TOWN CENTRE
PRIVATE SCHOOLS®
Montessori Pre-School • Elementary • High School

International Baccalaureate® World School

Town Centre Private Schools

Return to School

Re-Opening Plan 2020

Policies and Procedures regarding Health and Safety protocols for COVID-19

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Introduction & Purpose

This document is to support the new policies and procedures that have been developed based on guidance issued by the Ministry of Health of Ontario, local Public Health Services, the Hospital for Sick Children, the Ministry of Education of Ontario, CIS guidelines for reopening schools for the 2020-2021 school year and additional information provided by other schools, provinces, states and countries. The health, safety and well-being of our school community is our top priority. As we continue efforts to slow the spread of COVID-19, returning to school in September will look different, but every effort is being made to support students and staff in this transition. Town Centre Private Schools will employ measures using the following principles:

- **Physical Distancing** – Policies and procedures will be put in place to reduce the number of people on campuses and maintain safe distances for students and staff
- **Protection** – Barriers (markers to indicate distance, plexiglass barriers) or recommended controls to separate people
- **Administrative Controls** – There will be rules and guidelines, such as cleaning and disinfecting protocols, designated entrance and exits to enhance physical distancing measures. This includes students being assigned to a "cohort" group. This is done to ensure there is contact with the same smaller group of people during the school day.
- **Personal Protective Equipment (PPE)** – We will provide our staff whose roles and responsibilities require them to be within two metres of another person with personal protective equipment (PPE) such as non-medical masks.

Guiding Principles

Town Centre Private Schools' guiding principles in planning for re-opening are based on guidance issued by the Occupational Health and Safety Act, the Ministry of Education and York Region Public Health. They include the following:

- The health, safety, and well-being of all members of our community.
- Providing continuity of educational learning opportunities for our students.
- Meeting or exceeding compliance with applicable legislation and regulations including the orders and directives of the local and provincial governments.
- Being prepared and following public health advice.

Up-to-date Information

It is imperative that the TCPS community stay current with information about COVID-19 as this is an evolving virus and the world is learning new things all the time as the research is being gathered. The most up to date information including symptoms can be found on the following websites:

Government of Canada Coronavirus disease (COVID-19)

Government of Ontario COVID-19

York Region Public Health COVID-19

Roles and Responsibilities

In general, all students, parents, staff, and visitors, are required to:

- Follow these specific plans and procedures, and all applicable policies
- Review this document and all periodic updates/notices as distributed
- Participate in any hands-on training or education sessions as directed by the school

Health, Safety and Wellness

In planning for our return to school in September, our primary consideration is the maintenance of a safe and healthy environment for our students and staff and by extension, our families, and the broader community. To that end, we will closely follow recommendations and guidelines published by the Ontario Ministry of Education, the Ministry of Health, and York Region Public Health.

All students and staff will benefit from the following health and safety protocols being implemented:

Hand Hygiene

Rigorous hand washing with plain soap and water and good hygiene practices are the most effective ways to reduce the spread of illness. Faculty will reinforce these practices amongst students.

Wash hands often with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.

If sinks are not available, use alcohol-based hand sanitizer containing at least 60 per cent alcohol.

Hand sanitizer is available at every entrance to the buildings, in each office and classroom

Cough or sneeze into a tissue or the bend of the arm, not the hand.

Avoid touching eyes, nose, or mouth with unwashed hands.

Hand Washing and Hand Sanitizing

When students and staff should perform hand hygiene

- When they arrive at school and before they go home
- Before and after any breaks (e.g. recess, lunch)
- Between different learning environments (e.g. outdoor-indoor transitions, from the gym to classroom)
- Before and after eating and drinking
- After using the toilet
- After handling common resources, equipment, or supplies
- After sneezing or coughing into tissue
- Whenever hands are visibly dirty
- Upon exiting and entering the classroom

Personal Protective Equipment (PPE)

Masks - Students

- Students in Grades 4 to 12 will be required to wear non-medical or cloth masks indoors in school, including in hallways and during classes. Outdoor times like recess can be used as opportunities to provide students with breaks from wearing masks within their cohorts.
- Students in Kindergarten to Grade 3 will be strongly encouraged but not required to wear masks in indoor spaces.
- Students are encouraged to practice wearing masks and learn what type of mask is most comfortable for them. Students may wear their own non-medical masks. Reasonable exceptions on the requirement to wear masks will apply.

Masks – Staff

- All school-based staff will be required to wear masks, with reasonable exceptions for medical conditions.
- School-based staff who are regularly in close contact with students will be provided with all appropriate personal protective equipment (PPE).
- Face coverings (non-medical masks) will be used if physical distancing cannot be maintained between cohorts.
- Masks that become soiled, wet, or contaminated must be changed.
- Masks may not be tolerated by everyone.

Training

All staff will be provided with Health and Safety training prior to the start of the school year. This will include training on COVID-19 Awareness, Screening/Signs/Symptoms, donning/doffing PPE, and other safety protocols related to the return to work. Training will be delivered using a combination of webinars and videos. Training on COVID-19 awareness, masks/face coverings and safety protocols will also be made available to parents/students.

