

Thames Valley District School Board

Return to Learn

September 2020

Resource Document for Our TVDSB Community



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OVERVIEW

As we prepare for the return to learning in September, our priority is the safety and well-being of our students and staff. We have involved our local Health Units as part of our planning, while also following the directions of the Ministry of Education to ensure that our schools and workplaces are prepared, and our staff and students experience a successful return.

We recognize that the 'school life experience' may not be as it was prior to the school closure period and we remain committed to providing as robust of an educational program as possible, given the health and safety regulations provided.

This document will outline important information for our TVDSB community about what a school day will look like, our new health and safety practices, well-being resources and more. Ongoing contact with our community will take place throughout the school year to provide further details about specific school level information and board-wide updates.

Ministry of Education Direction on Three Learning Models

The school board was directed by the Ministry of Education to prepare three different scenarios for September:

1. **Conventional** - Normal school day routine with enhanced health and safety protocols.
2. **Adaptive or Adapted** - Modified school day routine based on smaller class sizes, cohorting and alternative day or week delivery.
3. **Remote Learning** - Learning at home with opportunities for students to engage with their teachers in both synchronous (e.g., live teacher lesson with students participating virtually) and asynchronous learning (e.g., teacher-recorded lesson uploaded to Google Classroom or Brightspace platform).

On July 30th, school boards in Ontario were directed to open in a Conventional In-Person Learning model for our Elementary students and an Adapted Model for our Secondary students. We are prepared to transition to a different learning model as directed by the Ministry based on advice from the Chief Medical Officer of Health or the local Medical Officer of Health.

The plans described in this document have been developed collaboratively with our regional public health units.

REOPENING MODELS FOR SEPTEMBER 2020

Elementary Schools: In-Person Learning

The Ministry of Education has directed all elementary schools (JK to 8) in Ontario to reopen with a conventional in-person delivery model of teaching and instruction, with enhanced health and safety protocols in place. In this model students attend school full time, five days per week starting on September 8, 2020.

Elementary students will be grouped together in a cohort for the full day, including recess and lunch. School schedules will include staggered recess and lunch times in consistent larger groups of students.

In addition to being in a cohort, students will be continually supported and reminded to practice physical distancing, proper hand washing and respiratory etiquette. Students will require significant support to understand the new routines of hand washing practices and physical distancing. Our schools will be clearly marked to support these practices and staff will provide reminders and scheduled opportunities throughout the day.

Students in grades 4 through 8 will be required to wear a mask indoors. Masks are encouraged but not required for students in Kindergarten to grade 3. School administration will maintain records of all student contacts (both peer and teachers) during instructional times and recess/lunch breaks.

Instructional Expectations

- Each day includes 300 minutes of face-to-face instructional time with students.
- Timetables will limit, as best as possible, the number of specialty teachers, while maintaining delivery of all subject areas in the Ontario curriculum.
- Kindergarten programs will continue to support play-based, inquiry and outdoor learning opportunities.
- Increased outdoor learning opportunities will be encouraged.

Operational Expectations

- School will begin and end at regular times.
- Schedules will include time for washroom use/drinks/hand washing opportunities.
- Staggering of recess and lunch will occur.
- Contact points will be minimized throughout the day.

Elementary teachers will maintain a digital learning platform for their students who attend in-person. This platform will be either Brightspace or Google Classroom. Students will be supported to become more familiar with these platforms at school during in-person learning in the event that TVDSB is required to transition to Full Remote Learning throughout the COVID-19 pandemic response plan.

Secondary Schools: Secondary Adapted Learning

TVDSB has been directed by the Ministry of Education to open all secondary schools with an adapted model that combines in-person and remote learning. Students will be placed in groups of approximately 15 students, attending on alternate schedules.

Secondary students enrolled in TVDSB Special Education Developmental Education classes will have the option to attend school in-person every day.

Quadmester

Secondary school courses will be timetabled using a “quadmestered” approach. In a quadmester, students **take two courses** at a time for a **10-week period**. Students will then take their next two courses for the subsequent 10 weeks to complete a full semester. Where the secondary school year was previously two (2) semesters, this year the two (2) semesters are each divided in half, which establishes the Quad (4) breakdown of the school year.

Cohorts of Students

Students are assigned into groups as either Cohort A or Cohort B and each cohort will have approximately 15 students. Students will be a part of 2 cohorts, one in each of the 2 courses they attend in each quadmester (i.e., a student assigned to Cohort A will attend one course with one cohort of classmates and the second course with potentially another cohort of classmates); this scheduling is supported by local public health units.

