

**SPECIAL
REGULAR BOARD MEETING
Tuesday, August 4, 2020 at 7:00 p.m.
VIRTUAL: Google Meet**

Live Stream link:

<https://stream.meet.google.com/stream/1082bd3e-5a85-425d-bb6d-ec84ccf65dbb>

A G E N D A

Page

1. Call To Order
2. Opening Prayer
3. Land Acknowledgment
4. Recording of Attendance
5. Approval of Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
7. Presentations: None
8. Delegations:
By-Law 3:09: Any person(s) wishing to appear before the BOARD and speak to an item appearing on the agenda of the BOARD meeting has until noon the day before the BOARD meeting to make a request to the SECRETARY. They shall explain briefly the matter on which the presentation is to be made, the organization or interested parties to be represented, the identity, and if applicable, the authority of the spokesperson. A Delegation Form, located on the BOARD's website, must be completed and forward to the SECRETARY.
9. Action Items: None
10. Communications:
 - a. External (Associations, OCSTA, Ministry): None --
 - b. Internal (Reports from Administration):
 - i. Report: Windsor-Essex Catholic District School Board Return to School Plan for September 2020 (T. Lyons) 1-43

11. Committee Reports: None
12. Unfinished Business: None
13. New Business: None
14. Notice of Motion:
15. Remarks and Announcements:
 - a. Chairperson of the Board
 - b. Director of Education
 - c. Board Chaplain
16. Remarks/Questions by Trustees
17. Pending Items: *None*
18. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*

- **Tuesday, August 11, 2020**
- Tuesday, September 29, 2020
- Tuesday, October 27, 2020
- Tuesday, November 24, 2020
- Tuesday, December 1, 2020 – ***Organizational Meeting***
- Tuesday, December 8, 2020
- Tuesday, January 26, 2021
- Tuesday, February 23, 2021
- Tuesday, March 30, 2021
- Tuesday, April 27, 2020
- Tuesday, May 25, 2021
- Tuesday, June 8, 2021
- Tuesday, June 15, 2021

Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).

19. Adjourn to In-Camera meeting, if required:
20. Closing Prayer
21. Adjournment

Fulvio Valentinis
Chairperson of the Board

Terry Lyons
Director of Education & Secretary of the Board



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fulvio Valentinis
DIRECTOR OF EDUCATION: Terry Lyons

**Special
Meeting Date:**
August 4, 2020

BOARD REPORT

Public ☒ **In-Camera** ☐

PRESENTED FOR: Information ☒ Approval ☐

PRESENTED BY: Senior Administration

SUBMITTED BY: Terry Lyons, Director of Education

SUBJECT: **WECD SB RETURN TO SCHOOL PLAN
FOR SEPTEMBER 2020**

RECOMMENDATION:

That the Board receive the Windsor-Essex Catholic District School Board Return to School Plan for September 2020 as information and discussion.

SYNOPSIS:

To provide the Board of Trustees with the Windsor-Essex Catholic District School Board's Return to School Plan for September 2020.

BACKGROUND COMMENTS:

As the COVID-19 pandemic continued to spread both internationally and throughout Ontario, the Ontario government closed schools on March 14, 2020. Based on public health advice, several extensions were enforced resulting in schools remaining closed for the remainder of the school year. On March 20th the Ministry announced the creation of [Learn at Home](#), a web-based portal for students to continue learning remotely while schools were closed. In cooperation with the Ministry of Education and the board's teachers' union, administration developed a comprehensive web-based strategy in order for students to continue learning while teachers continued to support them. Teachers and staff were also provided extensive remote professional development.

In order for this plan to work, administration needed to ensure that students had working devices. A board wide inventory of mobile electronic devices along with a needs assessment in each of our school communities was conducted to determine which students required devices. A total of 3592 devices were distributed during the school closure period. Administration secured arrangements with internet providers, Cogeco and Telus to connect 85 students/families, ensuring all students/families who requested broadband connectivity had access. The board level average of student engagement was 92%.

The Board then launched its Continuity of Learning plan on April 6th implementing the Ministry's new set of expectations for students and staff: how many hours a week students should be devoted to their studies, depending on grade level and focus of study (Numeracy and Literacy, etc.).

Principals and teachers monitored student engagement and reached out to parents and/or students if the student was not participating in the virtual classroom. Teachers and Educational Assistants provided support for students with special needs, while the board's Mental Health team was actively involved with students throughout remote learning and also throughout the summer months. Enhanced resources were provided to support students and their families.

On June 19th, the Ministry released, *"Approach to Reopening Schools with Guidelines for School Boards."* This document advised all school boards in the Province of Ontario to prepare three (3) return to school scenarios for September:

- A return to conventional, regular classroom instruction, with health and safety requirements;
- A continuation of remote learning, including the use of live, synchronous online instruction; and
- An adapted delivery model that enables students to return to class with blended virtual learning, that includes health and safety requirements that will limit the maximum number of students to 15 per class.

The process for a return to school continues to be guided by advice received from the Ministry of Education, Chief Medical Officer and the Windsor Essex County Health Unit.

School Boards were directed by the Ministry to prepare their plan for the upcoming school year by August 4, 2020. Consultation and review with the Windsor Essex County Health Unit (WECHU), union partners, principals, coterminous boards, parents and the Windsor Essex Student Transportation Services (WESTS) has been instrumental in the development of the plan. Elementary and secondary reintegration committees, consisting of principals and superintendents were formed and met several times to assist with the formulation of the plan. A parent survey was conducted to provide parents the opportunity to express their preferences (*the results of the survey can be found on the board's web site*). Thorough and extensive protocols were developed to ensure students with special needs are integrated and cared for. These and other consultations will continue as we move toward a September start date.

