



**Ontario Hockey Academy  
COVID-19 Safety Plan  
Operating Guidelines**

Business: Ontario Hockey Academy  
Date distributed: July 21, 2020  
Revision date: August 5, 2020  
Developed by: Ontario Hockey Academy Directors  
Others consulted: Staff, Board of Directors

OHA is located in Cornwall in Eastern Ontario. Part of a community which implemented a strict lockdown at the start of the pandemic, and now has comprehensive masking requirements. Ontario's staged re-opening process has been implemented with an abundance of caution.

Based on these measures, and mindful of the fact that Ontario Hockey Academy operates primarily as a boarding school, the Academy has made the decision to operate as a sequestered family cohort for the 2020-2021 academic year, or until health authorities mandate lifting precautions related to the COVID-19 pandemic.

International students with valid study visas may return to the campus anytime between August 24 and August 26, 2020. Once moved in to their dorms, students will be required to adhere to an on-campus quarantine for 14 days. Students may not leave the campus, nor will visitors (including parents and family) be permitted after move-in.

Domestic students will move in between September 11 through September 13, with classes beginning on September 14, 2020. Domestic students are asked to schedule their move in time. The form can be found on our website.

International students without visa approval by August 26 will be required to quarantine offsite for 14 days. OHA staff will be available for supervision and meals will be provided.

Comfort Inn, 1625 Vincent Massey Drive, Cornwall Ontario 1-613-937-0111 will be our host hotel (\$80.00 CAD/night with the mention of "OHA Rate".)

Table of Contents

1. Governing Agencies .....	3
2. Staff Training .....	4
3. Compliance with Best Practices .....	4
4. Communication Strategy .....	4
5. Return to School Plan .....	5
6. Maintaining the Integrity of the Sequestered Cohort on Campus .....	6
7. Safety Communication with an International Student Body .....	8
8. Screening for COVID-19 .....	8
9. Reducing the Risk of Transmission .....	9
10. Food Services .....	10
11. Response to Confirmed or Suspected Exposure to COVID-19 .....	10
12. Managing Challenges Caused by Changes to Operations .....	11
13. Travel Safety .....	11
14. Confirming Efficacy of the OHA COVID-19 Response Plan .....	12

## 1. Governing Agencies

This document is based on the Government of Ontario template. The Ontario Hockey Academy will follow the guidelines and best practices set out by the following authorities:

- I. Eastern Ontario Health Unit - <https://eohu.ca/en/covid-19-novel-coronavirus>
- II. Government of Ontario - <https://covid-19.ontario.ca/index.html>
- III. Federal Government - <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/canadas-reponse.html>

## 2. Staff Training

All staff, including teachers, coaches, administrators, cafeteria, and custodial staff, will complete a training session on COVID-19.

WHO – About COVID-19 (Graded online video course)  
<https://openwho.org/courses/introduction-to-ncov>

WHO – Getting workplace Ready (PDF) [https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7\\_6](https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6)

### **Actions:**

Staff will be educated and trained to:

- Understand the ways that COVID-19 is transmitted, how to minimize the risk of infection, and how to prevent spread.
- Understand hygiene rules including correct hand-washing, covering the mouth and nose when coughing or sneezing, staying home when sick.
- Understand the OHA policies and procedures regarding COVID-19
- Adhere to the requirements of the OHA policies and procedures
- Use and wear appropriate protective equipment correctly
- Recognize the signs and symptoms associated with COVID-19
- Ensure supervisors know what is required to protect the health and safety of staff.
- Not come into the workplace if they are experiencing any signs or symptoms of COVID-19, or after being in close contact with anyone who has tested positive for the virus.

**Actions led by - Staff Member(s):** Giles Lascelle, Kim Lascelle

### 3. Compliance with Best Practices

Operate in Accordance with Recommendations of Local and Provincial Health Authorities

#### **Actions:**

Prior to the start of classes each day the following sites will be reviewed for relevant information including updates, recommended practices, and public health orders:

- i. Eastern Ontario Health Unit <https://eohu.ca/en/covid-19-novel-coronavirus>
- ii. Province of Ontario Response to COVID-19 <https://www.ontario.ca/page/how-ontario-is-responding-covid-19>

In addition, daily due diligence will include:

- i. Staff will complete self-assessment tests and submit them to the school nurse. Temperature checks will also be done prior to the start of each work day.
- ii. OHA students will begin their academic program with masks being mandatory in all classes, hallways, and common areas, when in-line for meals, on buses, and whenever students are on an approved community visit. Masks will not be required in the gym.  
  
