
SUMMIT HEIGHTS PUBLIC
SCHOOL
2020-2021
HEALTH & SAFETY
INFORMATION PACKET

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Staff Training, Wellness Room, Procedures if someone is ill/Covid-19, Best Practice Posters

All staff have completed COVID-19 professional development from the TDSB.

Board-issued posters and signage has been posted throughout the building related to proper handwashing, covering your cough/sneeze with the inside of your elbow, screening posters from Toronto Public Health.

Visitors will be limited in accessing our building.

Parents will be granted access if it is an emergency, if they are picking up a primary child early (junior/intermediate students will meet parents at the front door after signing-out) or they make an appointment ahead of time.

External parties (vendors) will only be entering the building if absolutely necessary. All optional programming that requires external people have been postponed.

What if my child has allergies (or other)?

Due to the severity of COVID-19, we ask that each family takes the time to accurately and completely fill out the **Medical Information Form** that will be sent to you electronically from the TDSB. If your child has a pre-existing condition such as seasonal allergies or asthma, that has similar symptoms to COVID-19, it is imperative that the classroom teacher receives a note/letter from a medical doctor explaining the condition and that it is clearly **NOT** COVID-19. Failure to do so may lead to your child being sent home, if displaying COVID-like symptoms, and not to return to school until such a note is produced and/or a negative COVID-19 test result is attained.

Screening students at home (before coming to school)

The TDSB is requiring all those entering the building to conduct a personal screening before coming into our school. The TDSB Health Screening App is designed to support staff and students conduct a daily health self-assessment and assist in its verification, in line with the [guidelines set out by Toronto Public Health](#).

Before coming to school or upon arrival at school each day, all students and staff must conduct an active health screening self-assessment, considering the following questions:

- Do you have any of the following symptoms (new or worsening):
 - Fever

- Cough
- Difficulty breathing
- Sore throat, trouble swallowing
- Runny nose or red eyes
- Loss of taste or smell
- Not feeling well, tired or sore muscles
- Nausea, vomiting, diarrhea
- Have you returned from travel outside Canada in the past 14 days?
- Have you been in close contact with someone who is sick or has confirmed COVID-19 in the past 14 days without wearing the appropriate PPE?

If you answered **yes** to any of these questions, please stay home; self-isolate right away; and call Telehealth or your health care provider to find out if you need to be tested. For more information about testing, please visit www.toronto.ca/home/covid-19/

If you answered **yes** to any of the questions above, you will not be allowed to enter our school. To gain entry back into our school, the individual must produce a negative COVID-19 test, or return after 14 days of self-isolation (with a minimum of 24 hours of being symptom free at the end of said period of time).

If you answered **no** to all of these questions, please record the information daily in one of the following ways, which will allow you to enter to our school:



To access the app, click the appropriate link for instructions:

- [Google Play Store](#) (for Android devices)
- [Apple App Store](#) (For iPhones or iPads)

Staff and students are encouraged to use the app before leaving home to conduct the self-assessment. The app then generates a QR code which can be scanned on site or they can provide their name for verification to expedite the process of entry.

Alternatively, students can produce the Paper Copy Pass (which must be signed and dated by a parent) to gain access to the building. The paper copy also requires a negative/no response to the following questions:



STOP COVID-19

Do you have any of the following (new or worsening):

-  **Fever**
-  **Cough**
-  **Difficulty breathing**
-  **Sore throat, trouble swallowing**
-  **Runny nose or red eyes**
-  **Loss of taste or smell**
-  **Not feeling well, tired or sore muscles**
-  **Nausea, vomiting, diarrhea**

 **Have you been in close contact with someone who has confirmed COVID-19 in the past 14 days without wearing appropriate PPE?**

 **Have you returned from travel outside Canada in the past 14 days?**

 **If you answered YES to any of these questions, go home & self-isolate right away. Call Telehealth or your health care provider, to find out if you need a test.**

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Screening at school (before entry)

Before entering the building, your child must

- produce a valid QR code (indicating a response of “no” to all of the screening questions)
- produce a Health Screening Paper Pass, signed and dated by a parent

Students who are unable to produce one of the above will be denied entry into the school.

If they are in Grades 4-7, they will make their way home, and parents will be notified by our main office. If they are bused, then a phone call to a parent will be made for pick up (we will arrange supervision at this time).

If the student is in JK to Grade 3, they should be taken home by the person who brought them to school. If said person has left, the school will contact the parent/guardian and supervise the child until they are picked up.

