

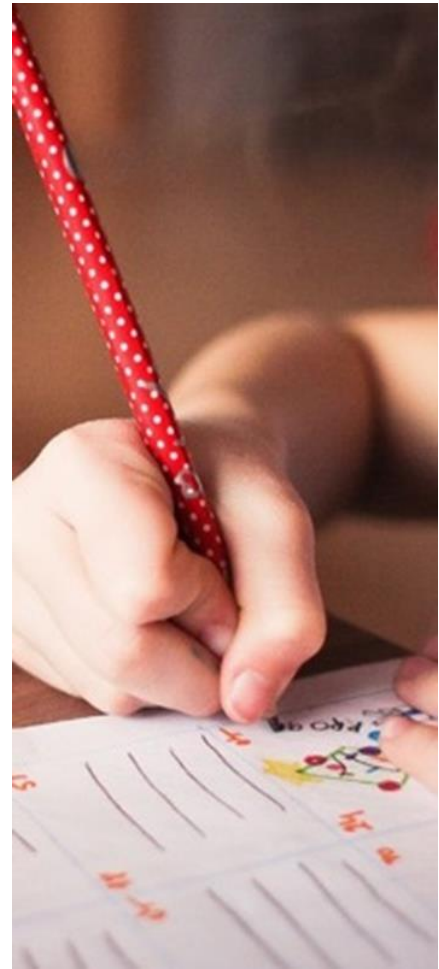


LONDON DISTRICT
Catholic School
BOARD

LDCSB's Safe Return to School Plan for September 2020



A PLAN FOR A SAFE RETURN TO SCHOOL



CONTEXT:

The return-to-school in September will look much different than in previous years. LDCSB has been actively working on protocols and plans to assist in slowing the spread of the COVID-19 virus. LDCSB has and will continue to make the health and safety and well-being of all students and staff a main priority.

Elementary students (JK to grade 8) will return to class in September in a modified conventional model: full-time five days per week in one cohort per class, including lunch and recess breaks, with enhanced health and safety protocols.

Secondary students will return to class using an adaptive model: cohorts of a maximum of 15 to 17 students in a class attending in person at school 50% of the time with remote learning/synchronous learning the other 50% of the time. Secondary schools will operate on a quadmester schedule.

This document provides the broad Plan on how LDCSB is safely opening our schools in September. The guide was created with consultation from the Ministry of Education and our local health units.

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Message from Linda Staudt, Director of Education:

On Thursday, July 30th, the government revealed the Reopening Plan for schools across the province. Announced was the full reopening of elementary schools, five days a week. For secondary schools, we learned that LDCSB is among a group of 'designated' school boards that will open under an 'adapted return' model. Under this model, secondary students will be assigned to cohorts of approximately 15 students and will spend 50% of their instructional days learning in school and 50% of their days engaged in remote learning at home. This model will be reviewed by the Ministry to support a future transition into a conventional delivery model when it is safe and appropriate to do so.

For the 2020-21 school year, the Ministry of Education is providing parents/guardians the option of in-school learning or full remote learning for their children. Some preliminary information related to the full remote learning option is included later in this message and in the Safe Return to School Plan.

We know from that announcement that many questions remain. However, I wanted to provide some clarity as to what you can expect September to look like in our LDCSB schools: Based on guidance received from the Ministry of Education, and from provincial and local Public Health Officials, we are updating the [LDCSB website](#) with some of the measures that will be taken to ensure the health and safety of our staff and students. Training on these measures for all staff will take place on one of the three Professional Activity days scheduled for the beginning of September.

[The Ministry of Education has released a Guide to reopening Ontario's schools on their website](#), which provides some details to support a safe return to school. This LDCSB Plan supplements the Ministry Guide to provide details as to how LDCSB schools will reopen.

As the Ministry of Education announced, parents will have the option of full remote learning delivered by the LDCSB if they choose not to have their child/children attend in person for this school year. However, there will be restrictions on the ability of students to transfer between full remote learning and in-class learning. Such restrictions may include a limited number of dates in the school calendar for the transfer between these forms of learning. If not attending in person, students will be expected to attend school remotely. If students are engaged in full remote learning, attendance will be taken, and students will be expected to work within a five-hour instructional day each school day. Information on this full remote learning option will be shared prior to parents and students being asked, in a survey, to decide on whether students will be returning to the in-school or full remote learning options.

On August 13th, a survey will be sent to all our parents requiring them to indicate their intention of sending their child/children to school in person or keeping them home and having them participate in full remote learning. Every family will need to complete this survey for each child by no later than August 20 so that we can plan accordingly to serve the needs of all our students.

Parents, students and staff should also be aware that the LDCSB, as requested by the Ministry, has been preparing for alternative learning delivery models in the event that, due to changing circumstances (within a school(s), county, school board or province) we must move elementary schools to an adapted delivery model or to move elementary and/or secondary schools to an entirely remote learning model.

We pray that the incidence of COVID-19 continues to improve in the coming weeks and months. It is important that we each remain diligent in doing our part to reduce the spread of this disease. Please know we are committed to providing a safe and healthy environment for all our students and staff and we truly look forward to welcoming you back in September.

