



A Guide for Parents and Guardians of Students of the
Conseil des écoles publiques de l'Est de l'Ontario (CEPEO)

September 11 2020



CEPEO.ON.CA



BACKGROUND AND INTRODUCTION	4
SCHOOL ATTENDANCE	5
GENERAL CONDITIONS	5
SCHOOL CALENDARS	6
VIRTUAL LEARNING PROGRAM (PAVÉ)	7
CHANGE IN SCHOOL ATTENDANCE	8
NEW REGISTRATIONS	9
STUDENTS WITH SPECIAL NEEDS	9
SYSTEMIC CLASSES	9
SUPPORT FOR STUDENTS WITH AN IEP	10
CLEANING, SAFETY, AND HYGIENE MEASURES	10
SAFETY AND HYGIENE MEASURES AWARENESS	10
HAND HYGIENE	10
MASKS / FACE COVERINGS AND BREATHING ETIQUETTE	11
SCHOOL / PHYSICAL INFRASTRUCTURE CLEANING / VENTILATION	12
STUDENT SAFETY	12
VISITORS AND VOLUNTEERS	12
WELL-BEING AND MENTAL HEALTH	12
DAILY STUDENT SCREENING / COVID-19 CASES AND SYMPTOMS	13
DAILY STUDENT SCREENING	13
SIGNS OR SYMPTOMS, CONFIRMED CASES OR SUSPECTED CASES OF COVID-19	13
SCHOOL OPERATION	14
STUDENT ARRIVAL AND DEPARTURE	14
IN-SCHOOL TRAFFIC	15
WATER FOUNTAINS, WASHROOMS, AND ELEVATORS	15
CLASSROOM LAYOUT AND FURNISHINGS	16
SCHOOL SUPPLIES AND PERSONAL EFFECTS	16
OUTDOOR PLAY AND SCHOOLYARD	17

REST TIME FOR PRESCHOOL AND KINDERGARTEN STUDENTS	18
LUNCH TIME	18
USE OF SPECIALIZED CLASSES	19
GYMNASIUM	19
RESOURCE CENTRE (LIBRARY)	19
MUSIC ROOMS	20
NUTRITION COURSE	20
SCIENCE LABS	21
SPECIALIZED WORKSHOPS (WOOD SHOP, AUTOMOTIVE, ETC.)	21
GATHERINGS, FIELD TRIPS, SPORTS, ARTISTIC AND CULTURAL ACTIVITIES	22
EDUCATIONAL CENTRES AND DAYCARE SERVICES	22
SCHOOL TRANSPORTATION	23
BREAKFAST PROGRAM	23
COMMUNICATIONS	23

BACKGROUND AND INTRODUCTION

CEPEO teams have been working since June to prepare for the return to school of all our students, learners, and staff, in compliance with government and public health guidelines.

As the health and safety of our students and staff remain our top priority, school teams will implement a series of measures to reduce the risk of spreading the virus (for example, a regular hand-washing schedule, mask wearing, physical distancing, more frequent cleaning, and the introduction of student cohorts). These measures can be found in the Ontario provincial government's [Guide to Reopening Ontario's Schools](#).

During the 2020-2021 school year, schools and school boards may have to quickly change how they function at any time during the school year, depending on the public health situation. CEPEO teams have been mobilized to ensure that concrete plans are in place should the need arise.

This guide is based on five guiding principles:

1. The health and safety of students and employees
2. The well-being and mental health of students and employees
3. Continuity in learning and teaching
4. Compliance with Ministry of Education guidelines
5. Compliance with directives and recommendations from public health authorities

The measures presented in this guide are subject to change, depending on the evolving health situation, and instructions from public health authorities. That's why we recommend you regularly check the <https://cepeo.on.ca/retouralecole> website, our social media pages, and your email to stay informed of the latest developments. Additional resources to complement this guide will also be available on the [CEPEO website](#).

NOTE : Updates to the guide will be highlighted in order for you to easily find new or modified details.

SCHOOL ATTENDANCE

GENERAL CONDITIONS

For the 2020-2021 school year, parents/guardians may choose the most suitable method of school attendance (in class or online) for them. An app developed on the [Parents Portal](#) will be available **from August 13 to August 19, 2020**, so that parents/guardians can let us know how their child/children will be attending school. The school administration will assume your child will be attending school in person if your registration is not received by the end of the day August 19, 2020.

