



**2020-21 School Year**

**“Our Guide to Re-Open & Welcome Everyone Back  
to Strive, Learn and Achieve”**

# Overview

Since March, the goal of the St. Lawrence Academy's Board of Directors and Teaching/Leadership Team has been to establish healthy and safe practices to protect our families and employees. We are working hard to prioritize the safety and well-being of all of our families, teaching staff and students while restoring on-site instruction and personal connection between all involved.

In preparation for the 2020-21 school year, SLA has consulted medical professionals as well as resources from:

- The Ontario Federation of Independent Schools
- Sick Kids Toronto
- The Ministry of Education
- The World Health Organization
- Health Canada

In addition, SLA conducted surveys amongst the parent community and employees to understand their questions and concerns.

This guide will provide your family with an overview of our plans to return safely back to school in September.

If you have any questions, please email us at [info@stlawrenceacademy.ca](mailto:info@stlawrenceacademy.ca) and we will address them via email.

We look forward to serving you and your family for another year.

SLA's Board of Directors and Staff



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# Social Distancing

Social distancing will require our school's administrators to develop unique plans that address the space and resources available. These safety explanations reflect the policies outlined by the Ministry of Education and by SickKids© Toronto. Each teacher will tailor social distancing plans to meet the needs of the students in their care.

Examples of social distancing will include:

- Increased space between students by arranging seating to maximize space between desks.
- Adherence to our class size caps at 15 with no combined classes at all (PhysEd., Reading Buddies, Music etc.) \* *To allow for space for Circle Time and Exploration/Play, the **K – 8** classes will be capped at **12 students** in September and as social distance regulations ease – will be expanded to 15 during the course of the year.*
- All desks arranged so that students face the same direction.



- Use of lockers will be by classroom and at separately scheduled times to ensure social distancing.
- We will adopt a model which will create space between students and their teachers and avoid unnecessary contact or movement within the personal space of each student. This includes:
  - Place markers on the floor for both desks and classroom lineups.
  - Directional Arrow markers on the floor to direct traffic coming and going and as a reminder of areas that are six feet apart during arrival and classroom changes

In addition, our principal and teachers will:

- Modify classes or activities to minimize close social contact, congestions or movement in special and electives such as P.E., Art, Music etc. These do not have to be canceled with the exception of choral which will not occur) if sanitation requirements are met.
- Reduce congestion in common areas (school office, nurse's nook, gym, hallway etc.)
- Minimize face-to-face interactions by designating one-way hallway traffic when possible and designating certain doors and times for entry and exits
- Modify lunch time (will occur in class at desks with Homeroom teacher) field trips, assemblies, and other group activities to avoid mixing students in large common areas. The Hot Lunch Program will have a delayed start and begin in Term 2 as a safety precaution.
- Limit non-essential visitors to the school
- Place physical barriers such as plexi-glass at reception/admin desk





# Cloth Face Coverings/Face masks

Students WILL NOT be wearing facemasks for the majority of their time at school; however, face masks help prevent the spread of the virus even when an infected person is without symptoms. SLA is adopting the following guidelines for face masks until social distancing measures ease:

**Masks will be worn during transition times and anytime where social distancing at 6 feet is not possible.**

Specifically:

- Students enrolled in SLA program will not be expected to wear facemasks in their classrooms because we are able to social distance.
- No Students will be expected to wear facemasks in class at their desks as we are able to provide social distancing.
- Students, faculty and staff will be expected to wear masks/visors when they are closer than 6 feet to another individual as well as during high traffic time (ex: one on one teacher time).
  - If the teacher is walking around the classroom or working with a student closer than six feet, then teacher will wear a face mask and face shield and student will wear a face mask.
  - Masks will not have to be worn during lunch as it will occur in the student's homeroom at their desks
  - Masks will be worn in the hallways at arrival time, class changes and dismissal
  - Masks will also be required on the bus for all students and driver.
- When students are outside and six feet from others outside, they do not have to wear face masks.
- Masks should:
  - Fit snugly but comfortably against the side of the face
  - Be secured with ties or ear loops
  - Allow for breathing without restriction
  - Be able to be laundered and machine dried daily, without damage or change of shape or be disposable daily.
  - Cover both the nose and the mouth
- With the student's safety in the forefront, masks WILL NOT be worn during PhysEd. Accommodations will be made in programming to reflect mandated social distancing orders.



