

# Landmark East School

## COVID-19 Readiness Plan 2021-2022

### Protocols and Procedures for Community Safety & Hosting International and Domestic Students

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Last Updated August 30, 2021



*An Independent Day & Boarding School*

*708 Main Street*

*Wolfville, Nova Scotia*

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# Table of Contents

- Introduction** .....1
  
- Public Health Measures**
  - Classrooms and Hallways.....3
  - Lunch – Cafeteria Style .....3
  - Study Hall.....3
  - After-School Activities .....3
  - Hygiene: Practices, Environmental Cleaning and Signage .....4
  - Transportation: Morning Bus Service, Activities and End-of-Day Pick Up .....5
  
- Personal Protective Equipment**
  - For Staff .....6
  - For Students.....6
  
- Boarding Students and Residence Life**
  - Overview.....7
  - Returning to Landmark East Campus.....7
  - Residence Life .....7
  - Student Life Team Responsibilities.....9
  - Breaks (December and March) .....9
  
- Preventative Measures**
  - Monitoring Staff and Students for Symptoms .....10
  - Visitors – e.g., Prospective Families and Children .....10
  - Parents – Including Parent-Teacher Conferences.....10
  - Tracking Data .....11
  
- Protocol for a COVID-19 Infection: Landmark East School Campus**
  - Contingency Plan: A Day Student, Nova Scotia Boarding Student, or Staff Becomes Ill.....12
  - Contingency Plan: A Non-Nova Scotia Boarding Student tests positive for COVID-19 .....12
  
- Readiness Plan**
  - Full Closure .....13
  - E-Learning Classroom .....13

## Introduction

Landmark East School is a non-profit charitable organization. The school is located on a 5-acre plot of land in Wolfville, Nova Scotia, and the campus consists of three buildings – one main building and two residences. The main building contains twenty (20) classrooms (including a library), five (5) offices, a meeting room, a dining hall, a kitchen, and five (5) washrooms. One residence contains two (2) classrooms, one common area and ten (10) individual residence rooms. The other residence contains three (3) physical education spaces (weight room, cardio equipment room, and movement studio) and fifteen (15) individual residence rooms.

The total student enrollment capacity of Landmark East School is 75, and enrollment for 2021-22 is predicted to be between 55 and 60. There are 42 staff members (which includes 17 teachers, four (4) Student Life members, two (2) overnight security guards and four (4) administrators). Our average teacher/student ratio is 1:3.4 with a maximum class size of ten (10) students.

There are currently nine (9) female boarding students and seven (5) male boarding students enrolled for the 2021-22 school year. Within these numbers there are nine (9) students from Nova Scotia, one (1) from Newfoundland, one (1) from Ontario, one (1) from Quebec, and two (2) international boarding students from Japan – both of whom have remained in Nova Scotia over the summer. Each boarding student has his/her own room on campus.

Landmark East School has two 10-passenger vans. These vans are used to transport Annapolis Valley Landmark East students from as far away as the towns of Windsor and Kingston. Approximately fifteen (15) students are bussed into the school each day. The vans are also used by staff for school-related trips, to bring the boarding students to appointments and for a range of activities. The vans will be used for essential travel as well as to support essential programming, such as physical activities, student appointments and boarding student trips.

This document outlines policies and procedures based on the current guidelines created by Public Health. Landmark East School, as a non-profit business, will continue to monitor announcements and publications from the Chief Medical Officer, Department of Public Health and the Department of Education for any new information pertaining to best practice – which will be revisited and revised accordingly in alignment with any new directives that arise as new information comes to light.

At the writing of this report, the province is in Phase 4 of the reopening plan and therefore the policies and procedures reflect the restrictions that have been lifted and those that continue to be in place. Phase 5 requires 75% of the population to be fully vaccinated. Once the province enters Phase 5 there will be small shifts in procedures, protocols and lifting of restrictions.

For the safety of our children and the community as a whole, Landmark East School strongly encourages and supports complete vaccination while understanding that not everyone can or will be vaccinated by

September 7, 2021. Landmark East School will follow the recommendations established by Public Health and/or the Department of Education as it pertains to adopting a mandatory vaccination policy. Such a policy is likely to include mandatory mask wearing for non-vaccinated students and staff.

