

May 7, 2020

## Wakefield School Return to School Protocol



Dear Parents

We have been busy preparing the building and developing protocols for the students' return to school the week of May 11<sup>th</sup>. Our planning and procedures always reflect the safety and security of your child and our staff first and foremost. Thank you to those who responded promptly to our survey regarding your child's status with the school reopening, it has been helpful for us in our planning stages.

The majority of our school community have made the decision to keep their children at home for the time being, and continue their voluntary learning and interaction with the school staff via distance. We will continue to provide support to students who are learning at home and they will not be at any disadvantage in exercising that choice – attendance at school is voluntary, learning is optional and not evaluated.

Some parents have chosen to send their students to school beginning next week, and our school team is spending this week trying to get everything ready, creating an organized plan that respects all of the guidelines and mandates put forward by public health, the Minister of Education and the WQSB. If at some point your decision changes and your child will not be attending school this year, please advise the school directly at [wakefield@wqsb.qc.ca](mailto:wakefield@wqsb.qc.ca) , as every student in attendance can affect groupings, safety procedures, planning, etc.

We will walk through what the school day will look like and any pertinent changes. We want to make sure that the students understand that things will be very different BEFORE returning to the school so they are prepared and safe. It will be important to share this information with them. **If your child is returning to school next week, or you may potentially want them to attend in future weeks, please carefully read through the document below for your school based protocols.**

### ATTENDANCE:

**Please note that if you are planning to send your child after May 11<sup>th</sup>, you will have a weekly deadline of Mondays at 10:00am to register for the FOLLOWING week.** For example, if you are planning to send your child to school for the week of May 18<sup>th</sup>, you need to notify the school by May 11<sup>th</sup> at 10:00am. For safety and planning purposes, you cannot send your child mid-week and the school must be given a week's notice. This process will continue for the remainder of the school year. To inform the school of your child's start date, please email [wakefield@wqsb.qc.ca](mailto:wakefield@wqsb.qc.ca) .

Please note that we are continuing to follow our school calendar, so Monday, May 18<sup>th</sup> is a holiday and Friday, May 22<sup>nd</sup> is a PD day. School and daycare will be closed on both days.

### GENERAL INFORMATION:

- Please provide the school with updated emergency contact information if need be should we need to call you through the day
- Students can only bring a lunch kit and water bottle from home- no extra shoes, no toys, no backpack – as we are trying to limit the exchange of items between home and school. Have them dressed in layers for the day. They will not have access to lockers or cubbies. If something does come to school accidentally, it will be held in the office and sent home with the child at the end of the day.
- Prepare your child for the fact that adults will be maintaining social distancing so they will really need to be pretty independent during the day. As well, adults could be wearing gloves and masks.
- If parents want their child to wear a mask, this is fine however they child needs to be able to put it on and off themselves
- Please note to expect line ups and waits for dropping off and picking up your child- just as you do when you go to the grocery store.
- Do not park in the bus lane out front- buses are running.

#### **ARRIVAL:**

Everyone is asked to use the front door for pick- ups and drops offs at all times of the day, including daycare. Please note that parents are not allowed in the building at any point- fobs have been deactivated. There is tape marking 2m distances at the front of the school and we ask that you do not linger at this point. All other exterior doors will be locked. There is no outdoor supervision in the mornings as the protocol from Public Health says that we must wash our hands before we are in contact with anyone.

**BUS:** those students taking the bus will be given their information shortly.

**DAYCARE:** students can be dropped off at 7:30 am.

Bus and daycare kids will be met by an adult and taken to the Multi -Purpose room after they have washed their hands and dropped off their things. At 8:05am, teachers will pick them up and escort them to class.

**DROP OFFS:** any student who is being driven in to school or walking cannot enter the building before 8:05am. We will be strictly enforcing this as we do not have supervision for these students until this time. Students will be asked to wait if there is a line up and will be escorted in to the building and picked up by their teacher to go to class.

**PLEASE NOTE for everyone's safety, we ask that you drop your child off to school each day by 8:30am. They will be turned away if they are later than this, so please plan accordingly.**

#### **DURING THE DAY:**

Your child will be put in a small group of students with a team of 3 teachers. This could change on a weekly basis depending on numbers of students. Teachers will reach out to you if you are sending your child to school with more information about the classroom and size of their group by Monday. We are trying to minimize the number of people your child comes in contact with through the day and places they go in the school as much as we possibly can, given the staff we have. They will be in the same classroom through the day and for lunch. Support staff will be supervising in the hallways for flow of students, disinfecting any areas and monitoring the bathrooms.