# Healthy School Plans

SLA's school health plans will include staff wearing face masks for the following:

- Cleaning and sanitation within their classroom
- Food Service of any kind (Hot Lunch Program- re-examined each term)
- Students are asked to bring all the garbage home from their lunches. This includes all packaging and food waste. A suggestion to make this easier would be to include an empty ziplock bag each day for waste to be transported. This will also minimize student movement during lunch time and help with social distancing.
- School health procedures including attending to sick children and/or administering medication.
  - This will include daily or emergency administration of medications (meter dose inhalers, Epinephrine injections etc)
- In addition, students, teachers and support staff will be encouraged to cover their coughs and sneezes by coughing into their elbow or covering with a tissue and then depositing the used tissue in the waste disposal bin.
- Keeping hands clean is an important part of maintaining good health. Each class is equipped with two hand sanitizer dispensers both in and outside the classroom to use each time they enter and exit the room. In addition, teachers and staff will encourage and promote hand-washing or using hand-sanitizer:
  - Before and after eating
  - Before and after using the restroom
  - Before and after recess
  - Following PE
- School water fountains will be out of commission until further notice. Students are asked to bring their own water bottles from home

Recess:

- Students will practice good hygiene by washing their hands prior to heading outside to play and upon returning inside.
- The school will be split in two groups with half of the students playing outside in the front yard and half in the back. Students will remain with their homeroom classes so that they are not crossing cohorts. The two groups will switch yards for the second recess to have access to both play spaces.





## Healthy School Plans (Cont'd)

### Lunch Time:

- Lunch time will occur within the student's homeroom classroom with their homeroom teacher supervising. Hot Lunch will be distributed by a teacher sporting a mask and gloves.
- Surface areas like microwaves (\*we hope to have one accessible in each classroom) will be cleaned after each use. ***\*Have an extra microwave at home? Let us know!***

### Weekly Motivators and School Morning Routine:

- The spiritual development of our students is a cornerstone of an SLA education. Morning anthem, welcome and prayer and weekly devotional message will be presented through zoom each morning with each class watching from their desks in their classrooms. The national anthem will not be sung but students will stand at attention as it is played for all. After the month of September, the Gr. 7/8 class will take over the zoom morning welcome and announcements. 😊  
This year we will be studying what love really looks like in real time, in real situations by reading the devotional: ***"Love Does for kids"***  
This is a highly engaging follow-up to Bob Goff's New York Times bestselling LOVE DOES, and features stories about love in action, as a way of sharing his Christian faith.



### Gymnasium and Physical Education:

- Physical Education will begin the year with most or all of its classes focussed on outside activities ie: Cross Country Running, Soccer etc. with accommodations made to meet social distancing standards.
- Staff will clean and sanitize the gymnasium and supplies between classes
- Students will be encouraged to practice good hygiene before and after using the gym, equipment and facilities.

### Outdoor Classrooms:

- When reasonable and feasible, teachers will utilize outdoor classrooms, green spaces, Prescott's waterfront and pavilions for instructional time.





# Sanitation and Cleaning Procedures

Because of concern that infectious viral particles can land on surfaces with coughing, sneezing, talking and laughing, SLA is adopting extensive sanitation and cleaning procedures including:

- Posting signs throughout the school encouraging proper hand sanitization and respiratory hygiene practices (covering coughs and sneezes)
- Continuous cleaning throughout the day, using state of the art disinfecting materials with special attention given to high-touch areas such as doorknobs, light switches, desks, computers, phones, toilets faucets, sinks and handrails.
- Making hand cleaning supplies readily available in all areas.
- Installing foot pull in restrooms for hand-free exits
- Monitoring restrooms for adequate hand soap and towels
- Hiring custodial staff for additional hours to be on-site during the day for regular cleaning and spot checks



Welcome  
new  
custodian  
Mr.  
Howard!



