



Kettle and Stony Point Education Services

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RETURN-TO-SCHOOL INSTRUCTION PLAN

IN RESPONSE TO COVID-19

July 22, 2020.

INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to Hillside School. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Health Canada and the COVID-19 Recommendations for School Reopening by Ontario Sick Kids Hospital. Regular updates will be made to this plan based on information provided by the Ontario Ministry of Education, Lambton-Kent District School Board (LKDSB), St Clair Catholic District School Board (SCCDSB) and applicable federal, provincial and local agencies. This plan, in partnership with the June Return to Work Safety Plan will be our blueprint for the resumption of classroom instruction at Hillside School. Plans by the LKDSB and the SCCDSB involving secondary students will be followed by KSPFN Education Services.

GUIDING PRINCIPLES

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES?

SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents. Please see below for a summary of the phases and timelines.

Phase	Timing	Actions
Planning	May	<ul style="list-style-type: none">Supplies, equipmentPrepare detailed work schedule for phasesPrepare building and transportation for reopen with thorough cleaning
Phase 1	June	<ul style="list-style-type: none">Implement social distancing protocol and open facilities with limited access/use
Phase 2	June	<ul style="list-style-type: none">Expand use of school based on recommendations and data from Province of Ontario, Lambton Health Unit and the Community Control Group for KSPFN
Phase 3	September	<ul style="list-style-type: none">Open school to studentsExpand full operation based on recommendations from Ministry of Education, Lambton Health Unit and the Community Control Group of KSPFN as per the KSPFN Emergency Preparedness Plan

Instructional Scenarios:

Scenario 1: Appendix A: Resumption of full time instruction:

- Kindergarten to Grade 2
 - a) in school full-time with a teacher;
 - b) Reduced group sizes as close to max of 15 wherever possible;
 - c) Children within their class may interact, keeping in accordance to social distance and COVID-19 safety issues, but must distance from other grades;
 - d) Focused instruction will include on-line learning component.
- Grades 3 to 5
 - a) in school full-time with a teacher;
 - b) Reduced group sizes as close to max of 15 wherever possible;
 - c) Children within their class may interact, keeping in accordance to social distance and COVID-19 safety issues, but must distance from other grades;
 - d) Focused instruction will include on-line learning component.

- Grades 6 to 8:
 - a) in school full-time with a teacher;
 - b) Reduced group sizes as close to max of 15 wherever possible;
 - c) Children within their class may interact, keeping in accordance to social distance and COVID-19 safety issues, but must distance from other grades;
 - d) Focused instruction will include on-line learning component.

SCENERIO 2: Appendix B: Resumption of Partial Instruction with E-Learning Component

- 50% in class instruction time, with 50% on-line learning time
 - a) Half the students attend morning while the other half attend in the afternoon; the remainder of the time to be engaged with on-line learning activities or
 - b) Half the students attend 2 days a week; the other half attend 2 alternative days a week, with the fifth day to be available for on-line tutoring and follow up on-line lessons.

Scenario 3: Appendix C: Full Distance learning instruction

- 50% paper and pencil instruction assignments to be delivered to the homes and returned on a weekly basis at the drop off box at Hillside School.
- 50% e learning activities to be posted to Hillside Facebook, individual classroom google accounts and See Saw accounts.
- Primary Students to be provided with pre-loaded and locked IPADS with half the programs available to utilize without connectivity
- Grades 3 to 5 students to be provided with pre-loaded and locked Chrome books; limited data plans may become available for those with connectivity issues.

PLAN FOR SEPTEMBER 2020

Hillside School will reopen in September as per our school calendar under Scenario 1. Due to the necessary changes in routine, policies, procedures and the facilities there are some recommendations as to how the school will reopen. The first four Fridays will be considered professional development days. We recognize that is going to be a very stressful time for both students and staff and new routines are going to take some time to get used to. The Friday PD days allows the Hillside staff time to plan and review the policies and procedures and make any necessary changes and adjustments. We are hoping this will promote better mental health and well-being for both students and staff.

