



## Hitherfield School Covid-19 Policies 2020/2021

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Within Reach... Beyond Expectations.





### Daily Self Screening

- To facilitate enhanced safety protocols, we will require a daily health screening to be completed for each student prior to 8:00a.m each morning before school at home. This screening will become available via email each morning at 6:00a.m. Students will not be permitted in school until this screening has been completed.
- Any student with a temperature that exceeds 37.5 C or 99.5F must be taken home and can engage in online learning.
- Siblings of students with a temperature or any symptoms of Covid-19 will also not be permitted in school.

All staff must also complete daily assessment prior to arriving at school

- Staff must arrive and be in classrooms by 8:10a.m.
- Daily attendance and records of anyone entering the school setting must be maintained and kept on-site (includes staff, students, parents/guardians and essential visitors).

### Covid-19 Symptoms/ Exposure Protocol

#### Symptom List

- Fever
- Dry cough
- Tiredness
- Aches and pains
- Sore throat
- Diarrhoea
- Conjunctivitis
- Headache
- Loss of taste or smell
- A rash on skin, or discolouration of fingers or toes

#### Health regarding typical/ atypical symptoms) should:

- Stay at home.
- Self-isolate (household members must also self- isolate).
- Be referred for testing for COVID-19.
- Remain excluded from school until test results are received.
- If an individual's COVID-19 test results are negative, they may return to school after being symptom free for 24 hours.
- If a student/staff has COVID-19 like symptoms and COVID-19 testing is not done, then there are two options:
  1. 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.
  2. If no documentation is available from health care provider, then student/ staff must self-isolate for 14 days from symptom onset date and be afebrile (no elevated temperature).
    - Summary- school attendance is suspended until either a negative covid test is received, a doctor indicates that symptoms are not due to Covid-19, or a student (& siblings) have isolated for 14 days
- If an individual tests positive for COVID-19, Halton Region Public Health will notify the individual and the school.





### Protocols for symptomatic student/staff

- A student with signs/symptoms of COVID-19 should be immediately separated from others in a designated room/space. Their parents/guardians should be contacted to pick them up immediately.
  - A daily contact must be provided on daily screening form for emergency contact that day.
  - Emergency contacts must be able to pick up the student at any time and must be within a reasonable distance of Hitherfield to ensure a timely pick up.
- Students will be isolated in the office.
- Other individuals from the same household must also be taken home.
  - Please ensure that you have a chat with your children about the repercussions of “crying wolf,” as this year any signs/symptoms will not be taken lightly.
- Any staff or essential visitors with signs/symptoms of COVID-19 must go home immediately. If they cannot return home immediately, they must be isolated in a designated room/space until their departure.
- Any areas and spaces that the symptomatic individual has been in will be disinfected.
- As each situation is unique, the school will work closely with Halton Region Public Health on exclusion and isolation requirements for close contacts and other individuals from the same cohort.
- In the event of a confirmed case of COVID-19, Halton Region Public Health will notify the school and provide further information on contact tracing and outbreak management. Consideration must be given as to how to maintain confidentiality of confirmed COVID-19 cases within the school.

### **Social Distancing**

#### Physical Distancing:

Physical distancing strategies that have been incorporated at Hitherfield:

- Increased physical distance of chairs and tables/desks in all rooms.
- Classes will be outside as much as possible, if weather permits.
- Barriers have been created for students working at a shared space.
- Cubbies will continue to be assigned for individual use and students will be assigned to every other cubby.
- Students should not bring a backpack, only their lunch pail, gym bag and agenda. Students will have a personal box in their cubby which they are to put their belongings inside of and hang up their gym bag and jacket.
  - Students can bring their school supplies in during the first week.
  - First day of school items to be left in cubbys/desks for the year- laptop, school supplies, indoor (dress) shoes, gym shoes, blazer.
  - Laptops may stay at school and will be locked in the classrooms.
- Markings have been placed on floors and walls to promote physical distancing.
- There will be staggered times for student movement around school.
- No congregating will be permitted in hallways.
- Students will not be allowed to wander in the hallways/to the office
- Staggered student/staff lunch/break times, recess times and use of communal spaces (e.g., library, gym) have been set up.
- Play structures/playground equipment can only be used by one cohort at a time.
- Designated entry and exit doors have been assigned.
- All classrooms will have a touch-less hand sanitizer.
- Touch-less faucets have been installed in all student bathrooms.





