



2021/22 PROCEDURES & PROTOCOLS

Last Revision ~ September 30, 2021



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Letter from the Principal

September 2, 2021

Well, here we are at the start of a new school year! If anyone had told me last summer that I would need to send out another "Back to School" booklet to parents prior to the 2021/22 school year, I would not have believed them. In fact, I naively thought things would be totally back to normal by this time!

These updates and protocols are coming to you much later than I anticipated due to the revolving door of changes and updates that have been coming to us from the Ministry of Education and Toronto Public Health. What you receive today is what we know as of this date. Any further changes will be sent to you as we are informed of them.

You will notice that the details about what symptoms require your child/ren to stay home from school, along with the when testing and/or self-isolation is required is now a document that comes directly from the Ministry of Health which will be updated as we receive them. The document is essentially a flow chart that is a series of questions that are answered 'yes' or 'no'. If you answer 'yes' to a specific question, it then explains what you need to do next.

The following is a list of some highlights from the document:

- Masks (medical, non-medical, or cloth) are required for all students in Grade 1-8 and strongly recommended for students in Kindergarten.
- Students will continue to be in cohorts again this year. This means that there will be minimal interaction with other cohorts. If rotation is required, the teachers will move, not the students. When outside for recess and lunch, there will be a total of 5 classes out at one time, but they will play in an area designated just for them.
- Masks are not required outdoors as long as students are not in close contact.
- Arrival and dismissal procedures will be as outlined in a previous email.
- The list of symptoms that require a student or staff member to stay home has been reduced in number. Please read the document carefully. (Document attached.)
- All students and staff are required to self-screen at home using the form included in the 'Back to School' booklet. (Document attached.)
- All students and staff are required to confirm to the school that the self screening has taken place. As we did last year, we will do this as follows:
 1. Students in Grade 1-8 will use their agendas. Every day, a parent must conduct the self-screening with their child/ren and write in the agenda on the correct day **"C-19 OK" and initial it**. This will be checked at the door of every classroom by the teacher. If this is not done, the teacher will need to screen the student prior to entering the classroom and parents will be contacted by the office, if the screening was not completed. If a child/ren arrives to school late, their agenda will be checked by Mrs. Venneri

**On the first day of school, because most students will not yet have their agendas, parents are asked to either print off a copy of the self screening form and initial it or send it a note to say the screen has been successfully completed.

2. Students in kindergarten will use the form at the entrance where they drop off their child to indicate that the self screening has been completed.

The attached 'Parent/Guardian Agreement and Declaration' must be signed by every family in the school. This form should be sent to the school on September 7 with your child/ren. (Document can be found at the end of this booklet.)

In His Service,

Cathy Sallows

Principal

A. ILLNESS OF A STUDENT

The health, safety, and well-being of our students and staff is a top priority. The best understanding of the present evidence is that COVID-19 can be transmitted by persons who do not exhibit symptoms. There is no guarantee that COVID-19 will not be contracted by persons entering the school premises. Every student must be screened for COVID-19 symptoms prior to arrival at school each day. (Student Screening Tool can be found at the end of this manual.) This document (soft copy) has also been provided to each WCS family. In addition to daily active screenings at home, please note that all students will be monitored at school for possible signs or symptoms of illness. Parents must provide daily proof of at-home screening by writing "C-19" and then initialing it in their child's agenda in the space provided for each school day. Each student must show this to their teacher prior to entering the classroom. If your child does not have their agenda at home, parents may complete the Student Screening Tool document and send a hard copy of it with their child as a substitute. If a student arrives at school without confirmation that a home screening has taken place that day, the teacher will conduct the screening, as well as take the student's temperature before they enter the classroom. Parents will then receive an email from the school office reminding them that they must conduct this screening themselves at home every day. Parents of JK & SK students will be required to initial in the column entitled "TAKEN" on the daily sign-in form (directly inside both Kindie doors) indicating that the student has been screened and is safe to be at WCS.

NOTE - If a child has a chronic illness that creates ongoing symptoms (allergies, asthma, etc.), parents may have their family physician provide a note to that effect. This will minimize the child's time away from school and prevent calls from the school office asking for the student to be picked up during the day.

B. ILLNESS WHILE AT SCHOOL

Should a student appear ill or exhibit signs of illness while at school, the teacher will contact the office. The teacher will put a mask on the student if they are not already wearing one. The child will be asked to wait in the hallway outside their classroom. Either the Principal or the Office Administrator will put on the appropriate PPE (Personal Protective Equipment) that may or may not include gloves, face shield (in addition to a

face mask) and disposable gown and go to collect the student. The child will be escorted to the office area and be placed in a chair spaced at least 2 metres away from others. Parents/Guardians will be contacted and told that the child is exhibiting signs of illness and must be picked up immediately. All Parents/Guardians should make provisions for the 2020/21 school year for their children to be picked up on short notice should they become ill. Please consider designating someone to do this for you if you find it difficult, due to distance or work obligations, to get to the school quickly. (Parents/Guardians will list this Emergency Contact person on the Information Sheet they will receive during the first week of school.) The student will not be left unattended. Once picked up, the area where the student was waiting, as well as their desk area in the classroom, will be completely disinfected.

