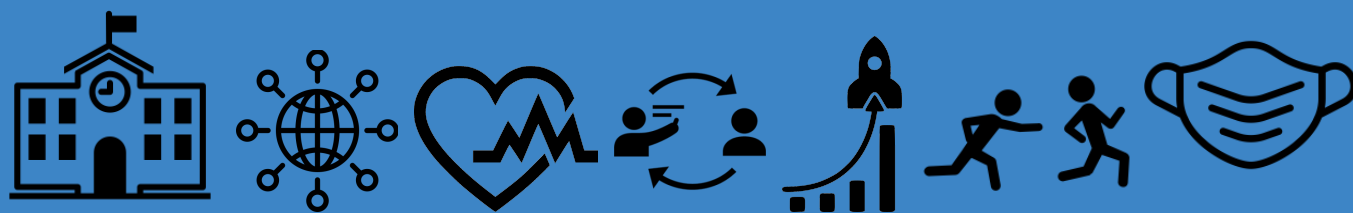


August 11, 2020



Académie Westboro Academy School Reopening Plan 2020-21

Académie Westboro Academy (AWA) will be reopening this fall with a dedicated commitment to the school community to provide an exceptional bilingual learning experience in a nurturing and safe environment.

Our main priority this year will be on the health and safety of every member of our community. To work towards this safety we have focused on the following:

- Cohorting
- Distancing
- Hygiene

This document outlines the AWA plan for school reopening on August 31, based primarily on the [Guide to Reopening Ontario's Schools](#) from the Ministry of Education, which was released July 30th. Additional resources that were consulted in the drafting of this plan include: [Sick Kids Updated Covid-19 Guidance for School Reopening](#) and [Ottawa Public Health](#), and the Federal Government's [COVID-19 guidance for schools Kindergarten to Grade 12](#). We have also consulted with a government official overseeing several Covid research initiatives for Canada, with a research background in infectious disease.

We will reopen classes every day for all students. While we are looking forward to receiving all of our students, we recognize that some families may prefer to engage in the remote/online learning platform.

We are prepared to be nimble and to move between an in-class and online model without delay. If at any point schools are mandated to close, we are ready with a robust online learning plan.

Please note that upon any new recommendations from public health authorities, some elements of this plan may be adjusted. This plan is expected to be flexible as the situation changes.

School Organization and Timetabling

AWA will reopen with conventional in-person delivery of teaching and instruction, with enhanced health and safety protocols. Access to remote/online will also be available.

Cohorted classes will stay together with their French and English homeroom teachers as much as possible. Students will either remain in their physical homeroom or be in the outdoors for most of their day. Specialists, Fs, recess, and core classes will occur outside whenever possible. Specialist teachers for Art, Science and Drama will go into classrooms to provide the full breadth of programming for students. Music class has been replaced with Drama until the New Year. Physical Education will take place in the gym or outdoors.

Recess:

Extended use of the outdoors will be encouraged, and recess will take place outdoors, rain or shine. Students will be expected to come to school with clothing appropriate for the weather, and to be comfortable outdoors.

To start the school year, students must go to their designated school yard. Students in grades K-3 must stay in the yard behind the school. Students in grades 4-8 will go to Kaladar Park. Both areas will be monitored and supervised by school staff. Grades 7 and 8 may also go to Kaladar Park unsupervised (with parent permission).

Distancing during recess will not be strictly enforced. Maintaining the cohorts while outdoors will remain the priority.



Self-screening

All staff and students must self-screen every day before attending school. AWA will provide parents with a link to Cleared4School, to perform daily screening of their children before arriving at school. Random forehead temperature readings may be taken at the start of the school day. Signs will be posted at entrances to the school to remind students, staff, parents/caregivers, and essential visitors of screening requirements. If a student or staff member is experiencing any symptoms of COVID-19, they must stay home from school and should 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 centre.

Staff and students feeling sick should remain at home while waiting for test results.

If a symptomatic individual tests positive for COVID-19, they should continue to remain in isolation at home and follow the directions of Ottawa Public Health.