Terms:

- The term, staff, will refer to all employees of Landmark East School
- The term, children/student, will refer to students enrolled at Landmark East School
- The term, visitor, will be used for board members, prospective parents, prospective students, substitute teachers, public health officers, etc.

# Public Health Measures

## Classrooms and Hallways

The classrooms are organized so that students and teachers can maintain the recommended 2-metre physical distancing. As per the current recommendations from Public Health, non-medical masks will be worn inside the building unless eating or drinking, undergoing physical activity, or when students are outdoors where the 2-meter distancing can be maintained.

**Phase 5:** Once the province is in Phase 5, masks will become optional. Proper hygiene for sneezing, coughing, etc., use of the hand sanitizing stations, and high-touch surface sanitizing will continue to be implemented.

## Lunch – Cafeteria Style

### Lunch all Students and Staff

- Lunch will be served in two separate seatings, each with a 45-minute block
- Students are required to wear their mask while waiting in the serving line up and until they are seated at their designated table
- There will be a maximum of 30 students and 6 teachers at each seating (using both the dining hall and library to ensure appropriate distancing)

### Snacks (Morning and Afternoon)

- Morning snack and afternoon snacks will be served to students while they are in a classroom

### Food Storage

- All food and materials will be stored in the kitchen, including bread and bagels, butter packs, condiments, cutlery

## Study Hall

- Students will have assigned seating in order to adhere to physical distancing protocols
- Middle and High School day students will have study hall from 3:50-4:50 PM
- Boarding students will attend study hall from 6:30-7:30 PM

## After-School Activities

- Landmark East School's after school activities are an important part of our school's offerings to both our day and boarding students
- Day students are permitted to participate in after-school activities
- Day students who participate in after-school activities and who wish to stay for evening study hall will be accommodated on a first come, first served basis. Total number of boarding and day students cannot exceed 30
- After-school activities run from 3:50 to 4:50 pm

## **Hygiene: Practices, Environmental Cleaning and Signage**

### **Hand Washing**

Staff and students will use the hand sanitizer upon entrance into any campus building and/or will wash their hands for at least 20 seconds with soap and water upon arrival.

### **Bathrooms**

- Will be sanitized several times throughout the day.
- Only one student at a time will be permitted access to the washrooms within the main building
- There are four (4) washrooms that are specifically designed as 1-person only (2 on the second floor of the main building; 1 on the third floor, and 1 between the science labs)
- There are two (2) washrooms (boys and girls) on the first floor, each with a capacity for two (2) people; however, only one person will be permitted access at a time
- Boarding students have their own private washroom

### **Cleaning Protocols**

- At the end of each class (when a class is leaving the room and a new group of students is entering a room), the teachers and students will disinfect the high-touch surfaces (including, but not limited to, doorknobs, light switches, desk surfaces) with cleaning supplies that adhere to those outlined by Public Health
- Cleaning supplies (spray bottle with correct content for killing germs as outlined and approved by Public Health, as well as paper towels) will be supplied daily
- Twice a day a more thorough cleaning will occur, in or around snack times (morning and afternoon)

### **Water Fountains**

- Fountains will be used only for filling water bottles. Students are instructed not to drink directly from the spouts
- There are three (3) fountains in the main building, two (2) of which have a refilling station

### **Hand Sanitizer**

- Dispensers are distributed throughout the entire campus including the hallways, dining hall, entrance doorways, dorms, outside classrooms, and hallways

### **Best Practice Regarding Hand Sanitization**

- Students will wash their hands frequently throughout the day and in particular after sneezing, coughing, blowing one's nose, playing outside, eating, cleaning, etc.
- Students will wash their hands frequently and/or use hand sanitizer throughout the day and in particular before entering the school, entering a classroom, eating, and handling food

### **Signage**

- Posters are displayed throughout the campus outlining good hygiene practices including but not limited to hand washing, sneezing and coughing etiquette, etc.
- Hand washing posters are located in the washrooms and beside sinks throughout the school campus, including the staff room, main kitchen, and dining hall

### **Electronics: Chromebooks**

- There are currently 44 Chromebooks in use by students; several of the board and community members have donated Chromebooks supporting the goal to establish a one-to-one exclusive one-user system; each student will be assigned a specific Chromebook to use while in school
- Electronics will be disinfected on a regular basis with 70% alcohol or wipes

## **Transportation: Morning, Activities, and End-of-Day Pickup**

### **Morning Pick-Up by the Landmark East School Bus/Van System**

Our school has two 10-passenger vans. There is one designated driver for each van. Parents make alternative arrangements for pick up at the end of the day.

