

Welcome Back to Ecole Robert H. Smith School

A Guide to Safe Return to School – August 31, 2020

The following guidelines are intended to outline the planning in place to safely welcome our students to classes beginning on September 8th, 2020. They are subject to change as needed to meet current (and future) health recommendations from Manitoba Health and the Winnipeg School Division.

Areas of Focus:

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2. Before arriving at school each day
3. Arrival
4. Assigned doors and entrance procedures
5. Mask Use
6. Walking in the school
7. Cohorts
8. Snacks & bathroom use
9. Recess time
10. Physical Education & Performing Arts
11. Lunch Program
12. Outdoor learning
13. Student mental health and well-being
14. Early pick-ups, appointments and end of day
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1. Welcome Back!

We are excited to see our students and have spent considerable time preparing for their safe return. We would like to thank our custodial team, who have been working tirelessly through the summer to oversee the enhanced safety protocols in place.

Classroom teachers will be reaching out to their students prior to September 8th by way of official welcoming. We are intending to make short video clips of teachers in their classrooms, which will take the place of our annual “Meet the Staff” night, which won’t be occurring this year.

2. Before arriving at school

Parents and guardians must pre-screen their child/children to ensure that they are not exhibiting symptoms of COVID-19 before coming to school each day. Any student who is showing ANY symptom (including runny nose, sneezing, coughing, fever) must stay home.

- Please use this [SCREENING LINK](#)

It should be noted that all staff will be self-screening each morning to confirm that they are able to be at work.

3. Arrival

Please note the following:

- Students will arrive no earlier than 8:45 a.m.
- We are in the process of reaching out to our patrol team and their families. We are expecting to have patrols on posts (using classroom cohorts and honouring physical distancing) and will be in contact should we be relying on adult guards
- Families will determine where their children are to wait (please see school building map at the end of this document); areas will be marked to indicated 6-foot distances between students
- Parents of children in Nursery to grade 2 are expected to wait with their child, ensuring that physical distancing is in place
- Older students being dropped off by parents on Ash Street in our “**Stop, Drop and Go Zone**” will be greeted by a staff member and welcomed into the field/directed toward their waiting area. Parent drivers will be asked if their child has already been screened at home
- Staff members will be outside to greet students and begin the screening process (they will ask students/parents if they have already been pre-screened and proceed from there)
- Students in grades 4-6 (now mandated to wear masks) will arrive **with masks already on** and wait at their assigned doors
- If students are arriving **LATE**: Please proceed to the doors by the front office: A staff member will be there to assist you.

4. Assigned Doors and Entrance Procedures

Visitors, parents and guardians will not be permitted inside the school unless by appointment with school administration. We will not be using volunteers at this time.

- As students arrive and are lined up outside, staff members will be screening children and preparing to enter the school
- All children will be screened (children will be asked if they have already been screened, and if in daycare, children will be re-screened). We are reminded that the screening process is one of the strongest measures that we have to protect all students. Meticulous screening and erring on the side of caution must be expected
- Teachers are aware of their students with medically diagnosed allergies; this will be considered during the screening process (any allergy updates must be shared with the office and classroom teacher)
- All children will have their hands sanitized at a station just inside the school doors
- A map of the school with entrance doors and waiting areas will be communicated (at the end of this document) and followed
- Doors will be propped open to facilitate entry
- At least initially (and providing fair weather), students will wear their “outdoor shoes” through the day. This will allow for an easier transition into the classroom and avoid another hand sanitizing/washing. Children are asked to bring indoor shoes as usual to have on hand in the classroom, but may not wear them in the first few weeks as we settle into a routine.

5. Mask Use

All staff members will be wearing masks throughout the day (exceptions include when alone in their workspace (classrooms, offices, etc.). Should there be a “visitor” to the school (tradesperson, etc.), they too will wear a mask.

