



# KING'S TOWN

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## SCHOOL

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## School Reopening Plan

September 4, 2020

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## Overview

Protecting the health and safety of the KTS community, and the broader Kingston community, is our primary concern as we plan to reopen our doors in September. The information contained in this reopening plan is intended to:

- 1) support the KTS community for the safe return of students and staff while mitigating the risks of the COVID-19 pandemic to the extent possible; and
- 2) aggressively and effectively respond in the event that a confirmed COVID-19 case is identified within our community.

The plan outlined below accommodates a full return to class for KTS students—all students for full days—with enhanced public health protocols in place.

This plan also outlines a hybrid contingency plan if at any point our school, or a part of our school, needs to close by order of public health or the Ontario Government to protect the safety and well-being of our community.

This plan was created in consultation with guidance documents (links provided in the references section) as well as several parents of the KTS community who are healthcare providers. We are very grateful to those parents for their time and expertise.

Finally, as the pandemic evolves, elements within this plan are subject to change upon any new revisions to existing public health measures or changes in mandates issued by our local Public Health Unit and also the Government of Ontario.

## Reopening Objectives

1. Promote continuity and normalcy in KTS student and family lives by re-establishing a normal full day school routine while following new safety measures;
2. Integrate risk mitigation into KTS day-to-day operations to minimize the spread of COVID-19 transmission and effectively respond in the event of a confirmed COVID-19 case;
3. Focus on supporting the mental health of our students and staff during their transition to school and throughout the school year via a formal mental health curriculum facilitated by a healthcare professional;
4. Adapt our policies and procedures as the COVID-19 pandemic evolves and/or as need dictates.

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## Glossary

**COVID-19 Symptoms<sup>1</sup>:** COVID-19 affects different people in different ways. Symptoms may also vary in different age groups.

- New or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal to or over 38°C
- Feeling feverish
- Chills
- Fatigue or weakness
- Muscle or body aches
- New loss of smell or taste
- Headache
- Gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- Feeling very unwell

Children have been more commonly reported to have abdominal symptoms, and skin changes or rashes.

Symptoms may take up to 14 days to appear after exposure to COVID-19.

**Close Contact:** Any individual who was within 6 feet of an infected individual for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the sick individual is isolated.

**Contact tracing:** All individuals with whom a case had contact while potentially infectious. Contact tracing will include: identifying students and staff who were in contact with a symptomatic case starting 48 hours prior to the case developing a symptom of COVID-19 and identifying people who were in contact with a laboratory confirmed asymptomatic case starting 48 hours prior to the day their positive specimen was collected.

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<sup>1</sup>[COVID-19 Reference Document for Symptoms](#)

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## Summary Of Changes since last revision

Page 11-12	Where soap and water hand hygiene cannot be practised, alcohol-based hand sanitizer containing at least 70% alcohol will be used. Hand sanitizing stations will be located throughout the school.
Page 13	As per Ministry of Education guidelines, students in Grades 4-8 at this time will be required to wear non-medical or cloth masks indoors at all times. This includes while in the classroom during instruction time. Any changes with respect to this policy will be communicated in a timely manner to KTS families.
Page 13	As per Ministry of Education guidelines, students in Montessori, Kindergarten, and Grades 1-3, will be strongly recommended (not mandated) to wear masks while at KTS.
Page 15	Suspected cases and outbreaks will be reported to all KTS families in a timely manner. Parents will be told which cohort(s) has been affected.
Page 20	Parents will be asked to email a signed and dated copy of the form to the KTS office prior to the first day of school or may provide a signed form with their oldest child (if there are siblings registered at KTS) on their first day of school.

