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## Sir Alexander Mackenzie Senior Public School

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<http://schoolweb.tdsb.on.ca/alexmackenzie/>

Mary Ann Iacobucci, Principal    Ronaldo Valles, Vice-Principal

September 14, 2020

Dear Parents/Guardians:

As we prepare to open our school and welcome back our students we are doing everything possible to ensure the health and safety of all school community members, while also providing the best academic experience possible for students, supporting mental health and well-being and considering the needs of families and staff. We have established new routines in the school.

Ensuring the health and safety of our students and staff is a priority and everyone plays a role. The most important thing families can do to help mitigate the transmission of COVID-19, is to screen their children daily for any COVID-19 symptoms and keep them home from school if they are sick or have had close contact with anyone diagnosed with COVID-19. All staff and visitors will also be required to screen themselves before entering a TDSB building.

### **1. How we have prepared the school to receive your child:**

- cohorting students into groups of 50 students
- creating outdoor zones for each cohort in the school yard
- daily Health Screening before entering the school for all staff and students
- student cohorts enter through designated doors
- signage in the halls, classrooms and school doors (keep 2m apart, hand washing, respiratory etiquette, how to wear a mask, self-assessment for Covid-19)
- bathroom posters sharing new routines (only 2 students in the bathroom at a time, keep 2m apart, how to wash your hands)
- decals in the halls to show which direction to walk, always keep on the right
- gridding outside to remind cohorts where their outdoor zone is
- classroom set up to create distance between desks
- scheduled staggered entry/exit and staggered lunch periods
- purchased hand sanitizer and soap to support regular handwashing
- school staff received PPE including face shield
- covered our water fountains as Toronto Public Health recommends that water fountains are not to be used to drink water (may be used to fill a water bottle)
- identified local water filling sources
- limited the number of visitors to school
- created a wellness room
- enhanced cleaning of high touch surfaces by caretaking staff

### **2. Staggered Start Dates:**

- September 15<sup>th</sup> for Grade 7 students
- September 16<sup>th</sup> for Grade 8 students
- September 17<sup>th</sup> for Virtual School students

For parents who drop off/pick up their child, please obey traffic by-laws. The drop off time is 8:53am and the pick up time is 3:08pm. Please ensure you drop off your child at 8:53am, not earlier. Please ensure you pick your child up promptly at 3:08pm.

### 3. Daily Health Screening:

All students and staff are expected to complete a screening at home. Staff and students are encouraged to use the TDSB Health Screening App to conduct a daily health self-assessment and assist in its verification, in line with the [guidelines set out by Toronto Public Health](#). Toronto Public Health has asked that staff and students remain at home if they have one (1) COVID-19 symptom. **Before coming to school**, all students and staff must conduct an active [health screening self-assessment](#).

We ask students to arrive at school at no earlier than 8:53am. Students will go to their outdoor classroom zone to share their health pass with their teacher. Outdoor classroom zones are attached as well for your information. To minimize the number of people on our school property, we ask parents not to come onto our school yard.

#### Daily Health Screening Routine:

- In their outdoor classroom zone, students will arrive with their mask on, sanitize their hands and or take a mask if necessary.
- Students will show the staff member either their signed [Health Pass](#), or, if they used the Health Screening App, show their QR code or provide their name for verification.
  
- If a student was unable to record their active health screening at-home or forgot to:
  
- The student will be asked if they are feeling well:
  
- If the answer is yes, they will be allowed to go into the classroom with a mask/face covering on and maintaining physical distancing, the teacher will note their name and the parent/guardian will be contacted by a staff member to conduct the full assessment by phone.
- If they said no, the student will be sent to the Wellness Room and their parent/guardian will be contacted to come and pick up their child.

Visit [guidelines set out by Toronto Public Health](#) to find the self-assessment for COVID-19 symptoms in the 20 most commonly translated languages (in the screening posters and checklist section) so that parents can help their child to familiarize themselves with the questions they will be asked by staff when arriving to school.

Learn more about the full daily health screening and verification process at [www.tdsb.on.ca/healthscreening](http://www.tdsb.on.ca/healthscreening)

### 3. How does my child prepare for school?

- Use the daily checklist for elementary students:  
[https://www.tdsb.on.ca/Portals/0/docs/ACCESSIBLE\\_ChecklistElementary.pdf](https://www.tdsb.on.ca/Portals/0/docs/ACCESSIBLE_ChecklistElementary.pdf)

### 4. Lunch Time:

- Bring a litterless lunch to school.
- Cafeteria service is not available at this time.
- Until further notice food delivery services (e.g. Uber Eats and Skip the Dishes) will not be accepted.
- Students will eat in their classroom.
- Lunch period 1 is 11:30am to 12:25pm and Lunch period 2 is 12:00pm to 12:55pm
- Students may go home for lunch with the permission of their parent/guardian (signature from parent and student signs out and in with their teacher/Lunchroom Supervisor).
- Please note, it is essential to maintain a consistent lunch plan with your child of either staying at school to eat lunch every day or going home for lunch every day.
- All students will remain with their school cohort during lunch under the supervision of school staff.

## **5. Ways to Support Your Child Starting School**

- Practice wearing a mask at home for extended periods of time. Children can practice wearing their mask while on the computer or other devices.
- Label all of your child's belongings with their name.
- Bring 2 Ziploc bags for masks (one marked clean and one marked dirty).
- Wash masks by hand daily.
- For easy access, consider using a fanny pack with your child's belongings including a personal bottle of hand sanitizer.
- Pack lunch in reusable containers as everything from lunch will be returning home.
- Be ready to drop off/pick up your child outside of the school at 8:53am and 3:08pm.
- Talk to your child about physical distancing and teach your child ways to greet others from a distance.

## **6. Visitors to the School:**

Essential visitors only are allowed into the schools. Please contact your child's teacher or the principal by phone or email if you wish to speak with them about your child.

All school visitors must:

- Conduct a COVID-19 health screening at the designated school entrance.
- Enter the school through the main school entrance.
- Wait to be invited into the school office to ensure appropriate physical distance.
- Sign-in and out for safety and contact tracing.
- Physically distance to the extent possible while in the office.
- Wear a mask. Masks will be provided if needed.
- In the case where families would like to speak with someone at the school, please call or email the school directly.
- Parents/caregivers who require a meeting with a teacher/school staff to discuss non-emergency issues, will do so by phone or virtually where possible.

## **7. Ventilation:**

The TDSB has been working over the summer to review building ventilation and filtration systems and is implementing a number of strategies to improve ventilation in our schools and increase the volume of fresh air to the maximum extent possible. These strategies include:

- Schedule HVAC systems to start 2 hours prior to the school day, to flush the school with fresh air.
- Ensure that exhaust fans are running and keep them running for additional time at the end of the school day.
- Ensure clean filters are installed prior to the start of the school year and inspect regularly to ensure they don't become clogged, or hinder airflow.
- Increase the frequency of filter changes from 4 times per year to 6 times per year to maintain performance.
- Ensure that HVAC exhaust grills are clean and that air supply grills are not blocked or closed off.
- Follow recommended maintenance measures for air handling systems including inspection and replacement of filters.
- If mechanical ventilation is not available, open windows to provide outdoor air.

I provided a lot of information in this letter today. If you have questions, please contact your child's teacher or myself at 416-396-6570. Our staff is looking forward to welcoming your child back to school.

Sincerely,

Mrs. Iacobucci, OCT  
Principal