Adapted School Environment

AWA will post signs to reinforce self-screening and hand hygiene, directional signage to support distancing and one-way use of hallways, adjust entrance and exit practices, adjust the use of the two playground spaces, affix signage in bathrooms and common areas to indicate maximum capacity and will increase the availability of hand sanitizer.

Hand Hygiene

Appropriate hand hygiene is one of the most important protective strategies. AWA teachers will train students on appropriate hand hygiene, and will reinforce its use. This will also involve scheduling breaks to allow students to wash their hands at appropriate times during the school day.

Each of the classrooms is equipped with a sink, and wall mounted soap and paper towel dispensers. An open wastebasket is also present to dispose of the used towels.

Hand sanitizer will be readily available in main areas and entrances, for times when using soap and water is not preferred.

Masks

Students

- Students in Grades 4 to 8 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 are 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 should wear their own non-medical masks. Reasonable exceptions on the requirement to wear masks will apply.

Teachers and staff

All school-based staff will be required to wear masks indoors, with reasonable exceptions for medical conditions.

Exceptions

Staff and students may be granted exemptions based on medical conditions. Anyone seeking an exemption must obtain approval directly from the Head of School.

Supply of masks

AWA families are expected to provide two masks for their children every day.

Cohorting

Cohorting refers to the practice of keeping students together in a small group throughout their school day, with limited exposure to multiple people. This practice limits the number of other students that a single student is in contact with. This practice will also facilitate contact tracing should that be necessary.

Each student will be cohorted with their classmates and their 2 homeroom teachers, with limited contact with teacher specialists for Science, Health and Physical Education, Art and /Drama.

Cohorting will be maintained during recess and other outdoor times.

Distancing

As much distancing as possible between students, between students and staff and between staff members will be promoted. Physical distancing measures will be supplemented with other public health measures supported by health and safety strategies, such as screening, adapted school environment, cohorting, hand hygiene, enhanced cleaning and masking.

A distance of 1m between students while indoors will be expected. A distance of 2m between adults and students will be maintained where possible.

Physical distancing will not be strictly enforced during recess times.

Unnecessary furniture will be removed, and desks will be placed with as much distancing as possible.

Visitors

AWA will be significantly adjusting procedures for welcoming visitors to the school, including parents. On-time student arrivals and departures are essential. Any visitor will be asked to self-screen using Cleared4School and wear a medical mask while in the school.

Students arriving late, or departing early will be escorted to the front door for parent drop off and pickup.

Community use of the school (such as gym rentals) will be on hold pending further assessment.

Mental Health

Mental health and well-being are an essential element of the reopening plan. AWA will utilize the professional learning framework from [School Mental Health Ontario](#) to support mental health. The framework has a strong focus on building social-emotional learning skills so that students can build resilience, manage stress and build

positive relationships. Teachers will continue to build community within the school, mentoring students and supporting their mental health needs.

Monitoring and responding to COVID symptoms

Any student or staff member who develops COVID-19 symptoms while in school will be immediately separated from others, in the conference room, until they are able to go home. Isolated students will be supervised, with physical distancing maintained and PPE provided consistent with health guidance.

Staff with symptoms and parents/guardians of children with symptoms should be directed to use the online self-assessment tool and follow instructions. Persons who test positive may not return to school until they are cleared according to public health guidance. Persons who retest negative (after an initial positive test) can return to school once they are symptom-free for 24 hours.

- AWA will ensure records of classes, including seating arrangements and daily records of any approved visitors to the school, are maintained and readily available to be provided to Ottawa Public Health for contact tracing purposes.
- AWA will immediately report any suspected or confirmed cases of COVID-19 within the school to the Ottawa Public Health and provide any materials (e.g., daily attendance) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*. Public health officials will determine any additional steps required, including but not limited to the declaration of an outbreak and closure of classes and/or schools. Depending on the advice of Ottawa Public Health, this means that closing a cohort (grade) due to a single positive case is possible. AWA will report on a daily basis any suspected or confirmed cases within the school community to the ministry. No personal information will be collected by the ministry. The Head of School will communicate with the school community, consistent with ministry guidance and relevant privacy legislation.
- In the event an individual is suspected or confirmed of having COVID-19 at school, the name of the individual must be shared with the Head of School immediately. Contaminated areas will be determined, and these areas will be cleaned and disinfected. This cleaning will be conducted by personnel wearing PPE, and items that cannot be appropriately cleaned will be immediately disposed of in the dumpster. Spaces may need to be closed for a period of time. Any items used by the individual and all surfaces within 2 metres of the ill person will also be cleaned and disinfected. Disposable cleaning equipment will be used where possible. Any items that cannot be cleaned (books, paper, etc) will be removed and stored in a sealed container for 7 days.
- Before school reopens, all school staff will receive training on outbreak management procedures from a government official overseeing several Covid research initiatives for Canada, with a research background in infectious disease

