



Oakwood Academy

HEALTH AND SAFETY POLICY AND PROCEDURES

The objective of this policy is to ensure the health and safety of every Oakwood community member. Oakwood will continue to make decisions based on the advice from public health officials. Our standards will increase safety practices, such as health screening, hygiene practices, physical distancing and the cleanliness of facilities.

The following policy outlines the steps and measures Oakwood has set in place to continue in person programming 2020-2021. We will continue to work with the collective feedback of all Oakwood community members in conjunction with the guidelines mandated by the government and its ministries.

1. Health and Check-In Protocols

Oakwood is committed to keeping our community's health and safety our top priority. Part of our Health and Safety policies includes families complete a screening form prior to your child's entrance each day. This form must be completed and sent to hs@oakwoodacademy.ca before 8:00am each day in order to attend school or In-home sessions in person.

Screening Questions Include:

1. Does your child or anyone residing with your child have a confirmed case of COVID-19?

- Yes
- No

2. Has your child or anyone residing with your child had close contact with anyone with acute respiratory illness, a confirmed case of COVID-19, or anyone who has travelled outside of Ontario in the past 14 days?

- Yes
- No

"Serious Symptoms"

3. Does your child have any of the following **new or worsening** symptoms? (Symptoms should not be chronic or related to other known causes or conditions)

Fever Yes No

New onset of cough Yes No

Decrease or loss of smell or taste Yes No

Shortness of breath Yes No

4. Does your child have any of the following **new or worsening** symptoms? (Symptoms should not be chronic or related to other known causes or conditions)

Sore throat Yes No

Stuffy/runny nose Yes No

Headache Yes No

Fatigue, lethargy, muscle aches or malaise Yes No

Nausea, vomiting and/or diarrhea Yes No

No To all Symptoms

Symptoms and screening questions will be updated regularly with reference to the Ministry of Health and local public health -

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Results of Screening Questions:

If you answered “YES” to question 1 or 2:

- Your child should stay home to isolate immediately and follow the advice of public health.
- If your child develops symptoms, you should contact your local public health unit or the health care provider for further advice.

If you answered “YES” to any of the symptoms included under question 3:

- Your child should stay home to isolate immediately.
- Contact your child’s health care provider for further advice or assessment, including if your child needs a COVID-19 test or other treatment.

If you answered “YES” to only one of the symptoms included under question 4:

- Your child should stay home for 24 hours from when the symptom started.
- If the symptom is improving, your child may return to school. A negative COVID-19 test or doctors note are not required to return. However, if the child returns to school after 24 hours and staff observe that symptoms have not improved, Oakwood will follow its Health and Safety Policies and Procedures. Should the student be sent home, they must remain at home for an additional 24 hours to re-assess symptoms.
- If the symptom persists or worsens, contact your child’s health care provider for further advice or assessment, including if your child needs a COVID-19 test or other treatment.

If you answered “YES” to two or more of the symptoms included under question 4:

- Your child should stay home to isolate immediately.
- Contact your child’s health care provider for further advice or assessment, including if your child needs a COVID-19 test or other treatment.

*All previously documented medical conditions listed upon registration will be taken into consideration during screening.

Screening Protocols

To ensure the health and safety of every person in the building, anyone entering the school must undergo school-wide screening measures and be properly sanitized before entering the school.

1. Prior to entering the building, all staff and parents must answer questions to see if there is a possibility that they may have been infected with or may have been in close contact with someone with COVID-19.
2. Families must submit a completed electronic screening questionnaire to HS@oakwoodacademy.ca **before 8:00am** each day for entry into the building.
 - a. If families have arrived and the screening questionnaire was not yet submitted, they will be asked to return to their vehicle in order to submit the form electronically. If families are not able to complete screening questionnaire within their given timeframe, they will be provided a later time to safely enter.
3. Families who are receiving in-home programming also must submit an electronic screening questionnaire to HS@oakwoodacademy.ca **before 8:00am** each day for programming to begin.
 - a. The in-home therapist may not start until the screening questionnaire is received and processed.
4. All students and staff will undergo a temperature screening by use of a touchless thermometer prior to entering the building/home. All staff and student's temperature and well-being checks will be checked and recorded again midday.
5. Students and staff who show signs of illness or have a temperature of 37.8 C or higher will not be permitted into the school for any reason, and will be sent home.
6. Everyone must be screened for COVID-19 symptoms prior to entering the building by a qualified staff member.
7. Students and staff who pass the screening will be permitted into the building after the sanitization process.
8. Parents must be aware of their designated time and designated entrance before dropping off their child.

