

2023-2024

**OAKWOOD ACADEMY**



HEALTH & SAFETY  
POLICIES AND  
PROCEDURES





# 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.

The following policy outlines the steps and measures Oakwood has set in place for 2023-2024. 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. This policy is tentative and is subject to change upon the release of updated guidelines from Peel Public Health.

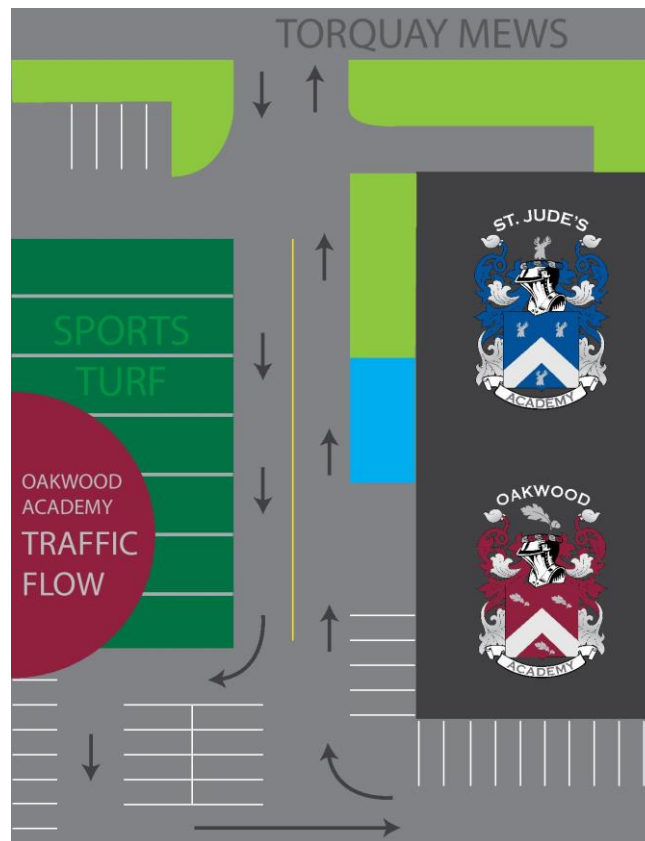
### 1. Drop-Off and Pick-Up Procedures

- Drop-off and pick-up times are planned to reduce parking lot congestion. Any changes to scheduled times must be arranged and approved in advance by telephone or email prior to arrival.
- **Onsite parking is extremely limited.** Offsite parking is available at your own risk.
- Teachers and therapists will greet families outdoors during pick-up and drop-off.
- Should a student require assistance to enter the building, a plan will be developed ahead of time to make necessary arrangements.
- Families will be given a parking pass to enter the parking lot.
- Morning drop-off is at **8:30 am**. The parking lot will be open for morning drop-off until 9:00 am.
- SJA's Kiss and Ride Program will be occurring in the parking lot during morning drop-off. The parking lot will be closed after 9:00 am due to outdoor recess and gym periods. If arriving after 9:00 am, parents may park offsite at their own risk, and walk to Oakwood's main entrance in order to drop off their child. Parents are reminded to **only use the walkways and sidewalks** in order to drop off their child.
- **As part of our policies, staff are not permitted to escort children through the parking lot area.**
- Parents/guardians will be required to bring their child(ren) to a designated staff member at Oakwood's entrance area for drop-off.
- The parking lot will be open for pick-up for Oakwood families at **3:00 pm**. Offsite parking is available at your own risk.
- **The parking lot will close promptly at 3:20 pm** due to SJA's dismissal procedure. If arriving late for pick-up, parents may park offsite at their own risk and walk to Oakwood's main entrance to pick up their child. Parents are reminded to **only use the walkways and sidewalks** to pick up their child. **If families do not exit the parking lot by 3:20 pm, they will be required to wait until 3:45 pm** for SJA's dismissal procedure to end to safely exit the lot.

- If a parent/guardian requires an earlier/later drop-off/pick-up time due to specific circumstances (traffic, appointment, weather, etc.), they will have to notify their child's teacher/therapist and program director/supervisor via email or contact school reception (905) 814-0202.
  - **Late pick-up fees will apply if a child is picked-up later than the agreed upon time.** See the Oakwood Academy Family Handbook for more information on late fees and extended care information.

### Additional Parking Lot Reminders

- Maximum speed limit in a parking lot is **10 km/h**.
- Please follow the directional arrows when navigating through the parking lot. A traffic flow map is also attached as an additional reference.
- If you are in the SJA Kiss and Ride, please do not drive around the cars waiting in Kiss and Ride to pass.
- School busses frequently load and offload in the parking lot. If you see a school bus waiting to load and offload children, please wait behind the bus until loading/offloading is complete and the bus drives away. Do not drive around the bus even if the school bus lights are not flashing.
- Please have the Oakwood parking pass visible on your dashboard.