It is important to note that a return of students in any scenario will require appropriate health and safety measures to reduce the chance of spreading the virus. Direct and Indirect contact was and will continue to be a priority when developing or altering plans. An administrative procedure with an objective to work with public health and the local health unit in establishing protocols to reduce the risk of infection and transmission of COVID-19 will be circulated to all staff and families (Appendix B). Parents will continue to receive regular updates via School Messenger, the WECDSEB website (COVID-19 webpage) and social media channels.

Appendix A outlines the Board's overall Return to School plan. It incorporates the recommendations announced by the Minister of Education on July 30th and is based upon the three possible scenarios outlined in the Ministry's *Approach to Reopening Schools* that was announced on June 19th.

FINANCIAL IMPACT:

Funding:

The 2020-21 Grants for Students Needs (GSN) was announced by the Ministry of Education on June 19, 2020. While primarily status quo, the GSN did include targeted new investments to support school boards in responding to the COVID-19 outbreak. Specifically, \$25M of provincial funding was announced for extraordinary costs related to the COVID-19 outbreak, made up of \$10M for mental health supports and \$15M for technology. Individual board amounts have yet to be announced at the time of authoring this report.

On July 30, 2020, the provincial government announced a further \$309M in new funding to further support a range of investments in response to COVID-19 as follows:

Masks and personal protective equipment (PPE)	\$60M
Funding for additional staffing	\$80M
Cleaning supplies	\$25M
Health and safety training	\$10M
Transportation – cleaning supplies and PPE	\$40M
Lab testing capacity	\$24M
Additional public health nurses	\$50M
Additional mental health supports	\$10M
Additional supports for students with special needs	\$10M

These investments complement the additional \$25M in new funding announced with the release of the 2020-21 GSN.

Costs:

Given the timing of the very recent announcement of additional COVID-19 related funding, a good deal of the incremental COVID-19 related costs (such as personal protective equipment (PPE), extra cleaning supplies, staffing etc.) to support the safety of students and staff was considered unfunded as the return to school plans and 2020-21 board budget were being developed over the past several months by Administration. Further, with multiple return to school scenarios required to be developed, and multiple variables such as price points for PPE still unknown, the ability to quantify the financial impact was problematic. As work continues on implementing the final model, staff will be better positioned to identify specific costs, and whether funding investments made by the province will be sufficient to cover those costs.

TIMELINES:

Preparing and implementing protocols for schools and the Catholic Education Centre will continue through the month of August.

The school year begins September 1st, with professional development days scheduled for September 1st, 2nd and 3rd. Students will commence classes on September 8th.

APPENDICES:

- Appendix A: WECDSB Return to School Plan for September 2020
- Appendix B: Administrative Procedure Pr A:19B COVID-19 Health and Safety Protocols

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	July 31, 2020
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	July 30, 2020
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	July 30, 2020



RETURN TO SCHOOL PLAN

September 2020

Appendix A



REOPENING OUR SCHOOLS

WECDSB RETURN TO SCHOOL PLAN



The WECDSB reopening plans incorporate a risk reduction strategy based on the best evidence provided by the Ministry of Education, the Windsor-Essex County Health Unit, the most recent Sick Kids Hospital's recommendations for school reopening, and research from other school jurisdictions throughout the world.

We recognize that some people may still have further questions after reading this report. Please stay tuned for further updates as we intend to communicate more specific operational details as they become available.

CONTENT

REOPENING OUR SCHOOLS

Screening

School Arrival

Physical Distancing

Hand Hygiene and Respiratory Etiquette

Suspected cases and positive test results

Personal Protective Equipment

Cleaning

Transportation

Recess and Playgrounds

Visitors

Lunch and Food Services

Child Care

Community Use of Schools

TEACHING AND LEARNING

Scheduling

Pre-Registration

Students with Special Needs

Remote Learners

Mental Health

Specialized Programs

Cooperative Education and OYAP

Music Programs

Physical Education

Extracurricular Activities



IF YOU WOULD LIKE TO OFFER FEEDBACK ON THIS
PLAN, YOU CAN DO SO BY SENDING AN EMAIL TO
returntoschool@wecdsb.on.ca



REOPENING OUR SCHOOLS

SCREENING

Ensuring that students and staff are symptom free before entering any of our schools will be of critical importance.

Prior to entering the school, all staff will be required to complete a self assessment on a daily basis. Staff members will promptly notify their principal or supervisor if they fail the daily self-assessment. Staff must stay at home, self-isolate, and contact the Windsor Essex County Health Unit (WECHU) for further direction. Staff members who are ill will follow normal procedures for reporting absences.

Parents are required to assess their children daily and disclose whether they are experiencing any signs of illness, and are expected to keep them home if they are. Parents will be provided with a checklist to perform daily screening of their children before arriving at school.

Signs with all of the self-assessment screening questions will be posted on the exterior doors of our schools.

Staff members will be provided with information on signs and symptoms of COVID-19 in children so that appropriate action can be taken if children develop symptoms during the day.



REOPENING OUR SCHOOLS

SCHOOL ARRIVAL

Elementary:

Prior to the first day of school, all families will be notified of their child's teacher and designated entrance door. Upon arrival at school, students will proceed directly to their designated entrance door and enter their classroom.

Protocols for Kiss and Ride programs and drop-off/pick-up will be reviewed by principals and communication will be provided to parents. Key parameters to be reinforced will include physical distancing, students walking two meters apart – no hand holding, hugging, and parents are to remain in their vehicles.

Students will be assigned designated entrances/exits.

Secondary:

Schedules will be emailed directly to secondary students.

Entrance and safety protocols will be communicated to students and parents through the respective principal prior to the start of the school year.

REOPENING OUR SCHOOLS

PHYSICAL DISTANCING



Maintaining proper physical distancing between students and staff whenever possible is extremely important.

