



## **COVID-19 Health and Safety Manual For Parents and Students**

*St. Clement's School has put these guidelines together with best practices specific for our school in mind. They are written with guidance from the medical community, the Ontario Guidelines for Reopening Schools, and Operational Guidance for COVID-19 Management in Schools from the Government of Ontario.*

*The guidelines outlined in the Manual are subject to change as per recommendations from Toronto Public Health and the Ministry of Education. We will be monitoring new information as it develops and will review and update these guidelines as required.*

## MASKS

---

- All staff and students will be required to wear masks while indoors, including in hallways and during class, with the exception of when eating and drinking. Staff are required to wear medical masks. Students are strongly encouraged to wear medical masks, or 3- layer cloth masks. Masks are also required while partaking in outdoor activities where physical distancing is not possible.
- Outdoor times, such as recess, can be used as opportunities to provide students with breaks from wearing masks while remaining within their cohorts. Physical distancing should be maintained while students are not wearing masks.
- Students are asked to bring two masks per day, in case one becomes soiled throughout the day. Please be advised that cloth masks must be washed prior to reusing them.

### Additional Mask Resources

1. [Public Health Ontario: When and How to Wear a Mask](#)
2. [Toronto Public Health: Dos and Don'ts of Wearing a Mask](#)
3. [Toronto Public Health: Use of Cloth Masks or Face Coverings](#)

## SELF-SCREENING

---

- All parents and guardians must complete a daily self-assessment for COVID-19 symptoms and risk factors through the OPN app. If a family does not have an OPN-compatible device, a Google Form may be provided.
- Data collected in self-assessments is stored securely in compliance with PHIPA requirements, and is accessed only as needed for contact tracing purposes. In the event that contact tracing is necessary, this data will be shared with Toronto Public Health, as required by provincial legislation.
- For accurate contact tracing, **we require students and staff to complete a self-assessment even on days they do not come to school.** Please note this does not apply to weekends or holidays.
- Senior students with a prep first period are asked to complete the OPN screening within one hour prior to their scheduled arrival time.
- If there has been a change in your symptoms during your commute to school, please do not enter the building and contact your Head of School immediately
- COVID-19 compatible symptoms include fever ( $>37.8$  C), cough, difficulty breathing, loss of taste or smell, sore throat or painful swallowing, stuffy/runny nose, headache, nausea, vomiting, diarrhea, fatigue,

and muscle aches. As per Toronto Public Health, one symptom is enough to warrant a test for COVID-19. This list of symptoms is subject to change based on direction from Toronto Public Health. Changes will be communicated to families as soon as possible.

## PHYSICAL DISTANCING AND SIGNAGE

---

- Students and staff must practice physical distancing and remain two metres apart as much as reasonably possible.
- Classrooms will be organized to encourage the maximum space between students. Hallways will be marked with signage to designate traffic flow.
- Signage will be placed throughout the building to reinforce safety protocols.

## VISITORS

---

- Access to the School will be limited to staff, students, and essential people.
- Visitors, including parents, are not permitted to access the School at this time.

## HAND HYGIENE

---

All staff and students are required to wash or sanitize their hands:

- Upon entry and before leaving the School
- Upon entering and after leaving a classroom
- After using the washroom
- Before and after eating
- Before and after handling a mask
- After handling shared equipment

### HAND WASHING VIDEO RESOURCES

1. [Government of Canada Adult Hand Washing Video](#)
2. [Government of Canada Child Hand Washing Video](#)
3. [Public Health Ontario Step-by-step Hand Washing Video](#)

Hand sanitizer stations will be located at the following locations:

- All entrances to the School
- Outside each classroom
- Wall-mounted units throughout the School

Hand sanitizer stations will be restocked nightly. Hand soap and paper towels in washrooms will be restocked twice during the school day, as well as nightly.

## REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with  
warm water



2

Apply soap



3

For at least 20  
seconds, make  
sure to wash:



4

Rinse well



5

Dry hands well  
with paper towel



6

Turn off tap using  
paper towel



palm and back  
of each hand



between fingers



under nails



thumbs

1-833-784-4397

@ [canada.ca/coronavirus](https://www.canada.ca/coronavirus)



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Canada

## **ENTERING, MOVEMENT THROUGH, AND LEAVING THE SCHOOL**

- To help with physical distancing, many hallways are designated as one-way routes. Please look for signs indicating one-way hallways and travel in the direction shown.
- Grades 1-8 have each been assigned a colour, and will follow a colour-coded path from their entry points to their classrooms.