- Schools will be open every day to students in their assigned cohort. Start and end times for the instructional day remain the same; however, periods are extended to 120 minutes from 75 minutes.
- Each cohort will be scheduled for both face-to-face and at-home learning.

[View the Secondary School Calendar.](#)

Instructional Expectations

- Each day includes 240 minutes of face-to-face instructional time with students.
- Teachers will determine breaks within each period.
- Longer course periods will support science labs, tech classes, practical courses, etc.
- Half courses (such as Careers/Civics) will run for 5 weeks within each quadmester.
- Study Hall (60 minutes per day) will provide an opportunity for the classroom teacher to connect with students during their at-home learning time.

Semester 1 - Quad 1
September 8, 2020 to November 11, 2020

Semester 1 - Quad 2
November 13, 2020 to February 2, 2021

Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Regular Start Time	Student Entry Cohort A	Student Entry Cohort A	Student Entry Cohort A	Student Entry Cohort B	Student Entry Cohort B
Block 1 (60 min.)	Period 1	Period 1	Period 1	Period 1	Period 1
Block 2 (60 min.)	Period 1	Period 1	Period 1	Period 1	Period 1
40-60 min.	Break/Lunch	Lunch	Lunch	Lunch	Lunch
Block 3 (60 min.)	Period 2	Period 2	Period 2	Period 2	Period 2
Block 4 (60 min.)	Period 2	Period 2	Period 2	Period 2	Period 2
Block 5 (60 min.)	Study Hall	Study Hall	Study Hall	Study Hall	Study Hall

Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Regular Start Time	Student Entry Cohort A	Student Entry Cohort A	Student Entry Cohort B	Student Entry Cohort B	Student Entry Cohort B
Block 1 (60 min.)	Period 1	Period 1	Period 1	Period 1	Period 1
Block 2 (60 min.)	Period 1	Period 1	Period 1	Period 1	Period 1
40-60 min.	Break/Lunch	Lunch	Lunch	Lunch	Lunch
Block 3 (60 min.)	Period 2	Period 2	Period 2	Period 2	Period 2
Block 4 (60 min.)	Period 2	Period 2	Period 2	Period 2	Period 2
Block 5 (60 min.)	Study Hall	Study Hall	Study Hall	Study Hall	Study Hall

Semester 2 - Quad 1
February 4, 2021 to April 21, 2021

Semester 2 - Quad 2
April 26, 2021 to June 25, 2021

Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Regular Start Time	Student Entry Cohort A	Student Entry Cohort A	Student Entry Cohort A	Student Entry Cohort B	Student Entry Cohort B
Block 1 (60 min.)	Period 3	Period 3	Period 3	Period 3	Period 3
Block 2 (60 min.)	Period 3	Period 3	Period 3	Period 3	Period 3
40-60 min.	Break/Lunch	Lunch	Lunch	Lunch	Lunch
Block 3 (60 min.)	Period 4	Period 4	Period 4	Period 4	Period 4
Block 4 (60 min.)	Period 4	Period 4	Period 4	Period 4	Period 4
Block 5 (60 min.)	Study Hall	Study Hall	Study Hall	Study Hall	Study Hall

Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Regular Start Time	Student Entry Cohort A	Student Entry Cohort A	Student Entry Cohort B	Student Entry Cohort B	Student Entry Cohort B
Block 1 (60 min.)	Period 3	Period 3	Period 3	Period 3	Period 3
Block 2 (60 min.)	Period 3	Period 3	Period 3	Period 3	Period 3
40-60 min.	Break/Lunch	Lunch	Lunch	Lunch	Lunch
Block 3 (60 min.)	Period 4	Period 4	Period 4	Period 4	Period 4
Block 4 (60 min.)	Period 4	Period 4	Period 4	Period 4	Period 4
Block 5 (60 min.)	Study Hall	Study Hall	Study Hall	Study Hall	Study Hall

Operational Expectations

- School will begin and end at regular times.
- Schedules will include time for washroom use/drinks/hand washing opportunities.
- Staggering of recess and lunch will occur.
- Contact points will be minimized throughout the day.

