

## Howick re-entry plan

August 2020

### Arrival:

- Students who arrive by bus will be dropped off first, parents will drop off their children between 8:00 and 8:10. Students will go straight inside.
  - K5 and 1-2 split class students will go in through the main door A (for ALLIGATOR).
  - Students from k4, grade 1 and grade 2 will go by door B (for Bear) which is in the yard.
  - Grade 3-4-5 and 6 students will go by door G (for Gorilla).
- All students will be required to **wash their hands** upon arrival (as well as before leaving the class to go to the washroom or returning from it, after recess, lunch and before leaving school).
- We do highly recommend that all students **wear a mask** inside the school. That being said, it is only mandatory for grade 5 and 6 students. There are some exceptions outlined by the ministry that we will respect.
- As students arrive in class, their breakfast will be waiting for them so they can eat as the morning routine starts. The **Breakfast Program** is running with a modified formula. Unfortunately, we can't start our days in the cafeteria as we did in the past. That is something we will greatly miss!
- Parents **dropping off their child** after 8:10 will need to come to the front door, disinfect their hands and sign them in between the front doors. Children will be sent in. In the event a parent must enter the school, they will need to wear a mask. You will not be allowed to go past the front office without a staff member with you.

### Recess:

- The K4-K5 will have a different **recess time** than the others so they can be outside and have more space.
- The grades 1-6 will be outdoors at the same time. We will work very hard with students to explain social distancing and would appreciate you doing the same at home, before they come. Students who have been home with their families don't necessarily have that reflex. We will work with the children as well but do need your support. They will use Door F to go out into the yard as K4-K5 use door B to come back in. As they come back in, grades 1 and 2 will go in by the bear door (B) and grades 3 to 6 will go in by the frog door (F). This will help avoid a bottleneck effect at the beginning and end of each recesses.
- This in and out system will also be used for lunch time.

### Lunch:

- K4 and K5 students will eat at 11:27, as per usual. There will be **tables assigned** to each group and distancing will be respected between them. As they finish eating, they will be able to go play outside; students will be reminded to remain a meter apart from students in other groups.
- At 11:55, grades 1-2 will go to the cafeteria. They will have a **different set of assigned tables** for each group. When they are done, they will go outdoors. Grade 3-6 will go outside.
- At 12:10, grades 3-6 will return to their class to eat and then back outside for extra movement time.
- At 12:30, the time grades 3-6 start going out, K4 and K5 will go back indoors to clean up and get ready for rest.
- For the first two weeks, our cafeteria will offer **cold bagged lunch** that can be pre-ordered for the price of 5\$.
- As of September 14<sup>th</sup>, **hot lunches** will be back with an 8 week rotation. As we did last year, you will be able to pre-order a week in advance for 5\$. Anyone ordering after the cut-off date will pay 6\$ per meal. **Plexiglass** will be installed in the kitchen area to protect to everyone.
- To limit sending papers home, we will be sending a **Microsoft Form** out a week prior with the deadline date. That is how you will choose your hot lunches. Money will have to be sent in **WELL IDENTIFIED envelope** with your child's name, grade and number of meals paid for.

#### Pick-up

- Our arrival and departure procedures will be a little more challenging as we work at managing the flow of students in and out of the building safely. Please ensure that **any change to your child's departure routine** is communicated to our school secretary **before 12:00 noon** on the day in question. You may do so by telephone (450) 825-2606 or by email [howick@nfsb.qc.ca](mailto:howick@nfsb.qc.ca)
- Students in K5, 1, 2 and 3 will go out door A while students in grades K4, 4-5-6 will go out door G.
- Students being picked up or that are walkers will wait by group in the gym. They will come out Door G (for Gorilla).
- All students will have their hands disinfected as they leave school
- As buses leave at 2:52, you will be able to pull upon Lambton street. Students will be **waiting** in the gymnasium and will be sent out by family in the order of the vehicles. Please do not arrive before buses to come get your child unless you have let us know before NOON. We do not have to worry about the bus from École Saint-Jean as they have opened their own daycare this year. It was planned, but even if it had not been, we would not have had a choice with the current situation.

