疫情

- 聚焦於過去幫助您因應壓力的事物
- 限制您收聽新聞的時間
- 從事您喜愛的事物
- 避免以飲酒及使用其他藥物的方式來因應
- 練習正念及冥想
- 透過電話或網路與您所關心的人保持聯繫
- 與您的宗教團體聯繫並從事宗教活動，但若於寺廟、教堂、清真寺、猶太教堂或敬拜場所內，請保持兩公尺距離並戴口罩。



注意您的孩童或青少年是否有壓力的跡象

- 他們情緒或行為的改變，像是悲傷或有更多憤怒情緒的爆發
- 他們食慾或睡眠模式的改變
- 頭痛或肚子痛

如何協助您的孩童

- 傾聽並認同他們的感受
- 提供適合他們年齡的資訊
- 維持規律的吃飯與睡覺作息
- 限制他們使用電子產品或看電視的時間
- 與他們一起從事有趣的活動
- 鼓勵他們出去活動



若您或家人需要更多協助，請洽 counsellingconnect.org 與輔導員透過電話或視訊談話。這是一項對所有年齡層免費的英語及法語服務，並且您可以尋求對各種不同問題的協助。您能成功預約當天或隔天諮詢。也有專為第一民族、因紐特人及梅蒂人提供的服務。

您也可以撥打613-755-2277給「無需預約諮商診所」(The Walk-in Counselling Clinic)或瀏覽 walkincounselling.com。他們在不同地點提供英語、法語、阿拉伯語、西班牙語、索馬利語、粵語及國語的服務。

請瀏覽 OttawaPublicHealth.ca/COVIDMultilingual

或撥打 613-580-6744 給「渥太華公共衛生局資訊中心」(Ottawa Public Health Information Centre)，以獲得更多多語言資源。

最後更新日期為2020年7月31日

Ministry of Health | Ministry of Education Ontario 

COVID-19 Screening tool for students and children in school and child care

Version 3: October 5, 2020

Students and children must screen for COVID-19 every day before going to school or child care. Parents/guardians can fill this out on behalf of a child.

Date (mm-dd-yyyy) _____

Screening Questions (place an "X" in the appropriate column)

1 Are they currently experiencing any of these symptoms?

Choose any/all that are new, worsening, and not related to other known causes or medical conditions

Fever and/or chills Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough or barking cough (croup) Continuous, more than usual, making a whistling noise when breathing, not related to other known causes or conditions (for example, asthma, post-infectious reactive airways)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath Out of breath, unable to breathe deeply, not related to other known causes or conditions (for example, asthma)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Decrease or loss of smell or taste Not related to other known causes or conditions (for example, allergies, neurological disorders)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2 Are they currently experiencing any of these symptoms?

Choose any/all that are new, worsening, and not related to other known causes or medical conditions

Sore throat or difficulty swallowing Painful swallowing, not related to other known causes or conditions (for example, seasonal allergies, acid reflux)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny or stuffy/congested nose Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache that's unusual or long lasting Not related to other known causes or conditions (for example, tension-type headaches, chronic migraines)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea, vomiting and/or diarrhea Not related to other known causes or conditions (for example, irritable bowel syndrome, anxiety in children, menstrual cramps)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Extreme tiredness that is unusual or muscle aches Fatigue, lack of energy, poor feeding in infants, not related to other known causes or conditions (for example, depression, insomnia, thyroid dysfunction, sudden injury)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. Have they travelled outside of Canada in the last 14 days?
 Yes No
4. In the last 14 days, has a public health unit identified them as a close contact of someone who currently has COVID-19?
 Yes No
5. Has a doctor, health care provider, or public health unit told them/you that they should currently be isolating (staying at home)?
 Yes No
6. In the last 14 days, have they received a COVID Alert exposure notification on their cell phone?
 Yes No

Results of Screening Questions

-  If you answered "YES" to any of the symptoms included under question 1:

 - Contact the school/child care to let them know about this result.
 - They should isolate (stay home) and not leave except to get tested or for a medical emergency.
 - Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.
 - Household members without symptoms may go to school/child care/work. Check your local public health unit's website or call to see if they have different rules based on local risk.
-  If you answered "YES" to only one of the symptoms included under question 2:

 - Contact the school/child care to let them know about this result.
 - They should isolate (stay home) for 24 hours and not leave except for a medical emergency.
 - After 24 hours if their symptom is improving, they can return to school/child care when they feel well enough to go. They do not need to get tested.
 - Household members without symptoms may go to school/child care/work. Check your local public health unit's website or call to see if they have different rules based on local risk.
-  If you answered "YES" to two or more of the symptoms included under question 2:

 - Contact the school/child care to let them know about this result.
 - They should isolate (stay home) and not leave except to get tested or for a medical emergency.
 - Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.
 - Household members without symptoms may go to school/child care/work. Check your local public health unit's website or call to see if they have different rules based on local risk.
-  If you answered "YES" to question 3, 4, 5 or 6:

 - Contact the school/child care to let them know about this result.
 - They should isolate (stay home) for 14 days and not leave except to get tested or for a medical emergency.
 - Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test.
-  If you answered "NO" to all questions, your child may go to school/child care.

Public Health Ontario - Contact Tracing

Answering these questions is optional. This information will only be used by Public Health officials for contact tracing. All information will be deleted in 28 days.

Date: _____

Name: _____

Phone or Email: _____

HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S

-  **DO** wear a non-medical mask or face covering to protect others.
-  **DO** ensure the mask is made of at least two layers of tightly woven fabric.
-  **DO** inspect the mask for tears or holes.
-  **DO** ensure the mask or face covering is clean and dry.
-  **DO** wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.
-  **DO** use the ear loops or ties to put on and remove the mask.
-  **DO** ensure your nose and mouth are fully covered.
-  **DO** replace and launder your mask whenever it becomes damp or dirty.
-  **DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.
-  **DO** store reusable masks in a clean paper bag until you wear it again.
-  **DO** discard masks that cannot be washed in a plastic-lined garbage bin after use.

DON'TS

-  **DON'T** reuse masks that are moist, dirty or damaged.
-  **DON'T** wear a loose mask.
-  **DON'T** touch the mask while wearing it.
-  **DON'T** remove the mask to talk to someone.
-  **DON'T** hang the mask from your neck or ears.
-  **DON'T** share your mask.
-  **DON'T** leave your used mask within the reach of others.

DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

REMEMBER, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.



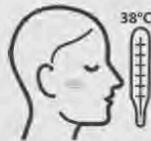
 Public Health Agency of Canada / Agence de la santé publique du Canada



Coronavirus Disease 2019 (COVID-19) How to Self-Monitor

Follow the advice that you have received from your health care provider.
If you have questions, or you start to feel worse, contact your health care provider,
Telehealth (1-866-797-0000) or your public health unit.

Monitor for symptoms for 14 days after exposure



Fever



Cough



Difficulty breathing

Avoid public spaces

- Avoid crowded public spaces and places where you cannot easily separate yourself from others (a minimum of two metres) if you become ill.
- If you are unable to maintain a two metre distance, wear a non-medical mask or face covering to protect others from your potentially infectious droplets.

What to do if you develop these or any other symptoms

- Self-isolate immediately and contact your public health unit and your health care provider.
- To self-isolate you will need:
 - Instructions on [how to self-isolate](#)
 - Soap, water and/or alcohol-based hand sanitizer to clean your hands
- When you visit your health care provider, avoid using public transportation such as subways, taxis and shared rides. If unavoidable, wear a mask and keep a two metre distance from others or use the back seat if in a car.

Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care. You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website: ontario.ca/coronavirus.

For more information please contact: _____

The information in this document is current as of July 31, 2020

Coronavirus Disease 2019 (COVID-19)

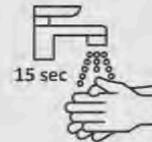
Self-isolation: Guide for caregivers, household members and close contacts

If you are caring for or living with someone who has the virus, you are considered a 'close contact'.

Your local public health unit will give you special instructions about how to monitor your own health, what to do if you start to feel sick and how to contact them. Be sure to tell health care providers that you are a close contact of someone with COVID-19.

Wash your hands often

- Wash your hands with soap and water after each contact with the infected person.
- Use an alcohol-based hand sanitizer as an alternative.