Cleaning standards and protocols

- Cleaning products with a DIN (Drug Identification Number) will be used.
- John, our school custodian will be working days, rather than nights as he has done in the past. His role has shifted and expanded. He will ensure the frequency and timing of cleaning and disinfecting is maximized, with high touch surfaces being disinfected at least twice a day.
- Cleaning of outdoor play equipment and furniture will occur with soap and water, not disinfectant, as per the guidance from the Ministry of Education.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, or the objects will be cleaned between each use
- Bathrooms will be cleaned regularly and there will be an adequate supply of soap and paper towels, with open waste bins. Staggered use of the bathrooms will be organized, with monitoring for physical distancing.

Isolation room

The piano room will be used as an isolation room should a student or staff member become ill, and PPE will be available in that room.

Lunch services

- Students will eat lunch in their classrooms, with their homeroom teacher.
- Students will be expected to wash their hands at the classroom sink, using soap and water before and after eating.
- There will be no food sharing.
- Each student is required to bring their own labelled water bottle. Fountains will be closed, and students can fill water bottles in their classroom.
- Lunch Lady, and Subway services will be provided in a manner that students can “grab and go”. Surfaces will be disinfected prior to use. Pizza Fridays will be cancelled until further notice.

Personal Belongings

- Personal belongings brought to school should be minimized.
- Personal items being brought to school (e.g., backpack, clothing, sun protection, water bottles, food) should be labeled and stored separately in cubbies. Access to cubbies will be staggered to enable distancing.



Ensuring Academic Success



Students will be supported in transitioning to their next grade, acknowledging the prolonged absence of students from the classroom, and a variety of different learning experiences for new and returning students. Teachers will assess students' strengths and gaps in learning at key instructional times to ensure students have fundamental building blocks in advance of new content. The primary purpose of instruction and assessment is to raise the skill level of all learners in their achievement of overall curriculum expectations across all subjects, courses, and grades.

Specialist Subjects

Students will continue to attend specialist classes including Arts, Drama, Science, and Health and Physical Education;

- Science and Art specialists will deliver lessons in student homerooms.
- Health and Physical Education and Drama will occur in the gymnasium or an open room without the use of materials;
- Music: AWA will be offering drama in lieu of music all grades until the winter holiday break at which point we will re-evaluate.
- Health and Physical Education will occur outdoors as much as possible. Units of study will be undertaken with special consideration for limiting use of shared materials, deferring activities that involve close contact, and maximizing opportunities for physically distanced activities.
- The art room, science room and library will be closed for the opening of school and may be opened at a later date.

Supply Teachers

- Every effort will be made to use AWA permanent teachers to teach all classes in order to limit the number of contacts. Redeployment of support teachers may occur to enable this. This could, in turn, lead to some disruption of a regular resource learning and specialists schedule for some students.
- At times, it is possible that resource support will be given online.

Field Trips, Clubs, Sports and Assemblies

- To align with physical distancing, AWA will not be planning trips and activities requiring group transportation at this time. This will be reviewed regularly in accordance with Public Health recommendations, to reinstitute a regular field trip schedule as soon as we are able.
- School assemblies and other large gatherings such as concerts or other performances will be avoided. Virtual options will occasionally be offered.
- Clubs and sports that can respect physical distancing will continue to be offered, with appropriate use of sanitized materials and equipment.