## Pedagogy:

- Our staff has decided, that to minimize the traveling of staff and materials, we will adopt a 2 week- 2 week model. During these two weeks, students will stay with one teacher to focus on certain subjects. The teachers will exchange classrooms one-two periods a day so students get French and Math every single day. This model will also help to have less subjects to focus on at once if we need to go back to an online model.
- At the end of the two weeks, students will then go to the other classroom. Everything will have been disinfected before that exchange.
- The music room will have minimal furniture; it is being modified. The students will go to the class when there is performance based activities; the teacher will go to their room when there is desk activities.
- For physical education, the health component will be in the classrooms. The phys ed component will be outside, as often as possible.
- Our resource model has been created so that the resource teacher will only work with groups of students who are in the same classroom. Only students with greater difficulty will be part of the pull-out model. The teacher will disinfect, or use another table with any other students that would come from another class, before bringing another group in. All other students will be helped through the pull-in model (teacher goes into the classroom).
- We have created a resource model that will support students at all grade levels in the three core subjects to help catch up any student who may have fallen behind during the school closure. If you have such concerns, please let your child's teachers know.

**Commented [MP1]:** Teacher will coordinate with homeroom teachers to ensure the Who is where? is clear. She will also try to plan to ensure there are never two groups going to her one period following another. When students going to her class, they would bring their own sit-upon which we will make at the beginning of the year.

**Commented [MP2R1]:** Same planning as music applies here so students do not have to meet in the bathrooms to change.

## Daycare

- In cases where we could, we have created the groups based on daycare registration. For example, all K5 students who attend daycare are in the same group so that their bubble remains the same throughout the day and we reduce cross-contamination.
- We will highly encourage students being outdoors during daycare hours and will keep to a minimum the number of adults in contact with each child.
- When you drop off or pick up your child, you will no longer come into the school. You will call upstairs with the buzzer (if daycare staff is outdoors, you will be able to see them), identify yourself and wait for your child outside, once you have signed the sign out sheet. We ask that you wait outside to ensure social distancing in the case that another parent arrives.
- If you need to enter to speak about a concern or make a payment (please note that this year, our daycare technician will be here every Friday until 6pm), you will need to let the person who buzzes you in know, disinfect your hands, put on your mask and then be let in. Kim Malette's office area is conveniently located in the library and she can be reached any day at [howickdaycare@nfsb.qc.ca](mailto:howickdaycare@nfsb.qc.ca)

## Library

- Teachers will go and take out books to bring the library to students. They will change their collection 1-2 times a month. Students will be allowed to borrow a book to bring home. Books will be left over a weekend before being able to be borrowed by another student from another group.

## Volunteers

- The only volunteers that will be able to work in the school with the students are those who come for academic reasons (ie reading). Our Breakfast program volunteers will unfortunately not be able to have contact with students.

## Communications:

- We have not bought any agendas this year, again, to minimize the coming and goings of materials. We will be using **TEAMS CLASSROOMS** (Your child's email and password will be sent to you before classes begin.) to share documents and messages to the whole class as well as **TEACHERS EMAILS**. We ask that you **refrain from communicating with teachers on social media** platforms to help them organize their communication. Any email will be answered **within 48 school hours** depending on the time you send it and the planning period time of the teacher.
- Teams Classroom will also be used as a platform in the case we need to go back to an online format. To help in that situation, many of our teachers have also created Teacher made workbooks that students will bring home and that will facilitate assigning work. Our math workbooks will also be available online with a student code we will give you if needed. Finally, Math IXL will also be available to the entire school. We are looking into other materials to help the process out in case of needs.
- We will communicate with parents if a student is sent home. However, we give ourselves a 12-24 hours window so we hear from Santé Publique what the directives are concerning the child. We do not want to cause panic but want to inform so we keep safe and follow-up in a safe matter. The student's class will receive a different message, for the most part, than the entire school; depending on what directives are given. Please remember that students can be signed out for other reasons so if you hear a student went home, please do not assume the worse. We were very transparent in the Spring with the families that sent their children back and will continue to do so this Fall.

