



THE MAPLES ACADEMY (TMA)

SCHOOL REOPENING POLICY VERSION 2

Note: We will continue to monitor the situation closely, and TMA's policies will be amended to better reflect the ongoing changes in the guidance from Canadian and Ontario governments and ministries. In case of a discrepancy, this document supersedes all prior TMA policies until further indicated.

The coronavirus (COVID-19) pandemic affects a variety of sectors on a global level. With respect to the education sector, COVID-19 has transformed teaching and learning. Education is vital for the academic, social, emotional, and psychological needs of every student. For this reason, TMA went above and beyond what other schools, both public and private, did during the closure of schools. TMA will continue to do so as teaching transitions back to the physical classroom, ensuring the health and safety of the entire TMA community.

The objective of this policy is to ensure the health and safety of every TMA community member. TMA will continue to make decisions based on a review of the scientific knowledge, health data, and advice from health officials. This data will be used to enact a health and safety system to monitor and protect the TMA community from COVID-19. Our standards will increase safety practices, such as hygiene etiquette, social distancing and the cleanliness of facilities.

The following policy outlines the steps and measures TMA has set in place to facilitate the transition back to physical classroom teaching. We will continue to work with the collective feedback of all TMA community members in conjunction with the guidelines mandated by the government and its ministries.

1. Health and Wellness

TMA will continue to follow the direction given by Wellington-Dufferin-Guelph's Medical Officer of Health and will work closely with the local health unit to support the planning and reopening of the school.

1.1 COVID-19 Symptoms

Anyone experiencing COVID-19 symptoms will not be permitted to enter the building: Most

common symptoms:

- Fever (a temperature of 37.8 C or higher)
- Dry cough or a new or worsening cough
- Shortness of breath

Other symptoms:

- Sore throat
- Difficulty swallowing
- New olfactory or taste disorders
- Nausea, vomiting, diarrhea, abdominal pain
- Runny nose or nasal congestion (for which there is no underlying reason such as seasonal allergies or post nasal drip)

Atypical symptoms:

- Unexplained fatigue or tiredness
- Delirium (acutely altered mental status and inattention)
- Unexplained or increased number of falls
- Acute functional decline (loss of movement or speech)
- Chills
- Unexplained headaches
- Croup
- Conjunctivitis (pink eye)
- Discolouration of fingers or toes

Symptoms will be updated from the Ministry of Health and local public health.

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

1.2. TMA COVID-19 Screening Checklist

To ensure the health and safety of every person in the building, any person entering the school must first undergo the following measures and be properly sanitized before passing through the school.

1. All staff and students must conduct a daily TMA COVID-19 Screening Checklist each morning prior to going to school to see if there is a possibility that they may have been infected with COVID-19. This will be conducted online and will be reset daily. A link will be provided to each family before September 8, 2020.
2. A Screening Agreement must be reviewed by all staff, students, parents and guardians prior to first entering the building at the beginning of the school year and this screening agreement must be updated should there be any changes to an individual's health status. The agreement will involve confirming that the individual will conduct the daily TMA COVID-19 Screening Checklist prior to going to school each day. Parents and guardians are empowered to play an active role in daily screening.
3. People who are not experiencing cold or flu-like symptoms will need to thoroughly sanitize their hands before entering the school, as well as after using the washroom, before and after eating.
4. Signs will be placed at all entrances to remind the TMA community about information on COVID-19 protocols.

1.3. Becoming Symptomatic While at School

People infected with COVID-19 may show little to no COVID-19 symptoms and symptoms of COVID-19 may resemble the flu or a cold.

To limit the spread of disease and minimize risk to the TMA community, parents and guardians of any student showing signs of sickness while at school will be notified to arrange for immediate pickup of their symptomatic child and siblings.

Staff will teach students how to identify symptoms related to COVID-19. Students will be encouraged to speak to staff if they experience any symptoms. Students will also be given guidance as to what may not symptoms (feeling hot or sweaty after physical activity, a runny nose for a short period after coming inside on a cool day, etc.).

