



Summary Guide Re-opening Plan 2020-21

For Parents, Staff and Community





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Introduction

At the BHNCD SB, our top priority is the health and safety of our students, staff and community. This principle informed all the work and planning which has taken place in preparation for the reopening of schools and administrative buildings for the 2020-2021 school year.

This collaborative approach can also be seen through the extensive consultation that Board staff has had with Public Health officials in [Haldimand Norfolk](#) and [Brantford/Brant County](#) and with the [Ministry of Education](#). This document is a summary of highlights of our full re-opening plan. We encourage all staff and families to familiarize themselves with the full Brant Haldimand Norfolk Catholic District School Board's Detailed Re-Opening Plan.

Guiding Principles

To guide our process, meetings and decision making we discussed guiding principles to follow and they are:

- Prioritize the health and safety of all students and staff and their learning environments.
- All students will learn with predictable and regularly scheduled learning opportunities which allow for connection to staff and other supports to promote their well-being.
- Advance student achievement through high quality instruction and continuity of learning across all learning environments and models of instruction for all students.
- Ministry of Education guidelines and Public Health recommendations will be followed.
- Flexibility and adaptability are honoured ensuring equity of access to learning and supports for all students.
- Hold true to our values, making the best choices and decisions that we can for our students, staff and families.

Communication

Communication Services and various departments of the Board will communicate regularly with families and staff providing updates through a variety of means including the Board website (www.bhncdsb.ca), school websites, email and Twitter ([@bhncdsb.ca](https://twitter.com/bhncdsb)). Please note that you do not need a Twitter account to follow the Board or schools on Twitter. Using a browser, navigate to <https://twitter.com/bhncdsb> or visit the default page of the Board or any school website to view the Twitter feed.

School principals will also participate in the sharing of information, particularly as it relates to their schools. Information will be shared via school websites, email, phone calls and Twitter as required.

If staff and families have questions that are not answered in this Summary Guide or in the full detailed School Re-opening Plan, please contact your school principal, your supervisor, or email info@bhncdsb.ca. Please check the full plan first, before reaching out, as most areas have been addressed with what we know at this time.



Reopening Model for September

On July 30, 2020, the Ministry of Education (EDU) announced its plans regarding school re-entry for September 2020. Based on the information received from this announcement, the BHNCDsB will be re-opening schools under the following operational parameters.

As directed by Ministry of Education, September 8, 2020, the BHNCDsB elementary and secondary schools will open for conventional in-person delivery of teaching and instruction, five days a week. This was a direction, not a choice made by BHNCDsB.

Re-Entry School Opening - Elementary School Details

- Elementary students will attend school five days per week, with students grouped together in a cohort for the full day, including recess and lunch which will each be staggered to assist with physical distancing.
- Students with special education needs will attend school each day. Families will also have the option of choosing Distance Education/Online Learning.
- Students will still receive 300 minutes of face-to-face educator instruction including STEM and French.
- Enhanced health and safety protocols will be in place (i.e. enhanced cleaning, handwashing breaks, students eating lunch in their classroom, etc.) and the full range of the elementary curriculum will be provided.
- While class sizes will remain the same, we will make every effort to physically distance students where possible.
- **Students in grades JK to 3 will be encouraged to wear masks and students in grades 4 to 8 will be required to wear a mask.**
- **If the use of cubbies for our elementary students allows for physical distancing and prohibits congregation, schools/classrooms may be able to allow cubbies access safely depending on the school site.**
- All elementary teacher will be required to maintain their online classroom environment and update their virtual classroom site with all required resources, information, and announcement via Brightspace.

Re-Entry School Opening – Secondary School Details

As part of the EDU announcement on July 30, 2020, all school boards are encouraged to adopt secondary schedules that emphasize cohorting of students (placing students in small groups) as much as possible so to limit the number of student-to-student contacts.

- To reduce risk of transmission and to support contact tracing, BHNCDsB developed a timetable that limits direct and indirect student contacts to approximately 100 students in the school.
- Secondary schools will be operating under a Quadmester Schedule. Secondary students will be taking face-to-face courses over a number of 'terms'. Essentially, the 'first-semester' as we traditionally know it, will be divided into two 'terms'. Each 'term' (approximately 10 weeks), students will take two full courses (dependent on the student's schedule). The regular 'second semester' will also be divided into two 'terms'.



- During the first term, students will take their period 1 and 2 classes each day. During the second term, students will take their period 3 and 4 classes each day.
- Students will receive the required 300 minutes of instruction per day which will include a 75-minute supervised tutorial where students work independently while in class.
- Students with special needs are expected to attend school five days a week. Families will have the option of choosing Distance Education.
- Lunches will be staggered to further reduce student contacts and promote physical distancing.
- **Students Grade 9 – 12 are required to wear a mask.**
- **Student lockers will not be available until further notice. Students are expected to keep their belongings with them.**
- All secondary teachers will be required to maintain their online classroom environment and update their virtual classroom site with all required resources, information, and announcement via Brightspace.

Why a “Quadmester” Timetable?

