

KHALSA SCHOOL MALTON



2021-22

Reopening Plans

**A Family Guide for a Safe Return to
School** Referenced from the Peel Board Reopening
plans

P.S. Plans will be updated as per future course of events

Reopening Plans for the 2021-22 School Year

Based on the current COVID-19 situation, the Ministry of Education announced that all Ontario schools will reopen on Sept. 8, 2021 for the 2021-22 school year with enhanced health and safety protocols.

Based on guidance from public health agencies and direction from the Ministry of Education, we have developed return-to-school plans with the help of the Peel board document ,that will be adaptable to meet the needs of families, students and staff amidst the everchanging COVID 19 pandemic.

At Khalsa School Malton :

- **Elementary students (K-8) will return to both learning models at school, five days a week.**
- **Everyone will have the option to participate in full distance learning, instead of attending school in-person. These students will be enrolled along with in person students with the same teachers as per sections.**
- **To switch instruction mode the next timeline would be Second term Next year 2022.**
- **Keeping the social distancing norms, the number of students as per space in the class will be closely monitored. In case of a change of option at a later stage, the school has the right to decide the cohort.**

We will try our best to provide students with a high-quality educational experience with a focus on student learning and achievement, whether they are learning in person or at home. We will also identify and seek to address inequities that may have been exacerbated by COVID-19 and our time apart. Through it all, we will maintain a relentless focus on mitigating risk to health and safety as much as possible.

To help us plan for the upcoming school year, all families were sent a google form to choose the option between distance learning and in school on 25th August,2021.

If you still haven't signed up, please do so Now. If problems signing in, call Desk at 905- 671-2010 or email info@khalsaschoolmalton.com

Enhanced Health and Safety Measures

Nothing is more important than the health and safety of students and staff. As we return to school, new enhanced health and safety measures have been added to all aspects of school routines to help reduce and stop the spread of COVID-19. These measures are based on guidance from public health agencies and direction from the Ministry of Education and will be included in start-of-the-year training for school staff. Parents have to be equally supportive of following the procedures to ensure everyone's safety.

Screening and when to stay home

When should a student stay home?

We all have a role to play to prevent the spread of COVID-19. The most important thing families can do to help limit the spread of COVID-19 is to check their children daily for any COVID-19 symptoms and keep them home from school if they are sick or have had close contact with anyone diagnosed with COVID-19. **Close contact** includes being within 2 metres for more than 15 minutes, or being with someone in your [social circle](#).



Parents/caregivers **must** use this [self-assessment](#) to perform daily screening of their children before arriving at school as well as check their temperatures

Students should **NOT** come to school if they:

- are sick or experiencing symptoms of COVID-19 (fever, new or worsening cough, and/or shortness of breath - See the [Peel Public Health](#) website for a full list of symptoms).
- have returned to Canada in the last 14 days.
- have been in close contact with a person who has returned from outside of Canada in the last 2 weeks with new COVID-19 symptoms (like a cough, fever, or difficulty breathing).
- have been asked to self-isolate by public health authorities.
- have had close contact with someone who is ill with suspected or confirmed COVID-19.



When in doubt, families should take extra care and keep their child home from school. A safe school is always more important than a perfect attendance record

If your child is at a higher risk of an adverse outcome from COVID-19 infections due to underlying medical conditions (such as immunocompromised states or chronic medical conditions such as cardiac and lung disorders), **please consult with your healthcare provider to determine whether your child is able to attend school.**

What if a student develops symptoms while at school?

Students taking the bus to come to school in future, will only board the bus ,once the driver has checked his/her temperature . In case the child has a temperature she/he will not be brought to school.

School staff 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 of COVID-19 while at school. Students should also understand, as much as possible, how to identify their own symptoms and know to speak to a staff member immediately if they are feeling ill.

If symptoms present while at school, the school will follow these steps:

1. Move the student to a designated room where they will be isolated from other staff and students until they can be picked up. When occupied, these rooms will be supervised and contain PPE kits with hand sanitizer, gloves, surgical/procedural masks. If the number of symptomatic children outnumber the number of vacant rooms available, then they may isolate in the same room, but preference is that everyone be isolated in a separate room whenever possible.

2. Contact the student's parents/caregiver immediately.

Families will be required to pick up their child as soon as possible. They will also be directed to isolate their child, and seek medical advice and testing at an [Assessment Centre in Peel](#).

