



## 2021-2022 school year

### School Opening Protocol

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## INTRODUCTION

As of September 3, 2021, all of our teams will have the great pleasure of welcoming for the first time or reconnecting with the students of our school so that they can continue to learn in a safe and stimulating environment.

The principles guiding the review of this back-to school protocol aim to achieve three fundamental objectives:

1. To ensure all teaching courses are provided in order to maintain the students' ongoing learning process as well as a pedagogical and educational monitoring within the school;
2. To safeguard the wellbeing and mental health of the students;
3. To ensure a safe and secure environment for both the staff and the students at all times.

This document outlines the terms and conditions for the Lycée's teaching organization as well as all aspects of its functioning as of the beginning of the 2021 school year. It complies with the [Health, Safety and Operational Guidance for Schools \(2021–2022\)](#), developed by the Ministry of Education, whose recommendations it follows, as well as those of the Educational Board of the Agence pour l'enseignement français à l'étranger (AEFE).

The organization presented here will, of course, be reviewed and amended as necessary to take into account the evolving context of Covid-19 and the measures taken by Ontario's health and educational authorities relating to this issue.

We believe that it is in the children's best interest to attend school diligently, both for their personal development and their academic success. The welfare and safety of our students and staff remain our top priority and we will continue to act responsibly within a context where, once again this year, we will need to take on many challenges.

We enter this period with confidence, determination and the conviction that our school community is doing everything in its power to enable our students to thrive and to learn within a serene environment.

## ENFORCEMENT OF HEALTH PROTOCOLS

### Self-Screening

- All students and staff must be [self-screened](#) before coming to school.
- Unless an exemption is provided by the authorities, persons who answer YES to any of the questions must not attend the school and comply with the instructions given at the end of the questionnaire.
- The Ontario Ministry of Education may require schools to implement a system to provide proof of self-screening. In this case, the school will reactivate the self-screening application implemented last year for all students, staff and visitors. Specific information will be provided at that time.





### **Washing of Hands**

- All classrooms are equipped with a hydro-alcoholic solution dispenser.
- All students are expected to wash their hands several times a day, at predetermined and ritualized periods.
- The washrooms are adequately equipped with soap and paper towels.
- Hydro-alcoholic solution dispensers are available in many areas of the establishment (entrance hall, hallways, documentation centre...)

### **Distancing**

- The school has implemented a procedure to limit movements and respect physical distancing as much as possible.
- The classrooms have been adapted for this purpose and unnecessary furniture has been removed.
- Circulation patterns in the corridors are indicated on the floor to limit encounters.
- Each Maternelle and elementary class has an assigned room. In college, the Sixth Grade classes also have assigned rooms for all courses that do not require the use of specialized equipment (science labs, gymnasiums, art and music rooms). This arrangement considers the fact that Sixth grade students generally don't have access to vaccination.
- Constant vigilance will be exercised regarding the number of people who can access the common areas in order to ensure that the physical distancing measures are observed.
- At the lycée level, due to the nature of the school furniture (double tables), dividers are provided to limit physical contact between students.

### **Masks**

- For students from CP onwards, masks must be worn everywhere inside the school, except in the dining areas.
- All staff and visitors must wear a mask when entering the buildings.
- The students' masks are provided by their families. We recommend that you bring two masks per day, neatly placed in a small bag.
- The school provides an allowance for staff to purchase personal protective equipment.

### **School Maintenance and Cleaning**

- The rooms, door handles and switches are cleaned and disinfected at least twice a day.
- The cleaning teams are informed of these measures. A specific procedure is defined and monitored in a logbook. Cleaning of all used spaces is carried out at least once a day and shared work areas are disinfected.
- A disinfectant kit is available in all rooms for cleaning shared workspaces (desks, keyboards and computer mice).





- Washroom cleaning protocols are based on those applied at the Ottawa Hospital.

### **Ventilation**

- The school completely renovated its ventilation system three years ago. It complies with the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standard 62.1-2019.
- The system is equipped with MERV8 filters which are changed regularly. New filters are presently being installed.
- The ventilation systems are continuously regulated and monitored. They're designed to ensure a continuous supply of fresh air to each classroom. CO2 detectors are being installed to monitor the air quality and adjust its renewal rate accordingly.