****There will be no homework assigned during the first couple months of school to allow students time to adjust and to allow them to have the necessary down time****

During the first couple months of school, programming and curriculum will focus on building relationships/rapport, literacy and numeracy, review of key concepts and getting outdoors. Classrooms will look very different with desks 6ft apart and very little furniture. We recognize that it will be extremely difficult for students to remain in their desks all day. We plan to utilize the outdoors (school yard and public spaces within the Kettle and Stony Point community, such as the Pow Wow Grounds and Community Gardens). and land based learning as much as possible (school yard, Pow Wow Grounds, Lake Huron, Community Garden). Teaching staff will be directed to plan for a minimum of 25% of their instructional time to be outdoors during the month of September and October, weather permitting.

Recent reports, such as the COVID-19 Recommendations for Scholl Reopening by the Toronto Hospital for Sick Kids, indicate that it is not necessary to social distance students during recess times. To alleviate some congestion in the school yard we will rotate the nutrition break and recess time (half the school at a time). When students are on recess there will be activities supported by staff in the school yard, gym and going for a walk. The first bell will now ring at 8:55am and class will start promptly at 9am. There will be no morning recess or supervision outside (designated staff will be outside to monitor arrival). Parents will be encouraged to drop off between 8:50am and 9:00am.

The current Nutrition Program includes breakfast, and snacks. We propose that we also include lunches to minimize the amount of outside materials and food coming into the school (no sharing of food items will be permitted in order to limit the risk of contamination). Breakfast will be provided in the individual classrooms and no longer available in the Community Centre until further notice.

Visitor Restrictions

Hillside School will restrict visitation to the school until reopen date. Only Hillside and Education staff and approved KSPFN employees are allowed on school property during preparation for reopen.

When Hillside School reopens in September only staff and students and limited support services (Speech, OT, Therapy) will be permitted within the school. Elders and knowledge keepers will be encouraged to participate on a limited basis through social distancing and virtual means.

Travel Restrictions

Hillside School will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Community Control Group (CCG) during the state of emergency. All student fieldtrips will be suspended until January 2021. This will be reviewed at that time and fieldtrips may continue to be suspended for the remainder of the school should conditions require.

Employee Screening & Protocols

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to be screened on a daily basis, which includes touchless individual temperatures.

Social Distancing

Social distancing is an effective way to prevent potential infection. KSPFN employees and students should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the school in order to maintain the social distancing requirement of 6 feet
- Non-essential/informal meetups and visiting should be avoided. Examples of essential meetings will include previously arranged consultation and screening for Special Education Services which can not be conducted virtually.

Personal Protective Equipment (PPE)

In order to minimize exposure to COVID-19, PPE **may** be utilized to prevent certain exposures. PPE can include:

Masks: Face masks can be an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts in situations where social distancing is a challenge. Non-medical and medical face masks are not required or recommended for children or staff returning to school. However, masks will be available for those who choose to wear one. Should the wearing of masks become mandatory under the Ontario Ministry of Education directives for Public Schools, then Hillside School will follow suit.

Please note that social distancing should still be practiced even with the use of masks.

In addition to using PPE, students and staff will:

- Wash their hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Receive regular reminders to avoid touching eyes, nose, and mouth
- Receive regular reminders to cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow. Regular education regarding these practices will take place as will communication to parents.

Personal Workspace/Classroom

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, supplies, etc.) throughout the day, giving special attention to commonly touched surfaces.

Shared Workspace

Staff are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Hillside School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Hillside Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces and common area spaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– School Principal will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish. No more than 6 individuals will be able to remain in the main school office at one time, including the Principal and Vice-Principal offices.

Conference Areas– Conference areas will only be used if social distancing can take place. Most meetings will continue to take place on Google and Zoom as a virtual option even for employees in the office or school.

Teacher Lounge/Multipurpose Rooms–These spaces will be limited to 5 staff members at a time until further notice. Staff are encouraged to limit the usage of shared appliances such as the coffee machine, microwave and refrigerator and should disinfect after each usage. Staff are asked to bring their own personal food to be stored in an individual insulated bag.