- Students in grades 4-6 will wear masks throughout the day when a physical distance of 2 meters or more cannot be guaranteed. Every effort will be made to provide “mask-free” time for children (when eating, when outside at recess and lunch time and when working in smaller groups with the use of plexiglass dividers).
- Should a child mandated to wear a mask (in grades 4-6) arrive at school without a mask, one will be provided for them
- It is recommended that children in grades 4-6 arrive with 2 or 3 washable masks for the day (one for the morning to wear until lunch, one to wear after lunch...)
- All children (N-6) will be taught how to safely put on and remove a face mask (we are told that videos and direction are forthcoming from the province; these will be sent to parents to allow for “pre-teaching” at home as well)
- Children will be expected to wash/disinfect their hands prior to putting on a mask and after taking it off

- When able to remove masks, masks will be safely stored in paper towels on the desk or in paper bags with student names – full procedures will be taught and practiced with all students
- Students in Nursery to grade three are encouraged to wear masks when physical distancing of 2 meters or more is not possible; all protocols will apply to them as well, should they choose to wear a mask

6. Walking in the School

- Everyone in the school is expected to follow the directional arrows on the floor: staying to the right and remaining 2 meters apart
- Stairways have directional markings as well and have enough space to allow for students to go up and down the stairs at the same time

7. Cohorts

Cohorts are groups of students that will stay together throughout the day, not mixing with other classrooms in the school.

- Each classroom will be considered ONE cohort
- While several classrooms will be outside at the same time during recess and lunch play, cohorts will remain separated throughout the day
- Cohorts will be expected to remain in specific “zones” on the field (staff members supervising recess and lunch play will be asked to closely monitor for continued distancing between cohorts)

8. Snack and Bathroom Use

Students are able to bring snacks and water to enjoy prior to going outside at recess time. Please note:

- All students are expected to have their own **water bottles** (water fountains are not operational and we are on a waitlist for water refilling stations); several water bottles may be needed, though classroom teachers will send children to the bathroom to refill bottles, or have a water jug in their classrooms
- Classroom teachers will review procedures for using the washroom during the day:
 - Each classroom will be assigned to one set of bathrooms
 - Only one student will be allowed in the washroom at a time (there will be a sign on the washroom door that a child will flip to “in use” prior to going inside – this will be practiced)

- Students will wash/disinfect their hands prior to going to the bathroom, and when finished

9. Recess Time

- All students will have opportunities to play outside or have a movement break that lasts 15 minutes in the morning and afternoon
- There will be no more than 5 classrooms outside at one time (maximum of 100 students on the field at any given time)
- Each classroom (cohort) will be assigned a “zone” of the playground – this will rotate to ensure equal access to different areas
- Classrooms will have their own recess equipment
- Recess times may differ from one day to the next depending upon the timetable; the school will ensure that there is adequate supervision and that each cohort be assigned to a different zone outside

10. Physical Education & Performing Arts

Our physical education and performing arts programs will continue this fall, though will look different:

- Mr. Donato and Mr. Ossachuk will be taking classrooms outside, or going to classrooms to teach
- Students will not be changing for Physical Education classes, but it is recommended that they wear appropriate clothing/footwear on days that they have physical education
- At this point, no classrooms will be using the gym or Music Room. Moving forward, it is possible that one classroom at a time may be assigned to one of these spaces for a short period of time, followed by a “deep cleaning” and rotation of classrooms
- Physical education equipment and musical instruments will not be shared between classrooms
- Mr. Donato will be given priority for field use during the day; recess times will be worked around his schedule and/or occur in different zones
- Until further notice there will be no cross-classroom clubs or performances

11. Lunch Program

Cheryl Holmes has been hard at work this summer preparing for the upcoming school year. The following provisions have been made:

- Children will eat lunch at their own desks in the classroom and have their own supervisor

- All children will wash/sanitize their hands prior to lunch time
- Until further notice the hand-washing leadership students will not be supporting younger classrooms
- There will be **NO ACCESS TO MICROWAVES** for the foreseeable future (children will be encouraged to use thermoses or bring food that does not require being heated)
- Children will continue to receive milk, distributed by the classroom lunch supervisor
- Children will eat lunch and play outside in three different shifts (and use different zones outside):
 - Students in grades 1 and 2 (including Room 124 with grade 3 English) will eat lunch right at 12:00 and go outside to play from 12:40 – 1:00
 - Students in grades 4/5 will go outside to play at 12:00 and come in to eat (following washing their hands) at 12:20; after eating lunch, students will have free time at their desks in their classrooms
 - Students in grades 6 and our two French Immersion grade 3 classes will eat from 12:00 – 12:20, go outside from 12:20 – 12:40 and return to their classrooms at 12:40 to finish lunch (if necessary) and enjoy some free time at their desks
- Should a child go home for lunch, or get picked up for lunch, the office will be involved and sign a child out and in again upon return (this will all be carefully documented)
- Room 114 will be eating in the Multi-Purpose Room. Surfaces will be disinfected prior to lunch and after the children are finished eating
- Please feel free to contact Cheryl Holmes at: 204.488.1137 or cholmes@wsd1.org should you have questions

