



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

September 2021
(As of August 31st, 2021)

RE-ENGAGING OUR CATHOLIC COMMUNITY

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 Pastor to our school 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.

MAINTAINING SAFE AND HEALTHY SCHOOL

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/workrooms for staff
- Capacity limits
- 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 (mandatory) and eye protection (to be used within 6ft of students/staff) 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.
- 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.

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.
- At home, we ask that parents reinforce the safe use/compliance of masks during the school day. Parents must also ensure the 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. All staff and students must complete the [provincial daily screening \(self-assessment\)](#) 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.
- Student will remain in designated “Isolation Room” until their departure and will be supervised by staff, maintaining 2m distancing or using appropriate PPE (as outlined in Board Reopening Plan).

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 [provincial daily screening \(self-assessment\)](#). If they are unable to leave immediately, they must be isolated in the isolation room/area.
- Students and staff (as necessary) 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.
- Reporting will be completed as per Ministry, Halton Public Health and Board protocols.

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, 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 St. Dominic 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 are strongly discouraged from dropping off items during the school day. In an emergency situation, items can be dropped off at the table accessible outside the main front doors of the school. Students should be dismissed at school exits, parents/guardians should not come into the school.

- Visitor Protocol: (pre-entry screening must be completed and will be posted on the front doors of the school)

Training for Staff

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

Self-Screening of Students

- All staff and students must self-screen every day before attending school using the daily screening tool.
- 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. (The Isolation Room will be a room attached to the main office to ensure supervision).

Emergency Contacts

- Parents/guardians must provide an available emergency contact that is able to pick up your child 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).
- 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., door knobs, 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.

Changerooms

- All changerooms are closed and access will be 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).
- Student lockers may be used by students. Classroom teachers will establish routines to ensure students are staggered while visiting their lockers/cubby area.

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
- Maximum room occupancy for rooms around the school

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. The YMCA will also operate in cohorts, though their cohorts will be different to the school cohorts.

- Empty classrooms and the stage have been 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.
- There will be one point of entry/exit where parents will pick-up and drop-off. YMCA staff will be present at this door to escort children safely to their assigned classrooms as parents cannot come in the building.
- 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

- The bus drivers will be responsible for disinfecting the buses prior to loading students. We will be creating seating plans for all buses once students' intent to return to school plans have been finalized. Students must remain in their assigned seating
- Please note that school bus transportation will begin on September 7th, 2021.

Arrival & Dismissal

ARRIVAL

Upon arrival, no earlier than 8:05 am, all Grade 1-8 students will enter via the front doors of the school. Students are not allowed to congregate in the schoolyard. Parents are asked to stay off the schoolyard and remain behind the fence. Staff will be on hand to ensure social distancing and a staggered supervised entry into the building. Students will go directly to their classes.

DISMISSAL

The school will start dismissal procedures 10-15 minutes before the end of the day:

- Kindergarten students will be dismissed at approximately 2:40 pm
- Intermediate (Gr. 7-8) students will be dismissed at 2:45 pm
- Junior (Gr. 4-6) students will be dismissed at 2:45 pm
- Primary (Gr. 1-3) students will be dismissed at 2:50 pm

Staff will have students ready to be dismissed at that times indicated above. Students must be wearing their masks and must remain within their cohorts. Bus students will be supervised in the gym/ hallway area waiting for their buses to be called.

- Only one parent/guardian drop-off/pick-up
- All entrances will be used and assigned to classes based on location
- Outdoor drop-off/pick-up
- Staggered entry
- Physical distancing ground markings
- Older siblings that need to pick up younger siblings will be assigned a waiting area on the pavement (if necessary)

Late Arrival

- Arrival at school, on time, is of the utmost importance to limit any gatherings at the main office.
- In the event that a student is late, they are to line up outside the main office and one student at a time will be signaled in as necessary.
- Regular communication will be sent to families regarding being on time for school.

Parent Drop Off/Pick-Up

- Parents are encouraged to remain in their vehicles when possible. Parents are NOT to come on school property and are to wait for their children by their assigned doors. Kindergarten students will be dismissed from their assigned classroom doors/gate based on their cohorts. Kindergarten educator teams will share with their families which door/gate their class will dismiss and enter from.

Student Attendance

- Teachers will track morning and afternoon attendance in their classrooms. Attendance will be shared with the school secretary electronically.

Prevalent Medical Conditions

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

Daily Announcements

- Will be led by office staff only.
- 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 completed electronically this year.

Recess/Breaks

- The school is divided into 2 groups for staggered recesses and lunch blocks. For the lunch hour, from 11:25 – 11:55, Grade 1-4 students will go outside for recess while Grade 5-8 students eat their lunch. From 11:55 – 12:25, Grade 1-4 students will come in to eat while the Grade 5-8 students go outside.
- A mask is not required for outdoor play as long as physical distancing can be maintained. In the event that a student should have to come into the building for First Aid/washroom purposes, masks will be provided if necessary.
- Students will enter and exit the building as per their established entry doors.
- As per Appendix A, the yard will be divided into zones for every recess. Lines have been painted on the yard indicating parameters of each zone. 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.
- Students will only be permitted to re-enter building during recess for washroom/water breaks if it is an emergency. We will encourage all students to use the facilities prior to recess.
- Hand washing/sanitizing before and after recess will be enforced.