- Students are required to wear masks while traveling to school in the school van/bus
- Drivers are required to wear masks
- The vans will be disinfected after each use

### **Morning Drop-Off**

Parents drop off their children at the back of the campus.

### **Activities**

The 10-passenger vans will be used to take boarding students to their appointments and off-campus activities. The vans will be disinfected after each use.

### **End-of-Day Pickup**

- Elementary students will be picked up at the end of the school day at 3:45 pm.
- Non-boarding Middle and High School Students will attend study hall and/or after school activities and will be picked up at 4:50 pm. Unless they have permission to stay for evening study hall.

# Personal Protective Equipment

## **Kitchen Staff**

Kitchen staff will maintain a 2-metre distance while in the kitchen. When staff are unable to physically distance, they will wear their non-medical mask.

The Kitchen staff will wear non-medical masks when serving meals and/or when they leave the kitchen

## **Teaching Staff**

Teaching staff will wear a non-medical mask when a 2-metre distance cannot be maintained.

[Phase 5](#). Once the province is in Phase 5, masks will be optional for staff.

## **Students**

Students will be required to wear a non-medical mask during classes and while moving through the hallways, when waiting in the line-up for meals, while attending study hall, and when traveling on the school bus.

Students are not required to wear a mask when outside when a 2-metre distance can be maintained, when eating or drinking, or participating in physical activity.

[Phase 5](#). Once the province is in Phase 5, masks will be optional for students unless otherwise stated by the Public Health and/or the Department of Education regarding unvaccinated students.



## Boarding Students and Residence Life

### Overview

There are currently nine (9) female boarding students and five (5) male boarding students enrolled for the 2021-22 school year. Within these numbers there are nine (9) students from Nova Scotia, one (1) from Newfoundland, one (1) from Ontario, one (1) from Quebec, and two (2) international boarding students from Japan – both of which have remained in Nova Scotia over the summer. Each boarding student has his or her own room on campus.

This chart contains the number of students per grade per location.

Grade	Nova Scotia	Newfoundland	Ontario	Quebec	Japan
7	1				
8	1				
9	2				
10	1	1		1	
11	2				1
12	2		1		1

## Returning to Landmark East Campus

### Students from the Atlantic Provinces

- Domestic students from the Atlantic Provinces (who have not been outside of Atlantic Canada in the past 14 days) are exempt from having to isolate when entering Nova Scotia.
- Landmark East School currently has 10 boarding students from the Atlantic Provinces: nine (9) from Nova Scotia and two (1) from Newfoundland.

### Students from Outside the Atlantic Provinces

- Domestic students travelling from a province or territory outside the Atlantic Provinces to Nova Scotia, must adhere to the following:
  - Persons who are fully immunized before arriving in Nova Scotia are not required to self-quarantine on arrival in Nova Scotia;
  - Persons who are partially immunized before arriving in Nova Scotia must self-quarantine for at least 7 days on arrival in Nova Scotia and must not cease self-quarantine until they receive 1 negative test result while in Nova Scotia, with testing on day 5 or 6;
  - Persons who have had COVID-19, have recovered from it in the last 12 weeks before entering Nova Scotia, and are partially immunized must self-quarantine for 7 days on arrival into Nova Scotia but are not required to be tested.
- Landmark East School currently has 2 boarding students from outside the Atlantic Provinces: both families are fully vaccinated and are bringing their child to the campus.

## **International Students**

- International travellers need to follow Government of Canada rules. If you travel into Nova Scotia from outside Canada, only COVID-19 vaccines approved for use in Canada are accepted.
- Landmark East School currently has 2 international boarding students both from Japan. They have stayed in Nova Scotia during the summer months and have not travelled outside the province.

## **Residence Life**

### **Arrival of Boarding Students for September 2021**

A staggered schedule will be created for our returning boarding students and their families.

