

THE HALTON CATHOLIC DISTRICT SCHOOL BOARD
Return to School Committee Meeting

SCHOOL LOCATION: St. Vincent CES – Staff Room (socially distanced)

DATE: Thursday, September 2, 2021

Members: Penny Uniacke, Ashleigh Stone, Richard Rebelo, Joe Puma, Katherine Cullen, Regina Dykman

Review of Halton Catholic District School Board Staff Return to School Plan

Walk around school to ensure plan can be successfully implemented

- **Teachers must have an up-to-date seating plan and washroom log**
- **Teachers must have students in appropriate line order** ex. Number order – students must be in the proper order when travelling in the hall and coming in from recesses socially distancing as much as possible
- Students will come directly into their classrooms upon arrival at school beginning at 8:25am when school supervision begins. Parents are to drop students off, staying in their cars whenever possible
- **Staff Room Usage:** Microwave, coffee maker and fridge can be used, dishwasher, cutlery, plates cannot be used. Staff expected to bring own cutlery etc. **No personal coffee makers or microwaves allowed.** Appliances being used MUST be sanitized after use.
- **Fire plan:** will be status quo with past years and will be made available to staff prior to the start of school.
- **Capacity in rooms** (ex. Cafetorium, library, staff room, SERT office etc.): Staffroom 6 People, Library 8-10 people, Staffroom workroom 2 people, Rm 13 alternative staff work room 5 people, SERT office 2 people (if more room is needed SERT/Support Staff/Student(s) move to room 13) – follow appropriate posted signage
- **Assign Staff Working Locations:**
 - French – Mr. Sraka (staff room workroom)
 - PTM/ARTs – Ms. Runco (room 13)
 - Photocopier moved to the library
 - Library (8-10 people) used for lunches/staff work area
 - ESL room
 - CYC room
 - Literacy room (Psych., SLP, Visitors)
 - Room 13 YMCA (am & pm), Special Education, Alternative Classroom
 - Conference room Isolation Room 1
 - Room 13 Isolation Room 2

*Plexiglass located in office and SERT room (2 portable ones) to be used for things such as RTI, Guided reading, one-on-one instruction. Sign out at office.

- **Cubbies/Lockers:** must be physically distanced and highly monitored when students can access, locks are not allowed on lockers.
- **Lunches:** Hot lunch programs are currently on hold. No parent lunch drop-offs. No parents to be allowed in the school unless they have prior approval and complete visitor screening. Contact with the secretary through the intercom system. If a student is being picked up – caregiver to wait outside
- **Kindergarten Drop-Off:** Parents can drop them off at the kinder yard entrance and have to remain socially distant from other parents. As soon as the child is dropped off, they need to leave. Teachers are not to be carrying student into the school or out of parent's arms.
- **Announcements (O Canada/Prayer):** completed second period by office staff only (no students). Teachers to be coping and pasting announcements and daily health and safety reminders from the office (through OneNote) on their electronic platforms (to be discussed at first staff meeting)
- **Classroom:** staff are encouraged to disinfect high touch items in the classroom throughout the day using disinfectant wipes or no-touch spray provided in each of the classrooms
- **Devices:** students can bring their own device, forms to sign about proper use, staff will be continuously educating students on proper use as well. Staff and student will sanitize devices (any shared items) between uses.

- **Attendance:** teachers to be given access to online attendance (no attendance books). MUST ENSURE ATTENDANCE IS TAKEN PROMPTLY (safe arrival)
- **Lates:** encourage students to be on time. Late slips to be given. Must create a flow (prop open doors) enter main office door, exit through staff entry
- **Hand Hygiene:** classrooms without sinks will be prompted to use sinks in free classrooms. Teachers encouraged to have students wash hands at least twice a day and before/after recess at designated hand washing areas.
- **Classroom Seating:** spaced as far apart and facing forward as possible. Fidget stools able to be used at individual desks and must be sanitized between uses. All fabric furniture that cannot be properly sanitized have been removed from classrooms/shared spaces. All unnecessary furniture has already been removed from classrooms and stored in room 3.
- **Rotary:** Will take place when utilizing available classrooms and gym.
- **Washroom:** Staff try to ensure washrooms are used before and after recess as students will only be permitted inside if it is an emergency. Log and signage is to be practiced and used regularly attempting to have 1 student use the washroom at a time.
- **Suspected Cases:**
 - relocate class right away (room 14, gym or outside), cleaning of original room to take place
 - student must be brought to isolation room (conference room/room 13) and must go home immediately
 - admin to designate staff to supervise in isolation (staff must remain 2m apart)
 - use emergency PPE kit
 - advise parents to refer to self-assessment and follow recommendations given by the tool
 - have everyone in the class practice appropriate hand hygiene (soap and water)
 - admin to report any suspected cases to Halton health
 - Parents will be encouraged to follow up with their health care provider who may or may not recommend a COVID test based on their symptoms.
 - If staff/student has COVID-19 like symptoms and testing is not done, then there are 2 options:
 - Follow up with primary health care provider to get documentation that illness is not due to COVID-19 and student/staff can return to school
 - If no documentation is available from health care provider then students/staff must self-isolate for 14 days from symptom onset date (with no temperature)
 - In general, if there are symptoms of any kind, ensure follow-up assessment with health care provider. School attendance must be limited until rationale is received by the school.
- **Outdoor Lining-up – Students must be in NUMBER ORDER**
- ***Students are NOT to be lining up in the hallways for recess or for end of day dismissal**
You are to use these locations for all classroom entry and exit of the building (ie. Recesses, end of day etc.) - EXCLUDING FIRE PLAN PROTOCOL
 - **Gr. 8** to be taken out exit 7 (beside the gym). When lining up to come inside students are to line up along the gym wall and be taken to exit 7 to enter school
 - **Gr. 7/8** to be taken out exit 3 (door in Miguel's room). When lining up to come inside students are to line up horizontally behind Mrs. Cyr's class and be brought to exit 3 for entrance.
 - **Gr. 6/7** to be taken out exit 7 (doors beside gym). When lining up to come inside students are to line up along the school wall (where the staff room is located) and be brought to exit 7 for entrance.
 - **Gr. 5** to be taken out exit 5 (primary door). When lining up to come inside students are to line up the pavement vertically facing Mrs. Cyr's class and be brought to exit 5 for entrance.
 - **Gr. 4** to be taken out exit 5 (primary door). When lining up to come inside students are to line up on the pavement vertically facing Mrs. Lewandowski's class and brought through exit 5 for entrance.
 - **Gr. 2/3** to be taken out exit 5 (primary door). When lining up to come inside students are to line up on pavement against their classroom. Students will enter the building through exit 5.
 - **Gr. 1** to be taken out exit 4 (door in DeBellis' room) – ensuring kindergartens are not near the door – exit the kinder “pen” at gate by metal shed and make their way along outside of kinder fence to their play area. When lining up to come inside students are to line up along the wall of the school – outside the grade 4 classroom and be brought back around to door 4 for entrance.
 - **Kindergarten** to enter and exit through exit 4 (door in classroom). Students must be brought directly into the school once dropped off in the morning.

