

# WELCOME BACK GUIDE TO GREENWAY SCHOOL!

## We're Going Back To School



September 2020

# WELCOME BACK, WE HAVE MISSED YOU!

On behalf of our staff, Ms. Manzano our Vice-Principal and I want to thank you for your support and your patience as we navigate these unprecedented times. We are very happy to have our students back and are working hard to ensure a positive learning year. We understand the challenges that we are facing and we want you to know that we are committed to making sure our school environment is not only a safe place to be but also a great place to be.

The following pages will help you understand the new safety rules at Greenway School. Much of school will look and feel the same, but we do have some changes. Changes were created to help keep everyone safe and follow both Winnipeg School Division and Provincial recommendations. All staff will be trained on these new protocols prior to school opening for students. Please note that guidelines may be subject to change as health recommendations from the province change.

Guidelines are set to best protect everyone and keep everyone safe. We realize that some of these restrictions are different from what we are used to, especially requesting parents/caregivers to stay out of the school, but we understand why we must do so.

Please take a look at the guidelines and recommendations in the following pages. Our hope is that they will help to answer questions that you may have. Please do not hesitate to call us with any additional questions.

Yours in education.

*Stormie Duchnycz,*  
Greenway School Principal



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# THE CRITICAL ROLE OF FAMILIES



- Caregivers must prescreen their child/children each day before school to ensure they are not exhibiting any COVID-19 symptoms. Any student who is showing any symptoms (including runny nose, sneezing, coughing, etc.) must stay home
- See this link for the screening tool: <https://sharedhealthmb.ca/covid19/screening-tool/>
- Pack a water bottle with your snacks and lunch. Water fountains are not operating at this time, however our water bottle filling station is accessible
- It is mandatory for all students and staff in Grades 4-6 to wear a mask. At Greenway School we are recommending masks to be worn by ALL students and staff.
- If a student develops symptoms at school they must go home immediately for the safety of others. The student will be removed from their classroom, given a mask, and will be isolated in the Office Area while being monitored by a staff member. You will be called to pick up your child as soon as possible
- Once you, or designate arrive, please phone the school at 204-775-2455 and a staff member will walk your child out to meet you. If a COVID-19 case is known we will inform all members of the cohort and follow directives from Manitoba Public Health Authorities.

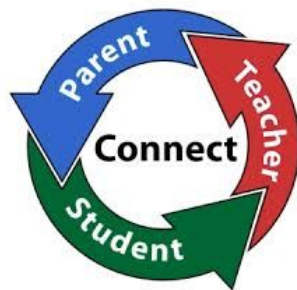


# APPOINTMENTS AND EARLY PICK UP FROM SCHOOL

APPOINTMENT

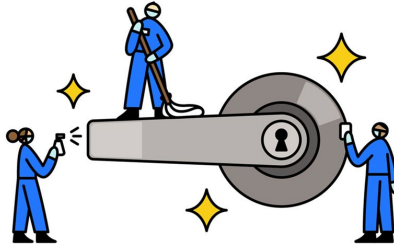


- Please do not come into the school to pick up your child or children
- There are a couple of options here. You can let your child's teacher (all teacher e-mail addresses are located at the end of this guide) know that you are coming to pick your child up early and they will send them to the Office at that time OR you can Call the Office to let us know if your child or children need to be picked up so that we can have them ready. Please phone the School Office at 204-775-2455
- Your child or children will be sent to the Office to await the pick up time
- Once you arrive please call the Office, or if you have given us a time, your child will be escorted by our clerk from the Office. They will ensure a safe meet up outside of the front doors of the school.



