



ROTHERGLEN SCHOOL
WHAT SCHOOL SHOULD BE

School Reopening Plan

2020/2021

updated March 2021

Table of Contents

A MESSAGE FROM THE HEAD OF SCHOOL	2
ACADEMIC OPTIONS.....	4
Option 1: Learning in the Classroom.....	4
Option 2: Learning at Home	4
Option 3: A Combination of Learning in the Classroom & Learning at Home	4
HEALTH & SAFETY MEASURES	5
Self-screening	5
Temperature Checks.....	5
Monitoring and Responding to COVID-19 Symptoms at School	5
Cohorting	6
Physical Distancing.....	6
Hand Hygiene	7
Isolation Area	7
Masks	7
Travel Guidelines	8
STUDENT LIFE	9
Staggered Arrival and Dismissal	9
Attendance/Late Arrivals/Appointments	9
Visitors	9
Lunch	9
Food Programs	10
Water Stations	10
Student Personal Belongings	10
School Uniform Policy	10
Recess	10
Field trips	10
Medical Conditions.....	10
Emergency Procedures.....	11
ACADEMIC ADAPTATIONS.....	12
Music.....	12
Physical Education	12
Learning Success Centre.....	12
Before School Programming.....	12
After School Programming	12
Extra Curricular Programming	12
Outdoor Learning.....	13
Bring Your Own Device Program.....	13
Supply Teachers	13
CAT4 Testing	13
FACILITY & OPERATIONS.....	14
Cleaning Standards and Protocols	14
Heating, Ventilation and Air Conditioning (HVAC) System	15

A MESSAGE FROM THE HEAD OF SCHOOL

Rotherglen School will reopen with in-person delivery of teaching and instruction for the 2020-2021 school year, with enhanced health and safety protocols. We are fortunate to have large classrooms, small class sizes, and the resources to develop and enhance protection strategies at the school to promote a healthy learning environment.

The safe reopening of Rotherglen School for the 2020-2021 school year has been developed under the following principles:

- providing a safe and healthy school environment for students, teachers and staff;
- providing a consistently high-quality education;
- maintaining close communication with and adhering to the advice of Ontario's Ministry of Health, local health authorities and Ontario's Ministry of Education;
- respecting the opinions of our parent community;
- protecting the uniqueness and strength of our vibrant learning environment, putting our community first.

Our students in Casa to Grade 8 will attend school five days per week. Students will remain in cohorts in order to limit the mixing of students and staff. Students in Casa to Grade 7 will spend their day with their core/homeroom teacher. Grade 8 students will remain in their classrooms as individual cohorts, and will continue to have specialty teachers instruct each of their subjects. All students will remain in their classrooms with their cohorts, and specialty teachers will move from class to class in order to provide a full breadth of programming. Students who participate in Learning Success Centre (LSC) sessions will be able to leave their classrooms for their session, with contact limited to his/her LSC teacher.

Class Placement information is sent to families at the end of August. Over the summer months, a great deal of care and attention is put into assigning students to a single class cohort, including:

- Male/female balance
- All classes will represent a range of academic abilities
- Current teacher feedback
- Student friendships
- Previous class placements
- Social dynamics
- Parent input on friendships/classmates

Given the logistics of creating cohorts for the upcoming school year, we are unable to make any changes to our class lists. We thank parents in advance for their understanding in this matter.

On July 30, the Ministry of Education announced guidelines for returning to the classrooms for publicly funded schools. As a private school, we have flexibility in preparing for the reopening of our campus and the delivery of our program. Our reopening plan has been developed in consultation with Halton Public Health and following all provincial government guidelines. As a baseline, we have used the Ministry of Education's recommendations and ensured our protocols meet or exceed those established by the publicly funded Halton school boards.

Over the summer months, we have put a tremendous effort into making the in-person experience for our students and faculty as safe as possible. This has involved an investment in numerous resources to support our return-to-campus planning. We have hired additional staffing for the classroom, supervision, hallway monitoring of high traffic areas, and supporting our arrival and dismissal procedures. Before the school year begins, our staff will receive comprehensive training on health and safety protocols and newly required adaptations, as well as professional development to support student well-being and mental health. We have constructed new student washroom facilities on both the first and second floor, a hand washing station on the main and second floor. We have also hired additional full-time cleaning staff to enhance the cleaning and sanitization of our school facility throughout the school day, and deep cleaning at the end of each day. A considerable investment has been made in professional development training for our teachers in the Google Suite for Education and SMART Board software, and in technology for the classroom so that we are fully equipped to support students, both on campus and for those who are learning from home. Personal Protective Equipment (PPE) for staff and faculty, plexiglass dividers in common areas and for the LSC, and visual cues and signage to promote physical distancing, hand

washing, respiratory etiquette, and caution in high traffic areas have been thoughtfully placed throughout the school to best guide and support our students and faculty. New desks for each classroom to replace tables have been ordered to keep our learners at a distance.

