

HAWTHORN SCHOOL

2020 – 2021

COVID-19 Infection Prevention and Control Policy for Hawthorn



The following policy has been developed based on the latest guidance from the Ontario Ministry of Education, Toronto Public Health, and CIS guidelines, as well as input from Hawthorn parents in the medical field. As the situation continues to develop and evolve this policy will be updated.

This document will be in effect from the date indicated on the bottom of the page until revoked or modified.

Thankfully, Hawthorn’s relatively small class sizes allow full-time in-person instruction from Daycare to Grade 12. If the pandemic were to worsen, Hawthorn is ready to resume classes online. Any student that needs to stay home due to personal illness or illness of a family member can follow Hawthorn classes on-line.

To bolster the safety of Hawthorn’s “bubble”, we ask all parents to refrain from entering the school unless they have made an appointment ahead of time, in which case they will be received in a specific room close to the front door. Parents are encouraged to continue participating in school assemblies, events, parent/teacher meetings, etc., through phone or video conferencing until further notice.

Screening Procedures and Policies

All students, teachers, and staff must submit an online self-screening form every day prior to being admitted to the school. No one may enter the school without a completed form. All screening must be done at home. We trust staff and parents know the responsibility of providing accurate information. Parents (on behalf of their children) and Staff need to perform daily screening and submit results through the current Google Form which can be found on our website (<https://hawthornschool.com/academics/covid19response/>).

The following guidelines apply if a positive response is given to questions on the screening form:

Taken from Toronto Public Health COVID-19 Decision Tool for School Students: For elementary and secondary students (JK-Grade 12) Version 3.2. Updated February 23, 2021

All students must complete a self-screening questionnaire before going to school. Students with chronic health issues that is medically diagnosed and unrelated to COVID-19, should look for new, different or worsening symptoms.

Symptoms:

1. Fever and/or chills: Temperature of 37.8 degrees Celsius/100 Fahrenheit or greater
2. Cough or barking cough or croup: Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)
3. Difficulty breathing: Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)
4. Decrease or loss of smell or taste: Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have
5. Sore throat or pain swallowing: Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions they already have)
6. Runny or stuffy nose / nasal congestion: Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions they already have
7. Headache: Unusual, long-lasting (not related to tension-type headaches, chronic migraines, or other known causes or conditions they already have)
8. Nausea, vomiting and/or diarrhea: Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have

9. Feeling unwell, muscle aches or extreme tiredness: Unusual, fatigue, lack of energy, poor feeding in infants (not related to depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions they already have)

*Symptoms should not be chronic or related to other known causes or conditions.

Student will be asked to stay home, under the following conditions:

(A) If the student has one or more symptoms even if it is mild or has resolved, the student should stay home, self-isolate, and get tested or contact their health care provider.

(B) If anyone in the student's household has one or more of the above symptoms the student should also stay home, self-isolate and follow instructions from public health.

(C) If the student has been in close contact with a person who has COVID-19 they will need to stay home and self-isolate for 14 days, even if they don't have symptoms.

(D) If the student has a household member that has been in close contact with a person who has COVID-19, all children in the household must stay home from school for 14 days (until the person who had close contact has completed their self-isolation period).

(E) If the student has travelled outside of Canada they must self-isolate for 14 days.

(F) If the student has a household member that has travelled outside of Canada all individuals in the household who attend a school setting must stay home until the individual who travelled completes their 14 day travel quarantine. Note: This does not apply if the person who travelled performs an essential job (e.g. truck driver, pilot) and is exempt from travel quarantine

Student does not have symptoms of COVID-19

If the student does not have symptoms of COVID-19 they can attend school if:

- they do not have a household member with symptoms (see B); or
- they or any member of their household are not a close contact of someone with COVID-19 (see C, D); or
- they or any member of their household have not travelled outside of Canada in the past 14 days (see E, F).

Student has symptoms but is not a close contact of someone with COVID-19

- If the student has any new or worsening symptoms, he/she must stay home, self-isolate, and get tested or contact their health care provider, even if the symptom has resolved.

- Any other children and adults in the household who attend a school will also need to stay home, self-isolate.

