



HERITAGE CHRISTIAN SCHOOL BACK TO SCHOOL FRAMEWORK

Heritage Christian School has developed this back to school framework using requirements and recommendations from:

1. SickKids Hospital's "Covid19: Recommendations for School Reopening."
(<https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf>)
2. Our local health agencies,
3. Ontario Ministry of Education's "Guide to Reopening Ontario's Schools"
(<https://www.ontario.ca/page/guide-reopening-ontarios-schools>).
4. Edvance

The framework looks to maximize children's all-around health and well-being and enable them to attend school full-time safely.

Our goal is to minimize individual and public health risks in a number of key areas. In returning to school in September, the appropriate measures will be proactively put in place to mitigate the effects of possible infection rate increases. This includes the need for readily available testing and contact tracing support, which is critical to avoid outbreaks. Consistency is essential for children and it will be important to ensure that once children return to school, the school will stay open to the extent possible. Furthermore, children rely on structure and schedule for stability, which supports the need for a daily school model.



It is our philosophy that it will take vigilance on the part of the entire Heritage community to enable the school to remain open. All families and employees need to fully participate in this plan for it to be effective. We all want our students back in school. Our unified goal is for children to return to school in September and to continue physically through to the end of June.

Heritage will be taking a conservative approach in September and as public health guidelines and day-to-day realities change, protocols will be reviewed. For example, instrumental band will not be allowed in September but, depending on circumstances, could be allowed later in the year.

CONTROLS

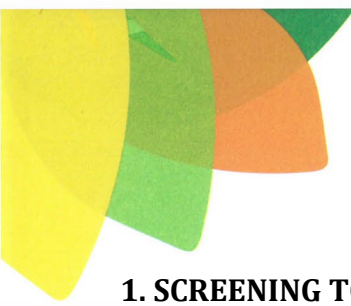
Heritage Christian School has developed a COVID-19 safety plan for the employees as well as specific guidelines for the workplace. This includes an organizational pandemic and/or business continuity plan, a communication policy and procedure about what to do if an employee is ill, a self-assessment tool, and infection prevention guidelines.

Heritage has developed a strict Student Exclusion Due to Illness Policy for students. The screening of students will be the responsibility of the parents and, as such, fact sheets and a screening tool will be provided to each family to aid them in screening their child for symptoms. The office will track which students were absent due to their exclusion as a result of parental screening.

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1. SCREENING TO PREVENT SYMPTOMATIC INDIVIDUALS FROM ENTERING THE SCHOOL

Student Screening

All families will be required to engage in health screening daily before students will be allowed to attend school. All families must also sign a health risk agreement form prior to attendance. See the Student Screening Policy for more information. We acknowledge that this may be a cumbersome process, but we will develop a protocol that works for families and helps us to ensure that the school remains a safe space.

No student will be shunned or shamed for exhibiting signs of sickness, and such behaviour will not be tolerated from staff or students.

Staff Screening

All staff entering the school building will be required to engage in health screening daily before they are allowed to work in the school. All staff must also sign a health risk agreement form prior to engaging in work at the school. See Staff Screening Policy for more information.

Student Exclusion due to Illness



Heritage will have a strict procedure in place for students who become sick at school. We know that it is an inconvenience to retrieve students from school when they become ill. However, it will take vigilance in preventing the spread of illness to ensure that school can resume unhindered and remain open for the 2020-2021 school year. We appreciate your acknowledgement and partnership in this. See the Student Exclusion due to Illness Policy.

2. COHORTING OF STUDENTS

To reduce student exposure and to aid in contact tracing, the students will move through the school in cohorts of students. The number of teachers that student's cohorts have in any given week will be minimized.

3. PHYSICAL DISTANCING

Physical Distancing in the Classroom – Smaller class sizes will be prevalent at Heritage as usual. Our priority will be to maintain smaller class sizes for our younger students, who aren't able to maintain physical distancing as easily. Singular desks will be used to help achieve these goals. Unnecessary furniture will be removed so that the distance between student work spaces can be maximized. Where this is not possible (ie. kindergarten classrooms), increased sanitization and student groupings will be considered. Students will be encouraged to have personal belongings that they do not share to limit excessive contact.