# Health Screenings

SLA will require that parents complete a daily quick assessment (See Appendix A-C) and temperature check to confirm each morning their student's capability to attend school.

**Please use the government assessment available at this link any time parents feel COVID may be a possibility:**

<https://covid-19.ontario.ca/self-assessment/>

Please understand that should a student be found to have a temperature of greater than 100.4 at school, the student will be sent home.

Ultimately, students, staff and all faculty should stay home OR be sent home if any of the following occur:

- Temperature greater than 100.4
- New cough
- Shortness of breath or difficulty breathing
- Sore throat
- GI (vomiting or diarrhea)
- New rash, muscle aches, or headache
- Chills or repeated shaking with chills
- Loss of taste or smell
- Exposure to someone who is ill or displaying symptoms, or diagnosed with COVID-19

If someone has tested positive for the COVID-19 virus in your family or social bubble, please inform the school immediately and the child/children in that family should stay home for a 14 day quarantine as recommended by the Health Unit.

In regards to self-assessment regarding symptoms: (see Appendix B and C for help with your decision to stay home or get tested), the student, family, or faculty will not be permitted to return to school until they have produced a negative COVID test result indicating it is safe for them to return. This is very important and though inconvenient, will demonstrate your concern for the school body as a whole.

The school will have signage instructing anyone entering the school property to NOT ENTER if they meet any of the criteria listed above. The whole community relies on your honesty and integrity to keep the school safe. We will manage all procedures on an honour system and fully rely on parents to show due diligence to protect themselves and the school family.



## Designated Isolation Area

SLA will have a designated isolation area for sick students when we head back to school in the Fall. The Administrator's office, which is equipped with its own bathroom and space, has been transformed to become the new Nurse's Nook for SLA students experiencing symptoms of illness. This will limit the chance of cross-contamination.

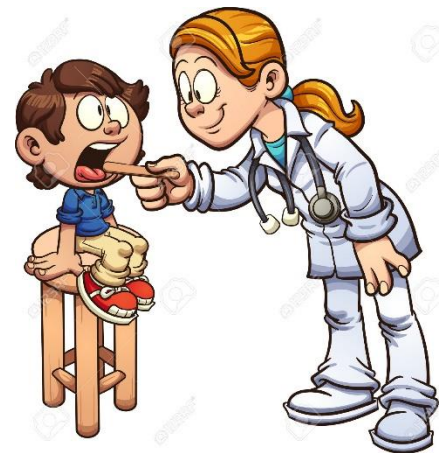
A staff member will provide supervision until the student is picked up by a parent, guardian or designee.

Students with symptoms of infectious disease will not remain with their classmates.

Unless there is a medical reason to prevent it, the ill student will wear a mask until a parent, guardian or designee picks him/her up.

If COVID is suspected, the student will not be permitted to return to school until the family has provided documentation of a negative COVID test.

An important component of limiting the impact of COVID-19 in our school is parent's vigilance about their child's health. We want to affirm parent responsibility in monitoring their child's symptoms and overall health as well as parental discretion in keeping their child at home whenever they are ill.





## Contact Tracing

The applicable local health department will notify SLA of any positive cases of COVID-19. The school will cooperate with the contact tracing investigation by providing information on carpools, classroom cohorts, lunch seating charts etc. that will allow quick identification of those at high risk of infection from the positive COVID-19 student, teacher, or staff member.