Introduction

The health, safety, and well-being of our LDCSB community is a main priority as we develop plans for the safe arrival of our staff and students in September. Maintaining the best academic experience is also of importance in the classroom as well as online. In the coming days and weeks ahead of the September return-to-school, we will continue to update this Plan as more information is released from both the Ministry of Education as well as the Ministry of Health, as well as other sources.

We keep these areas at the forefront as we craft our return-to-school plans:



The School Day - Models of Learning (as directed by the Ministry of Education)

Elementary

All elementary students will attend school during normal school hours five days per week. To reduce interaction, elementary students will be cohorted (grouped) with their classmates and their homeroom teacher with only limited contact with other students and other teachers or staff. Every effort will be made to limit the number of person-to-person contacts of students and staff during the day, including recess and lunch.

In addition, classes will be “bubbled” with other classes so that each bubble has their own entry/exit doors and hallways, set of washrooms (where feasible) and area of the school grounds to use during recesses or lunches. Logs will be maintained of when students move outside the areas normally included within their bubbles.

Secondary

All secondary students will be assigned to one of two cohorts (Cohorts A and B) and will attend in-school classes on a rotation basis (three days one week, two days the next week). On remote learning days, students will be assigned curriculum-linked independent work. To limit the number of student-to-student contacts, a four semester (quadrimester) timetable will be adopted. This means at any given time students will have two courses rather than the normal four courses in a traditional semester model. In the fall students will be enrolled in their Period 1 and 2 classes for the first half of the semester (through to mid-November) and take their Periods 3/4 and 5 classes in the second half of the semester (through to the end of January).

Remote Learning

As the Ministry of Education announced, parents will have the option of full remote learning delivered by LDCSB if they choose not to have their child/children attend in person for this school year. **However, there will be restrictions on the ability of students to transfer between full remote learning and in-class learning. Such restrictions may include a limited number of dates in the school calendar for the transfer between these forms of learning.** If not attending in person, students will be expected to attend school remotely during the normal school day. If students are engaged in full remote learning, attendance will be taken, and students will be expected to work within a 300-minute instructional day each school day. Information on this full remote learning option will be shared prior to parents and students being asked to decide on whether students will be returning to the in-school or full remote learning options.

Students with Health Conditions

Some students will not be able to take part in the in-person component of returning to school due to their medically fragile/chronic health conditions. For this group of students, full remote learning solutions will be available as noted above.

We recommend that if your child is medically fragile, immune comprised, or has chronic or persistent health conditions that you speak with your health care provider(s) to determine what mode of delivery is most appropriate for your child and what, if any, accommodations for your child's health needs might be required. Whether your child's return to school is in a modified conventional model (elementary students) or an adapted delivery model (secondary students), it is important that your child's health care provider(s) is consulted to ensure your child's physical health needs are considered as we plan for a return to school during COVID-19.

Return to School Survey

On August 13th, a survey will be sent via SchoolMessenger to all families requiring them to indicate their intention of sending their child/children to school in person or keeping them home and having them participate in full remote learning. **Every family must complete this survey for each child by no later than August 20th** so that the Board and schools can plan accordingly to serve the needs of all students.

New Student Registration

Students new to the Board will not be registered using the normal drop-in procedures. Families are reminded that they can utilize the [online registration site](#). Registration for students new to Canada will continue to be processed through the [LDCSB Welcome Centre](#). Pre-registration for all new students will be required as families will need to make an appointment with the school in advance to complete the registration process. There may be circumstances where students are wait-listed and offered remote learning until an appropriate class placement can be provided.

Self-Screening of Students and Staff (Prior to Entering Any Schools and LDSCB Facilities) in Effect Until Further Notice

Parents, and staff, are expected in these times to be responsible and accept their shared and collective actions to preserve public health. Parents/guardians are expected to monitor their children for signs of infectious illness every day. Students and staff who are sick should not attend school in-person.

Mandatory Self-Screening of All Students and All Staff

All students and staff will be required to self-screen every day before attending school (families are provided below, and in the attached link, with a checklist for their children, which may be provided separately to families). In addition to a similar daily self-assessment, it is anticipated that staff will complete an online assessment tool on a weekly basis. Additional information on staff self-screening is included later in this document.

Signage will be placed at all school entrances. If a student or a staff member is experiencing symptoms of COVID-19, they must stay home from school and seek testing and appropriate medical attention.

Parents/Guardians will base their assessment on the following checklist to perform daily screening of their children **before** arriving at school.

Please keep your child home if either of the following apply:

SECTION 1: Symptoms

- Temperature 37.3 degrees Celsius (99.1 degrees Fahrenheit) or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19

- Travelled outside Canada or lived in an area where the local or provincial health department/unit is reporting large numbers of COVID-19 cases

Signs will be placed at all school entrances reminding parents, students and staff of the need to self-assess prior to entering the building.

Return-to-School

Any student answering yes to the home screening questionnaire, will not be able to return to school until they are symptom-free for 24 hours without fever reducing medications.

Questions regarding return to school should be jointly decided in consultation with parents or caregivers, school personnel, the local health unit as necessary, and the student's healthcare provider.

