

Welcoming Our Students Back to Teulon Elementary

September 2020

To Our Families and Staff,

It is my hope that the following plan eases some of the understandable concern you or your child may have preceding the re-opening of Manitoba's public schools. In Teulon Elementary's following plan, you will see that our procedures and expectations have been carefully thought-out to adhere to [Manitoba's K-12 Restoring Safe Schools Guidelines](#).

Our Plan is organized into three sections:

Teaching and Learning *Where and how will in-class learning take place?*

Building Operations *How will we enhance cleaning and operations so we are safe at school?*

Family Preparedness *What is my responsibility as the parent, guardian, or caregiver?*

All members of the Teulon Elementary School community are encouraged to visit the divisional website regularly at www.interlakesd.ca for updates, and to view current information from the province at www.gov.mb.ca/covid19.

Our school community will continue to err on the side of compassion, respect the public health measures and one another, and respond effectively together. If spring 2020 was any indication of the kindness and resiliency in our fierce little town, I feel confident we will come through this global event even stronger.

The first day of school is Sept. 8th or September 14th for Kindergarten. At this time, our annual open house and welcome back barbecue will be cancelled. As always, if you have further questions please do not hesitate to reach out to me, Mrs. Kiel, or any one of our dedicated teachers.

Sincerely,

Ms. Sarah Hadfield, Principal

The plan provided in the following pages is based on the most current information available and has been developed in consult with Interlake School Division senior administration. We fully acknowledge that additional questions will continue to arise and that our school procedures will continue to evolve in response to the health of our community and the information available to us from public health.

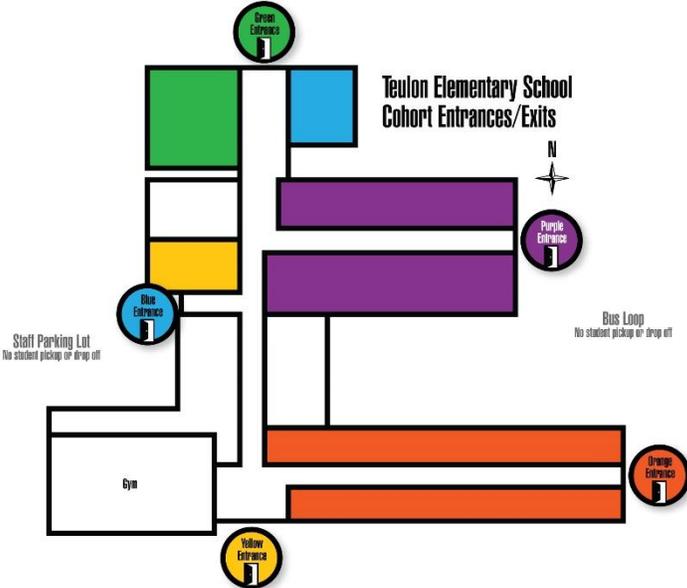
Teaching and Learning: Preparedness and Procedures

1. Cohorts at Teulon Elementary

Our school will consist of five cohorts (groups) of students. Although your child will be spending the majority of their time with their own class and classroom teacher, the cohort model keeps groups of students together to limit interaction. Cohort size will be no more than 75 students and students will stay within their cohort spaces to the best of their ability.

To ensure entrances, exits, handwashing stations, and washrooms are well marked for our young students, we have implemented a colour coded system. Please note that these colours are in no way affiliated with any provincial colour-coding systems in place, colour coding just happens to be the most effective and straightforward way to direct groups of children and parents. Please familiarize yourself and your child with their entrance/exit* to the building.

**In the event of emergency evacuation, students and staff would continue to use the closest exit as stated in our Emergency Preparedness Plan.*



| | | | | |
|--------------|------------|------------|---------|---------|
| Kindergarten | Grades 1-2 | Grades 3-4 | Grade 5 | Grade 6 |
| Yellow | Orange | Purple | Green | Blue |

2. The Classroom as a Home-Base

To minimize risk, classes will be encouraged to keep contained to their classrooms and to have learning experiences outdoors as much as possible. For classes that required students to travel in the past (such as French, music, or resource), teachers will do their best to come to the classroom to minimize travel within the building. If and when our canteen operates again, a cart will come around to each classroom. The gymnasium, library, and music room, if used by classes or small groups, will be cleaned and sanitized between use.

3. Recovery Learning and Transition Planning

Teaching and learning needs will be addressed with communication and collaboration between: last year's teacher, the current teacher, our early literacy support teacher, and resource teachers.