For those who choose not to send their child back to the classroom, students will be able to fully follow the CEPEO Virtual Learning Program (PAVÉ).

Some students may be at a higher risk of suffering from the side effects of COVID-19 due to underlying medical conditions such as a weakened immune system or chronic medical conditions (e.g. heart and respiratory conditions). Students with underlying medical conditions may attend school, with the choice to be made by the parents in consultation with the child's physician.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<p>The Ontario government plan includes a full-time return for students from kindergarten to Grade 8. We would like to specify that this applies to all our Grade 7 and 8 students, whether they are in elementary or secondary schools.</p> <p>Regular school hours will apply. The detailed daily schedule and information about in-class routines will be communicated to you by your child's school.</p> <p>The following systemic ratios will be met for elementary cohorts, in accordance with the standards prescribed by the <i>Ontario Education Act</i>:</p> <p>Preschool and kindergarten : 15 students and fewer for 1 teacher or 15+ students up to an average of 26 students for 1 teacher and 1 early childhood educator</p>	<p>The Ministry of Education indicated that the CEPEO was part of a list of 24 school boards whose students in Grades 9 to 12 would attend school half of the time, according to a specified schedule. This school attendance model includes cohorts limited to about 15 students per class and requires a rotating schedule for each group of students.</p> <p>The CEPEO submitted a request for exemption from this half-time attendance model for the following schools, which was accepted by the Ontario Ministry of Education, therefore allowing for a full return to classes :</p> <ul style="list-style-type: none">• L'Équinoxe elementary/secondary school• Académie de la Seigneurie secondary school• Barrhaven secondary school• L'Alternative secondary school• L'Héritage secondary school• Le Sommet secondary school• Mille-Îles secondary school

<p>Grades 1-3: Average of 20 students per 1 teacher</p> <p>Grades 4-8: Average of 24.5 students per 1 teacher</p>	<ul style="list-style-type: none"> • Marc-Garneau secondary school <p>This approval is based on the current pandemic situation. CEPEO must continue to follow all public health authority directives.</p> <p>Five of our high schools will be following an alternating in-school / virtual mode, namely:</p> <ul style="list-style-type: none"> • Gisèle-Lalonde secondary school • De La Salle secondary school • Louis-Riel secondary school • Maurice-Lapointe secondary school • Omer-Deslauriers secondary school <p>This means that the students at these five schools will attend school at half time until further notice. Students will attend school on an alternating schedule, based on the cohort they belong to, according to this schedule. They will be in school for full days, every second day. The cohorts will be identified on the Parents Portal on August 24.</p>
---	---

SCHOOL CALENDARS

- The Ontario Ministry of Education has approved the 2020-2021 CEPEO school calendars.
- The Ministry has allowed for school boards to implement a progressive return to classes, within this school calendar.
- Classes in CEPEO school will resume between September 3 and 9, in order to provide a safe return to school for students and staff. **Your child's school will inform you of the date of the first day of school for your child.**

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<p>You can view the elementary school calendar by following this link.</p>	<p>You can view the calendar for most high schools by following this link.</p> <p>The calendar for half-time secondary schools (Gisèle-Lalonde, De La Salle, Louis-Riel, Maurice-Lapointe and Omer-Deslauriers) is available at this link.</p>

VIRTUAL LEARNING PROGRAM (PAVÉ)

CEPEO's Virtual Learning Program (PAVÉ) details how educational services will be delivered for students enrolled in CEPEO schools from kindergarten to Grade 12 whose parents choose to keep them at home for some or all of the 2020-2021 school year.

