

# COVID-19 Policy and Practices (COVID-19 Outbreak and Case Management Plan)

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# ACADECAP COVID-19 POLICIES and PRACTICES

## (Outbreak (OB) and Case Management Plan)

**Date:** July 2020, Revised September 2020, Second Revision October 2020, Third Revision November 2020  
Fourth Revision April 2021, Fifth Revision August 2021.

Please Note: The AcadCap COVID-19 Response and Safety Plan aka the AcadCap Outbreak and Case Management and Prevention Plan aka the Health Institution Readiness Plan comprises the following documents: ACK-L AcadCap COVID-19 Policies and Practices document, ACK-M COVID-19 Human Resources Documents, ACK-F Emergency Operations Plan, COVID-19 Business Continuity Plan, ACK-L9 Private School International Student Readiness Plan and AcadCap Reopening Plan plus updates. This document is updated as new information becomes available.

### ACK-L1 ROUTINES AND RESPONSIBILITIES

**Policy:** AcadCap implements the COVID-19 safety guidance provided by the Federal Government, Provincial Ministry of Education (MOE), Government of Ontario, and Ottawa Public Health (OPH). AcadCap reserves the right to implement COVID-19 safety practices above and beyond what is required by the government.

**Rationale:** The COVID-19 Policy and Practices document provides a convenient location to find information on the practices related to COVID-19.

**Practices:** AcadCap Team Members implement multiple practices relating to the care of students and staff during COVID-19 threat or outbreak. These practices are updated as new guidance becomes available.

#### ACK-L1.1 PRACTICES FOR COHORTS (GROUPS)

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All AcadCap Team Members do the following:

- All AcadCap Team Members and students are formed into cohorts and remain in these cohorts throughout the term with as little mixing of cohorts as possible.
- The AcadCap International School PYP entrance is separate from the PSSP and OSSD entrance.
  - PYP students enter via stairwell C and leave via stairwell A.
  - PSSP and OSSD students enter via stairwell B and exit via stairwell D.
- The maximum cohort size is 15 students, exclusive of adults in phase 3.

The following are designated as cohorts:

- PYP Grade JK and SK
- PYP Grade 1 and 2
- PYP Grade 3 and 4
- PYP Grade 5 and 6
- PSSP and OSSD
- Cohorts do not interact with other cohorts as much as possible.

Each school location has been designated with a total number of cohorts and/or individuals allowed to be present at one time:

- Hallway - passing through single file only, unidirectional, observing physical distancing marks, and arrow decals;
  - Student washrooms – staggered use, 1 student at a time;
  - Adult washrooms – staggered use, 1 adult at a time;
  - Lunch room – closed with no access except to kitchen, one adult at a time;
  - Playground 1 and 2 - staggered, 1 cohort at a time per playground; or zoned
  - Cloak room - staggered, 1 cohort at a time;
  - Homeroom classrooms – 1 designated class only;
  - Gym – staggered, maximum 12 students plus one educator at a time;
  - Library – staggered use; 1 student per side
  - Morrison Park playground; PYP cohorts may mix if wearing masks; zoned areas
  - All other shared use areas –staggered, 1 cohort or class at a time;
  - Everyone is to minimize use of shared spaces where possible.
- 
- Cohorts are considered their own program inside the building, running as independently as possible.
  - AcadeCap Team Members in cohorts remain on the same shift for the entire term in order to ensure that duties are completed and that AcadeCap Team Member mixing with cohorts is minimized as much as possible.
  - The emergency student care guidelines recommend that where possible, students of the same family (where age groups are respected) be placed together in order to limit the number of families being exposed. This is not a mandatory requirement of the Ministry of Environment (MOE) guidelines.

## ACK-L1.2 PRACTICES FOR TEAM MEMBER BREAKS

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All AcadeCap Team Members do the following:

- All AcadeCap Team Members are offered their breaks based upon the hours and shifts detailed in the work contracts.
- AcadeCap Team Members are permitted to take their breaks at their desks, behind a Lexan screen, as long as they are adhering to social distancing guidelines and all other health and safety protocols, including proper respiratory and hand hygiene procedures.
- Upon entering and exiting, from one area to another, each AcadeCap Team Member must immediately wash their hands with water and soap.
- The kitchen and other shared spaces are disinfected by the user after each use
- **\*When and where possible Team Member breaks are staggered to reduce the gathering of individuals**

## ACK-L1.3 PRACTICES FOR COMING AND GOING

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\*Amends the Coming and Going Policy

### *ACK-L1.3.1 Drop Off and Pick-up Designated Area*

Each cohort has a designated entrance and exit from the school.

Only pre-screened individuals may enter the building. Those not passing the screening must stay home.

#### PYP Grade JK-6

The designated drop-off area is Door C. The door will be unlocked between 7:55 - 8:55 am. Students in JK- Grade 6 enter at the main entrance doors (Door C). They wait until the entrance is clear. The student proceeds into the building and uses the hand sanitizer before proceeding upstairs to the cloak room. One pre-screened parent for each student in Grade JK-2 may enter with their student in order to assist in the cloak room or on the stairs.

At pick up time, to exit the building, students in Grade JK-6 leave using the cloak room door (Door A), exiting via the playground gate. At pickup, parents must ring the door bell at Door C then walk to the playground gate to wait outside the gate until their child comes down at the designated time. Parents must maintain social distancing and wear masks at pickup time. Again, students in JK- Grade 2 may be assisted by one prescreened parent who enters at Door C to meet their student in the cloak room.

#### PSSP/OSSD

In the morning, students in Grade 7-12 enter via Door B (the door directly beside the main entrance; the old Daycare Door). Door B will be unlocked between 7:55 am and 8:55 am. They must use the hand sanitizer and have completed screening before moving upstairs their classroom. Parents are not allowed to enter the building. At pick up time, Parents ring the door bell at Door C to alert the administrator of their arrival, then move to Door D to wait outside for their child. Students exit via Door D (Trane Door).

The AcadeCap Director or designate ensures the following:

- Identify a screening station on the lower landing of each entrance using appropriate signage explaining the screening procedure.
- Post signage on all entrance doors that includes the AcadeCap phone number, as well as the required Ottawa Public Health Posters.

### *ACK-L1.3.2 Drop off/ Pick-up Scheduling*

The AcadeCap Team Members ensure the following:

- Parents are encouraged to stagger coming and going in such a way as to observe physical distancing of 2 metres and reduce the gathering of parents outside AcadeCap.
- Parents additionally must do the following for late arrivals:
  - Notify the school of the time of arrival and receive confirmation
  - Buzz and wait for the Greeter to arrive at the lower stairwell
  - Be patient due the delay of donning gloves, and gowns for the screening procedure, if applicable.

#### *ACK-L1.3.3 Preventative Measures*

- Parents and children are highly encouraged to self-isolate for 10 days before returning to AcadeCap after a break, such as spring break, Christmas break, or summer break.
- Parents, students, and team members with phones are highly encouraged to use the COVID-19 tracking app once it becomes available.
- Teachers and students are asked to stay home for the remainder of the day if they must leave the school to attend an appointment during instructional hours.
- Students who have regular weekly appointments may be asked to use the online option for learning, however, decisions are made on a case-by-case basis.
- Parents that frequently come onsite may be asked to participate in the school's antigen screening programme.

#### *ACK-L1.3.4 Prior to Drop Off*

- Prior to arrival at AcadeCap, parents, children and staff must complete a daily online screening questionnaire. The links will be provided.
- All must take an internal temperature reading (ear or oral) with a calibrated thermometer and enter the temperature reading on the form.

#### *ACK-L1.3.5 Drop Off and Pick-up Practices*

The AcadeCap Director ensures the following:

- Only one parent/guardian, wearing a mask, is allowed to drop-off and pick-up; or one parent/guardian, wearing a mask, to drop-off and the other, wearing a mask, to pick-up, as a constant.
- No alternate pick-up person is allowed.
- Allow only 1 family group or person in the pick-up /drop off area (at entrance door) at a time.
- A physical distance of 2 metres is maintained between family groups in the waiting area and between parent/guardian/student and the Greeter in the Greeting area.
- Visual markers/cues spaced 2 metres apart are present in the waiting area and the Greeting area to assist students and parents/guardians to maintain a 2-metre distance.
- Parent/guardian uses door buzzer at drop-off and pick-up.
- Student enters the school and uses the hand sanitizer provided in the Greeting area.
- School doors remain locked after the initial arrival period.
- Families and other individuals are not permitted past the entrance door with the exception of parents of JK – Grade 4 students needing assistance in the cloakroom.
- Stairwell railings are disinfected every 15-30 minutes during the drop off period and the stairwells are disinfected with Microban at 45-minute intervals throughout the day.

The AcadeCap Team Members ensure the following at pick-up:

- All parents buzz at Door C to alert Team Members that they are here to pick up their child.
- Parents of Grade JK – 6 then move to the playground gate for pickup. Parents of Grade JK – 4 may enter Door C to assist in the cloak room if needed, leaving the school via Door A (Cloak room door) with their child and exiting out the playground gate.
- Grade 7-12 students meet their parents at Door D (Trane Door).
- Stairwell railings are disinfected once at the end of the day after all pickups are completed.

### *ACK-L1.3.6 Screening Questionnaire*

All families, students, team members use the AcadeCAP Online Screening Form. The questionnaire is based on the Ottawa Public Health questionnaire for self-screening and is continually updated based on the latest versions available.

The screening questions include but are not limited to:

- Do you/the student or any member of your household have any of the following symptoms: fever/feverish, new onset of cough, worsening chronic cough, shortness of breath, difficulty breathing, sore throat, difficulty swallowing, decrease or loss of sense of taste or smell, chills, headaches, unexplained fatigue/malaise/muscle aches, nausea/vomiting, diarrhea, abdominal pain, pink eye (conjunctivitis), runny nose/nasal congestion without other known cause?
- Have you/the student travelled outside of Canada, including the United States, within the last 14 days?
- Have you/the student had close contact with a confirmed or probable COVID-19 case?
- Have you/the student had close contact with a person with acute respiratory illness who has been outside Canada, including the United States, in the last 14 days?
- Have you used any fever reducing medication in the last 12 hours?

### *ACK-L1.3.7 Greeting Practices*

During periods of increased COVID-19 risk, as declared by the government, a Team Member is designated by the Director as the Greeter for the parents, students, Team Members, and any visitor (the only visitors are the caterer, custodian, MOE/OPH representatives).

The Greeter does the following:

- Arrive according to the schedule set by the Director, having completed their own self screening at home.
- Greeter completes hand hygiene (hand washing or hand sanitizing), prior to putting on their face shield and gloves.
- Greeter takes appropriate precautions when Greeting, including maintaining a distance of at least 2 metres (six feet) if possible, from those being Greeted if possible and wearing Personal Protective Equipment (PPE) (face shield, mask, and gloves).
- Meet the student and parent/guardian at the lower landing door.
- Greeter confirms information has been entered in the online **Daily Screening Form**
- Confirm individuals' screening data as 'pass or fail' Allow only those who pass to enter
- Ensure that students apply hand sanitizer (60-90% alcohol concentration) upon arrival at the lower stairwell landing.
- Students wear their mask to gain entrance to AcadeCap.
- Greeter visually checks the student and parent for cough, runny nose, and rashes on the body, especially on the feet (the latter for SK to grade 2).
- The student is not permitted to enter AcadeCap if the student's parent/guardian and/or the student shows signs of a fever, cough, has diarrhea, a runny nose and/or rash.
- Individuals who answer YES to any of the self-screening questions are not permitted to enter AcadeCap.
- If the student/Team Member/visitor has a temperature equal to or greater than 37.8 degrees Celsius or if the student/Team Member/visitor have any of the symptoms indicated on the screening checklist, they are asked to stay or return home.

