

**The Mabin School**  
**COVID-19 Health and Safety Handbook**

**Return to School**  
**Health & Safety Protocols**  
**2020/21**



***Please acknowledge that you have read and agreed to the guidelines in this handbook [here](#).***

***Our community is depending on everyone's participation to minimize risk for our students and staff.***

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## Introduction

As it states in the CIS Ontario's *Guidelines for Reopening Independent Schools for the 2020/21 School Year*, the health, safety, and wellbeing of students and staff is a top priority as independent schools plan to reopen for the 2020/21 school year.

The preference is for students to be in class by September, learning through conventional delivery with school every weekday, with class sizes that reflect current regulations, with regular social interaction and extracurricular activities. However, it is critical to balance the risk of direct infection and transmission of COVID-19 in children with the impact of school closures on their physical and mental health. Current evidence and experience supports the concept that children can return to school in a carefully structured manner that protects children's health and minimizes risks from a public health perspective.

The safety of Mabin children, staff, families and community at large is paramount. Families may choose to keep their child(ren) at home if they are uncomfortable with anything outlined in this protocol.

If not attending school in-person, students will be expected to attend school remotely. Students are welcome to return to Mabin if/when ready to be on site.

While we are committed to ensuring that The Mabin School is a safe and clean space for our children and staff by following Toronto Public Health (TPH) guidelines, we recognize that it is impossible to create a zero risk environment at our school. There are many steps that can be taken to reduce the risk of infection, and we are committed to doing so based on current evidence and public health information.

### Statement About Risk

*The Mabin School recognizes that no human interactions are without risk, whether it is cold and flu season, chicken pox, or other childhood diseases that are commonly spread in school settings. These risks are magnified in a pandemic such as COVID-19, but the principles remain the same: stay home if ill, and maintain strong hand hygiene and clean environments. Risks increase with the number of social interactions and, for small children, with the sharing of toys and learning tools. Our Health & Safety Protocols have taken into account as many situations and risks as possible, but we cannot entirely prevent an infection, including flu, colds and COVID-19.*

We are committed to creating a clean and safe space for our children and our staff, and to minimize the risk of infection as much as possible. We also recognize that a child's emotional wellbeing is equally important for their development as their physical health. To that end, we will continuously evaluate risks while supporting our children's emotional needs for social interaction and connection.

Specific Health & Safety Protocols for the upcoming 2020/21 academic year at both of The Mabin School sites - 50 Poplar Plains Road (Grades JK-3) **and** 35 Prince Arthur Avenue (Grades 4-6) - are outlined in this document.

*Many thanks to our **COVID-19 Board Advisory Committee** for their guidance in creating this document:*

***Chair:***

*Emily McKernan*

***Members:***

*Dr. Lisa Brooks*

*Jamie Campbell*

*Rosemary Evans*

*Dr. Sloane Freeman*

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## Section 1 - Daily Screening

Some people may be infected with COVID-19 and contagious for days before they get sick, while other infected individuals may never develop symptoms. Both of these groups have the potential to spread the virus to the community at large.

With this information in mind, The Mabin School expects families to screen their child(ren) for symptoms on a daily basis, prior to leaving for school.

Parents (and staff) will be required to use the screening app provided by The Mabin School by 7:45 a.m.. **Students will not be allowed to enter the school until this task has been completed each day, to show that they can safely enter the building.**

- Please check to see if you/your child(ren) or any other member of your household have any of the following symptoms:
  - Fever/feverish, new onset of cough, worsening chronic cough, shortness of breath, difficulty breathing, sore throat, difficulty swallowing, decrease or loss of sense of taste or smell, chills, headaches, unexplained fatigue/malaise/muscle aches, nausea/vomiting, diarrhea, abdominal pain, pink eye (conjunctivitis), runny nose/nasal congestion without other known cause.
- If an ill child, parent, any other household member, or Mabin staff member gets tested for COVID-19 and their test result is negative, they can return to school after being symptom free for 24 hours, and they pass the aforementioned screening questions.
- If you or your child are still unwell at 14 days, contact Telehealth or your health care provider, and continue to stay home.
- In any case of suspected COVID-19, we will follow the direction of Toronto Public Health.

