

2021-22 COVID-19 Safety Guide



ALBERT COLLEGE

EVERY STUDENT is an 'A' student

This guide is intended to support students and staff who are returning to school in September 2021. It is important that families adhere to adjusted school routines to safeguard the health and safety of all students and staff. Please read the following document in its entirety.

Provincial Guidelines

Albert College is committed to work within provincial and local health guidelines and protocols for businesses and other organizations consistent with the Government of Ontario's plan for reopening the province in stages: <https://www.ontario.ca/page/reopening-ontario-stages>.

Outbreak and Case Management Plan

Role of Public Health Unit (PHUs)

Prevention and preparedness

- Advise schools and boards of education (BOE) on COVID-19 prevention (including hierarchy of controls) and preparedness for managing COVID-19 cases, contacts and outbreaks, in conjunction with advice provided through the Ministry of Education (EDU) and Ministry of Health (MOH).

Case and contact management

- Receive, investigate, and manage reports of cases and contacts of COVID-19, including decisions on case and contact management, in accordance with public health guidance on the [Management of Cases and Contacts of COVID-19 in Ontario](#) (PDF) and the HPPA.
- Consider notifying the school's principal or designate and the Director of Education or designate if a case of COVID-19 is identified in a staff, student, or essential visitor associated with an elementary or secondary school setting.
- Have a dedicated communication process to allow for timely notification, which may include, at minimum, a dedicated email address for school reporting.

Outbreak assessment and management

- Investigate clusters of cases associated with school locations, (e.g. school transportation, in-person attendance or work at a physical school location, before/after school programs located at a school, or other facilities shared with the school).
- Determine if an outbreak exists and declare an outbreak.
- Provide guidance and recommendations to the school on outbreak control measures in conjunction with advice provided by EDU and MOH.
- Provide recommendations on cohort(s) isolation, and the potential need for full or partial school dismissal based on the scope of the outbreak.
- Make recommendations on who to test, in alignment with the province's broader testing strategy; where recommended, facilitate a coordinated approach to testing, in collaboration with Ontario Health, including provision of an investigation or outbreak number.
- Conduct an on-site investigation as part of the outbreak investigation, where necessary, in coordination with the school and board of education (BOE), and other relevant stakeholders (e.g., Ministry of Labour, Training and Skills Development (MLTSD).
- Issue orders by the medical officer of health or their designate under the HPPA, if necessary.
- Declare the outbreak over.

Surveillance

- Monitor and assess local epidemiology related to the burden of COVID-19 cases, transmission risks in the local community and absenteeism in schools.
- Enter cases, outbreaks and school exposures in the provincial surveillance system, in accordance with data entry guidance provided by Public Health Ontario (PHO).

Coordination and communication

- In the event that a case or contact resides in a PHU that is different than that of the school, discussions between the respective PHUs should take place to coordinate contact follow-up.
 - The PHU of the school is typically the lead PHU for school follow-up.
 - Request support from the Ministry of Health's Emergency Operations Centre (MEOC) if coordination between multiple PHUs is required for outbreak management.
- Notify the MEOC of:
 - Potential for significant media coverage or if media releases are planned by the PHU and/or school.
 - Any orders issued by the PHU's medical officer of health or their designate to the school and share a copy.
- Engage and/or communicate with relevant partners, stakeholders and ministries, as necessary.
- Assist the school/BOE with development of key messages and communication tools that can be provided to members of the school community in the event of a COVID-19 case, COVID-19 outbreak, or suspected COVID-19 outbreak.
- Coordinate public communications, including media, regarding school outbreaks with the school/BOE partners, and the MOH, as needed. Identifying a spokesperson in each organization should occur prior to an outbreak being publicly declared.

Local PHU role in managing ill individuals in the school setting

Ensuring schools have appropriate public health and infection prevention and control resources:

- Ensure local school administrators and staff are aware of public health resources to enable them to safely manage individuals (e.g., students, staff, and essential visitors) with signs or symptoms of COVID-19 in the school setting.
 - Examples of resources include:
 - [How to Wash Your hands](#) (PDF)
 - [Fact Sheet on Self-Isolation](#) (PDF)
 - [Self-Isolation: Guide for Caregivers, Household Members and Close Contacts](#) (PDF)
 - How to [put on](#) and [take off](#) PPE videos
 - [Putting on and taking off PPE](#) (PDF) (poster)
 - [Non-medical masks and face covering](#) (PDF)
 - [Environmental Cleaning in non-health care settings](#) (PDF)
 - [You were tested for COVID-19 – what you should know](#) (PDF)

Direct PHU involvement, in select circumstances:

- In general, schools should not report all instances of ill individuals in the school setting to the PHU as these are frequent occurrences and typically students have non-specific symptoms.
 - However, [Section 28 of the HPPA](#) outlines the responsibility of school principals to report to the medical officer of health of the health unit in which the school is located if they are of the opinion that a pupil has or may have a communicable disease.
- Where there is sufficient concern that an individual may have COVID-19 (e.g., school is informed by a parent/guardian that a student has been diagnosed with COVID-19, or

informed by a staff that they have been diagnosed with COVID-19), or there are concerns about multiple ill individuals in a cohort, the school should report this to the PHU, or follow pre-established protocols from the local PHU.

- The PHU should provide advice to the school regarding identification of potential contacts (i.e., staff and/or students in contact with the symptomatic individual or in the 48 hours prior to symptom onset) based on when the student attended school, the cohort(s) the student is a part of and other contacts based on the activity of the student.

Management of a single ill individual known to the PHU, when test results are pending

Note: PHUs do not need to be notified of every ill student/staff; there are some instances they may become aware of ill persons with pending results, such as through investigations of cases and clusters of illness.

- If PHUs are aware of an ill individual (e.g., student/staff at a school) with test results pending:
 - Ensure that ill individual knows to self-isolate while [testing is pending](#) (PDF) and when to seek further assessment or medical care as needed.
 - Where the risk (as determined by the PHU) of the person being a positive COVID-19 case is not low (such as an individual who has a known exposure with a case during their infectious period), the PHU should ensure the school is collecting/preparing information on the cohorts and contacts of the ill individual, for sharing with the PHU, if required, to facilitate timely follow up.
 - Self-isolation and testing of asymptomatic contacts in the school of an ill individual pending test results is not generally recommended.
 - However, household contacts (roommates and family that live with the ill individual) should self-isolate as per the Ontario Self-Assessment Tool.

Management of return to school for ill individuals who test negative or who are not tested

- Staff and students with symptoms compatible with COVID-19 should be directed to get tested.
 - In some circumstances, special efforts may be needed to facilitate access to COVID-19 testing to meet the needs of some staff or students/families.
- Medical notes or proof of negative tests should not be required for staff or students to return to school.

Management of ill individuals with a negative test:

- If self-isolating after a high-risk exposure (e.g., close contact of a known COVID-19 case or travel out of country):
 - Return to school only at end of their full 14-day self-isolation period, as they may be incubating up until then.
- If no known high-risk exposure and not advised by the PHU or health care provider to self-isolate:
 - Return to school when symptoms are resolved for at least 24 hours.
 - Note: Mild symptoms known to persist in young children (e.g., runny nose) may be ongoing at time of return to school if other symptoms have been resolved and there is a negative test.
- If symptoms compatible with COVID-19 are persisting/worsening, advise to continue to stay home from school/work and seek medical attention; consider repeat testing.

Management of ill individual with no laboratory test result:

- If self-isolating after a high-risk exposure (e.g., close contact of a known COVID-19 case or travel out of country):
 - This individual meets case definition for a [Probable Case](#) (PDF). Manage as per public health [case and contact management](#) (PDF) guidance. Return to school is based on [clearance from isolation](#) (PDF).
- If the ill individual does not meet Probable case definition:
 - If there is a known alternative diagnosis provided by a health care provider, return to school can occur when symptoms are resolved for at least 24 hours.
 - If there is no known alternative diagnosis, and the ill individual has [symptoms](#) (PDF) compatible with being recommended for testing for COVID-19 the individual should self-isolate from symptom onset based on [guidance on clearance from isolation](#) (PDF).
 - If there is no known alternative diagnosis, and the ill individual was NOT recommended for testing for COVID-19 by a health care provider, the individual may return to school when symptoms are resolved for at least 24 hours.
 - Self-isolation and testing of asymptomatic non-household contacts of an ill individual without a confirmed positive COVID-19 result is not generally recommended. However, household contacts (roommates and family that live with the ill individual) should self-isolate as per the Ontario Self-Assessment Tool.

Management of positive case(s), contacts, and outbreaks

Refer to [Management of Cases and Contacts of COVID-19 in Ontario](#) (PDF) as the primary source of case and contact management guidance. This guidance document provides school-specific advice on the management of cases, contacts and outbreaks.