Copy Room – Usage of the copy machine within the teacher lounge is included in the limitation of only 5 allowed in this space at any one time.

Facilities Cleaning

The safety of our employees and students are our first priority. Upon reopening, our school will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily, after each use
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day with recorded times and responsible staff member
Buses	Bus seats, handles/railing,	At the end of each use/day

	belts, window controls	
Common Areas	Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site will be 100% disinfected prior to the return of students. All classrooms, equipment and common areas will be repainted, wiped down and sprayed as part of this process. All lights will be dusted and interior will be cleaned. Any material which is considered non-essential or not able to withstand a daily spray and wipe down will be removed and stored. All remaining items will be placed within large plastic totes with lids or be placed behind large plastic sheets, which will not be accessible to students.

General Disinfection Measures Protocol

General measures, as per the approved daily Education Services workplan, should be followed regularly.

Deep Cleaning & Disinfection Protocol

Deep cleaning is triggered when an active employee or student is identified as positive / or suspected for COVID 19 based on testing.

When an area is deemed to require new deep cleaning, the area will be closed until all surface areas have been wiped and disinfected and the entire space has been sprayed with disinfectant. IT will remain closed to staff and students for the remainder of the day.

Should it be necessary, the Principal or designate may determine the necessity of remove staff and students from the facility or area for the remainder of the day.

Signage

Directional and pictographic signage will be placed throughout the offices and school in highly visible areas.

Preventive Material Inventory

1. Hillside School has secured an adequate supply of soap, disinfection, hand sanitizer, masks, paper towels, and tissues to sustain the staff and students to January 2021.
2. Hillside has secured a supply of gloves and other protective gear for custodians and staff, including masks, gloves and face visors.
3. Touchless thermometers are on-site for employee and student screening.

Bus Driver/Bus Protocols

Busses will be disinfected at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Covid19 Case Form

If an employee or student becomes ill while at Hillside, he/she will immediately report to the office and the case form will be completed.

Once the employee or student arrives at the office, they will immediately be provided with a mask and gloves. It will be explained that this is to help protect other employees and students and to prevent the spread of the potential virus.

- The Principal and/or Designate must complete the **Suspected COVID19 Case Form** and call the local health centre and seek advice regarding transportation and location.
- The staff and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The Principal and/or Designate will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The Principal and/or Designate must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee or student should not be provided to the general staff or community due to privacy concerns.*
- The Principal will advise employees that they may have been in contact with a suspected employee or student and to carry out self-screening every morning, and based on the results, contact the KSPFN Health Centre should they become symptomatic
- The waiting area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

Restroom Usage during the School Day

Classrooms will be assigned to specific washrooms and stalls and the maximum capacity sign will be posted on the door.

Visitors to Hillside School

The safety of our staff and students remains our primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we will conduct a simple screening questionnaire for those that are not a regular school staff. Visitors including parents will be limited and will require approval by the Principal/designate prior to a visit into the school. Participation in these precautionary measures is required to protect everyone in the building.

Social-Emotional Well-Being of Students & Staff

The social-emotional well-being of our school community is our first priority. Prior to the commencement of the school year staff will determine how we support each other, our students and our families with our return to school. **(See Appendix A – How can we welcome our children in September?)**. Videos and resources for students, parents and teachers to access will be available. Our school Mental Health Counsellor and

therapist will work with students individually or in small groups to address any well-being needs.

Hillside parents who do not feel comfortable with their child attending school will make alternative arrangements through the Principal for access to at-home instructional packages.

Communication Methods

To stay informed on the most up-to-date information:

1. Teachers, staff, students, and parents need to check their email and texts daily.
2. Visit our school and community Facebook website
3. Follow our social media platforms such as the community webpage and our newly created twitter account.
4. Seesaw PK-2; Google Classroom Grades 3-8

Academics & Home-Based Learning

At Home Learning Packets, Online Learning: Should we experience a second wave of the pandemic, we would like our instruction to be uniform across all divisions. Technology will be assigned to each student during the first week of school. Classroom teachers will continue to use Seesaw and Google Classroom with their students to ensure a seamless transition.