3. Thoroughly clean and disinfect the room once it is vacated.

All rooms and spaces that are used for the isolation of symptomatic staff and students will be thoroughly and properly cleaned and disinfected as soon as possible, once the room is vacated by the individual(s) being isolated. Signage will be available for posting to visually indicate if a room is clean and available for use.

IMPORTANT: Please ensure all contact numbers are updated and emergency contacts are provided to the school in the event your child has symptoms and needs to be picked up immediately

What other screening measures are in place?

For staff

Staff will perform their own [self-assessment for COVID-19](#) before they leave for school. If the self-assessment says to stay at home and monitor your health or to get tested for COVID-19, staff will alert the Principal immediately and not come to work.

For students

The Health pass provided to student should be signed by parents everyday before sending child to school after checking their temperature and doing the self assessment { Link on website }

For essential visitors/parents

Signs will be posted at all entry doors reminding essential visitors to complete a [self-assessment](#) before entering the school, only on prior calling the office, stating reason to visit. Visitors will not be allowed entry, if they do not pass the self-assessment. When they sign in, they will also be required to check-off that they have completed the self-assessment and temperature will be checked by staff.

Masks, face coverings and other Personal Protective Equipment (PPE)

Students in Grade 1 to 8, will be required to wear non-medical or cloth masks and/or face coverings while inside the school, including in hallways and during classes. Masks will be made available to all students; however, students must wear their own non-medical masks from home.

Students in Kindergarten will be strongly encouraged to wear masks

Face coverings include disposable or cloth masks, bandanas, scarfs or similar items. All face coverings must cover the nose, mouth and chin, without any gaps.

All school-based staff and visitors into the school will be required to wear a mask and/or face covering. Medical masks and eye protection (i.e. face shields) will be provided for all Educators and other school board staff. Non-medical masks will be available for any essential visitors to the school who do not have their own.

Reasonable exceptions on the requirement to wear masks will apply (e.g. staff or students with sensory or breathing difficulties). Parents must provide a medical document to that .

Students will also not be required to wear a mask while outdoors or while participating in a moderate or vigorous activity for Health and Physical Education classes and will maintain 2 meters distance.

Regular hand washing routines

Hand sanitizer will be available at all school entrances and in every classroom and portable. Students will have all subject teaching in the same classroom, will not be moving to portables. Before entering the school, students, staff, and all visitors must sanitize their hands.



All classes will also have scheduled washroom and hand washing breaks throughout the day. Students and all staff will wash/sanitize their hands frequently:

- upon entry/exit of the building (mandatory for anyone who enters the building)
- upon entry to their classroom
- before and after eating
- before and after using the washroom
- and at other intervals (e.g. after handling shared items)

Posters will be placed around the school to remind students and staff to avoid touching their eyes, mouth and nose as much as possible, avoid contact with people who are sick, cover their coughs and sneezes with a tissue or into their upper sleeve or elbow, and wash their hands after coughing and sneezing.

Physical distancing measures

All schools will follow new procedures to promote physical distancing to the best extent possible. Furniture in classrooms will be reconfigured, where necessary, to help maintain physical distance between students and staff.

Cohorting and limiting interactions with others at school

Cohorting is 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. This practice limits the number of other students that a single student is in contact with. This practice will also facilitate contact tracing, should it be necessary.

Within these cohort groups, students within a class will stay together as much as possible and limit their interactions with others. Classes will travel together in the school to use the washroom, enter/exit the building, outdoor breaks etc.

To further limit risk of exposure and assist with contact tracing, additional measures are in place to reduce the number of people students and staff interact with each day:

- Lunch and recess will be supervised by the same staff, as much as possible.
- Support staff will avoid interaction with students, unless necessary.
- If your child has another Teacher for a different subject, such as French, Punjabi, the Teacher will come to the classroom, rather than having the students move rooms.
- Students will be allowed to interact only with students in their own cohorts while outside. Physical distancing between cohorts, even outside, will be maintained.
- Parents/caregivers will not be permitted inside the school and will be asked to meet their child at an entrance, if needed.
- Visitors to the school will be limited to [essential visitors only](#) and will be asked to sign in and out.

Limiting shared spaces and gatherings

As much as possible, shared spaces will be limited to help reduce unnecessary interactions between cohorts. Rooms shared by different groups or cohorts of students will be cleaned and disinfected before and after use. Large gatherings, such as assemblies, will be done in small groups only in different time spaces.

- ***Closed shared spaces:***
Accommodations will be made to ensure the spaces are cleaned and hand sanitizer is provided.
- ***One-way hallways and stairways:*** If a hallway or stairwell does not allow for adequate physical distance, it will become a “one-way” path with directional arrows posted on the walls. Student movement throughout the school at busy times will be coordinated to avoid congestion.

