

Return to Class – August 2020

Dear Westpark Families,

We hope that this email finds you and your family safe and healthy, that you are still enjoying time together as we all get ready for our return to class in less than two weeks' time. We recognize that this new school year is filled with difficult challenges for every one of us. Please know that our school team has been working diligently at understanding and implementing the safety protocols and procedures outlined by the Ministry. More detailed information, as well as new Q&A's for parents, can be found on the [LBPSB "Back to School"](#) webpage.

Please refer to this document for guidelines and expectations that will help our students, staff and parents come together as a community. These protocols aim to minimize risk where possible in helping our entire school stay as safe as we can manage during this most unfamiliar return to school.

Early next week, we will send parents and families more detailed information focused specifically on our **Staggered Entry, Arrival/Dismissal Procedures, Access to the School Building, Organization of Classrooms, Hygiene Measures** and other new school procedures. At this time, please refer to the points below so that you can begin discussions with your child about how this year's return to class will be different from past years. We look to the strength of our parent community and the expertise of our dedicated teachers and staff to work together and support our students as we return to Westpark as of August 31st, 2020.

Most importantly, please familiarize yourself with the directives from the Ministry and Santé Publique that must be followed in the event of a reported Covid-19 case ([CLICK LINK](#)).

On behalf of the entire staff – most sincerely yours,

Mr. Rabinovitch
Principal

Ms. Byrne
Vice Principal

STAGGERED ENTRY

We want to start off the school year by making sure that we establish new routines for students and staff with clarity and in a way that minimizes our collective stress and/or anxiety. In order that our reopening of school runs smoothly, we will follow a "**Staggered Entry**" for first three days of school:

- Monday, Aug. 31st – ONLY **Cycle 3** students → **Grades 5 & 6** only for the full day
- Tuesday, Sept. 1st – ONLY **Cycle 2** students → **Grades 3 & 4** only for the full day
- Wednesday, Sept. 2nd – ONLY **Cycle 1** students → **Grades 1 & 2** only for the full day
- Thursday, Sept. 3rd – **ALL** students return to school (**K through Grade 6**)

(***** Kindergarten students follow their own 3-day "Staggered Entry". A separate email will follow.**)

ARRIVAL/DISMISSAL PROCEDURES

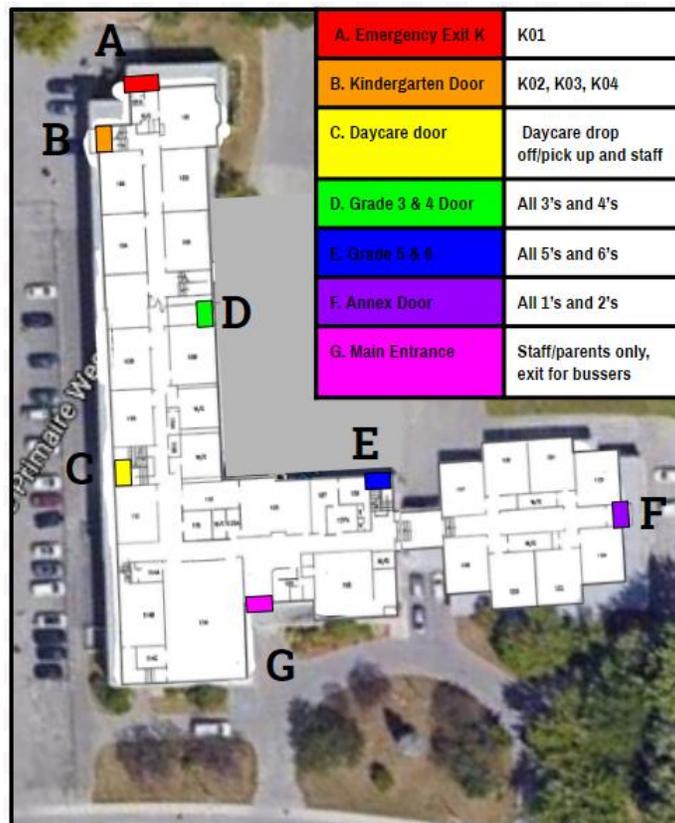
Parents will drop their children off as per the usual *DROP OFF ZONE PROCEDURES* between **7:50-8:00am** on their “**Staggered Entry**” day. The map on the next page outlines the specific ZONES/AREAS that students must congregate in as they enter the school yard. They are expected to line up for entry into the school building – Homeroom lines are indicated on the pavement. These areas will be explained to students on their first ‘staggered’ day of school. Grades will be designated to specific doors for all of their entry/exit. **Only students are to enter the school yard.**