It is important for us to clarify that it is the parent/guardian’s decision to have their child attend in-person learning on campus or to learn from home. Parents may choose to have their child exclusively or intermittently learn from home, through our newly improved Rotherglen Learn@Home programming. Whether our students are learning in the classroom or learning from home, we will be prepared to deliver a strong, engaging and comprehensive academic experience.

Please take the time to carefully read through our School Reopening Plan. As parents, it is important that you understand our planning. You will also play an important role in keeping our community healthy with a strong commitment to daily screening of your child/children before coming to school. To this end, we will require parents to acknowledge they have received, read, and fully understood the entirety of our reopening plan, and to agree to a list of required health strategies, prior to the start of the school year.

Should you have any questions, please do not hesitate to connect with a member of our leadership team, listed below.

Sincerely,



Laura Crumb
Head of School

Rotherglen School Leadership Team – Oakville Elementary Campus

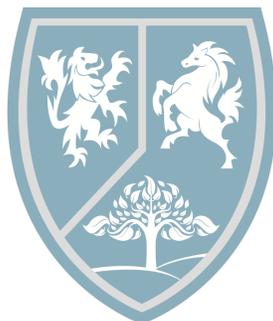
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ACADEMIC OPTIONS

There are three potential options for learning that families may choose from for their child(ren), for the 2020-2021 school year.

Option 1: Learning in the Classroom

Students in Casa to Grade 8 will attend school for in-person learning five days a week, with the careful implementation of additional health and safety measures. The decision for a student to return to learning on campus is at the discretion of the parent/guardian of the child.

Option 2: Learning at Home

Parents may opt for their child to learn at home through our newly improved Rotherglen Learn@Home programming. In this model, a student would have an opportunity to join their classmates during in-class instruction (synchronous learning). Learning in this model would also consist of video lessons, Google Classroom assignments, and asynchronous learning. Cameras have been installed in all of our classrooms to facilitate learning at home.

Option 3: A Combination of Learning in the Classroom & Learning at Home

It is completely understood that some families may choose to start the year remotely and then make the decision to send their child to school for in-person learning. Families may also choose to send their child to learn on campus and due to unique circumstance and/or personal choice, subsequently choose to have their child learn at home.

Families have the option of a modified model of learning in the classroom and learning from home. In this model, a student can move from learning in the classroom to remote learning, and vice versa, on a weekly basis. For the Learn@Home program, parents must register their child prior to the start of each week in which online learning will take place, using our online registration website, accessible via Edsby. Registration must take place by Friday at 12:00 p.m. Registration for in-person learning is not required. If a child's name does not appear on the list of students registered for the Learn@Home program, the homeroom teacher will know to expect the student in class.



HEALTH & SAFETY MEASURES

Outlined below are a number of health and safety measures that we have considered in the reopening of our campus for the start of the 2020-2021 school year. Careful planning and consideration has been given to all aspects of the school day, to ensure that we maintain a healthy learning community.

Self-screening

All staff and students will be required to perform a daily health screening at home, before attending school. Signs will be posted at entrances to the school to remind students, staff, and parents/guardians of screening requirements.

Parents will receive a form via email prior to the start of the school year, with a list of required health strategies. Parents will be required to acknowledge their agreement to the following expectations, before the start of the school year.

- Health screening checklist will be performed at home each day for their child(ren), prior to leaving for school
- Child(ren) will stay at home if feeling unwell
- A plan is in place to pick up child(ren) immediately if they become ill while at school. This includes providing the school with the name and contact information of an alternate person authorized to collect the child(ren), in the case where the school is unable to reach a child's parents.
- Seeking a test for COVID-19 if symptoms present. A child must stay home from school and should seek testing and appropriate medical attention. In the absence of a test, a student must self-isolate for 14 days and be symptom-free for 24 hours before returning to school. The student must also pass our Daily Health Screening Questionnaire at home, prior to returning to campus.
- Following Rotherglen Travel Guidelines for international and out of province travel (see Page 8).
- Complying with orders issued by Halton Public Health.