Cleaning and Disinfection

- All classroom and maintenance staff will have reviewed the environmental cleaning and disinfection policy and procedures.
- A cleaning and disinfecting schedule will be posted and maintained in all common areas within the school.
- Public health awareness signs will be posted in visible locations to raise awareness about COVID-19 and to encourage healthy behaviours.
- Common areas and items, including high-touch surfaces will be cleaned and disinfected a **minimum of twice daily** and as often as necessary.
- The school will only use cleaners and disinfectants with a Drug Identification Number (DIN)
- Appropriate PPE is worn during cleaning (i.e., gloves, eye protection, gown), especially when cleaning bodily fluid spills as per safety data sheet.
- A sufficient supply of cleaning and disinfecting products will be provided and accessible to trained staff.
- Mechanical HVAC systems have been checked during the summer months to ensure they are operating as designed and we will increase the frequency of filter changes. In addition, the intake settings will be adjusted to increase the amount of fresh air and reduce recirculation.

Screening for COVID-19 Symptoms

- Before entering a school, students, staff, and visitors (limited to only those necessary) who will access the school for work or education must **perform a daily COVID-19 self-assessment before arriving at the school.** If staff or students feel unwell or have symptoms of COVID-19, they should not attend school and should go to a primary care provider or assessment centre for testing (the use of a mask is not an acceptable alternative).
- Parents are required to **screen for symptoms in their child(ren) each morning** prior to leaving for school and students must stay home if they have any symptoms consistent with COVID-19 or if they have had close contact with anyone with a suspected or confirmed case of COVID-19.
- Anyone with a **temperature over 37.8C** should not be at school or they will be sent home/isolated.

TCPS Parent Daily Screening Commitment Form

The form should be used for daily screening of symptoms for staff and parents/students. Parents / Guardians are required to complete this form only once at the beginning of the school year committing to the daily health screening and COVID-19 protocols.

York Region Public Health Daily Screening Form

York Region Public Health Daily Screening Checklist

On a daily basis, parents/guardians are responsible to review and adhere to the Daily Screening checklist from York Region Public Health.

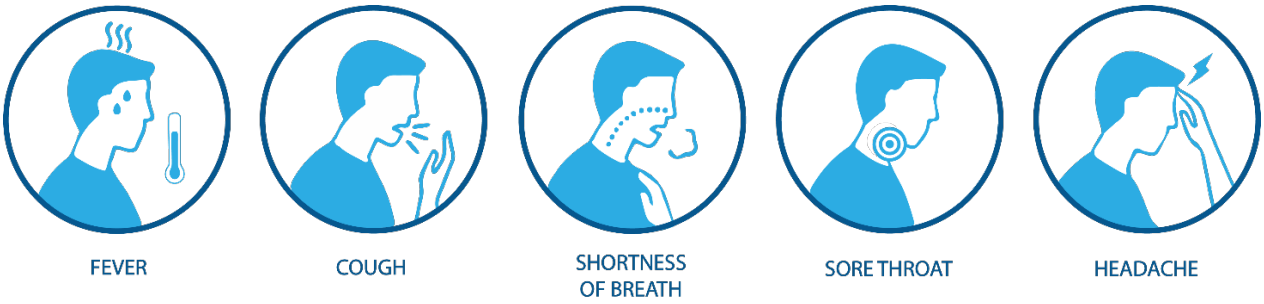
York Region Public Health COVID-19 and Children Factsheet

COVID-19 and Children Factsheet from York Region Public Health

The school will have designated entrances for staff, students and visitors with a screening station that has:

- Signage of these screening questions will be visible at all screening locations.
- Signage and visual cues to remind people to practise physical distancing while in the school.
- Alcohol-based sanitizer to disinfect hands prior to further entry into the building.
- A log will be recorded for any visitors/itinerant staff for the purpose of contact tracing.
- A process for recording staff attendance for the purpose of contact tracing.
- TCPS staff and students will be passively screened for symptoms during operating hours.

Protocols When a Student or Staff Member Demonstrates Symptoms of Illness or Becomes Sick



- Staff, parents and guardians, and students must not attend the program if they are sick, even if symptoms resemble a mild cold.
- Symptoms to look for include but are not limited to fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.
- Parents will be notified immediately if their child begins to show symptoms of COVID-19 while in school, for immediate pick-up, including siblings of the sick child. Family members will be contacted if a staff member becomes sick in the program.
- Students / Staff who become ill while at school or have COVID-19 **symptoms will be required to go to an assessment centre and get tested.**

- If a student becomes sick while in the program, they will be directed to a designated isolation room.
- The sick child/staff will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- A staff member will be provided with PPE and will remain with the sick child until the parent/guardian arrives.
- If tolerated and the child is above the age of 2, the child will be provided with a surgical/procedure mask.
- Upon the student departing, the isolation room will be cleaned and disinfected.
- York Region Public Health will be notified, and their advice will be strictly followed.
- The school will follow the York Region Public Health for any further direction on testing and isolation of these close contacts.
- Students / Staff who are being managed by York Region Public Health (e.g. confirmed cases of COVID-19, household contacts of cases) should follow instructions from public health to determine when to return to the facility.
- If a student is assessed and it is determined that they do not have COVID-19, they should notify the School and may return 72 hours after their symptoms have resolved without the use of medication and with proof of such.
- A student or staff who have been exposed to a confirmed case of COVID-19 will be excluded from the program setting for 14 days.