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## Practices and Procedures Overview

Screening and Isolation	Summary of Procedure
<p><b>Daily Health Screening</b></p> <p>Purpose: Ensures that individuals do not come to school when they present symptoms consistent with COVID-19.</p>	<p>Staff and/or students must not come to school and enter the building if they are symptomatic, have been in contact with a confirmed case, or have been in close contact with someone who has been out of the country in the last 14 days. In these instances, the person who is symptomatic must stay home and seek testing at a COVID Assessment Centre.</p> <p>Daily health screening will take place for all KTS staff and students via the EduSafe Covid digital screening app. Parents will receive a separate email with instructions to download and register to complete health screening. Parents are required to complete one screening questionnaire per child. Parents will receive a daily notification through the app to complete health screening as well as an automatic reminder prior to school start time if the screening has not been registered as completed.</p> <p>Daily screening must be completed by all staff and students to ensure awareness of, and checking for, possible symptoms of COVID-19 and other risk factors.</p> <p>Students and staff who do not complete and pass the daily assessment will be denied entry into the KTS building.</p> <p>Re-admission to KTS following the disclosure of symptoms requires a negative COVID-19 test <u>and</u> a resolution of symptoms (unmedicated) for 24 hours, or 48 hours if symptoms are gastrointestinal in nature.</p> <p>Should an individual not undergo testing, KTS will exclude the individual from school for 14 days after the onset of symptoms.</p> <p>There is no requirement for asymptomatic students to be tested, unless they are contacted by public health and told they are required to be tested.</p> <p>Asymptomatic individuals who reside in the same home as a symptomatic individual may still come to school. <b>However, KTS strongly recommends to families that if ANY person residing in the home displays symptoms, that the entire family stays home until symptoms have resolved.</b></p>

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<p><b>Quarantine policy</b></p>	<p>Local/National travel: Currently, as per public health guidelines, the quarantine policy does not apply to students/families who travel locally or within Canada. <b>However, in the interest of minimizing outside exposures and keeping KTS as a mega bubble, KTS strongly recommends that families minimize, to the extent possible, travel outside KFL&amp;A.</b></p> <p>International travel: As per public health guidelines, individuals who travel internationally must quarantine for 14-days, starting on the date they arrive back in Canada.</p> <p>If a parent(s) or a person residing in the home has travelled, the parent or the person who travelled is required to quarantine for 14 days - this means, no contact with other family members, including their child(ren) for 14 days. If it is possible for the family to do this, then the student(s) may still attend KTS.</p> <p>If the parent(s) or traveller who resides in the home cannot isolate away from the student(s), the student(s) would be required to be excluded from school for 28 days from the day the parent returned home, even if the parent receives a negative COVID test. This is because the traveller can pass the virus to close contacts for up to 14 days, even if they have no symptoms. As the virus could be transferred on Day 14, the student(s) would need to isolate for another 14 days to ensure they do not pass the virus on.</p>
<p><b>Isolation when staff/student demonstrates symptoms of illness or becomes ill while at school.</b></p>	<p>If a student or a staff member becomes symptomatic or otherwise becomes sick (hereafter <i>sick</i>) while in school they will be immediately isolated from the rest of their cohort. KTS has created a separate area within the school to safely contain a symptomatic student(s) until a parent/guardian can bring them home.</p> <p>If a student becomes symptomatic, family members will be contacted for pick up. Siblings of a symptomatic student will also be isolated and will need to be picked up by parents.</p> <p>If a staff member becomes symptomatic, they must report their symptoms to the KTS office and leave the building as soon as possible. If a staff member has children who are students at KTS, they will be required to leave with the staff member.</p> <p>For any symptomatic person, a medical/surgical grade mask will be provided for the sick person and those attending to the sick person will be equipped with full personal protective equipment (PPE). Each classroom has been outfitted with PPE kits for this purpose.</p> <p>Until determined otherwise, the student or staff will be presumed to</p>

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be a suspected COVID-19 case.

Any person who becomes sick while at school:

1) Must seek testing at the local Assessment Centre:

2) Stay home until test results are available.