At the elementary school level, classes will resume according to a conventional model. When students are not in their classrooms, all efforts will be made to ensure that students maintain appropriate physical distancing. Schools are encouraged to remove unnecessary furniture and place desks with as much distancing as possible, and to allow teachers as much teaching space as possible.

At the secondary level, class sizes will be limited to approximately 15 students, except in those instances where the physical classroom size allows for a greater number of students with proper physical distancing measures in place.

Principals will review the specific design of their buildings and ensure that controls are in place to maintain distancing in hallways, washrooms and any common areas. This will include: staggering start and/or end times for classes to avoid crowded hallways; posting signs and marking traffic flow directions on walls; having specific staff to monitor halls and washrooms; limiting the use of washrooms; and/or reducing the number of washrooms that will remain open.

Principals will review their school office area and formulate a plan that will ensure the safety of office staff if physical distancing is not possible. This may include protective barriers, face shields, etc.

Gymnasiums may be used for additional classroom space if necessary.



REOPENING OUR SCHOOLS

HAND HYGIENE AND RESPIRATORY ETIQUETTE

Proper hand hygiene is one of the most effective strategies to prevent the spread of most respiratory viruses including COVID 19.

Students and staff will be encouraged to wash their hands regularly, practise proper respiratory etiquette and to avoid touching their face, eyes, nose and mouth. Regularly scheduled hand hygiene breaks will be incorporated into the school's routine.

Wall mounted and/or free-standing hand sanitizer dispensers will be placed at entrances and exits, and hallways.

Parents are encouraged to send their children to school with personal hand sanitizer if possible.





REOPENING OUR SCHOOLS

SUSPECTED CASES AND POSITIVE TEST RESULTS

We are working with our partners at the Windsor-Essex County Health Unit to develop procedures and protocols that are based on the most recent data and evidence to monitor and respond to reports of COVID-19 symptoms.

Any student who experiences symptoms of illness while in school will be immediately separated from others, in a separate room where possible. Isolated students will be supervised, physical distancing maintained, and personal protective equipment provided.

Schools will notify parents/caregivers immediately and they will be told to pick up their child from school as soon as possible. Parents will be directed to consult their health care provider.

Parents or guardians should immediately inform the school if their child has tested positive for COVID-19 and will not be attending school.

If a staff member develops symptoms of illness, they will be directed to return home and seek medical attention. If they cannot leave immediately, the staff member will be isolated in a specific area until they are able to leave.



REOPENING OUR SCHOOLS

SUSPECTED CASES AND POSITIVE TEST RESULTS (CONTINUED)

Schools will report any suspected or confirmed cases of COVID-19 within the school to the local health unit.

To support successful case and contact management, schools will ensure records of classes, transported students, and visitors to the school are maintained and readily available to be provided to public health for contact tracing purposes.

In the event that a student or staff member tests positive for COVID-19, the Windsor-Essex County Health Unit will manage all of the contact tracing, with support from the Board.





REOPENING OUR SCHOOLS

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Students in Grades 4 to 12 will be required to wear non-medical or cloth masks indoors in school, including in hallways and during classes. Outdoor times like recess can be used as opportunities to provide students with breaks from wearing masks within their cohorts.

Students in Kindergarten to Grade 3 will be encouraged but not required to wear masks in indoor spaces. Students are encouraged to practice wearing masks and learn what type of mask is most comfortable for them. Students may wear their own non-medical masks, and non-medical masks will also be made available for students. Reasonable exceptions on the requirement to wear masks will apply.

School-based staff who are regularly in close contact with students will be provided with appropriate personal protective equipment.

If masks are worn, students and staff will be instructed to perform hand hygiene before putting on and after touching or removing their mask.

REOPENING OUR SCHOOLS

CLEANING



Cleaning protocols will be enhanced as a method of reducing the likelihood of transmission.

Additional temporary cleaning staff will be hired for the duration of the pandemic and will be responsible solely for enhanced cleaning protocols which follow the guidelines of the Windsor-Essex County Health Unit. They will focus primarily on cleaning and disinfecting touch points throughout the day, with special emphasis on most often and commonly touched surfaces including fountains, door knobs, sinks and other horizontal surfaces.

A room by room analysis has been completed and any area rugs, soft furnishings or other items that cannot be easily cleaned and disinfected will be removed and stored.

Students and staff will also be encouraged to promote constant and good cleaning practices.

REOPENING OUR SCHOOLS

TRANSPORTATION



Windsor-Essex Student Transportation Services (WESTS) is working with the four coterminous school boards to develop a return to school transportation plan that will align with each of the boards' return to school programs. WESTS is also working closely with the Windsor-Essex County Health Unit on the development of social distancing and cleaning protocols for the buses.

There will be significant changes to transportation provision and procedures to support the physical distancing guidelines that will affect your child's transportation. We will communicate plans and decisions as they are finalized. Please check back on this site or www.buskids.ca for the latest updates.



REOPENING OUR SCHOOLS

RECESS AND PLAYGROUNDS



Elementary students will have opportunities to enjoy recess. Recess times will be staggered to support cohorting. Playground structures will be closed to students until further notice. Hand hygiene will take place prior to and following outdoor activity times.



REOPENING OUR SCHOOLS

VISITORS



At this time, only essential visitors will be allowed to enter the school and must do so by making pre-arranged appointments.

Parents will not be allowed to enter schools at this time, except in case of emergency.

Communication between parents and teaching staff or administration will be through phone calls or email.

Visits to ensure school safety, such as inspections by fire prevention officers or by public health, will continue to take place.

Any visitors to a school will be required to self-screen and to wear a medical mask while on school premises.

REOPENING OUR SCHOOLS

LUNCH AND FOOD SERVICES



Students will be required to bring their own food as cafeteria food sales will not be available.