## Section 2 - Drop Off and Pick Up Procedures

### PART I - 50 Poplar Plains Road (Grades JK-3)

#### Drop Off at 50 Poplar Plains Road

There is supervision for students at **50 Poplar Plains Road** starting at 8:00 a.m. daily.

#### Morning Drop Off for Grades 1-3

Children in Grades 1-3 enter the school by 8:25 a.m. and classes begin at 8:30 a.m.

- **During the period of COVID-19, we ask that all parents dropping off at 50 Poplar Plains Road stay in their cars or on the sidewalk, masked.** All children being dropped off at 50 Poplar Plains Road will be received and escorted to the school yard by a Mabin staff member.

#### Morning Drop Off for Kindergarten

Kindergarten students start their day with morning recess in the Kindie Yard until 9:00 a.m., at which point they enter the school for first activities. From 8:00 a.m. to 8:30 a.m., children being dropped off at 50 Poplar Plains Road will be received and escorted to the school yard by a Mabin staff member.

Kindie parents who arrive at the school **after** 8:30 a.m. must find legal parking and **walk their child(ren)** to the Kindie Yard.

- Before exiting their vehicles, adults dropping off their child(ren), must put on masks. Masks must be worn over mouth and nose during the entire drop off procedure until you re-enter your vehicle.

Students will be kept in zones in the yard, upon their arrival.

In order to minimize contact and contamination, accompanying adults will not be permitted to enter either the school or children's classrooms.

## Pick Up at 50 Poplar Plains Road

### Afternoon Pick Up for Kindergarten

Dismissal begins at 3:15 p.m. for Kindergarten students. Parents are asked to pick up their children on time. **During the period of COVID-19, we ask that all parents picking up from 50 Poplar Plains Road stay in their cars or outside the yard on the sidewalk, masked.**

- All Kindergarten children being picked up from 50 Poplar Plains will be ready for pick up by 3:15 p.m.
- If you are in your car, please stay in the car and a staff member will notify your child's teacher. Your child will be safely escorted to you.
- Please **do not leave** your car unattended on Poplar Plains Road during pick up time.
- If you have arrived by foot/bike/scooter, please make sure you are wearing a mask and stay on the sidewalk, physically distanced from other parents/staff members/pedestrians.
- A staff member will notify your child's teacher that you have arrived, and your child will be safely escorted to you.

### Afternoon Pick Up for Grades 1-3

School ends at 3:25 p.m. at 50 Poplar Plains Road.

- If you are picking up by car, please remain in your car and line up on Poplar Plains Road.
- Please do not block any intersections or driveways, and **do not leave** your car unattended on Poplar Plains Road during pick up time.
- If you have arrived by foot/bike/scooter, please make sure you are wearing a mask and stay on the sidewalk, physically distanced from other parents/pedestrians.
- Regardless of your mode of transportation, a staff member will notify the staff member who is supervising your child that you have arrived, and your child will be safely escorted to you.

#### **\*\* NOTES:**

\*\* Any changes to your child's pick up arrangements should be emailed to [pickup@mabin.com](mailto:pickup@mabin.com). **All emails should be sent before 2:30 p.m.** When communicating by email, please include the full name and grade of each child as well as the full name of the person who will be picking up.

\*\* Please leave the 50 Poplar Plains Road property immediately after picking up your child(ren). Please limit close interactions with other families and ensure that you maintain a safe distance (>6 ft) while talking. Please try to avoid gathering with parents from separate cohorts to reduce the chance of cross-contamination.

## PART II - 35 Prince Arthur Avenue (Grades 4-6)

### Drop Off at 35 Prince Arthur Avenue

Supervision at **35 Prince Arthur Avenue** for students in Grades 4-6 will start at 8:15 a.m. and go until 8:45 a.m. when classes start. Children enter the front entrance by 8:40 a.m. at the latest, and classes begin at 8:45 a.m. All children are expected to be at the school by their respective start times.