Case acquisition assessment

- Ensure relevant acquisition exposures in the 14 days prior to symptom onset (or 14 days prior to positive specimen collection date if never symptomatic) are captured for cases in accordance with PHO data entry guidance, including:
 - Family exposures
 - School
 - School transportation
 - School before/after school programs
 - School extra-curricular activities
- Other potential acquisition exposures outside of school (in the community), including work exposures. It is important to determine if the student or staff member likely acquired their infection outside of the school. For example, if a parent of a student or partner of staff with a known occupational exposure is believed to be the source of infection to the student or staff member, this will influence the management of the case in the school.

Contact assessment & management of case(s) in the school

- PHUs will need to work closely with the school, to determine who a case was in contact with in the school environment during their period of communicability.
- Schools should be able to produce information regarding the students and staff members in the case's cohort(s) (e.g., classroom, bus, before/after school programs, extra-curricular activities); those in the case's cohort(s) would usually be considered close contacts of a case.

Role of Ministry of Health (MOH)

- Provide legislative and policy oversight to Boards of Health.
- Issue guidance to PHUs on the management of COVID-19 cases, contacts and outbreaks, and provide clear expectations of PHUs' roles and responsibilities.
- Advise on regional and provincial level school interventions.
- Provide ongoing support to PHUs with partner agencies, ministries, health care professionals, and the public, as necessary.
- Support PHUs during investigations, through the MEOC and/or Office of the Chief Medical Officer of Health (OCMOH), with respect to coordination, policy interpretation, communications, etc., if requested.
- Support and coordinate teleconferences if needed (i.e., if multiple PHUs are involved) via the MEOC.
- Receive notification through the MEOC:
 - If the PHU believes there is potential for significant media coverage or if media releases are planned by the PHU and/or school.
 - If orders are issued by the PHU's medical officer of health or their designate to the school.

Role of Ontario Health

- Coordinate local planning among health system partners for testing to ensure the availability of testing resources.
- Deploy testing resources and modalities to meet the testing needs identified by the PHU.
- Collaborate with PHU, school boards and schools to monitor testing demands and access.
- Work with testing centres to optimize sample collection and distribution to reduce turnaround times.

Role of Public Health Ontario (PHO)

- Provide scientific and technical advice to the PHU to support case and contact management, outbreak investigations, and data entry.
- Advise on and support laboratory testing as needed.
- Provide scientific and technical support to MOH and PHUs, including during multi-jurisdictional teleconferences.
- Produce provincial epidemiological and surveillance reports related to COVID-19 in schools to support public health units and provincial ministries.

Role of Ministry of Education (EDU)

- Provide legislative and policy guidance to Albert College.
- Communicate expectations and provincial level guidance on COVID-19 related policies, measures and practices for schools to Albert College.
- Ensure that Albert College is aware of its duties as employers under the *Occupational Health and Safety Act* (OHSA) and its regulations, including to report occupational illness to the MLTSD.
- Provide ongoing support and communication to Albert College with partner agencies, ministries, and the public, as necessary.

Role of Ministry of Labour, Training and Skills Development (MLTSD)

- Develops, coordinates and implements strategies to prevent workplace injuries and illnesses and set standards for health and safety training.
- Proactively inspects workplaces to monitor compliance with the OHSA and its regulations.

- MLTSD investigates occupational illness notifications under ss. 52(2) of the OHSA to determine if the employer is in compliance with the Act and that appropriate measures have been taken to prevent further illnesses.
- Investigates unsafe work practices, critical injuries, fatalities, work refusals and occupational illness, all as related to worker health and safety. This includes investigation of reports of COVID-19 by employers to MLTSD.
- Issues orders under the OHSA.
- Operates the MLTSD Health and Safety Contact Centre [1-877-202-0008](tel:1-877-202-0008), available for anyone to report health and safety concerns, complaints or to provide notices of occupational illnesses.

Role of Albert College

- Albert College is required to report a communicable disease to their local PHU, as per s.28 of the HPPA.
- Employers have a general duty under OHSA to take every precaution reasonable in the circumstances for the protection of a worker, including in respect of infectious disease.
- Under OHSA, an employer must provide written notice to MLTSD within four days of being advised that a worker has an occupational illness and must report to WSIB within 72 hours of receiving notification of said illness.
- Implementation prevention measures found in guidance or as directed by the EDU, MOH, MLTSD and the local PHU.
- Coordinate with the local PHU and other stakeholders as appropriate, as part of the investigation of cases, contacts, and outbreaks.
- Maintain accurate records of staff and students' attendance, for all common school locations attended by staff and students (e.g. school transportation, in-person attendance or work at a physical school location, before/after school programs located at a school) for the last 30 days, as well as up to date contact information for staff and students. This information should be available to be accessed and shared with the local PHU in a timely manner (within 24 hours) for investigations and communications.
 - Keep a log of all visitors (e.g. essential volunteers, contractors, parents/guardians, etc.) who enter the school, location(s) visited and dates/times of visit to facilitate contact follow-up if needed.
- For Albert College the following individuals are the designated contacts for use during and/or after business hours, to ensure timely investigation and follow up cases, contacts and outbreaks:
 - Mark Musca (Head of School). mmusca@albertcollege.ca
 - Sylvia McFall (School Nurse). smcfall@albertcollege.ca
- In collaboration with the PHU, communicate proactively with the school community about COVID-19 prevention measures and about how ill individuals, cases, and outbreaks will be handled.
- Provide training to school staff with respect to outbreak prevention and control measures, including infection prevention and control (IPAC) measures and the use of personal protective equipment (PPE).

Albert Communication Protocols

The following are possible scenarios when a member of the Albert community – faculty, staff, and student – tests positive for COVID-19. This process is aligned with the provincial government reporting protocols. Communication includes, but is not limited to, signage posted at entrances and

in public spaces, and through online communication (website, Edsby, and email).

When HPEPH Notifies Albert College of a Case

1. HPEPH will notify Sylvia McFall (School Nurse)
2. Sylvia McFall will notify Mark Musca (Head of School)
3. Head of School triggers Albert College's communication process and any other proactive responses that may be required

Communication Process:

1. Head of School will notify the Ministry of Education via the online COVID-19 reporting tool
2. Head of School will send notification of a positive case at Albert to:
 - a. the Board of Governors
 - b. all faculty and staff
 - c. all parents and students

If Albert College is alerted by a parent/guardian that a student has tested positive

1. Whomever receives word of the positive case (school nurse, teacher, attendance secretary) – this person will alert the Head of School
2. The Head of School triggers Albert College's communication process and any other proactive responses that may be required

Communication Process:

1. Head of School will notify Hastings Prince Edward Public Health
2. Head of School will notify the Ministry of Education via the online COVID-19 reporting tool
3. Head of School will send notification of a positive case at Albert to:
 - a. the Board of Governors
 - b. all faculty and staff
 - c. all parents and students

If Albert Staff member has a Positive Case

1. Staff member notifies their manager
2. Manager notifies Mark Musca (Head of School)
3. Head of School triggers Albert College's communication process and any other proactive responses that may be required

Communication Process:

1. Head of School will notify Hastings Prince Edward Public Health
2. Head of School will notify the Ministry of Education via the online COVID-19 reporting tool
3. Head of School will send notification of a positive case at Albert to:
 - a. the Board of Governors
 - b. all faculty and staff
 - c. all parents and students

Privacy Considerations

It is important to note there are legal restrictions to sharing personal health information under the Personal Health Information Privacy Act (PHIPA). If a member of the Albert College community is notified of a confirmed or potential positive case, including a notice from someone who is self-reporting, any identifying personal information must be removed in emails – including the email address, name, signature block, and any other identifying information about the original sender.

