



## School year 2020-2021

### School reopening plan

#### OVERVIEW

##### Introduction

##### Reinforcement of health protocols

- Self-screening
- Hand washing
- Distancing
- Masks
- Cleaning of the establishment
- Ventilation
- Use of water fountains
- Material and personal effects
- Suspected or confirmed cases of COVID-19
- Staff training
- Health space

##### School organization

- Reception and circulation of students
- Time Schedules and Cohorts
- In Maternelle
- Outings and trips
- Distance learning
- Lending library books and electronic equipment

##### Organization of family services

- Daycare and extracurricular activities
- School restaurants
- School Transportation

##### Social contract

##### Information and communication

## INTRODUCTION

As of September 8, 2020, the Lycée Claudel will have the great pleasure of welcoming for the first time or reuniting with high school students so that they can pursue their learning in an environment that is as safe as possible.

The principles that have guided the development of this back-to-school protocol aim to achieve three fundamental objectives:

1. To ensure teaching is done in a way to preserve the continuity of learning as well as pedagogical and educational follow-up within the facility;
2. To ensure the well-being and mental health of the students; and
3. To ensure a healthy and safe environment in all circumstances.

This document presents the organization modalities of teaching as well as all aspects of the functioning of the school from the beginning of the school year 2020. It complies with the guide for reopening schools in Ontario developed by the Ministry of Education, whose recommendations the school respects, as well as those of the pedagogical service of the Agence pour l'enseignement français à l'étranger (AEFE). We also benefited from the advice of health professionals specializing in epidemiology and presented our plan to Ottawa Public Health.

The organization presented here will, of course, be reviewed and amended as necessary to take into account the evolution of the COVID situation and the measures taken in this context by the health and education authorities of Ontario.

We are convinced that the interest of the children lies in the assiduous attendance at school for their personal development as well as their academic success. The well-being and safety of the students entrusted to us are our top priority and we will act with discernment at all times in the new, uncertain and challenging environment that characterizes this new school year.

To meet these challenges, the School Board is mobilizing significant resources to provide students and staff with the best possible teaching conditions in this context:

- Creation of five additional classes in CE1, CM1/CM2, 6ème, 5ème and 3ème;
- Recruitment of new teaching assistants for the supervision of students;
- Recruitment of an additional nurse to strengthen the Health Space and the monitoring of student;
- Acquisition of video material for live broadcasting; and
- Strengthening the cleaning of the facility.

We approach this period with confidence, determination and the conviction that our school community is doing everything possible to allow our students to develop and learn in safety and serenity.



## REINFORCEMENT OF HEALTH PROTOCOLS

### Self-screening

- Parents, staff members and visitors are required to complete an [online self-diagnostic questionnaire](#) developed by Ottawa Public Health each morning.
- Individuals who answer YES to any of the questions must not to attend school and follow the instructions provided at the end of the questionnaire.
- Lycée Claudel strongly recommends the use of the COVID- Alert application for people living in Ontario. This application informs users of possible exposures.

### Hand washing

- All classrooms are equipped with an alcohol-based hand rub dispenser.
- All students will be required to wash their hands several times a day at set times.
- Toilets are equipped with soap and paper towels in sufficient quantity.
- Dispensers for hydro-alcoholic solutions are available at several locations in the school.

### Distancing

- The school has set up an organization to limit travel and respect physical distance as much as possible;
- Classrooms are arranged in this way and all unnecessary furniture has been removed;
- Traffic in the corridors and staircases is one-way. The direction of traffic is marked on the ground according to the attached traffic plan.
- Each class of students has an assigned room. It is therefore the teachers who move between each class except for classes that take place in specialized rooms (science labs, gymnasiums, art and music rooms), optional classes, and language classes.
- The maximum number of people who can access the common areas is specified at the entrance of each room: toilets, permanent residence, auditorium, foyers, motor room, school restaurant, etc.
- In high school, due to the nature of the school furniture (double tables), dividers are provided to limit physical contact between students.
- In the lycée (Seconde, Première and Terminale), classes will be limited to a maximum of 20 students in the same room. Therefore, when the number of students in the group is greater than 20, some students will have to follow the course in synchronous mode from another room in the school when possible or at home.

### Masks

- For students from CM1 onwards, the wearing of masks is mandatory everywhere inside the school except in the dining areas where physical distance is still required.
- For students from Petite section to CE2, the wearing of masks is recommended in class but not mandatory.
- All staff and visitors must wear a mask when entering the buildings.
- Student masks are provided by the families. It is recommended to provide two masks per day neatly packed in a bag.
- The school provides an allowance for staff to purchase personal protective equipment.