Lunch and Lunch Supervision

- For the health and safety of all of our students and school community, it is strongly recommended that all elementary students remain at school for the full duration of their lunch period. Please note that this means that students will not be going out for lunch with their peers or visiting local eateries and returning with takeout food.
- 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, classroom).
- Students/staff use refillable water bottles at refill stations as the water fountains are not available at the moment.
- Students must have their own individual meal or snack. Our “No sharing” policies and procedures will be 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.
- Students are to remain seated at their own desks and eating as per usual.
- Staff on duty must wear a mask when inside the building.
- Staff 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. Parents are encouraged as much as possible to provide litterless lunches.

Assemblies/Large Gatherings

- School assemblies or other large gatherings will not be held until further notice. Gatherings of any size will only be held if social distancing and Public Health measures can be maintained.

- Virtual options will be in place to hold school masses, liturgies and other assemblies.

Outdoor Equipment and Activities

- Activities will be conducted outside with class cohort when possible; weather permitting.
- Play equipment from home is permitted to be brought to school (soft or “nerf-like” playground equipment is preferred).
- School play equipment can only be used by one class cohort at a time 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.
- Outdoor Kindergarten play structures will not be disinfected after use. Student will wash/sanitize hands upon returning to the classroom.
- Each classroom will have their own set of outdoor play materials.

Home-School Communication

- We will encourage the use of online communication and telephone calls with parents/guardians in place of in-person meetings.
- Only students can write in agendas. Teachers can stamp agenda to indicate it has been seen/read.
- Staff will establish an online protocol for home-school communication.

Programming and Shared Items

- Personal items should be labelled and must be kept in the student’s desk area (such as their “tool kit” for learning at their desks with pencils, crayons, rulers, manipulatives, etc.)
- Items must be cleaned and disinfected prior to use by another cohort.
- Staff/students are encouraged to use their personal laptops/devices. If using shared equipment, items will need to be disinfected between users.

Telephone Usage

- Staff only to use classroom P.A. system phones.
- Office staff/Teachers will call home on behalf of student and relay the message.

Student Washrooms

- Teachers will schedule bathroom breaks to stagger and monitor distancing.
- Floor markers outside washroom will be placed to maintain distancing while waiting for access.
- All washroom use will be logged.
- Individual students should not be prevented from accessing bathrooms as needed.

Students in Gr. 1 will be permitted to go to the washroom with a partner from their class cohort. Their partner will wait in the hall while the child uses the facilities.

- Signage has been posted to reflect a maximum of 4 students in the washroom at any time. Visual markers have been placed around sinks to guide physical distancing.
- Updated air hand dryers have been installed in all bathrooms

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.

Use of Shared Spaces

- Schedules are created to stagger communal space use by staff/students (e.g. recess/staffroom/workrooms/gym/library). Maximum occupancy signs have been posted outside of these areas.

Workrooms:

- Distanced tables are set up in workrooms for staff.
- 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.
- School Library will be open for classroom visits (only 1 class at a time). Alternatively, a system may be provided for students to place holds on and receive library books/resources. Returns will be held for 72 hours between use.
- Staff and students 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 until further notice.
- NO students are permitted in equipment rooms. ALL equipment must be sanitized using appropriate cleaning products after use.

Staffroom:

- Extra chairs/tables have been removed
- Maximum room occupancy is posted

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.

Board Itinerant Staff & Visiting Third Parties:

- Whenever possible, virtual sessions will take place rather than live Face-to-Face sessions.
- Appropriate visitor screenings will be completed prior to entry or working with students
- All itinerant staff and visitors must wear masks during school visits. Third party service providers will provide their own PPE. Hands must be washed/sanitized prior to entering the space and after use.
- Disinfect area using appropriate cleaning products between students.

Resource Rooms (SERT, CYC, ESL):

- Students may gather in small groups, from different cohorts, in a common learning space.
- 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 Marshall'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 and considering health and safety protocols
- Documentation/logs copies need to be kept in classroom & office.
- Lockdown procedures – physical distancing should be maintained when safe to do so
- However, if in lockdown or evacuation in real emergency, imminent safety is priority and physical distancing may not be possible.

Extra-curricular Activities and Field Trips

- Use of virtual clubs and programs whenever possible
- NO School trips will run at this time
- Alternative to 'high five', handshake, hugs must be implemented
- Team Sports/clubs (TBD – will follow Board and Halton Public Health Protocols)

Third-Party Food Programs

- All food programs will continue to be on hold until further notice.

Community Use of Schools

- Indoor community use permits will be considered by Board Facilities staff.
- Availability of indoor winter permits will be evaluated by Board Facilities staff.

