



École Laurier Jr. Kindergarten to grade 8



Pandemic School Planning For Level Yellow

Please note: subject to change based on public health guidance. This is a fluid document.

Participants	<ul style="list-style-type: none"> • Students are required to be in attendance unless they are medically advised not to attend. • Kindergarten to grade 3 students are considered one cohort and grade 4 to 8 students are a second cohort. • All staff return on September 2nd • Students in Kindergarten to grade 8 return on September 8th • Jr. Kindergarten program will begin September 14th • Laurier PlayZone daycare operates within the school.
Symptom Screening	<ul style="list-style-type: none"> • Students and staff must be in good health to attend school. • Before leaving for school each day, parents/guardians are to screen their child using the Manitoba COVID-19 Screening tool checklist https://manitoba.ca/asset_library/en/coronavirus/covid19_screening_checklist.pdf • Staff members will screen themselves before the start of each day. • Screening signs will be posted at all entrances to the school. • A student or staff member who meets any of the exclusion criteria will not be admitted to the school and will be advised to immediately isolate and consult Health Links – Info Santé or their health-care provider. Those with symptoms should be tested. If the test is negative for COVID-19, they can return 24 hours after symptoms resolve. If individuals do not get tested, they should isolate for 14 days from symptom onset, and they may return if symptoms have resolved at that time. • A chronic stable cough, sneeze, runny nose, or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies is not an absolute requirement for exclusion. As well, children who are crying can exhibit a runny nose. Changing or worsening of chronic symptoms require isolation and contacting Health Links – Info Santé. Our school will exercise judgment based on the symptoms but, when in doubt, err on the side of caution by excluding the child and advising the parent/caregiver to contact Health Links – Info Santé or their health care provider. • If your child has a known medical condition that causes symptoms to occur, written documentation must be shared with the school during the first week of school. This documentation must include: <ul style="list-style-type: none"> ▪ Symptoms usually demonstrated ▪ Timing of these symptoms (what time of year) ▪ Duration of these symptoms • For additional information please see COVID-19 K–12 School Settings, Practice Guidance and Protocols – August 13, 2020

<p>Transportation</p>	<ul style="list-style-type: none"> • If possible parents are asked to transport their own children to and from school, if not possible the Division will provide transportation to eligible students. • Birthday parties, catechism, daycare drop-off, and transportation for in-town students will be suspended at this time. • <u>Morning Run/Beginning of Day Routine</u> <ol style="list-style-type: none"> 1. Bus Drivers clean their busses/sanitize seats, bus high touch points, railings, doors, windows, seats, etc... 2. The utilization of bus air vents and windows will be maximized dependent on weather. 3. Non- medical masks are mandatory for all school bus passengers, as well as the driver. These should be put on before getting on the bus and can be taken off at school, after handwashing, if removal is appropriate for the setting. Students in lower grades may also wear non-medical masks. 4. If a student doesn't have a mask, one will be provided. 5. Attendance of bus ridership will be kept daily for contact tracing purposes. 6. The Bus Driver will pick up students, loading from the rear of the bus. 7. Students can sit two per seat only if related/living together or is a member from their school cohort. Otherwise it is one per seat. 8. Seating is assigned and students must stay in their seats at all times. 9. When arriving at the scheduled time at the school, students will be dropped off at their assigned entrance one bus at a time. 10. Students will unload in reverse of pickup, maintaining distancing. 11. The bus driver will sanitize and clean the bus again after students leave. • <u>End of Day/Afternoon Run Routine</u> <ol style="list-style-type: none"> 12. This procedure will repeat upon pick up at the end of the day. 13. Students will line up at school before entering the bus maintaining the 2 metre distancing. 14. They will board the bus with the back first. 15. They will maintain their same seating plan at all times. 16. Once all students have been dropped off, the bus driver will sanitize the bus, getting it ready for the next day. • <u>School Bus Transportation Guidelines</u> https://www.edu.gov.mb.ca/k12/covid/reopening/transportation.html
<p>Masks</p>	<ul style="list-style-type: none"> • Non-medical masks are recommended in situations where a person cannot maintain a two metre physical distance for extended periods of time and is in close proximity to a person outside of their regular contacts. This includes hallways and when riding the bus to school, and it may include classroom settings. • Non-medical masks are mandatory for students in Grade 4 and up, teachers, staff, visitors and volunteers at school in areas where physical distancing of two metres is not possible. • Students under Grade 4 can also wear non-medical masks. <ul style="list-style-type: none"> • All school bus passengers, and the driver, are required to wear a non-medical mask. These should be put on before getting on the bus and can be taken off at school, after handwashing, if removal is appropriate for the setting. Students in lower grades may also wear non-medical masks. Health and safety resources can be found at: https://www.edu.gov.mb.ca/k12/covid/reopening/index.html