Teachers will be required to use a Google Classroom and/or Brightspace platform to support the extension of learning for students who are learning at home on days when their assigned cohort is not in school. Through each of these digital platforms, students will have access to learning materials (online resources, class/course content), as well as the opportunity to demonstrate learning.

Full Remote Learning

We recognize that some families may elect to have their child(ren) learn from home rather than return to school in September. We respect and will honour these decisions and have developed a plan to support students who will engage in Full Remote Learning until such time as they are able to return to school.

Through the [*TVDSB Return to School Confirmation on the TVDSB Parent Portal*](#), available between August 5-18, 2020, families will be requested to communicate if they wish for their child(ren):

1. To attend school in-person (Elementary In-Person Learning and Secondary Adapted Learning), or
2. To participate in Full Remote Learning from home.

Elementary and Secondary students who choose Full Remote Learning will participate in real time, synchronous learning every day. Classes will be led by qualified teachers at scheduled times during the school day. The amount of time students will spend in Full Remote Learning will be equal to the same amount of time as students who chose In-Person Learning. It will be expected that students in the Full Remote Learning Model participate every day; attendance will be monitored.

Families/students who require support with technology or Internet access to engage in Full Remote Learning should indicate this in the TVDSB Return to School Confirmation survey. If you have any difficulty with completing this confirmation, please contact the Help Line at 519-452-2005 or servicesupport@tvdsb.ca.

Students in this model will be assigned to a qualified TVDSB teacher (one who may not be from their school) and with other peers (who may not be from their school) in a Full Remote Learning class. This Full Remote Learning class will have its own digital learning platform and instruction will occur online through asynchronous and synchronous learning opportunities. Ontario curriculum will be taught, assessed and evaluated. Full Remote Learning Teachers will provide synchronous learning opportunities which may include individual or small group support (video conferencing via Google Meet / Teams, phone calls), mini-lessons and content/skill-based instruction, as appropriate. It will be expected that students participate every day and attendance will be monitored.



Minimum Expectations for Full Remote and Synchronous (Real Time) Learning

For families/ students who select Full Remote Learning, daily opportunities for synchronous (live, real time) and asynchronous (independent) learning will be provided. Students and families will receive a schedule that outlines the 300 minutes of learning opportunities. This timetable will include both live, real time learning with teachers and peers as well as independent learning activities. Synchronous learning will include large and smaller groups of students, as it would in the In-Person learning model.

Please note:

The synchronous learning times listed below may be divided into shorter periods throughout the day and reflect the amount of time the teacher is available for a real time learning opportunities students.

Students will not be working on a computing device for the entire time allocated for synchronous learning. At times, students will be working independently during real-time learning, away from their device, with the teacher available for support in the digital classroom.

Division	Grade Level	Daily Minimum Requirement for Synchronous (Real Time) Learning *
Elementary	Kindergarten	180 minutes
	Grades 1 to 3	225 minutes
	Grades 4 to 8	225 minutes
Secondary	Grades 9 to 12	120 minutes per course in a Quadmestered model (Students in TVDSB will be taking 2 courses for 10 weeks.)

The times indicated above are in addition to independent (asynchronous) learning which is part of a student’s day. The school day for students enrolled in Full Remote Learning remains a 300-minute instructional day. Daily attendance for students is expected in Full Remote Learning and will be monitored.

Timetable For Full Remote Learning Students

Families of elementary and secondary students in the Full Remote Learning model will be provided with a schedule of synchronous (real time) and asynchronous (independent) learning opportunities. This schedule will be provided in advance to support families with planning.

Secondary students who elect Full Remote Learning will participate in online courses within a Quadmastered schedule, to align with our Secondary Adapted model.

NEW

Exemption Process for Synchronous (Real time Learning)

Full Remote Learning staff will work with families who are not able to have their child(ren) participate in scheduled synchronous learning times. A process will be developed to allow for student exemption from synchronous learning.

Digital Learning Platforms

All students in TVDSB in both the In-person Learning model and Full Remote Learning model will be connected to a Digital Learning Platform (Brightspace or Google Classroom). Students will be provided with support, if required, to use these platforms.

To support parents and guardians with understanding how to use these platforms, we have created several resources, which include videos, user guides and FAQs. These resources can be found on our website under [Supports for Parents and Guardians](#) and are available in multiple languages. TVDSB will be providing more learning opportunities about how to use these digital platforms.