Drop-Off and Pick-Up Procedures

Staggered arrival and drop-off times based off prearranged classroom cohorts are planned in advance to limit direct contact with other cohorts. Each family will have an individually arranged time for pick up and drop off based off their cohorts and individual needs. Any changes to the arranged schedule must be arranged and reapproved in advance by telephone prior to arrival.

- All key fobs will be deactivated
- Hand hygiene stations are set up at each entrance of the facility; Students and staff must sanitize their hands before they enter.
- Teachers and therapists will greet their students outside at the designated time and entrance as they arrive/leave.
- Students will be instructed of where to store backpacks in each of their own classrooms, to keep belongings separate from others'.
- No item from home will be permitted without a health/behaviour/regulation protocol in place prior to entering the building.
- Parents are not permitted in the building at any time. Should a student require assistance to enter the building, a plan will be developed ahead of time to make necessary arrangements.

- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

Student Drop-Off Protocol

We understand that new policies and change may be difficult for some students. Oakwood staff are able to provide families with video models and transition planning before they return back to school to ensure they feel more prepared for these changes.

- The parking lot will be closed during school hours due to SJA's Kiss and Ride Program. We strongly recommend that parents park at Meadowvale Four Rinks and walk to Oakwood's main entrance in order to drop off their child.
 - Specific arrangements will be made on a case-by-case basis if necessary (i.e. students who have challenges with mobility).
- Each child will have a specific time for entry. Parents/guardians will be required to bring their child(ren) to a designated staff member at the Oakwood entrance gate for screening.
- There will be outdoor signage and position markers to identify how far away each family must stand apart if parents arrive at similar times. Parents/caregivers dropping off or picking up students who arrive at similar times will be required to keep a distance of 2 metres (6 feet) apart. If space is limited, families should stay in their cars until there is more space. All parents/guardians are asked to wear a face mask when dropping off and picking up their child(ren) to further protect staff and other families.
- Each child will be required to use hand sanitizer (containing the necessary 60% alcohol) upon entry as part of the check in process.
- The screening/well-being check will be performed upon drop off and will determine entry into the program. Only those successfully passing the screening/well-being check (free of fever 37.8 Celsius or higher, or COVID-19 symptoms listed below) will be permitted into the school.
- Parents will be required to submit a screening questionnaire to HS@oakwoodacademy.ca **before 8am** each day. The parents/guardians must wait outside the door until the screening is complete. Once the screening is successful, the student can enter the building and the parent will be able to leave. All student's temperature and well-being checks will be checked again in the afternoon.
- **If the screening is not successful, parents will be required to take their child immediately and self-isolate and seek medical advice from their Health Care Professional.** See the updated screening guidelines above for further information.
- If a parent/guardian requires a later drop-off time due to specific circumstances (traffic, appointment, weather, etc.) they will have to notify the student's teacher/therapist and program supervisor via email or contact school reception (905) 814-0202 and wait for a new time to be offered.

Student Pick-Up Protocol

- The parking lot will be closed during school hours due to SJA's Kiss and Ride Program. We strongly recommend that parents park at Meadowvale Four Rinks and walk to Oakwood's main entrance in order to drop off their child.
 - Specific arrangements will be made on a case-by-case basis if necessary (i.e. students who have challenges with mobility).
- Each child will have a specific time for exit. A designated staff member will be located at the entrance of the building to assist with gathering the student(s) and safely returning them to the

parent/guardian. Newly appointed staff will be assigned for Oakwood calls regarding pick-up and drop-off arrangements.

- If you require an earlier pick up time, this must be arranged with as much advance notice as possible by calling the school or emailing the child's teacher/ therapist and program supervisor ahead of time so a staff member can be prepared.
- If a parent/guardian requires a later pick up time due to unforeseen circumstances (i.e., poor weather) they will have to notify your child's teacher/therapist and program supervisor via email or contact school reception (905) 814-0202 and await a new time to be offered. *Please note, extended care is first come, first serve essential service only.*
- Upon drop off, faculty will support the student(s) and their belongings as needed. The student(s) will be instructed to sanitize their hands, and will be safely released to the parent/guardian's care. Once dismissed, the staff will confirm the dismissal time on the attendance.