Student has symptoms and tests positive for COVID-19

- The student must stay home and self-isolate for 10 days, starting from the day the symptoms started.
- The student may return to school after 10 days if they do not have a fever (without use of medication), and their symptoms have been improving for at least 24 hours.
- Even if the student does not have symptoms they must stay home and self-isolate for 10 days from the day of the test.
- All other adults and children in the household members must stay home, self-isolate for at least 14 days, and follow public health advice.

Student has symptoms and tests negative for COVID-19

- The student may return to school if their symptoms have been improving for 24 hours, and if they are not a close contact of someone with COVID-19 or have travelled outside of Canada.
- Household members can return to school right away as long as they do not have symptoms.

Student has symptoms, is not a close contact of a positive case, and is not tested for COVID-19

- If the student has symptoms of COVID-19 that are not related to an existing medical condition and they are not tested, they must stay home and self-isolate for 10 days from the date their symptom(s) started. The student can return to school after 10 days if they do not have a fever (without taking medication), and their symptoms have been improving for 24 hours
- The children and adults in the household that attend a school must self-isolate and can return to school after 14 days as long as they do not have symptoms.

Student has symptoms but has an alternative medical diagnosis, but is not tested for COVID-19

- Students who have symptoms, but have been given an alternative diagnosis by a health care provider (not related to COVID-19), may return to school if their symptoms have been improving for 24 hours.
- A cold or respiratory infection is not considered an alternative diagnosis, and the individual should be tested for COVID-19.

- Household members can return to school right away as long as they do not have symptoms.

Student has been in close contact with someone with COVID-19

- A student who has been in close contact with someone with COVID-19 must stay home and self-isolate for 14 days.
- The student should go for testing. Even if the test is negative, they will have to self-isolate for the full 14 days.
- Any children in the household must stay home from school until the student who is a close contact completes their period of self-isolation.
- Adults in the home can attend work or school as long as they do not have symptoms.

Household member has been in close contact with someone with COVID-19

- Any household member who has been in close contact with someone with COVID-19 must stay home and self-isolate for 14 days, and arrange to get tested. Even if the test is negative, they must self-isolate for the full 14 days.
- Any children in the household must stay home from school until the person who is a close contact completes their 14 days of self-isolation.
- Adults in the home can go to work or school as long as they do not have symptoms.

Student has been in close contact with someone with COVID-19 and develops symptoms, but is not tested

- The student must self-isolate for 10 days from when their symptoms started.
- All household contacts should self-isolate for 14 days or more as this is how long it can take for their symptoms to appear.

Household member has symptoms of COVID-19 and is not a close contact of a positive case

- If a household member has symptoms of COVID-19 any children and adults who attend a school setting must stay home until COVID-19 is ruled out for the household member with symptoms.
- If the household member with symptoms does not go for testing the children and adults in the home who attend a school setting must self-isolate for 14 days.

Household member has symptoms and is a close contact of someone who had COVID-19

- If a household member has symptoms of COVID-19 and is a close contact of someone who has COVID-19, all children and adults in the household must stay home and self-isolate until COVID-19 is ruled out.

- If the household member with symptoms is not tested the rest of the household must self-isolate for 14 days.
- If the household member tests negative, children in the home will still need to stay home from school until the household member completes their self-isolation.

Student has travelled outside of Canada

- If the student has travelled outside of Canada in the last 14 days, they must self-isolate for 14 days.
- Everyone in the household who attends a school setting must also stay home until the person who travelled completes their 14 day period of self-isolation.

Household member has travelled outside of Canada

- If anyone in the household has travelled outside of Canada in the last 14 days, the person who travelled must self-isolate for 14 days.
- Everyone in the household who attends a school setting will also need to stay home until the person who travelled completes the 14 day period of self-isolation.
- If the individual is exempt from travel self-isolation period because they perform an essential job (e.g. truck driver, pilot), the rest of the household can still attend school.

In all cases, the student will be allowed to return to HSG:

- Upon completion of the back to school confirmation form found on our website (<https://hawthornschool.com/academics/covid19response/>) including:
 - the presentation of a negative COVID19 test result; OR
 - upon presentation of a doctor's note indicating that the student's health allows him/her to return to school; OR
 - after 14 days of isolation provided they have no symptoms for 24 hours before returning to school.

