



**GLEN BRIAR**  
ACADEMY

# Guidelines for In School Instruction During a Pandemic

In preparation for the 2020-21 school year, GBA has consulted resources and memos from:

- The Ontario Federation of Independent Schools
- Sick Kids Toronto
- The Ministry of Education
- The World Health Organization
- Health Canada



This guide was created to provide your family with an overview of our plans to return safely back to school in September. If you have any questions, please feel free to email us at [registrar@glenbriaracademy.com](mailto:registrar@glenbriaracademy.com) and we will address them via email or arrange for a virtual meeting.

We look forward to serving you and your family for another academic year.

Glen Briar Academy Administration

Since March, and in response to school closures mandated by the government of Ontario, the goal of Glen Briar Academy's Directors and Teaching Team has been to establish and maintain healthy and safe practices that will protect our families and staff. We have been working collaboratively to prioritize the safety and well-being of all students, families, teaching, and support staff, while restoring on-site instruction and connection between all involved.

\* This document describes the healthy and safety practices GBA will adopt to optimize the safety of our families and staff during the 2020-2021 academic year. These practices may be adjusted and/or altered as more information becomes available, or as provincial policies, procedures, and mandates change.

## SUMMARY

Glen Briar Academy students in Kindergarten through Grade 8 will attend school five days per week, with 300 minutes of instruction per day, remaining in one cohort for the full day, including recesses and lunch. Cohorted classes will stay together and with their homeroom teacher. Students can expect to see changes in the timing of transitions, recesses, lunches, and bathroom breaks as they are staggered to support cohorting. Specialized teachers, like French teachers, will still be

able to go into classrooms to provide the full breadth of programming. For the time being, programming at Glen Briar Academy will not include extracurricular activities including afterschool clubs, specialized workshops or field trips. Students will continue to have access to before and after school care, but parents are encouraged to drop off and pick up students as close to the scheduled academic day as possible in order to support the safe supervision of students from different cohorts.

Additionally, Glen Briar Academy will collaborate with families who opt to learn from home through a virtual platform by supplying daily opportunities for synchronous learning. This will allow for families who are not able to participate in in-class instruction to continue to contribute to and participate in our learning communities. Glen Briar Academy administration and relevant teaching staff will facilitate learning and community involvement as feasible. Additionally, Glen Briar Academy administration is committed to supporting the transition to in class learning once it is safe and feasible to do so.

## WHAT IS A COHORT/COHORTING?

Cohorting refers to the practice of keeping students together in a small group throughout their school day, with no intentional exposure to multiple teachers or to peers outside of their class.

This practice limits the number of other students that a single student is in contact with. This

practice will also facilitate contact tracing, should that be necessary.

Glen Briar Academy has adjusted timetables, class sizes and student groupings in order to support cohorting of students and staff across the divisions.

## RETURNING TO ACADEMIC INSTRUCTION

Glen Briar Academy students will be supported in transitioning back to school, acknowledging the prolonged absence of students from the classroom. Part of this support will include assessments to identify students' strengths and gaps in learning at key instructional times to ensure students have fundamental building blocks in advance of new content.

The primary purpose of instruction and assessment is to raise the skill level of all learners in their achievement of overall curriculum expectations across all subjects, courses, and grades.

This will continue to be carried out in accordance with transparent and equitable practices, and be applied in order to produce meaningful and differentiated instruction for students across all grades.

Adaptations to academic instruction, including teaching practices, learning practices and methods to support students may be needed for some subjects to ensure the safety of students, in line with current public health recommendations. Such accommodations may change over time in order to meet current provincial guidelines.

## RETURNING TO SOCIAL LEARNING ENVIRONMENTS

Glen Briar Academy will support its students as they return to socially dynamic learning environments, acknowledging their prolonged absence from such settings. To this end, additional steps will be taken to ensure that students understand and can follow new safety protocols as they interact within their cohorts. This will include re-establishing rules for communication, for sharing of spaces, and for acknowledging and respecting personal boundaries. These parameters will be differentiated to meet the characteristics and needs of interactions of students at various social developmental stages.

# 1. SOCIAL DISTANCING

Social distancing requires our school's administrators to develop unique plans that address the space and resources available in our classrooms and shared spaces. These safety explanations reflect the policies outlined by the Ministry of Education and by Sick Kids® Toronto.

Each classroom teacher will tailor social distancing plans to meet the individual needs of the students in their care.