Testing for Staff and Students

- Symptomatic staff or students (as determined by the pre-screening form) will be referred to contact their Health Care Professional for next steps. See screening questionnaire results for further information.
- Those who test negative for COVID-19 must be excluded until 24 hours after symptom resolution.
- Those who test positive for COVID-19 will be excluded from the school for 14 days after the onset of symptoms and until clearance has been received from the local public health unit.
- Those who test positive for COVID-19 must then acquire two consecutive negative test results prior to returning to school/work.
- Staff or students who have been exposed to a positive case of COVID-19 will be informed and COVID-19 Response Plan will be in effect.

- The student’s parents/guardians will be notified by telephone for immediate pick up. If the parents/guardians cannot be reached, the emergency pick up person will be called. Parents/guardians must make arrangements for their child to be picked up immediately.
- The designated quarantine Supervisor will be wearing PPE and will maintain a distance of at least 2 metres.
- The Director and/or Supervisor will contact the local public health unit to notify them of a potential case and follow the advice on sharing of information needed to parents/guardians of students in the school.
- If the student has siblings at the school all siblings must go home as well.
- Students at the school with symptoms will be referred to be tested.
- Students or staff who have been exposed to a confirmed close/”high risk” case (as determined by Public Health) of COVID-19 will be referred for testing or be excluded from the school for 14 days or until they receive clearance from the local public health unit and medical professionals.
- Students whom have been exposed to a confirmed “low risk” case (as determined by Public Health) may continue to attend school as long as they are asymptomatic. If symptoms begin to develop, the student will be exempt from attending school (refer to flow chart above).
- Students whom are residing with an individual exhibiting symptoms and awaiting test results are not permitted to attend school until that individual receives a negative test result.

Management of Suspected Staff Cases of COVID-19

- If a staff member becomes symptomatic post screening, they are to notify the Director and Program Supervisor immediately and will be required to be excused from work and refer to be tested again.
- Environmental cleaning of the space the staff member was working in will be conducted immediately.
- Other staff and students in the school who were present in the cohort while a staff member became ill will be identified as a suspected close contact. The local public health unit will be notified and provide direction on testing and isolation of these close contacts/cohort.
- If a staff member is diagnosed with COVID-19, the staff member must remain off work until they have received clearance from the local public health unit and with 2 consecutive negative test results.
 - *Students or staff who have been exposed to a confirmed case of COVID-19 will referred for testing and be excluded from the school for a minimum of 14 days.*
 - *Students or staff returning to school after being exposed to a confirmed case must not return for a minimum of 14 days and be asymptomatic upon screening.*
- Oakwood will contact the local public health unit to notify them of any suspected case and follow the advice on sharing of information to the community.

COVID-19 Contact Tracing and Response Plan

Contact Tracing Plan:

- All staff must record each time a different therapist/teacher transitions into a classroom or transitions working with a different student on a Location Tracking data sheet located in the student binders.
- All staff must also record each time a student transitions to a different location (i.e. bathroom, outside) on the Location Tracking data sheet.

- A photo of the student's Location Tracking sheet must be sent to HS@oakwoodacademy.ca at the end of every week in order to keep a record of contact tracing.
- Staff are to record on a sign-out/sign-in sheet indicating where they went for their lunch break (including the address of the location, time in, time out, etc.)

COVID-19 Response Plan:

- As per Peel Public Health recommendations, if there is a suspected case of COVID-19, families of the cohorted students do not need to be notified until there is a confirmed case of COVID-19.
- If in the event a staff or student tests positive for COVID-19, the Director/Supervisor will phone Peel Public Health to inform them of a confirmed case. The Health and Safety Coordinator will gather the necessary documentation to send to Peel Public Health if requested.
- If in the event a staff or student tests positive for COVID-19, the cohorted staff and families of the cohorted students will be identified as a close contact and informed that there was an exposure to a confirmed case. The local public health unit will be notified and provide direction on testing and isolation of these close contacts/cohort.
 - *Students or staff who have been exposed to a confirmed case of COVID-19 will be referred for testing and be excluded from the school for a minimum of 14 days.*
 - *Students or staff returning to school after being exposed to a confirmed case must not return for a minimum of 14 days and be asymptomatic upon screening.*
- If a staff member or student tests positive for COVID-19, the staff member or student must remain at home until they have received clearance from the local public health unit, in addition to 2 consecutive negative test results.
- The Location Tracking sheets will also be checked in order to identify anyone else who may be identified as a close contact.

