

JAMES LYNNG ADULT EDUCATION CENTRE

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IMPORTANT BACK TO SCHOOL INFORMATION FALL 2020

Dear Students,

Welcome to the 2020 - 2021 school year!

As mentioned in the previous emails sent to you, students and staff will **receive regular email updates from the Centre** regarding the measures that will be taken to ensure the safety, health and well-being of our school community.

Danica Lewington- Vice Principal and I are excited to work closely with you to ensure your success and well-being. The emails will include valuable information regarding arrival times, dismissals, hygiene protocols, daily routines and changes that might occur.

The health and safety of you, our students, staff and community is OUR PRIORITY.

We have been working hard all summer to plan for a safe opening of the school center and **to implement best practices to reduce the risks associated with Covid-19.**

We as a Centre, have taken all the necessary steps to ensure that public health and safety guidelines are respected within our establishment.

STAYING HOME DUE TO COVID-19 RELATED SYMPTOMS:

If you present one or more COVID 19 related symptoms you must stay home.

1. Call 514-644-4545 for instructions (1-877-644-4545);
2. Report the absence to the centre as per usual, through the email portal or by phone;
3. Contact an administrator or teacher by email indicating your absence is possibly COVID 19 related.

The school administration will then provide you with information on the next steps and maintain the individual's confidentiality throughout the process.

- We have modified classroom sizes
- signage has been installed throughout the building to guide you
- hand washing stations installed
- daily monitoring of temperatures
- the wearing of a **face mask** in and outside the classroom is highly recommended
- The caretaking team will be cleaning and disinfecting the school at the rate prescribed by the guidelines.
- An isolation area and emergency kits are available for use in response to a suspected case of **COVID -19**.
- **We ask that you come to class every day** as we are committed to maintaining the highest standards at James Lyng Adult Education Centre.
- We believe in the resilience of our STUDENTS, STAFF and we will continue to follow public health instructions rigorously.
- We will continue to teach, reinforce and model guidelines to ensure the safety of our students and employees.

WHAT HAPPENS IF THERE IS A CONFIRMED CASE @ JLAEC?

Any individuals at the school, in close contact with a confirmed case of COVID 19, will be contacted and instructions given as per Santé Publique directives. The school community will also be informed if there are any confirmed cases.

SAFETY AND SECURITY

In accordance with the ministry of education, all students are required to wear a face mask in corridors and common areas. And sanitation measures for all students and staff will be implemented throughout the day, and our caretakers will be cleaning and disinfecting the school at the rate proscribed in the guidelines. An isolation area and emergency kits are available for use in response to a suspected case of COVID 19. We **recommend** that students come prepared to wear the mask also during class time.

HAND HYGIENE

Using soap + water for a minimum of 20 seconds-using hand sanitizer

Recommended Frequency

Upon entering school (all entry points will have hand sanitizing stations); students who have specific skin conditions can bring their own to apply at entry;

- Before and after bathroom use
- Before and after touching one's face
- Before and after eating
- Before exiting or entering the building
- Before and after any activity that requires touching shared materials (ex. Computers, stair railings...)

RESPIRATORY ETIQUETTE

- Coughing or sneezing into a tissue or crook of the arm;
- Masks must be worn all times on school premises (corridors and common areas.)
- Students can remove their masks when seated at their desks within their fixed class groupings, however keeping it is on in class is recommended
- Wearing a mask is especially important when physical distancing cannot be maintained.
- Circulation in the building will be limited to walking in hallways to get to the next bloc of classes.

CLEANING AND DISINFECTION OF PREMISES

- All caretakers have received training on disinfection procedures in anticipation of our students' and staffs' and staffs' return.
- Caretakers are mandated to follow all protocols for high touch areas established by Santé Publique.
- All classrooms will be supplied with disinfectant kits to allow for classrooms to disinfect when required, in addition to the requirements of Santé Publique.

Students will not be designated lockers at this time.

- All materials will be kept in class.
- Classroom windows will be kept open when feasible to increase ventilation.
- Outdoor learning will take place when appropriate.
- Students will have access to bathrooms throughout the day and must respect social distancing rules.
Students must bring water bottles with them to school, fountains will be **unavailable** for use. **There will be three no-touch water bottle filling stations should students require refills.**

ADDITIONAL PREVENTION PROCEDURES

- Access to the school will be restricted to students and staff. Id cards must be on person.
- Each entry/exit will be equipped with a hand sanitation system.
- Access to the school will be granted as of 8:20 a.m. Upon entering the building, students, will immediately report to their classrooms. * 8:25 a.m.

CAFETERIA OPENS September 1st, 2020

- Students will be eating in cafeteria and sit on the **designated x seat** at lunch.
- The cafeteria will be open and accessible to students who wish to purchase food. A limited menu will be available.
- Microwaves have been removed as directed by health and safety guidelines.
- Students will be allowed to leave the building during their lunch period.

IMPORTANT: EMSB Covid Information website:

<https://www.emsb.qc.ca/emsb/community/covid19>

Back to School Information from Quebec:

<https://www.quebec.ca/en/education/back-to-school-plan-fall-covid-19/>

General Quebec Covid Information:

<https://www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/>

Info-Social 811 is a free and confidential telephone consultation service.

Self-Care Guide for COVID-19:

<https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/self-care-guide-covid-19/>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>

NOTE: These protocols will be reviewed and may change according to the public health and safety guidelines in place.

For all other questions or concerns, please see Ms. Tudino or Ms. Lewington
dlewington@emsb.qc.ca

Sincerest regards,

Civita Tudino
James Lyng Adult Education Centre Principal

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