Students who are excluded from school will be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

Health and Safety Measures Related to COVID-19 in Effect Until Further Notice in All LDCSB Schools

Masking

- **For students:** As outlined and required by the province, students in Grades 4 to 12 will be required to wear non-medical or cloth masks while in school. This includes in hallways, other common areas and during classes. Outdoor times, such as recesses in elementary schools, where students can maintain two metres of distance between one another, will be used as opportunities to provide students breaks from wearing masks within their cohorts. Students in Kindergarten to Grade 3 will be encouraged to wear masks in indoor spaces.
- **For staff:** All staff will be provided with and be required to wear medical grade masks at all time within the schools, plus outside of the schools on school property if two metres physical distancing cannot be maintained. In addition, for staff who are regularly in close contact with students, additional personal protective equipment (PPE) will be provided to staff as required. Procedures will be in place for the safe disposal of PPE, including masks, in the event that a staff member themselves, or a student they interact with, becomes symptomatic during the course of a school day.
- **Exemptions:** Students or staff with documented sensory or breathing difficulties may be exempted of the masking requirement. In addition, reasonable exceptions to the requirement to wear masks are anticipated to be in place for very exceptional circumstances.

Hand Hygiene

Hand hygiene is one of the most important protective strategies to combat the spread of COVID-19. Hand sanitizing self-dispensing stations will be at each designated entrance. Hand sanitizer bottles will also be available in every classroom, as well as the main office, along with appropriate signage. Alcohol-based hand sanitizer will be provided.

Students will be trained on appropriate hand hygiene (Appendix A) and proper respiratory etiquette (Appendix C) during the first day/week of classes and such training will be reinforced on a regular basis throughout the school year.

Breaks will be scheduled by teachers to allow students to wash their hands, as is necessary.

Distancing Measures, Including Adjustments to School Routines and Classroom Set-up

Adjustments will be made to school routines to support physical distancing. These measures include, but are not limited to:

- Adjustments to school entry and exit processes; all doors into the school will be used as much as is possible; separate doors for entering and exiting will be identified and marked accordingly; where possible, automatic door openers should be used to minimize the use of door handles; do not use hands to activate automatic doors, instead use your elbow where possible
- Directional signage in hallways and common areas will be in place prior to the beginning of September
- Staff and students must refrain from congregating in any areas to allow for the flow of traffic
- Staff and students are to stay to the right side of any corridor and staircase to ensure physical distancing is achieved
- Staff and students are encouraged to use the stairs. If elevator use is necessary, staff/students must ride alone or a maximum of two when necessary to assist the second party. Elevator buttons are disinfected as part of the ongoing cleaning schedule.
- Removal of furniture from classrooms excluding desks and a chair for each desk, especially items that are a challenge to clean fully and items that take up valuable classroom space while physical distancing is to be maximized (furniture that belongs to the school will be stored and furniture not owned by the school must be removed by the owner no later than September 2; any such furniture that is not removed by September 2nd at the latest will be disposed of by the school prior to September 8th)
- Removal of furniture in hallways, or other common areas, that restricts the flow of traffic under the same timelines and provisions noted above
- In elementary schools, classes will be “bubbled” with other classes so that each bubble has their own entry/exit doors and hallways, set of washrooms (where feasible) and area of the school grounds to use at recesses or lunches
- In elementary schools, logs will be maintained of when students move outside the areas normally included within their bubbles

Personal Belongings

In order to maximize the amount of cleaning and disinfecting that can be done after school hours, personal belongings students or staff bring to school should be minimized. Personal belongings students bring to schools (for example, backpacks, clothing, sun protection, water

bottles, food) should be labeled and must be kept separate from those of other students. All student property and materials must be taken home each day (cannot be kept in the school overnight). This will allow ease of cleaning for our custodial team. Also, these steps will be helpful if there becomes a need to shift to remote learning during the course of the school year.

Secondary School lockers are not being used at this time.

Water Fountains and Water Bottle Filling Stations

All water fountains in all schools will be covered over and cannot be used. Students and staff will be required to bring their own filled water bottle (with their name on it). Procedures concerning the use of water bottle refilling stations are currently being reviewed given that such stations are more limited in their numbers in schools and could serve as points where students congregate outside their cohorts.

Limiting Visitors in Schools or at the Catholic Education Centre (CEC)

Visitors - including parents – will be prohibited except for emergency circumstances or for a minimal number of pre-arranged appointments/meetings. Every visitor will be required to self-screen and to wear a medical mask while in school or at the Catholic Education Centre (CEC).

Virtual meetings are strongly recommended until further notice to minimize on-site visitors. If on-site meetings are required, visitors must have a pre-scheduled appointment to ensure adequate safety planning prior to the meeting. The [Pre-Screening Questionnaire](#) must be completed prior to any visits to any of the board locations. Staff are to send the [Ontario Self-Assessment](#) link to visitors with scheduled appointments prior to their appointment date and time when arranging scheduled visits.

Reception staff will ask all visitors if they have completed the pre-screening questionnaire. Visitors must sign in and out and by doing so they are also confirming that they are free of COVID-19 symptoms. Pens will be disinfected after each use.

Anyone who answers “yes” to any of the questions on the pre-screening questionnaire is not permitted to enter any location at any time. Such persons should contact the Middlesex-London Health Unit (519-663-5317), Southwest Public Health Unit (519-631-9900), Telehealth Ontario (1-866-797-0000), a COVID-19 Assessment Centre, or family doctor for further direction.

School Library

More information to follow.

Computer Labs

More information to follow.