If your QR code indicated that you answered **yes** to any of the screening questions, please stay home; self-isolate right away; and call Telehealth or your health care provider to find out if you need to be tested. For more information about testing, please visit www.toronto.ca/home/covid-19/

If your QR code indicated that you answered **yes** to any of the screening questions, you will not be allowed to enter our school. To gain entry back into our school, the individual must produce a negative COVID-19 test, or return after 14 days of self-isolation (with a minimum of 24 hours of being symptom free at the end of said period of time).

What if someone falls ill?

Summit Heights Public School has a wellness room, where students/staff who have symptoms of illness will be supervised until they are able to go home as soon as possible. Should that happen, the following protocol will be followed:

- The Principal or designate will contact the Superintendent, Sr. Manager of Facility Services, Sr. Manager of Occupational Health and Safety department, Sr. Manager of Employee Services, and the TDSB Communications department

If the ill person was in the school 48 hours prior to the onset of symptoms, the Principal or designate will:

- Contact Toronto Public Health
- Discuss with the Sr. Manager of Facilities about any necessary enhanced cleaning protocols needed
- TPH will determine next steps (including contact tracing) and,
- TPH will work with the TDSB Communications Department in regards to communication of this case

In the event that a student, staff member or any immediate family member of a student or staff, tests positive for Covid-19, they must inform Mr. Mah via phone (416-395-2020) or email (bill.mah@tdsb.on.ca)

- The ill person should be tested for COVID-19, and self-isolate until the test results are ready
- if the ill person has COVID-19, they must self-isolate for 14 days, and not return to school until they are symptom free for at least 24 hours at the end of the 14 day period
- if the ill person does not get tested for COVID-19, they must self-isolate for 14 days, and not return to school until they are symptom free for at least 24 hours at the end of the 14 day period
- if the ill person receives a negative COVID-19 test result, they must not return to school until being symptom free for at least 24 hours
- a doctor's note is not required to return to school, providing the steps above were taken

When can a student return to school after being ill?

- As per TPH protocols, if someone tests positive for Covid-19 they can return to school 14 days after their symptoms began, providing they are symptom free for at least 24 hours at the end of their 14 day self-isolation
- If the test results are negative (not Covid-19) they can return to school once they are symptom free for at least 24 hours
- A medical note is not required to return to school

Smaller class sizes, Cohorting, staggered recesses/lunches

Summit will keep all classes at or below the following class caps:

- Kindergarten: 24
- Grades 1-3: 20
- Grades 4-7: 27
- Gifted classes: 25

Students (including those in Special Education programs) will attend school 5 days per week, with one cohort/group for the full day, including recess and lunch.

Rotary teachers (Music, French, etc) will go to the classrooms (instead of classes coming to the rotary teacher).

Students will eat their lunch in their classrooms, supervised by their teacher, during instructional time.

Recesses and Lunches will be staggered (as previously mentioned), students will stay with their cohorts during this time, and cohorts will remain in designated sections of our school yard.

Masks do not need to be worn outdoors at recess or lunch, unless students cannot maintain 2m/6 feet of social distancing.

Mask Wearing

Everyone in the building is required to wear a mask/face covering that effectively covers their nose and mouth.

Masks should be changed for a new/clean one when they become soiled (please send your child to school with at *least* 2 masks/day).

In order to try and keep things as personal as possible, teachers and administrators will wear ID badges with their photos on them.

Students will be given regular outdoor breaks so they can remove their mask while outdoors.

We suggest that students wear a 'fanny pack' so they can store their masks when not wearing them, as well as carry personal hand-sanitizer. If they don't have one, their pocket is the next best place. Due to both safety and health risks, lanyards are not permitted to be used for masks.

If a student does not have a mask/loses one or doesn't have a replacement, they should inform their teacher and they will be given a board-issued mask (these masks are cloth and are reusable after being washed, so students are to keep these masks and not return them).

Masks should be changed when needed (when soiled, damp, dirty).

Face shields can not be worn instead of masks.

A GOOD CLOTH MASK OR FACE COVERING SHOULD:



The infographic features five icons on a dark blue background. 1. Two fabric masks, one yellow and one orange with white dots. 2. A person's head in profile wearing a black mask with white dots, secured by ties. 3. A person's head in profile wearing a purple mask with white dots, secured by a single loop. 4. A green fabric mask with a circular arrow around it, and two washing machine icons above. 5. A person's head in profile wearing a blue mask with white dots, with yellow arrows indicating the mask's coverage over the nose and mouth.

