
BACK-TO-SCHOOL PROTOCOL 2020/21

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1. Health and Safety Protocol

We invite you to read the health and safety procedures and to go through them with your children. They follow the guidelines outlined in the [Guide to reopening Ontario's schools](#).

It is imperative that the procedures be followed and that barrier gestures be strictly enforced to limit the risk of spreading COVID-19 and to protect everyone's health.

The Key principles

- Maintaining physical distancing
- Using barrier gestures
- Limiting student intermingling
- Cleaning and disinfection of rooms and materials
- Training, information and communication

Students will be trained in the procedures by their teachers, and supervised while present in the school by LFT staff who will ensure compliance with the protocol.

With the exception of LFT staff, maintenance and security personnel, no visitors or parents are allowed in the school. No school visits will be allowed.

Parents are encouraged to limit their child's presence within the school to school hours and must respect entry and exit times.

An agreement to return to school according to the back-to-school protocol must be signed by parents before the start of the school year at the latest. This document will be sent to you on Tuesday, September 1.

Masks

- Students in Grades 4 to 12 will be required to wear non-medical or cloth masks indoors within the school, including in hallways and during classes. Outdoor times like recess can be used as opportunities to provide students with breaks from wearing masks within their cohorts.
- Students in Kindergarten to Grade 3 will be encouraged but not required to wear masks in indoor spaces. LFT will provide them with a face shield.

We are well aware of the discomfort of wearing a mask for the whole day, both for students and staff. Depending on the evolution of the situation and the recommendations of health officials, this measure may be relaxed in the future.

Reasonable exceptions will apply :

- for staff or students with sensory or respiratory difficulties (authorized by the Head of School or Primary School Director)
- for teachers who will be able to replace the mask with a face shield if physical distancing allows for it.

In case of COVID-19

In accordance with official directions, the attached procedure applies and considers all cases. The province also announced on Wednesday, August 26 its [plan for managing COVID-19 in schools](#), which details the measures to be taken if a case of COVID-19 were to occur.

It is everyone's responsibility to limit the risk of spreading COVID-19. If you observe one or more symptoms in your child or a family member:

- Do not come to school and isolate yourself,
- Inform the LFT Head of School,
- [Follow the procedures of the health authorities](#) and [contact health services](#)

Actions in case a student or staff member develops symptoms at the LFT

- Immediate isolation
- LFT immediately contacts :
 - the parents / spouse or other contact if necessary
 - health authorities
- Parents and staff of the cohort are informed the same day.
- The student or adult will be allowed to return to the LFT :
 - 24 hours after confirmation of a negative COVID-19 test.
 - After the authorization of the health authorities in the event of a positive test to COVID-19
- Decisions to quarantine a class or cohort, or close the school may be made by Toronto Public Health in collaboration with the LFT.
- All parents and LFT staff will be informed if a case of COVID-19 is diagnosed in the school community.

Ventilation

Our building has centralized ventilation by air extraction. It operates continuously and ensures the ventilation of the building and the air renewal. The ventilation of the classrooms and common areas will be completed by opening the windows during all breaks. Options are currently being reviewed to further raise the standards of our ventilation system.

Cleaning and disinfection

The LFT has reviewed and reinforced its cleaning protocol to meet current public health requirements.

In addition to the daily evening cleaning of the LFT, an extra team of 6 full-time staff cleaners will be present from 8am to 6pm to ensure the cleaning and disinfection of the [washrooms](#), doors, corridors, surfaces, classrooms etc. between each cohort and during breaks.

2. Teaching and Learning Model

In person teaching model and hybrid teaching model

- From Pre-K to Grade 7, Full-time back to school, 5/5 days
- Grade 8 to Grade 12 : hybrid teaching and learning model. Students divided into 2 groups will be present intermittently at the LFT
 - Week 1 : 2 days at the LFT, 3 days distance learning
 - Week 2 : 3 days at the LFT, 2 days distance learning

Voluntary Learning at Home

Some families, for medical or personal reasons, have opted for voluntary learning at home for their child.

These families will be contacted by their child's teacher or homeroom teacher for **an individualized follow-up of the students.**

If other families would like for their child to learn remotely, we invite them to let us know before Tuesday, September 1st [by filling out the form.](#)

A school-wide distance learning system could be considered depending on the number of students.

As professional educators, we do not recommend this model of remote learning when face-to-face teaching is possible, especially for primary school and students who will be taking exams this year.

Attentive to the mental health of students, [the health professionals of SickKids Hospital](#) recommend that students without medical contraindications return to school.

In case of a class, cohort or school quarantine

If a class or cohort were to be placed in isolation by the health authorities, the face-to-face or hybrid pedagogical model will be replaced by a remote learning model (based on the learning model we followed in the last trimester of 2019/20). This transition will be seamless from Grade 3 to Grade 12 thanks to the Chromebook we are providing to students.

