



# **School Reopening Guidelines**

**For parents, guardians and  
students**

**September 2020**

September 2<sup>nd</sup>, 2020

Dear parents and guardians

The start of classes is just around the corner, and the entire CSLR team is delighted to welcome the students back to the school. That said, we all recognize that this coming school year will be different, as most of the routines and processes at the school will change.

We have been working hard to develop a plan that will allow us to return to learning in the classroom safely, based on guidelines from the Province of Manitoba, recent public health updates, and the DSFM Parent's Guide.

This document explicitly describes our protocols that will be in place as of the first day of school on September 8, 2020, which have as a priority the creation of an environment that reduces the risk of transmission of COVID-19.

The success of this plan depends entirely on the adherence and collaboration of our entire school community and parents, the cooperation of students, and all the staff members of the CSLR, as it is incumbent on each of us to be responsible for the safety of our community.

The pandemic landscape continues to evolve. We understand and are prepared to be flexible and adaptable to respond to any changes that may be proposed by the Province of Manitoba.

Decisions about whether to return to the classroom come from Public Health who are analyzing the data from the COVID-19 situation in Manitoba. These analyses are based on a number of factors related to population testing and other data. School divisions should follow these recommendations.

When a change or update is made, families will be notified and the changes will be highlighted in the document.

Sincerely yours,

Marc Roy

Principal

Karine Pilotte

Vice-Principal

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# 1. Plan to reopen the school

## a. Operation

### **The cohorts**

Students will be assigned a cohort, in which they will stay for the first semester. Students will remain in the classroom assigned by cohort to learn throughout the day. Your child's cohort will be listed under the homeroom in Powerschool.

A cohort is a group of students who stay together in the same classroom for most of the day, and can keep a distance of one meter between them. When students are no longer in cohort mode, they must maintain a physical distance of 2 meters from other students and adults.

### **School Schedule**

The CSLR schedule has been modified for the 2020-2021 school year to support learning in school and a smooth transition.

- Students will have one day of six periods.
- Each day will be supervised by a cool-down period to allow students to follow the two bus waves at the beginning and end of the day. These cool-down periods will be supervised by a support staff member.
- Physical Education classes will take place in the gymnasium and as often as possible outdoors. Students are asked to be dressed according to the daily weather. Change rooms are closed.
- Each student will be assigned a place at a table in the classroom for the day.

## b. Routines

### **Orientation Days**

To ensure a safe and healthy return to school, September 8 and 9 will be staggered Orientation Days for students. This approach will allow us to orient students to the new school routines for each grade level and cohort. These staggered days are mandatory for all students.

You should have received an email September 1<sup>st</sup>, 2020 from the school indicating on which welcome day your child is expected at school. Attendance is mandatory.

On this day, we will focus on presenting the new routines at school, teaching the students how to wear masks and taking the time to answer any questions students may have. Afterwards, the students will begin classes according to their schedule. The administrative team will tour each class to speak with them and see to their well-being.

### School Hours

- Office is open from 8:00 a.m. to 4:30 p.m.
- Classes start at 8:45 a.m. and end at 3:15 p.m.
- Duration of a class
  - A & B (68 minutes)
  - C & D (60 minutes) Lunch Hours
  - E & F (67 minutes)

Exterior doors will be locked at 3:45 p.m. (all students must leave the school by this time).

### Schedule of a typical day

Homeroom	8:00 et 8:45 (Bus waiting period)
Bloc A	8:45 – 9:53
Bloc B	9:53 – 11:01
Bloc C	11:01 – 12:01
Bloc D	12:01 – 13:01
Bloc E	13:01 – 14:08
Bloc F	14:08 – 15:15
Homeroom	15:15 – 15:45 (Bus waiting period)

### Homeroom

Students go to their homeroom immediately upon entering school in the morning. While waiting for all buses to arrive, until 8:40 a.m., we have scheduled this time for recuperation or study time for assignments and homework. This recovery time is also in effect from 3:15 p.m. to 3:45 p.m.

### Flow in school

To encourage physical distancing, students will remain in their classrooms during each block and during lunch, and only teachers will move from class to class to teach. Floor markings in the hallways and a separation in the stairs indicate the direction of traffic.

### Study periods

Some students may have a study period on their timetable because they have already earned credit for a course being taught during a period in their cohort class. During this class period, students will have to move to the identified study room and maintain a two-meter distance from other students, as these students do not belong to the same cohort. Study room supervision will be set up. Students in the study period can take advantage of this time to complete their homework and assignments or to concentrate on their distance education courses.

**Course changes**

Due to the rigidity of the cohort composition, we are unable to make course changes for students in Grades 9 and 10. Elective courses in Grades 11 and 12 could be considered with minimal flexibility. We remind you that student schedules have been created based on the course choices that students selected on the course selection form last spring.

