



**Operational Guide for  
Normal School Day  
Routine (5-day face to  
face, cohort  $\leq$  15) with  
Enhanced Public Health  
Protocols**

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## **CONTEXT OF REOPENING FOR NORMAL SCHOOL DAY**

In the preparation of this document Bloorview School Authority (BSA) has taken direction from the Ministry of Education and Toronto Public Health. BSA is working in close partnership with Holland Bloorview Kids Rehab (HBKRH), consults with other Section 68 Schools, and is working with the school community, unions and federation partners, staff, parents and guardians.

The purpose of this operational guide is to ensure that everyone at BSA is able to participate in all activities provided in a healthy and safe environment, free of all COVID-19 symptoms which include but are not limited to: fever (equal or greater than 37.8 degrees Celsius), cough, muscle aches and tiredness, difficulty breathing, and less commonly a sore throat, headache and diarrhea. Other atypical symptoms in children include conjunctivitis and rash. COVID-19 is a disease caused by a novel coronavirus that can result in acute respiratory illness. In general, these viruses are spread when a sick person coughs or sneezes. It may also be possible for a person to get COVID-19 by touching contaminated surfaces and then touching their own mouth, nose, or possibly their eyes. The majority of people with COVID-19 develop a mild illness, which may include fever, cough, or shortness of breath. Children may have milder or asymptomatic infections of COVID-19, and the virus may still be transmitted to other people.

Infection prevention and control measures to help reduce the risk of respiratory infections, including COVID-19, have been put into place at BSA. It is the responsibility of all staff and families to follow the procedures outlined below.

While the focus of this document is on the new health, safety, and operational measures that are required in order to safely re-open BSA, please note that every effort will continue to be made to uphold the welcoming and caring environment that we provide for our children, their families, and staff. We understand that interactions with our students will look a little different as we move forward. Please be assured that staff will wear appropriate Personal Protective Equipment (PPE) in order to protect everyone, and PPE will be worn at all times when physical distancing of 2 meters is not possible.

This guidance document will be modified as applicable when these restrictions can be lifted and/or amended to reflect new advice at that time.

## **SCHOOL ORGANIZATION AND TIMETABLING**

Bloorview School Authority class sizes fall well under the recommended cohort size of 15 as recommended by the Ministry of Education. Our school is also comprised of students with special learning needs. As a result, we are planning for a staggered entry with the full return of students by early September. A staggered entry will ensure that we are able to safely meet the needs of the students.

The students in the Integrated Education and Therapy Program (IET) and the Resource Program will remain separate at all times. Staff interactions between the two programs will be minimized whenever possible.

## **IET PROGRAM**

The IET program comprises 72 students in Kindergarten and Grade 1. There are 9 IET classrooms.

For the purposes of this document, a cohort is defined as a group of children and the staff members assigned to them, who stay together throughout the day. When possible, students arriving on the same bus will be in the same cohort.

Each IET cohort will consist of a maximum of 8 students, one teacher and two educational assistants. Each cohort will stay together throughout the day and will not be permitted to mix with other cohorts. In the case where a student has their own nurse, this nurse will become part of the classroom cohort.

Each cohort will come into contact with additional staff during the course of a school day. This will include staffing required for lunch and bussing, and may include members of the therapy team, the Hearing Itinerant teacher as well as a teacher to provide preparation time. All staff will be wearing appropriate PPE at all times, and the number of additional staff involved with a cohort on a given day will be minimized whenever possible.

Students will remain in their classrooms for lunch and for all subject areas with the exception of Physical Education and Daily Physical Activity (DPA). Students will have Physical Education and DPA scheduled with their cohort. High touch surfaces and equipment will be wiped down with disinfectant wipes between cohorts.

Staff will have preparation time concentrated in one half day, and during scheduled Physical Education periods twice per week. The decision has been made to continue with Physical Education classes as these classes are central to students' physical therapy needs. Classes have been scheduled with a minimum of 20 minutes between them to allow for cleaning.

Therapies will be scheduled in consultation with HBKRH, and will minimize therapists' and therapy assistants' movement between classrooms. Therapy teams will be wearing PPE when working with students, and will only work with students from one cohort at a time. Therapy equipment will be disinfected by the therapy team after each student.

Non mandated programming will be suspended until further notice (Spiral Gardens, Swimming).

