



**Hebrew Foundation School**  
**École de Formation Hébraïque**  
**בית ספר היסוד העברי**

2 Hope Drive | Dollard-des-Ormeaux, QC | H9A 2V5  
514.684.6270 | hebrewfoundation@hfs.qc.ca  
[www.hfs.qc.ca](http://www.hfs.qc.ca)

# Hebrew Foundation School

## COVID-19 Protocols v.2.0

*Updated August 27, 2020*

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## 1. Introduction

The 2020-21 school year is upon us and more than at any other time, we will need your cooperation, understanding and patience as we begin the year with new procedures in an effort to keep students and staff healthy. It is important that you read the information contained in this document as it pertains to every aspect of school life.

Covid-19 is a fluid health problem, as we have witnessed in the last few months, and as such, information from the government can change daily. In addition, we continue to learn new information about the virus and its transmission. While these guidelines that we outline below are in place for now, please note that they could evolve as we learn more. We will strive to update this document as we learn from our experience and you should expect an updated version within a few months of school opening. We will stay informed of these changes and communicate them to our school community when appropriate.

## 2. General Parent Information (Home)

Please help us all stay safe by adhering to the following:

- Remind your child of the importance of proper hygiene (frequent handwashing, coughing into their elbow, throwing out tissues immediately after use).
- Review safety procedures.
- Monitor your child's health daily and notify Cara Dagenais, our new school nurse, immediately at [dagenaisc@hfs.qc.ca](mailto:dagenaisc@hfs.qc.ca) if he / she has any of the following COVID-19 symptoms:
  - **Fever (for a child: 38°C / 100.4°F or more measured at any site)**
  - **Beginning or worsening of cough**
  - **Difficulty breathing or sudden loss of sense of smell; may or may not have lost the sense of taste**
  - **Nasal congestion and/or runny nose**
  - **Gastrointestinal distress, nausea, and/or vomiting**



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- If your child or anyone living with the child has symptoms, he / she must be tested for Covid-19 and the school nurse must be informed of the results.
- Call 1-877-644-4545 as soon as possible and follow the guidelines provided by public health authorities. Your child must remain in isolation at home until you receive further guidelines from public health authorities.
- Keep your child and siblings at home until they are symptom-free for 24 hours and fever free for 48 hours.

As a reminder, any student travelling outside of Canada must be in quarantine upon their return for 14 days, according to government regulations.

Please be advised that if your child isn't feeling well at school, your teacher will send him / her to the school nurse who will assess the situation and call home, if necessary. You may or may not be asked to pick your child up. In light of Covid, all medications, with the exception of antibiotics or daily medications, will not be administered.

How do I support my child who is anxious about going back to school?

See: <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/my-child-is-worried-about-the-pandemic-what-can-i-do-to-provide-support/>

### **3. Extra Protective Measures Taken by Hebrew Foundation School**

**HFS** has implemented the following additional measures this year in order to ensure a safe return to school. These initiatives include changes that are either procedural, physical, or resource driven. This represents a significant financial investment by the school and include the following:

- Hiring a full-time school nurse.
- Developing triage protocols that include temperatures taken when students arrive each day.
- Procurement of automatic hand sanitizer machines for each class, bathroom and points of entry and exit.



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- Purchase of 3 steam machines for sanitizing surfaces daily in the evenings.
- Procurement of HEPA air purifiers for each class and fans throughout classes and hallways to facilitate air exchange with the outside.
- Installation of touchless water bottle fountains (all children will need to have their own water bottles to fill during the day).
- Extra cleaning staff to sanitize high-touch areas throughout the day and enhanced cleaning frequency of washrooms and surfaces throughout the day.
- Development of staggered entry and exit protocols, as well as common space flows.
- Reorganization of Student and Teacher flow throughout the day: Students will remain in their classrooms as opposed to moving to different teacher classrooms; 14 of the largest classrooms will be used for these classes.
- Creation of a Safe Space / Infirmary to isolate those with symptoms.
- Availability of outdoor classroom space for teachers to utilize when possible.
- Adaptation of Gym, Art, Music, Library and Technology programs to minimize risk.

#### **4. Covid-19 Procedures in School**

*How will the school triage students daily, upon entry?*

- All Grade 5 & 6 students will need to wear a mask when entering school property.
- Students will be directed to one of three entry doors, specific to their class.
- Students will sanitize their hands and will be administered a temperature test. In the event of an initial positive temperature test, the child will be isolated and the school nurse will administer a second temperature test to rule out false positives.
- If a second temperature test is normal, the child will proceed to their classroom.
- If a second temperature test is not normal, the student will be isolated as indicated below.