- **Playground Zoning (to be marked by staff prior to start of year):**
- **Busing:** students are to wait in the classrooms until bus numbers are called at end of day over the announcements (by office staff). Supervision walking class to class and escorting students to bus. When students arrive in the morning they come right through the front doors and go directly to their classrooms. Students will be given bus seat numbers and will be seated beside family members or other students from their cohort. Further clarification regarding sharing with HDSB has been requested.
- **D2L:** all classroom platforms will go through D2L, additional training during PD Days. Teachers are to be using platform when in-person instruction is happening as well to have students and parents familiar with online forums. Announcements and health and safety can be added to increase parent communication. When technology is used in the classroom, must be sanitized between uses

Additional policies for the 2021-2022 school year

Staff PPE	<ul style="list-style-type: none"> - All staff will wear board-provided medical masks indoors - Not necessary to wear outdoors if a distance of 2m between people can be maintained but should have it with you at all times - We will wear face shields/goggles/glasses whenever with students who are unmasked or not wearing masks at all - Specifically mentions: K educators, EA, lunch supervision, first aid - Refer to the full document for the chart on how to decide which option is best for you (pp. 19-21)
Student PPE	<ul style="list-style-type: none"> - Students do not have to wear masks outside but should keep their distance from one another and stay in their cohorts
Use of Gym	<ul style="list-style-type: none"> - No additional cleaning between cohorts - Masking not required outdoors as long as distancing can be maintained - Masking encouraged for indoor sports
Music	<ul style="list-style-type: none"> - Music will take place in homeroom classes and not the music room to start - Singing is permitted indoors. Masking is encouraged but not required for singing indoors if a minimum distance of two metres can be maintained between cohorts and as much distancing as possible maintained within a cohort. - Instrumental music may begin around Thanksgiving
Library	<ul style="list-style-type: none"> - Library will be gradually opened for students and book exchange - Students must wear masks and maintain their distance from one another
Computer Lab	<ul style="list-style-type: none"> - Computer lab will be gradually opened for students - Students must wear masks and maintain their distance from one another as much as possible - There may be longer periods to provide more time between sections
Shared Materials	<ul style="list-style-type: none"> - The use of shared materials is permitted (Agendas) - Emphasis is on hand hygiene - Cleaning materials will be provided if you would like to clean materials between uses but "extra" cleaning is not required
Clubs and Teams	<ul style="list-style-type: none"> - Clubs and teams will gradually be permitted - Distance between students in different cohorts should be maintained wherever possible
Visitors and Volunteers	<ul style="list-style-type: none"> - Most visitors will remain outside the school - Will be gradually reintroduced to the school for specific purposes (e.g. lunch programs, reading support) - Will need to follow the same PPE requirements as staff
Intervention	<ul style="list-style-type: none"> - Students from different cohorts may work in small groups for intervention purposes (e.g. Empower or other reading support, ELL support) - Masking and distancing should be maintained - Small group instruction in classes should only occur if masking and distancing can be maintained
Covid Screening	<ul style="list-style-type: none"> - First 2 weeks parents have to provide proof of Covid screening to classroom teacher (printed out, emailed or on a device for the older students)
Gradual Entry	<ul style="list-style-type: none"> - Students with last names A-K will attend school Tuesday, September 7 - Students with last names L-Z will attend school Wednesday, September 8 - All students will attend school Thursday, September 9 - Virtual students will begin on Tuesday, September 7