### **Using Drinking Fountains**

- Each student must bring their own water bottle.
- Drinking fountains can only be used to fill personal water bottles. It will not be possible to drink directly from the fountain.

### **Personal Material and Effects**

- Besides school equipment, students must refrain from bringing personal belongings to school.
- Items found are held in quarantine for a period of three days before they can be returned.

### **Lockers**

- Lockers may be used at the elementary and high school levels.

### **Suspected or Confirmed COVID-19 Cases**

- All decisions in the event of a suspected or reported case of COVID-19 are made in conjunction with the health authorities according to the protocol proposed by Ottawa Public Health.
- If a student develops symptoms during the day, they will be placed in isolation in one of the rooms provided for this purpose. Parents are informed immediately and must come and pick up their child. They must also contact Ottawa Public Health.
- If a staff member experiences symptoms while at school, they must immediately inform the Head of Human Resources, return home, self-isolate and contact Ottawa Public Health.
- In all cases, the Lycée will follow Ottawa Public Health protocols, including information given to families and staff.
- Management of cases, contacts and outbreaks varies constantly to take into account how the pandemic is evolving. The school maintains a constant watch and applies the current measures transmitted by the Ottawa Public Health Agency.





- The present applicable procedures are specified in the COVID-19 Guidance: [School Case, Contact, and Outbreak Management](#).

### **Staff and Students Training**

- The staff will be informed of the new health and safety measures during the school's pre-entry days on September 1 and 2, 2021.
- Students will be instructed on the new protocol at the beginning of the school year.
- Compliance with sanitary measures will be carefully monitored. The contract outlined in this protocol should enable everyone to exercise their responsibilities in this area.

### **The Health Centre**

- An isolation area is located near the health centre and in the Maternelle classroom as well. The isolation rooms are ventilated and cleaned after each use.
- Students are accompanied by a school staff member who stays with them until their parents come for them.

### **Vaccination**

- Vaccination is an important tool for controlling the spread of COVID-19 and allow students, families and staff to safely return to their normal activities. Ultimately, increasing the rate of vaccination may reduce the number of measures. The school will collaborate with Ottawa Public Health (OPH) to promote vaccination with the school staff and families.
- In accordance with the Ontario government requirements, Lycée Claudel is developing an immunization disclosure policy regarding COVID-19. This policy will apply to school staff, regular visitors and interns. It will be shared with the Ottawa Public Health office.
- The school will follow the guidelines provided by the Ministry of Education and OPH

## **SCHOOL ORGANIZATION**

### **Student Arrivals and Mobility**

- Student Life Pole
  - The Stand in the hallway is equipped with a Plexiglas protective screen
- **Access to the School**
  - Student access to the establishment is possible starting at 8:00 a.m.
    - **In Maternelle**
      - Les élèves de PS sont accueillis dans la cour de récréation où à l'entrée du bâtiment A pour être conduits dans leur classe par un personnel de l'établissement.





- *Petite Section* (PS) students are met in the playground or at the entrance of building A and taken to their class by school staff.
- The *Moyenne Section* (MS) and *Grande Section* (GS) students are met in the school yard until 8:45 a.m. and head inside with their teacher through door A (parking side).
- For as long as the students don't feel completely at ease in their new environment, they can be accompanied by a parent to their classroom at the beginning of the year. The parent is required to wear a mask at this time.
  - At the elementary level: students are met in the area corresponding to their class in the elementary school yard. They enter the building at 8:30 a.m. accompanied by their teacher.
  - At the college and lycée levels: students enter and leave the building from the hall or from entrance E (auditorium side) according to the following distribution:
    - Hall: Lycée students (Second, First and Terminale)
    - Entrance E (auditorium side): College classes (6th, 5th, 4th and 3rd).
- Classroom are open as early as 8:00 a.m. to avoid blocking passages and to allow students to spread out their arrival.
  
- **Recess**
  - Students go outside during recess and lunch breaks.
  - Masks are not mandatory in the playground. Students must comply with the rules of distancing between cohorts (levels).
  - Access to the school restaurant is not permitted during recess. Students who wish to have a snack should therefore bring their own food if needed.
  - The children are able to access the playgrounds.
  