- Greeter must then remove face shield and gloves once greeting of all students/team members/visitors is complete and perform hand hygiene (hand washing or hand sanitizer).
- Disinfect the stairwell railings every 15-30 mins during drop-offs, use Lysol wipes and Microban spray in the stairwell between families, at 45-minute intervals throughout the day, and at the end of the day after all pick-ups are completed
- During afternoon pick-up, the parent buzzes at Door C and waits at Door A (PYP) or Door D (PSSP and OSSD).
- A Team Member brings the student down stairs or in the case of JK/SK the parent will assist the child and bring them down stairs.

#### *ACK-L1.3.8 Records required for contact tracing*

The Administrator:

- Keeps an accurate and up to date record of all team members, parents, students and visitors:
  - Daily Team Member and Visitor sign in/out data
  - Daily completed screening form data, verification, and approvals;
  - Daily student attendance and number of absences due to COVID related symptoms;
  - Daily estimated arrival and leave times
  - Monthly number of students participating in online learning.
  - Classroom seating charts
  - Before and After School care seating charts
- Keeps all screening records and above data onsite and available for inspection for at least 30 days for contract tracing purposes.
- Submits a remote learning report annually to the Ministry of Education
- Submits report of absences due to confirmed COVID-19 cases to the Ministry of Education, within 24 hours of the finding.

#### *ACK-L1.3.9 Other Duties*

The Director has discussed all other typical open/closing duties with all Team Members i.e.: water flushing, etc. and has assigned Team Member roles and responsibilities.

Team Members complete the same duties and do not rotate tasks or cover other roles when/where possible.

#### *ACK-L1.3.10 Personal Belongings*

Team Members and Parents ensure the following:

- **All items** brought into the school are labelled clearly with the person's name.
- Any item lost and unlabeled is discarded if the owner cannot easily be determined.
- There is no longer an onsite "lost and found."
- Students and Team Members bring only a minimal number of personal belongings onsite.
- Personal hand sanitizer can be brought onsite but the brand must be listed on the Health Canada approved list of hand sanitizers and the bottle must be labelled as hand sanitizer.



## ACK-L1.4 PRACTICES FOR ADDITIONAL HEALTH CHECKS

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\*Amends the Sick Child Policy

### *ACK-L1.4.1 Student Health Checks*

In addition to the student pre-arrival screening, All AcadeCap Team Members do the following:

- Student temperature is taken at 10:00 a.m. and 2:00 p.m., and body visual scan for COVID symptoms (also rashes on the feet for children SK – Grade 2) and noted as pass or fail on the Temperature Log sheet.
- Temperature is taken immediately if symptoms develop.
- This information is logged in the Temperature Daily log sheet and on the checklist.
- The designated parent is called for student pick-up immediately when a student is found to have a cough, a runny nose, diarrhea, fever, or rashes.
- The student with a COVID-19 symptom is immediately removed from the group and waits in the front foyer, in the designated isolation area until the designated parent arrives.
- The designated Team Member brings the student down to the designated pick-up area where the designated parent picks up the student.
- AcadeCap requests a 10-day stay home period and a negative COVID-19 test result before the student can rejoin AcadeCap.

### *ACK-L1.4.2 Adult Health Checks*

All AcadeCap Team Members do the following:

- Pre-arrival daily morning completion of online travel and health questionnaire and temperature reading; verified and approved.
- 10 am temperature checks with the information entered daily on the **AcadeCap Staff Daily Screening and Information Log Sheet**.
- Logging of information on the AcadeCap Staff Daily Screening and Information Log Sheet

### *ACK-L1.4.3 Acknowledgement of Risk*

Parents, families, visitors, Team Members are to:

- Remember that although current research suggests that most transmissions are through direct exposure to respiratory and airborne droplets, there is also data that indicates some individuals can transmit the virus even though they are “pre symptom” or “asymptomatic.” With this, comes a certain amount of risk despite our very best efforts.
- In addition, the severity of the illness does not indicate the duration a person is contagious.

## ACK-L1.5 PRACTICES FOR ATTENDANCE RECORDS

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AcadeCap Administrators do the following:

- Keep daily attendance records of all individuals entering AcadeCap onsite and available at all times. This includes but is not limited to maintenance workers, cleaning environmental staff, food service workers, and government agency employees.
- Update records when a student or Team Member is absent.
- Follow up with all individuals to determine the reason for any unplanned absences, and determine if the absence is due to illness to note any symptoms.
- Monitor attendance records for patterns or trends, such as students and/or Team Members in the same cohort absent at the same time.
- Absences due to confirmed COVID-19 cases must be reported daily to the Ministry of Education via the ONSIS reporting tool.

All Team Members and approved visitors:

- Sign in and out when arriving or departing the school, using full name, location, time, date, etc.

## ACK-L1.6 PRACTICES FOR CLEANING, SANITIZATION, AND VENTILATION

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\*Amends the Healthy Schools Policy

### *ACK-L1.6.1 Supplies*

All classes are provided with an abundance of individual items in order to control contact contamination. These items include pens, clipboards, whiteboards, and storage bags. Other items that have been purchased include garbage pails, floor tape, spray bottles, hand sanitizer, face masks and face shields etc.

AcadeCap Team Members must request additional required supplies as soon as possible, as many of these items are in high demand across the province.

All students have their own set of utensils, school supplies such as notebooks, pencils, pens, erasers etc. that are not shared with others.

All students must have spare sets of clothing and masks.

### *ACK-L1.6.2 Hand Sanitizing Stations and Location*

- Stand-up hand sanitizing stations are present at the entrance door(s).
- Multiple small individual automatic hand sanitizer dispensers are present at educator desks.
- Use only hand sanitizers approved by Health Canada.
- Students may bring their own labelled hand sanitizer bottle to be put on their desk.

<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/COVID-19/hand-sanitizer.html>

#### *ACK-L1.6.3 Cleaning and Sanitization Product(s) to be used:*

- Use soap & water, bleach solution, disinfectants and hard surface cleaners as approved by Health Canada. <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/COVID-19/list.html>
- For bleach, use a mixture of 5 mL of bleach (5% sodium hypochlorite) and 250 mL of water.
- Products are to remain on the surface for at least 1 minute.
- Sanitation kits are available in every area of the school for Team Member use and include Lysol wipes, paper towels, soap and water in spray bottle, multipurpose disinfectant in spray bottle, gloves, Microband, etc....

#### *ACK-L1.6.4 Cleaning and Sanitizing Procedures*

All AcadeCap Team Members do the following:

- Ensure that all cleaning practices are completed and in compliance with Ottawa Public Health (OPH). As information is currently being updated, please ensure you bookmark the OPH site and refer to it often.
  - Ottawa Public Health - <https://www.ottawapublichealth.ca/en/professionals-and-partners/student-care-providers.aspx>
- Review the updated Cleaning and Disinfecting Policy in the Appendix section.
- All frequently touched surfaces and shared materials must be cleaned and disinfected upon use or **at least twice a day** as they are most likely to become contaminated.
- *Frequently touched surfaces* include but are not limited to doorknobs, water fountain knobs, light switches, toilet and faucet handles, shared electronic devices, and tabletops, stair rails, chairs.
- *Shared materials* include but are not limited to, toys, math manipulatives, library books, writing tools, art supplies, science equipment, activity supplies, shared electronic devices.
- Remove shared soft toy items that can't be disinfected properly.
- Clean shared materials and frequently touched surfaces with soap and water first where possible, then with disinfectant wipes and Microban.
- Wipe down tables, desks, chairs in the morning, at noon and/or after each use.
- Keep washrooms, stairwells, cloak room, gym, library, foyer, and entrance landing clean and tidy; wiping down surfaces as they are used.
- Spray Microband and use Lysol wipes on railings in stairwells, every 45 minutes or after group use.
- Wash scrubs daily; used scrubs are to be kept in a separate labelled container with a lid until scrubs can be washed at the end of the day.
- Launder cleaning cloths daily or use disposable paper towels.
- Disinfect shared musical instruments with appropriate disinfectants.
- Leave the sanitization product in contact with the surface/object for at least 1 minute, or according to manufacturer's instructions; wipe the surface dry or allow it to air dry.
- Initial the **Cleaning and Sanitizing Log Form** upon cleaning completion under the appropriate time slot.
- Team Members are to keep the top of shelves, surfaces of desks, and floors clear to assist the cleaning staff at the end of the day.
- Please follow the cleaning and sanitization guidelines of the Clean and Disinfection for Public Setting Guidance document in the Public Health Ontario Fact sheet folder.

#### *ACK-L1.6.5 Additional Cleaning and Sanitization Practices*

Cleaning Staff/Janitors are to:

- Complete a daily enhanced commercial cleaning with disinfection procedure.

#### *ACK-L1.6.6 Ventilation*

The HVAC for AcadeCap is serviced by rooftop units that have standard filter systems on them. The filters are changed out every 3 months. High efficiency particulate air filters are placed in every area of the school and the filters are changed every 6 months. CO<sub>2</sub> monitors are located in various areas of the school.

### **ACK-L1.7 PRACTICES FOR ACADECAP VISITORS**

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\*Amends the Visitors Policy

The AcadeCap Screener must ensure the following:

- No non-essential visitors are permitted into the school with the following exceptions:
  - Special needs services
  - Ministry staff and other public officials (fire marshal, public health inspectors) are permitted to enter and inspect the AcadeCap premises at any reasonable time and after they have been screened admittance.
- Parents are not to go past the Greeting area, with the exception of the designated JK/SK parents
- Volunteers and student volunteers are not permitted into the school
- All visitors must be Greeted and documented on the Visitor Information Log Sheet.
- All visitors must wear a KN95 or N95 mask.

### **ACK-L1.8 PRACTICES FOR PHYSICAL DISTANCING**

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Please also see the updated Communication Policy in the Appendix.

AcadeCap Team Members ensure the following physical distancing practices:

- Attempt to spread students out into different areas of the space.
- Stagger or alternate lunchtime, outdoor time, and washroom breaks.
- Incorporate more individual activities or activities that encourage more space between students.
- Extend outdoor play as much as possible to limit close contacts.
- Make use of the outdoor classrooms.
- Increase the distance between seating and work areas so that students and Team Members can maintain a distance of 2 metres apart.
- Independent learning activities and centres must predominate.
- Remove extra chairs, tables, furniture to increase individual student space.
- Place tape, signs or other visual markers on floors, tables, seats and other areas to help Team Members and students visually maintain physical distancing.
- Use sneeze and cough screens and/or trifold plexiglass/Lexan screens, 60 x 90 cm for individual personal use at each student's desk as an additional layer of protection.

- Students and Team Members follow the directional decals when moving through the school.
- Scheduling of classes, recess, breaks, and lunch time to ensure cohorts do not mix.
- Make use of Google Classroom and Meet for collaborative student and/or staff work.
- Cloak room individual cubby spaces are distanced.
- The gym space has a 12-student limit.
- Students wear gym clothes on gym days and Jiu-jitsu days to reduce gathering in the cloak room.
- Before and after school care – students may sit at their desks and read or do other independent activities in the classroom, using supplies belonging to the student. If numbers allow it, the before school or after school cohort can be mixed as long as physical distancing can be done.
- Team members in charge of the before and after school care should limit mixing as much as possible by:
  - Keeping the classes together;
  - Adding additional ventilation to the area;
  - Keeping up to date attendance and seating chart records;
  - Adhering to a ratio of 15 students :1 team member with a maximum cap of 30 students.