Currently we are attempting to purchase 50 new Chrombooks for the students but have been informed that there is a serious backlog of availability. The Vice-Principal is working to repurpose older IPADS to assist younger students to access educational programs that do not require connectivity.

Receiving & Returning Student Work If the School Closes

In the event that the school does not reopen or has to close in 2020-2021, we will review 2019-2020 procedures and make necessary changes.

The majority of student learning would continue online through Seesaw and Google Classroom and paper work packages would be available for students that families and staff deem necessary.

One to one support would be available and scheduled.

Daily communication and online chat rooms would be available.

At Home Instructional Package: Preparation & Return

Arrangements will be made with each family on an individual basis. Packages will be provided on a weekly basis and Education staff will deliver to the homes as per the safety protocols established during the spring of 2020. Packages will be prepared at least 3 days prior to delivery and only dedicated education employees will handle the

packages utilizing masks and gloves. Families will be notified of delivery dates and packages will be left either in mailboxes or by the front door of student homes.

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

Families will be encouraged to return completed student work packages to the wooden container located outside the main doors of Hillside School.

Online Instruction

Seesaw and Google Classroom will be the primary platforms used for online learning

Infrastructure:

The layout of Hillside School will need to be reconfigured to accommodate social distancing and the expected guideline of 15 students and a teacher per classroom. Storage bins will be needed to store classroom furniture. Each classroom can only accommodate 15 student desks, 1 teacher desk, one shared reading table and one plastic/metal instructional chart. Each class will be provided with 2 large plastic totes with lids for the storage of instructional manipulatives to be disinfected after each use. Individual student supplies will be kept in a marked plastic carrier bag. Any additional furniture and containers must receive the approval of the Principal or Education Director.

Washrooms: Kindergarten – will use internal classroom washroom

Grades 1 and 2 - will use the east bathrooms this washroom will have a limit of 2 students at one time and a sign will be posted on the door)

-Grade 3 will use internal classroom washroom

- Grade 4, 5, 6, 7, 8 will use the west bathrooms and this washroom will have a limit of 2 students at one time with a sign posted on the door.

Office Dividers:

- Will be necessary for grades 4, 5, & 7 in rooms 103, 108 & 109 to utilize additional space in room 102 to ensure physical distancing can continue with 15 students. This space will be divided into 3 to accommodate 2 small one-to-one learning spaces and a larger space to accommodate up to 4 students at one time.

Anishnaabemowin Class: teachers will travel to the individual classrooms for instruction until further notice.

Materials and Resources Required:

Costs:

Item	Cost
2 large storage containers for furniture	20ft x4 @ \$159/month = \$298 monthly X 6 = \$1790 + \$1500 delivery = \$3390
Additional Cleaning Supplies & Hand Sanitizer & Dispensers	Estimated at \$250.00/month

Signage	Minimal
Office Dividers	Acquired from Manleys at \$450 X 3 = \$1,350
Additional Outdoor Equipment for students	Approximately \$2000
50 chrome books plus charging blocks and cords	Waiting for Quote from Kurt, estimated at \$60,000
50 large plastic totes with lids	\$750.00
Desk barriers for teacher, support staff, OT, Speech, and Therapy desks/tables	24 x \$350 = \$8,400
Table dividers for shared learning spaces	12 x \$250 = \$3,000
Sensory manipulatives for individual students	Approximately \$2000

Timelines:

- All ordering will be placed early July
- Infrastructure will take place during July and August
- Plan will be updated as new policies and regulations from the Ontario Ministry of Health and Education are provided

Additional Concerns/Issues:

- Daily disinfecting of the facilities each evening through a spray system which is water based using hydrogen peroxide (Oxivir) as per the recommendations of Holland Cleaning Company.
- Buses will be disinfected after each run utilizing the spray system.
- Repeated spraying of high contact areas by custodial staff throughout the day using Holland Cleaning Solutions Disinfectant Spray for Health Care Use
- Encouragement of students to maintain their work space in a clean manner with designated cleaning protocols
- Classrooms will be supplied with hand sanitizer, masks and cleaning supplies
- All staff and visitors will be logged in using COVID protocols, including temperature checks
- Students will use their own personal water bottles
- Snacks and meals will be distributed in individual containers
- Physical distancing will be observed with staggered outside recess breaks and individual activities.
- The gym will not be available to class usage while designated as the community isolation centre.
- Instructional focus in grades 3 to 8 will be increased use of technology as a learning tool.
- Student transportation will be adjusted to ensure that students will only be assigned one to a seat.

