



Oakwood Academy

HEALTH AND SAFETY POLICY AND PROCEDURES

The objective of this policy is to promote 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 for 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 have ANY of the following symptoms new or worsening COVID-19 symptoms?*

 - a. Fever (37.8C or higher) and/or chills
 - b. Cough or barking cough
 - c. Shortness of breath
 - d. Decrease or loss of taste or smell
 - e. Sore throat or difficulty swallowing
 - f. Runny or stuffy/congested nose
 - g. Headache that is unusual or long lasting
 - h. Nausea, vomiting or diarrhea
 - i. Unusual or extreme tiredness or muscle aches

2. Has your child or anyone residing with your child travelled outside of Ontario in the past 14 days?
3. Has your child or anyone residing with your child been identified as a close contact of someone who is confirmed as having COVID-19 by your local public health unit?

4. Has your child or anyone residing with your child been told by a health care provider, including public health official, to isolate or stay home?
5. Has your child or anyone residing with your child had close contact with anyone with COVID-19 symptoms in the last 14 days who has not been tested or is awaiting COVID-19 test results?
6. I agree to follow the guidelines outlined in Oakwood's Health & Safety policies and procedures.**

****As of April 3, 2021: limit close contact to your household (the people you live with) and stay at least 2 metres apart from everyone else.**

If you require close contact to those outside of your household, Ontario screening measures should be practiced- <https://covid-19.ontario.ca/self-assessment/>

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 any of the symptoms included under question 1:

- Your child should stay home to isolate immediately and be tested for COVID-19.
- Contact your child's health care provider if you are unsure if testing or another treatment is needed.

If you answered “YES” to question 2:

- Your child should remain in isolation until the end of the 14-day quarantine after return to Ontario. Test if any COVID-19 symptom develops.

If you answered “YES” to question 3:

- Your child should isolate for 14 days after last exposure to the COVID-19 case or as directed by Public Health. Follow Public Health's guidance for testing.

If you answered “YES” to question 4:

- Your child should isolate or stay home for the recommended period of time by Public Health, even if the individual has tested negative.

If you answered “YES” to question 5:

- Your child should isolate until the person with COVID-19 symptoms in the household receives a negative test or an alternative diagnosis by a health care provider.
- Families must fill out and submit a Back to School form to HS@oakwoodacademy.ca prior to returning.
- **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 8:00 am** 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 and to allow time for student screening to occur. Each family will have an individually arranged time for pick up and drop off based off their cohorts and individual needs. Any changes to scheduled times must be arranged and approved in advance by telephone prior to arrival.

- All key fobs will be deactivated.
- **All parents/guardians are asked to wear a face mask when dropping off/picking up their child to further protect staff and other families.**
- 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.
- 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 at the door 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 where appropriate to ensure students feel better 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.
- 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 seek medical advice. Re-entry to the program will be allowed as per the advice of your health care provider or public health unit.**
- 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.
- 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. *Please note, extended care is first come, first serve essential service only.*

Testing for Staff and Students

- Symptomatic staff or students (as determined by the pre-screening form) may be referred for testing, referred to public health or required to stay in quarantine for 14 days after the onset of symptoms and until asymptomatic.
- 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 10 days after the onset of symptoms and until clearance has been received from the local public health unit.
- 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.

Management of Students Suspected of COVID-19

- People infected with COVID-19 may show little to no COVID-19 symptoms and symptoms of COVID-19 may resemble the flu or a cold. To limit the spread of disease and minimize risk to the Oakwood community, parents and guardians of any student showing signs of sickness while at school will be notified to arrange for immediate pickup of their symptomatic child (and siblings).
- Any student who is suspected to have symptoms post-screening will be immediately separated from others in a supervised quarantine area.
 - 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 staff member with the student will be wearing PPE and will maintain a distance of at least 2 metres, where possible.
 - If the student has siblings at the school all siblings must go home as well.
 - Environmental cleaning of the space(s) utilized by the student will be conducted immediately.
- Students who have been exposed to a confirmed close/"high risk"/"first degree" case (as determined by Public Health) of COVID-19 will be referred for testing and 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"/"second degree" 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.

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.
- Environmental cleaning of the space the staff member was working in will be conducted immediately.
- The local public health unit may be notified and provide direction on testing and isolation.
- 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.
- 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 10 days if asymptomatic.
- 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 and students have recorded screenings including their temperature upon arrival and mid-day.
- All staff and students are assigned specific cohorts and daily scheduled locations throughout the day.
- All staff must record each time a new rotation of therapist/teacher transitions into a classroom or transition of student on a Classroom Contact Tracing Log located in the student files/on the back of classroom doors.
- All staff must also record each time a student transitions to a different location (i.e. bathroom, outside) on the Classroom Contact Tracing Log.
- The Classroom Contact Tracing Log is submitted weekly to the Health and Safety Coordinator to be filed in a designated Contact Tracing Information binder.
- Staff must record the location and time of any other location they have traveled during break/lunch periods.

Confirmed COVID-19 Response Plan:

- If in the event a staff or student tests positive for COVID-19, Peel Public Health will contact the school to receive contact tracing. The individual(s) who were exposed to the confirmed case will be dismissed immediately, and public health will contact those who were at risk of exposure to the confirmed case.
- Public health will provide instructions to the school and those exposed on how to proceed.
- Families of students who were not exposed will not be notified by Public Health and may continue attending, provided they pass the screening procedure.
- Personal information of those who have tested positive will not be provided to families due to confidentiality.
- Oakwood will send a notice to families and staff of a confirmed case within the school with no personal information provided.
- 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, provided they are asymptomatic.