## 2. Illness Procedures

**Staff and families are encouraged to screen each day for symptoms of illness (not related to other known causes or conditions) before attending school.**

### Student Illness and Absences

- Oakwood is committed to putting the health and safety of our community first by enforcing policies and procedures to provide safe learning on- and offsite guided by public health officials.
- 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 emergency 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. There is nothing more important than community, and we are grateful to be members of a community that is both strong and adaptable.

### Cases of Illness for Staff and Students

- To prevent community transmission of all infectious diseases, all individuals with new symptom(s) of any infectious illness should stay home when they are feeling sick.
- When assessing for symptoms, the focus should be on evaluating if they **are new, worsening, or different** from an individual's baseline health status (usual state). Symptoms should not be chronic or related to other known causes or conditions.
- Students and staff with symptoms such as cough, runny nose, congestion, etc. may return to school 24 hours after symptoms have improved.
- Students and staff experiencing a fever may return to school once **fever-free for 24 hours without the use of medication**.
- Students and staff with gastrointestinal symptoms (i.e., nausea, vomiting and/or diarrhea) not related to other known causes of conditions (i.e., transient vomiting due to anxiety in children, chronic vestibular dysfunction, irritable bowel syndrome, inflammatory bowel) may return to Oakwood **48 hours after symptoms subside**.

### Management of Students who Become Ill While at School

- Staff will take note of the student's baseline symptoms and natural tendencies. This will help staff more easily identify worsening symptoms or any changes in a student's health and well-being throughout the day.
- If a student becomes ill while at school and symptoms persist/worsen during the school day, the parent(s) will be contacted for an immediate pick-up.

### Management of Staff Who Become Ill While at School

- Oakwood Academy is expecting periods of increased absenteeism during cold/flu seasons or periods with multiple illness cases. Please be mindful that schedules may change based on absenteeism.

### 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, hygiene etiquette/proper respiratory etiquette, and what to do in the event that someone shows signs of illness.
- Staff will also be updated on new public health communication and policies as they become available.

### **3. Cleaning and Disinfection**

Increased cleaning schedules and updated disinfection protocols will be implemented throughout each day to prevent the spread of disease/illness 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 staff are encouraged to sanitize their hands before entering the classroom. Sanitizer will continue to be available for staff and students in each classroom.
- Staff 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.
- Cleaning staff will also perform general cleaning of commonly used areas such as hallways, washrooms, etc.
- 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 (i.e., Lysol spray, Lysol wipes, and hand sanitizer).
- Hand hygiene must be performed, at minimum, before entering the school, before and after each recess, before and after eating food, after using the washroom, after blowing your nose or wiping your eyes, and at any time when hands are dirty/soiled or when sneezed or coughed on.
- Washrooms and surfaces that are touched regularly (door handles, switches, toys, water stations, faucets, etc.) will be cleaned daily.
- Each class has 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. Sanitizing spray should not be used directly around the students. Both sanitizing spray and Lysol wipes are to be used only by staff. Sanitizing spray and Lysol wipes are to be used in the classrooms per opportunity throughout the day and/or after school as per Health and Safety Procedures in order to maintain a safe environment.
- 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.

- Staff are to inform the Health and Safety Coordinator/Health and Safety Assistant regarding spills (including bodily fluid spills). All spills are reported to the maintenance team and will be cleaned up immediately with the appropriate cleaning disinfectants and procedures.
- Staff can also report maintenance issues to [maintenance@stjudesacademy.com](mailto:maintenance@stjudesacademy.com) and [HS@oakwoodacademy.ca](mailto:HS@oakwoodacademy.ca)

### **Clean and Sanitizing Toys and Other School Items**

- Toys and items necessary for programming will be cleaned and sanitized after use.
- Toys and items 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 may be shared amongst students, but must be regularly cleaned and sanitized after use.

### **Necessary Washing, Feeding, or Holding of a Student**

The following are some strategies and protocols that may be used by some Oakwood staff who are required to help wash, feed or hold a child:

- Oakwood staff should wash their hands, arms and anywhere touched by a student's secretions.
- Oakwood staff should change a student's clothes if secretions are on them.
- Contaminated clothes are to be placed in a plastic bag and sent home to wash.
- Families should send multiple changes of clothing to keep on-hand at school.
- Oakwood staff should also keep a change of clothes at school.
- Oakwood staff should wash their hands or use hand sanitizer before and after any physical contact.
- Gloves and gowns may also be recommended during these situations.

## **4. Personal Protective Equipment**

Some staff, students, and family members may choose to continue to wear masks. **We ask that everyone remains respectful and welcoming to those who choose to do so.** Gowns and gloves will be available should staff wish to use them.

## **5. Visitors and Observations**

Parents, volunteers and guests are permitted in the building for **scheduled** meetings/parent coaching and in-person events.