## ACK-L1.9 ADDITIONAL PRACTICES

- The library has a 48-hour quarantine on all returned books.
- Classrooms have a 24-hour quarantine on all unit books shared within a cohort.
- masks are to be worn at all times unless eating or drinking.
- Breaks from wearing masks, when outside, is supervised and timed and must be when student is physically distanced from others.
- Breaks from wearing masks, when indoors, occurs only during eating and drinking breaks behind a Lexan screen and will be supervised and timed.
- Masks must be worn when moving throughout the school.
- Face shields and/or googles must be worn, in addition to the masks, in situations where group work is being done, during transitions, or where contact closer than 2-metres is likely to occur. Face shields are optional outdoors unless in close contact with a student who is not wearing a mask.
- The gymnasium is to be used for mild to moderate activities only, masking and physical distancing apply.
- All moderate to vigorous activities are performed outdoors and in compliance with PPE and distancing practices

## ACK-L2 HEALTH AND SAFETY

### ACK-L2.0 PRACTICES FOR SICK STUDENTS

\*Amends the Sick Child Policy

Please also see the updated Health Policy (Sick Child Policy) in the Appendix section.

AcadeCap Team Members must ensure the following:

- Follow the OPH procedures for exclusion/testing and reporting, in addition to the AcadeCap Health and Safety Policies, for any student that presents with COVID-19 symptoms.
- Adhere to all protocols and direction from OPH including re admittance; AcadeCap reserves the right to implement stricter protocols than those required by OPH.
- Immediately separate symptomatic student(s) from others in a supervised area until they are able to leave AcadeCap. Please be aware that the first symptom of a COVID-19 infection in students can be gastrointestinal, including diarrhea.
- A child or staff with symptoms waits in a separate designated area, if they cannot leave immediately.
- Where possible, Team Members are to maintain a distance of at least 2 metres while supervising the ill student.
- Team Members are to wear appropriate PPE when supervising the student, including KN95 or N95 mask and face shield; students from JK to Grade 3 wear an ASTM level 2 or 3 mask, and Students from Grade 4 and up wear a KN95 or N95 mask.
- Discard and or disinfect PPE and perform hand hygiene after the student has left AcadeCap.
- Conduct environmental cleaning and disinfecting of the space in which the student was separated immediately after the student has been picked up.
- The school community is to be informed when a student or Team Member receives a positive COVID-19 test result.

### ACK-L2.1 COVID-19 SYMPTOMS

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- Use the following document for reference: <https://www.toronto.ca/home/COVID-19/COVID-19-what-you-should-do/COVID-19-have-symptoms-or-been-exposed/?accordion=know-the-symptoms>
- Primary symptoms are:
  - Fever and or chills (equal to or greater than 37.8°C)
  - Cough including croup, not related to other causes
  - Shortness of breath
  - Decrease or loss of smell or taste not related to other known causes or conditions.
- Secondary symptoms are:
  - Sore throat
  - Stuffy nose and or runny nose
  - Headache that is new and persistent
  - Nausea, vomiting and /or diarrhea
  - Fatigue, lethargy, muscle aches or malaise.

### ACK-L2.2 PRACTICES FOR TEAM MEMBER ILLNESS

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The AcadeCap Team Members ensure the following:

- Team Members who report feeling unwell before coming onto a shift are not to attend work.
- Team Members who develop symptom(s) during a shift must be separated from others, wash their hands, continue to wear a surgical/procedure face mask and shield and leave the school as soon as possible.

- In the event of one laboratory-confirmed case of COVID-19 with exposure to AcadeCap while they were infectious, individuals at AcadeCap, determined in consultation with Ottawa Public Health, are tested including:
  - All members of the student/ team member's cohort.
  - In settings where contacts are difficult to determine, broader testing may be required.
- In the event of an outbreak at AcadeCap, as determined by Ottawa Public Health, all individuals associated with the outbreak area are tested. Others within the workplace or community setting could be considered for testing as determined by Ottawa Public Health.
- Those that are fully immunized and asymptomatic will not be required to isolate after contact with a confirmed or probable case and will also not be required to isolate if they are in the same household as a symptomatic individual.
- High-risk contacts of a case are to isolate for 10 days, unless they are fully immunized or if they were previously positive within the past 90 days and have since been cleared.
- For high-risk contacts who are not fully immunized or who were previously positive within the past 90 days and have since been cleared, testing is recommended on or after day 7 of their isolation period. If a test is collected before day 7, a repeat test on or after day 7 is recommended.
- For high-risk contacts who are fully immunized or who were previously positive within the past 90 days, testing is to be recommended immediately upon notification of exposure.

### ACK-L2.3 PRACTICES FOR REPORTING COVID ILLNESS/ REFERRING FOR COVID TESTING

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The AcadeCap Administrator must ensure the following:

- Suspected and confirmed cases of COVID-19 are reported to Ottawa Public Health.
- Ottawa Public Health provides specific advice on what control measures are implemented to prevent the potential spread and how to monitor for other possible infected Team Members and students.
- A **COVID-19 symptom tracking form** is to be filled out for anyone leaving the school or not coming to school due to having a COVID-19 symptom(s).

*ACK-L2.3.1 upon discovering a student with at least one symptom or atypical symptom of COVID-19:*

#### **Recommended action by teacher**

The teacher should:

- be aware of symptom descriptions and alert the administrator if a student is ill
- continue to monitor students and themselves for symptoms

#### **Recommended action by Director or designate**

The Director should:

- coordinate immediate student pick-up and designate an area to isolate the student until parent or guardian arrival
- advise student and any Team Member attending to them to use provided PPE kit
- advise student to remain at home and continue with remote learning, if they are well enough to do so
- if required, advise all Team Members of the concern while protecting confidentiality and responding with sensitivity in the circumstances
- coordinate and ensure environmental cleaning or disinfection of the space and items used by the ill individual or individuals



- monitor school population for possible new or additional illnesses and absenteeism
- report in the daily attendance tracking tool as necessary
- report to the Ottawa Public Health only probable or confirmed cases of COVID-19 in accordance with the duty to report under the [Health Protection and Promotion Act](#)
- dismiss, at the discretion of the local public health unit, an individual or cohort for self-isolation. In those cases, contact Ottawa Public Health and follow all directions provided. Contact the Outbreak (OB) Reporting Line at 613-580-2424 ext. 26325, 7 days a week between 8:30 a.m. to 4:30 p.m., or 311 outside business hours and ask to speak with an on-call public health inspector for further guidance. In all other cases, follow the guidelines for reporting an outbreak of communicable diseases. [https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/cd\\_guidelines\\_ccc\\_en.pdf](https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/cd_guidelines_ccc_en.pdf)

#### **Recommended action by parent and student:**

- students with symptoms compatible with COVID-19 should get tested and isolate while test results are pending or not available, unless there is a known alternative diagnosis provided by a healthcare provider.
- consult and follow the guidance of a health care professional.
- if a student is tested for COVID-19, follow the guidance of OPH, health care professional and related direction for isolation and returning to school.
- if the individual tests positive, they must follow isolation requirements as per OPH direction. If they are not tested, they should remain at home for a minimum of 10 days and until symptoms resolve for at least 48 hours.
- household contacts of cases should follow the direction of OPH.

Individuals who are: 1) not fully immunized or previously positive and 2) have been identified as a high-risk close contact of a COVID-19 case, such as household members, should not attend school. These individuals should follow directions from OPH on testing and self-isolation.

In general, isolation and testing of a cohort may not be necessary if the student or Team Member acquired the infection outside of the school setting and did not attend school while communicable. This will be determined by OPH.

#### **Parent with COVID-19 symptoms:**

If a parent receives a positive test for COVID-19, he or she is not obligated to inform the school of their test result. However, it is strongly recommended.

Children in a household where a parent or other member has tested positive for COVID-19 are considered to be high risk contacts and should get tested and self-isolate. OPH will provide detailed direction to high-risk close contacts, including household members of a person diagnosed with COVID-19.

Note: All individuals identified as high-risk close contacts by OPH should get tested for COVID-19 regardless of their immunization status.

#### **Recommended action by teacher**

The teacher should support continuation of learning for any students who need to isolate.

#### **Recommended action by principal**

The principal should:



- if student is in the school, when notified by the parent, coordinate immediate student pick-up and designate an area to isolate the student until pickup
- ask that the student or parent or guardian, as appropriate, follow the direction of their health care professional and OPH
- ensure student information is up-to-date and be prepared to provide this information to OPH upon request
- follow the directions of OPH
- if the student tests positive, refer to [Management of ill or symptomatic individuals in the school setting](#) monitor the school population for new or additional illness
- report in the daily tracking tool as necessary and notify MOE within 24 hours.
- The student and/or Team Member with a positive COVID-19 test self-isolates and does not attend AcadeCap. Please refer to the Self-isolation Instructions on the OPH website.
- Determining when the student and/or Team Member can return to AcadeCap is done in consultation with the OB Reporting Line.
- Determining closure and re-opening of the school is done in consultation with the OB Reporting Line.
- Isolating students can participate in the school's online learning option.
- AcadeCap contacts the Ministry of Education to report any daily absences due to confirmed COVID-19 cases for students and Team Members (all members of the school community) via the ONSIS reporting tool.

### **Management of a confirmed diagnosis of COVID-19 in the school community**

**This section applies to a student, staff member or a member of a school community who is regularly in the school, who informs the school that they have tested positive for COVID-19.**

- Every individual who has tested positive for COVID-19 will be contacted by OPH for further directions.
- Any individual who tests positive for COVID-19 must isolate and cannot attend school until they are cleared by OPH. Note that individuals do not need to provide a medical note or proof of a negative result to return to school.
- OPH will notify the school of a positive COVID-19 diagnosis.
- Where the OPH determines there was a transmission risk to others in the school, students and staff will be assessed by OPH to determine their risk of exposure and whether they will require testing and isolation.
- Classroom cohorts (students and staff affiliated with the cohort) will generally be considered at high risk of exposure.
- All students and staff who are identified as high-risk close contacts should get tested regardless of their immunization status. In general, individuals who are fully immunized or previously positive will not require isolation, unless otherwise directed by OPH
- A negative test result does not alter or shorten the isolation duration as they may still be incubating the virus.

### **Rules for Returning to School**

- Individuals who have had a COVID-19 test because of symptoms but who test negative can return to school if they do not have a fever, if their symptoms have been improving for at least 48 hours, if they have not been directed to self-isolate and provided they have had no contact to a confirmed case of COVID-19.

- Where an individual has tested positive for COVID-19, OPH will be in contact with the school to provide further direction for both the individual and their high-risk close contacts, including household members. The individual cannot return to school until cleared by OPH.
- If the individual with symptoms is not tested, they should self-isolate (including from household members) for a period of 10 days. Whether they are tested or not, the period of self-isolation should start from the date of symptom on-set.
- For an ill individual who has a known alternative diagnosis provided by a health care professional, return to school can occur if they do not have a fever and their symptoms have been improving for at least 24 hours or 48 hours if vomiting or diarrhea.