NEW

Communication

Families who select Full Remote Learning will receive communication from a Full Remote Learning staff member prior to the start of the school year. This communication will include information such as: login process, the schedule of learning (timetable), and student learning expectations. If timetable changes are needed at the secondary level, guidance counsellors will support any needed changes.

NEW

Full Remote Learning Without Technology

We recognize that for some families there may be a reason to access education without the use of technology. The assigned Full Remote Learning staff will connect with families prior to the school year and this preference can be shared. If a family selects Full Remote Learning but is unable or does not wish to access technology, support will be provided through non-digital means. This learning opportunity will take the form of paper packages supported with phone call communication.

Requests to Change Learning Models

We recognize that planning for the return to school in September has required families to make decisions. We appreciate the support of our parents and guardians to complete the [TVDSB Return to School Confirmation](#) prior to August 18, 2020. That information is required so that students' timetables/classes can be established, and staffing can be completed in order to start the 2020-2021 school year on Tuesday, September 8th in all preferred learning models.

Once school begins, if parents and guardians/students wish to change from Full Remote Learning to Elementary In-Person Learning/Secondary Adapted Learning (or vice versa), they will be permitted to change learning models at set points during the school year with advanced notification.

Elementary students will be permitted to change models on:

November 2, 2020 (with advanced notification by October 16, 2020)

February 8, 2021 (with advanced notification by January 22, 2021)

Please note: These dates were determined to align with the Ontario Elementary Reporting Periods. Advance notification is required for staffing purposes.

Secondary students will be permitted to change models on:

February 4, 2021 (with advanced notification by January 15, 2021)

Please note: These dates were determined to align with the Ontario Secondary Reporting Periods (end of Semester One). Advance notification is required for staffing purposes.

If a family/student requests a change of learning models at a time that is different than those stated above, the change will be reviewed on a case-by-case basis. If the request is able to be accommodated, transition time will be required for planning purposes.

NEW

Kindergarten

Our Full Day Kindergarten In-Person and Full Remote Learning classes will continue to engage our youngest students in learning through play-based and inquiry opportunities.

The programs focus on children's learning development within four frames (topics):

- Belonging and Contributing
- Self-Regulation and Well-Being
- Demonstrating Literacy and Mathematics Behaviours
- Problem Solving and Innovating

For Kindergarten students who select In-Person learning, active play-based learning opportunities will be provided outdoors, when possible. In the Kindergarten classroom, students will participate in engaging learning times, at several spaces around the classroom (not solely at a table or desk), with physical distancing measures in place.

For Kindergarten students who select Full Remote Learning, our TVDSB Educator Teams will provide various community building experiences at the start of the school year. The Kindergarten program will be delivered through both synchronous (live, real time) and asynchronous (independent) opportunities, recognizing the importance of regular connection between the Educator team, the students and their peers.

NEW

Gradual Entry For Kindergarten Year One (K1) And New Year Two Students (K2)

Our JK (K1) and **NEW** K2 (SK) students will be supported through a process we refer to in TVDSB as *gradual entry*. Gradual entry means students who are new to the school (K1 students and new K2 students) start on different days throughout the first week (September 8-11), gradually as the week progresses. By Friday, September 11, 2020, all Kindergarten students will have started their year in the Full Day Kindergarten program either at school (In-Person Learning model) or online (Full Remote Learning). A specific schedule is provided to Kindergarten families, by the school (home school or Full Remote Learning School), prior to the first day of school.

PROGRAM CONSIDERATIONS

Music, physical education, technological studies, the arts, etc.

The safety of students and staff will require additional procedures for classes and musical bands, including the disinfection of equipment, tools, instruments, etc. as well as classroom layout considerations during face-to-face learning opportunities:

- Equipment, tools and instruments should be assigned to individual students or have a disinfecting process in place between each use.
- All shared equipment, tools or instruments must be cleaned and disinfected between users.
- Classroom layout must adhere to physical distancing, where possible.
- Vocal classes /choirs will be scheduled in large spaces or outdoors whenever possible.

SUPPORTING STUDENTS WITH SPECIAL NEEDS

Supporting our students with special education needs will continue to be a priority. All staff in the TVDSB Special Education Department will actively support students in all learning models. School-based staff (e.g., Learning Support Teachers and Educational Assistants) will work as a multi-disciplinary team to collaborate with the classroom and Full Remote Learning Teachers, students, and their families to ensure our students with special education needs receive the support they need to be successful in any learning model.

