



QUEENS GATE ACADEMY

Private School from JK - Grade 9

Ph: 905-846-0220 email: info@queensgateacademy.ca

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Policy Framework for Reopening



This resource is intended to support the safe reopening of our school.

This supplementary resource will be used in conjunction with the Ministry of Education, Ministry of Health and Public Health guidance from the Province.

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TERMS OF REFERENCE

“Close Contact” is defined as anyone who has been exposed for a period of 15 minutes or more and within 2 metres of contact (no mask) with someone who has tested positive to COVID-19.

“Quarantine” – Anyone who is a “close contact”

Monitoring – Anyone who is not a close contact but has been in the vicinity of someone who has tested positive. Watch for symptoms.

Isolated – someone who does test positive must isolate to control the spread of the virus for 14 days or longer with no fever for 24 hours.

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1.0 MEASURES/POLICIES	
1.1	<p>COVID-19 related policies/procedures/protocols. They include:</p> <p>QGA has developed</p> <ul style="list-style-type: none">• Screening/Exclusion• Daily attendance records• Drop-off and pick-up• Visitor restrictions• Cohorting and staffing• Physical distancing• Enhanced cleaning and disinfection• Use of PPE• Protocol is in place if a student, parent/guardian, visitor, or staff experiences symptoms and/or is exposed to COVID-19 <p>Staff are trained in all policies and procedures and staff completion of training is documented.</p>
1.2	<p>A copy of the COVID-19 related policies and procedures is accessible to all staff, parents/guardians, and emergency contacts.</p>
1.3	<p>Staff are aware that if any person at the school is exhibiting symptoms of COVID-19 or has been exposed to COVID-19, the Ministry of Education's reopening plan shall be implemented immediately.</p>
1.4	<p>Given the stringent screening, students and staff may spend many more days away from school. Consider how to manage additional student and staff absenteeism.</p>
1.5	<p>Schools are required to follow all existing worker health and safety requirements, as outlined in the <i>Occupational Health and Safety Act</i> (OHS) and its regulations.</p>

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2.0 Communication is and will continue to be at the case of our school reopening plan.	
2.1	<p>In advance of the school year, parent/guardians receive and are aware of the enhanced COVID-19 related measures, expectations, and guidelines:</p> <ul style="list-style-type: none">• New school protocols• Instructions for screening/exclusion• Drop-off/pick-up procedures• Information on physical distancing and hand hygiene• Protocols for symptomatic student/staff
2.2	<p>Encourage the use of video and telephone calls with parents/guardians in place of in-person meetings.</p>
2.3	<p>Signs are posted at entrances to the school to remind students, staff, parents/guardians, and essential visitors about COVID-19 protocols (e.g., screening information, Do Not Enter signage, hand hygiene and self-monitoring).</p>
2.4	<p>Parents/guardians have provided an emergency contact that is able to pick up student whenever needed. Emergency contact is aware of all COVID-19 measures for physical distancing, hand hygiene and self-monitoring.</p>
3.0 SCREENING	
3.1	<p>Educate staff, students, parents/guardians and essential visitors on the signs and symptoms of COVID-19.</p> <p>A self-assessment must be completed by all individuals prior to entering the school.</p>