## Cleaning of the facility

- Premises, door handles and switches are cleaned and disinfected at least two times a day.
- The cleaning teams are informed of the new arrangements. A specific organization is defined and monitored on a register. A thorough cleaning of the used premises is carried out at least once a day and the shared work areas are disinfected.
- A disinfection kit is available in each room to clean the shared workspace (desk, keyboard and computer mouse);
- The cleaning protocols for the washrooms are based on those in effect at the Ottawa Hospital.

## Ventilation

- The school completely renovated its ventilation system three years ago and is equipped to provide a continuous supply of fresh air to each classroom.
- All filters will have been changed before the students return to class.
- The ventilation systems are continuously regulated and monitored.

## Use of water fountains

- Each student brings a bottle of water.
- Water fountains may only be used to fill personal water bottles. No drinking directly from the fountain is permitted.

## Materials and Personal Effects

- Apart from school materials, students must refrain from bringing personal belongings to school.
- Lost and found items are quarantined for a period of three days before they can be returned.

## Lockers

- In order to avoid movement, clustering and mixing of cohorts, the use of lockers at the primary and secondary levels will not be possible until further notice.

## Suspected or confirmed cases of COVID-19

- All decisions in case of suspected or declared cases of COVID-19 are taken in conjunction with the health authorities according to a clearly established protocol.
- If a student experiences symptoms during the day, he or she is placed in isolation in one of the rooms provided for this purpose under appropriate supervision. The parents are notified immediately, pick the student up, and the school contacts Ottawa Public Health.
- If a staff member experiences symptoms while at school, he/she must immediately inform Human Resources, return home, place him/herself in self-isolation and contact Ottawa Public Health.
- In all cases, the school will follow Ottawa Public Health protocols, including information to families and staff.

## Staff and Student Training

- Staff will be trained in the new safety and hygiene measures during the week of August 31.
- Students will be trained in the new protocol at the beginning of the school year.
- The respect of sanitary rules will be scrupulously controlled. The contract included in this protocol must allow each person to master his or her responsibilities in this matter.



## The health space

- The health staff will be reinforced to allow a better follow-up of the students;
- An isolation area will be installed near the health area as well as in the Maternelle. Isolation rooms are ventilated and cleaned after each use.

## SCHOOL ORGANIZATION

### Reception and circulation of students

- **Students life reception desk**
  - The booth in the lobby is equipped with a plexiglass protection screen.
  - To avoid any contact, late morning tickets are no longer distributed: the names of the students will be noted and entered on Pronote.

- **Access to the facility**

Access to the facility is possible from 8:00 am.

- **In maternelle**
  - PS students are welcomed in the playground or at the entrance of building A to be taken to their class by a staff member of the school. However, as long as the students do not feel entirely comfortable in their new environment, they can be accompanied by one of their parents into their classroom at the beginning of the year. On this occasion, the parent must wear a mask as well as his or her access badge (given at the beginning of the year).
  - MS and GS students are welcomed in the playground until 8:45 am and enter with their teacher through door A (parking side).
- **In elementary:** students are welcomed in the area corresponding to their class in the primary courtyard. They enter the building at 8:30 am accompanied by their teacher.
- **In college and lycée:** students enter and leave the building from the hall or entrance E (auditorium side) according to the following distribution:
  - Lobby Door : classes of 4ème, 5ème, Terminale and Première
  - Entrance E (auditorium side) : classes of 6ème, 2nde and 3ème
- Access doors to corridors and classrooms remain open to minimize contact.
- The classrooms are open from 8:00 a.m. in order not to block the passages and to allow students to spread out their arrival.

### School life offices and student life pole

- Access to the office is limited to 3 people at a time in high school and 2 people in primary level.
  - The telephone is sanitized after each use by a staff member.
- **Recess**
    - In order to keep the students in their cohort, the playgrounds will be divided into zones corresponding to the classes for the primary and levels for the secondary.



- Students will be allowed to play freely within each zone and the wearing of masks will not be mandatory.
- Students will go outdoors in the direction of traffic during recess and the meridian break.
- Access to the school restaurant will not be permitted during recess. Students who wish to do so must therefore plan to bring their own snacks if necessary.
  
- **Student lounges**
  - Access to the student lounges is restricted to students in the same cohort. The distribution of ranges between cohorts is displayed at the entrance of each lounge.
  - The maximum number of students that can be present at the same time is displayed at the entrance as well.
  - Tables and chairs are arranged in such a way as to encourage physical distancing.
  - Foyers are equipped with alcohol-based hand rub dispensers.
  - A cleaning is scheduled after the 10:30 a.m. break and after the 1:30 pm break.
  - Outside these specific times, cleaning is done upon request after each use.
  - The distribution of the games is limited and they are cleaned or quarantined after each use.
  
- **Guided study in college after 3:30 pm**
  - Directed study is only open to 6th grade students;
  - The capacity of the guided study is temporarily limited to 20.
  