A Quadmester Schedule/Timetable was selected for the first conventional semester because:

- It limits students to only two face-to-face periods a day throughout a typical week reduces the number of contacts being made each day, further ensuring students’ health and safety and may also assist with contact tracing should infections occur.
- Should the Ministry of Education or local public health signal to the Board, at some point after the start of the new school year, that it will be necessary to move to an adaptive and cohorted model where only half of the students are attending at any given time, the Board will be able to seamlessly pivot to this quadmester model with no disruption to academic program delivery.

Moving to Adapted or Distance Education

- Schools may be required, under the direction of the Ministry of Education and/or local Public Health, to change to an either a fully online/distance learning model or an adaptive model after the start of the new school year.
- For more information regarding these alternative teaching and learning models, please refer to the Brant Haldimand Norfolk Catholic District School Board’s Detailed Re-Opening Plan.

Choosing Distance Education/Online Learning from Home

To ensure students and families are supported and respected in making decisions that work best for them, families have the option of not sending their child to school, but rather to choose distance education/online learning.

Important to note:

- Distance Learning/Online Learning is not the same as ‘Home Schooling’. If a family chooses to ‘Home School’, they are required to follow a specific process.
- As occurs in a conventional classroom setting, attendance will be taken during Distance Education/Online Learning.
- Students could expect to have different teachers deliver the online course rather than their scheduled teacher at the student’s home school.



- For secondary students who elect to learn remotely, online courses may have to be delivered through St. Mary Continuing Education Learning Centre (STCLC) rather than through their home school. (It should be noted that SMCLC, may not be able to provide all courses in a remote fashion that a student is currently registered in at their home school.)
- **Should a family choose to switch from distance education/online learning to in-person learning (returning to the conventional classroom), it is important to know that the change is not immediate. Specific ‘conventional classroom re-entry dates’ will be designated throughout the school year and shared with families.**

Access to Schools and Sites

Access to Schools and Administrative Buildings (Includes Parents)

- Access to sites will be limited to staff, students, and authorized/pre-authorized visitors and volunteers only.
- **Visitors (including parents) and volunteers to any BHNCDSD site will be by appointment only.** Wherever possible, telephone meetings with parents/guardians will be held.

Screening

- All staff (including casual staff) are required to engage in a daily self-assessment before reporting to work and anyone feeling unwell or identifying a concern based on their self-assessment should not report to work. Absences for this reason should be reported in Smart Find as “sick leave”. Please note that normal reporting requirements continue to apply, and medical notes will be required under our normal protocols.
- All students (or parents/guardians on their behalf) will be required to engage in a daily self-assessment before reporting to school and anyone feeling unwell or identifying a concern based on their self-assessment should not attend school.
- Should a student or staff member leave the school with the intent to return, they must re-self assess before re-entering the building. Regular school access processes (handwashing/sanitizing, etc.) apply. (Example – if a student goes home for lunch, a self-assessment should take place before they return after lunch.)
- At the current time, the recommended self-assessment tool for staff, students and families is from the Province:

COVID-19 Self-Assessment Tool: <https://covid-19.ontario.ca/self-assessment/>

- Symptomatic students (or parents/guardians) and staff are to contact their respective local health unit or healthcare provider and inform them of their symptoms and seek guidance on self-assessment, self-monitoring, and self-isolation
- For students enrolled in childcare, childcare professionals must follow Ministry of Education and Public Health guidelines for screening and assessment before entering school buildings.

Sign In/Out Procedures

- All authorized visitors, contractors, maintenance, IT staff, itinerant, Board office staff, casual staff and anyone that is not a BHNCDSD staff member or student of the school must, in all cases,



check-in at the main office of the location to sign in and out. Swipe card access is not sufficient for sign in/out purposes. The same procedures will be in effect for all administrative buildings.

Arrival/Departure Procedures (Pick Up/Drop Off)

- Each Principal may need to alter/enhance entry/exit from school to include physical distancing protocols. This may include beginning arrival/dismissal procedures earlier to assist with physical distancing – i.e. staggered entry/dismissal times.
- Parents and school staff must avoid congregating and socializing in groups outside the school. Where possible physical distancing must be observed.
- School Principals will organize foot traffic to and from busses.

Before and After School Programs

Arrival and Program of Students-Before School programs

- Students will be expected to exit the child care program through the program's designated outside doors (program normally ends morning outside to allow students to gather with their cohort) and then enter the school with the rest of their classmates through their classroom/cohort doors.

Departure and Program of Students - After School programs

- Students will exit the school through their assigned outside doors and enter the childcare program through its designated location.
- Students will not travel, as much as possible, through the school to enter the childcare program. This group of students should be the last group to leave the classroom.

Community Use of Schools

Community Use Permits will not be issued until further notice.

(Note that childcare operations are a school board requirement under the Education Act and as such, are not included in the Community Use of Schools permit process. Operators are still required to apply for a Community Use of School Permit and follow the guidelines set out in the Community Use of Schools policy as well as new guidelines in respect to COVID-19 from the various ministries).

