



LYCÉE CLAUDEL

L'école française internationale  
d'Ottawa

# FREQUENTLY ASKED QUESTIONS

► COVID-19 ◀



ÉTABLISSEMENT  
CONVENTIONNÉ  
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## ► INTRODUCTION

At Lycée Claudel, we are committed to providing students with a face-to-face learning experience. To this end, we strive to provide a safe environment for both students and staff members in order to maintain high academic standards and a level of interaction sufficient for the well-being and development of students.

We would like to remind you of the importance of respecting all the rules in force in all circumstances. This is not only important for our ability to keep teaching in the classroom, but also for maintaining the excellent climate of trust within our school community, so that children can study and develop with peace of mind.

The purpose of this document is to:

- inform the entire school community about the changes made to [the school's opening protocol for the year 2021-2022](#) (i.e., wearing of masks, vaccination policy, management of contact cases, etc.);
- answer the most frequently asked questions;
- bring together in a single document the most important information regarding the policies the institution has implemented.

It takes into account both the latest instructions and recommendations issued by the educational and public health authorities and feedback on organization and communication after a few weeks of being back in operation.

## ► HEALTH INSTRUCTIONS

### Is self-testing mandatory to enter school?

All students, staff and visitors are required to screen for COVID-19 every day before entering school. After taking the questionnaire, instructions indicate whether staff or students are allowed to go to school.

The questionnaire is accessible via the application developed by the school and available following this link: [Claudel COVID-19: Login](#). A follow-up will be effective as of October 4. Specific information will be sent to families.

### Is it compulsory to wear a mask to go to school?

Inside school buildings, masks are compulsory in all circumstances for pupils from CP, as well as for staff, parents, visitors and suppliers. Masks are not required for Maternelle students.

During recess, wearing a mask is not compulsory as long as conditions allow for physical distancing.

Outside on school grounds, parents, staff and visitors are required to wear a mask if the recommended distance cannot be respected.

### Can students or staff members be exempted from wearing a mask?

There is no school mask exemption policy in place at this time.

### Must physical distancing be respected inside school buildings?

The Government of Ontario guidelines require physical distancing between cohorts.

The school is now organized in such a way as to restrict movement within the school and respect physical distancing between cohorts.

A cohort refers to students in the same grade.

## How is physical distancing maintained in the school restaurant?

Students in Maternelle and CM1 have their meals inside their classrooms, while those in CP, CE1, CE2, CM2, Collège and Lycée have access to the school restaurant. Zones corresponding to each cohort have been clearly identified in order to limit interaction. All surfaces are disinfected after each use.

## Does the facility's ventilation system meet the guidelines issued by the Government of Ontario?

The school exceeds the requirements issued by the Ontario Government. The ventilation system was completely renovated three years ago. It meets the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 62.1-2019 standard. The system is equipped with MERV8 filters that are changed regularly.

The ventilation systems are regulated and monitored continuously, while CO2 detectors have recently been installed to control the air quality and adjust its renewal rate accordingly.

## Are extracurricular activities safe?

All extracurricular activity leaders have a complete vaccination record.

Activities may include students from different cohorts. In this case, the groups are small (seven to eight students on average) in order to help ensure sufficient physical distancing.

A cohort is a group of students in the same grade (e.g., students of CP).

## Are school trips allowed?

School trips are a very rich teaching method and we wish to maintain them when the health framework allows it, i.e., double-vaccinated accompanying adults, verification of transport and on-site conditions, etc.

All authorized outings respect the measures in force in school, for the modes of transport used and at the given venues.

## If my child returns from a trip abroad, can he or she attend school?

If your child is returning from a trip abroad, it is essential to follow the country's requirements at the time of entry. When completing the self-screening, specific Ottawa Public Health (OPH) instructions will be provided.

When in doubt, refer to the guidelines issued by OPH.

## ► **VACCINATION**

### Is vaccination mandatory for students aged 12 and over?

Vaccination for those 12 years of age and older is not required to attend school. However, we encourage vaccination to control the spread of COVID-19 and to allow students, families and staff to safely resume their normal activities. Vaccination also allows our students to continue to receive an education in person, in a safe environment, to follow all our programs, including access to outdoor sports facilities (swimming pool), and to participate in most school outings.

To date, all fully vaccinated students considered to be contact cases have been able to continue their classes in person under the conditions provided by OPH.

