HRM RETURN TO SCHOOL PLAN

(This document is to be used in conjunction with the HCDSB School Reopening Plan)

Safely Reopening Schools Post COVID-19 Closure

Logistics

Physical Distancing

- As much distancing as possible between all individuals will be promoted.
- Measures supplemented with other measures such as screening, adapted school environments, cohorting, hand hygiene, enhanced cleaning and masking.
- Unnecessary desks/furniture have been removed to optimize on class space
- Use of markings on floors/hallways to promote physical distancing
- Desks facing forward; table arrangements/student seating dispersed to maintain distancing
- Outdoor learning as weather permits
- Assigned workspaces/work rooms for staff (one staff per table; scheduled times, removal of shared office tools - stapler, writing tools, etc.)
- Capacity limits set (with signs posted) for commonly used rooms (eg. Staffroom, Workroom)
- Outdoor recess areas are sectioned for use by cohorts. Same yard area use each recess.

Personal Protective Equipment (PPE)

PPE Requirement for:

School-based Staff

- Medical masks and eye protection will be provided for all teachers and other staff of school boards.
- All school-based staff required to wear masks, unless HR approved exceptions for medical conditions.
- Eye protection must be worn by staff working in kindergarten classes, supervising lunch rooms and working with unmasked students.
- If direct contact is required and there is a potential contact with bodily fluids additional PPE is required and may include eye protection, gown and gloves (Staff to refer to Board Reopening Plan Protocols).
- PPE worn by staff must be provided by the board

Requirement for Students to wear Non-Medical or Cloth Masks

- Students in grades K-12 are required to wear non-medical or cloth masks indoors in schools including in hallways and during classes.
- Outdoor times with their cohorts – do not require masks to be worn.
- Students may wear their own non-medical masks, and non-medical masks will also be made available for students.
    - Parents would be responsible for the safe use/compliance of masks during the school day and ensuring cleanliness of the mask.

Essential Visitors - All essential visitors must wear a medical mask to enter a school/site.

Management of Symptomatic Individuals and Reporting Requirements

- Staff are to monitor self and students for signs/symptoms of COVID-19.
- All Staff and students who are experiencing new or worsening symptoms consistent with COVID- 19 must go home/stay at home and seek appropriate medical attention as required, including getting tested for COVID-19. Take the self-assessment and follow the recommendations given by the tool.

Action to take when dealing with Symptomatic Students at School

- If a student presents with COVID-19 symptoms while at school, they must go home immediately.
- Students will remain in designated "Isolation Room" until their departure and will be supervised by staff, maintaining 2m distancing or using appropriate PPEs (as outlined in Board Reopening Plan).
- Siblings of students who exhibit symptoms will also go home.
- Students will wash hand/sanitize and will be relocated temporarily to allow for cleaning

Action to take when dealing with Symptomatic Employee/Essential Visitor at School

- If an employee or visitor presents with COVID-like symptoms while at the workplace, the individual member must go home immediately, and follow the direction of the self-assessment tool. If they are unable to leave immediately, they must be isolated in the isolation room/area.
- Students will wash hand/sanitize and will be relocated temporarily to allow for cleaning (as outlined above).

Thermometers and Taking Temperature:

- A thermometer will be used to check temperature if the individual complains of fever.

Reporting Requirements

- If an individual tests positive for COVID-19, Halton Region Public Health will notify the individual and the school/location.

Contact Tracing

- Physical distancing and washing hands frequently are two ways in which we can prevent the spread of COVID-19, one way our Health Department assists us with prevention is contact tracing. When there is a confirmed case of COVID-19 the Public Health is involved, and conducts contact tracing. Contact tracing is when Public Health follows up with people who may have had close contact with COVID-19 (NOT Casual Contact).
  - ALL HRM staff will provide their contact information to administration to help with contact tracing if needed.