Temperature Checks

Given that each Rotherglen family is required to complete a daily health assessment of their child to screen for COVID-19 symptoms before coming to school each day, we will not be taking student temperatures prior to entering the school building. If a student becomes unwell during the school day, a staff member will take the student's temperature, and should the student have a fever or show other signs of illness, the student will be isolated and a parent will be required to come to the school for immediate pick up.

Monitoring and Responding to COVID-19 Symptoms at School

Any student or staff member who develops COVID-19 symptoms while at school will be immediately separated from others, and brought to our Isolation Area until they are able to go home. Isolated students will be supervised, with physical distancing maintained and PPE provided, consistent with Public Health guidelines.

A poster will be placed in each classroom for students and staff to reference, outlining the steps to take if they become unwell while at school.

Parents will be required to provide the name of an alternate person who will be available to come to the school to collect their child(ren), in the event we are unable to reach either parent. It is essential this alternate person is readily available for student pick up. Close contacts living in the same home as the unwell child (ie. siblings) must also be picked up to be monitored for symptoms at home.

Staff with symptoms and parents/guardians of children with symptoms are directed to use the online self-assessment tool provided by the Government of Ontario, found online at: <https://covid-19.ontario.ca/self-assessment/> and follow the instructions.

Students or staff who test positive for COVID-19 may not return to school until they are cleared according to Public Health guidance.

If documentation from a primary care provider confirms the illness is not COVID-19, the student(s) may return to school once symptom-free. The student must also pass the Daily Health Screening Questionnaire at home, prior to returning to campus.

If a student tests positive for COVID-19, parents should report the absence via Edsby, indicating the reason as being Illness/COVID-19 related, or by calling the school late arrival/absence notification line (905-849-1897 ext. 2).

Please be advised that students must remain at home if close contacts living in the same home as the child, including siblings that attend another school, have a suspected case of COVID-19, or test positive for COVID-19. In these cases, families should follow the direction of Halton Public Health.

The school will ensure records of classes, including seating charts, daily records of any approved visitors to the school, including supply/occasional teachers or custodians, are maintained and readily available to be provided to Public Health for contact tracing purposes.

As required under the *Health Protection and Promotion Act*, the school will immediately report any suspected or confirmed cases of COVID-19 within the school to the local Public Health unit, and provide any materials (e.g., daily attendance) to Public Health officials to support case management and contact tracing and other activities, in accordance with all applicable privacy legislation. Public Health officials will determine any additional steps required. We will also report on a daily basis, any suspected or confirmed cases to the Ministry. All school staff members will receive training on outbreak management procedures, prior to the beginning of the school year.

Cohorting

Cohorting refers to minimizing the number of students and teachers any individual comes in contact with, and to maintaining consistency in those contacts as much as possible. The purpose of cohorting is to limit the mixing of students and staff and, in so doing, minimizing the risk of potential exposure to our students and staff.

In our Casa to Grade 8 classes, desks have been purchased so that each student has his/her own space in the classroom. Excess furniture, tables and bookshelves have been removed to create additional space in the classrooms. We will also promote learning outside, if weather permits.

We are fortunate to have large classrooms and small class sizes, allowing our **average** class size to be 15 students. Students and homeroom teachers will primarily remain in their classroom throughout the day, and will move as a cohort to enter and exit the building, during recess time or when moving to other spaces within the school.

Physical Distancing

As much distancing as possible between students, between students and staff, and between staff members will be promoted at all times. In classrooms, individual student desks have been spaced apart and face forward, rather than configured in groups, to provide students with their own learning area and to support respiratory hygiene. In addition, we will be utilizing our library, music room, and art room as classrooms, to use all available space. Distancing in Rotherglen classrooms exceeds what has been outlined in the Ministry guidelines.

Visual cues and signage have been placed throughout the campus that promote physical distancing. High traffic spaces in common areas will have greater supervision, hallways will be divided with markings to promote one way traffic, and directional signage will be placed to support the flow of our students in hallways. Posters on walls will remind students of hand and respiratory hygiene and maintaining physical distance in common areas.

Teachers will move from class to class, rather than students moving, to prevent the interaction of cohorts.

Students will enter and exit the building during arrival and dismissal times through different doors to promote physical distancing. Arrival and dismissal times of our students will be further staggered to promote distancing. Our full planning of this process will be shared with families prior to the start of the school year.