Health Parameters, Protocols and Policies

Albert College will establish and follow a rigorous range of health and safety protocols and policies consistent with public health regulations and guidelines. In addition to incorporating social distancing requirements, we plan to do the following:

- We will apply a two-metre social distancing requirement wherever possible on campus.
- Floor labelling/ceiling signs will be utilized throughout all facilities directing the flow of students and staff so as to best achieve social distancing. Protocols around movement will include some staggering in schedules as students and staff transition between areas.
- Outdoor spaces including sidewalks will also have painted lines demarcating two-metre (2m) for ease of entrance to the buildings.
- We will continue to communicate, educate and encourage our community to practice strong social hygiene practices including regular handwashing and minimal touching of hands to face. To support this, more than 100 hand sanitizing stations will be installed throughout the campus. Faucets and toilets will also be upgraded to non-touch in a number of the washrooms, some sinks and toilets will be closed.
- We will increase the frequency and intensity of cleaning protocols throughout the entire school with a focus on high touch zones and the availability of cleaning products distributed throughout the school to wipe down surfaces before and after use. Ongoing cleanings by Facilities Staff will include daily deep sanitizing of every room.
- Prior to coming to campus:
 - All students, staff, and visitors will be required to use the [EduSafe](#) app each morning. *EduSafe* is a simple, straightforward mobile app that allows for students, teachers, administrators and guests to complete daily COVID-19 screening remotely. This technology ensures that an individual who screens positive is diverted from arriving on campus and instead is redirected to a medical professional.
 - Parents will inform the school whenever children are staying home due to illness.
 - All boarding students with flu-like symptoms will report to the Health Centre.
 - All staff will self-screen themselves each morning and will not report to work whenever they are experiencing flu-like symptoms.
 - Visitor (including parents) access will be limited to the school and all visitors will also be required to undergo screening before entry (via *EduSafe*).
- Students (in Junior Kindergarten and older), employees and visitors to campus will be required to wear masks at all times when in the school, including classrooms. We will have disposable masks available for students.
- The most common symptoms of COVID-19 are:
 - fever
 - new cough (as opposed to a chronic cough)
 - new change or loss of taste or smell
 - tiredness/fatigue
- Less common symptoms are:
 - aches and pains
 - sore throat
 - diarrhea
 - conjunctivitis
 - headache
 - loss of taste or smell
 - a rash on skin, or discolouration of fingers or toes
- Serious symptoms include:

SECTION 1: OUTBREAK AND CASE MANAGEMENT PLAN

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement
- Day students who are ill or are exhibiting symptoms of COVID-19 will be asked to remain at home under the care and supervision of their parents/caregiver. Local boarders who are ill or are exhibiting symptoms of COVID-19 will be asked to return to their home and to remain there under the care and supervision of their parents. International boarders who are ill or exhibiting symptoms of COVID-19 will be asked to return to their guardian's home and remain there under their care and supervision. In cases where this is not possible/appropriate, international boarders will be isolated in a location away from other students and faculty and cared for by Health Centre staff.
- During the school day, students who display COVID-19 symptoms will be isolated with Health Centre staff. Day students will be sent home. Testing for boarding students will be arranged through Albert's Health Centre.

Health and Safety Guidelines

Students who are Ill

- Students who show any signs of illness may not attend school.
- Please DO NOT send any student to school if they are showing any symptoms of illness (dry cough, sore throat, temperature, etc.).
- If any member of the household has symptoms of COVID-19, do NOT send your child to school.
- During the school day, students who show signs of illness or have a temperature of 37.8 C or higher will be isolated immediately and then sent home from school. A school nurse will phone a parent to arrange immediate pick-up of the student. Parents will be expected to follow provincial guidelines for suspected COVID-19 illness.

Handwashing and Hand Sanitizing

- Students will enter school one at a time, two-metres apart, and will remain two-metres apart the entire school day.
- At a minimum, each student washes/sanitizes their hands whenever they enter or leave their classrooms and before and after breaks.

Personal Protective Equipment (PPE)

- All staff will be provided with a daily supply of medical grade face masks and a face shield
- Nursing staff will be provided with N95 face masks, face shield, medical-grade latex gloves, and surgical gowns
- All staff will be trained by the school nurses on how to use PPE

Two-metre Distance

- Students will be separated by two-metres throughout the school day, both in the classroom and when transitioning to/from recess and being outdoors.
- Students and staff will avoid close greetings (e.g. hugs, handshakes).

Masking

- Masks are to be worn at all times inside the building by all students (JK and above), staff, and visitors.

- Staff may remove their masks when they are in their own offices and socially distant from others.

Facility Cleaning

- Albert College will be cleaned in accordance with Public Health Ontario's [Cleaning and Disinfection for Public Settings](#).
- Influenza viruses can survive on some surfaces for several hours to days but are rapidly destroyed by cleaning. Cleaning of objects and surfaces that are frequently touched by multiple students or staff, high touch surfaces such as doorknobs, faucet handles, computer keyboards, telephones, etc., helps to prevent the transmission of the influenza virus from person to person through contaminated hands.
- Commonly used cleaners and disinfectants are effective against COVID-19. At Albert, we will only use those products with a Drug Identification Number (DIN) and before the expiry date.
- All sinks in washrooms, common areas and kitchens should be well stocked with hand washing supplies at all times (i.e. soap and paper towels or, where this is impracticable, alcohol- based hand rubs with 60–90 per cent alcohol).
- Hand sanitizer will be placed inside each building entry door and in every room.
- Gloves and disinfectant wipes will be placed in all rooms.
- All personal desks will be wiped down at the start of every class (students in older grades may assist with cleaning desks).
- Banisters, door handles, light switches, and all high touch points will be sanitized on a continuous basis throughout the day by Facilities Staff.
- Toilets and sinks will be sanitized throughout the day as part of the revolving cleaning rotation.
- Water fountains will be turned off; no-touch water bottle stations will be available.
- Facilities Staff will complete a deep classroom and facility clean after each school day.
- In Senior School classes where students might need to rotate, teachers will supervise students to ensure that desks are wiped with disinfectant wipes before allowing the next cohort to enter the room (gloves and wipes will be provided). High touch areas will also be sanitized (door handles, light switches).
- Students are welcome to bring personal sanitizer.
- Students are not to bring latex gloves to school.

Staff Reminder - How to Keep Your Distance as an Adult

For teachers working together, collaboration will look and be different than before. In addition to following the expectations for movement around the building, teachers and staff will adhere to these guidelines:

- Staff must use staff room door, or their designated entrance when entering or exiting the building.
- Staff must wipe down their computer, iPad, mouse, etc. several times a day, especially when arriving at school. Please be cautious of using harsh chemicals on a monitor or tablet.
- Use virtual meeting software as much as possible for meetings.
- When working in the same room, adhere to the two-metre distance guidelines, spread out in meeting rooms, and wash hands when entering and after leaving a room.
- Use of staff room is allowed only if adults wash hands when entering and exiting the staff room and follow physical distancing expectations. Staff must maintain a two-metre distance from one another while in the staff room. As such, staff gatherings/meetings will no longer take place in the staff room.

- Staff are requested to not pause or delay in hallways, thereby restricting the path of others.

Sanitation of Personal and School Materials

Classrooms materials

- Shared materials are important for learning. The use of shared materials is permitted. The risk associated with transmission with shared objects is low. The focus should be on regular hand hygiene and respiratory etiquette to reduce the risk of infection related to shared equipment, particularly when regular cleaning of shared objects is not feasible.

Movement throughout the Building – Staff and Students

All movement of students around and within the building is to be monitored by an adult and adhere to the expected two-metre distance. When students are moving around the building, they need to be taught the following expectations.

They include:

- Staff and students maintain a minimum distance of two-metres at all times.
- Staff and students disinfect or wash hands before and after transitions.
- Staff and students must wear a mask.
- Follow directional arrows on stairways and in hallways.
- Keep hands and bodies to yourself.
- One student at a time uses the washroom.
- Washroom use is tracked to provide tracking information for maintaining public health
- Students must wash hands before they leave the washroom.
- Staff are to use the washroom closest to their regular workspace regardless of where they are in the school, unless it's an emergency.
- Students will not be permitted into any areas of the school (e.g. faculty offices) where minimum physical distancing cannot be met.

Public Health Unit Guidance

Albert College will work in close cooperation with Hastings Prince Edward Public Health (HPEPH) and will take direction from them on all matters related to public health. Albert College is committed to supporting HPEPH in outbreak response in our community, including stakeholder communications and assistance with contact tracing.

Communication

Albert College is committed for publically communicating outbreaks of COVID-19 affecting or implicating all students and any immediate family members including, but not limited to, signage posted at entrances and in public spaces, and through our website/social media posts.

Resources and information about COVID-19 infection control practices will be shared with students and their families that are accessible (i.e. plain language, pictures, symbols).

JUNIOR SCHOOL GUIDELINES

What to Bring to School?

Students carry their belongings independently into the school using a small day pack. Items should be minimal and include:

- Labeled water bottle (no-touch water bottle stations available with supervision).
- Personal devices - students with their own devices (NOT phones) are asked to bring these to school (to remain at school) and can be brought home for the weekend.

Uniform Guidelines

- Students will wear their Number 2 uniform for the first week of school.
- Students wear Number 1 uniform every Wednesday, starting on **September 15, 2021**

Arrival and Dismissal Times

- Parents will drop off their children outside the building at their designated spot.
- Students arrive at school after 8:10 a.m. and before 8:25 a.m.
- Students may not enter the building before the designated arrival time.
- Students who arrive after 8:25 a.m. must then be dropped off by parents to the front of the Junior School for entrance via the front doors.
- Students who arrive after 8:25 a.m. will need to enter through the front lobby without their parents, sign in with reception, and then go to their class. (JK and SK parents are welcome to walk their child to the airlock).
- Students are dismissed from classes at 3:30 p.m.
- Parents will arrive at the assigned start time and dismissal time. It is very important to adhere to these times to maintain social distancing.
- Parents stay in their cars and allow their child to make the journey towards the school yard independently. JK and SK parents may walk their children to the gate.