**Bathroom**

A maximum of four (4) students at a time may use the washrooms to ensure physical distancing.

**Drop off and Pick-Up of Students by Car (morning and evening)**

Protocols for your child's drop-off and pick-up have been reviewed to minimize student congestion at the entrance, to assist with cohort separation and to ensure that the drop-off is done safely and efficiently.

All students must be dropped off in the clearly marked drop-off area in the school parking lot. Please do not occupy a staff parking space as this could cause serious traffic congestion or even an accident.

We also ask for your patience as we feel that more parents are choosing to drive their children to school each morning.

No vehicles should use bus access to drop off or pick up their child during the school day to ensure everyone's safety.

**Arrival by School Bus**

Students arriving by school bus will be transported in two waves of buses in the morning and evening, Group A and B. This means that students in Group A will have to remain in their regular class until Group B arrives. The same scenario will occur at the end of the day, when group A will leave first and group B will follow in the second wave of buses.

When the buses arrive at the school, a support staff member providing outside supervision will give the signal for one bus at a time to empty. This will ensure a smooth flow of students to the school's doors and minimize clutter in these areas.

**Lunch Hour**

Students will remain in the classroom assigned to their cohort to eat. The staff is committed to reminding students of the importance of hand and surface hygiene.

Students will not be allowed to move from one class to another as this would be in contradiction with the distancing rules that have been put in place.

Students may go outside for lunch. Here is the procedure to follow:

1. Students disinfect their hands before leaving school.

2. Students exit through the door assigned to their cohort (the same as when they arrived in the morning).
3. The exterior doors are locked for the duration of lunch, so students who have left cannot enter and exit as they wish.
4. Students return to school 10 minutes before the beginning of their course and proceed to the designated cohort door.
5. They wait outside, keeping their distance (as much as possible).
6. Doors open 10 minutes before the beginning of the course (either 11:50 am or 12:50 pm).
7. Students disinfect their hands and return to their cohort homeroom.

We strongly suggest that students bring a ziploc bag or container to store the mask safely and hygienically during lunch time to avoid contamination.

Water fountains will remain available for refilling bottles only. Students are encouraged to bring their identified water bottle with them each day.

The use of microwaves will not be permitted in the school, so we ask that you bring a cold lunch. The Health Department advises against opening school canteens. No meal/restaurant service deliveries will be accepted. Again, we will ask you to ensure that your child has his/her lunch.

**School Doors and Areas**

Each cohort will be assigned a specific door to enter and exit the school to minimize door clutter. Here is a table explaining the access zones:

ENTRANCE	COHORT
DOOR A Main school doors	<ul style="list-style-type: none"> <li>• 10B</li> <li>• 9C</li> <li>• 9D</li> <li>• 9E</li> <li>• 12A</li> </ul>
DOOR B Southwest door (facing the bus landing)	<ul style="list-style-type: none"> <li>• 9A</li> <li>• 10A</li> <li>• 10C</li> <li>• 10D</li> <li>• 11C</li> </ul>
DOOR C South door (outside door in the visual arts room)	<ul style="list-style-type: none"> <li>• 9B</li> </ul>

DOOR D North doors (near the portable classrooms, facing the school field)	<ul style="list-style-type: none"> <li>• 11A</li> <li>• 11B</li> </ul>
DOOR E Including both portable classes	<ul style="list-style-type: none"> <li>• 12B</li> <li>• 12C</li> </ul>

The exterior doors will be unlocked when the first wave of buses arrives. No students will be allowed to enter the school before this time. As soon as students enter, they must immediately go to their homeroom class (in cohort). Staff will be present to ensure that students disinfect their hands upon arrival.

Doors will be locked during school hours.

At the end of the day, students will be asked to leave the premises at the same time as the 2nd bus wave leaves the school. All students must be off the premises by 3:45 pm.

**Absences or Late Arrivals**

All students must be present at school for their learning.

In the event that a student needs to isolate him/herself since he/she is symptomatic, it remains his/her responsibility to stay in contact with his/her teachers to keep up to date with his/her schoolwork.

Only students whose immune system is weakened or who have other health conditions that increase their risk will have access to a specific education plan. Students must submit a medical note in advance and consult with the principal immediately.

Student absences are made at the beginning of each class. If the student is not in class, he or she will be marked absent. If a student arrives at school after class has started, he or she must go to the office to receive a late note in order to enter class.

If a student arrives late during the school day, he/she must call the school office (204) 256-2831 and a staff member will open the main exterior doors to gain access to the school.

**Locker**

The lockers are condemned. Students will have to bring their belongings into the classroom and store them under their tables.

### **Textbooks**

Textbooks and novels will be distributed by teachers at the beginning of the semester. In case of loss or damage caused by the student, the student will have to reimburse the school. Textbooks cannot be shared among students.