~~Students will have recess with their cohort, and the school playground will be sectioned into pods to keep cohorts 2 metres apart.~~

Plexiglass barriers will be installed in our reception area and in our Learning Success Centre. The larger conference rooms and offices in the LSC will be utilized for one-on-one LSC sessions, with plexiglass separating a student from his/her teacher. Plexiglass barriers will also be installed in our washrooms between sinks, to further support physical distancing of our students and support respiratory hygiene.

Student lockers will not be assigned to students in Grades 4 to 8, and students in Casa to 3 will not use the cloakroom or cubbies, until further notice, in order to promote physical distancing.

While a student will never be denied the request to use the washroom, regular washroom breaks by cohorts will be scheduled throughout the day. Classes/cohorts will be assigned to specific bathrooms in the school building.

Hand Hygiene

Appropriate hand hygiene is one of the most important protective strategies. All staff, faculty and students will be expected to practise regular hand washing throughout the school day. Students will be trained on appropriate hand hygiene, both with soap and water, and with the use of alcohol-based hand rub (ABHR). Age-appropriate posters or signage will be placed throughout the school. Families may wish to refer to Public Health Ontario's How to Wash Your Hands fact sheet, posted online at <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-hand-hygiene.pdf?la=en>

Throughout the day, regular hand hygiene breaks will be scheduled, to allow students to wash their hands at appropriate times during the school day. This will include but is not limited to: upon entering the school building, entering/exiting classroom, prior to/after eating, after washroom breaks, coughing, sneezing, and blowing one's nose.

Isolation Area

Should a student or staff member become ill while at school, the individual will wait in our dedicated Isolation Area. Support staff will monitor the individual and PPE will be available.

The Isolation Area will be cleaned and sanitized after each use.

Masks

Students

Students in **Casa to 8 will be required** to wear a non-medical, cloth or disposable mask in school, including in hallways and during classes. A non-medical mask is not a replacement for proven infection control methods. We remind families that masks should be tasteful and appropriate for a school setting. As well, masks must be washed daily. Masks must also be worn outside at recess (update: January 2021).

Students are encouraged to practise wearing masks to learn which type of mask is most comfortable for them. Students may wear their own non-medical masks, or purchase a non-medical mask from our uniform supplier, DGN Kilters. Reasonable exceptions or accommodations may be made with regards to the requirement to wear a mask.

Students may be granted an exemption from wearing a non-medical mask for reasons related to a medical condition, mental health, sensory, breathing difficulties, or other reasons. Parents are asked to contact the Head of School if they wish to request an exemption for their child.

Teachers and staff

All school-based staff will be required to wear medical masks and face shields, with reasonable exceptions permitted for medical conditions. School staff will be provided with all appropriate personal protective equipment (PPE), including medical masks and face shields.

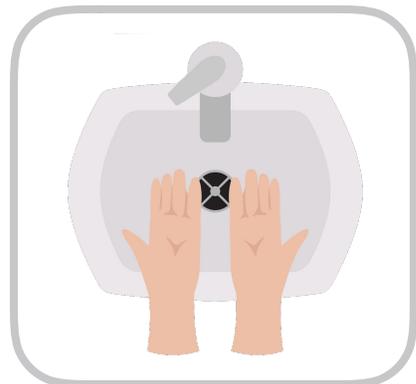
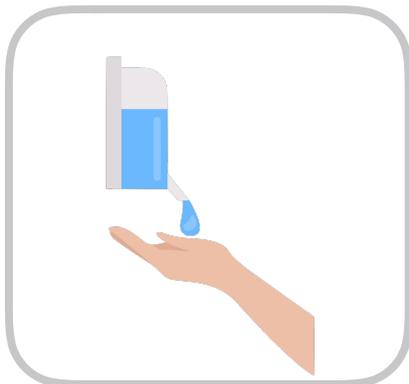
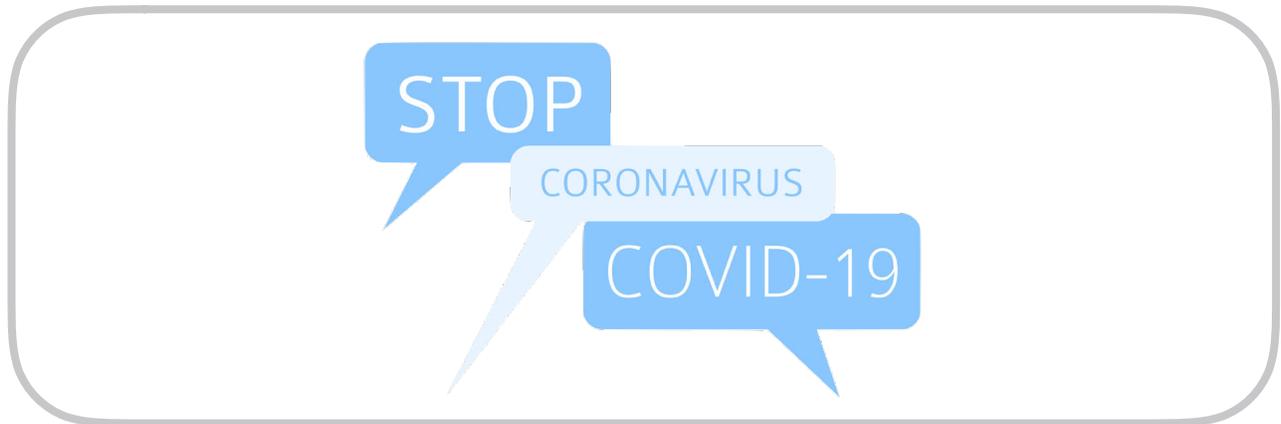
Travel Guidelines

