

# Back-to-School Guide for Students and Parents

Tuesday, September 1, 2020



## École Pointe-des-Chênes

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This manual can be copied and pasted from its PDF version into Google Translate for your convenience. A translated version of this document will be made available shortly.

This is living document that will likely evolve during the school year. Please go to the École Pointe-des-Chênes website for the most recent version.

We would like to thank all members of the École Pointe-des-Chênes community for their continued support and understanding during the 2020/21 school year.

## Introduction

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Although the situation with regard to Covid-19 is evolving rapidly, École Pointe-des-Chênes, with the support of the Division scolaire franco-manitobaine (DSFM), is working to prepare for reopening in September. Rest assured that the health and safety of students, staff and members of our school community remain our number one priority. We are working closely with the DSFM to make the best possible decisions.

Our objectives are to:

- provide an operating framework for students, staff and members of the school community;
- ensure the safety and health of all; and
- plan learning and remediation activities for all students.

On Thursday, July 30, 2020, the Department of Education informed us of the following scenario for the reopening of schools: **classroom learning resumes, with additional public health measures.**

With that in mind, École Pointe-des-Chênes will seek to:

- offer comprehensive programming to all students;
- meet the physical and mental needs of all students;
- comply with Chief Public Health Officer’s guidelines on school cleanliness;
- minimize the risk of transmission as much as possible;
- establish a daily routine of distancing and personal hygiene for each individual in the school;
- ensure that students in Grades 4 to 12 wear a mask at school when unable to maintain physical distancing of two (2) metres; and
- ensure that all students wear a mask on school buses.

Here are some important things to remember:

- To maximize the number of students per classroom, the Department is recommending “cohorts\*”, which allows students to remain within one (1) metre of one another in the classroom.
- Students who are no longer in “cohort” mode must maintain physical distancing of two (2) metres.
- Students will enter the school in cohorts and take their place while maintaining a distance of one (1) metre from one another.
- When travelling within the school, students will remain with their cohort and keep a distance of one (1) metre from one another.
- When travel involving mixing of cohorts is necessary, students will need to keep a distance of two (2) metres from one another.

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\*A cohort is a group of students who stay together in the same classroom for most of the day. At recess, each cohort will be assigned a location in the schoolyard to ensure proper distancing. Students who are no longer in “cohort” mode must maintain a distance of 2 metres from other students and adults.

## **Public health measures**

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School divisions in the province are required to follow Public Health guidelines. To minimize the risk of spread and transmission, we must all be proactive.

### Health self-assessment

- Parents must ensure that their children are not showing any symptoms related to COVID-19 before sending them to school or putting them on a bus.
- All staff must self-screen using the questionnaire below before leaving home.
- All staff will be required to indicate in Atrieve ERP that they have completed the questionnaire before coming to school.

<https://sharedhealthmb.ca/covid19/screening-tool/> (English)  
<https://covid19.soinscommunsmb.ca/covid19/outil-de-depistage/> (French)

### Symptoms

- Students who suddenly develop symptoms while at school will be placed in isolation.
- The school will provide the student with a mask unless the child has a health problem that prohibits one.
- The school will immediately contact parents and guardians to pick up their child and will also ask parents and guardians to contact Health Links at 204-788-8200 or 1-888-315-9257 or their family doctor.
- A staff member with clean hands and wearing a mask will stay near the student being isolated.
- If the school is unable to contact the parents or guardians of the child exhibiting symptoms, the child will remain isolated in quarantine at the school.
- The isolation room will need to be disinfected once the child leaves.
- A child with COVID-related symptoms will be allowed to return to school only after a Public Health official authorizes it. If the child tests positive for the virus, Public Health will provide the family and school with any necessary information. Public Health generally follows up promptly, usually within 24 to 48 hours of the lab report being sent.
- Staff experiencing COVID-like symptoms will be required to isolate, inform their supervisor and return home. The surfaces most commonly used by that individual will be disinfected.
- Staff who are on sick leave or self-isolating must follow the DSFM's administrative directives, as well as their collective agreement. A doctor's note is not required for staff who have COVID-19 or are experiencing flu/cold symptoms, or for those caring for a close family member with those symptoms.