In the classrooms, your child will have their own area with their personal kit of things they need through the day like school supplies, workbooks, any playground toys. While our numbers are still low, we are going to try and organize this way so that your child is never sharing with another student and has their own personal space. Throughout the day, the entire school will be cleaned by our caretaker as well as by teachers. Bathroom stalls have been restricted to one stall for now to ensure careful cleaning and disinfecting.

We are always respecting social distancing measures, stopping to wash our hands routinely, washing our work areas, and then disinfecting the rooms at the end of the day.

We are encouraging teachers to take the students outside through the day often. They will be following the same learning kits that will be sent home to students. There is no homework, no agendas- nothing should be coming back and forth to school other than your child's lunch kit and water bottle each day. If you think that your child doesn't have enough school supplies or they have their workbooks at home, please send these things on the first day they come to school.

Please note that all common areas are closed to students: gym, library, student support center computer lab.

#### **LUNCH:**

Students will be eating in their classrooms at their desks. Hand washing and desk washing will happen before and after they eat throughout the day. Daycare will be supervising the 5 classrooms and we will continue with our usual routine of the older students going out to play then eating, while the younger students eat first and go outside. Again, while our numbers are low, this will not be a problem. Playground equipment is still off limits as it is too difficult to clean and it is a shared surface. Kids will be given some equipment labelled with their names to use whenever they are outside that they will not share and will be cleaned and disinfected routinely.

#### **DISMISSAL AND PICK UP:**

All students will pack up, clean their work space in the classroom and wash their hands at the end of the day. Support staff and teachers will help transition the students between their classrooms and their end of day location.

**BUS:** Students will be escorted out to their buses. Bus drivers will also be following all of the same protocol for everyone's safety including distancing measures and cleaning. You will receive details with your busing information shortly.

**PICK UPS:** Please wait outside the front door on one of the black and yellow lines and respect social distancing measures while waiting and **expect to wait** to pick up your child. Do not park in the bus lane

out front. Staff in the office will see you and call to the classroom for your child so that there is no congestion in the hallways or doorway or outside. When your child comes out, please do not linger out front.

**DAYCARE:** daycare staff will move students from their classrooms to the multi-purpose room.

**DAYCARE:**

Daycare will be following all of the same protocols as during the school day. They will create 2m spaces in the Multi- Purpose room for kids with individual bags of supplies and materials for them so they are not sharing. Daycare will be open until 6pm as usual.

They will continue with their schedule of outdoor time first then be inside doing activities. They will enforce hand washing and cleaning of areas and materials. They will not be using any other spaces unless the numbers increase. For picking up your child from daycare, please come to the front door. A daycare staff member will be assigned to watch at the front door for parents and will walkie talkie to send your child to the front door to you.

**DAYCARE PAYMENTS:** please send your payment in a sealed envelope or Ziploc bag with your child's name on it in their lunch kit. Only cash or cheque are available at this time.

The school will be routinely cleaned and disinfected throughout the day, then thoroughly done each night when everyone has left the building.

**ISOLATION ROOM PROCEDURES:**

**NOTE: Students presenting with any symptoms associated with COVID-19, or whose family members are experiencing symptoms, should not be sent to school under any circumstances**

Anyone who has COVID symptoms or is ill at school will be kept in an isolation room (principal's office) until a parent has been notified to pick up their child- for everyone's safety, we ask that you pick up your child as soon as possible.

Public health has stated that we must setup an isolation room within the school, in the case that a child presents with a fever or shows symptoms associated with COVID-19. A staff member will take their temperature using a laser thermometer, and remain with the child in full protective gear (mask, face shield, gloves, lab coat) until they are picked up from school. Children would need to be picked up within 30 minutes of receiving a call from the school, which is why updated emergency contacts are required in case a parent cannot be reached. We will contact public health and they will give further instructions. We are waiting for more information as to if, how and when other parents will be made aware if a student or staff member shows signs of COVID-19, or if there is a reported case in the school. If your child is returning to school, please prepare them for this procedure should they become sick at school.

I know that this is a lot of information- please spend time preparing your child for this new situation. We will be following these procedures very closely as per the requirements given to us by Public Health and the Ministry of Education. **For the safety of your child and our staff, we will be very strict about following these protocol and exceptions will not be made.**

We are ready, organized and most of all, HAPPY to see your kids walk through the door next week! We will make the most of this challenging situation and welcome your child back to school with open arms and hearts.

Please contact me if you have any questions or concerns, and I thank you in advance for your cooperation. Having you understand and respect these protocols helps us do our jobs and keeps everyone safe.

Thank you,

Julie Fram Greig

Principal, Wakefield Elementary School