



## **KEMPENFELT BAY SCHOOL**

### **Safe Return to School Plan**

Our goal is to ensure the health, safety, and well-being of students and staff when KBS reopens for the 2020/21 school year. This working document outlines the guidelines for a safe return to Kempfenfelt Bay School starting on September 8, 2020. Our goal is to ensure the health and safety of students and staff, recognizing that we cannot completely eliminate the possible transmission of COVID-19. As a committee, we believe the KBS community will benefit from all students being in school every day. This is only superseded by one of the public health agencies or Ministry dictating a “stay-at-home” order.

As is discussed in the July 29, 2020 document distributed by SickKids regarding school reopening, “As a society and individuals, we all have a significant role in remaining vigilant and adhering to public health recommendations to keep community transmission as low as possible.” Further, “it is critical to balance the risk of direct infection and transmission of SARS-CoV-2 in children and youth, school staff and the community, with the harms of school closure on children’s physical health, developmental health, mental health and learning.” We, as a community of learners, must also recognize that, “it is important to acknowledge that there is not one specific measure that will prevent infections from occurring in schools, but rather a bundle of infection prevention and control measures that need to be put into place to help reduce infection risk.”

The KBS Safe Return to School Plan is a reflection of published guidelines by Ontario’s Ministry of Education on June 19, 2020, which were specifically sent to independent schools by directive of the Ministry on June 24, 2020, the Ministry of Education guideline released at the end of July, and the Operational Guidance document released on August 26, 2020. They confirmed that the Ministry’s “Approach to Reopening Schools for the 2020-21 School Year” should be consulted for guidelines and best practices. It also suggested that independent schools consult with their local public health unit about resuming face to face instruction in such a way that will minimize the chance of exposure and comply with any other relevant requirements.

This plan is also a reflection of the guidelines provided by SickKids, Public Health Ontario and Simcoe Muskoka Public Health, and acknowledges that these sources are not always aligned with their guidance. In the end, KBS must comply with certain directives as to not is an indefensible risk the School can not and will not take.

A copy of this document has been shared with SMDHU.. Any feedback that needs to be incorporated into this document will be incorporated.

## **Our Commitment to the KBS Community**

This document will be reviewed and updated as further safety protocols are established, and movement along the K-12 Education Restart Plan Stages is granted by the Ministry of Education. This is, therefore, the first iteration of a live document that will most likely be updated as time passes and circumstances evolve.

### **KBS will:**

1. fully prepare for students to be in class by September learning through conventional delivery with school every weekday;
  2. ensure our small class sizes reflect suggested guidelines;
  3. provide students the opportunity to participate in co-curricular activities where possible;
  4. support students as they resume social interaction with their peers;
  5. keep students in their grade cohorts for all learning, social and cocurricular activities.
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## **Masks**

This has been a topic of conversation and evolution since the beginning of the pandemic and we acknowledge that there is a great deal of divergence of opinion on this topic. KBS is compelled to implement the directives currently given by the Ministry of Education with regard to masking despite other sources being less prescribed with their guidance. We do this because we must employ a suite of measures that collectively best mitigate the possibility of virus transmission and to not is an indefensible risk.

In accordance with the guidelines released by the Government of Ontario, all students in grades 4 through 8 are required to wear a non-medical or cloth mask (that covers nose, mouth) while indoors with the exception of when they are eating or drinking and this requirement applies to both public and private schools. This means that periods such as recess, PE, outdoor class time and an outdoor lunch will not require the masks to be worn. Should Ministry of Education requirements change regarding masks at any time, KBS will comply with that requirement.

Students in grade 3 and under are encouraged to do the same, but are not required to wear masks.

Likewise, all faculty and staff must also wear a mask when indoors, with the exception of when they are eating or drinking, in a private office (or classroom) alone with the door closed, or outdoors.

As a result of this necessity, we recommend that you spend some time with your son's and daughter's prior to the beginning of the school year getting them acquainted with what it feels like to wear a mask and how one is properly worn. We also ask that your son's and daughter's come to school each day with a few masks.