The use of common spaces such as cafeterias, learning commons, and auditoriums will be scheduled by the principal.

At the elementary level, students will be encouraged to bring healthy snacks which they will be allowed to eat at their desks. Students will not be allowed to share any food.

Established Snack or Breakfast Programs will be modified to offer students prepackaged or individualized snacks. Parent volunteers who would typically oversee the programs will not be utilized at this time. Such programs will be maintained by school staff.

REOPENING OUR SCHOOLS

CHILD CARE



There are a variety of child care partners who provide Windsor-Essex Catholic District School Board families with child care options.

We continue to work closely with our child care providers to ensure that child care and before and after school programming are available to support children and families. Families seeking child care services are encouraged to contact the child care providers directly to discuss availability of programming.

More information can be found on our Board's website at https://www.wecdsb.on.ca/programs/child_care



REOPENING OUR SCHOOLS

COMMUNITY USE OF SCHOOLS

All community use of our schools will be cancelled, and will be reevaluated at a later date.



TEACHING AND LEARNING

SCHEDULING - ELEMENTARY



Elementary.

At the elementary level, we will follow a conventional school day with enhanced safety measures. All students will attend a full day of school, five days a week.



TEACHING AND LEARNING

SCHEDULING - SECONDARY



Secondary.

At the secondary level, we will use an adaptive “quadmester” approach where students will attend two periods a day rather than their usual four periods. Each period will be approximately 150 minutes in duration.

Students will be divided into Cohorts (A and B) and will attend school on a two week alternating schedule (three days in the first week and two days in the next week).

Students will take their first two periods from September 8 to November 11 (including two days for exams). Students will then take their next two periods from November 12 to February 1 (including two days for exams). On the days that students are not in school, they will be expected to access their classroom virtually. Students will be provided with details on how they can attend online.

The designation status of school boards will be reviewed regularly by the Ministry of Education to support a future transition into a conventional delivery model when it is safe and appropriate to do so.

TEACHING AND LEARNING

PRE-REGISTRATION



Parents will be asked to declare whether their children will attend school in person beginning September 8, or opt for remote learning. This pre-registration is a requirement for both elementary and secondary students. More information on the pre-registration process will be provided soon.



TEACHING AND LEARNING

STUDENTS WITH SPECIAL NEEDS: COHORT “C”



At the elementary level, we will follow a conventional school day with enhanced safety measures. All students with special needs will attend a full day of school, five days a week.

At the secondary level, students with a high level of special education need, participating in alternative non-credit courses and/or who have a developmental diagnosis requiring intensive intervention and teaching support, will have the option to be assigned to Cohort C and attend every day that secondary schools are open. With parent/guardian consultation, these students will be assigned to one class and will remain in that class for the duration of the required safety measures.

Students with special education needs who are participating in regular credit programs and/or working toward fulfilling Ministry curriculum expectations will be assigned to Cohort A or B and attend as per the adaptive model described above in the secondary scheduling section.

For all students with special education needs, accommodations and/or modifications will be implemented as outlined on their Individual Education Plan (IEP). In developing and updating IEPs, changes to the learning environment and remote learning needs will be considered.

TEACHING AND LEARNING

STUDENTS WITH SPECIAL NEEDS: COHORT “C” (CONTINUED)



Teachers, educational assistants and other special education staff essential for daily academic programming in the classroom will use personal protective equipment when physical distancing is not possible. Other special education services such as Speech Language, Psychology, etc., will be scheduled and provided outside of the regular classroom area respecting all necessary safety requirements.

In addition, for students who are medically fragile, consultation with the Local Health Integration Network (LHIN) and parents will take place to create, and implement, plans to support the health and safety needs of the student and the staff who work with them.

Consultation between parents and the school will take place to successfully plan for the transition of students with complex needs.