The return to school emphasises classroom routines, the rebuilding of community and relationships, and understands the need for planning. Our teachers will use their existing assessment processes along with the information provided on recovery needs on the June 2020 report card. Families may also wish to add insights about the student's experiences with remote learning.

4. Outdoor Learning, Physical Education, and Recess

Outdoor learning and use of our playground for Physical Education classes is strongly encouraged at Teulon Elementary.

When students arrive at school each morning, they will play outdoors until we begin a staggered entrance at 8:45. Cohorts will be kept apart from each other thanks to our very large playground. Areas of the playground for each cohort will be shared with students and parents on the first day of school.

Nutrition breaks (eating times) will continue as our timetable indicates however with cohorts **GREEN** and **RED** eating in their classroom during the first half of the break and going outside for recess during the second half of the break. The remaining cohorts students will be doing the opposite (playing outdoors first, eating in classrooms second). All students will be required to go outside during their assigned time and respectfully encouraged to practice physical distancing. If your child has been screened at home as healthy to attend school, the expectation is that they will participate in the outdoor portions of the school day.

Playing Before School

South Playground **YELLOW ORANGE**

North Playground **GREEN BLUE**

Walking Trail **PURPLE**

Morning Nutrition Break (repeats for afternoon break)

| | EATING | RECESS |
|---------------|---|--|
| 10:30 – 10:50 | Grade 5 Grades 3-4 | Grade 6 (north playground) Kindergarten and grades 1-2 (south playground) |
| 10:50 – 11:10 | Grade 6 Kindergarten and grades 1-2 | Grade 5 (north) Grades 3-4 (south) |

5. Extra Curriculars (drawing club, intramurals, green team)

Extracurricular programs and activities (such as drawing clubs and/or book clubs) may be offered by teachers, however, staff offering programs will use strict cohort groupings. Student initiated or student-run clubs will not be permitted at this time. The availability of safe and practical clubs/teams will be communicated at a later date. Our canteen and milk program will be closed until further notice.

Building Operations: Preparedness and Procedures

1. Increased Cleaning and Sanitizing Plan

Teulon Elementary has increased the frequency and intensity of cleaning, disinfecting and sanitizing, particularly on high-touch surfaces and in common-shared areas. Each common space will be cleaned and sanitized before a cohort change may occur. Shared staff spaces such as the photocopier area and staff room will be cleaned and sanitized following each of the two breaks and at the end of day.

Shared kettles, water coolers, and fridge handles must be wiped between each use.

Classroom teachers will be provided with classroom kits containing sanitizing wipes for immediate needs.

2. Physical Distancing

Each cohort will have an assigned and well marked entrance/exit to the building. Whether your child comes by bus, they walk to school, or they are dropped off, each cohort has an assigned entrance/exit to access or leave the building. When teaching, learning, or playing outdoors, cohorts must also stick to their assigned doors.

Staff will supervise and stagger entry at each cohort entrance to ensure physical distancing and proper sanitization. Directional signage in hallways will be posted and required to follow should students need to access common spaces such as library, gymnasium, and washrooms. Floor markers will direct hallway traffic and encourage a minimum of 1-metre of space between each person.

Students will keep personal belongings (such as their lunch and water-bottle) in a backpack with them when possible and practical. Students and staff will use distanced and cohort-assigned coat hooks and shoe racks as provided. Coat hangers and shoe racks will be marked to show students proper placement of personal items.

We recognize that strict physical distancing at all times, particularly with young children, is not practical in the school setting. Staff will do their best to adhere to these guidelines while using a safe and caring approach with students.

Provincial Recommendations for Social Distancing in Schools:

Seated within the Classroom: 1 metre

Hallways, outdoors, within cohort: 2 metres

When in shared spaces or in contact with other cohorts: 4 metres

3. Handwashing

Students and staff are required to practice proper handwashing (for at least 20 seconds) at the beginning and end of the school day, after a visit to the washroom, after getting hands dirty, after wiping noses or handling dirty tissues, after coughing/sneezing/blowing nose, before and after nutrition breaks, and other activities that may include handling of equipment outside of their classroom.

Hand sanitization supplies and information on proper handwashing will be provided by the school and will be closely supervised by staff.

4. Non-Medical Masks

Provincially, masks are required for all staff and for students grades 4, 5, and 6. Because our school has classrooms with grades 3 and 4 together (purple cohort), grade 3 students are encouraged to wear masks to show support for their peers. Masks for children in kindergarten-grade three are not required, but may be sent to school at the discretion of the parent(s). Parents are kindly asked to supply masks, however there are masks provided at the school if needed. Paper bags to store masks while children are outdoors or safely social distancing will be provided by the school.

