



Return to Boarding at Ashbury College: 2020-2021

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Our Boarding Vision

We strive to create a safe, healthy, family-oriented community for our boarding students, to foster diversity, global-mindedness, and character development while supporting academic excellence and personal growth.

This year, perhaps more than ever, it is essential that we work together to ensure that every one of our boarders feels safe and cared for. Creating and maintaining a welcoming and inclusive community in the midst of unprecedented challenges will require constant care and attention. In addition to helping our students take precautions to stay safe from COVID-19, we will also be particularly mindful of other aspects of student wellbeing. Working in collaboration with members of the Ashbury Wellness Team, our residential faculty will support the growth and health of our students.

Adapting and Thriving: Changes to Boarding Life

This document is not intended to be an exhaustive guide to boarding life at Ashbury. Rather, it was created to share some important changes and updates that we think parents and students would benefit from reviewing before arriving on campus. Over the course of the past months, weeks, and even days, we have had to adapt to new directives, guidelines, and challenges. We have reviewed policies and procedures to determine what could stay the same and what needed to be changed. As a result, returning boarders will notice some revised rules and procedures. We ask everyone to bear in mind that we intend to be flexible and adaptable this year, so that we can tighten up or loosen restrictions to fit evolving circumstances. If we are all prepared to adapt and work together, we can thrive in our boarding community. In fact, this is already the fifth version of this document in just four months!

Pre-Departure Communication

Prior to leaving home to travel to Ashbury, information about travel requirements, documents to carry, quarantine requirements and procedures, along with other useful information is shared with boarding families. This documentation has evolved as requirements and government directives have changed.

International Arrivals

Given the Government [requirement](#) that all persons arriving in Canada must enter quarantine upon arrival for 14 days, Ashbury College is offering quarantine service to our boarding students throughout the academic year. Boarding families arriving to Canada may arrange their own quarantine plan, as long as they follow all of the prescribed rules.

The Ashbury College Quarantine Plan is being offered on campus at no additional charge, as part of our ongoing commitment to providing the highest level of support to our families. The plan is exclusively for those students who are arriving to campus from international destinations and includes:

- ✓ Transportation in private vehicle from Ottawa International Airport (YOW) directly to the Ashbury College campus
- ✓ Accommodation in a private room in residence with en-suite bathroom for 14 days
- ✓ Bedding and towels

- ✓ Three meals per day prepared by Browns (our Food Services supplier) and delivered to each student's private room
- ✓ Mini-fridge in each student room, stocked with healthy snacks, refreshed upon request
- ✓ Supervision (24 hr) by live-in residential faculty
- ✓ Virtual programming to support student orientation and transition to Ashbury, and virtual activities to promote mental and physical health.
- ✓ Monitoring by on-campus health professionals
- ✓ COVID-19 testing within 5-10 days after arrival.

Expectations of Boarding Students during COVID-19 Quarantine

- Before arriving on campus each student arriving from outside of Canada will be required to read Public Health Documentation - [LINK](#)
- Students will be checked into residence by residential faculty on duty, wearing a mask and disinfecting their hands upon entering the building.
- Sanitation products will be available if students wish to sanitize their luggage before entering the residence
- Students will be escorted directly to their assigned room
- **You must report the following** through the [ArriveCAN](#) app:
 - **Your arrival at your place of quarantine within 48 hours** after entering Canada
 - Your **COVID-19 symptom self-assessment** *every day until the end of your quarantine*
- **Students will remain in their rooms for the duration of the 14 days except when specifically invited/allowed to leave to go to a specific location for fresh air / exercise**
- Students will not have access to any common areas in the residences during quarantine
- As per government regulations - each student will be offered the opportunity for outdoor recreation (individual only, set time and location)
- Each student room has a refrigerator and will be stocked with drinks and snack food so that students have access to food and drink around the clock; snacks will be replenished throughout the week
- Each student room will be provided with glasses, cups, cutlery, a small dish soap bottle, dish cloth and towel
- Food services (meals and snacks), prepared by Browns, will be delivered to each room by residential faculty on duty
 - Food to be delivered to student door and left on small table outside the door
 - Breakfast before 9 am, lunch ~12 pm, dinner ~5:30 pm
- Food ordering - external
 - Students will be told certain hours when food may be ordered for delivery to campus
 - All food orders must be pre-paid
 - Residential staff will receive the delivery and take the food to the student room
 - All food packaging must be cleared from the rooms each day
- **Daily** health monitoring: students will be provided with individual digital thermometer and tracking sheet to note their temperature and any symptoms, in addition to the ArriveCAN app; let staff know if you have a fever or any symptoms; nursing staff will follow up
- Garbage pick-up will be coordinated with operations staff
- Cleaners will NOT be entering student rooms during quarantine
- Cleaning products are available to students upon request; students will be encouraged to keep their rooms tidy and surfaces clean, especially in the washrooms
- Students are expected to attend all online classes

- Visitors not allowed as per government directives
- All rooms for new incoming students will be prepared with bed linens and towels
- Laundry: students are not allowed to leave their rooms to do laundry
- For returning students who will be staying all year in their assigned quarantine room, bins from storage will be moved by Operations to their room so that students can unpack and settle into their room.
- Students arriving later in the year will be assigned to the designated Quarantine Wing in the residence until they complete the 14 days. They will then be free to move into their normal room for the rest of the year.