### Aggravating factors of personal risk

Arrangements will need to be made for students, staff, teachers and administrators who may be at high risk of contracting the virus. Distance education will be available for students who are medically exempted from attending school in person because of COVID-19. However, that type of situation is quite rare and is limited to students with immunodeficiency or a medical condition that increases their risk of contracting the virus. Parents and guardians should consult with their family doctor beforehand should they wish to obtain such an exemption. Please redirect parents and guardians to the principal if they have questions or require further information.

### Hand cleaning

- Students will be required to clean their hands with hand sanitizer when entering the bus, and when arriving at and leaving school with adult supervision.
- Everyone in the school will be required to wash their hands:
  - before and after going to the washroom;
  - before and after eating;
  - after sneezing or blowing their nose;
  - after wiping their nose;
  - when their hands are dirty;
  - before preparing food;
  - before and after breaks and recess;
  - when entering a room if they change rooms during the day;
  - before and after removing or replacing their mask;
  - after performing cleaning duties.
- Good hygiene practices can be taught at any age. When using regular soap, it takes at least 20 seconds to get a thorough clean.
- It will also be important to teach and model everything related to sneezing and coughing. This includes sneezing and coughing into either a tissue or one's elbow, then making sure to dispose of the tissue and finally, washing one's hands.
- Personal belongings must not be shared.

### Cleaning and disinfecting

The most “common” surfaces, as well as places and materials “shared” by individuals, will need to be cleaned more often. To that end, the school will:

- clean frequent-use surfaces, such as door handles, light and other types of switches, chairs, desks, art materials, physical education equipment and tools, at least twice a day;
- increase the monitoring of hand sanitizer stations to ensure that supplies do not run out;
- ensure that washrooms are cleaned at least six times a day, including in the morning, before and after recess, before and after lunch, and at day's end;
- turn off drinking fountains that are not “touchless”.

The transportation and maintenance department will provide the janitors with a list of tasks to be performed during the day.

### Outbreaks and contact-tracing

- Given the possibility that the school may be affected by the virus, i.e., that there may be a “confirmed case” in the school, all communications with parents will be handled by Manitoba Public Health.
- Contact-tracing for confirmed cases will also be carried out by Public Health, based on the pre-established cohorts
- Public health may:
  - consult with students, families, or staff who could have been in close contact with a confirmed or probable case and inform them if they need to self-isolate or self-monitor; determine when individuals can return to school;
  - requisition documents, schedules, etc., identify cohorts, staff and visitors who may have been in contact with a confirmed case;
  - offer to test contacts of a confirmed case;
  - assess whether a partial or complete closure of the school is required;
  - provide schools that have affected students with a sample letter to share with parents, staff and students.

### **School day**

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#### Overview

- Students from K to 12 will attend classes in person on a daily basis.
- The cohort system will be used to minimize contact.
- The larger classrooms will be used to accommodate the biggest groups.
- To avoid possible contamination through sharing of materials, the DSFM will provide each student in K to 8 will have a personalized bin containing learning tools.
- Since lockers will not be used, as a preventive measure, each student will carry their personal classroom materials in their bag, which will be placed under their desk.
- Wherever possible, cohorts will enter the school through different entrances and taking turns. Markers will be placed on the ground to ensure that students follow physical distancing.
- Since student transportation will be affected by distancing rules, the DSFM may need to implement different start and end times so that, in some cases, buses can make a second trip. Transportation-related information will be provided once it is available.

#### Staggered return dates

To allow for the new procedures to be taught in smaller groups and to ensure a smooth start to the school year, staggered return dates will be implemented for all students from K to 12.

- Tuesday, September 8, 2020: Group A (K to 12) will come to school.
- Wednesday, September 9, 2020: Group B (K to 12) will come to school.
- Thursday, September 10, 2020: All students from Grades 1 to 12 will be back in school. Kindergarten will continue to follow a staggered schedule.

The school calendar and the staggered Kindergarten schedule can be found at <https://www.dsfm.mb.ca/ScriptorWeb/scripto.asp?resultat=83348>.

### Transportation by school bus

Students are required to disinfect their hands with hand sanitizer before boarding the bus.

The bus driver will assign all students a seat. There will normally be one student per seat, but it may happen that members of the same family or cohort are seated together.

All students must wear a mask on the school bus.

Drivers will disinfect their buses once all students have left.

