



2021-22 PROTOCOLS AND PROCEDURES FOR COVID -19 SAFETY

The health, safety, and well-being of students and staff is a top priority as we plan to reopen for the 2021-22 school year.

CPC appreciates and requires your cooperation in our reopening. Crestwood Preparatory College is commencing reopening based on the assurance that all persons entering School premises have taken proper precautions to prevent the transmission of COVID-19 and the following protocols reinforce this priority.

Screening

- All students who are ill or are exhibiting symptoms of COVID-19 will be asked to remain at home under the care and supervision of their parents or guardians. These students will not be allowed to return to school until cleared by a physician and/or are free from all symptoms.
- When reporting a student absence parents and guardians are asked to provide as much detail as possible. All absence reports need to include the date, name, reason for being away, signs & symptoms, temperature reading (if a high temperature is present).
- During the school day, any students or staff who display COVID-19 symptoms will be isolated with a staff member using protocols and appropriate PPE. They will be home when their parents or guardian arrives. These students will not be allowed to return to school until cleared by a physician and are free from all symptoms as outlined by Public Health.
- Staff, Student & Visitor Screening - Prior to coming to school, all staff, students, and visitors will undergo daily screening to help determine COVID-19 symptoms using the EduSafe App. No one will be allowed to enter the building unless they have received a Pass through the app. If an individual does not receive a pass to attend school they are asked to seek medical advice on how to proceed and to remain at home until cleared.
- The School will be maintaining daily records of **anyone** (including visitors, people doing maintenance work, those delivering food) entering the building, screening results, and the approximate length of their stay to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.

Building Entry Times, After School Exit and Extra Help

- Entry and exit doors for each grade have been assigned to create more social distancing. Entry will be monitored by a staff member to ensure proper screening is complete, to assist with social distancing, and to ensure that students are wearing appropriate masks.
 - a. Gr 7 - Main parking lot doors(by Music room)
 - b. Gr 8 - Door by room 107
 - c. Gr 9 - Gym doors
 - d. Gr 10 - Front doors by room 120
 - e. Gr 11 - Back door (field side) by room 113
 - f. Gr 12 - Back door (field side) by room 119
- Entry to the school for classes will be from 8:15 am - 8:45 am. Students must use the designated door for their grade during this time. Arrivals after 8:45 am will enter by the main doors (entry #9) by the main parking lot. All students must have had the daily screening completed that day by their parent or guardian using the Edusafe App. Students will not be permitted to enter until a screening has been completed.
- Once students enter the building in the morning they are to then proceed directly to their first period classroom and go to their seat. **STUDENTS WILL NOT BE PERMITTED TO REMAIN IN THE HALLWAYS OR ANY COMMON AREAS.** It is therefore recommended that students aim to arrive after 8:30 am to reduce the amount of time they will need to be sitting in their classroom.
- If students need to arrive earlier at school for extra help, a club meeting or a team practice they will be required to enter either through the main doors (#9). These students will then be screened by their teacher, moderator or coach or at the main office. Following their meeting or practice they will need to proceed to their first period classroom.
- Extra help at the end of the day will continue and students are to proceed directly to the arranged room with the teacher at the end of classes for the day.
- At the end of the day, all students who are not receiving extra help or are not actively participating in a school co-curricular activity will be required to leave the building using their grade level door. Parents should arrange a meeting space with their child if they are picking them up that is away from the parking lots.
- Once a student completes their help or activity they are required to leave the building using their Grade level door.

Social Distancing & Additional Safety Measures

- Students, employees, and visitors to campus will be expected to wear masks at all times while indoors.
- We will apply all physical distancing requirements wherever possible on campus.
- Classroom configurations and all unnecessary/optional items have been removed to ensure proper distancing of desks and to ensure cleaning routines are manageable.
- Signage will be utilized throughout all facilities directing the flow of students and staff in order to best achieve physical distancing. Protocols around movement will include some staggering in schedules as students and staff transition between areas.
- We will continue to communicate, educate, and encourage our community to practice strong hygiene practices including regular handwashing and minimal touching of hands to face.
- To support hygiene and hand sanitizing more than 50 hand sanitizing stations will be installed throughout the school and handwashing information will be posted in all washroom locations.
- Our student washrooms are equipped with touchless toilets and hand washing basins.
- Additional custodial staff has been hired to increase the cleaning and sanitizing of the school and washroom facilities.
- We will increase the frequency and intensity of cleaning protocols throughout the entire school with high touch zones being cleaned at least twice per day. In addition, cleaning products have been distributed throughout the school to wipe down surfaces before and after use both in and out of the classroom.
- Custodial staff will also be using fogging or mist machines to sanitize and disinfect areas of the school on an ongoing basis.
- Nightly deep cleaning and sanitizing of every room will take place.
- We will be returning to our normal school uniforms beginning with the Fall/Spring uniform of polo shirts and then moving into the Winter uniform of shirts, ties, and sweater/blazer.
- Students will be receiving a locker to store materials. The locker areas will not be a place for students to gather before school, at lunch or at the end of the day.

- There will be no sharing of any items at school including pens, pencils, paper, textbooks, etc. This includes the ability of the teacher to loan things to students for the period. It is for this reason that all students must make sure they have all the supplies they require every day.
- Drinking water fountains will be turned off. Only the water filling stations will be available. Students are encouraged to bring a full reusable water bottle with them each day.

Ventilation and Air Filtration

- HEPA Air filtration units have been placed in all classrooms to clean and purify the air.
- Air conditioners and school wide air filtration systems have been tested and filtration has been upgraded.
- Windows will be opened when and where feasible to allow for fresh air to circulate in classrooms and workspaces.

Visitors and Meetings with Teachers or Administrators

- Visitor (including parents) access to the school will be limited and all visitors will also be required to undergo screening before entry.
- Visitors (including parents) will only be permitted between the hours of 9:00 am and 11:15 am and 2:00 pm - 3:00 pm **by appointment**.
- Parents are encouraged to have phone or Zoom meetings with any staff member when possible.

Students in Grade 11 & 12 with Spares

- Students who are on spare will not be permitted to remain in the building unless they are in a meeting with a teacher, guidance or a member of the Administration.
- If you have a first period spare you are to arrive in time for the start of period 2 and enter the building using the main doors in the west parking lot (#9). You will be screened for entry at this point.
- If you have a spare in the afternoon, you are to leave the building and head home at the end of your morning class. You are to exit the building using your Grade level doors.

Physical Education Uniforms and Changerooms

- If a student has Physical Education class period 1 they are to come to school in their PE uniform. Please be aware that PE will take place outdoors rain or shine for the months of September-November and possible after. Students are expected to dress accordingly.
- We will have tents outside to help with shade and rain.
- After a first period PE class, students will be given time to change into their school uniform. Changing times will be staggered and a reduced number of students will be permitted into the changeroom at a time to ensure physical distancing.
- If a student has PE class after the first period they will come to school in their school uniform and then change when they arrive at their PE class as directed by their teacher.
- Only one class of students will use the change room and the changerooms will be cleaned after use.