## ACK-L2.4 OUTDOOR SAFETY DURING COVID-19 PANDEMIC

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\*Amends the Outdoor Play Policy

**Practices:** To ensure safety in playgrounds and park during times of pandemic, AcadeCap Team Members continue to:

- Implement regular playground safety procedures including documentation according to the Playground Policy.
- Schedule outdoor play in small groups/by cohort in order to facilitate physical distancing (this includes fire drills), ideally one cohort at a time uses each playground or area of Morrison Park.
- Designate playground toys and equipment (e.g., balls, loose equipment) for each cohort where ever possible and keep them in separate bins or mesh carrying bags.
- Minimize use of shared equipment.
- Sanitize shared equipment after use and between uses using Microban spray or quarantine shared equipment for 24 hours.
- Follow health and safety practices related to PPE, distancing, hygiene, sanitizing etc. outlined in this document.
- Ensure that masks are worn at all times during playground/park activities, except for short timed supervised breaks when students can be at least 2 metres distant from another individual.
- Ensure that all outdoor play to the playground follows physical distancing practices, with the understanding that it may not always be possible.
- Use decals, markers, flags, pylons, or other delineating devices to support physical distancing.
- Respect and monitor City of Ottawa park closures and rules for Morrison Park, including play structures, swings, and splashpad, tennis courts, baseball diamond, cohort numbers, etc...

To ensure safety during transitions, AcadeCap Team Members are to:

- Maintain Team Member/student ratios in the playground/park and during transitions to and from the playground.
- Team Members wear yellow and orange safety vests, carry a first aid kit, radio, sanitizing kit consisting of tissues, extra masks, hand sanitizer, their eye protective goggles or visor for a required close contact, and a key.
- Apply physical distancing rules during transition to and from the playground, noting that physical safety near the road takes precedence to physical distancing.
- All individuals are to wear masks at all times during the transitions.

Playgrounds are used as outdoor classrooms during instructional hours on fair weather days:

- One outdoor classroom is portable, with chairs and tables that can be set up as needed and the other is permanent.
- Cohorts make staggered use of the two designated outdoor classrooms; ensuring distancing, proper hand washing and sanitization of furniture and shared items after each use.

## ACK-L2.5 PRACTICES FOR FIRE DRILLS AND LOCKDOWN DRILLS

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The current Emergency Operations Policy and Evacuation Plan is followed with the exception that during the monthly fire drills, a simultaneous drill does not occur. Cohorts practise exiting the school and walking to the meeting location such that physical distancing is maintained, hand hygiene before and after is completed, the number of people in the stairwells or at the meeting location is limited to the cohort, and masks are continuously worn. In case of an actual fire, students exit simultaneously, using the nearest exit.

Lockdown drills occur within cohorts, following physical distancing, hand hygiene and mask wearing practices. Discussions and/or visual demonstrations are substituted for actual evacuations from the school.

## ACK-L2.6 PRACTICES FOR SUNSCREEN

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\*Amends the Medication Administration Policy

In addition to the current Sunscreen policy:

- Each student is to have their own bottle of sunscreen that is provided by the family.
- Siblings are not to share bottles.
- Where possible students are encouraged to apply their own sunscreen.
- Team Members may help a student that requires sunscreen application; however, they must add a face shield and exercise proper hand hygiene when doing so (for example washing hands before and after application).

## ACK-L2.7 PRACTICES FOR WASHROOM ROUTINES

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In addition to the current policy on washroom routines:

- Washroom routines are not to cause cohorts to mix.
- Washrooms are to be sprayed with Microband every 45 minutes or after use.
- Thorough cleaning of washroom touch surfaces must be completed and documented on the **Cleaning and Sanitizing Log Form**.

## ACK-L2.8 PERSONAL PROTECTIVE EQUIPMENT(PPE)

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The AcadeCap Team Members ensure that the appropriate PPE is used by staff and students and that PPE is worn appropriately to ensure the safety of staff and students in AcadeCap. Efforts to mitigate possible social barriers to compliance with individual COVID-19 infection control practices include donations of PPE and hand sanitizer from parents and the school to those in need.

*ACK-L2.8.1 Team Member PPE provided by AcadeCap includes the following:*

- KN95, CAN95, or N95 mask indoors; ASTM level 2 or 3 outdoors
- a face shield visor or goggles for close contact work
- scrubs (optional)
- gowns (disposable or washable)
- gloves during care of students or doing an activity

*ACK-L2.8.2 Parents/ Guardians Personal Protective Equipment (PPE)*

Parents/Guardians are to wear a mask at drop off and pick-up.

*ACK-L2.8.3 Students PPE*

- Students JK to grade 3 wear an ASTM level 2 or 3 mask
- Students Grade 4 and up wear KN95, CAN95, or N95
- All students must have a face shield or goggles for use during close contact work
- Students are expected to wear a cleaned uniform every day.
- Students receive training on how to use PPE

Masks with exhalation valves or vents are **not** recommended. This is because they allow infectious respiratory particles to spread outside the mask. These masks do **not** protect others from COVID-19 or limit the spread of the virus.

*ACK-L2.8.4 Mask and Face Shield Use*

The AcadeCap Team Members must ensure the following:

- All Team Members must follow the OPH guidelines regarding the use of masks.
- All Team Members wash hands before donning the mask and before and after removing the mask.
- Keep in mind that masks may render instruction to a student difficult for them to hear or understand. Also, without being able to see your mouth, facial cues are lost on some students.
- Face shields are to be added by all persons when in all group work situations.
- Face shields and masks are labeled and properly maintained and stored when not in use (as per the manufacturer guidelines).
- Replace broken masks and shields.

Masks

[https://www.ottawapublichealth.ca/en/public-health-topics/masks.aspx?utm\\_source=OPH&utm\\_medium=Friendly\\_URL&utm\\_campaign=Coronavirus&utm\\_content=Friendly\\_URL](https://www.ottawapublichealth.ca/en/public-health-topics/masks.aspx?utm_source=OPH&utm_medium=Friendly_URL&utm_campaign=Coronavirus&utm_content=Friendly_URL)

COVID-19 Public Resources

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus/public-resources>

#### ACK-L2.8.4 Plexiglass/Lexan dividers

- Use plexiglass/Lexan dividers at every student and Team Member desk, group tables, and other areas, as an extra preventative measure.
- Students may remove their mask and/or shield when sitting properly behind the divider during scheduled, supervised and limited break times, such as for eating and drinking. Masks must be worn at all other times.

#### ACK-L2.9 ACADECAP RAPID ANTIGEN TESTING FOR EMPLOYEES

For the 2021-2022 school year, AcadeCap is implementing a Rapid Antigen Testing Programme for pre-screened asymptomatic employees. The Programme is voluntary, except in the case of non immunized employees. See section ACK-L2.10. For more information see the AcadeCap Rapid Antigen Testing Policy and Practices.

#### ACK-L2.10 ACADECAP STATEMENT ON COVID-19 VACCINATIONS

AcadeCap Team Members, student placements, frequent visitors, and other professionals that deliver services at AcadeCap undertake one of the following:

1. Provide proof of full vaccination against COVID-19; OR
2. Provide a formal/official documented medical reason for not being vaccinated against COVID-19; OR
3. Participate in an educational program approved by the Ministry of Education.

Individuals who are not immunized, including those with medical reasons, will be required to complete regular COVID-19 testing as directed in provincial guidance.

AcadeCap also encourages all eligible community members to receive their COVID-19 vaccination doses according to government guidelines.

Starting on Wednesday August 18, all children turning 12 years old before the end of 2021 will be eligible for their first dose of COVID-19 vaccine. For more information, please see the AcadeCap COVID-19 Immunization Disclosure Policy.

AcadeCap follows government recommendations related to vaccinations and quarantines. AcadeCap reserves the right to implement practices above and beyond those required by the government.

## ACK-L3 REGISTRATION AND ENROLLMENT

### ACK-L3.1 PRIORITIES

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The first priority is the current families under contract. Subsequent registrations are accepted on a first come first served basis depending on availability of spaces. Registration quotas have been set to account for physical distancing. These changes to the policies are communicated to families upon registration.

### ACK-L3.2 FEES

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AcadeCap is prohibited from charging fees to parents if they do not have access to a space or decide not to accept a space. New student enrollment fees increase according to the annual fee schedule.

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## ACK-L4 FOOD AND BEVERAGES

### ACK-L4.1 FOOD AND BEVERAGE PREPARATION

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AcadeCap Team Members are to ensure that:

- Snacks and lunch are brought from home (no microwave available).
- Hot lunch and/or pizza are prepared in individual containers for each student registered in the lunch program.
- Hot lunch and/or pizza are handled by a designated Team Member.
- Students bring two labeled and filled water bottles; Team members bring filled water bottles.
- Students neither prepare nor provide food to be shared with others.
- Proper hand hygiene is practiced by Team Members handling food.
- Caterers are permitted to enter the building (must be screened and documented on the visitor log, and don an KN95 or N95 mask) in order to drop off food.

### ACK-L4.2 FOOD AND BEVERAGE CONSUMPTION

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All Students and Team Members ensure that:

- There is no self-serve or sharing of food at meal/snack times.
- Utensils cannot be used to serve or prepare food.
- Student meals/snacks are served in individual portions.
- No items are to be shared (i.e., serving spoon or salt shaker).
- Containers are to be discarded after use or taken home /No dishwashing onsite.
- Cutlery is to be brought from home and taken home for washing. A spare set is recommended.
- No drinking from the water fountain is allowed. All water fountains are blocked off with caution tape and are not to be used.
- Students and Team Members practice physical distancing while eating and eat at their desks behind plexiglass/Lexan dividers.
- Proper hand hygiene is practiced for all individuals before and after eating.

## ACK-L5 STAFFING

### ACK-L5.1 COHORTS

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- Team Members are assigned to a cohort for the term/semester.
- Team Members limit their movement between rooms, only doing so when absolutely necessary.
- Supply Team Members are assigned to specific cohorts for the week.

### ACK-L5.2 CERTIFICATION IN STANDARD FIRST AID TRAINING, INCLUDING INFANT AND STUDENT CPR

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Team Members are required to have valid certification in first aid training including infant and student CPR. Extensions for renewal deadlines may apply dependent on Ministry of Education guidance.

### ACK-L5.3 TEAM MEMBER AND STUDENT TRAINING

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- All Team Members are trained annually or as needed to ensure they are aware of and can implement the updated policies and procedures, including the COVID policies and procedures.
- All Team Members are aware of the signs and symptoms associated with COVID-19. Use the following document for reference: <https://www.toronto.ca/home/COVID-19/COVID-19-what-you-should-do/COVID-19-have-symptoms-or-been-exposed/?accordion=know-the-symptoms>
- All Team Members are trained at the beginning of their contract and annually at the beginning of the year, with refreshers on an as needed basis for all COVID-19 safety practices and the proper use of personal protective equipment, including but not limited to gloves, masks, and shields.
- A monthly classroom safety checklist is filled in by teachers and administration to ensure safety procedures are being followed. Spot checks are done on a regular basis.
- A classroom hazards checklist is completed at the beginning of the year and on an as needed basis.
- Mandatory attendance at training sessions is required and the initial training takes place over 2 days.
- At the beginning of the year students receive training on all COVID-19 safety practices. Refreshers are provided on a monthly basis or as needed.

### ACK-L5.4 SUPPLY TEAM MEMBERS

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#### *ACK-L5.4.1 Prior to supply Team Members (includes KRSS Services Program helpers) being placed at AcadeCap*

- KRSS Services tests all its Program Helpers for COVID-19 prior to returning to work.
- KRSS Services ensures that Program Helpers sign off on a declaration of health which outlines symptoms to be aware of and to sign off on KRSS Services policies and protocols. These new policies and protocols are a summary of the AcadeCap protocols and policies.
- KRSS Services ensures that Program Helpers are given training on how to wear a mask effectively and provide proof of a reusable mask and face shield used to travel to work and used in schools.