Travel Outside of Ontario

- The Government of Canada has put in place emergency measures to slow the spread of COVID-19 in Canada. Those returning to/visiting Canada must quarantine for 14 days and self-monitor for symptoms. If a student/staff is residing with an individual whom is returning or visiting from out of province/country and the individual does not have a suitable place of quarantine separate from the student/staff (i.e. basement) then the student/staff is not permitted to attend school/work for 14 days.

Student Illness, Absences and School Closures Due to COVID-19

- Oakwood is committed to putting the health and safety of our community first by enforcing new policies and procedures to provide safe learning on and off campus guided by our public health officials. New COVID-19 response plans outline that should a student miss school due to a

COVID-19-related absence or school closure, Oakwood will make arrangements to provide virtual attendance options or in-home options as appropriate.

- As situations continue to evolve or new challenges are presented, Oakwood is prepared to offer In-Home Programming and Remote Learning options should there be a school closure occur due to COVID-19. Following public health's guidance, we will offer educational and therapeutic services that safely carryout school programming from within the home if necessary. For many families, our services are essential, and in some cases, will be permitted to continue therapy directly in home with full safety measures in place. We will strive to make decisions that are reflective of our community's needs and values while in compliance with government laws.
- Oakwood will approach each situation considering the health and safety of our students and staff first. We will also be protecting the economic stability of Oakwood Academy by offering service options rather than refunds should temporary absence or school closures occur. We will continue to be sensitive to the position of fee-paying families by offering flexible payment schedules as much as possible. At times like these there is nothing more important than community, and we are grateful to be members of a community that is both strong and adaptable.

Family Contingency Plans

- This year, Oakwood's team will be helping families create their own contingency plan, called a Childcare Response Plan in case a child, primary caregiver or household member becomes ill and can't provide care for their child. As with any year, should your child or primary caregiver become ill, a response and plan is recommended to ensure continued support is available. Your child's teacher or program supervisor will assist you in developing a plan, including your child's educational goals, should your service delivery model need to change. This plan will be your guide to ensure your child continues to receive necessary support in case of illness or change in childcare.

Staff Training

- In collaboration with local public health, Oakwood will ensure that training is provided to all staff and providers on the health, safety and other operational measures outlined in this document, plus any additional local requirements in place.
- This will include instruction on how to properly sanitize the space and equipment, how to safely conduct daily screening and keep daily records, how to properly put on and remove PPE, updated hygiene etiquette, appropriate physical distancing (where possible), and what to do in the event that someone shows signs of illness.

2. Cleaning and Disinfection

Increased cleaning schedules and updated disinfection protocols will be implemented throughout each day to prevent the spread of disease and minimize risk to the Oakwood community.

- All staff and students will have access to hand washing facilities and hand sanitizing dispensers in prominent locations throughout the building.
- All teachers will sanitize their hands before entering the classroom.
- Teachers will maintain the sanitization of the classroom and necessary classroom materials.

- All surface areas and frequently-touched items such as tabletops and door handles will be routinely disinfected.
- High-traffic areas and frequently-touched surfaces will be cleaned and disinfected several times daily.
- Increased and approved cleaning supplies will be accessible to staff.
- Sanitize stations will be set-up in each classroom near the classroom door.
- Alcohol-based hand sanitizer, soap and disposable paper towels will be provided for students and staff to encourage frequent hand washing during the day.
- Hand hygiene must be performed before entering the school, before and after each recess, before and after eating food, after using the washroom, and after blowing your nose or wiping your eyes.
- Additional tissues will be provided for students and staff in each room.
- Washrooms and surfaces that are touched regularly (door handles, switches, toys, water stations, faucets, etc.) will be cleaned several times each day.
- Toys and other common items will be restricted (i.e. microwaves, playgrounds, common play areas, common sensory equipment)
- Each class will have increased routines to clean, sanitize and disinfect surfaces and objects that are frequently touched. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as door handles, light switches, countertops, toilet training seats, drawers, desks, chairs, etc.
- All staff will be trained to use all cleaning products according to the directions on the label. All cleaning materials will be kept secure and out of reach of students. Cleaning products will not be used near students.