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## Changes to the Daily Routine

### Before Drop-Off:

Before any student, staff or faculty member can enter the school each day, they will need to complete the prescreening to ensure that they are symptome free prior to entry.

KBS will be partnering with EduSafe for this process. Once someone has completed the prescreen, both the parent or guardian and the school will immediately be notified of the outcome. A failure to pass the screening process and / or complete the screening process will mean that the student can not enter the school that day. Results of outcomes are instantly and simultaneously sent to the family, main office, Head of School and the homeroom teacher.

This prescreening process is critical to the health and safety of the community. It is imperative that it is done each day, by or for each person and that it is a true and accurate reflection of the person's health at that very moment. For this reason, it can not be submitted the night before and must be done each morning, just prior to leaving the home.

Should a student pass the screening process and then present symptomatic during the day, they will immediately be removed from class and brought to the main office where they will remain in what was the admission office. Mrs. Wallace will call the parent or guardian and the student must be picked up immediately.

Return to school will only be allowed once the school has confirmation of a previously symptomatic person being symptom free for 24 hours (no fever, no respiratory symptoms, no gastro-intestinal symptoms), or a previously symptomatic person can provide a negative test for COVID-19 and can confirm to be symptom free for 28 hours.

### Drop-Off:

To minimize contact between students in different classes, we will be introducing a staggered drop-off schedule. This will be strictly enforced; if you miss your designated time, your student will follow the late arrival procedure.

The students will enter by their designated door and check-in with the faculty/staff member. Upon entry to the building, they will use the supplied hand sanitizer. We require that parents of students in grade 2 and older not enter the building during drop-off.

Those with students in JK/SK or grade 1 may enter **for only first two weeks of school**, in order to help their child settle in for the day, but must wear a mask, immediately use the supplied hand sanitizer, complete the drop off process and exit the building before the next class is set to enter. Should you miss your time and need to arrive late, you may not enter the building.

If you have students in multiple grades, your drop-off time is that of the earliest student.

The School must make every effort to minimize contacts within the school. We recognize that not being able to enter the school in the morning is a departure from what we have known and from what we consider to be a deeply meaningful part of the KBS culture. This is among some of the bigger changes that we would rather not embrace but must in order to do our part to not contribute to possible infection.

We appreciate that this, and now having a prescribed drop off and pick up time will require changes to the daily routines and possible conversations with your son or daughter to explain why we are doing things differently for a while. The School will be ready and happy to assist with those conversations.

We thank you for your help with, and recognition of, these changes.

**Drop-off schedule:**

Time	Grade	Door
8:00 - 8:15	JK/SK	End door
8:00 - 8:15	Grade 4	Outdoor classroom door
8:00 - 8:15	Grade 1	Main door
8:15 - 8:30	Grade 2	End door
8:15 - 8:30	Grade 5	Outdoor classroom door
8:15 - 8:30	Grade 7	Main door
8:30 - 8:45	Grade 3	End door
8:30 - 8:45	Grade 6	Main Door
8:30 - 8:45	Grade 8	Outdoor Classroom door

**Late Arrival:**

**If you are unable to make your designated drop-off time slot, you can drop your student off starting at 9am.** Please ring the doorbell and wait for the door to be unlocked by Mrs. Wallace; only your child may enter. They must use the supplied hand sanitizer before proceeding to the main office to be checked in.

**Please note that if you think you may miss the designated time or be late for any reason, please plan for the 9am drop off time.**

**Homeroom/Assembly:**

Prior to the start of instructional time, students will remain in their classrooms. Assembly will be broadcast over the PA system. All assemblies will be closed to visitors. As the year progresses, we will investigate the possibility of broadcasting Friday assembly over the Internet for families of KBS to view.

**Recess:**

Time	Grade	Location	Door
10:00 - 10:30 am	Grade JK, SK and 1	South or West field each day of the week and weekly playground rotation to be determined	End door
10:00 - 10:30 am	Grades 2 - 4	South or West field each day of the week and weekly playground rotation to be determined	Using the Main Door
10:30 - 11:00am	Grade 5 and 8	South or West field each day of the week and weekly playground rotation to be determined	Using the End Door
10:30 - 11:00am	Grade 6 and 7	South or West field each day of the week and weekly playground rotation to be determined	Using the Main Door

On re-entry to the building, every student will use the supplied hand sanitizer.