Essential Visitor Protocol

- At this time, we are limiting visitors to the school to **essential visitors only** (emergency services such as a plumber or student services providers, HCDSB staff and third-party providers, who cannot otherwise provide virtual service). **Any individuals, aside from employees and students should call ahead for approval to enter the school**. Consideration should be made to the use of electronic alternatives and other non-physical means as alternative to on-site visit in order to prevent potential contact within the school. **Access will only be granted by the site Administrator.**
- **Parents/guardians will not be allowed to drop off items during the day unless it is an emergency, as access to the school will not be permitted.** Students should be dismissed at school exits, parents/guardians should not come into the school.
- **Visitor Protocol:** (posted at front desk and through the confirmation link)

Training for Staff

- Staff will be provided with training on the health and safety protocols and required adaptations before the school year begins. This training will be provided to all staff including supply/occasional teachers and casual workers.

School Operations

Self-Screening of Students

- All staff and students must self-screen every day before attending school (using a self-assessment checklist).
- Signs will be posted at entrances to the school to remind students, staff, parents/caregivers, and essential visitors of screening requirements.

Isolation Room/Space

- Any staff or essential visitors with signs/symptoms of COVID-19 must go home immediately and wait in the school's designated "Isolation Room" until their departure. The Isolation Room will be thoroughly cleaned upon their departure. "Out of Use" signage will be posted until disinfection is completed.

Emergency Contacts

- Parents/guardians must provide an emergency contact that is able to pick up student whenever needed. The emergency contact needs to be aware of all COVID-19 measures for physical distancing, hand hygiene and self-monitoring.

Hand Hygiene and Respiratory Etiquette

- Hygiene education and routines will be explicitly taught and reinforced regularly.
- Breaks will be scheduled to allow students to wash their hands at appropriate times during the school day. Staff will supervise/assist student hand washing practices when necessary.
    - Timed intervals throughout the day; before/after eating food; after washroom use; before/after outdoor play
- Hand hygiene stations with alcohol-based hand rub are available at all school entrances along with COVID-19 information/signage.
- Hand hygiene products are available in all rooms and at school entrances (i.e., hand wash sink or ABHR).
- All staff, students and essential visitors conduct proper hand hygiene upon entering the school.
- Staff and students practice proper respiratory etiquette (e.g. covering mouth when coughing/sneezing in elbow)
    - Individuals must wash hands/sanitize after coughing or sneezing.

Disinfection Stations

- Cleaning and disinfecting process, schedule and log are developed and posted.
- Staff training on enhanced cleaning and disinfecting procedures.
- Cleaning and disinfecting products are provided and accessible to staff and will be provided in all classrooms, at all copiers and where equipment is shared (e.g. phones), and in all staff washrooms.
- Shared rooms/spaces/equipment must be cleaned and disinfected before and after using the space. High touch surfaces (e.g., doorknobs, handrails, light switches, sink and toilet handles, keyboards, touch screens, desks, sports equipment) at least twice daily and as often as necessary.
- Classroom staff will disinfect high-touch items in the classroom throughout the day using disinfectant wipes or no-touch disinfectant spray.

Classroom Setup

- Increase physical distance of chairs and tables/desks in all rooms (including library, staff areas).
- Arrange student desks/tables as far apart as possible.
- Rooms will be de-cluttered for ease of cleaning and disinfection. All teachers were asked to remove all personal belongings and Board furniture has been stored.
- Area rugs were removed from classrooms.
- No soft furniture that cannot easily be cleaned will be kept in classroom.
- One desk provided for each student.
- Desks spaced equally distanced, 2m or as far apart as possible
- Wipes provided for any shared equipment/devices such as computers.

Barriers

- Transparent barriers will be situated in the main office where administrative staff regularly interact with students and visitors.
- Transparent barriers situated for SERT office

Changerooms

- All changerooms are closed and access restricted until further notice.

Lockers/Cubbies

- Personal belongings brought to school should be minimized. Limit student personal belongings brought to school to include essential items only (e.g., backpack, clothing, sun protection, water bottles, food).
- Students lockers are to be used by students and staff, but ensure personal belongings are limited.

Signage

- Signs are posted at entrances to the school to remind students, staff, parents/guardians and essential visitors about COVID-19 protocols (e.g., screening information, Do Not Enter signage, hand hygiene, physical distancing).
    - Posted designated routes for students/staff to get to and from classroom

The School Day - Maintaining Safe and Healthy Environments

Before and After School Program

The YMCA will be working closely with School Administration to ensure they are following the same protocols as the school. A meeting is scheduled for the week of August 31. The YMCA will also operate in cohorts. Once numbers are confirmed, classrooms will be assigned for YMCA use.