Plans have been developed at each school to ensure that students with special needs are supported as they transition back to learn. Professional Services Staff will also work with individual school teams to develop and implement programs and services designed to meet students with special education needs, in support of their transition back to school.

The IPRC process will be followed as per the TVDSB's Special Education Plan 2020-2021. The completion of all deferred Annual IPRC Reviews and new IPRCs requiring re-scheduling from Spring 2019-2020 will proceed either in-person or in a virtual format (as per parent(s)/guardian(s) preference).

Secondary

- In an adapted model, all students with a placement in one of Thames Valley's Special Education - Developmental Education Classes will have the option of attending school on a full-time, five days per week basis.
- The needs of other students, formally identified through the IPRC process, will be reviewed to determine if they need to attend school, in-person and on a daily basis, as they are unable to have meaningful access to education through distance learning.

Students will have access to their Special Education Assistive (SEA) Technology during the Full Remote learning model. This includes computing devices (iPads, Chromebooks, and laptops) as well as mobility devices, sensory equipment, etc.

SUPPORTING STUDENT HEALTH AND WELL-BEING

We know that the COVID-19 pandemic has had a significant impact on our students, their families and our staff. We are prioritizing the building of school community and connection using this lens. It is important for the conditions of psychological safety, belonging, inclusivity, and connection to be established as our students return to learn in all learning models. We will support our staff to focus on a trauma-sensitive approach in all aspects of student interaction.

In all learning models, our TVDSB Professional Staff will continue to support and provide service to students. This may be through in-person, phone or virtual means. Professional Services staff will provide in-person consultation and support for teachers on social-emotional and mental health and well-being strategies in the classroom. TVDSB will also support school staff with additional information that will be provided in the School Mental Health Ontario learning framework and toolkit.

PARENT AND GUARDIAN RESOURCES

Parent and guardian learning opportunities are being developed to provide information, resources and strategies to support their child(ren) with their return to learn. There will be a wide variety of learning options available, and parents and guardians will be consulted around topics they would like to see presented.

Parents and guardians are always encouraged to be involved in their child's learning by communicating regularly with their child's teacher regardless of the learning model. TVDSB parents and guardians can also find information on our TVDSB Parent Engagement webpage at <https://www.tvdsb.ca/en/parents/parent-engagement.aspx>

STUDENTS WITH HEALTH CONDITIONS

Some students will not be able to take part in the In-Person Learning model due to health conditions or other reasons. For this group of students, the Full Remote Learning model will be provided and TVDSB will support these students in this model of learning.

ACCESS TO TECHNOLOGY, WIFI AND DATA-ENABLED DEVICES

Student Device and Bandwidth Access

We are committed to ensure that all families have access to technology and the internet to support their child's learning. As part of our [Return to School Confirmation](#) we will ask families of students opting for full remote learning and all secondary students about technology needs. **If you have any difficulty with completing this confirmation, please contact the Help Line at 519-452-2005 or servicesupport@tvdsb.ca**

ACCESS TO SCHOOL SITES

Parent and Guardian/ Visitor Access

Our Health & Safety practices, in addition to the Ministry of Education's recommendations, limit parents/guardians and visitors within the school. Parents and guardians who require essential access can arrange it through the school administration. Signage has been developed to limit entry to buildings, and provide information on how to contact the school to arrange for approved essential access. Unscheduled visitors and family members may not be able to enter the location. Any approved visitors to schools will be required to self-screen, sign in at the office and to wear a mask while on the school premises.

Child Care Centres and Before/After School Programs

All of our Child Care Centres and Before/After School Programs are operated by Third Party Operators. Please check with your child care provider for more information about their re-opening details. It is important to note that students who participate in Before and/or After School Programs are in established cohorts that may differ from those developed at the school level. To support contact tracing, school administrators will have cohort lists for these programs.

Community Use of Schools

Indoor permits through Community Use of Schools will continue to be on hold until further notice.

PARENT/GUARDIAN RESPONSIBILITIES

Return to School Confirmation

Parents and guardians are asked to complete the Return to School Confirmation on the TVDSB Parent Portal (www.tvdsb.ca/parentportal) and indicate whether or not their child(ren) will return to in-person learning in September. A separate entry must be completed for each child and is required for both elementary and secondary students. The deadline to complete this form is Tuesday, August 18, 2020. If you are new to the Parent Portal, instructions can be found on our [Technology and Software Support page](#). For families experiencing difficulty with completing this confirmation, please contact the Help Line at 519-452-2005 or your school office.