#### Classroom guidelines for staff:

- Students should limit contact with only their classmates.
- Cohort groups will not mix with other cohort groups.
- Cohorts should remain in the same classroom/space as much as possible.
- When students enter or exit their room/the gym, they must disinfect their hands.
- If a different teacher is required, staff must come to the classroom to prevent student movement to other rooms. Measures to protect this educator include: tape-off teacher region at the front of class, physical distancing, face covering and hand hygiene.
- Staggered use of washrooms/change rooms to be arranged with all staff.
- Students must disinfect hands prior to entering the washroom and **MUST** wash hands for 20 seconds after using the washroom.
- Physical distancing is maintained between and within cohorts in both indoor and outdoor learning and play spaces.- Providing children with opportunities to play and socialize improves overall well-being, supporting social, emotional, physical and intellectual development.

#### Eating:

- All staff and students perform proper hand hygiene before and after eating.
- Staggered student/staff lunch times to accommodate for hand washing use at communal stations (e.g., washrooms).
- Students will eat in their classroom with their cohort. If weather permits, consideration could be given to having lunch breaks outside.

#### Drop-off/pick-up procedures

- Daily health screening questionnaires will be emailed to parents each morning and must be completed by 8:00a.m. or prior to arrival at school, if before 8:00a.m.
- Only staff and students will be permitted in the school until further notice.
- Students who arrive before 8:10a.m must ring the doorbell, where they will be greeted by a staff member to complete the temperature screening. The student will then be allowed inside the school and will be allocated to an area where they can engage in individual activity.
- From 8:10a.m. onwards, we will have a drive through drop off for students. Once at the top of the driveway, the right lane will be for the temperature screening/drop off process for those who have completed the online screening process.
- Once in the right lane, a staff member will meet you at your car. Please have your child's window down and mask on, to have their temperature taken. You must also show the email confirmation that you have received the "okay" (green check mark) on your child/rens daily health screening. Once this is complete and your child is cleared, they may exit the car and will be directed inside.
- Please note any student with a temperature that exceeds 37.5 C or 99.5F must be taken home and can engage in online learning (includes siblings).
- The left lane will be for those who have NOT completed the daily screening. Students will not be allowed in the school without this being completed.
  - **PLEASE COMPLETE THE QUESTIONNAIRE BEFORE ARRIVING AT SCHOOL!**
  - Please do not pull into the middle lane, as it is for the flow of traffic.
  - If you must pull into this lane to complete the screening, you must wait until all cars have cleared for your child/rens temperature to be taken.
- Once temperature has been checked, students will be directed inside.
- Students should follow physical distancing markers and direction arrows, outside and once inside the school.
- Kindergarten students will be directed to the separate kindergarten entrance.
- Pick up will also be a drive through process.
- Students will gather their belongings at staggered times and go outside to a designated area of the field. Parents will drive through the black top (by basketball) and students will meet them.





### Bussing

Strategies to remain physically distanced:

- One student per seat. Students of the same household are permitted to share seats.
- Specific Boarding/Exiting strategies (e.g., fill seats back-to-front for boarding and front- to-back for exiting to reduce student interaction).
- Students will have assigned seats and a record of the seating plan will be kept to assist with contact tracing in the case of a student or driver contracting COVID-19.

### **Enhanced Cleaning & Disinfection Protocol**

Enhanced cleaning and disinfection protocols will be followed throughout the school. This includes:

- All high-touch points (doorknobs, light switches, push plates, handrails, faucet handles, flush handles, stall latches, product dispensers, paper towel dispensers, benches and bottle fillers) will be disinfected twice daily or when visibly dirty.
- Disinfectant wipes and no-touch disinfectant spray will be provided in the classroom for disinfection of high-touch items in the classroom throughout the day.
- Desks, chairs and surfaces will be disinfected daily.
- School libraries will be cleaned daily. Disinfectant wipes or no-touch disinfectant spray will be provided for intraday disinfection, as required.
- Hand hygiene and disinfection station resources will be inspected daily and restocked as needed.

