



KAWARTHA PINE RIDGE  
DISTRICT SCHOOL BOARD

# Return to School Plan

## September, 2020

Kawartha Pine Ridge District School Board

**DRAFT**

September 2, 2020

## Background

The Ministry of Education asked school boards to plan for the following three scenarios to be implemented in September, depending on the public health situation at the time:

1. in-school instruction with regular class sizes and health and safety requirements;
2. continued at-home distance learning with some real-time (synchronous) learning; or
3. a combination of in-school instruction and distance learning with health and safety requirements, such as students being divided into smaller cohorts (consistent groups) to allow for physical distancing.

## Status

On July 29, the provincial government announced that elementary students, Kindergarten to Grade 8, will attend school five days per week, with enhanced health and safety requirements. Secondary students in our school board will also attend school full-time, with timetable adjustments that reduce the number of classes each day, and limit student and staff contacts.

*This plan is a living document that reflects the most recent provincial directives and public health guidelines. As the situation evolves, and in response to any changes in directives and guidelines, our plan will be updated.*

## Guiding Principle

The Kawartha Pine Ridge District School Board's Return to School Planning supports one central principle: safeguarding the health and welfare of students, staff and the community in a manner that reflects the Board's core values.

Our plans are based on advice, guidance and directives of provincial and local public health officials.

## Objective

We want to make sure that students, parents and staff understand the Board's back-to-school planning in a number of areas, including important information and protocols for students, staff and families in the following areas:

- *School Day Planning for Students*
- *Modified School Routines*
- *Healthy, Safe Schools and Facilities*
- *Support for Students, and*
- *Transportation.*

## Parent Survey

We surveyed parents from June 25 to July 3 using the online platform Thoughtexchange. Over 4,500 people participated in the Thoughtexchange, sharing over 6,000 ideas, and applying nearly 100,000 ratings of ideas related to school re-opening.

We asked parents questions related to their level of comfort with having their child return to school, as well as preferences for a modified school day, should that be the government's direction.

Approximately 70% of participants indicated that they would be ready for their child to participate in classroom instruction, if available.

Parents identified the following priorities as part of school re-opening scenarios:

- Frequent and thorough cleaning and sanitization
- Emphasis on hand washing
- Protocols in the event of illness
- Physical distancing, and
- Supports for students.

[Please click here to read a summary of the Thoughtexchange results.](#)

## School-day Planning for Students

Our plans for both elementary and secondary school-day structures are based on advice, guidance and directives of provincial authorities and local public health officials.

### Elementary Model – Full-time in School

Elementary students, Kindergarten to Grade 8, will attend school every day in regular classroom numbers with one cohort for the full day, including recess and lunch. Physical distancing and hand hygiene protocols will be implemented. Students in Grades 4 and up will be required to wear non-medical face masks while indoors at school, while students in Kindergarten to Grade 3 will be encouraged, but not required, to wear non-medical masks in indoor spaces.

Here are the highlights:

- The school day will include the regular 300 minutes of instructional time, plus lunch and recess breaks.
- Classes will stay together with one teacher, as much as possible. Students can expect to see changes in timing of recesses, lunches and bathroom breaks, to support distancing and staying with their class cohort.
- Classes will be divided into consistent groups who will be on the yard at the same time.
- Specialized teachers, such as French teachers, will still be able to go into classrooms to provide full programming for students. Students will also be able to leave their classrooms to receive additional supports but contacts in schools for students will be limited to about 50 people.
- There will be scheduled breaks built-in to the school day to provide students with breaks from wearing non-medical masks.

### Secondary Model – Full-time in School

Secondary students will attend school full-time, but timetables will be adjusted to reduce the number of classes each day, and limit student and staff contacts. Physical distancing and hand hygiene protocols will be implemented. Students will be required to wear non-medical face masks while indoors.

Schools will be operating in a quadmester mode, which is described below:

<b>Quadmester 1</b>	<b>Quadmester 2</b>
September – November	November to the end of January 2021
Student will participate in Period 1 and Period 2 classes	Students will participate in Period 3 and Period 4 classes
Final Assessments will occur at the end of each course in mid November.	Final Assessments will occur at the end of each course in mid January.

Here are the highlights:

- Period one and two classes will take place for the first nine weeks. Period three and four classes will take place over the following nine weeks.
- Students will take their Period 1 class for full days for the first week (approximately 300 minutes each day).
- Students will then take their Period 2 class for full days for the second week.
- Classes will continue to rotate week to week.
- Each day students will have scheduled breaks for lunch, fresh air and movement, and to have a break from wearing their masks.
- In order to reduce the risk of transmission and to support contact tracing, student contacts will be limited to about 100 people in the school;
- Student Success, Guidance, Resource and First Nations Rooms may be accessed during Period 1 or 2 by appointment – sign out/in procedures will be in effect. The rooms will have a stated maximum capacity to ensure physical distancing.
- The cafeteria and library will not be available as common spaces – however they may need to be used as dedicated classroom space.
- Senior students may choose to transfer to elearning courses and would do this through their guidance department. Access to eLearning is dependent on space and current course options.