- **Zen zone**
  - This zone is closed until further notice.
  
- **Student exit**
  - At the end of classes, students use the exit following the direction of traffic and do not stay in the school.

## Time schedules and cohorts

- **Cohort formation**
  - The purpose of the cohorts is to limit the number of contacts between students to reduce the risk of transmission and to search for the chain of contacts in case of infection.
  - Students are divided into cohorts from Maternelle to Terminale.
  - Groups, classes and cohorts are set up to keep the number of interactions below 50 at the elementary level and below 100 at the secondary level.
  
- **In the classroom**
  - In primary school, all classes have an assigned room in which they take the majority of their classes.
  - At the high school level, teachers move from one room to another according to the normal schedule.
  - All classes are taught, including those in specialized rooms (arts, science, P.E.S....).

## Sport classes (EPS)

- Sport classes are maintained.



- In consultation with the teachers, the proposed activities are adapted to promote distancing
- The use of the changing rooms is not allowed. Therefore, students must come to the school in sportswear on the days that EPS is scheduled and will be allowed to change in the washrooms after class.
  
- **Experimental sciences**
  - The acquisition of experimental skills by students is a major challenge in scientific disciplines.
  - A specific protocol will be developed in consultation with the teaching teams to consider the health and safety standards in effect in the laboratories.

## In maternelle

- **Petite section students**

According to the Ontario Ministry of Education, students in maternelle are covered by the following child care requirements:

- The class is divided into two groups (maximum 15 people per group including staff) and the students in one group remain together with the same teacher over a five-day period, in accordance with new regulations issued by Ottawa Public Health.
- The PS teacher is present with each group on a weekly alternating basis.

## Outings and trips

- **School outings**
  - Outing projects will be identified during the month of September and only local outings (those not requiring group transportation) will be authorized depending on the situation.
  
- **School trips**
  - No school trips are scheduled for the 2020/2021 school year.



## Alternative to face-to-face teaching

- The teaching model of reference at Lycée Claudel expects students to be present in class with their teachers on a daily basis.
- The school offers an alternative that allows students to follow distance learning when their personal situation does not allow them to be present in class.
- Teaching practices will include live broadcasts, information and resources on Pronote as well as time for guidance by teaching assistants and teachers. They will differ from the model that has been implemented from March to June 2020 since teachers will already be mobilized by the lessons they teach in class. We would like to draw the attention of families to the specific constraints that will weigh on the assessments in the examination classes.
- The organization of this teaching and the follow-up of the students will be finalized with the teams during the pre-entry days and communicated to the families concerned.
- Access to this alternative modality is done exclusively by prior registration using the **form available here before August 31<sup>st</sup>, at noon.**
- Families who wish to return to classroom instruction must inform the school in writing at least 48 hours before the planned return to class for elementary and middle school students and one week for high school students.
- Due to the specific constraints on high school students (Seconde, Première and Terminale), the commitment to follow distance learning is effective for the period between two periods of school holidays.

## Book lending at the library and electronic equipment

- Upon their return, the books are quarantined for a period of one week.
- Disinfecting wipes are available for users of loaned electronic equipment.

## FAMILY SERVICES ORGANIZATION

### Daycare and extracurricular activities

- The school is accessible to students from 8:00 am according to specific modalities for each level (Maternelle, elementary, middle school and high school).
- A daycare service will be organized from 3:30 p.m. in the afternoon in Maternelle and Elementary in order to keep the number of interactions for each student below 50 within the same cohort.

### School restaurant

- Families of Maternelle, Elementary and College students will have access to our lunch service provider.
- Maternelle and elementary students will eat their meals in their classrooms.
- College students will have access to the following areas during the meridian break:
  - The school restaurant for those using the services of our provider (Chartwell)
  - The auditorium for those who bring their lunch box





- Areas corresponding to cohorts will be clearly identified so as to limit interactions within the same cohort.
- Lycée students will not have access to our provider services and will have to bring their lunch box. Tables will be set up in the auditorium to ensure distance between students.
- Areas corresponding to the cohorts will be clearly identified to limit interaction within the same cohort.
- Two services will be organized, and students will be required to eat their meal during the service that will be indicated to them.
- To ensure a smooth distribution of meals, Chartwell will offer a unique choice of hot meals accessible with a 5-day package or a pre-paid meal plan. Sales of other products will be suspended.

### School transportation

- All students must wash their hands thoroughly before arriving at the stop, and use a hydro-alcoholic solution before boarding ;
- Students wait at the stop, making sure to respect a distance of 2 meters with the others;
- Before the first day of school, families will be informed of the designated bench for each child, on which he or she must sit each time he or she gets on board;
- Starting from the CM1 class, students must wear the mask for the entire duration of the trip. From PS to CE2, masks are recommended but will not be imposed;
- Upon arriving at school, students get up one seat at a time to leave the bus, starting from the front to the back, while maintaining a physical distance ;
- In the morning and evening, each bus will be thoroughly disinfected.