**Lunch:**

Students will eat lunch in their homerooms and will wash their hands with soap and water at a sink prior to eating.

Grade	Lunch Time	Recess Time	Location	Door
Grade JK, SK and 1	11:45 - 12:15pm	12:15pm - 12:45pm	South or West field each day of the week and weekly playground rotation to be determined	Using the End Door
Grades 2 - 4	11:45 - 12:15pm	12:15pm - 12:45pm	South or West field each day of the week and weekly playground rotation to be determined	Using the Main Door
Grade 5 and 6	12:15pm - 12:45pm	12:45pm - 1:15pm	South or West field each day of the week and weekly playground rotation to be determined	Using the End Door
Grade 7 and 8	12:15pm - 12:45pm	12:45pm - 1:15pm	South or West field each day of the week and weekly playground rotation to be determined	Using the End Door

On re-entry to the building, every student will use the supplied hand sanitizer.

**Specialty Classes:**

A key component of the KBS education experience is our classes that are taught by specialists and begin in Junior Kindergarten (art, music, phys-ed and french). Given the importance of a well-rounded education and the facilities required for these classes, students will continue to have art in the dedicated art classroom and elements of the music, where possible, in the music classroom. These classrooms will be thoroughly cleaned between each group of students. Students will travel to/from the speciality classes with their teachers.

The french teachers will travel to the homerooms of the students.

Physical and Health Education will be offered and modified where required. Activities will respect physical distancing and be taken outside as much as possible. Physical and Health Education will be taught where possible in the timetable and at times, recess time will be utilized for PE as the students will be in an open area where spacing is available. Our traditional approach to PE included two classes being combined in order for timetabling to occur. This year, as classes can not be combined, the blended approach to use both timetable time and recess time for PE will be utilized.

The YMCA has traditionally been a location for most of our indoor PE program. The School continues to work with the YMCA to ensure strong screening protocols and distancing measures are firmly in place while we are in the YMCA. The frequency of our visits will be determined as we make our way through the school year and are provided guidance from the YMCA with respect to their opening and cleaning routines. Once we have the cleaning protocols from the YMCA, we will share them with the KBS community.

**Bathrooms:**

All of the bathrooms in the school will be cleaned more frequently on a specific rotation built upon when the students in that area have recess and lunch or use the area with frequency. The school will be bringing on additional staff to facilitate a more frequent and deep cleaning of all areas not just the frequent and high touch areas such as doorknobs.

**Pick up:**

The pick-up procedure is the same as the drop-off procedure. Students will be dismissed at the times listed below. Parents are requested to wait in their cars (with the exception of JK/SK and grade 1 for the first two weeks). The teachers will escort the students outside and ensure a safe departure.

**If you have students in multiple grades, your pick-up time is that of the latest student.**

It is important that you not arrive prior to your scheduled pick up time as we will need our limited parking space to ensure students are picked up in a safe and timely manner. Please arrive at your specific time.

**Pick-up schedule:**

Time	Grade	Door
3:00 - 3:15	JK/SK	End door
3:00 - 3:15	Grade 4	Outdoor classroom door
3:00 - 3:15	Grade 1	Main door
3:15 - 3:30	Grade 2	End door
3:15 - 3:30	Grade 5	Outdoor classroom door
3:15 - 3:30	Grade 7	Main door
3:30 - 3:40	Grade 3	End door
3:30 - 3:40	Grade 6	Outdoor Classroom door
3:30 - 3:40	Grade 8	Main door

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**Other Changes**

All of the changes below are further measures KBS will take to minimize person-to-person contact while continuing to maintain our sense of community. We will continue to rely upon the advice of all of the public health agencies and provincial and federal directives.

**Physical Distancing and Cohorting:**

While in the school and in conjunction with other measures, students will be cohorted in their grades. This means that they will remain with each other throughout the day regardless of the activity and will not mix with other grades.

