

## **Parent/Guardian Handbook Addendum: COVID-19 Policies and Procedures**

*(Last Revision Date: November 20, 2020)*

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The purpose of this addendum is to provide families with an update to the Extended Day Program Parent Handbook (program policies) as a result of COVID-19.

More information about EDP can be found on our webpage:

<https://www.tdsb.on.ca/EDP>

More information about TDSB's Return to School Plan can be found on our webpage:

[www.tdsb.on.ca/Return-to-School](http://www.tdsb.on.ca/Return-to-School)

### **EDP Registration for Returning Students**

Students who were enrolled in EDP on March 13, 2020 will have a space reserved for them for the 2020-21 school year.

During the week of August 10, 2020, applicable families received an email requesting they confirm whether their child would be returning to EDP this school year. Families have been provided with 14 days from the date of this email to confirm their intentions. If a response is not received within 14 days, staff will make every reasonable attempt to contact the family. If staff do not receive a response from the family regarding the student's return to EDP, the student will be placed on the waiting list.

## **Cohort Cohesiveness**

The Extended Day Program will have families (siblings) grouped together where possible to limit the number of cohorts that children will transition between and to reduce the possible exposure and transmission of COVID-19. The EDP central team will work closely with school Principals/Vice-Principals to create classroom cohorts for EDP. Once classroom cohorts have been assigned, no changes will be made after Tuesday, September 15. The process of cohorting may look different at your school location depending on your school's needs.

## **Health Screening for COVID-19 Symptoms**

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 EDP and school if they are sick or have had close contact with anyone diagnosed with COVID-19. Parents are expected to be familiar with and recognize the signs and symptoms of COVID-19. Before school each day, families will be required to perform a COVID-19 self-health assessment prior to entering any TDSB location and remain home if they have any signs or symptoms of COVID-19. It is available online at <https://covid-19.ontario.ca/self-assessment/>.

Once students and staff arrive at EDP they will be greeted by an EDP staff member and a screening verification will be conducted before entering the building. During the screening process both families and students must wear a mask. Masks will be provided to those who don't have one. Hand sanitization must also be performed. If staff or students feel unwell or have symptoms of COVID-19, they will **not** be permitted to attend the EDP or school, and should seek advice from Toronto Public Health and/or their child's primary care provider.

## **Attendance Reporting Policy**

As always, daily attendance records will be taken and kept up to date. If your child is going to be away from the program, you must call the EDP site contact

number and inform a staff or leave a voice message. If your child is going to be away due to COVID-19 symptoms, this must be shared with both the EDP and school staff.

### **Fees While Absent Due to Quarantine**

If your child is being required to quarantine by Toronto Public Health, their primary care provider, or by their cohort being dismissed from school, you will continue to be charged for the EDP program. We understand that this can create a financial strain on parents, and fees charged while a student is required to quarantine will not be subject to any late fees during the quarantine period. Fees should be paid within one month of the students return to their EDP site.

### **Use of Personal Protective Equipment (PPE)**

All students are required to wear a [face covering or reusable cloth masks](#) while attending EDP. **Families are expected to provide face coverings or masks for their children.** Reasonable exceptions regarding the requirement to wear masks/face coverings will be made and students will have regular outdoor breaks for relief from mask wearing.

### **Staff and Student Showing Symptoms of COVID-19**

If staff or students feel unwell or have symptoms of COVID-19, they should not attend EDP or school, and should seek advice from Toronto Public Health and/or their primary care provider.

During EDP, staff will conduct regular visual health checks throughout the day. If a student becomes unwell or displays symptoms of COVID-19, the student will be removed from the larger group and taken to the designated Wellness Room where they will be supervised by a staff member until they can be picked up. Parents/guardians will be contacted to pick up their child as soon as possible and should seek advice from Toronto Public Health and/or their child's primary care provider.

**Snacks**

Snacks will continue to be provided during the morning and afternoon sessions. In alignment with Toronto Public Health recommendations, snacks will be individually packaged to minimize transmission opportunities for COVID-19. Students should bring refillable water bottles as water fountains will only be used to refill water bottles.