

St. Timothy Return to School Implementation Plan 2021-22

The St. Timothy Return to School Plan reflects the HCDSB Return to School Plan (www.hcdsb.org/return-to-school/) which was developed based on direction from the Ministry of Education and on guidance from Halton Region Public Health.

St. Timothy Overall Goals include:

- *Maintaining a healthy and safe environment for students and staff by adhering to safety protocols*
- *Prioritizing mental health and re-engaging our Catholic community*
- *Ensuring a robust academic program that is transferrable to other learning models, if required*
- *Assessing student learning gaps and developing plans to provide appropriate intervention, where needed.*
- *Continuation of online/distance learning opportunities to supplement in-school instruction*

Staggered Return:

Students will return in smaller groups, which will allow us to ease them into the new routines and to practise together. For Grades 1-8, the following schedule will apply for all elementary schools:

Please note that we will be easing into the new school year by bringing students into school in smaller groups:

Tuesday, September 7th	All in-person Grade 1-8 learners with surnames beginning with the letters A-K will come to school.
Wednesday, September 8th	All in-person Grade 1-8 learners with surnames beginning with the letters L-Z will come to school.
Thursday, September 9th	ALL in-person Grades 1-8 learners will come to school.

For Kindergarten parents, please note that as per our usual practice, a staggered entry schedule for Kindergarten students continues to be implemented. Year 1 (JK) entry interviews will take place on Tuesday, September 7th, and Wednesday, September 8th. All Year 2 (SK) students will begin on Thursday, September 9th with *half* of the Year 1 students. The second half of our Year 1 students, along with all Year 2 students will attend school on Friday, September 10th. **All Kindergarten students will be learning in-school together beginning Monday, September 13th.**

Daily Self Screening

The Ministry of Education has directed all schools to implement daily confirmation of COVID-19 self-screening for all students attending school in person. This will be in place for the first **two weeks of the school year**, unless otherwise directed by the Ministry of Education.

Parents and guardians are asked to complete the [COVID-19 School Screening Tool](#) for each child every day before leaving home for school. If a student does not pass the self-screening, they are to remain home. Confirmation of the daily screening must be provided to the classroom teacher daily.


To facilitate this process for St. Timothy families, every Grade 1-8 student will find a bright orange tracking sheet stapled to the inside cover of their Agenda. The tracking sheet includes a QR code with the link to the screening tool, to expediate the screening. Parents simply initial each day to confirm that they have completed the screening. The children will place the open Agenda on their desk and the teacher can simply circulate to verify.



(School Name) Confirmation of Daily Covid-19 Student Screening Log

Student Name : _____ Class : _____
(Please Print)

Parent/Guardian Name : _____ Date : _____
(Please Print)

Verify in writing:	Verify electronically:
I/we confirm the student (above) received a "pass" on the COVID School Screening Tool.	https://covid-19.ontario.ca/school-screening/
Parent/Guardian Name (Print) _____	
Parent/Guardian Signature _____	Students may alternatively complete screening on their own device, where age appropriate, and present on arrival.

Please initial each morning prior to attending school.

By initialing below, I/we confirm the Ontario COVID-19 School Screening has been completed for my child and my child has passed the screening.

Date	Parent/guardian initials
September 7, 2021	
September 8, 2021	
September 9, 2021	
September 10, 2021	
September 13, 2021	
September 14, 2021	
September 15, 2021	
September 16, 2021	
September 17, 2021	

For Day 1 only, when students have not yet received their Agenda, parents are asked to fill out this Microsoft Teams Form: [DAY 1 ONLY Confirmation of Screening](#). Please note that this link will open on Tuesday, September 7th.

Kindergarten children will have this tracking sheet in their Communication Bag. Their teacher teams will review the process with parents at the Orientation Interview.

It should be noted that **all staff must confirm** they have completed the self-screening and received a 'pass' to attend work.

What happens if your child feels unwell at school?

It is important for your son or daughter to let their teacher know if they are feeling unwell at school. Students who show signs/symptoms of COVID-19 during the school day **will be taken to our school's 'isolation room' and we will contact the parent or guardian to come and pick them up.** Parents will be asked to pick up siblings as well.

If your child is sent home from school due to COVID-19 symptoms, you must follow the direction in the [COVID-19 School and Child Care Screening Tool](#) to determine when/whether to return to school.

Should there be a positive diagnosis of COVID-19 at school, we will be alerting Halton Public Health and following their direction for containment and communication with our parent community.

If, at the direction of the Public Health Department, a child needs to isolate at home for 14 days, their regular classroom teacher will be responsible for providing them with schoolwork. This may be done through our Learning Management System, (D2L) or through regular resources (e.g. textbooks and worksheets).

It is very important that we have current contact information for all of our families so that we can get in touch with you quickly. Please contact our school office if there have been any recent changes to your contact information. **All parents must provide the school with an Emergency Contact who is available during the day in the event that parents are themselves unavailable.**

Masks

Medical masks will be worn by all school staff. Grades K-8 students are required to wear non-medical or cloth masks in school, including hallways, during classes, on school buses, and in the Before and After School Program. Staff will review how to properly wear and remove masks: [Use of Non-Medical Masks or Face Coverings in Schools – Tip Sheet](#).

