



# ÉCOLE ST-MALO SCHOOL

## School Specific Planning for Reopening 2021- 2022 School Year

### For ÉSMS families



We want to assure everyone that ÉSMS's Reopening plan is in compliance with the recommendations from the province and Public Health. We are planning for the return of students to the school with the priority remaining the safety and well-being of students and staff. We deeply appreciate the patience, co-operation, and support that families have provided as we navigate these changing conditions.

Please note, key changes and updates highlighted are new for this school year



## Transportation

- The Board of Trustees has made the decision to discontinue bus service within the town limits of St Malo. Transportation for students with special needs, existing daycare cluster pickups and winter town cluster pickups will continue to be offered. Parents are responsible for the transportation of students within the town limits of the school.
- For students walking to school, we encourage them to arrive as close to the bell (8:45) as possible. This is to maintain the social distancing requirements of cohorts in the schoolyard. Students who do arrive earlier will have limited supervision on the playground. There is no adult supervision on the playground until 8:15.
- When dropping off children at school, we ask that parents respect the following guidelines:
  - 8:45 AM Drop off: Parents can drop off their children near their designated entrance. We ask that parents refrain from entering the school or school grounds. The same screening for students applies to parents who are transporting their own children to school. We are encouraging non-bussed students to arrive as close to the bell (8:45) as possible. This is to maintain the social distancing requirements of cohorts in the schoolyard. Students who do arrive earlier will have limited supervision on the playground.
  - 3:30 PM Pick up: Parents will be required to call or email the office to notify them that they have arrived to pick up their child/children. Students will be picked up at their designated entrance under the supervision of a staff member. For families with multiple children, arrangements can be made for one spot pick up outside.
  - **ALL passengers (K to 12 students) are required to wear a mask while travelling on the bus to and from school.**
- If students arrive at the bus stop without a mask, the driver will offer them a mask. If a student refuses to wear a mask and a parent is home, the student will not be permitted on the bus. If a student refuses to wear a mask and parents are not home, the student will be picked up and dropped off at school where he/she will be isolated; parents will then be contacted to pick them up. The student will be permitted to return on the bus when he/she agrees to wear a mask.
- Some busses will be “double-routed” (meaning that they will drop off students at the school and then go back out to pick up another cohort of students.) Busses will have staggered drop off times and pick up times at school to minimize congestion while unloading and loading students.
- Bus dismissal
  - The office will announce dismissal and call student cohorts (by bus color) to exit the school and line up outside (with appropriate social distancing measures).
  - Non-medical masks should be put on before loading. The province will provide masks for distribution to students and staff if they do not have personal PPE.
  - Non-medical masks will be worn by staff supervising the unloading and loading of the busses.
  - For students attending
  - The bus will continue to pick up and drop off students at the daycare.
- If your child will not be taking the bus on a scheduled bussing day, it is important to notify the office prior to 2:30 pm. We will not be able to make accommodations for students not to take the bus after this time.

*Note: Transportation services could be disrupted due to changing conditions*



## School Access

- All visitors must report to the main door of the school. Visitors and volunteers are required to wear non-medical masks in areas where physical distancing of two metres is not possible. Proof of full vaccination may be required for visitors extending their stay for longer than a pick up or drop off at the office. ie: Volunteering, coaching, meeting with staff etc.
- Visitor access to schools will be minimized to the greatest extent possible. Parents, caregivers, healthcare providers, volunteers and other non-staff adults (e.g., visitors) entering the school will be prioritized to those supporting implementation of public health measures and activities that benefit student learning and well-being (e.g., teacher candidates, immunizers, meal program volunteers, etc.) Please contact the school prior to your requested visit.
- Where possible, virtual or telephone communication will be used to interact and meet with families, rather than in person.
- Community use of schools is now available. This includes parent councils, private music lessons, clubs, rec groups, church groups, etc. Community members seeking to use the school must adhere to all Provincial Public Health guidelines.
- Anyone entering the school (staff, students, visitors), must adhere to self-screening and Public Health COVID Guidelines.
- School entrances will remain locked at all times.
- A record of all people entering the building will be kept by the office for contact tracing purposes.
- Student entrances and exits for arrival, recess/lunch, and dismissal will be:
  - Maternelle private entrance: Maternelle students only
  - South entrance: English K & 1-2 , ½ A , ½ B
  - Main front entrance: ¾ E, ¾ A ¾ B
  - East Entrance: ⅝ A , ⅝ B , ⅝ C , ⅝ D
  - Direct pod entrance through “emergency door” : ⅘ English, 6 English, ⅞ English (the ramp entrances will be closed to students). Access to the main building for bathrooms through the south gym door.
  - Direct Beach House access for ⅞ French
- There is no longer a "closed campus" model.
- If a student is arriving late at school, a parent/guardian is required to notify the office. Students can be dropped off closest to their designated entrance. A staff member will be notified and will greet the student at their designated door.