- YMCA Staff will be responsible to disinfect before and after the core school day.
- Students will be grouped by family or classes/cohorts, where possible.
- Group sizing and ratios will follow the revised Before and After School Program Guidelines.
- Procedures will be established to ensure attendance, contact tracing and communication between Before and After School Programs, School Administration and the Manager of DECEs and Child Care.

Transportation

- We will continue to share busses with Martin Street E.S. The bus drivers will be responsible for disinfecting the buses prior to loading students. Mrs. Owens will be creating seating plans for all buses once students' intent to return to school plans have been finalized.

Arrival & Departure

All students will report directly to their classes once they have arrived at school. This will ensure that all students remain within their cohorts, this includes all walkers, bus students, and students who are dropped off. At dismissal, the school will start dismissal procedures 10minutes before the end of the day (3:25pm) supervising staff (this means it may not be the homeroom teacher as they could be on planning time) will have students ready to be dismissed at that time. Neighboring classrooms will be partnered where one teacher will take the two groups of students while remaining physically distanced outside to be picked up or to walk. Students must be wearing their masks until they are outside and must remain within their cohorts. Bus students are to remain in their classrooms waiting for their buses to be called. At 3:35, supervising staff will supervise all classes similar to morning procedures.

- Only one designated parent/guardian drop-off/pick-up
- All entrances will be used and assigned to classes based on location
- Outdoor drop-off/pick-up
- Staggering entry for recesses
- Physical distancing ground markings
- Limit student personal belongings brought to school to include essential items only (e.g., backpack, clothing, sun protection, water bottles, food).

Late Arrival

- Morning announcements will be at 9:45 rather than at 9:05 to ensure that all students are present when the announcements are on. Late students are to sign in the office and go directly to their classes.
- Regular communication will be sent to families regarding being on time for school.

Parent Drop Off

- If families choose to drop off and pick up students, parents are to remain in their cars. For primary students, one designated parent will drop off. Parents are not to come on school property and are to wait for their children by the specific gate. Kindergarten students will be dismissed using the front and back gates and based on their cohorts. Kindergarten educator teams will share with their families which gate their classes will dismiss and enter from.

Kindergarten Entry and Exit

- Kindergarten students will follow the same expectations as Grade1-8 students.

Student Attendance

- Teachers will record all students' attendance using web entrance as no paper attendance will be allowed.

Students Leaving Early or Throughout the Day

Parents/guardians are to provide an emergency contact that can pick up the student whenever needed. Emergency contact needs to be aware of all COVID-19 safety measures and requirements.

- Caregiver to wait outside the doors.
- Classroom teacher can call office to let them know they are sending student to the Office and the student should not need an escort.

Dismissal

- At 3:30pm two neighboring classroom teachers will partner up. One teacher will supervise and dismiss bus students when called; Other teacher will walk students (maintaining physical distancing) to back yard for dismissal.
- Teachers will maintain distance from other classes to avoid congregating in the hallways/stairwells.
  - Bus students will be assigned a seat number on the bus. Bus students are to remain in their classrooms until their bus is called, they are to line up according to their seat order prior to boarding in Front Foyer, maintaining physical distancing.
- Increased supervision at dismissal time to maintain physical distancing measures.
- Social distancing for parents/cars will be mandated
  - Dismissal from classrooms through designated dismissal zones. Administration will review Student Plan of Cares with Parents/Guardians to review any relevant accommodations that will be required.

Prevalent Medical Conditions

- As required, COVID-19 prevention and response measures will be tailored appropriately for students with medical conditions as appropriate.

Announcements

- Will be led by Administration only, announcements recorded using online system.
- No students will use PA System/intercoms.
- Daily reminders regarding health and safety are included in announcements regarding COVID-19.

Family Consent Forms

- Forms will be sent home and set aside for 72 hours once returned to the Office.