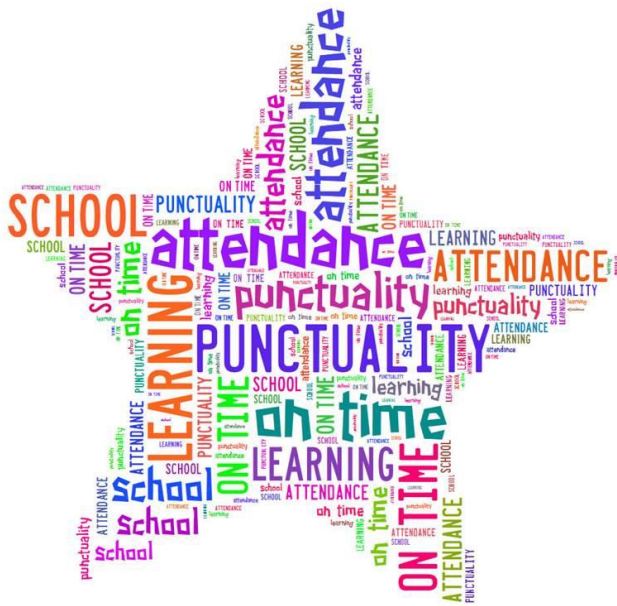
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The parent community will be notified of any positive COVID test results. If it is deemed necessary, SLA will initiate a 14-day quarantine of the at-risk individuals. This is the school's best defense against further spread of the viral illness. Online learning will be available to all affected during a time of selective quarantine and attendance records will not be affected should a quarantine be mandated as long as a student completes their assigned work along with his/her class and submits his/her assigned work at the end of each day.



When your child is absent from school we are asking parents to:

- Contact your child's teacher(s) if you would like your child to take part in regularly scheduled classes through zoom to keep up with the child's assignments and tests while you wait for the documentation.





## Synchronous (On-Line) Learning

Should a child be required to stay home due to symptoms and/or exposure to COVID-19, families will be offered a chance to take part in synchronous/on-line learning.

Synchronous learning will coincide with the student's regularly scheduled day with the teacher providing live zoom connections for the core curriculum classes: Math, Language and Science/ Social Studies. Work assigned that day will be due by the end of the day and can be either scanned or sent via a picture document for the teacher to mark and assess.

Should a family not have access to the internet or the needed media to take part in live zoom classes, please let the school know and accommodations will be made using SLA's available devices. The day's assignment will also be posted on the child's google classroom (or similar program) for them to stay on top of assignments and learning. Online classroom information will be provided at the beginning of the school year and will be available throughout the year to be prepared in case another outbreak and lock-down is mandated by the government.







## Site Closure – Remote Instruction

It is the school's intention to keep the school open unless excessive absenteeism warrants closure or the Ontario or Federal government authorities once again mandate school closure.

Key components of SLA's remote instruction will be based on best practices which include:

- Continuity in learning
- Instruction and support for social and emotional well-being
- Structure
- Combination of online learning and book work
- Student attendance – each day the teachers will confirm attendance by class and/or period/subject. If students are unable to join the Zoom classes, attendance will be recorded based on the submission of academic tasks assigned for that day

Each day (Monday through Friday) will be structured as follows:

DAILY (M-F)	K	1/2	3/4	5/6	7/8
9:00- 9:30	JK Language	Gr. 1 Language	Gr. 3 Math	Gr. 5 & 6 Science and Social Studies	Language
9:30- 10:00	SK Language	Gr. 2 Language	Gr. 4 Math		
10:00-10:30	JK Math	Gr. 1 & 2 Science and Social Studies	Gr. 3& 4 Science and Social Studies	Gr. 5 Math	Gr. 7 Math
10:30- 11:00	SK Math			Gr. 6 Math	Gr. 8 Math
11:00- 11:30	JK & SK Science and Social Studies	Gr. 1 Math	Gr. 3 Language	Gr. 5 Language	Science and Social Studies
11:30- 12:00		Gr. 2 Math	Gr. 4 Language	Gr. 6 Language	
12:00- 1:00	LUNCH				

With optional Electives offered every afternoon:

	M & W	T & Th	Friday
1:00- 1:30	K French 7&8 Art	1-2 French 5-6 Art	K French Games 1-3 Art Show & Tell
1:30- 2:00	5/6 French 3,4 – Art	3-4 French 1-2 Art	1-3 French Games K Art Show & Tell
2:00 – 2:30		7/8 French K Art	5-8 French Games 5-8 Art Show & Tell

Teachers for the Core subjects of Math, Science, Social Studies and Language will make themselves available from 1:00-3:00 for extra help and guidance.

Google Classrooms will be created for each class at the beginning of the year to be activated should students be either quarantined or social distancing measures/ lock-down be mandated into place.

