

# 2020-2021

# SWLSB BACK-TO-SCHOOL PLAN

September 15, 2020



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
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# SWLSB BACK-TO-SCHOOL PLAN

## Back-to-School Plan

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## FOCUSSING ON OUR COMMITMENT-TO-SUCCESS PLAN

On June 16, 2020, the Minister of Education, Jean-François Roberge, together with the Strategic Medical Advisor to the Direction générale de la santé publique of the Ministère de la Santé et des Services sociaux, Dr. Richard Massé, announced the back-to-school plan for the 2020-2021 school year. As a result, all school boards/school service centres were asked to prepare an Emergency Protocol to be submitted by September 15, 2020.

On August 10, 2020, the Minister of Education revealed the updated [back-to-school plan](#) for the 2020-2021 school year.

It is important to note that the Sir Wilfrid Laurier School Board (SWLSB) successfully reopened eight elementary schools outside the greater Montréal region from May 11, 2020, until the end of the 2019-2020 school year. On average, 25% of the student population physically attended school each day, and the measures put in place during this gradual reopening enabled us to gain additional knowledge and hands-on experience related to COVID-19 and to determine how to best mitigate its spread while maintaining educational services. The school board also operated five emergency school daycares for children of essential workers within days of the announcement of school closures. Both experiences have prepared us for the upcoming school reopening.

We are planning for a school year like no other. As always, the safety and security of our students and staff is our utmost priority and continues to be at the forefront of our decision-making. The purpose of this guide is to explain the orientations, measures and procedures established for the 2020-2021 school year. As we navigate this global sanitary crisis, adaptability, teamwork and partnerships will be essential to our success. A new school year amid a pandemic brings challenges, opportunities and last-minute changes, requiring patience and adaptability. We are confident that by maintaining strong communication, by being rigorous and accountable, and by having a solution-oriented approach, together, we will be stronger and rise to every opportunity.

*Note: This document will be updated throughout the school year, when required, and will be made available on the SWLSB website at [www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca).*

Our **Back-to-School Plan** document is based on our three core values:

### 1. ENGAGE...

- our students in their learning, regardless of the model (in person or through distance learning)
- our employees to strive for excellence at all times
- our educators to maintain their professional growth and to continue to develop their skills
- our community (parents and partners) through consultation and feedback

### 2. BUILD...

- relationships with all SWLSB stakeholders through timely communications
- student success by supporting every learner equitably
- flexible and adaptable school/centre/department plans as this pandemic evolves
- a strong workforce that is student centered and continues to focus on the well-being of all learners

### 3. ACHIEVE...

- safety and security measures that help prevent the spread of COVID-19
- the implementation of flexible and adaptable back-to-school plans while remaining fiscally responsible
- the promotion and implementation of mental health and well-being resources for students and staff

In line with one of our five orientations at the heart of our SWLSB Commitment-to-Success plan (CTSP), we will continue to develop learning and working environments that promote health, safety and well-being.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

Since the beginning of the pandemic, the SWLSB has been making sure that sufficient quantities of personal protective equipment (PPE) are made available in all buildings. The management of inventories is the responsibility of each building administration as is educating the people who work and visit our respective buildings. Although the SWLSB will ensure sufficient quantities of PPE, users must be vigilant and mindful to respect a normal usage and consumption of this equipment.

### FACE COVERINGS/MASKS

**Face covering:** reusable mask, usually made of cloth

**Mask:** protective disposable mask that can be used for 4 to 5 hours

#### Elementary school students

Although face coverings/masks will not be mandatory for students from preschool up to and including Grade 4, these students will be strongly encouraged to wear them in school and transportation vehicles.

Grades 5 and 6 students (Cycle 3) will be required to wear a face covering/mask when they are using transportation and are in common areas (hallways, cafeteria and other common areas in the school) or in the presence of students from a different stable group. The face covering/mask can be removed when they are in their regular classroom with their class-group. Removal of face covering should only be permitted if physical distancing can be maintained.

#### High school students

Face coverings/masks are compulsory. They will have to be worn at all times by students when they are outside their classroom, in common areas or in the presence of students from a different stable group. Face coverings are also compulsory when students are using school transportation or taking public transit (students aged 10 and over). The face covering/mask can be removed when they are in their regular classroom with their class-group. Removal of face covering should only be permitted if physical distancing can be maintained.

#### General adult education and vocational training students

Students and adult learners must always wear face coverings/masks, except when seated in a classroom that provides for a minimum distance of 1.5 metres between each *student*.

**Note:** If, for an exceptional reason, a student forgets their face covering at home, the school/centre will provide a disposable mask. For more information, you can refer to this [document](#) on wearing face coverings in various contexts.

#### Disciplinary measures

All students must comply with the government directives in place, at school and during transportation to and from school. Students who do not follow public health safety directives will face disciplinary measures after warning has been given.

#### Employees

The SWLSB will continue to ensure availability of sufficient PPE (disposable masks and visors, and, when required, goggles or smocks) in all buildings. During the spring and summer of 2020, the school board provided all employees with a personal refillable hand sanitizer dispenser and a reusable protective mask. At the beginning of the 2020-2021 school year, all employees will receive a personal visor. It is important to note that the visor does not replace the face covering/mask: when wearing a visor, a face covering/mask must also be worn.

Each school/centre and the head office are responsible for properly keeping track and replenishing their specific inventory to ensure enough PPE are always available. One staff member per school/centre will be assigned to this task, with a central reporting system (Material Resources contact person for ordering) to ensure properly inventory management and ordering.

It is to be noted that a certain number of masks with clear windows have also been purchased for employees working in contained classrooms to facilitate the interaction with our most vulnerable clientele. These specialized masks will also be made available in specific situations, such as employees working with students with auditory challenges. Staff requiring masks with clear windows can make the request to their school/centre administrator who will contact the Material Resources for the order.

Employees must ensure they respect the public health directives by wearing the appropriate PPE when applicable, be role models and reinforce the highest safety and security measures at all times.