Confirmed Case of COVID-19 Process

The following steps must be taken when there is a confirmed case of COVID-19 (student or staff):

- Stay home and self-isolate for 14 days after the start of symptoms or until symptoms resolve, whichever takes longer.
- **Anyone who tests positive for COVID -19 may not return to school until they are cleared to return according to York Region Public Health Guidance and there is a written clearance from the primary medical practitioner.**
- School Principals are mandated to report infectious diseases under the Health Protection and Promotion Act.
- As a result, the Principal or designate will contact York Region Public Health (YRPH) in the event of a suspected case and positive test result of COVID-19.
- YRPH will recommend closure, provide notices, or make other recommendations such as additional testing, self-isolation, and cleaning advice.
- Town Centre will be required to provide YRPH with attendance records and contact information for other students or staff who would be considered close contacts. A close contact is a person with close, prolonged contact with a probable or confirmed case while the individual was ill.
- YRPH will conduct contact identification and follow-up with identified contacts. Contacts are informed that they have been exposed and are provided with public health guidance. Contact tracing should occur within the first 48 hours of new positive case.
- Town Centre will be required to keep daily records and up-to-date contact information of anyone (students, parents/caregivers, staff, and essential visitors) entering the school setting. Records must include name, contact information, time of arrival/departure, screening completion, etc.
- The confidentiality of individual's diagnosis and health information will be maintained; however, parents or guardians and/or students will be informed of their possible exposure to COVID-19 in the school in consultation with York Region Public Health.

TCPS School Setup

The School will be set up to promote physical distancing and good hygiene.

- Physical distancing markers (stickers / signage) will be placed in areas to minimize contact between students, staff and permitted visitors. Hallways, Washrooms, Office, Parents Designated Waiting Areas etc.
- Hallways will be one way on each side indicated with markers
- Washrooms will have floor decals indicating recommended physical standing distance at sinks.
- In order to reduce crowding in the office, students, staff, and permitted visitors are requested to wait in the hallway to be called into the office.
- “Stand Here” floor decals will be placed in the hallway outside the office to provide appropriate waiting locations for students, staff and permitted visitors. so that they may be called into the office.
- Signage will be placed throughout the campus to remind students, and staff about new protocols
- Additional sanitizer stations have been placed at each entrance and in each classroom and office
- Water fountains are available for “water bottle filling only”

Classrooms

- Staff will set up classrooms/teaching spaces prior to the start of school to encourage the maximum space between students.
- Students and staff will practice physical distancing to the maximum extent possible.
- Only essential teaching items should be in the classrooms.
- Desk and countertops must be cleared at the end of the day to facilitate the evening and overnight staff facilities cleaning protocols.
- Hand sanitizer is available in each classroom/office.
- All classroom materials will be materials that can be cleaned and disinfected. Plush toys are not permitted.
- Classroom materials will be cleaned and disinfected at a minimum between cohorts, and prior to being shared.
- Designated materials and/or equipment outside of the classroom (i.e., Chromebooks, iPads, science apparatus, balls, gym equipment) when shared will be disinfected before and after each use.

Decluttering

- Classroom teachers should declutter classrooms to facilitate efficient cleaning. Only essential, daily required teaching items will be stored in the classroom.
- The use of the classroom for long term storage must be minimized.
- Unnecessary, unused items must be disposed of or relocated.
- Desktops and counter surfaces must be kept clear to facilitate ongoing disinfection throughout the day and allow for evening/nightly facilities cleaning/disinfecting.
- Staff will direct students to take home any unnecessary personal items and keep their tables clean and uncluttered.

Toys and Manipulatives

- Toys and manipulatives will be reduced to the maximum extent possible.
- Only those items which can be readily disinfected will be selected to remain.
- Staff will clearly identify with signage the toys and manipulatives that require daily disinfection.
- No plush toys will be permitted. Parents are reminded that students should not be bringing toys or manipulatives to school.

Washroom Use

- Teachers are recommended to create a washroom schedule with clear washroom breaks.
- A recommended number of users allowed per washroom based on the number of toilets/urinals in each washroom will be posted.
- Students are to assess if the washroom has reached maximum usage as they enter based on posted signage.
- If maximum has been reached, students are to wait in hall in designated area.
- Floor decals spaced apart are to be placed outside washrooms for students to wait if the washroom is full.

Student / Parent Guidelines

Protocols for Parents

- Follow the daily screening questions for their child prior to arrival every morning.
- Parents drop off their child(ren) at the designated entrance of the building and depart immediately.
- Parents are asked to allow their child(ren) to make the last part of the journey into the school independently.
- Parents will pick up their child(ren) at the designated locations.
- **Parents may only enter the building if absolutely necessary and must access the school only from the Main entrance and report directly to the Office.**

Protocols for Students

- Students must wash or sanitize their hands upon entering the building (there are hand sanitizer stations located inside each door).
- Students should bring with them only the minimal materials that are needed.
- Students will practice physical distancing. They must stay apart (as much as possible) and avoid touching communal surfaces and each other.
- Students will report to their teacher if they are not feeling well and will be sent to the Office.
- Students must wash/sanitize their hands before they enter the classroom.

- Students must wash/sanitize their hands when they exit the classroom; this is at the end of the day, before going to recess, before going to the restroom or at any other time they leave the room.
- Students must wash/sanitize their hands before and after eating.

Expectations around the use of materials:

- All school materials must stay at school; no home materials are brought to school except for the necessary electronic devices. (Grades 6 to 8 students only)
- Students may not bring personal toys or games to school.
- All tools and manipulatives will be washed by the staff daily.
- Soft toys and plush pillows/cushions/blankets will be removed from classrooms.
- Students must wash/sanitize hands before and after use of school materials.

Outdoor Play

A revised recess schedule will be created to provide outdoor playtime for all students and keep them limited to their cohort group.

After-School Courses

The After-School Courses have been temporarily suspended until there is further direction from Public Health around gathering sizes and physical distancing.

Assemblies

Assemblies and large gatherings will not occur until further notice from York Region Public Health.

Visitors

- In the upcoming school year, **visitors, including parents are not to enter the school unless identified through a prearranged exception.**
- It is expected that parents first contact the school by telephone if assistance is required.
- Any permitted visitors to the school will be required to self-screen and to wear a medical mask while on the school premises.
- Visits to ensure school safety, such as inspections by the Fire Marshal's office or public health will continue to take place.

Drop-Off and Pick-Up Procedures

- There will be multiple entrances used for drop-off and pick-up. We will designate a specific entrance and drop off point for each grade. (Information to follow)
- When picking up your child(ren) from school, all parents/guardians are required to enter through their designated entrance and check in. Please wait in the screening area and maintain physical distancing.
- We will have new signage to direct students through the steps for entry and exit of the school building, and throughout the school. Spreading students apart and into different areas, as well as using visual cues on the floor will help students with physical distancing.
- For pick-up, please ensure that the designated pick-up person is listed on your child's file and has a photo ID to expedite the pick-up procedure.
- Once authorized for release your child will be called to come to the pick-up area.
- Should a parent/guardian need to pick-up their child(ren) for any reason throughout instructional hours, they are required to call and inform the office for their expected time of arrival.
- **Parents may only enter the building if absolutely necessary and must access the school only from the Main entrance and report directly to the Office.**

Late Arrival

- When a Pre-School or Elementary student arrives late, (9:05 am) the student should enter the building only from the Main entrance and proceed directly to the office.
- When a High School student arrives late. (8:35 am) the High school student should enter through the HS Office entrance. After signing in, students will be directed / escorted to their classroom.

Lunch

Students will eat lunch in their classrooms with their cohort to ensure chances of contact and transmission are minimized.

Lunch times will be staggered to allow students to wash hands before eating, without creating congestion in washrooms or handwashing stations.

With respect to eating and drinking at school, it is expected that:

- Staff and students will perform proper hand hygiene before and after eating.
- Each student should bring their own individual meal or snack with no common food items.
- Water bottles will be required to be filled rather than students and staff drinking directly from the mouthpiece of water fountains.
- The School will not plan activities that involve students in preparing or serving of food.
- Birthday lunches (pizza) will not be permitted at this time.
- Third party food services will be delivered in a way that any student who wishes to participate can do so. Individually packaged lunches from Kids Kitchen is preferred.
- Please ensure your child brings their lunch and snacks required for their day. **Parents are kindly asked not to drop-off lunches at school.**

Appendix A:

TOWN CENTRE PRIVATE SCHOOLS PARENT/GUARDIAN DAILY SCREENING COMMITMENT FORM

The health, safety and well-being of students and staff is a top priority as Town Centre Private Schools (the "School") plans to reopen for the 2020/21 school year.

The School appreciates and requires your cooperation in reopening. The School is commencing reopening based on the assurance that all persons entering School premises have taken proper precautions to prevent the transmission of COVID-19.

As you are aware, 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 School premises.

We request that you screen your child **prior to arrival** at the School each day. In addition to daily active screening, please note that all students will be monitored at School for possible signs or symptoms of illness.

As a Parent/Guardian, **you must prevent the spread of illness by keeping your child home from School if you or your child experience any of the following signs or symptoms:**

- Fever (temperature of 37.8°C or greater)
- Chills
- New or worsening cough
- Barking cough, making whistle noise when breathing
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that is unusual or long lasting
- Digestive issues, such as nausea/vomiting, diarrhea, stomach pain

- Muscle aches that are unusual or long lasting
- Extreme tiredness that is unusual (fatigue, lack of energy)

If your child experiences any of the symptoms while at the School, staff will contact you or one of your emergency contacts to pick up your child **immediately** (including siblings). While your child waits for you or your designate to arrive, they will be separated from the other children.

- As a Parent/Guardian responsible for my child, I agree to the following:
- I have read and understood the above information, and the information provided in the Re-Opening Plan 2020 Document.
- I understand the risk of illness associated with placing my child in the School.
- Neither my child, nor anyone in my child's household, nor anyone with whom a member of my child's household has been in close contact, has tested positive for COVID-19 or had any of the symptoms in the last 14 days. If such symptoms or positive test for COVID-19 occur after submitting this form, I will **immediately** exclude all of my children from School, and my children will not attend the School until a minimum period of 14 days has passed after the positive test results or the children receive a medical report that they can return to School.
- Note: close contact includes living with, providing care, or otherwise having close prolonged contact (within 2 meters) with another person.
- Neither my child, nor anyone in my child's household, nor anyone with whom a member of my child's household has been in close contact, has traveled to or had a layover in any country outside Canada in the past 14 days. If such return from travel occurs after submitting this form, I will **immediately** exclude all of my children from School, and my children will not attend the School until a minimum period of 14 days has passed after the date of return to Canada.
- I agree to the screening requirements and to accurately carry out the daily screening. Misrepresentation regarding the information provided to the School could result in exclusion of the child from the School.
- Upon request by the School, I consent to providing copies of my child's COVID-19 test results to the School.
- This agreement remains in effect for the duration of the 2020/21 school year.

Name of Student: _____ Date: _____

Name of Parent: _____ Signature: _____

Appendix B:

CHECK YOUR CHILD DAILY FOR SYMPTOMS OF COVID-19

Complete this self-assessment daily before sending your child to day camp, child care or school settings

Child name: _____ Child temperature: _____ Date: _____

Before sending your child to day camp, child care or school settings, assess your child for NEW, WORSENING or UNEXPLAINED symptoms related to COVID-19. If you are concerned about your child's symptoms, consult your health care provider.

Common symptoms of COVID-19 include:

FEVER
(temperature of 37.8°C or greater)

☐ Yes ☐ No

NEW OR WORSENING COUGH

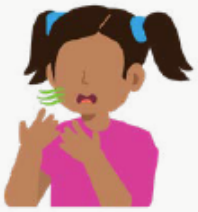
☐ Yes ☐ No

SHORTNESS OF BREATH

☐ Yes ☐ No

SORE THROAT OR DIFFICULTY SWALLOWING

☐ Yes ☐ No



ALTERED SMELL OR TASTE

☐ Yes ☐ No

NAUSEA/VOMITING, DIARRHEA, ABDOMINAL PAIN

☐ Yes ☐ No

RUNNY NOSE, OR NASAL CONGESTION
(unrelated to seasonal allergies, post nasal drip etc.)

☐ Yes ☐ No

STAY INFORMED.
Visit york.ca/covid19
1-800-361-5653

rs Last Updated July 22, 2020

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York Region

Other less common symptoms of COVID-19 can include:

- ☐ Yes ☐ No Tiredness, feeling unwell or muscle aches
- ☐ Yes ☐ No Worsening of chronic conditions
- ☐ Yes ☐ No Chills
- ☐ Yes ☐ No Headaches
- ☐ Yes ☐ No Croup
- ☐ Yes ☐ No Pink eye
- ☐ Yes ☐ No Red/purple discolouration to hands, fingers, feet and/or toes, and skin may peel (COVID-toes)
- ☐ Yes ☐ No Increased tiredness/fatigue
- ☐ Yes ☐ No Difficulty feeding in infants

* these symptoms are less common and may occur in children or people living with a developmental disability

For an up-to-date list of all symptoms, visit york.ca/covid19

If your child has underlying health conditions, share this information with your day camp, child care centre or school so they are aware of possible related symptoms.

If your child has new, worsening or unexplained symptoms related to COVID-19:

- Do not enter and return home immediately
- Seek assessment and testing as early as possible at a COVID-19 Assessment Centre and self-isolate while waiting for result
- If test result is negative, self-isolate for 24 hours after symptom resolution, unless you have been a close contact of an existing COVID-19 case in which case please follow instructions from York Region Public Health and isolate for 14 days since last contact
- If test result is positive or test is not completed, self-isolate for 14 days (including any members of your household or people you had close contact with from 48 hours before symptom onset) and contact York Region Public Health
- If parents/guardians have symptoms of COVID-19, do not enter the child care, day camp or school and seek assessment and testing at a COVID-19 Assessment Centre and self-isolate while waiting for result

Appendix C:

COVID-19 AND CHILDREN

BACKGROUND

COVID-19 is a viral illness caused by a coronavirus called SARS-CoV-2 and is spread through respiratory droplets when in close contact with someone who is infected. This virus can often cause a mild illness, with symptoms similar to that of the common cold. It can also cause more severe illness, with symptoms such as pneumonia (infection of the lungs). Older adults and those who have chronic medical conditions are more susceptible to severe illness. COVID-19 tends to cause milder illness in children. Most people who become ill with a coronavirus recover at home without need for medical care. No antiviral medications are available yet for the treatment of COVID-19 and a vaccine has not yet been developed.

SYMPTOMS IN CHILDREN

While many children are asymptomatic or only have mild illness, watch for any of the following symptoms of COVID-19.

Other Symptoms of COVID-19 can include:

- Unexplained fatigue, malaise or myalgia (tiredness, feeling unwell, or muscle aches)
- Exacerbation of chronic conditions (worsening)
- Chills
- Headaches
- Croup
- Pink eye
- Red/purple discolouration to hands, fingers, feet and/or toes, and skin may peel (COVID-toes)
- Lethargy
- Difficulty feeding in infants

If your child has any symptoms of COVID-19:

- Take your child for assessment and testing at a COVID-19 Assessment Centre located at:
  - » Markham-Stouffville Hospital
  - » Mackenzie Health
  - » Southlake Regional Health Centre
- Get in touch with anyone your child has been in close contact with from 48 hours before their symptoms started and while they had symptoms, and ask them to immediately self-isolate
- You and your child must self-isolate for 14 days after your child's symptoms started
- Call York Region Public Health at 1-800-361-5653 if you have any questions
- If your child's test is positive, York Region Public Health will contact you to find out if your child has had any close contacts that may also need to self-isolate

For more information, visit york.ca/covid19

202032_58 Last Updated: June 17, 2020

INFLAMMATORY ILLNESS AND CHILDREN

There is a rare, but serious inflammatory illness that has occurred in a small number of children globally, which is thought to be associated with COVID-19, and includes symptoms suggestive of an illness called Kawasaki disease. This illness usually occurs weeks after COVID-19 infection. Researchers believe that symptoms may be a delayed immune response to the virus. No Kawasaki-like disease has been reported in York Region. The occurrence of this inflammatory disease is being monitored closely.

- Some children develop symptoms such as persistent fever, severe stomach pain and gastrointestinal symptoms, including nausea, vomiting, diarrhea and a rash, pink eye, and red/purple discolouration to hands, fingers, feet and/or toes, and skin may peel (COVID-toes)
- If you think your child has any of these symptoms, make sure to seek advice from a health care provider, including your child's doctor, Telehealth Ontario, or go to the emergency room
- You should take your child to the hospital right away if they have any of the following symptoms:
  - » Fast breathing or trouble breathing
  - » Bluish skin colour
  - » Not drinking enough fluids
  - » Not waking up or not interacting
  - » Being so irritable that the child does not want to be held

HOW TO PROTECT YOURSELF AND YOUR CHILD

COVID-19 spreads mainly from person-to-person through respiratory droplets when in close contact with someone who is infected. Based on current evidence, children do not appear to be at higher risk for COVID-19 than adults. There is no vaccine available yet to protect against COVID-19.

Ways you and your child can help decrease the spread of COVID-19:

- Wash their hands often with soap and water or alcohol-based hand sanitizer
- Sneeze and cough into their sleeve
- Avoid touching their face, eyes, nose or mouth
- Practice physical distancing (by staying 2-metres or 6-feet apart from people outside your family)
- Clean and disinfect frequently touched objects and surfaces
- Avoid contact with people who are sick
- Stay home if you or your child are sick
- Wear a two layer, non-medical, cloth mask or face covering when physical distancing is not possible. When using a non-medical mask/face covering, always remember:
  - » Medical masks should be left for health care providers
  - » Do not share your mask/face covering with other people
  - » Masks/face coverings should not be put on children under the age of two
  - » People who have trouble breathing should not wear a face covering
- Online instructions can show you how to make your face coverings at home. In addition, many online and in-store retailers offer cloth masks for sale at reasonable prices.

HOW TO SPEAK TO YOUR CHILD ABOUT COVID-19

- It is important to take an honest approach when speaking to your child in order to ensure they have accurate information about the pandemic
- Use language that is age-appropriate
- Let your child know that many healthcare practitioners and scientific experts are working hard to keep us all safe and healthy
- Validate your child's concerns and feelings by letting your child know that you understand that they miss their friends or that they are feeling scared. You can let them know you will be there for them whenever they need you or when they have questions or concerns
- Some children may regress with certain skills. For example, a child may start asking for help with getting dressed or a younger child may have more tantrums or may show aggression. You can respond in a caring manner, and you can distract and redirect

- Limit exposure to news and media as this can increase anxiety for both children and parents, and when tuning into news, choose a reliable news source
- Find creative ways to keep in touch with family and friends, and maintain daily routines
- It is important for parents and caregivers to role model healthy coping skills, and self-care. You can do this by ensuring you get adequate sleep, eat a nutritious diet based on Canada's Food Guide to Healthy Eating, and exercise daily
- If you or your child are having challenges coping during this time, reach out to your physician, Family Services of York Region, the Canadian Mental Health Association or Kids Help Phone for support

IMMUNIZATIONS DURING COVID-19

Although there currently is no vaccine that protects against COVID-19, it is still important to ensure your children are protected from other vaccine-preventable diseases. While vaccines provided through schools may be delayed with school closures, it is still important that you talk to your health care provider about staying up-to-date on other routine vaccines for infants and children.

- Routine vaccines: infants and children
  - » 2, 4, and 6 month vaccines (pertussis, tetanus, diphtheria, Hib, polio, pneumococcal and rotavirus)
  - » 12 and 15 month vaccines (meningococcal, pneumococcal, measles, mumps, rubella and varicella)
  - » 18 month vaccines (pertussis, tetanus, diphtheria, Hib, polio)
- Routine vaccines: adolescents and adults
  - » Boosters and catch-up vaccines can be given if you are seeing your healthcare provider for other urgent issues
- Seasonal influenza vaccines when available (fall 2020)

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TOWN CENTRE
PRIVATE SCHOOLS®
Montessori Pre-School • Elementary • High School

International Baccalaureate® World School

Town Centre Private Schools Elementary Grades 1-8 Re-Opening Plan 2020

Policies and Procedures regarding Health and Safety protocols for COVID-19

Elementary Grades 1-8

In-Person Return to School

In planning for our return to school in September, our primary consideration is the maintenance of a safe and healthy environment for our students and staff and by extension, our families, and the broader community. To that end, we will closely follow recommendations and guidelines published by the Ontario Ministry of Education, the Ministry of Health, and York Region Public Health.

All students and staff will benefit from the following health and safety protocols being implemented:

Safety and Hygiene Protocols Implemented

- A new policy has been put in place for staff and student illness. Anyone showing signs of illness must not attend school.
- Students are required to remain at home if they have a temperature over **37.8C** or symptoms of COVID-19. If students have been absent with symptoms similar to COVID-19, they must not return to school until they are symptom free for 72 hours without the use of medication.

- Parents and guests will not be permitted inside the building to reduce exposure and risk to our students and staff. Parents will be permitted to wait in the designated Parent Waiting areas.
- Hand sanitizing stations have been installed throughout the school and at all entrances, to be used upon entry and exit.
- Increasing hand washing routines throughout the day will be implemented.
- New cleaning policies and procedures have been put in place for the school building, classrooms, school resources, and classroom materials.
- Students will no longer share classroom supplies from common bins.

The New Classroom Structure:

Cohort Size and Ratio

- A cohort is defined as a group of students and staff assigned to them.
- Class sizes are currently set at 18 students per class.
- Each cohort must stay together throughout the day as much as possible.
- Students can expect to see changes in the timing of recesses, lunches, and washroom breaks as they are staggered to support cohorting. Specialized teachers, like French, Music, Computers and Physical Education teachers, will still be able to provide the full breadth of programming for students. Students will also be able to leave their classrooms to receive additional support and maintain limited groupings.

Classroom Programming and Cohorting

- Recognizing that physical distancing is difficult with small children, classrooms will have planned activities that do not involve shared materials and/or objects.
- Classroom activities will be spaced accordingly to maintain physical distancing. Spaced seating will be encouraged.
- Students must not share food, feeding utensils, bottles, cups, etc.
- Personal belongings (i.e., backpack, clothing, etc.) should be minimized.
- All student's belongings should be clearly labelled to discourage accidental sharing and kept in their designated areas.
- All TCPS staff will practice proper hand hygiene when handling food or snacks before and after eating.
- TCPS staff and students will be reminded to avoid touching their face, nose, and mouth with unwashed hands, and be reminded of proper respiratory etiquette. Each class will incorporate additional hand hygiene opportunities into the daily schedule.
- Classrooms will have staggered washroom break schedules among cohorts that share a common washroom facility.
- Sufficient supply of hand hygiene products will be available in all rooms, common areas with hand wash sink or hand sanitizer.
- Students are encouraged to fill their labelled water bottles instead of drinking directly from water fountains.

Schedule

- The Elementary School will follow a five-day cycle weekly schedule.
- Recess times will be staggered to reduce the number of students in the yard at one time.
- Outdoor times like recess can be used as opportunities to provide students with breaks from wearing mask within their cohorts.
- Students are expected to remain in their cohorts during recess.
- Before School and After School care will continue to be a service that we provide to families who need the extra care.

Sample In-Person Daily Schedule

Grade 1–8	
7:00-9:00	Arrival and Before School Care
9:00-9:50	Period 1
9:50 – 10:05	Homeroom
10:05 – 10:55	Period 2
10:55 -11:45	Period 3
11:45-1:00	Lunch
1:00-1:50	Period 4
1:50-2:40	Period 5
2:40-3:30	Period 6
3:30-6:30	Dismissal and After School Care

Music Classes

Music is considered to be one of the higher risk activities in a COVID-19 environment because the action of singing or blowing into an instrument poses higher risks of virus transmission.

TCPS Students will continue to have music instruction but in a revised way. For music, most of the expectations of the curriculum can be met without the use of instruments. To that effect, choir and band practices / performances involving wind instruments will not take place at this time. The music teachers will teach music theory, drama, musical theatre, and may introduce some new instruments as well that meet the safety guidelines. For this reason, students are not required to rent an instrument at this time. Should the situation change, we will notify parents well in advance.

Health and Physical Education

In terms of Health and Physical Education classes, efforts should be made to address the overall expectations of the Active Living and Movement Competence strands. Gymnasiums will be used where physical distancing measures can be followed. Capacity in change rooms will also be limited. Physical Education teachers will plan physical activities that support physical distancing while also limiting the use of shared equipment. Shared equipment will be disinfected regularly, and students will be encouraged to practice proper hand hygiene before and after participating in physical activity and equipment use.

Attendance

We recognize that this coming year is unpredictable, and we will all need to be flexible. If your child is going to be away for a day or two, then you would follow the normal procedure of calling the school to report an absence. Any prolonged absences should be submitted to the office in writing.

Remote Learning with School Campus Open

Pre-Registration Only - Remote Learning with School Campus Open

In their July 29th report, Sick Kid's Hospital recommended that all students should return to school for their emotional and social well-being. The school agrees with this recommendation. Nevertheless, we also recognize that some parents may be unable or hesitant to return their children to in-class instruction at this time. Therefore, we are also offering a Remote Learning option for students in Preparatory, Senior Preparatory and Grades 1 – 12. This remote learning program will by necessity look different than the program we offered in the spring, since our teachers have now returned to working full time in the classroom.

For parents who wish for their children to participate in the Remote Learning Program they must pre-register by the established deadline. A pre-registration form will be sent home.

Parents are asked to note that in order to maintain health and safety measures, and respect class sizes, parents who wish to have their child(ren) return to in-class, face to face instruction can only do so at specified re-entry points throughout the year. Furthermore, as per the direction of the Ministry of Education, students may not be able to move between remote and in-person learning, and parents should anticipate the possibility to be wait-listed if they change their mind.

Elementary students will have opportunities at the end of each term depending on availability of an appropriate class placement.

Remote Learning with School Campus Open Structure of Day

- Daily attendance will be taken.
- Synchronous and Asynchronous Learning opportunities.
- Academic Focus on Math, Language, Science, Social Studies.
- Whole Class Live Video Instruction (Synchronous): two sessions per day.
- Guided Support & Independent Work (Asynchronous)
- Student Support for Classwork and Homework (Synchronous)
- Students provided with a Microsoft 365 Account and access curriculum lessons through Microsoft Teams.
- Instruction will be delivered by one educator.
- Depending on number of pre-registered students, classes grade levels may be combined.

Full Remote Learning with School Campus Closed

We are designing our program to be flexible in responding to a changing situation. It is our plan to have learning through conventional in-person delivery with school every weekday and enhanced safety measures as recommended by the Ontario government and local public health. However, if the government closes all schools again, we are prepared to shift to full remote learning should the need arise and are we are fully committed to delivering an online program that reflects best practices in teaching and learning.

Should our schools be forced to close, we would move towards our remote learning program that would be guided by the following principles and guidelines:

Synchronous (Live – Video) Learning

This is learning that happens in real-time, face to face with a teacher, in a scheduled block of time. Synchronous learning enables students to receive direct instruction from their teacher, ask questions and receive immediate feedback, while also having the opportunity to collaborate and socialize with their peers. In the event of returning to remote learning in the 2020-2021 school year, the Grade 1-8 classes will run a minimum of four synchronous live-video classes each day to provide instruction and support. Synchronous sessions in the Grade 1-8 classes would run from 45 – 60 minutes in length, depending on the subject and topic.

Asynchronous Learning

Asynchronous learning provides students with the opportunity to research, practice skills and reflect on their learning. Through asynchronous work, students develop their organization skills and learn how to work independently. In the Grades 1-8 classes, asynchronous work will be assigned daily with a focus on math and language. Other independent work in the Grade 1-8 classes would include research and work for inquiry projects. Teachers will also provide a variety of enrichment activities for students who take an interest in them or wish to go beyond the expectations.

Remote Learning Technology Platforms

Students should be equipped with an electronic device such as an iPad or laptop. Each student in Grade 1 -8 will be assigned an Office 365 Account. Students will receive an Office 365 license to install on their device.

TCPS provides secure technology environments to enrich student learning. The following electronic platforms will be used by the Grades 1-8 teachers to deliver curriculum: Office 365,

Microsoft Teams, Epic Books, IXL Math, and IXL Language. Email is the primary communication channel between the school, parents, and students.

As part of the Grade 6 to 8 one-to-one laptop program during the in-person learning, Grades 6 to 8 families are able to purchase a fully-configured Dell laptop from a vetted and reputable vendor with a three-year warranty and full coverage for accidental damage. A separate communication will be sent out to parents with the details on how to procure the laptop. Parents have the option to purchase their own laptop provided it meets the minimum operating requirements.

Technology Support

- Students and parents can receive one-on-one support, related to hardware and software issues, from a member of our IT Department. Requests for support should be sent in the form of an email to: tech@tcmps.com
- Please provide the student's first and last name and their grade and class and a brief description of the technical matter and a member of the IT team will respond to requests within one business day during regular business hours.
- The IT Department will provide reference and training materials to support the use of technologies. These will be shared with staff and parents as needed.

Technology Support Hours of Operation

Monday through Friday from 8:30 a.m. to 4:30 p.m. by email tech@tcmps.com

Communication

During remote learning, our platforms allow for communication between our students and teachers. Using their microphone and camera, students are able to communicate with their teachers and peers during synchronous (live video) classes. Microsoft Teams allows for messaging and has a video conferencing/chat feature that enables students to meet in small groups or one-on-one with their teacher.

Assessment and Evaluation

Assessment and evaluation are a critical piece of a student's learning experience, providing important feedback to support improved performance and benchmark against grade-level and discipline-specific standards. Whether students are in an in-person at school or online learning environment, assessment and evaluation requirements will continue to be aligned with International Baccalaureate and Ontario Ministry of Education requirements, and will take a variety of forms from formative and summative assessments including quizzes and tests to project-based assignments, presentations and performances or oral assessments. For online learning, evidence will be gathered through online learning tasks.

Student Life and Wellness

Our school's commitment to health and wellness plays a critical role in developing and supporting each student as they grow and learn. Health and wellness curriculum compliment the academic program. When students are emotionally and mentally healthy, they are better equipped to develop competencies such as critical thinking, problem solving, decision making, and collaboration skills. Our daily schedule for the fall of 2020 integrates wellness and recess breaks to support our students' social-emotional needs. In the remote learning scenario, we will have a focus on different wellness strategies and activities.