Recess/Breaks

- School divided into 2 groups for staggered recesses and lunch blocks. At lunch – a group will be outside for 30 minutes while the other group eats for 30 minutes indoors. Both groups will rotate after 30-minute period.
- Although mask is not required for outdoor play with cohort, students must have a mask on their person at all times (in the event they must re-renter the building -e.g. for First Aid).
- Entry/Exit doors will be established to ensure students are not congregating in transition.
- Yard will be divided each day into Zone A/B/C each day, for every recess. Lines have been painted on yard indicating parameters of each zone. Pilons and connectors will be arranged each day to section yard into zones. Class cohorts will consistently use assigned zone/section each recess.
- Supervision will ensure students remain in their zone and play with peers in their class cohort.
- Each class will have their own outdoor equipment to be used by the class and should be regularly cleaned and disinfected.
- Students are not to re-enter building during recess for washroom/water breaks.
- Hand washing before/after recess will be enforced.

Lunch and Lunch Supervision

- The school is divided into two groups this will help in staggered entry and re-entry to the school. Students will be eating lunch within their assigned times as half of the school will eat first then go outside while the second group goes outside first and then eat lunch.
- All staff and students perform proper hand hygiene before and after eating. Stagger student/staff to accommodate for hand hygiene use at communal stations (e.g., washrooms).
- Clean and disinfect shared eating areas between use.
- Students/staff use refillable water bottles at refill stations rather than drinking directly from water fountains.
- Ensure students have their own individual meal or snack. Ensure "No sharing" policies and procedures are reinforced. This includes food, water bottles or personal items.
- Personal items should be clearly labelled with each student's name.
- Staff will be supervising students while eating, walking the hallway to exit the school, and outside.
- Lunch times supervisors are to use walkie talkies to communicate with office staff.
- Students are to remain sitting at their own desks and eating as per usual.
    - Students are to wash hands before and after eating

  Staff on duty outside must wear a mask if they can't keep distance from students.
- Person on duty escorts class outside
- Person on duty supervises from the door and avoids entering the classroom unless necessary
- Garbage will be collected and disposed of. Students will bring home recycling items.

Assemblies/Large Gatherings

- School assemblies or other large gatherings (e.g., concerts or dances) are to be conducted virtually until further notice.

Outdoor Equipment and Activities

- Activities will be conducted outside with class cohort when possible; weather permitting.
- Play equipment can only be used by one class cohort at a time (non-recess times) and must be disinfected between cohort use.
- Outdoor Kindergarten play area will be used by one class at a time, according to an established schedule. All play visits will be logged.
- Outdoor Kindergarten play equipment will not be disinfected after use. Student will wash/sanitize hands upon returning to the classroom.
- Plastic or metal items in outdoor kindergarten play areas will be disinfected between cohorts or removed from use (e.g. storage cabinets items, plastic slides, sand table sinks, chalkboards/mirrors and legacy play items).
- Outdoor areas may be used for teaching purposes, provided that physical distancing measured are practiced. Outdoor equipment will not be disinfected, so students must wash/sanitize their hands upon returning to the classroom.

Use of Agendas/Notes

- Only students can write in agendas. Teachers can stamp agenda to indicate it has been seen/read.
- Encourage the use of video and telephone calls with parents/guardians in place of in-person meetings.

Programming and Shared Items

- Limit personal belongings being brought into school.
- Personal items should be labelled and must be kept in the student's personal area.
- If staff touch any student personal belongings, they must wash hands or use ABHR before and after touching.
- Items must be cleaned and disinfected prior to use by another cohort.
- Students will use "tool kit" for learning at their desks with pencils, crayons, rulers, manipulatives, etc.
- Staff/students are encouraged to use their personal laptops/devices. If using shared equipment, items will need to be disinfected between users.
- All items must be made of materials that can be cleaned and disinfected - or are single use and are disposed of at the end of the day (e.g. Craft supplies).
- Individual activities will be incorporated rather than activities involving shared objects/toys.
- Itinerant staff will implement cleaning protocols or quarantine timelines between uses of any shared resource materials
- Limited instrumental music will occur.

Telephone Usage

- Students who need to call home, can, with teacher permission and supervision, call using their own cell phone. Office staff will call home on behalf of student and relay the message.

Walkie Talkies

- Walkie Talkies will be disinfected prior to use by another staff member.