## Public Health Measures

- **Cohorts:** Cohorts will be used for Kindergarten to Grade 6 to reduce the potential exposure in students not yet eligible for vaccination. There is the potential to move away from cohorts as the year progresses. Students may be a part of a school cohort and a separate bus cohort.
  - Cohort groups are as designated:
  - Kindergarten/Maternelle, Grade ½ A, ½ B, ½ E

- Grade  $\frac{3}{4}$  A,  $\frac{3}{4}$  B,  $\frac{3}{4}$  E
- Grade  $\frac{5}{6}$  A,  $\frac{5}{6}$  B, 4/5E, 6 E
- By default, Grade  $\frac{7}{8}$  A,  $\frac{7}{8}$  B,  $\frac{7}{8}$  E will also be a cohort.
  
- Physical distancing within the cohort is required to the greatest extent possible.
- The maximum cohort size is approximately 75 people which includes both students and staff combined.
- Each cohort will arrive, depart, and participate in school activities without co-mingling with members from other cohorts as much as possible. Those within the same cohort can mingle.
- Entrances and bathrooms are cohort specific and cannot be shared between cohorts. Due to the limited number of bathrooms in the school, each cohort designated bathroom will be Co-Ed. Additional safety precautions have been taken (stalls divided by wooden panels to ensure privacy).
- Recesses and lunch will be staggered and specific playground zones will be assigned to cohorts.
- Teachers will move between classrooms instead of students for instructional purposes.
- Whenever possible, staff will remain with the same cohort throughout the day, including lunch breaks and recesses.
- Staggered schedules and movement of cohorts will be implemented to avoid being in shared spaces (e.g., foyers, hallways) at the same time.
- Different cohorts/groups will not be in shared spaces at the same time. Where this is not possible, physical distancing between groups will be at least four meters between groups or cohorts of children (i.e., two groups of children can be in the same area, provided the groups do not intermingle and four meters of space is maintained between the two groups).
- Daily records will be kept that include the names of students, staff, and volunteers of cohorts.
- **Physical distancing:** We are encouraging physical distancing between all individuals to the greatest extent possible. For Kindergarten to Grade 6 where cohorts are in place, to the greatest extent possible, physical distancing will be practised outside of the classroom/cohort and during non-instructional activities (e.g, entering/exiting the school, walking in hallways).
- **Mandatory Masks:** All staff and K-12 students are required to wear masks on buses and in schools. Indoor mask breaks are possible if a minimum of a 2 meter distancing can be maintained. Masks are not required outdoors.
- **Mask Exemptions:** Masks are required by all staff and students unless they meet the required criteria for an exemption listed in the attached document. In order to have a mask exemption, RRVSD will request that the parent provide a note from a health care provider.

More information on government guidelines can be found at [Parent Guide 2021-2022](#) and [Guidance for Mask exemptions in Schools](#).

- **Recesses, lunch breaks, and dismissal time:** To protect the integrity of the cohort groups, and to minimize congestion of hallways, entrances, and the school ground, recesses, lunch breaks, and dismissal times will be staggered throughout the day by cohorts. Movement breaks will be embedded throughout the day for the students' physical and emotional well being.
- **Visual markings:** Visual floor markers are in place to manage the flow of people in common areas, including hallways, to minimize crowding and allow for the ease of people passing through. Visual cues will be in place in the classrooms as needed (eg: picture of how many children should be in a specific area, such as two chairs next to an activity with markers or numbers taped to the floor).
- **Fire drills and lock-downs:** Modifications have been made to reflect the COVID-19 environment.

