



**St. Gabriel CES
Return to School Plan
September 2020**



The return to school plan for St. Gabriel reflects the *HCDSB Safely Reopening Schools Post COVID-19 Closure Action Plan*, which was created based on direction from the Ministry of Education, and guidance in consultation with Halton Region Public Health recommendations.

St. Gabriel Overall Goals

- Maintain a safe, welcoming, and inclusive learning environment for students and staff
- Ensure a robust academic program grounded in our Catholic Faith

Gradual Return to School

We will be transitioning into the new school year by bringing students into school in smaller groups, on September 9, 10 and 11th. The following schedule will apply for all elementary schools:

Wednesday, September 9th	Only students in Grades 1 – 8 with surnames beginning with the letters A-F attend school
Thursday, September 10th	Only students in Grades 1 – 8 with surnames beginning with the letters G-N attend school
Friday, September 11th	Only students in Grades 1 – 8 with surnames beginning with the letters O-Z attend school
Monday, September 14th	ALL students in Grades 1 - 8 attending in-class instruction will come to school. <u>Remote learning</u> begins for students learning from home. Gr. 1-8
Tuesday, September 15th	<u>Remote learning</u> begins for students learning from home. JK/SK

Staggered Schedule for September 2020

The staggered schedule below will be implemented in September 2020 to reduce the number of students outside during recess and in the interest of physical and social distancing.



**St. Gabriel CES
Return to School Plan
September 2020**



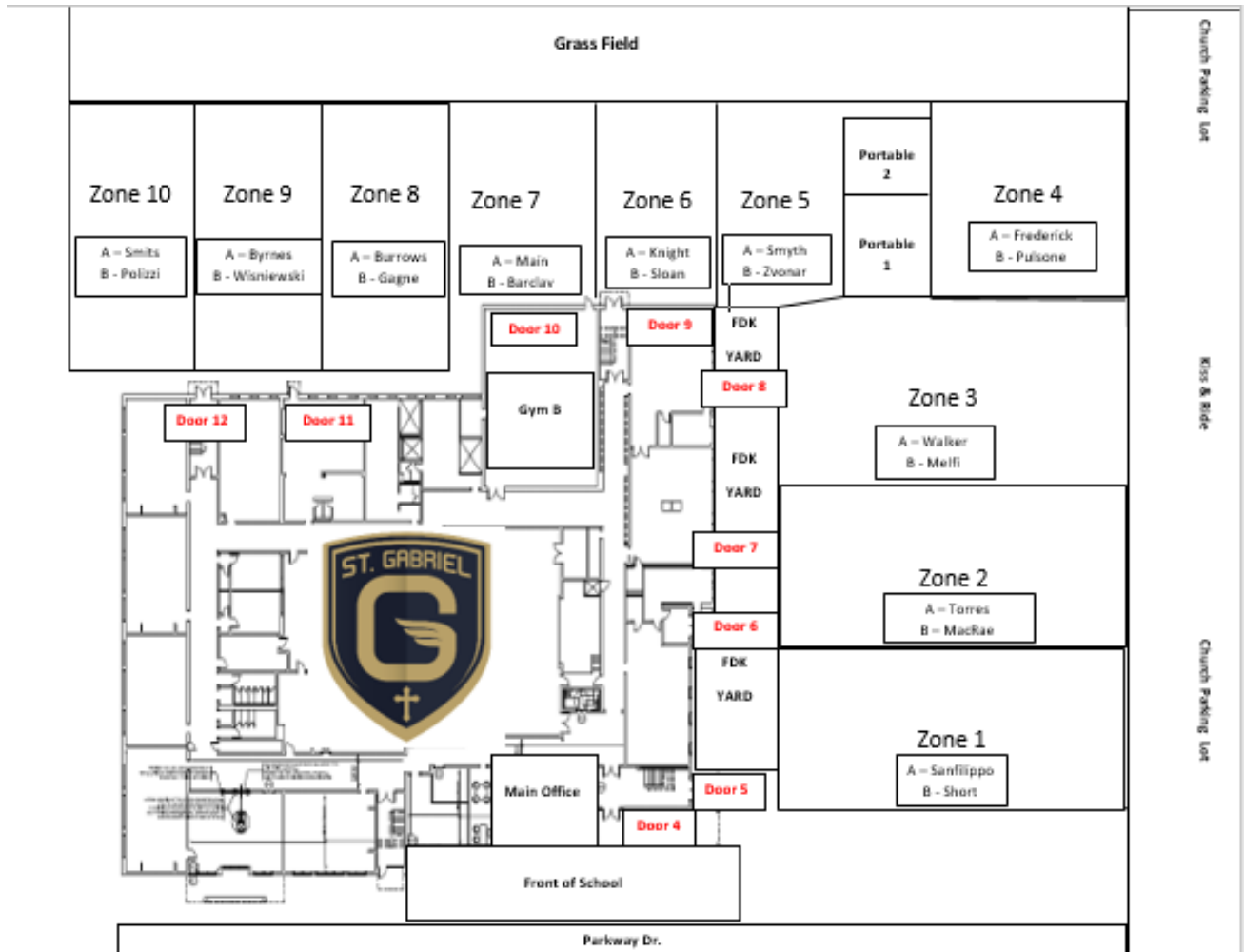
Schedule A – Gr. 1 - 4/5	Schedule B – Gr. 5-8
Supervision Begins 8:05 am	Supervision Begins 8:05 am
8:05 – 8:20 – FDK to Gr. 4/5 enter school building beginning at 8:05 am	8:05 – 8:20 – Gr. 5-8 students go immediately to their designated “Zone” and enter the school building at 8:20 am
Morning Bell: 8:20	Morning Bell: 8:20
Period 1: 8:20 – 9:00	Period 1: 8:20 – 9:00
Opening Exercises: 9:00-9:10	Opening Exercises: 9:00-9:10
Period 2: 9:10-9:50	Period 2: 9:10-9:50
Recess: 9:50 – 10:05	Period 3: 9:50-10:30
Period 3: 10:05-10:45	Recess: 10:30 – 10:45
Period 4: 10:45-11:25	Period 4: 10:45-11:25
Lunch Inside: 11:25 – 11:55	Lunch Recess Outside: 11:25 – 11:55
Lunch Recess Outside: 11:55 – 12:25	Lunch Inside: 11:55 – 12:25
Period 5: 12:25- 1:05	Period 5: 12:25- 1:15
Period 6: 1:05- 1:45	Period 6: 1:15- 2:00
Recess: 1:45 – 2:00	Recess: 2:05-2:20
Period 7: 2:00 – 2:50	Period 7: 2:20 – 2:50
Dismissal: 2:50	Dismissal: 2:50