New Students – Early Registration

We request that families register their child(ren) by September 1, 2020 to ensure appropriate placement and planning. After September 1, families will be required to complete the online pre-registration and make an appointment at the school to complete the registration for their child.

Drop-Off and Pick-Up Areas

Drop-off and pick-up areas at schools will be equipped with reminder signs to parents/ guardians regarding the need for physical distancing. Schools may provide more information closer to the start of the school year with respect to specific locations or “staging areas” for student drop-off/pick-up. We recognize how important it is to provide safe drop-offs for students and appreciate parent/ guardians’ adherence to these new routines and processes.

In addition, our board continues to work with our municipal partners to develop community-based drop off locations to support reduced traffic congestion.

Personal Student Belongings

Personal belongings brought to school by students should be minimized. All personal belongings should be clearly labelled. Secondary students may not have access to lockers and may need to keep all belongings with them.

Water Bottles

Students will be encouraged to bring their own **labelled** water bottle to school each day. Students will be directed to use filling stations. Opportunities to fill bottles will be scheduled for elementary students. All drinking fountains with mouthpieces will be shut off.

Daily Screening of Students

Students must not come to school if they have symptoms/feel sick, or if they have come in close contact with someone with a suspected or positive case of COVID-19 in the past 14 days, including individuals within their household. Parents/ guardians will be provided with a checklist to perform daily screenings of their child(ren) before arriving at school. More information will be provided on this screening process prior to the beginning of the school year.

Signs will be posted at entrances to schools to remind students, staff, parents/guardians, and essential visitors of health and safety guidelines. Teachers and other staff members will be provided with information on the signs and symptoms of COVID-19 in children so that appropriate action can be taken if a student develops symptoms during the day.

Picking up Students Who Are Exhibiting Symptoms

As part of our process to ensure the health and safety of staff and students, it will be important to monitor signs and symptoms of students and staff during the school day. As such, if a student exhibits a COVID-19 symptom while at school, they will be relocated to a supervised designated location in the school. Staff will immediately contact the parent or guardian. We request that parents and guardians establish a process for the retrieval of their child in the event that they are notified during the school day. Students will not be able to take school transportation if they have been isolated with symptoms.

HEALTH AND SAFETY PRACTICES FOR SCHOOL SITES

Pilot Schools

Two pilot schools have been staged as examples of how TVDSB has planned for physical adaptations to support additional health and safety measures. In these model schools, all classrooms are staged with labelling of student desks for cohorts (to support our Adapted Model), in addition to floor markings and directional arrows which have been placed to support physical distancing. Hallways have been staged to include directional flow of traffic and physical distancing. The physical adaptations that have been implemented in our two pilot schools will be replicated in all schools.

Cleaning and Disinfecting

As a commitment to ensure the health and safety of students and staff, we have hired additional temporary custodians to support the disinfection of high traffic areas in schools and touch points that are regularly used by students and staff.

In addition, we are supplying all classrooms with disinfection products to allow for staff to use as needed. In the evening, electrostatic sprayers will be used to disinfect high touch points within school buildings.

As preventative measures to reduce the amount of contact to surfaces, classroom doors will always remain open so that doorknobs are not repeatedly touched, and light switches will remain on in classrooms and common areas.

Physical Distancing

It will be important to support our students to understand the added element of physical distancing that will now be part of their experience at school. Our staff is committed to assist students with this practice. Signage and floor markings throughout classrooms and school hallways are also in place to remind students to maintain physical distance from one another.

In addition, where possible, other physical distancing measures will be used. These can include:

- Removing non-essential items from hallways and high traffic areas.
- Incorporating more individual activities.
- Avoiding activities involving shared objects/toys that cannot be easily cleaned.
- Maximizing physical distance between chairs and tables/desks, where possible.
- Creating designated routes for students/staff to get to and from classrooms.
- Moving activities outside to allow for more space.
- Staggering periods of student movement around school and discourage student congregating in hallways, where possible.
- Staggering periods of student movement around school including lunch, breaks and recess times, where applicable.
- Having pre-set 'staging' locations for drop-off/pick-up routines.

Personal Protective Equipment (PPE)

TVDSB has prepared for staff to have Personal Protective Equipment (PPE) which includes masks, face shields, gowns and gloves, as required. Parents and guardians can support our younger students by helping them to understand that staff will be wearing PPE as part of the re-opening of schools.