- If the test is negative, the person must continue to stay home until they are symptom free (without medication) for 24 hours, or 48 hours if their symptoms are gastrointestinal in nature.
- If the test is positive, the person must stay home for 14 days and follow directives from the local public health unit.

Other students from the symptomatic student's cohort who were present while the student or staff member became sick will be identified as close contacts. Public Health will be notified and we will follow their advice on communication, testing and isolation of these close contacts.

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### **Public Health Reporting/ Notification**

KTS has a duty to report suspected or confirmed cases of COVID-19 under the *Health Protection and Promotion Act*.

In keeping with public health guidelines, KTS will follow the outbreak management protocol outlined below:

#### **Outbreak Management Protocol**

##### Suspected outbreak criteria:

- Two cases of acute respiratory infection (ARI) or children/staff failing COVID-19 symptom screening occurring within 48 hours.

##### Confirmed outbreak criteria:

- One laboratory-confirmed case of COVID-19 in a child or staff member.
- Two cases of ARI or children/staff failing COVID-19 symptom screening occurring within 48 hours where one is a lab confirmed case of ARI other than COVID-19, or
- Three cases of ARI or children/staff failing COVID-19 symptom screening occurring within 48 hours.

##### *Once criteria for a suspected or confirmed outbreak has been met:*

- Contact KFL&A Public Health. If after hours, have on-call manager paged.
- Follow advice of KFL&A Public Health on procedures to facilitate contact tracing and communication with KTS community.

*For a confirmed outbreak:*

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	<ul style="list-style-type: none"> <li>● Post precaution signs on all entrances.</li> <li>● Continue existing COVID-19 precautions and implement any other control measures required by Public Health.</li> <li>● Provide names and contact information for children and staff in affected cohort(s).</li> <li>● Follow advice of KFL&amp;A Public Health for exclusion of affected cohort(s) and staff.</li> </ul>
<p><b>School/Cohort/ Class Closure</b></p>	<p>Public Health mandated school or cohort closures may occur in the event of one or more confirmed COVID-19 cases within 48 hours.</p> <p>In the case of a suspected or confirmed outbreak we will be following the advice of KFL&amp;A as per their outbreak management protocol.</p> <p>Reopening will be at the advice of KFL&amp;A public health.</p>
<p><b>Morning Drop off</b> Please consult Appendix A for further details about the Cohort Entries.</p>	<p>Cohorts will be assigned a specific entry/exit into the KTS building to minimize congestion and to accommodate distancing and cohorting measures to the extent possible.</p> <p>When parents/guardians are dropping off and picking up students, it is our expectation that this be done as quickly and safely as possible, respecting the social distancing measure of 2m/6ft. Face coverings will be required for both students and parents during drop off and pick up times as distancing and cohorting measures may be difficult to maintain, though KTS has made every accommodation to facilitate these measures. Parents/guardians are not permitted in the building, and are asked to maintain appropriate distances while on school property.</p> <p><b>Cohort Drop Off Times:</b></p> <ul style="list-style-type: none"> <li>● <u>7:30-8:00am</u>: Before School Care (mask required)</li> <li>● <u>8:00 - 8:25am</u>: Kindergarten to Grade 8</li> <li>● <u>8:00-8:45</u>: Montessori students before school care <ul style="list-style-type: none"> <li>○ Parents may drop their Montessori children off beginning at 8am in the Before School program. For families with children registered in Kindergarten to Grade 8 AND Montessori, this program is included with your normal tuition fees (all Montessori students may use this program, but those families without a child in K-8 will be charged our normal before school fee). Please note that in bringing your Montessori child to the Before Care Program, masking will be required. Montessori children dropped off at 8am will be placed into their Montessori cohorts upon arrival.</li> </ul> </li> <li>● <u>8:45 - 9:00am</u>: Montessori</li> </ul>

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KTS strongly encourages on-time arrivals with our enhanced safety protocols in place. However, should a late arrival be necessary, students will enter through the main entrance and check in with Mrs. Beattie and will be accompanied to their class. Health screening must be completed prior to drop off. Masks will also be required at this time.