C. **PROCEDURES & PROTOCOLS FOR STAFF**

All the above protocols and procedures are applicable to WCS staff.

D. **DAILY ARRIVAL & DEPARTURE**

To prevent large numbers of students entering or leaving the building at the same time and congregating by lockers and hooks, we will have staggered arrival and departure times. (Junior & Senior Kindergarten will NOT have a staggered departure time.)

Very shortly, Parents/Guardians will receive an email from the office, asking them to select 1 of the following arrival times:

- 8:00 am - 8:10 am
- 8:10 am - 8:20 am
- 8:20 am - 8:30 am.

They will also be asked to select 1 of the following departure times:

- 3:15 pm - 3:25 pm
- 3:25 pm - 3:35 pm
- 3:35 pm - 3:45 pm

Once time slots have been selected and subsequently confirmed by the office, we ask that you honour these times as much as possible. Our goal is to minimize the number of people entering and exiting the building at the same time.

ARRIVAL

All doors to the school will be opened at 8:00 am.

Students will not be permitted into the school building prior to 8:00 am.

Upon arrival, students should immediately go to their respective doors and enter the

building. (See diagram at the end of this document.) Parents are not permitted to accompany their children inside the school.

Teachers will encourage students to change their shoes, hang up their coats, bags, etc. and enter the classroom as quickly as possible. The time between 8:00 am – 8:30 am is not teaching time. Students will do quiet activities until the day begins at 8:30 am.

Junior & Senior Kindergarten parents are exempt from the above noted rule. They may accompany their child into the building with the following conditions:

- 1) Parents/Guardians must wear a mask;
- 2) Only 3 Parents/Guardians may enter at the same time.
- 3) Parents/Guardians must keep physically distant (2 meters) whether inside the school or while waiting outside.
- 4) Parents/Guardians must record their Name and Cell Phone Number each time they enter the school. This is for the purpose of tracking should Public Health require it. There will be a clipboard hanging by the door for parents to write down their information. You may wish to bring your own pen/pencil to avoid cross contamination.

DEPARTURE

Teachers will prepare their students to leave (pack up, get coat on, etc.) based on their scheduled departure time.

- 1) When Parents/Guardians arrive at their designated time, they will come to the gate where a staff member will notify the teacher inside the school that "Little Johnny's ride is here." The Parent/Guardian will then wait inside the gate on the side closest to Hilda Avenue. The student/s will exit the building through their designated door and meet their Parent/Guardian at the gate. The adult and child will leave the school property through the small gate facing Hilda Avenue.
- 2) JK/SK students will ALL be dismissed at 3:25 pm. Parents/Guardians should go directly to their appropriate door. The teacher will dismiss each child as their Parent/Guardian arrives. Please be conscious of distancing yourselves outside the JK/SK doors.
- 3) Bus students will be dismissed by their teachers at 3:15 pm. They will exit the school through their designated door and walk to the South parking lot where a staff member will ensure they board the bus safely. (See notes on Bus Safety.)
- 4) Those students booked to go to After School Care (ACS) will be dismissed at 3:35 pm. They will go immediately to the gym where the ASC co-ordinator will meet them and ensure that they are placed with a designated caregiver.

5) Any students who have not been picked up by 3:45 pm will be brought to the office. These students will sit on chairs that are spaced 2 meters apart outside the office until their respective rides arrive. They may NOT go to ASC on an 'as needed' basis. (See notes on After School Care.)

E. BUS PROTOCOLS

There will be a North and South bus. All seating will be assigned with only 1 student per seat, other than siblings who may sit 2 per seat. When boarding the bus, all students will be asked to use hand sanitizer and put on a mask (even if the student is in a primary grade). No student will be allowed to move around on the bus. Due to the assigned seating, there will be NO spare seats on the bus for things such as birthday parties or sleepovers.

Students will begin boarding the bus at 3:15 pm this year, so the "arrive-at-home" times will likely be earlier than last year.

F. BEFORE SCHOOL CARE

Unlike last year, there will be NO before school care for JK/SK students. Students should arrive at their designated arrival time and go directly to their classrooms.

G. AFTER SCHOOL CARE (ASC) (From 3:35 pm – 6:00 pm)

There will be ASC during the 2020/21 school year. Parents will be asked to register for ASC, indicating the names of their children, what days care will be required and an approximate time when they expect to pick up their child/ren. Small cohorts will be created consisting of 5-6 students and 1 caregiver. These cohorts will remain together, whether inside or outside (the preferred location) until all of them have been picked up. No students will be permitted in the kitchen. Students will be confined to the gym and outdoors. Students in ASC should come prepared with something they can do individually should the weather dictate that they remain in the gym. During ASC only, students may bring handheld electronic devices to play with. These may not be shared with others or used during the school day.

H. CURRICULUM

There have been some changes to curriculum if it was deemed to create an unsafe environment for our students. The following are some of the changes:

1) Although Grade 7 & 8 Band is now permitted, we have chosen to delay the start of Band for a few months until we have a better understanding of how the pandemic is affecting this school year. Starting in September, Grade 7 will be studying Music

Theory and learning to play hand chimes. Grade 8 will also be studying Music Theory and playing "boom whackers". Parents will be advised if/when we switch to Band.