Requirements for International and Out of Province Travel

All students and staff who return to Ontario from out of country and out of province travel, are required to self-isolate for 14 days prior to returning to in-person learning. During this period of time, students will learn remotely through Rotherglen's Learn@Home program. Our Travel Guidelines document is posted online at: https://rotherglen.com/InformationKit_21-22/RG-Travel-Guidelines.pdf. Prior to the holiday breaks in December and March, a link to our Travel Database will be sent to families

It is essential to note that wearing a mask is not a replacement for proven infection controls.

Masks will be worn in combination with other preventative measures: hand hygiene (washing and/or sanitizing hands frequently), respiratory hygiene (not touching the face, covering coughs/sneezes with a tissue, elbow or sleeve), and physical distancing. These measures, in conjunction with daily health screening and seeking a test if COVID-19 is suspected, comprise the four core behaviours that are key in preventing the spread of COVID-19.



STUDENT LIFE

Staggered Arrival and Dismissal

In an effort to maintain physical distancing and cohorting health protocols, the arrival and dismissal of our students will be further staggered. Parents will not be permitted in the school building. Parents will be informed of the specific arrival and dismissal times for their child(ren).

Attendance/Late Arrivals/Appointments

Parents are asked to inform the school if their child(ren) will be absent/arrive late, via Edsby. Alternatively, parents may call the school's absence/late arrival notification line at: (905-849-1897 ext. 2). If a child is ill, please ensure you select this option from the drop-down list in Edsby so that we can effectively monitor trends in the health of our community.

When possible, parents are asked to schedule appointments outside of school hours. In the event that a student must leave before dismissal time, the parent must contact the school office in advance to register the appointment at: (905-849-1897 ext. 1200).

Parents will not be permitted to enter the school; a staff member will meet students arriving late/bring students leaving early to our designated "pick up/drop off" area at the front doors of the school.

Visitors

In the upcoming school year, visitors will not be permitted to enter the school building, including parents. Video or telephone conferencing will be used to interact with families, rather than in-person meetings. Only essential service personnel (ie. HVAC, plumbers, etc.) and visits to ensure school safety (ie. inspections by the Fire Marshal's office or by Public Health), will be permitted to take place.

All authorized visitors to the school will be required to complete a health screening and wear a medical mask while on school premises.

Lunch

All students will eat lunch in their classroom with their cohort to ensure chances of contact and transmission are minimized. Students will wash hands before eating, in a timeframe that prevents congestion in washrooms or hand washing stations.

If weather permits, consideration may be given to having lunch breaks outside.

With respect to eating and drinking at school, it is expected that:

- Staff and students will perform proper hand hygiene before and after eating.
- Students will be required to bring their own lunch and snacks to school each day, with no common food items. Students will not be permitted to share food with their classmates.
- No lunch deliveries will be permitted.
- Students will be required to bring their own drink bottle that is labeled, kept with them during the day and not shared.
- Water bottles will be required to be filled, rather than students and staff drinking directly from the mouthpiece of water fountains.
- We will no longer provide plastic cutlery to students and/or staff.
- No activities that involve students preparing or serving food will take place.