- Plexiglass shields will be available for staff and students who require close contact for services, where a mask is not practical. (ie. Speech and language, OT, Counselling)
- After school activities will not resume for the first term but may be permitted after January if conditions allow.
- Secondary students will follow the LKDSB plan for Instruction
- Adult Learning Centre will follow the LKDSB plan for Instruction
- Public Library will be open for clients but will limit the number of individuals within the facility to two at a time, with a time limit. All COVID-19 protocols will be observed, including screening and disinfecting and cleaning of the facilities.
- Hillside parents who do not feel comfortable with their child attending school will arrange through the Principal for at-home instructional packages to be made available.

***** Depending upon current and local conditions, KSPFN Education Services will prepare for all three scenarios should it be necessary to change the focus of instructional practices.

Sources:

“Covid-19: Recommendations for School Reopening” – Sick Kids, June 17, 2020

“Return-To-School Considerations– Ogemawahj Tribal Council

“ETFO Submission to the Ministry of Education on Ontario’s Plan to Reopen Schools” June 2020

Appendix A: Questions to be considered and planned for Full Time In School Instruction

- Focused instruction will include on-line learning component
What does this mean? Will kids have instruction online even within a full time instruction scenario ?

Teachers will take some dedicated time during their instruction to focus upon expanding students using computers in a more instructional functioning aspect. It was noted during this spring that difficulty was encountered with students not feeling confident enough to use the computer without a lot of guidance from an adult

- Singing will not be encouraged as it is considered a high risk for transmission of COVID-19. Therefore students and staff will be encouraged to listen to the Morning Announcements.

- Who will be responsible for putting together the at-home learning packages should there be many parents who choose not to send their child(ren) to school in September.
Once we have an understanding of the numbers, Administration may assign this task to an existing staff member or utilize the services of an Occasional Teacher to complete this task.

Appendix B: Questions to be considered and planned for with Partial In-school Instruction, partial on-line learning

- Can kids who are “struggling” (in the broadest sense of the term) be permitted to come to school on this 5th day?

This is definitely something we can probably arrange but the main focus on these days is to provide the teaching staff the opportunity to further develop their out of class materials. However, we could consider allocating some “tutoring time” with resource and EA support.

- Primary Students to be provided with pre-loaded and locked IPADS with half the programs available to utilize without connectivity

How are these needs determined and accessed?

Most of connectivity issues in the community revolve around location .. ie either up the hill or down the hill. Utilizing preloaded IPADS with specific learning programs will allow for younger students to access learning opportunities which don’t need to be closely supervised by parents, will ease the lack of connectivity. Primary Teachers will make recommendations of students most in need and all available IPADS will be deployed.

- Grades 3 to 5 students to be provided with pre-loaded and locked Chrome books; limited data plans made available for those with connectivity issues.

As stated above, many of the connectivity issues within the community are beyond our control. The deployment of technology with individual students will be dependent on our ability to secure technology as well as our ability to fund additional items.

- Teaching staff will be directed to plan for a minimum of 25% of their instructional time to be outdoors during the month of September and October, weather permitting.

We’ll need to provide parents with a checklist of how to support their child for outdoor learning, such as sun protection, insect protection, proper clothing and foot ware, snacks that do not require refrigeration. We will also need to include the need for additional sun protection and insect protection items per classroom.

- Limitations of Staff Lounge

During this time of COVID-19 restrictions, teaching staff will be able to have personal fridges and microwaves, as well as coffee machines within their classrooms if they can ensure that students will not have access to these items and that the individual staff member disinfects them daily.