Hand hygiene	<ul style="list-style-type: none"> • Both handwashing and hand sanitizing are options for hand hygiene. While handwashing is the preferred method of hand hygiene, an alcohol-based hand sanitizer may also be used. • Hand sanitizing stations will be available at all entrances. Stations will also be available at other locations throughout the school, including in each classroom. • Hand washing/sanitizing will occur: <ul style="list-style-type: none"> ➤ the start of the day and before going home ➤ before and after recess ➤ after going to the washroom ➤ before eating ➤ after getting hands dirty ➤ after wiping nose or handling dirty tissues ➤ after coughing, sneezing or blowing nose ➤ before and after putting on and taking off a mask ➤ before and after being on a bus
Ventilation	<ul style="list-style-type: none"> • There is less likelihood of transmission in well ventilated environments. • The school will follow the strategies below: <ul style="list-style-type: none"> ➤ Avoid recirculation of air to the greatest extent possible, and ensure filters are clean. ➤ In general, ventilating indoor environments with fresh air—whether by increasing the outdoor air ratio of the HVAC system settings as much as possible or by opening windows and avoiding or reducing recirculation—will dilute the air exhaled by the occupants, including any infectious particles. Even if this is not feasible for the whole facility, consider this for higher risk areas (e.g., where crowding may be an issue). ➤ Minimize the use of fans and limit them to the lowest settings if they are needed. Direct air flow away from people and surfaces. Ensure that these surfaces are cleaned along with other high touch surfaces. ➤ Assess the risk of opening windows and doors (i.e., risk of falling, triggering asthma symptoms). Do not prop open fire doors to increase ventilation or to reduce exposure to frequently touched door handles.
School Day Structure	
Timetables	<ul style="list-style-type: none"> • Regular scheduling • Use of additional spaces as needed (e.g. Library, lunch room, student lounge, gym)
Arrival/Dismissal	<ul style="list-style-type: none"> • Staggered arrivals and departures (AM arrival – students walking to school or being dropped off, Colleen’s bus, Debbie’s bus, Norma’s bus. PM departure – Debbie’s bus, Colleen’s bus, students walking home or being picked up) • Students who normally walk to school or those students who will be dropped off, are to arrive between 8:40 and 8:45 am. They will be dismissed after the school buses leave in the PM. • Use of different entrances/exits to limit congestion (Grade 4-8 use front entrance, Jr. K to grade 3 use North-East entrance) • Hand wash or hand sanitize when entering and exiting the school.
Breakfast Program	<ul style="list-style-type: none"> • Breakfast program may be able to start October 5th, Monday, Wednesday and Friday. We can continue to offer a breakfast program with necessary adjustments to ensure health guidelines are in place. Parents will be notified in advance of start date. • Individually pre-packaged items will be available in each classroom. • Choice will be limited so if possible, students are encouraged to eat breakfast at home prior to coming to school.

