



**New Health and Safety Protocol Guide  
for returning to school.**

School Year 2020/2021

# Overview

Our goal in establishing this guide is to inform students, parents and faculty of the new health and safety protocols at Heritage Academy as the Covid-19 pandemic continues.

We are working hard to prioritize the safety and well-being of all of our families, teaching staff and students while restoring on-site instruction and personal connection between all involved.

In preparation for the 2020-21 school year, Heritage Academy has consulted medical professionals as well as resources from:

- The Ontario Federation of Independent Schools
- Sick Kids Toronto
- The Ministry of Education
- The World Health Organization
- Health Canada

This guide will provide your family with an overview of our plans to return safely back to school in September.

If you have any questions, please email us at [info@heritage-academy.com](mailto:info@heritage-academy.com) and we will address them via email.

Heritage Academy Administration

# Table of Contents

Practices listed in this document will describe the healthy and safe practices Heritage Academy will adopt to optimize the safety of our families and employees during the 2020-21 school year

Social Distancing	Page 4-5
Cloth Face Coverings	Page 6
Healthy School Plans	Page 7-8
Sanitation and Cleaning Procedures	Page 9
Health Screening	Page 10
School Isolation Areas	Page 11
Contact Tracing	Page 12
School Attendance Policies	Page 13
Site Closure – Remote Instruction	Page 13
Synchronous Learning	Page 14

# Social Distancing

Social distancing will require our school's administrators to develop unique plans that address the space and resources available. These safety explanations reflect the policies outlined by the Ministry of Education and by SickKids© Toronto. Each teacher will tailor social distancing plans to meet the needs of the students in their care.

Examples of social distancing will include:

- Increased space between students by arranging seating to maximize space between desks.
- Adherence to small class sizes.
- All desks arranged so that students face the same direction.
- Cohorting students by grades to reduce the number of individual each student has contact with.



- We will adopt a model which will create space between students and their teachers and avoid unnecessary contact or movement within the personal space of each student. This includes:
  - Place markers on the floor for both desks and classroom lineups.
  - Directional Arrow markers on the floor to direct traffic coming and going and as a reminder of areas that are six feet apart during arrival and classroom changes

# Social Distancing

In addition, we will:

- Modify classes or activities to minimize close social contact, congestions or movement in special and electives such as P.E., etc.
  - Reduce congestion in common areas (school office, bathrooms, gym, hallway etc.)
  - Minimize face-to-face interactions by designating one-way hallway traffic when possible and designating certain doors and times for entry and exits.
  - Modify lunch time (will occur in class at desks with teacher educational assistant supervising) field trips, assemblies, and other group activities to avoid mixing students in large common areas.
  - Limit non-essential visitors to the school
  - Place physical barriers such as plexi-glass at reception/admin desk and areas deemed essential.
- 
- We have lowered the class sizes in some grades to be able to adhere to social distancing regulations.
  - As some classes will be significantly smaller, we have made an exception and will allow up to 14 students in grades 7-9.
  - This will permit the allowance of an EA in some classes deemed necessary.



# Cloth Face Coverings/Face masks

Cloth face masks prohibit spread of the virus even when an infected person is without symptoms. At this time and following the protocols set forth by the Ontario Government. Heritage Academy is adopting the following guidelines for face masks:

- All Staff and students in Grade 4 to 12 will be required to wear non-medical or cloth masks while in school.
- Students in Grade 1 to Grade 3 will be encouraged but not required to wear masks in common spaces. They will be required to wear a masks when transitioning through the school.
- Masks should:
  - Fit snugly but comfortably against the side of the face
  - Be secured with ties or ear loops
  - Allow for breathing without restriction
  - Be able to be laundered and machine dried without damage or change of shape or be disposable daily
  - Cover both the nose and the mouth
  - Contain school appropriate graphics or images.
- Students can remove their masks when outdoors for breaks, classes or before and after school care. Outdoor times like recess can be used as opportunities to provide students with breaks from wearing masks within their cohorts.
- Teachers/staff can remove their mask if sitting at their desks with no students present in class.
- Staff or students with sensory or breathing difficulties may be exempted by the school principal. Contact the Principal directly if this is noted in your child's formal assessment for consideration.