Students within their cohort are expected to remain 1m apart from each other and 2m apart from students in other grades and faculty and staff. We recognize that this is a particularly difficult reality for many and the School will work diligently to help students remain connected as best as is reasonably possible. We know that many of us express our connectedness to others through the act of hugging, high fiving, fist bumping or a myriad of other physical measures. For the foreseeable future, these acts will need to be curtailed despite the want to connect in this way.

**Meetings with Teacher and Communication with the Main Office:**

**We ask that any and all communication that you would like to have with the school be conducted remotely.**

We know that during pick up and drop off, and throughout the day, we have historically enjoyed the flexibility of entering the school and connecting face to face with faculty, staff and the Main Office. This year, and in an effort to minimize physical contacts, those types of interactions and the frequency with which we have those interactions is still encouraged, but must now be done remotely.

Should you wish to communicate with anyone who works at the school, we ask that you email them directly or call so that a time can be set for a Google Meet or phone conversation.

### **Co-Curricular:**

Our co-curricular program offerings will be as full and varied as possible given physical distancing and cohorting measures and current health guidelines. As these guidelines continue to develop during this time of restrictions, we will keep you updated on clubs, sports activities and other non-academic programming.

### **After 4:**

We will continue to run an After 4 program this year albeit in a modified and more prescriptive format. While the final iteration of that format is still being determined, students will see a change in location and in the activities that are permitted. We will likely use the main foyer and the library as locations for After 4 and the typical daily mitigation measures will remain in place during After 4. Students will be appropriately spaced and masked depending on the grade. The School will further develop this process as we approach the beginning of the year.

### **Monthly Meetings:**

All Parent Council and Board meetings will be held remotely. Similarly, all parent/teacher meetings will also be held virtually. This includes the scheduled times set three times a year and any individual meetings that will be requested.

### **Events:**

KBS has a long tradition of community events that families are encouraged to attend. These events will look different this year, however, the intent is to continue our celebration of student achievement and excellence. Further details will be announced as we approach each event.

### **Dress Code:**

As a temporary measure, we will allow, for this year, for the number 2 KBS uniform to be worn each day of the week. Knowing that we can not have formal assemblies or regular events for the foreseeable future and knowing that it is more challenging for our youngest Griffins to participate in PE while in number 1 dress, we will suspend number 1 dress for the time being.

That said, having a full number 1 dress on hand will be helpful when it comes to picture day or any other event that we may be able to participate in, hopefully, later in the year.

With respect to the PE uniform, we will not require the students in K to 5 to wear their PE uniform during PE. We are doing this because we will not be able to fully clean the changeroom if every grade in the school is using it as a change room over the course of the week for PE. Grades 6 - 8 will still change into their PE uniform.

We recognize that many in our community may have already made these purchases. While we do recommend that you have a number 1 dress for the occasional moments when we may need it, we also recognize that some may feel that they have over purchased from InSchoolWear. We will do our best to work with InSchoolWear and ask that they honour a refund for these items if they are outside of their refund policy already in place.

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## **In Case of Positive COVID-19 Test**

School principals are mandated to report infectious diseases under the Health Protection and Promotion Act. Principals inform local public health units (PHUs) and PHUs recommend closure, provide notices, or make other recommendations, e.g., additional testing, self-isolation, cleaning advice. (

<https://www.ontario.ca/page/approach-reopening-schools-2020-2021-school-year> )

Further, the following is quoted from the Guide to Reopening Ontario School's.

“Private schools should adopt the guidance in this document. They are encouraged to work with their public health unit in developing their school reopening plans. Private schools must immediately report any suspected or confirmed cases of COVID-19 within the school to the local public health unit as required under the Health Protection and Promotion Act, and provide any materials (e.g., daily attendance and transportation records) to public health officials to support case management and contact tracing and other activities, in accordance with all applicable privacy legislation. Public health officials will determine any additional steps required. Private schools must also report on a daily basis about any suspected or confirmed cases to the ministry. An online tool will be available for this purpose and no personal information will be collected by the ministry.”