Two metres must always be maintained between students and school staff, except for preschool (Kindergarten for 4-year-olds and 5-year-olds) where physical distancing is not compulsory between students and teachers. However, personal protective equipment (protective masks AND visor or goggles) will be mandatory for preschool teachers.

**Note:** ALL adults in the school/centre MUST wear a procedural mask AND a visor or goggles in common areas and classrooms, unless they can maintain a physical distance of 2 meters. Procedural masks can be worn for up to 4 hours of intensive use.

## VISITORS

Authorized visitors will be permitted to enter any SWLSB building and can only circulate in restricted areas. Visitors must sign in and follow the health and safety measures in place, including wearing a face covering/mask, hand disinfecting and physical distancing.

The school/centre/head office is responsible for allowing or not any visitor into their building. It is forbidden for any person exhibiting symptoms associated with the virus and any person who was recently diagnosed with COVID-19 or who is awaiting a test result to visit a school/centre or the head office. Each building must have a visitor log book with visitors contact information (email and or phone number) to contact if needed.

Access to any SWLSB building will be refused to anyone who contravenes the safety procedures and jeopardizes the safety and security of staff and students.

## HAND WASHING

Hand sanitizers and/or sinks for hand washing are available at the entrance of all SWLSB buildings. Hand hygiene routines are compulsory and will be reinforced for all students, employees and authorized visitors prior to entering any SWLSB building and throughout the day:

- Upon entering the building/a classroom
- After using the washroom
- Before and after recess
- Before and after eating snacks or lunch
- After coughing, sneezing or blowing their nose
- When leaving the building to go home

## GLOVES

Gloves should be worn sparingly as they can give a false sense of security. The best way to protect yourself is to wash your hands frequently. Gloves are to be worn by the staff member who is accompanying a symptomatic student in the isolation room and who must have physical contact with the student.

## PHYSICAL DISTANCING

Physical distancing must be respected and reinforced at all times. All SWLSB employees are expected to model physical distancing and hygiene measures with the student population at all times.

- Employees are prohibited from gathering in groups and confined areas; from using other employees' protective equipment, phones, computers, desks, workstations, offices or other personal work tools and items.
- Employees should be mindful of room space limits and allow for safe distancing at all times.
- Employees in individual offices should not hold meetings or host guests unless social distancing can

be enforced. The meeting rooms must be used to that effect. All meeting rooms must have a predetermined maximum # of people allowed in and this information must be posted and made visible.

Floor decals, posters and various visuals will serve as reminders and guidelines to facilitate physical distancing and to respect hygiene measures within shared spaces and common areas. Signage can also be found on school grounds.

### **ARRIVING AT SCHOOL/CENTRE**

Before students return to school, each school/centre will communicate to their community their respective drop-off and pick-up routines, entrances and exits to be used, recess/lunch hour safety measures and use of common spaces (cafeteria, washrooms, auditorium, library, gymnasium, play structures).

During the day, students will remain in their assigned class and teachers will circulate from one class to another.

### **CLEANING AND SANITIZING**

Each school/centre and the head office are responsible for keeping track and replenishing their specific inventory of cleaning and sanitizing products. The SWLSB has gained knowledge and experience since the spring of 2020 with the reopening of eight of its schools and the operation of five emergency daycares for children of essential workers. As a result, SWLSB has been able to adjust the type of products being purchased to maximize efficiency and safety protocols. All schools and centres will receive a sign with pictures of each PPE, cleaning and sanitizing product clearly identified with instructions.

School/centre/department staff must make sure to keep individual and collective spaces clutter-free to allow maintenance staff to clean and disinfect daily.

COVID-19 cleaning schedules and procedures will be put in place to ensure that high-touch points are regularly disinfected. The COVID-19 cleaning schedule must be made available in the maintenance staff room to ensure continuity and uniformity in each building.

High-touch surfaces include (but are not limited to):

- door handles
- faucets
- soap dispensers
- push plates toilet handles
- toilet paper dispensers
- all glass surfaces
- drinking fountains
- light switches
- counter tops
- school phones
- fire extinguisher security alarm panel
- stairwell railings
- elevator push buttons and railing

During the month of August 2020, the SWLSB organized a COVID-19 specific training session for all its maintenance staff. Taught by specialists, these training sessions were adapted and offered to all administrators before the start of the school year to ensure that strict hygiene measures are being followed and applied in all SWLSB buildings.

## USE OF EQUIPMENT

- All manipulatives, toys, equipment (pens, tablets, computers, mouse, physical education equipment, etc.) must be disinfected after each use. All stuff toys/animals should be removed from use and put into storage until the pandemic is over.
- Exterior playgrounds can be used by students although hand washing/sanitizing is compulsory prior and after their use.
- Water fountains can be used to refill bottles only; no one is permitted to directly drink from a fountain. All persons using a water fountain must use a hand sanitizer or wash their hands beforehand,

## USE OF SPECIALIZED ROOMS

Access to specialized rooms (gym, labs, library) is permitted. Hygiene measures must be respected. Students and staff must wash their hands when entering and exiting these facilities. Maximum number of people permitted should be predetermined and posted.

## SPORTS AND ACTIVITIES

Team sports have resumed since June 2020. During games, individuals are allowed to make physical contact or come close together so long as it is done infrequently and for short periods of time.

After-school activities and extracurricular activities are also permitted while respecting hygiene measures, and if students remain with their stable group-bubble.

**Note:** As of September 14, extracurricular school activities, beyond the class bubble could resume as per the following [chart](#).

## CAFETERIA

Cafeteria services can be offered. Students and staff must wash/sanitize their hands prior and after using the cafeteria. Physical distancing must be maintained among the various stable groups. Ideally and when needed, the lunch hour should be separated into different time slots in order to minimize contact between students in the various stable groups. If a safe lunch service cannot be offered, a school may choose not to open its cafeteria.