# Healthy School Plans

Heritage Academy's healthy school plans will include staff wearing face masks and gloves for the following:

- Cleaning and sanitation within their classroom.
- Food Service of any kind (Hot Lunch Program).
- School health procedures including attending to sick children and/or administering medication.
  - This will include daily or emergency administration of medications (meter dose inhalers, Epinephrine injections etc).
- Staff will also be expected to maintain six feet distance for care when reasonable.
- In addition, students, teachers and support staff will be encouraged to cover their coughs and sneezes by coughing into their elbow or covering with a tissue and then depositing the used tissue in the waste disposal bin.
- Keeping hands clean is an important part of maintaining good health. Each class is equipped with two hand sanitizer dispensers both in and outside the classroom to use each time they enter and exit the room. In addition, teachers and staff will encourage and promote hand-washing or using hand-sanitizer:
  - Before and after eating
  - Before and after using the restroom
  - Before and after recess
  - Following PE
- School water fountains will be out of commission until further notice. Students are asked to bring their own water bottles from home.

Recess:

- Students will practice good hygiene by sanitizing their hands prior to heading outside to play and upon returning inside.
- The students will be placed in 3 different groups (Grades 1 to 4, 5 to 8 and 9 to 12) The Grade 1 to 8 students will have a different break time from the Grade 9 to 12 students.
- Students will remain with their cohorts for break time.

## Healthy School Plans (Cont'd)

### Lunch Time:

- Lunch time will occur within the student's homeroom classroom with their homeroom teacher supervising.
- Students will remain with their cohorts for lunch time.
- Hot Lunch will be distributed by a teacher sporting a mask and gloves.
- Surface areas like microwaves (\*we hope to have one accessible in each classroom) will be cleaned after each use.  
*\*Have an extra microwave at home? Let us know!*

### Gymnasium and Physical Education:

- Physical Education will begin the year with most or all of its classes focussed on outside activities ie: Cross Country Running, Soccer etc. with accommodations made to meet social distancing standards.
- Staff will clean and sanitize the gymnasium and supplies between classes
- Students will be encouraged to practice good hygiene before and after using the gym, equipment and facilities.

The school will hold off on starting Jiu Jitsu until we are able to assess several factors and receive feedback from our community partners on their new martial arts procedures.

### Outdoor Classrooms:

- When reasonable and feasible, teachers will utilize outdoor green spaces for instructional time and before or after school.
- The school has ordered more picnic tables to accommodate more outside instruction opportunities.

# Sanitation and Cleaning Procedures

Because of concern that infectious viral particles can land on surfaces with coughing, sneezing, talking and laughing, Heritage Academy is adopting extensive sanitation and cleaning procedures including:

- Posting signs throughout the school encouraging proper hand sanitization and respiratory hygiene practices (covering coughs and sneezes).
- Continuous cleaning throughout the day, using state of the art disinfecting materials with special attention given to high-touch areas such as doorknobs, light switches, desks, computers, phones, toilets faucets, sinks and handrails.
- Making hand cleaning supplies readily available in all areas.
- Installing sanitization stations at every door and in every classroom and common room.
- Monitoring restrooms for adequate hand soap and towels.
- Hiring custodial staff for additional hours to be on-site during the day for regular cleaning and spot checks.
- We are adding air purifying units to all classrooms, common rooms, smt rooms and office spaces. These units all have HEPA filters.
- Windows will be kept open as much as possible. This will include overnight to increase the fresh air intake in our building.
- 



# Health Screenings

Heritage Academy will not permit any student or staff to attend or remain at school if they have a fever or are exhibiting symptoms of Covid-19.

Please understand that should a student be found to have a temperature of greater than 100.4, the students will be sent home.

**Parents will be required to screen their child or children each day prior to sending them to school. A checklist will be provided to families before the first day of classes.**

Ultimately, students, staff and all faculty should stay home OR be sent home if any of the following occur:

- Temperature greater than 100.4
- New cough
- Shortness of breath or difficulty breathing
- Sore throat
- GI (vomiting or diarrhea)
- New rash, muscle aches, or headache
- Chills or repeated shaking with chills
- Loss of taste or smell
- Exposure to someone who is ill or displaying symptoms, or diagnosed with COVID-19

The student, faculty or staff member that experienced multiple symptoms will not be permitted to return to school until the their health care provider has provided the school with documentation indicating it is safe for the student to return to school. This is very important and though inconvenient, will demonstrate your concern for the school body as a whole.