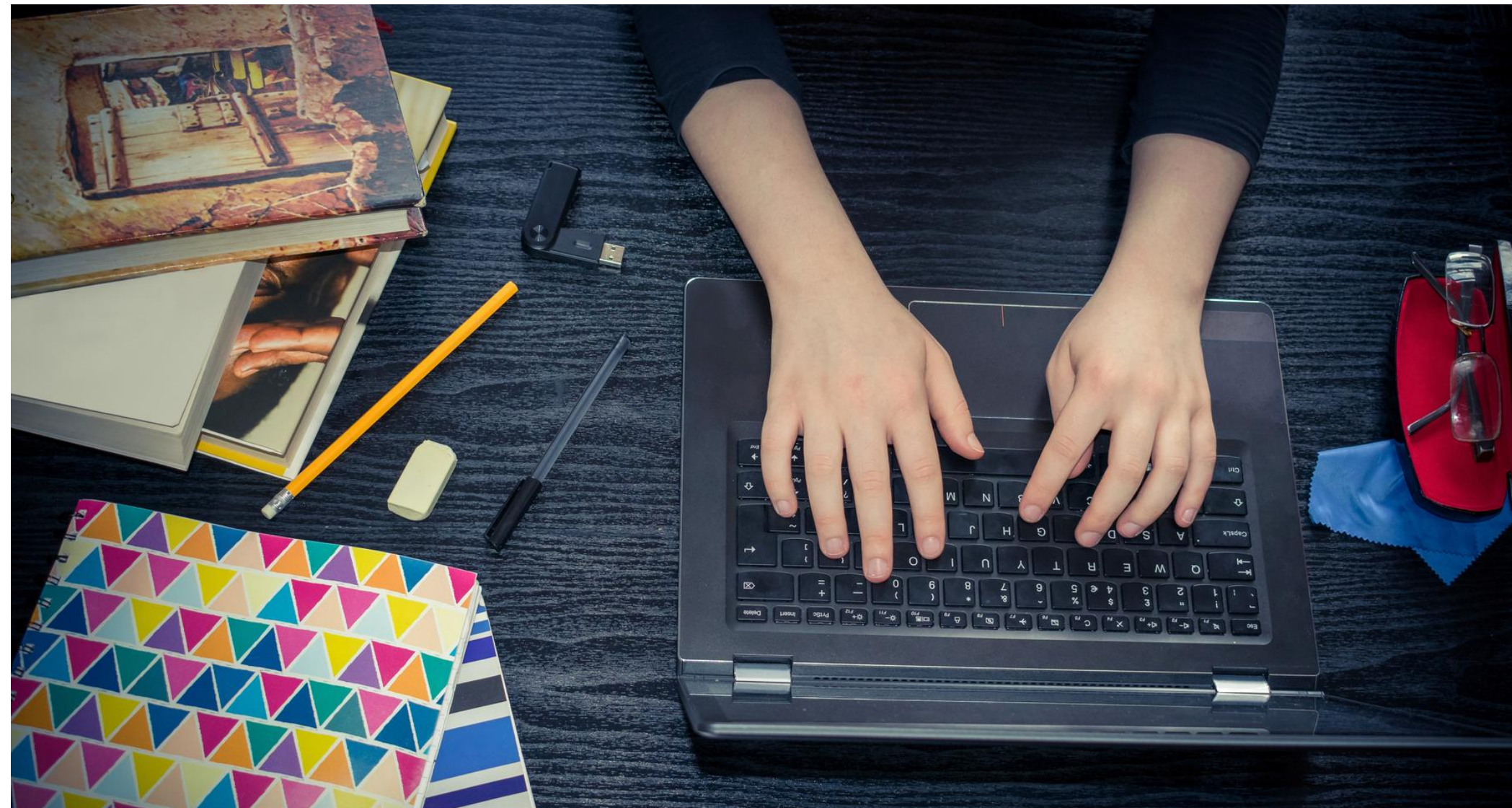
TEACHING AND LEARNING

REMOTE LEARNERS: COHORT “D”



The Ministry of Education has indicated that returning to school will be voluntary.

We will provide remote distance learning to students whose parents choose not to send them to school. Parents will be asked to indicate their intentions at a future date and plans will be developed to provide those students with access to curriculum.



TEACHING AND LEARNING

MENTAL HEALTH



We understand that students may have been struggling with mental health issues such as anxiety and depression as a result of school closures and isolation.

In preparation for the return to school in the fall, all mental health related support staff will be available during the two weeks leading up to the return to school. This will permit a multidisciplinary approach to supporting students who have been identified as having difficulties with coping and adjustment, and for whom the return to school may cause anxious feelings.

Our mental health professionals and school administrators have been provided with additional training specifically for supporting students who are dealing with mental health issues related to COVID-19. Our teachers will be provided with additional training and resources to better identify students who are struggling in order to refer them to the appropriate services.

Parents who feel that their children require mental health support should call their school office after Aug. 24 or call one of the following services: https://www.wecdsb.on.ca/students/student_well_being/mental_health

TEACHING AND LEARNING

SPECIALIZED PROGRAMS



Sports Academies at Central Park Athletics and Community Facilities

The WECDSB is committed to continuing to offer our sports academies program at Central Park Athletics in the safest way possible. We continue to take the recommendations and guidelines received from Central Park Athletics and provincial sport organizations under advisement to provide safe and engaging programming.

We will communicate directly with sports academy students about our specific plans for those programs, but in the meantime, we are considering a number of safety measures and alternatives if we need to go to an alternating day schedule, which include:

- Promoting physical distancing
- Limiting the number of students in each classroom
- Limiting the number of students in each class on to the ice, pitch, or court at any time
- Limiting gymnastics activities that have many touch points (bars, pommel horse, rings, etc) and working with our community partner to ensure proper sanitization of shared equipment
- Staggering change room times, providing additional change rooms or closing them altogether are being considered
- Should change rooms be closed, students would be required to wear loose fitting athletic wear to participate in activity days

TEACHING AND LEARNING

SPECIALIZED PROGRAMS (CONTINUED)



- Academy students will follow a similar schedule as their peers on main campus
- Activity days will be scheduled to complement in class instruction with their teacher and skills expert. The frequency of activity days will be determined by the schedule / timetable adopted in accordance with Ministry of Education direction
- Reinforcing messaging to students and staff about proper hand hygiene and respiratory etiquette
- Ensuring that students do not share water bottles, food items and equipment
- In the event that equipment is shared between students (ex. baseball bat), proper sanitization will be used during transition from student to student and class to class
- Working with CPA ownership to ensure proper safety measures are followed

TEACHING AND LEARNING

SPECIALIZED PROGRAMS (CONTINUED)



Future Saints/Future Wildcats Hockey Programs

- Depending on the community facilities' policies and protocols, and the recommendations and guidelines we receive from provincial sport organizations, we may be able to run these programs in smaller groups during this time.

Cooperative Education and Ontario Youth Apprenticeship Program (OYAP)

All cooperative education and OYAP students will attend work placements, however coop instructors will be required to conduct a site visit and placement assessment to ensure that it is a safe environment, that students are following protocols specific to the site and are in accordance with the Ministry of Education curriculum (i.e. Virtual Monitoring if required). Students will also be required to complete a pre-placement preparation module that includes a unit on COVID-19 preparedness. Sector-specific training and certification will be provided prior to the work placement for OYAP students.

TEACHING AND LEARNING

SPECIALIZED PROGRAMS (CONTINUED)



Music Programs

In elementary schools, music will continue to be delivered during the first phase of return to school. At this time, students will receive lessons that focus on theory and music appreciation. Instruments will not be distributed. There will be no singing or performances at this time. Health and safety protocols, including physical distancing, continue to be applied.