Clean and Sanitizing Toys and Other School Items

- Only toys necessary for programming will be used, and will be cleaned and sanitized after use.
- Toys that students have placed in their mouths or that are otherwise contaminated by bodily secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves.
- Toys and items will not be shared with other groups of students.
- Items inside the classroom will be limited to help increase space between students.
- Items that cannot be sanitized on a frequent basis will need to be discarded after single use or are not permitted at this time.
- Students will be provided with their own set of school supplies such as pencils, pen, scissors, and rulers that cannot leave the classroom. Supplies cannot be shared and must be cleaned frequently.
- Teaching supplies such as markers and dry erasers will not be shared.
- A selection of books will be made available every day and then stored untouched for 72 hours in banker's boxes. Different sets of books will be rotated on a daily basis to ensure that used books are not used prior to the 72-hour period.

Necessary Washing, Feeding, or Holding of a Student

With elementary school-aged students and with our students with individual and supportive needs, we recognize that physical distancing will not always be possible. To the extent necessary, when physically supporting students, e.g. washing, feeding, etc., Oakwood providers may need to wear protective equipment to prevent the spread of disease. The following are some strategies and protocols that will be used by some Oakwood staff who are required to help wash, feed or hold a child:

- Wearing a long button-down shirt or gown and by wearing long hair up off the collar in a ponytail or other updo.
- Oakwood providers will wear masks when unable to keep a distance of 2 meters.
- Gloves and gown/long button-down shirt will be worn if required to change, feed, hold, come in contact with secretions or frequently physically support a child.
- All gloves and gowns will be changed after each use with each child.
- Oakwood providers will wash their hands, arms and anywhere touched by a student's secretions.
- Oakwood providers will change a student's clothes if secretions are on them.
- They should change the button-down shirt/gown if there are secretions on it, and wash their hands again.
- Contaminated clothes will be placed in a plastic bag and sent home to wash.
- Students and their providers should have multiple changes of clothes on-hand at Oakwood.
- Oakwood providers will wash their hands before and after any physical contact.

3. Personal Protective Equipment

Personal Protective Equipment (PPE): As Oakwood is servicing students who require supportive care who may or may not be able to wear face masks, Oakwood staff who are not able maintain a distance of 2 metres from their students will be required to wear any necessary protective equipment to prevent the spread of any contagious virus. Staff and students who are able to keep a distance of 6ft are able to remove masks within their cohorts and while outdoors for physically distanced activities. Oakwood will ensure that our community of staff and students have access to appropriate PPE at all times. All staff will be trained and monitored for compliance with putting on and wearing any necessary PPE for the duration of their time with the student. This includes items like gloves, eye protection/face shield, or gowns where warranted. Appropriate PPE required will follow institution/local/provincial-territorial requirements. Adaptive measures for masks and gowns are permitted.

Masks for young students and those with cognitive/intellectual disabilities: If the student with a cognitive/intellectual disability or sensory processing difference is not able to wear a mask, regardless of COVID-19 status, then those providing care/support to them will wear masks and maintain physical distancing as much as is reasonably possible, recognizing this may not be feasible.

4. Visitors and Observations

As a precaution during this time, parents, volunteers and guests will not be permitted in the building. Only staff and students will be allowed to enter the building.

- Meetings between teachers and parents or teachers and other professionals will take place online or by telephone.
- Guest speakers or presenters will only run workshops or presentations through online platforms, such as Zoom.
- Repairs and building maintenance will be scheduled and occur outside of school hours. Exceptions will only be made under emergency conditions with maintenance workers provided full PPE.
- Building rentals can only continue outside of school hours and as long as they do not interfere with school requirements and with additional cleaning schedules in place.

5. Before and After Care Programs

To ensure the safety of the Oakwood community, *Before and After Care Programs* will operate on an advanced registration basis and as an essential service* only. The following strategies have been put in place to ensure social distancing measures are upheld.