- A program official will contact you once your child has been assigned to a virtual classroom staff member. Teachers will communicate expectations for attendance and learning objectives.
- A progressive return to classes will take place for Kindergarten and senior-Kindergarten students between September 8 and 11. Your child's teacher will communicate with you to inform you of your child's first day.
- The first day of classes for grades 1 to 8 is September 8.
- For students in grades 9 to 12, the week of September 8 to 11 will be an orientation week.
- Teaching staff assigned to PAVÉ will be available during the school day to support and supervise students, except during breaks and lunch.
- Instruction will be offered both synchronously and asynchronously :
 - **Synchronous learning***: Learning that happens in real time. Synchronous learning involves using text, video, or voice communication in a way that enables educators and other members of the school- or board-based team to instruct and connect with students in real time. Synchronous learning supports the well-being and academic achievement of all students, including students with special education needs, by providing educators and students with an interactive and engaging way to learn.
 - **Asynchronous learning**: Learning that is not delivered in real time. Asynchronous learning may involve students watching pre-recorded video lessons, completing assigned tasks, or contributing to online discussion boards.
- Students must have access to the necessary computer equipment (Chromebook, tablet or laptop) with a webcam and microphone as well as a reliable Internet connection. CEPEO will identify needs in this regard and ensure that students have access to the necessary equipment.
- The full guidelines for remote learning, as published by the Ontario Ministry of Education, which the CEPEO must abide by, are available [here](#).
- You may view standard examples of schedules for students enrolled in the PAVE by [following this link](#). These schedules respect Ontario Ministry of Education requirements. Your child's teacher will contact you soon with further details.

* A request for exemption from synchronous learning can be submitted by parents or by students 18 years of age or older, and by students 16 or 17 years of age who have withdrawn from parental authority, regardless of the level, school or program attended, by completing the form provided ([follow this link](#)). If you have any questions about the exemption process, please contact us at inscription-pave@cepeo.on.ca.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none"> ● The teacher/student ratio at the elementary level will be similar to that of a conventional elementary school. ● The full elementary school curriculum will be available, including the new math curriculum for Grades 1 to 8. ● For K-6 students, parents will be responsible for: <ul style="list-style-type: none"> ○ ensuring that the student is connected virtually according to the school schedule, which will be sent to them and which must be followed during the day. ○ Ensuring an adult is nearby, as online teachers will not be able to supervise and respond to an emergency situation at home. ● Minimum amount of time per day that students will be provided with synchronous learning: <ul style="list-style-type: none"> ○ Kindergarten : 180 minutes ○ Grades 1 to 3 : 225 minutes ○ Grades 4 to 8 : 225 minutes ● The synchronous learning time requirements outlined in the table above may be divided into shorter periods throughout the school day. For example, a child in Kindergarten may participate in an opening exercise for 10 minutes with their whole class, as well as a combination of whole-group and small-group sessions throughout the school day, and a 	<ul style="list-style-type: none"> ● The teacher/student ratio at the secondary level will be 1 teacher up to a maximum of 30 students per course. ● Grade 7-12 students are more self-sufficient. However, parents continue to be an essential support to ensure that their children are attending classes. ● All courses offered at the secondary level will correspond to the mandatory subjects according to the Ontario Ministry of Education. These classes will be available according to demand, as is the case with a conventional school. ● At the secondary level, students will attend synchronous learning programs with their teacher (by subject) and asynchronous periods (independent work or curriculum-related teamwork, personal studies and support periods) during the school day. Outside of the schedule prescribed by PAVÉ, students will be able to enrol in a course offered by the Consortium d'apprentissage virtuel de langue française de l'Ontario (CAVLFO), following the conditions set by the latter agency. ● Minimum amount of time per day that students will be provided with synchronous learning: <ul style="list-style-type: none"> ○ Grades 9 to 12: The higher of 60 minutes for each 75-minute class period or 225 minutes per day for a full course schedule.

10-minute closing exercise with their class at the end of the school day.

CHANGE IN SCHOOL ATTENDANCE

If, during the course of the year, a parent wishes to change their child's school attendance (for example, from virtual to in-class), they should inform their child's school. Changes will be subject to the following conditions:

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none">It will take up to 12 weeks to switch from virtual to classroom or vice-versa, since it will take time to integrate a new student into a cohort safely to prevent spread of the virus and to evaluate their progress. CEPEO teams will do everything possible to facilitate the transition more quickly, if it is possible to do so safely. In the meantime, your child will have to stay in the attendance mode originally selected.	<ul style="list-style-type: none">You may change the type of school attendance after students have completed a half-semester. Each semester of the school year will be divided into two terms. The student must complete a half-semester before they can change their attendance mode.<ul style="list-style-type: none">Semester 1 from August 31, 2020, to November 6, 2020Semester 2 from November 9, 2020, to January 29, 2021Semester 3 from February 1, 2021, to April 16, 2021Semester 4 from April 19, 2021, to June 25, 2021