At the secondary level, semester one instrumental music classes will begin without the use of instruments. The Ontario Music Educators' Association and COVID-19: Recommendations for School Reopening from SickKids (July 29, 2020) have provided guidelines to support the continuation of music. At this time, the focus will be on theory. Once it is determined safe to return to performance based lessons, all equipment, including instruments, used by students must be properly sanitized. Once sanitized, students will be assigned one instrument for the entire semester, not to be shared or they may use their own. As per past practice, students may choose to rent their own instrument. There will be no singing or performances at this time. Health and safety protocols, including physical distancing, continue to be applied.

TEACHING AND LEARNING

SPECIALIZED PROGRAMS (CONTINUED)



Physical Education

The Ontario Physical and Health Education Association is working on resources to support the continuation of the physical education curriculum adhering to public health safety protocols. These resources should be available in August. Where possible, consideration will be given to holding physical education classes outside. All equipment used by students must be properly sanitized. In the event that equipment is shared between students (ex. baseball bat), proper sanitization will be required prior to transition from student to student and class to class.

TEACHING AND LEARNING

EXTRACURRICULAR ACTIVITIES AND FIELDS TRIPS




Initially, there will be no extracurricular activities or field trips. We will monitor the situation and make decisions about these activities on a case-by-case basis.

Any large gatherings such as assemblies will be cancelled for the foreseeable future.



Appendix B

 <p>Windsor-Essex Catholic District School Board</p> <p>Section: Administration</p> <p>ADMINISTRATIVE PROCEDURE: PR A:19B – COVID-19 Health and Safety Protocols</p>	NUMBER:	PR A: 19B
	EFFECTIVE:	Aug.4, 2020
	AMENDED:	
	RELATED POLICIES:	A: 19
	REPEALS:	
	REVIEW DATE:	<u>2025-2026</u>

1.0 OBJECTIVE:

- 1.1 To work with public health and the local health unit in establishing protocols to reduce the risk of infection and transmission of COVID – 19 to students and staff.

2.0 GUIDELINES:

- 2.1 In order to maximize safety, multiple measures will be implemented in schools and in the Catholic Education Centre to reduce the risk of COVID-19 spread, including decreasing the number of interactions with others and increasing the safety of interactions.

3.0 ESTABLISHMENT OF PROTOCOLS WITHIN SCHOOLS AND THE CATHOLIC EDUCATION CENTRE:

- 3.1 Protocols must be established throughout the Board that address the following:
- Modifying behaviours that reduce the spread, including hand hygiene and respiratory etiquette, as well as use of personal protective equipment (PPE) where recommended.
 - Maintaining healthy facilities, including cleaning, cohorting and physical distancing.
 - Maintaining healthy operations, including mitigating risks for students at higher risk of infection, protecting staff and at-risk persons or families, and management of individuals who are unwell, with symptoms of COVID-19.

4.0 SCREENING / SELF ASSESSMENT / STAYING HOME WHEN SICK

All staff and students must self-screen every day before attending school.

- 4.1 Staff and students must not come to school/work if they are unwell and should seek appropriate medical attention for direction on testing. Staff and students feeling sick should remain at home while waiting for test results.
- 4.2 Parents and staff should refer to the Ministry of Health's [COVID-19 Reference Document for Symptoms \(PDF\)](#)

ADMINISTRATIVE PROCEDURE: PR A:19B – COVID-19 Health and Safety Protocols

- 4.3 **Student screening:** Parents/caregivers will be provided a checklist to perform daily screening of their children before arriving at school. Parents/caregivers will have the responsibility of ensuring that it is completed.

Students should not attend school if they:

- fail to pass the self- assessment;
- are experiencing COVID- related symptoms;
- have had close contact with a person with or is suspected to have COVID-19;
- have travelled outside of Ontario (including the USA) within the last 14 days;
- have had close contact with a person who has a fever, cough or shortness of breath that started within 14 days of travel outside of Ontario (including the USA).

Parents/caregivers should promptly notify the Principal if they fail the self-assessment or if any one of the conditions noted above is true. Students must stay at home, self-isolate, and contact the Windsor-Essex County Health Unit (WECHU) for further direction.

- 4.4 **Staff screening:** An online self-assessment tool will be made available to staff. All staff will be required to complete the online self-assessment prior to the opening of school. On a daily basis, prior to attending work, staff must:
- take and pass the self-assessment using the link <https://covid-19.ontario.ca/self-assessment>.
 - not attend work or remain at work if they:
 - fail to pass the self-assessment; are experiencing COVID-19 related symptoms;
 - have had close contact with a person with or is suspected to have COVID-19;
 - have travelled outside of Ontario (including the USA) within the last 14 days;
 - have had close contact with a person who has a fever, cough or shortness of breath that started within 14 days of travel outside of Ontario (including the USA).

Staff must promptly notify their Principal or Supervisor if they fail the self-assessment or if any one of the conditions noted above is true. Staff must stay at home, self-isolate, and contact the Windsor-Essex County Health Unit (WECHU) for further direction.

- 4.5 Signs will be posted at entrances to the school to remind students, staff, parents/caregivers, and essential visitors with information on screening protocols.
- 4.6 Staff members will be provided with information on signs and symptoms of COVID-19 in children so that appropriate action can be taken if children develop symptoms during the day.
- 4.7 Teachers will instruct children/youth in age-appropriate and non-stigmatizing language how to identify symptoms of COVID-19 and advise them to speak to a staff member immediately if they are experiencing symptoms.

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- 4.8 All non-school based staff and essential visitors are required to sign in at the entrance to the school and complete the self-assessment prior to entering. Essential visitors must provide their contact information (phone number and address). This will assist principals in having the information they need to work with the Health Unit in contact tracing in the event of a confirmed COVID-19 case or outbreak.