Maps of routes and one-way hallways are on the Return to 21 web page.

## **FEELING SICK WHILE AT SCHOOL (ON SCHOOL PREMISES)**

---

Students should be encouraged to speak to a faculty or staff member right away if they feel ill. Students presenting with COVID-19 compatible symptoms must go home as soon as possible and must get tested at a COVID-19 assessment centre. SCS requests the result of the test and the student must remain at home while waiting for the result or until the Public Health Unit clears their return. If negative, they can return 24 hours after the symptom begins to improve.

## **STUDENT ILLNESS**

---

- The School Nurse will be contacted immediately (if unavailable, the School Office) and the student will be taken to the Nurse's Office in order to have exposure to others minimized.
- The Head of School will be informed of the student illness.
- Staff attending to a sick child should use disposable gloves, a mask, and face shield if required to come into close proximity. If providing care, staff should maintain as much physical distance as possible.
- The student will be provided with a pediatric medical mask before they leave the classroom.
- If the student has symptoms of COVID-19, they will need to remain in the isolation area (School Nurse's Office) until picked up.
- The ill individual and/or their parent or guardian will be advised to seek testing for COVID-19 if they are experiencing any COVID-19 compatible symptoms. Individuals should only consult their health care provider as needed. If a family chooses not to test their child, the child must stay home for ten days starting with the day the symptoms first appeared.
- If a positive test result is received, please inform the School immediately and follow the protocol in the event of a positive test for COVID-19 as noted below.
- Adults in the home, including parents, will have to self-monitor for symptoms, but may go to work as long as the adult does not have symptoms and the student is not a close contact of someone with COVID-19 and the student has not tested positive. If an adult is experiencing one or more symptoms, they must stay home and get tested.

## **COMMUNICATING WITH THE SCHOOL COMMUNITY**

---

As directed by the Government of Ontario, SCS has created a COVID-19 advisory section on the School website. If there is a confirmed case of COVID-19 that involves a student or a staff member in the School, information will be posted on the advisory section of the website. Information provided will not identify the student or staff member that has received a positive COVID-19 result, in the interest of privacy.

If Toronto Public Health advises that a class, cohort, or the School should be closed for a period of time, parents, students, and staff will be notified immediately. Notice of any closures of classes, cohorts, or the School will be posted on the COVID-19 advisory section on the SCS website.

## **PROTOCOL IN THE EVENT THAT A STUDENT OR STAFF MEMBER TESTS POSITIVE FOR COVID-19**

---

Please Note: These guidelines are subject to change if Toronto Public Health's recommendations differ from the below at the time of notification.

### **CONFIRMED CASE OF COVID-19**

---

Public Health will contact the individual who has tested positive and will notify the School of a positive diagnosis. Our main Public Health contact for the School is our School Nurse. We ask that students, parents/guardians, and staff work with Public Health and the School in order to assist with contact tracing. The School will work with the Public Health Unit to provide contact information of individuals determined to have been at a high risk of exposure.

Any individual who tests positive for COVID-19 should not attend school until they are cleared by their local Public Health Unit or healthcare provider. Any individual who tests positive must remain in isolation for ten days. If the individual was symptomatic at the time of testing, they must remain in isolation for ten days starting with the day the symptom(s) first appeared. If the individual was not experiencing symptoms at the time of the test, they must isolate for ten days from the day of the test. Retesting will not alter this 10 day isolation period. An individual may return to school after ten days if they do not have a fever (without use of medication), and their symptoms have been improving for at least 24 hours.

## **PROCESS**

---

- SCS is required to report any suspected or confirmed cases of COVID-19 within the School to the Ministry and to Public Health as per the Health Protection and Promotion Act, and to provide any materials required to support case management and contact tracing.
- This will include contact information for students and staff who are close contacts, including those in the same cohort. SCS will be guided by Public Health on the range of contacts to seek testing.
- Parents must notify their daughter's Head of School, the Principal, and the School Nurse immediately that their daughter has tested positive for COVID-19.
- The School will immediately contact Toronto Public Health and will collaborate with them to communicate to other students/staff identified to have a high risk of exposure.
- Where public health determines there was risk of transmission to others in the School, students and staff will be assessed to determine if they are at high or low risk of exposure. All who are determined to be at high risk of exposure will be directed to isolate and recommended to be tested within their isolation period.
- Negative test results do not change the requirement for isolation, nor do they shorten the isolation period for close contacts.
- Staff members, including the student's Teacher, Head of School, and Facilities will discuss any enhanced cleaning protocols that may need to be performed. These areas will be closed until this enhanced cleaning is completed.
- The School will be asked to post information on our website advisory page if there is a confirmed case that involves a student or staff member that has been in the building. The name of the individual will not be identified.