- The number of students allowed to register will be limited to essential service only. This measure is taken to keep in line with limiting staff and transmission between multiple staff and students in order to prevent the spread of disease.
- The students will be designated in classes or outdoors to keep in line with our cohort health and safety measures.
- Extracurricular and other after school clubs will continue to be conducted virtually through online platforms such as Zoom and Discord.
- All newly-adapted pick-up/drop-off procedures will apply to *Before and After Care Programs*.
- ***Essential service** will be offered to those who require childcare after school hours with no alternative options.

6. Movement Throughout Building

To help promote physical distancing, all staff and students will use pre-established routes when moving throughout the building when necessary. Walking directions and physical distancing markers will be posted throughout the building as visual aids and reminders for staff and students.

- Use of common spaces and hallways will be restricted to scheduled and essential-use only.
- All entrances and hallways will be thoroughly cleaned daily.
- All door handles will be disinfected throughout the day.
- Before entering or reentering a classroom, all individuals must sanitize their hands.

Washroom Use

- To limit movement throughout the building, washroom breaks will be conducted at scheduled times as much as possible.
- Academic cohorts will use the multi-stall washrooms at pre-determined times. Every other stall and sink will be blocked off to encourage physical distancing.
- Students requiring 1:1 washrooms will use those located beside the cubby area.
- Staff are to use the 1:1 staff washrooms located beside the cubby area.
- There will be a washroom protocols in place for any students requiring assistance.
- Should a student need to go to the washroom at a non-scheduled time, physical distancing measures and visual waiting markers will be utilized.

Washroom Assistance and Diapering Protocol

Faculty will be trained in updated hygiene protocols regarding how to support a student in the washroom. Parents will be provided with individual protocols as needed for each student.

Transitioning to Recess/Outdoors

Outdoor periods are critical to the growth and development of our students. Recess periods will be restructured to limit close contact with other students while transitioning through the hallways and while outdoors.

- Staggered recess times will be implemented to decrease the number of people transitioning through the hallways, as well as outside, at the same time.
- The playground equipment, toys and sandbox will be closed until further notice.
- Changing and preparing for recess time will be done in the classrooms before and after the recess period to avoid using cubby or locker areas.

Physical Education and Sensory Gym

The physical education and sensory needs of our students is paramount to their education, and therefore will be restructured with the support of our Occupational Therapist and Physiotherapist. Each student will have a new and appropriate plan in place to support their individual needs both within their classroom and outdoors during this period of social distancing. New equipment will be purchased as needed. As circumstances change, all plans will adapt.

Programming and Behaviour Protocols

All parents will receive an updated Individual Education Plan outlining how individual goals will be modified for their child.

- All students with specific behaviour protocols requiring physical support around the building will have an updated plan which must be approved by parents before returning to school.
- Should a student require the use of a frequently used/common area for programming needs, staggered times will be allotted and increased cleaning schedules will be implemented.
- Based on the individual needs of each student, new equipment will be purchased for each classroom to limit the use of popular sensory equipment necessary for programming.

7. General Facility Updates and Changes

In order to maintain proper physical distancing throughout the building, floor plans will be used to assess room dimensions and allocate student-teacher ratios accordingly.

- Hand sanitizers have been placed around the building for constant usage.
- All key fobs for the building are deactivated to control who can enter the building at all times.
- Outside food deliveries will not be permitted throughout the day.
- Drinking fountains will be disconnected.
- Water bottle refill stations will remain accessible, but refills must be supervised by a staff member during scheduled times.
- Vending machine usage will not be permitted.
- The lost and found bin will be removed.
- The library will be closed.
- Common areas will be restricted or reorganized for physical distancing purposes.

- All fabric couches and chairs will be removed and replaced with washable materials as needed.
- Increase signage and visual markers will be placed around school to illustrate social distancing, respiratory hygiene, hand hygiene and other healthy practices.

