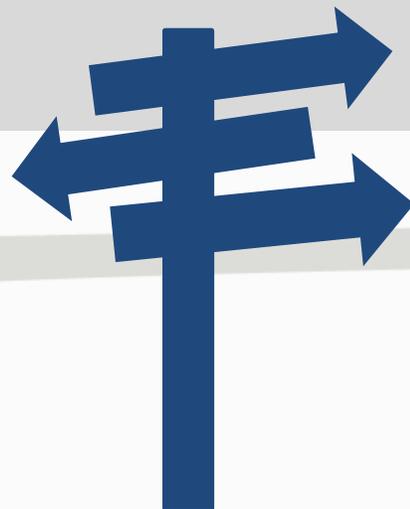




Back to School:

A GUIDE TO OUR PLAN FOR 2020-21





A Guide to our Plan for Reopening

Back-to-school planning is no small task, even during a typical summer. While the COVID-19 pandemic is an ever-evolving situation, we want UMEI Christian families to feel confident about what school will look like in the upcoming school year. Our current plan is to return to school on-site. This guide was created to relieve the burden of the unknown and to help your family prepare for school beginning on September 8th.

In an effort to have school in person, we want to do everything we can to be as safe as possible. We know that mitigation of spread happens best when we take preventative actions in whatever ways we can. This includes washing hands often, practicing physical distancing, wearing face coverings, cleaning and disinfecting surfaces, and monitoring our health daily, which includes self-monitoring of symptoms (see below). Abiding by the safety guidelines put forth in this guide will help to keep us at school, learning together in person. That said, there may be a need to temporarily transition to online learning if the situation changes.

UMEI is working diligently to create strategies to keep students safe while maintaining a highly relational learning environment. This guide outlines our current back-to-school plans, what the learning environment will look like (both on-site and online), and how campus life may change due to the pandemic.

The three possible learning scenarios your student may experience are:

- **On-site learning:** School-wide; takes place on campus; attendance required. (*)
- **Online learning:** School-wide; takes place over the internet; attendance required.
- **Distance learning:** Refers to individual students who must remain home (e.g. quarantined or sick); teachers will work with students to make a distance learning plan.

(*) If you, or your student, are not comfortable with on-site learning, you have the option of online learning available to you.

We hope you'll find comfort in the fact that we have a firm plan in place that considers every student's health and wellbeing, but also ensures they get to experience the joys of education and community.

What ongoing safety measures will be in place on the first day of school?

Compliance with safety measures will be taken very seriously. It is imperative that all students and families comply with Public Health procedures concerning the COVID-19 virus. Please read more on how to help your family stay healthy at the following website: <https://www.wechu.org/cv/protect-yourself>

If students are found not wearing a face covering, they will be made to put it on immediately, be given a warning and then sent home on the next occurrence of noncompliance.

Safety Training

- Faculty and staff will receive training and information about our COVID-19 safety guidelines prior to the first day of school.
- We will hold school-wide training on the first day of school to give students information about how these safety guidelines will be implemented.

Personal Conduct & PPE (Personal Protective Equipment)

- Everyone will enter through the double glass doors at the south end of the building and exit through the main entrance under the blue canopy each day.
- Upon entry of school, everyone must fill out a self-assessment questionnaire and have their temperature checked.
- Students, faculty, and staff must practice physical distancing throughout the school day.
- Students, faculty, and staff will be required to wear face coverings (a mask, face shield, or neck gaiter). These coverings must be school appropriate.
- Face coverings must cover both the mouth and nose at all times.
- Face coverings may be removed with permission if the situation warrants. These could include outdoor classes or times when students are uniquely socially distanced.
- Students are asked to provide their own face covering. If a student forgets theirs, one will be provided upon entry of school.
- Faculty will wear face shields to facilitate clearer communication with students.
- Sharing of any materials (e.g. water bottles, pens, and calculators) is not allowed.
- Students must come prepared with appropriate school materials.
- Students will bring their own water bottle, and can refill it at a bottle-filling station.
- Good, continuous hygiene will be stressed at all times. This includes, but is not limited to:
 - 20-second hand-washing
 - Covering coughs/sneezes with your elbow
 - Avoiding touching face
 - Using hand sanitizer as needed
 - All visitors and parents should call before coming to school. All visitors and parents will need to check in at the office and wear a face covering while in the building.

Social Distancing

In class:

- Students in smaller classes will be spaced for physical distancing. All unnecessary furniture will be removed to allow teachers as much teaching space as possible.
- Larger classes will be moved to a larger room (e.g. the library or chapel) so that students can be spread apart.

Out of class:

- Students, faculty, and staff will practice physical distancing throughout the school day.
- To facilitate physical distance at lunch, students are encouraged to eat outside or in the old auditorium. The basement will not be available for eating or gathering.