School Offices

Main offices in all schools, and Guidance offices at secondary schools, are being provided with masks, as well as the installation of plexiglass for physical distancing. All such plexiglass has been ordered and is being installed prior to the beginning of September. In the hierarchy of risk mitigating strategies, using engineered controls (i.e. plexiglass) is always better than personal protective equipment (PPE). The guidance requires masks when physical distancing cannot be maintained. A face-shield may be required when away from the plexiglass workstation.

Secretarial staff breaks at elementary schools will not be backfilled by students to limit the number of persons using the same area and to avoid pulling students out of their cohorts.

Accepting Deliveries

Schools will receive deliveries as directed by school Principal. Gloves must be worn to handle deliveries. Hands must be washed immediately before and after the use of gloves. If unable to wash hands, use of sanitizer is permitted. See **Appendix B** for instructions on how to safely put on (don) and remove (doff) disposable gloves.

Staff sharing documents and files may choose to wear gloves when performing those tasks.

Lunch/Food Service – General

Litterless lunches are being encouraged as students will be required to take home any leftover lunch packaging/garbage and/or cutlery. This step will allow custodians time to focus their efforts on the cleaning/disinfecting of common areas and student's desks during lunch recess.

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

- Staff and students will perform proper hand hygiene (Appendix A) before and after eating
- Each student will be required to bring their own filled drink bottle (s) that is labeled, kept with them during the day and not shared
- School-owned multi-use utensils will be cleaned after each use
- Schools will not plan non-instructional activities that involve students in preparing or serving of food

Elementary Lunches and Recesses

Staggered lunches, recesses and bathroom breaks will be conducted.

Elementary students will eat lunch in their classroom with their cohort to ensure chances of contact and transmission are minimized.

Each student will have their own individual meal or snack with no common food items. Students will return home with any left-over lunch items brought to school.

School Nutrition Programs

Third party food services, including nutrition programs, will be delivered in a way that any student who wishes to participate can do so. "Grab and Go format" are preferred. All surfaces, bins and containers for food should be disinfected prior to and after each use.

Secondary School Cafeterias

More information to follow. Microwave use will not be permitted.

Outdoor Recess

Playground Equipment will be closed as they would be a common touch point between students and between cohorts and bubbles.

Outdoor Sports Equipment will be provided by the school for use during recess and will be disinfected after each use.

Physical Education

Physical Education will be offered outside whenever possible. The use of shared equipment will be limited and will be disinfected after each use.

Large Gatherings

No school assemblies or large gatherings, including concerts or dances.

Mass and Prayer Services

Virtual masses and individual classroom prayer services will take place.

Secondary School Chapels and Prayer Rooms

Secondary school chapels and prayer rooms will be open.

Field Trips

Field trips and activities requiring group transportation will not be planned at this time.

Secondary Athletics

More information to follow.

Fire Alarms and Evacuations

All evacuations and response to fire alarms remain the same while maintaining physical distancing (2-metre or 6-feet from others) as exiting the building and standing in the designated area(s) awaiting role call and the all-clear signal. Once ended, a single-file return to the building will commence within assigned cohorts or while maintaining the 2-metre (6-feet) distancing measures including between cohorts.

Movement of Staff/Itinerant Staff

Movement of teachers and other staff within each school is being reviewed to limit such movement where possible and track such movement that does occur. To the maximum extent possible in elementary schools, in addition to the classroom teacher, no more than one other teacher such as the French teacher in Grades 4 -8 or the Foundations Support teacher in Grades JK – 3, will be present in any given classroom.

If rotary is permitted in senior grades in elementary schools, the teacher will be required to rotate/move between classrooms. In elementary schools, the students will remain in the same classroom for the full school day. In general, in elementary schools it is the teachers and other staff that will move and not the students.

The Board is currently reviewing the use of itinerant teachers and staff (teachers and staff that move between schools during the course of a school day or are in one school one day and another school the next day) given concerns about the risk of transmission between schools. It is anticipated that movement of staff between schools during the school day will not be permitted except in limited circumstances pre-approved by the Human Resources Department.

Signage

Signage and directional arrows will be used throughout LDCSB buildings. Some of them may include:





Other Supports for Students

Supporting Student Mental Wellness

Mental health is a core element of our re-entry to school plan. Information sheets and webinars for parents and students will be available to support re-entry and assist in managing anxiety and stress related to transitions.

Supporting Faith and Spiritual Well Being

Faith and spiritual well-being are fundamental to our system priorities. Resources will be shared with staff and families.

Supporting Students with Special Education Needs

Meeting the needs of all learners remains a priority. Included within this group are our students on an Individual Education Plan (IEP) and with special education needs.

Further, our secondary students with very high special education needs have been given careful consideration with respect to full time attendance. Students in School to Community Pathways programs/classes will be invited to attend school five days per week. We respect the decision of the parent whether they wish their child to attend full time. We recognize that strengths and needs of all our students with Individual Education Plans is instrumental in ensuring their success. Equity of access and ability to engage in meaningful learning has been a key consideration.

Students with special education needs in Elementary Schools who attend will continue to be supported with their regular supports within the school. Parents of students with special education needs also have the choice of remote learning if this is feasible for their students. Support would be provided remotely in the same way it was provided these past months.