### **Use of Masks and PPE**

- PPE is not a substitute for other preventative measures such as physical distancing, hand hygiene or COVID-19 testing.
- All students (K- 8) will be required to wear non-medical masks/ face coverings at school.
- It is the parent's responsibility to ensure cleanliness of the mask and to provide extras.

### **Hand Hygiene**

- Hygiene education and routines will be explicitly taught and reinforced regularly.
- Training on hand hygiene, including the use of alcohol-based hand rub and its use will be reinforced.
- Breaks will be scheduled to allow students to wash their hands at appropriate times during the school day.
- Hand hygiene stations with alcohol-based hand rub will be available at all school entrances along with COVID-19 information/signage (e.g., screening information, hand hygiene, physical distancing).
- Proper and frequent hand hygiene practices by staff and students will be encouraged.
  - Soap and water for at least 20 seconds
  - At regular time intervals throughout day
  - Before/after eating food
  - After using washroom
  - Before/after outdoor play
  - Soap and water are preferred when hands are visibly soiled. Alcohol-based hand sanitizer can be used if hand-washing is not possible.

### **Signage**

- Signs will be posted at entrances to the school to remind students, staff, parents/guardians and essential visitors about COVID-19 protocols.
- Designated routes for students/staff to get to and from classrooms will be determined and clearly marked.
- Markings on floors and walls will be used to promote physical distancing, including for lines/queues (e.g., tape on floors, signs on walls).





### **In Class Instruction**

- Full day return to school for all elementary students.
- Class sizes no larger than 14.
- Students will be cohorted with their classmates and their homeroom teacher with limited contact with other subject specific teachers.

### **Learning from Home**

- Students can be engaged in the classroom through zoom for all normal classes and the whole school day (with the exception of recess).
- Students who are not permitted in school due to sickness or not passing the temperature/symptom screening can engage in online learning until cleared to attend school.
- Families who opt to keep their children home for remote learning will have opportunities to rejoin conventional, in-class learning throughout the year.

### **Protocol For a Staff or Student Testing Positive**

- As each situation is unique, the school will work closely with Halton Region Public Health on exclusion and isolation requirements for close contacts and other individuals from the same cohort.
- In the event of a confirmed case of COVID-19, Halton Region Public Health will notify the school and provide further information on contact tracing and outbreak management. Consideration must be given as to how to maintain confidentiality of confirmed COVID-19 cases within the school.
- Upon receiving a positive laboratory result for COVID-19, Halton Region Public Health will take the following actions, which focus on public health measures to manage the outbreak within the school:
  1. Review lab results to confirm that they are positive in order to declare an outbreak. Call the case. Case management activities, including identifying close contacts and assessing exposure risk for each contact. This will be done by the Case and Contact Management team to determine:
    - If the case was symptomatic while at school, or in the 48 hours prior to symptom onset
    - If there were any potential exposures within the school.
    - If an outbreak should be declared.
  2. Contact the school to notify them of the positive COVID-19 result and start an Outbreak Investigation Form.
  3. Students and staff who have tested positive cannot attend school or work. Determine if there are any other symptomatic students or staff within the facility. Define the outbreak area. If the school has clearly cohorted students and has knowledge of where the students were, who the case was in close contact with, and level of exposure risk for each contact, then the outbreak can be limited within the school.
  4. Request for school to complete line lists for students and staff.
  5. Identify staff or students that are contacts and require testing for outbreak management.
  6. Public Health will keep track of who needs to be tested.
  7. Provide the school with an Outbreak Declaration Letter indicating an outbreak has been declared.
  8. Public Health will continue daily contact with the school to manage the outbreak until the outbreak is determined to be closed.
  9. The school is responsible for keeping staff, students, and families informed about COVID-19. Public Health will ask the facility to advise when they have notified their staff, students and families.
- A confirmed positive case must have clearance from Public Health for return to school.