- **During the period of COVID-19, we ask that all parents dropping off at 35 Prince Arthur Avenue stay out front of the school on the sidewalk, masked.**
- Children being dropped off at 35 Prince Arthur Avenue will be received and immediately directed to their grade's classroom by a Mabin staff member.

In order to minimize adult-adult contact and contamination of newly disinfected classrooms, accompanying adults will not be permitted to enter the school.

### Pick Up at 35 Prince Arthur Avenue

School ends at 3:00 p.m. at 35 Prince Arthur Avenue. Parents of children in older grades may request that their child(ren) leave the school grounds unescorted by an adult to walk home, or take public transit alone or with classmates.

- If this will occur on a regular basis, please provide the office with a written note outlining the details. For one time occurrences, please email [pickup@mabin.com](mailto:pickup@mabin.com) before 2:30 p.m.

If your child is in Grades 4-6 and you wish to pick him/her up from 35 Prince Arthur Ave., please arrive between 3:00 and 3:30 p.m., park legally, and wait outside the front door.

- There is paid parking on Prince Arthur Avenue, Bedford Road, and a "GREEN P" parking lot on Bedford Road, south of Prince Arthur Avenue.
- A staff member will notify your child's teacher that you have arrived, and your child will meet you at the front door.
- If you have arrived by foot/bike/scooter, please make sure you are wearing a mask and stay on the sidewalk, physically distanced from other parents/pedestrians.

\*\* If you would like to pick up your Grade 4-6 child **at 50 Poplar Plains Road**, they can join the "**walking bus**" that will leave 35 Prince Arthur Avenue every day at 3:05 p.m. sharp to arrive at 50 Poplar Plains Road by 3:25 p.m.

- Grade 4-6 students being picked up at 50 Poplar Plains Road will wait in the front yard supervised by a teacher until you arrive.

\*\* Any changes to pick up arrangements should be emailed to [pickup@mabin.com](mailto:pickup@mabin.com) **before 2:30 p.m.** When communicating by email, please include the full name and grade of each child as well as the full name of the person who will be picking up.

# Section 3 - Measures to Reduce Risk of Infection

## PART I - Mask Use

- Teachers and staff must wear a mask indoors. We will follow the ongoing direction of Toronto Public Health.
  - A clear face shield may also be used especially when physical distancing cannot be maintained.
  - The Mabin School will provide personal protective equipment (PPE) for use by staff when necessary, including face masks, face shields, rubber gloves, and gowns.
  - Medical grade PPE will be worn in higher risk situations.
- At this time, the Ministry of Education stipulates that:
  - Students in Kindergarten to Grade 3 are not required to wear a face mask.
  - Students in Grades 4 to 6 are required to wear a face mask.
  - Students in Kindergarten to Grade 3 are encouraged to wear face masks if they can use them correctly and independently.
- All adults dropping off or picking up their child(ren) must wear masks at all times when on or around campus.

## PART II - Hand Hygiene and Respiratory Etiquette

- i) Handwashing or the use of alcohol-based hand sanitizers helps prevent infections.
- Handwashing with soap for at least 20 seconds is the single most effective infection control intervention.
  - Students and staff will be expected to wash their hands and/or use hand sanitizer frequently:
    - After blowing your nose, coughing or sneezing
    - After using the restroom
    - Before eating or preparing food
    - On entering and leaving a room
    - Before putting on, and after removing, gloves
    - Before and after providing routine care for another person who needs assistance (e.g. a student)
    - After touching frequently touched areas (e.g. door knobs and handrails)
    - When printing or making copies (printing will be minimized)
    - Before and after touching your face
    - Before and after donning and removing a mask
    - Before as well as after going outside for outdoor playtime
  - Upon entering The Mabin School, at both locations, children will sanitize their hands at a hand sanitizing station near their entrance.