- 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 when not being worn. Please note that students must wear their face mask in the hallway, while heading outside for recess and lunch. Please discuss and practice a routine with your child regarding where they will keep their mask when they are outside (ie. pocket, pouch, Ziploc bag). We **highly recommend the use of a fanny pack** for safe storage when outside.
- Please ensure that if you have opted for a lanyard, it is a tear-away version
- 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.
- Students should bring an additional mask to school in the event that their mask gets wet, damaged or soiled.
- Students are not required to wear masks outdoors, but 2m distancing should be maintained between cohorts as much as possible.
- Where they can be worn safely based on the activity, masking is encouraged for engaging in physical activity.

Entry and dismissal

School begins at 8:50 AM. It is imperative that children arrive at school on time to avoid congregating in the hallways. **Supervision begins at 8:35 AM.**

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.

Door 10	Davidson	Trupcevic	McCormick	Nunn	Clark
Door 6	Habachi	Dunning	Fiorillo	Matto	Orrico
	Slaven	Young	Carnelos		
Door 2	Valerio	Bednarski	Scozzaro	Rainville	Doma
Kindergarten	Students will enter directly into their classrooms through the Kindergarten gates				
Portables	Students will enter directly into their classrooms through their designated Portable doors.				



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. Parents who escort walkers are to walk their children up to the designated point on the sidewalk. **Parents are NOT PERMITTED beyond the yellow gates in the Primary yard or beyond the painted lines by the Kindergarten gate.** Parents and caregivers are asked to leave the school property as soon as they drop off their child(ren). **No gathering or congregating will be allowed on school property.**

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.

A respectful reminder that the direction of Staff on duty must be followed to ensure the safety of all. Bus lanes and their clearance spaces must be honoured. Drivers should never enter the bussing zone.

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.

Movement and interactions 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.

- 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. Please no toys!
- Student backpacks will be kept on student chairs
- Student lockers will be used for outerwear and indoor-outdoor shoes ONLY at this time. No locks are permitted at this time.
- Hygiene education and routines will be explicitly taught and reinforced regularly.

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.

- During instructional time, students will go to the washroom one at a time with the exception of Portable students who will go in pairs.
- 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
- Physical distancing markers will be placed around sinks to encourage spacing while students wash up.

Snacks and Lunches

For the health and safety of our students and school community, it is strongly recommended that all K-8 students remain at school for the full duration of their lunch periods. No student shall be permitted to leave school property during the lunch hour unless in the company of a designated caregiver.

School access is limited to essential visitors only, which includes the restriction of parents/guardians from coming to school to drop lunch off for your child. We recognize that situations arise where a lunch is needed to be dropped off. We kindly ask that this is limited to emergencies only rather than patterns or routines.

Parents and guardians are asked to provide their child(ren) with lunch in the morning before students enter the school building. Considerations for Lunch Prep:

- Lunches should be prepared as individual meals and snacks.
- As always, 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
- 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 children this year therefore, all students should have their own refillable water bottle brought to school each day, which can be filled at our bottle filling station.

We will be phasing in various lunch programs gradually as we receive further direction and guidelines from the Board. More information to follow.

Recess Breaks

We are blessed at St. Timothy to have the outdoor spaces that we do! This allowed us to divide our playground into "zones" that each provide reasonable spaces for play. Each zone will be used by one class at a time at recesses: mixing of cohorts between zones will not be allowed at this time. Recess breaks have been staggered to allow fewer class cohorts outside at a time. Lunch will also be staggered:

12:05 - 12:25	Primary Out Junior/Intermediate Eating
12:25 - 12:45	Primary/Juniors Eating Intermediate Outside
12:45-1:05	Primary/ Intermediate Inside Jr. Outside

During recesses:

- Soft-core footballs and handballs will be provided for use within one cohort.
- No "regulation balls" are permitted.
- Students are not able to bring personal items to play with at school this year. Please ensure that NO personal items such as sport balls, toys of any kind, trading cards, etc. are brought to school by your child. Each classroom cohort will be provided with a variety of items that will be used exclusively by that cohort while outside.
- School-provided equipment must remain within one cohort.
- Teachers will review a menu of acceptable recess play options with students based at school.

Extracurricular Activities and Field Trips

Staff are looking forward to re-introducing clubs, sports and programs taking a gradual and measured approach, guided by direction from the Board. More information to follow. We will continue to explore a variety of virtual trips and guest speakers to enhance programming.

Communication Between Home and School

Teachers and parents are encouraged to communicate through video (TEAMS) or telephone calls in place of in-person meetings, initially. Individual teachers will share their communication strategies with you within the first few days of school.

Only students will be writing in their individual agendas while at school.

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.

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

Before and After School Program (BASP)

Our BASP will continue use spaces 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

The BASP also requires that students are screened for COVID-19 symptoms: When in doubt, keep them home!

Ventilation at St. Timothy School

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 ventilators have been provided for each Kindergarten class, as per Ministry messaging.

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.

Enhanced Cleaning

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

Please do not hesitate to reach out with questions or concerns. We are happy to assist!

Mrs. Toltl: toltla@hcdsb.org

Mrs. Jack: jacks@hcdsb.org

We will continue to provide you with as many updates as possible to ensure that you and your family are informed and prepared for the upcoming school year. We recognize that a significant amount of information has, and continues to be, communicated to you. Our sincere thanks for your patience and understanding as we work together to ensure a safe and smooth transition back to school. Your partnership is valued and appreciated.

St. Timothy, pray for us!