Microwaves can be used, where deemed appropriate, and should be disinfected frequently. Hand sanitizers will be available so that students and employees can sanitize their hands before and after their use.

## LUNCH/ RECESS/ EATING AT SCHOOL

Each school/centre will have their internal procedures and schedules for recess and lunch. Each school/centre will inform their community respectively about their specific local measures.

To help promote healthy eating and drinking habits, all students:

- must NOT share food or cups/utensils/water bottles
- must wash/sanitize their hands before and after eating
- must bring a refillable water bottle to school.

## DAYCARE

- Ensure hygiene measures are respected.
- Enforce the notion of stable groups, whenever possible.
- Students must have their own set of toys and equipment. Each toy and equipment must be disinfected regularly. All stuff toys/animals should be removed from use and put into storage until the pandemic is over.

## VENTILATION



Most schools/centres have **mechanical ventilated systems** or **natural ventilated systems**. The Material Resources department is responsible to ensure that both these systems are operating efficiently and are ensuring proper follow-up and maintenance, when required as per the Code national du bâtiment (CNB).

## WATER FOUNTAINS

Water fountains may be used to refill water bottles only. As such, students and staff are encouraged to bring their own refillable water bottle. For the back to school 2020-2021, each school was provided with at least one wall mounted unit for automatic water bottle refill.

- **LEAD IN WATER**

- The SWLSB has been proactive and diligent by following up on the lead in water dossier by ensuring it meets all requirements before the required MEES deadlines. Testing has been completed in all elementary schools and corrective measures have been put in place. For high schools and centres, the testing process is currently being completed and corrective measures will be implemented.

- **MEES REVISED DEADLINES**

- Complete all elementary school testing by November 2020: all corrective measures have been completed.
- Complete all high school testing by March 2021

## WASHROOMS

Each school/centre will have washroom protocols. All washroom capacities will be adjusted to allow for adequate physical distancing. Shared surfaces in washrooms will be frequently cleaned and disinfected. All washrooms will be thoroughly cleaned daily.

## ISOLATION ROOMS

Each building must have a designated isolation room reserved strictly for students and staff who become ill or display COVID-19 symptoms while at school. The school/centre will:

- Escort the student to the isolation room (the student may be seated on a chair or lying on a mat, if necessary)
- Designated adult will dress in the PPE provided: visor, mask, gloves and protective suit
- Office calls the student's parent for immediate pick up
- Wearing gloves, a designated staff member collects the student's belongings in a plastic bag and brings them to the isolation room.
- Upon the student's pick up, the parent is informed that they must contact public health
- The attending adult must remove the PPE safely and discard soiled materials. They must then wash their hands with soap and water.
- The isolation room must be disinfected upon the student and designated adult's departure.



### Parents/Guardians

It is the responsibility of parents to evaluate their [child's health condition](#) and take their temperature prior to sending them to school each day. Students who display flu-like symptoms (fever, cough, loss of sense of smell, headache, extreme fatigue) must stay home and complete the Government's [online self-assessment tool](#) :

When in doubt, families should take extra precaution and keep their child home and verify with public health for additional guidance and recommendation.

Should a student display flu-like symptoms while physically present in a SWLSB building, they will immediately be separated from others and redirected to the building's isolation room where a "COVID-19 Emergency Kit" is available.

Parents or guardians of a symptomatic student are to be notified immediately of their child's status and asked to pick them up immediately. Anyone entering the designated room must use appropriate Personal Protective Equipment (PPE) available in the COVID-19 Emergency Kit in each SWLSB building.

Parents must inform the school if their child displays flu-like symptoms and must inform the school administration (or centre director) if their child has tested positive to COVID-19.

Parents must diligently follow the directives from public health when contacting them or when being contacted by them.

The following type of letters will be sent, when required:

- **Letter confirming case in a school/centre** : This letter is sent by each school/ centre when there is a confirmed case of a student or employee who has tested positive to COVID-19
- **Letter announcing school/centre closure**: This letter is sent by each school/ centre if a school closure or classroom closure is required
- **Declaration form for students returning to school**: This form must be filled out by parents prior to students returning to school after having tested positive to COVID-19.

The SWLSB has a local (school/centre/head office) and systemic protocol (communication with health partners and the MEES) in place should a case of COVID-19 be declared in one of its buildings. Anyone who tests positive cannot return to the school/centre/head office until permitted by their local public health authorities.

Please refer to the following two documents:

- [COVID-19 procedure for students](#)
- [Back to school and COVID-19](#)

### Employees

It is the responsibility of employees to evaluate their health condition and take their temperature prior coming to work each day. Employees who display flu-like symptoms (fever, cough, loss of sense of smell, headache, extreme fatigue) must stay home and complete the Government's [online self-assessment tool](#) :

Employees with flu-like symptoms or who have tested positive for COVID-19 must immediately contact their immediate supervisor and follow the [internal communication protocol](#) in place.

**Declaration form for employees returning to school**: This form must be filled out prior to returning to work after having tested positive to COVID-19.

### **CISSS on SWLSB territory**

It is important to note that the SWLSB continues to work in close partnership with three CISSS on its territory:

- **CISSS Laval**
- **CISSS Laurentides**
- **CISSS Lanaudière**

The CISSS in each region works in collaboration with their respective educational institutions within their region. (See “[feeder schools](#)” chart.) Communication procedures, including regular meetings, are in place to ensure the flow of communication between the SWLSB and its health partners.

Should there be any COVID-19 cases within the SWLSB community, we will diligently follow the instructions provided by each local public health authority.

## SCHOOL/CENTRE BACK-TO-SCHOOL MODELS

In all cases, the start and end times of schools/centres and the opening hours of the head office remain the same as in the previous school year. Recess and lunch times may be staggered to facilitate and respect physical distancing.