NEW REGISTRATIONS

When a student is enrolled after September 3, 2020, it is important to get them into classes as quickly as possible. That said, it may be difficult to assign the new student to a cohort given the health and safety measures in place. The administration has up to 12 weeks to accommodate the student for their first day of attendance. CEPEO teams will do everything possible to facilitate intake more quickly, if it is possible to do so while ensuring the health and safety of students, their families and staff.

It is important to note that it may take up to 10 business days to organize transportation. If so, the parent will be responsible for the transportation in the meantime. Transportation consortiums will make every effort to serve families as quickly as possible.

The parent will also need to indicate their preference for in-class or distance education.

STUDENTS WITH SPECIAL NEEDS

SYSTEMIC CLASSES

- Systemic-class students will attend full-time elementary and secondary school.
- There is a transition period for students enrolled in systemic classes in late August. Staff will accompany the student to familiarize them with staff, location, and routines. Physical distancing and mask usage will be implemented and reviewed with students to familiarize them with these health and safety measures. The school administration will contact parents with more details.
- Access to the sensory room will be limited to one student at a time. Each student will have their own bin of sensory equipment.
- Each student will be assigned a colour (e.g., by a tag, a colour poster with the student's photo). This colour will be used to identify their independent workspace, supplies, work tower, trays, and so on.
- A room will be provided to support and supervise students in the event that they are having trouble self-regulating. This room will be cleaned after each use.
- A space will be created in the classroom where students can go to exercise, one at a time (e.g. a stationary bicycle, a trampoline, a rotating saucer). Equipment will be disinfected between each use.

SUPPORT FOR STUDENTS WITH AN IEP

Implementation and support will continue to be provided according to the strategies outlined in the Individual Education Plan (IEP). Strategies may need to be adapted in virtual mode.

CLEANING, SAFETY, AND HYGIENE MEASURES

To maximize safety, schools will take a multi-layered approach to limit the spread of COVID-19 by following all guidelines prescribed by government and public health authorities.

SAFETY AND HYGIENE MEASURES AWARENESS

Using age-appropriate language, teachers will teach students to identify the signs and symptoms of COVID-19 and encourage them to speak immediately to a staff member if they have any of these symptoms.

HAND HYGIENE

Hand hygiene consists of washing or disinfecting hands to remove or eliminate the virus.

- Soap and water will be prioritized, since it is the most efficient method.
- Alcohol-based hand sanitizer (ABS), at least 60% alcohol by volume, will be available in settings where hand-washing is difficult. ABS can be used by children.
- Hand sanitizer bottles will be installed at all school entrances, in portables, and in all school rooms and other workplaces.
- Hand hygiene will be practised systematically:
 - upon arriving at school in the morning;
 - before entering the classroom, resource centre, computer lab, and gym;
 - returning from recess or lunch time;
 - before and after eating (snacks, lunch, etc.);
 - before and after going to the washroom;
 - after using a tissue, coughing, or sneezing;
 - before and after the use of shared equipment or surfaces;
 - when leaving school at the end of the day.

MASKS / FACE COVERINGS AND BREATHING ETIQUETTE

We encourage you to show your child [how to safely put on, wear, and remove their mask](#) in preparation for the school year. All reasonable requests for exceptions relating to a medical condition must be sent to the school administration.

- Breathing etiquette is intended to reduce the risk of projecting droplets that may contain the virus directly onto others or onto surfaces where other people may pick them up.
- To maintain breathing etiquette, non-contact trash cans with a bag (e.g. pedal, open basket) will be readily available in all rooms and wherever useful in the school.
- All school staff will wear a mask and a face shield.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none"> • For students from kindergarten to Grade 3, wearing a non-medical or fabric mask indoors is strongly recommended. • Masks are mandatory for grade 3 students registered in combined grades 3 and 4 classes. • Students from Grades 4 to 8 will be required to wear a non-medical or fabric mask inside the school, in the hallways, and in the classroom. Outdoors, such as at recess, students have the opportunity to take a break from wearing a mask within their cohort. • Students may wear their own non-medical or fabric masks. Non-medical masks will also be made available to students. 	<ul style="list-style-type: none"> • Students from Grades 9 to 12 will be required to wear a non-medical or fabric mask inside the school, in the hallways, and in the classroom. When outdoors, students have the opportunity to take a break from wearing a mask within their cohort. • Students may wear their own non-medical or fabric masks. Non-medical masks will also be made available to students.