## SCHOOL COMMUNITY COMMITMENTS

The back-to-school plan is part of a social contract that establishes protocols and behaviours to ensure that our community can function as harmoniously and safely as possible in our current reality.

In order to make this expression of solidarity a genuine and meaningful reality, we ask all members of the Lycée Claudel community to understand and assume their responsibilities as defined by this plan, in order to preserve the health and safety of all.

### **As a parent, I am committed to the collective well-being of the school community by :**

- reading and ensuring my understanding of this back-to-school plan;
- completing the health screening questionnaire for my child on a daily basis;
- ensuring that my child is ready for school with everything he or she needs to make the most of the school day;
- keeping my child home if he or she is not feeling well and/or has symptoms of COVID-19;
- quarantining myself for 14 days if I have travelled outside of Canada, if someone in my home has contracted COVID19, if I am ordered to do so by public health authorities, or if otherwise required by applicable laws;
- respecting the schedules and operations developed by the school to minimize health risks, and taking into account the health and well-being of the school community when I am enjoying family time;
- following the recommendations of the health authorities in the evenings and on weekends regarding the wearing of masks and physical distancing when I meet people who are not in my immediate environment;
- being tested, as directed by the health authorities, if I or a family member has been in contact with someone who has contracted COVID19; and
- protecting our community through actions such as downloading the COVID Alert application.

### **As a staff member, I am committed to the collective well-being of the school community by :**

- behaving in a safe and respectful manner, especially in front of students;
- ensuring that measures to protect our collective health and safety, as developed by the school, are applied throughout the school;
- being a trusted adult on whom our students can rely if they need help or reassurance;
- quarantining myself for 14 days if I have travelled outside of Canada, if someone in my home has contracted COVID19, if I am ordered to do so by public health authorities, or if otherwise required by applicable laws;
- following the recommendations of the health authorities in the evenings and on weekends, with respect to the wearing of masks and physical distancing, when I meet with people who are not in my immediate environment;
- being tested, as directed by the health authorities, if I or anyone in my family has been in contact with a person who has contracted COVID19 ;
- protecting our community through actions such as downloading the COVID Alert application.



**As a student, I am committed to the collective well-being of the school community by:**

- coming to school with everything I need to enjoy my school day to the fullest;
- applying and respecting the measures put in place by the school to protect my health and the health of others, including wearing a mask when required and maintaining a physical distance whenever possible;
- obeying the instructions of my teachers, management team and other school staff;
- quarantining myself for 14 days if I have travelled outside of Canada, if someone in my home has contracted COVID19, if I am ordered to do so by public health authorities, or if otherwise required by applicable laws;
- following the recommendations of the health authorities in the evenings and on weekends regarding the wearing of masks and physical distancing when meeting with people who are not in my immediate environment;
- being tested, as directed by the health authorities, if I or anyone in my family has been in contact with a person who has contracted COVID19 ;
- keeping my work space clean; and
- protecting our community through actions such as downloading the COVID Alert application.

## INFORMATION AND COMMUNICATION

### Communication to families

**Updates:** Families will be kept informed of current policy developments based on the changing health environment and Ottawa Public Health recommendations.

**COVID19 section on the website:** All updates are also available on the school's website.

### Role of the instances

- The school board will be systematically informed of the evolution of the situation and the consequences in terms of the reception of students and the functioning of the school.

### Calendar

- August 28th: distribution of the back-to-school protocol
- August 31: Distribution of Pronote codes to families, schedules, back-to-school calendar and meetings with parents.
- September 1 to 4: pre-entry days with the staff
- September 8 and 9: students start the school year according to the organization published on August 31.

### Pronote

- The use of Pronote is generalized to all levels from SP to Terminale and is the main source of information for families.

### Reference documents

- Ontario's School Re-opening Policy for the 2020-2021 School Year [ENGLISH](#) / [FRENCH](#)
- Ontario's Guide to Re-opening Schools [ENGLISH](#) ET [FRENCH](#)
- Supporting schools during COVID-19: [Santé Publique Ottawa](#)
- Recommendations COVID-19 : [crèches et garderies](#)

**Latest update : August 28th, 2020**

**Référence(s)** : [https://claudelorg.sharepoint.com/sites/TM-LC-Rentree2020/Documents partages/General/Plan de reprise - Version du 2020-08-24.docx](https://claudelorg.sharepoint.com/sites/TM-LC-Rentree2020/Documents%20partages/General/Plan%20de%20reprise%20-%20Version%20du%202020-08-24.docx)