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3.2	<p>Parents/guardians must perform <u>daily</u> screening of their child(ren) for COVID-19 symptoms BEFORE leaving for school using a self-assessment checklist (refer to 3.1).</p> <p>Direct parents/guardians to:</p> <ul style="list-style-type: none">• Check their child's temperature (fever $\geq 37.8^{\circ}\text{C}$)• Monitor for signs and symptoms (including atypical symptoms) of COVID-19• If any signs or symptoms, student and other household members must stay home and school must be contacted.
3.3	<p>All staff must complete a <u>daily</u> self-assessment screen for COVID-19 symptoms BEFORE arriving at school (refer to 3.1).</p> <ul style="list-style-type: none">• Staff must check their own temperature (fever $\geq 37.8^{\circ}\text{C}$)• Monitor for signs and symptoms (including atypical symptoms) of COVID-19• If any signs or symptoms, staff must stay home and school must be contacted.
3.4	<p>Only essential visitors are permitted on school property (e.g., plumber). Essential visitors must complete a self-assessment screen for COVID-19 symptoms BEFORE arriving/entering school (refer to 3.1).</p> <ul style="list-style-type: none">• Essential visitors must check their own temperature (fever $\geq 37.8^{\circ}\text{C}$)• Monitor for signs and symptoms (including atypical symptoms) of COVID-19• If any signs or symptoms, essential visitors must not enter school.
3.5	<p>Anyone with signs/symptoms of COVID-19 or anyone who has come into close contact with a suspected or confirmed case of COVID-19 in the past 14 days should self-isolate and be tested for COVID-19.</p>
3.6	<p>Hand hygiene stations with alcohol based hand rub (ABHR minimum 60%) are available at all school entrances along with COVID-19 information/signage (e.g., screening information, hand hygiene, physical distancing).</p>

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3.7	Daily attendance and records of anyone entering the school setting must be maintained and kept on-site (includes staff, students, parents/guardians and essential visitors). Each record must include: <ul style="list-style-type: none">• Name• Contact information• Time of arrival and departure• Notation that a screening was completed.
4.0 DROP-OFF AND PICK-UP	
4.1	Identify locations and times for drop-off/pick-up and staffing requirements to support and monitor physical distancing during student's arrivals/departures via private transportation.
4.2	Create signage or landmarks to make drop-off and pick-up locations easy to identify.
4.3	Drop-off/pick-up procedures should support physical distancing and cohorting using strategies that may include: <ul style="list-style-type: none">• Only one designated parents/guardian drop-off/pick-up• Separate cohort entrances (if applicable and possible)• Outdoor drop-off/pick-up (unless there is a need for parent/guardian to enter the school)• Staggering entry or limiting the number of people in entry areas• Physical distancing ground markings
4.4	Limit student personal belongings brought to school to include essential items only (e.g., backpack, clothing, sun protection, water bottles, food).
5.0 COHORTING AND STAFFING	
5.1	Maintain a maximum limit of 15 students in a typical classroom at one time. Our school cohorts average less than 8 students per classroom.
5.2	Students should limit contact with only their classmates and a single teacher for as much of the school day as possible (cohort). Cohort group does not mix with other cohort groups.

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5.3	All members of a cohort (students/staff) practice physical distancing (including between members of the same cohort) and infection prevention and control practices when possible e.g. hand hygiene and masks/face shields (mandatory).
5.4	Cohorts should remain in the same classroom/space as much as possible. If a different teacher is required, staff should come to the classroom to prevent student movement to other rooms.
5.5	Ensure a plan is in place to prevent mixing of cohorts in washrooms/change rooms.
6.0 PHYSICAL DISTANCING	
6.1	Physical distancing (i.e., 2 metres) is maintained between and within cohorts in both indoor and outdoor learning and play spaces.
6.2	Staff practice physical distancing (2 meters) from students and other staff.
6.3	Physical distancing strategies are incorporated in the school: <ul style="list-style-type: none">• Increase physical distance of chairs and tables/desks in all rooms (including cafeteria, library, staff areas)• Arrange student desks 2 meters apart• Using table top barriers e.g. plexiglass between students when working at shared spaces• Create designated routes for students/staff to get to and from classrooms• Use marking on floors and walls to promote physical distancing, including for lines/queues (e.g., tape on floors, signs on walls)• Use a temporary, floor to ceiling physical barrier when two cohorts are using the same indoor space (e.g., gym)• Move activities outside to allow for more space• Stagger periods of student movement around school and discourage student congregating in hallways• Stagger student/staff lunch/break times, recess times and use of communal spaces (e.g., library, gym, cafeteria, staff room).