## **SUSPECTED/CONFIRMED CASE WITHIN HOUSEHOLD**

---

- If a student has a household member with a suspected or actual case of COVID-19, please inform the School immediately.
- The School will consult with the family to have the student and other household members take a COVID-19 test as soon as possible. SCS requests the result of the test, and all tested parties should remain at home while waiting for the results.

- If the suspected case(s) in a student's household tests negative, each member of the household must continue to monitor for symptoms and SCS will follow the instructions of Public Health. Those with COVID-19 compatible symptoms should continue to stay home as indicated by their daily self-screening. Those without symptoms do not need to isolate, unless a positive case has been confirmed within their household, or they are identified by Public Health as a close contact of someone with COVID-19.
- If a member of a student's household tests positive, all household members should isolate for 14 days. A negative test for any member does not change the requirement for isolation.
- Anyone who has been identified as a close contact of a COVID-19 case, such as household members, should follow instructions from their local Public Health Unit on self-isolation. Contacts who have had high risk exposure to a case should self-isolate for 14 days from their last exposure, even if they don't have symptoms.
- If a student or staff member tests positive for COVID-19, the School will immediately report this to Toronto Public Health. The student/staff member must self-isolate and Toronto Public Health will determine next steps from that point.

## **TRAVEL OUTSIDE ONTARIO**

---

Students or staff living in the same household as someone who has travelled outside Ontario in the past 14 days may not attend school until a minimum period of 14 days has passed after the date of return to Ontario, in addition to being symptom free. If the individual who has traveled is able to quarantine separately from their family/household, the student/staff may continue to attend school.

## **RETURN TO SCHOOL AFTER A SUSPECTED CASE OF COVID-19**

---

- If an individual has a suspected case of COVID-19, they should go to an assessment centre and get tested.
- Following the directions of Public Health, if the test is negative, the individual may return to school 24 hours after symptoms have gone away, as long as the individual is not self-isolating for other reasons.
- Confirmed cases of COVID-19 are managed by Public Health and the School will need to follow their guidance at the time.
- For positive tests, the individual may not return to school until they are cleared by Public Health.
- For negative retests, the individual can return to school once symptom-free for 24 hours.

- A negative COVID-19 test will be required before returning to school for all suspected cases of COVID-19, unless otherwise informed by the Public Health Unit.

## **CONTACT TRACING AND ATTENDANCE**

---

For contact tracing purposes, Public Health mandates that schools maintain detailed and accurate attendance records for anyone who enters the building. This includes records of classes and seating charts.

In the event that contact tracing is required, the School will provide documentation on potential close contacts, such as class cohorts, workspace assignments, and entry and exit points, to Toronto Public Health.

## **COVID-19 ALERT APP**

---

The Government of Canada has a COVID Alert app that individuals may choose to download. The app provides a notification of potential close contact with someone who has tested positive for COVID-19. Please note that this is different from the OPN app which will be used for daily symptom screening.

### **COVID-19 App**

1. [Government of Canada COVID-19 App Information page](#)
2. [iOS App Store](#)
3. [Android Play Store](#)

## **SCHOOL CLEANING PROTOCOLS**

---

SCS has secured additional daytime cleaning staff through the School's cleaning contractor. Daytime cleaning priorities will include:

- Frequent sanitization of high-touch surfaces
- Cleaning and restocking of all washrooms a minimum of twice during school hours
- Additional cleaning as required
- Nightly enhanced cleaning of classrooms, offices, washrooms, and other shared spaces will be conducted by our contract cleaners.
- Exception cleaning protocols will be put into place in the event of a suspected or confirmed COVID-19 case. The Facilities Department and Head of School will collaborate to identify spaces that require closure for exception cleaning.

- Students in Grades 10-12 will change classes, and in most cases, classrooms, half-way through the day. Each Grade 10-12 classroom will be provided with disinfectant wipes to sanitize desks and chairs.
- Students will sanitize desks prior to changing classrooms and eating lunch. Each student will be provided with supplies from their Teacher to thoroughly wipe down their desk and chair.
- Shared resources or equipment should be sanitized using disinfectant spray or wipes between users. Any resources that cannot be effectively sanitized should be quarantined for three days between users.