Non-Medical or Cloth Masks

The Ministry of Education, in consultation with provincial health officials, has prescribed the use of non-medical or cloth masks for all students in grades 4 through 12 when indoors, including hallways, during class and on school transportation.

If students are able to bring these masks from home, we would encourage parents and guardians to send them each day. However, we will have extra masks at each school in the event that a student requires a replacement mask.

Students in Kindergarten to grade 3 will be strongly encouraged (but not required) to wear a mask when indoors and on school transportation. If parents or guardians wish for their child to wear a cloth mask and they are able to bring these masks from home, we encourage them to do so. Extra masks will be available in the event that a student requires a replacement mask during the day.

Hand Washing

Schools will ensure that hand hygiene (cleaning) products are available in all rooms and at school entrances (e.g., hand wash sink with soap dispenser or hand sanitizer). All staff, students and essential visitors will be expected to practice proper hand hygiene, washing hands with soap and water or using hand sanitizer, at the following times:

- Upon entering the school
- At regular time intervals throughout day
- Before/after eating food
- After using the washroom
- Before/after outdoor play
- After sneezing or coughing
- Before putting on and after removing PPE and/or non-medical masks/face coverings

SYMPTOMS, CONFIRMED CASES AND OUTBREAKS

Designated Area

Each school will have a designated area should a child become ill at school. This room/area will be used for the temporary placement of any individual who becomes ill during the day. Hand sanitizer, gloves, surgical/procedural masks, eye protection, tissues and a gown will be available for use by the ill individual and staff member supervising them.

COVID-19 Symptomatic Students

As mentioned in the Parent/Guardian Responsibilities, family members will be notified immediately if a child becomes unwell during the day. Symptomatic students must be immediately separated from others and supervised in a designated room/space. Parents (or designate) must immediately come to the school to pick up their child. Students from the same family will need to be picked up as well.

Parents and guardians are expected to have children assessed for COVID-19 if symptoms are present or self-isolate their children at home for 14 days.

Confirmed Cases of COVID-19

When a student or staff member has been diagnosed as positive for the COVID-19 virus, the school and board will follow the directions of our regional public health units.

Students or staff who test positive for COVID-19 must provide medical clearance before being allowed to return to in-person instruction.

Outbreak Protocol

In consultation with our regional public health units, the following will be in place in all TVDSB schools:

Class Lists

School administrators ensure that class lists are maintained.

Bus Cohort Lists

Bus cohort lists will also be maintained for each school that has students accessing school transportation.

Testing Sites

As a board, we are in regular consultation with two public health units, London Middlesex Public Health Unit and Southwest Public Health Unit. Specific locations of Health Units and testing sites will be provided to school communities through school communications and on our TVDSB and school websites. The regional public health units will indicate if on-site testing at a school is required if an outbreak is confirmed within a school setting.

Privacy

Staff will follow the directions from the regional Health Units in terms of what medical/health information can be shared related to students or their families and that of TVDSB staff. TVDSB is appreciative that parents and guardians understand that not all personal information can be shared due to privacy concerns.

SCHOOL DAY OPERATIONS

Student Transportation

Our busing service, Southwestern Transportation Services (STS), has informed families that students who are eligible for transportation must register for busing in order to allow them to plan for routes. This registration process closes on August 14, 2020. Those who miss the deadline for registration should prepare for a delay in accessing transportation and may be waitlisted in some circumstances.

STS reminds parents and guardians that bus stops are unsupervised and physical distancing is the responsibility of the students and their caregivers at the bus stop. For more information, including STS's COVID-19 safety protocols, visit www.mybigyellowbus.ca

Attendance

Attendance will be taken for all students attending In-Person Learning, and a record will be maintained when students are in areas of the building other than their classroom. This will assist us with contact tracing should a positive case of COVID-19 be determined. Daily attendance will also be taken for any student participating in Full Remote Learning as there is an expectation by the Ministry of Education that student attendance in this learning model be monitored.

Sharing of Resources/Materials

Staff will limit the sharing of supplies, equipment, and textbooks that cannot be easily cleaned. Adequate supplies for instruction will be provided to each student, and where it is not practical to give each student their own resources, then the shared equipment will be cleaned or disinfected between use.

Parents and guardians can support younger students who are participating in In-person Learning by reminding them that sharing of personal belongings and school supplies is not suggested.