- 2+ layers
Be made of 2+ layers of woven fabric (e.g. cotton or linen)
- Fit tightly to the head with ties or ear loops
- Be easy breathing, comfortable & not require adjusting
- Maintain its shape after washing & drying
- Be large enough to cover the nose & mouth without gaping

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Social Distancing

Everyone in the building is required to practice social distancing (keeping a 2m distance between them and others).

Where this is not possible, wearing masks properly helps with stopping the spread of droplets from our noses/mouth.

Staff also have face-shields for situations when they are working in close proximity to students (in addition to wearing a mask).

Directional arrows are placed throughout the building to direct the flow of foot-traffic.

One-way direction markers/maps have been put in place in our classrooms to direct the flow of traffic.

Items have been removed from the school (i.e., carpets in the classrooms, extra furniture) in order to make as much space as possible for social distancing.

Handwashing/hand sanitizer:

Students will be directed to regularly wash their hands properly.

Hand sanitizer will be available at all main entrances of our school.

Hand sanitizer will be available in all classrooms/portables.

Board approved soap has been distributed to classrooms that have sinks (as well as all school washrooms).

Use of hand-dryers have been prohibited, so paper-towel is available for hand drying.

Students are to practice proper hand hygiene before going out for recess and when returning.

School HVAC System

TDSB has worked over the summer to ensure that all school HVAC (ventilation and filtration) systems are running properly and efficiently (including an increase in the volume of fresh air going into our school to the maximum extent possible).

Enhanced cleaning

Caretaking staff will regularly clean frequently touched-areas of our school, particularly door-knobs/bars and areas in washrooms.

Health & Safety Q&A

1. Have/will teachers at Summit be Covid tested? Will they need to be tested regularly not just for the safety of students but themselves?

No, staff are not tested unless there is reason to. All persons entering the building must conduct a self assessment and be 'negative' to those questions, otherwise they shall not come into the school building.

2. What will the classroom set up look like to accommodate for social distancing?

Desks are spread apart, carpets removed (where possible), direction of traffic is mapped out, seating plan created and adhered to, windows open where possible, any fans/ac units MUST be pointed up to the ceiling/up along a wall.

3. Will there be temperature taking upon arrival at school? Is this to be a parent responsibility?

At this point in time there is no plan for temperature taking upon arrival at school.

4. Is the school installing desk shields? Would be useful as another layer of protection since kids won't be wearing masks while eating lunch.

There are currently no plans from either TDSB or the school to install Desk Shields.

5. The pics from the TDSB show desks arranged in pods with *students facing each other* (now separated by 1 foot). What type of desk configuration will be used at Summit?

Determined by the teacher based on the classroom and maximizing distance between students.

6. Gym class. Will students not wear masks during gym class because it might be harder to breathe while running? What steps are being taken to minimize the spread?

As much as possible, students will be outdoors for PE class. Everyone must wear a mask while indoors.

7. Music class. Singing is one of the activities that increases projection of covid viruses into the air... what steps are being taken to minimize the spread?

Music theory, percussion generated music, humming, music appreciation.

8. Will there be a public health nurse on site at Summit?

Unknown at this point.

9. Will doors be left open in portables?

Dependent on the teacher and conditions/temperature.

10. Will you make the small portables safe for children? Can we add air filtration? I heard we are not allowed to purchase as it is not equitable. What about days that are too cold to keep the windows open?

The portables are all one size, we don't have "small" portables, they are "portables". The portables come with air filtration, and heat and cooling systems. Windows can be kept open at a reasonable amount and the heat can be turned up. Schools can not add to the HVAC or filtration systems of the school or the portables.

11. Will classroom windows be left open?

Yes, but not over-night.

12. Will teachers be teaching outside on all days that weather permits? How will the school deal with wasps/bees/etc.?

Yes. As we always have, avoid them, avoid eating outside, encourage students to throw their garbage out in the garbage bins, and not teach an outdoor class by the garbage bins.

13. Will there be regular times that the kids must clean their hands to make sure we are also enforcing hand washing?

Yes.

14. Will all equipment be separate for children i.e. gym time, products in classroom?

As much as possible, yes.

15. What will be done to discuss mental health for children and parents at this time?

School wide initiative on student mental health is being developed. Staff have had Professional development on mental well-being.

16. Do all of the students in a family have to stay home from school whole if one child gets ill?

The child, and the siblings, have to stay at home and should all get a COVID-19 Test. Please see the next steps previously shared if the test results are negative or positive, or if your children do not get tested.