Families are reminded to adhere to our Allergy Aware Policy, to safeguard those individuals in our community with life-threatening allergies. To provide a minimized allergen environment, we require the support and cooperation of parents/guardians, caregivers and the school community. For your reference, our Allergy Aware Policy is posted online at: https://rotherglen.com/InformationKit_20-21/AllergyAwarePolicy_20-21.pdf

Food Programs

Out of an abundance of caution for the health and safety of our school community, our hot lunch program, pizza and sub days, special lunches (e.g., Harvest Lunch) and birthday celebrations have been suspended.

Water Stations

Our filtered water stations will be made available for students to fill water bottles brought from home, when required. The drinking fountains will not be in use this year.

Student Personal Belongings

Lockers and classroom cubbies will not be used at this time. For this reason, personal belongings brought to school should be essential items only (ie. backpack, water bottle, food) and should go home each day. Please ensure all personal items are labeled.

School Uniform Policy

Students will be required to wear their school uniform while learning on campus. On days when students are learning remotely, they are not required to wear their school uniform.

The Rotherglen School uniform will remain the same, with a few minor exceptions.

- Students in Grades 1-8 are not required to wear the Rotherglen School tie.
- Students in Grades 4-8 are not required to wear the Rotherglen School blazer.
- Students at each grade level are to wear black running shoes to school to eliminate the need to change shoes for outdoor play and for physical education classes. Running shoes should have no bright embellishments or markings.
- Students are to wear their physical education uniform to school on the days they have physical education class. Locker rooms will not be utilized for changing purposes.
- Casa students do not require a gym uniform for the 2020/2021 school year.

Our Uniform Policy and Guidelines are posted online here: https://rotherglen.com/InformationKit_20-21/Uniform-Policy_20-21.pdf

A full listing of our Casa to Grade 8 Uniform Requirements is posted online here: https://rotherglen.com/InformationKit_20-21/Uniform-Requirements_20-21.pdf

Recess

We recognize the importance of outdoor time for our students. Casa to Grade 8 students will have scheduled recess time each day. Recess time has been staggered, to support physical distancing and our playgrounds will be divided into separate recess areas to provide each cohort with their own outdoor space. Each cohort will be 6 feet apart from one another. In line with Ministry guidelines announced in January 2021, students will be required to wear facemasks outdoors.

Our outdoor play structures will be closed to student use, as it will not be possible to ensure the equipment is cleaned and sanitized between usage by cohorts.

Field trips

To align with physical distancing, field trips and activities requiring group transportation will not take place, until it is deemed safe to do so, in consultation with Halton Public Health.

Medical Conditions

Students with prevalent medical conditions (Anaphylaxis, Asthma, Diabetes, etc.) are required to submit their treatment plans for 2020/2021 to the office, prior to the start of the school year. Some students may need to visit their health care provider to ascertain if any changes are required to the treatment plan and to discuss whether the student may be facing additional risks, given the current COVID-19 conditions.

Emergency Procedures

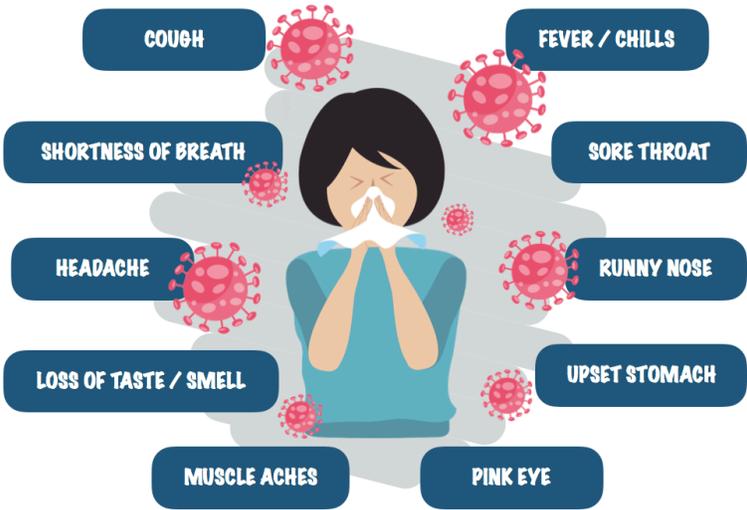
The school will develop strategies to adhere to physical distancing and maintaining cohorts while practising various drills, including Fire Drills and Lockdown/Hold & Secure Drills.