Movement of Students	<ul style="list-style-type: none"> • Students do not move classrooms except for Phys. Ed, music and library period (for grade 2 – 6 students). • There will be signs posted in common areas such as entrances, classrooms, hallways, bathrooms, etc. and floor markings to help support students and staff in keeping physical distance.
Visitors/Parents	<ul style="list-style-type: none"> • Access to school buildings by visitors/parents will require an appointment and/or by calling ahead. • Visitors/parents must wear non-medical mask when coming in the school. • All visitors/parents require screening by the school office. • All visitors/parents must hand wash or hand sanitize when entering and when exiting the school. • Signing-in and out to the building is required. • Communication with parents is preferred by the use of email, telephone, and electronic means to reduce the frequency of visitors in schools. • If a parent is picking up their child, they are asked to wait outside, and their child will be called down with their supplies to meet them outside. • Community use of schools is suspended with the exception of Laurier PlayZone daycare operating in school.
Academic Program	
Classroom Configuration	<ul style="list-style-type: none"> • Unnecessary furniture will be removed to maximize open floor space. • There will be seating arrangements in classrooms that students will be expected to follow. • Arrangement of the classroom will support physical distancing of desk/seating (minimum one metre in cohorts). • Each classroom has hand sanitizer available. • K/1 and Gr. 2/3 classrooms have sinks for hand washing.
Instruction	<ul style="list-style-type: none"> • Students and staff are to build handwashing into the daily routines and follow the protocols listed in hand hygiene section. • Use of remote learning platforms to ensure student familiarity for changing learning scenarios. • Curriculum focus is essential learnings in core subject areas: math, literacy, science, social studies. • Differentiation of instruction will be necessary. • The focus will be on the teaching of outcomes, rather than the amount of time per subject (a cross-curricular approach is recommended). • Consideration of outdoor education while ensuring physical distancing.
Assessment and Reporting	<ul style="list-style-type: none"> • Teachers will use their professional discretion to determine appropriate formative and summative assessment practices for the learning context. • Reporting will occur as per division processes and regularly scheduled reporting periods identified on the TRSD school calendar for 2020-2021. https://www.edu.gov.mb.ca/k12/assess/docs/report_card/full_doc.pdf • Grade 3 and 4 provincial assessment and Middle Years assessment is suspended for 2020-2021.

School Supplies and Personal Belongings	<ul style="list-style-type: none"> • Student materials will be labeled and organized into personal containers/pencil cases. • Students in grade 2-8 will have assigned desks. Students in K-1 will have assigned seating at tables when needed. • Students are to have their own labeled refillable water bottle. Water bottle filling stations that are automatic may be used. • Limited locker use (Grade 4-8: coats only, K-3: backpacks and coats, Jr. K: all items will be in classroom) • Locker use will be staggered to avoid congregation in hallways and allow for physical distancing. • Indoor shoes will be kept in classroom on student chair. • Grade 4-8 will keep backpacks under their desk. • All lunch kits will be kept in classroom.
Technology	<ul style="list-style-type: none"> • All equipment should be sanitized by school staff between each new user. This includes laptops, computer screens, keyboards, mice, iPads, smart boards, remotes, stylus pens, cameras. • Students will always use the same assigned device (all are numbered and documented by staff). • Wash or sanitize hands before and after use of equipment.
Phys. Ed.	<ul style="list-style-type: none"> • Phys. Ed. classes will take place outdoors as much as possible. • Equipment will be cleaned and sanitized between student and classroom usage. • Activities will be selected so as to allow for physical distancing. Individual activities are promoted. This is a skill building year.
Music/Band	<ul style="list-style-type: none"> • Music will pause wind/choral activities. Grade 4-8 students will be taught guitar. • Focus will be on percussion and string instruments/activities https://www.gov.mb.ca/covid19/restoring/music-guidelines.html
Automotive	<ul style="list-style-type: none"> • Itinerant teacher will come to École Laurier to teach automotive program.
Field Trips/Extra Curricular Activities	<ul style="list-style-type: none"> • All field trips have been suspended until further notice. • All extra curricular activities have been suspended until further notice.
Jr. High Divisional Sports	<ul style="list-style-type: none"> • All Jr. High divisional sports have been suspended until further notice.
Student Well-Being	<ul style="list-style-type: none"> • Focus is on minimizing physical contact in the early years (rather than physical distancing). • Communicate expectations regarding physical distancing and hand hygiene through the grades. • Model calmness and kindness.

