



Return to School Protocols

(Updated August 28, 2020)

In consultation with Ministry and Public Health authorities the following protocols have been established for the safe return to school for the Ashbury College community in 2020–21. These are subject to change based on directives and consultation with local authorities, but will assist staff, parents and students in preparing for school start-up and daily routines.

Schoolwide Safety: Infection and Prevention Control Measures

a) Screening of staff, students, and visitors

- All school staff and students will be required to complete a daily COVID-19 symptoms screening questionnaire before entering the school. The questions can be completed on a [paper-based questionnaire](#) or electronically (link to be shared next week). Junior School parents should complete this with their son or daughter. Senior students should complete this in collaboration with their parents / residence staff.
- Temperature screening will not be done at the door, but should be part of the at-home routine if parents suspect their child may have a fever.
- All individuals who answer NO to any of the questions are permitted to enter / attend the school.
- All individuals who answer YES to any of the questions are not permitted to come to the school and are to follow [Ottawa Public Health \(OPH\) Guidelines](#) to learn what to do next.
- Staff will check for proof of screening completion prior to students being permitted to enter the building.

b) Attendance reporting practices for staff, students and visitors

Daily attendance records of all individuals entering the school are maintained. This includes, but is not limited to, staff, students and maintenance workers. Student attendance is recorded in Edsby. Specific entry and exit locations and protocols will be identified for staff and students.

c) Cohorting and density

- Classes will be cohorted to limit the mixing of students so that if a student or employee develops infection the number of exposures is able to be managed.
- Junior School students will remain in a single cohort with the same classmates and teacher within the one class with limited contact with other subject teachers. Even within the cohort all students and staff are to maintain as much physical distance as possible and to reduce contacts.
- The Senior School will open in a hybrid model with cohorts of approximately 15 students on alternating schedules, with at least 50% of in-class instructions days, and the remainder at a distance.

- The size of a student's cohort will normally limit direct or indirect contacts. Limiting the size of the total contacts will reduce the student's risk of transmission for COVID-19 and helps with contact tracing.
- The same teacher will remain with the same class as much as possible. Where different teachers are required, faculty will come to the classroom and maintain physical distancing with the students so that students do not have to change rooms.
- Close contact may be unavoidable between members of cohorts. Measures such as physical distancing should be maintained where possible.
- The use of shared supplies, equipment and materials should be limited, where possible, to individual students or to one cohort at a time with cleaning and sanitization procedures in place.
- In shared outdoor spaces, two metres / six feet should be maintained between cohort and other individuals outside of the cohort.
- Senior cohorts can be adapted to accommodate Boarding students or adding or removing houses to in-class learning.

d) Physical distancing

- [Physical distancing](#) means keeping a distance of two metres / six feet from others.
- Physical distancing will be maintained by limiting the number of visitors allowed in the school.
- Visual cues / guides are on floors and signs and posters on walls to guide appropriate distances in lines / queues.
- Periods of student movement and common activities (e.g. lunches, recess) will be staggered around the school and students should not congregate in the hallways.
- Staff and students should greet each other using non-physical gestures (e.g. wave or nod), not to share items, including food, toys, arts supplies, costumes, hats, hair combs, sports equipment, masks etc., and everyone should keep their distance as best as possible during the school day.

e) Proper hand hygiene and respiratory etiquette

- Students and staff will [wash hands](#) with soap and water or use an alcohol-based hand sanitizer, provided hands are not visibly soiled. Everyone should avoid touching their face, nose and mouth with unwashed hands. [Cover your cough](#) or sneeze with a tissue.
- Additional hand sanitizer stations have been installed in key areas of the school and in each classroom.
- All staff and students should be familiar with mask use and [view the Ottawa Public Health video](#) on mask use.

f) Food practices for snacks / meals / lunch time

- Students are to eat lunch in their classroom / designated area with their cohort to ensure chances of contact and transmission are minimized.
- Refrigerators and microwaves will not be available for use, so parents should keep this in mind when preparing lunches.
- Maclaren Hall will have an adapted schedule, ensuring physical distance (seating barriers) and cleaning and disinfection between use.
- No food sharing please!
- Food deliveries (Uber Eats etc.) or parent-delivered meals will not be permitted.
- Brown's Food Services will follow detailed protocols to ensure safety. Food services in Maclaren Hall will be for Boarding students only to begin the year, with a phased-in boxed lunch program available to Day students.

g) Enhanced environmental cleaning and disinfection practices

- Dedicated facility staff will clean and disinfect for high-touch surfaces and shared areas throughout the day.
- Water bottle filling stations are available and are cleaned and disinfected twice per day, or more often if needed. Students should bring water bottles to school each day.

h) Masks

- Masks are to be worn in the school by all students, staff and visitors upon entry and within the school, in particular in settings when physical distancing (two metres / six feet) cannot be maintained. Masks do not replace the need for physical distancing, hand washing, and staying home when sick.
- Students in Grades 4 to 12 are required to wear a mask indoors in school, including the hallways and during classes.
- Opportunities for mask breaks outdoors will be identified where possible and some staff working alone in private offices or workplaces may remove masks at appropriate times.
- Students will be required to use masks if taking public transportation, car-pooling and with school bus programs.
- All staff and students should be familiar with mask use and view the [Ottawa Public Health video](#) on mask use.
- A face shield may be worn but not as a substitute for a mask.