We continue to develop a plan for IPRCs that are outstanding from the Spring and moving forward. All IEPs will continue to be updated regardless of mode of learning that the family chooses.

We will be providing a summer transition program for students with Special Education needs in late August. More information will be coming soon to those students who will be invited to attend this program.

Enhanced Cleaning and Disinfecting Procedures in Effect Until Further Notice

Cleaning Standards and Protocols

Schools will have increased cleaning and disinfecting of high touch surfaces and common areas during the course of a school day. Cleaning and disinfecting will be completed on a rotational basis. Frequency will be determined by amount of use. These surfaces include, but are not limited to, the following:

- Door knobs, handles and jams
- Push plates
- Stair rails and handrails
- Classroom desks, tables, counters, and chairs
- Light switches
- Pushbuttons for barrier free doors and elevators
- Computer keyboards, phones, and photocopiers
- Washrooms will be checked regularly and cleaned, as necessary

Cleaning Practices

In elementary schools, charge custodians must disinfect once students are in the building, at lunch, and following each recess. A greater focus will be in common areas where students from several different classrooms, or bubbles will overlap, i.e. washrooms, office, stairwells, etc.

To help reduce time spent on emptying waste receptacles, schools will implement a litter-free lunch. This step will allow custodians time to focus their efforts on the cleaning/disinfecting of student's desks during lunch recess. Attention would be on primary then junior classrooms. Intermediate classrooms to follow, as time allows.

In secondary schools, custodians are expected to disinfect once students are in the building and again after rotation of classes. A greater focus will be on common areas and shared spaces, i.e. washrooms, office, stairwells, etc.

Soap dispensers and hand sanitizer will be filled as needed.

Enhanced cleaning will take place at the end of each school day to ensure a safe environment for students and staff the next day.

Shared Items in Classrooms:

Classrooms will be provided cleaner/disinfectant and a supply of microfiber cloths to assist in the wiping of daily shared items in-between use.

Cleaning Products:

The London District Catholic School Board currently uses a Hydrogen Peroxide disinfectant and sanitizer. Microfiber cloths are assigned by colour for designated jobs.

Where rags are used for disinfection purposes, they will be collected and laundered daily. As rags become soiled, they will be replaced.

Water testing

Schools are required to follow all Ministry of Environment, Conservation and Parks requirements and procedures regarding water flushing in advance of schools reopening.

Other Operational Matters

Transportation

Southwestern Ontario Student Transportation Services (STS) has launched a mandatory bus registration process for September. Due to limitations imposed on the number of students able to occupy a bus and to support contact tracing efforts to fight COVID-19, individual riders will be assigned transportation based on registration only.

Bus drivers and bus attendants will be wearing medical masks on board all school purpose vehicles. Students in Grades 4 – 12 will be required to wear a non-medical or cloth mask on the bus and students in Grades JK – 3 are strongly encouraged to do so as well. Students will be assigned seats to assist with contact tracing in the case of a student or driver contracting COVID-19. STS and school bus operators will be operating with enhanced cleaning and other related operational protocols.

Additional information is available on the STS website, mybigyellowbus.ca.

Before and After School Programs

We are reviewing and working with the providers of our Before and After School Programs to examine appropriate locations to house such programs given that classrooms must be fully cleaned after the Before School Program participants leave an area and prior to students and staff entering the classroom (and the reverse is true if classrooms house After School Programs). The thought is that custodial staff will work with the Before and After School Program coordinators to arrange for sufficient time to clean the rooms prior to the start of the school day.

Masking requirements set out previously would still be in effect for staff and students in all Before and After School Programs.

Daycares

Daycares that are operated in LDCSB will be operating under the direction provided to daycare operators by the Ministry. Daycare staff must enter/exit the daycares using their own door(s) and cannot enter the rest of the schools. In the event that contact is required with the school office, or other school staff, such contact must be done over the phone or online through a Teams meeting.

Community Use of Schools

Community Use of School Programs will be extremely limited and highly unlikely to operate given that the focus of custodial staff must be on cleaning and disinfecting schools for each school day and given the restrictions regarding visitors to schools.

Recordkeeping

Schools must keep records of:

- classes
- seating charts
- bus cohorts (in conjunction with STS)
- school board staff who are approved to enter the school (staff might include occasional teachers, occasional support staff, and itinerant ICTS or maintenance staff [who will also be tracked by the ICTS and Maintenance Departments respectively]).

Schools will maintain these records and the records will be readily available immediately upon demand for public health for contact tracing purposes.

Centre for Lifelong Learning

Information coming soon.

International Language Program

Information coming soon.

Administrative Sites

The Catholic Education Centre (CEC) will be continuing to be fully operational and available to support all schools. Meetings will continue to be conducted via phone or Microsoft Teams. If any in-person meetings at the CEC (with a limited number of participants) are necessary, they will be by appointment only.

Staff at the CEC will be provided with and be required to wear medical grade masks at all time within the CEC if two metres physical distancing cannot be maintained. Health and safety measures described elsewhere in this Plan document will be applicable, as necessary, at the CEC.

All deliveries to the CEC will be received at the back of the building via the custodial room door with no exception. Gloves must be worn to handle deliveries. Hands must be washed

immediately before and after the use of gloves. If unable to wash hands, use of sanitizer is permitted. See **Appendix B** for instructions on how to safely don and doff disposable gloves.