### **Personal Belongings and Dorm Rooms**

- Students will be responsible to clean their own rooms and personal belongings
- Students will sanitize high-touch surfaces daily
- Staff may enter dorm rooms; prior to entering, the staff member must wash their hands (with either soap and water or with hand sanitizer) and if a distance of 2 metres cannot be maintained (or guaranteed), the staff member must wear a mask

### **Medication**

- Staff will wash their hands prior to dispensing student medication
- Students will be provided their medication and observed consuming their medication from a 2-metre distance
- Boarding students will complete the self-checklist each morning and will have their temperature checked in the morning when they get their meds

### **Common Spaces**

- Boarding students will be able to socialize in the common spaces provided (i.e., one in each dorm)
- Common spaces will get a thorough disinfection on a regular basis by the custodial staff

### **Off-Campus Sign-Off Privileges**

- Masks must be worn in public places and while traveling in the school vans

### **Extra-Curricular Activities**

- Students typically participate in extra-curricular activities such as music lessons, kick-boxing, squash, horseback riding, etc.
- Landmark East will examine the protocols of each facility/organization to ensure appropriate protection of Landmark East students and if Landmark East School is satisfied with the protocols then our students will be permitted to leave campus to attend these extra-curricular events

- Landmark East School will make every effort to support the students in their personal growth activities

### **Student Life Team (Staff) Responsibilities**

- Responsibilities include, and are not limited to, preventing the spread of COVID-19, implementing and enforcing the measures outlined in this document, reporting any student with symptoms to one of the student life directors, etc.

### **Breaks (December and March)**

Specifications from Public Health and the rules governing the countries of origin of each of our students will determine whether or not students will be permitted to travel home for the two major school breaks (2 weeks in December and 2 weeks in March).

#### **Atlantic Provinces**

- Students from the Atlantic Provinces will be able to go home for their breaks and return without a 14-day isolation period, unless Public Health states otherwise.

#### **Interprovincial**

- Domestic students travelling from a province or territory outside the Atlantic Provinces to Nova Scotia, must adhere to the following:
  - Persons who are fully immunized before arriving in Nova Scotia are not required to self-quarantine on arrival in Nova Scotia;
  - Persons who are partially immunized before arriving in Nova Scotia must self-quarantine for at least 7 days on arrival in Nova Scotia and must not cease self-quarantine until they receive 1 negative test result while in Nova Scotia, with testing on day 5 or 6;
  - Persons who are not immunized before arriving in Nova Scotia must self-quarantine for at least 14 days on arrival in Nova Scotia and must not cease self-quarantine until they receive 1 negative test result while in Nova Scotia, with testing on day 12 or 13;
  - Persons who have had COVID-19, have recovered from it in the last 12 weeks before entering Nova Scotia, and are partially immunized must self-quarantine for 7 days on arrival into Nova Scotia but are not required to be tested.
- The school will offer a homestay program for students to stay with Landmark East School families and/or staff in Nova Scotia over the breaks if they are unable to return home over the holiday breaks due to travel restriction within Canada.

#### **International**

- The school will offer a homestay program for students to stay with Landmark East School families and/or staff in Nova Scotia over the breaks if they are unable to return to their country of origin during the holiday breaks.

## Preventative Measures

### Monitoring Staff and Students for Symptoms

- The school will provide the Public Health checklist to parents and staff that should be reviewed each morning prior to coming to school
- If a student or staff member has a fever, and/or other COVID-related symptoms, they will be isolated in the *Meeting Room* on the first floor, until such time that a parent/guardian can come and pick them up; the room will be disinfected once the student/staff members leaves the room
- Parents and/or staff will call 811 to have an assessment completed and a recommendation around testing
- In order to return to the school campus, a negative test report must be provided to the school and/or a period of 10 days symptom free has been observed
- A negative test result will mean that the student or staff member can return to school
- Teachers will make every effort to set up E-Learning for students who are unable to attend school due to illness
- To the extent that is possible, one staff member will be designated as the one who tends to any student on campus who show symptoms of COVID-19 and/or of a boarding student who tests positive for COVID-19