Please let your child's teacher know if additional support is required during drop-off.

Arrival – Expectations

The following expectations and procedures are in place to ensure health, safety and hygiene standards are met. In general:

- Parents will take their child(ren)'s temperature prior to arriving at school and will also complete the online *EduSafe* app each morning for each child.
- Children who arrive to school and have not been cleared by *EduSafe* to attend, will be isolated and parents will be contacted immediately to pick-up their child.
- Students and staff are not to be in school if they show any symptoms of illness (please refer to SECTION 5: HEALTH CENTRE GUIDELINES in this document, for more information).
- For the first few weeks, students will be directed inside the school through their designated entrance upon arrival. Parents are asked to allow children to do so independently. This routine will be reviewed and possibly revised to allow students playtime before school in their designated area of the school yard.
- All students must wear a mask when they enter the building.
- Upon entry, students will sanitize hands.
- Students must adhere to the two-metre distancing rule when entering and exiting the building.
- For students who take the bus, parents will need to show the driver that the child has received a “green light” from *EduSafe*, before the student is allowed to board the bus.

During the School Day

- For those students who brought a device/tablet from home, the student will sanitize the device.
- Students, faculty, and staff are to maintain a two-metre distance within and outside school buildings in common areas (i.e. hallways, library, Great Hall etc.).
- Masks are worn at all times by all staff, faculty, and students from Junior Kindergarten to Grade 12 while inside the building, except during snack and lunch times.
- Students must sanitize their hands before they enter the classroom - at the beginning of the day, after recess, after being outside, after using the washroom, or any other time they enter the room.
- Students must sanitize or wash their hands after they exit the classroom. This is at the end of the day, before and after recess, before going to PE, or any other time they leave the room.
- Each class has a sink and toilet assigned by teachers. Students will visit the bathroom before being excused to recess and PE.
- Should a child become ill during the school day, parents will arrange for immediate pick-up.

Please note that there will be no visitors on campus during the school day - this includes parents inside the building.

Cohorts

- Junior School students will be placed into grade-level cohorts. The same teacher will stay with each cohort all day, except in cases where a specialty teacher is required (e.g. Music, French)

Dismissal – Expectations

- At dismissal, parents will wait in their cars (or stand beside their own vehicle) to pick up their child(ren), to avoid crowds of parents at the front of the building.
- Students may remove their masks once they reach their car.

After School Programs

- Students are on campus for the duration of the academic day only. Co-curricular programming after the academic day is being reviewed.
- After-Care Supervision is available after school.

Expectations for Faculty and Staff

Faculty and Staff:

- may enter through a specific entrance.
- must sanitize hands when entering the building.
- must maintain a two-metre distance from others when entering and leaving the building.
- assist with additional cleaning of classroom spaces as necessary.

Keeping our Spaces Clean

- In addition to regularly sanitizing high-touch areas throughout the day, Facilities Staff will sanitize each classroom every evening.
- Teachers assist in regularly sanitizing classroom materials, where possible.
- Children cannot bring toys or other personal items to school.

iPads, Chromebooks, Laptops and Mice for Devices

- Must not be shared while using. Need to be wiped before school and at the end of the day.
- Students must wash or sanitize hands before and after use.

Use of Classroom Materials

- Teachers have their own sets of white board markers to avoid cross contamination.
- Only individual pencils/pens are used per student.
- Only scissors/glue sticks/rulers are used per student.
- No play dough/plasticine/clay unless designated for single use.
- No role play corners or stations in classrooms.
- Limited art supply use - only individual items used by each student.

General Classroom Safety

- All classes will be decluttered by the classroom teacher, making the use of sealed containers to facilitate cleaning. Each class will be provided with:
 - Sanitizing wipes
 - Hand Sanitizer pumps
 - Two boxes of Kleenex in different locations
 - Two waste receptacles in different locations
- Some classes may be held outdoors; inside airflow will be maximized by leaving classroom doors and windows open whenever possible.
- HVAC systems will maximize exterior air intake in classrooms and halls.

Lunch and Snack Procedures

Starting September 3rd, and every Friday thereafter, Health Services will send an updated allergy list to Food Services to determine where students with dietary requirements are located on any given day.

- Lunch will be served in each classroom.
- Students will eat snacks and lunch in a designated classroom or outside under the direction of their classroom teacher.
- All students in Grades 3 and up will sanitize their desks before and after lunch using gloves and the sanitizing wipes available in each classroom (for younger grades, school staff will sanitize the desks).
- All students and staff wash their hands before and after eating snacks or lunch (where there are no sinks, hand sanitizer will be used).
- Students sit in a designated location in class for lunch, physically distanced from others in class.
- Students will remain seated while all students eat lunch and will be dismissed for lunch recess by their classroom teacher.
- Students will be asked to go outside during recess and will be supervised to ensure students are exercising appropriate physical distancing.

Outdoor Play

- Masks are not required outside unless physical distancing is not possible.
- Students are expected to follow school rules and cooperate when instructed and directed.
- Students are expected to adhere to all new procedures so the school can follow the guidelines for health and safety.
- Students must play only with their designated cohort in their designated area.

We hope that these guidelines help you understand the expectations in place to ensure a happy, healthy school year. If you have any questions, please contact your child's teacher or: **Anne Beveridge**, Junior School Principal abeveridge@albertcollege.ca

MIDDLE SCHOOL AND SENIOR SCHOOL GUIDELINES

Expectations and Routines during the Day

Expectations for Students

- Day students - complete the *EduSafe* app before leaving for school. Where students have their own device, they will need to show the *EduSafe* “green light” to school staff, before being permitted entry. Where students do not own their own device, parents will need to present the *EduSafe* “green light” to staff on behalf of the student.
- Boarding students - complete the *EduSafe* app before leaving their boarding house and present “green light” to boarding staff before leaving the boarding house for breakfast.
- Students arriving to school will line up outside assigned entrances according to the marked social distancing indicators. Boarding students will drop off their school bag in their period one classroom, prior to arriving at Ackerman Hall for breakfast (between 7:45 a.m. and 8:15 a.m.).
- Day students will be allowed in the building between 8:15 a.m. and 8:30 a.m.
- Only students and staff are permitted inside the school (no visitors).
- Upon entry:
 - Show the teacher on duty that they’ve “passed” *EduSafe* protocols for admittance to school.
 - Students will sanitize hands.
 - Students will wear a 3-ply face mask when entering the buildings. While indoors, masks must remain on at all times (except when the student is eating).
- Students must adhere to the two-metre distancing rule when entering and exiting the building.
- Students must bring only minimum items and take them all to the classroom.
- Lunch will be provided to students. Sharing food with others is not allowed, and food delivery will not be permitted during the academic day.
- Students who arrive early must wait before proceeding to the entrance lineup.
- Students who arrive after their designated time will need to enter via the front entrance, sign in with reception, and then go to their class.

Expectations for Parents

- Parents will take their child’s temperature each morning, and ensure their child(ren) have accurately completed the online *EduSafe* app.
- Provided the child is cleared by the *EduSafe* app to attend, parents will drop off/pick up their children outside the building at the designated spot.
- Parents are asked to support the designated student arrival times.
- Parents are encouraged to stay in their cars when dropping off their children.
- Parents are not permitted inside the building - all meetings should be done remotely or over the phone.
- Should a Day student become ill during the school day, parents will arrange for immediate pick-up.

Expectations for Staff

- Staff will complete the *EduSafe* questionnaire daily and only report to work if they “pass.”
- Staff will enter through their assigned doors, wearing a medical-grade mask.
- Staff will sanitize hands, laptops and any hard surfaces when entering the building.
- Staff need to use the two-metre distancing rule when entering and leaving the building.
- Staff will wear a mask at all times in the building except when they are in their own offices.

- Teachers who teach more than one cohort are to wear eye covering.
- Staff must stay home if they exhibit any symptoms of illness.

What Students Can Bring to School

- Students will need to carry their belongings with them throughout the day in a small day pack; therefore, personal items should be minimal and include:
 - Laptop/personal device.
 - Labeled water bottle (no-touch water bottle stations available).
 - Writing instruments.
 - Small binder for course work.
 - Textbook or novel (if required).
 - Physical education clothing (if required), which must be washed after each wear.

Arrival and Dismissal Expectations Senior School

The following expectations and procedures are in place to ensure the health and safety of students and staff.