Staff or students who become symptomatic while at school will be separated from others and supervised in the quarantine area until arrangements can be made to be picked up. Siblings must also be picked up as they would be in contact with the symptomatic student. A designated employee with COVID-19 training will maintain a 2-metre distance, if possible.

Emergency COVID-19 kits, which include hairnets, gloves, shields, disposable masks, disposable gowns, and hand sanitizers, will be made available for use by individuals who become symptomatic as well as the employee with COVID-19 training. The kit includes instructions on the proper use of PPE. Tissues will be provided to the individual to support respiratory etiquette. Instructions will be available in the quarantine area on proper disposal. The quarantine area will be disinfected after the space is used.

Upon developing a symptom related to COVID-19, a student will be immediately removed from their cohort. The designated employee will supply the student with full PPE and a mask/shield to be put on right away, if tolerated. An example of non-tolerance would be if the student has asthma. The student will be walked to the quarantine area and remain there until they are picked up. Symptoms and time will be documented. Siblings will also be picked up. Student belongings will be placed in plastic bags and sent home with the student. Any soiled clothing items will be placed in a securely tied plastic bag and sent home.

All possible areas that symptomatic students/staff members came into contact with will be identified and thoroughly cleansed and disinfected.

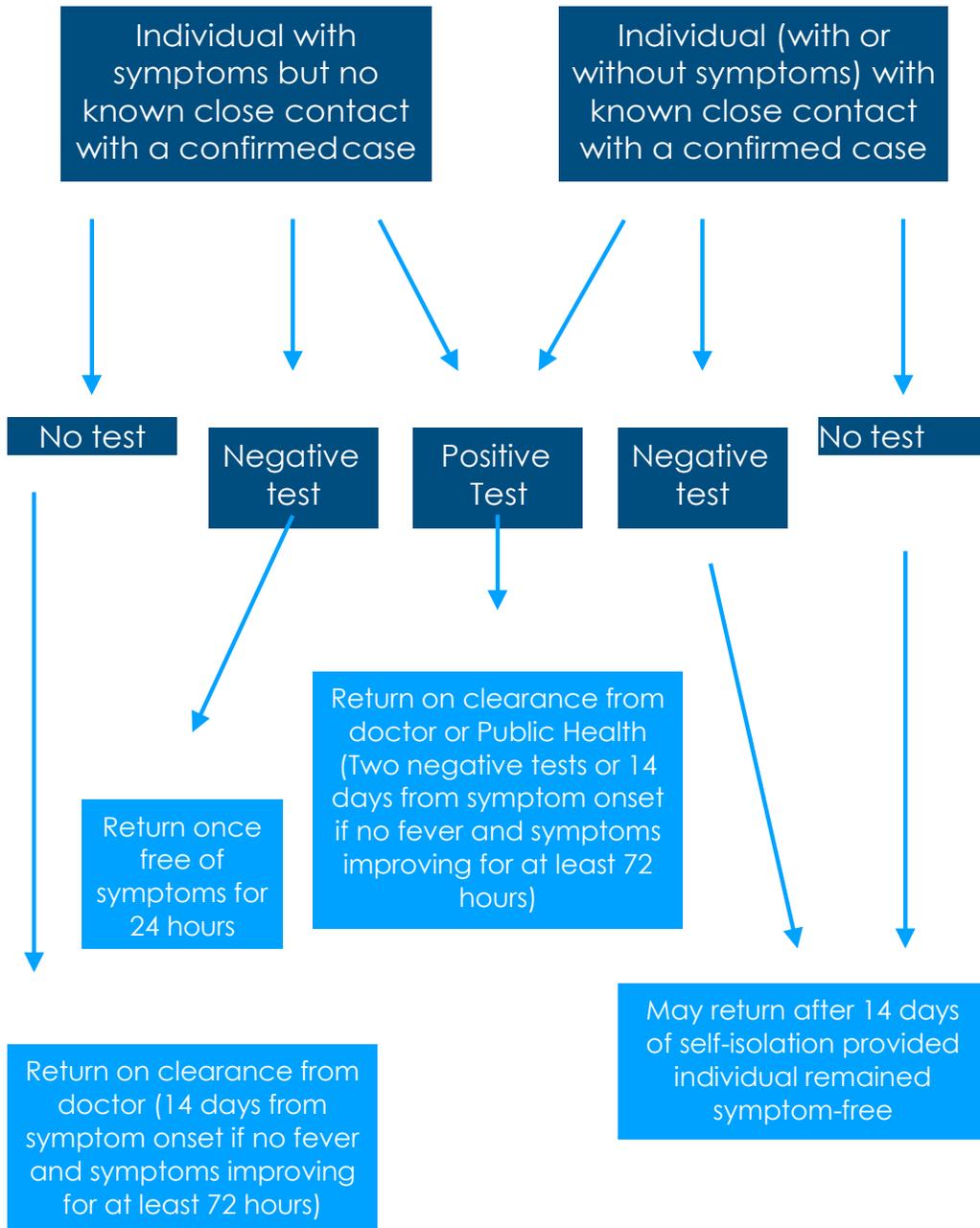
The school will follow the directions of public health if a person has entered into the school and it is determined they are infected with COVID-19.