Limited access to the main office: Entry to the school’s main office will be restricted to [essential visitors only](#). They must all call before coming, stating purpose. Signage with access instructions will be posted. Students may visit the Main Office only for

- first aid, to receive medication, to sign in/out, attend for behaviour support and/or in crisis situations, only with the teachers slip or call to office.

Limiting shared classroom materials

Every effort will be made to limit the use of shared objects. Materials not absolutely necessary for course delivery will be removed from classrooms, like toys, tools and stationery not to be used

- Students must carry their own materials, as much as possible, and are encouraged not to share. Schools will provide students with a baggie, basket or other similar, easily cleaned item that will be labelled with students' names to store individual instructional materials.
- If materials must be shared between classes, they will be disinfected or stored. Students will use hand sanitizer before and after using materials that other students may possibly use.

Enhanced cleaning and disinfection

The cleanliness of buildings, classrooms, portables, washrooms, common areas and high touch surfaces is critical.

Hired Custodial staff will perform general cleaning of commonly used rooms and facilities (e.g. break-out spaces, hallways, stairwells, entrance foyers, washrooms) throughout the day, with an increased frequency of cleaning of high-touch surfaces. On a nightly basis, all classrooms, portables, staff and student washrooms and school offices will be thoroughly cleaned and sanitized.

High-touch surfaces include (but are not limited to):

- door handles • all glass surfaces • fire extinguisher • faucets • drinking fountains
- soap dispensers • light switches
- push plates • countertops
- toilet handles • school phones
- toilet paper dispensers

Guidelines for airflow and ventilation

When possible, schools will:

- keep windows open to encourage natural ventilation
- adjust HVAC system settings to increase the amount of fresh air into the building
- minimize the use of fans and portable air conditioners as much as possible, as they could affect the spread of respiratory droplets
- avoid the recirculation of air as much as practically possible, and ensure clean filters and preventative maintenance schedules are rigorously followed
- position desks near windows and away from forced-air HVAC systems, as natural ventilation is preferred.

Drop-off/pick-up

To help with physical distancing measures, families/caregivers will not be permitted to enter the school to drop off or pick up students. Please follow instructions provided to you by the school to know which door will be your child's designated entry area. All students will sanitize their hands when they enter. Details on entry and exit routines will be given by the school.

Eating and drinking beverages at school

To help promote healthy eating and drinking habits, all students:

- must NOT share food or cups/utensils/water bottles
- must wash/sanitize their hands before and after eating
- are encouraged to bring a refillable water bottle to school. Students will be discouraged from drinking from water fountains using the mouthpiece. Signage will be posted at water fountains and water filling stations with guidelines for use.
- Students will stay in their classrooms to eat lunch and are encouraged to bring their own lunches.
- Food deliveries from third-party providers will not be accepted.

Outdoor activities

Prior to all outdoor activities, students will wash/sanitize their hands. Students will not be required to wear a mask while outside.

Visitors to schools

To limit and track school visitors, only essential visitors will be permitted into the school. If families wish to speak to someone at the school, they are asked to do so by emailing or calling the school directly.

Family/caregivers who are picking up a sick child/other emergency. Families/caregivers will be instructed that only one adult per household should attend the school at once.	Family/caregivers who are meeting with school staff to discuss an issue with their child of a non-urgent nature. All meetings should take place virtually or by phone whenever possible.

As required by the Ministry of Education and consistent with public health recommendations, visitors must sign in upon entry and sign out when they leave. They will be required to follow school rules, physically distance as much as possible, and wear a mask/face covering.

Procedure in the event of a positive COVID-19 case

If an individual at a school tests positive for COVID-19, we have developed a plan, following Ministry guidelines and in consultation with public health, to help contain and reduce the spread. This is a plan we hope to never need but will be ready in the event a positive case is identified, so Peel Public Health can respond quickly and effectively.

Testing

Staff, students and visitors will be directed to seek testing at an [Assessment Centre](#) if they demonstrate any symptoms of COVID-19 or if they do not pass the self-assessment for any other reason. Testing will not take place at school. Staff, students, parents, and visitors will be expected

to report the results of their COVID-19 test to the school Principal as soon as they are available so additional action can be taken if necessary.

Confirmed positive cases of COVID-19

In the event a school staff member, student or visitor tests positive for COVID-19, the school will follow Peel Public Health response guidance. The local public health unit will further direct those who have been exposed to a confirmed COVID-19 case or who have been diagnosed with COVID-19 regarding when they may return to school.