Note: If a student with or without symptoms is tested for COVID-19

With or without symptoms, a student who gets a COVID-19 test must be isolated and is not allowed to come to HSG until they receive confirmation of a negative test result and it is confirmed that they have not been identified as the contact person of a COVID-19 positive case.

Drop off and pick up procedures:

A. Drop off procedures:

1. Daycare students:

Parents should park their car in the designated parking spots and accompany their preschool children to the playground entrance. Parents of Toddlers should ring the main door bell. A designated staff member will come and pick up the child to take them to their classroom. Please maintain physical distance from other parents dropping off their child at the same time.

2. Junior and Lower School students

Parents should line up in their cars in the parking lot and wait for the signal of the teacher in charge of the side door to move forward. Children should then unload and proceed through the side door, once their form submission has been verified. Parents are expected to provide assistance to their children in getting out of the vehicle, should they require it.

On entering the school:

- Junior School students will go directly to their classroom.
- Lower School students will change their shoes (two students at a time) and go directly to their classrooms.

Students dropped off between 7:30 a.m. and 8:00 a.m. should proceed to the front door and will remain in the atrium at designated desks until 8:00 am when they can proceed to their classrooms.

Junior and Lower school parents can accompany their children to the front door. These students can then go to the front office to get a late slip and then go to their classroom (if their screening form has been submitted).

3. Upper School students

All Upper School students must enter through the back side door, change their shoes and proceed directly to their classroom.

Students dropped off between 7:30 a.m. and 8:00 a.m. should enter the school through the Front Door and proceed to the Upper School Lunchroom. At 8:00 a.m., students can go to their first period classroom.

Upper School students who arrive late must continue to use the back side door entrance. A staff member will be on duty to check if the self-screening form was submitted prior to entry.

B. Pick Up Procedure

The pick up routine will continue as previous with the following modifications:

1. Staggered pick-up times:

3:00 - 3:15 p.m. - Junior School

3:20 - 3:40 p.m. - Lower School

3:40 - 4:00 p.m. - Upper School

The staggered pick-up times are intended to shorten the line-up of cars. If you have more than one child at Hawthorn, we ask that you come during the pick-up time frame of your eldest child. If you happen to come earlier than the designated time frame, kindly park your car in a parking space and wait until the designated time.

2. Monday co-curricular activities for Grades 1-7:

To facilitate our procedures, co-curricular activities are now scheduled until 3:45 p.m. at which time **pick-up will take place from 3:45 to 4:00p.m.**

3. Pick-up numbers for Junior School to Lower School families:

For Junior and Lower School, each family will be assigned a number. You will be given a printed copy of the number that you will show during car pick-up so that the person in charge can see it (even from afar) and your child will be called to proceed to the side door. This pick up procedure may take additional time (e.g. students taking turns to change shoes). We encourage parents to be patient and understanding.

Driveway Entry and Adjacent Building

The driveway of the building beside the school (99 Scarsdale road) should not be used to access the school's parking lot. There have been cases of parents using this entry at high speed and almost crashing into another parent where the parking lots merge. Please help us avoid any accidents by using Hawthorn's entry.

After School Program

The after school program will be available from 4:00 p.m. to 6:00 p.m. for students from JK to Gr. 7. To keep everyone safe, students will be assigned a desk and will continue to wear a face

mask. On arriving for pick up, parents should park at the side door and call the Front Office, students will then be escorted to the side door.

Appointments during day

If a student needs to leave school during the day for an appointment, parents should:

For the Lower School:

- Send an email to the teacher and administration with the time and reason the student is leaving.
- Upon arrival at the school, parents should call the front office and your child will be escorted to the side door.

For the Upper School:

- Send a note ahead of time with the student or email Ms. Francis at directorofacademics@hawthornschool.com with the reason and time the student will be picked up.
- Upon arrival at the school, parents should ring the bell of the back side door. The student should sign out and a teacher will escort them to the door.

Cohorts, Masking, and Distancing

Students will be kept in separate cohorts based on their grade. The exceptions to this are grades 1 & 2, grades 8 & 9, and grades 10 & 11. These will be grouped respectively due to their smaller sizes. All students will wear a mask while at school, and have two additional masks on hand at school each day in case their mask becomes soiled.