SCHOOL / PHYSICAL INFRASTRUCTURE CLEANING / VENTILATION

- All of our schools have a rigorous cleaning and hygiene protocol in place. Cleaning will take place on an increased basis, and frequently touched surfaces will be cleaned and disinfected at least twice a day and more frequently as needed.
- In all CEPEO schools, ventilation systems are checked according to an established inspection schedule and meet provincial standards. Preventive maintenance and filter changes are done regularly. Other measures, such as opening windows and doors, will be used to facilitate ventilation. Washrooms will be ventilated frequently and ventilation will be checked regularly.
- Please note that based on the available evidence, there is no indication that COVID-19 can be transmitted by air conditioners or ventilation systems to people in other rooms served by the same heating, ventilation or air conditioning system. In this regard, please consult the Ottawa Public Health question-and-answer sheet (in French) ([Follow the link](#)).

STUDENT SAFETY

- Six (6) evacuation drills (fire) and two lockdown drills will be conducted as mandated by law, even during the pandemic. Health and safety guidelines, including physical distancing, will apply during these exercises, which will be supervised by school staff.

VISITORS AND VOLUNTEERS

- Parents, guardians, guests, and all other visitors will be prohibited from entering the school. Parents coming to a school reception area for

an emergency will be required to follow all preventive measures.

- Video or telephone meetings will be preferred when communicating with parents.
- No volunteers will be allowed in the school.
- Any other person who must visit the premises will be required to undergo self-screening, wear a mask, and follow the preventive measures provided in this guide.

WELL-BEING AND MENTAL HEALTH

The CEPEO is committed to creating a school environment that promotes mental health and well-being, and that will help facilitate the return of all students to school. Support services for mental health will continue to be available to students in need, regardless of how they are receiving their education (in-class or virtual).

School-level awareness training modules will be offered to students by teachers when school starts.

Resources are also available to students and parents through the [CEPEO Portal](#).

If you or someone you know has a mental health or addiction emergency, please visit your local hospital's emergency department or call 9-1-1. Even in these unusual times, it is important to get the immediate help you need. There are people ready and available to help.

If you are unsure if it is an emergency, or if you simply need to talk about the situation, contact Telehealth Ontario at 1-866-797-0000, or the local or regional youth crisis line.

Children and teens can speak to a counsellor 24/7 by contacting Kids Help Phone at 1-800-668-6868 or by texting CONNECT to 686868.

DAILY STUDENT SCREENING / COVID-19 CASES AND SYMPTOMS

DAILY STUDENT SCREENING

We ask for your help, parents and guardians, by checking your children's health on a daily basis. **Students who experience symptoms at home must stay at home – this is one of the best ways to prevent the spread of the virus.** Parents/guardians must promptly notify the school administration and the public health office in their area and follow the recommendations of public health authorities.

Parents and guardians must screen their child EVERY DAY prior to arrival at school by completing the online self-screening available on the Ontario government website ([English](#)) ([French](#)).

SIGNS OR SYMPTOMS, CONFIRMED CASES OR SUSPECTED CASES OF COVID-19

- We encourage you to read the provincial government guidelines for the management of COVID-19 cases in schools ([Follow the link](#)) as well as the new government website on cases of COVID-19 in schools and daycares. The data is updated daily. You can visit the website by [clicking on this link](#).
- Rest assured that the well-being and safety of students and staff remain our priority. All our schools strictly follow the instructions of government and public health authorities. You can find more information about our protocols on our [website](#).
- **We remind you of the importance of keeping your child at home if he or she is sick. Keeping your child home if he or she is sick is an important way to reduce the spread of COVID-19. Your cooperation in this area is essential.**
- We invite you to read [this information sheet](#) on the steps to take if your child is sick or has symptoms of COVID-19 / protocol for handling such cases.