Recess Procedures

For recess, the yard has been divided into “Zones”. Students must stay with their class cohort and inside their Zone during all 3 recess periods. The map below depicts classes and their designated Zone for Schedule A and B separately. The field has been divided into 5 sections. Cohorts will have access to the field area on a rotating schedule weather permitted.



**St. Gabriel CES
Return to School Plan
September 2020**



Entrance and Exit Procedures

In the morning, Kindergarten – Grade 4/5 students will report directly to their classes once they have arrived at school. Staff members will be supervising the student entry process and the students in the classrooms upon arrival. Grade 5 to 8 students will remain on the school yard in their designated zone as per past practice and will enter the school with their classroom teacher at bell time.

If students are late for any reason, they are to enter the school through the front door and go directly to their classes. It will be up to the classroom teacher to notify the Main Office when the student arrives at the school.

Student dismissal procedures will begin approximately 10-minutes before the end of the day to help maintain social distancing as students exit the building. FDK students will be available for pick-up beginning at 2:40 pm. Walkers will be dismissed at 2:45 pm with Bus and YMCA students dismissing at 2:50 pm. Students must be wearing their masks until they have exited the building and must remain within their cohorts. Bus and YMCA students will remain in their classrooms until their buses arrive and will be walked out using the same process as cited above.

Additional documents for both Daily Entry and Dismissal are attached separately.



**St. Gabriel CES
Return to School Plan
September 2020**



Once Students Enter the School

- Sanitizing stations will be at all entrance locations and in classrooms
- Student personal belongings brought to school must include **essential items only** and will be kept in their backpacks
- Student backpacks will be kept on student chairs
- Student **lockers will not be used** at this time

Morning Announcements

- Will occur after first period from 9:00 – 9:10 am
- Daily reminders of health and safety regarding COVID-19 will be included in announcements

Daily Screening for COVID-19 Symptoms

Self-screening must be completed each day before a student attends school. If a student does not pass the self-screening, they are to remain home. To ensure the safety of all students and staff, students will not be permitted to enter the school building until the self-screening has been completed. HCDSB is in the process of creating a self-assessment checklist that will be utilized for all members of the HCDSB community.

Any student or staff who exhibits symptoms will be removed from their class, taken to a designated isolation room in the school, and must be picked up immediately. Please ensure that your contact information is up to date and there is a family plan for an immediate pick-up if you are contacted by school staff.