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- **Seating plans:** Each classroom will maintain a documented seating plan. Students are expected to stay within their assigned space when in class.
  - **Protocol for staff and students exhibiting symptoms:** Should a staff member or student exhibit symptoms, they will be provided with a mask immediately. The staff member will immediately leave the building, while a student will be quarantined until a parent or guardian can come and pick them up. The quarantined area will then be disinfected before the next occupant enters the room.
  - **Recesses & Lunch:**
    - Public health advises that playgrounds and play structures are low risk for transmission. Play structures will remain accessible for students.
    - Contact sports will not be permitted.
    - Students must bring their own lunches, or provided lunches must be individually wrapped in disposable containers.
    - Sharing food or water bottles is not allowed.

## Hygiene Practices

Handwashing with soap and water for at least 20 seconds is the recommended hand hygiene practice. Staff and students must engage in frequent hand hygiene, including at the following times:

- the start of the day and before going home
- before and after recess
- after going to the washroom and helping children with washroom routines
- after a diaper change (both children and staff)
- before and after preparing food • before eating or drinking
- after getting hands dirty
- after wiping nose or handling dirty tissues
- after coughing, sneezing or blowing nose
- after soothing a crying child
- before and after putting on and taking off a mask
- before and after being on a bus
- after cleaning tasks (staff)

Hand sanitizer has been made available at every entrance and in every classroom.

Hygiene practices will be explicitly taught to all students.

Respiratory etiquette will be modelled, taught and reinforced regularly. This includes coughing and sneezing into a tissue or sleeve, as well as properly and promptly disposing of any used tissues, and exercising proper hand hygiene.

Personal items (e.g., hats, hair accessories, lip balm, food and drinks) should not be shared.



## PPE

At this time, unless people obtain a medical exemption from their doctor, there are times when everyone (K to 8) will have to wear a mask indoors. For those who preferred to wear buffs last year, it will also be somewhat of an adjustment to wear a mask. We strive to keep the time students are required to wear a mask as short as possible by spending lots of time outdoors and spacing students out as much as possible within the classroom. When desks can be 2m apart - students can remove their mask. They also remove their masks for eating and drinking. Wearing a mask is also new for many younger students and it takes time to learn how to use it and to become comfortable with it. If your child does not have their own mask, masks can be provided by the school.

- We are strongly encouraging students to bring several reusable masks to school daily, with a bag to store soiled masks.
- All school bus passengers and the driver are required to wear a non-medical mask. These should be put on before loading. Masks will be provided to students and staff who need them.
- Students and staff can bring their own masks from home.
- Non-medical masks should not be worn by anyone who is unable to remove the mask without assistance (e.g., due to age, ability or developmental status) or has breathing difficulties.

## Staying Home When Sick

Individuals should self-isolate and not enter schools or education facilities if they:


- are experiencing symptoms suggestive of COVID-19
- have traveled outside Manitoba in the previous 14 days (outside of areas excluded by public health orders, which currently exclude locations in Western Canada, the territories, and Ontario west of Terrace Bay)
- are a close contact of a confirmed case of COVID-19
- are awaiting a COVID-19 test result (excluding persons tested as part of voluntary asymptomatic surveillance for COVID-19, as they do not need to isolate)

An up-to-date list of symptoms can be found at <https://www.gov.mb.ca/covid19/about/index.html>

## Screening- Protocols for staff and students exhibiting symptoms

Screening for symptoms is critical to identify any potential cases of COVID-19 as quickly as possible before exposure to others. Symptoms and exposure screening must occur at the start of each day.

- Parents and caregivers need to monitor their children daily for symptoms and exposures before sending them to school. Parents and caregivers are responsible for ensuring their children are not displaying symptoms before sending them to school or on the bus. School staff can also support children with self-screening upon arrival at school.

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- If a student is being sent home due to him or her exhibiting symptoms, parents will be notified that their child will need to be picked up at school. Arrangements need to be made by parents if they themselves are not able to pick up their child.
  - Parents are required to notify the school of their child's absence from school. This can be done with SchoolMessenger, by calling or emailing the school office.
  - Staff must self-monitor daily for signs and symptoms of COVID-19. Staff who have any symptoms of COVID-19 must stay home, isolate, and be excluded from work.
  - Signage with exclusion criteria will be posted at all entrances to the school. **A student or staff member who meets any of the exclusion criteria will not be admitted to the school** and will be advised to immediately isolate and consult Health Links-Info Santé or their health-care provider. Those with symptoms should be tested. If the test is negative for COVID-19, they can return 24 hours after symptoms resolve. If individuals do not get tested, they should isolate for 14 days from symptom onset; they may return if symptoms have resolved at that time.
  - A chronic stable cough, sneeze, runny nose or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies, is not an absolute requirement for exclusion. As well, children who are crying can exhibit a runny nose. Changing or worsening of chronic symptoms requires isolation and contacting Health Links-Info Santé. Staff should exercise judgment based on the symptoms, but when in doubt, err on the side of caution by excluding the child and advising the parent or caregiver to pick up their child and contact Health Links-Info Santé or their health-care provider