### Visitors – e.g., Prospective Families and Children

- Non-essential persons will not be permitted access to the campus
- For prospective families and other essential visitors (including substitute teachers) and prior to entering the campus, visitors will be instructed to complete the COVID-19 screening checklist
- Visitors with any COVID-19 symptoms will not be permitted onto the campus
- Visitors who have travelled outside the Atlantic Provinces will not be permitted on campus until after observing a 2-week quarantine period, unless they are fully vaccinated

### Parents – Including Parent-Teacher Conferences

- Prospective families will need to complete the Public Health checklist prior to entering the building. Prospective families can meet in the meeting room, which will be cleaned after their departure. They will be required to use hand sanitizer and wear a mask.
- Parents will be discouraged from entering the building
- Parents of Atlantic Canada boarding students who wish to visit their children will be screened for any symptoms of COVID-19
- Parents of Canadian boarding students who reside outside of the Atlantic Provinces and who wish to visit their children will be required to self-isolate for 14 days prior to the visit; unless they are fully vaccinated which means they are not required to self-isolate

Phase 5. Once the province is in Phase 5, Parent-Teacher meetings will be held in person.

## **Tracking Data**

- Parents will be sent the Public Health checklist to be completed each morning prior to sending their child to school
- Visitors to the school will be required to complete the Public Health checklist
- Daily attendance on the school buses will be recorded and tracked

# Protocol for a COVID-19 Infection: School Campus

## **Contingency Plan: A Day Student, Nova Scotia Boarding Student, or Staff Becomes Ill**

- If a member of the community tests positive for COVID-19, all members of the community will be notified
- Public Health will be notified
- Day students and Nova Scotia boarding residents will be sent home to recover; they will be permitted to return to the campus after being 10 days symptom free (unless otherwise indicated by a member of Public Health or a physician)
- Day students who show signs of illness will be sent to the meeting room to await pickup by a parent; this space will be disinfected as soon as the student departs
- Nova Scotia boarding students showing signs of illness will immediately be sent to their dorm room
- Classrooms where the students have been will be disinfected by the school's custodial staff
- Interprovincial and international boarding students will be isolated in their dorm room; Landmark East School will consult the Wolfville clinic
- Public Health will advise how Landmark East School should proceed

## **Contingency Plan: A Non-Nova Scotia Boarding Student Tests Positive for COVID-19**

- The student will be quarantined in their dorm room except to get medical care and will be kept away from other people. Each dorm room contains its own washroom and shower
- When interacting with any Landmark East staff, both the staff member and the boarding student will wear a medical mask
- It is reported that most people with COVID-19 have mild illness and can recover at home without medical care
- To the extent that is possible, one Landmark East School staff member will be assigned to ensure the student gets rest and stays hydrated
- To the extent that is possible, one staff member will monitor student symptoms regularly throughout the day
- High touch surfaces will be cleaned and disinfected daily by a staff member (who will wear a medical mask and disposable gloves)
- Landmark East School will stay in touch with the Eastern Kings Memorial Community Health Centre and they will provide direction as how best to proceed
- If the student shows any emergency signs such as having trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, etc. the school will contact the emergency department of the Kentville Hospital
- The student will remain in quarantine until they are symptom free for 10 days or as determined by the advice of a physician or health care provider

# Readiness Plan

## Full Closure

If Public Health indicates the school campus needs to close:

- Atlantic Canadian boarding students will be sent home
- Boarding students unable to fly home (such as those from outside Atlantic Canada and/or international students) will be hosted by a Landmark East family or staff member
- Landmark East School will initiate an E-Learning program

## E-Learning Program

The online learning plan will be initiated in response to the Chief Medical Officer of Health's instruction to close the Landmark East Campus.

The Program includes:

- Daily lessons to all students via ZOOM
- Classes following a very similar format to the in-school schedule
- Classes running between 45-minutes and 30-minutes depending on the level: Elementary, Middle, or High School
- Between four (4) to five (5) classes a day; and one scheduled SPARK class per day
- Breaks will be distributed throughout the day and/or between classes at the discretion of the teacher and student need
- Teachers available to answer student's questions and support their learning needs
- Providing a Chromebook to any student who requires technology and who would otherwise not have access to it at home
- Providing technical support to trouble shoot any technology issues

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