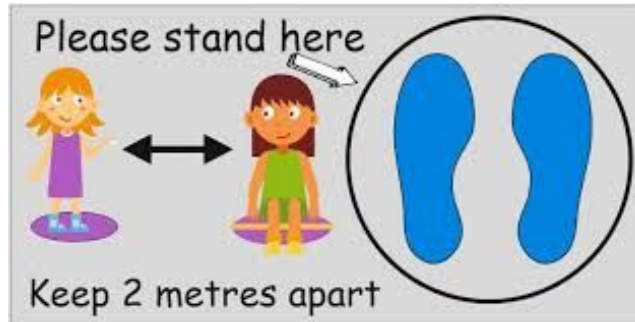
# INCREASED CLEANING AND DISINFECTING

- Mr. Miller our Head Custodian and our assistant custodians Ms. Pham, Mr. Mohammed and Ms. Sidhu have been working very hard over the summer to make sure we are ready for a safe return.
- There is an increased cleaning schedule in place which includes frequent cleaning of door knobs, faucet handles, electronic devices, washrooms, etc.
- All classrooms have sanitizer and cleaning supplies for use by staff
- Most of our staff have taken the Workplace Health and Safety cleaning and sanitizing protocols course as well have received and discussed information from our school division on sanitizing and disinfecting practices



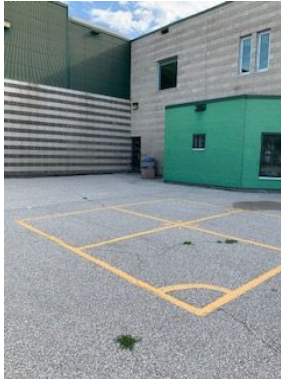
# ARRIVAL TO SCHOOL AND MORNING ENTRY

- Students will arrive no earlier than 8:45 am. It is recommended that all students be wearing a mask. It is mandatory for all students in Grades 4-6 to wear a mask
- Students will join their lines at their assigned doors and line up using the marked distancing markings (2 meters apart)
- A staff member will greet students beginning at 8:45 am for hand sanitizing and early entry to classrooms. This will help ease entry congestion
- Parents/Caregivers will not be permitted inside the school. If students are later than 9:00 am they will need to enter through the front doors as all perimeter doors are locked. Late arrivals should enter through the front door until 9:15 am. At 9:15 am the front doors will be locked but monitored, to allow for student entry



# ASSIGNED DOORS

- The doors outlined below will be used for all entry and exit purposes in and out of the school
- Nursery and Kindergarten students will be met outside of the front doors (Flag Door) in their respective designated marked area.
- Rooms 119, 120, 123 and 223 will use the northwest playground doors
- Rooms 121, 125, 224 and 227 will use the north playground doors
- Rooms 205, 207, 222 and 225 will use the west playground doors
- Rooms 202, 203 and 204 will use the south playground doors





# COHORTS, RECESS AND LUNCH HOUR

- Cohorts are groups of students that will stay in the same part of the building, have recess together and have lunch together
- Students will stay in their classrooms for lunch. \*Students going home for lunch will exit from their designated doors.
- Cohorts:
  - Nursery and Kindergarten (east wing main floor)
  - Grades 1 and 2 (north wing, main floor)
  - Grades 3 and 4 (north wing, second floor)
  - Grades 5 and 6 (south wing, second floor)
- Due to our very natural large divided playground; Recess and Lunch Program recess break times will operate as per normal. The playgrounds however will be designated into 'Play Zones' and each cohort will be assigned a zone in their playground. Students will be assigned a zone each day so that there is equal access to each play area. There will be no crossover from the Primary to the Intermediate side
- Exterior doors will be held open for entry and exit by an adult to minimize touch. All interior doors are being left open to minimize touch
- Lunch Program forms will be sent home with students who are staying for lunch. Please send your registration and Lunch Program Fees with your child to school. Please check our website for further details or e-mail our Lunch Program Director Ms. Stark at [greenwaylunchprogram@gmail.com](mailto:greenwaylunchprogram@gmail.com)



# ARE THE CLASSROOMS DIFFERENT?

- Classrooms will for the most part look the same
- Some modifications are necessary to keep everyone safe. These include: seating at least 1 meter apart, less clutter, and the removal of carpet gathering areas
- Student supplies will no longer be communal. Each student will receive their own school supplies
- Greenway School always promotes using the outdoors as our classrooms. It is recommended that teachers use the outdoors as often as possible. Please ensure your child is always dressed for the weather, including a hat and water bottle
- When staff are unable to use the outdoors, windows will be open as much as possible for air flow.