Cohorts in the Lower School will remain in the same classroom throughout the day, with subject teachers rotating between classes while maintaining physical distance. Cohorts in the Upper School will also be kept separate as much as possible. Classrooms and lockers have been assigned (in different areas) based on cohort. All classrooms are sanitized at the end of each period (or double period). Within each Lower School and Upper School classrooms there are marks to help remind students to maintain physical distance.

Extra sinks and changes to the Lower School and Upper School schedules allow for more hand-washing throughout the day. To promote hand hygiene, hand sanitizers have been installed at all school entrances, in the Upper School lunchroom, in the gym, and in each classroom. All students and staff must sanitize their hands when entering the school and are encouraged to do so frequently throughout the day.

Lunch will be eaten in classrooms by cohort. Microwaves will not be available. Students can bring warm food in a thermos. A boomerang lunch will take effect: leftover food and lunch wrappings will be sent home for disposal, reducing the potential for smells in the classrooms. All students must have their own clearly-marked water bottle. Students can use the water fountains to refill their bottle (as these are motion-triggered) but they cannot drink directly from the water fountains.

The Lower School playground has been divided into three areas. Three cohorts will be allowed out at the same time while staying in their respective area. The other three cohorts will eat lunch during this time and then they will switch.

No sharing of supplies will be allowed. We ask parents to ensure their children's supplies are ready for the start of school and that all supplies and uniforms are labelled.

Sanitization during the School Day

Hawthorn's cleaning contractor will sanitize the school for 3 hours in the middle of the day. The focus will be to clean high-touch areas, washrooms, and sinks. The after-hours cleaning and sanitization will continue as usual. Each classroom will be provided with a cleaning caddy containing paper towel, non-toxic sanitizing spray and cloths for extra cleaning throughout the day as needed by teachers or students.

If a Student or Staff Becomes Sick at School

If a staff member feels sick (having any symptoms mentioned above), they will inform their respective Director and the front office, and return home.

If a student feels sick (having any symptoms mentioned above), the following steps apply:

- Junior and Lower School students will go to the Front Office with all their belongings and be taken to the sick room.
- Upper School students will be escorted by their teacher to the sick room with all their belongings.
- The front office will contact parents so that the student can be picked up as soon as possible.
- Students will stay in the sick room until they are picked up. If the student has any siblings in the school the siblings will be asked to go home as well, out of prudence.
- Parents should ring the bell at the front door, and their children will be escorted to the side door exit.
- The sick room will be disinfected after each use.

If a Student, Staff, or Member of the Household is Sick

If a student/staff/or household member feels sick at home (having any of the symptoms mentioned above), the following steps apply:

- Contact the Front Office to inform the school of the situation.
- The front office relays the message to school management.

A Confirmed Case of COVID-19 Within the Staff, Students or Household Members

Should Hawthorn receive notice of a confirmed COVID case within the staff, students, or household members of either, the following steps apply:

- Hawthorn will immediately report the following to TPH by contacting the surveillance unit at 416-392-7411 during work hours (8:30 a.m. to 4:30 p.m., Monday to Friday) or 3-1-1 after hours.
- Parents of all students in that cohort will be immediately informed, asking that they pick up their children and quarantine them for 14 days.
- Hawthorn will await notice from Toronto Public Health who will provide further advice about information that should be shared with other staff and parents/guardians in the event there is a case or outbreak of COVID-19 in the setting.

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2020 – 2021

COVID-19 Infection Prevention and Control Policy for Hawthorn



I confirm that I have received, read, and fully understood the entirety of Hawthorn School for Girls (the “School”) COVID-19 Infection Prevention and Control Policy Version 4 (March 23, 2021) (the “Policy”), including the expectations of parents and students, and the importance of cooperation by parents and members of the School community in ensuring a healthy and safe return to school.

I acknowledge and understand that the Policy is subject to change based on applicable public health guidance, legislation, and directives and that notice of amendments will be shared by the School.

I acknowledge and agree that it is my responsibility to review these amendments as may be issued from time to time.

I confirm that I will comply with, and will reinforce to my child for their compliance, the expectations of the School with respect to the Policy and the 2020-2021 school year.

Family Name (Please Print)

Name of Parent/Guardian (Please Print)

Signature of Parent or Guardian