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6.4	Close communal spaces where strategies to support physical distancing cannot be implemented.
6.5	Assign staff to dedicated work areas where possible and discourage sharing desks, phones, tools, equipment, etc.
6.6	Cancel all large gatherings/assemblies. Consider virtual alternatives where appropriate.
6.7	Limit the number of students/staff/essential visitors gathering in common areas.
6.8	In shared outdoor spaces, 2 metres should be maintained between cohorts and any other individuals outside of the cohort.
7.0 SHARED ITEMS AND PROGRAMMING	
7.1	Limit personal belongings being brought into school. Cubbies/lockers should be assigned for individual use. If students do share these spaces, they should be cleaned between users.
7.2	Limit sharing of supplies, equipment, and toys among students. If possible, each cohort should have designated supplies and equipment (e.g., balls, loose equipment). Items should be cleaned and disinfected prior to use by another cohort.
7.3	Physical distancing is maintained in activities that are part of physical education (PE) classes.

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7.4	<p>Resume extracurricular sports, clubs, committees, and activities that maintain physical distancing between students.</p> <p>High contact sports will be postponed.</p> <p>We hope to resume extracurricular activities after our initial 6 week phased in approach period. We will re-evaluate based on current operations.</p>
7.5	<p>For all structured and unstructured play (including: recess, playground use, PE classes, extracurricular sports/activities):</p> <ul style="list-style-type: none">• Students/staff must practice proper hand hygiene before and after play/use of equipment• Clean and disinfect shared equipment between cohort/group use• Activities should take place outdoors where possible• Students must not share personal items (e.g., water bottles, towels)
7.6	<p>Choir and band practices or performances pose a higher level of risk. Special consideration should be given to how they are held, room ventilation and the distance between performers. It would be preferable to conduct such practices virtually when possible, and if not, maintain 4 metres distance between participants.</p> <p>We hope to resume Music classes after our initial 6 week phased in approach period. We will re-evaluate based on current conditions.</p> <p>Instruments should not be shared between users.</p>
8.0 EATING AND DRINKING	
8.1	<p>All staff and students perform proper hand hygiene before and after eating. Stagger student/staff lunch times to accommodate for hand washing or ABHR use at communal stations (e.g., washrooms) and in shared spaces (e.g., cafeterias).</p> <p>See section 9 – Hand Hygiene and Respiratory Etiquette</p>

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8.2	If weather permits, consideration could be given to having lunch breaks outside. Students will eat with their cohorts.
8.3	Increase physical distance of chairs and tables in cafeterias and staff lunchroom. Encourage staff to eat in classroom and limit numbers in staff room. Clean and disinfect shared eating areas (e.g., cafeterias) between cohort use.
8.4	Students/staff fill water bottle rather than drinking directly from water fountains.
8.5	Ensure “No sharing” policies and procedures are reinforced. This includes food, water bottles or personal items. Personal items should be clearly labelled with each student’s name.
8.6	Removal of self serve food preparation items (microwaves).
8.7	Do not plan activities that involve students in preparing or serving food.
8.8	Third party food services/nutrition programs can continue to operate. All surfaces, bins and containers for food must be disinfected prior to and after use. “Grab and Go” format is preferred.
9.0 HAND HYGIENE AND RESPIRATORY ETIQUETTE	
9.1	Staff and students should be provided with targeted, age appropriate education in proper hand hygiene. Encourage proper and frequent hand hygiene practices by staff and students: <ul style="list-style-type: none">• Soap and water for at least 20 seconds• At regular time intervals throughout day• Before/after eating food• After using washroom• Before/after outdoor play Soap and water preferred when hands are visibly soiled. ABHR can be used if handwashing is not possible.