### Do I need to disclose my child's immunization status to Lycée Claudel?

You are not required to disclose your child's vaccination status. However, for school outings, some venues (museums, etc.) require that visitors over the age of 12 be fully vaccinated. In this case, we must be able to provide proof of your child's vaccination status in order for them to participate in the outing.

This situation is also common for compulsory school activities such as PE (swimming pool, sports facilities, etc.).

In order to facilitate the organization of activities, we plan to launch a voluntary-participation survey in the next few days to find out the vaccination status of students over 12.

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This information will only be accessible to those involved in the management and follow-up of positive cases (nurse, COVID health consultant, Student Life Pole and management).

## Is vaccination mandatory for staff members?

Our school has always been very proactive in terms of COVID-19 vaccination, including providing employer certificates to facilitate staff vaccination, surveying staff twice during the summer on their vaccination status, and relaying notices from Ottawa Public Health (OPH).

It has been important for us to encourage open dialogue, transparency and increased awareness when communicating with staff in order to increase the vaccination rate.

The Ontario Government has mandated employers to implement a vaccination policy, and OPH has recommended that they “develop and implement workplace vaccination policies for their employees and workforce, and that all those eligible receive a complete series of the COVID-19 vaccine.”

As a result, the school implemented a [mandatory disclosure of COVID-19 vaccination status](#) for all our employees on September 7. The collection of this data has recently been completed and remains confidential. We have requested that school employees do not disclose their vaccination status.

As a result of the actions we have taken, we now have the following vaccination coverage: out of 130 staff members, 110 (84.6%) are double vaccinated, 12 (9.2%) are waiting for a second dose and eight (6.2%) are not vaccinated. In a few days, 94% will be fully vaccinated.

## What is the COVID-19 vaccination disclosure policy for unvaccinated staff?

In accordance with the Ontario Government guidelines, unvaccinated staff were required to attend an information session on COVID-19 vaccination. In addition, they will need to submit negative rapid antigen test results twice a week.

If vaccination is not mandatory, how can Lycée Claudel ensure the safe conduct of its activities?

We continue to rigorously follow the Ontario Government and Ottawa Public Health guidelines on a daily basis to ensure the health and safety of students and staff. The guidelines and recommendations make it clear that a combination of measures is required to effectively control COVID-19.

## ► **MANAGEMENT OF CASES AND CONTACTS OF COVID-19**

When should I keep my child at home?

Students and staff are required to self-screen every morning before going to school using the application developed by the school's IT department and compliant with the Ottawa Public Health (OPH) screening tool.

Students in grades 6 to 12 will be able to complete their own questionnaire, while parents of elementary school students are required to complete the questionnaire for each child. If the questionnaire indicates that your child will not be attending school, we ask that you keep your child at home, follow OPH's instructions and promptly inform us of their absence at: [covid.absence@claudel.org](mailto:covid.absence@claudel.org).

In addition, we ask that you do not send your child to school if you are waiting for the results of a COVID-19 test or if your child is sick.

If my child tests positive for COVID-19, what should I do?

A student who tests positive for COVID-19 must remain isolated and follow Ottawa Public Health (OPH) instructions. They cannot return to school until OPH has given permission to do so safely. Families are asked to notify the school promptly at [covid.absence@claudel.org](mailto:covid.absence@claudel.org).

Louise Dumas, COVID-19 health consultant, will contact the family of the student concerned in order to complete a confidential information sheet to identify potential contact cases and thus to inform OPH adequately.

## If my child may have been in contact with someone who has tested positive, what should I do?

If a child has been in close contact with a person who has tested positive for COVID-19, Ottawa Public Health (OPH) will inform you if they must remain in isolation and be declared a contact case. Only OPH can determine the risk of exposure and whether your child or family members need to be tested. The duration of the isolation and the date of return to school will be specified in the same message.

If OPH does not contact you, your child is not affected.

## How does Lycée Claudel work with OPH?

We work closely with Ottawa Public Health (OPH) to help them identify those who have been in contact with someone who has tested positive for COVID-19.

It is the responsibility of school management:

- to determine with OPH the chain of contacts that may have been established within the school: class, groups (languages, specialties, options, school bus...);
- to provide OPH with the contact information of staff and legal guardians for the students involved. To date, OPH is requesting contact information for only one guardian.

In addition, the school principal informs families of students considered to be potential contacts of the situation in advance, as it can take up to 72 hours for OPH to contact them once the tracing is complete.