Suspected Cases of COVID-19:

Students who exhibit COVID-19 symptoms may undergo testing at an Ontario assessment centre. If the results of a test are negative and/or student is symptom free for 24 hours, they may return to school.

Confirmed COVID-19 Case:

Halton Region Public Health (HRPH) will be notified immediately and the school will respond based on HRPH recommendations. Please contact the school directly if your child develops any symptoms outside school. All absences should be reported through the Safe Arrival Program.

Masks

Physical Distancing & Wearing Masks

Throughout the Return to School planning stages, staff members have worked diligently to ensure that as many physical distancing measures as possible will be implemented into school life at St. Gabriel CES this year. These plans include training of staff in various safety protocols/procedures, removal of unnecessary furniture/items, staggered recesses, signage, the implementation of recess zones outside to name a few.

Students in Grades K - 12 are required to wear non-medical or cloth masks when inside the school. Masks must be compliant with our school dress code and should not display any inappropriate logos, sayings, or pictures. While outside for recess/instructional time, students are not required to wear masks unless they choose to do so. Methods for safely storing masks at school will be discussed with students during the first week of school. We encourage families to continue to practice putting on/removing masks with their children at home and to review the expectations for wearing them at school. Thank you for your support with this request as we believe that it is important that students receive the same messaging at home as they do at school.



**St. Gabriel CES
Return to School Plan
September 2020**



COVID-19: How to safely use a non-medical mask or face ...

Use of Masks and Personal Protective Equipment (PPE)

The use of personal protective equipment (PPE) is one of the measures we will have in place in our schools to help prevent the spread of COVID-19. PPE is protective clothing or equipment designed to protect the wearer's body from injury or infection. PPE can include gloves, masks, face shields, gowns, safety shoes etc.

Wearing of Masks at School

- Medical masks will be worn by all teachers and other school staff.
- All **HCDSB students (K- 12) are required to wear non-medical masks/ face coverings at school**. Reasonable exceptions to this requirement will be put in place (see below *Exemptions for Mask Wearing*).
- All students will be provided with one cloth nonmedical mask provided by the Ministry of Education. These masks are all identical. Please ensure you label them with your child's name.
- Students can wear their own masks from home if preferred.

Use of Non-Medical Masks or Face Coverings in Schools – Tip Sheet

Exemptions for Wearing Masks

Reasonable exceptions to mask wearing will be considered.

An exemption may be requested for a student in Grades K-12 for the following reasons:

- A pre-existing medical condition.
- A diagnosis or learning profile that would limit a student's ability to tolerate or safely wear a mask, including whereby a mask would affect essential communication for a person who is hearing impaired.
- Other, as detailed by a healthcare practitioner.

If any of the above conditions apply to your son or daughter, please contact our School Office.

Daily Covid-19 Screening

Self-screening must be completed each day before a student attends school. If a student does not pass the self-screening, they are to remain home. Any student or staff who exhibits symptoms will be removed from their class, taken to a designated isolation room in the school, and must be picked up immediately. Please ensure that your contact information is up to date and there is a family plan for an immediate pick-up if you are contacted by school staff.

Suspected Cases of COVID-19:

Students who exhibit COVID-19 symptoms may undergo testing at an Ontario assessment centre. If the results of a test are negative and/or student is symptom free for 24 hours, they may return to school.

Confirmed COVID-19 Case:

Halton Region Public Health (HRPH) will be notified immediately and the school will respond based on HRPH



St. Gabriel CES Return to School Plan September 2020



recommendations. Please contact the school directly if your child develops any symptoms outside school. All absences should be reported through the Safe Arrival Program.

Daily Screening Checklist for HCDSB Students

All parents/guardians (for students 18 years or older) must complete the self-assessment checklist below with their child/children **EACH DAY** before leaving for school.

Common COVID-19 Symptoms

- Fever (temperature of 38.0°C or greater)
- Shortness of breath (dyspnea)
- New or worsening cough

Other COVID-19 Symptoms

- Sore throat, difficulty swallowing
- Loss of taste or smell
- Runny nose or nasal congestion
- Nausea/vomiting, diarrhea, abdominal pain

Monitor for signs and symptoms (including atypical symptoms) of COVID-19

- COVID-19 Reference document for symptoms
- Ontario's COVID-19 Self-Assessment

In the last 14 days, has your child:

- been in close physical contact with someone who tested positive for COVID-19?
- been in close physical contact with someone who either is currently sick with COVID-19 symptoms or returned from outside Canada with new COVID-19 symptoms?
- travelled outside of Canada?