As per the MEES guidelines, for students in **elementary school, Secondary 1, 2 and 3**:

- 100% of students returning to class
- Regular number of students per class
- Students will remain in the same group at all times (stable group)
- All subjects will be taught (including Arts Education and Physical Education and Health)

As per the MEES guidelines, for students in **Secondary 4 and 5**:

- 100% of students returning to school
- Regular number of students per class
- Staff moves between classrooms to teach their subject
- Option courses may be impacted and reorganized accordingly to respect the concept of “stable group”

**Note:**

- **Both elementary and high schools have the option to choose progressive entry models up to three days on the first week of school (Week of August 31, 2020)**

As per the MEES guidelines, **for vocational training and general adult education**:

- In-class teaching prioritized, circumstances permitting, with physical distancing and use of PPE
- Theoretical content taught using distance learning if necessary
- In-class exams at the centres
- In-class learning for students in specific situations (social integration, francization, etc.)
- Hybrid models are also encouraged

The highest standards of safety, security and hygiene will be followed in each SWLSB building.

SWLSB has established strategies and measures to ensure inclusion and to mitigate the impact of extended health and safety protocols on its learners with special needs. Schools will send a communication to parents of students with an Individualized Education Plan (IEP) at the beginning of the school year.

The Pedagogical Services Department (PSD) has prepared back-to-school information for schools. This information will be available as of September 1<sup>st</sup> on the [PSD website](#). Consultants will continue to provide resources and support to teachers and will continue facilitating the opening of schools for the 2020-2021 school year. They have compiled pertinent information in three folders:

**Curriculum:** Resources and information related to the curriculum given the circumstances of last year's school closures and essential learning.

**School Climate:** Resources and information on a positive school climate and the social and emotional well-being of our schools.

**Special Needs:** Resources and information regarding support and services for students with special needs.

The Pedagogical Services in-school professionals, psychologists, guidance counsellors, occupational therapists, and speech-language pathologists will be present in the schools to provide their standard offer of service but with a concentrated attendance. All professionals will be required to wear PPE when doing any testing or working one-on-one with students. Professionals are also required to practice social distancing, when possible.

Special Education consultants will be available to provide their standard offer of service and can be contacted at any time.

Spiritual animators will also be available to support school-based activities to promote a positive school climate.

PSD will ensure that schools have updated their contact information to external support services in their respective regions.

### PARENTS

TELUQ (Télé-Université) created [five video capsules](#) aimed at guiding parents in setting up optimal working conditions for their child(ren) who are required to learn from home through distance learning. Each capsule is about six minutes long and covers various themes:

1. Managing time
2. Fostering concentration
3. Maintaining harmony
4. Learning methodically
5. Sustaining motivation

### STUDENTS/PARENTS

During the months of April, May and June 2020, various means of communication were put in place to offer services to students:

- MEES Open School Website and distribution of the weekly toolkit
- SWLSB Learning Backpack
- Weekly communication between teacher/school staff and students
- Online learning/teaching and connecting with teachers

As of May 11, 2020, students in eight of our elementary schools physically attended their school daily. As of June 8, 2020, high school and adult education students from specific programs (SIS, WOTP) physically attended their school/centre. Distance education was offered to all high school students who were required to follow a specific schedule. Teachers and school teams also communicated with their student population on a weekly basis.

For the 2020-2021 school year, in the event of a second wave or a temporary closure of establishments, a [minimum level of service](#) will be provided to enable all students to have access to proper distance learning services. This will promote equity among distance education services, ensure that teachers and non-teaching professionals are available to meet the various special needs of students, and lay the foundations for the work to be provided to students. The minimum number of hours of distance education will vary according to grade level.

At the beginning of the 2020-2021 school year, each school/centre will inform students and parents of the teaching platform that will be used for distance education by each teacher. Training and information sessions will also be made available to parents to assist them in supporting their child(ren) if they are required to stay home for a longer period.

For more information about educational services for students during 2020-2021 pandemic in various situations, [click here](#).

### HOMESCHOOLING

Any questions parents may have regarding homeschooling should be forwarded to the Homeschooling Team who will see to answering all parental enquiries. The Homeschooling team can be reached daily from

- Business hours: 8:00 a.m. to 4:00 p.m.
- Phone: 450 621-5600, extension 1415
- Email: [homeschooling@swlauriersb.qc.ca](mailto:homeschooling@swlauriersb.qc.ca)

## Homeschooling VS Distance Learning

<b>HOMESCHOOLING</b> Instruction in the home	<b>DISTANCE LEARNING – EXEMPTIONS</b> The student attends online educational sessions
<ul style="list-style-type: none"> <li>• The parent assumes responsibility to educate their child respecting the Québec Education Program (QEP).</li> <li>• Student must be deactivated.</li> <li>• Parent must register with the MEES secure homeschooling website.</li> <li>• Parent must register with the school board homeschooling department.</li> <li>• Parent must develop a Learning Project to the MEES, schedule meetings and submit reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent must provide the medical forms filled and signed by a doctor.</li> <li>• Parent must ensure that student is present and available for learning based on their distance education schedule.</li> <li>• Parent must ensure that work is submitted to the teacher.</li> </ul>

### STUDENTS WITH VULNERABLE HEALTH CONDITIONS OR LIVING WITH PARENTS WITH VULNERABLE CONDITIONS (as per INSPQ guidelines)

It is recommended that students with specific medical conditions that make them more vulnerable to COVID-19, as confirmed by a physician, do not attend school in person. For these students, distance education will be provided.

In line with Ministry directives, distance education will also be available for students residing at the same address with a parent or relative with a medical condition confirmed by a physician.

Parents must communicate this information to the school administration as well as all required paperwork received from the physician. This information will be sent to the Pedagogical Services Department for analysis and approval. Once approved, the distance learning protocol will be communicated to the parents and provided to these specific students.