i) Illness and staff and students with symptoms

- Staff and students with symptoms of COVID-19 must go to an [assessment centre](#) for testing as soon as possible, and [self-isolate](#) at home until their result is available.
 - Students / staff who are COVID positive cannot return to school until they are cleared by public health (typically 14 days after symptoms started).
 - Students / staff who test negative can return to school as long as their symptoms are resolved, and once they are symptom free for 24 hours.
- Staff who become ill will be sent home immediately and directed to [Ottawa Public Health Guidelines](#) to learn what to do next.
- If a student becomes ill with symptoms while in school, they will be immediately separated from the rest of their group in a designated room and supervised until they are picked-up by parents or guardians as soon as possible. The designated room will have a hand washing sink or hand sanitizer. Staff supervisors will maintain physical distancing, as best as possible, and wear PPE and masks. Cleaning and disinfecting of the areas will be completed immediately after the student is sent home.
- School staff and students exposed to a **confirmed case of COVID-19 will be advised by public health. Public health will complete a risk assessment and determine who had high risk exposure.** They will be excluded from the school setting for 14 days from the day of last exposure to the person who had COVID-19, if they had close contact:
 - These individuals must [self-isolate](#) at home and monitor for symptoms for the next 14 days.
 - Individuals who have been exposed to a confirmed case of COVID-19 should get tested as soon as any symptoms develop.
 - If asymptomatic, individuals who have been exposed are also encouraged to get tested any time within 14 days of the potential exposure. They will need to continue to self-isolate for 14 days even if the test is negative.

- Contacts of a contact (e.g. household member of a student who was exposed at school) do not need to be excluded.
- School staff and students who are being managed by OPH (e.g. confirmed or probable cases of COVID-19, close contacts of cases) must follow OPH instructions to determine when to return to the school.
- **More guidance from OPH and the Ministry of Education is being provided to schools on how to manage ill students, staff, and their households.** [Ottawa Public Health Guidelines](#)

j) Mental health and well-being

- Resources to support the needs of students and families will be offered through Student Services and the Wellness Centre.
- Ashbury has two nurses (Ms. Tui Noonan and Ms. Marilyn Allen) who are in frequent contact with OPH. Our nurses will be available to assist with any students who show symptoms or need health support. They will also be assisting with the student screening each day.
- Students in Grades 8–12 will get access to the [Keep.MeSAFE - Mental Wellness Student Support Program](#), which offers unlimited and confidential emotional support via international counsellors.

k) Signage and protective measures

- Signage on campus and throughout the school will direct students and staff and reinforce expectations. All community members are asked to abide by directives indicated by signage.
- Hand sanitization stations are at all entry points, in each classroom and throughout the halls.
- Plexiglass barriers have been installed in key locations with portable options available while students and staff are working in close proximity.
- As a supplement to our existing high-end filters, in-duct purification UV air sterilization has been added in the student residences. In some rooms, portable Hepa filters have been put in place.
- Tents have been added to campus to expand available outdoor space.
- Classroom windows will be open whenever possible.

l) Stay home when you're sick!

- Staff, students and their families are reminded to stay at home and not attend the school if you are sick. Even a mild case of the sniffles is reason enough to stay home.
- Resources about COVID-19 symptoms are found at [Ottawa Public Health Guidelines](#) and it is essential that you **stay home and get tested**.

m) Community gatherings

- Large gatherings/assemblies will be offered virtually.
- Use of common spaces (e.g. gymnasiums) will be monitored or reconfigured to ensure physical distancing.
- Some areas of the school or campus may have restricted access.
- Non-essential student gatherings will be discouraged.
- Field trips and activities requiring group transportation may be held virtually or modified to ensure safety.

n) Protocols for the safe transportation of students

- Students should ensure they have completed their COVID-19 screening at home before boarding the bus or arriving on campus.
- Drop off should take place in the front loop, with students migrating to their respective entrances to enter the school (Junior School entrance for Junior students, Glenwood entrance for Senior students).
- To reduce the number of people in the building, parents and visitors will not be permitted inside the school unless requested.

o) Student belongings and lockers

- Lockers and locker rooms will not be available.
- Students should bring only the required belongings with them to school each day. They will be required to keep their belongings with them at all times.

p) Before and after school

- Students will be assigned designated exits and entrances to allow for less interior travel time and hallway traffic.
- Students are encouraged to arrive each day between 8:35 and 8:40 a.m. (Any student arriving late must enter the screening area and then proceed directly to class.)
- Dismissal times will be staggered to lessen traffic in the hallways.
- All students are encouraged to leave campus immediately after dismissal to reduce the time of contact with others.

For additional information and resources, please visit <https://ashbury.ca/return-to-school/> and [Ottawa Public Health's Guide to Opening Schools](#).