Masks are not required, but are recommended in dorm rooms.
- iii. All students and staff are aware that any changes in their health, or concerns that they may have been in contact with someone who has tested positive, must be reported to the school nurse ASAP.

**Actions led by - Staff Member(s):** School Nurse

### 4. Communication Strategy

Communicate Updates, Changes Relating to Covid-A9 to Staff and Families

#### **Actions:**

Updates on the status of operations, classes, hockey schedules, protection protocols etc. at Ontario Hockey Academy will be sent via email as required.

Updates will also be available on the OHA website [www.ohacanada.com](http://www.ohacanada.com)

Parents and caregivers will have the opportunity to give input to the Academy regarding their child's care, or the operation of the COVID-19 management plan. Kudos, questions or concerns should be directed to [OHA.Admissions@OntarioHockeyAcademy.com](mailto:OHA.Admissions@OntarioHockeyAcademy.com)

**Actions led by - Staff Member(s): OHA Director**

5. Return to School Plan

To implement and maintain a safe, COVID-19 free campus for the start of the academic year and going forward the following changes have been made to the move-in procedure:

International students with a valid Study Visa are to arrive in Canada August 24, 25, or 26, 2020. (We ask that full flight details are forwarded to admissions at [OHA.Admissions@OntarioHockeyAcademy.com](mailto:OHA.Admissions@OntarioHockeyAcademy.com) if a shuttle is required.) International students will be picked up and will complete a 14 day quarantine at OHA prior to the arrival of domestic students.

Domestic students, along with ONE family member, can book their times for move in beginning Sept 11 through to Sept 13, 2020. Booking can be done online via our website. School begins Monday, September 14, 2020.

Any international students arriving after August 26, 2020 will be expected to quarantine at the Comfort Inn, 1625 Vincent Massey Drive, Cornwall, ON. Please confirm your reservations before arrival. (A rate of \$80.00/night is available if OHA is mentioned at the time of booking.) All meals will be provided by OHA, and staff supervision will be available.

*Note: If the 14 day quarantine is lifted by Aug 31, 2020 international students will be able to move directly into OHA.*

**Actions:**

- Please note, for the health and safety of students and staff, only **one** parent or family member may accompany each student on campus.

*New and returning students who are comfortable doing so are encouraged to move-in on their own to minimize risk. Staff will be on hand and will be happy to help solo students move their belongings to their dorm.*

- Parents/family members will be required to book a 90-minute move-in appointment via the booking system which can be found on the Academy website.
- This time slot will be used for move-in and/or any discussions with staff. We ask all students and parents/family members to respect this time-frame and arrange their visit accordingly.
- Before entering, all campus visitors will be required to:
  - Wear a mask
  - Use hand sanitizer before entering
  - Respect social distancing
  - Complete a self-assessment information sheet and temperature check.

All students and their accompanying family member must test negative for COVID-19, and be symptom-free, prior to entry, in order to be accepted into the academy. A negative result needs to be received by Kim Lascelle, Director and School Nurse, prior to move in. It is recommended that it be completed with a 72-hour window of the student's move-in day.

#### International Students:

At the present time all International student have to complete the government recommended 14-day quarantine period. (All international students will be carefully monitored during this period)

International students are encouraged to download the ArriveCAN app to expedite their border crossing. The ArriveCAN app can be found here:

<https://play.google.com/store/apps/details?id=ca.qc.cbsa.coronavirus&hl=en>

#### Domestic students:

- Domestic students will begin phased-in arrivals starting on September 11, 2020.

**Actions led by - Staff Member(s):** OHA Directors, Principal, School Nurse

## 6. Maintaining the Integrity of the Sequestered Cohort on Campus

The academy will continue to implement efforts to preserve the sequestered cohort environment and maximize efforts to and normalize the school experience, while maintaining a safe, COVID-19 free campus.

#### **Actions:**

##### a) Holidays and Semester Breaks

In prior years the Ontario Hockey Academy has closed for spring and winter breaks and major holidays. At these times students return home, or may billet locally. We expect to continue this practice, but acknowledge that an escalation in the pandemic may affect these decisions.

We will continue to monitor the situation carefully and will keep parents/family members informed when these dates are confirmed

##### b) Visiting Parents and Family Members

Until such time as the EOHU and Ontario government lift restrictions on gatherings and visiting, parents and family members are asked not to come to the Ontario Hockey Academy campus.