#### *ACK-L5.4.2 Practices for Supply Team Member Screening*

- All Supply Team Members are screened daily to determine if they are able to work. The screening consists of questions about their general health and the general health of people in their personal lives and any allergies that could mimic symptoms of a common cold like hay fever.
- The Greeter takes the temperature of supply Team Members upon arrival 30 minutes before the assigned shift and findings are submitted to KRSS Services before the supply teacher can begin their shift.
- All supply Team Members have with them a mask to wear when out in public e.g. on their way to and from work and have with them a face shield that they may wear on the discretion of each individual employee and or AcadeCap.
- Supply Team Members are told where to store their belongings at the time of entry.
- Supply Team Members are asked to minimize bringing personal belongings into AcadeCap and are asked to bring no more than a knapsack that is well labelled.
- Supply Team Members are to arrive early to AcadeCap so screening can be performed prior to entry.
- Supply Team Members are allowed to assist in only one cohort per day.
- Supply Team Members have their break inside the building, following the proper social distancing protocol.
- Supply Team Members are not encouraged to leave at lunch time but if they do, they are required to wear proper protection while outside and are re-screened by the designated Greeter upon return.
- KRSS Services returns the same Supply Team Member that last worked in a cohort unless the Director deems the Program Helper is not a good match for that cohort. KRSS Services does its best to work with AcadeCap and the Program Helper so we can minimize placing new Program Helpers in a cohort and maximize on returning Program Helpers to the same cohorts.
- Supply Team Members are not permitted to screen students, parents and or Team Members or to walk students to and from the school during parent pick-up and drop off times.
- If AcadeCap requires a Supply Team Member to assist in disinfecting educational materials and the room and furniture may do so however, KRSS Services needs to be told at the time of the staffing request so we can properly inform our employee. This is allowed only for one cohort during their shift.
- AcadeCap is to notify KRSS Services immediately if a KRSS Program Helper(s) develops or was in contact with a Team Member or student who has any of the following symptoms:
  - Fever and or chills
  - Cough including croup, not related to other causes
  - Shortness of breath
  - Decrease or loss of smell or taste not related to other known causes or conditions.
  - Sore throat
  - Stuffy nose and or runny nose
  - Headache that is new and persistent
  - Nausea, vomiting and /or diarrhea
  - Fatigue, lethargy, muscle aches or malaise.

If a Supply Team Member needs to be isolated, KRSS Services treats this as a serious occurrence and relevant parties are notified promptly.

KRSS Services keeps AcadeCap notified of any changes to their policies as restrictions are lifted by Ottawa Public Health and Ontario Ministry of Education during phase two, three and the recovering phase.

## ACK-L6 FIELD TRIPS/EXCURSIONS

### ACK-L6.1 FIELD TRIPS/WALKING TRIPS

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Field trips are permitted. Walking trips are encouraged and the current policy in terms of safety procedures and COVID-19 safety practices remains in effect. Cohorts must not mix if shared transportation is used. Seating must be physically distanced, masks worn, attendance taken and seating arrangement recorded for contact tracing purposes.

### ACK-L6.2 SPECIAL VISITORS

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Visitors are admitted on a case-by-case basis. Pre-screening and confirmation of successful screening is required. Visitors are required to wear a KN95 or N95 mask when in the school. Frequent visitors, such as catering and janitorial contractors may be asked to disclose vaccination status and/or undergo regular rapid antigen screening.

### L6.3 OSSD OFF-SITE PRIVILEGES

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At this time, PSSP and OSSD off-site privileges are not permitted. There is no ordering of lunches to be delivered onsite. We may assess re-establishing off site privileges at a later date.

## ACK-L7 APPENDIX: NEW AND UPDATED POLICIES

### ACK-L7.1 SICK CHILD POLICY

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Revised: July 2020, Second Revision April 2021. Second Revision August 2021.

1. As per the Ottawa Public Health Department guidelines a student cannot attend School if they have the following symptoms:

If the student presents with any COVID-19 symptoms, the Ottawa Public Health protocol for exclusion/testing are followed. Please see section ACK-L2.3

Primary symptoms are:

- Fever and or chills (equal to or greater than 101°F/ 37.8°C)
- Cough including croup, not related to other causes
- Shortness of breath
- Decrease or loss of smell or taste not related to other known causes or conditions.

Secondary symptoms are:

- Sore throat
- Stuffy nose and or runny nose
- Headache that is new and persistent
- Nausea, vomiting and /or diarrhea
- Fatigue, lethargy, muscle aches or malaise.

2. If any of the above symptoms develop while the student is at home, please keep your student at home and notify AcadeCap of your student's symptoms.
3. As per the Ottawa Public Health Department's Communicable Disease Policy, there are communicable diseases, which require an infected student to remain at home for a period of time. These diseases include but are not limited to:
  - COVID-19
  - Bacterial Conjunctivitis (Pink Eye)
  - Impetigo
  - Pertussis (Whooping Cough)
  - Scabies
  - Strep Throat
4. Please refer to the Ottawa Public Health Department's Communicable Disease Policy for a complete list of diseases that require exclusion.
5. All parents are informed of any incidences of confirmed communicable diseases at AcadeCap and are asked to watch for symptoms in their student.
6. In the event of an outbreak, Ottawa Public Health may order the temporary exclusion of students until the risk related outbreak has ended.

7. AcadeCap's policy is if a student is too ill to go outdoors at recess time, he/she cannot be at AcadeCap. Students are not permitted to stay inside, as staffing does not allow for this. Parents are asked to either keep their student at home or to make other arrangements if he/she is ill.
8. Should a student of a particular cohort fall ill with a communicable disease, the whole cohort may need to self-isolate. OPH directions are followed.

#### *ACK-L7.1.2 Self Attestation Prior to Return to School*

After a COVID-19 related self-isolation period for any reason and prior to a student or staff returning to school, the parent or Team Member may be asked to provide a completed and signed self-Attestation form.

<https://www.ottawapublichealth.ca/en/resources/Student-Return-to-School-Attestation.pdf>

### **ACK-L7.2 HAND HYGIENE RECOMMENDATIONS**

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Revised: July 2020

1. Proper hand hygiene by staff, educators, parents and students is an important strategy to prevent the spread of infection at the school.
  - [Ottawa Public Health -How to Hand Wash](#)

<https://www.publichealthontario.ca/en/videos/ipac-handwash>

2. Keeping young student's hands clean is a challenging task, as they are constantly touching various objects and subsequently placing their hands in their mouths. When experiencing an outbreak (COVID-19) it is important to perform and promote frequent, proper hand hygiene. All staff and students receive training on proper hand hygiene and respiratory etiquette.

3. AcadeCap Team Members ensure that:

(1) Everyone in AcadeCap washes their hands with liquid soap and running water for at least 20 seconds, or if liquid soap and water are not available and hands are not visibly dirty, rub their hands with 60-90% alcohol-based hand sanitizer until they are dry.

(2) Hands of Team Members and students are washed frequently throughout the day, including, but not limited to:

- upon entering and exiting AcadeCap,
- before and after handling food,
- before and after dispensing medication,
- before and after using the washroom facilities,
- before and after handling an animal,
- after caring for a sick student (e.g., after wiping a student's nose),
- after cleaning and disinfecting,
- after coughing and sneezing,
- after a person coughs or sneezes nearby,
- after touching one's face or nose,
- after doing a hands-on activity,
- and after hands have become contaminated in any way.

(3) Perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub for students.

(4) Avoid touching your eyes, nose, and mouth unless you have just cleaned your hands. Clean hands again after touching eyes, nose, and mouth.

(5) Practice good cough and sneeze etiquette by coughing or sneezing into a sleeve or into a tissue. Discard used tissues immediately and clean your hands.

(6) Ensure that an adequate supply of liquid soap, paper towels and garbage containers for discarding contaminated items such as used tissues is always available.

(7) Ensure that frequently touched surfaces/items in the student care environment are cleaned and disinfected at least daily, or in the case of shared objects, after each use.

(8) Ensure that frequently touched surfaces/items in the student care environment are cleaned and disinfected at least twice daily when experiencing an outbreak (COVID-19).

(9) Teach the student to wash their hands often and well, such as before and after eating, after using the toilet or potty, after playing with shared toys, after coughing, sneezing or blowing their nose, or after touching animals.

4. When washing a student's hands do the following:

- Wash your own hands as outlined above before washing the student's hands.
- Wet a paper towel with water and a small amount of liquid soap.
- Rub the student's hands for 20 seconds.
- Rinse under running water.
- Dry hands with a paper towel.

5. Cleaning young student's hands with hand sanitizer

(1) Washing with soap and water is the preferred method of cleaning young student's hands but it is not always possible. Hand sanitizers that are 60-90% alcohol-based should not be used as a routine practice for students, but can be used when soap and water are not available, such as when students are away from the school.

(2) It is important that student care staff:

- Supervise students at all times when using hand sanitizers.
- Keep hand sanitizers out of the reach of students.
- Only use a hand sanitizer if there is no visible dirt on the hands. If dirt is visible, hands are washed with soap and water.
- Clean/sanitizer your hands first.
- After you have cleaned your hands, place a dime size drop of hand sanitizer on your own hands.
- Rub student's hands until dry (at least 20 seconds).
- For older students, place a dime-sized drop of alcohol-based hand sanitizer on their own hands and encourage them to rub them together **until dry**.

6. Routine practices describe specific procedures that are used at all times to protect staff and others from the transmission of infections. These practices include the cleaning and protection of self (i.e., hand washing, use of gloves and covering open sores) and the cleaning and sanitizing of the environment (i.e. cleaning of toys or wiping up blood spills).

(1) Most infections are transmitted by hands. Proper hand washing by staff and students at AcadeCap greatly reduces the transmission of infections.

(2) Hands must be washed:

- upon entering the school
- before and after handling food
- before and after using the washroom facilities
- before and after giving medication
- after caring for a sick student (i.e., after wiping a student's nose)
- after cleaning and sanitizing
- after using gloves
- after coughing and sneezing
- after a person coughs or sneezes nearby
- after touching one's face or nose
- after doing a hands-on activity
- before and after moving locations (library, music, recess, etc.)
- before and after handling school pets (no pets are allowed for now except fish).

## ACK-L7.3 OUTBREAK AND CASE MANAGEMENT AND REPORTING PRACTICES

Date: July 2020, Revised September 2020, Second Revision October 2020, Third Revision April 2021.  
Fourth revision August 2021

**Policy:** When cases of outbreak (COVID-19) occur, Ottawa Public Health works closely with AcadeCap to implement appropriate infection control measures, manage contacts, and to provide education and direction as needed. Prompt reporting of suspected or confirmed cases of outbreak (COVID-19) is crucial to ensure the implementation of control measures that can minimize the risk of further transmission or spread of the infection at AcadeCap.

**Rationale:** Ottawa Public Health (OPH) guidelines express the importance of AcadeCap to collaborate with them in order to ensure the prevention, early detection and control of infectious diseases.

**Definition of COVID-19 Outbreak:** An outbreak in a school is defined as two or more lab-confirmed COVID-19 cases in students and/or staff in a school with an epidemiological link, within a 14-day period, where at least one case could have reasonably acquired their infection in the school (including transportation and before or after school care).