1.4 Illness Policy

Please refer to your local public health unit to provide guidance on taking tests for COVID-19.



FLOWCHART ON SCREENING AND CLEARANCE TO RETURN TO THE SCHOOL BUILDING



1.5 COVID-19 Staff Training

Staff will be reminded of proper respiratory etiquette, such as how to sneeze, hand hygiene and refrain from touching their eyes.

Staff will be trained on physical distancing, hand hygiene, respiratory etiquette, and proper use and removal of PPE.

Staff will receive training to maintain a healthy environment.

Staff will receive training on proper physical distancing and strategies.

Staff will be updated on recent public health communication and policies. Staff will review the COVID-19 response plan.

Staff will be provided with information and instruction on COVID-19, how it spreads, the risk of exposure, and procedures to follow such as the reporting process, proper hygiene etiquette, and other routine protective measures.

The Maples' Health officer will also regularly be reviewing safety protocols with the principal to ensure that preventive measures continue to be set in place.

1.6 Masks

All faculty will be required to wear masks.

Teachers will be provided with a mask that they can use for teaching.

Students in Grades 4-12 will be required to wear a mask while inside the building. Masks may be taken off while outdoors.

Students in JK-Grade 3 will be encouraged to wear a mask but will not have to should they not be able to tolerate the mask on themselves.

Faculty and students are permitted to bring in a mask from home but TMA reserves the right to not let the faculty member or student use the mask if it does not align with TMA's uniform guidelines or if it is deemed to be inappropriate in any way. Masks should be labelled with the individual's name on it. Masks will be provided to those who do not bring one from home.

Staff or students with reasonable exceptions for medical conditions, sensory difficulties, or breathing difficulties may be exempted from wearing a mask indoors but this must be approved by the Principal. A doctor's note must be provided for this request.

PPE will be supplied to all staff whose daily tasks make physical distancing impossible.

1.7 Mental Health & Wellbeing

One of our main goals is to ensure that our students feel safe at school. Teachers will help accommodate the needs of students. There will be PD training on mental health support for students.

Interaction among students will continue in order for students to build strong connections with classmates.

1.8 COVID-19 Response Plan

TMA will ensure that all contact tracing documents are up to date and will be communicated to public health upon request. TMA will follow the directions of public health to ensure communication is sent out to appropriate stakeholders.