What should I do if I feel unwell at school?

If you develop any of the COVID-19 symptoms listed below while you are at school, tell your teacher **RIGHT AWAY**.

You will be taken to the school's Isolation Area and your parent/ guardian will be contacted to pick you up.



- COUGH
- SHORTNESS OF BREATH
- HEADACHE
- LOSS OF TASTE / SMELL
- MUSCLE ACHES
- FEVER / CHILLS
- SORE THROAT
- RUNNY NOSE
- UPSET STOMACH
- PINK EYE

ACADEMIC ADAPTATIONS

In order to ensure the safety of our students, in line with current Public Health recommendations, we have made some adjustments to our programming. All students will remain in their cohort and Specialty Teachers will move from class to class in order to provide a full breadth of programming.

Music

Most overall expectations for the Music curriculum can be met without the use of instruments. Orff instruments, recorders and band instruments will not be part of the music program. Students in Casa to Grade 8 will participate in in-person music lessons. Students in Grades 7&8 will study guitar, and will have music twice per week. Our younger students will have the opportunity to experience the steady beat and rhythm patterns on body percussion (stomping, patting, clapping and snapping) and on small percussion instruments. Students in Grades 2 and 3 will also create short compositions and experience melodic patterns, scales and intervals on one octave glockenspiels. Students in Grades 4 to 6 will play on two octave glockenspiels and they will also have the opportunity to learn music concepts through composition. All students in Casa to Grade 6 will participate in a music listening programme designed to help them identify special musical features and elements. Students will develop their conducting skills while listening to famous pieces written by the “Composer of the Month”. Music theory will also be a focus for older students. Music at every level will be delivered with a sense of fun so that students will experience the joy of music!

Physical Education

Physical Education classes will be held outside, for as long as the weather permits. Students will remain in their cohort for classes, and each cohort will have their own gym equipment. In line with Ministry guidelines announced in January 2021, students will be required to wear facemasks outdoors. Student change rooms will be closed. Therefore, students will be required to wear their gym uniform to school and all day, on their physical education days. Any shared equipment used during a physical education class will be disinfected before its next use.

Once physical education classes move into the gymnasium, students will participate in “on the spot” low to moderate activities. Physical distancing will be practised at all times, and students will be required to wear masks.

Learning Success Centre

Our Learning Success Centre (LSC) will provide one to one support for our students enrolled in this programming. Students will visit the LSC for their scheduled session(s). Plexi glass barriers will be utilized to separate the student from the LSC teacher, and the larger offices and conference room within the LSC will be used for sessions to allow for a greater amount of space. The LSC rooms will be disinfected after each session.

Before School Programming

Our Before School Program will not be offered in the 2020/2021 school year.

After School Programming

After school care will only be provided to students who have pre-registered for the After School Program. In order to keep our After School Program cohort together, we will not be allowing “drop-in” use of the program. The After School Program will take place in classrooms. These classrooms will be disinfected each day, prior to the start of the After School Program, and at the end of each day, once the program has ended.

Extra Curricular Programming

We will endeavour to offer a range of co-curricular programming for our students, however, activities may be limited due to health and safety measures. Information on any offerings will be shared with families.

Outdoor Learning

While the weather remains favourable, teachers will be encouraged to take their students outside for learning. Our playground will be divided into pods that will be 2 metres apart, and will provide a nice alternative to learning in the classroom. The age of students and course of study will influence the number of times a teacher may choose to take his/her class outside for learning.

Bring Your Own Device Program

It is recommended that all students in Grades 1-8 be equipped with a personal device (laptop/Chromebook) to support their learning. The reality of technology being a requirement for learning, at each grade level, will continue to be a factor in each of the academic options in September and we want our students to be well prepared.

We will continue to use Google Suite for education to support the delivery of our academic programming. Given that we use a web-based platform for learning, and our communication hub, Edsby, is available via the internet, the specifications for a device are minimal. However, to ensure student personal devices are compatible with the various tools needed throughout the school year, including Google Classroom, Google Meet, Google Drive, Google Docs, etc., as well as various Android apps, our IT Department has put together the following device recommendations.

This information is meant to serve as a guide for parents as you determine whether your child has access to an existing device at home that will be suitable for the upcoming school year, or whether you will need to purchase a new device.