- Medical exemption **form for students**
- Medical exemption **form family member**

### TEACHERS

We believe in the professional knowledge and judgment of our educators, as they know their students' needs, interests and strengths. This reflects the [MEES Emergency Protocol](#), which indicates the following on page 15: *A teacher is afforded a certain amount of flexibility to create different initiatives for their students (homework, tasks to complete, etc.).*

Nevertheless, the SWLSB will continue to support three main platforms to offer teachers the required pedagogical development to ensure they maintain the highest standards of pedagogical services for their student population.

From April to June 2020, the SWLSB Pedagogical Services Department offered various training sessions to all teachers during the school closure period on the following three platforms:

1. **Zoom**
2. **Google Classroom**
3. **Microsoft Teams**

### Professional Development and Training Sessions

The Pedagogical Services Department will continue offering training sessions on the use of distance learning platforms as well as subject-based strategies for teachers in all subjects. Consultants will continue to communicate with teachers through their already established digital networks and provide resources and pedagogical practices related to particular subjects.

The Pedagogical Services Department is currently developing an online learning framework and consultants will also provide online learning strategies embedded in their regular offers of service.

The Pedagogical Services Department will also be offering orientations to parents who are interested in these platforms to help them support their children who are required to stay home.

### **Community of Lead Practitioners**

To further enhance the teaching-at-a-distance experience, we will also provide professional development to our Community of Lead Practitioners (CLPs). These teachers have volunteered to explore the use of technology in the classroom and meet regularly with the Pedagogical Services Educational Technology consultants to improve their practices. The CLPs are present in each of our schools and model the use of technology as a tool for learning. In our efforts to continuously support these teachers, we will provide a technological device so that they can model such use in their classrooms.

A [virtual meeting etiquette](#) (link available to SWLSB employees only) was also created by the Human Resources Department and distributed to all schools and centres.

### **OTHER INITIATIVES**

As students and teachers return to school, nervousness, anxiety, fear and negative behavior may manifest. Our school climate consultants and spiritual animators will continue to provide support related to a positive school culture through social-emotional learning and restorative practices as well as wellness activities. The initiatives that were created during the school closures have given us insight as to how we can further provide support to the schools.

### **HEAD OFFICE EMPLOYEES**

In the spring of 2020, all SWLSB head office employees participated in compulsory training sessions on Microsoft Teams and Zoom. The purpose of these training sessions was to ensure that all head office employees understand these tools made available to them in order to facilitate communications with their departments and continue supporting schools and centres all while working from home.



## VIRTUAL CAMPUS

Students who are exempted for medical conditions or living with someone with a medical condition with regard to vulnerability to COVID-19 and who's physician has completed all the required forms will have access to the SWLSB virtual campus. Teachers and staff who are also exempted from working on site and who are doing telework, may be called upon to provide services for the SWLSB virtual campus and its student population. The SWLSB virtual campus will offer both elementary and high school distance curriculum and support as per the [MEES minimal service chart](#).

The virtual campus will be in full operation the week of September 14, 2020. Until then, teachers and school staff who have exempted students on their class list will require to provide pedagogical material and services to these students on a weekly basis and ensure to contact them regularly.

## SPECIAL EVENTS

Special events such as graduations, annual general assemblies and theme activities (Halloween, concerts, plays, Open House, etc.) will be evaluated on a case-by-case basis by each school and centre and will only be held if they comply with public health measures in place or be held virtually.

### CONNECTIVITY AND TECHNOLOGY FOR STUDENTS

On a yearly basis, over 1,400 devices are deployed to students who require assistive technology. Specifically chosen to meet student needs, these devices include either a laptop, Chromebook or iPad.

As soon as the first wave of the pandemic hit in the spring of 2020, the IT Department made sure to provide laptops to students without access to technology. This was made possible via the schools and centres that identified the students who were in need.

- 521 devices were made available in addition to the devices given each year to students who require assistive technology.
- 75 iPads with LTE/3G Internet access were also distributed to students identified by their respective school and centre.

In preparing the 2020-2021 school year, the IT Department has acquired 1050 new laptops and tablets to ensure any additional requests for equipment can be fulfilled.

A survey was sent to all parents about connectivity and devices in case a second confinement is required.

Survey results:

- 42 families with no internet at home
- 1723 families with no device at home
- 1050 devices ordered during the summer
- 3599 devices are required to have a 1 to 1 device at home

A deployment procedure of technological devices is in place in order to enable students who do not have at least one device per family to have the proper tool to connect to remote learning. Parents of students who require a device will be notified.

### CONNECTIVITY AND TECHNOLOGY FOR EMPLOYEES

The objective during the first confinement was to enable SWLSB staff members to remain functional while working at a distance by providing the required connectivity and equipment:

- Installing a Virtual Private Network (VPN) to offer over 1500 secure connections
- Deploying an additional 45 laptops for employees to work from home
- Installing a new server farm to enable remote access to specific applications
- Adding 200 more licences to our remote desktop environment
- Configuring 150 advanced Zoom licences to allow our management team to connect with their school/centre teams
- Installing and configuring the Microsoft Teams environment
- Answering hundreds of support calls from employees working from home
- Creating a step-by-step guide for supporting teachers wanting to use the Mozaik portal
- Promoting boot camp sessions for teachers wanting to use the Microsoft Teams live
- Ensuring all our staff and students have access to the Zoom platform by creating step-by-step connection guides
- Answering hundreds of support calls from employees concerning the use of Zoom and Microsoft Teams

### COMMUNICATING WITH PARENTS

The SWLSB communicates and disseminates information to parents through various means:

**Email** - Most frequently used means of communication to communicate with parents.

**SMS** - Used for emergency messages that require parents' immediate attention. Parents must [opt-in](#) to receive SMS messages.

**SWLSB Website** - A COVID-19 section was developed to post all the relevant information sent to parents concerning this global pandemic. This section also contains an FAQ as well as links to various resources and a section for parents to ask questions that are answered in a timely manner.

**Facebook** - We use Facebook as a means of communicating and informing all stakeholders quickly.

**Mozaik Parent Portal:** It is crucial that parents make sure their contact information is up to date in the [Mozaik parent portal](#).