Shared pathways will be clearly marked every 2m/6ft.

**Points of entry:**

- Before/After School Care: Enter the side yard using the gate to the right of the building, then proceed to the Kitchen door (second last door on the left).
- Montessori: Early Years playground gate through the parking lot, to Montessori door.
- Kindergarten: Early Years playground through the parking lot, to Kindergarten door.
- Grade 1: Enter through their external classroom door using the path to the left of the building in between the Early Years yard and the main building.
- Grade 2: Enter through the boot room door using the gate to the right of the building, through the side yard to the first door on the left.
- Grade 3: Enter through their external classroom door using the gate to the right of the building, through the side yard to the last door on the left.
- Grades 4 and 6: Enter through the side door entrance using the path to the left of the building in-between the Early Years yard and the main building.
- Grades 5, 7, 8: Enter through the front door of the building.

Staff will be posted at all entrances to welcome students and to verify that the health screening has been completed.

Students whose health screening has not been completed will not be allowed into the building until a parent/guardian has completed the electronic health screening.

**Cohort pick up times and locations:**

- 3:00-3:30pm: Montessori and Kindergarten parents will pick up at their classroom's external door. Please respect a one-way flow of traffic (as depicted in Appendix B) which involves entering via the

Appendix B for further details about the Cohort Pick Up Locations.

path to the left of the building in between the Early Years yard and the main building and exiting through the Early Years yard gate into the parking lot.

- 3:15-3:30pm: Grade One parents will pick up at their classroom's external door. Please respect a one-way flow of traffic (as depicted in Appendix B) which involves entering via the path to the left of the building in between the Early Years yard and the main building and exiting through the Early Years yard gate into the parking lot.
- 3:15-3:30pm: Grades Two and Three parents will pick up from the side yard gate to the right of the school.
- 3:30-3:40pm: Grades Four to Eight students will be gathered in their cohorts at five designated locations in front of the building on school property as depicted in Appendix B.
  - Grade 8: Far left side of the school parking lot.
  - Grade 7: Next to Grade 8 cohort.
  - Grade 6: In front of the Early Years playground.
  - Grade 5: On the grass to the left of the main door path.
  - Grade 4: On the grass to the right of the main door path.
- 3:40-5:30pm: After School Care: Pick up through the gate to the right of the building, through the side yard to the second last door on the left (Kitchen door).

It is our expectation that drop off and pick up times are respected at all times to minimize congestion. As well, masks will be required during pick up times.

Weather permitting, some cohorts may end their day at Riverview Park located at 156 Rideau Street and will be picked up at the park rather than in the described locations on school property. In the event that this occurs, parents will be notified via Class Dojo.

### Risk Mitigation Measures

### Summary of Procedure

#### Class Sizes/Cohorting

All cohorts at KTS will not exceed 15 students. Students in all grades will remain solely with their cohort throughout the day.

Purpose: Dividing students and teachers into distinct groups throughout the day to minimize contact and the likelihood of spread.

Specialist teachers will rotate as per class schedule, wearing appropriate PPE.

All students will have regular recess breaks.