If YES to any of the above, you must:

- Keep your child home to self-isolate
- Report your child's absence AND inform the school that the absence is possibly COVID-19 related
- Call an Assessment Centre to get your child tested for COVID-19 and follow the direction of Public Health OR self-isolate with close contacts for 14 days AND be symptom free for 24 hours prior to returning to school

HALTON CATHOLIC Halton

COVID-19 Management in Schools Guidance Document

For those of you who did not have an opportunity to watch the webinar with Dr. Meghani on Tuesday, August 25th, we have attached a reference document from the Ministry of Health to support safer schools. This document is available online here: [Operational Guidance: COVID-19 Management in Schools](#). You may also want to view her presentation here: [Preparing for a Safe and Healthy Return to School](#)

Communication Between Home and School

- Teachers and parents are encouraged to communicate through email, video or telephone calls between home and school in place of in-person meetings
- Only students will be writing in their individual agendas while at school

Before and After School Program (BASP)

Screen you child(ren) for COVID-19 symptoms: *When in doubt, keep them out of school*

- Our BASP will continue use classrooms in the school that are shared with our day school classes
- Materials will not be shared between the two programs
- BASP providers will be responsible for disinfecting before and after the core school day
- Procedures will be established to ensure attendance, contact tracing and communication between BASP, School Administration and the Manager of DECEs and Child Care



**St. Gabriel CES
Return to School Plan
September 2020**



Bus Transportation

Halton Transportation Services is proposing to maintain the same number of riders on buses and rely on more stringent health and safety protocols on school buses. These include:

- Mandating the use of masks for all students riding on the bus
- Use cohorting to group students with peers they will be in consistent contact with
- Create seating charts that take into consideration siblings and classroom cohorts
- Suspend courtesy seats for the 2020-2021 school year
- Give parents the option to opt out of using transportation (communicated via Twitter)

All students who travel on the school bus must have a successful self-screening before boarding the bus.

Transportation has been delayed and will follow the schedule below:

- For elementary students in the self-contained **Community Living, Essential Skills, and Structured Teaching** special education classes, and secondary students in our **Life Skills classes**, transportation to and from school will be available beginning **Friday, September 11, 2020**.
- For **all other students (Kindergarten to Grade 12)**, school bus transportation to and from school will be available beginning **Monday, September 14, 2020**.

Student Washrooms

- Students will be reminded to wash/disinfect hands before and after washroom visits
- If students need to go to the washroom throughout the day, they will go one at a time
- Several stalls will be closed down in order to allow for physical distancing in the washrooms
- Individual students will not be prevented from accessing washroom, if needed
- Bathroom breaks will be scheduled by classroom teacher to stagger and monitor distancing.
- Physical distancing markers will be placed outside washrooms for students who are waiting to enter

Snacks and Lunches

- Pizza, lunchbox and milk programs will be suspended until further notice. Phasing in of lunch programs will be considered at a later date. **Delivery of lunches throughout the day will not be permitted;** therefore, please send your child with lunch and snacks at the beginning of the school day.
- Snacks and lunches will be eaten with designated cohorts and in the classroom. To reduce movement in the classroom, we will have a boomerang lunch program (food not consumed, wrappers, containers will go home). **ALL FOOD MUST BE NUT-FREE.** In keeping with our healthy eating practices, please ensure your child brings nutritious snacks and lunches that are packed in reusable containers.
- Water fountains will not be accessible to students. Each student is required to bring a labeled water bottle and will have access to a designated water bottle filling station.
"No sharing" - this includes food, water bottles or personal items.

Considerations for Lunch Prep

- Lunches should be prepared as individual meals and snacks.
- Sharing food items will not be permitted.
- Consider packing a napkin to be placed on your child's desk
- Provide a fork for finger foods
- Do not give sticky or messy foods that will cause your children to lick their fingers



**St. Gabriel CES
Return to School Plan
September 2020**



Hand Hygiene and Respiratory Etiquette

Hygiene education and routines will be explicitly taught and reinforced regularly. Hand sanitizing stations will be set up in each classroom and in washrooms. All students and staff will be expected to wash hands and/or sanitize frequently. Breaks will be scheduled to allow students to wash their hands at appropriate times during the school day.

