

# POLICIES & PROCEDURES

**Policy:** COVID-19  
**Policy #:** 35  
**Date:** August 31, 2020  
**Supersedes:** N/A

## OVERVIEW

Since the beginning of the COVID-19 pandemic outbreak, FEIA's goal of the Academy's President, Head Principal, Chief Custodian, Leadership and Teaching Team has been to establish a healthy and safe practice, to protect our families and staff. We have worked hard to prioritize the safety and well-being of all our families, teaching staff, corporate staff and students while planning for re-opening the school for in-class instruction and personal connection between all involved.

In preparation for the 2020-21 school year, FEIA has referenced the Ministry of Education, The Ontario Federation of Independent Schools, Sick Kids-Toronto, The World Health Organization, and Health Canada.

In addition, FEIA has spoken to individuals among the parent community as well as employees to understand their questions and concerns.

This policy/guide will provide our stakeholders with an overview of our plans to return safely back to school in September and due diligence moving forward throughout the school year.

If you have any questions, please reach out to us through our Executive Administrative Assistant Trisha Sassi at: [trisha.sassi@feia.ca](mailto:trisha.sassi@feia.ca) and we will address them directly.

## PHYSICAL DISTANCING

Physical distancing will require our school's Head Principal/Vice Principal to develop unique plans that address the space and resources available. These safety explanations reflect the policies outlined by the Ministry of Education, The Ontario Federation of Independent Schools, SickKids© Toronto, The World Health Organization and Health Canada. Each teacher will tailor physical distancing plans to meet the needs of the students in their care.

### Examples of physical distancing will include:

- Increased space between students by arranging seating to maximize space between desks.
- Adherence to our class size caps at 15.

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- All desks arranged so that students face the same direction.
- Group work will be limited and adhere to physical distancing, teachers will set up a seating plan that lends itself to the requirements of 6 ft apart and no more than 3 or 4 students.
- Directional signage markers on the floors for students to follow.
- Additional signage of COVID messages on how to stay healthy and safe throughout the school as constant reminders.
- We will adopt a model which will create space between students and their teachers and avoid unnecessary contact or movement within the personal space of each student.  
**This includes:**
- Place markers on the floor for both desks and classroom lineups.
- Directional Arrow markers on the floor to direct traffic coming and going and as a reminder of areas that are six feet apart during arrival and classroom changes

### **In addition, our administrators and teachers will:**

- Modify classes or activities to minimize close social contact, crowding or movement in electives such as P.E., Art, Music, etc. These do not have to be canceled if physical distancing and sanitation requirements are met.
- Reduce congestion in common areas (school office, washrooms, gym, hallways, entrances, library, etc.)
- Minimize face-to-face interactions by designating one-way hallway traffic when possible and designating certain doors and times for entry and exits.
- Modify lunch time (will occur in class at desks with Homeroom teacher)
- Postpone field trips, assemblies, and other group activities to avoid mixing students in large common areas.
- Limit non-essential visitors to the school, prior arrangements made in advance, and screen them upon arrival.
- Place physical barriers such as a plexi-glass at office reception.

### **FACE MASKS/FACE COVERINGS**

*Cloth face masks/coverings prohibit spread of the virus even when an infected person is without symptoms. FEIA is adopting the following guidelines for face masks:*

- Students will be expected to wear a mask as soon as they reach the school property outside and inside the school area.
- Students will be expected to wear facemasks in class at their desks, the academy has additional face masks available to students if they forget their mask at home.
- All students, teachers, and Corporate staff will always be expected to wear a mask within the school.
- If the teacher is walking around the classroom or working with a student closer than six

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feet, then he/she will wear a face mask and a face shield.

- Masks will not have to be worn during the eating time at lunch as it will occur in the student's homeroom at their individual desks.
- Masks will be worn in the hallways at arrival/dismissal times, and during class change (which is limited).
- Masks will also be required on the bus when going to the hockey arena until they get on the ice.
- When students are outside and six feet from others outside, they do not have to wear face masks to allow fresh air breathing.
- **Masks should:**
  - Fit snugly but comfortably against the side of the face
  - Be secured with ties or ear loops
  - Allow for breathing without restriction
  - Be able to be laundered and machine dried without damage or change of shape or be disposable daily.
  - Cover both the nose and the mouth.