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9.2	<p>Han hygiene products are available in all rooms and at school entrances (i.e., hand wash sink or ABHR).</p> <p>All staff, students and essential visitors conduct proper hand hygiene upon entering the school.</p>
9.3	<p>Staff and students practice proper respiratory etiquette. Use education posters at the entrance and in areas where they are likely to be seen.</p> <p>Respiratory etiquette includes:</p> <ul style="list-style-type: none">• Covering nose and mouth during coughing and sneezing with a tissue or sneezing or coughing into your sleeve or elbow.• Disposing of used tissues into the garbage immediately after use.• Practicing proper hand hygiene immediately after coughing or sneezing or touching one's face.
9.4	<p>Use lined, no-touch waste baskets.</p>
10.0 ENHANCED CLEANING AND DISINFECTION	
10.1	<p>Cleaning and disinfecting process, schedule and log are developed and posted.</p>
10.2	<p>Train staff on enhanced cleaning and disinfecting procedures.</p> <p>Cleaning and disinfecting products are provided and accessible to staff.</p>
10.3	<p>Shared rooms/spaces must be cleaned and disinfected before and after using the space.</p>
10.4	<p>Clean and disinfect common areas and items including high touch surfaces (e.g., doorknobs, handrails, light switches, sink and toilet handles, keyboards, touch screens, desks, sports equipment) at least twice daily and as often as necessary.</p>
10.5	<p>Shared equipment, supplies and objects (e.g., physical education equipment, play structures, art supplies, toys, games) must be cleaned and disinfected between cohort use.</p>

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11.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)	
11.1	Face masks/shields are mandatory for all staff students. We strongly recommend face shields.
11.2	Staff have completed/reviewed the <u>Public Health Ontario PPE</u> training resources.
12.0 VENTILATION	
12.1	Implement practices to support adequate air circulation in classrooms and staff rooms: <ul style="list-style-type: none">• Ensure clean filters• Avoid recirculating air Use outdoor ventilation when possible (e.g., opening windows, increasing the outdoor air ration of the HVAC system)
13.0 MANAGEMENT OF SYMPTOMATIC PERSONS	
13.1	Staff are to monitor self and students for signs/symptoms of COVID-19 during operating hours. <ul style="list-style-type: none">• Staff are provided with information on signs and symptoms of COVID-19 in children. Staff should encourage students to speak to staff if they are feeling unwell.
13.2	Individuals with signs/symptoms of COVID-19 (further direction will be provided by the Ministry of Health regarding typical/atypical symptoms) should: <ul style="list-style-type: none">• Stay at home• Self-isolate (household members must also self-isolate) as per <u>COVID-19 Class Order</u>• Be referred for testing for COVID-19• Remain excluded from school until test results are received• If an individual tests positive for COVID-19, Halton Region Public Health will notify the individual and the school. See 13.9 below. If a student/staff has COVID-19 like symptoms and COVID-19 testing is not done, then there are two options: <ul style="list-style-type: none">• Follow up with primary health care provider to get documentation that illness is not due to COVID-19 and student/staff can return to school• If no documentation is available from health care provider, then student/staff must self-isolate for 14 days from symptom onset date and be afebrile (no elevated temperature)

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	<ul style="list-style-type: none">In general- if there are symptoms of any kind – ensure follow up and assessment by health care provider. School attendance must be limited until rationale is received by the school.
13.3	<p>A student with signs/symptoms of COVID-19 should be immediately separated from others and supervised in a designated room/space. Their parent/guardian should be contacted to pick them up immediately.</p> <p>School Protocol should include procedures for picking up students with signs/symptoms of COVID-19 (e.g. include household siblings)</p> <p>Any staff or essential visitors with signs/symptoms of COVID-19 must go home immediately. If they cannot return home immediately, they must be isolated in a designated room/space until their departure.</p> <p>Any staff or essential visitors with signs/symptoms of COVID-19 should avoid using public transportation.</p>
13.4	<p>A 'kit' should be available for use by the ill individual and staff member attending to them. The kit should contain ABHR, gloves, surgical/procedural masks, eye protection, and a gown.</p> <p>Instructions on proper use of PPE should be available on the outside of the kit.</p> <p>Tissues should be provided along with guidance on proper disposal of the tissues.</p> <p>A thermometer should be available, and a temperature check is recommended if ill individual complains of fever. The thermometer must be covered with single-use protective covers (discarded after each use) or cleaned or disinfected after each use.</p>
13.5	<p>Designated staff member providing care to a student, staff member or essential visitor with signs/symptoms of COVID-19 must wear PPE should be required, maintain a distance of 2 metres (if possible), avoid contact with the ill person's respiratory secretions and perform hand hygiene.</p>
13.6	<p>A surgical/procedure mask is worn by the person with signs/symptoms of COVID-19 (if tolerated).</p>