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- **PLEASE NOTE:** An area that requires specific attention is the use of analgesics (Advil, Tylenol, NSAIDs and other antipyretics) to treat ailments in children like cramps or musculoskeletal injury. Because these analgesics have fever reducing properties, they can mask symptoms that are exhibited with COVID-19. As such, we would require that parents communicate with our nurse (through a specific form that will be provided at a later time) to indicate how and when their child was treated with that analgesic. Their child, if treated with an analgesic, will only be allowed in school if they did not have COVID like symptoms in the past 48 hours.

### **Ministry guidelines for Covid-19 in schools**

*If a student shows symptoms while in class:*

- They are automatically isolated in our infirmary.
- A single staff member cares for the student while waiting for the parent.
- An emergency kit containing the necessary materials (masks, glasses, gloves, etc.) is used.
- Parents are required to pick up their child within a 45-minute time period of being contacted.
- The room is ventilated, cleaned and disinfected once the student has left.
- The parent must contact 1-877-644-4545 as soon as possible and follow the public health guidelines that are provided. The student showing symptoms must remain in quarantine at home until public health guidelines have been received.
- The student is provided with our HFS online learning program (see Section 6: Online Learning).

*If a student tests positive for COVID-19:*

- All parents and staff are automatically contacted when a case of COVID-19 is confirmed in a school.
- Anyone considered to be at moderate to high risk is removed from the school and is tested.
- The parent must contact 1-877-644-4545 as soon as possible and follow the public health guidelines that are provided. The student who





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tested positive must remain in isolation at home until public health guidelines have been received.

- The student is provided with our HFS online learning program (see Section 6: Online Learning).

*If there are several cases of COVID-19 in the same class or if the outbreak involves several classes:*

- The regional public health authorities provide the school with detailed instructions and the school has the responsibility to contact the parents, legal guardians and staff members who must be notified.
- In collaboration with the school administration, the regional public health authorities make the recommendations as to whether a classroom or school should be closed based on the situation.
- With help from the administration, teachers, school staff and the student(s) concerned or their parents, the public health authorities determine any close contacts that occurred at the school.
- Anyone considered to be at moderate to high risk is removed from the school and is tested.
- The student is provided with our HFS online learning program (see Section 6: Online Learning).

## 5. Academics

2019-2020 was an unprecedented year for schools around the world. Given this reality, teachers will be sensitive to students' needs both academically and socially. In the first weeks of school, teachers will evaluate students to identify any learning gaps. The academic program will be adjusted if gaps are discovered. The goal is to bring all students up to level before moving on. Student Services will also be evaluating the students' emotional health and needs. With time and support, students will adjust to the routines of being back at school after many months. Reconnecting with their peers and teachers will be an important focus. Staff will also be working to create a supportive and safe environment where each student feels comfortable to ask questions and express their emotions. The Student Services team will be supporting all students upon their return to school, and continually monitoring their social and emotional health during this important transition.

## 6. Online Learning

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- According to the current Ministry directives, it is mandatory for all students to be physically present at Hebrew Foundation School.
- As part of the Ministry regulations, online courses will be available under very specific circumstances.
- HFS has upgraded classroom technology so that in-person, campus learning is streamed synchronously as part of our educational program. If a child is well enough to attend virtually, then the child is expected to stay up to date with class work.
- There are **two** circumstances that will allow our students to access our online platform.
  - Students who have a health condition or who live with someone with a vulnerable health condition (e.g. chronic disease, severe immunodeficiency). Under these conditions, if they choose to not return to school and instead be taught and receive support through our online learning program, a doctor's note will be required. <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/instructions-vulnerable-individuals-covid19/>.
  - Parents are encouraged to keep their children at home if they exhibit any symptoms described in section 2. These students will qualify to have access to our online platform and will be expected to return to regular classrooms when they are cleared to return.
- In the event that the school must close a class, grade level or the entire school, online learning from 8:00 a.m. to 4:00 p.m. will be provided for students.
- Due to privacy regulations, all parents will be asked to sign an agreement pertaining to access to online classroom streaming and regulations by which to abide.

## 7. In-School procedures

*Use of Face Coverings (masks)*

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- Students in Kindergarten - Grade 4 are highly encouraged to wear masks as much as possible. It is a given that teachers will evaluate and adapt if students require extra breaks from wearing masks. Parents of Kindergarten - Grade 2 students who want their children to wear a mask all day are asked to notify the teachers. In these cases, teachers will support the parent's decision and encourage the students to do so.
- Students in Grades 5 & 6 are required to wear a face covering outside of classrooms and in common areas of the school that are frequented by students from different class groups including the schoolyard, hallways and stairwells.
- Teachers will be required to wear face masks at all times and face shields will be available.

