



## Schoolwide Safety at Heritage Academy

*These are subject to change based on directives and consultation with local authorities but will assist parents and students in preparing for school daily routines. Please keep for your reference.*

### SCREENING OF STAFF, STUDENTS, AND VISITORS

All school staff and students are required to complete a daily COVID-19 symptoms screening questionnaire **before** entering the school. The questionnaire can be completed through the [EduSafe](#) app, or you may use the desktop version.

- Elementary parents (grades 1-8) should complete this with their child/ren.
- Senior students (grades 9-12) should complete this in collaboration with their parents.
- **IMPORTANT:** If you are unable to login or have technical difficulties please email [reception@heritage-academy.com](mailto:reception@heritage-academy.com) as soon as possible:
  - 1) Indicated that your student has been cleared to come to school.
  - 2) Ask to have your [EduSafe](#) account reset.
- Temperature screening will not be done at the door, but should be part of the at-home routine.
- All individuals who answer YES to any of the questions are not permitted to come to school and are to follow [Ottawa Public Health \(OPH\) Guidelines](#) to learn what to do next.
- Staff will check for proof of screening completed **prior** to students being permitted to enter the building.

### ATTENDANCE REPORTING AND EARLY DEPARTURES

- Should you student be absent for any reason we ask that you call or email the school for attendance reporting purpose at [reception@heritage-academy.com](mailto:reception@heritage-academy.com) or 613-722-0133.
- If your student requires an early pick up, we ask that you inform us in advanced so we can arrange to have your child/ren ready for your arrival.
- Parents and authorized persons for student pick up are asked to:
  - 1) Ring the front door buzzer, located to the left of the front door, upon arrival.
  - 2) To limit persons coming into the school, we ask that you wait at the bottom of the stairs at the inner most door, and we will bring your student to you.

### MASKS

- Parents should ensure their child is provided with **2** clean masks each day.
- Students should speak to school staff to get a mask if they do not have one; forgot it at home, lost it or it became dirty, damaged or damp on the way to or at school.
- **Students in grades 1 to 3**, in addition to grades 4 to 12, **are now mandated to wear a mask at all times**, including the hallways and during class, with exception of eating and when distancing can be maintained outdoors.
- A mask should securely cover the nose, mouth, and chin, and be in contact with the surrounding face without gaping and can filter respiratory droplets. While two layer masks are permitted The Public Health Agency of Canada now recommends that Canadians [choose masks made of at least three-layers](#) with one of the layers being a filter to add an extra layer of protection against COVID-19.
- Opportunities for mask breaks outdoors will be identified where possible.
- Students will be required to use a mask if taking public transportation and car-pooling
- All staff and students should be familiar with mask use and view the [Ottawa Public Health video](#).

### PROTOCOLS FOR SCHOOL DROP OFF

- Students are required to have completed their COVID-19 screening at home **before** arriving at school either by their [EduSafe app](#) or if their app is not working they should send an email to [reception@heritage-academy.com](mailto:reception@heritage-academy.com) indicating that their student is cleared to come to school.
- If you are ever unsure if your student should attend school you can also refer to the [Ottawa Public Health Screening Tool](#).
- Drop off should take place at the North-east gym doors:
  - Elementary Students (grades 1-8)** Arrive between 8:45 AM – 8:59 AM
  - Senior Students (grades 9-12)** Arrive between 9:00 AM – 9:14 AM
- Students are encouraged to arrive each day between their designated time. (Any student arriving late must enter through the front doors and have a completed COVID screening questionnaire prior to entering.)
- Gym doors will be locked by 9:15 AM.
- To reduce the number of people in the building, parents and visitors will not be permitted inside the school unless requested.

### ILLNESS – STUDENTS WITH SYMPTOMS

- Students with symptoms of COVID-19 must go to an [assessment center](#) for testing as soon as possible, and [self-isolate](#) at home until their results are available.
- 1) Students who are COVID positive **cannot** return to school until they are cleared by public health.
- 2) Students who test negative can return to school as long as their symptoms are resolved and once they are symptom free for 24 hours.
- If a student becomes ill with symptoms while in school, they will be immediately separated from the rest of their group in a designated room and supervised until they are picked-up by parents or guardians as soon as possible. Parents should refer to [Ottawa Public Health Guidelines](#) to learn what to do next.
- If your child has been sent home due to COVID like symptoms we ask that parents fill out the [Attestation for Return to School Following Illness](#) form **prior** to your student attending the school.
- More guidance from OPH and the Ministry of Education is being provided to schools on how to manage ill students and their households. [Ottawa Public Health Guidelines](#).

### WATER BOTTLES SNACKS & MEALS

- Students are to bring a water bottle to school with them each day. While water fountains are off limits students are permitted to have their bottles filled by staff member at a designated location.
- Students are to eat lunch in classrooms with their cohort and food sharing is strictly prohibited.

### PLEASE, STAY HOME WHEN YOU'RE SICK!

- Students and their families are reminded to stay home and not attend the school if you are sick. Recourses about COVID-19 symptoms are found at [Ottawa Public Health Guidelines](#) and it is **essential that you stay home and get tested**.

*For additional information and resources please visit [Ottawa Public Health's Guide for Schools](#).*