# 2. FACE MASKS / FACE COVERINGS

Face masks prohibit spread of the virus, even when an infected person is without symptoms. Glen Briar Academy is adopting the following guidelines for face masks:

- Students in the JK/SK will not be expected to wear face masks in their classrooms; however, they will need to do so in shared spaces and communal areas.
- In lieu of masks, students in JK/SK are encouraged to wear face shields in class during the school day.
- Students in grades 1 to 8 will be expected to wear face masks in class during the school day.
- Students in grades 1 to 8 will not be expected to wear facemasks when at their desks and behind protective desk shields.
- Students, faculty, and staff will be expected to wear masks when they are closer than 6 feet to another individual as well as during high traffic times.
- When a teacher is walking around the classroom or working with a student at a distance closer than six feet, he/she will wear a face mask.

## Social distancing will include:

- Acrylic protective desk shields for every student, whether in paired or individual seating plans.
- Adherence to groups of 15 (including students and teachers)
- Classroom set ups that minimize exposure by orienting all individuals in one direction and facilitate safe distancing between individuals.
- Personal class materials and manipulatives.
- Directional arrow markers on the floor to direct traffic in common areas.

- Masks will not be worn during lunch as it will occur in the student's homeroom and behind an acrylic barrier.
- Masks will be worn by all staff and students in the hallways, at arrival times, transitions, and dismissal.
- Masks will be worn by all staff throughout the day, except while they eat their lunch, or carry out planning periods without other staff or students present.
- When outside, and six feet from others, students will not have to wear face masks.

## Masks should:

- ✓ Fit snugly but comfortably against the side of the face
- ✓ Be secured with ties or ear loops
- ✓ Be replaced daily (at least)
- ✓ Be washable or disposable, and changed daily
- ✓ Cover both the nose and the mouth, allowing for breathing without restriction.

Staff and students may complement face masks with face shields. Face shields or other coverings may not replace the use of face masks on school premises.

# DIRECTORS AND TEACHERS WILL...

- Take temperature of each student upon arrival.
- Ensure that parents drop off and pick up their child from the front door of our school.
- Contact parents to pick their child up as soon as any signs of illness are observed.
- Modify programming and/or activities to minimize close social contact, congestion, or movement in all classes but specifically for classes such as Physical Education, Art, Music, Drama, and Dance.
- Reduce congestion in common areas (hallway, entrance, washrooms, school office etc.).
- Modify lunch time routines (will occur in class at desks with Homeroom teacher).
- Cancel field trips, assemblies, and other group activities to avoid mixing students in large common areas.
- Limit non-essential visitors to the school (possible new students, paraprofessionals etc.).





**« Keeping hands clean is an important part of maintaining good health. »**

Each class is equipped with a sanitizing station for students and staff to use when they enter and exit the room. In addition, teachers and staff will encourage and promote appropriate and frequent hand washing practices including but not restricted to...

**...before and after eating.**

**...before and after using the restroom.**

**...before and after recess.**

**...before and after PE.**

### **3. HEALTHY SCHOOL PLAN**

Glen Briar Academy's health plans will include staff and administration wearing face masks and gloves for the following:

- Cleaning and sanitation within their classroom
- Helping students with their food (although this will be avoided when possible)
- Attending to sick children and/or administering medication. This includes daily or emergency administration of medications (meter dose inhalers, Epinephrine injections etc.)

- Students will not have access to the school kitchen and will need to bring their own water bottle(s).
- Utensils will not be provided to students or staff.
- Removal of soft/cloth surfaces and materials (ex. carpets) from classroom spaces.
- Staff is expected to maintain six feet distance for care when reasonable.
- Students, teachers, support staff, and administration are encouraged to cover their coughs and sneezes by coughing into their elbow or covering with a tissue.

### **4. SANITATION AND CLEANING**

Due to the concern that infectious viral particles can land on surfaces, Glen Briar Academy is adopting sanitation and cleaning procedures including:

- Signage throughout the school encouraging proper hand sanitization and respiratory hygiene practices (covering coughs and sneezes) as well as wearing masks.
- Continuous cleaning throughout the day, with special attention given to high-touch areas such as doorknobs, light switches, desks, computers,

phones, toilets faucets, sinks, and handrails.

- Making hand cleaning supplies available in all classrooms and in common areas. These include solutions made up of at least 60% alcohol concentration and used if hands are not visibly soiled.
- Toys and books will be frequently sanitized and held for a period of 24 and 72 hours respectively before being used again.
- Keeping the restroom doors open for hand-free entrances and exits.
- Hiring custodial staff for intensive cleaning throughout the week.

## 5. FACILITATING A SAFE SCHOOL DAY

### Lunch Time:

Lunch time will occur within the student's homeroom classroom with their homeroom teacher supervising. When a student needs help with his/her lunch, the teacher will be assisting wearing a mask and gloves.

### Health and Phys Ed:

Health and Physical Education will start this academic year focussed on outside activities and on the health portion of the curriculum, with accommodations made to meet social distancing standards.