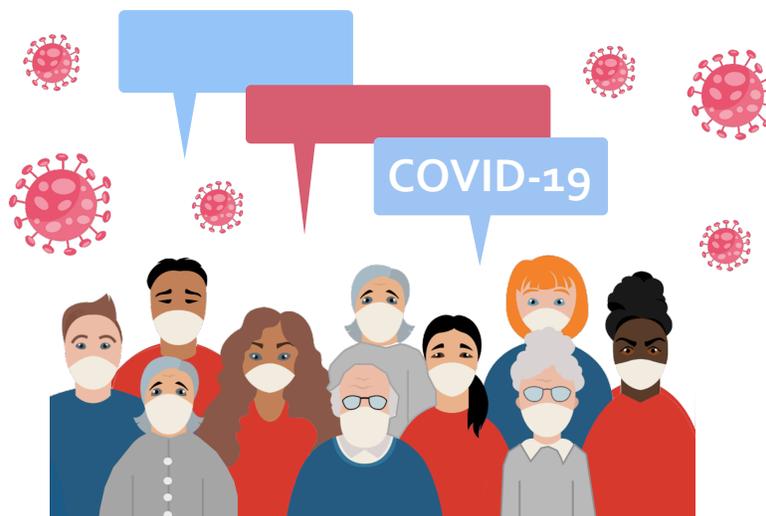
The device recommendations have been posted online at this link: https://rotherglen.com/InformationKit_20-21/BYOD-Recommendations.pdf

Supply Teachers

In preparation for the upcoming school year, we have moved forward with hiring full-time supply teachers, working solely at our school, who will be available to cover a classroom in the event that a teacher is absent.

CAT4 Testing

This testing is typically administered in Term 3, to students in Grades 1-6. We have determined that our continued hybrid learning model will not permit us to meet the requirements for this standardized testing. We hope to resume this testing in the spring of 2022.



FACILITY & OPERATIONS

Cleaning Standards and Protocols

The school has performed a review of its cleaning protocols and made necessary adjustments to ensure the protocols meet current Public Health requirements.

Cleaning program

The school has developed an enhanced cleaning and disinfecting protocol, including:

- increasing the frequency of cleaning and disinfection
- increasing custodial staff
- posting cleaning/sanitizing logs outside all washrooms
- removing items that present cleaning challenges, such as porous or soft items (ie. stuffed toys, area rugs, fabric upholstered seating).

High touch surfaces

Cleaning plus disinfection will take place at an increased frequency in all high touch areas. This includes washrooms (for example, toilet fixtures, faucets), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, etc.

Cleaning products

Our custodial staff will use only Health Canada approved cleaning and disinfectant products with a Drug Identification Number (DIN), in accordance with the manufacturer's instructions.

Daily Deep Cleaning

The school will be deep cleaned at the end of each day, in preparation for the next school day. The school has invested in fogging machines to assist in this daily process.

Cleaning where an individual is suspected of having COVID-19 at school

- The school has established a protocol for identification and communication of suspected/confirmed cases to administration and relevant staff, in order to identify contaminated areas and carry out cleaning and disinfection, including timing, return to use, methods, PPE, and waste disposal.
- The protocol requires that areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 metres of the ill person) versus cleaning alone (such as a hallway or room where the individual has passed through) will be identified to custodial staff.
- In the event that additional cleaning is required due to a student/staff member developing COVID-19 symptoms, or a confirmed case of COVID-19, a classroom will be closed temporarily to allow for a thorough cleaning and disinfecting of touch surfaces.
- The use of disposable cleaning equipment, such as disposable wipes, will be employed when possible.
- Items that cannot be cleaned (paper, books, etc.) will be stored in a sealed container for a minimum of 7 days.

Washrooms

The school washrooms will be cleaned frequently and custodial staff will ensure that there is an adequate supply of soap at all times. A cleaning log will be posted outside of all washrooms.

Washroom breaks will be scheduled throughout the school day to stagger use and better enable physical distancing. Signage will be posted to indicate the maximum number of people permitted to simultaneously use the bathroom at any given point. However, individual students will not be prevented from accessing bathrooms as needed.

Heating, Ventilation and Air Conditioning (HVAC) System

Our filters have been updated for our HVAC system to MARV 13 filters. Filters will be cleaned and changed every 30 days, throughout the building. This maintenance schedule exceeds the recommended filter replacement frequency of 60-90 days.

Throughout the building, we have ensured that window screens have been repaired/replaced in each of our classrooms, to safely support the opening of windows for increased ventilation in the classrooms.