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13.7	<p>Clean and disinfect the designated room/space, and any items touched by the symptomatic individual.</p> <p>Identify contaminated areas and items within the school used by any individual with signs/symptoms of COVID-19 and conduct cleaning and disinfection of these items (refer to 10.0).</p>
13.8	<p>Place any soiled personal items in a securely tied plastic bag and send home within the student's parents/guardian. Soiled items must not be rinsed and/or washed at school.</p>
13.9	<p>As each situation is unique, the school will work on exclusion and isolation requirements for close contacts and other individuals from the same cohort.</p> <p>A confirmed positive case must have clearance from public health for return to school</p>
13.10	<p>Any instances of occupationally acquired infection shall be reported to WSIB within 72 hours of receiving notification of illness.</p> <p>If the staff member's illness is determined to be work-related, in accordance with the <i>Occupational Health and Safety Act</i> (OHSA) and its regulations, the employer must provide a written notice within four days of being advised that a staff member has an occupational illness, including an occupationally-acquired infection, or if a claim has been made to the Workplace Safety and Insurance Board (WSIB) by or on behalf of the staff member with respect to an occupational illness, including an occupational infection to the:</p> <ul style="list-style-type: none">• Ministry of Labour, Training and Skills Development;• Joint health and safety committee (health and safety representative)

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BUSSING TRANSPORTATION RECOMMENDATIONS

1.0 GENERAL MEASURES	
1.1	School bus drivers and parent/guardians of student riders are aware of adapted or new COVID-19 related protocols and enhanced measures.
1.2	COVID-19 related communication protocol. Must include: <ul style="list-style-type: none">• Bus driver notifying employer and school if they screen positive using the daily COVID-19 self-assessment tool.• Bus driver notifying school of any instances of a symptomatic child while riding bus.
2.0 SCREENING	
2.1	All bus drivers complete a daily self-assessment screen for COVID-19 BEFORE arriving at work. <ul style="list-style-type: none">• If any signs or symptoms, staff must stay home and employer and school must be contacted.
2.2	Students who have symptoms associated with COVID-19 or have been exposed to COVID-19, or in self-isolation due to travel must stay home. They should not use student transportation services.
2.3	If a student develops symptoms while at school, they should not take the school bus home and should be picked up by a parent/guardian.
3.0 PHYSICAL DISTANCING	
3.1	Establish designated drop-off/pick-up times and locations for bus transportation that support physical distancing and limit congregation of students.
3.2	Students, parents/guardians and caregivers should maintain physical distancing (i.e., 2 metres) between students and driver on the school bus.

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3.3	Bus capacity and seating arrangements support physical distancing (i.e., 2 metres) between students and driver on the school bus. <ul style="list-style-type: none">• One student per seat. Students of the same household are permitted to share seats.• Students of the same cohort sit in the same area.• Consider leaving a gap between each row.• Boarding/Exiting strategies (e.g., fill seats back-to-front for boarding and front-to-back for exiting to reduce student interaction).
3.4	Any physical barrier or modification (e.g., a plexiglass shield between driver and aisle/entrance)
4.0 ENHANCED CLEANING AND DISINFECTION	
4.1	Alcohol-based hand rub (ABHR) is available at the entrance of the school bus (ABHR minimum 60%). Bus driver should prompt students to use ABHR prior to boarding.
4.2	Enhanced cleaning and disinfecting process is established and must include: <ul style="list-style-type: none">• Training staff on enhanced cleaning and disinfecting procedures.• A cleaning schedule and log must be posted in each bus and used to track cleaning.• Cleaning and disinfecting frequently touched surfaces between each route/group of riders and at least twice daily (e.g., handrails, seats, seat belts, windows, steering wheel).
4.3	Implement practices to support adequate ventilation and air circulation (e.g., opening windows).
5.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)	
5.1	Where physical distancing is challenging, bus driver should wear a surgical/procedure mask or a cloth face covering. Where direct contact with a student is required, driver must also wear gloves.

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