All non-Catholic Education Centre (CEC) based staff and essential visitors are required to sign in at the entrance of the Catholic Education Centre and complete the self-assessment prior to entering. Visitors must provide contact information. This will assist the board in having the information necessary to work with the Health Unit in contact tracing in the event of a confirmed COVID-19 case or outbreak.

- 4.9 Staff, students, and parents must follow the direction of the local public health unit with respect to return to school/work, when they have had an exposure to a confirmed case of COVID-19 or when they have been diagnosed with COVID-19.

5.0 HAND HYGIENE AND RESPIRATORY ETIQUETTE

- 5.1 In consultation with the health unit, staff and students will be provided with targeted, age-appropriate education in proper hand hygiene and respiratory etiquette. Age-appropriate posters or signage will be placed in schools and board facilities.
- 5.2 Hand hygiene should be conducted by anyone entering the school and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended (e.g., before eating food, after using the washroom).
- 5.3 Students may need assistance or supervision. Support or modifications shall be implemented allowing students with special needs to regularly perform hand hygiene as independently as possible.

6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SOURCE CONTROL

- 6.1 In keeping with public health advice, the school restart plan and adapted delivery models have been designed to allow for physical distancing and cohorting to the best extent possible.
- 6.2 ***Students***
Students in Grades 4 to 12 will be required to wear non-medical or cloth masks indoors in school, including in hallways and during classes. Outdoor times can be used as opportunities to provide students with breaks from wearing masks within their cohorts.

Students in Kindergarten to Grade 3 will be encouraged but not required to wear masks in indoor spaces.

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Students are encouraged to practice wearing masks and learn what type of mask is most comfortable for them. Students may wear their own non-medical masks and non-medical masks will be made available for students. Reasonable exceptions on the requirement to wear masks will apply.

If a parent chooses to send a cloth mask to school for their children to wear, parents would be responsible for the safe use/compliance during the school day and ensuring cleanliness of the mask.

Students and staff will be instructed to perform hand hygiene before putting on and after taking off or touching their mask.

6.3 *Teachers and Staff*

All school-based staff will be required to wear masks, with reasonable exceptions for medical conditions. Medical masks will be provided for all teachers and other staff.

School-based staff who are regularly in close contact with students will be provided with all appropriate personal protective equipment (PPE) (e.g. Educational Assistants who work with students with special needs in close proximity to perform regular job duties). This may include, for example, a procedural/surgical grade mask, a disposable gown, and eye protection in the form of goggles or a face shield. If necessary, for example, in situations where direct contact is required with a student for positioning and assistance with eating or toileting, gloves will also be provided.

6.4 Workers that wear PPE for protection against workplace hazards besides COVID-19 must continue to use that PPE as required. This includes gloves for new cleaning and disinfecting products that workers use because of COVID-19.

6.5 A 'kit' shall be available at each school and at the Catholic Education Centre in case a student, staff or essential visitor becomes ill while at the site, for use by the ill individual and/or the staff member attending to them. The "kit" will contain alcohol-based hand rub, disposable gloves, surgical/procedural masks, eye protection, and a gown. Instructions on proper use of PPE should be available on the outside of the kit.

6.6 Essential visitors will be required to self-screen and to wear a medical mask while on school premises.

7.0 COHORTING

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

7.1 The purpose of cohorting is to limit the number of other students that a single student is in contact with, so that if a child or employee develops infection, the number of exposures would be reduced.

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- 7.2 Classes must be cohorted, so that students stay with the same class group and there is limited to no mixing between classes and years. This model recognizes, particularly for younger children, close interaction, such as playing and socializing, is central to child development.

Adapted timetables at both elementary and secondary will be implemented to support cohorting of students to the greatest extent possible.

- 7.3 While close contact may be unavoidable between members of a cohort, general infection prevention and control practices and physical distancing should still be maintained where possible.
- 7.4 Where possible, the same teacher should remain with the class, or if different teachers are required, staff will come to the classroom so students do not have to change rooms.
- 7.5 The use of supplies and equipment should be limited to one cohort at a time and the supplies and equipment should be cleaned and disinfected between use.
- 7.6 Plans shall be established to prevent mixing of cohorts in washrooms/change rooms and to clean and disinfect shared surfaces in washrooms/ change rooms.

8.0 PHYSICAL DISTANCING

- 8.1 As much distancing as possible between students, between students and staff and between staff members should always be promoted. Principals will work with the Facilities Services Department in re-orienting the school's physical environment to support physical distancing.
- 8.2 Classrooms
- When children are in the classroom, to the greatest extent possible, efforts should be made to arrange the classroom furniture to leave as much space as possible between students.
 - Desks should face forward rather than in circles or groupings.
 - If weather permits, consideration could be given to having classes outside.
- 8.3 The Principal shall create designated routes for students to get to and from classrooms, including different and separate entrance/exit points for students in different grades.
- 8.4 Visual cues/physical guides shall be provided such as signs/posters on walls, to guide appropriate distances in lines/queues and at other times (e.g., guides for creating "one-way routes" in hallways).
- 8.5 Staggered periods of student movement around the school shall be established and students shall be directed not to congregate in hallways or washrooms.
- 8.6 Drop-off/Pick-up

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- Principals will develop procedures that support physical distancing and separate cohorts as best as possible, e.g. using signage/markings on the walls to direct students through the entry/exit steps.
- Pick-up and drop-off of students should happen outside the school unless it is determined that there is a need for the parent/guardian to enter the setting.
- Parents should be educated on the role they play in mitigating the spread of COVID-19 through physical distancing at school - guidance will be provided on drop-off and pick-up procedures to discourage congregating at school entrances.
- Personal belongings brought to school should be minimized. If brought to school, personal items, e.g. backpack, clothing, sun protection, water bottles, food, etc., should be labeled and stored separately, in cubbies/designated areas. Lockers will not be available to students.