There may be times throughout the day that students will have sufficient space to be physically distanced so that masks can be removed, such as during lunch breaks or mask-free play outdoors at recess.

5. Removal of Non-wipeable Learning Materials

All shared items that are not easily wiped, will be stored in clearly labeled containers until further notice. Equipment or materials that have been previously used to enhance learning such as non-wipeable furniture, pillows, or shared materials, will be removed from the classroom and placed into storage. This will help us make space for physical distancing and meet sanitization expectations. Teacher purchased school supplies will be given to students for individual use only. If supplies or materials are shared, items must be sanitized between each use.

6. Protocols for Staff and Students Exhibiting Symptoms at School

Should a student become ill or exhibit symptoms at school, the parent or guardian will be notified and required to arrange for immediate pick up. Teulon Elementary requires all families to have an “urgent pick up plan” in place. Parents are asked to create a family

plan that ensures they, or the emergency contact person on file at the school, is available to promptly respond to a call and/or pick up request from the school. Parents will be provided with a *Family Worksheet* in the agenda book to initiate or assist with planning.

Should a staff member become ill or exhibit symptoms at school, they will immediately isolate themselves and go home to monitor symptoms. Staff is strongly advised to contact **Health Links-Info Sante (1-888-315-9257)** for direction.

Family Preparedness

1. Attendance and in-school Participation

All students will be expected to attend and participate in classroom learning and outdoor activities. Should you keep your child home due to illness or otherwise, please notify the school. Now more than ever, families are encouraged to use the agenda-book that each child has been given to keep in communication with their teacher and the school. We will also use school messenger to send texts, emails, and phone messages.

2. At-home Screening and Monitoring

It is the responsibility of each parent or caregiver to screen their child before sending them to school. If your child is feeling symptoms, or unwell, please see the COVID-19 Shared Health Screening Tool at: <https://sharedhealthmb.ca/covid19/screening-tool/>. Families are also encouraged to call **Health Links-Info Sante (1-888-315-9257)** for direction.

3. Picking up or Dropping off your Child

In the event that your child arrives late or you need to pick your child up mid-day, please notify the office of your arrival by calling (204) 886-2620 or by ringing the front door bell. You will be instructed to proceed to the appropriately assigned cohort entrance and your child will meet you there. For safety reasons, please always check in with the office first. Parents picking up children at school are asked (as they are in non-pandemic times) to please not park in our staff parking lot. Please park at the hall, familiarize yourself with your child's cohort colour and door, and meet them outside at the end of day.

4. Visiting the School as a Volunteer

Visitors please report to the front office by ringing the buzzer at the front door. If entering the building, all visitors must sign in. At all times, parents, visitors, volunteers, and guests are required to adhere to the same physical distancing and hygiene practices that are in place for our students and staff. At this time, volunteers are required to wear a non-medical mask.

5. Role of Public Health and Access of Information

In the event of confirmation of a case of COVID-19 connect with our school, **public health will take the lead**. They will advise staff and students on next steps, self monitoring or isolation, and when return to school is safe.

6. Mental Health and Well-being Support

Health and well-being must be supported by a network of people who can share your experiences with you. Don't try and manage by yourself. Talk to family and friends and use the resources in your community.

Ask for help if you, or anyone in your family, needs it. Parents are encouraged to seek support through our principals, our guidance counsellor, or through our divisional social worker. All of these caring and trained individuals can be reached through email, by phoning the school, or note sent with your child.

Sarah Hadfield, Principal shadfield@isd21.mb.ca

Laverne Kiel, Vice Principal lkiel@isd21.mb.ca

Stacie Tait, Guidance Counsellor stait@isd21.mb.ca

Larissa Friesen, School Social Worker lfriesen@isd21.mb.ca

Need Help Now or don't want to go through the school?

Manitoba Farm, Rural & Northern Support Services

supportline.ca - online counselling

1-866-367-3276 (hours Mon-Fri 10 am to 9 pm)

Interlake-Eastern Regional Health Authority

CRISIS LINES

24 hour Crisis Line: 204-482-5419 or 1-866-427-8628

Mobile Crisis Services: 204-482-5376 or 1-877-499-8770

Adult 2:00 pm – 2:00 am

Youth 17 and under 1:30 pm – 9:00 pm

Crisis Stabilization Unit: 204-482-5361 or 1-888-482-5361

Community Mental Health Intake: 204-785-7752 or 1-866-757-6205

7. Working Together

Ongoing, safe, and respectful communication is needed now more than ever. Please know that we will be keeping in close contact with all families via our website, school calendar and newsletters, and via the agenda books.