3. *Back-to-school organisation*

Staggered back-to-school

The first day of school is a very important moment for our students and teachers. We have chosen to organize back to school over several days, which allows us to :

- maintain physical distance,
- limit contacts,
- teach students the new routines
- and train them to our health and safety protocol.

Thursday, September 3 and Friday, September 4 :

- [Back-to-school for students from Pre-K to Grade 5 by group](#)
- [Back-to-school for Grade 6 \(September 3\) and Grade 7 \(September 4\) students](#)

From Tuesday, September 8 to Friday, September 11, only students from kindergarten to Grade 7 will be present in the school.

From Monday, September 14 to Friday, September 18, [students from Grade 8 to 12 will be back in 2 groups](#).

Cohorts and class sizes

Cohorting involves bringing students together in groups throughout the school day, with limited contact exposure outside of their cohort (limited physical interactions per group of 50 contacts in primary school and 65 in high school).

Every student is part of :

- a cohort (ex: Grade 3 students)
- a class (ex: Grade 3 A)

This organisation limits the number of people in contact with a student and will be used by the health authorities in case of suspicion of a COVID-19 case ([COVID-19 Procedure](#)).

[Our class sizes](#) have always allowed an individualized approach and a differentiation in teaching and learning to adapt to the needs of each student. The limited class size at the LFT and the hybrid teaching model in High School allow for the implementation of our rigorous health protocol.

Mandatory Form - travel and 1st day of class

Thank you for completing [this form before September 1st](#) in order for us to know:

- if you have travelled outside of Canada during the summer vacations, your return date
- the date of your child's first day of school.

This form must be filled out by all families, including families who have not left Canada. No student will be allowed to return to LFT without a completed form.

As a reminder, for travellers returning to Canada, the government has put in place emergency measures to slow the introduction and spread of COVID-19 and imposes a 14-day quarantine. It is imperative that the quarantine period for students affected by this measure be over before they return to school.

4. Drop-off, pick-up and managing traffic

Mandatory daily self-screening

[A daily self-screening](#) is mandatory for all individuals before entering the LFT. We are currently studying an online solution to facilitate the procedure.

Specific guidelines for TPS/PS students

A screening station dedicated to TPS/PS students and their teachers will be installed every morning at the main entrance of the LFT. TPS/PS specific policies and procedures will be sent at the beginning of the week to these families.

[Managing traffic](#)

Kindergarten, elementary, middle and high school students have to follow established routes with dedicated entrance/exit points and specific traffic directions FICHE.

Traffic rules in case of a fire and evacuation have been defined :

- to favour a single direction of traffic or, if not possible, a priority direction of traffic.
- to limit points of contacts: specific evacuation areas are designated to ensure physical distance and exit the rooms in an orderly fashion.

It is imperative that parents strictly respect [drop-off and pick-up](#) schedules and limit their presence on the LFT parking lot as much as possible.

Parents are required to wear a mask in the parking lot and to maintain a physical distance of 2 meters.

[Recess](#)

The measures and key points are detailed in the dedicated procedure FICHE.

Each cohort (ex: Grade 3 students) has its own dedicated space in the recess area in order to limit contact and maintain physical distancing.

In Primary School, recess will be staggered as follows :

- Kindergarten: 10:30 am - 11 am
- Grade 1 to 3: 9:30 am - 9:45 am
- Grades 4 and 5: 9:55 am - 10:10 am

In Secondary School, the recess schedules do not change (10:20 am - 10:35 am and 3:10 pm - 3:20 pm):

- Each cohort of Middle School students has its own dedicated space.
- High School Students are invited to leave the building as much as possible and occupy the green space at the entrance of the school.

Extra staff in the support team will ensure strict compliance with the protocol.

Classrooms

Depending on classroom configurations and number of students, the physical distance between students within classrooms is 4 to 6 feet.

Classrooms are designed to maintain maximum physical distance between students, and involves :

- rearranged furniture and equipment in order to maximize available space,
- classroom occupancy modified according to number of students,
- maintaining maximum distance between the students' desks and with the teacher(s)' desk,
- moving desks away from doors to respect physical distance when entering the classroom,
- a limitation of any movement within the classroom.

The library, the *Foyer des Lycéens* and the basement have been integrated into the timetable as classrooms to facilitate physical distancing.

There will no longer be a collective space for Middle and High School students. In order to avoid contacts between High school students (Grade 10 to 12), the *Foyer des Lycéens* is closed. High School Students are invited, as much as possible, to leave the school during their breaks.

Science labs

Glass partition shields are installed on each T-shaped workbench to protect the workstations.

5. *Specialized subjects*

Library (BCDI)

The use of the library has been reviewed in order to promote physical distancing.

- the Primary School area becomes a classroom
- the Secondary School area becomes a workspace for teachers.

It will no longer be possible to welcome students on their own.