Staff breaks at the CEC reception will not be backfilled to limit the number of staff working in the same area.

Meetings

Overall, meetings should continue to be hosted virtually via Teams or conference call. If an in-person meeting is necessary and a meeting room (or a classroom being used as a meeting room) is used, there must be a minimum of 6 feet (2 metres) between chairs. It is the responsibility of the meeting organizer to, or have arrangements made to, disinfect the table and any other high touch surfaces before and after the meeting. Hand sanitizer should be available in the meeting rooms for use.

Learning Materials Centre

Staff requiring materials from and the use of the learning materials centre at the CEC will make their request via email to the centre at which point the request will be completed and any requested materials will be sent via board courier to the school. Any visits to the CEC will be very limited and by appointment only.

Monitoring and Supporting Students or Staff Who Become Ill (During or After the School Day)

School Health Monitoring System

A new school health monitoring system will be established in partnership with the Ministries of Health and Education, school boards and local Public Health Units. A COVID-19 protocol and communication plan are presently being developed centrally within the province.

Families/students will be required to update and/or confirm their contact information with the school at the start of the school year and if it changes during the school year. As indicated later in this Plan, staff are required to update personal contact including emergency contact via the [Employee Self-Service \(ESS\) website](#).

In addition, when a student or a staff member begins to exhibit COVID-19 symptoms during the day while at school they will be immediately isolated. When students are isolated in this manner, staff supervising the student will wear appropriate PPE until the student is picked up by a parent or guardian. Parents or guardians will be required to pick up a symptomatic student as quickly as possible when contacted by the school in order that any symptomatic student remains in the school for the minimum amount of time possible.

Potential Case, or Suspected Exposure to COVID-19 by Staff in the Workplace

Any staff member becoming ill while working at a school or at the CEC, will leave the building as soon as possible and will be required to contact Middlesex-London Health Unit (519-663-5317), Telehealth Ontario (1-866-797-0000), their physician, or the COVID-19 Assessment Centre for further direction.

Those individuals unable to drive themselves home, will follow the *Transportation of Injured or Ill Person to a Medical Treatment Facility Procedure* and 911 will be called. As noted below, the ill person will wait in the designated isolation room/area at a school location, or in the staff room at the CEC, to be transported home or to the hospital, as necessary.

Isolation Room/Designated Area

All schools will have a room/designated area that can be used should a student or staff member become ill with PPE available in the room/area. Such an area could include a portion of the gym that can be temporarily separated off, and into individual areas in the case of multiple persons exhibiting symptoms. These rooms will be cleaned after each use.

Student or Staff with Symptoms at School

Any student or staff member who develops COVID-19 symptoms while in school should:

- be immediately separated from others, in the separate isolation area noted above, until they can go home
- maintain physical distancing
- not take student or public transportation
- be supervised, from a distance where possible, after they are isolated (by persons wearing appropriate personal protective equipment)
- wear personal protective equipment that is consistent with health guidance

Reporting Suspected and Confirmed Cases

Schools must immediately report any suspected or confirmed cases of COVID-19 within the school to the local public health unit. Schools must provide any materials (for example, daily attendance and transportation records) to public health officials to support 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, in discussion with the School Board, closure of classes and/or schools. School boards must report daily, any suspected and confirmed cases within the school community to the Ministry.

Principals must:

- communicate about the status of COVID-19 cases in their schools in keeping with ministry guidance and relevant privacy legislation; and
- maintain a dedicated contact in the local public health unit and a list of the locations of the closest COVID-19 assessment sites.

Students and Staff who Test Positive for COVID-19

If a student or staff member tests positive for COVID-19 at an assessment centre, they cannot return to school until they are cleared according to public health guidance. After the initial positive test, when they retest negative, they can return to school after they are symptom-free for 24 hours.

Additional COVID-19 Related Provisions for LDCSB Staff

This Plan for a Safe Return to School in September 2020 constitutes the LDCSB's COVID-19 Health and Safety Plan for all LDCSB workplaces. The Plan, and the protocols in it, applies to all employees who work at LDCSB schools and other locations.

London District Catholic School Board (LDCSB) has a responsibility under the Ontario Occupational Health and Safety Act to *take every precaution reasonable in the circumstances* to protect a worker. This Plan does not replace the [Occupational Health and Safety Act](#) and its regulations and should not be used as or considered legal advice. Health and safety inspectors apply the law based on the facts in the workplace.

LDCSB Employee Survey - Reopening Schools September 2020

Employees of the LDCSB are critical to our ability to prepare for and implement a safe and successful reopening of schools in September and beyond. We recognize that staff may be concerned about their own health and safety as we prepare to return to school and work. The LDCSB, as outlined in this Safe Return to School Plan, is committed to taking all reasonable precautions to protect our employees from risk in the workplace. With all of the enhanced health and safety protocols as required by the local public health units, Ministry of Health and Ministry of Education in place, it is our expectation that all employees will return to work with the reopening of schools in September 2020. All staff will be surveyed starting August 13th, 2020 and all staff must complete the form. Please complete [this form](#) by no later than August 20th, 2020 confirming your intentions for return to work for the reopening of schools in September 2020.

For all 10-month staff in OECTA or CUPE, the first workday will now be September 1st (August 31st for elementary secretaries).