Safety Protocols for Schools and Sites

Cleaning and Disinfecting

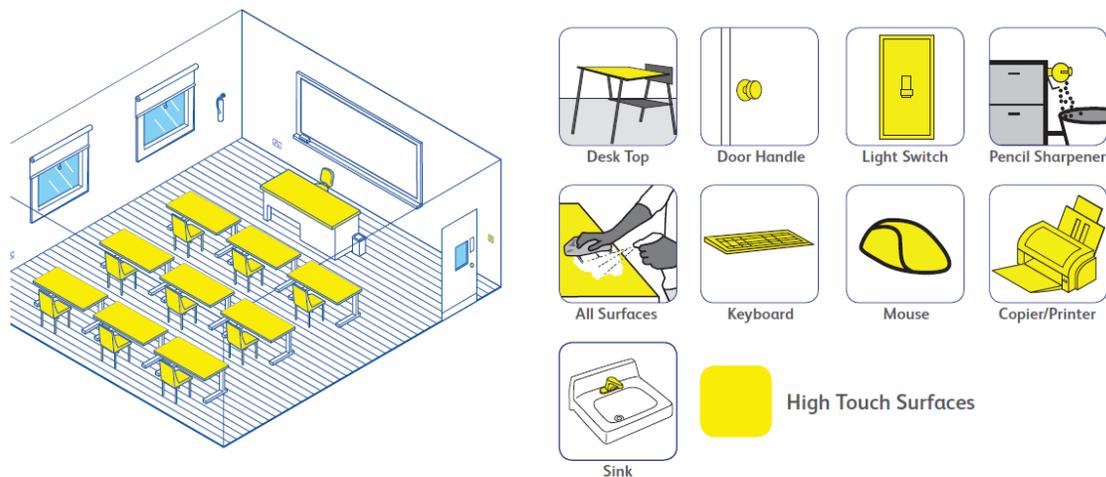
Cleaning Protocols

- High touch points will be disinfected at least twice per day and when visibly dirty. This is aligned with the current guidance from Ontario Public Health:
 - www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en
- Facilities will be thoroughly cleaned before the start of each day using enhanced cleaning protocols.



- Water fountain knobs and push buttons are considered high-touch surfaces and must be regularly cleaned and disinfected. Fountain mouthpieces will be covered and cannot be used until further notice.
 - Students will be asked to bring reusable water bottles, filled where possible, and to access bottle filling stations during the day for refills.
- **All staff** will implement ongoing, informal, cleaning and disinfecting of their classroom/ workspace.
- Custodial services will provide readily accessible spray bottles with approved and properly mixed disinfectant and cleaning wipes and or paper towels for this purpose.
- Students may be engaged to assist with cleaning protocols of shared resources after their use (IT, science, sports equipment, etc.).

Classroom High Touch Surfaces



Supply of Cleaning Products

- Custodial staff are to regularly monitor their cleaning supplies.
- Custodians will ensure ongoing top-up of hand washing and sanitizing supplies.
- It is recommended that each school be equipped with a list of cleaning products, hand sanitizer, and wipes that are being used to clean the facility. **Staff/students will not be prohibited from bringing their own supplies, as long as it is one of the approved items on the list.**
- Each cleaning product in use will require a Safety Data Sheet (SDS) onsite that is readily available for staff to review and will require product specific WHMIS training and PPE required to use such products.
- In order to ensure Notre Dame (Brantford) has the same cleaning standards as the rest of the schools, will likely need to provide additional cleaning supplies for classrooms and office areas. Notre Dame is a shared facility with Branlyn Public School, which is operated by GEDSB.

Signage

Signage to assist in safety and physical distancing will be installed in each school and Board site. Signage has been selected/created using colour and easily recognizable images that will ensure that even our youngest learners understand their meaning. Signage includes but are not limited to:

- Physical distancing, handwashing and respiratory etiquette, one-way/directional markers, and access requirements, Do Not Enter, etc.
- Additional signage maybe required as directed by Public Health



Example: Directional Arrows



Example: Stand Here

Classroom Set-up

- To prepare classrooms, items that cannot be cleaned by the custodial staff, including soft surfaces, will need to be removed from the classroom. Personal items belonging to educators should be taken home to assist in reducing clutter. Custodian will assist in removing large items from the classrooms which will be stored onsite.
- All area rugs and soft furnishings that cannot be easily cleaned and disinfected must be removed. Increased frequency of cleaning of permanent carpets will be a part of the enhanced cleaning protocols.
- Students will be asked to leave any unnecessary personal items at home and keep their desks clean and uncluttered to ensure proper cleaning and disinfecting. The student's designated seating area is where their items (backpacks, lunches, books, etc.) will be kept.
- Staff will be required to keep their desk area clear of any clutter to ensure daily cleaning and disinfecting.
- Teaching staff will consider student seating in classrooms where collaborative tables are present to ensure distancing requirements are respected to the best of our ability.

Toys and Manipulatives

- Materials and resources that students come in contact with during the day will be limited, and rigorous cleaning protocols have been established for resources that might be shared. Only items which can be easily disinfected will be selected to be used.
- Educators will disinfect toys and manipulatives as required. No plush toys.
- Schools will need to isolate classrooms/non-used areas for storage of school purchased furniture and materials that have been temporarily removed from classrooms.