Wear mask, gloves and eye protection

- Wear a mask, gloves and eye protection when you have contact with the person's saliva or other body fluids (e.g. blood, sweat, saliva, vomit, urine and feces).
- Examples of eye protection include safety glasses, goggles and face shields.



Dispose of gloves and mask after use

- Take the gloves and mask off right after you provide care and dispose of them in the wastebasket lined with a plastic bag.
- Take off the gloves first and clean your hands with soap and water before taking off your mask.
- Most face shields and goggles can be reused and cleaned between use with dish detergent and water or disinfectant wipe.
- Clean your hands again with soap and water before touching your face or doing anything else.



Limit the number of visitors in your home

- Only have visitors who you must see and keep the visits short.
- Keep seniors and people with chronic medical conditions (e.g. diabetes, lung problems, and immune deficiency) away from the infected person.



Avoid sharing household items

- Do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with the person under investigation.
- After use, these items should be washed with soap or detergent in warm water. No special soap is needed.
- Dishwashers and washing machines can be used.
- Do not share cigarettes.



Clean

- Clean your home with regular household cleaners.
- Clean regularly touched items such as toilets, sink tap handles, doorknobs and bedside tables on a daily basis.



Wash laundry thoroughly

- There is no need to separate the laundry, but you should wear gloves when handling.
- Clean your hands with soap and water immediately after removing your gloves.



Be careful when touching waste

- All waste can go into regular garbage bins.
- When emptying wastebaskets, take care to not touch used tissues with your hands. Lining the wastebasket with a plastic bag makes waste disposal easier and safer.
- Clean your hands with soap and water or alcohol-based hand sanitizer after emptying the wastebasket.



Learn about the virus

COVID-19 is a new virus. It spreads by respiratory droplets of an infected person to others with whom they have close contact such as people who live in the same household or provide care. You can also access up to date information on COVID-19 on the Ontario Ministry of Health's website:

ontario.ca/coronavirus.

For more information please contact: _____

The information in this document is current as of July 31, 2020

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Ontario 



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* (OHS) 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 by following the guidance set out by OPH [here](#).
- ❖ 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.

- ❖ 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 will be provided.
- ❖ All staff must wear medical masks.
- ❖ 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.
- ❖ The school will provide masks for students if required but parents are asked to send a cloth mask to school for their children to wear. Parents would be responsible for ensuring the cleanliness of the cloth mask.
- ❖ Staff and essential visitors will wear a medical mask and will 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. 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.
- ❖ 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 is still 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.
- ❖ Masks are always required for school staff even if physical distancing is practiced appropriately.
- ❖ 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*
- ❖ Elmwood will work 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, they will 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 will maintain a distance of at least 2 metres.
 - If a staff member develops COVID-19 symptoms, they will return home and self-isolate immediately. If they cannot leave immediately, the staff member will be isolated in a specific place until they are able to leave.



- ❖ A “kit” will 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 will contain alcohol-based hand rub, gloves, surgical/procedural masks, eye protection, and a gown. Instructions on proper use of PPE will be available on the outside of the kit.
- ❖ Tissues will 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 will 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 in front of the 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

Only the full Meal Plan options will be available. There will be no swipe card or cash and the Bistro will only be open for lunch service.

MENU OPTIONS

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. The Meal Plan menu 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.

SERVICE SCHEDULE

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.

SERVICE PROTOCOL

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 and served by a member of the Bistro team. All hot food items will be available from the steam table and 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 and no items will be returned to the Bistro. Students will be expected to sanitize their hands when exiting the dining hall. 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 (Humindex 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.

BORROWING CHARGERS

- ❖ 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.

PRINTING

- ❖ Students will not be permitted to print



- ❖ Faculty will be permitted to print and copy so long as they follow the quarantine guidance outline in this plan
- ❖ 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, HIT'T 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 on 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 on 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.

Elmwood School Pre-kindergarten COVID-19 Information for Parents

We want to assure you of our commitment to maintaining the social and emotional health of your child. Despite new conditions as a result of COVID-19, we will strive to create an environment that supports the wellbeing of your child and will maintain pedagogical approaches to early years education. We would like to assure you of the measures we are taking to protect your child and our educators. This document is intended to share information regarding the changes that are taking place in the Elmwood PreKindergarten program during the time of COVID-19. We are following the information guidelines provided by the Ministry of Education and the Ministry of Health.