Student Washrooms

- Teachers will schedule bathroom breaks to stagger and monitor distancing.
- Signage will be posted that indicates maximum number of people using the bathroom at once.
- "Vacant" sliding door signs will be used to indicate number of people in the washroom at a time.
- Floor markers outside washroom will be placed to maintain distancing while waiting for access.
- All washroom use will be monitored and logged. Teachers will record time/locations of student access to washrooms.
- Individual students should not be prevented from accessing bathrooms as needed.

Staff Washrooms

- Use lined, no-touch waste baskets.
- Disinfectant wipes and no-touch disinfectant spray will be available in the washrooms for staff to use if they choose.

Water Fountains and Bottle Fillers

- Each student will be required to bring their own drink bottle that is labeled, kept with them during the day and not shared.
- Water fountains will not be used. They have been wrapped and made inoperable.
- Water bottle filling station will remain operable. Students will be taught not to touch filling station apparatus. Appropriate use of bottle filling station will be monitored.

Use of Shared Spaces

- Schedules are created to stagger communal space use by staff/students (e.g. lunch/recess/staffroom/workrooms/gym).

Workroom:

- Distanced tables are set up in workrooms for teachers (One staff member per table).
- Shared tools are removed and disinfectants are available at each station to ensure cleaning of high touch areas prior to use by another staff member.
- Wash/sanitize hands before entering and after use.
- Disinfecting wipes available at all phones. Must be cleaned between each user.
- Classes will no longer be using Library Space. A system will be provided for students to place holds on and receive library books/resources. Returns will be held for 72 hours between use.

Staff accessing Library, will maintain social distancing as per Board Protocol in Reopening Plan.

Gym:

- Gymnasiums will only be used when physical distancing measures can be followed. Outdoor activities will be encouraged as much as possible.
- Everyone to wash/sanitize hands upon entering the gym and when leaving the gym.
- Changerooms are closed.
- NO students are permitted in equipment rooms. ALL equipment must be sanitized using appropriate cleaning products after use.
- Indoor Physical Education activities will focus on drills/skills rather than team games involving close proximity among individuals.
    - Only one class will be in the gym at a time, unless gym can be divided with a floor to ceiling barrier, and resulting space allows for students to maintain 3m distance from one another while breathing heavily.

Staffroom:

- Maximum occupancy signage posted; 2m distance must be maintained.
- Extra chairs/tables have been removed; sofas have been wrapped and repositioned to prevent use.

Elevators:

- Wash/Sanitize hands before entering and after use.
- Minimize number of people inside (must be from same cohort, or solo use); use of paper towel (or similar) to push buttons.
- Maximum capacity signage posted.

Itinerant Staff & Visiting Third Parties

- Whenever possible, virtual sessions will take place rather than live Face-to-Face sessions.
- All itinerant staff and visitors must wear masks or face coverings during school visit. Third party service providers will provide their own PPE. Hands must be washed/sanitized prior to entering the space and after use.
- Withdrawal of one student at a time. If available, use portable plexiglass barrier between adult and child.
- Disinfect area using appropriate cleaning products between students**.**

Sensory Rooms and Safety Rooms

- Removal of any materials or equipment that is not easily cleaned. Space and equipment must be sanitized before leaving.
- Wash/sanitize hands before entering and when leaving.
- Must maintain physical distancing and adhere to appropriate PPE use, when not possible.

Resource Rooms (SERT, CYC, ESL)

- Sanitize work areas between staff and student usage.
- Wash/sanitize hands before entering and when leaving.
- Use of proper PPEs and consider using plexiglass barrier if social distancing cannot be maintained.

Emergency Procedures

Visits to ensure school safety, such as inspections by the Fire Marshal's office or by public health, will continue to take place.

- Emergency evacuation procedures reviewed by all staff and adhered to as per usual while maintaining 2-metres between students whenever possible. Drills will be conducted with each cohort.
- Documentation/logs copies need to be kept in classroom & office.
    - Lockdown procedures – physical distancing should be maintained when safe to do so ie: Hold and Secure, however if in lockdown or evacuation in real emergency, imminent safety is priority and physical distancing may not be possible.