In General

- The buildings are open to assigned staff and students only (no visitors or parents, unless there is a pre-arranged meeting).
- Students and staff must maintain a two-metre distance from others within and around school buildings in common areas.
- Students and staff must not attend school if they show any symptoms of illness.
- Students are on campus only for the duration of the school day.
- Day students may not enter the building before 8:15 a.m.
- Students are not allowed to leave and return to campus during the day (unless being picked up by a parent for an appointment). Students will be encouraged not to return to school if leaving early for any reason.

Departure

- Hands should be sanitized before leaving the building at the end of day.
- Day students should go home immediately after dismissal (unless they are participating in a school-sanctioned event).
- Boarding students will remain at the school until dinner (the boarding life schedule is still under review).

Classroom Procedures

- Students in Grades 7-8 will be placed into grade-level cohorts.
- Remote Learning will continue only for those students with an approved, COVID-related reason to participate in the Remote Learning Program.

Beginning of the day:

- Students will bring all their belongings with them to their classroom, including jackets and bags.
- Students are asked to limit what they bring with them to school to one backpack.
- Bags and jackets can be hung on cloak racks/hooks outside of each classroom. Winter boots can be neatly stored as well.

During the day:

- Most students will remain in the same classroom all day. In cases where movement is required, students will be required to bring all their belongings with them from class to class.
- Students must sanitize their hands when they enter their classroom using the hand sanitizer available in each classroom.
- Students must sanitize their hands after every class change, after being outside, after using the washroom or any other time they enter a classroom.
- Students must sanitize or wash their hands prior to break/lunch.

End of the day:

- Students will bring all their personal belongings home.
- Students should sanitize their hands when leaving the building.
- Students are requested to leave campus immediately, unless participating in a school activity.
- Personal items and school and PE uniforms should be sanitized/washed at the end of the day.

General Classroom Safety

- Some classes may be held outdoors; inside airflow will be maximized by leaving classroom doors and windows open whenever possible.
- HVAC systems will maximize exterior air intake in classrooms and halls.

Hygiene Procedures for the Classroom

- All classes will be decluttered by the classroom teacher, making the use of sealed containers to facilitate cleaning.
- Each class will be provided with:
 - Sanitizing wipes (or disinfectant spray and rags).
 - Hand Sanitizer pumps.
 - Two boxes of Kleenex in different locations.
 - Two waste receptacles in different locations
- Students and staff sanitize or wash hands:
 - Upon entering class at the beginning of the day.
 - After returning to the classroom from the washroom (all individuals will wash their hands with soap and water immediately after using the washroom) – this bullet stipulates that all individuals will also sanitize their hands before re-entering their classroom after returning from a washroom break
 - Before and after eating lunch.
 - After returning from outside.
 - Before leaving for the day.
- Students will stay at their desks during class, and classroom dismissal will be coordinated by the teacher to ensure appropriate distancing as students head to their next block.
- Students bring a minimum to school; (device, writing instruments, small binder, labeled water bottle), and will only take out what they need for each class.
- In Senior School classes where students might need to rotate, teachers will coordinate the wiping of desks with gloves and disinfectant wipes before allowing the next cohort to enter the room. High touch areas will also be sanitized (door handles, light switches).
- All hard surfaces in classrooms will be cleaned and sanitized each day after class by school Facilities Staff.

Lunch and Snack Procedures

Food Services will need allergy list as soon as possible to determine where students with dietary requirements are located on any given day.

Ackerman Hall

- A schedule is being developed to ensure capacity limits that will enable two meters between cohorts and as much distancing as possible within a cohort.
- The dining hall will be monitored by staff at all times.
- Between use, Food Services Staff will disinfect each table.
- Only boarding students and boarding staff may eat breakfast and dinner in the Ackerman Hall. (Staggering of start times may be required). **No other students or staff are permitted in Ackerman Hall during breakfast and dinner.**

Dining Procedures in Ackerman Hall

- Enter through West End doors only.
- Sanitize your hands when entering Ackerman Hall.
- Wear face masks until seated and prepared to begin eating.
- All food will be served from the servery (back of the house).
- Move through the food line and proceed to the designated table. Tables will be numbered.
- Sanitize your hands prior to eating using the pump dispenser located at your table.
- Once finished, put on your mask.
- Place tray (with cutlery and dishes) on the rack for cleaning.
- Sanitize your hands as you leave Ackerman Hall.
- Exit through East End Doors only.
- Always maintain two-metre social distancing while moving around Ackerman Hall (follow social distancing markers).

Evening Snack Program (Boarding Students)

- Food Services Staff will prepare and deliver snacks.

Student Breaks/Spares

Students will be encouraged to go outside during lunch and during breaks. However, they are not allowed to leave campus. As well:

- Students will maintain a two-metre minimum distance between each other at all times.
- Common Areas (Resource Centre, Box Car, Chapel, Weight Room and Gymnasium) will remain closed to groups, and only to be utilized with physical distancing precautions in place.
- Sporting activities will be adapted to adhere to prescribed health recommendations.
- Students are encouraged to meet in small groups during break times and maintain appropriate social distancing.
- Students on spare will report to the designated study area.
- Students do not have to wear a mask outside.

BOARDING PROGRAM GUIDELINES

General Hygiene Guidelines for Boarding Residents

- Laundering to occur on a weekly basis (to include bedding and towels).
- All common areas are to be disinfected before and after each use e.g. appliances, sinks, taps. (i.e. each student will need to use a sanitizing wipe to clean any taps/knobs/light switches that they touch. After use, they will wipe these areas again before leaving).
- Washroom touch-points are to be cleaned before and after use with sanitizing wipes (door handles, paper towel dispenser handles, etc.).
- Students will spray showers with disinfectant spray (spray bottles will be on hand for student use) before and after use.
- Washrooms will be on a daily cleaning schedule.
- Bedrooms must be cleaned and disinfected weekly at a minimum.
- Common rooms can only be used if students are practicing social distancing.

The most important factors in the control of the spread of the influenza virus in boarding schools' settings are:

- Early identification of ill students and staff exhibiting flu-like symptoms.
- Exclusion/isolation from the setting of anyone ill with flu-like symptoms.
- Practicing cough/sneeze etiquette and frequent hand cleaning.
- Educating, Monitoring and Reporting.

The School Nurses will conduct mandatory information sessions for all boarding staff and their families, all other staff, as well as students at the beginning of the year, and regularly thereafter, as necessary, with a view to the ongoing education of the boarding community in preventative health measures. The School Nurses will also do virtual training for all quarantining international students and their co-arriving immediate family members.

Educating

- Demonstrate cough and sneeze etiquette.
- Demonstrate proper donning and doffing of masks to all staff and students.
- Demonstrate the correct hand washing technique. Hand hygiene and covering coughs and sneezes with one's sleeve are important means of preventing the transmission of COVID-19. It should be noted that hand washing with plain soap and water is the preferred method of hand hygiene as the mechanical action is effective at removing visible soil as well as microbes.
- Encourage the practice of frequent hand cleaning (i.e. after sneezing or coughing, before and after eating, after recreational activities, after going to the washroom). The importance of sound hand cleaning practices is discussed at weekly House Meetings.
- Instruct people to take care of themselves (eat well, rest, and regular exercise).
- Instructions on how to properly complete daily screening.

Monitoring

- Provide basic information on how to recognize symptoms of COVID-19 to all students and staff.
- Encourage students and staff to monitor their health daily for flu-like symptoms.
- Boarding staff should observe students for any signs of flu-like symptoms and advise the students who are ill to see the School Nurse immediately.

Reporting

- The School Nurses will monitor COVID-19 activity at AC and report staff and student illness above normal expected absenteeism levels to local public health officials as required. This will also be reported regularly to the Senior Leadership Team.

Isolation of Boarding Students

- To help prevent transmission, good respiratory and hand hygiene practices will be encouraged. Caring for a group of ill students in a designated isolated area will help contain the spread of the virus. This will also facilitate monitoring of ill students and prevent transmission of the virus to others.
- In the event that boarding students are required to self-isolate, the following locations on campus will be used:
 - two rooms in the Health Center are designated as isolation units
 - 138 Dundas Street West has recently been purchased and has been converted to additional isolation space (if needed), allowing three more spaces
- If additional rooms are required, we will alter rooming assignments. This would require a healthy person in a single room to move into a double room with another healthy student, freeing up their former room for the ill student to self-isolate

Support

- The School Nurses and the House Directors will coordinate the support for boarding students who are ill with flu-like symptoms. Extra health care staff will be contracted if needed to assist with the care of the sick.
- All boarding students' parents/guardians will be notified if their child is ill with flu-like symptoms and they will be given the option to take their child home until the symptoms resolve and they are feeling well and able to participate in all normal day to day school activities. Some parents might prefer the option to come to Belleville, and have their child stay isolated in a local hotel under the direct supervision of a parent or guardian. A health care plan will be developed for all ill boarding students who do not have other supports available.
- In-room meals will be provided to all isolated boarding students.
- Access to Wi-Fi, laptops, etc., will be provided to ill students in isolation.