Science/Music/Tech Areas

- Science, music and shop teachers will implement ongoing disinfection of high touch areas within the classroom and will educate, direct and supervise students to ensure adequate cleaning and disinfection of PPE, equipment, supplies and tools before and after use.
- Students will continue to use their own mouth pieces, provided by the school, for music instruments.



Lunch/Cafeteria

- Pre-packaged snacks/food the child can open on their own may be sent to school. Food sent to school should be kept with the child's belongings.
- Students should eat and drink in the classroom and maintain physical distancing whenever possible. No food or drink should be shared with others.
- Breakfast and snack programs may continue to provide food to students; however, they must not allow family style meal service, and the children must not serve themselves. Food provided should be pre-packaged whenever possible. The Board is currently working with the Child Nutrition Network and Brant Food for Thought on what the programs may look like.
- Food provided by the family should be stored with the child's belongings. Please pack ice-packs in the lunch box/bag if lunch requires refrigeration.
- Only in situations where a student forgot their lunch, contactless delivery is available at the front entrance. A student will be called by the main office to come and pick up their delivered lunch.
- Food service establishments (i.e. cafeterias) should follow the [Ontario Restaurant and Food Services Health and Safety During COVID-19 Guide](#).
- Microwaves and fridges will not be available for student use.

Movement in Schools

- If possible, staff/students should use stairs while in the building. If elevator use is necessary, staff should ride alone. When students are required to use the elevator, appropriate supervision is maintained. As physical distancing will not be possible while supervising students in elevators, staff should wear appropriate PPE.
- Staircases will be evaluated to determine if two-way traffic can be achieved. Alternate traffic flow will be identified if only one-way direction is possible.
- Signage will be posted throughout the school to encourage physical distancing and indicate movement direction.

Main Office Areas

- Plexiglass protection (i.e. sneeze guards) will be installed in the main office and possibly other areas of schools and board sites.
- Office areas will also have directional signs and 'stand here' markers to help ensure physical distancing.

Personal Protective Equipment (PPE)

Staff

- There will be an element of PPE provided to staff and will be based on the individual roles within the Board and level of contact with students.
- Staff will be expected to care for and maintain PPE provided which is only to be used for school purposes. Board provided PPE must not be used outside of the school or work setting.



Students

- All students from Grades 4 - 12 will be required to wear face coverings. Reasonable exceptions will apply. Students in Grades Kindergarten - 3 will be encouraged to wear face coverings, but not required to.
- It is the Board's expectation that all students in Grades 4 - 12 will wear a face covering while at school in accordance with the medical guidance provided by public health.
- School Administrators will receive requests, in writing, stating the nature of a student's condition and how it impacts to the use of face coverings or other PPE. Each request will be reviewed by collaboratively by the Principal, Superintendent of Education, and local public health.
- Students who are experiencing symptoms of respiratory illness, even if mild, should stay home. The use of a mask or face covering is not an acceptable alternative.
- There will be a small, 'emergency' supply of masks at each location should a student forget their mask at home.

Visitors and Volunteers

- All pre-authorized visitors will be required to wear a face covering, at a minimum. Visitors will be expected to provide their own PPE upon entry to any school or board site.
- Pre-authorized volunteers use of PPE will be dependent on the level of contact with students. At a minimum, volunteers will be required to wear a face shield and medial mask.

Supply of PPE

- Schools are to regularly monitor their PPE supplies.
- The process of ordering additional PPE will be managed centrally. Additional details on process will be shared prior to the start of school.

Hand Hygiene and Respiratory Etiquette

Handwashing Etiquette

- Schools will be required to establish a hand washing protocol for students and staff that will be scheduled at set intervals throughout the day.
- Proper handwashing with warm water and soap is always recommended. In the absence of this, conveniently located, wall-mounted hand sanitizer stations have been provided, or a pump/squeeze bottle of hand sanitizer located in direct proximity to the commonly used entrance/exit door.
- Hand sanitizer will be in all classrooms and portable classrooms that do not have a functioning sink with soap and running water. Hand washing / sanitizer supplies will be assessed on a regular basis and restocked as required.

Water Fountains

- Until further notice, water fountain spouts will be covered and not for use.
- Water bottle refill stations remain accessible.



COVID-19 Cases and Outbreaks

Outbreak Protocol and Preventative Measures

In all cases, the Board will take its direction from the respective Public Health Units:

- Brant County Health Unit (BCHU)
 - Haldimand-Norfolk Health Unit (HNHU)
- Individuals who test positive for COVID-19 will be contacted by their respective health unit and provided with information about their requirements to self-isolate and identify potential contacts.
- If a person was at a school/worksite while infectious, public health staff will determine if they posed any additional risk to the workplace, through their contact tracing. Public Health will consult with the Board if additional information is needed related to the individual (e.g., to confirm their close contacts) or if any other measures need to be taken by the workplace or staff to reduce the risk of transmission.
- If staff have questions or are concerned that they may have had an exposure they can contact their respective health unit:
 - Brant County Health Unit: (519) 753-4937 and press '1'
 - Haldimand-Norfolk Health Unit: (519) 426-6170 ext. 9999

Isolation Room Area

- Principals will select at least one room in each school as a designated isolation room. However, for larger school populations, greater than 500, Principals should consider identifying an additional room.
- A member of the school team will provide supervision, with physical distancing in mind. PPE must be worn during the supervision and must include face shield, disposable mask, gloves, and gown.
- Each isolation room will be equipped with an identifiable **COVID-19 Kit**.
- The isolation room will be deep cleaned after each use.
- The room must have an "Isolation" sign that can be posted while the room is in use.
- The selected isolation room(s) must not impede the timely provision of school first aid services. A first aid room should not be designated as the isolation room.