### Practices:

1. AcadeCap Administrators report Outbreaks to Ottawa Public Health:

- When a student or staff has a suspected case of COVID-19. OPH provides specific advice on what control measures are to be implemented to prevent the potential spread and how to monitor for other possible infected staff members and students.
- When there are three (3) or more cases of gastrointestinal (GI) illness (student and/or staff) within a program, group, or the entire AcadeCap in a three (3) day period, even if the cases occurred at home. OR
- If there are one (1) or more cases of a reportable enteric (intestinal) disease in AcadeCap. OR

- If there is a > 10% absenteeism due to illness within a program or the entire AcadeCap on one day.
  - If an outbreak is suspected or you are certain you have an outbreak, call Ottawa Public Health Outbreak Reporting Line at **613-580-6744 ext. 26325**, Monday-Friday from 8:30-4:30 or **3-1-1** after hours.
2. AcadeCap Administrators use the Ministry online COVID-19 reporting tool to report to the Ministry of Education:
- Any absences related to confirmed cases of COVID-19 within the school community (on a daily basis)
  - Up-to-date attendance records and contact information (within 24 hours of the request).
3. AcadeCap Team Members are to use the following Outbreak (COVID-19) Control Measures:
- Clean and disinfect commonly touched surfaces and common areas daily or when visibly soiled.
  - Post signs to alert staff and parents/guardians of increased absenteeism or outbreaks.
  - Clean and disinfect toys and play areas regularly and when visibly soiled.
  - Keep ill students in a separate supervised area until a parent/guardian takes them home.
  - Exclude ill students and staff.
  - Be diligent to perform hand hygiene.
4. Guidelines for AcadeCap Team Members to exclude ill students and/or staff during Outbreaks  
See also section ACK-L2.3. We contact OPH and follow their guidance. Students and/or staff stay home when they have:
- A suspected or confirmed case of COVID-19, OPH protocol for exclusion is followed.
  - Symptoms of an enteric (intestinal) illness, including vomiting and/or diarrhea, and until their symptoms have been resolved for at least 48 hours.
  - Symptoms of a respiratory illness (other than COVID-19), including fever, cough, sore throat, congestion, runny nose, or sneezing until they are fever free for 48 hours and feeling better without the use of medication.
  - Other symptoms as described in the **Guidelines for Communicable Diseases and Other Student Health Issues for Schools and Student Care Centres**
    - [https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/cd\\_guidelines\\_ccc\\_en.pdf](https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/cd_guidelines_ccc_en.pdf)
  - During an outbreak (COVID-19), staff must be vigilant about monitoring students for symptoms of illness. Students returning to AcadeCap after illness are able to resume all regular activities.
  - Children can return to school if they have completed their 10 days of self-isolation, have no fever (without use of fever reducing medications) and their symptoms have been improving\* for 24 hours (48 hours if the symptoms were vomiting and/or diarrhea). Isolation may be extended beyond 10 days, if directed by OPH.
  - If you have COVID-19 like symptoms go for testing immediately.
  - If you do not have COVID-19 like symptoms, but are a high-risk contact, OPH advises you to get tested 7 or more days after your last contact with the person that tested positive for COVID-19. This date is included in the automated message from OPH. Testing is available by appointment ONLY at all testing sites. Please visit the OPH [Testing](#) page for more information.

4. AcadeCap Team Members are to implement the following cleaning and disinfection practices during an Outbreak (COVID-19):

- (1) Routine cleaning and disinfection are essential to prevent the spread of germs.
- (2) During outbreaks, you need to take additional measures, including but not limited to the following:
  - Clean and disinfect frequently touched surfaces at least twice a day or when visibly soiled.
  - Avoid sensory play during outbreaks (water or sand activities, use of play-dough, etc.)
  - Remove shared items such as toys that cannot be easily cleaned and disinfected for the duration of the outbreak.

5. AcadeCap Team Members are to ensure Hand Hygiene during an Outbreak (COVID-19):

- (1) Hand hygiene is essential for all staff and students to prevent the spread of germs. Students are supervised when performing hand washing to ensure that it is done properly.
- (2) Hand washing must be done more frequently during outbreaks:
  - Ensure that hands are washed with liquid soap and running water for at least 20 seconds if visibly soiled.
  - If liquid soap and water are not available and hands are not visibly dirty, rub their hands with 60-90% alcohol-based hand sanitizer until they are dry.

6. AcadeCap Administrators ensure the appropriate signage during an Outbreak (COVID-19)

- (1) Appropriate notices and posters are to be used according to the OPH and Ontario guidelines.
- (2) Signs are posted at all entrances to advise parents/guardians, and visitors of an outbreak at AcadeCap.

## ACK-L7.4 ROUTINE PRACTICES TO PREVENT INFECTION SPREAD

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Revised: July 2020

1. Routine practices are used to prevent the spread of infections by direct or indirect contact with infected blood or body fluids.
2. The following are procedures to prevent the spread of infections:
  - Wash hands, for at least 20 seconds with warm soapy water, after each contact with potentially contaminated articles, blood or body fluids.
  - Wear gloves but do not delay in providing first aid if gloves are not at hand. Care for injured students immediately.
  - Minimize the number of staff and students who are exposed to blood.
  - Use disposable wipes (paper towel) to clean the student and control bleeding.
  - Protect broken skin (cuts, abrasions, eczema) found on Team Members and students from contact with blood or saliva by covering with a bandage or clothing.
  - Remove mouthed toys from a student for cleaning and sanitizing before giving to another student.
  - Use only water to clean the mouth, nose, or eyes.
  - Wash any visible blood off the skin of others with warm soapy water.
  - Remove blood-stained clothes from the student, pack in double plastic bags and return to the parent for laundering.



- Discard contaminated materials and gloves in double plastic lined garbage containers.

3. AcadeCap Team Members must follow this sanitizing procedure:

- A contaminated surface or object must be cleaned with soap and water prior to sanitization with a Health Canada approved product.
- Disposable towels are used to remove blood or body fluid spills.
- Leave the sanitizing product in contact with the surface/object for at least 1 minute.
- Wipe the surface dry or rinse or allow to air dry.
- Clean floor mop with soap and water, sanitize using an approved product, wring as dry as possible and then hang to dry.
- Discard all contaminated clean-up materials (e.g., paper towels) in double plastic bags.
- Dispose of contaminated sanitizing solution into the drainage system after each use.
- Glassware, utensils, or dishes are to be washed then sanitized using the commercial sanitizing machine. If the dishwasher is not available, you are to use the “3 sink method” of wash, rinse and sanitize. Use a bleach sanitizing solution of 1:10 and let soak for at least 45 seconds. Let dishes air dry.

## ACK-L7.5 CLEANING AND DISINFECTION ROUTINES

Revised: July 2020

In following recommendations made by Ottawa Public Health, frequently touched surfaces and items are cleaned and disinfected frequently (daily) to limit the potential spread of germs. When the School is experiencing an outbreak (COVID-19), cleaning and disinfection of frequently touched surfaces and items must occur at least twice daily & when visibly dirty.

### **General Frequently Touched Surfaces:**

- ☐ Door knobs/frames/handles/other frequently touched areas on doors
- ☐ Cubbies/storage bins for students
- ☐ Tables/chairs/counter tops
- ☐ Light switches
- ☐ Keypads
- ☐ Water fountains (not to be used during outbreak)
- ☐ Toilet handles
- ☐ Soap dispensers
- ☐ Paper towel dispensers
- ☐ Shared equipment (such as toys, sports equipment, laptops, iPad/tablet, etc.)
- ☐ Telephones
- ☐ Office Equipment (keyboards, printers, mouse, etc.)

### **Class Rooms including iSTEAM, Computer, and Music:**

- ☐ Tables/chairs
- ☐ Counter tops
- ☐ Shelving units
- ☐ Bins
- ☐ Sensory bins/water tables (not to be used during outbreak)
- ☐ Art Items (easels, scissors, markers, bins, etc.)

- ☐ Specialized equipment: computer, shared instruments

**Gym:**

- ☐ Shared gym equipment
- ☐ Mats
- ☐ Shelving units
- ☐ Benches

**Kitchen:**

- ☐ Food preparation areas and equipment
- ☐ Counter tops
- ☐ Taps/faucets
- ☐ Soap dispensers
- ☐ Paper towel dispensers
- ☐ Fridge handles
- ☐ Cupboard/drawer handles
- ☐ Dish Sanitizer handles
- ☐ Microwaves/toaster ovens
- ☐ Coffee machines/kettles

**Student and Adult Washrooms:**

- ☐ Stall doors and handles
- ☐ Paper towel dispensers
- ☐ Soap dispensers
- ☐ Taps/faucets
- ☐ Flush handles
- ☐ Toilet seats

**Office:**

- ☐ Tables/Chairs
- ☐ Drawers/cupboards & handles
- ☐ Shared Equipment (telephone, laptops, iPad, photocopier, buzzer, laminator, hole punch, stapler, paper cutter)
- ☐ Shared binders (policy binders etc...)

**Outdoor Playground**

- ☐ Toys
- ☐ Playhouse
- ☐ Balls
- ☐ lock and gate

## ACK-L7.6 MANDATORY AND VOLUNTARY SELF QUARANTINE/ISOLATION FOLLOWING TRAVEL POLICY

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Date: July 2020, Revised August 2021

**Please also see International Student Readiness Package for details regarding International Student Pre-arrival, arrival, quarantine and post-arrival practices.**

**Policy:** AcadeCap respects and follows the state of emergency protocols, quarantine requirements, and travel advisories of Canada, Ontario, and Ottawa.

**Rationale:** The Quarantine Policy is put in place to ensure the safety of AcadeCap Team Members and students and to reduce the spread of COVID-19 in AcadeCap and community.

**Note:** Please also see International Student Readiness Policy (ACK-L7.8) and International Student Readiness Package (ACK-L9) for procedures specific to International Students pre-arrival, arrival, and Quarantine.

### **Practices:**

The AcadeCap Administrators ensure the following:

1. Upon return from travel to a country or province in phase 1 or 2 of the pandemic, Team Members, parents/guardians, and students are requested to follow Provincial and Federal guidelines regarding self-isolation.
2. In cases where the period of self-isolation impacts school attendance, Team Members and parents are required to schedule a meeting with AcadeCap/AcadeCap Director or designate preferably prior to their travel to discuss work arrangements (for Team Members) and learning opportunities (for students) during the subsequent self-isolation period.
3. Team Members and parents are encouraged to avoid travel that results in self-isolation periods coinciding with scheduled school days.
4. AcadeCap/AcadeCap considers arrangements on a case-by-case basis and these may differ for individuals depending on the staff employment contract details, reasons for travel, and the student's grade level and course registration for the period in question.
5. Staff arrangements may include the following: unpaid leave, hiring of a supply teacher, and/or work from home via tele-learning. The Director reserves the right of final decision on staff arrangements. Abuse of this arrangement may result in termination.
6. Student arrangements may include tele-learning, an independent study project, choice boards or nothing. The Director reserves the right of final decision on student arrangements. These arrangements are made in consultation with the student's teacher.

For more information on self-isolation please refer to the Quarantine Act <https://laws-lois.justice.gc.ca/eng/acts/q-1.1/page-1.html>

## ACK-L7.7 COMMUNICATION DURING PANDEMIC

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Date: July 2020, Revised September 2020, Second revision August 2021.

ACKI1 and ACK-F Communications policies and practices remain in effect with the following additions:

### *ACK-L7.7.1 Regular Daily, Weekly, Monthly, Annual Communication*

**Policy:** During the period of COVID-19 pandemic, AcadeCap communication methods are adapted as much as possible to minimize in-person meetings and gatherings.

#### ACK-L7.7.1.1 Communication between Staff

- Staff meetings are conducted virtually via Google Meet when possible.

#### ACK-L7.7.1.2 Communication with Parents

- Registration and information are exchanged via email with the main contact being [info@AcadeCap.org](mailto:info@AcadeCap.org)
- Administrative and financial matters are addressed through [finance@AcadeCap.org](mailto:finance@AcadeCap.org)
- Parent Meetings are done by Google Meet, including but not limited to:
  - Intake form/intake interview
  - Progress reports and teacher-parent interviews
  - Course selection meetings (OSSD)
  - End of term 3-way conferences
  - Open houses
  - Village meeting and curriculum nights

### *ACK-L7.7.2 Notifications and Communication related to COVID-19: Outbreaks, AcadeCap Closure Updates, etc.*

**Policy:** AcadeCap follows the protocols established by the Ministry of Education and Ottawa Public Health regarding notification of COVID-19 related illness and outbreaks.