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At times, as weather permits, classes will take advantage of the outdoors for classes and class activities with physical distancing in mind. Classrooms will be able to open windows for ventilation as well as running air conditioning and heating when needed.

Physical Distancing during Breaks – The students will implement hand hygiene before going outside as well as when they return from outside. During the outside breaks, cohorts will not be required to physically distance from those within their cohort, but will be distanced from other cohorts. Staggered breaks may be utilized to provide extra space on the school property for physical distancing. Children will eat their snacks and their lunch in their classrooms.

Physical Education classes will focus on health, hygiene and activities that already encourage distance. Hand Sanitizer will be available for student use before, during, and after sport activity. We will begin the school year with Physical Education outdoors and Health being taught on bad weather days. We will make a decision on the use of the gymnasium once the school year has begun.

Physical Distancing – Large Gatherings

Large assemblies, choir, or social gatherings will be cancelled until further notice.



4. HAND HYGIENE

Heritage Christian School is committed to proper hand hygiene. Laminated instructions with both pictures and words will be posted at each sink and/or handwashing station. Heritage will provide resources to families to ensure that students have been given guidance on proper and effective hand hygiene at home before even arriving at school. Teachers will take the time to reinforce this as they will also teach the children and practice how to wash their hands and why it is important. Coupled with this will be specific instruction and reminders that they are to avoid touching their face, touching others, and cough and sneezing etiquette. Age appropriate hand hygiene posters will appear throughout the school.

Hand washing will be prioritized over hand sanitizer. Where hand washing is not possible, hand sanitizer will be used. There will be regularly scheduled hand washing/sanitizing breaks in addition to hands being sanitized before breaks and immediately following breaks. Hand sanitizing stations will be placed at the entrance of every classroom with ample supplies for hand sanitizing and washing. Supervision of this task will be left to the teachers and paraeducators in the school building. High frequency doors will also be left/propped open to avoid contact as much as safely possible. Each room will also be supplied with disinfectant wipes to aid in ongoing disinfection.

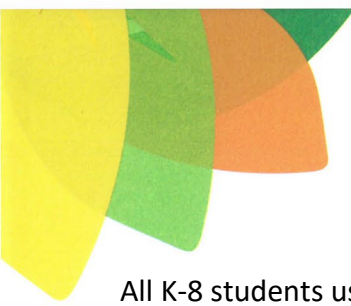
5. FACE MASKS

All students at Heritage will be required to have a non-medical face mask on their person or easily accessible at all times. Only students in Grades 5-8 will be required to wear masks while inside the school building. Students in these grade levels will be given a number of mask breaks throughout the day.

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All K-8 students using shared spaces when other cohorts are present will be required to wear masks. All students may choose to wear face masks at their discretion where it is not required. Increased number of outdoor breaks will be scheduled so that student will have more frequent breaks where they can get up and move around. No student will be shunned or shamed for their choice to wear a mask when he/she is not required.

Teachers will be required to wear face masks in all grades. For subjects where facial mannerisms are integral, a face shield may be used, but only if 2m distance between teacher and students is maintained.

6. ENVIRONMENTAL CLEANING

Heritage Christian School is committed to cleaning the school environment. Heritage will use cleaning and disinfecting products that are approved by Health Canada. Hard surfaces and high contact surfaces will be disinfected and cleaned twice daily. In addition to this, high touch surfaces such as toilet and faucet handles, door knobs, light switches, hand rails and eating areas will get more attention. Checklists will be generated for each occupied space to assist in tracking cleaning/disinfecting.



Staff and students will need to bring their own water bottle filled with them to school each day. Sinks in the classroom will be only used for handwashing.

7. VENTILATION

Adequately ventilated classroom environments are expected to be associated with less likelihood of transmission compared with poorly ventilated settings. We will look to avoid recirculation of air, as far as practically possible, and ensure clean filters. In general, ventilating indoor environments with fresh air, whether by increasing the outdoor air ratio of the HVAC system settings as much as possible or by opening windows, and avoiding or reducing recirculation, will dilute the air exhaled by the occupants including any infectious particles. We will have regularly scheduled maintenance for air handling systems (including inspection and replacement of filters, if applicable). Any generated air currents that could affect respiratory droplets will be minimized and adjustments made to direct the airflow upwards, away from surfaces and occupants which may help gradually mix exhaled respiratory droplets while minimizing turbulence.