COVID-19 Kit

Purpose and Application

The COVID-19 Kit shall be used when a student, staff member, or visitor displays any signs or symptoms of COVID-19. The kit is to be stored in the school's designated isolation room and supplies for the kit should be replenished as needed. The isolation room should contain minimal items for easy cleaning.



COVID-19 Kit Contents

The COVID-19 kit shall contain the following items: disposable gloves, disposable gown, level 1 or level 2 masks (adult), medical mask (child size), face shield, tissues, disinfectant, alcohol-based hand sanitizer (AHS), and garbage bags.

Procedure

Although we expect further guidance from the Ministry of Education, the Board has developed a local emergency outbreak procedure in consultation with our local public health units. Once finalized, it will be released as part of the plan for all stakeholders.

Privacy

Any communication to individuals that may be impacted due to a positive or suspected COVID-19 case must be considered carefully. The extent of disclosure should be sufficient to inform those who may have been exposed, but also protect the privacy of the worker/student who has or potentially has a positive COVID-19 illness.

Staff are not to provide the name of the worker/student being tested, who is confirmed positive, or names of others being sent home from the workplace to self-isolate. Board Administration and/or the school principal may communicate privately to those individuals who may have had close contact with the affected worker/student and refer generally to the areas in which the worker/student may have been present.

The Board and/or school **will not divulge the name of any student or staff member who are or may be infected with COVID-19**. If disclosure is required, public health will direct.

Staff/Student Accommodations

- Staff with underlying health conditions or who fall within the high-risk category will follow the Board's current accommodation process.
 - Staff who may need a medical accommodation in the workplace are to consult with Human Resource Services (HRS). Teachers who are on a medical accommodation, preventing them from regular class instruction may be assigned to daily online instruction and check-ins with students. A form that may be completed and submitted to HRS requesting a medical accommodation will be sent under separate cover to all employees.
- Parents/Guardians who do not want their child to attend school in-person will be permitted to learn from home. Distance learning will continue and be in line with the guidelines provided by the Ministry of Education.

Staff Training

- All BHNCD SB employees are required to:
 - Review the complete detailed BHNCD SB School Re-Opening Plan and all periodic updates as distributed by the district.
 - Participate in any training or education sessions as required to operationalize this protocol.



- Staff training is under review, but likely to take place at one of the PD Days prior to the start of classes and will include training and information on:
 - Preventative Health Measures (self-assessment, physical distancing, etc.)
 - Personal Protective Equipment
 - School Organizations
 - Health and Safety

School Activities

Assemblies and Liturgies

- Provide opportunities for school-wide Eucharistic celebrations, assemblies, liturgies and gatherings when and where physical distancing is possible or virtually when you cannot be physically distanced.

Classroom Environment (Brightspace and Face-to-face)

- For classrooms that normally offer flexible seating, it is recommended that students instead be designated the same seat each day to limit exposure.
- Group work should be done in small groups where physical distancing can occur.
- Circle time (on the floor) can occur if physical distancing guidelines are adhered to and students should always sit at one designated and marked spot on the floor.
- Educators are to ensure that the Brightspace environment is part of the set-up of your classroom.

Visual Arts/Music/Drama/Dance

- Most overall expectations for the Music strand can be met without the use of instruments in both the elementary and secondary Arts curriculum.
- Sharing of materials for any subject area should be limited and all items used need to be disinfected after use.
- Always follow proper hand hygiene.
- Consider postponing playing of wind instruments, large choirs assembling to sing or perform, until later in the year.

Physical Education Classes

- In elementary and applicable secondary Health and Physical Education courses, efforts should be made to address the overall expectations of the Active Living and Movement Competence strands outside, where possible.
- Gymnasiums should only be used where physical distancing measures can be followed.
- Capacity in change rooms should be limited for secondary school; students are not to change for PE class in elementary.
- Postpone contact sports and team sports that do not meet physical distancing guidelines.
- Disinfect any materials/equipment that are used during Physical Education class.
- Be aware of any high respiratory activity (running for long periods of time or high exertion activity).



Technology Classes at Secondary

- Carefully disinfect and sanitize any equipment used.
- As much as possible limit students sharing equipment.
- Technological education classroom cohorts must be designed to meet all physical distancing practices as well as health and safety precautions.
- Refer to *Ontario Council for Technology Education's* website for suggestions on teaching technological education in line with current public health recommendations and in virtual environments.

Cooperative Education

- Co-op placements may be offered virtually, where feasible.
- In-person community placements can be arranged in alignment with the direction and recommendations of the local health unit, the direction of the school board, and with the safety and curriculum requirements of the Cooperative Education curriculum.
- Cooperative education is a key component of Specialist High Skills Majors, the Ontario Youth Apprenticeship Program and Dual Credit Programs.