# WALKING IN THE SCHOOL

- Students and staff will stay to the right, staying a minimum of 1 meter apart and follow the direction arrows on the floor. Arrows will support distancing guidelines
- Interior doors will be left open to minimize the need for touch
- As much as possible exterior doors will be held open for students



# WASHROOMS

- The washrooms will now be separated by cohorts
- Only one student will be allowed in their designated washroom at a time
- The floor will be marked to wait for the washroom if it is in use
- A system will be in place to monitor the halls and ensure distancing practices are followed
- All washrooms have enhanced cleaning practices in place



- # STUDENT MENTAL HEALTH AND WELL BEING



- All staff have been trained on trauma informed classrooms and will receive a refresher in the fall
- COVID-19 has been tough on all of us. Student mental well-being will be monitored as students return to school. If you have any questions, please give us a call
- Greenway School will continue to be supported by Clinical Support Services in the areas of Psychology, Social Work. Our clinicians are happy to speak with families if needed

# WHEN SCHOOL IS DONE FOR THE DAY-PICKING UP ROUTINES

- Caregivers are asked to meet students outside of their designated doors OR at a meeting place of their choosing.
- Nursery, Kindergarten, Grade 1 and Grade 2 students will be closely monitored as they leave the building to ensure parent or daycare pick up as before
- All pick up points will be at designated doors. Students will not be exiting through the front door unless it is their designated door (Nursery and Kindergarten)
- If a caregiver is late, students should come to the Office. Office Staff will check into the matter and designate a waiting area until the caregiver comes. Please call when you arrive at school and we will escort your child out to meet you. Please do not come into the building
- There will not be any after-school programs to begin the year



# STAFF LIST AND EMAILS

Room 104, Nursery and Kindergarten: Ms. Flores [cflores@wsd1.org](mailto:cflores@wsd1.org)  
Room 106, Nursery and Kindergarten: Ms. Schuster [jschuster@wsd1.org](mailto:jschuster@wsd1.org)

Room 120, Grade 1: Ms. Grouette [pgrouette@wsd1.org](mailto:pgrouette@wsd1.org)  
Room 123, Grade 1: Ms. Saleem [nsaleem@wsd1.org](mailto:nsaleem@wsd1.org)

Room 119, Grade 2: Ms. Gomes [rgomes@wsd1.org](mailto:rgomes@wsd1.org)  
Room 121, Grade 2: Ms. Brown [rbrown@wsd1.org](mailto:rbrown@wsd1.org)  
Room 125, Grade 2: Ms. Pitcher [mpitcher@wsd1.org](mailto:mpitcher@wsd1.org)

Room 223, Grade 3: Ms. Graham [jagraham@wsd1.org](mailto:jagraham@wsd1.org)  
Room 227, Grade 3: Ms. Laser [alaser@wsd1.org](mailto:alaser@wsd1.org)  
Room 224, Grade 3,4: Ms. Claassen [sclaassen@wsd1.org](mailto:sclaassen@wsd1.org)

Room 222, Grade 4: Ms. Rihal [hrihal@wsd1.org](mailto:hrihal@wsd1.org)  
Room 225, Grade 4: Mr. Blondeau [kblondeau@wsd1.org](mailto:kblondeau@wsd1.org)

Room 203, Grade 5: Ms. Kelly [kdorvault@wsd1.org](mailto:kdorvault@wsd1.org)  
Room 207, Grade 5: Ms. Johnson [rjohnson@wsd1.org](mailto:rjohnson@wsd1.org)  
Room 202, Grade 5,6: Ms. Murphy [kmurphy@wsd1.org](mailto:kmurphy@wsd1.org)