8. SPECIAL CONSIDERATIONS

Students with medical or behavioural complexities will have to be dealt with on an individual basis. Heritage is committed to working with families and their situations to create a safe and flourishing environment for our students.

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9. MENTAL HEALTH AWARENESS

Student mental health and well-being is a core element of the re-entry to school plan. It is foundational in ensuring a return to a welcoming environment that supports learning. Supports for student mental health and well-being may include the following components: professional learning for the staff to support the approach to school re-entry as well as throughout the school year, and when needed, offer referrals to child and youth mental health agencies.

10. ADAPTATIONS FOR THE SCHOOL ENVIRONMENT

Other preparations that will be explored and implemented include: developing procedures that support general physical distancing, such as spreading students into different areas; using visual cues such as tape on the floor, corridors, bathrooms and outside areas; scheduling recess in small groups, and holding physical education or other classes outdoors. Heritage will develop guidance for shared areas of schools, such as libraries, the Learning Center, and the gymnasium. Heritage will develop a procedure for entry and exit of the building by students to reduce proximity between cohorts. There will be a procedure for drop off and pick up of students in the morning and afternoon.

11. PARENTS AND VISITORS

Heritage will limit parents and visitors inside the school. All visitors will use the front doors, and will undergo a screening process; only being permitted to enter the front office with a mask. If a student is late to school in the morning, he/she will be dropped off at the main office and will proceed to his/her classroom either with a Heritage staff member, or on his/her own. **It is very important that families get their children to school on time to minimize that disruption to classes and office staff.**



In general, visitors will be prohibited from entering the instructional areas of the school unless given specific direction and authorization otherwise. The washrooms will not be available to visitors or parents.

12. ACADEMIC SUPPORTS

With the return to school there will be students arriving at diverse academic levels. Some will have progressed to grade level during the time of remote learning and others may experience more of a gap in core skills. One of our core philosophies is to meet students where they are at and to provide a program that will provide what they need to continue their individual growth. This will continue as usual at Heritage either in the classroom or with our Special Education staff.

13. CONTINUATION OF SCHOOL

The teachers and leadership of Heritage Christian School are working to develop a plan that will ensure that learning can continue even if students are unable to attend school temporarily due to sickness or sickness in their cohort.

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Among the measures being implemented:

- Consistent use of online Learning Management Systems. Specifically, Google Classroom will be used in Grades JK-8. These systems will allow us to jump into short-term remote learning if necessary. They will also be invaluable as a communication tool with students and parents.
- Increased technology expenditures. Still being discussed and to be determined.

Heritage is committed to working with families and students to ensure uninterrupted learning throughout the school year.

14. PANDEMIC RESPONSE



Heritage will work closely with local public health agencies and will respond appropriately to suspected and confirmed cases of COVID-19 in the school (see Pandemic Response Policy).

15. OTHER CONSIDERATIONS

Students will not have access to microwaves for heating lunch items, we are also be unable to provide silverware this year and ask that lunches include these items.

Until further notice, the hot lunch program will be suspended.

Students will need to limit items brought to school from home. All clothing will need to be brought home at the end of each school day. All Non-essential school items (e.g. toys) need to remain at home.

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PARENT/GUARDIAN DAILY SCREENING PROTOCOL

The health, safety and well-being of students and staff is a top priority as the School plans to reopen for the 2020/21 school year.

The School appreciates and requires your cooperation in reopening. The School is commencing reopening based on the assurance that all persons entering School premises have taken proper precautions to prevent the transmission of COVID-19. Indeed, the successful return to school and remaining open will require diligence by all parents, guardians, staff, and visitors.

The best understanding of the present evidence is that COVID-19 can be transmitted by persons who do not exhibit symptoms. There is no guarantee that COVID-19 will not be contracted by persons entering School premises.

We require that you screen your child prior to arrival at the School each day. Each family will be required to complete a daily health check-in using the school's health screening procedure [in development]. In addition to daily active screening, please note that all students will be monitored at School for possible signs or symptoms of illness. When a child is exhibiting symptoms, they will be removed from regular activities and parents will be required to pick them up from school. Please see 'Student Exclusion due to Illness' Policy.

