



# COVID-19 Policy

## Update No. 2

Wednesday, March 11, 2020

Considering the recent evolution of the COVID-19 epidemic and recent directives issued by the AEFÉ, Health Canada, and diplomatic posts, the following provisions shall be applied to Lycée Claudel:

***Information changed since 5 March is highlighted in bold and italics.***

### Exposure Zones

As of this date, the known exposure zones are:

- China
- Japan
- Singapore
- South Korea
- Iran
- ***Italy***
- France: active virus circulation zones defined by the *Agence régionale de santé* (departments of Oise, Haute Savoie, Morbihan and Haut-Rhin)

### Communication

Our establishment's policy concerning the COVID-19 situation is always available on our website and is accessible via the [home page](#).

Lycée Claudel implements the most restrictive measures recommended by the [AEFE](#) and [Health Canada](#).

The information in this document is subject to change very quickly. In the event of a policy change, our communication services staff will update our website and immediately inform the school community.

### Who to contact?

For all questions regarding communication modalities linked to COVID-19, please contact Ms. Sophie Alice Tremblay-Marchand, Director of Communications, at [communication@claudel.org](mailto:communication@claudel.org).



## Measures applicable to students coming from high-risk zones

***If any families who have been traveling to an exposure area during the holidays or are planning to do so in the coming weeks, they are asked to report as soon as possible using [the attached form](#). We will then contact you, if necessary, to advise you of the measures to be taken.***

***In view of these exceptional circumstances, we count on everyone's responsibility for everyone's safety.***

### Who to contact?

- To report an absence at the primary level: [absences.primaire@claudel.org](mailto:absences.primaire@claudel.org)
- To report an absence at the secondary level: [absences.secondaire@claudel.org](mailto:absences.secondaire@claudel.org)
- For all questions concerning student health, contact Ms. Elsa Marques Ferreira, Health Department Supervisor, at [sante@claudel.org](mailto:sante@claudel.org).

## Welcoming Repatriated Families

Families are asked to contact registration services immediately and will be subject to a 14-day confinement period following arrival in Canada before being permitted to enter the establishment.

### Who to contact?

For all questions related to student registration, please contact Ms. Carla Khazzaka, Head of Registration Services, at [registraire@claudel.org](mailto:registraire@claudel.org).

## Measures applicable to personnel travel

### Continuing education

***In the areas of exposure, continuing education courses are cancelled. In North America, many courses are also cancelled due to traffic restrictions on personnel.***

***Only essential travel validated by the diplomatic post are authorized.***

***In all situations, personnel travel is subject to safety measures specified by diplomatic posts. These measures can change very quickly up until the moment of departure.***

### Travels

***Personnel who have visited exposure zones are asked not to enter the facility for a period of 14 days following their return to Canada and are asked to report to Human Resources immediately.*** Until further notice, continue applying the preventive measures listed below.

### Who to contact?

- For all other related information or reporting, please contact Ms. Marie Comyn, Director of Human Resources, at [drh@claudel.org](mailto:drh@claudel.org).



## Preventive measures to take in case of confinement

In the 14 days following your return to Canada, the following measures are recommended:

- Check your temperature twice per day
- Watch for symptoms of respiratory infection (coughing, difficulty breathing, etc.)
- Wear a surgical mask when interacting with others face-to-face or when going out
- Wash your hands regularly or use a hand sanitizer
- Avoid all contact with fragile individuals (pregnant women, people with chronic illnesses, senior citizens, etc.)
- Avoid areas where there are many fragile individuals (hospitals, maternity wards, senior care homes, etc.)
- Avoid leaving the house unnecessarily (parties, restaurants, cinema, etc.)

## Measures applicable to student travel and school trips

### Trips to Ottawa and surrounding vicinity

**All outings are maintained in principle but are subject to an express validation from the management to the organisers, which can take place until the departure morning.**

### Other trips and events

**As a safety precaution, all student travel outside the Ottawa-Gatineau area are cancelled until further notice. Staff, parents and students affected by a cancellation will be informed.**

For now, the following trips and events Lycée Claudel has committed to will proceed as scheduled, you will find below the updated status as of the date of update of this document:

| Event  | Dates       | Status                                       |
|--|-------------|--|
| ADN AEFE high school exchange                  | Variables   | <i>Cancelled (except the ones in effect)</i> |
| Maths en jeans (Montréal)                      | March 20-22 | Cancelled                                    |
| Ambassadeurs en herbe (Toronto)                | March 26-27 | Cancelled                                    |
| Orchestre des lycées français du monde (Paris) | April 25    | <b>Cancelled</b>                             |
| Jeux Internationaux de la jeunesse (Chicago)   | June 15-21  | <b>Decision to be made in April</b>          |

In any event, all student travel must be authorized by the diplomatic posts in both the original country and destination country.

### Financial impact of cancellations

**We are currently assessing the financial consequences of cancellations with a focus on limiting the impact on families. The families concerned will be informed as soon as we are in a position to announce a decision.**

### Who to contact?

For outings and AEFE network events, please contact the professor responsible for the project.



**LYCÉE CLAUDEL**  
L'école française internationale  
d'Ottawa



**aefe**  
Agence pour  
l'enseignement français  
à l'étranger

### Measures applicable to ensure continuity of services

***The institution puts in place a plan to ensure the continuity of services (teaching, communication, security, administrative and accounting services, ...) in case of :***

- ***Confinement of students or staff;***
- ***closure of the school***

Philippe Courjault  
Headmaster

**Reference(s):** [G:\Drive partagés\3-Politiques et procédures\Santé\Politique\\_covid19\\_1 \(TRADUCTION\)\\_V2.docx](G:\Drive partagés\3-Politiques et procédures\Santé\Politique_covid19_1 (TRADUCTION)_V2.docx)