Arrival: **The Drop Off Zones are as follows:**

- **Westpark Blvd:** 3 minute parking zone for parents to help their child(ren) out of the car/across the street. Children enter by the south gate on Westpark.
- **Howard Street:** “Kiss and Go” (the Drive-by/Drop Zone) – traffic drives south on Howard, turns around at the dead end, and pulls up along the sidewalk in front of the school. Parents **DO NOT** get out of the car. Children must have their belongings with them. They get out **on the passenger side of the car** and walk through the Annex gate to their assigned area.
- **Parent Parking Lot:** There are several parking spots in the parent lot that parents can use to park and walk their child to the Annex gate. Please walk you child through the parking lot.

Bussers get off the bus in the circle in front of the main entrance. They will be directed to the school yard by the staff managing the arrival bus duty. Students attending the morning daycare will be brought to the school yard by the daycare staff at the bell.

Teachers will be using a **VERBAL DAILY CHECK-IN** of their homeroom students each morning to determine if anyone has symptoms of Covid-19. All parents are required to administer their own symptom checks each morning ([CLICK HERE FOR INFORMATION](#)) prior to leaving for school.



Late arrival of students will greatly impede the student arrival procedures that we must follow. Students arriving late must wait outside at the main school doors until a member of the school team is able to support the student in moving through the hallways to their classroom. We expect that each student will arrive each day on time (or early) in order to ensure success with our new entry protocols.

Dismissal:

An announcement will be made at **2:20 pm to dismiss bussers** through the main door.
 An announcement will be made at **2:30 pm to dismiss walkers** through their assigned door.
 Daycare students will remain in their daily Homeroom class under the supervision of daycare staff.

- **Kindergarten** students will be dismissed at the ‘K Gate’ at the north end of Westpark Blvd
- **Grades 1 & 2** students will be dismissed at the ‘Annex Gate’ on Howard Street
- **Grades 3 through 6 students** will be dismissed at the ‘Main Gate’ on Westpark Blvd
 - *Siblings who are walkers should be directed to meet you at the dismissal gate of your youngest child.*

DAILY SCHEDULES

In order to reduce contact between groups in the hallways and outside, the recess schedule (both morning and afternoon) have been staggered as follows:

Kindergarten, Grades 1, 4, 6		Grades 2, 3, 5	
Block A	8:00-10:00	Block A	8:00-9:00
Recess	10:00-10:20	Recess	9:00-9:20
Block B	10:20-11:20	Block B	9:20-11:20
Lunch	11:20-12:10	Lunch	11:20-12:10
Block C	12:10-1:10	Recess	12:10-12:30
Recess	1:10-1:30	Block C	12:30-2:30
Block D	1:30-2:30		

Students will always use their assigned door, as per the map on the previous page.

ACCESS TO THE SCHOOL BUILDING

Only those individuals essential to the daily running of the school are allowed to enter the building at this time. With that, it is only students and school staff that may enter the school. Should parents be required to come to the school, the administrative team will meet them outside at the main doors on Howard Street. All adults must sanitize their hands, socially distance and wear a mask when entering the school building.