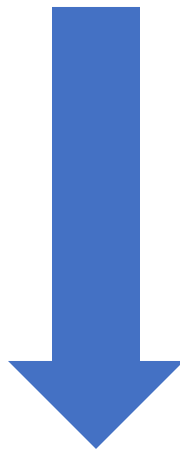
This information will be provided by the teacher via "Welcome Back" newsletters provided on the first day of school.

**As stated throughout this document, this will be a true partnership between SLA Families and Staff.**

**We appreciate your partnership and know that we can get through this strange time if we work as one. Once again, it is in our unity that we will keep our SLA family safe.**

Thank You!

Appendices for Assessment BELOW!





## **Appendix A – Daily Questionnaire**

### **Parent Morning Checklist/Assessment** *(Must answer 'no' to all 5 questions)*


1. Has anyone in your family travelled outside of the country (*outside of regular routine/qualified travel ie: workers who have qualified as exempt by Ontario government regulations*) in the past 14 days or had contact with someone who is sick?
2. Does anyone in your household have a cough or difficulty breathing/shortness of breath (not related to seasonal allergies or other known causes or conditions)?
3. Does anyone in your household have a fever (100.4 fahrenheit), runny nose, sore throat, vomiting, or diarrhea (not related to a diagnosed pre-existing condition)?
4. Has your child(ren) has Tylenol, Advil, or Motrin administered to them in the past 8 hours?
5. Have you or anyone in your household had close physical contact with a known case of COVID-19, or have you been around anyone suspected as having COVID-19 or have had an inconclusive COVID-19 lab test? (Close Physical Contact means: face-to-face conversation for 15 minutes or more, being in the same room for 2 hours, living in the same home, working in the same workplace)?













**If you answer yes to any of the questions above, please keep your child home for observation and complete the online assessment <https://covid-19.ontario.ca/self-assessment/> if symptoms are present.**

**Appendix B - A quick Checklist – When to seek a physician’s consultation:**

# COVID-19 CHECKLIST

**SCORE 1 TO 3 POINTS FOR EACH QUESTION**



SYMPTOMS	POINTS SYSTEM	POINTS
 Are you experiencing a persistent dry cough?		<b>1 pt</b>
 Are you experiencing cold symptoms?		<b>1 pt</b>
 Are you having Diarrhea?		<b>1 pt</b>
 Do you have sore throat?		<b>1 pt</b>
 Are you experiencing MYALGIA or Body Aches?		<b>1 pt</b>
 Do you have a headache?		<b>1 pt</b>
 Do you have a fever of over 100.4?		<b>1 pt</b>
 Are you having difficulty breathing?		<b>2 pts</b>
 Are you experiencing Fatigue?		<b>2 pts</b>
 Have you traveled recently during the past 14 days?		<b>3 pts</b>
 Do you have a travel history to a COVID-19 INFECTED AREA?		<b>3 pts</b>
 Do you have direct contact or is taking care of a positive COVID-19 PATIENT? (3 PTS)		<b>3 pts</b>

**0-2** – Observe and take precautions (*\*It is normal practice for SLA students to be kept home in the case of fever, diarrhea and/or vomiting. Please refer to our student handbook in your child’s agenda for more guidance in regards to illnesses and attendance. )*

**3-5** – Keep your child home from school, observe and do self-assessment

**6+** - <https://covid-19.ontario.ca/self-assessment/> provided by the Ontario government.

## Appendix C- COVID Symptoms - Comparison

### COVID-19 SYMPTOMS

SOURCES: CDC, WHO, American College of Allergy, Asthma and Immunology



SYMPTOM	COVID-19	COMMON COLD	FLU	ALLERGIES
Fever	Common	Rare	Common	Sometimes
Dry cough	Common	Mild	Common	Sometimes
Shortness of breath	Common	No	No	Common
Headaches	Sometimes	Rare	Common	Sometimes
Aches and pains	Sometimes	Common	Common	No
Sore throat	Sometimes	Common	Common	No
Fatigue	Sometimes	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes	No
Runny nose	Rare	Common	Sometimes	Common
Sneezing	No	Common	No	Common

*\*A common symptom not mentioned above is loss of sense taste and smell*