2) Grade 4 Recorder has been cancelled. Students will continue to study Music Theory and Music Appreciation while the playing component will be changed to "boom whackers" since that instrument can be played by 1 student individually.

3) Grade 5 & 6 will continue to play the ukulele.

4) Keyboarding and Technology will continue. The school will purchase wireless keyboards and mice in bulk. Each family will be asked to purchase 1 set for each of their children at an approximate cost of \$45 - \$50. These keyboards and mice will be stored in individualized bags in the classroom. All other keyboards and mice in the school will be removed. Whether in the Computer Lab (where students can sit at every other computer) or in the classroom, students will use their own keyboard and mouse which can be wiped down after each use and stored in their bag in the classroom.

5) Physical Education will continue but not in the gym. All PE classes will be held outside in warm and cold weather. Should it be raining, PE class will be cancelled for that day. Teachers will prepare outdoor activities that are both enjoyable and help to build physical fitness. Regulated gym uniforms are not required this year.

6) Students will not use the WCS library this year as it is now a Grade 5/6 classroom.

7) There will be some rotation this year where teachers move, not the students. Mme Gillespie will still teach French in each grade but all French materials for each grade will remain in the specific classrooms.

8) Students who are involved with our Special Education program will be contacted directly by Mrs. Hay regarding their individualized programs.

9) All class trips and large gatherings (Wednesday Worship, etc.) in the gym have been cancelled until further notice.

I. GENERAL SAFETY IN AND AROUND SCHOOL BUILDING

1) All students in Grades 1 – 8 must always wear a mask while in the building. Wearing a mask remains optional, but highly recommended, for students in Junior & Senior Kindergarten. All students in Grades 1 – 8 must also wear their masks outdoors if a 2-metre distance cannot be maintained between them and another student or teacher. These masks may be disposable or reusable. Students are encouraged to

have more than 1 mask at school in case they are needed. Parents/Guardians will provide masks for their children.

2) All staff will always wear masks when in the presence of students. These will be provided by the school, their employer. Staff will also have face shields available to them should they wish to wear both. When working closely with a student (such as in the Resource room) or in Kindergarten (where students may not be masked), the teacher will wear both a face mask and eye protection.

3) Non-essential adults will NOT be permitted to enter the building. (Kindergarten Parents/Guardians are exempt from this policy.) If you need to drop something off for the office or for your child, you must buzz the office and say why you are here. If it is simply a drop off, Mrs. Venneri will buzz you in and the item you are dropping off can be placed on the shelf directly to your right as you enter. The adult must NOT come further into the building, and they should leave immediately.

4) If the visit is considered essential (Occupational Therapist, Speech Therapist, appointment with the principal, of volunteers), the adult will buzz the office, state why they are here and then enter the building. At that point, the adult must use the available hand sanitizer, ensure their mask is on securely, and complete a self assessment form that will be provided. The Office Administrator will take the adult's temperature and record it on the self assessment form. The adult may then go directly to their destination.

5) Recess and lunch times will be staggered. There will be 5 cohorts outside at the same time. There will be no interaction between cohorts. Kindergarten only will be able to use the playscape. Each class will have their own supply of balls, skipping ropes, etc. to play with outside. The South parking lot will have games painted on the pavement for students to enjoy. While outside, masks must be worn by students in Grades 1 – 8 unless they can maintain appropriate distance between themselves and other members of their cohort.

6) There will be hand sanitizer dispensers located outside every door in the school (outdoor and indoor). Students will be shown how and when to disinfect their hands (every time they leave or enter a room or the school building). As often as possible, students will be encouraged to use soap and water available in the school washrooms.

7) When students line up to come inside, there are markings on the pavement outside their respective doors indicating where they are to stand to keep students separated.

8) We have hired daytime cleaning staff. This staff member will be in the school for 2 hours every morning and 2 hours every afternoon. They will be cleaning every high touch area in the school (doorknobs, handrails, outside doors, toilets, sinks, etc.) as well as doing a thorough cleaning of all classrooms and common areas every night.

9) Each class will have an air purifier (with Hepa filter) that can clean up to 800 square feet per hour. Most of our classrooms are 660 square feet.

10) As long as the weather permits, teachers will have their windows open to allow the fresh air to enter their rooms.

11) Teachers will take their students outside for as many opportunities as possible.

12) Water fountains have been replaced with water bottle refill stations. Teachers will remind students and parents that having their own water bottle at school is essential.

13) Class sizes have been capped at 20 students so that the children can be spaced as far apart as possible. There may be extenuating circumstances whereby the Principal makes the decision to allow 1 or 2 additional students into a cohort, but that will be a rare occurrence and only done if the level of safety for all students can be maintained.

J. **GENERAL INFORMATION**

1) We are planning provide the Pizza and Pasta Lunch program. This will begin in October. All volunteers who assist with the preparation of the pasta lunches will be masked and screened. The food preparation and distribution will be done safely.

2) Teachers will advise parents about protocols unique to their own classrooms.