



**ACADÉMIE PROVIDENCE
SOEURS ANTONINES**
éduquer, c'est aimer et espérer

**BACK TO SCHOOL 2021
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 2021-2022 school year and has been developed with reference to the **Guide COVID-19: Health, Safety and Operational guidance for schools (2021-2022)** which the introduction is: “This document constitutes a return to school direction issued by the Ministry of Education and approved by the office of the Chief Medical Officer of Health for the purposes of regulations made under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#).” 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 the past two years;
- 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. Online classes will be limited for the cases tested positive.

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.

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:
8:00 am: Arrival of students whose last names start with A to J
8:10 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.
 - 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

- Students in kindergarten are encouraged but not required to wear non-medical or cloth masks in indoor spaces.
- 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 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.

Teachers and Staff

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

Cohorting

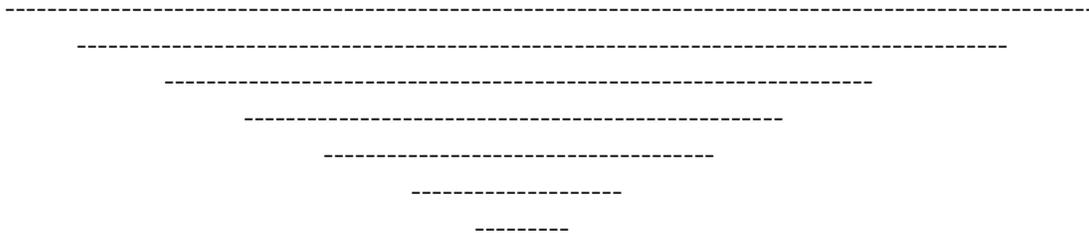
Cohorting refers to the practice of keeping students together in a small group throughout the school day, with limited exposure to multiple teachers or a wide variety of classmates.

Cohort 1: Kindergarten – JK and SK

Cohort 2: Grade 1 → Grade 3

Cohort 3: Grade 4 → Grade 8

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	9:15 am, 11:45 am and 1:10 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	10:15 am, 12:10 pm and 2:00 pm
Grade 5	10:30 am, 12:20 pm and 2:30 pm
Grades 6, 7 and 8	10:45 am, 12:25 pm and 2:45 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.

Field Trips

The Academy might plan field trips following the relevant provincial requirements under the [Reopening Ontario Act](#), while respecting cohorting and physical distancing measures.

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.

School Assemblies

School assemblies will be done by cohort, aligned with public health guidance and direction.

Extracurricular Activities

Activities	Teacher
Piano	Charbel Karam
	Liubov Akkawi
	Maya Dib
	Ursula Schultz
Guitar	Tony Komery
Visual art	Rana Chamoun
Robotic	Thierry Djungu-Sungu
Violin	Ursula Schultz
Folkloric dance	Tony Yazbek
Choir	Maya Dib
International language (Spanish)	Anaïd Mandujano
International language (Mandarin)	Cici Wang
Karate	Dan Chambers
Gymnastic	Francisca Filleul
Classic dance	Francisca Filleul

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: 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

There won't be remote learning during this year unless the student was tested positive. In this case, the administration will give him permission to join the class and attend school remotely.

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

Thank you for your collaboration!