Student timetables will be confirmed through Edsby. If there are any concerns, students may reach out to Guidance staff to make changes.

## Learning At-Home Students

The Ministry of Education has indicated that families may choose not to attend in-person school at this time (both elementary and secondary). Students who opt-out of in-class learning will continue to receive instruction through our established distance learning models, with an emphasis on real-time learning.

Students who decide to learn from home will be engaged in remote learning five days per week, using learning management software, such as D2L Brightspace, Google Classroom or Edsby. Students will not enter the school premises during Learn at Home.

- Students who choose to learn from home will participate in the same courses they would be taking at school but through the online classroom.
- Students will be expected to log in to the online classes every day – attendance will be taken daily.
- Students will engage in a combination of asynchronous or synchronous remote learning and independent study to achieve the expectations of the course.
- Students will be provided with daily learning through a variety of tasks and resources online. There will be opportunities for frequent, live contact with their teachers while also learning independently.
- Schools will assess whether students need access to a device or internet and take steps to distribute school resources to ensure students can stay connected, wherever possible, to learning.

Teachers assigned specifically to virtual learning will teach these students.

If families change their decision regarding whether they want their children to attend in person after the start of school, these request(s) for a change will be addressed as soon as possible. We will ask that families be patient as we develop transition plans from one form of learning to another as we will need to adhere to Ministry of Education and Public Health guidelines that support student and staff health, safety and well-being.

Secondary students returning to in-person learning may be limited to the new term or new semester based on course availability, enrolment, and time missed in the course.

## Students With Health Conditions

In-person learning may not be possible for everyone. We recommend that families speak with their health care providers about children who are medically fragile, immune compromised or have chronic or persistent health conditions, to identify which learning delivery model is best suited to each child's health needs. It is important that healthcare providers are consulted to ensure children's physical health needs are considered as we plan for a return to school during the COVID Pandemic.

## Modified School Routines

To support physical distancing and the maintenance of safe, healthy environments, there will be some modifications to school day routines. School staff will remind students of the importance of these new routines, and we ask families to help re-inforce these ideas at home.

### What Will the School Day Look Like:

- Students will arrive at school, by bus or other mode of transportation, and enter through designated doors.
- Students Grade 4 and up must have a non-medical mask on to enter the school, while students in Kindergarten to Grade 3 will be encouraged, but not required, to wear non-medical masks in indoor spaces.
- Students must proceed directly to their classroom upon entering the school. There will be no access to lockers. Students will carry all their belongings to class.

## Classrooms

- Students will be reminded regularly of hygiene and distancing protocols, and this will be supported by signage in classrooms and throughout the school. ([see Appendix A](#))
- Desks will be spread out and spaced away from other desks as much as possible.
- All teachers and education support workers will be provided appropriate PPE (personal protective equipment).
- Tape will be used to help students remain appropriately distanced from the teacher's desk.
- Walking directions will be provided in the classroom to help students remain at a distance from each other.
- Classes will be held outdoors when possible, especially physical education.

## Hallways and Common Spaces

- Signage in hallways and common spaces will provide directions and guidelines for all staff and students. ([Appendix B](#))
- Drinking fountains will be closed except for the purpose of filling water bottles. Students should bring a re-usable water bottle to school each day.
- Breaks will be staggered to reduce the number of students in the halls at one time.
- Common areas will only be utilized by students with teacher/staff supervision ensuring physical distancing guidelines are followed.
- Large gatherings and assemblies will be cancelled for the immediate future. This includes gathering spaces such as cafeterias.

## Outdoor Spaces

- Outdoor spaces will be utilized according to a staggered schedule to limit the number of students in the areas, allowing for better ability to physically distance.

## Drop-off and Pick-up

- Visitors to the school will be limited. If parents need to visit the school, they will be asked to make an appointment and follow the appropriate protocol ([Appendix C](#)):
  - » Visitors must wear a non-medical mask, sanitize their hands upon entry into the building, sign in at the office, and practice physical distancing.
- School entry and exit times may be staggered for students, depending on school size and the number of entrances/exits.
- Staff will be present to monitor physical distancing by students.

Schools will communicate directly with families about drop-off, pick-up and other protocols that are school-specific.