As each situation is unique, TMA will work closely with Wellington-Dufferin Guelph Public Health to determine the best protocols regarding exclusion and isolation requirements for close contacts and other individuals from the same cohort.

In the event of a confirmed COVID-19 case, Wellington-Dufferin Guelph Public Health will notify the school and provide further information on contact tracing and outbreak management.

TMA will notify public health of a suspected case. TMA will provide contact information to public health. The public health unit will provide further guidance.

2. Visitors

As a precaution during this time, no parents, guardians, volunteers or guests will be permitted in the building. Only TMA staff and students will be allowed to enter the building.

Meetings between teachers and parents or guardians will take place online.

Guest speakers or presenters will only run workshops or presentations through online platforms.

Third-party repairs and building maintenance will only occur outside of school hours after all students have gone home. Exceptions will only be made under emergency conditions.

Building rentals can only continue outside of school hours and as long as they do not interfere with school requirements. Rentals will need to adhere to TMA COVID-19 policies and protocols.

3. Cohorts

The term Cohorts refers to minimizing the number of students and teachers any individual comes in contact with, as well as maintaining consistency with those contacts as much as possible.

4. Entrance and Dismissal Procedure

TMA will continue to use the Kiss and Ride system and will apply the following measures to maintain proper social distancing:

- Kiss and Ride will take place in the parking lot.
- Staff are not permitted to touch any vehicles, particularly door handles, without personal protective equipment.
- All key fobs will be temporarily deactivated.
- Staff will escort students between their cars and the back entrance for JK - Grade 6 and to the portable for grades 7 -8. The Maples Childcare Centre will be using the front entrance.
- Students will use floor markers to adhere to physical distancing protocols.
- Personal belongings brought to school must be minimized. All personal items that are brought to school should be labeled with the student's name. Items may include backpacks, clothing, sunscreen, water bottles and food.
- Students who are not participating in the Before & After School Care Program can be picked up from the front sidewalk from 3:30 – 3:40. Cohorts will go to designated areas on the sidewalk to wait to be picked up. Students will need to come prepared for inclement weather. However, should inclement weather be heavy or include thunder or lightning, students will remain in their classrooms and will be called down to school exits to be picked up at the door by a parent/guardian and/or caregiver.
- Parents and guardians have provided an emergency contact that is able to pick up students whenever needed. Emergency contacts must be aware of all COVID-19 measures for physical distancing, hand hygiene and self-monitoring.

5. Before & After School Care Program

To ensure the safety of the TMA communities, these programs will operate on an advanced registration basis only and no longer allow for drop ins. The following strategies have been put in place to ensure physical distancing measures are upheld.

- In order to ensure that cohorts are maintained, pre-registration by each Thursday is required for the following week. Please send registration information to lburke@themapleschool.com.
- Payments are due at the beginning of each week. There is a weekly rate of \$40. No refunds or credits will be issued for unused days.
- The number of students allowed to register will be limited in order to manage the supervisor-student ratio to a maximum of 1:15.
- Activities such as soccer will not be permitted due to the close proximity involved with these types of activities.
- Extracurriculars and other after school clubs will continue to be conducted, in conjunction with St. Jude's Academy, virtually through online platforms, such as Zoom and Discord.

6. Building

In order to maintain proper social distancing throughout the building, TMA has arranged classrooms to maintain specific student cohorts. In order to help ensure health and safety the following measures will be applied:

- Hand sanitizers have been placed at the school entrances for usage.
- Rooms and hallways will be disinfected every day.