As a Parent/Guardian, you must prevent the spread of illness by keeping your child home from School if you or your child experience any of the following signs or symptoms:

- Fever (temperature of 37.8°C or greater)
- Chills
- New or worsening cough
- Barking cough, making whistle noise when breathing
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that is unusual or long lasting
- Digestive issues, such as nausea/vomiting, diarrhea, stomach pain
- Muscle aches that are unusual or long lasting
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- For young children, sluggishness or lack of appetite



If your child experiences these symptoms while at the School, and it is determined that he/she is ill, staff will contact you or one of your emergency contacts to pick up your child immediately. While your child waits for you or your designate to arrive, s/he will be separated from the other children.

As a Parent/Guardian responsible for my child, I agree to the following:

- I have read and understood the above information.
- I understand the risk of illness associated with placing my child in the School.
- Neither my child, nor anyone in my child’s household, nor anyone with whom a member of my child’s household has been in close contact, has tested positive for COVID-19 or had any of the symptoms in the last 14 days. If such symptoms or positive test for COVID-19 occur after submitting this form, I will immediately exclude all of my children from School, and my children will not attend the School until a minimum period of 14 days has passed after the positive test results or the children receive a medical report that they can return to School.

Note: close contact includes living with, providing care, or otherwise having close prolonged contact (within 2 meters) with another person.

- Neither my child, nor anyone in my child’s household, nor anyone with whom a member of my child’s household has been in close contact, has traveled to or had a layover in any country outside Canada in the past 14 days. If such return from travel occurs after submitting this form, I will immediately exclude all of my children from School, and my children will not attend the School until a minimum period of 14 days has passed after the date of return to Canada.
 - Exceptions will be made for those in situations of essential travel, and where regular screening has been undergone.
- I agree to the screening requirements and to accurately carry out the daily screening. Misrepresentation regarding the information provided to the School could result in exclusion of the child from the School.
- Upon request by the School, I consent to providing copies of my child’s COVID-19 test results to the School
- This agreement remains in effect for the duration of the 2020/21 school year.

Name of Student (Please Print)	Date of Birth (ex. Jan 20, 2008)	Name of Parent/Guardian (Please Print)
Name of Student (Please Print)	Date of Birth (ex. Jan 20, 2008)	Signature of Parent/Guardian
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Staff Screening Policy

The health, safety and well-being of students and staff is a top priority as the School plans to reopen for the 2020/21 school year.

The School appreciates and requires your cooperation in reopening. The School is commencing reopening based on the assurance that all persons entering School premises have taken proper precautions to prevent the transmission of COVID-19. Indeed, the successful return to school and remaining open will require diligence by all parents, guardians, staff, and visitors.

The best understanding of the present evidence is that COVID-19 can be transmitted by persons who do not exhibit symptoms. There is no guarantee that COVID-19 will not be contracted by persons entering School premises.

We require that all staff engage in a process of self-screening **prior to arrival** at the School each day. In addition to daily active screening, please note that all staff will be monitored at School for possible signs or symptoms of illness. When a staff is exhibiting symptoms, they will be removed from regular duties and will be sent home to monitor symptoms and/or seek medical attention.

Each staff will be required to complete a daily health check-in using the school's health screening procedure [in development]. Staff who have not checked in will not be allowed to attend school and will be considered absent without pay until they have completed the daily screening exercise. All staff must sign the Acknowledged Health Risk Consent Form before beginning work at Heritage Christian School. This form is valid through the 2020-2021 school year.

There are inherent health risks in coming into the school. Although Heritage will have distancing, sanitization, personal protection, and student cohorting measures in place, there is still an acknowledged risk to coming into the school with other children and adults. All staff are required to sign the Acknowledged Health Risk Consent Form below prior to working at the School for the 2020- 2021 school year.

As a Staff, you must prevent the spread of illness by staying home from School if you experience **any** of the following signs or symptoms:

- Fever (temperature of 37.8°C or greater)
- Chills
- New or worsening cough
- Barking cough, making whistle noise when breathing
- Shortness of breath
- Sore throat
- Difficulty swallowing



- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that is unusual or long lasting
- Digestive issues, such as nausea/vomiting, diarrhea, stomach pain
- Muscle aches that are unusual or long lasting
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often

If you experience any of the symptoms while at the School, you will be sent home immediately. If you are required to wait for transport home, you will be separated from all staff and children.