**SWLSB Employee Portal:** Important information and forms are uploaded on the [SWLSB Employee Portal](#) on a regular basis.

We are committed to continue to effectively communicate plans and changes to staff and families in a timely manner.

### COMMUNICATING WITH STUDENTS

Communicating with students is the responsibility of each school and centre.

### MEETINGS FOR PARENTS

**(annual general assembly, curriculum night, governing board meetings, etc.)**

Each school/centre and the head office will communicate information regarding their local plan for information evenings for parents.

**Annual General Assemblies:** All AGAs are currently scheduled between August 27<sup>th</sup> and September 18<sup>th</sup>. Each school/centre will communicate its specific AGA date to its communities at least five days prior. Schools and centres have the option of doing their AGA on site (while respecting public health directives) or at a distance.

**Curriculum Night:** Information to follow from your respective school/centre.

## TRANSPORTATION

During the week of July 6, 2020, the SWLSB sent a transportation survey to parents to have a general idea of the transportation needs of our students for the upcoming school year.

- 9,952 parents completed the survey
- 81% of respondents' children require transportation
- 12% of respondents will drive their children to and from school
- 49% of respondents could make alternative arrangements to drive their children to and from school should transportation not be offered
- 5% of respondents' children will attend daycare

As mentioned, available seats in transportation vehicles are limited to respect the health and safety measures prescribed by the public health authorities and the MEES. Therefore, as a first phase, **special accommodations (walkers and out-of-zone) and split addresses will not be automatically granted**. The Transportation Department will inform parents accordingly when this applies to them.

It is important to mention that, at the beginning of the school year, we may need to adjust transportation routes to ensure that routes are efficient, safety procedures are adhered to and arrival and pick-up times are respected. Once all adjustments are completed (beginning of October), a second phase of requests will be examined, which may free up seats in some vehicles.

The Direction générale de la santé publique has issued these latest guidelines regarding school transportation:

### YELLOW BUSES

Not more than two students may be seated on the same bench except when there are siblings, the maximum becomes three per bench. The following safety and security criteria are to be respected:

- Siblings should be seated together on the same bench.
- The same two students should remain seated together on the same bench every day.
- Students in grade 5 and up are required to wear a face covering when using school transportation. Students in preschool education and in Elementary Cycles One and Two may wear face coverings when using school transportation, if they wish to do so.
- The vehicle must be cleaned every day.

Parents who can transport their children themselves are, once again, encouraged to do so.

- Transportation providers must implement the school transportation recommendations made by the CNESST. School bus drivers will have access to the necessary personal protective equipment (for example, mask and visor). The installation of a clear plastic barrier could be an additional option to ensure their safety.
- Students must wash their hands prior to getting on the bus in the morning and afternoon. Hand sanitizers are available on all yellow busses upon entering.

### BERLINES

A maximum of 4 students will board each berline that usually accommodates up to 5 passengers. The safety and security criteria listed above will also be followed in the case of berlines.

The berline driver will be contacting each parent of students they will be transporting during the week of August 24, 2020, to inform them of their pick-up and drop-off times.

### STL TRANSPORTATION

On July 12, Laval parents received a [letter](#) explaining procedures to purchase their child's OPUS card and links to access their bus route. Face coverings are also mandatory on STL buses.

### **ALL TRANSPORTATION VEHICLES**

All drivers will have access to the necessary personal protective equipment (for example, mask and visor). Despite these measures, the organization of school transportation still cannot proceed as it would under normal circumstances. To limit the risks of contagion, the Direction générale de la santé publique recommends promoting some alternatives to school transportation to enable students to get to school:

- We ask for the cooperation of parents whose children use school transportation by driving their children to school to reduce the number of students on a transportation vehicle.
- We also encourage alternatives to school transportation that promote an active lifestyle, such as initiatives like Trotibus, school corridors, walking to school, or using a bicycle, whenever possible. School corridors encourage a safe walk to school while helping students to develop a healthy lifestyle.

Parents can find the Transportation Back-to-School Information on the SWLSB website, which will be made available by August 21, 2020, on the [Mozaïk parent portal](#) or by clicking [here](#).

## PARTNERSHIPS

The SWLSB stakeholders can rely on various partners to receive and communicate information.

### COUNCIL OF COMMISSIONERS (CC)

The Council of Commissioners meets on a monthly basis and as needed. The school board territory includes 9 electoral divisions. The Council is composed of 13 members which includes 1 Chairperson, 9 commissioners, 3 parent commissioners: one for the elementary level, one for the secondary level and one representative of SEAC. Meetings and minutes of the Council of Commissioners can be found on the SWLSB website. <https://www.swlauriersb.qc.ca/?page=governance/councilminutes>

### PARENTS COMMITTEE (PC)

This committee is formed of parent representatives elected by each school in the school board holds regularly scheduled meetings at the school board's administrative centre in Rosemère. These meetings are open to the public and provide an opportunity to address questions from the public. The Committee's major role consists in representing the parents' interests within the school board and it can be called upon to advise the school board on various issues related to its mandate. In addition, the Parents' Committee appoints two of its members to the Council of Commissioners. For more information, refer to the SWLSB website. <https://www.swlauriersb.qc.ca/?page=governance/parentscommittee>

### SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Each school board shall establish an advisory committee on services for handicapped students and students with social maladjustments or learning disabilities. SEAC advises the school board on allocation of resources and on policies for the organization of educational services to students with handicaps, social maladjustments or learning disabilities. For more information, refer to the SWLSB website. <https://www.swlauriersb.qc.ca/?page=governance/SEAC>

### RLPRE

The *Regroupement lavallois pour la réussite éducative (RLPRE)* is a non-profit organization centered around educational success for students in the MRE of Laval. The RLPRE's goal is to mobilize partners from various sectors and promote academic perseverance among Laval Youth. As such, the RLPRE launches annual campaigns such as its "Hooked on School Days" and "I am Preparing for Kindergarten" initiative. The RLPRE currently has more than 175 members representing 108 different organizations.