	<p>As much as possible, classes and lunches will be held outside. When inside, lunches will be eaten in classrooms. Each cohort will also be assigned to a specific bathroom.</p>
<p><b>Physical Distancing</b></p> <p>Purpose: Minimize close contact with others.</p>	<p>Physical alterations to the existing building will accommodate 6ft of separation between students (in all directions). Within all classrooms, each student will have their own personal space.</p> <p>The use of shared materials will be limited and discouraged. Items or equipment that are shared out of necessity will be cleaned and disinfected as per KTS Classroom Material Environmental Cleaning and Disinfection Policy (P718.SCO).</p>
<p><b>Hand Hygiene</b></p> <p>Purpose: Frequent hand washing reduces viral transmission up to 44% across different settings.</p>	<p>Routine hand hygiene (washing with soap and water or using hand sanitizer) is integral to minimizing the transmission of COVID-19 at KTS. KTS will have a strict hand hygiene policy as per KTS Hand Hygiene Best Practices Policy (P720.SCO) that is layered onto pre-existing school routines.</p> <p>Sinks are located in some classrooms, and cohorts will be assigned to specific bathrooms.</p> <p>At a minimum, hand hygiene will be practiced:</p> <ul style="list-style-type: none"> <li>● Prior to entering and exiting the building (drop off/pick up, recess, GOGA, etc.).</li> <li>● Prior to entering and exiting a classroom.</li> <li>● Before and after eating food.</li> <li>● After using the washroom, sneezing, coughing or blowing one's nose.</li> <li>● Before and after touching and/or putting on a mask.</li> <li>● Before and after sports activity/outdoor play.</li> <li>● When hands are visibly dirty.</li> </ul> <p>Soap and water is the preferred method for hand hygiene and will be used as often as possible. Where soap and water hand hygiene cannot be practised, alcohol-based hand sanitizer containing at least 70% alcohol will be used. Hand sanitizing stations will be located throughout the school.</p> <p>Public health signage on proper hand hygiene (hand washing and sanitizing) will be conspicuously placed in all relevant locations.</p>
<p><b>Environmental Cleaning</b></p> <p>Purpose: Proper cleaning (removing</p>	<p>KTS employs Eagle Eye Professional Cleaning Services to clean the school on a daily basis, as well as more thorough cleaning on the weekends. A new cleaning policy has been put in place with this service to ensure our enhanced cleaning standards are met. The company has also attained additional training and received a COVID-19 cleaning</p>

organisms) and disinfecting (killing disease-causing organisms) will help to control the spread of COVID-19.

certification from the Global Biorisk Advisory Council to stay abreast of proper preventative cleaning techniques, as well as dealing with potential outbreaks.

In addition to our contract with Eagle Eye Professional Cleaning Services, KTS staff will be performing scheduled and regular cleaning of high touch surfaces that are within their cohort's space as per KTS Environmental Cleaning and Disinfection Policy (KTS P717.SCO).

High touch surfaces (e.g., door knobs, light switches, student desks and chairs, sinks, and countertops) will be cleaned and disinfected at a minimum twice daily and as often as necessary.

Low touch areas (e.g., floors, walls in proximity to high touch areas) will be cleaned and disinfected at a minimum once daily, and as often as necessary.

## Ventilation

Purpose: Lowering the concentration of indoor air pollutants or contaminants, including viruses, that may be in the air. When used with other measures, increasing or improving ventilation can help to protect people while inside.

KTS has purchased 11 portable medical grade air filtration/exchange units, 1 for each cohort to provide each classroom with clean air. In general, units will completely exchange the air every 15 minutes.

In addition:

- Windows will be opened whenever possible.
- Students will be outdoors as much as possible.

## Face coverings

Purpose: When worn properly, a person wearing a non-medical mask or cloth covering can reduce the spread of wearer's respiratory droplets.

**Students:** All students in every cohort will wear a mask when distancing and cohorting measures cannot be maintained. These times include during drop off and pick up, when walking through school hallways, using bathrooms, participation in the before and after care program.

As per Ministry of Education guidelines, students in Grades 4-8 at this time will be required to wear non-medical or cloth masks indoors at all times. This includes while in the classroom during instruction time. Any changes with respect to this policy will be communicated in a timely manner to KTS families.

Outdoor times such as recess will be opportunities to provide students with break from wearing masks within their cohorts.