COVID-19 IDENTIFICATION AND RETURN TO SCHOOL

Staff who become ill will be sent home immediately and directed to seek assessment and testing at a COVID-19 Assessment Centre. If COVID-19 is ruled out by a test or health care provider, the employee may return to school following symptom resolution.

Employees who are sick or unable to work because of COVID-19 will receive additional days to be determined in conjunction with the principal and the Heritage Christian School Board.

When an employee has suspected COVID-19, the school will contact the HKPR Region Health Department (866) 888-4577 Health Protection Division at as soon as possible.

If a COVID-19 positive case is identified in a school, a COVID-19 outbreak will be declared by the HKPR Region Health Department. Further direction will be provided by the HKPR Region Health Department on who else in the school may need testing and/or monitoring/isolation at that time.

Staff who are being managed by the HKPR Region Health Department (e.g. confirmed cases of COVID-19, household contacts of cases) must follow instructions from public health to determine when to return to school.

For further questions about COVID-19 in the school staff may contact the HKPR Health Connection Line at (866) 888-4577 (Monday to Sunday 8am - 6pm).



ACKNOWLEDGED HEALTH RISK CONSENT FORM

As a Heritage Staff member, I agree to the following:

- I have read and understood the above information.
- I understand the risk of illness associated with working at the School.
- Neither I, nor anyone in my household, nor anyone with whom a member of my household has been in close contact, has tested positive for COVID-19 or had any of the symptoms in the last 14 days. If such symptoms or positive test for COVID-19 occur after submitting this form, I will immediately exclude myself from School.

Note: close contact includes living with, providing care, or otherwise having close prolonged contact (within 2 meters) with another person.

- Neither I, nor anyone in my household, nor anyone with whom a member of my household has been in close contact, has traveled to or had a layover in any country outside Canada in the past 14 days. If such return from travel occurs after submitting this form, I will **immediately** exclude myself from School, and will not attend the School until a minimum period of 14 days has passed after the date of return to Canada. I understand that voluntarily travelling outside of Canada during a period interfering with the school schedule will be considered a breach of contract and will enter myself into a 14 day period without pay.
 - Exceptions will be made for those in situations of essential travel, and where regular screening has been undergone.
- I agree to the screening requirements and to accurately carry out the daily screening. Misrepresentation regarding the information provided to the School could result in my exclusion from the School.
- Upon request by the School, I consent to providing copies of my COVID-19 test results to the School.
- This agreement remains in effect for the duration of the 2020/21 school year.

Name of Heritage Employee	Date	Signature of Heritage Employee
Name of Witness	Date	Signature of witness



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STUDENT EXCLUSION DUE TO ILLNESS POLICY

Each child has a God-given right to education, love, and respect. In keeping with our core value of creating an atmosphere of love and respect that fosters an inclusive sense of Christian community, the steps herein will be administered with grace and love. No student will be shunned or shamed for exhibiting signs of sickness, and such behaviour will not be tolerated from staff or students. However, the health, safety and well-being of students and staff is a top priority as the School plans to reopen for the 2020/21 school year.

The School appreciates and requires cooperation and partnership in reopening. The School is commencing reopening based on the assurance that all persons entering School premises have taken proper precautions to prevent the transmission of COVID-19. Indeed, the successful return to school and remaining open will require diligence by all parents, guardians, staff, and visitors.

The best understanding of the present evidence is that COVID-19 can be transmitted by persons who do not exhibit symptoms. There is no guarantee that COVID-19 will not be contracted by persons entering School premises. However, active steps will be taken to remove students with symptoms of COVID-19 from the school in order to minimize the potential spread of the virus through the school.

TRAINING FOR SCREENING

- All teachers and staff members will be provided with information on signs and symptoms of COVID-19 in children so that appropriate action can be taken if children develop symptoms during the day. Students will be monitored for atypical symptoms and signs of COVID-19 using the Ministry of Health's COVID-19 Reference Document for Symptoms.
- Children will be taught to identify symptoms of COVID-19 and will be instructed to speak to a staff member immediately if they are experiencing symptoms.