### PREL

The *Partenaires pour la réussite éducative dans les Laurentides (PREL)* is an organization whose mission is to educate, mobilize and engage young people, their families and all stakeholders around academic perseverance and success. PREL strives to be a bastion of school perseverance and works to mobilize different stakeholders via concerted initiatives to increase educational success, participation and graduation rates in the Laurentians.

### CREVALE

The *Comité régional pour la valorisation de l'éducation (CREVALE)* works to promote academic perseverance and educational success in Lanaudière. The committee aims to recognize, encourage and support individuals and communities in their training and development initiatives. Though community mobilization, awareness, and support, CREVALE seeks to increase educational success for all members of the Lanaudière region.

### 4 KORNERS

In a spirit of respect, support and empowerment, the 4 Korner Family Resource Center is a non-profit community organization dedicated to assisting youth, adults, seniors and their families in the Laurentian region to access information, resources and services in English



## ECOL

To serve and promote the well-being of members of the English-speaking community of the Lanaudière region. Its mandate is to offer a wide variety of services, initiatives and programs for all age groups, such as community animation, community health prevention and promotion activities.

## AGAPE

Agape is a non-profit, charitable organization. Its mission is to enhance the vitality of the underprivileged English-speaking and multicultural people of Laval by offering a wide variety of services that promote and improve mental and physical well-being.

## FAQ

The MEES created an FAQ section on its back-to-school website. If parents and guardians still have questions after reading the MEES FAQ, they can submit their question on a form the school board created to that effect. Answers to these questions will be posted on our website.

## COMMITMENT-TO-SUCCESS PLAN

As per the **SWLSB Commitment-to-Success Plan**, we will continue ensuring that the safety and security of our students and staff is at the forefront of our decision-making. While being entrusted with the care of over 14,000 students, the SWLSB will continue to **ENGAGE** its students and staff to **BUILD** strong relationships to **ACHIEVE** their full potential.

**COMMISSION SCOLAIRE SIR-WILFRID-LAURIER**  
SIR WILFRID LAURIER SCHOOL BOARD

### ENGAGE • BUILD • ACHIEVE ENGAGER • BÂTIR • ACCOMPLIR

#### 5 ORIENTATIONS

<b>Retain and support quality employees.</b> <i>Assurer la fidélisation des employés et leur offrir le soutien nécessaire.</i>	<b>Offer students a variety of choices through 21<sup>st</sup> century programs and curriculums.</b> <i>Offrir aux élèves des parcours variés grâce à des programmes d'études et des curriculums adaptés au 21<sup>e</sup> siècle.</i>	<b>Develop a learning and working environment that promotes health, safety and well-being.</b> <i>Offrir un environnement d'apprentissage et de travail favorisant la santé, la sécurité et le bien-être.</i>	<b>Increase the level of literacy competencies among the adult population on the school board's territory.</b> <i>Rehausser les compétences en littératie de la population adulte sur le territoire de la commission scolaire.</i>	<b>Engage students in physical activities 60 minutes a day.</b> <i>Faire bouger les élèves 60 minutes par jour.</i>
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#### 5 OBJECTIVES | 5 OBJECTIFS

<b>1</b> Provide <b>equal opportunities</b> for all students to succeed. <i>Offrir une <b>chance égale</b> de réussite à tous les élèves.</i>	<b>4</b> Improve <b>success rates in the writing component</b> of the English Language Arts ministry exam. <i>Améliorer le <b>taux de réussite à l'épreuve ministérielle d'écriture</b> en anglais, langue d'enseignement.</i>
<b>2</b> Ensure that elementary school students enter <b>high school before age 13.</b> <i>Assurer le passage du primaire au <b>secondaire avant l'âge de 13 ans.</b></i>	<b>5</b> Ensure that the <b>infrastructure</b> is conducive to <b>21<sup>st</sup> century learning</b> and working. <i>S'assurer que l'<b>infrastructure</b> est propice au travail et à l'<b>apprentissage au 21<sup>e</sup> siècle.</b></i>
<b>3</b> Graduate a <b>greater number of students</b> from high school or vocational training <b>before age 20.</b> <i><b>Augmenter le nombre d'élèves</b> qui obtiennent un <b>diplôme d'études secondaires ou professionnelles avant l'âge de 20 ans.</b></i>	<b>AN ENGLISH EDUCATION, A BILINGUAL FUTURE</b> <b>UNE ÉDUCATION EN ANGLAIS, UN AVENIR BILINGUE</b> www.swlauriersb.qc.ca

f in



### Answers to questions (FAQ) MEES

Questions and answers on education and families during the COVID-19 pandemic

**On this page:**

- Back to school plan for Education - Fall 2020
- Back to school plan for Higher Education - Fall 2020
- Educational-illness services
- Management of educational-illness services
- Educational-illness personnel
- Day camps
- International students
- Student financial assistance
- Children in shared custody
- Support programs
- Guidelines for visitors on how to minimize their amount of visitors

### At school, I protect myself and others

At school, I protect myself and others!

### Back to school 2020: reopening of all schools in Quebec

**BACK-TO-SCHOOL 2020**  
REOPENING OF ALL SCHOOLS IN QUEBEC

**For students in preschool, elementary school and Secondary I, II and III:**

- 100% of students receive a mask
- Standard number of students per group
- Small groups of students who stay their respective classrooms

**For students in Secondary IV and V:**

- 100% of students receive a mask
- Standard number of students per group
- Small groups of students who stay their respective classrooms

### CNESST toolkit for the school system

**OHS is everyone's business!**

The purpose of this guide is to support the work environments of the school network (preschool, elementary, secondary, general adult education, workforce training, including administrative and professional staff) in the management of occupational health and safety (OHS). This information contained in this guide is based on the current occupational health and safety regulations in effect within the province of Quebec (RSR) and the Model Code on Occupational Health and Safety (CNRST) and specifies the CNRST's regulatory responsibilities (CNRST/2020/00000000).