Essential Visitors

- We plan to significantly limit or even prohibit visitors, including parents.
- Visits to ensure school safety, such as inspections by the Fire Marshal's office or by public health, should continue to take place.
- Any visitors to a school must self-screen and to wear a medical mask while on school premises.
- All visitors (Parents/Community Members) to access school at approval of Administrator only

Extracurricular Activities and Field Trips

- Use of virtual clubs and programs whenever possible
- Face-to-face clubs that require students to share materials (e.g. Student Council, Chess, Games Clubs, etc.) are on hold.
- School trips are on hold until further direction.
- Alternative to 'high five', handshake, hugs must be implemented
    - Team Sports (TBD)

Halton Food for Thought Program

- "Grab and Go" format is implemented.
- Bin drop off to schools between 7-9 am
- Custodian or staff volunteer to receive
- Bins delivered to classroom (to be kept near the sanitation station at the entrance of the classroom)

Used Uniforms

- Can be accessed upon request to the school.
- Uniforms should be tried on at home and returned if they don't fit. Upon return, the pieces should go untouched for 72 hours unless they can be washed.

Community Use of Schools

- Indoor community use permits will issued for one booking per evening.

Facility Management Services

Cleaning

1. Days – All high-touch points in common areas (corridors, office, library, etc.) and washrooms will be disinfected midday or when visibly dirty.
2. Evenings – Cleaning and disinfection of all common areas and classrooms, including all high touch points and common touch points in common areas, washrooms and classrooms to be disinfected.

- High-touch points include doorknobs, light switches, push plates, panic bars, handrails, elevator buttons, faucet handles, flush handles, stall latches, product dispensers, paper towel dispensers, benches and bottle fillers will be cleaned twice daily.
    - Common touch points include desks, chair, pencil sharpeners, counters, tables, and phone/intercom will be cleaned twice daily.
    - Classroom staff are encouraged to disinfect high-touch items in the classroom throughout the day using disinfectant wipes or no-touch disinfectant spray. Custodial staff will ensure that disinfection resources are provided in the classroom.
    - Hand hygiene and disinfection station resources will be inspected daily and restocked as needed.
- Staff rooms will be cleaned daily in the evenings. Disinfectant wipes or no-touch disinfectant spray will be provided for intraday disinfection, as required.
- Gymnasiums will be cleaned daily in the mornings. Disinfectant wipes or no-touch disinfectant spray will be provided for intraday disinfection, as required.
- School libraries will only be used by staff and will be cleaned daily in the evenings. Disinfectant wipes or no-touch disinfectant spray will be provided for intraday disinfection, as required.

Waste & Recycling

- Custodial staff will collect and dispose of garbage and green bin waste daily in the evenings. Recycling will be monitored by custodial staff and collected as needed.
- Use lined, no-touch waste baskets, i.e. foot pedal operated, hand sensor, open basket, as recommended by public health.

CREATING AND MAINTAINING COMMUNITY

1. Supporting Students

- We will continue to find creative ways to maintain the daily rituals for students to ensure that students can find new ways to connect for activities such as Christian Meditation and DPA. Staff will find creative ways to provide extracurricular activities where possible in ways that respect social distancing protocols and allow students at home to participate.

2. Supporting Families

- Communication for parents will focus on ensuring that parents and students have all the information they need in order to understand new protocols in place that respect social distancing and health and safety of everyone. Staff may continue to use phone conferences or virtual meetings with parents in lieu of face-to-face meetings.

PROMOTING CATHOLIC IDENTITY IN REMOTE SPACES

- We will continue to ensure that our learners experience a Catholic learning environment rooted in Gospel Values and the Ontario Catholic School Graduate Expectations in the new environment that our students return to school in. We continue to value the connections between us, home and parish and will use a variety of resources and tools to ensure that those connections remain strong.
- Our focus will continue to be on faith formation for our staff and students, connecting our Pastors to our schools in ways that respect health and safety protocols but still allow for presence. As well we will look to find new ways of focusing on service and social justice opportunities for our students. **Classes and families will be invited to join virtual liturgies similar to previous years'.**

TECHNOLOGY SUPPORT

- The school will continue to support families with providing technology especially for the families remaining at home with the virtual learning option. For student returning physically to the school, students are encouraged to bring their own devices while following the digital citizenship guidelines.