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As per Ministry of Education guidelines, students in Montessori, Kindergarten, and Grades 1-3, will be strongly recommended (not mandate) the use of masks at KTS. While not required to wear masks while inside the classroom at all times, students will be expected to follow the "masking when moving" adage. This means when moving from one area of the classroom to another to retrieve belongings, students will be expected to safely use their masks. As well, students will be expected to wear masks when distancing and cohorting measures can not be maintained as described above. Teachers will work with students in a supportive and compassionate manner to reinforce and model proper technique to put on and take off a mask. Teachers will also provide students with opportunities to wear their mask throughout the day while they are in their classroom when it is most developmentally appropriate to do so. These include times when social interactions are not occurring (e.g., during quiet reading time; listening to a teacher read a story). At these times, the focus will be on integrating mask use in a compassionate and supportive manner, and respecting the individual tolerances and needs of each student. For students who tolerate the prolonged use of masks, we will continue to encourage them to use their masks as long as it is tolerated.

Reasonable exceptions on the requirement to wear masks will apply.

Students may use face shields at their discretion, but these should not be used as a replacement for a face covering.

**Staff:** Medical masks and eye protection (i.e. face shield) will be provided for all teachers and other staff at KTS. Staff who are in regular close contact with students will be provided with all appropriate PPE.

Staff will also be required to wear a face covering whenever physical distancing cannot be maintained.

Where necessary (such as in leading classes with students who are deaf, or hard of hearing), masks with clear panels are permitted. KTS has purchased masks with clear panels to allow students to be able to see their teacher's facial expressions and to facilitate the ability to lip read.

Staff will also be required to wear face shields during instructional times.

Reasonable exceptions on the requirement to wear masks will apply.

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Program Considerations	Summary of Procedures
<b>Mental Health</b>	<p><b>Parents:</b> Parents dropping off and/or picking up students will be required to wear a face covering when the distancing measure of 6ft cannot be maintained.</p> <p>KTS will support our students and staff during their transition back to school and throughout the school year via a focus on mental health. KTS is working with a mental health professional to provide training to staff to better support students as they navigate school re-entry and to support their mental health needs as concerns are identified throughout the year. The mental health needs of our staff will also be supported throughout the school year.</p>
<b>Communication</b>	<p>Class Dojo and email will be the communication tools used to notify the KTS community.</p> <p>Suspected cases and outbreaks will be reported to all KTS families in a timely manner. Parents will be told which cohort(s) has been affected.</p> <p>In the event of an outbreak, KTS will follow the KFL&amp;A public health outbreak management protocol as stipulated in the public health reporting/notification section on Page 7.</p> <p>General COVID-related updates and information, if any, will be integrated with our existing weekly KTS email updates. New information and guidance documents arising that pertain to COVID-19 which are released by reputable sources including, but not limited to, Federal or Provincial ministries and the local public health unit will be shared with KTS families via email as we become aware of them.</p> <p>Non-emergent COVID-related concerns arising throughout the year should be initially communicated to Mrs. Beattie, who will forward the concern on to the person best suited to respond to the concern.</p> <p>Additional resources to assist families at home as a support in understanding the social, emotional, psychological, and physical impacts of the COVID-19 virus will also be shared.</p>
<b>Before and After School (BAS) Programs</b>	<p>Advanced monthly registration for the before and after school programs will be necessary until there is no longer need for COVID-19 protocols. Families can register for a full month, or choose specific days. Families will only be charged for days they use, but cannot use days for which they are not pre-registered. Ad hoc attendance will not be permitted.</p>

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Each month, a link to the before and school registration form will be sent to families to complete for the coming month.

Families can also register for the yearly BAS plan, as per usual, and will then be automatically registered in the program for the entire year.

Montessori students with siblings in grades K-8 will also be automatically registered in the before school program from 8-8:45 each. If a family wishes to use the program prior to 8am, they will need to register.

Staff and students will wear face coverings at all times as it will not be possible to keep students in their respective cohorts.

The before and after school program will be delivered outside as often as possible.

Parents will be receiving a separate email containing detailed information related to this program.