The program measures must be adapted to guarantee that operations can resume or continue under the strict and essential health conditions in the context of COVID-19.

It is a critical point, it is important that workers, employers and other players in the school system collaborate to have healthy and safe work environments for all. Dialogue and cooperation are essential to achieve this.

**Management of occupational health and safety**

Management means implementing the necessary measures to favour the employer's legal obligations, secure health, safety and control the risks and encourage the worker's participation in this preventive approach.

Good cooperation between the employer and the staff is essential to encourage management efforts.

### COVID-19 - Procedure to follow in educational institutions

**COVID-19 procedure to follow in educational institutions**

- If a student shows symptoms\* while in class:**
  - The student is immediately isolated.
  - Notify the principal.
  - Notify the parents.
  - Notify the health services.
  - Notify the local health authority.
  - Notify the appropriate authorities.
  - Notify the appropriate authorities.
  - Notify the appropriate authorities.
  - Notify the appropriate authorities.
- If a student shows symptoms\* while at home:**
  - It is recommended that the student stay home and avoid contact with other people, other than family members.
  - Notify the principal.
  - Notify the parents.
  - Notify the health services.
  - Notify the local health authority.
  - Notify the appropriate authorities.
  - Notify the appropriate authorities.
  - Notify the appropriate authorities.
  - Notify the appropriate authorities.
- If a student in my child's class tests positive for COVID-19:**
  - The school should be immediately contacted.
  - Notify the principal.
  - Notify the parents.
  - Notify the health services.
  - Notify the local health authority.
  - Notify the appropriate authorities.
  - Notify the appropriate authorities.
  - Notify the appropriate authorities.
  - Notify the appropriate authorities.

### Decision fact sheet

**Decision Fact Sheet**  
If you have COVID-19 symptoms

Follow the instructions on this poster to help you take the optimal decision for you and your close friends and family. Always use proper hygiene and preventive measures to avoid contamination.

- Wash your hands frequently.
- Cough or sneeze into the crook of your elbow, onto your upper arm or into a paper facial tissue, not your hands.
- Keep your environment clean.

**Adults & children**

Have a fever (temperature  $\geq 38^{\circ}\text{C}$  /  $100.4^{\circ}\text{F}$ ) and 2 or 3 of the following symptoms:

- Difficulty breathing
- Loss of taste or smell
- Difficulty breathing
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell

**Decision**

Stay at home and avoid contact with other people.

**General Information**

Service Québec  
Consultation hotline  
1-877-644-4545 (toll free)  
1-800-361-9596 (toll free)

**Important phone numbers:**

Your physician  
Your CESC

### Poster - Preventative Health Measures in the School System

**Coronavirus (COVID-19) Preventative Health Measures in the School System**

**PHYSICAL DISTANCING APPLIES TO EVERYONE**

2 m whenever possible

From arrival at school until departure

During recreation and lunch hour

Keep the students or pupils in the same group

Avoid direct contact for greetings and prefer the use of alternative practices

**HYGIENE MEASURES AS WELL:**

### Back-to-school and COVID-19

**BACK-TO-SCHOOL AND COVID-19**  
STAY ALERT TO KEEP THE VIRUS FROM SPREADING

If you show symptoms, contact 1-877-644-4545 as soon as possible and follow the public health guidelines that are provided. This information is provided for informational purposes only. Public health guidelines have been revised.

**WHAT TO LOOK FOR:**

**Fever**

- COVID-19 is a fever (temperature  $\geq 38^{\circ}\text{C}$  /  $100.4^{\circ}\text{F}$ ) and 2 or 3 of the following symptoms:
- Difficulty breathing
- Loss of taste or smell
- Difficulty breathing
- Loss of taste or smell
- Difficulty breathing
- Loss of taste or smell
- Difficulty breathing
- Loss of taste or smell
- Difficulty breathing
- Loss of taste or smell

**General symptoms**

- Headache
- Sore throat
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell

**Respiratory symptoms**

- Cough (dry or with mucus)
- Shortness of breath, difficulty breathing
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell

**Catarrhal symptoms**

- Nasal discharge
- Sneezing
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell
- Loss of taste or smell

**WARNING SIGNS**

For all children:

- Children with a fever (temperature  $\geq 38^{\circ}\text{C}$  /  $100.4^{\circ}\text{F}$ ) and 2 or 3 of the following symptoms:
- Difficulty breathing
- Loss of taste or smell
- Difficulty breathing
- Loss of taste or smell
- Difficulty breathing
- Loss of taste or smell
- Difficulty breathing
- Loss of taste or smell
- Difficulty breathing
- Loss of taste or smell

### The ABCs of a safe start to the year in Elementary School

**THE ABCs OF A SAFE START TO THE YEAR IN PRESCHOOL AND ELEMENTARY SCHOOL**

THE START OF THE SCHOOL YEAR IS ALWAYS FILLED WITH NEW CHALLENGES. THIS IS AN OPPORTUNITY FOR THE SCHOOL TO WORKING TOGETHER TO BE ABLE TO ADAPT.

**IN TRANSIT**

**IN SCHOOL**

**UPON ARRIVAL**

### The ABCs of a safe start to the year in Secondary School

**THE ABCs OF A SAFE START TO THE YEAR IN SECONDARY SCHOOL**

THE START OF THE SCHOOL YEAR IS ALWAYS FILLED WITH NEW CHALLENGES. THIS IS AN OPPORTUNITY FOR THE SCHOOL TO WORKING TOGETHER TO BE ABLE TO ADAPT.

**IN TRANSIT**

**IN SCHOOL**

**UPON ARRIVAL**

### Parent Self-Care Guide

**COVID-19**

Keep this guide

**Self-care Guide FOR PARENTS**

What you need to know  
What you need to do  
To protect your own health and the health of others