Student “Cohorts”

The Ontario Ministry of Education has mandated that schools adopt cohorting of students as much as possible, to limit the number of direct and indirect student-to-student contacts.

From September until December, all students in Heather Gillin Residence were aligned with academic Cohort A (Alexander and Connaught Houses). All students in Matthews House were attached to Cohort B (New and Woolcombe Houses). Cohorting our boarders in this manner not only minimized their exposure to other students, it also allowed each residence to operate as a mini-cohort.

Starting in January, our plan had been for all boarding students in Matthews House and Gillin Residence to be in the same cohort and to attend all classes in person. The recently mandated provincial lock-down and requirement for all secondary classes to be online means that we must delay this de-cohorting until at least January 25. A decision about how boarders will be cohorted and how often they will attend in-person classes will be made and communicated in mid-January, based on updated information at that time.

Residences are considered ‘family units’ and have been acting as a secondary form of cohorting. At the beginning of the year, students living in a particular residence (ie. Gillin or Matthews) were encouraged to socialize with housemates as opposed to those belonging to different residences. Once we are able to de-cohort, i.e. when both residences will be in the same cohort, students will be allowed to visit in the Common Rooms of the other residence. While we had planned for this to start in January, we are forced to delay this due to provincial directives related to the current lockdown.

Students who share a room are considered almost as though they were brothers or sisters, meaning they are not required to maintain the same level of rigorous physical distancing and are not required to wear a mask in their room.

Health Protocols

In our own families, we feel safe if everyone practices safety precautions when they are outside of the family unit. Similarly, our residential family will be safer if all members practice good hygiene and follow all COVID-19 health guidelines.

At the start of every day, all Ashbury students complete a Covid-19 screening on an app. In boarding, we are using a symptom-tracking feature on Boardingware. Students are required to complete the self-assessment screening before they are allowed to leave the residence in the morning.

Should a boarder be experiencing Covid-19 symptoms, they will be seen by the nurse for an assessment. Students requiring self-isolation will be taken to Maple Residence where they will remain under the care of a nurse who will be in the residence overnight. If a student tests negative for COVID-19, they will be allowed to return to their home residence. In all cases, Ashbury medical staff will follow the guidance and directives of Ottawa Public Health (OPH).

Within the residence hallways and common areas masks must be worn at all times. Masks may be removed inside personal dorm rooms. Dorm room to dorm room visiting is allowed only among students within the same wing, as outlined below.

Wing Cohorts

- Within your own residential wing, you will be allowed to visit one another in your rooms, with MASKS ON and DOOR OPEN.
- No visiting rooms outside your own wing at this time
- Maximum one guest at a time, per room.
- Physical distancing rules apply!

Student Rooms and Residential Facilities

Each room has been furnished with a mini-fridge that includes a freezer; this will allow all students to keep snacks and drinks in their rooms and reduce the need for students to go to the residence kitchen. We are fortunate to have *en suite* bathrooms in every student room, allowing students greater comfort and freedom, while also decreasing the risks associated with shared facilities.

Use of masks in residence:

- within their own rooms, students are not required to wear a mask. The exception will be when staff (also wearing a mask) enter the room, students will be expected to put on their own mask.
- In hallways and common spaces, *everyone* is required to wear a mask at all times.

Students will NOT be allowed to enter one another's rooms outside of their own wings. Instead, they will be encouraged to socialize outside or in the Main Common Room, while respecting physical distancing and maximum capacity indications. Furniture placement and seating have been altered to facilitate this while maintaining a comfortable space for students to interact. To start the year, the games room and lounges were closed; we were able to open these once students had adapted to the new expectations and rules. The Fitness Centre within the residence has been opened but with specific expectations and conditions; accessed only at certain times and with staff permission and/or supervision to ensure that all equipment is effectively sanitized after each use.

While student cohorting remains in effect, students are not permitted to visit other residences.

For the foreseeable future, no guests will be allowed in the residences, including family members and day students.