Specialized subjects

The practice of [sports and cultural activities](#), [musical education and plastic arts](#) have specific guidelines described in the procedures.

6. *Extracurricular activities*

Lunch/Food service

Due to safety protocol and to limit the entry of people from outside the LFT, hot meal service will no longer be offered at the LFT (specific guidelines for TPS/PS students below).

Kids Cuisine et Santé offers families an [alternative meals-on-wheels service](#) starting September 8. Interested families can subscribe to the service directly on [Kids Cuisine et Santé website](#).

Students from MS to Grade 12 will have to bring their lunch box.

- No sharing of food between students is permitted.
- No manipulation by staff will be allowed
- Elementary students will have their lunch in their classrooms.
- Middle school students will use the basement and available nearby rooms.
- High school students (Seconde to Terminale) are encouraged to leave the school.

Snacks

Snacks must be provided by families to the students (except for TPS/PS students). No handling by staff members will be allowed.

- Kindergarten students will take their snacks in their classrooms.
- Elementary and secondary students will eat their snacks in the schoolyard during recess.

Specifics guidelines for TPS/PS Students

According to Ontario Ministry of Education guidelines, it is not allowed for TPS/PS students to bring food from home.

- *Kids Cuisine Santé* will provide meals and snacks in individual containers (cf. tuitions fees 2020/21)

Transportation

We have maintained the school transportation service and made sure that our service provider complies with official health and safety guidelines.

The key points of our health protocol for school transportation are, as follows:

- A limitation of the number of passengers to 24 in large buses (for 48 seats)
- One assigned seat for each student per cohort (ex: Grade 3 students) or with siblings if applicable

- Mandatory mask for all students regardless of age
- Masks and eye protection worn by drivers
- Moving around on the bus is prohibited
- Ventilation of the bus by opening the windows

The transportation service will be operational as of the first day of school on September 3.

Registration for transportation service is open on Parents Portal in the Back-to-school section.

- Priority registration until September 10th for students from 4 years old to Grade 7 (exceptions for siblings).
- From September 11, registration will be open for students from Grades 8 to 12, subject to availability.
- The detailed fee schedule (5 days or 2+3 days for hybrid students) is available on your Parent Portal.

As a reminder, the daycare service from 3:30 p.m. to 4:30 p.m. is free for students registered for school transportation.

Before and After care

Our daycare service follows the safety protocol. The students will be supervised by cohort, respecting physical distance between cohorts:

- either in the courtyard by zones (weather permitting), in that case recess procedure applies
- or in classrooms, by level, in that case classroom procedure applies.

The LFT provides daycare for students :

- in the morning from 8:00 am. until classes start
- after school from 3:30 pm to 4:30 pm for Primary School students, Grades 6 and 7 students.

From kindergarten to Grade 7, you can register your child for daycare on your Parent Portal. Please contact Michael Faro for any information michael.faro@lft.ca .

However, we invite you to limit your child's time in the school to school hours and to choose an alternative daycare option.

Study hall and extra-curricular activities

Registration to study hall and extracurricular activities will be opened later in the year if the health situation allows for it and according to the official directions.

7. Communication

Parent Portal

This is your individual portal to school information, where you can find your personal profile, back-to-school protocol, allergy forms, invoices and LFT communications. If you have any questions about the Parent Portal, please contact Sylvain Bedin admissions@lft.ca.

- In the *Back to School Protocol 2020-21* section, you will find this document and the links to the itemized health protocol sheets.
- In the *Back to School 2020-21* section, you will find the registration forms for transportation and daycare services.

Direct access to your Parent Portal : <https://accounts.veracross.com/lft/portals/login>

Website

You will find on our website a [page dedicated to COVID-19](#). This page will be updated according to the evolution of the situation on an ongoing basis.

8. Annexes

Ressources

- [Toronto Public Health](#)
- [SickKids](#)
- [Guide de réouverture des écoles en Ontario](#)
- [COVID-19 Guidance for Re-Opening Non-Publically Funded Schools \(JK to 12\)](#)

Back-to-school planning

- [Primary School](#)
- [Secondary School](#)

Health and safety protocol fact sheets

- [Fact sheet A COVID-19 Health and safety protocol](#)
- [Fact sheet B Procedures in case of COVID-19](#)
- [Fact sheet 1 : Cleaning and disinfecting](#)
- [Fact sheet 2 : Washroom use](#)
- [Fact sheet 3 : Student welcome](#)
- [Fact sheet 4 : Classroom](#)
- [Fact sheet 5 : Managing traffic](#)
- [Fact sheet 6 : Lunch / Food service](#)
- [Fact sheet 7 : Recess](#)
- [Fact sheet 8 : Sport and cultural activities](#)
- [Fact sheet 9 : Specialized subjects](#)
- [Fact sheet 10 : Staff members](#)
- [Fact sheet 11 : Transportation](#)
- [Fact sheet 12 : Library](#)