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**Contingency Planning for a hybrid learning model/alternate learning models****Hybrid Model 1: Prolonged Absence for Individual Students.**

This hybrid model applies to a student(s) who need to stay at home due to reasons related to COVID-19.

Criteria to implement:

- An absence that is longer than 1 week related to COVID-19;
  - Any medical reason related to COVID;
  - Where the student is required by public health to isolate or quarantine due to COVID-19.

Duration:

- The duration of this model will be limited to the amount of time where the student is either required to isolate /quarantine or recover from illness.

Goals :

- The goal of this model is to help students maintain learning so that they can re-enter in-person learning as quickly and as successfully as possible.

Program Details:

KTS will work collaboratively with families to make the program work with their unique needs.

The program will include the following three components:

- 1) In the first week of absence, students will be sent home with outstanding classroom work. If materials need to be sent home for a student, arrangements will be made for curbside pick up.
- 2) Starting in the 2nd week of an absence, students will be given some daily access to the classroom via streaming. Weekly synchronous virtual discussion sessions will also be held to check-in with students and review learning objectives.
- 3) Assignments to work on at home to be returned for assessment/feedback (where applicable) will be available through Google Classroom. If materials need to be sent home for a student, arrangements will be made for curbside pick up.

**Hybrid Model 2: Cohort Exclusion Model.**

This model applies to cohorts who, by order of public health or by the Ontario government, are excluded from KTS..

Criteria to implement:

- By order of Public Health or the Government of Ontario.

Duration:

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- The duration of this hybrid model is not expected to last more than 14 days but is at the discretion of Public Health or the Ontario Government.

Goals:

- The goal of this model is to transition students to an online delivery format within 48 hours of a closure and to maximize learning opportunities at home until they can return to in-person learning.

Program Details:

- Parents will be notified via email/dojo of cohort exclusion.
- Google classroom and video conferencing system will be used. All information is housed in google classroom
- If needed, processes will be put in place to distribute materials to students to use at home.
- Within 48 hours, full day programming following a regular class schedule will be available. As this program is being delivered online, age appropriate adaptations are in place to ensure younger students are not spending too much time online each day.
  - Montessori and Kindergarten: The morning routine will be adapted to include a combination of synchronous and asynchronous work, with afternoons dedicated to independent work time.
  - Grades 1 to 8: Programming will follow the normal in-person class schedule, with adaptations made to class duration as per the developmental needs of the students.

**Hybrid Model 3: Split In-Person and Remote Learning Model**

This model will be implemented if public health or the Ontario Government increases COVID restrictions (e.g. decrease in cohort numbers to less than 15).

Criteria to implement:

- At the discretion of Public Health or the Government of Ontario.

Duration:

- At the discretion of Public Health or the Ontario Government.

Goals:

- Maintain a sense of continuity and normalcy for students in their day-to-day lives, with increased emphasis on mental health and well-being.
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- Deliver an exceptional educational experience to students that covers both core curriculum and provides opportunities for enrichment.
  - Promote a growth mindset where student success is built on patience, commitment, empathy, and perseverance.
  - Support families as they partner with us in delivering their child's education.
  - Maintain the KTS community spirit, where students, parents, and staff feel connected to one another and are encircled with care.

Program Details:

- Parents will be notified via email/dojo of changes in COVID restrictions that would require the implementation of this model.
- Within 48 hours, the Split In-Person and Remote Learning model will be operational.
- Google classroom and video conferencing system will be used.
- Classroom information will be housed in google classroom.
- If needed, processes will be put in place to distribute materials to students to use at home.
- Both synchronous and asynchronous learning will be provided for students with homeroom/core teachers, teaching in-person at school, and some specialist teachers offering lessons in virtual classrooms.
- The school will be split into Group A and Group B where in week 1, group A would attend in-person learning Monday, Tuesday, Wednesday and Group B would attend in-person learning Thursday, Friday. In week 2, Group A will have in-person learning Monday, Tuesday, and Group B will have in-person learning Wednesday, Thursday and Friday. KTS siblings will be on the same schedule.
- Specific details about which teachers will be teaching in-person and which teachers will be teaching remotely will be communicated at a later date.