#### **Practices:**

- Parents receive a summary of the ACK-L COVID-19 Policies and Practices prior to reopening and/or upon enrollment and can request a full version at any time.
- Parents can access a link to the full ACK-L COVID-19 Policies and Practices from the website. <http://www.AcadeCap.org/>
- Parents sign a COVID-19 waiver/consent/acknowledgement of risk prior to returning onsite to AcadeCap after reopening and each following year of the pandemic.
- Notification chart assists parents and staff in deciding when to notify.
- Pick-up requests for ill students are sent by email and/or phone.
- Notification of COVID-19 risk and outbreak is posted at the AcadeCap entrance.
- Parents receive email updates of changes to AcadeCap COVID-19 policies and practices as soon as possible.
- Parents are notified by email as soon as possible of a suspected and/or confirmed COVID-19 case or outbreak at AcadeCap and are given further instructions at that time.

- Parents are notified by email of AcadeCap closures and/or changes to programming schedule and delivery, as soon as possible.
- A designated staff member will ensure notifications are sent in a timely fashion.

Please see ACK-L 2.3 and the Outbreak Policy in the Appendix for further details.

#### *ACK-L 7.7.4 Advisory Section of the Website*

A COVID-19 advisory section is added to the website so that information can be publicly posted for:

- Confirmed cases of COVID-19 that involve a student, a quarantining international student, or a staff member in a school setting.
- Notice of any closures of class, cohorts, or the whole School.

There is no requirement to post information if a family member or household member has a confirmed case. Students and staff are not identified by name.

#### *ACK-L 7.7.5 Parent/ Staff/ AcadeCap Email Notification*

##### **Parents to Notify AcadeCap when:**

- Student at home has symptoms and/or is self-isolating
- Absentees for any reason, please provide the reason
- Family member at home ill with COVID-19 symptoms suspected or confirmed with testing  
**(Not required but highly recommended to report)**
- Results of Student's COVID -19 test are available
- Someone from a group you belong to has a suspected case or confirmed case. For example, you have a child at another school or your workplace has a suspected or confirmed case etc. **(Not required but highly recommended to report.)**

##### **AcadeCap to Notify Parents and Team Members when:**

- Student or Team Member is ill with at least one symptom and is sent home
  - student's parents
  - all Team Members
  - KRSS if applicable
- Confirmed case of COVID-19 for Team Member or student or newly arriving quarantined international student
  - all parents
  - all Team Members
- Suspected outbreak of COVID-19 or other communicable disease
  - all parents
  - all Team Members
- Confirmed outbreak of COVID-19 or other communicable disease
  - all parents
  - all Team Members
- Updates regarding closures, scheduling, and programming changes
  - those affected

## ACK-L7.8 PRIVATE SCHOOL INTERNATIONAL STUDENT READINESS POLICY

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AcadeCap has received Federal and Provincial approval to welcome international students for onsite instruction during the 2021-2022 school year.

The full International Student Readiness Package can be found in Appendix ACK-L9 and consists of the following documents:

- AcadeCap COVID-19 Policy and Practices (this document)
- International Student Safe Travel, Arrival and Quarantine Guide
- International Student Self-Isolation Tool Kit
- Appendix 1: Forms
  - Self-Isolation Plan Form
  - Self-Isolation Planning Assistance Agreement
  - Student Private School Attestation
  - Self-Isolation Plan Template
- Appendix 2: Covid -19 Information and Fact Sheets to Prevent Infection Spread

### ACK-L7.8.1 Quarantine Plan Overall Requirements

The Director ensures:

- Designated Team Member consults with Health Canada to enforce the *Quarantine Act* if there are any breaches during the mandatory quarantine period
- Physical distancing of all Team Members, students, international students and their co-arriving immediate family such that a minimum 2m distance is maintained at all times while at school and during the quarantine period
- All Team Members, students, international students and co-arriving family wear a face covering (i.e., non-medical mask) where physically distancing is not possible or required.
- Hand hygiene of all Team Members, students, international students and co-arriving family follows the protocols outlined earlier in this document
- Environmental cleaning follows the protocols outlined earlier in this document and the Public Health Ontario's 'Cleaning and Disinfection for Public Spaces' fact sheet  
<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html>
- All Team Members, students, international students and co-arriving family follow the protocols for daily symptom screening outlined earlier in this document plus in the International Student Readiness Guidelines
- International students and co-arriving immediate family members are informed of the legal requirement for a 14-day quarantine period and the consequences for breach of quarantine
- Communication of infections prevention and control strategies for students and Team Members as outlined earlier in this document

### There may be some exemptions for fully vaccinated travelers

- Fully vaccinated travelers, who are vaccinated with an accepted vaccine may qualify for exemptions from some of the quarantine and testing requirements.
- Learn more about [COVID-19 vaccinated travelers entering Canada](#).
- You must have a 14-day quarantine plan, even if you believe you meet the [criteria of being a fully vaccinated traveler](#).
- Submit their travel and contact information, including a suitable quarantine plan, electronically via ArriveCAN before boarding a flight to Canada;

- Provide proof of a negative COVID-19 molecular test taken within 72 hours before their scheduled departure time;
- a border services officer will make the final decision about whether you're exempt from the 14-day quarantine requirement.
- If you travel to Canada by air, part of your 14-day quarantine may include a [mandatory 3-day hotel stopover](#). However, the stop over may be exempted depending on circumstances.

#### *ACKL7.8.2 Pre-Arrival Plan Requirements*

The Director ensures:

- Pre-arrival communication is sent to arriving students and any co-arriving immediate family members, that includes:
  - An explanation of the need for students to sign an attestation or pledge confirming their understanding of their pre-arrival and quarantine requirements.
  - Encourages students and their family members to download the Government of Canada's ArriveCAN app prior to arrival.
  - Clearly details in full the post-arrival logistics after entering Canada, as included in Requirement 9
- Post-arrival logistics after entering Canada that fully detail:
  - Transportation from airport to their quarantine location
  - The requirement for a 14-day quarantine
  - Consequences for breaching quarantine that make specific reference to the federal *Quarantine Act*
  - How any medical care or testing will be facilitated as required during their quarantine
  - How any medical care or testing will be facilitated as required during their quarantine
- Details of additional costs and fees charged to international students if assistance with self-isolation planning is required.

#### *ACKL7.8.3 Quarantine Plan Requirements:*

The Director ensures:

- A transportation plan on how the arriving students and their family members will be traveling from their port of entry to their quarantine accommodations, that includes:
  - Protocols for students and co-arriving family members to be met by the school representative or designate at the point of entry
  - Protocols for students and co-arriving family to be provided, on arrival, with a new medical mask by the school representative and reminded to practice physical distancing and hand hygiene throughout travel.
  - Protocols for students and co-arriving family to be actively screened for signs and symptoms of COVID-19 prior to meeting the school representative at the port of entry
  - Protocols for students and co-arriving family to be taken to their quarantine accommodation in a private transportation arranged by the school and/ or student or family
  - Confirmation that there will be no planned or unplanned stops excluding urgent medical stops during travel to the quarantine site and that students and co-arriving family are expected to arrive at their accommodation directly from their port of entry. If requiring an unplanned and urgent medical care following arrival, en route to quarantine accommodations, the school representative should inform health care providers of the

quarantine status of the student (and their co-arriving immediate family) as they have recently arrived in Canada.

- Details of the quarantine accommodation options and all associated logistics, that include:
  - A description of the accommodation setting
  - Each student or student family unit having their own room with a private bathroom
  - Protocols for appropriate accommodations to properly support disabilities or other health conditions.
  - The details of logistics for supporting students and their family members with essential needs throughout the full duration of the quarantine period, that at a minimum must include:
    - Food and water
    - Medical care, inclusion testing
    - Mental health supports
    - Social supports
    - Phone or internet services
    - Environmental cleaning protocols
  - Assent and acceptance of quarantine location by the DLI prior to the international student and immediate family arrival and by the Government of Canada at the time and point of entry
- Protocols for encouraging students and their family members to self-monitor and use the ArriveCAN app for their daily symptom reporting
- Protocols to provide daily monitoring of the students and their immediate family for the duration of their quarantine, through phone calls, texts, or emails by the school representative or their designate for:
  - Development of new symptoms
  - Compliance with the quarantine
  - Ensuring their essential needs are met
- Protocols and mechanisms for students and their family members to notify the DLI representative or their host designate if they develop symptoms and require medical care, including COVID-19 testing.
- Protocols for implementing COVID-19 testing, arranged for by the school, of all students who have entered Canada prior to the start of their studies, as well as at any point during quarantine for symptomatic individuals
- Where testing will not take place in the same site as the quarantine, plans must provide full details of transportation to and from the testing site provided by the DLI that include provision of non-medical masks, any other personal protective equipment, social distancing, and protocols for limiting any unnecessary contact with any other person while outside of quarantine for testing purposes.
- Communication plans that provide COVID-19 resources and information to students and their families that are accessible (e.g., plain language, pictures, symbols, available as needed in languages other than English and French as appropriate by students)
- Definitions of protocols, roles and responsibilities for all School staff, representatives, and/or designates that include:
  - A Public Health Institutional Readiness Plan aka COVID Policy and Practices (this document)
  - Training on COVID-19 infection prevention and control practices, including how to use personal protective equipment as required as outlined in this document)



- Provision of personal protective equipment and other resources required to complete their tasks.
- Clear designation of custodian status and health care authorization/guardianship for students under the age of 18 years.

#### *ACK-L7.8.4 Post Quarantine Plan Requirements*

The Director ensures:

- Protocols for maintaining records of the student and their immediate co-arriving family's completion of the quarantine period.
- Protocols for ongoing communication and resources on COVID-19 provided to students following quarantine
- Protocols and mechanisms for ensuring that students and their immediate co-arriving family members have access to, or are linked to culturally appropriate:
  - Primary care health services
  - Mental health services and supports
  - Social services and community organizations as relevant to each student's needs

#### *ACK-L7.8.5 Outbreak Management Plan Requirements*

The Director ensures:

- An Outbreak Prevention and Management Plan (aka COVID-19 Policies and Practices document)
- The school's commitment and protocols to cooperate with Ottawa Public Health in their outbreak investigation and management.
- A clearly identified liaison acting as the point person to liaise with relevant authorities, (e.g. Ministry of Education, Ottawa Public Health)
- Protocols to identify and manage a potential case or a contact onsite for students and staff following quarantine, which includes but is not limited to:
  - Having a clear communication plan for its entire community (staff and students) on daily screening/symptom monitoring and staying at home when symptomatic;
  - Identifying nearby COVID-19 assessment centres where members can get tested;
  - In the event of a suspected or confirmed case on an onsite residential setting, there is a plan to ensure successful self-isolation of this individual, including provision of self-isolation facilities and essential services to support this isolation.
  - Confirmation that the school is prepared to continue providing all necessary quarantine supports should the student and/or their co-arriving family members require an extension of their quarantine period (i.e. because they become symptomatic with COVID-19 and/or tested positive).
  - Provision of all designated DLI staff with all necessary materials and supports to help students and their families successfully complete their quarantine.

#### *ACK-L7.8.6 International Student Record Keeping and Reporting Duties*

The Director will ensure that:

- Completed forms are kept in the international student's contract folder including but not limited to: Self Isolation Plan form, attestation form, completed daily screening forms, agreements for assistance and acknowledgement of receipt of welcome package
- Copies of all correspondence between international student and the school, related to the readiness period and during quarantine, and between the school and relevant government authorities related to travel and

the quarantine period including but not limited to records of progress through and successful completion of the quarantine period or extension of the quarantine period.