- Students must stay on the premises for the entire school day.
- All key fobs for the building are temporarily deactivated.
- Outside food deliveries will not be permitted.
- JK – Grade 4 classrooms have sinks that can be used as water bottle refill stations. Grades 5–8 will use the water fountain to refill water bottles but will not directly drink from the fountain.
- Lost and Found items will be placed in an area where only staff can access it. Should there be a lost item, a staff member will search the Lost and Found to see if the lost item is there. Gloves will be worn by staff when searching through the bin. Parents and guardians are asked to label their child's items with their name on it.
- Frequently touched items such as door handles, sinks, and light switches will be disinfected on a continuous basis throughout the day by staff.
- There will be scheduled times for classes to leave the classroom for recess and washroom breaks.
- The Library will be closed. Library resources will be made available to students and teachers.
- Posters will be displayed throughout the building on how to clean your hands properly, how to take off a mask, and how to take off gloves.
- Posters will be displayed in classrooms to remind students of proper respiratory etiquette, such as how to sneeze, and hand hygiene, such as not touching one's eyes.

6.1 Movement Throughout Building

- To help promote physical distancing, all classes will use pre-established routes when moving through the building.
- Walking directions and physical distancing markers will be posted throughout the building as reminders for TMA staff and students.
- Floor markers will be used to distinguish appropriate distancing in the hallways.
- Designated pathways will be used to reach a particular destination.
- Before entering or reentering a classroom, all individuals must sanitize their hands.

6.1 Washrooms

- To limit contact between people in the building, washrooms breaks will be conducted at scheduled times. If a student needs to go to the washroom outside of the schedule, the washroom will be checked to ensure that students from other cohorts are not present.
- The number of students permitted inside the washroom at one time will be limited.
- The washrooms have been retrofitted with motion-sensored faucets and soap dispensers.
- Hand dryers have been disabled and paper towel dispensers will be used.
- Washrooms and frequently touched items such as sinks or toilet handles will be cleaned multiple times throughout the day.
- Washrooms will be twice daily disinfected with a professional grade sanitizing fogger.
- Students are to follow the steps for proper hand hygiene as shown in the signage displayed in washrooms.

<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-COVID-19-hand-hygiene.pdf?la=en>

6.2 Recess

Recess will be used as a means to get physical activity and fresh air. To that end, the following protocols will be followed:

- Staggered recesses to decrease the amount of people outside at the same time and increase the supervision ratio.
- Cohorts will be assigned recess equipment that will not be shared with other cohorts.
- All students are expected to follow the school rules and new procedures as well as cooperate when instructed to do so.
- Sections will be blocked off with markers as a visual cue for the students.
- Visual cues will be placed in outside areas.
- Students will wash/disinfect their hands using proper hand hygiene before going outside and once coming back in.

7. Lunch Program/Kitchen

TMA will continue to provide a Hot Lunch Program and maintain proper health and safety throughout lunch time with the following protocols:

- Lunch will be eaten in the classrooms at students' assigned desks so that students are with their cohorts, and to minimize the chances of contact transmission.
- Students opting into the school's lunch program will have their lunch prepared by kitchen staff.
- Food will be delivered to the classrooms. Grade 7-8 students will pick up their lunches at a table at the back door. All surfaces, bins, and containers of food will be disinfected prior to and after each use.
- Kitchen staff will implement enhanced cleaning protocols and hygiene practices.
- Students will be required to disinfect their hands before and after eating lunch or a snack. Proper hand hygiene is critical to limit transmission.
- Student desks must also be cleaned before and after eating.
- Students will not be permitted to share food.
- Microwaves, kettles, coffee stations, fridges, and vending machines will not be available for general use.

8. Classrooms

- Classroom allocations are planned by administrative personnel to best achieve cohorting and physical distancing within the building.
- Students and teachers will be encouraged to remain in their classrooms and move as a cohort during their scheduled times.
- No tutoring may take place in the classrooms or the school building to allow time for disinfecting of classrooms.

8.1 Classroom Organization

- Classrooms will be arranged to maximize physical distancing.
- If weather permits, consideration will be made to have classes outside.

8.2 Minimizing Contact in Classroom

- Notebook and paper assignments will be checked using minimal contact through oral assessment, online platforms, etc.
- All soft toys have been removed from the lower grades
- Hard toys and teaching manipulatives will be restricted and disinfected after each use.

