



2020-2021 School Year

School Reopening Plan

On September 3, 2020, it is imperative that Lycée Claudel students be able to return to school in the best sanitary conditions we can possibly offer.

The purpose of this document is to outline our new teaching organization strategies and present detailed information on every individual facet of Lycée Claudel's operation during the fall 2020 back-to-school period. This reopening plan will almost certainly be subject to amendment based on the continuing evolution of the COVID-19 situation and the introduction of new health and safety measures by Ontario public health authorities.

Our next update on reopening is scheduled for August 28, 2020. This date may be moved forward if necessary.

General organizing principles

Moving forward, the way we organize our school must allow us to fulfill three fundamental objectives:

1. Ensuring instruction takes place to guarantee the continuity of our students' education and maintain our educational monitoring systems
2. Ensuring the protection of our students' physical health and mental well-being
3. Ensuring a safe and healthy environment for our students under all circumstances

There are two possible options at this stage:

- Option 1, presented in this document, corresponds to the situation where the lycée Claudel remains entirely open and where the students attend all their courses in the class on a daily basis. **This option represents the reopening plan that we are opting for the start of the new school year in 2020.**
- Option 2 corresponds to the situation where schools are not allowed to open and where all teaching is provided online. Claudel High School has already demonstrated its ability to make a rapid transition to an online organization and [the plan presented in April 2020](#) can be consulted to learn about its principles.

Lycée Claudel will comply with all decisions made by health authorities in Ottawa, Ontario and Canada and the present reopening plan will be amended accordingly.

The safety and well-being of students and staff is our top priority and we will work with all families to address individual needs and situations if needed.



Hygienic measures (AS)

Self-assessment

- We encourage all families and staff members to use self-assessment tools on a daily basis: <https://covid-19.ontario.ca/self-assessment/>
- If you are a parent and believe your child may have symptoms of COVID-19, or if you are a Lycée Claudel staff member and you are concerned you may have symptoms:
 - Notify the school administration immediately
 - Stay home and get tested as soon as possible
- Any decisions we make regarding suspected or confirmed cases of COVID-19 are made in accordance with clearly established protocols set by local public health authorities.

Hand washing

- All classrooms are equipped with hand sanitizer dispensers.
- All students will be educated on the importance of washing their hands several times a day and will be required to wash their hands at specific times.
- All bathrooms are equipped with sufficient soap and paper towels.
- Hand sanitizer dispensers are available in several communal areas.

Physical distancing

- Physical distancing will be practiced wherever possible, notably on school transportation and when students enter and exit the school.
- In class, students belonging to the same group will not be required to maintain physical distancing with each other.
- The maximum number of people who may access communal areas is specified at the entrance of each room: the Information and Documentation Centre, auditorium, recreational rooms, school restaurant, etc.

Masks

- At this stage, face masks are not mandatory for students and staff members, but masks may be worn voluntarily.
- However, in certain situations (which will be outlined later in this document) we may recommend or require that students and staff members wear face masks.

School cleaning

- Classrooms, door handles, and light switches are cleaned and disinfected frequently.
- Classrooms have been permanently ventilated, distance between individuals will be maintained, and frequent hand washing will be ritualized.
- Our cleaning crews are aware of these new provisions; specific cleaning guidelines has been outlined and verified using a registry system. Classrooms will be deep cleaned at least once a day, and shared workspaces will also be disinfected frequently.
- Every classroom is equipped with a disinfection kit for sanitizing shared work surfaces (desks, keyboards, computer mice).



Ventilation

- The school is now fully equipped with an air exchange system.
- Our ventilation systems are continuously monitored and regulated.

School operations

Reception areas and student traffic

- **Student Life reception area (*accueil PVE*)**
 - To avoid close contact between individuals, our staff will no longer be handing out morning late notes. The names of students who arrive late will be entered into Pronote instead.
- **Hallway circulation**
 - Hallway traffic will be coordinated in a way that minimizes close contact between individuals, and floors will be marked with directional arrows.
 - Access doors in hallways and classrooms will remain open at all times to minimize contact.
 - Classrooms will open at 8:15 AM to facilitate physical distancing and prevent overcrowding in hallways and entrances.
- **Lockers**
 - Secondary levels: locker assignments will be determined according to zone and class to avoid contact between students from different classes.
 - Primary levels: the lockers located in the school restaurant access hallway will not be used this year.
- **School Life office and Offices of elementary and collège coordinators (*DPVE*)**
 - Access to the School Life office will be limited.
 - Office telephones will be disinfected after every use.
- **Recess**
 - Students will be required to go outside during recess and lunch break periods.
 - The snack break will follow the same guidelines as the school restaurant's access policy (see below).
- **Common rooms**
 - As much as possible, access to common rooms will be limited to students belonging to the same group.
 - The maximum number of students that may occupy a given common room at once will be posted near the entrance to each common room.
 - Tables and chairs will be arranged to make physical distancing easier.
 - All common rooms will be equipped with hand sanitizer dispensers.
 - Scheduled cleaning of common rooms will take place after the 10:30 AM and 1:30 PM breaks every day.