8.7 Physical Distancing of Staff:

- Staff shall remain in their dedicated work areas as much as possible and shall avoid sharing phones, desks, and other tools and equipment.

8.8 Large gatherings/assemblies

- Large gatherings/assemblies will be cancelled for the immediate future.

8.9 Outdoor Activities and Health and Physical Education

- Children should perform hand hygiene prior to outdoor play. Playground equipment will be closed until further notice and will not be available for student use.
- Teachers should plan physical activities that support physical distancing while also limiting the use of shared equipment. Shared equipment should be disinfected regularly and students should be encouraged to practice proper hand hygiene before and after participating in physical activity and equipment use.

8.10 Lunch breaks

- To the greatest extent possible, students are to eat lunch in their classroom with their cohort to ensure chances of contact and transmission are minimized.
- Stagger break and lunch times to allow students to wash hands before eating, without creating congestion in washrooms or hand washing stations.
- If weather permits, consideration could be given to having lunch breaks outside.

8.11 With respect to eating and drinking at school:

- Students and staff shall perform proper hand hygiene before and after eating
- Students and staff shall have their own drink bottle that is labeled, kept with them during the day and not shared
- Water bottles shall be filled rather than drinking directly from the mouthpiece of water fountains
- Students shall have their own individual meal or snack with no common food items
- Do not plan activities that involve students in preparing or serving food

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- Ensure physical distancing is maintained while students are eating

8.12 Prohibiting non-essential visitors

- Only essential visitors will be allowed to enter the school and must do so by making pre-arranged appointments.
- Parents will not be allowed to enter schools at this time, except in case of emergency.
- Communication between parents and teaching staff or administration will be through phone calls or email.
- Visits to ensure school safety, such as inspections by the Fire Marshal's office or by public health, will continue to take place.
- Any visitors to a school will be required to self-screen and to wear a medical mask while on school premises.

9.0 MANAGEMENT OF INDIVIDUALS WITH SUSPECTED COVID-19: CASES AND OUTBREAKS

9.1 Suspected Cases

Schools must work with the Windsor-Essex County Health Unit and have the following protocols in place:

Any student or staff member who develops COVID-19 symptoms while in school should be immediately separated from others, in a separate room where possible, until they are able to go home. They should not take student or public transportation. Isolated students should be supervised per usual school policy, with physical distancing maintained and PPE provided consistent with health guidance.

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

Schools must ensure records of classes, including seating charts, bus cohorts, and daily records of any approved visitors to the school, including supply/occasional teachers or custodians are maintained and readily available to be provided to public health for contact tracing purposes.

Schools must immediately report any suspected or confirmed cases of COVID-19 within the school to the local public health unit and provide any materials (e.g., daily attendance and transportation records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*. Public health officials will determine any additional steps required, including but not limited to the declaration of an outbreak and closure of classes and/or schools.

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Principals are responsible for communicating with the school community consistent with ministry guidance and relevant privacy legislation.

All school staff will receive training on outbreak management procedures.

- A 'kit' should be available in case a student, staff or essential visitor becomes ill while at the school for use by the ill individual and staff member attending to them; the kit should contain alcohol-based hand rub, gloves, surgical/procedural masks, eye protection, and a gown. Instructions on proper use of PPE should be available on the outside of the kit.
- Tissues should be provided to the individual to support proper respiratory etiquette, along with guidance on proper disposal of the tissues.
- Environmental cleaning/disinfection is required of the space and items used by the individual.

9.2 Testing

- Schools should follow current provincial testing guidance.
- The local Public Health Unit (PHU) will provide guidance on steps to take where an individual tests positive for COVID-19.
- If the staff member's illness is determined to be work-related, in accordance with the *Occupational Health and Safety Act* (OHSA) and its regulations, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection to the:
 - Ministry of Labour, Training and Skills Development;
 - Joint health and safety committee (or health and safety representative); and
 - Trade union, if any.

9.3 Contact Tracing

- When a positive case is identified, PHUs conduct contact identification and follow-up with identified contacts. PHUs will require support from the school.
- Schools must ensure records of classes, including seating charts, bus cohorts, and daily records of any approved visitors to the school, including supply/occasional teachers or custodians are maintained and readily available to be provided to public health for contact tracing purposes.
- Schools must keep daily records of anyone (e.g. students, parents/caregivers, staff and essential visitors) entering the school setting.
- Records (e.g., name, contact information, time of arrival/departure, screening completion, etc.) must be kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.
- Contacts are informed that they have been exposed and are provided with public health guidance. Contact tracing should occur within the first 48 hours of a new positive case.
- To support successful case and contact management, schools should:
 - Keep up-to-date contact lists, including support staff and essential visitors
 - Educate parents around contact tracing strategies

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- Develop rapid response capability

9.4 Outbreak Considerations for Schools

- Principles:
 - Rapid response based on well understood roles and responsibilities and defined processes across ministries, local school boards and schools, local public health and other key stakeholders.
 - A consistent provincial policy approach, with variability as appropriate.
 - Proactive approach to case and outbreak management, with low thresholds for action.
 - Early identification of cases to local public health enabled by surveillance activities.
- A scaled, adaptable and measured approach to outbreak interventions.
 - Consideration of case numbers, confidence in cohorting implementation, number of cohorts impacted, local epidemiology and consideration of the needs of vulnerable student populations.
 - Closures and/or cohort quarantining to allow for case and contact management and investigations, environmental cleaning and/or to interrupt transmission.
- Consistent and coordinated communication to all stakeholders.