8. Staff Rooms and Workstations

Teachers will no longer have access to a staff room but instead will work in designated areas in the classroom and will be working from home whenever possible. The following will apply to staff to limit and prevent the spread of transmission in the school:

- Oakwood’s staff room will be repurposed and used to facilitate more classrooms available to aid in our physical distancing measures. Staff will no longer be permitted to congregate in groups indoors or closer than 2 metres apart.
- Staff meetings will be held online or outdoors, maintaining a distance of 2 metres apart from each other in groups less than 10 people.
- Materials required on a daily basis are not to be brought back and forth from home.
- Materials required to perform an employee’s tasks will remain at school and cleaned routinely.
- Coffee stations, cutlery, reusable dishes and microwaves will not be available for use.
- Teachers will not be able to use the photocopier. Office assistants will be hired to complete photocopying and deliver necessary paperwork to the classrooms.
- Frequently touched items and common areas will be constantly cleaned by cleaning staff.

9. Lunch Preparation and Food Services

All common eating areas including staff and student cafeterias will no longer be used for group gatherings. Scheduled lunch and snack periods will take place in each student’s designated classroom. Classrooms will have necessary floor coverings and cleaning supplies, and designated cleaning staff to prepare and clean up after each lunch/snack period.

- Students and staff will have staggered lunch and snack schedules to ensure washrooms are not congested.
- Students will be required to disinfect their hands before and after eating lunch or a snack.
- Students will be using social distance practices in their classroom during snack or lunch periods.
- Student desks must also be cleaned before and after eating.
- Students will not be permitted to share food.
- Microwaves, kettles, coffee stations and vending machines will not be available for general use.

Oakwood will continue to provide a Hot Lunch Program to those who need it and will maintain proper health and safety throughout the lunch period with the following protocols:

Hot Lunch Program and other Food Services

- Students opting into the Hot Lunch Program will have their lunch prepared by the qualified kitchen staff and food will be put into containers and then delivered to the classrooms.
- Staff lunches will be pre-packaged and delivered to them as needed as well.
- Qualified kitchen staff will implement enhanced cleaning protocols and hygiene practices.

- Bake sales will not be permitted.

10. Space Reorganization

Classroom and other used spaces in and around the school have been reorganized to best achieve physical distancing of two metres and restrict common gathering places. In addition, the space in classrooms will be designed to ensure physical distancing are maintained.

- All classrooms will be physically re-arranged to space desks at least 2 metres apart from each other where possible.
- Floor markers will be used as a visual aid in and around the building to direct physical distancing.
- Health and Safety kits will be placed and easily accessible in all classrooms (sanitizer, masks, gloves, etc.).
- Each classroom will have a sanitization station. Supplies will include tissue, sanitizer, a garbage can and disinfecting wipes.
- Entry areas, lockers and cubby spaces will be prohibited at this time.
- Staff and meeting rooms will be repurposed to further distance students and keep class ratios low.
- Classes will be reorganized to maximize physical distance and minimize contact where possible.
- Oakwood Academy will be utilizing the Cohort Model within the classrooms in order to encourage appropriate peer interaction and socialization.
 - A cohort is a small group whose members are consistent and do not always keep 2 metres apart. The cohort concept encourages individuals who cannot maintain a 2 metre physical distance when in group settings to interact with the same people within their own cohort group rather than switching daily contacts or randomly interacting with others outside of their circle.
 - Limiting close physical contact only to those in a cohort decreases opportunities for being exposed to the virus while giving the opportunity for social interaction between individuals within the cohort.
 - Transition classrooms may have up to a maximum of 3 students, and 3 staff per room and Academic classrooms may have up to a maximum of 10 people per room (including staff and students).
 - Staff will be unified in instructing the importance of social distancing with each other, in the community, hallways and other cohorts.

11. School Assemblies and Other Events

In order to continue to promote and school culture, assemblies and other school events will continue to run via Zoom and will be broadcasted to classroom audio/visual devices.

12. School Registration and Tours

Physical tours will not be available until further notice. Virtual intakes will be available by online appointment only.

Intake assessments and school registrations will occur using email, video platforms, telephone only at this time.

We will continue to monitor the situation closely, and all school policies will be amended to better reflect the on-going changes in the guidance from governments and ministries.

Resources and References:

<http://www.edu.gov.on.ca/childcare/child-care-re-opening-operational-guidance.pdf>

ACKNOWLEDGEMENT OF THE SANITARY PRACTICES POLICIES AND PROCEDURES

I have reviewed the above Health and Safety Policies and Procedures and I agree with and understand the policy and procedures articulated therein.

Printed Name: _____

Signature: _____

Date: _____