## Contact Tracing

### Reporting and Contact Tracing

To facilitate contact tracing, staff attendance will be tracked at each location. Visitors to schools and itinerant Divisional Employees will upon entry to each worksite, sign-in on the Entry Log with the date, name, and entry time, and the location(s) being accessed in the building.

A record of school staff contact with students will be maintained daily.

In the event of a student or member of the same household reports that they have received a positive test for COVID-19:

- The parent/guardian will advise the school principal and or Public Health.
- The school and division will work with public health officials.

In the event that a family member in the same household of a staff member reports that they have received a positive test for COVID-19:

- The staff member will immediately advise their direct supervisor.
- The school and division will work with public health officials.

Upon request by public health officials, schools will provide contact information for other students or staff who would be considered "close contacts" of the individual that received a positive test result. Public health officials are responsible for communicating with "close contacts" and for advising the wider school community. Schools will not communicate such information without specific direction from their superintendent and public health officials.



## Ventilation

Strategies to reduce the likelihood of transmission:

- Recirculation of air will be avoided to the greatest extent possible.
- Ventilating indoor environments with fresh air as much as possible or by opening windows.
- Minimizing the use of fans.

## Cleaning and Disinfecting

To maintain the safety of staff and students, to the greatest extent possible, high-touch surfaces and common/shared areas, will be cleaned more frequently throughout the day.

## Supporting Students When Returning to School

We understand students will have been impacted by COVID and the disconnection from school in different ways. Our primary goal is to re-establish connection and a sense of safety. While there is stress associated with recovery work and learning outcomes, there is a better chance for success for all students if they feel connected and secure.

We cannot predict how our students may have been impacted and what they have experienced (physiological, emotional, behavioral and cognitive reactions stemming from loss, grief or trauma as well as uncertainty, insecurity, loss of connection, changed expectations, and changes in routines and structure). The ÉSMS staff is committed to doing our best to understand, have empathy and patience, and create a stable environment for all students.

## Student Services, Supporting students with needs


Student Services and Clinical Services staff are also preparing for a 'new reality' in the 2020-2021 school year that may include smaller student cohorts, remote learning, ongoing disruptions to on-site learning due to student health and pandemic restrictions, use of personal protective equipment (PPE) and other changes required to adapt to pandemic restriction requirements.

ÉSMS will strive to support students with additional needs where and when possible. We are prioritizing the wellbeing of students, families and staff, focusing on equity for our most vulnerable students and maintaining connections between school and families. We will adopt a Growth Mindset as we are in a novel situation and we will learn and improve service delivery as we navigate through the COVID time.

We are planning for students unable to follow physical distancing requirements by:

- designing cohorts where students with greatest needs have the greatest access to necessary professional staff, support, and spaces



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- reducing staff and student circulation between cohorts
  - maintaining special needs transportation
  - ensuring safe use of equipment and space sharing and cleaning
  - appropriate understanding, use, care, and disposal of PPE Guidance for Schools

## School Attendance

Unless an underlying health condition prevents a student from being at school, regular attendance is expected. There may be times where a child needs to stay home or return home because they exhibit signs of illness. Barring any exceptional circumstances, if a student is at home, it is expected they engage in remote learning. Teachers are expected to provide remote learning opportunities to these students.

## Student and Family Preparedness

ÉSMS shall promote student and family preparedness by:

- maintaining the awareness of the health and safety measures implemented at the school.
- ensuring the understanding that students may not attend school when sick or exhibiting symptoms of illness.
- providing information that in-class learning may be increased or suspended on short notice in response to changing public health advice.
- communicating expectations for in-class attendance and participation in remote learning.
  - Students are expected to attend in-class learning.
  - If remote learning is included as part of their learning plan, students will be expected to participate.
  - Students who are unable to return to school due to personal or family health risks factors related to COVID-19 will be supported through remote learning. Families choosing to educate their children at home will be required to register with the Home School Division.