Areas of the building that the infected person accessed will undergo a deep cleaning. If it cannot be determined where in the building the individual accessed, then the entire school will require additional cleaning. This would include a thorough cleaning of all high-touch surfaces, common areas and washrooms in addition to the daily cleaning schedule.

If the school becomes aware of a student who has tested positive for COVID-19:

- The student will be sent home immediately, if still at school.
- School Administrators will work with Peel Public Health to conduct contact tracing, using student attendance records, class and contact information, bus seating plans, classroom seating plans, and essential visitor sign-in records. Peel Public Health will follow up with identified close contacts.
- If the student attends a before- and/or after-school program or is a bus student, a list of the students (and staff members) outside of the student's class/cohort, with contact information, will be prepared for Peel Public Health.

- Peel Public Health will complete a risk assessment and give direction to the school to support further action, which may or may not include:
 - closing the classroom, a section of the school, or the full school.
 - a deep cleaning of a particular classroom or area.
 - the need to self-isolate and/or seek testing at a COVID-19 Assessment Centre.
- A letter will be provided to families and staff informing them of the situation and the direction provided by Peel Public Health. Individuals deemed to be close contacts by Peel Public Health will be contacted directly by them.
- Students may return to school once they are cleared by public health, and/or receive a negative re-test (after an initial positive test) and are symptom free for 24 hours.

If the school becomes made aware of an **employee** who has tested positive for COVID-19::

- If still at school, the staff member will be directed to leave the school immediately.
- The Principal/Supervisor will contact central board staff to provide the employee's name, position, last day of work, and date of positive test result. Central board staff will provide this information to Peel Public Health for contact tracing purposes. Peel Public Health will follow up with identified close contacts.
- If the employee has been working directly with students (e.g. Educational Assistant (EA) or Planning Time Teacher, working with multiple students or cohorts) a list of those students and cohorts, with contact information, will be prepared for Peel Public Health.
- If the employee is a Homeroom Teacher and has only had contact with their own class/cohort, then that cohort should be contained in their classroom until further action is directed by Peel Public Health. Students may need to be sent home earlier in the day as opposed to going on a school bus or to an after-school program to minimize interaction with others.
- Peel Public Health will complete a risk assessment and give direction to the school to support further action, which may or may not include:
 - closing the classroom, a section of the school, or the full school.
 - a deep cleaning of a classroom or area.
 - the need to self-isolate and/or seek testing at a COVID-19 Assessment Centre.
- A letter will be provided to families and staff informing them of the situation and the direction provided by Peel Public Health. Individuals deemed to be close contacts by Peel Public Health will be contacted directly by them.
- Employees may return to school once they are cleared by public health, and/or receive a negative re-test (after an initial positive test) and are symptom free for 24 hours.

Emergency procedures (fire drills, lockdowns)

Fire Drills

If the school's fire alarm goes off, students should exit the building in single-file lines while maintaining physical distancing. Once outside, staff members will ensure that students remain physically distanced and that classes are spaced out.

Lockdowns

In the event of a lockdown, students will be encouraged to physically distance, where possible.

Riding the bus

When the bus arrives, students will be loaded onto the bus from back-to-front and unloaded from front-to-back in an orderly fashion for safe physical distance. Buses will be loaded to full capacity. Windows will be opened when feasible to increase ventilation. Students will be assigned seats on the school bus by classroom cohort and siblings from the same household. The seat behind the driver will remain empty, unless the seat is needed for the driver's children. Please be there to pick up your child from the stop after school on the assigned approximate time. Students will be assigned seats on the school bus.

School schedules

School schedules will be sent to families on **Sept 08, 2021** through the google classroom. Timing of the periods throughout the day may be different to allow for staggered recess, lunch or entry. You will be informed accordingly of any changes by the school. For distance learning as well as In class learning which is happening simultaneously the timing of subject and recess will be the same class wise.

What to bring to school?

Students can bring their own personal items to school but will be required to return home with them daily.

- A mask and/or face covering
(required for all grade 1 to 8 students)
- A reusable water bottle
- Lunch/ in thermos
- Weather-appropriate clothing
- Backpacks
 - stationery

Student arrival and dismissal

As students arrive and leave school each day, our priority will be getting them to and from their classrooms in a safe, distanced manner.

At the start of the day, arriving students will only enter from the side entry or wait outside portables to maintain safe distance. Follow instructions provided by your school to know which door will be your child's designated entry area.