Daily Life: Schedules and Routines

To start the year, boarders attended classes according to the cohort schedule: Matthews followed Cohort B (N/W); Gillin followed Cohort A (A/C). Our intention in the new year is to phase boarders into full time, in-person classes as quickly as possible.

During the current lockdown with all classes delivered online, the following schedule is in place:

Online Days:

- 8:00 - 8:30 all boarders complete Covid-19 Screening on Boardingware desktop app; check in with residential faculty in Common Room or in Maclaren Hall
- 8:00 – 8:40 breakfast available in Maclaren Hall
- 9:00 – 11:30 Period 1 class online (students attend classes virtually from the residence)
- 11:30 – 11:50 Community Time (see additional info in Senior School Plans)
- 11:50 – 12:40 lunch served in Maclaren Hall; boarders check in with res faculty
- 12:40 - 3:10 Period 2 class online (students attend classes virtually from the residence)
- 3:15 – 4:15 After School Programming (see additional info in Senior School Plans)
- 4:15 – 5:30 free time
- 5:00 – 6:30 dinner available in Maclaren Hall
- 6:30 – 7:00 free time
- 7:00 – 9:00 individual study time in student rooms (“prep”)
- 9:00 -10:00 snack and free time
- 10:00 - 11:30 lights out by grade

Note that Wednesdays follow a different schedule, with 2 shorter morning classes, running from 9:00 until 12:00, followed by lunch from 12 pm – 1 pm. Afternoon programming from 2:00 - 4:00 pm..

Study Hall periods

Students in grades 11 and 12 may have study hall periods in their schedules; these are intended to be used for useful academic purposes, typically for homework, studying, or working on assignments. When there are no staff scheduled to be in the residences during the academic day, boarders are expected to spend their spare period working in the CLC in the main academic building.

If a student has Study Hall during period 1, they will have the option of missing the normal morning sign-in (between 8 and 8:30 am) but must sign into the academic building by 10 am (using the Boardingware tile inside the doors of Maclaren Hall), after having completed their daily Covid-19 screening. They are then expected to go to Maclaren Hall for the rest of their Study Hall period.

Similarly, if a student has a spare during period 2 in the afternoon, they will be expected to spend the first portion of the period in the CLC but may go back to the residence at 2 pm (they will need to sign in using the BW tile upon arrival).

Failure to comply with these expectations will lead to the loss of this privilege and the student being required to be in the CLC for their full Study Hall periods for a specified period of time.

Ordering-In and Food Deliveries

Ashbury College has been cutting back on outside visitors and reducing traffic to campus during the pandemic. In addition, we do not want students going to our residence doors to accept food deliveries from drivers from “Uber Eats” or “Skip the Dishes” (as examples). Students must ask permission before placing an order to ensure that staff are available to accept the delivery and pass it along to the student, after spray-sanitizing the package.

As a result, food delivery to campus is restricted to the following times:

- Monday- through Friday afternoons: 3:30 - 4:30 pm
- Sunday- through Thursday evenings: 9:00 - 10:00 pm
- Weekends: 1 pm – 4:30 pm and 7:00 – 11:00 pm

Signing In/Out of Campus

Starting January 14 at 12:01 am, new stricter measures come into effect in Ontario aimed at curbing the spread of Covid-19.

Ontario Stay-at-home order

- *Residents must remain at home at all times, with exceptions for essential purposes, such as going to the grocery store or pharmacy, accessing health care services, for exercise or for essential work.*

Given these new restrictions, please carefully consider any request to sign off campus. After school and on weekends, boarders may request permission to leave campus, but only for essential purposes. In most cases, the only essential reason that will be relevant to our boarders is physical exercise – going for a walk, jogging, and getting some fresh air. In fact, there are a number of options *right here on campus* for students who are looking for physical activity, including cross-country skiing and skating on the new Ashbury rinks. Both of these activities are currently available to boarding students only so we will be encouraging them to take advantage of these opportunities to get fresh air and exercise. Free equipment is available (skates, skis, boots, and poles) in the residences so there is no excuse not to get out and try a new activity!

In keeping with these measures, until further notice, students may not sign out to visit the homes of family or friends. Once the provincial measures are lifted and Covid-19 cases in Ottawa decrease substantially, we can consider further easing of curfew restrictions.

Long Weekends and Breaks

Ashbury College is proud to offer special long weekend programming for our boarders. In the past, we have promoted our on-campus and off-campus offerings as cost-effective, convenient, and fun ways for students to enjoy our long weekends. During the pandemic, this long weekend programming has been

all the more important for students who need a safe place to stay during those breaks. This year, we have already provided on-campus programming for Thanksgiving Break, the November Break, and the December Holiday Break. We plan to offer similar programming for the upcoming breaks in February, April, and May long weekends as well as the 2-week March Break. More information will be shared closer to the relevant dates.