### *Lunch*

- Students will sanitize their hands before eating.
- Children are required to stay at their desks during lunch and when eating. They are not allowed to walk around the classroom.
- Students should have a labelled hand sanitizer in their lunchboxes and/or at their desks, as well.
- Shared condiments and utensils will no longer be provided by the school.
- Please use containers that open easily and prepare easy to eat lunches which require minimal assistance. For younger students, please cut food whenever possible.
- Water bottle refill: Students will go to newly installed refill stations. Stickers will be placed on the floor to ensure distancing at lineup. Only a limited number of students will be permitted to go at any one time.
- Hot Lunches: Hot Lunches offered by the Parent Association will not be available for the beginning of school. This will be reassessed at the end of September.

### *Entry and Exit*

Entry:



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- The gate to the schoolyard will open at 7:30 a.m. and close at 7:45 a.m. This 15 minute window will allow students to enter the building in a staggered fashion, without a line up.
- All parents will be asked to wear a mask when bringing their children towards the gate. In the event of carpools, we encourage all in the car to wear masks, since carpools by definition involve multiple households.
- Students will be asked to enter through their assigned doors and screened as per the triage protocols outlined above (Section 4 "Covid 19 Procedures in School").
- Supervision will be available as of 7:30 a.m. and teachers will be in the classrooms as of 7:35 p.m. to greet the students.

Exit:

- Students, excluding those registered in Extended Day, will be following a new, staggered **dismissal** procedure to minimize congestion in our common areas. Please pick up your children according to the times below.
  - All students whose last names begin with A - E will be dismissed at 4:05 p.m.
  - All students whose last names begin with F - M will be dismissed at 4:10 p.m.
  - All students whose last names begin with N - Z will be dismissed at 4:15 p.m.
  - Parents waiting in crowded areas around the gates, and in the school yard, are to wear a face covering
  - Parents will be asked to greet their children at the appropriate time and promptly proceed to their car to minimize congestion.

*Kindergarten Dismissal at 3:00 p.m.:*

- Students not attending Extended Day, will be dismissed at 3:00 p.m. through Hope Drive.
- A Staff member will bring students to the Hope Drive entrance doors ready to go (fully dressed with backpacks, lunch, etc.) and will wait with students for parents to arrive.

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- Parents will wait at social distance markers outside the Hope Drive entrance and the child will be brought to them.
- Parents are required to wear masks for pickup.
- Parents must contact the office if they are delayed.

### *Classroom Protocols*

- Students must sanitize their hands when entering and leaving classrooms for any reason.
- Students will remain in the same classroom throughout the day. Teachers will meet the students in their classrooms with the exception of Physical Education, Music and Art.
- Upon entering the class, new teachers will immediately wash their hands and the teacher's desk. Teachers will wear masks and when social distancing cannot be achieved, they will wear face shields, as well. In exceptional circumstances like Art and Music where children must leave their primary classroom, children must again wash hands upon return to their class.
- Students in Vanguard or receiving support from Student Services, will have a secondary classroom but will be seated in their homeroom groups and socially distanced from other students.
- Desks will be arranged in rows and spaced out as much as possible to promote social distancing.
- Wherever possible, printouts will be prepared three days in advance (and set aside, as per instructions by our medical experts). It is up to the discretion of teachers whether to bring assignments home to correct. Online submission of assignments using Google Docs will be encouraged.

### *Library*

- The librarian will be going to classes and reading to the students. Wherever possible, books will be supplied to students during the library period. Books used during the period will be collected, cleaned and sanitized. Students are not allowed to take library books home.
- For the older grades who need reference books for projects, teachers will inform the librarian in advance about a given subject matter. The librarian will bring books to the classroom on a cart and students will



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have the opportunity to look at them and take notes. Once they are done, the resources will be wiped down and quarantined (72 hrs) after use.

The school will look at online book providers to compensate for the students not being able to take books home.

#### Cleaning protocols

- High touch areas like washrooms, corridors, handrails, doorknobs, walls, and switches, will be cleaned repeatedly throughout the day.
- When students are absent from class, spot cleaning will be done on high touch surfaces such as desks, light switches, and door handles.
- All classrooms will get a general cleaning at the end of each day, as well as extra cleaning using the steam sanitation machine.