Any student or employee who presents with symptoms throughout the school or work day will be removed immediately from shared spaces and brought to a containment space. Containment kits have been developed with the safety of our community in mind, and will provide both the responder and symptomatic person with the appropriate personal protective equipment (PPE) required to keep the members of our community safe.

Students with symptoms are required to seek advice and care from their medical provider and/ or local Public Health office. Those suspected of having COVID-19 are required to complete testing. Students are required to remain home and participate in remote learning as able until they receive their test results.

Contact tracing is important. Upon receiving a report of a confirmed COVID-19 case, KBS will liaise with Simcoe Muskoka Public Health to immediately follow up with all at-risk students and employees. We will work quickly to identify the ill person's movements on campus and the at-risk contacts who will need to be interviewed during the contact tracing process. We along with Public Health will immediately identify the internal and external drivers that would lead us to tighten or loosen restrictions.

We will:

- Work directly with our local public health office;
- Identify cohort groups on campus (ill, well, exposed, and COVID-19 positive);
- Safeguard our high-risk students and staff;
- Monitor student and employee absenteeism and illness;
- Implement additional mitigation measures as required;
- Implement organizational changes as required for community safety

The full document released by the province on August 26, 2020, Operational Guidance: COVID 19 management in schools, is here - <https://www.ontario.ca/page/operational-guidance-covid-19-management-schools#section-4>

**Communication process in the event of the school being notified by public health of the positive COVID-19 test in the school community.**

**Updated section in bold - September 9, 2020 - Any household members of staff /student/visitors experiencing symptoms are to self-monitor ([self-monitor fact sheet](#)) for 14 days. These household contacts of the ill individual can continue to come to school, as long as they have not developed symptoms themselves.**

In order for KBS to know that there is a positive COVID-19 case in the community, we will need to be made aware by Public Health. It is not within the school's ability to diagnose.

If we have a student in the school that presents symptomatic during the day, we will review and investigate their initial screening process, remove them from the common areas of the school and allow them to rest in the Admission Office located inside the main office. The parent or guardian will be notified and they will need to be picked up immediately. Being picked up immediately is a key feature of this process as it minimizes the opportunity for spread should COVID-19 be present. Any delay in this process could impact the scope of any contact tracing that would be done by public health in conjunction with KBS.

If we have a faculty or staff member present as symptomatic during the school day, they will leave for home immediately.

Currently and for the purposes of this initial version of the plan, there are two possible avenues for a return to school.

1. Present no symptoms for at least 24 hours.
2. Confirm a negative COVID-19 test and not present symptomatic for at least 24 hours.

The school community will be made aware when a confirmed case of COVID-19 has been found in the school.

What can we share?

1. That there has been a positive case.
2. That contract tracing is or will be in progress and Public Health will contact those that need to be contacted.
3. The date that KBS was made aware by Public Health.

As per public health and in order to protect privacy, we can not share information that could lead to the identification of anyone who may be a confirmed case. This would include:

1. The name of an infected person.
2. The grade associated with that person.

**What will be the role of Public Health?**

**In consultation with Public Health, we currently expect that they will take the following actions and recognize that these actions will likely be updated as the school year approaches.**

Upon receiving a positive laboratory result for COVID-19, SMDHU will focus on public health measures to investigate a potential outbreak within the school:

1. Review lab results to confirm that they are positive in order to define next steps.
2. Call the family. Conduct case management activities including; exclusion of the case from school and other settings, identifying close contacts and assessing exposure risks (e.g. potential exposures in the school).
  - a. If a risk is identified to others in the school environment, the health unit will contact the school to notify them of the exposure. The health unit will work with the school to determine affected staff and students (contacts) and will provide direction on outbreak prevention and management.
3. Communicate with identified contacts and provide exclusion and testing recommendations.
4. May request schools to keep a listing of ill students and staff for further follow-up during outbreak investigations.
5. Contact the school daily to monitor/manage any suspect outbreak.
6. Support the school with creating a communication plan e.g. drafting/reviewing any communication to the school community.

Based on the identified risk as determined by Public Health further preventative and management recommendations may be made to KBS which could include other students or grades needing to be quarantined.