- **Student Lounges**
  - Access to the lounges is restricted to students of the same cohort. The distribution of time slots between cohorts is displayed at the entrance to each lounge.
  - Tables and chairs are arranged to encourage physical distance.
  - The lounges are equipped with hydro-alcoholic solution dispensers.
  - Cleaning is scheduled after the 10:30 a.m. break and after the 1:30 p.m. break.
  - Outside of these specific times, cleaning is done upon request after each use.
  - Distributing games is limited, and these are cleaned or quarantined after use.





- **Supervised study periods for College level after 3:30 p.m.**
  - Supervised studying is open to 6th grade students upon registration;
- **Student School Exit**
  - At the end of the school day, students head to the exit and do not stay in the school.
  - They leave the establishment through the accesses reserved for them
- **Visitors, Suppliers and Service Providers**
  - Visitors, providers and suppliers must submit to a self-screening and wear a medical mask (e.g., surgical or procedural) on the school premises. A medical mask will be provided by the school if required.
  - Proof of having completed a self-screening will be required.

### Timetables and Cohorts

- **Creating Cohorts**
  - The cohorts are intended to limit the number of contacts between students in order to reduce the risk of transmission and to facilitate finding the chain of contacts in case of contamination;
  - Students are distributed from the Maternelle to the Terminale in cohorts according to their level;
  - Exceptionally and for pedagogical reasons, small groups of students from several cohorts may be formed, still respecting the distancing guidelines between cohorts.
- **In class**
  - At the elementary level, all groups have an assigned classroom where they attend most of their classes.
  - For the secondary level, only the sixth graders have a classroom assigned exclusively to them for courses which don't require specialized equipment.
  - All courses are taught, including those in specialized rooms (art, science, PE, etc.)
- **Sports and Physical Education (SPE)**
  - PE classes are maintained.
  - In agreement with the teachers, the activities proposed are adapted to promote distancing inside the establishment.
  - Masks are not required for outdoor activities.
  - When the activity allows, wearing masks is encouraged inside buildings.
  - Access to locker rooms is allowed while respecting distancing





- **Experimental Sciences**
  - The acquisition of experimental competencies by students is a key objective of the science curriculum.
  - A specific protocol will be developed in consultation with the teaching teams taking into account the health and safety standards applicable in our laboratories.

### Outings and Trips

- **School Outings**
  - Outings projects will be assessed during the month of September and only local outings will be authorized in accordance with the circumstances.
- **School Trips**
  - No school trips are planned for the 2021/2022 school year.

### Alternative to In-Class Teaching

- Our model teaching reference at the Lycée Claudel requires students to be present in class every day with their teachers.
- The Lycée does not offer an alternative allowing students to access remote classes.
- The establishment will work with the teaching staff during the pre-entry days to update its policies for monitoring students in isolation as part of the management of contact cases by the public health authority.

### Book and Electronic Equipment Loans from the Library

- Upon their return, books are quarantined for a period of three days.
- Electronic equipment users should disinfect their equipment when they are returned using the provided disinfectant wipes.

## ORGANIZATION OF FAMILY SERVICES

### Daycare and Extracurricular Activities

The establishment is accessible to students from 8:00 a.m. according to specific procedures for each level (maternelle, elementary, college and lycée)

- A daycare service is available from 3:30 p.m. for the maternelle and elementary levels.
  - Activities may group together students from different cohorts.
  - Inside the buildings, wearing a mask is compulsory as well as physical distancing when activities involve students from different cohorts.
  - The Lycée maintains up-to-date student lists at all times to facilitate traceability of contact cases should the need arise.
- Extracurricular activities:
  - For the time being, only individual activities have been programmed.
  - The school will make every effort to offer a regular program of group activities in the weeks following the start of the school year.







### **School Restaurant**

- Maternelle and elementary level students will have their meals inside their classrooms.
- College and Lycée students will have access to the school restaurant during the lunch break.
- Lycée students are allowed to leave the school to eat outside.
- Cohort zones will be clearly identified in the school restaurant to limit interaction between cohorts.
- Two meal services will be organized and students must take their meal during the service that will be assigned to them.