Voluntary Learn at Home

If not attending in-person, students will be expected to attend school remotely. Our top priority is health and safety, and it is our hope that as many students as possible will be able to attend school in-person.

Remote learning options will be available for students on a distant/remote learning basis with access to learning materials posted online to support both synchronous and asynchronous learning opportunities during the day.

- There will not be continuous streaming or dedicated synchronous learning for students at home outside of what is occurring in the class that is in session. The learn-at-home program will not be the same as the emergency distance learning that was implemented in the spring of 2020.

	Learning at home	Full cohort distance learning
Daily live video (synchronous learning) with core teachers	✓	✓
Weekly live video (synchronous learning) with specialists	X	✓
Live video will be canceled if classes are taking place outside.	✓	X
Learning activities designed for an exclusively at-home learning environment	X	✓
Asynchronous opportunities for all classroom material (activities posted on google classroom)	✓	✓
Scheduled daily online office hours to speak with and ask questions to all teachers	X	✓
Learning will be assessed and students at home will be expected to complete all assigned work	✓	✓

Families will have options to change from in-person to at-home learning or vice versa reasonable notice, and in consultation with the Head of School.

Online Capacity and Technology

Parents of students in grades K-3, and students in grades 4-8, will be assigned access to an account with Google Suite. This includes access to a school account for email, Google Meets, and Google Classroom. The use of Google Classroom will be granted at all grade levels. Work and assignments will be posted online and students may complete and submit assignments with this tool.

AWA is prepared to implement adapted delivery models should public health conditions require it. We are ready for an instantaneous transition to full online learning for all students that includes daily synchronous learning supplemented by work and assignments designed and delivered by the teachers. Should this be required, continued assessment of learning while at home will occur.

Before and After School Programs

There will be significant changes to the way that before and after school care is implemented. For the first week of school, there will be no before or after school care. Children will be trained in, and have an opportunity to learn the protocols and procedures for health and safety during the first week of school. After this time, a highly modified program will be implemented, given particular attention to safeguarding the cohorting. In order to preserve the cohort model, and lower the risks for all children (including those that do not participate in before and after school programs), your patience and understanding is appreciated as we adjust the offerings.

There will be no morning care program to start this year. Supervised yard recess will begin at 8:15 am, and school will begin at 8:45 as usual. It is possible that an earlier morning care program will be provided later in the school year, depending on circumstances of COVID-19.

After school, any student that has not been picked up will be directed to the schoolyard for supervised outdoor play time. This will occur rain or shine. Groups of children will only be brought indoors in the event of extreme weather (such as lightning). A flat fee of \$9 will apply, and the service will end promptly at 4:45pm. The service will be offered on a pay-per use drop-in basis. The previous model is no longer suitable given the pandemic, but may be resumed as circumstances change.

Grade 7-8 students will be dismissed at 3:45 and must also be outside. There is no fee and no supervision associated with the grade 7 and 8 students after school.

This modified program is aligned with safe practices for the health of our community:

- Maintaining strict cohorts by not mixing groups;
- Maximizing time outside rather than inside;
- Reducing the number of different adult supervisors over the course of a week.

JK-SK School Entry

To ensure a safe environment this year for all students, there will be a progressive entry in the first week of school for Junior Kindergarten and Senior Kindergarten. Both cohorts will be broken into group A and group B of equal size, and each student group will attend three days the first week. After the first week, all kindergarten students would attend school every day.

Monday 31st	Tuesday 1st	Wednesday 2nd	Thursday 3rd	Friday 4th
A	B	A	B	A & B

Conclusion

This plan was drafted using a variety of sources, and was overseen by a government official overseeing several Covid research initiatives for Canada, with a research background in infectious disease.

We understand that we need to be flexible when opening AWA this school year, and we will stay in regular communication with families as new information becomes available and/or additional decisions are made.

Additional resources used to draft this document include: The [Guide to Reopening Ontario's Schools](#) Ontario's News Release [Ontario Releases Plan for Safe Reopening of Schools in September](#), the Sick Kids [Updated COVID-19 Recommendations for School Reopening](#), the Federal Government's [COVID-19 guidance for schools Kindergarten to Grade 12](#).