SCHOOL OPERATION

STUDENT ARRIVAL AND DEPARTURE

- Spaces to accommodate students will be identified with visual cues, dots and arrows.
- Hand sanitizer stations will be placed at each entrance.
- Staggered entry and exit of the cohorts will be planned and coordinated by school staff.
- Staff will be assigned to be at the bus stop to monitor all student groups.
- Students who are late must enter through the main door, where a supervisor and a hand sanitizer station will be located.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none">• Upon entering school, students will be required to wear a	<ul style="list-style-type: none">• Access ways will be assigned to different education levels for

<p>non-medical or fabric mask (Grades 4-8), disinfect their hands, follow hallway signage, and maintain physical distance with the other students while going to their classroom.</p> <ul style="list-style-type: none"> • Upon entering the school, all students must go directly to their classroom, with a staff member. • At the end of the day, a staggered class exit will take place to allow smooth circulation through hallways, stairs, and to the buses. 	<p>entering and exiting classes.</p> <ul style="list-style-type: none"> • Upon entering school, students will be required to wear a non-medical or fabric mask, disinfect their hands, follow hallway signage, and maintain physical distance with the other students while going to their classroom. • A location will be assigned for students with a scheduled study period. • A staggered class exit will occur at noon and at the end of the day to allow smooth circulation through hallways, stairs, and to the buses.
---	--

IN-SCHOOL TRAFFIC

- Groups will be assigned different doorways for entering and exiting classes.
- Where possible, grade levels will be limited to certain areas (or floors) of the school.
- Hallways and stairs will be labelled for one-way traffic where possible.
- Visual/physical markings, such as tape on the floor or sidewalks and signs/posters on the walls, will be placed to maintain appropriate distance in rows and lines.
- Access to lockers will be prohibited until further notice.
- Class changes will be made while avoiding contact between the different cohorts.

WATER FOUNTAINS, WASHROOMS, AND ELEVATORS

- Where possible, only automatic water fountains (with no buttons) will be available to fill water bottles.
- For classrooms with single-person washrooms, a protocol for cleaning must be followed; otherwise use will be prohibited.
- The elevator may only be used by one person at a time, except for special circumstances. If an adult accompanies a student in the

elevator, the adult and the student (grades 4 and up) must both wear masks, except by authorized exemption.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none"> • A washroom access schedule will be established to minimize the number of groups accessing each washroom and to limit movement in the hallways. Every second sink and urinal will be blocked off. 	<ul style="list-style-type: none"> • Washrooms will be assigned by grade level. Every second wash basin and urinal will be blocked.

CLASSROOM LAYOUT AND FURNISHINGS

- The amount of furniture and non-essential furnishings will be reduced.
- Larger classes will be moved to larger spaces, if possible.
- Rugs will be removed.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none"> • Kindergarten and preschool learning areas will be redesigned, and the number of children in each learning area will be limited to allow for physical distancing. • All learning items made of fabric, such as puppets, stuffed animals, and costumes will be removed from the classroom. • Visual markers to encourage distancing and directional panels to guide circulation will be installed. 	<ul style="list-style-type: none"> • Classroom furniture will be placed in straight rows and all in the same direction, establishing the distance between each place or shared table (used by a single student). • Student movement in classrooms will be minimized.

SCHOOL SUPPLIES AND PERSONAL EFFECTS

- Teaching materials used by staff will not be shared with students.

- Teaching strategies will minimize the distribution of paper.
- Collaborative work will continue to be encouraged among students, while respecting the required distancing.
- Chromebooks distributed from shared carts will be used by a single student throughout the day. At the end of the day, each Chromebook will be disinfected in preparation for the next day.
- Individual specialized equipment assigned to a student may be used only by that student in the classroom and at home.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none"> • Each student's supplies will be stored in a container on the student's desk or table. Students may not share supplies. • Personal effects such as backpacks must be labelled and stored separately. • Students will be required to bring their own tissues to prevent both student movement and distribution from a box handled by multiple people. • Students will be required to bring their personal effects with them each morning and bring them home at the end of the day (backpack and lunch box). 	<ul style="list-style-type: none"> • Students' daily school supplies (pencil, eraser, ruler, etc.) must be individual, including textbooks, calculators, and so on. • Students' personal effects must be minimal and kept close to their desks or tables. • Students can bring their digital tools to the school to prepare, among other things, the information required for the learning day at home, in virtual mode. • Use of shared objects will be limited as much as possible, unless cleaned after each use; users must wash their hands before and after each use.