**Other precautions:**

- Our classrooms will remain with the windows open as fresh air from the outdoors continues to be the number one suggestion along with hand washing and sanitizing touch points frequently. We have also bought extra fans that will not oscillate during class time but will during recesses and lunch hours to increase air circulation even more. Teachers will also keep doors open as much as possible to help create a cross draft. This will also help with the heat that still tends to join us in September.
- We have installed a hand washing station in our downstairs coat room and will have sanitizing stations at every entrance as well as at every classroom entrance (inside or outside the door depending on the grade).
- All staff will be wearing masks outside the classroom and as soon as they are within 2 meters of students. All of our support staff that work with special needs students as well as our K4 and K5 staff will have masks with clear mouths so that students can see their mouth and will be wearing these masks at all times.
- We have purchased plexiglass for each classroom so that when students need more support and go to the teacher, they can see each other's faces and reactions as the teacher supports the student.
- We have also bought a digital thermometer to be able to check a student's temperature.
- We will have an isolation room for students who may be showing signs. (See Monitoring Your Child's Health)

### Monitoring your child's health

It will be essential that you **monitor your child's health on a daily basis** and that, should they show **any symptoms** of illness, regardless of whether you feel that they have COVID or not, **they must be kept at home**. We know that this will be disruptive to you but this prevention piece in our protocol is essential. Any student or staff member who is feeling unwell will need to remain at home. Directives obtained from Santé Publique will guide you through the next steps (see document attached). Students who come to school with any signs of illness, will be quarantined in school and sent home immediately. We will not attempt to determine the reason for any illness. We simply cannot or will not take any risk in this regard. Families will then be expected to be guided by their family doctors and/or information from the Public Health authorities (1-877-644-4545) and to communicate this information to the school. They can refer to the following link to help guide them but know it DOES NOT replace calling Info Santé: [https://www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/guide-auto-evaluation-symptomes-covid-19/?fromApp=appInfofos&fromMobileApp=ios&partageApp=appInfoiOS&accesVia=partage&fbclid=IwAR1ifnw-km93VL8sFa-Qtdy28NJvWc\\_HkraG-wVgYZFGScKiRroEbyefneQ](https://www.quebec.ca/sante/problemes-de-sante/a-z/coronavirus-2019/guide-auto-evaluation-symptomes-covid-19/?fromApp=appInfofos&fromMobileApp=ios&partageApp=appInfoiOS&accesVia=partage&fbclid=IwAR1ifnw-km93VL8sFa-Qtdy28NJvWc_HkraG-wVgYZFGScKiRroEbyefneQ)

- **Field trips** are suspended at this time for all students in the school board, but we will still be planning many school-based activities.
- Additional **caretaking support** has been provided to the school. Classrooms will be disinfected minimally, twice a day. Washrooms and other high traffic areas will be cleaned frequently throughout the day.

- A few floor decals have been placed in the school to help maintain **social distancing**. We have also installed sensory paths on all floors so that students can get active breaks when needed. We also have purchased some that are mobile and can be used in case of indoor recesses, to give an active option to students.
- The school board has provided additional **cleaning products**, hand sanitizer, PPE (personal protective equipment: face shields, protective gowns) for the school's use. We currently have everything that we need on hand.
- We have two new water fountains that have been installed. The drinking fountain will be closed but the refillable stations will be open. Please send your child with a refillable bottle that will stay at school and be sent home every Friday so you can disinfect. **Make sure to identify it properly.**

**If you or your child are sick and he/she needs to stay home, what happens?**

The teacher does not need to be teaching online to your child but will be providing work for him/her as he would if he were home. This will all depend on if the child is physically well enough to complete the work. Upon return, the child will get help to catch up if need be.

**If there is a case of COVID in the school, what happens?**

If that happens, we will follow Santé Publique protocole. They will advise the principal on the directives to take.

<https://cdn-contenu.quebec.ca/cdn-contenu/adm/min/education/publications-adm/covid-19/feuille-marche-suivre.pdf?1597860190>

**If part of the school or the whole school need to reconfine, what is the plan?**

You can consult the NFSB, and more precisely, the Howick elementary Emergency plan on our website's main page.