Room 204, Grade 6: Mr. Miller [rmiller@wsd1.org](mailto:rmiller@wsd1.org)  
Room 205, Grade 6; Ms. Ferniuk [bferniuk@wsd1.org](mailto:bferniuk@wsd1.org)  
Room 220, Grade 4-6: Mr. Skrabek [nskrabek@wsd1.org](mailto:nskrabek@wsd1.org)

# STAFF LIST AND EMAILS

Music-Grade 1-6: Ms. McPhillips	<a href="mailto:kmcphillips@wsd1.org">kmcphillips@wsd1.org</a>
Physical Education-Grade 1-6: Ms. Thomson	<a href="mailto:dthomson@wsd1.org">dthomson@wsd1.org</a>
Grade 4-6 French: Ms. Wormenor	<a href="mailto:jwormenor@wsd1.org">jwormenor@wsd1.org</a>
Support Teacher: Ms. Bui	<a href="mailto:jbui@wsd1.org">jbui@wsd1.org</a>
Support Teacher: Ms. McCallum	<a href="mailto:cmccallum@wsd1.org">cmccallum@wsd1.org</a>
Special Education Resource Teacher (SERT): Ms. Campbell	<a href="mailto:ascampbell@wsd1.org">ascampbell@wsd1.org</a>
Special Education Resource Teacher (SERT): Ms. Velychko	<a href="mailto:lvelychko@wsd1.org">lvelychko@wsd1.org</a>
Special Education Resource Teacher (SERT): Ms. Dawson	<a href="mailto:cdawson@wsd1.org">cdawson@wsd1.org</a>
Special Education Resource Teacher (SERT): Ms. Roy	<a href="mailto:saroy@wsd1.org">saroy@wsd1.org</a>
Community Support Worker: Ms. Scales	<a href="mailto:lscales@wsd.org">lscales@wsd.org</a>
Lunch Program Director: Ms. Stark	<a href="mailto:greenwaylunchprogram@gmail.com">greenwaylunchprogram@gmail.com</a>
Vice-Principal: Ms. Manzano	<a href="mailto:mmanzano@wsd1.org">mmanzano@wsd1.org</a>
Principal: Ms. Duchnycz	<a href="mailto:sduchnycz@wsd1.org">sduchnycz@wsd1.org</a>

# HELPFUL LINKS/RESOURCES

Link to WSD Pandemic Planning:

<https://www.winnipegssd.ca/Parents/PandemicPlanning/Pages/default.aspx>

Link to WSD Pandemic Planning Framework:

<https://www.winnipegssd.ca/Parents/PandemicPlanning/Documents/WSD%20Framework%20for%20School%20Planning%20during%20pandemic%20WEB.pdf>

Homeschooling Information:

<https://www.edu.gov.mb.ca/k12/schools/ind/homeschool/index.html>

Phone: 204-245-8138

Email: [homeschooling@gov.mb.ca](mailto:homeschooling@gov.mb.ca)

Return to School Information for Parents/Guardians

[https://manitoba.ca/asset\\_library/en/covid/k-12-reopeningplan-guideforparents.pdf](https://manitoba.ca/asset_library/en/covid/k-12-reopeningplan-guideforparents.pdf)

Parent/Guardian FAQs

[https://www.winnipegssd.ca/Parents/PandemicPlanning/Documents/parent\\_guardian\\_faq.pdf](https://www.winnipegssd.ca/Parents/PandemicPlanning/Documents/parent_guardian_faq.pdf)

Restoring Safe Schools

[https://manitoba.ca/asset\\_library/en/covid/k-12-reopeningplan-guidance.pdf](https://manitoba.ca/asset_library/en/covid/k-12-reopeningplan-guidance.pdf)