# Healthy, Safe Schools and Facilities

## Increased Cleaning and Sanitizing

All schools are implementing Pandemic Cleaning protocols to support healthy, safe school facilities. Pandemic Cleaning Mode includes the increased cleaning and disinfecting of all high touch surfaces in schools - three times per day.

High touch surfaces include: washrooms (e.g. toilet fixtures, faucets), eating areas (e.g. tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, and other equipment.

In addition, we are taking the following steps:

- Using electrostatic disinfectant sprayers;
- Increasing the number of custodians to ensure high priority cleaning takes place; and
- Maintaining open, ongoing communication with public health officials.

At the end of each school day, an afternoon shift of custodial workers will come in to thoroughly clean and disinfect schools to ensure a safe environment for students the next day.

## Hand Hygiene

Hand hygiene will be an important part of school routines. We will have touchless sanitizers in key areas throughout all schools and every classroom will have hand sanitizer available for students. Signage at sinks and sanitizing stations will remind students about proper cleaning techniques ([Appendix D](#)). Time will be provided for handwashing and/or hand sanitizing throughout the school day.

Students and staff should perform hand hygiene:

- On arrival at school
- Before eating or drinking
- After using the washroom
- After playing outdoors
- When their hands are physically dirty
- When they cough or sneeze
- When they touch their face
- Before and after bus travel.

## Mask Protocol

### **Students**

- Grades 4 to 12 will be required to wear non-medical or cloth masks indoors in school, including in hallways and during classes.
- Kindergarten to Grade 3 will be encouraged but not required to wear non-medical face masks in indoor spaces.
- Students may wear their own non-medical face masks. Non-medical face masks will also be made available for students if needed. A Plan of Care will be required in the event of a reasonable exception to wearing a non-medical face mask.

### **Staff**

- Medical masks and eye protection (i.e. face shield) will be provided for all teachers and other educational staff.
- All school-based staff will be required to wear face masks, with reasonable exceptions for medical conditions.

## Illness Protocols

*The following protocol was developed in conjunction with our local Health Units.*

- Staff, parents/guardians and children **must not attend school if they are sick**, even if symptoms resemble a mild cold.
- Staff who become ill will be sent home immediately and directed to seek assessment and testing at a COVID-19 Assessment Centre.
- If a child begins to experience symptoms of COVID-19 while attending school, the sick child will be isolated in a separate room at least two metres away from other students. Parents/guardians/emergency contacts will be asked to pick up the child immediately. Siblings of the sick child will also be picked up from school.
- Kits with sanitizer, medical face masks and other items will be available in the event a student, staff or essential visitor becomes ill while at school, for use by the ill individual and the staff member attending to them.

- Spaces and items used by ill students/staff members will be cleaned and disinfected; items that cannot be easily cleaned will be removed and stored for 72 hours. Items that were in contact with a positive case will be stored for 7 days.
- If COVID-19 is ruled out by a health care provider, the child/staff member may return to school 24 hours after symptom resolution.
- The local health unit will be contacted for assistance and direction when there is a suspected COVID-19 case in a child or staff member.

### **In the event of a positive COVID-19 case:**

- Public Health will be responsible for case and contact management of students and staff. If an outbreak is declared, families and staff will be informed, and the school and board will take steps as identified by the local health unit.

### **Daily COVID Self-assessment** (Appendix E)

It is very important that staff and parents/guardians of students complete a daily COVID self-assessment prior to entering schools or any KPR place of work.

You should not come to school or attend work if:

- You or someone you are in close contact with have travelled outside of Canada in the past 14 days;
- You have been in close contact with a confirmed case of COVID-19;
- You have any of the following symptoms:
  - » Fever (37.8° Celsius or higher)
  - » New or worse cough
  - » Shortness of breath
  - » Difficulty breathing
  - » Sore throat
  - » Headaches
  - » Diarrhea
  - » Unexplained fatigue/malaise/muscle aches
  - » Chills
  - » Runny nose/nasal congestion without known cause
  - » Nausea/vomiting
  - » Pink eye (conjunctivitis)
  - » Difficulty walking
  - » Abdominal pain
  - » Decrease or loss of sense of smell or taste.

## **Support for Students**

It is recognized that additional supports will need to be in place for students as they transition back to the classroom, to support everyone's success.

### **Mental Health**

Mental Health Clinicians will participate in school planning meetings and transition meetings to support the planning for students with mental health needs. Mental Health Clinicians can provide individual mental health counselling face to face when distancing or virtually. Teacher resources and strategies from School Mental Health Ontario to support student transitions back to school are being provided to all KPR teachers to assist with student transitions back to school. Elementary teachers have the *Kids Have Stress Too* materials for their use in supporting social emotional learning in the classroom, among other programs. Mental Health Clinicians will support the learning and implementation of these programs as requested.