#### *Visitors and parents*

- In an effort to reduce the number of people in the building, parents, volunteers and guests will not be admitted to the building for the time being.
- Please make every effort to send your child with everything he/she needs for the day. In the event that something important is forgotten, it must be dropped off in-between the two doors and placed in labelled bins.

#### *Air Flow and Ventilation*

Fans are purchased for all classroom windows and hallways to promote air flow and exchange. We also purchased HEPA air purifiers for each class. In doing so, HFS has followed specific recommendations from Industrial Hygiene specialists.

#### *Uniforms*

- To make it easier for parents to wash children's uniforms more frequently and for practical purposes, until further notice, students will be allowed to wear their gym uniforms on days when they don't have gym class.





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### *Extended Day*

- Extended day will be offered.
- Kindergarten students who stay until 4:15 p.m. will remain in their respective Kindergarten classrooms and will be dismissed into the schoolyard according to the alphabetical dismissal procedure. (Please refer to the Entry and Exit in section 7)
- Lunch time protocols with respect to hand washing, distancing and table wipe downs will be followed during snack time.
- Extended Day dismissal procedure:
  - Parents will be asked to adhere to their chosen pickup time.
  - An Extended Day team member will bring students to the Hope Drive entrance doors ready to go (fully dressed with backpacks, lunch, etc.) and will wait with students for parents to arrive.
  - Parents will wait at social distance markers outside the Hope Drive entrance and the child will be brought to them.
  - Parents are required to wear masks for pickup.
  - Parents must contact the office if they are delayed.

### *The Use of the Playground*

- Each student will be given an HFS fanny pack to put their masks into while playing outdoors. The fanny packs should be labelled and parents will need to provide a small sized hand sanitizer to put inside.
- Students should still be considerate of one another, respect distancing, and hygiene/respiratory etiquette protocols.
- Students will be asked to sanitize their hands upon leaving and returning to their classroom.
- Play structures will require minimal cleaning because they are in contact with direct sunlight. Portions of the play structure that do not receive natural sunlight like the tunnels will be closed off to play.
- Balls used during play will be wiped down with sanitary products in between recesses.
- Teachers and recess supervisors will wear masks and shields when attending to children who may have injuries while playing outside and will segregate those children to an appropriate treatment room with the nurse.



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- When recess ends, students will be asked to line up in a socially distanced manner and then proceed to their class.
- Teachers will also be able to sign up at specific times to use designated areas of the playground to teach classes, weather permitting.

#### *Visiting Service Providers*

- Visiting Service Providers (SLPs, OTs, Intervention Specialists, etc.) will be permitted and must adhere to HFS triage and safety protocols (masks and face-shields) and self-reporting.

#### *Extra-Curricular Programs and Field Trips*

- Extra-Curricular activities and Field trips will be paused for the time being and will be re-evaluated over the course of the school year. Possible online/virtual options will be explored where/if possible. -

#### *Art Class and Music*

- Students will be able to attend Art and Music class.
- All students will need to disinfect their hands upon entry or exit from the Art / Music room.
- In Grades 3 - 6, the music portion of the curriculum will be moved to the second half of the year and the use of wind instruments (recorders) will be replaced with a string instrument to be identified by the teacher.
- Shared equipment will be sanitized in between classes and students will wipe down work areas before and after their sessions.





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### *Gym Class and HFS Sports Team*

- Students will need to sanitize their hands upon entering or exiting the gym.
- Masks will NOT need to be worn during gym class unless students wish to do so. Students will put their masks into their fanny packs.
- Students should still be considerate of one another, respect distancing, and hygiene/respiratory etiquette protocols.
- Equipment will be wiped before and after use.
- Every student will be given his or her own piny. These will need to be labelled and brought to school on gym days. Teams will be separated by those who wear a piny over their gym shirt and those who don't.
- The use of whistles will be substituted by smart phone apps that perform the same function
- Curriculum is being reviewed to include the sports that allow for "transient" contact as opposed to "prolonged" contact.
- Students will bring their own water bottles to the gym class. Water stations will be separated by plexi-glass in order to keep a barrier between students who fill their bottles. In addition, markers on the ground will allow for social distancing when lining up for water. Students will place their water bottles in socially distanced locations along the perimeter of the gym floor.
- The floor will be fully cleaned daily.
- The gym teacher will wear a face shield OR large glasses and a mask during gym class.
- HFS Grade 5-6 sports teams will be paused in the month of September and will be reassessed at that point.

### *Use of the Technology Lab*

- Technology equipment will be brought to the classrooms as opposed to students coming to the Technology Lab. When this is not possible, masks and sanitization practices will be mandatory in the lab.
- Technology will be wiped down by non-bleach wipes.

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