ORGANIZATION OF THE CLASSROOMS

Students will be grouped by homerooms and will remain in the same class each day. Teachers will move to their students’ class. Some specialties will come to the homeroom class while others may choose to bring students outside (ie. physical education). The classrooms will be set up to maximize the distance between students. Doors and windows are expected to be open to maximize fresh air entering each classroom. Students will not use cubbies in the hall to place their individual school bags, coats or lunch boxes. All such personal items will be stored in their homeroom class.

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HYGIENE MEASURES

The Ministry directives on [hygiene](#) (hand washing/sanitizing, [face coverings](#), PPEs, etc.) are posted on signs throughout our school building. The [FAQ on the LBPSB site](#) continues to be updated on a regular basis. Staff members will work with the students to ensure that each child sanitizes their hands each time they enter the school building.

Every student from Kindergarten through Grade 6 is allowed to wear a reusable facial covering when present in the school building. Throughout the LBPSB, it is strongly encouraged for all elementary students to wear face coverings when in common areas, moving through the halls and riding the bus. Students are also welcome to wear a disposable mask. We have recommended 3 masks for each student, in a Ziploc bag, with a lanyard of some sort to keep the facial covering handy and clean.

We have **strongly encouraged all of our students** to wear a facial covering when moving throughout the common areas within our school building. Such a unified practice is in line with teaching everyone to be mindful of others and to support everyone within our community. Over the past five months we have discovered, as a global community that a facial covering/mask will minimize the spread of droplets from a cough or a sneeze and it will work to maximize what we **can** control while at school.

Regular hand-washing and / use of hand-sanitizer must become a well-established part of daily routines. Students should wash hands / clean hands with hand-sanitizer at the following times:

- At morning entry
- Before & after eating (snack & lunch)
- Before & after going to the bathroom
- After recess, phys. ed. or any time a student is outside
- After handling a frequently touched object or shared item
- After coughing or sneezing

Use of hand-sanitizer should be supervised by an adult. Hand-sanitizer will be kept in a place in the class that children cannot access by themselves. Respiratory hygiene should be practiced at all times – coughing into your elbow, or into a tissue; tissues to be thrown into the garbage immediately. Washing of hands immediately after coughing or sneezing is required.

Bottles of hand-sanitizer will be available for each teacher to quickly spray students' hands during morning line ups (at arrival) and following recess and lunch. This will speed up the process of hand-sanitizing as students re-enter the building.

The following criteria will be used to determine the course of action if a student is showing symptoms of illness during the day:

Symptoms of COVID-19	
One of the following symptoms	Two of the following symptoms
<ul style="list-style-type: none">• Onset or aggravation of a cough• Fever (38 C or more, oral thermometer)• Difficulty breathing• Sudden loss of smell without congestion or loss of taste	<ul style="list-style-type: none">• General symptoms (muscular pain, headache, intense fatigue or loss of appetite)• Sore throat• Diarrhea

- If a student exhibits one of the symptoms in first box or two in second, call the main office to have the point person come and retrieve student.
- Student is escorted to Den-Isolation room (office beside Ms. Byrne's office).
- Student has to be provided with a procedural mask before they are escorted to the Den-Isolation room.
- Point person must wear full PPE (procedural mask, visor and gown) and maintain a distance of 2M.
- In the case of multiple cases, you may relocate to a larger room. 2M distancing and donning of proper PPE must be respected.
- Once student has been picked up the "Den-Isolation" room will be sanitized.
- Parent is called and asked to pick up student.
- Parent is given the Covid line phone number 514-644-4545 and asked to call for directives to follow as per DRSP (Direction Regional Santé Publique).
- Point person may call (if there is concern that parent won't follow up) 514-644-4545 to inform DRSP that "Sally Smith" was sent home with symptoms OR email millieux-jeunesse.drsp.ccsmtl@ssss.gouv.qc.ca
- If student is sent home with a fever they must remain at home for 48 hours. If they had to be sent home but had no fever they are to remain home for 24 hours.