International Quarantine Guidelines

All students who have traveled internationally are required to quarantine for fourteen days, prior to attending school (unless they are fully vaccinated with a Canadian-approved vaccine).

These quarantine requirements will be strictly enforced by school staff and Albert College is committed to notifying local, provincial, and federal law enforcement authorities of:

- any compliance issues within the 14-day mandatory quarantine period
- any cases of COVID-19 infection during the 14-day mandatory quarantine period to local public health and to the Ministry of Education

As well, Albert College commits to publicly communicate outbreaks of COVID-19 affecting or implicating international students and any immediate family members including, but not limited to, signage posted at entrances and in public spaces, and via our website.

Albert College will not seek nor accept provincial funding for the design and implementation of the quarantining program. However, expenses for the program will be charged back to participating families consistent with the school's ongoing business model. Parents and students will be notified

in advance of their travel of all additional costs required as part of the quarantining program. Students and their parents/guardians will acknowledge and agree to these costs before traveling. Any student who chooses not to proceed with their education as a result of these additional costs will be provided with appropriate refunds of any fees or tuition paid in advance in accordance with Albert College's refund policy.

Pre-Arrival

Albert College has arranged a block of hotel rooms in order for our students (and any parents/guardians traveling with them) for the required 14-day quarantine, starting August 23, 2021.

For travelers arriving after August 23, 2021, students and their co-arriving family member will serve their quarantine at a local area hotel. Students (and any parents/guardians travelling with them) will have their own rooms, with a private bathroom and will be required to remain isolated from others during the quarantine period. Students and their co-arriving family members who require accommodations to support disabilities or other health conditions will be supported. Albert College will ensure that each quarantining individual has access to the internet (wifi) as well as environmental cleaning products. Students and their co-arriving family members will have regular deliveries of food and water, daily check-in's with the school nurse, mental/social supports, and will be provided with any medical care required (including testing)

A pre-arrival communication will be sent to arriving students and any co-arriving immediate family members covering the following topics:

- confirmation of flight details
- confirmation of their accommodation details (hotel or school name, address, dates they will be in quarantine)
- confirmation that the student's family will be responsible to cover the cost of the hotel booking
- transportation details from the port of entry to the hotel/school (including masking and physical distancing requirements while in transit)
- quarantine requirements (length of quarantine, stipulations that they are not to leave their hotel room, requirements to self-monitor for symptoms)
- the legal requirement for a 14-day quarantine
- the consequences of breaching quarantine as per the federal *Quarantine Act* as well as an immediate expulsion from Albert College for said breach
- the assistance that will be available to them during their quarantine period, including: 24-7 access to Albert staff who will be available to assist quarantining students and their families, access to our school nurse and doctor if required, daily meals delivered to their rooms
- the requirement for COVID-19 testing of each student during their 14-day quarantine period (Albert College school nurses will conduct these tests)

Students will be required to sign and return an attestation confirming their understanding of their pre-arrival quarantining requirements as well as their understanding of the consequences of breaching these protocols.

Custodianship

In order to study in Canada, international boarding students who are applying for an initial Canadian Study Permit or renewal, are required to provide a Notarized Custodianship Declaration as part of their Student Permit application. A custodian acts as a parent while the student is in Canada and is

able to provide consent/authorization for health care, permission to participate in excursions, and communicate directly with the student's teachers about the student's progress. This original document must be provided by the student's guardian and submitted with their VISA/study permit application.

Albert College requires that each international boarding student has an English-speaking custodian, over the age of 21, residing in the Province of Ontario, while attending school. An international family may identify their own Canadian-based custodian for their son or daughter. A custodian could be a family member or close friend of the family. If a student does not have a custodian living in Canada they must be prepared to pay a fee to an outside agency. Albert College works with International Student Guardianship Canada (ISGC) who offer various custodianship packages and immigration support to international families (info@isguardianshipcanada.com).

Albert College will not process and accept any student that does not provide clear designation of custodian status and health care authorization.

Transportation to Quarantine Location

Albert College will provide appropriate transportation of international students and any co-arriving immediate family members from their point of entry to Canada to their 14-day quarantine location. Albert has secured the services of Ontario Coachway to provide said transportation. Parents will need to share flight details with the College so that transportation can be arranged. All students (and their co-arriving family members) will be required to follow guidelines consistent with Government of Canada recommendations when on board the Ontario Coachway bus - (i.e. wearing a mask for onward domestic travel; travelling directly to the place of quarantine). Students and co-arriving family will be immediately screened for signs and symptoms of COVID-19. All travelers will be provided with a new medical mask, they will be reminded of the requirement to practice physical distancing and hand hygiene throughout travel. The Ontario Coachway bus will travel directly from the port of entry to the quarantine location. If an unplanned and urgent medical care issue arises en route to the quarantine location, the Ontario Coachway driver will inform health care providers of the quarantine status of the student (or their co-arriving immediate family).

International students and any co-arriving immediate family members will be encouraged to download the Government of Canada's **ArriveCAN** application prior to arrival at the border and complete the information required.

14-Day Quarantine

Albert College will ensure international students and any co-arriving immediate family members are made aware of their responsibility for on-going self-monitoring and assessment of COVID-19 symptoms, including making international students and any co-arriving immediate family members aware of the **ArriveCAN** application which can be used by international students and any co-arriving family members within 48 hours after arrival in Canada, and for their daily symptom reporting.

Appropriate individual accommodations will be provided for the 14-day quarantine period. These accommodations are consistent with current Orders in Council under the *Quarantine Act* and guidelines of the Government of Canada, as well as the requirements of HPEPH. Each student or student family unit will have their own room with a private bathroom.

Any international student and co-arriving immediate family members will be immediately referred to

HPEPH should any of these individuals present with COVID-19 symptoms. Albert College staff members will regularly monitor quarantined students and will ensure that they will not be staying with vulnerable populations or living in a communal or group setting and will have access to the necessities of life.

Throughout the 14-day period, Albert College will provide:

- food, medical care, other necessities of life so no that individual will be required to break quarantine at any point
- COVID-19 infection control information and training
- regular and robust monitoring by Albert College staff of quarantined individuals throughout the 14-day period for COVID-19 symptoms, general well-being, and compliance with quarantine requirements, with emphasis on individual COVID-19 infection control practices
- students and their families will be reminded daily to notify Albert College staff in the event that they develop symptoms and require medical care, including COVID-19 testing
- promotion of reliable, accurate messages about COVID-19, including COVID-19 related stigma (<https://www.who.int/docs/default-source/coronaviruse/covid19-stigma-guide.pdf>) and anti-racism supports.
- appropriate accommodations to properly support any student or their co-arriving family member with a disability or any other health condition.
- resources and information about COVID-19 infection control practices will be shared with students and their families that are accessible (i.e. plain language, pictures, symbols). Examples of resources include:
 - [How to Wash Your hands](#) (PDF)
 - [Fact Sheet on Self-Isolation](#) (PDF)
 - [Self-Isolation: Guide for Caregivers, Household Members and Close Contacts](#) (PDF)
 - How to [put on](#) and [take off](#) PPE videos
 - [Putting on and taking off PPE](#) (PDF) (poster)
 - [Non-medical masks and face covering](#) (PDF)
 - [Environmental Cleaning in non-health care settings](#) (PDF)
 - [You were tested for COVID-19 – what you should know](#) (PDF)
- in addition to the daily check-in's that Albert staff will provide, all students (and their co-arriving family members) will also be provided with a phone number for 24/7 access to Albert College staff, should they develop symptoms and require medical care, including COVID-19 testing. Albert College staff will be available throughout the quarantine period to attend to these requests
- Albert College staff will ensure that students and their immediate co-arriving family members have access to, or are linked to culturally appropriate:
 - Primary health care services
 - Mental health services and supports
 - Social services and community organizations as relevant to each student's needs
 - Anti-racism and COVID-19 stigma supports
 - Mitigation of social barriers to support student compliance with individual COVID-19 infection control practices

COVID-19 Testing

All international students (and their co-arriving family members) will be tested for COVID-19 during their mandated quarantine period, and the school will request proof of a negative COVID-19 test from any domestic students who have arrived from outside of Canada during the two weeks

prior to their academic start date (provided that the school has been made aware of said travel). Albert College nurses have been trained by Hastings Prince Edward Public Health to administer COVID-19 testing. Albert College nurses will test students for COVID-19 at the quarantine location.

Post Quarantine

Albert College is committed to supporting international students and any immediate family members after they complete their 14-day quarantine period. This includes:

- mental and physical health, anti-racism, and COVID-19 stigma supports
- mitigation of social barriers to support student compliance with individual COVID-19 infection control practices

Albert College nursing staff will maintain records of the student and their immediate co-arriving family's completion of the quarantine period.