### **School Transportation**

- All students must wash their hands thoroughly before proceeding to the bus stop, and use a hydro-alcoholic solution before boarding.
- Before the first day of school, families will be informed of the seat assigned to each child, on which they must sit each time they board.
- From the CP class onwards, students must wear a mask for the entire length of the route.
- Upon arriving at the school, students leave the bus by getting up, one seat at a time, starting at the front and ending at the back, while maintaining a physical distance.
- In the morning and evening, all buses are 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 smoothly and safely as possible, given our current reality.

To ensure that this expression of solidarity is genuine and meaningful, we ask all members of the Lycée Claudel community to understand and take ownership of their responsibilities as defined by this plan, in order to safeguard the health and safety of everyone.

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

- reviewing and ensuring I understand this back-to-school plan;
- completing the health screening questionnaire for my child every day;
- making sure my child is ready with everything they need to enjoy their day at school;
- keeping my child at home if they are not feeling well and/or are showing symptoms of COVID-19;
- quarantining myself if I have travelled outside of Canada (in non-exempt areas), if someone in my household has contracted COVID-19, if I am ordered to do so by public health authorities, or if required by applicable laws;
- following the schedules and operations established by the school to minimize health risks, and taking into account the health and well-being of





- the school community when enjoying family time;
- following the recommendations of the health authorities in the evenings and on weekends, with regard to wearing a mask and keeping respecting the distancing measures;
- getting tested according to health authority guidelines if I or a family member has been in contact with someone who has contracted COVID 19;

**As a staff member, I make a commitment to the collective well-being of the school community by:**

- adopting a careful and respectful behaviour, especially in front of our students;
- ensuring that the measures to safeguard our collective health and safety, developed by the school, are applied throughout the school;
- being a trustworthy adult, on whom our students can rely if they need help or reassurance;
- following a quarantine if I have travelled outside of Canada (in non-exempt areas), if someone in my household has contracted COVID-19 or if I am ordered to do so by the public health authorities;
- following the recommendations of the health authorities in the evenings and on weekends, with regard to wearing a mask and respecting distancing measures;
- getting tested as instructed by the health authorities, if I or anyone in my family has been in contact with someone who has contracted COVID-19.

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

- arriving at school with everything I need to make the most of my school day;
- applying and respecting the measures established by the school to protect my health and the health of others, including wearing a mask where required and maintaining a physical distance wherever possible;
- obeying the instructions of my teachers, the management team and any other school staff;
- quarantining myself if I have travelled outside of Canada (in non-exempt areas), if someone in my household has contracted COVID-19, or if ordered to do so by public health authorities;
- following the recommendations of the health authorities in the evenings and on weekends, with regard to wearing a mask and complying with the distancing measures;
- getting tested as directed by the health authorities if I or anyone in my family has been in contact with someone who has contracted COVID-19;
- keeping my work area clean.





## INFORMATION AND COMMUNICATION

### Communication sent to families

- **Updates:** Families will be informed of policy changes as the health environment changes and as OPH recommends.
- [The COVID19 section](#) on our website: all updates are also available on the school website.

### School Authorities

- The school authorities will be kept systematically informed about the evolution of the situation and the consequences in terms of the students' reception and the school's operations.

### Provisional Calendar:

- **August 26:** distribution of Pronote codes to families, timetables, calendar for the start of the school year and meetings with parents
- **August 27:** distribution of the back-to-school protocol
- **September 1 and 2:** pre-entry days with the staff
- **September 3:** start of the new school year for pupils according to the organization sent out on **August 26**.

### Pronote

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

### Reference documents

- [COVID-19: Health, safety and operational guidance for schools \(2021 2022\)](#)
- [COVID-19 Guidance: School Case, Contact, and Outbreak Management](#)
- [Guide to reopening Ontario's Schools](#)

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**Référence(s) :** <https://claudel.org.sharepoint.com/sites/donnees/Direction1/Covid-19/AS 2021/Politiques de l'établissement/School opening protocol - 2021-2022.docx>