8.3 Classroom Cleaning

- All faculty and students will sanitize their hands upon entering and exiting the classroom.
- Teachers will maintain the general sanitizing of the classroom and classroom materials throughout the day. A cleaning checklist will be created for all staff to follow and maintain.
- All surface areas and frequently touched items such as tabletops and door handles will be disinfected multiple times a day.
- Each classroom will have a sanitization station. Supplies will include tissue, a touchless garbage can, hand sanitizer, paper towel, disinfecting spray and wipes.
- Each classroom will be regularly disinfected with a professional grade sanitizing fogger.

8.4 Classroom Items

- A basic supply of First Aid items will be easily accessible in all classrooms.
- Items inside the classroom will be limited to help increase space between students.
- Items that cannot be sanitized on a frequent basis such as pillows, Playdoh, and sand will be removed from the classroom.
- Students and staff members will only be permitted to bring limited items to school such as their lunch.
- Students will be provided with their own set of school supplies that cannot leave the classroom. Supplies cannot be shared and must be cleaned frequently
- Teachers will be provided with their own supplies which will not be shared.
- Other less frequently used supplies, such as pastels, must be cleaned and packed away after every use.
- A selection of library books will be made available to classes and then stored untouched for 72 hours in banker's boxes. Different sets of books will be rotated to ensure that used books are not used prior to the 72 hour period.

- Classroom supplies and equipment will be limited to one cohort and will be disinfected between each use.

9. Class Attendance

- Class attendance will continue to be taken daily to ensure accuracy of records and support contact tracing.
- It is the teacher's responsibility to conduct head counts before entering and exiting each space, knowing the names of their students, and passing along the correct information to fellow teachers when handing off cohorts.

10. Teaching

- To minimize movement throughout the building, students will follow a modified schedule in which homeroom teachers will remain with their students throughout most of the day.
- Students will spend the majority of their day in their class. Exceptions include recess, washroom, and water bottle refill breaks.
- Assemblies will take place via online platforms. Students will participate in assemblies while in their classrooms.
- There will be no external field trips at this point in time.
- Extracurriculars will continue to be conducted online.
- Personal items not required for learning purposes must not be brought into the building.
- Homework will continue to be sent home but must be uploaded to online platforms.
- Students will be seated individually rather than in group settings but collaborative work will continue to occur.

10.1. Specialist Subjects

Specialist teachers will be allowed to teach multiple grades with enhanced safety protocols in place.

The Grades 5 – 8 Music Program will not be utilizing wind instruments as per direction by our health unit. Students will be learning ukulele in the first semester. If protocols are still in place in the second semester the students will be switching to guitars.

Visual Arts will be taught at a specified time each week in the classroom. Materials will not be shared between cohorts.

Physical Education will be taught outside weather permitting until protocols have changed. Health Education classes will be held on days when the weather is inclement. Materials will not be shared between cohorts.

11. Continuous Learning Plan

If a student is unable to attend TMA's physical premises, or if the parent prefers for their child to continue learning from home, they will attend classes using the Continuous Learning Plan approach. Students will be able to join their regular class in real time, permitting them to ask any questions while being taught. Televisions and whiteboards will be placed strategically inside the classrooms so that they can be viewed from the camera.

12. School Assemblies and Other Events

In order to continue to promote school culture, assemblies will continue to run via online platforms and will be broadcast to classroom TVs.

TMA continues to strive for the embrace of a school community. Despite physical limitations, school events will continue to occur in order for students to enjoy the student life experience and feel a part of the school community. These student life activities will help students feel a sense of normalcy during these challenging and unprecedented times.

When a shared space is used, physical distancing measures and proper cleaning and disinfecting protocols will be in place.

Physical celebrations and sporting events will resume once the school receives authorization from Wellington-Dufferin Guelph Public Health.

13. School Tours

School tours will no longer occur throughout the school day when students are in the building.