### Outdoor Learning and Breaks:

When reasonable and feasible, teachers will utilize outdoor and green spaces as an extension of the learning environment. This includes outdoor spaces on school grounds, as well as community walks. The Healthy School Plan (including social distancing) will be enacted during outdoor times that include structured and unstructured tasks (recesses and Daily Physical Activity).

## 6. HEALTH SCREENINGS

All staff and students will be provided with a self screening checklist that they must carry out daily prior to attending school. Each morning, upon arrival, Glen Briar Academy will require that parents and staff confirm that their own or their child's temperature was not greater than 38°C before departing for school.

Temperatures of students and staff will also be taken at the entrance of the school.

Note that should a student or staff member found to have a temperature of greater than 38°C, will be sent home.

Ultimately, students, staff, and all faculty should stay home OR be sent home if any of the following occur:

- Temperature greater than 38°C
- Cough
- Shortness of breath or difficulty breathing
- Sore throat
- GI (vomiting or diarrhea)
- New rash, muscle aches, or headache
- Chills or repeated shaking with chills
- Loss of taste or smell
- Exposure to someone who is ill or displaying symptoms, or diagnosed with COVID-19

**Glen Briar Academy will display signage instructing anyone entering the school property to NOT ENTER if they meet any of the criteria listed.**

**Our school community relies on our honesty and integrity to keep all its members and spaces safe.**

**If sent home, the student, faculty, or staff member will not be permitted enter school premises until his/her health care provider has provided school administration with documentation indicating it is safe for him/her to do so.**

**Although inconvenient, this is very important in order to safeguard the safety and health of the**



## 7. DESIGNATED ISOLATION AREA

Glen Briar Academy will provide a designated isolation area for students who are identified as sick during the school day. The school office will be the room where students experiencing symptoms of illness will be until the student is picked up by a parent, guardian, or designee. This student will be cared for by a school member who is a part of their cohort, while they continue to adhere to safety protocols that reduce the risk of cross-contamination.

Unless there is a medical reason to prevent it, the ill student will wear a mask until a parent, guardian, or designee picks him/her up. Students will not interact with peers (from their own or other bubbles) during this time. The student will not be permitted to return to school until the student's health care provider has provided documentation indicating it is safe for the student to return to school.

***«An important component of limiting the impact of COVID-19 in our school is parent's vigilance about their child's health. Glen Briar Academy affirms each parent's responsibility in monitoring their child's symptoms and overall health. Parents and caregivers are urged to exercise discretion, and keep their children home when they are, or suspected to be, ill or unwell, or when an immediate family member displays symptoms of infection/illness. Frequent and transparent home to school communication will be crucial in enacting this.»***

## 8. CONTACT TRACING

In the event that positive cases of COVID-19 are identified in our community, the applicable local health department will be notified by Glen Briar Academy.

The school will cooperate with the contact tracing investigation by providing information on carpools, classroom cohorts, lunch seating charts etc. in order to allow for timely identification of those at high risk of infection from the positive COVID-19 student, teacher, or staff member.

In the event that a student, teacher, or staff member is infected, Glen Briar Academy will initiate a 14-day quarantine of the at-risk individuals.

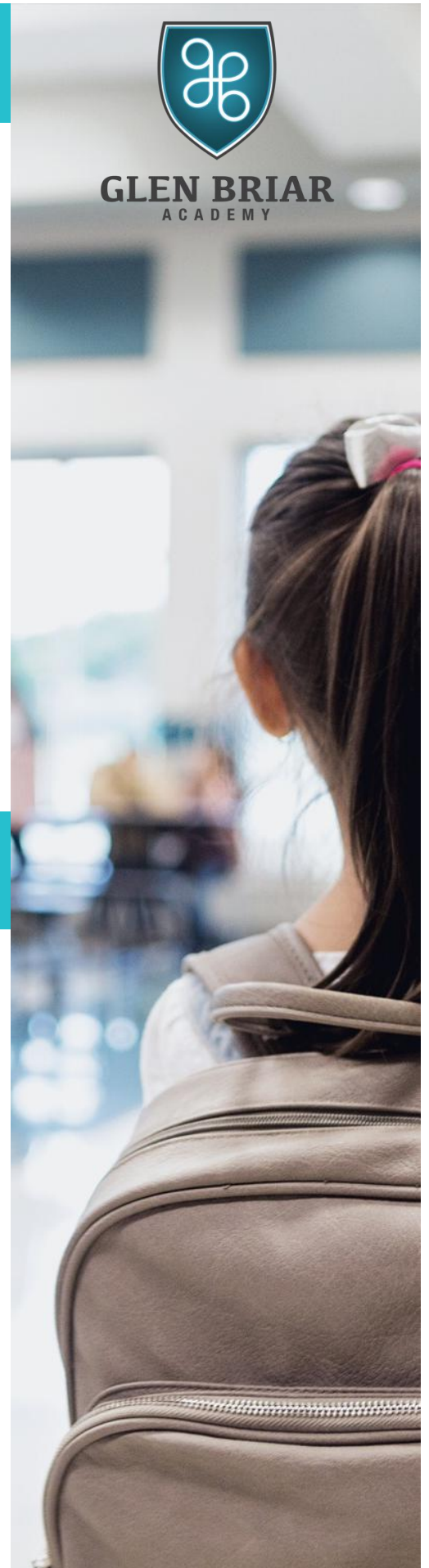
This quarantine period will be reinitiated as often as necessary based on contact tracing data.