12. Outdoor Learning

Educators are encouraged to take their classrooms outside as much as possible. Please support this process by:

- Ensuring that your child is dressed appropriately for the weather
- Please have your child bring a hat and water bottle for use outside

13. Student Mental Health & Well-being

The realities of COVID-19 have been particularly hard on children. We will be actively supporting our students through the course of the year with their mental health and well-being in mind:

- Prior to the start of the school year, staff will spend time with our clinicians (social worker and psychologist) to discuss strategies that will help our

children cope with the changes that they have experienced at school and at home

- Children will be given opportunities to talk about how they are feeling; ongoing monitoring will occur (follow-up with families will happen if concerns arise)
- All classroom teachers will continue to utilize social-emotional programming
- Staff will have access to resources and training to support overall well-being for themselves and their students
- The WSD's *Clinical Support Services* will continue to support staff and students at RHS (reading clinician, speech & language pathologist, social worker, psychologist)

14. Early Pick-Ups, Appointments and End of Day Dismissal

Parents and Guardians are asked to meet students outside their designated doors at the end of the day. More specifically:

- N/K students will be walked to the doors at the end of the morning/afternoon and explicitly “handed off” to the parent/caregiver who will remain outside
- Additional staff will be available at drop off and pick up times with our N/K students to ensure a smooth transition
- Should your child need to be picked up early, please make arrangements with your child’s teacher, or call and speak with Anita or Tara in the office at: **204.488.1137**. Your child’s classroom will be contacted and your child will be asked to come to the office
- Once you arrive to pick-up your child (earlier than is typical), please call the office and a staff member will ensure a safe transition outside the school
- NOTE: Parents are only able to enter the school if they have an arranged meeting with Madame Powell or Monsieur Nickerson. Until further notice, Parent-Teacher meetings will occur digitally or over the phone
- All children will be escorted out at the end of the day. Parents can expect to meet their children at their specified door. Children are expected to go home at the end of the day; congregating on the field or at the play structure (even with parent supervision) is discouraged at this time.

15. Daycare Procedures

As parents are unable to come into the building, the drop off and pick-up from daycare will require some additional planning:

- Children attending *Little Feet* Before and After School Care at RHS in the MPR:
 - Parents will drop off children any time after 7:30 a.m. by texting Brodie at: 204.782.1860. A staff member will come to the door to collect your child(ren). They will be screening your child prior to you leaving the school property
 - At the end of the day, when picking up your child(ren), you will again text Brodie and your child(ren) will be brought to the door to meet you
- Children attending RHS Childcare, Oak Street and Corydon CC Kidz Klub:
 - Children dropped off for the start of the school day will join their classroom cohorts outside and prepare to enter the school (all children will be re-screened)
 - Children being picked up by the daycare at the end of the day will be walked out by classroom teachers to ensure the appropriate transitioning into after-school care
- Should there be important scheduling or health updates, families will ensure that both the daycare and school are contacted and kept informed.

16. Increased Cleaning and Disinfecting

The school is in wonderful shape thanks to our custodial team. There is/will continue to be an enhanced cleaning schedule in place that includes frequent cleaning of door knobs, faucet handles, doorway areas and bathrooms. All classrooms will have hand sanitizer and cleaning supplies. In addition to this, hand sanitizing stations will be set up just inside the four main entrances to the school.

17. Handling Student Illness

Again, it is critical that families understand that **children with ANY cold or flu-like symptoms must be kept at home**. Should a child develop symptoms at school they must go home immediately for the safety of others. Please expect the following:

- The ill child will be removed from their classroom, given a mask and will be isolated in a separate room while monitored by a staff member
- The parent will be contacted to pick up their child immediately
- Once the parent/designate arrives, they will phone the school at 204.488.1137 and a staff member will bring the child outside
- Parents will update the school about the child's condition (if Health Links was contacted, the child was taken in for testing, etc.)