The school will have signage instructing anyone entering the school property to NOT ENTER if they meet any of the criteria listed above. The whole community relies on your honesty and integrity to keep the school safe.

## **Designated Isolation Area**

Heritage Academy will have a designated isolation area for sick students when we head back to school in the Fall. This will limit the chance of cross-contamination.

A staff member will provide supervision until the student is picked up by a parent, guardian or designated individual.

Students with symptoms of infectious disease will not remain with their classmates.

Unless there is a medical reason to prevent it, the ill student will wear a mask until a parent, guardian or designated individual picks him/her up.

The student will not be permitted to return to school until the student's health care provider has provided documentation indicating it is safe for the student to return to school.

An important component of limiting the impact of COVID-19 in our school is parent's vigilance about their child's health. We want to affirm parent responsibility in monitoring their child's symptoms and overall health as well as parental discretion in keeping their child at home whenever they are ill.

Heritage Academy will monitor student absences for trends or patterns.

## Contact Tracing

The applicable local health department will notify Heritage Academy of any positive cases of COVID-19. The school will cooperate with the contact tracing investigation by providing information on carpools, classroom cohorts, lunch seating charts etc. that will allow quick identification of those at high risk of infection from the positive COVID-19 student, teacher, or staff member.



shutterstock.com • 684785509

Heritage Academy will initiate a 14-day quarantine of the at-risk individuals. This is the school's best defense against further spread of the viral illness. Online learning will be available to all affected during a time of selective quarantine and attendance records will not be affected should a quarantine be mandated as long as a student completes their assigned work along with his/her class.

# School Attendance Policies For COVID 19

As in the past, but now more than ever, we are encouraging families to keep their children home when they are sick or not feeling well (i.e. fever, body aches, chills, sore throat, upset stomach, diarrhea etc).

When your child is absent from school due to COVID-19 (or any other reasons) we are asking parents to:

- Contact the school via telephone (613)722-0133, or email [reception@heritage-academy.com](mailto:reception@heritage-academy.com) on the day of the absence to inform the school of the student's diagnosis.
- If absences are confirmed due to COVID-19, parents will be asked to confirm their student's school activities to help with tracing.
- The student will not be permitted to return to school until the student's health care provider provides documentation indicating it is safe for the student to return to school.

Please contact your child's teacher if you would like your child to take part in regularly scheduled classes through zoom to keep up with the child's assignments and tests while you wait for the documentation.

## Site Closure – Remote Instruction

It is the school's intention to keep the school open unless excessive absenteeism warrants closure or the Ontario or Federal government authorities once again mandate school closure.

Key components of Heritage Academy's remote instruction will be based on best practices which include:

- Continuity in learning and structure for students.
- Instruction and support for social and emotional well-being
- Combination of online learning and book work
- Student attendance – each day the teachers will confirm attendance by class and/or period/subject. If students are unable to join the Zoom classes, attendance will be recorded based on the submission of academic tasks assigned for that day.

# Synchronous (On-Line) Learning

Should a child be required to stay home due to symptoms and/or exposure to COVID-19, families will be offered a chance to take part in synchronous/on-line learning.

Synchronous learning will coincide with the student's regularly scheduled day with the teacher providing live virtual connections for the core curriculum classes: Math, Language and Science/ Social Studies in Grades 1 to 8. The secondary students will be able to participate virtually by following their regular timetable.

Work assigned that day will be given with a due date and can either be scanned or sent via a picture document for the teacher to mark and assess.

Should a family not have access to the internet or the needed media to take part in live virtual classes, the day's activities will be posted on the teacher's online platform for them to stay on top of assignments and learning. Individual teacher's platform information will be provided at the beginning of the school year and will be available throughout the year to be prepared in case another outbreak and lock-down is mandated by the government.

Students may choose to remain at home and engage in synchronous learning. The full virtual learning plan will be provided by the end of August.



HAVE A GREAT  
SCHOOL  
YEAR!!!