17. Will staff be using staff room to eat lunch? Are there distancing rules in place for staff room?

Staff have the option of using the staff room, but they would have to sanitize their chairs and table when leaving. Yes, the distancing rules have been in place and will continue to be in place for staff.

18. Testing for teachers and students. Will there be regular Covid testing arranged for students and staff? For example, the NBA has daily testing for everyone inside the bubble to catch Covid infection *before* it spreads (this is not the deep nasal swab test... the newer tests are shallow swabs, far less invasive). While this might not be possible to do daily, could it be done periodically? At the very least, could we consider having temperature scanners and have teachers measure the temp of every student at attendance in the morning or during lineup?

Summit Heights is following the guidelines set by the Ministry and TDSB, in conjunction with Toronto Public Health. At this point in time there is no mandated testing for staff or students, nor is there temperature checking.

19. What if a student needs a break from the mask (ie breathing etc), can they take it off and still remain in class?

No, all persons inside our school must wear a mask.

20. When students are taking off their masks for a break, when will this happen? Will this be inside the portable setting?

Students must keep their masks on at all times when inside of the school, including the portables, other than when eating lunch or drinking water. The only exception is if they are eating lunch in their classroom or their portable.

21. If the plan is for students in portables to use only hand sanitizer, what alternatives will be in place for students who have chapped skin, eczema, or any breaks in their skin which makes using hand sanitizer problematic and painful.

Students will have the opportunity to use our washrooms to wash their hands with soap and water.

22. When and where can students be without masks at school?

Outside or inside while eating lunch.

23. If one of your children is exposed through their class to Covid and the class quarantines, do other sibling also need to stay home to quarantine?

Yes, those living with someone who has been exposed to COVID-19 must self-isolate. It's recommended that all members of the family take a COVID-19 test, and follow the appropriate steps depending on the results of the test.

24. If my child tests negative for COVID but continues to have a runny nose from a cold (not allergy), he is not allowed to return to school if he continues to have a runny nose? I am asking because many younger children have runny noses throughout the fall/ winter.

The child must be symptom free for at least 24 hours before they can return to our school.

25. Any thoughts to see through masks - particularly for the kindergarten teachers so the teachers can see facial expressions?

Staff is only allowed to wear PPE provided by TDSB, these are not see-through. Staff will be wearing ID badges which have a photo of their face. New staff will be issued a staff ID.

26. Can disposable masks be worn for warmer days?

Disposable masks are an acceptable mask and can be worn at any time.

27. Will the kindergarten children be permitted to play with classroom toys?

Yes, but they will be required to play with the same toys until the teacher/RECE have them switch. Toys will be cleaned before a different child plays with that toy.

28. Are children allowed to wipe down their own desk area with their own Lysol wipe?

Yes, however this isn't required and Lysol wipes are not supported by the TDSB as an approved cleaning agent.

29. Will anyone be using our school via permits?

At this time, no - all permits are not approved.

30. What is the reason for eating during class time?

This decision was made by TDSB.

31. What kind of space will Summit be able to achieve between desks in the senior (4-7) classes?

Approximately 1m between desks, possibly more. Wearing masks helps mitigate the less than 2m distance between desks.

32. Will water fountains be available at school?

All water fountains have been disabled, in order to reduce the risk of Covid spread. The water bottle filling station will continue to be available to students.

33. How/When will outdoor play equipment be cleaned? After recesses? End of day? Other?

Staff who elect to use sports equipment will clean/sanitize when they have time. The playscape, while open, will not be cleaned/sanitized. Students are to sanitize/wash their hands before going outside and when coming into the building from being outside.

34. With the extra time students will be spending outside, what is the school doing to deal with the wasp issue that exists at Summit?

Our caretaking staff have set out additional garbage bins, and will more frequently empty the bins. If a wasp nest is found, our caretaking department will contact Facilities who will remove the nest.

35. Is there an increase in the washroom cleaning schedule?

Yes.

36. What should the expectation from parents be with respect to assistance for the younger students (JK) with putting on/off masks and using sanitizer?

We ask that parents practice proper removal and wearing masks. Likewise, we ask parents to practice proper handwashing techniques with their JK/SK child(ren).

37. What steps are being put in place for distancing for kindergarten children since they do not have a desk?

Kindergarten students will play in centers, away from each other, and return to the same center. Our Kindergarten staff will share additional plans in this regard.