- Entering and exiting the classroom
- Before and after eating food
- After using the washroom

- Before and after outdoor play
- Before and after physical education classes
- After blowing their nose, coughing or sneezing
- Before and after touching any shared objects
- Before and after touching their face
- Before and after touching a shared resource

Physical Distancing

Students will remain with their designated cohort (classmates) throughout the day. The cohort group will apply inside the school and in the school yard. Bussing and the Before and After School Program will be a different cohort. Staggered recesses will ensure students can social distance as much as possible in the school yard. Students will be assigned a designated area on the pavement with their cohort for recess time. There will be NO mixing of class cohorts. In the classroom, students will have a designated workspace (desks or table) and will be distanced as much as possible.

Health and Wellness

The staff priority with the return to school will be on student and staff health and wellness. Our school uses a mechanical ventilation system to provide fresh air to the classrooms. This system will be controlled to maximize the amount of outdoor supply air while still maintaining thermal comfort. Portables are also climate controlled. Additional ventilation is not required however, classroom staff may opt to open windows at their own discretion. Classes will utilize outdoor teaching opportunities as much as possible. Physical Education classes can also be taught outdoors, weather permitting.

Student “Tool kit” and Belongings

We are greatly reducing the amount of sharing of materials among students. Families are welcome and encouraged to send their children with items to fill their “Tool Kit” however this **is not a requirement** as the school can provide all of the items listed below.

These items include:

- Pencil case
- Pencils/Pens (depending on age group)
- Eraser
- Crayons/Pencil Crayons (depending on age group)
- Ruler
- Sharpener
- Personal Hand Sanitizer



**St. Gabriel CES
Return to School Plan
September 2020**



Please contact Mr. Tilley or Ms. Carey if your child(ren) require any specific items.

Students are to bring essential items only. No toys or sporting equipment can be brought to school. A menu of appropriate activities for recess play will be discussed with students by their classroom teacher. Students who ride their bikes must dismount upon entering school property and lock up immediately to reduce congestion of students in that area.

Electronic Devices

Students are welcome and to bring an electronic device (ie: Laptop, Tablet) that only they will use.

Changerooms, Lockers & Cubbies

All changerooms are closed at this time and access will be restricted until further notice. Considering this restriction, we ask that students make a concerted effort to bring only those personal belongings that are essential to learning (e.g., backpack, clothing, sun protection, water bottles, food). Students lockers are also not available at this time, and therefore, all bags/shoes/coats will be stored in the classroom in the student's personal space/desk area. Use of cubbies for storage of items is only permitted in Kindergarten classes provided that physical distancing measures are practiced.

School Visitors

As a school community we pride ourselves in creating a welcoming environment. Due to COVID-19, access to the school will be limited to HCDSB employees and service providers only. Access to the school by any other member of the community must be pre-approved by the school administration in accordance with HCDSB Essential Visitor Protocol. Our office is open to accept phone calls however, parent access to the main office is prohibited unless an appointment has been made.

Enhanced Cleaning

Enhanced cleaning protocols have been implemented. Daily cleaning protocols include disinfection of high-touch points in common areas throughout the building twice daily and increased cleaning in classrooms and washrooms. Nightly deep cleaning is also enhanced.

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/practices will continue while maintaining 2-metres between students whenever possible (i.e., fire, lockdown, bomb threat)
- In the event of a real emergency, imminent safety is priority and physical distancing may not be possible

Extracurricular Activities and Field Trips

- Use of virtual clubs and programs will be considered where possible

Academic Program

Parent intent to return survey was emailed on Thursday August 20, 2020 to confirm if your child/ren will be attending face to face learning or distance learning.

Face to Face Option

The academic program will continue to be robust while reflecting the expectations that support enhanced health and safety measures. Students will be able to leave their classroom to receive additional resource support, but direct and indirect contacts will be limited. As much as possible,



**St. Gabriel CES
Return to School Plan
September 2020**



physical education/DPA will be taught outside. Scheduled washroom breaks, hand sanitizing, review of routines and curriculum will be a priority and reflected in class schedules. Staggered recess and lunch will be implemented for all classes to reduce the risk of cohort cross contamination. Teachers will provide parents with a schedule during the first week of school.

The program delivery will be adjusted to ensure health and safety protocols and wellness have increased attention.

Distance Learning Option

If families opt for online learning, communication will be emailed directly from an HCDSB virtual school staff. Students participating in online learning will be assigned to a virtual school. The specific details for online learning are outlined in PPM 164, posted on the Ministry of Education website. Parents who choose for their child to participate in distance learning will maintain the option for their child to return to St. Gabriel either after Thanksgiving, Christmas Break or March Break.