This is the school's best defense against further spread of the viral illness.

Online learning will be available to all affected during the time of selective quarantine and attendance records will not be affected should a quarantine be mandated (provided that the student completes the assigned work along with his/her class).



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## 9. SCHOOL ATTENDANCE POLICIES FOR COVID-19

**As in the past, and more so now, we remind families to keep their children home when they are sick or not feeling well (i.e. fever, body aches, chills, sore throat, upset stomach, diarrhea etc.).**

When a student is absent from school due to COVID-19 (or any other reasons) we ask parents to:

- Contact the school via telephone (416) 484-9494 and leave a message, or email at [registrar@glenbriaracademy.com](mailto:registrar@glenbriaracademy.com) on the day of the absence to inform the school of the student's diagnosis.

- If absences are confirmed to be due to COVID-19, parents will be asked to report their child's activities to help with tracing.
- Infected students will not be permitted to return to school until his/her health care provider provides documentation indicating it is safe for him/her to do so.

## 10. SYNCHRONOUS (ON-LINE) LEARNING

Should a student be required to stay home due to symptoms and/or exposure to COVID-19, families will be offered the opportunity to take part in synchronous/on-line learning.

Synchronous learning will coincide with the student's regularly scheduled day, with the teacher providing live Zoom connections for the core curriculum classes: Math, Language and Science/ Social Studies. Work assigned that day will be due by the end of the day and can be either scanned or sent via a picture document for the teacher to mark and assess.

Should a family not be able to take part in live Zoom classes, the day's assignment will be posted on the student's Google Classroom for him/her. Google Classroom information will be provided at the beginning of the school year and will be available throughout both academic terms. This will allow students and teachers to be prepared in the event of another outbreak that mandates us back to home based quarantine.

## 11. SITE CLOSURE - REMOTE INSTRUCTION

It is Glen Briar Academy's intention to keep the school open unless excessive absenteeism warrants closure or the Ontario or Federal government authorities mandate school closure.

Key components Glen Briar Academy's remote instruction will be based on best practices which include

- Continuity in learning
- Instruction and support for social and emotional well-being
- Structure (a schedule will be provided, including group and 1:1 virtual meetings)
- Combination of online learning and hands on tasks
- Student attendance – each day the teachers will confirm attendance by class and/or period/subject.

If students are unable to join the Zoom classes, attendance will be recorded based on the submission of academic tasks assigned for that day.

## 12. VISITORS AND OFF-SITE PROFESSIONALS

Glen Briar Academy will prohibit visitors to our school building, including parents and offsite professionals, barring a medical emergency where a single immediate family member or medical professionals may require entering the building to assist an injured individual.

Visits to ensure school safety, such as inspections by the Fire Marshal's office or by public health, will continue to take place in adherence with safe school practices and guidelines.

Any visitors to our school will be required to self-screen and to wear a face mask while on school premises, after also undergoing a screening upon arrival.

When needed, and when feasible, off site professionals will be provided with scheduled opportunities to meet with staff and students as needed, to maintain continuity in additional academic and therapeutic programs required by students at Glen Briar Academy.

## 13. EXCEPTIONS

Reasonable exceptions to the requirement to wear masks will be accepted for students and staff at Glen Briar Academy.

Staff or students with sensory or breathing difficulties may be exempted from health and safety protocols related to mask wearing. These will be complimented by increased measures in social distancing and staggered scheduling to allow minimal opportunities and conditions under which contagion may take place amongst members of the Glen Briar Academy community.

Exceptions will be granted on a case by case basis and may only be granted and approved by Glen Briar Academy administration.

## 14. HOME TO SCHOOL COMMUNICATION

The success of Glen Briar Academy's reopening plan will depend on parents being informed about new protocols, and understanding how they can adhere to these by sharing relevant information regarding events and circumstances outside of the school environment. To this end, Glen Briar Academy is committed to clearly communicating expectations and providing updated guidelines to parents and students well before in-class instruction resumes, and throughout the year should these change. Glen Briar Academy administration will expect the same open and transparent communication from parents regarding symptoms of infection and illness, or possible exposure to virus or other types of contagious/infectious diseases.



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