Dear VMC Families,  
  
On behalf of the entire staff at Vincent Massey Collegiate we are happy to welcome you to the 2020-2021 school year. We have full confidence in the dedication of our teachers and staff and look forward to a successful opening.

VMC, like other EMSB schools, is officially reopening on August 31st. You will receive regular email updates from the school regarding the measures that will be taken to ensure the safety, health and well-being of our school community as well as the educational success of our students. This email will include valuable information regarding arrival and dismissal, hygiene protocols, daily routines and more.  
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The health and safety of our students, staff and community is our priority.  We as a school will take all the steps necessary to ensure that public health and safety guidelines are respected within the establishment. Therefore, we ask that you please monitor your children for symptoms and contact us if your child is feeling sick. Attached you will find a “Back to School and COVID-19” document, which will help you in the process of evaluating your child’s health.  
  
STAYING HOME DUE TO COVID-19 RELATED SYMPTOMS:  
If your child presents one or more COVID-19 related symptoms they must stay home.  
1. Call 514-644-4545 for instructions (1-877-644-4545);  
2. Report the absence to the school, as per usual, through the MOZIAK Portal or by phone;  
3. Contact an administrator by email indicating that your child’s 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.   
  
WHAT HAPPENS IF THERE IS A CONFIRMED CASE @ VMC?  
Any individual 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  
Only by working together can we keep each other safe.  The following rules and recommended guidelines, which will significantly diminish risk, will be enforced at school.  The school will modify protocols when necessary.  
In accordance with the Ministry of Education, all students in high school are required to wear a face mask upon entry, in corridors and common areas.  Hand 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.  
Please ensure that your children are provided with appropriate face coverings and that they come to school with them everyday.  If your child is planning to wear their mask all day, it is recommended that they change it part way through the day.  
  
**HAND HYGIENE**  
-Using soap and water for a minimum of 20 seconds;  
-Using hand sanitizer (minimum of 60% alcohol content)  
Recommended Frequency  
-Upon entering school (all entry points will have hand sanitizing stations); students who have specific skin conditions can bring their own;  
-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. computer, sports equipment)

**RESPIRATORY ETIQUETTE**  
-Coughing or sneezing into a tissue or crook of the arm;  
-Masks must be worn at all times on school premises (corridors and common areas). Students can remove their masks when seated at their desks within their fixed class groupings.   
-Wearing a mask is especially important when physical distancing cannot be maintained. Ex. requiring assistance from the teacher during class when distancing is impossible.  
-Physical distancing aims to avoid contact with secretions from an infected person.  Masks help in this process but whenever possible students should respect physical distancing.  Ex. waiting for access to the bathroom or cafeteria services.  
-Circulation in the building will be limited to walking on the right-side of any corridor or stairwell at all times.

**CLEANING AND DISINFECTION OF PREMISES**  
All caretakers have received training on disinfection procedures in anticipation of our students’ 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.  
-For facilities used by multiple groups, disinfection will occur in-between uses.  
-Student assemblies will take place through a virtual platform.  
-Students will not be designated lockers at this time.  All materials will be kept in class.  Lockers will be assigned strictly for winter clothing and boots later this fall.  
-All students are assigned to a specific room and will stay with their assigned group.  Movement during classroom periods will be restricted to specialty classes ex. Physical Education, Art and laboratory work.  
-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.  The traditional push-button fountains will be unavailable for use.  There will be no-touch water bottle filling stations should students require refills.

**ADDITIONAL PREVENTION PROCEDURES**  
-Access to the school will be restricted to students and staff.  Parents and other visitors may enter the school by appointment only and all visitors will be required to wear masks at all times.  
-Four student entries will be designated to limit congregation, allow for social distancing and facilitate entry and disinfection.  Each entry/exit will be equipped with a hand sanitation system.  
-Access to the school will be granted as of 8 am.  Upon entering the building, students will immediately report to their classrooms.  
-Students are asked to arrive between 8 am and 8:15 am.  
-Bike racks have been added to the cafeteria yard for students who wish to cycle to school.  
-Please consult the attached school map because the Laval bound express bus is now located at the corner of 27th avenue and Bellechasse.  Bellechasse is now a one way street (Westward direction) with a designated bike path.  
  
CAFETERIA OPENS September 8th, 2020  
Students will be eating in their classrooms in their designated groups 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.  More information will be provided as it becomes available.  Students will be allowed to leave the building during their lunch period.  
  
ORGANIZATION OF CLASSES @ VMC  
All schools have been mandated by the Minister of Education to create closed classes.  Your child will remain with their classmates for every subject, including lunchtime.  
-Secondary 1 to 5 students will return to school on a full-time basis;  
-Students will be assigned a single classroom where all their classes will take place with the exception of Physical Education, Art and Science labs.   
-When students transfer to another class, disinfection of the shared space and shared materials will occur.   
This means that teachers will be moving from class-to-class while students will stay in place.  This prevents unnecessary movement and interactions.  
  
FIRST WEEK starting August 31st  
In order for you to prepare for the first week at school, the following progressive entry schedule is being shared with you:  
  
Monday, August 31st, 2020  
Students are to report to school, in uniform, at the designated times indicated below\*:  
Secondary 1  - 8:30 am  
Secondary 2  - 9:30 am  
Secondary 3  - 10:30 am  
Secondary 4  - 11:30 am  
Secondary 5  - 1:30 pm  
  
\*Siblings can accompany each other to facilitate transportation to and from school on this day.  
ID photos (that will be also used for OPUS cards) will be taken on this day.  Unfortunately, no retakes will take place this year.  More information to follow.  
  
Tuesday, September 1st, 2020  
Day 1 - All secondary 1 and 2 students report to school; Secondary 3, 4, and 5 students will check-in online;  
  
Wednesday, September 2nd, 2020  
Day 2 - All secondary 3, 4 and 5 students report to school; Secondary 1 and 2 students will check-in online;  
  
Thursday, September 3rd, 2020  
Day 3 - First day of regular classes (All grade levels).  
  
As always, we are committed to maintaining the highest standards at Vincent Massey Collegiate. There will be no shortage of opportunities for students to be challenged with high quality instruction, to be socially connected to their peers and feel a sense of belonging to their school.  More information will be delivered to you regarding the upcoming opening.  We hope that the information provided has given you a glimpse of what to expect when VMC reopens.  
Our goal is to allow students to find the path that encourages leadership, scholarship and self-reliance. We are following, and will continue to follow, public health instructions rigorously. We will teach, reinforce and model guidelines and directives to ensure the safety of our students and employees.

We believe in the resilience of our students, staff and families and also in a strong partnership with our parents.   
  
Sincerest Regards,  
  
Franca Cristiano, Principal (Sec V)  
Peter McKelvie, Vice-Principal (Sec 1 & 2)  
Vince Timpano, Vice-Principal (Sec 3 & 4)  
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