You can consult the PowerSchool account for your child's pick-up and drop-off schedule.

An adult will greet students upon their arrival at school and accompany them to the buses at the end of the school day.

### Transportation provided by families

Students who come to school by car or on foot are asked not to arrive before 8:40 a.m. Supervision will not begin until then. They will have to leave at 3:30 p.m.

High school students who drive to school are asked to go to their assigned entrance starting at 8:40 a.m. Staff will provide supervision from 8:40 a.m. onwards. Students who do not have a class in first period must report to the main entrance.

Children are to be dropped off in the EPIC parking lot drop-off zone where an adult will greet them and direct them to their assigned entrance. At the end of the school day, parents will have to wait in the EPIC parking lot until a staff member can go get their child. We thank you for your cooperation and patience.



### Absences

Parents must report their child's absences to the school reception at 204-422-5505 before 9 a.m. Office hours are 8 a.m. to 4:30 p.m. Parents can also leave a message on the answering machine before and after office hours.



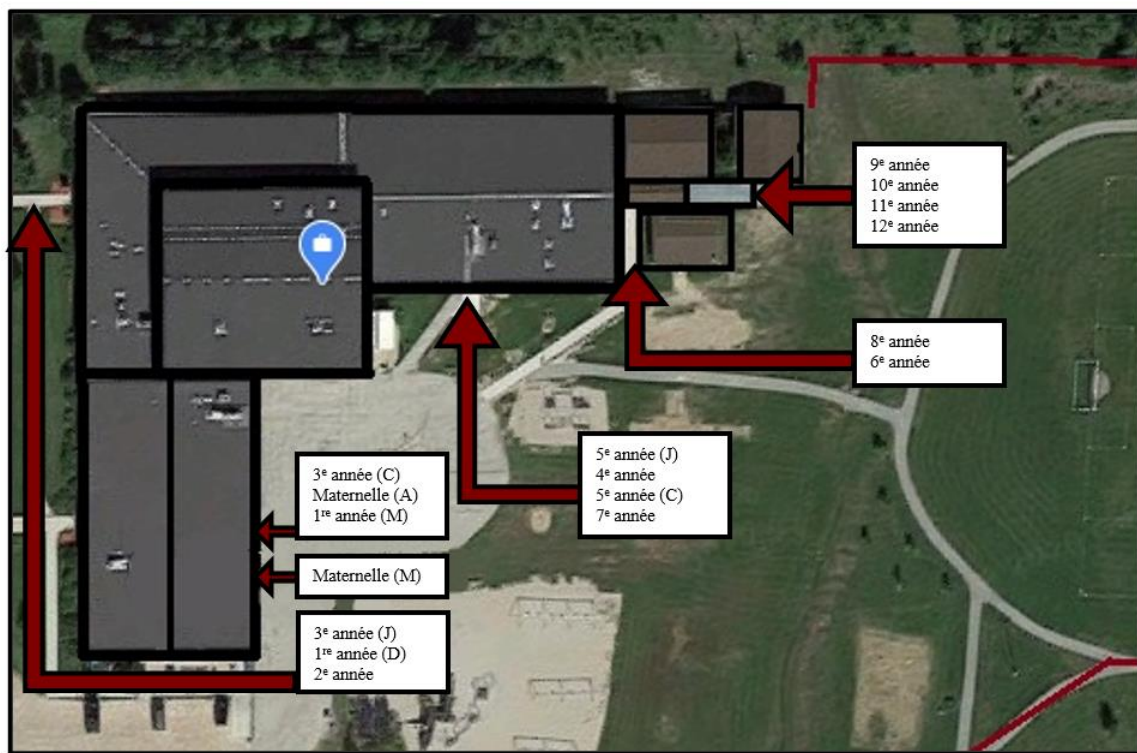
Students who must leave school for an appointment will have to be re-screened before returning, follow health protocols and immediately rejoin their cohort.

### Masks

Masks are mandatory in school for all students in Grades 4 to 12 and staff when physical distancing of two (2) metres is not possible.

### Entrances

Hand sanitizer will be available at all school entrances. All students and adults will be required to disinfect their hands when entering and leaving the school. During the school day, students will enter and leave in cohorts. Cohorts will be assigned an entrance to limit traffic in the school.