We recognize that the start of the school year often prompts some families to purchase individual student learning materials in preparation for school. **This is not required, and schools will be equipped to provide necessary materials to students.** However, if parents or guardians are interested in purchasing school learning items, the following could be used at school:

- An individual refillable, clearly labeled water bottle
- Pencils
- Erasers
- Pens for older students
- Scissors
- Glue/glue stick
- Pencil crayons
- Pencil case

In addition to these learning items, technology will continue to be used in our In-person Learning Model. Students who participate in the In-person Learning Model may opt to bring a computer device to school for their own personal use. This should be labelled and will be the responsibility of the student.

Emergency and Preparedness Response Drills

Practice drills will continue for students participating in the In-Person Learning model. Drills will be done in both Cohort A and B in Secondary Schools to ensure all students take part. During these drills, classes will move throughout the building while maintaining physical distance between students in the classroom, hallway and at all exits.

Student Nutrition Programs/Hot Lunch Programs

Student nutrition programs will continue where pre-packaged items are able to be provided to students. Hot Lunch Programs organized at schools will not be provided at this time.

Field Trips

In the initial stages of re-opening, field trips will not be permitted.

Intramural and Extra-Curricular Sports

TVDSB is awaiting further clarification/direction from the Ministry of Education, Ontario Federation of School Athletic Associations (OFSAA) and regional health units. Low/no contact sports and activities may be considered for a shortened season if approval is granted.

Clubs

School clubs that can maintain physical distancing or run virtually may continue.

Contactless Payments

To reduce the handling of cash, families are encouraged to use [SchoolCash online](#).

Garbage

Classroom garbage will be collected and disposed of daily.

Recycling

Students will be asked to bring home all lunch and snack containers and to recycle in their own home rather than at school. Schools can continue to recycle items such as paper and cardboard boxes from school-based activities.

Fitness Rooms and Equipment

Schools can use fitness rooms and equipment for in-class instruction when physical distancing can be maintained. Schools must ensure that proper cleaning procedures are in place for all equipment that is used. Staff/students must agree to clean and disinfect all equipment before and after use and maintain physical distance from others who may be in the room simultaneously.

Washrooms

Signage will be placed inside washrooms to remind students of room capacity, physical distancing and proper hand cleaning practices. All school washrooms will be cleaned and disinfected throughout the school day and again every evening.

Outdoor Space

Staff will be encouraged to maximize outdoor space for learning opportunities for students. Physical distancing practices will be in place during such activities. TVDSB has engaged in planning for the effective delivery of curricular activities that could be supported in outdoor environments and using our outdoor spaces.

Recess/ Lunch

Elementary students will be grouped together in one designated larger group for outdoor recesses and lunch breaks. Recesses/lunches may be staggered based on the size of the outdoor space and the availability of supervisors. Principals will develop a schedule and routine that allows for students to maintain appropriate physical distancing while still having an opportunity for fresh air and physical activity. Students will be taught about the importance of distancing, but it's recognized that this is challenging to enforce.

Elementary students will be encouraged to stay at school for lunch and will eat lunch in assigned classrooms/desks.

Secondary students are also encouraged to stay at school for lunch and will eat lunch at desks or in designated areas.

Playground Structures

Elementary school playgrounds will be permitted for student use at recesses and lunch. Students will all be required to clean their hands before and after each recess/outdoor time.

Common Spaces – Library Learning Commons/Cafeterias/Auditoriums

Common spaces, like Library Learning Commons, may be required to be equipped with plexiglass at circulation desks and floor markings for traffic flow and physical distancing. Cafeterias and auditoriums will be clearly marked to ensure physical distancing and schedules will be developed for the use of these spaces. The physical adaptations that have been implemented in our two pilot schools will be replicated in our Thames Valley schools, as needed.

Large Group Gatherings and Assemblies

During the early stages of school re-opening, all large gatherings and assemblies will not take place in person. Schools will be encouraged to consider virtual options instead.

CONCLUSION

We remain committed to our Thames Valley community and will provide regular updates on our Return to Learn plans over the next month. The health and safety of our students, their families and our staff is our priority. As we work together to plan for our return to learn and work, we value the collaboration of our stakeholders and partners. Our Thames Valley priorities of relationships, equity and diversity, student achievement and well-being and these will continue to drive our work together as we plan for the safe Return to Learn at Thames Valley.