**Model 4: School Wide Remote Model**

This model will be implemented if public health or the Ontario Government mandates a school closure.

Criteria to implement:

- At the discretion of Public Health or the Ontario Government

Duration:

- At the discretion of Public Health or the Ontario Government.
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Goals:

- Maintain a sense of continuity and normalcy for students in their day-to-day lives, with increased emphasis on mental health and well-being.
- Deliver an exceptional educational experience to students that covers both core curriculum and provides opportunities for enrichment.
- Promote a growth mindset where student success is built on patience, commitment, empathy, and perseverance.
- Support families as they partner with us in delivering their child's education.
- Maintain the KTS community spirit, where students, parents, and staff feel connected to one another and are encircled with care.

Program Details:

- Parents will be notified via email/dojo of closure.
- Within 48 hours, the Remote Learning Model will be operational.
- Google classroom and video conferencing system will be used.
- All information will be housed in google classroom
- If needed, processes will be put in place to distribute materials to students to use at home.
- A detailed Remote Learning Plan was sent to KTS families on June 26, 2020. Please refer to this plan for details pertaining to this program. If you have not received this plan, please contact Mrs. Beattie in the main office and she will gladly email you a copy.

**COVID-19  
Informed Consent  
and Waiver**

All KTS families will be asked to sign a COVID-19 Informed Consent and Waiver on behalf of their child(ren) attending KTS prior to the first day of school on Tuesday, September 8. This consent and waiver form will be sent as an electronic form. Parents will be asked to email a signed and dated copy of the form to the KTS office prior to the first day of school or may provide a signed form with their oldest child (if there are siblings registered at KTS) on their first day of school.

This informed consent and waiver will require parents'/guardians' electronic signatures. By signing the form electronically, parents/guardians indicate that:

1. They have read, understood, and are comfortable with COVID risk mitigation measures in place as described in the reopening plan and consent to sending their child(ren) to attend KTS;
2. They have had an opportunity to ask and have received clarifications regarding the reopening plan and COVID measures where they are needed;

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3. They understand that the policies and procedures contained within the reopening plan are subject to change as the situation with COVID-19 evolves, and as the governmental and medical recommendations and mandates alter in response to its evolution.
  4. They understand despite all measures in place, that by sending their children to KTS may place them in close proximity to others that could increase the risk of them contracting COVID-19;
  5. They understand that our COVID measures in place are meant to mitigate not eliminate the risk of COVID transmission;
  6. By consenting to send their child(ren) KTS, parents/guardians, voluntarily agree, on behalf of themselves, heirs, personal representatives and/or assigns to: a) assume all responsibility of the foregoing risks and accept sole responsibility for, and waive all claims for injury, illness, damage, loss, liability, or expense of any kind (including, but not limited to, personal injury, disability, and death) that may occur by their connection to their attendance at KTS; and b) release, indemnify and discharge all KTS employees, and members of the board of directors (the "Releasees") from any and all claims or causes of action (known or unknown) which their child(ren) may have arising out of or relating thereto, based on the actions, omissions, or negligence of the Releasees, whether a COVID-19 infection occurs before, during, or after attending KTS; **AND**
  7. They agree to abide by our COVID-19 measures to limit the spread of COVID-19.
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## Guidance Documents Consulted

- City of Kingston Childcare Programs Infection Control Policies and Procedures
- [Kingston and Region \(KFL&A Public Health\)](#)
- [Ministry of Education Child Care Operational Guidance](#)
- [Ministry of Education Approach to Reopening School](#)
- [SickKids Guidance Document](#) and references therein
- [American Academy of Pediatrics](#)
- [Centres for Disease Control and Prevention School Reopening Guidelines](#)
- [Ministry of Education Child Care Operational Guidance](#)