Training

All board staff (including occasional teachers and casual support staff) will receive mandatory training on health and safety protocols related to COVID-19 on September 1, 2020, prior to the start of the school year for students on September 8th.

Contact Information

At the start of the school year (no later than September 3, 2020) and if it changes during the school year, all staff are required to review, and update when necessary, personal contact including emergency contact via the [Employee Self-Service \(ESS\) website](#).

Staff Self-screening and Assessment

As indicated earlier in this Plan, staff must perform a daily COVID-19 self-screening before coming into the workplace. In addition, at the beginning of each work week the self-screening must be completed via [eBASE](#).

Staff will be permitted access to board locations only after completing the daily pre-screening **and** at the beginning of each work week, completing such a self-screening via [eBASE](#), and have **not** answered YES to any of the pre-screening questions.

Coming into the workplace will serve as confirmation that the staff member has confirmed they are free of any symptoms that relate to COVID-19 as stated on the Ontario COVID-19 site.

Staff entrance to board locations will be as directed by the Principal for each school. The Principal will designate a specific entrance to be used by each particular staff member. Each staff member must use the entrance/exit designated for them by the Principal, except in case of an emergency.

Any staff member who answers “yes” to any of the questions on the pre-screening questionnaire is not permitted to enter any location at any time. You will be directed to contact the Middlesex-London Health Unit (519-663-5317), Southwest Public Health Unit (519-631-9900), Telehealth Ontario (1-866-797-0000), a COVID-19 Assessment Centre, or family doctor for further direction.

Congregation of Staff in Schools

The congregation of teachers and other staff in schools will be limited to minimize the potential for adult-to-adult transmission of COVID-19 and the transmission between staff associated with different student cohorts.

The use of staff rooms will be limited, with specific procedures in place, and may not be allowed except under very limited circumstances, such as where a staff member works by themselves at table specifically designated for them to use during their planning and preparation time (and records must be maintained by the school as to which table is to be used by which staff member).

Staff members must not congregate in the staff room during their lunch break but may choose to have lunch with their colleagues by video conferencing via Teams.

In person staff meetings will only take place if physical distancing can be maintained. The use of the Teams platform for such meetings and other meetings of staff will be strongly encouraged.

Shared Items

It is required that proper hand hygiene be used when accessing shared items, including photocopiers, before and after use. Hand sanitizer will be made available near each photocopier. Only one staff member will be allowed in a photocopier room unless the size of the room allows for an additional person while maintaining physical distancing.

Movement of Staff/Itinerant Staff

Movement of teachers and other staff within each school is being reviewed to limit such movement where possible and track such movement that does occur. To the maximum extent possible in elementary schools, in addition to the classroom teacher, no more than one other teacher such as the French teacher in Grades 4 -8 or the Foundations Support teacher in Grades JK – 3, will be present in any given classroom.

If rotary is permitted in senior grades in elementary schools, the teacher will be required to rotate/move between classrooms. In elementary schools, the students will remain in the same classroom for the full school day. In general, in elementary schools it is the teachers and other staff that will move and not the students.

The Board is currently reviewing the use of itinerant teachers and staff (teachers and staff that move between schools during the course of a school day or are in one school one day and another school the next day) given concerns about the risk of transmission between schools. It is anticipated that movement of staff between schools during the school day will not be permitted except in limited circumstances pre-approved by the Human Resources Department.

Mental Health Support and Well-being Resources for Staff

All eligible staff are reminded of the valuable resources and supportive information available to them and their immediate family members through Morneau Shepell's **Employee and Family Assistance Program (EFAP)**. These supportive resources are available to employees and their immediate family members on a confidential basis, 24/7 at no cost to the employee. Access by phone/web or mobile app at 1-844-880-9142 or www.workhealthlife.com.

View the [Morneau Shepell EFAP Brochure March 2018](#) for additional information.

Additional information can be found on the [Health & Wellness website under MY LDCSB](#).

Concluding Comments

Concluding Comments

The health and safety of staff, students and the public remains London District Catholic School Board's (LDCSB) first and foremost priority. LDCSB will ensure procedures are up to date by a daily/weekly review of Ministry of Health guidelines, from reviewing directions to school boards from the Ministry of Education and from reviewing other sources. Updates will be made to this Plan and shared as necessary.

The Plan, and the protocols in it, applies to all employees who work at LDCSB schools, the CEC and other Board locations. It also applies to all students attending LDCSB schools and parents/guardians and visitors on LDCSB property and in LDCSB schools.

Notice of Collection of Personal Information:

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is being collected under the authority of the Education Act and the Personal Health Protection and Promotion Act and will be used for COVID-19 risk assessment and screening purposes, and related purposes, only.