Dual Credit and Specialist High Skills Major

- Dual credit programs/courses will still be offered to the best of our ability
- Certifications for Specialist High Skills Major can proceed but some may be held virtually.

English Language Learners

- Ensure families understanding all communications of new protocols and safety measures.
- Provide access to technology, training in use of the technology for students and parents.
- Provide over the phone interpretation services and communications in translations.

Library/Learning Commons

- Not utilized at this time unless the space (only) is required for larger classes for physical distancing.
- Library staff may visit classrooms virtually or in person, on a scheduled basis, to enhance learning and offer resources for learning (read aloud, research support etc.)

Recess Breaks

- Students will participate in recess with cohorts/classmates as much as possible.
- Recess breaks may be staggered to limit the number of students in the school yard depending on yard space and ability to maintain a compliant supervision schedule.
- Play structures and/or sports fields can be open with a schedule for one cohort/class of students at a time and disinfecting in-between use.



Back to School/Meet the Teacher Nights

- These welcome events are important and should be facilitated virtually through digital and remote learning tools which can include synchronous events, videos, phone calls, as well as a variety of other modes of communication to parents.

Field Trips

- To align with physical distancing, schools should not plan field trips and activities requiring group transportation at this time, until public health data suggests otherwise.
- Virtual fieldtrips are encouraged.

Clubs and Sports

- Schools can offer clubs and organized sports if physical distancing is possible and equipment and spaces are cleaned and disinfected between each use.
- No contact sports are to be offered at this time.
- Focus should be on individual sports and intramural activities if physical distancing can happen and other health and safety protocols followed.

OSSLT (Ontario Secondary School Literacy Test)

- For those students graduating before February 2021 who have not yet met the literacy graduation requirement, should be enrolled in the Ontario Secondary School Literacy Course (OSSLC) or go through an adjudication process.

Volunteer Hours

- Grade 12 students will need to complete the 40 hours of community service.
- Virtual volunteer opportunities may be utilized.

Emergency Procedures

Emergency procedures including drills are being re-assessed to determine if adjustments are required. Facility Services is investigating this further and consulting with our community partners.

- Fire drill
- Lockdown/Hold and Secure
- Bomb Threat
- Localized emergency protocols

Any adjustment to first aid procedures are being researched and will be communicated as required to staff. Currently, the Heart and Stroke Foundation have provided a guidance related to CPR.

Before and After School Care

Overall

The board is working with childcare partners in developing plans for a return to school for all school-based childcare centres, before and after school programs and EarlyON programs. Some of our



operators are facilitating summer programs in our schools. Our childcare partners must adhere to the guidelines from both the Ministry and Public Health before programs begin. Plans and guidelines are currently being developed to support the shared spaces for our Before/After School programs. Please be aware that Before/After School program rooms will be cleaned and disinfected in accordance to our enhanced cleaning protocols before the classroom educator(s) and students arrive for the regular school day.

Arrival and Program of Students-Before School programs

- Students will be expected to exit the child care program through the program's designated outside doors (program normally ends morning outside to allow students to gather with their cohort) and then enter the school with the rest of their classmates through their classroom/cohort doors.
- Every student will sanitize their hands upon entering the school.
- Follow program's and school's screening protocols.
- Toys/materials to follow guidelines outlined in Ministry Protocol.
- Snack time protocols to be followed as outlined by the Ministry.
- Outdoor play is encouraged.
- Physical distance when in doors.
- Masks to be worn as outlined in school guidelines.
- Cleaning and all other health and safety protocols (outbreak management) are to be followed.

Departure and Program of Students - After School programs

- Students will exit the school through their assigned outside doors and enter the childcare program through its designated location.
- Students will not travel, as much as possible, through the school to enter the childcare program.
- Each program may have a variation of the departure as set up at the local site.
- Follow program's and school's screening protocols.
- Toys/materials to follow guidelines outlined in Ministry Protocol.
- Snack time protocols to be followed as outlined by the Ministry.
- Outdoor play is encouraged.
- Physical distance with indoors.
- Masks to be worn as outlined in school guidelines.
- Cleaning and all other health and safety protocols (outbreak management) are to be followed.

Supporting Special Education and Wellness

Supporting Students in Special Education

Summer Support and Transition Program

- Providing a menu of supports and programming to transition students with differing needs back to school.
- Central Staff is coordinating Psychoeducational and Speech and Language assessments in August to reduce waitlists and provide baseline data for programming. Results will be shared with families and the necessary school personnel in the fall.



- Mental Health Regulated Professionals in place all summer to support students in summer programs. Social Workers provide regular check-ins with students and offer assistance to students and families who have accessed support through the new support phone line.

Cohorting

- At both elementary and secondary schools, Self-Contained and Transition classrooms will be their own cohort.
- Parents of students with “high” special education needs will have the ability to opt out of an everyday cohort.

Transportation of Students with Special Education Needs

- Programs using Public Transportation will be paused.
- Experiential learning placements and transit training will be paused.

Personal Equipment, Devices and Learning Materials

- Some students require assistive devices and other equipment to go back and forth from school each day. Educational Assistants will assist students in cleaning/disinfecting wheelchairs, trays, communication devices, medical equipment etc. before entering the classroom each day.