### HEALTHY SCHOOL PLANS

*FEIA's school health plans consist of staff wearing face masks and face shield, along with gloves for the following:*

- Cleaning and sanitation within their classroom.
- Food Service of any kind (Hot Lunch Program).
- School health procedures including attending to sick children and/or administering medication.
- This will include daily or emergency administration of medications (meter dose inhalers, Epinephrine injections, etc.).
- Staff will also be expected to maintain six feet physical distance for care when reasonable.
- In addition, students, teachers, and support staff will be encouraged to cover their coughs and sneezes by coughing into their elbow or covering with a tissue and then depositing the used tissue in the waste disposal bin.
- Keeping hands clean is an important part of maintaining good health. Each class is equipped with a hand sanitizer dispenser inside the classroom to use each time they enter and exit the room.
- Students are given a pocket size hand sanitizer they can refill at the designated refillable station.
- In addition, teachers and staff will encourage and promote handwashing /or using hand-sanitizer:
  - Before and after eating
  - Before and after using the washroom
  - Before and after recess

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- Following breaks throughout the day
- School traditional water fountains have been swiped out and a new refillable filtered water system installed for students/staff to fill up their water bottles. (Students are given a water bottle at the start of the school year.)

### **Recess:**

- Students will practice good hygiene by washing their hands prior to heading outside to play and upon returning inside.
- The school will be split in two groups with half of the students playing outside in the side yard and half in the back. Students will remain with their homeroom classes so that they are not crossing cohorts.

### **Lunch Time:**

- Lunch time will occur within the student's homeroom classroom with supervision. Hot Lunch will be distributed by a teacher sporting a mask and gloves.
- All surface areas in the classroom will be sanitized when students go outdoors to have their recess break.

### **Gymnasium and Physical Education:**

- Physical Education will not be offered during the first semester or term, until such a time that we are directed by the Ministry that we can resume large group physical education type activities.

### **Outdoor Learning Activities:**

- When reasonable and feasible, teachers will utilize outdoor space for instructional time, providing the teacher can ensure the requirements of the physical distancing, safety, and must be approved in advance by one of the administrators.

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## SANITATION AND CLEANING PROCEDURES

*Because of concern that infectious viral particles can land on surfaces with coughing, sneezing, talking, and laughing, FEIA is adopting extensive sanitation and cleaning procedures including:*

- Signage posted throughout the school encouraging proper hand sanitisation and how to practice covering coughs and sneezes.
- Continuous cleaning throughout the day, using state of the art disinfecting materials with special attention given to high-touch areas such as doorknobs, light switches, desks, chairs, technology devices, phones, toilets, faucets, and sinks.
- Making hand cleaning supplies readily available in all areas.
- Installing magnetic door stoppers to keep doors open in washrooms for hand-free entry/exits.
- Monitoring washrooms for adequate hand soap and disposable hand towels.
- Custodial staff routinely check/sanitize/record on-site throughout the day (three times – before entry, after lunch and at the end of the school day, and whenever necessary) for every classroom, all washrooms, office areas, gym, kitchen, and corporate office. Floors and hallways are done routinely prior to student entry and at the end of the school day or when necessary.

## HEALTH SCREENINGS

FEIA will require the teachers to take/record temperatures to confirm each student does not exceed a temperature greater than 38.0 Celsius before entering the school and then when entering to their classroom. Should a student be found to have a temperature of greater than 38.0 Celsius, the students will be sent home.

**Ultimately, students, staff and all faculty should stay home OR will be sent home if any of the following occur:**

- Temperature greater than 38.0 Celsius
- New cough
- Shortness of breath or difficulty breathing
- Sore throat
- GI (vomiting or diarrhea)
- New rash, muscle aches, or headache
- Chills or repeated shaking with chills
- Exposure to someone who is ill or displaying symptoms, or diagnosed with COVID-19

The student, faculty or staff member will not be permitted to return to school until the student or staff member's health care provider has provided the school with documentation indicating

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it is safe for the student or staff member to return to school. This is very important and although inconvenient, this will demonstrate your concern for the school body as a whole.

The school will have signage instructing anyone entering the school property to NOT ENTER if they meet any of the criteria listed above. The whole community relies on your honesty and integrity to keep the school safe.

### **DESIGNATED ISOLATION AREA**

FEIA will have a designated isolation area for students who are ill.

The Health Room, which is equipped with its own bed, washroom, and quiet space, will become the new 'ISOLATION' Room for FEIA students experiencing symptoms of illness.

Students with symptoms of infectious disease will not remain with their classmates. This will limit the chance of cross-contamination.