*ACK-L7.8.7 Administrator Checklist for Ensuring Inclusion of all Components of the Private School International Education Plan aka (Private School International Student Readiness Plan)*

<b>Section A: Overall Requirements for Quarantine Plans</b>	
1	Protocols to consult with Health Canada to enforce the <i>Quarantine Act</i> if there are any breaches during the mandatory quarantine period?
2	Protocols for physical distancing that include promoting staff and students to: <ul style="list-style-type: none"> <li>Practice physical distancing of minimum 2m at all times during the quarantine period and,</li> <li>Wear a face covering (i.e., non-medical mask) where physically distancing is not possible or required.</li> </ul>
3	Protocols for hand hygiene
4	Protocols for face covering (i.e. non-medical masks)
5	Protocols for environmental cleaning with specific references to Public Health Ontario's <a href="#">Cleaning and Disinfection for Public Settings</a> guidance document
6	Protocols for daily <a href="#">symptom screening</a>
7	Protocols for communicating infection prevention and control strategies to students and staff
<b>Section B: Pre-Arrival Plan Requirements</b>	
8	A pre-arrival communication that will be sent to arriving students and any co-arriving immediate family members, that includes:
8a	An explanation of the need for students to sign an attestation or pledge confirming their understanding of their pre-arrival and quarantine requirements.
8b	Encourages students and their family members to download the Government of Canada's ArriveCAN app prior to arrival.
8c	Clearly details in full the post-arrival logistics after entering Canada, as included in Requirement 9
9	Protocols for post-arrival logistics after entering Canada that fully detail:
9a	Transportation from airport to their quarantine location
9b	The requirement for a 14-day quarantine
9c	Quarantine accommodations and logistics
9d	Consequences for breaching quarantine that make specific reference to the federal <i>Quarantine Act</i>
9e	How any medical care or testing will be facilitated as required during their quarantine
10	Details any institutional policies established by the DLI for this group of students, including but not limited to additional costs and fees that may be charged to students in order to provide quarantine services.
<b>Section C: In-Quarantine Plan Requirements</b>	
11	A transportation plan on how the arriving students and their family members will be traveling from their port of entry to their quarantine accommodations, that includes:
11a	Protocols for students and co-arriving family members to be met by the DLI's representative or designate at the point of entry
11b	Protocols for students and co-arriving family to be provided, on arrival, with a new medical mask by the DLI representative or their host designate and reminded to practice physical distancing and hand hygiene throughout travel.
11c	Protocols for students and co-arriving family to be actively screened for signs and symptoms of COVID-19 prior to meeting the DLI representative at the port of entry
11d	Protocols for students and co-arriving family to be taken to their quarantine accommodation in a private transportation arranged by the DLI

11e	Confirmation that there will be no planned or unplanned stops excluding urgent medical stops during travel to the quarantine site and that students and co-arriving family are expected to arrive at their accommodation directly from their port of entry. If requiring an unplanned and urgent medical care following arrival, en route to quarantine accommodations, the DLI representative or host designate should inform health care providers of the quarantine status of the student (and their co-arriving immediate family) as they have recently arrived in Canada.
12	Details of the quarantine accommodation options and all associated logistics, that include:
12a	A description of the accommodation setting
12b	Each student or student family unit having their own room with a private bathroom
12c	Protocols for appropriate accommodations to properly support disabilities or other health conditions.
13	The details of logistics for supporting students and their family members with essential needs throughout the full duration of the quarantine period, that at a minimum must include: <ul style="list-style-type: none"> <li>• Food and water</li> <li>• Medical care, including testing</li> <li>• Mental health supports</li> <li>• Social supports</li> <li>• Phone or internet services</li> <li>• Environmental cleaning protocols</li> </ul>
14	Protocols for encouraging students and their family members to self-monitor and use the ArriveCAN app for their daily symptom reporting
15	Protocols for the DLI or a designate of the DLI to provide daily monitoring of the students and their immediate family for the duration of their quarantine, through phone calls, texts, or emails by DLI representative or their designate for: <ul style="list-style-type: none"> <li>• Development of new symptoms</li> <li>• Compliance with the quarantine</li> <li>• Ensuring their essential needs are met</li> </ul>
16	Protocols and mechanisms for students and their family members to notify the DLI representative or their host designate if they develop symptoms and require medical care, including COVID-19 testing.
17	Protocols for implementing COVID-19 testing, arranged for by the DLI, of all students who have entered Canada prior to the start of their studies, as well as at any point during quarantine for symptomatic individuals
17a	Where testing will not take place in the same site as the quarantine, plans must provide full details of transportation to and from the testing site provided by the DLI that include provision of non-medical masks, any other personal protective equipment, social distancing, and protocols for limiting any unnecessary contact with any other person while outside of quarantine for testing purposes.
18	Communication plans that provide COVID-19 resources and information to students and their families that are accessible (e.g., plain language, pictures, symbols, available as needed in languages other than English and French as appropriate by students)
19	Definitions of protocols, roles and responsibilities for all DLI staff, representatives, and/or designates that include: <ul style="list-style-type: none"> <li>• The DLI's Public Health Institutional Readiness Plan</li> <li>• Training on COVID-19 infection prevention and control practices, including how to use personal protective equipment as required</li> <li>• Provision of personal protective equipment and other resources required to complete their tasks</li> </ul>

20	For DLIs that are hosting underaged students (under 18 years old), clear designation of custodian status and health care authorization/guardianship
<b>Section D: Post-Quarantine Plan Requirements</b>	
21	Protocols for maintaining records of the student and their immediate co-arriving family's completion of the quarantine period.
22	Protocols for ongoing communication and resources on COVID-19 provided to students following quarantine
23	Protocols and mechanisms for ensuring that students and their immediate co-arriving family members have access to, or are linked to culturally appropriate: <ul style="list-style-type: none"> <li>• Primary care health services</li> <li>• Mental health services and supports</li> <li>• Social services and community organizations as relevant to each student's needs</li> </ul>
<b>Section E: Outbreak Management Plan Requirements</b>	
24	An Outbreak Prevention and Management Plan
25	Within the Outbreak Prevention and Management Plan, commitment and protocols to enable the DLI's full cooperation in assisting local public health units in their outbreak investigation and management.
26	A clearly identified liaison who can act as the point person for the institution to liaise with relevant authorities, (e.g. MCU, local public health unit)
27	Protocols for how the DLI will identify and manage a potential case or a contact on their premises for students and staff following quarantine, which includes but is not limited to:
27a	Having a clear communication plan for its entire community (staff and students) on daily screening/symptom monitoring and staying at home when symptomatic;
27b	Identifying nearby COVID-19 assessment centres where members can get tested;
27c	In the event of a suspected or confirmed case on an on-campus residential setting, there is a plan to ensure successful self-isolation of this individual, including provision of self-isolation facilities and essential services to support this isolation.
28	Confirmation that DLIs and/or their host designates are prepared to continue providing all necessary quarantine supports as outlined in Section C should the student and/or their co-arriving family members require an extension of their quarantine period (i.e., because they become symptomatic with COVID-19 and/or tested positive).

## ACK-L7.9 ASSIGNED COVID-19 RELATED RESPONSIBILITIES

Date: September 2020, Revised August 2021

\*Additional duties are assigned throughout this document and on an as needed basis.

<b>Responsibilities</b>	<b>Assigned Team Member</b>
COVID policy and practices development and updating	Lucie Lalonde, Christine Chapman
COVID policy and practices compliance	Lucie Lalonde, Christine Chapman, Kara Jenkins, All Team Members
Daily greeting and screening check	Lucie Lalonde or Designated Team Member
Daily Screening form compliance and data review	Kara Jenkins
Team member COVID and safety training	Christine Chapman, Lucie Lalonde
Student training and compliance checks	Homeroom Teachers
Ottawa Public Health communication Ontario Public Health Authority communication OPH Covid School Support Team contact <a href="mailto:healthy.schools@ottawa.ca">healthy.schools@ottawa.ca</a>	Primary: Kara Jenkins, Secondary: Lucie Lalonde Tertiary: Christine Chapman
School international student liaison	Kara Jenkins
Health and safety representative	Christine Chapman
Ministry of Education reporting: ONSIS, COVID incidence reporting, remote learning reports, water safety reports etc..	Christine Chapman
Personal protective equipment, safety supplies, and cleaning supplies ordering	Christine Chapman
Environmental Cleaning and Disinfection	All Team Members Janitorial Contractor, Jani King

## ACK-L8 APPENDIX: MENTAL HEALTH RESOURCES

### *ACK-L8.1 Local Mental Health Resources*

COVID-19 pandemic has created stress and worry for many of us. Taking care of your mental health during challenging times is crucial. Here are some resources to help protect mental health:

1. Bounce Back: Skill -building program for youth 15 + call 1-866-345-0224
2. Kids Help Phone: Call 1-800-668-6868
3. Ontario Distress Centre: all ages: call: 613- 238-3311
4. Canadian Mental Health Association: Call 1-866-531-2600  
[https://www.mentalhealthcommission.ca/sites/default/files/2020-10/PSSS\\_Starter\\_Package\\_eng.pdf](https://www.mentalhealthcommission.ca/sites/default/files/2020-10/PSSS_Starter_Package_eng.pdf)  
<http://www.shared-care.ca/toolkits>
5. Ontario Mental Health Association: (416) 921-2109  
<https://cmho.org/covid19/>
6. Good2Talk: ages 17-25 Call: 1-866-925-5454
7. Youth Services Bureau: ages 12-18 Crisis Line: 613-260-2360
8. Mental Health and COVID Resources:  
<https://www.ottawapublichealth.ca/en/public-health-topics/mental-health-and-covid-19.aspx>
9. Student Mental health resource tool kit <https://smho-smso.ca/covid-19/educators/>

### *ACK-L8.2 Anti-Racism and Anti-COVID-19 Stigma Resources*

<https://www.ottawapublichealth.ca/en/public-health-services/htt-everyone.aspx>

<https://www.ottawapublichealth.ca/en/public-health-topics/multilingual-mental-health-resources-for-diverse-communities.aspx>

### *ACK L8.3 Teacher Planning Resources to support Awareness of AntiRacism, COVID-19 Resiliency, and Mitigation of COVID-19 Stigma*

Teachers are encouraged to include education on stigma and COVID-19, anti-racism, resilience, and empathy in their course planning. The following resources support this endeavor:

[https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/Educators/hTt-How-Does-Stigma-Affect-Us-All\\_Lesson-Plan\\_EN.pdf](https://www.ottawapublichealth.ca/en/professionals-and-partners/resources/Documents/Educators/hTt-How-Does-Stigma-Affect-Us-All_Lesson-Plan_EN.pdf)

<https://www.ottawapublichealth.ca/en/professionals-and-partners/curriculum-support.aspx#have-THAT-talk-Building-Resilience>

<https://www.thelinkottawa.ca/en/mental-health/reducing-stigma-.aspx>

[https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/countering-covid-19-\(coronavirus\)-stigma-and-racism-tips-for-parents-and-caregivers](https://www.nasponline.org/resources-and-publications/resources-and-podcasts/school-climate-safety-and-crisis/health-crisis-resources/countering-covid-19-(coronavirus)-stigma-and-racism-tips-for-parents-and-caregivers)

## ACK-L9 APPENDIX: INTERNATIONAL STUDENT READINESS PACKAGE

ACK-L9 is contained in a separate document package.

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