The following sections will outline the practices that Elmwood Prekindergarten will implement to help your child, your family, and our educators prevent the spread of COVID-19. By following all these guidelines and practices, we believe we will be doing our utmost to keep both our children and educators safe. If there are any concerns regarding these practices, please let us know.

Screening Policy

- All individuals including the children and families in the Prekindergarten class, educators, and visitors must be screened each day before entering the classroom.
- Screening will take place outside the playground area. In the cooler weather screening will take place inside the lunchroom using the side door beside the PreK playground.
- Screeners will take appropriate precautions when screening and escorting children into the program, including physical distancing, appropriate hand hygiene, and wearing a mask and eye protection. Parents will also be required to wear a mask when in the screening area.
- Screening includes a daily temperature check (a fever is 37.8 degrees Celsius or greater) and a series of questions. Individuals who do not pass the screening are not permitted to attend the program and must stay home.
- Once the screening process is complete the pre-kindergarten educators will take the child into the classroom/outdoor play area. It is recommended that parents should not enter the building.
- All screening will be documented.

Caring for Children during COVID-19

Staying Home If Sick

Your child is expected to stay at home if their temperature is equal or greater than 37.8 Celsius or have any of the symptoms listed in the OPH Screening Tool for School and Child Care

<https://secureforms.ottawapublichealth.ca/School-Health-Sante-scolaire/COVID-19-Screening-Tool-for-Students>

OPH provides guidelines and expectations for testing.

Monitoring and Responding to Reports of COVID-19 Symptoms in a Child Care Setting

- All child care and early years sector partners, together with the Ministry of Health and Public Health will work closely to monitor and respond to reports of COVID-19 symptoms.
- Anyone who is symptomatic does not pass screening or has been advised to self-isolate by the local public health unit must not be permitted to attend the program and should stay at home (this includes children, staff)
- Attendance is taken daily, a visitor log is kept within the classroom and a seating plan has been developed in the event that contact tracing is required.

Managing a suspected case

- If a child or an educator develops symptoms while in the program, they should immediately be isolated and a family member contacted for pick-up (parents must arrive within 30 minutes).
- An isolation room has been set up in the school office. If a separate room is not available, the sick person will be kept at a minimum of two meters from others. Environmental cleaning and disinfecting of the space in which the child was separated will be conducted immediately after the child has been picked up.
- The sick person will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.

- If the sick person is a child, an educator will remain with the child until a parent/guardian arrives. If tolerated and above the age of two, the child should wear a surgical/procedure mask. The educator will wear a surgical/procedure mask and eye protection at all times and not interact with others.
- In the classroom, all items used by the sick person will be cleaned and disinfected. All items that cannot be cleaned (paper, books, cardboard puzzles) will be removed and stored in a sealed container for a minimum of seven days.
- Parents/guardians of other children will be informed if a child has developed symptoms and has been sent home pending testing and further assessment. Parents are asked to monitor the health of their child and to notify Elmwood Prekindergarten if their child develops symptoms.
- The ill individual and/or their parent or guardian will be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19. Note that individuals do not require a medical note or proof of negative test to return back to the program.
- Communication protocols are in place to update and inform necessary persons within the school community while maintaining confidentiality of the ill individual (e.g., contact the School nurse, administrators and/or ministry through a Serious Occurrence Report as applicable and OPH).

Reporting and Serious Occurrence Reporting

- Where a child or staff has a confirmed case of COVID-19, licensees must:
 - *report this to the ministry as a serious occurrence
 - *report to the local public health unit and provide any materials (eg daily attendance records)to public health officials to support case management and contact tracing
- Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff/providers and children and the declaration of an outbreak and closure of rooms and/or entire child care settings.
- If a closure is ordered by the local public health unit and the licensee has already submitted a serious occurrence for a confirmed case, the existing serious occurrence must be updated to reflect the closure.
- Should additional individuals at the child care program develop a confirmed case, licensees must either:

- Revise the open serious occurrence report to include the additional cases; or,
- Submit a new serious occurrence report if the first has been closed already.
- While licensees are no longer required to report a serious occurrence for suspected cases; if the local public health unit determines that a full or partial closure is required (i.e., program room, home premises or entire child care centre must remain closed for a period of time), a serious occurrence report must be submitted under the “Unplanned Disruption of Service” category.