- Hand sanitizing stations, sinks, and handwashing stations will be located in classrooms and in various locations throughout each building.

ii) Sneezing or coughing into a tissue, which is then immediately disposed of, (or if no tissue is available, sneezing or coughing into the crook of the elbow) and immediately performing healthy hand hygiene also reduces the risk of transmitting droplets that may contain the virus.

## **PART III - Physical Distancing, “Zones” and “Cohorts”**

### *i) Definitions*

- **Zone** - Refers to the designated **area(s)** where students and/or staff are to gather or work in.
- **Cohort** - Refers to the **specified group** of students and/or staff who will gather or work together.
  - We will have **indoor cohorts** and **outdoor cohorts**.
  - For the time being, **indoor cohorts** will be *less than* 15 children. Think of these as half groups.
  - For the time being, **outdoor cohorts** will consist of all the students in a grade.
- **Teams** - Refers to the specific group of teachers and/or staff who will work in-person with the same cohorts.
  - Team 1: JK/SK team
  - Team 2: Grade 1 team
  - Team 3: Grade 2-3 team
  - Team 4: Grade 4-6 team

### *ii) Management Considerations*

- All cohorts will be stable, meaning the same children and staff will be grouped together without turnover whenever possible.
- Students will be spread out inside rooms to allow for approximately 2m between students.
- Children shall not move between cohorts.
- Each outdoor cohort shall be in a separate zone.
- Cohorts shall not interact indoors, including during meals.
  - There may be times when cohorts are outside at the same time, in a physically distanced way.
  - Outdoor learning is encouraged, when possible and/or appropriate.
- All snacks and meals will be eaten in the classrooms.
- Teachers will remain with their dedicated cohort.

## **Part IV - Air Quality**

- The Mabin School will encourage staff to open windows and allow for the flow of fresh air in the building.
- Air purifiers will be provided for classroom use.
- Teachers will be encouraged to take learning outside whenever possible.

# Section 4 - Symptoms Monitoring

## PART I - Preventative Measures

### *i) Home*

- As mentioned previously in the “Screening” section of this document, parents must complete the screening app provided by The Mabin School each morning by 7:45 a.m.
  - Students will not be allowed to enter the school until this task has been completed.
- Please contact The Mabin School office staff if your child develops any symptoms outside of school.
- We encourage having the same family member drop off and pick up.
- Upon arriving home at the end of each school day, we recommend changing clothes and washing hands.

### *ii) Home and School*

- Clean your hands thoroughly with soap and water or use hand sanitizer, provided hands are not visibly soiled.
- Avoid touching your face, nose and mouth with unwashed hands.
- Cover your cough or sneeze with your elbow or a tissue. Immediately throw the tissue in the garbage and wash your hands.

### *iii) Transportation*

- Whether travelling with family members in a vehicle, carpooling, using Uber/taxi, or taking public transit, please ensure that you are following all requirements as outlined either by Toronto Public Health or the TTC.
  - <http://ttc.ca/COVID-19/index.jsp>

## **PART II - If a Probable Case of COVID-19 is Identified**

- If a student is identified with potential COVID-19 symptoms, they will be taken to the “designated waiting area” to be assessed.
- If the student is deemed asymptomatic, they could:
  - Be treated as non-COVID-19
  - Return to their classroom/office within the building
  - Be sent home
- If the student is deemed symptomatic, an office staff member will contact the parent, guardian, supporter or emergency contact, who will pick up the symptomatic child within a maximum of 60 minutes at the school’s office.
  - While waiting to be picked up from Mabin, a student whose health is in question will be given a mask to wear while waiting in the “designated waiting area.”
- The parent, guardian, supporter or emergency contact will be required to contact their physician, Toronto Public Health at 416-338-4831 and Toronto Region COVID-19 Assessment Centres – City of Toronto, and will report a suspected case to Toronto Public Health.
- Students, parents and guardians within the student cohort of the probable case of COVID-19 will be informed and instructed to contact their physician and assess the students for symptoms.