Should a meeting with staff be required, this will be scheduled via Skype, Zoom, or similar.

If there is a family or other emergency, special arrangements will be made on an as-needed basis.

OHA has upgraded our IT delivery in order to accommodate these meetings and students will be encouraged to have regular “virtual visits” with family and non-OHA friends. We will provide support to any students requiring assistance setting up the application.

c) Community Safety

Until such time as the EOHU and Ontario government lift restrictions on gatherings and visiting, student visits within the community for supplies will be monitored by staff.

If an off-campus trip is authorized, students must be masked, sanitize their hands, and practise social distancing.

d) Rink Safety

The Academy is working closely with city officials to ensure our Cornwall rink and any other potential venues follow all protocols to ensure venue integrity – Including, but not limited to: Sanitized benches, dressing rooms, and common areas; and other protections for rink staff and visitors as appropriate.

With regard to playing against teams outside of the Ontario Hockey Academy cohort, we will follow the guidelines and recommendations of Hockey Canada, which is currently developing health and safety protocols and procedures that will address all aspects of game safety, including:

- How many players on the ice
- Coach to player ratios
- Game style
- Possible rule changes
- Additional venue requirements

**Actions led by - Staff Member(s):** OHA Directors, Coaches

## 7. Safety Communication with an International Student Body

Ensure that safety recommendations are clearly and simply presented to both English and non-English speaking students.

### **Actions:**

- Post clear pictogram notices in the cafeteria and common area reminding all students to support healthy hygiene and proper cleaning and disinfecting practices.
- Detailed COVID-19 posters regarding best practices will be placed in dorm rooms. If required, the information will be presented in the native languages of the students.

**Actions led by - Staff Member(s):** OHA Directors

## 8. Screening for COVID-19

Vigorous screening protocols will be administered to all students, staff and potential visitors to the Academy

### **Actions:**

To ensure no symptomatic staff person, or staff person who has been in close contact with a person who tested positive for COVID-19, is on academy property:

- a) All staff and students will take an online self-assessment prior to the first class of the day and will present the results (via emailed screen shot) to the school nurse for their records. Self-assessment: <https://covid-19.ontario.ca/self-assessment/>

### IMPORTANT

Action plan for positive responses:

- If a student answers “yes” to any of the self-assessment questions they are to remain in their dorm room and contact the dorm parent by phone.
  - If a staff member answers “yes” to any of the self-assessment questions they are to remain home and notify the school nurse immediately.
- b) The school nurse and/or a designate will perform a confirmational temperature check of students and teachers prior to class
  - c) All Academy visitors will be required to complete a screening questionnaire with the school nurse, or designate, prior to entry.

(See also article 11. **Response to Confirmed or Suspected Exposure to COVID-19**)

**Actions led by - Staff Member(s):** OHA Directors, Nurse

## 9. Reducing the Risk of Transmission

Measures will be taken to reduce potentially harmful interactions between staff at the Academy, staff and the students, and students and their peers.

### **Actions:**

Measures to reducing the risk include:

- Students and staff will sanitize hands prior to entering or re-entering a class.
- Staff will not congregate in the lounge, cafeteria, or any other area and will eat their lunch in their classrooms.
- Plexiglass barriers will be installed in all classrooms.
- Staff are required to wear face shields when not shielded by a plexiglass room barrier.
- When student-teacher interaction is required in order to deliver the lesson (E.g. if providing assistance at a computer or with science or exercise equipment.), clear face shields will be worn by teachers. Masks are required for all students in the classroom.
- Additional staff have been hired to ensure surfaces such as handrails, door handles, faucets, office equipment are sanitized twice a day.
- All student dorm rooms have private bathrooms, therefore the general use washrooms will not be permitted at this time.
- Outside visitors to Ontario Hockey Academy will be kept to an absolute minimum. Any person entering the academy who is not staff or a registered student must first complete a questionnaire with the nurse or designate, wear a mask, sanitize their hands, and practice social distancing.
- Disinfectant wipes and hand sanitizer will be readily available in the common areas around the campus.
- As per our usual policy, students are responsible for the cleaning of their dorm rooms. They are also encouraged to be pro-active and clean their personal items regularly. We encourage students to ensure they have appropriate cleaning supplies on hand.
- Dorm rooms, classrooms cafeteria gym and buses will be fogged 2-3x per week.