All students, upon completion of their quarantine, will be permitted on campus and will have full access to all of the supports and services that are available to all students, including:

- primary care health services (Albert nursing staff and Family Physician)
- mental health services and supports
- social services and community organizations as relevant to each student's needs
- ongoing communication and resources on COVID-19
- anti-racism, and COVID-19 stigma supports
- mitigation of social barriers to support students compliance with individual COVID-19 infection control practices

In the event that a student or their co-arriving family members require an extension to the quarantine period (due to a positive COVID-19 test, for example), Albert College will continue providing all the aforementioned quarantine supports while the individual(s) remain in quarantine.

Co-arriving family members will also be provided with information about how they can access primary care health services, mental health supports, and links to social services/community organizations relevant to their needs, anti-racism and COVID-19 stigma supports.

HEALTH CENTRE GUIDELINES

- All staff and students must stay home if they are ill (any symptom).
- All individuals who remain home due to illness must complete the Ontario COVID-19 self-assessment <https://covid-19.ontario.ca/self-assessment/> to determine whether or not they need to go to an assessment centre.
- For those who “pass” the above self-assessment, and are not referred to an assessment centre, they may return to school once they are symptom free.
- For those who are referred to an assessment centre, these individuals may only return to campus upon: a) presenting a negative COVID-19 swab; and, b) once they are symptom free.
- Individuals who do test positive for COVID-19 must immediately notify the school and may not return to campus until Hastings Prince Edward Public Health consents to said return.
- Parents must notify nursing staff of any medication given to students prior to student attending classes.
- If a student presents at the Health Centre stating parents have administered a medication, especially if an antipyretic/fever reducer, before they came to school, parents will be contacted by nurses to clarify the reason for this.
- Only one student allowed in at a time.
- No self-referral by students (referral must be made by house directors or teachers).
- Students with fever will be referred to the Health Centre (staff to call nurse, to provide time for nurse to don PPE) - masked student immediately if it is thought he/she may be febrile.
- Febrile students (or other Covid-19 symptoms) will be isolated immediately and parents contacted.
- Students in an isolation room will be monitored closely.

Case Management

- If a student or staff member is symptomatic, they are to don a surgical mask immediately and must be referred to the Health Centre for isolation.
- Health Centre staff will call Hastings and Prince Edward Public Health (HPEPH) immediately after isolating said person.
- HPEPH will do an over-the-phone assessment and will organize paramedics to visit campus to complete a swab.
- Isolated person must stay isolated, awaiting swab results.
- Day students will be isolated immediately in the Health Center or designated isolation space. Parents/guardians will be contacted and must pick up their child immediately. Students are to remain off campus until HPEPH advises the College that it is safe for said child to return.
- Temp ≥ 37.8 – students are to be sent home immediately, they will be isolated and masked until they can be picked up (isolation room must be disinfected between students).
- Boarding students will be isolated immediately in the Health Centre. Parents/guardians will be contacted immediately, and arrangements made to pick-up the student (where possible). Isolation protocol to be put in place.
- For boarding students, if no parent/ guardian is available, after assessment, and if not admitted to hospital, but requiring isolation, the boarding student will be quarantined on site, pending swab results.
- Where there is a confirmed case of COVID-19, HPEPH classes will be suspended until the entire school can be disinfected. Contact tracing within the Albert College community will be completed in an attempt to minimize spread.

SECTION 5: HEALTH CENTRE GUIDELINES

- Albert College will follow the direction of HPEPH regarding when we can safely re-open following a confirmed case.
- No student who has recovered from COVID-19 may return until cleared by HPEPH.

FOOD SERVICES SAFETY PROTOCOL

Food Services Safety

- All staff will be informed and trained on COVID-19 precautions.
- Masks/face shields and gloves will be provided for staff.
- Only Food Services Staff to be in the kitchen (unless service is required to maintain appliances).
- Back of house deliveries: all visitors required to wear masks, use hand sanitizer, and complete the *EduSafe* app, or Albert College's Screening Tool (pen and paper tool). No outside delivery staff will go past the freezer.

Quarantine Impact on Food Services

- Quarantined residents will have breakfast, lunch, and dinner prepared, packaged and delivered to the designated quarantine locations. Meals will be served with disposable plates and cutlery to avoid transport of infected utensils.

Sanitation

- Sharing food and utensils is prohibited.
- Enhance cleaning/sanitizing of Ackerman Hall tables and flat surfaces.
- Consistent checks and replacement of both hand sanitizing units outside Ackerman Hall doors. Sanitation stations will be set up at the Ackerman Hall entrance.
- Diners in Ackerman Hall will still use plates and utensils (which will be sanitized after each use).
- Sanitizing hand cleansers in the kitchen will remain in place as they are now. Staff will be reminded to use these consistently.
 - Foam Hand Sanitizer—Ecolab hand sanitizer after washing
 - Oasis Quat Sanitizer—Surface Spray Sanitizer
 - Diversey Oxivir Tb Wipes Sanitizer Wipes
 - EcoLab - Cleaner Disinfectant Peroxide MS
 - Purell Hand sanitizer 70%
 - Essence Hand Sanitizer 75%
- Cleaning of kitchen and serving areas will be done on a strictly supervised schedule with approved cleaning and sanitizing products. Non-Food Services Staff may need to be called upon in case of labour shortages. Along with these new provisions, Albert College will continue to do the following tasks to help minimize risk:
 - Ensure that appropriate physical barriers, such as clear plastic sneeze guards are in place at serving areas.
 - Ensure that hand washing, and personal hygiene stations are adequately maintained and stocked, as well as hand cleaners/sanitizers and paper towels remain unobstructed.
 - Evaluate cleaning processes to confirm appropriate cleaning of all apparatus, equipment and food surfaces in the kitchen.
 - Review all dishwasher temperature settings prior to morning, afternoon and evening food service sessions.
 - Review and reinforce all personal hygiene procedures.
 - Review and reinforce food safety controls such as barriers/sneeze guards, no-touch waste bins and proper food handling procedures.
 - Confirm an adequate stock and staging/availability of supplies for personal hygiene. When stockpiling items, be aware of each product's shelf life and storage conditions (e.g. avoid areas that are damp or have temperature extremes) and incorporate product rotation (e.g. consume oldest supplies first) into stock management routines.

TRANSPORTATION PROTOCOL

Drivers will be assigned to the same bus as much as possible. Each bus will be outfitted with a kit to include: PPE, disposable cloths, paper towel, waste disposal bags, tape, cleaning agents.

Before a Trip

- Monitoring for Symptoms:
 - All children and drivers who experience symptoms, including mild cough or low-grade fever (37.8 C or more), need to self-isolate and stay home. If another member of a driver's household develops symptoms of COVID-19, the driver will stay home and self-isolate until cleared by Public Health to return.
 - A child who develops symptoms while at school should not be permitted to return home on a school bus and should be picked up by a parent or guardian.
- Hand Hygiene:
 - Bus drivers will sanitize their hands often, including before and after completing trips.
 - Children should be reminded by parents or teachers to wash their hands with soap and water for 20 seconds before they leave home to take the bus, when they arrive at school, when they are leaving school prior to taking the bus, and when they get home.
- Cleaning High-Touch Surfaces in the School Bus:
 - Make sure school bus interior surfaces are cleaned with disinfectant.
 - The following equipment should be available for cleaning:
 - Personal protective equipment
 - Disposable cloths
 - Paper towels and absorbent materials
 - Waste disposal bags and tape
 - Cleaning agents/disinfectants
- Cleaning is a critical first step for disinfecting affected surfaces. In general, when cleaning school bus interiors:
 - Put on disposable, water-proof gloves. Avoid hand contact with the face, especially the nose and eyes. Direct contact with contaminated areas should be avoided.
 - For routine cleaning and disinfection, and for areas potentially contaminated with COVID-19, a hard-surface disinfectant authorized by Health Canada is recommended.
 - Follow the manufacturer's instructions for the recommended dilution rates, contact times and conditions specific to the surface.
 - Avoid bleach except on simple plastics.
 - Don't use solvents.
- High touch surfaces in school buses that should be regularly cleaned include but are not limited to:
 - Seats
 - Inside hand railing
 - Floors
 - Interior windows and wall section below passenger windows
 - Inside and outside door handles (including manual control for service door)
 - Inside door grab handles, pads and armrests
 - Keys
 - Steering wheel, turn signal, wiper stalks, and the rest of the dashboard

- Shift lever and console
 - Seat and Seat adjuster
 - Any other parts that are commonly used and that may have been touched.
- Dispose of soiled disinfection cloths, disposable gloves and any other items in contact with contaminated surfaces in a waste disposal bag. Seal the waste disposal bag and discard in lined trash bin. Clothing worn during cleaning as well as any reusable cloths used should be stored in a sealed disposable bag until they can be laundered.
 - Wash hands when finished, using proper hand washing techniques.
 - In addition to regular cleaning of school bus interiors, to the extent possible, it is recommended that operators reduce the number of drivers per vehicle and ensure that the same drivers use the same vehicle and keep the same work schedules in order to limit contacts as much as possible.