- Scheduled meetings between teachers and parents or teachers and other professionals can take place in-person or via online platform.
- When arriving for a scheduled appointment, please enter through SJA's main entrance and sign in at the reception desk to receive a visitor's pass. You must also sign out/return the visitor's pass before leaving your appointment.
- Guest speakers or presenters will be provided the option to run workshops or presentations either in-person or through online platforms, such as Zoom.

- Building rentals can only continue outside of school hours, provided they do not interfere with school requirements and with additional cleaning schedules in place.

## 6. Additional Policies and Protocols

Oakwood Academy has additional policies and protocols in place in order to support the health and safety of our school community. Oakwood will ensure to review the following additional policies and protocols with staff:

- Emergency Response Protocol (i.e., Fire Drill, Lockdown, Hold and Secure, Evacuation, and Shelter in Place procedures)
- Missing Child Protocol
- Employee Health, Wellbeing and Right to Disconnect Policy
- Workplace Violence and Harassment Policy
- Child Abuse Policy

## 7. Daily Movement and Programming

### Washroom Use

- Staff are to use the designated staff washrooms located beside the accessible washroom and multi-stall washrooms.
- Students are not permitted to use staff washrooms.
- There will be washroom protocols in place for any students requiring assistance.

### Physical Education and Sensory Gym

The physical education and sensory needs of our students is paramount to their education, and therefore will be supported by our Occupational Therapist and Physiotherapist. Each student will have an appropriate plan in place to support their individual needs both within their classroom and outdoors. Equipment will be purchased as needed. Sensory equipment and materials will be cleaned and sanitized regularly. Physical education periods will also be held outdoors.

### Programming and Behaviour/Regulation Protocols

- All parents receive an updated Individual Education Plan outlining individual goals for their child.
- All students with specific Behaviour/Regulation Protocols requiring physical support will have a plan which must be approved by parents. Behaviour/Regulation protocols will be shared with all members of the student's team and will be reviewed every 2 months at minimum.
- The parent will sign a copy of their child's Behaviour/Regulation protocol, which will remain in the child's file. Parents will be provided an additional copy of their child's protocol to utilize the support strategies at home.
- Behaviour/Regulation Protocols may include physical holds and/or escorts as a **last resort** safety measure. Each time a physical hold/escort is used, Incident Form B must be filled out and signed by the child's parent. The form will be filed away in a designated binder and will be kept in the office for 2 years. Parents can be provided with a copy of the form upon request.



## **8. General Facility**

In order to maintain appropriate 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 consistent usage.
- Water bottle refill stations will remain accessible, but refills must be supervised by a staff member during scheduled times.
- Vending machine usage will be permitted during appropriate times.
- The Lost and Found Bin will be placed in an area where only staff can access it. Parents and guardians are asked to label their child's items with their full name.
- Bake sales are permitted at this time.

## **Air Flow and Ventilation**

When possible, Oakwood will:

- Inspect all HVAC units to ensure they are in working order before the start of the school year.
- Upgrade filters to the MERV 13 (as recommended).
- Adjust HVAC system settings to maximum air flow and increase the fresh air intake.
- Avoid the recirculation of air as much as practically possible.
- Ensure replacement of filters and preventative maintenance schedules are rigorously followed.
- Operate the HVAC units a minimum of 2 hours before anyone enters the school building
- The use of fans and portable air conditioners will not be permitted at this time, as they could affect the spread of respiratory droplets.

## **9. Staff Room and Workstations**

- The staff room will be available for staff use only. Students who require their lunch to be heated up in the microwave must be supervised by a staff member, or the staff member will heat up a student's lunch for them.
- Frequently touched items and common areas will be consistently cleaned by cleaning staff.
- Staff will be responsible for regular cleaning of the Oakwood staff room, including fridge/freezer and microwave.

## **10. Lunch Preparation and Food Services**

Scheduled lunch and snack periods will take place in each student's designated classroom. Classrooms will have necessary cleaning supplies and designated staff will prepare and clean up after each lunch/snack period.

- Students and staff will be required to disinfect their hands before and after eating lunch or a snack.
- Student desks must be cleaned before and after eating.
- Oakwood will continue to provide a Hot Lunch Program 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. A staff member or student accompanied by a staff



member will pick up the student's hot lunch in the SJA cafeteria. Staff who order from the hot lunch program will be required to pick up their lunch in the SJA cafeteria.

- Qualified kitchen staff will implement enhanced cleaning protocols and hygiene practices.
- Loot bags from home for any special events must have individually packaged items.

## **11. Storage**

- Health and safety supplies will be in easily accessible places for staff in all classrooms, but out of reach of children (sanitizer, Lysol wipes, sanitizing spray etc.).
- Individual lockers in the staff room are permitted for staff use.

## **12. School Registration and Tours**

- Physical tours and intake assessments will be available in-person or virtually by appointment.
- Parent coaching and consultation sessions may also take place in-person or virtually by appointment.

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**ACKNOWLEDGEMENT OF THE HEALTH AND SAFETY 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: \_\_\_\_\_