Families who are dropping off their child for a before-school program should check with the office for specific registration and directions.

Students arriving by car will follow Kiss N Ride procedures and drop child at the side door for staff to receive the child.

As students enter the building, they will be required to:

- 1) **Sanitize their hands:** Hand sanitizing stations will be set up at entry doors, and all individuals, including students, must sanitize their hands immediately upon entering the building.
- 2) **Put on their masks and/or face coverings, if they are in grade 1 to 8:** All staff, visitors, and grade 4 to 8 students who enter the school will be required to wear a mask and/or face covering. Kindergarten students will be strongly encouraged to do so as well.

As in previous school years, all doors will remain locked until entry time and be locked after students have entered the building.

To help ensure a smooth arrival and dismissal, parents/caregivers are encouraged

- to:
- Follow instructions shared by school staff.
 - Have the same adult drop off and pick up their child.
 - Wear masks if physical distancing is not possible. Hand sanitizer upon entry is required.

What if a student arrives late for school?

If you are dropping off your child after the morning bell, you will be **required to call or buzz the school from the front door to let them know your child has arrived**. Parents must call and confirm their arrival.

Reporting student absences

Regular school attendance procedures will be followed for all students online, or in person. If your child is:

- Scheduled to be at school and will be absent, please report their absence by calling. In case the child is able to take the online class, must prior inform the teacher and will not be marked absent.

- is participating in full distance learning, you should notify the teacher. For regular attendance students have to be online on Google meet at 8:10 am ready for the day

School uniform:

To maintain a balance and equity in the learning program it's important that **all students be dressed in school uniform** whether online or in -person to keep in habit with changing norms. The child is expected to treat the entire routine for a normal school so should be ready to attend School and **remain on Camera for the teacher to review the focus of the child as it's an important part of learning.**

Instructional time :*In-class instruction*

Although in-class instruction will differ across grades, classes and Educators, there are some expectations that will be consistent throughout as students return to school:

- Elementary students (Kindergarten to Grade 8) will receive both learning five days a week, full-time (300 minutes of instruction per day).
- Students will remain in one cohort group to limit interactions with other students, including lunch and recess. As per Peel Public Health and Ministry direction, students will remain in the same location as much as possible.

Arts and Music

You may notice some changes to the Arts program at your school, particularly during Music class. School will use the following considerations to encourage a safe music environment:

- Most overall expectations for the Music strand can be met without the use of instruments in Arts curriculum. When possible, use fewer or no instruments, or restrict the type of instruments in a group setting.
- To reduce shared materials, students will be encouraged to use virtual methods to decrease touchpoints in the classroom.
- When singing, students will be encouraged to physically distance as much as possible in the classroom and to sign forward-facing, rather than in a circle or facing each other.
 - The teacher will maintain as much physical distance as possible from the singers or use a face shield and mask.

Health and Physical Education

Whenever possible, Health and Physical Education classes will take place outside. Activities that avoid the use of equipment or with a lot of distance and limited equipment will be encouraged. Students will come prepared with proper gym uniforms on the day they have Health and Physical Education class. They will not be allowed to change their uniform in the washrooms.

Wearing a mask during Phys. Ed.

Students participating in moderate or vigorous physical activity will not wear a mask, but must maintain physical distance from other students. Masks are not required when students are outside, but physical distancing must be maintained.

Science & Technology

In Science & Technology classes, equipment is typically shared between students- All equipment will be cleaned and disinfected regularly, including glassware, optics equipment, microscopes, plates, electricity kits.



Picking up your child during the school day

In the event a student needs to be picked up mid-day by their parent/caregiver, they will be directed to a designated waiting area. Parents/caregivers will phone from outside of the school and confirm they are there to meet their child at the front door. They will not enter the office when picking up their child(ren)

Visitors to schools

To limit and track school visitors, only essential visitors will be permitted into the school. As required by Peel Public Health, visitors must sign-in upon entry and sign out when they leave. View a list of [essential visitors](#).



Parent communication

Your child's Educator will let you know how they will communicate with you throughout the school year. Parent/guardian meetings should be done virtually or by phone wherever possible. In the event of a face-to-face meeting, it should

be pre-arranged, and physical distancing and mask protocols must be followed.

School assemblies

Events such as school assemblies, guest speakers, presentations and/or concerts will only be held virtually. However, small groups will be assigned separate time slots to visit Gurudwara in the morning. The students will go with their teacher and return with the same teacher. The Gurudwara will be disinfected every morning before students enter and will be seated with social distancing in their class cohorts