- Students must remain at home until they can pass the screening tool and have no symptoms
- Should a case of COVID-19 be found within the school community, Manitoba Health will be contacted immediately and all procedures/follow-up will be done according to direction

18. Ongoing Communication

It is essential that we continue to work and plan together. Please find the staff list below, including the class assignments and **CURRENT** number of registrations for each classroom:

Grade/Classroom	Teacher	# of students	Email
N/K 128 am (English)	Mrs. T. Daniels	21	tdaniels@wsd1.org
N/K 128 pm (English)	Mrs. T. Daniels	19	
K – 123 am (French)	Mme O. Copetti	11	ocopetti@wsd1.org
K – 123 pm (French)	Mme O. Copetti	19	
1 – P2	Mme A. Graff	18	agraff@wsd1.org
1 – P5	Mme L. Mondor	18	lmondor@wsd1.org
1/2/3 – 124 English	Ms. A. Huang	23	ahuang@wsd1.org
2 – P3	Mme F. Greco	22	fgreco@wsd1.org
2 – P6	Mlle R. Saunders	23	rsaunders@wsd1.org
3 – 113	Mme H. Tucker	20	htucker@wsd1.org
3 – 114	Mme A. Edgar	19	aedgar@wsd1.org
4/5 – 117 (English)	Ms. E. Mulvenna	19	emulvenna@wsd1.org
4/5 – 120 (English)	Ms. J. Mignone	17	jmignone@wsd1.org
4/5 – 208	Mme S. Carstens	23	scarstens@wsd1.org
4/5 – 210	Mme K. Malapad	24	kmalapad@wsd1.org
4/5 – 212	Mme S. Tham	23	stham@wsd1.org
6 – 201	Mme E. Byron	22	ebyron@wsd1.org
6 – 202	Mme M. Champagne	22	mchampagne@wsd1.org
6 – 203 (English)	Ms. M. Kowalchuk	18	mkowalchuk@wsd1.org
Physical Education	Mr. C. Donato		cdonato@wsd1.org
Performing Arts	Mr. J. Ossachuk		jossachuk@wsd1.org
Resource/SERT	Ms. J. Beer		jbeer@wsd1.org
Resource/SERT	Mme F. Maynard		fmaynard@wsd1.org
Learning Support	Ms. N. Hodgson		nhodgson@wsd1.org
Principal	Mme Andrea Powell		apowell@wsd1.org
Vice Principal	M. Warren Nickerson		wnickerson@wsd1.org

Office Staff	Ms. A. Gomes; Ms. T. McCallum		rhsmith@wsd1.org
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Our commitment to you through this most extraordinary time is that we will work collaboratively with all stakeholders to ensure that all provincial and divisional directives are maintained.

Your ongoing feedback and support is greatly valued as your children are at the centre of all that we are planning and doing at RHS. We look forward to working with you through this time.

19. Learning!

We can't lose sight of one of THE most significant aspects of the return to school each year... the LEARNING:

- We are expecting that all children will benefit from reviewing key concepts from the previous year (with a focus on literacy and numeracy)
- Targeted instruction will be crafted to meet the learning needs of all children (as is done every year)
- All teachers will use WSD assessment tools, observations and professional judgement to determine strengths, challenges and next steps in student learning
- Reporting to parents/guardians will occur as usual in the months of November, March and June
- Teachers and our Support team (resource teachers and administrators) will meet throughout the year to discuss classroom trends, specific needs and ongoing growth
- While we can't be certain how this school year will play out, time will be spent as a staff strengthening understanding of digital platform use, and preparing for the possibility of extended remote learning
- Should a child be at home ill, or needing to self-isolate, accommodations will be made with the school to support the child's learning (please note that this will be different from the teacher-supported remote learning that children experienced in the spring and into June)

20. Parent Resources

The following resources may be helpful to you in your own planning and preparing children for the fall return:

- [How to Ease Back-to-school Stress](#) (as seen in the Winnipeg Free Press on Saturday, August 22nd)

- [WSD Pandemic Planning](#)
- [WSD Pandemic Planning Framework](#) (updated: August 17, 2020)
- [Return to School Information for Parents/Guardians](#)
- [Parent/Guardian FAQs](#)
- [Restoring Safe Schools](#)
- [At Home Screening Tool](#)
- [Home Schooling Information](#) (Province of Manitoba)