## **RESOURCE PROGRAM (INPATIENT / DAY PATIENT PROGRAM)**

Students in our Resource Program are inpatients and day patients at the hospital. School attendance is scheduled around therapy blocks in HBKRH. Typically there are 45-50 students registered in the Resource program at a given time. We have 6 Resource classrooms.

Resource students will have a staggered entry to ensure safety for staff, students and families. Registration will be done by appointment, and the in-person start date will be communicated at the time of registration. Parents of Resource students should enter the school when transitioning their child, or for pre-arranged meetings only. All parents of Resource students will be screened by HBKRH.

Students in the resource program will be socially distanced and the number of students in a Resource classroom will be determined in consultation with Holland Bloorview Kids Rehab, following guidelines for social distancing. Students will remain in their classrooms while at BSA.

Timetables will be created in consultation with the appropriate units. In Secondary, depending on decisions of course delivery made by Ontario School Boards (i.e. quad-mesters) and scheduling considerations with HBKRH, BSA may have to consider focusing on one course (rather than the current two). Each student's course load will be considered on an individual basis. Physical Education, Library and the Arts will be suspended until further notice.

Remote options may be available to alleviate scheduling concerns, however face to face delivery of instruction is preferred.

The staff in each room will remain consistent throughout the day. There will be one staff member identified to come into the room to provide coverage when needed for HBKRH Rounds, Family Team Meetings and for teacher preparation time.

Schedules for HBKRH day patients will be determined in consultation with the hospital. Transitions to community schools will continue to be supported by classroom teachers and school transition liaisons. At this time all meetings will take place virtually. School visits to community schools will follow protocols developed by the community school boards.

## **HEALTH AND SAFETY**

### **Cleaning**

- Environmental Services have stripped and waxed all the floors in the school area in preparation for re-opening. All surfaces have been sanitized throughout the school, and all area carpets have been removed.

High-touch surfaces and items in common areas (e.g., doorknobs, light switches, push buttons, handles, toilets, sinks, water faucets, counter tops) will be sanitized twice daily by Environmental Services located within Holland Bloorview Kids Rehabilitation Hospital.

At all other times, when a surface is visibly dirty or after contact with body fluids (e.g., saliva), BSA staff will be responsible for cleaning and disinfecting the area. In the event of a large spill, or ill child, Environmental Services will be contacted at ext. 6034 or 3417 to clean and disinfect the area.

- Environmental Service Staff will remove garbage and diapers in washrooms during the mid-day sanitation process and at the end of the day.
- BSA Staff will be responsible for cleaning and disinfecting the physical education and playground equipment after morning use in preparation for the afternoon. Environmental Service Staff will be responsible for the cleaning and disinfecting of the playground and gymnasium at the end of the day in preparation for the following day or in the morning before school begins.
- Tables and chairs in classrooms will be used by the cohort only. Students will have designated chairs. Tables will be cleaned regularly and disinfected immediately before and after eating. If the surface continues to be wet, it will be wiped dry with a single use paper towel.
- Classroom learning materials will be used by the cohort only. Any materials in contact with bodily fluids (i.e. saliva) will be immediately removed from the area and will be disinfected before they

are used again. Books will be used by the cohort only and will be sealed in a container for 7 days if contaminated or before being used by a different cohort.

- Therapy equipment will be disinfected by the therapy team.

## Personal Protective Equipment (PPE)

Improper use of PPE can create a false sense of confidence, increase chances of infection, and waste supply. Training will be mandatory for all staff on how to don and doff PPE prior to re-opening.

Staff will be required to wear PPE if physical distancing cannot be maintained (e.g., providing direct care to a student): staff will then have to wear a mask, and protective eye equipment. Staff members will be provided eye protection in the form of a face shield and/or goggles. Eye protection is reusable and staff will be responsible for disinfecting their own goggles/face mask daily.

Gloves will be worn when feeding and changing students, and when hands come into contact with a child exhibiting respiratory symptoms (not attributed to underlying condition) or objects the child may have touched. Gloves are disposable and for single use, and will be disposed of after the task is completed. Good hand hygiene is the first line of defense and will be practiced as outlined by infection control.

Masks are not mandated for children in grades K-3 at this time, and the majority of students at BSA will most likely not tolerate a mask well. Masking of Resource students will be done in consultation with HBKRH. If parents request that their child wear a mask, they must provide the mask and a paper bag to place the mask during meal and snack times. If the child is found to be taking the mask off consistently, the mask will be removed and placed in a brown paper bag and sent home.

