

ST. TIMOTHY RETURN TO SCHOOL PLAN – SEPTEMBER 2020



The return to school plan for St. Timothy's 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. Timothy Overall Goals

- Maintain a healthy and safe learning environment for students and staff
- Ensure a robust academic program that is transferrable to other learning models, if required, and reflects safety and wellness protocols

Gradual Return to School for Face to Face Learning

We will be transitioning into the new school year by bringing students into school in smaller groups, on September 9, 10 and 11th.

Date	Who attends?	Focus
Tuesday September 8	<ul style="list-style-type: none"> • School staff ONLY 	Rehearse new health and safety protocols. Set up learning management systems and resources. Co-ordinate the use of space in the school and on the school yard. Kindergarten Year 1 and 2 Orientation Virtual Interviews
Wednesday September 9	<ul style="list-style-type: none"> • School staff • Students in Grades 1 – 8 with surnames beginning with the letters A-F • Students in self-contained Special Education classes 	Practice new health and safety protocols Student well-being Kindergarten Year 1 and 2 Orientation Virtual Interviews
Thursday September 10	<ul style="list-style-type: none"> • School staff • Students in Grades 1 – 8 with surnames beginning with the letters G-N • Students in self-contained Special Education classes • All Year 2 Kindergarten students 	Practice new health and safety protocols Student well-being
Friday September 11	<ul style="list-style-type: none"> • School staff • Students in Grades 1 – 8 with surnames beginning with the letters O-Z • Students in self-contained Special Education classes • All Year 2 Kindergarten students and half of Year 1 Kindergarten students 	Practice new health and safety protocols Student well-being
Monday September 14	<ul style="list-style-type: none"> • School staff • Students in Grades 1-8 • All Year 2 Kindergarten students and half of Year 1 Kindergarten students 	Regular in-class instruction and remote learning begin.
Tuesday, September 15	<ul style="list-style-type: none"> • School staff • ALL Students (Kindergarten – Grade 8) 	All Kindergarten students begin in-class instruction.

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. Parents are able to access the **Daily Screening Checklist for HCDSB students** [HERE](#).

Please note that if a student or staff member shows signs or symptoms of COVID-19 or has come into close contact with anyone suspected or confirmed to have COVID-19, they cannot come to school. They must self-isolate and be tested for COVID-19. Any student who exhibits symptoms while at school will be removed from their class, taken to a designated supervised isolation room (ie. an empty office) 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 the school.

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

Grades K-8 students are required to **wear non-medical or cloth masks in school, including hallways and during classes.**

- **Outdoor times** will be used as opportunities for students to take a break from wearing masks.
- Students are to use a **zip-lock or paper bag**, labelled with their name, to store their mask while outside. Parents may also opt for a fanny pack or breakaway lanyard.
- Once students return from outside, they practice hand hygiene and resume wearing their masks.
- Mask design: Keep it simple, please.
- Masks must be compliant with our school dress code (see student agendas) and not display any inappropriate logos, sayings, or pictures, including but not limited to, subject matter which refers to drug use, is suggestive or overtly sexual, or is violent.
- Practice safely putting on and taking off mask
 - [COVID-19: How to safely use a non-medical mask or face ...](#)



Entrance and Exit Procedures

Upon arrival at school, students will immediately enter the building through their assigned entry/exit door. Students have been assigned specific doors that are closest to their classroom to reduce crowding and promote distancing. We ask that you support this process by developing drop off and pick up routines that align with the entry and exit points. To further support distancing, **parents cannot leave their cars during drop off/pick up in the Kiss and Ride and cannot congregate along the fence and gate area at the back of the school. Where physical distancing is not attainable, we ask parents to wear non-medical masks.** We strongly encourage parents to walk their children to school or if you are driving, utilize the Kiss N Ride as there is limited parking onsite. We recognize that these procedures will not be the most convenient, however, they have been developed to ensure the safest transitions in and out of the school building as possible. For drop off and pick up, it is critically important that everyone adheres to road signs and practices physical distancing.

Due to the extensive health and safety protocols that are in place, students must arrive on time and with all items needed for the school day. We ask that the practice of signing students out early (ie. to go home for lunch) be limited. All students who leave the school during the school day must be signed out by a parent/guardian and if returning to school within the same day, complete a second COVID self-screening before entering the building.

Please note that the process for late admittance to the school may be delayed due to health and safety protocols.

Entrance and Exit doors are as follows:

- Door #10 – Clark, Nunn, Donald, Trupcevic, Indellicato, McCormick
- Door #6 – Eathorne, Gazzola, Martin, Rabiej, Slaven, Young
- Door #2– Canelos, Volak, Bednarski, Scozzaro, Rainville, Blunt
- Portable Students – Enter and exit directly at portables
- Kindergarten – Students will enter directly into their classrooms through the Kindergarten gates

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

Travel Within the School

In accordance with Halton Region Public Health recommendations, students and staff will practice physical distancing as much as possible. Signage will be posted throughout the school to ensure we are maximizing physical distancing and best hygiene practices are maintained. Travel routes between classrooms and common areas will be clearly marked, with travel routines practiced and reinforced. Students will be provided with an individualized workspace and will remain with their homeroom teacher throughout the day with access to designated entrance and exit doors, washrooms, and outdoor spaces. Students will always be expected to travel through the school with their cohort.

Daily Announcements

- Daily reminders of health and safety regarding COVID-19 will be included in announcements

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

- All hot lunch 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.

Recess Breaks

- Students will remain with their classroom cohort during all recess breaks.
- Recess breaks have been staggered to allow 10 class cohorts outside at a time.
- The school yard (pavement only) has been divided into 10 zones using pavement tape.
- Each class cohort will be assigned a zone and mixing of cohorts between zones will not be allowed.
- Ball equipment will not be allowed on the yard.
- Teachers will review a menu of acceptable recess play options with students based at school.

Communication Between Home and School

- Teachers and parents are encouraged to communicate through email, and video or telephone calls 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

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.

Virtual Chapel

As a Catholic school community, our faith is integral to all that we do. While we know that the 2020-2021 school year will feel very different from previous years, as always, we will begin the new year with a sense of hope and optimism that is founded in our Faith.

As we transition into the new school year, we will be very intentional about creating and promoting opportunities to celebrate our Catholic faith, both in person, and remotely.

We are excited to welcome families and staff to visit our interactive [HCDSB Virtual Chapel](#), where you will find a number of resources, including prayers, sacrament information, daily readings, an online rosary website available in various languages, a spot to leave your prayer intentions, and more. You are invited to explore this virtual space, as well as other Catholic faith resources that are available on our Return to School Website [here](#).

Safe Arrival

Please ensure that all student absences are reported to using School Messenger. More information can be found on our website [here](#).

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. 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 welcomed and encouraged to send their children with items to fill their “Tool Kit”.

These items include:

- Pencil case
- Pencils/Pens (depending on age group)
- Eraser
- Crayons/Pencil Crayons (depending on age group)
- Ruler
- Sharpener
- Personal Hand Sanitizer
- Other items as suggested by classroom teacher

Please contact Mrs. Odo 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

In accordance with [HCDSB Policy I-43](#) and [Procedure VI-62](#), students are welcomed and encouraged to bring an electronic device for use in their classroom under the supervision and direction of their teacher. Expectations for appropriate use of devices and digital citizenship will be reviewed with students. Family support of these expectations at home is greatly appreciated.

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.

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

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](#).

For additional information: see HCDSB Return to School Plan <http://bit.ly/HCDSB-ReturntoSchool>