**Actions led by - Staff Member(s):** Board of Directors; OHA Directors; School Nurse

## 10. Food Services

Health authorities do not consider there to be any inherent risk in food preparation and recommend usual food safety protocols be followed.

### **Actions:**

- As the Academy will be operating as a family cohort food service will operate “as normal”, and students may sit with other students during meals.
- Cafeteria staff will be masked and follow the guidelines of social distancing when interacting with students.
- Staff may NOT sit with students. They will take their meals in a designated section of the school, and will practice socially distancing when eating and will be required to wear a mask or shield when they are not eating.

Alternately, administrators may eat in their offices. Teachers may eat in the classrooms, behind their protective barrier.

**Actions led by - Staff Member(s):** OHA Directors

## 11. Response to Confirmed or Suspected Exposure to COVID-19

In the event of a confirmed case or suspected exposure to, COVID-19 at Ontario Hockey Academy, the following protocols will be activated.

### **Actions:**

- Contact tracing to identify all students and staff who have had contact with the person will be implemented immediately.
- Persons who have had contact with the confirmed/suspected case will be asked to isolate immediately and monitor for symptoms
  - o Staff will be required to isolate at home. Students will be sequestered in the OHA isolation area.
- Local health authorities will be contacted for further guidance.

**Actions led by (Staff Members):** School Nurse

## 12. Managing Challenges Caused by Changes to Operations

Minimizing risk will include health and safety protocols and also mandatory, scheduled debriefings with staff.

### **Actions:**

All staff, including teachers, coaches, administration, custodial, and kitchen staff will attend COVID-19 management meetings as required.

This mandatory meeting will review:

- EOHU updates
- Any confirmed cases or near misses of COVID-19 contact at the Academy
- Any new protocols for minimizing risk
- Any relaxing of existing protocols approved by health or government authorities.
- Challenges to delivering all required safety protocols
- Concerns for the well-being of students and/or staff
- Review efficacy of the Ontario Hockey Academy COVID-19 Response Plan

**Actions led by (Staff Member):** OHA director

## 13. Travel Safety:

Ensuring that any travel/transportation requirements are implemented safely.

### **Actions:**

At this time, no students will be travelling off-campus except for hockey practices and scrimages Practices and scrimages will be with OHA students and coaches only. (See *Boys and Girls Hockey Mandate to Return to Play.*)

OHA will only utilize rinks that have stringent mandated protections and disinfecting measures in place.

Off-campus travel will only be permitted via OHA buses. Off-campus travel must be pre-approved by school staff and will occur with the following protocols in place:

- Buses will be disinfected prior to use
- Only designated, screened OHA staff will be permitted to drive buses
- Students must sanitize their hands prior to boarding buses and again prior to entering the campus after disembarking. Masks will be worn on buses.

Students and staff must wear masks and practice social distancing while in the community.

**Actions led by** - Staff Member(s): Coaches, OHA Directors

14. Confirming Efficacy of the OHA COVID-19 Response Plan

Ensuring that the COVID-19 Response Plan is following best practices and is effectively protecting students, staff, and the community from COVID-19.

**Actions:**

The response plan will be reviewed on an ongoing basis as feedback is received, and regularly at the weekly staff meeting where the following areas will be reviewed:

- COVID-19 cases/near misses
- Ease of plan implementation
- Bottlenecks in delivery of plan (E.g. testing, teacher-student interaction)
- Parent/caregiver input/suggestions

Items submitted for consideration that may positively impact plan performance will be reviewed by the OHA COVID-19 Response Plan Committee. If approved, notification of the change will be emailed to staff, students, and/or parents/caregivers as appropriate.

As we recognize that many parents may share the same concerns, all parent/caregiver suggestions will be noted (without attribution) and any changes will be made and communicated

Once completed, the OHA response will also be summarized and published in order that parents will have a better understanding of the protective measures in place at the Academy. For example:

*Submitted question: "Wouldn't it be safer for students to take taxis to games to minimize risk of virus transmission?"*

*Response: "OHA has its own buses and does not hire an outside service for transportation. The buses are sanitized before use and are driven by screened OHA staff. Students travel in their OHA cohorts and must sanitize their hands before boarding. We are extremely confident that this method of travel is safer than the use of a public taxi service."*

**Actions led by:** Board of Directors, OHA Directors; Principal; School Nurse