Lockers:

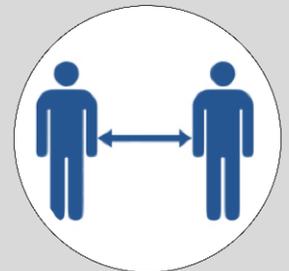
- Lockers will not be assigned in the fall semester.
- Students will be assigned a designated room where they can leave their belongings, or they are welcome to carry their things with them throughout the school day.
- “Food lockers” will not be permitted.

Facilities: Cleaning, Sanitation, and Signage

- Our custodial staff continues to work to keep our school clean and virus free on a daily basis.
 - e.g. door knobs, light switches, railings, bathroom stall doors, and door push bars will be cleaned twice daily.
- Teachers will coordinate wipe-downs of classroom desks and tables between each use.
- Efforts will be made to try to minimize touching surfaces. For example:
 - Where feasible, doors will be propped open to prevent touching handles.
 - Textbooks and other classroom materials will be assigned one-per-student.
 - Drinking fountains will be turned off but the water-bottle filler will remain available.
- Hand sanitizer will be available in each classroom and in the halls, chapel, library, computer lab and basement.
- Small, hard-to-clean rooms (e.g. recording room, Art room) will be shut and locked.
- Clear signage will be posted around the buildings that gives specific instructions pertaining to:
 - which rooms are offlimits.
 - which direction to go (e.g. one-way staircases).
 - the school’s social distancing and PPE guidelines

Transportation: Carpooling

Carpooling is the traditional way of travelling to and from school for the majority of families. UMEI feels that it is up to individual families to decide on the safety of this method of transportation. The office will need to keep record of how each student arrives and leaves school each day in the event that contact tracing is needed.



What happens if your UMEI student is sick?

We ask that everyone self-monitors for symptoms* of COVID-19. *Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea.

- 1** Please contact the UMEI office **519-326-7448** or **office@umei.ca** if your student is going to be absent because they are sick.
- 2** If your student has been diagnosed with COVID-19, or is exhibiting symptoms, please see a health care provider and follow their guidelines. Stay home for the recommended recovery time.
- 3** If your student has a fever of 38 degrees C or higher, or other symptoms of COVID-19, please keep them at home for 14 days from the time that their symptoms start (provided that their symptoms have improved and they are fever-free for 24 hours).
- 4** If your student has symptoms (symptomatic), **they must** isolate at home (as soon as your symptoms start), and remain isolated for 14 days **or** as directed by your public health authority.
- 5** If someone living in the same residence as your student has been diagnosed with COVID-19 or is quarantining due to experiencing COVID-19 related symptoms, your student must also remain isolated for 14 days or as directed by your public health authority.
- 6** If a child becomes ill at school, it is important that parents have a plan to pick up that child within one hour of being notified. If the student is unable to drive home on their own, they will be cared for in the isolation room until parents arrive.
- 7** If a student is quarantined at home, distance learning for all their classes will be implemented to the extent that the student is able to work. Class recordings and/or assignments may be accessed through each course's Schoology page.

What happens if there is a diagnosed case of COVID-19 among the UMEI community?

If there is a diagnosed case of COVID-19 among students, faculty, or staff, the entire UMEI community will immediately quarantine and switch to online learning following the same schedule. We will work with our local Public Health Unit to make the transition back to on-campus learning. Parents and students will be notified via email with necessary information.

What will learning look like if UMEI must go online?

Going Online

- Parents and students will be notified via email if the decision is made to go online.
- We would like to work closely with families to ensure all students have adequate technology to allow for successful online learning. Families who cannot provide a device for their student should contact the office.
- The schedule for online learning will be the same as the face to face schedule at the start of the semester.
- Classes will continue through Zoom.
- Teachers will have scheduled office hours to provide extra individualized assistance to students.

Educational Platforms (*refers to both on campus and online learning)

On-Campus Learning

- Main learning platform is Schoology.
- Teachers will provide students with necessary information at the beginning of their courses.

Online Learning

- Daily instruction will be delivered via Zoom
- Course materials and class recordings will be available over Schoology
- Homework will be submitted through Schoology.
- Grades will be posted and updated regularly through Schoology.

What will campus life and extracurricular activities look like amidst social distancing?

Extracurricular Activities

- As much as we wish the school year and activities could proceed as normal, we realize some aspects of student life may not be possible.
- UMEI administration will follow recommendations from The Ministry of Education, the Ministry of Health and Public Health.
- Chapels will continue twice weekly.
- Clubs will continue in person with physical distancing during lunch.
- Given the risks involved with choral music, instrumental instruction and physical education, we are putting these classes on hiatus for the 2020-2021 school year.

Although much consideration has gone into creating this guide, things are likely to change over time. For any updates and changes, there will be a link accessible on the UMEI Christian website.

umei.ca

Please do not hesitate to contact us with your questions. We're looking forward to a great year at UMEI Christian High School.