New Routines

- Some students will need extra support in understanding and remembering new routines and processes. Special Education staff will use visual signage, story boards, modelling videos, etc. to communicate these new safety guidelines and procedures.
- Ensure all students understand what safe travel means, will learn the appropriate routes (E.g. entry/exit of the gym) throughout the school, handwashing and hygiene guidelines and modifications to the physical setting.

Personal Care

- Specialized PPE is mandatory for staff working directly with students with significant special needs.
- Washrooms, change stations, toileting, lifts, will be sanitized by custodial staff regularly according to guidelines in the health and safety section.

Sanitization of Learning Resources and Other Classroom Items

- Schools will eliminate/reduce items coming into the classroom and communicate this to families.
- System SERTs are to work with school staff to order in advance, multiples of touchable items to create individual bins of touchable items for each student in a self-contained special education class.
- Sanitizer and wipes will be available for students to clean their items.
- Staff will need to be vigilant in monitoring students on the move and possibly touching things in the class.
- No shared items in the class.

Integration of Students in Self-contained Classes

- Students transitioning to other classrooms for integration is paused.
- Students participating in experiential learning around the school is paused.
- School teams can substitute with similar activities that are safer.



- Use of sensory rooms and other specialized areas must be sanitized after each use.

IPRCs, IEPs and Accommodations

- Meeting for IPRCs, IEP consults, parent meetings and consultations with itinerant staff will continue to occur virtually in place of face to face meetings at school.
- IEPs will be reviewed and revised where appropriate to reflect the changes in learning environment.
- Assistive technology will continue to be provided for home use.

Medically Fragile Students

- Schools will communicate with parents of medically fragile students in August. They will encourage parents to seek advisement from local public health authorities and/or their own health care provider on attendance at school in September and any accommodations needed.
- Families may opt for distance learning.
- Students who need PPE exceptions or other specific medical accommodations are required to submit a written request to the principal. These requests will be assessed on a case by case basis. Students with sensory, breathing or other difficulties may be exempted by the school principal, guided by school board guidelines.

Frequent Movement Required for Students

- Some students may flee a class/building spontaneously and unannounced. Other students may need to leave class quickly when emotionally triggered. School teams will create a support team protocol to safely respond to these situations.
- As part of their development plan, some students use bikes, trampolines, walkers, scooters to move throughout the halls. School teams will identify and mark routes/areas for this movement and schedule aligned with greater school guidelines.
- Teams will need to identify a safe space with distancing measures for students in crisis.

Proximal Support

- EAs and other staff may be required to be within 3 feet of students for long periods of time. Mandatory PPE is defined in the Health and Safety section of this document.
- School administration will endeavor to limit the number of classes EAs will interact with.
- School teams will focus on the set up the environment and non-verbal strategies within NVCI protocols to limit use of physical intervention.
- School teams need to ensure they secure specialized PPE for leading classes with students who are deaf or hard of hearing and students with other specific needs.

Itinerant Staff and Community Partners

- Supervisory staff will limit, where possible, the number of contacts for itinerant staff.
- System staff will share Board protocols with community partners to develop safe processes for school access by regulated health professionals, regulated social service professionals and paraprofessionals.



Supporting the Mental Health and Well-being of Students

Wellness in the Classroom

- Support staff are required to wear PPE when supporting students.
- Students in crisis may need to leave the classroom to go to a safe space. Support staff will go to the class to escort a student to a safe space.
- Students who need time outside of the classroom, will be picked up and escorted by support personnel.
- School teams will communicate new protocols for crisis response to staff. Support staff will in-turn provide new guidelines for students currently in their care.
- Focus of educators for first number of days should be relationship building, social interaction, and diagnostics; using a Good for All approach (Tier 1)
- To promote a sense of wellness and belonging in the classroom, elementary educators will be encouraged to utilize the *Faith and Wellness Resource* created in partnership with School Mental Health Ontario and OECTA.

Having a Private and Secure Meeting Space

- Schools will identify a meeting space (meeting professional college and school board health and safety requirements) for assessments, therapy, interviews, crisis, and rehabilitation services. This space may be utilized by board or community MH professionals; and where possible, may require more than one space per school.
- Support staff will continue with virtual support for those students opting for distance learning.

Attendance

- Attendance monitoring, protocols and referrals are different during this school year.
- For students who are attending school, attendance protocols remain the same recognizing the flexibility needed regarding implications of the current context and keeping students and staff healthy.
- For students who are engaged only in remote learning, attendance should be taken according to the school's daily protocol. Students in remote learning should be provided with a daily schedule of subjects/courses according to a 5-hour instructional day with opportunities for frequent, live contact with a teacher and expectations for synchronous learning.

Student Wellness Following a Traumatic Event

Trauma due to the loss of family members, isolation, suicidal ideations, food insecurity, loss of income, loss of housing, etc. may be experienced by some of our students. BHNCDSD is increasing support staff FTE to assist in providing care for all students.