READINESS FOR SCHOOL

Please [CLICK LINK](#) to receive detailed information that is helpful in determining if your child is ready for school each day. The link outlines symptoms and specific items to check for in assessing the daily health of your child. In order to ensure that we all remain safe and move towards a successful re-entry this fall, please do not send your child to school should they present with any symptoms connected to the Covid-19 virus. Our collective efforts will help to ensure that our community's safety is upheld.

SOCIAL DISTANCING & STUDENT MOVEMENT INSIDE

According to the guidelines from **MEES** announced on August 10th, 2020:

- Students within the same cohort or class do not have to maintain a minimum distance
- Students from different classes or cohorts must maintain a minimum distance from each other of 1 metre
- Staff should remain a minimum distance of 2 metres from students and each other
- Irrespective of distancing, physical contact (hugging, holding hands, high-fives, hand-shaking) between students/adults is to be avoided at all times
- Staff who may be required to intervene with students in a way which requires a distance of less than 2 metres or physical contact should wear PPE (such as a shield) and a mask
- Hallways have been marked out to provide prompts regarding distancing
- Arrows indicate the flow of "traffic" on each side of the hall
- Students should stay on the right side of the "road" at all times
- When students are moving in the hallways during times that classes may change and when classes go outside for recess or lunch, please keep as much distance as possible. Most of our stairways are too narrow to allow classes to pass each other. Please only use these staircases in one direction at a time.

DAYCARE SERVICE

Our daycare program will be open and ready for students during their individual first day of their “**Staggered Entry**”. Please note that there will be no daycare service for Kindergarten students during their specific 3-day modified schedule during the opening week of school. The daycare service will be in full operation for all students as of Thursday, September 3rd. All questions concerning the daycare program and current protocols/procedures can be directed to Ms. Margaret and/or Ms. Natasha.

WATER FOUNTAINS

All water fountains will be disabled. Students will be encouraged to bring a water bottle from home and will be allowed to refill their bottles at the fountains that have a water bottle filling tap. At this time, the traditional push water fountain is not to be used.

WASHROOMS

All of the protocols within the previous pages apply to the student/staff use of the washrooms around the school. Students will be directed/taught to wait outside if the bathroom is full while socially distancing, in order to ensure that there is no congregation in the washroom. Students must wash their hands after using the washroom. The school staff/teachers will establish specific washrooms for each grade level to minimize the amount of different classes using a specific washroom. There are signs posted to remind students of the appropriate hygiene measures to follow.

The kindergarten students have their own washroom area near their classrooms, as do the Cycle 1 students. Establishing and reinforcing this routine will be a focal point of the opening school days.

SPECIALISTS & CLASSROOM SCHEDULES

At this time, several specialist teachers (music, science, art) will travel to each homeroom class. Specialists will look to maximize their teaching outdoors whenever possible and weather permitting. In the gymnasium, two classes must be separated by a 2m laneway. Students will enter/exit the gymnasium only through one of the specifically marked doors. Students will be expected to sanitize their hands when entering any specialists’ room.

Until the directives change, or at a time when the caretaking staff and teachers can establish clear and consistent cleaning routines of their subject classroom (music, science and art), the specialists will continue to move to the classroom of each homeroom for their scheduled teaching block.

SHARING OF EQUIPMENT

School materials should not be shared between individual students. In any instance where this cannot be avoided, either:

- equipment or materials should be sanitized with approved disinfectant between use by different students **OR**
- students should wash/sanitize their hands after using any materials / equipment that others have touched (**OR both**)

- For the time being, students are not to use cubbies, shelves / coat hooks in the hallways
 - Students are asked to minimize the personal items they bring between home and school
 - Students should bring: lunch box, water bottle, school bag with minimal items, coats, indoor shoes which stay at school
 - Students should bring all items with them into their classroom and keep them at their places, in their desks, or on the backs of their chairs.
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