In all cases, OPH remains the parents' primary contact for the duration of the isolation. Families can also contact Louise Dumas, our health advisor, for questions related to COVID-19, at the following address: [louise.dumas@claudel.org](mailto:louise.dumas@claudel.org).

## What is an outbreak?

Ottawa Public Health (OPH) may declare an outbreak if, within a 14-day period, two or more cases of COVID-19 have been confirmed among students from the same cohort (a cohort is a group of students from the same grade, e.g., all first graders).

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In this case, only OPH can determine if an outbreak has occurred and when it ends. OPH identifies people who are at high risk of infection, those who should self-isolate, and the length of time they should isolate.

At the end of each outbreak, OPH usually schedules a site visit to discuss with management what can be done to improve health conditions, if applicable.

## ► DISTANCE LEARNING PROTOCOL

My child is in primary school, what are the educational support arrangements in case of isolation?

The protocol for pedagogical support in primary school is intended to be phased and adapted to the given situation. It is possible that an entire class may be isolated, only part of the class, or even just a few students.

Once the contact situation is known:

The teachers are informed of the isolated students, make the necessary pedagogical resources available in Pronote, and indicate the modalities of support to the families. Twenty-four hours are necessary to set up and communicate these arrangements.

- Staff from the Student Life Pole will regularly contact students to ensure their academic follow-up and well-being. All questions concerning this process can be addressed to Sophie Bernard, Student Life Pole assistant ([covid.scolarite@claudel.org](mailto:covid.scolarite@claudel.org)).

The implementation of pedagogical support may involve the following elements (variable according to the age of the child, the duration of the isolation, the teacher's class organization):

- Video conferences of approximately 20 minutes alternating between: the classroom teacher, the English teacher, the support teacher (if applicable). Appointments will be made by the teacher with the parents.

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- Short videoconference sessions held in class at the beginning and end of the day to "launch" the work and end the day (especially in small classes to give the day a rhythm)
  - The class teacher contacts the parents, the group or the isolated students to check that the organization and work instructions have been assimilated (depending on the age of the child concerned).

If the isolation is prolonged (generally, beyond eight days), the nature and timing of contact can be adjusted to ensure a satisfactory balance between personal work time and remote support.

## My child is a secondary-school student, what are the educational support methods in case of isolation?

The protocol for secondary-school educational support is intended to be phased and adapted to each situation. It may be that a whole class is isolated, only part of the class, or certain pupils.

Once the contact situation is known:

- Teachers are informed of the isolated pupils, make the necessary teaching resources available in Pronote, and indicate the lessons taking place by videoconference while following the class timetable. Twenty-four hours are necessary to set up this organization and communicate accordingly.
- The main teacher contacts the group or individual pupils to check that the organizational and work instructions have been understood.
- If the isolation is prolonged (generally, beyond eight days), videoconferences can be scheduled in such a way as to ensure the right balance between synchronous and personal work time.

Staff from the Student Life Pole will also contact the pupils to ensure their academic follow-up and well-being. All questions regarding support for pupils in isolation can be addressed to Sophie Bernard, Student Life Pole assistant ([covid.scolarite@claudel.org](mailto:covid.scolarite@claudel.org)).

In all cases, families and students can find information, work instructions and links on [Pronote](#).

## For any question or request regarding:

- information provided by OPH and the application of health protocols, contact Louise Dumas, health advisor: [louise.dumas@claudel.org](mailto:louise.dumas@claudel.org)
- lesson content, contact the class' main teacher or the teacher in charge of the subject (via Pronote);
- student support and distance-learning monitoring (access to Pronote, to resources, etc.), contact Sophie Bernard ([covid.scolarite@claudel.org](mailto:covid.scolarite@claudel.org)).

## ► DOCUMENTS AND WEBSITE REFERENCES

- [Lycée Claudel's School Opening Protocol](#) (2021, August 25)
- [COVID-19: Health, safety and operational guidance for schools \(2021-2022\) | Ontario.ca](#) (2021, August 11)
- [Guide-on-How-to-Create-a-Workplace-Vaccination-Policy--EN.pdf \(ottawapublichealth.ca\)](#) (2021, September 13)
- [COVID-19 Guidance: School Case, Contact, and Outbreak Management \(gov.on.ca\)](#) (2021, August 11)
- [Ontario Moving to Step Three of Roadmap to Reopen on July 16 | Ontario Newsroom](#) (2021, August 17)



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