- Aside from these scheduled time slots, cleaning services will be offered on demand every time a common room has been used.
- Distribution of games will be limited, and all games will be cleaned or quarantined after use.

- **Guided study sessions and after-school homework assistance (after 3:30 PM)**
 - Classrooms will be limited to a maximum of 15 students at a time.

- **Zen Zone**
 - The Zen Zone will remain closed during the COVID-19 pandemic.

- **Leaving school**
 - At the end of the day, students must make their way to the exit while following the directional markings to maintain the flow of traffic. Students may not remain inside the school after classes have ended.

Teaching time

- **In class**
 - Students will be assigned to designated (primary) and preferred (secondary) classrooms, where most of their courses will be given.
 - Teachers will move between classrooms according to pre-determined timetables.
 - All teaching will take place in designated and preferred classrooms, including specialized classes (visual arts, sciences, physical education, etc.)

- **Physical and sports education (EPS)**
 - Physical and sports education classes will continue.
 - We have coordinated closely with our teaching staff to adapt physical education activities, and access to the changing rooms will be prohibited.
 - Students should come to school in their gym clothes on days they are scheduled for physical and sports education classes.

- **Experimental sciences**
 - Developing good experimental skills is a major component of studying scientific disciplines.
 - We will collaborate closely with our teaching staff to establish a specific protocol that will integrate our new hygienic practices with established laboratory safety measures.

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- **Parents**
 - Parents will be allowed to accompany their children to school and pick them up from their classrooms.
 - All parents will be required to wear a protective face mask.



- **Petite Section students**

In accordance with guidelines set by the Ontario Ministry of Education, *Petite section* students will still be able to access our childcare services, subject to the following requirements:

- Mandatory daily screening procedures including temperature readings for children, staff members, and parents (before entering the building).
- The class will be split into two groups (with a maximum allowance of 10 people per group, including staff members). In accordance with new rules issued by Ottawa Public Health, each group of children will be assigned the same staff supervisor for a period of five days.
- At this stage, the teacher will be present and will alternate between groups on a weekly basis.

Daycare and extracurricular activities

- Lycée Claudel will continue to offer daycare services during the back-to-school period.
- More details will be announced in August.

School restaurant

- For optimal circulation at lunch time, students who bring their own lunch to school will be directed to the auditorium, where we have installed dining tables.
- We will receive more details concerning the school restaurant's operational capacity in August, after we have consulted with our supplier.

Use of water fountains

- Each student may bring a personal reusable water bottle to school.
- Water fountains may be used only to fill personal water bottles.

Transportation to and from school

- Our transportation provider will announce a specific set of guidelines in August, which will then be communicated to parents before the back-to-school period begins.

School outings and trips

- **School outings**
 - School outings will be announced in September. Due to the pandemic situation, only local outings will be authorized at this time.
- **School trips**
 - No school trips are planned for the 2020-2021 academic year.



Supplies and personal belongings

- Aside from school supplies, students may not bring their personal belongings to school.
- Any personal belongings found will be confiscated and quarantined for a period of three days before being returned to the student.

Library books and electronic devices

- When library books are returned, they will be immediately quarantined for a period of one week.
- Students who borrow electronic devices from the library will be given disinfecting wipes to sanitize them.

Information and communications

- **Calendar**
 - A more detailed notice will be issued between August 24 and 28 to clarify which measures will be in effect depending on the progression of the COVID-19 situation.
 - Any questions concerning health protocols will be addressed during the back-to-school period meetings.
 - Families will also be sent an infographic notice indicating the appropriate person(s) to contact for specific inquiries.
- **The role of school authorities**
 - School authorities will be systematically informed about new developments to the COVID-19 situation and their consequences on school operations and our ability to accommodate students.
- **Pronote**
 - The use of Pronote is systemic across all grade levels, from *Petite section* to *Terminale*.

Last update: July 10, 2020

References : [https://claudelorg.sharepoint.com/sites/TM-LC-Rentree2020/Documents/partages/General/Plan de reprise - Version du 2020-07-10.docx](https://claudelorg.sharepoint.com/sites/TM-LC-Rentree2020/Documents/partages/General/Plan%20de%20prise%20-%20Version%20du%202020-07-10.docx)