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

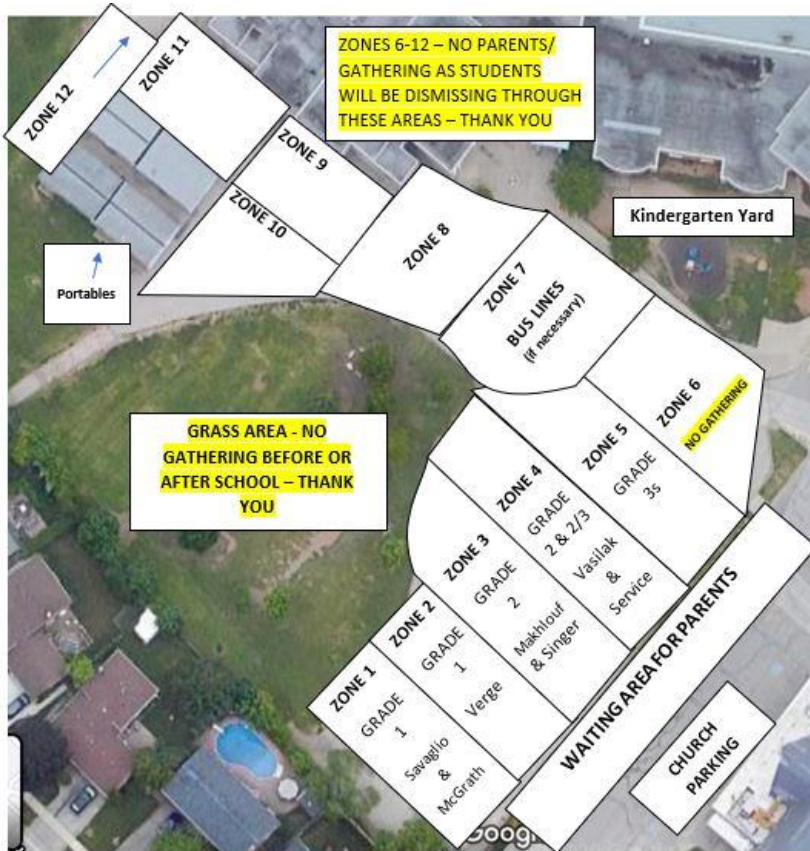
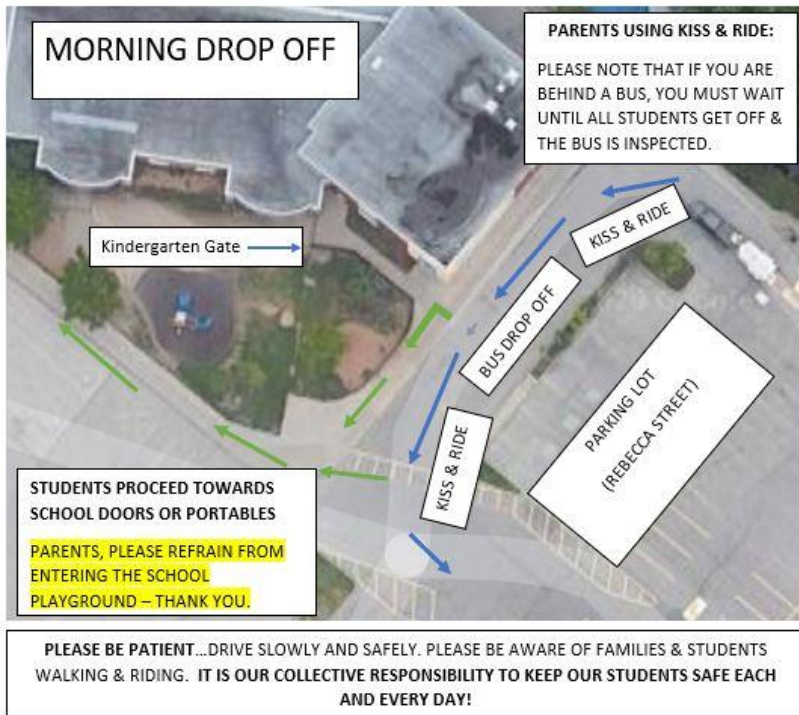
1. Supporting Students

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. Student ideas for clubs or other extracurricular activities will be supported where staff supervision is possible.

2. Supporting Families

Parent communication 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.

APPENDIX A (MAPS – ENTRANCE, DISMISSAL PLAYGROUND ZONES)



Dismissal (2:50 pm): Students in grades 1 – 3 may be picked up each day (one parent only please) in the zones indicated on the dismissal map. We ask all parents to please avoid entering Zones 6-12 and the Grass Area, as other students will be dismissing through these spaces. It is essential that all members of our community follow our protocols to ensure there is no congregating as we dismiss our students safely. Thank you for your cooperation and understanding.

RECESSES ZONES (BLACKTOP & FIELD – WEATHER PERMITTING):

OUTDOOR PLAY GROUND ZONES (**Bolded Names are in 2nd Recess Cohorts**)



Outdoor Field Zones:

