



BACK TO SCHOOL 2020
POLICIES AND PROCEDURES
CORONAVIRUS - (COVID-19) PROTOCOLS



Introduction

The guidance provided in this document is intended to put in place new preventive policies and procedures for a safe reopening of The Providence Academy for the 2020-2021 school year and has been developed with reference to the **Guide to reopening Ontario's schools** which the introduction is: "This document constitutes a return to school direction issued by the Ministry of Education for the purposes of section 5 to Schedule 1 of O. Reg. 364/20 (Rules for Stage 3 Areas) originally made under the *Emergency Management and Civil Protection Act* and continued under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*. This direction has been approved by the Office of the Chief Medical Officer of Health" under the following principles:

- providing a safe and healthy school environment for students, teachers and staff;
- providing a consistently high-quality education for every student;
- addressing potential gaps in student learning, mental health and well-being, arising from the school closures in 2019-2020;
- maintaining close communications with and respecting the opinions and authority of parents and reducing barriers to returning to work.

Preschool, Elementary and Intermediate School

The Providence Academy will reopen with conventional in-person delivery of teaching and instruction, in class five days a week, with enhanced health and safety protocols, alongside an online instruction, depending on the parents' choice.

Students will remain in one cohort for the full day, including recess and lunch. Cohorted classes will stay together, with their teacher and supervisors (minimum of teachers possible). Students can expect to see changes in the timing of recesses, lunches, and bathroom breaks as they are staggered to support cohorting. Direct and indirect contacts in schools for students will be limited to approximately 50.

N.B: All the new protocols are for the benefit of your children. It's a new routine that we all need to follow and respect.

School Reopening During Covid-19

Self-Screening / Before Leaving Home

- All staff and students must self-screen **every day** before attending school.
- Parents must fill the Self-screening form and submit it to school every morning. There will be daily access to this form on Teams of your child. If the form is not submitted, the student cannot enter the school.
- If a student or staff member is experiencing any symptoms COVID-19, they must stay home and seek testing and appropriate medical attention.
- All staff and students who are experiencing new or worsening symptoms consistent with COVID-19 must not attend school and should seek appropriate medical attention as required, including getting tested at a COVID-19 testing center.
- Staff and students feeling sick should remain at home while waiting for test results.
- If a symptomatic individual receives a positive test for COVID-19, they should continue to remain in isolation at home and follow the directions of their local Public Health unit.

Arrival Time

- The entrance to the Academy will be through the main school gate **ONLY**; no one is allowed to enter through the Daycare door. The entrance will be as follow:

7:30 am: Arrival of the students of the morning service care

8:00 am: Arrival of students whose last names start with A to J

8:15 am: Arrival of students whose last names start with K to Z

- All students and staff of the Academy will undergo active screening every morning. They must disinfect their hands at the entrance and the person responsible for reception will take their temperature. If the temperature is 37.7 ° C or above, the student or staff cannot enter the school. The student who goes back home can attend the online learning.
- After the screening, students either go out carrying their bags to the playground (during good weather) or go down to the gymnasium (during bad weather).
- 8:20 am: Students will go in class with their teachers, while respecting the social distancing. Prayer and announcements will be made on Teams.
- 8:30 am: Courses begin.

❖ We highly insist that students arrive at school on time and follow the procedures. But, in case of an emergent delay, latecomers should wait in the car with their parent who calls the school to make sure that a staff member is ready to welcome the child.

Masks

Students

- All students from Kindergarten till Grade 8 are required to bring **2 masks** (non-medical or cloth masks) **in 2 bags (ziplock)**, washed and well cleaned. One mask will be worn as soon as they enter the school and the other will be used in case the first one has to be changed.
- Students will be required to wear the mask indoors in school, including in the hallways and during classes. Outdoor times, recess or the individual work in the classroom (if the teacher allows) can be used as opportunities for the students to take off their masks.
- During the first weeks of school, homeroom teachers and science teachers will encourage students to practice wearing masks and learn what type of mask is most comfortable for them.

Teachers and Staff

All teachers and staff will wear masks and eye protection (face shield).
All school-based staff will be required to wear masks.

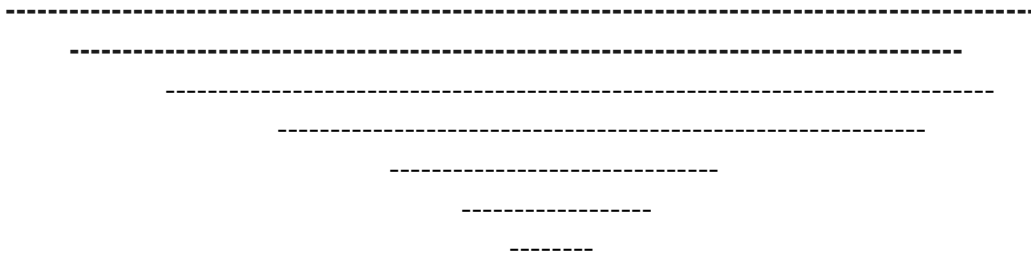
Cohorting

Cohorting refers to the practice of keeping students together in a small group throughout the school day, with limited exposure to multiple teachers or a wide variety of classmates.

Cohort 1: Kindergarten – JK and SK

Cohort 2: Grade 1 → Grade 3

Cohort 3: Grade 4 → Grade 8



Classes Schedules

Classes: JK and SK		
Days of the week	Hours	Timetable
Monday to Thursday	8:30 am → 10:00 am	Periods 1, 2 and 3
	10:00 am → 10:20 am	Snack
	10:20 am → 10:50 am	Recess
	10:50 am → 11:45 am	Periods 4 and 5
	11:45 am → 12:15 pm	Lunch
	12:15 pm → 1:15 pm	Nap
	1:15 pm → 2:00 pm	Period 6
	2:00 pm → 2:20 pm	Snack
	2:20 pm → 3:00 pm	Period 7
	3:00 pm → 3:15 pm	Recess
Friday	8:30 am → 10:30 am	Periods 1, 2 and 3
	10:30 am → 10:50 am	Snack
	10:50 am → 11:20 am	Recess
	11:20 am → 12:45 pm	Periods 4 and 5

Classes: Grade 1 → Grade 3		
Days of the week	Hours	Timetable
Monday to Thursday	8:30 am → 9:15 am	Period 1
	9:15 am → 9:45 am	Period 2
	9:45 am → 10:00 am	Recess
	10:00 am → 10:45 am	Period 3
	10:45 am → 11:45 am	Period 4
	11:45 am → 12:10 pm	Lunch
	12:10 pm → 12:30 pm	Recess
	12:30 pm → 1:15 pm	Period 5
	1:15 pm → 2:00 pm	Period 6
	2:00 pm → 2:15 pm	Recess
	2:15 pm → 3:00 pm	Period 7
	3:00 pm → 3:30 pm	Period 8
Friday	8:30 am → 9:30 am	Period 1
	9:30 am → 10:30 am	Period 2
	10:30 am → 10:45 am	Recess
	10:45 am → 11:30 am	Period 3
	11:30 am → 12:15 pm	Period 4
	12:15 pm → 12:45 pm	Period 5

Classes: Grade 4 → Grade 8		
Days of the week	Hours	Timetable
Monday to Thursday	8:30 am → 9:15 am	Period 1
	9:15 am → 10:00 am	Period 2
	10:00 am → 10:15 am	Recess
	10:15 am → 11:00 am	Period 3
	11:00 am → 11:45 am	Period 4
	11:45 am → 12:10 pm	Lunch
	12:10 pm → 12:30 pm	Recess
	12:30 pm → 1:15 pm	Period 5
	1:15 pm → 1:45 pm	Period 6
	1:45 pm → 2:00 pm	Recess
	2:00 pm → 2:45 pm	Period 7
	2:45 pm → 3:30 pm	Period 8
Friday	8:30 am → 9:30 am	Period 1
	9:30 am → 10:15 am	Period 2
	10:15 am → 10:30 am	Recess
	10:30 am → 11:15 am	Period 3
	11:15 am → 12:00 pm	Period 4
	12:00 pm → 12:45 pm	Period 5

- From Grade 1 to Grade 8, before the first and the last recess, 10 minutes will be reserved for snack.
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School's Circulation: Only one-way use of hallways and stairs will be permitted.

Restroom Routine, Disinfection and Hand Hygiene

- The Providence Academy will ensure that restrooms are cleaned frequently and that there is always an adequate supply of soap.
- There will be regular scheduled bathroom and hand hygiene breaks during the day to stagger use of restrooms and monitor physical distancing. Individual students will not be prevented from accessing restrooms, at any time, as needed.

Class	Restroom routine and disinfection
JK and SK	10:00 am, 12:00 pm and 2:00 pm
Grade 1	9:00 am, 11:45 am and 1:00 pm
Grade 2	9:30 am, 11:55 am and 1:30 pm
Grade 3	9:45 am, 12:05 pm and 1:45 pm
Grade 4	10:05 am, 12:10 pm and 2:00 pm
Grade 5	10:10 am, 12:20 pm and 2:05 pm
Grades 6, 7 and 8	10:20 am, 12:25 pm and 2:30 pm

- Hand hygiene and disinfection will be incorporated into the daily schedule at regular intervals during the day, especially before and after eating food and using the washroom.
- Hand sanitizer will be available at the entrance and exit of the school and in all the classrooms.

Physical Distancing

- The Academy will promote as much distancing as possible between students, between students and staff and between staff members.
- The Academy has removed all the unnecessary furniture and place desks with as much distancing as possible. All desks are facing forward rather than in circles or groupings.

Snack and Lunch

- Students will eat snack and lunch in their classroom with their cohort to ensure the minimum contact possible.
- If weather permits, students can eat their lunch outside.

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

- Staff and students will perform proper hand hygiene before and after eating.
- Students will have their own individual meal or snack. No sharing is possible.
- Students will be required to bring their own water bottle that is labeled, kept with them during the day and not shared.
- Water bottles will be required to be filled rather than students and staff drinking directly from the water fountains.
- Microwave use will not be permitted.
- The cook at the Academy will do her best to be creative with her cold meals.

End of Day Departure

- In order to ensure physical distancing, the school's departure schedule will be as follow:

Days of the week	Hours	Classes	Location
Monday to Thursday	3:15 pm	JK and SK	Gate of the schoolyard
	3:30 pm	Grades 1, 2 and 3	Gate of the schoolyard
	3:35 pm	Grades 4, 5, 6, 7 and 8	School's main gate
Friday	12:40 pm	JK and SK	Gate of the schoolyard
	12:45 pm	Grades 1, 2 and 3	Gate of the schoolyard
	12:50 pm	Grades 4, 5, 6, 7 and 8	School's main gate

- Parents must be present in front of the schoolyard gate while respecting the social distance and wearing a mask.

Parents' Meetings and Visitors

During the first trimester, all the parents' meetings and the visits will be made virtually on Microsoft Bookings, Teams, or Zoom.

Pre-Registration

A waiting list is preserved for the families who did not pre-register their children on-time. These students will attend remote learning until an appropriate class placement can be provided.

Field Trips

To align with physical distancing, the Academy is not planning any field trips and activities requiring school bus transportation at this time, until the Ottawa Public Health suggests otherwise. These days will be rewarded with special days and activities within the school.

Training

Staff will be provided with a full day of training on the health and safety protocols and required adaptations before the school year begins.

Orientation

- The first weeks of school will be orientation weeks.
- “My microbes” will be the first unit in the kindergarten classes.
- In cycles 2, 3 and 4, the first chapters in Science, and Social Studies will approach the topics of the community and the individual responsibilities.
- The Theme of the Year, "All Responsible, Heroes of the Future", will be covered by all the teachers.

School Assemblies

School assemblies or other large gatherings will be avoided until the Ottawa Public Health suggests otherwise.

Extracurricular Activities

Activities	Teacher	In-person	Virtual
Piano	Ramy Sarrouf	x	x
	Marc Sarrouf	x	x
	Liubov Akkawi	x	x
Guitar	Jana Salem	x	x
Visual art	Rana Chamoun	x	
Robotic	Thierry Djungu-Sungu		x
Violin	Ursula Schultz	x	x
Gymnastic	Postponed		
Classic dance	Manale Soueid	x	
Folkloric dance	Tony Yazbek	x	
Karate	Postponed		
Choir	Cancelled for this year		

Cleaning Products

- The products having a Drug Identification Number (DIN) and providing both the cleaning and disinfection action will be used.
- In each classroom, students will have access to hand sanitizer and wipes.

Cleaning Program

High Touch Surfaces:

- These surfaces include washrooms (toilet fixtures, faucets), eating areas (tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment.
- They will be cleaned and disinfected three times daily at a minimum. However, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage.

Outdoor Surfaces: Students won't have access to the slides. The balloons will be disinfected after each recess.

Shared Objects: Use of shared objects will be very limited, as much as possible; otherwise, the objects will be cleaned between each use.

Isolation Room

- The Academy will have a room that can be used should a student or staff member become ill. This room will be cleaned after each use.
- The isolated student will be supervised with physical distancing maintained.

Suspected of Having COVID-19 at School

- Any student who develops COVID-19 symptoms while in school will be immediately separated from others, in the isolation room, until the parent's arrival.
- Parents will be contacted and must come immediately to pick up their child.
- Once the child leaves the school, there will be cleaning and disinfection of the contaminated areas. Items used by the Individual and all surfaces within two meters of the person with illness will be cleaned and disinfected. All items that cannot be cleaned (paper, books, etc.) will be removed and stored in a sealed container for a minimum of 7 days.

Monitoring and Responding to Reports of COVID-19 Symptoms

- The Providence Academy will report any confirmed cases of COVID-19 within the school to Ottawa Public Health, the Ministry of Education, the concerned parents, the staff and all the parents.
- Persons who test positive may not return to school until they are cleared according to Public Health guidance.
- Persons who test negative (after a first positive result) can return to school as soon as no symptoms appear for at least 24 hours and after submitting a medical report.

Remote learning

- If not attending in-person, for the school year 2020 – 2021, students will be expected to attend school remotely.
- Attendance will be taken according to the school's daily protocol. Students will be provided with a daily schedule of subjects/courses with opportunities for frequent, live contact with a teacher and expectations for synchronous learning.
- Remote learning options will be available for all students with access to learning materials posted online to support both synchronous and asynchronous learning opportunities during the day.
- The Providence Academy will identify key times when parents can choose to reintegrate their child to in-person instruction, when they feel comfortable to do so.

- ❖ We recognize that there are many procedures to follow, however in order to ensure the health and safety of students and staff, we must adhere to the new requirements of Public Health and the Ministry of Education. Consequently, these new preventive policies and procedures come into effect on August 17, 2020.

May God protect our Providence Academy Family: Teachers, students, staff, parents and Sisters.

Thank you for your collaboration!