- Students or staff returning to school after being exposed to a confirmed case must complete the Back to School Confirmation form, not return for a minimum of 14 days provided they are asymptomatic, and be asymptomatic upon screening.
- If students or staff develop symptoms during their 14-day isolation period, they will be referred for testing and must remain at home and follow the guidance outlined by the local public health unit in order to return.
- 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.

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. Ontario's Chief Medical Officer has strongly advised that individuals and families only travel outside of the province if it is essential. Additionally, it is strongly advised that those individuals self-isolate for 14 days when arriving in or returning to Ontario. If an Oakwood student/staff is residing with an individual whom is returning or visiting from out of province and the individual does not have a suitable place of quarantine in **a separate living area** from the student/staff, then the student/staff is not permitted to attend school/work for a minimum of 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 as appropriate.
 - Should a student or staff be directed to remain home based on Oakwood's Pre-screening Form result, their health care provider or public health, they will be required to complete a Back to School Confirmation Form before their return.
- As situations continue to evolve or new challenges are presented, Oakwood is prepared to offer Remote Virtual Learning should there be a provincial or regional school closure due to COVID-19. Following public health's guidance, we will offer educational and therapeutic services that safely carryout school programming remotely. 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.

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.
- 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, tables/desks, chairs, teaching stimuli, white board markers, pens, student data binders etc.
- Avoid opening doors with hands directly whenever possible. Should staff have to use their hands, they must ensure to sanitize afterwards.
- All staff/TAs will increase cleaning of handled objects using Lysol wipes and/or sanitizing spray in their classrooms per opportunity throughout the day and/or after school as per Health and Safety Procedures.
- 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.
- School-wide room cleaning will be conducted every day as usual.

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, outside of designated cohorts.
- 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 (i.e., 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:

- 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.
- 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 or use hand sanitizer before and after any physical contact.

3. Personal Protective Equipment

Personal Protective Equipment (PPE): Disposable medical masks and eye protection (i.e., face shields, goggles, glasses) are required for staff at all times. As Oakwood is servicing students who require supportive care who may or may not be able to wear face masks, Oakwood will ensure that staff have access to appropriate PPE at all times. All staff will be trained and monitored for compliance with putting on and wearing any 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. Gloves are optional and available for use – ensure frequent sanitizing of gloves if you are in physical contact with students. Gowns are optional and available for use. Medical gowns and gloves are recommended for use when staff are in situations where students may spread bodily fluids (i.e., feeding, changing clothing after urine accidents).

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, then those providing care/support to them will wear appropriate PPE and maintain physical distancing as much as is reasonably possible, recognizing this may not be feasible. Students who are capable of wearing masks, should wear masks. Students can be provided mask breaks based on their individual differences and instructions from families.

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 School 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 School 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.

- The Academic cohort 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.

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 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/Regulation 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/regulation 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 for students 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 have limited access to the staff room. Staff will work in designated areas in the classrooms 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 may be repurposed and used to facilitate more classrooms to aid in 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. A designated staff member will 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 staff will 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 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.
- No food delivery is permitted. 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:
 - 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.
- Loot bags from home for any special events are not permitted.
- Staff must remain in their own cohorts at least 6 feet apart when eating.
- Scheduled eating areas will be used as needed when available.
- Staff are not permitted to go out for lunch together in one vehicle (no carpooling allowed).
- If you leave the building on your lunch, you must sign out and back in on the sheet located near the Oakwood door.
- The staff room will have a max capacity of 4 individuals at a time.

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 supplies will be placed and easily accessible in all classrooms (sanitizer, paper towel, gloves, etc.).
- Use of entry areas, group lockers and cubby spaces will be prohibited at this time.
- Staff and meeting rooms may 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 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.
 - The Transition Program includes 2 cohorts ("Junior" and "Senior"). The Academic Program is 1 cohort.
 - 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.
- 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 shared with SJA will continue to run via Zoom and/or will be broadcasted to classroom audio/visual devices, where

applicable.

12. Student Integration

- Transition staff and student integration will be virtual when possible.
- Transition staff whom are working with a 1:1 student who is integrating, will no longer be considered part of the Transition cohort and will remain with Academic at all times or in their own classroom.

13. 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.

14. Regional Health & Safety Guidelines

- All families and staff must abide by regional health and safety guidelines within the community and their home. During provincial or regional lockdown restrictions, staff and families are reminded that visitors are not permitted in their home unless it is required for support. Should an individual require close contact from a support worker, staff and families must keep track of the name and contact information of those individuals and consider this support worker when answering and submitting Oakwood's daily screening questionnaire.
- Staff and family should be aware that any members or visitors that reside within their home, must not have travelled outside of Ontario or been in close contact with anyone who has travelled, in order to pass daily screening measures. For example, if a support worker resides with someone who travels for work- the family is now considered at risk and does not meet our screening protocol.
- As of April 3, 2021: Ontario has entered a provincial lockdown. Limit close contact to your household (the people you live with) and stay at least 2 metres apart from everyone else.
 - If you require close contact to those outside of your household (i.e., for childcare, in-home services, etc.) Ontario screening measures should be practiced- <https://covid-19.ontario.ca/self-assessment/>

15. Virtual Learning

- Oakwood will offer a virtual connect to students during school closures (i.e., extended closures, snow days).
- Oakwood will offer virtual services to all families as an alternative to in-person learning during provincial or regional lockdowns to decrease transmissions. Virtual options such as DIR coaching,

online classroom learning, asynchronous learning activities, and telecommunication will be offered for those as a safe option to continue learning and providing support to families.

- Families looking to switch from in-person learning to virtual learning for an extended period of time, will have to fill out a Service Change Request Form and allow for a 1-2 week waiting period to accommodate scheduling/staffing.

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: _____