PROCEDURE FOR STUDENTS EXHIBITING SYMPTOMS

- The school will have at least two COVID-19 emergency kits at school for employees to use for personal protection while caring for a child exhibiting symptoms (see COVID-19 Personal Protection Kit below)
- If a child develops symptoms of COVID-19 while at school, the employee who has made the identification will proceed with the child to the designated waiting room where the child will await parent pick-up. The employee will alert the principal and/or his/her designate who will confirm the symptoms and contact parents or emergency contact for transportation home.
 - Any employee in addition to the employee who made the identification must wear full PPE from the COVID-19 Personal Protection Kit if unable to maintain physical distance from the child.



- The child will be given tissue and reminded of hand hygiene and proper respiratory etiquette and disposal of soiled tissues.
- The child will be provided with a surgical/procedural mask if tolerable.
- The caregiver should avoid contact with the child's respiratory secretions and must perform meticulous hand hygiene.
- Siblings of the sick child will be picked up and excluded from attending school. If the guardian is an employee of the school, he/she will also be asked to return home to begin self-monitoring. The sick child, siblings and/or employee will return to school once they have completed the steps in COVID-19 Identification and Return to School below.

DISINFECTION OF INFECTED LOCATIONS

- The principal and/or delegate will work with the employee and the custodial staff to identify areas that the student exhibiting symptoms was in contact with (items used by the individual and any surface within 2m of the ill person). All identified areas will be disinfected using the school's stated cleaning norms.
 - o All parties who will be involved in disinfecting will wear gloves, mask, and other required PPE.
 - o While the identified areas are being cleaned, those using the area will be asked to proceed to an unused portion of the building, or outside temporarily until it is safe to return.
 - o If possible, disposable cleaning equipment will be used.
 - o All items that cannot be cleaned (paper, books, etc.) will be stored in a sealed container for 7 days).

COVID-19 IDENTIFICATION AND RETURN TO SCHOOL

When a child has suspected COVID-19, the school will contact the HKPR Region Health Department – Health Protection Division at (866) 888-4577 as soon as possible.

When a child has shown symptoms of COVID-19, he/she must either be evaluated by a health care provider who will provide a negative report for the school, or provide a negative COVID-19 test before returning to school. If COVID-19 is ruled out the child may return to school once symptoms have cleared. Siblings of the child must also provide a negative health provider's report, or negative COVID-19 test before returning to school.

If a COVID-19 positive case is identified in a school, a COVID-19 outbreak will be declared by the HKPR Region Health Department. Further direction will be provided by the HKPR Region Health Department on who else in the school may need testing and/or monitoring/isolation at that time.

Staff/ children who are being managed by the HKPR region Health Department (e.g. confirmed cases of COVID-19, household contacts of cases) must follow instructions from public health to determine when to return to school.

For further questions about COVID-19 in the school staff/families may contact the HKPR Health Connection Line at (866) 888-4577 (Monday to Sunday 8am - 6pm)



CONTINUATION OF SCHOOL

Heritage Christian School will design a system of curriculum instruction that can be maintained from a distance so that all students who are temporarily away from school for monitoring and/or recovery can continue with their studies if able. This program will include literacy, numeracy, social studies/science, and some real-time connection to the class.

SIGNS AND SYMPTOMS OF COVID-19

A child will exhibit **any** of the following signs or symptoms:

- Fever (temperature of 37.8°C or greater)
- Chills
- New or worsening cough
- Barking cough, making whistle noise when breathing
- Shortness of breath
- Sore throat
- Difficulty swallowing
- Runny nose (not related to seasonal allergies or other known causes or conditions)
- Stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that is unusual or long lasting
- Digestive issues, such as nausea/vomiting, diarrhea, stomach pain
- Muscle aches that are unusual or long lasting
- Extreme tiredness that is unusual (fatigue, lack of energy)
- Falling down often
- For young children, sluggishness or lack of appetite

COVID-19 PERSONAL PROTECTION KIT

Prepared in advance and contain (at a minimum)

- Gloves
- Mask
- Eye protection
- A gown for staff member
- Sanitizer and wipes
- Alcohol-based hand rub
- Resealable plastic bags/containers for above if not single use

If not single use, all equipment must be sealed up until they can be sanitized with appropriate products. Instructions on proper use of PPE should be available on the outside of the kit.