OUTDOOR PLAY AND SCHOOLYARD

- Children will be required to remain in a play area with the children in their cohort.
- Each class will stay with its cohort during recess. There will be no mixed cohorts.
- Recess times will be staggered to limit the number of students in playgrounds.
- Play structures and other outdoor equipment, including natural structures, will be closed.
- Games requiring a high level of physical contact are prohibited unless changes are made to keep students away from each other (for

example, basketball, soccer).

REST TIME FOR PRESCHOOL AND KINDERGARTEN STUDENTS

- Blankets will be permitted but must be kept in the backpack and used only during rest time.
- No toys from home will be allowed.
- If space is limited, children will rest head-to-toe or toe-to-toe.

LUNCH TIME

- Good hand hygiene will be practised before and after meals and snacks.
- After eating, each student must clean their desk and/or table as much as possible. A staff member will spray water (with an approved sanitizer that meets health standards) on each desk, and the student will wipe up the water with brown paper towel. Each student must clean their own desk (students may not wipe down other students' spaces).
- Students may not share food or beverages. Students will be required to bring their cold or Thermos meals from home and collect any waste in their lunch box at the end of lunch to take it home.
- No hot meals (including pizza lunches) will be ordered by the school. Students are prohibited from ordering delivery to the school.
- The use of microwave ovens is prohibited.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none">• It is recommended that elementary students, if at all possible, remain at school for lunch, in order to minimize comings and goings and external contacts during the school day. A register will be kept of students who eat at home. Parents will have to complete the symptom screening a second time before sending their child back to school.• Students must eat in their classrooms with their cohort, at their assigned desk or table.	<ul style="list-style-type: none">• The cafeteria may stay open. Zones will be created and assigned to each student cohort to minimize the overlap of cohorts.• Third-party food services will be provided for students who wish to participate. It will be provided takeout style.• Vending machine use will be prohibited.

- Each student must bring their own labelled water bottle and lunch box that they will keep with them and not share with other students.
 - Put the food in a lunch box. Ideally, clean it with soapy water every evening and let it air dry.
 - Clean and prepare fruits and vegetables at home so the student doesn't have to do so at school.
- There will not be a milk distribution service.

USE OF SPECIALIZED CLASSES

GYMNASIUM

- Outdoor physical education classes will be favoured. The gym will only be used when physical distancing measures can be maintained.
- Use of shared equipment will be limited and users must wash their hands before and after sharing equipment.

SECONDARY (Grades 9 to 12)

- The number of people in a change room at the same time will be limited by staff.
- Entry and exit times will be staggered.
- Some shower stalls will be closed and the number of people present limited by staff.
- Daily cleaning of the spaces will be provided.

RESOURCE CENTRE (LIBRARY)

- A sanitizer station will be installed at the entrance to the resource centre.
- Furniture will be arranged according to physical distancing criteria and markers will be installed on the floor in front of the checkout counter to respect physical distancing.

- Students and groups will not be allowed into the resource centre for reading or work sessions.
- Students will not be able to touch books on the shelves. Resource loans will be contactless.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none"> • The library technician will select books for each classroom and deliver them to the classroom in a bin. Books will be returned via bins. Books will be held for 72 hours before they can be checked out again. 	<ul style="list-style-type: none"> • The resource centre may accommodate students for study periods. • Students will email the library technician to submit borrowing requests, then pick up books at the checkout counter in a time window designated by the school. • Books will be returned via a return slot or a clearly marked bin inside the library as close to the entrance as possible. The bin will be labelled with the date and will be placed in quarantine at the end of the day for 72 hours.