### Limited access to the school

Access to the school will be limited before, during and after school hours.

Parents and visitors who want to meet with a staff member are strongly encouraged to make an appointment. Parents and visitors will be asked to self-screen and disinfect their hands before entering the school. They will be required to sign a register as they arrive and when they leave. They must wear a mask and maintain a distance of two (2) metres from others.

Outside school doors will be locked at all times. Parents and visitors will need to ring the bell or call the secretariat at 204-422-5505 for access. An adult will greet students, parents and visitors at the main entrance.

## Classrooms

Students from K to 12 will be in cohorts in different rooms for most of the school day. Students will be assigned a seat in their classroom at a distance of one (1) metre from one another. Their space will be marked with tape. There will be no sitting rugs or sharing of resources, tools, books, toys, etc. When moving within the school, students must remain in their cohort and keep a distance of one (1) metre from one another. When students are no longer in their cohort, a distance of two (2) metres must be maintained.

A register will be hung on each classroom door to keep track of visitors, and all adults entering a classroom will be required to sign it. They will also have to disinfect their hands every time they enter a room.

Students in K to 8 will be in class with their homeroom teacher and at least one aid for most of the school day.

Students in Grades 9 to 12 will be in class for most of the school day, and teachers will come to them.

## Student belongings

Students will not be allowed to share materials, books, resources, toys, tools, etc. with others. The DSFM will provide each student from K to 8 with an individual bin of learning tools. The homeroom teacher may add other items to the bin.

All students' personal belongings, including backpacks, coats and lunch boxes, will be stored in the classrooms.

All technological devices, i.e., school iPads, computers and laptops, will be cleaned by an adult using disinfecting wipes before and after each use.

## Recess

K to 8:

- Will enter and leave school while keeping a distance of one (1) metre from one another.
- Will enter and exit at recess through the doors assigned to their cohort.
- The schoolyard will be divided into zones to allow students in the same cohort to play while limiting traffic and contamination.
- Each cohort will have its own supervision.
- A schedule will be established to allow each cohort access to the play structures.
- After recess, students will be required to clean their hands before re-entering the school.
- Each cohort will have an equipment bin that will be disinfected after each recess.

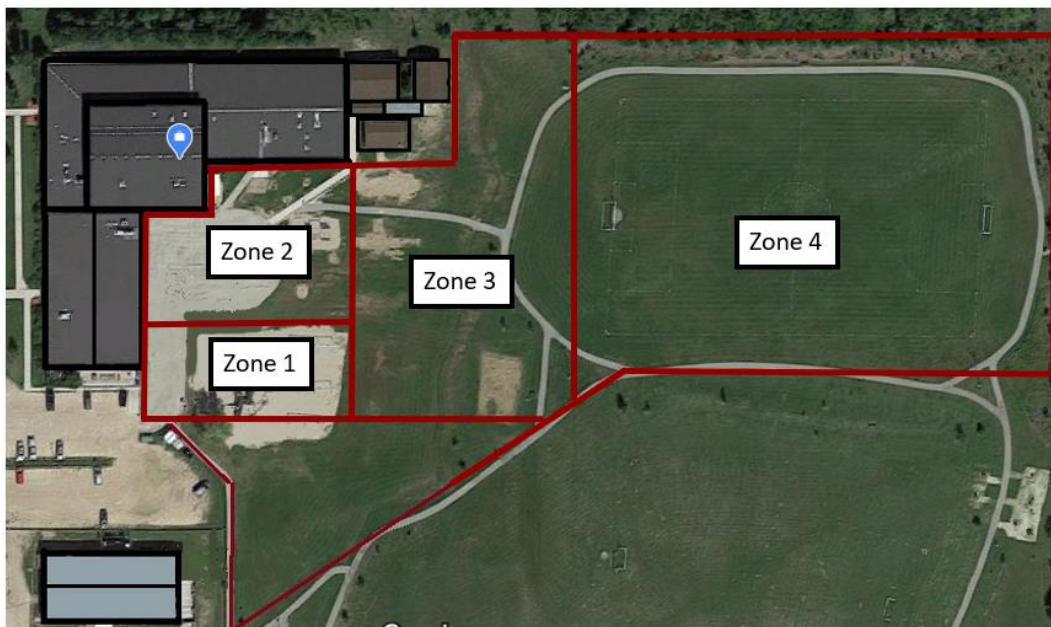
Recess schedule:

- K to 4: 10:30 a.m. to 11 a.m. and 12:45 p.m. to 1:15 p.m



|                      | Lundi | Mardi | Mercredi | Jeudi | Vendredi |
|----------------------|-------|-------|----------|-------|----------|
| Maternelle           | 1     | 2     | 3        | 4     | 5        |
| 1 <sup>e</sup> année | 2     | 3     | 4        | 5     | 1        |
| 2 <sup>e</sup> année | 3     | 4     | 5        | 1     | 2        |
| 3 <sup>e</sup> année | 4     | 5     | 1        | 2     | 3        |
| 4 <sup>e</sup> année | 5     | 1     | 2        | 3     | 4        |

- Grades 5 to 8: 11 a.m. to 11:30 a.m. and 1:15 p.m. to 1:45 p.m



|                      | Lundi | Mardi | Mercredi | Jeudi | Vendredi |
|----------------------|-------|-------|----------|-------|----------|
| 5 <sup>e</sup> année | 1     | 2     | 3        | 4     | 1        |
| 6 <sup>e</sup> année | 2     | 3     | 4        | 1     | 2        |
| 7 <sup>e</sup> année | 3     | 4     | 1        | 2     | 3        |
| 8 <sup>e</sup> année | 4     | 1     | 2        | 3     | 4        |

## Lunch

Students from K to 12 will eat lunch in their homeroom class. They will not have access to microwave ovens. Please make sure to send nutritious lunches and snacks that do not need to be reheated. The school canteen will be closed and there will be no pizza lunches until further notice.

We strongly recommend that students remain at school during the lunch break to avoid cross-contamination. We are trying to minimize risks during school hours.

All students and adults who leave school during the lunch hour will be required to disinfect their hands upon returning and join their cohort to resume afternoon classes.

Lunch schedule:

- K to 4: 1:15 p.m. to 1:45 p.m.
- Grades 5 to 8: 12:45 p.m. to 1:15 p.m.
- Grades 9 to 12: 11:45 a.m. to 12:40 p.m.

## Student water bottles

To minimize traffic in the hallways in the morning, each student will be required to fill their water bottle at home before coming to school and take it home after school. Water fountains will be turned off and students will use the bottle filling station.

## Cleaning of classrooms and washrooms

Janitors will clean and disinfect classrooms and washrooms several times throughout the day using a detailed checklist based on Public Health guidelines.

Janitors will indicate the time of cleaning using a computerized system that keeps track of the tasks performed.

## Music - K to 12

Music classes will be given to all students from K to 8. The classes will normally be taught in the students' homerooms.

High school music classes will be taught in the music room and follow current Public Health guidelines.

## Physical education - K to 12

Physical education classes will be given to all students from K to 12. Classes will take place outdoors weather permitting, or in the gym or homerooms, and follow current Public Health guidelines. Any equipment used will be disinfected after each class and before the next class arrives.

To comply with physical distancing and supervision guidelines, change rooms will be closed. Students will therefore not change clothes before or after physical education classes.

We will be following Manitoba High School Athletic Association and DSFM guidelines on extracurricular sports for students in Grades 7 to 12.

### Library

Students will not have access to the library. They will, however, be able to access the books through a system set up by the librarian and teachers. Children will thus be able to borrow books from the library and bring them home. Returned books will be placed in boxes for at least three days before they are put back in circulation.

### Lockers and boot racks

To prevent the spread of COVID-19, lockers and boot racks will not be used. Students will be expected to bring what they need with them for the school day.

### Religious instruction and prayer

Religious instruction and prayer will be offered to students who have requested it as planned, while ensuring that Public Health guidelines, including physical distancing, are followed.

### Remedial learning

For several weeks now, the team has been reflecting on the implementation of diagnostic assessment tools recommended by the DSFM to identify and target concepts that need further development. Once that work has been completed, the appropriate measures will be implemented. The school team will spend much of the back-to-school period building trust with students while creating an environment conducive to learning and respect.

### Early childhood and family centre

To minimize traffic in the school during school hours, the early childhood and family centre will be closed. That decision will be revisited once students and staff have had a chance to fully incorporate the new procedures and routines.