Additional Reference Material

[APPENDIX A – PROPER HAND HYGIENE](#)

[APPENDIX B - PERSONAL PROTECTIVE EQUIPMENT DURING COVID-19](#)

[APPENDIX C - PROPER RESPIRATORY ETIQUETTE](#)

[Public Health Ontario](#)

[COVID-19: Reopening Schools](#)

[Health and Safety Guidance During COVID-19](#)

[Centres for Disease Control and Prevention](#)

Organization Details:

Name:

London District Catholic School Board

Completed by:

Jim Vair, Superintendent, Human Resources and General Counsel

Date Completed:

August 12, 2020

Division/group:

Human Resources Department

Date Distributed:

August 13, 2020

Others Who Provided Input during the development of the Plan:

Various Departments and Groups within the Board, including but not limited to: Occupational Health and Safety, Employee Health and Wellness, Building Services, the Senior Administration Team and Principals/Vice-Principals

Review Date(s):

Weekly as necessary
Overall Review by October 1, 2020, and as necessary in the interim

Plan Reviewed With:

The Unions, the Joint Occupational Health and Safety Committee and the Board of Trustees

APPENDIX A

Coronavirus Disease 2019 (COVID-19)

How to wash your hands



<p>1</p>  <p>Wet hands with warm water.</p>	<p>2</p>  <p>Apply soap.</p>	<p>3</p>  <p>Lather soap and rub hands palm to palm.</p>	<p>4</p>  <p>Rub in between and around fingers.</p>
<p>5</p>  <p>Rub back of each hand with palm of other hand.</p>	<p>6</p>  <p>Rub fingertips of each hand in opposite palm.</p>	<p>7</p>  <p>Rub each thumb clasped in opposite hand.</p>	<p>8</p>  <p>Rinse thoroughly under running water.</p>
<p>9</p>  <p>Pat hands dry with paper towel.</p>	<p>10</p>  <p>Turn off water using paper towel.</p>	<p>11</p>  <p>Your hands are now clean.</p>	

How to use hand sanitizer



Rub hands for at least 15 seconds



1
Apply 1 to 2 pumps of product to palms of dry hands.



2
Rub hands together, palm to palm.



3
Rub in between and around fingers.



4
Rub back of each hand with palm of other hand.



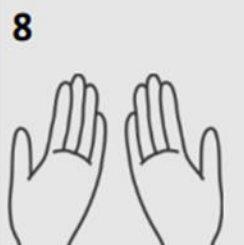
5
Rub fingertips of each hand in opposite palm.



6
Rub each thumb clasped in opposite hand.



7
Rub hands until product is dry. Do not use paper towels.



8
Once dry, your hands are clean.

Sources:

Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for hand hygiene in all health care settings [Internet]. 4th ed. Toronto, ON: Queen's Printer for Ontario; 2014. Available from: <https://www.publichealthontario.ca/-/media/documents/bp-hand-hygiene.pdf?la=en>

The information in this document is current as of March 16, 2020.

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APPENDIX B

PERSONAL PROTECTIVE EQUIPMENT DURING COVID-19

Review and follow these safety guidelines for wearing, disposing, and maintaining required Personal Protective Equipment (PPE):

When physical distancing CAN be maintained and proper hygiene/etiquette is followed, the minimum requirement for PPE at this time is to wear gloves. Staff should follow the guidance for properly putting on, taking off and disposing of gloves.

How to Put ON Gloves	How to Take OFF Gloves
<p>Step 1 - Perform Hand Hygiene</p> <p>Wash hands with soap and water OR if hands are not visibly soiled, use alcohol-based hand sanitizer (provided).</p> <ul style="list-style-type: none"> • How to Hand Wash (Video PDF) • How to Hand Rub (Video PDF) <p>Step 2 - Put on Gloves</p> <ol style="list-style-type: none"> 1. Select correct size. 2. Insert hands into gloves. 	<p>Step 1 - Remove Gloves</p> <ol style="list-style-type: none"> 1. Grasp outside edge near wrist of one glove, peel away from hand, turning glove inside-out. 2. Hold in the opposite of gloved hand. Slide an ungloved finger under the wrist of the remaining glove. 3. Peel off from inside, creating a bag for both gloves. <p>Discard gloves.</p>  <p>Step 2 - Perform Hand Hygiene</p> <p>Wash hands with soap and water OR if hands are not visibly soiled, use alcohol-based hand rub.</p>
<p>DO</p> <ul style="list-style-type: none"> ✔ Take an extra pair of gloves with you in case you need to remove the first pair. ✔ Follow the steps for donning PPE as outlined. ✔ Change gloves if torn. ✔ Discard after use for the specific task. ✔ Perform hand hygiene after gloves are removed. 	<p>DON'T</p> <ul style="list-style-type: none"> ✘ Wash or reuse disposable gloves. ✘ Touch your face or hair with gloves. ✘ Cough into your gloves. ✘ Wear gloves from task to task.

APPENDIX C

Respiratory Etiquette



This is an excerpt from
Infection Prevention and Control for Clinical Office Practice



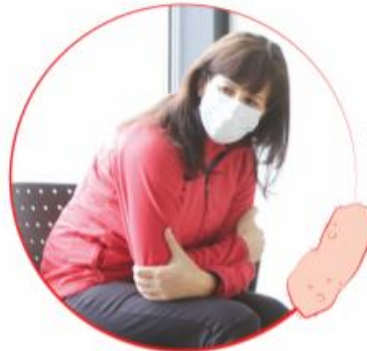
COVER YOUR COUGH

Stop the spread of **germs** that can make you and others sick!

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.



You may be asked to put on a facemask to protect others.

Wash hands often with soap and warm water for 15 seconds. If soap and water are not available, use an alcohol-based hand rub.



For more information please contact Public Health Ontario's Infection Prevention and Control Department at ipac@ohpp.ca or visit www.publichealthontario.ca