Physical Distancing

- To the extent possible, physical distancing measures should be implemented in school buses.
- Parents are encouraged to develop alternate transportation arrangements in the event of reduced services due to illness.
- Children from the same household can be permitted to sit together and are not required to physically distance.
- Students will have assigned seating. The driver will make every effort to keep the seat behind the driver vacant so as to encourage distancing between the driver and the passengers.

Personal Protective Equipment

- School bus drivers will wear a medical grade mask at all times.
- Should the driver choose to wear additional PPE (e.g. gloves or safety glasses), they may do so.
- In all cases, the choice of PPE should not interfere with the driver's ability to access vehicle controls or hinder or distort the driver's view – directly or through mirrors - of the road, students around the bus or of passengers.

During the Trip

- During the morning pick-up, drivers must see a “green light” from the *EduSafe* App for each child, before allowing them to board the bus.
- For those students without their own devices, a parent will have to show the driver that their child has a “green light” from *EduSafe*.
- All students must wear a mask at all times.

At the End of the Trip

- Repeat a thorough cleaning of high-touch surfaces with appropriate disinfectants as described above.
- Bus drivers who start to experience symptoms after completing a trip should stay home, self-isolate, and advise their employer so that additional steps can be taken to protect other drivers using the school bus.
- Bus drivers will also check the bus for any items left behind and return these items to the office.

STAFF HEALTH AND SAFETY

- Anyone who may have been exposed to someone with COVID-19 or has returned from international travel must self-isolate and watch for symptoms of COVID-19 that can appear up to 14 days after exposure to the virus.
- Anyone with COVID-19-like symptoms, such as sore throat, fever, sneezing or a new cough, or new change or loss of taste or smell, must self-isolate at home.
- Staff can return to school only after providing evidence of a negative COVID-19 test (if testing is indicated based on the screening process outlined in SECTION 5: HEALTH CENTRE GUIDELINES of this document).
- Staff who show any signs of illness or who have a temperature of 37.8 C (100 F) or higher must not come to school; if already at school, you must go home immediately.
- Those unsure whether they should self-isolate can use the [ON COVID-19 Self-Assessment Tool](#). If concerned, they are advised to contact Hastings Prince Edward Public Health for further advice (613-961-5544).
- If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the school must be alerted in order to inform the persons with whom they have been in close contact.
- It is recommended that persons with COVID-19 isolate themselves as much as possible in the home away from others family members and follow [Public Health Ontario How to Self Isolate](#) guidelines.
- Staff who have a confirmed case of COVID-19 may not return to work until cleared by HPEPH.

Coverage - When a Teacher is Ill

If you show symptoms of a potentially communicable illness, contact the Academic Office so that coverage can be arranged for your classes. If you show any signs that are connected to COVID-19, you need to be tested. Do not return to work until safe to do so. You can get testing by calling [613-961-5544](#).

Coverage - When a Family Member is Ill

- Staff who live in the same household as a confirmed COVID-19 case who is self-isolating will not come into work. Teachers who themselves are not ill will conduct their classes remotely.
- Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call Hastings Prince Edward Public Health to determine next steps.

APPENDICES

Appendix A: Hand Hygiene

Staff and students are reminded to observe the following hygiene practices:

Hand Washing Procedure

- Wet hands.
- Apply soap.
- Lather for 15 seconds. Rub between fingers, back of hands, fingertips, under nails.
- Rinse well under running water.
- Dry hands well with a paper towel or hot air blower.
- Turn taps off with a paper towel, if available.

Hand Sanitizing Procedure

- Apply sanitizer (minimum 60 per cent alcohol-based).
- Rub hands together.
- Work the sanitizer between fingers, the back of hands, fingertips, under nails.
- Rub hands until dry.

Appendix B: What Can I do to Keep Myself from Becoming Infected?

Clean your hands frequently with an alcohol-based hand sanitizer or soap and water, especially after you cough, sneeze, or blow your nose. A 60 to 90 per cent alcohol-based hand sanitizer is the preferred agent for hand hygiene unless your hands are visibly soiled. If your hands are visibly soiled, you should wash them with soap and water. If you are not near water and your hands are visibly soiled, clean your hands with a moist towelette to remove visible debris, and then use an alcohol-based hand sanitizer. The Coronavirus is easily killed by soap, hand wash or hand sanitizer products therefore, gloves or special antibacterial hand wash products are not needed. Hand washing/sanitizing is a very important method to prevent the spread of pandemic influenza.

Practice Respiratory Etiquette

People must cover their mouth and nose when they cough or sneeze. This will help stop the spread of germs that can make people sick. It is important to keep your distance (e.g. more than one metre/three feet) from people who are coughing or sneezing, if possible.

Cover Your Cough Procedure

- Cover your mouth and nose with a tissue when you cough, sneeze or blow your nose.
- Put used tissues into the wastebasket.
- If you do not have a tissue, cough or sneeze into your sleeve, not in your hands.
- Wash your hands with soap and water or hand sanitizer (minimum 60 percent alcohol-based).

Avoid Touching Your Eyes, Mouth, and Nose

Influenza spreads when the infected respiratory secretions from the mouth or nose of one person comes into contact with mucous membranes (mouth, nose or eyes) of another person. Without even realizing it, you may touch the infected nose and mouth secretions of someone who has influenza (e.g. by shaking hands). If you go on to touch your mouth, nose or eyes, the influenza virus may gain entry into your body causing infection.

Social Distancing in the Workplace

During an influenza pandemic, the more people you are in contact with, the more you are at risk of coming in contact with someone who is infected with influenza. Social distancing means reducing or avoiding contact with other people as much as possible. Some workplace strategies to achieve this may include:

- Minimizing contact with others by canceling non-essential face-to-face meetings and using teleconferencing, e-mails, and faxes instead; staying two-metres (six feet) away from others when a meeting is necessary.
- Avoiding shaking hands, hugging, or kissing people.

Appendix C: How Can I Care for Myself if I am Ill?

- Stay home and rest.
- Drink plenty of fluids.
- Take medication for your symptoms.
- For a sore throat, gargle a glass of warm water mixed with a half teaspoon of salt. Throat lozenges can also be effective.
- For a stuffy nose, adults can take a decongestant, but consult with a healthcare professional such as a pharmacist, nurse or doctor.
- Wash your hands frequently.
- If you require further advice contact a health care provider.

When Should I See a Doctor?

If you or your child experiences any of the following:

- Shortness of breath or difficulty breathing;
- Chest pain or pressure;
- Coughing up dark-colored or bloody sputum;
- Wheezing;
- Extreme ear pain;
- Fever for three or more days that is not going down or if you do not start feeling better in a few days;
- You have started to feel better and suddenly feel much worse;
- Confusion, extreme drowsiness, or difficulty waking up.

Additional Resources

The EduSafe App

<https://resources.finalseite.net/images/v1594869112/cisontario/orezqqzpez4ja4vwnvni/EduSafeInfoForCISOntarioMemberSchools.pdf>

City of Belleville - Emergency Preparedness

<https://www.belleville.ca/emergency-services/page/emergency-preparedness>

HPE Public Health

<https://hpepublichealth.ca/>

Public Health Ontario

<https://www.publichealthontario.ca/>

Ontario Ministry of Health and Long-Term Care

<https://www.ontario.ca/page/pandemic>
<https://www.ontario.ca/page/2019-novel-coronavirus>

TeleHealth Ontario: 1-866-797-0000

Government of Canada, Pandemic Influenza

https://www.canada.ca/en/public-health/services/diseases/flu-influenza.html?utm_source=canada-ca-flu-en&utm_medium=vurl&utm_campaign=flu

Public Health Agency of Canada

<https://www.canada.ca/en/public-health.html>

Travel Health Notices

<https://travel.gc.ca/travelling/health-safety/travel-health-notices>

World Health Organization

<http://www.who.int/en/>
<https://www.who.int/influenza/preparedness/pandemic/en/>
<https://www.who.int/emergencies/diseases/en/>

Ontario Ministry of Education Approach to reopening schools for the 2021-2022 school year

<https://www.ontario.ca/document/covid-19-health-safety-and-operational-guidance-schools-2021-2022>

Sick Kids Hospital: Recommendations for School Operations 2021-2022

<https://covid19-sciencetable.ca/sciencebrief/school-operation-for-the-2021-2022-academic-year-in-the-context-of-the-covid-19-pandemic/>

Credit

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