MUSIC ROOMS

- Most of the overall requirements for the “Music” curriculum can be met without the use of instruments in the elementary and secondary artistic education program.
- A variety of options are being considered to meet overall music curriculum requirements while maintaining physical distance, such as in-class teaching and teaching that involves lower-risk creative performance opportunities, or in-person teaching without live performances.
- Singing and choir practices will be prohibited (except for virtual practice).
- Wind instruments will be prohibited (except for virtual practice).

NUTRITION COURSE

- Food preparation will be permitted, however, the theoretical components will be favoured in person. Food preparation will be encouraged at home in virtual classrooms.

- Shared meals and meal services will be prohibited.
- Hand hygiene will be practised at all times before, during, and after food preparation.

SCIENCE LABS

- Only one student will be assigned to each table, counter, or station.
- A single lab will be designated for experiments to allow cleaning and preparation time.
- All equipment used during the experiment will be left in place at the end of the experiment for cleaning and disinfection, which will be done by the lab technician.
- Lab coats will be washed with hot water between use by different students.
- Gloves given to students will be disposable.
- Safety glasses will either be assigned to students or sterilized between use by different students.

SPECIALIZED WORKSHOPS (WOOD SHOP, AUTOMOTIVE, ETC.)

- Students will use the school equipment and protective equipment assigned to them (e.g., measuring tape, pencil, mask, or glasses).
- Protective and school equipment will need to be disinfected between use by different students.
- For machines used by the whole group, hand hygiene will be practised before and after use, and machinery will be disinfected after use.
- In addition to the safe workshop conduct rules typically taught to students, teaching staff will introduce new rules related to COVID-19 that meet the standards prescribed by public health authorities.

GATHERINGS, FIELD TRIPS, SPORTS, ARTISTIC AND CULTURAL ACTIVITIES

The following activities will be cancelled or suspended until further notice:

- Rallies
- Educational field trips
- Extracurricular athletic activities, including before and after school hours and weekends
- Team sports, Sports CEPEO
- OFSAA competitions (for the fall season)
- Choir, harmonies, and singing in person
- Wind instruments

The following activities will be permitted, in accordance with the safety measures outlined in this guide:

- Virtual cultural activities
- Choirs, harmonies, orchestras and singing in virtual mode
- Wind instruments, in virtual mode

Sports involving a high level of physical contact (including rugby, football, and wrestling) will be postponed or modified.

ELEMENTARY (Kindergarten to grade 8)	SECONDARY (Grades 9 to 12)
<ul style="list-style-type: none">• At the elementary level, private piano courses will be cancelled or offered virtually, outside of class hours.	<ul style="list-style-type: none">• At the secondary level, for credit courses, instructors will be required to follow all preventive measures included in this guide. If measures cannot be fully followed, the course will need to be offered virtually or cancelled.

EDUCATIONAL CENTRES AND DAYCARE SERVICES

Before and after school services will resume September 3. More details will be provided by your service provider soon.

SCHOOL TRANSPORTATION

Students are encouraged to come to school on foot, by bicycle, or by transportation provided by their parents, whenever possible. Students eligible for school transportation will be able to take the bus.

- Masks will be mandatory for all students (Kindergarten to grade 12) aboard school busses.
- Masks will be mandatory for drivers.
- Each student will be assigned a seat.

The *Consortium de transport scolaire d'Ottawa* (CTSO) and the *Consortium de transport scolaire de l'Est* (CTSE) will be announcing more details soon.

- The CTSO will email each family to confirm student status and to provide the usual details about boarding/disembarking times and bus stops.
- CTSE encourages parents to visit its website for relevant details.
- To report any changes to your child's status, please contact the [CTSO](#) or [CTSE](#).

BREAKFAST PROGRAM

Representatives from the Ottawa Network for Education (ONFE) in Ottawa, and community partners in other regions will prepare and distribute foods that require little or no handling (such as apples, bananas, granola bars) in individual containers.

A limited number of volunteers will be allowed in some schools in order to help distribute meals. They will be required to follow all health and safety protocols as required by this Guide and the protocols put in place by the Ottawa Network for Education.

COMMUNICATIONS

CEPEO management and school principals will continue to communicate with parents on a regular basis via email and through websites and social media.

The [CEPEO Portal](#) is updated regularly.

Please email the school administration about any changes to contact information so that you can be reached quickly.