## Screening

Parents are required to prescreen their children prior to sending them to school. If anyone in the home is displaying any signs or symptoms of COVID-19 without an underlying cause (Appendix 1) the child must remain at home and parents/guardians call our Safe Arrival line at (416) 424-3831 to report the child's absence, and the COVID-19 symptoms the child or family member is experiencing. We have non-contact infrared thermometers on site should additional screening be required.

As a general safety measure, all BSA staff **MUST** wear their Holland Bloorview ID badge at all times. Holland Bloorview/BSA will actively screen **everyone** coming into the building. Questions will change on a regular basis depending on advice from the Medical Officer of Health.

Parents are asked not to come into BSA unless there has been a specific request to do so. If a parent/guardian is asked to come into the building, they will have to enter through the hospital's main entrance to go through screening. Once screened they will be asked to don a mask that will be distributed at the screening desk.

## **Isolation of students and staff who become ill with signs and symptoms of COVID-19 while attending school**

- Any child who demonstrates symptoms of COVID-19 while at BSA will be immediately separated from others in a supervised area until they can be picked up by a parent. Parents/caregivers or emergency contacts of a sick child will be notified to pick up the child as soon as possible
- The designated room will have a handwashing sink or alcohol-based hand sanitizer available. If possible, outside doors and windows will be opened to increase air circulation in the area.
- The staff member waiting with the child who presents symptoms of COVID-19 will wear face protection, gloves, and gown, in addition to their mask. Hand hygiene and respiratory etiquette will be practiced at all times. PPE kits for this purpose are found in each student washroom.
- The area will be cleaned and disinfected immediately after the child with symptoms has been sent home. All items that cannot be cleaned (paper, books etc.) will be stored in a sealed container for a minimum of 7 days.
- Toronto Public Health's Surveillance Line will be contacted at 416-392-7411 to notify them of the potential case and seek input regarding the information that should be shared with other parents of BSA
- Cara Sudoma, Infection Prevention and Control, Lead Quality, Safety and Performance, or Caroline Ivorra, Quality, Safety and Performance with HBKRH will also be contacted, respectively at ext. 6061 or ext. 3708.
- The Principal or designate will create a contact list going back 48 hours from the onset of the symptoms, and will provide the information to Infection Prevention and Control (IPC) at Holland Bloorview and Toronto Public Health. Sign-in lists will be maintained in every classroom to track any staff not part of the class cohort (name, date, time, interaction).
- Staff and children who were exposed to a confirmed case of COVID-19 will be excluded from school and asked to self-isolate at home for 14 days.
- The family in which any family member is being managed by Toronto Public Health (e.g., confirmed cases of COVID- 19, household contacts of cases) should follow instructions from Toronto Public Health to determine when the child can return to school. The family must continue to self- isolate for the 14 days or longer if any member of the family continues to present symptoms. Parents/Guardians must inform BSA when the child is ready to return.
- If a confirmed case of COVID-19 is detected within BSA the school will undergo a thorough decontamination process by Environmental Services.
- Any staff who absent due to illness must report the absence to BSA and call the Holland Bloorview Kids Rehabilitation Hospital away line at ext. 3020 to report symptoms. An Occupational Health Nurse fro, HBKRH will call the staff member and provide further direction and return to work clearance. Please note: personal medical information will not be shared with BSA by the Occupational Health department.
- Staff who becomes ill while at the facility will be sent home immediately and directed to Toronto

Public Health or Telehealth.

- Staff who are being managed by Toronto Public Health (e.g., confirmed cases of COVID- 19, household contacts of cases) must follow instructions from Toronto Public Health to determine when to return to the facility. Staff should also report to BSA as well as the Occupational Health and Safety department at Holland Bloorview prior to their return to work.
- HBKRH deems an outbreak to be 2 or more confirmed cases. If an outbreak occurs we will follow the guidance of Toronto Public Health and HBKRH.