Outbreak Management

- An outbreak may be declared by the local public health unit when: within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in the child care setting.
- The local public health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
- If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular child care rooms or cohorts or an entire child care setting.
- The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of the child care setting is required.
- If the public health unit determines that partial or full closure of the child care setting is required, the licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

Parents,

Arrival and Departure

- Drop off of children will be done outside the classroom between 8:00-9:00 am. Arrival times may be staggered if necessary.
- A drop off area has been created inside the lunchroom by the side door for indoor screening during the winter. Parents will not enter the classroom.
- All entrances will have alcohol-based hand rub with a concentration of 60-90%.
- Parents will be discouraged from entering the classroom, if they must enter the classroom they will need to follow the screening process as outlined above.
- If your child is going to be absent that day, parents will need to contact the school by calling 613- 749-2558.
- Children will be picked up at 3:00 pm unless they are enrolled in the aftercare program.
- Children will be brought outside to their parents at the PreK gate at the end of the day.
- Physical distancing (2 metres or 6 feet) must be observed while waiting for your child at the end of the day.
- If your child is enrolled in the After Care Program, please call the after school programme cell phone number to inform the educators that you have arrived. The educators will bring your child to you outside the pre-kindergarten playground gate.

Physical Distancing

- We are treating our PreKindergarten class as a “cohort”, or a group of people who stay together all day. Educators are considered as part of the cohort that stays together all day. Each cohort stays in their own classroom with their own educators and uses their own playground. The Prekindergarten cohort will not mix with the Junior Kindergarten or Senior Kindergarten cohorts.
- Educators will consider activities that they can implement that support distance between children as much as possible, however, we cannot require that children stay apart from others within their cohort as this does not support the emotional wellbeing of children.

Daily Practices

Interactions with Children

- We will continue to implement our program statement.
- We understand that children need comfort, when appropriate, provided by having the child sit on our lap facing outward.
- We will strive to create an environment that supports the wellbeing of your child and will maintain pedagogical approaches to early learning.
- We will prioritize outdoor programming as much as possible. Windows will be opened while outside and several times a day.

Washing Protection

- Children and educators will wash their hands upon arrival, before and after eating, when returning from outdoor play, before and after using the washroom, and additionally throughout the day.

Equipment and Toy Usage

- We will provide toys and equipment which are made of materials that can be easily cleaned and disinfected.
- Any materials that cannot be cleaned (books, paper etc) will be stored in a Quarantine Bin for a minimum of 7 days.
- Toys and equipment will be cleaned and disinfected regularly throughout the day.
- If sensory materials are offered (e.g., playdough, water), they will be provided for single-use (which will be available to the child for the day) or labelled with the child's name, if applicable.

Food Provision

- Meals are provided by the school and will be served in individual portions.
- Children are asked to bring a labelled water bottle to school, which will be available at all times but out of reach. Children can ask for their water at any time and educators will remind children to drink water throughout the day.

Rest time

Educators are encouraged to increase the distance between cots and place the children head to toe or toe to toe, if space is limited. Cots will be disinfected and sheets laundered weekly.

Cleaning and Disinfecting

- In addition to routine cleaning, we will implement a thorough disinfection midday as well at the end of each day. Frequently touched services (e.g., doorknobs, light switches, toilet and faucet handles, counters, and handrails) will be cleaned and disinfected using an enhanced cleaner/disinfectant (with DIN) at least twice per day.
- Throughout the day, toys and equipment will be washed regularly by dishwasher or by disinfecting with spray (with DIN) and will be left to air dry.
- Cots and linens will be disinfected at a minimum weekly.
- Disposable cleaning wipes (with DIN) are located in the classroom.
- A daily and weekly cleaning and disinfecting log is kept to track and demonstrate cleaning schedules.

PPE

- All staff are required to wear medical masks and eye protection (i.e. face shields) while inside the classroom, including hallways and staff rooms.
- All other adults (i.e. parents/guardians, and visitors) are required to wear a face-covering while inside the premises.
- Masks should be replaced when they become damp or soiled.

Communications

Communication with parents will take place using google meets, emails, Seesaw, Schoology or phone calls rather than a face to face meeting.