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COVID-19 OUTBREAK RESPONSE

Triggering an Outbreak Assessment

When at least one child or staff has presented with new symptoms compatible with COVID-19, Heritage will immediately trigger an outbreak assessment and take the following steps:

1. If a child or staff becomes sick while at school, they should be isolated immediately and family members contacted for pick-up. If the sick person is a child, a school staff should remain with the child until a parent/guardian arrives. Siblings of a sick child should also be taken home. If tolerated, the child should wear a surgical/procedure mask. The isolation room will be the room across from the staff room, which will have disinfectant, sanitizer, and a COVID-19 emergency kit. The school will have at least two COVID-19 emergency kits at school for employees to use for personal protection while caring for a child exhibiting symptoms (see COVID-19 Personal Protection Kit below)

One of the office staff/principal will be responsible for monitoring the child. As soon as the child is isolated from others, the staff member caring for the child should perform hand hygiene and put on a surgical/procedure mask, face shield/goggles, and gown/gloves if there is risk of exposure to infectious droplets. The staff member should avoid contact with the child's respiratory secretions. The staff member must perform hand hygiene after any contact with the ill child. If the designated room is not available, the ill child should be kept at a minimum of 2 metres from others. This may be achieved by using physical barriers, floor markers, etc. The ill child should be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues (See also Student Exclusion due to Illness Policy)

2. All items used by the ill person should be cleaned and disinfected (with outbreak-level disinfectant). Any items that cannot be cleaned (paper, books, cardboard puzzles) should be removed and stored in a sealed container for a minimum of 7 days. Any items belonging to the symptomatic child should be immediately placed in a securely tied plastic bag and sent home with the child. Soiled items must not be rinsed and or washed at the school.
3. The school will communicate suspected or confirmed cases of COVID-19 to the HKPR Region Health Department: (866) 888-4577. HKPR staff will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff members and children.



4. Staff and children who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further cohorted (grouped together) until test results are received or until directed by HKPR.
5. Following a suspected or confirmed case, enhanced screening measures among children and staff will be implemented, such as, screening upon arrival and more frequent monitoring of staff/children throughout the day.

Communication

In the event that a possible or confirmed case of COVID-19 is identified at Heritage, the school will:

- Inform all parents and staff via email and explain the protocol being undertaken and extra measures being implemented (ie. Increased screening, enhanced cleaning, etc.)
- Visitors to the school will be informed via clear signage at the school's main entrance.

Exclusion

When a child or staff has shown symptoms of COVID-19, he/she must either be evaluated by a health care provider, or provide a negative COVID-19 test before returning to school. If COVID-19 is ruled out the child may return to school once symptoms have cleared.

If a COVID-19 positive case is identified in the school, a COVID-19 outbreak will be declared by the HKPR Region Health Department. Further direction will be provided by the HKPR Region Health Department on who else in the school may need testing and/or monitoring/isolation at that time.

Staff/ children who are being managed by the HKPR Region Health Department (e.g. confirmed cases of COVID-19, household contacts of cases) must follow instructions from public health to determine when to return to school.

Management of a Single Case in a Child/Staff. A single positive case in a child/staff results in an outbreak being declared at the school. All members of the cohort are to be excluded from the school for 14 days. In consultation with HKPR, cohort members may be referred for testing.

Required Steps in an Outbreak. If an outbreak is declared at the school, the following measures must be taken:

1. Consult with and follow directions from HKPR
2. Notify all family, staff, and essential visitors of the school's outbreak status. (i.e. phone, email, letters and signage)
3. Enhance cleaning and disinfecting procedures
4. Enhanced screening procedures
5. More frequent hand hygiene with children and staff.
6. Review staff training on proper PPE use.



Management of cases in multiple cohorts. If there are additional positive cases in other cohorts, the school will close. In consultation with HKPR, all staff and children in the school may be referred for testing.

Declaring an Outbreak Over. HKPR staff will communicate regularly with school staff during an outbreak and will determine when the outbreak can be declared over.