## Testing Requirements

- Symptomatic staff and children will be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of outbreak management.
- Those who test negative for COVID-19 will be excluded from the school until 24 hours after symptom resolution.
- Those who test positive for COVID-19 will be excluded from the school for 14 days after the onset of symptoms and may return after clearance has been received from the local public health unit.
- Children or staff who have been in contact with a suspected COVID-19 case should be monitored for symptoms and remain in their respective cohort until laboratory tests, if any, have been completed, or until directed by the local public health unit.
- Children who were exposed to a confirmed case of COVID-19 will be excluded from school and asked to self-isolate at home for 14 days. If symptoms develop families will be directed to follow advice of Toronto Public Health.
- Staff who were exposed to a confirmed case of COVID-19 will be asked to self-isolate at home for 14 days. Staff developing symptoms are asked to contact HBKRH x3020. If staff become symptomatic, they will be excluded from work until a negative test result is confirmed.
- BSA will contact the Toronto Public Health unit to report any child or staff suspected to have COVID-19. The Toronto Public Health unit will provide specific advice on what control measures should be implemented to prevent a potential spread, and how to monitor for other possible infected staff members and children.

## **PRIOR TO REOPENING**

### **Staff Training**

All staff will be trained on policies and procedures with respect to enhanced health and safety protocols and proper use of PPE prior to in-person classes at BSA.

BSA in partnership with Holland Bloorview Kids Rehab Hospital will provide professional learning in the following areas:

- Personal Protective Equipment (PPE)
- Respiratory Etiquette
- Infection Control MRSA - Handwashing
- Occupational Health and Safety Considerations
- Skills Update for Educational Assistants (Tip Suctioning, G-Tube, Catheterization, Feeding, Inhalers)

## **DAILY ROUTINE CONSIDERATIONS**

### **Drop-Off and Pick-up Procedures**

- Parents choosing to drive their children to school will have to arrive at a specified drop off/pick up time period as directed by the school. These drop off times will be staggered.
- Parents will not be allowed into the school building, except under prearranged circumstances (i.e. to demonstrate procedures for staff). BSA staff will meet students at the car in the designated drop off/ pick up area to accompany them into the building, or to bring them to the car at the end of the day.
- Parents needing to pick up their child early will be asked to inform the school ahead of time. Upon arrival, parents will be asked to call the school office and the child will be brought outside.
- Parents entering the building will need to enter through the hospital entrance and go through screening. Parents will be required to wear a mask. Parents can wear a cloth mask or they will receive a mask at screening which will be needed to be worn inside the hospital and school. Once screened, the parents are welcome to come through the hospital to the school office.
- Hand Sanitizer will be available at the screening stations.
- Markings will be visible in the hall way leading to the school office and to indicate the entrance and exit. Visual markers/cues will be spaced two metres apart (e.g. tape of the floor, pylons, signs) to assist students, staff and other individuals entering the school to maintain a two meter distance while screening and moving within the building.
- Parents leaving the school will exit through the BSA doors.

## Visitors

- Non-essential visitors will not be permitted into BSA.
- Where possible, use of video and telephone interviews will be used to interact with families rather than in person.
- Volunteers and faculty students will not be allowed in the school during the reopening period.
- A log will be kept of all visitors entering BSA noting their name, contact information and the duration of the visit.

## Reducing the Risk of Transmission During the School Day

- Staff will wear PPE at all times when physical distancing is not possible.
- All plush toys, area rugs, and upholstered seating/cushions will be removed from the classrooms
- Children's personal items (extra clothes, lunch bag, water bottle, sunscreen,) **must be clearly labelled** with each child's name and will be stored in personalized bins or cubbies. Personal toys from home will not be allowed.
- Staff will supervise and ensure that children practice hand hygiene frequently: upon entering the classroom, before and after eating, after coming inside, after toileting, and when hands are soiled.
- Classroom learning materials will be used by the cohort only. Any materials in contact with bodily fluids (i.e. saliva) will be immediately removed from the area and will be disinfected before they are used again. Books will be used by the cohort only and will be sealed in a container for 7 days if contaminated
- Technology (keyboards, switches) will be used by the cohort only, and cleaned with disinfectant wipes.
- Individual activities will be increased to promote space between children
- Group sensory play activities (water table) will be suspended. Individual labelled sensory bins may be used
- The use of the playgrounds and gymnasium will be staggered. All cohorts will move individually using the west elevators only. Movement through the hallways will be scheduled (see appendix 5).
- Students will eat in their classrooms with their cohort. Feeding schedules will ensure that students are distanced from each other while eating.
- Students will be asked to bring their own cutlery daily. If school cutlery is used during snack or lunchtime it will be cleaned in the dishwasher.
- Physical distancing measures between cohorts will be maintained while waiting for busses.
- Staff will not congregate in classrooms or the staff room. Virtual staff rooms will be encouraged
- The Staff Room and Learning Commons will be set up as respite rooms, and furniture will be

spaced such that physical distancing is possible and staff can remove PPE.