Parents will be notified immediately.

A staff member will provide supervision until the student is picked up by a parent, guardian, or designee.

Unless there is a medical reason to prevent it, the ill student will continue to wear a mask until a parent, guardian or designee picks him/her up.

The student will not be permitted to return to school until the student's health care provider has provided documentation indicating it is safe for the student to return to school.

An important component of limiting the impact of COVID-19 in our school is parent's vigilance about their child's health. We want to affirm parent responsibility in monitoring their child's symptoms and overall health, as well as parental discretion in keeping their child at home whenever they are ill. FEIA will monitor student absences for trends or patterns.

### **CONTACT TRACING**

The applicable local health department will notify FEIA of any positive cases of COVID-19. The school will cooperate with the contact tracing investigation by providing information on carpools, classroom cohorts, lunch seating charts, etc. that will allow quick identification of those at high risk of infection from the positive COVID-19 student, teacher, or staff member.

FEIA will initiate a 14-day quarantine of the at-risk individuals. This is the school's best defense against further spread of the viral illness. Online learning will be available to all affected during a time of selective quarantine and attendance records will not be affected should a quarantine be mandated providing the student completes their assigned work.

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Please note, FEIA will initiate a 14-day quarantine if the school has more than 4 students who are showing similar symptoms, within the same period, as a precautionary measure.

Teachers will then provide an online learning environment for the students to continue their studies.

### **SCHOOL ATTENDANCE POLICIES FOR COVID-19**

As in the past, but now more than ever, we are encouraging families to keep their children home when they are sick or not feeling well (i.e. fever, body aches, chills, sore throat, upset stomach, diarrhea etc.).

**When you child is absent from school due to COVID-19 (or any other reasons) we are asking parents to:**

- Contact the school via telephone 905-871-5727, or email [trisha.sassi@feia.ca](mailto:trisha.sassi@feia.ca) on the day of the absence to inform the school of the student's symptoms.
- If absences are confirmed due to COVID-19, parents will be asked to confirm their student's school activities to help with tracing.
- The student will not be permitted to return to school until the student's health care provider provides documentations indicating it is safe for the student to return to school.

Please consult the parent-student handbook for further guidance on illnesses, etc. on our website.

Contact your child's teacher(s) to ensure your child keeps up with their studies assignments and assignments while you wait for the documentation from your health care provider.

### **SYNCHRONOUS (ON-LINE) LEARNING**

Should a student be required to stay home due to symptoms and/or exposure to COVID-19, the teacher will provide the students studies through our online Schoology platform.

Synchronous learning will coincide with the student's regularly scheduled day with the teacher providing the direction and instruction connections for the core curriculum classes: Math, Language and Science/Social Studies. Work assigned that day will be due by the end of the day and can be either scanned or sent via a picture document for the teacher to mark and assess.

Should a family not have access to the internet or the needed media to take part in on-line learning, FEIA will loan the student a school iPad to use for their studies. The day's assignment will be posted via the student's FEIA email account for the student to stay on top of assignments and learning.

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Schoology online platform information was provided at the beginning of the school year and will be available throughout the year to be prepared in case another outbreak and lock-down is mandated by the government.

## **SITE CLOSURE – REMOTE INSTRUCTION**

It is the school's intention to keep the school open unless excessive absenteeism warrants closure or the Ontario or Federal government authorities once again mandate school closures.

Key components of FEIA's remote instruction will be based on best practices which include:

- Continuity in learning
- Instruction and support for social and emotional well-being
- Structure
- Combination of online learning, tasks/assignments, and textbook work

Student attendance – each day the teachers will confirm attendance by class and/or period/subject. If students are unable to join the online Schoology classes, attendance will be recorded based on the submission of academic tasks assigned for that day.

### ***The school day will be structured as follows:***

Elementary School (Grades 6-8) students will have their core subjects taught from 8:40-11:20am. The afternoon will be for student work and assignments.

Secondary School (Grades 9-12) students will have their subjects taught during Period One (8:20-10:00am) and Period Two (10:00-11:20am), with the remainder of the day for student work and assignments to be completed.

Teachers for the Core subjects of Math, Science, Social Studies and English will make themselves available from 4:15pm to 5:00pm for extra help and guidance.

Schoology Classrooms have already been created for each class to be activated should students be either quarantined or social distancing measures/lock-down be mandated into place.

This information will be provided via a Parent Information letter if this becomes necessary.





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Principals Signature

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Date