## Students with Special Needs

Students registered in the Learning and Life Skills (LLS) classes and all students with special needs will participate in full-time school. It is recognized that some students will require more support in adapting to the new school protocols, therefore extra time for transitions will be provided prior to the start of school, and during the school day, to become familiar with new routines. For some students physical distancing might not be possible; in these cases, staff will be provided with appropriate PPE. Central professional staff who come to schools to support students will be adjusting their schedules to spend time in blocks at schools, to reduce the number of exposures and transitions to and from different schools.

## Transportation

With the return to school plan being fulltime throughout our district, our transportation consortium Student Transportation Services of Central Ontario (STSCO), is implementing enhanced cleaning protocols. School bus drivers and monitors will be provided with PPE and the same classroom non-medical face mask protocol for students will apply on buses.

- Buses will be cleaned twice per day with a focus on all high touch surfaces.
- Bus drivers and students will wear masks and sanitize their hands before boarding the bus. Students in Grades 4 and up will be required to wear non-medical face masks while on the bus, while students in Kindergarten to Grade 3 will be encouraged, but not required, to wear non-medical face masks on the bus.
- STSCO will attempt to assign seating in a way that keeps siblings and same classroom students sitting together. Assigned seating will also support contact tracing.
- Students must stay in their assigned seat at all times.

## Moving Forward

We recognize that students, staff and families will have more questions about back-to-school, and we will continue to work through our planning with the advice, guidance and directives of provincial and local public health officials.

We, like families, want to safeguard the health and welfare of students, staff and the community, and, we appreciate the cooperation of students, staff and families to make this school year as successful as possible given these unique conditions.

**KEEP OUR SCHOOL COMMUNITY SAFE**

**PROTECT YOURSELF  
AND OTHERS**

**PHYSICAL DISTANCING IN EFFECT**



2m/6ft

Reducing close contact between people helps slow the spread of infection and disease.

**STAY HEALTHY**



Cough or sneeze into your elbow



Do not touch your face



Wash or sanitize your hands regularly



Stay home if you are sick

**Help Stop the Spread**  
[www.kprschoos.ca](http://www.kprschoos.ca)



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# Appendix B – Directional Decals



**KEEP OUR SCHOOL COMMUNITY SAFE**

# VISITOR PROTOCOL

Visitors to the school are by appointment only or for urgent reasons.

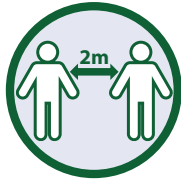
Please ring the buzzer and follow these steps when entering the building:



**Wear a mask**



**Sanitize your hands**



**Practice physical distancing**



**Sign in at the office**



**Help Stop the Spread of COVID-19**  
[www.kprschoools.ca](http://www.kprschoools.ca)

# WASH YOUR HANDS

For at least 20 seconds



**Wet Hands**



**Get Soap**



**Lather Soap and Scrub  
all Surfaces of Hands**

- Palms, backs of hands, between fingers,  
around thumbs and fingertips



**Rinse and Dry**

- Dry with paper towel and turn off tap with  
paper towel



**Help Stop the Spread**  
[www.kprschoools.ca](http://www.kprschoools.ca)

# SANITIZE YOUR HANDS



**Apply 1-2 pumps of sanitizer to palm of dry hand**

- enough for hands to stay wet for at least 15 seconds



**Spread hand sanitizer over all surfaces of hands**

- palms, backs of hands, between fingers, around thumbs and fingernails



**Continue to rub hands together until dry**

**REMEMBER, hand sanitizers should only be used when hands are visibly clean. Wash hands with soap and water if hands are visibly dirty.**



**Help Stop the Spread**  
[www.kprschoos.ca](http://www.kprschoos.ca)

# Appendix E – Main Entrance Screening Poster

## KEEP OUR SCHOOL COMMUNITY SAFE



# Do not enter if...



**You or someone you are in close contact with have travelled outside of Canada in the past 14 days**



**You have been in close contact with a confirmed case of COVID-19**



**You have any of the following symptoms**

- Fever
- New or worse cough
- Shortness of breath
- Difficulty breathing
- Sore throat
- Headaches
- Diarrhea
- Unexplained fatigue/malaise/muscle aches
- Chills
- Runny nose/nasal congestion without known cause
- Nausea/vomiting
- Pink eye (conjunctivitis)
- Difficulty walking
- Abdominal pain
- Decrease or loss of sense of smell or taste



**PHYSICAL DISTANCING IN EFFECT**



Reducing close contact between people helps slow the spread of infection and disease.

**STAY HEALTHY**



Cough or sneeze into your elbow



Do not touch your face



Wash or sanitize your hands regularly



**Help Stop the Spread of COVID-19**  
[www.kprschoools.ca](http://www.kprschoools.ca)