Transition to school in the fall	<ul style="list-style-type: none"> • Our focus will be on supporting students’ emotional, social, and mental health as we welcome them back to adjusting to an in-school setting. • Teach public health safety rules and expectations. • Students and staff will be educated on how to wear a mask properly. • Teach students in grade 4-8 how to login in to Office365, email and Teams. • Teachers will review transition plans for incoming students and plan accordingly. They will focus on recovery learning by using their recovery plans developed in June 2020. • Teachers will need to do key assessments (such as F & P, reading) early in the school year in case classes are suspended again. • Teacher professional assessment in other areas is also required as deemed necessary as per the teacher and student needs • Reading Assessment Kits have been purchased to support student assessment. • Reading Intervention Programs have been purchased to support reading intervention/recovery. • The Division Social Worker and Mental Health Committee will work with classroom sessions to support students and teachers with the return to school and support student needs • Apps such as SeeSaw, Remind, Teams, Facebook, etc. to communicate and engage parents and students
Alternate Learning Spaces	
Library	<ul style="list-style-type: none"> • K to 6 have scheduled library time once a week. To adhere to physical distancing measures with the number of students in K/1 class, the librarian will bring a mobile library to their classroom. • Students and staff using libraries will practice proper hand hygiene prior to entry and again when exiting the library. • Maintain physical distancing. • Library materials will be disinfected and/or quarantined (72 hours) prior to re-use, as applicable. • Students can use the online Maplewood library system to check the availability of books without having to enter the library.
Shared/ Common Places	<ul style="list-style-type: none"> • A plexiglass barrier is to be in place for the school secretary. • Washrooms will be cleaned/disinfected frequently throughout the day. There will be increased time spent cleaning/disinfecting all spaces throughout the day. • K-3 students will use the washroom by the gym and grade 4-8 students will use the washroom by front office. • Water bottle filling stations that are automatic may be used. All water fountains will be off limits and are shut off. Please send a water bottle with your child for their use. We will not be able to allow sharing of items. • Outdoor spaces and play structures can be used. • We will avoid sharing of classroom supplies to the greatest extent possible. • Student assemblies, whole school celebrations and community/school-based events will be suspended, but reviewed throughout the year based on directions from the Chief Public Health Officer and Manitoba Education.

Lunch	<ul style="list-style-type: none"> • No lunch room or microwave usage for students. • Students will remain in their classroom for lunch. • Milk program may start in October. Individual milk cartons cannot be split/shared among siblings and unfinished milk cartons will not be kept over for the next day. • It is important to reinforce in children the policies of no food sharing and no water-bottle sharing. • Please ensure that your child has the necessary utensils to eat their lunch and that they can open their containers.
Recess	<ul style="list-style-type: none"> • Public health advises that playgrounds and play structures are low risk for transmission. There are no specific requirements for cleaning play structures • Areas on playgrounds may be designated for certain grades. • Separate recess equipment for each cohort with equipment being cleaned between each recess. • Entry and exits will be managed to avoid congestion (Grade 4-8 use front entrance, Jr. K to grade 3 use north east entrance) • Ensure handwashing or hand hygiene is performed before and after recess • Non-medical masks can be removed during outdoor play to provide a mask-free break.
Illness/Isolation room	<ul style="list-style-type: none"> • If your child develops symptoms at school, they will be isolated and parents/caregivers will be called. Please pick your child up promptly. Make sure the school has your current contact information and a back up to call if you can't be reached. • A room in the school has been designated as an isolation room where ill students or staff can be quarantined until they are picked up. • Students will be required to wear a mask when in the isolation room. • Staff members will use appropriate PPE when working with a student in the isolation room. • Parents will have to prepare and plan for emergency care needs if their child becomes ill/sick and is required to be away from school during their illness time.
Outbreak Management	<ul style="list-style-type: none"> • In the event of the confirmation of a case of COVID-19 connected with a school, public health will lead the response and ensure appropriate supports are in place to coordinate the response. Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed. Public health may: <ul style="list-style-type: none"> ➤ request records that identify cohorts/groups of staff, students, volunteers and visitors in the school for a specified timeframe ➤ contact students, staff and families if they have been in close contact with a confirmed or probable case, and confirm whether they need to self-isolate or self-monitor, and when they can return to school ➤ recommend testing following established guidelines to staff, students, volunteers and visitors who may have been exposed to a positive case ➤ assess the need for the school to be closed for a period of time • Schools will clean and disinfect areas where exposures took place. These areas will not be used until they are determined to be safe. School closure would be a last resort and only upon evidence of transmission among multiple cohorts. <p>Welcome Back to School Guidelines August 24, 2020 https://manitoba.ca/asset_library/en/covid/k-12-reopeningplan-guidance.pdf</p>