- Virtual family and student support meetings will continue via Teams and Ontario Telemedicine Network.
- Support staff will continue with regular virtual check-ins with students who do not return to school in September.
- The Board will make use of the School Mental Health Ontario “toolkit” to support the mental health of all students and educators to support students.
- BHNCDSD will continue with a tiered approach for mental health supports; ensuring the promotion of mental health and well-being for all, targeted intervention for those in risk and



support for those requiring more intensive, clinical interventions-particularly to those who have been most affected by the COVID-19 outbreak.

Supporting Staff Mental Health and Well-being

Staff may also experience trauma due to loss during the pandemic. Some staff may also need additional support for the return to school in the new learning environment.

- Professional learning for system leaders, educators, and mental health professionals to support the approach to school re-entry, as well as throughout the school year will be provided.
- Increase in Human Resources Services support to help staff who require additional support returning to school.
- Professional learning and resources will be provided to help staff with the stress of new learning environment.
- Provide educators with resources from the School Mental Health Ontario “toolkit” to support the mental health of all students.

Transportation

- All bus drivers will be provided with PPE by the Board. Bus drivers will be required to wear a level 1 face mask, while inside the bus and a face shield while students are boarding and de-boarding the bus. Reasonable exceptions will apply.
- With a conventional return to school, student numbers on buses will be as per normal.
- Students will be required to wear face coverings consistent with school requirements, that is:
 - All students from grades 4 to 12 will be required to wear face coverings. Reasonable exceptions will apply. Students in grades kindergarten to 3 will be encouraged to wear face coverings.
- If the Board is required to change to an “Adapted Model”, school buses will be confined to 1 student per seat, unless the additional student is a family member, a student in same school, grade, and cohort. This will result in 24 students (plus any family member(s) or student in the same school, grade, and cohort) being the maximum number of students on a bus.
- In all eventualities, families will be surveyed as to whether they have used bussing in the past and if they intend to continue doing so for the 2020-2021 school year. Families who indicate that they are eligible for, but not planning on using transportation, will be temporarily removed from the bus until such time they indicate a desire for transportation services. Access to the bus may not take place immediately. Transportation Services will organize the re-entry process.
- In the event of an adapted return, cohorts will be determined for busses, based on geographic location. The maximum number of students per bus will be 24, with one seat per student, except in the case of a family member, which may allow some buses to exceed the number of 24 to closer to 30 or more. As with the conventional return, students will be asked to wear masks while on the bus. Drivers will also be required to wear provided PPE.
- Buses will have high touch surfaces disinfected twice daily. Hand sanitizer will be made available on each school purpose vehicle.
- Illness kits will be available on all school buses which will be equipped with additional masks in the event that a student becomes ill on the bus. Students who show signs of illness while on the bus will be isolated, where space allows.
- Each bus will have a detailed seating plan in place. Students will only be allowed to sit in their assigned seat. The seating plan will assist public health officials to contract trace individuals who may have been exposed to the illness in the event that a case is confirmed.



Student Transportation Services, Brant Haldimand Norfolk (STSBHN) have been planning safe and effective transportation routes within new Health and Safety parameters.

Questions and Answers Provided by Student Transportation Services

What changes are being made to school-bus transportation to and from school?

Students will be assigned seats, and a record of the seating plan kept for contract tracing. Students who live in the same household or who are in the same classroom cohort should be seated together. As physical distancing is difficult to maintain on the bus, the use of masks for students is strongly encouraged; student in grades 4-12 will be required to wear masks at all times while riding the school bus. Student Transportation Services Brant Haldimand Norfolk (<http://www.stsbhn.ca/>) will be sharing more information with families soon.

How will physical distancing be possible on the school bus?

Because physical distancing is difficult to maintain on the school bus, students in grades 4-12 will be required to wear masks while riding the bus; students in the primary grades (JK-3) are strongly encouraged to also wear a mask while riding the bus.

What happens at a bus 'hub' school? What safety measures are in place?

Similar to riding the school bus, physical distancing while transferring between buses will be difficult to maintain. As a result, students in Grades 4-12 will be required to continue to wear their face covering while transferring between school buses and students in Gades JK-3 are strongly encouraged to wear one as well.

Seating plans will be developed, for public health contact tracing purposes, both for the bus loads into and out of the transfer locations.

How often will buses be cleaned?

Buses will be cleaned at least twice per day with an approved disinfectant spray, known to be effective against COVID-19 (the same disinfectant which will be used in the school setting). The disinfecting will be performed by the school bus driver and take place before students board the bus in the morning and afternoon.

Is walking or riding to school with a friend(s) still possible?

Yes. Active transportation is strongly encouraged, with physical distancing guidelines observed by students from different households walking or riding together.

Will there be signage on the bus?

Yes, one example is; 

For questions related to Transportation of Students, please contact www.stsbhn.ca.



References

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- Knowing the Learner Cards (Edugains);
- Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality
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- Ontario Art Education Association, June 22, 2020
- Ontario Council for Technology Education's website;
- Physical & Health Education (PHE) Canada's resource or the Ontario Physical and Health Education Association (Ophea) website;



- Principal Connections, Summer 2020
- School Resumption FAQ and Handbook, from OCSOA
- Sick Kids Recommendations;
- Teaching Music Class – OME