# COVID-19

**Do you have any of the following:**



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 is sick or has confirmed COVID-19 in the past 14 days?



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.**

[TORONTO.CA/COVID19](https://toronto.ca/covid19)

 Toronto Public Health

# How to wear a mask

## Steps on putting on the mask safely:



1 Perform hand hygiene – wash your hands or use hand sanitizer.



2 Pick up mask using ear loops.



3 Expand the mask. (Blue side faces out).



4 Place mask on your face by securing loops around your ears.



5 Adjust mask to cover your chin and pinch metal nose piece to give a secure fit.

## Steps on removing the mask safely:



1 Perform hand hygiene – wash your hands or use hand sanitizer.



2 Remove the mask using the ear loops only.



3 Please conserve your mask for as long as possible. Place the mask on a clean surface or a paper towel with the inner mask facing upwards to avoid contamination (white side facing up).



4 Perform hand hygiene – wash your hands or use hand sanitizer.

## For re-applying the mask:



1 Pick up the mask from the clean surface using the ear loops.



2 Adjust the mask to your face as indicated in the above steps.



3 Perform hand hygiene (hand washing or sanitizer) after you're done.



## Appendix 3

### Mask Conservation

- PPE conservation practices are essential. Please **do not wear** your Holland Bloorview-provided mask on transit or in the community. Cloth masks are available if you do not have a mask to wear outside of Holland Bloorview.
- As you are leaving the building, if your mask is suitable to wear again (e.g. it is not dirty, wet, or torn), follow these steps:
  1. \*Take a paper bag from the exit door (or from screening)
  2. Sanitize your hands
  3. \*Remove your mask and carefully fold it so that the **darker blue (outer) surface is folded against itself, white side out**
  4. \*Place mask into the paper bag and take it with you
  5. When you arrive next, let your entrance screener know that you do not need a new mask

\*Blue steps are pictured below



## Appendix 4

### **Staff will be expected to wear a mask at all times where physical distancing of at least 2 meters (six feet) is not achievable.**

This includes:

- All common areas and classrooms within BSA
- All care areas throughout Holland Bloorview Kids Rehabilitation Hospital
- In common areas like stairs, elevators, hallways
- In offices where physical distancing is not achievable
- Playground: if at any time a staff member feels hot, or the necessity to remove their mask due to heat, they can leave the playground providing staffing ratios are maintained. Staff will follow donning and doffing procedures noted below.

Some common scenarios where removing the mask may be possible: staff respite rooms, lunch rooms and cafeteria, meeting rooms, outside (i.e. Spiral Garden), when a physical barrier is available (i.e. screening desks, The Garden Grill cash desks, etc.).

For tips on how to properly don and doff a procedure mask and how to correctly place a mask on a clean surface when taking a break, [check out this video](#)

[https://www.youtube.com/watch?time\\_continue=1&v=WY0VYYEUd6k&feature=emb\\_title](https://www.youtube.com/watch?time_continue=1&v=WY0VYYEUd6k&feature=emb_title)

or [this poster](#) . <https://www.hollandbloorview.ca/sites/default/files/2020-05/How%20to%20wear%20a%20mask-V4.pdf>

#### **What do I do with my mask when I am on break or eating lunch?**

Masks can be removed during breaks and while eating lunch.

#### **To remove the mask this procedure must be followed every time:**

- Perform hand hygiene – wash your hands with soap and water or use hand sanitizer
- Remove the mask using the ear loops only
- Place the mask on a clean surface with the inner mask facing upwards to avoid contamination (white side facing up). Ensure to take extra napkins or paper towel to place your mask.
- Perform hand hygiene (hand washing or sanitizer) before re-applying your mask
- Once your break is done: Perform hand hygiene and reapply your mask

**Note:** physical distancing of at least 2 meters (six feet) is mandatory before your mask can be removed.

## Appendix 5

### **Transitions – Use of west elevator and transition to outdoor learning area**

During the following times BSA students will be transitioning to and from the gym and will be using the West Elevator, and walking through the halls to the outdoor learning area:

AM	PM
9:20 – 9:35	12:40 – 12:55
10:15 – 10:45	1:35 – 2:05
11:25 – 11:35	2:40 – 2:55