## **PART III - If a Confirmed Case of COVID-19 is Identified**

### *i) If a Student or Staff Member **Is Not** At School*

- The Mabin School will follow Toronto Public Health guidelines for contact tracing, and inform the Mabin community.
- The student or staff member must remain in isolation, away from Mabin, until Toronto Public Health advises that it is safe for the student or staff member to return.

### *ii) If a Student or Staff Member **Is** At School*

- Upon learning that there is a confirmed case of COVID-19, someone from The Mabin School’s leadership team will immediately visit the specific area of the school that the infected person is in and vacate them from that area.
- The infected person will be taken to the “designated waiting area.”
- Once aware of a confirmed COVID-19 case at The Mabin School, a member of the leadership team will immediately notify Toronto Public Health to determine next steps.
  - Toronto Public Health will provide further advice about information that should be shared with other staff and parents/guardians in the event there is a case or outbreak of COVID-19 in the setting.

## Section 5 - Meals and Snacks

- Staff and students will perform proper hand hygiene before and after eating.
- Each student will have their own individual meal or snack with no common food items.
- Each student will be required to bring their own drink bottle that is labeled, kept with them during the day and not shared.
- Water bottles will be required to be filled rather than students and staff drinking directly from the mouthpiece of water fountains.
- Microwave use will not be permitted.
- Schools will not plan non-instructional activities that involve students preparing or serving food.
- All surfaces, bins and/or containers for food should be disinfected prior to and after each use.
- At this time, Mabin will not use third party food services.

## Section 6 - Sanitation

### Cleaning Protocols

- At both school sites, **designated Mabin site staff** will conduct environmental cleaning and disinfecting throughout the day.
  - Each day will start with newly sanitized classrooms and common areas.
  - Designated site staff will clean and disinfect high-touch surfaces and objects at least twice a day or when visibly dirty.
  - Designated staff will vacuum carpets daily.

# Section 7 - Responsibilities

## ***i) Leadership and Administration Teams***

- Establishing Mabin School Health & Safety Protocols to mitigate the spread of COVID-19 and inform our community of these protocols, including daily self-screening of all employees.
- Training all staff and faculty on new protocols.
- Reporting suspected cases of COVID-19 to Toronto Public Health.
- Facilitating contact tracing with Toronto Public Health, if there is a confirmed case of COVID-19 related to Mabin staff.

## ***ii) Faculty and Staff***

- Adhering to The Mabin School's Health & Safety Protocols.
- Teaching students about COVID-19 and Mabin Health & Safety Protocols.
- Role modelling infection control behaviour.
- Reminding and facilitating student adherence to Mabin Health & Safety Protocols.
- Maintaining accurate attendance records daily.
- Reporting a suspected case of COVID-19 as soon as possible.

## ***iii) Students***

- Self-screening for COVID-19 symptoms prior to attending in-class sessions.
- Adhering to The Mabin School's Health & Safety Protocols.
- Role modelling infection control behaviour for peers.
- Respecting others (e.g. approximately 2m physical distancing, those who wear a mask).

## ***iv) Parents/Guardians***

- Informing The Mabin School and providing medical documentation of student's pre-existing health conditions.
- Adhering to The Mabin School's Health & Safety Protocols.
- Providing students in Grades 4-6 with a suitable mask.
- Ensuring daily self-screening and screening of students for symptoms of COVID-19 before leaving for school (by 7:45 a.m.).
- Keeping the student at home if COVID-19 symptoms are present, and reporting symptoms to their physician, Toronto Public Health, and The Mabin School.
- Timely pick up of a student if identified as unwell.
- Reporting before school each day, if a student is not attending for any reason.
- Informing Mabin of any student COVID-19 test results.

*Health and safety recommendations may change as scientists learn more about COVID19. We will follow the guidance of Toronto Public Health in determining and implementing protocols to minimize risk for our students, staff, and their families.*