### **Laptop computer**

We strongly encourage students to bring their personal laptop computer to use in the classroom. Many teachers will rely on technology to facilitate their teaching. In addition, many Grade 11 and 12 courses will be offered online.

We will distribute the school laptops to students who need them, by cohort. We will make sure to clean the computers as soon as a user has finished using them. Disinfecting wipes will be used for keyboards and screens.

### **Extra-curricular sports**

All extracurricular activities are on standby until November 1st. This includes all practices as well. The issue of cohorts and cohort mixing have become too complex to ensure safe activities and parents and volunteers are already prohibited from taking charge of a team or group. Several school divisions in the Province have also suspended their after-school sports for the start of the school year. We will take the time to assess the situation in the beginning of November.

## **2. Family-school partnership**

The family-school partnership is essential to the health and well-being of your child(ren) and the entire school community at all times, but even more so this year. The following protocols are based on daily collaboration between students, staff, teachers, administrators and families.

### **a. Daily Health Screening**

Parents/guardians must monitor their child's health each morning before bringing them to school. It is the responsibility of each parent to ensure that their child does not show any symptoms related to COVID-19 before sending their child to school or on the bus.

You can use the province's COVID-19 screening tool to check whether your child should be tested for COVID-19.

### **b. What parents can do now**

- Start talking to your child/children about going back to school and some of the routines they will be experiencing.
- Be prepared to talk openly about COVID-19.

- Practice physical distancing with your child/children.
- Buy masks for your child/children so that they have enough for each school day and a container to store it in during lunch.
- Practice wearing the mask for a few hours at home to develop comfort and understanding. Masks are mandated by the province for **all** staff and students when a physical distance of 2 meters or more is not possible. (See more details on our mask protocol below).
- Be prepared for times when your child/children may be at home due to symptoms or other illnesses related to COVID-19.
- Have reliable plans in place for the immediate care of children in case of illness at school.

### c. Responding to Health Issues

#### Screening

Daily symptom screening is essential to identify any potential cases of COVID-19 as quickly as possible and to mitigate exposure to others. If you are unsure if your child should be tested and/or self-isolated, refer to the provincial COVID-19 screening tool.

Those with symptoms of COVID-19 should be tested and should self-isolate until negative test results are confirmed by public health.

To help minimize the risk of exposure and transmission, a daily pre-screening must be completed each morning by staff and students. Symptoms may include any of the following:

- Cough
- Headaches
- Fever / chills
- Muscle aches and pains
- Sore throat / hoarse voice
- Shortness of breath / breathing difficulties
- Loss of taste or smell
- Vomiting or diarrhea for more than 24 hours
- Nasal discharge
- Fatigue
- Nausea or loss of appetite
- Conjunctivitis (pink eye)
- Rash of unknown cause

### **Procedures for a student demonstrating symptoms at school**

- If a student suddenly shows symptoms while at school, he or she will be placed in isolation (two meters).
- Unless the student has a health problem associated with the use of a mask, the school will provide a mask at that time.
- The school will immediately contact the parents/guardians to pick up their child and ask them to contact Health Links 204-788-8200 or 1-888-315-9257 or their family doctor.
- If a student requires the presence of an adult when confined, a staff member who will first wash his or her hands and wear a mask will remain with the student.
- If the school is unable to reach the parents or guardians of the child who is exhibiting symptoms of COVID-19, the child will remain isolated in quarantine at the school.
- Once the child leaves the isolation room, the isolation room will need to be disinfected.
- A child with symptoms related to COVID-19 will be allowed to return to school only after a public health official deems it appropriate. If the child has tested positive for the virus, Public Health will provide the necessary information to the family and the school. Generally, public health will follow up promptly, usually within 24 to 48 hours of the laboratory report being sent.

### **Parents, visitors and guests by appointment only**

The school building will be closed to all visitors, including parents. Access to the school building will be permitted by appointment only or by calling the office at (204) 256-2831 upon your arrival at the school. A screening tool will be used over the phone before you enter the school where you will be asked to answer a few questions. There will be no exceptions. Masks must be worn upon entering the school.

### **Staying home in case of illness and other factors**

Students and staff are not allowed to enter the school if they:

- feel sick;
- have symptoms suggestive of COVID-19 using the current symptom list;
- have travelled outside of Manitoba in the previous 14 days (outside of areas excluded by Public Health Orders);
- were in close contact with a confirmed case of COVID-19;
- are waiting for a COVID-19 test result or a household member is waiting for a COVID-19 test result.

### **Notify school of absence**

For safety and security reasons, parents must notify the school by calling (204) 256-2831 as soon as possible in the morning. If your child or a member of your household has had to have a COVID-19 test, we ask that you contact a member of the administration, Mr. Marc Roy or Mrs. Karine Pilotte, directly to inform them.

### **In case of a positive test**

Any incident of COVID-19 in a school will result in immediate contact with public health for instructions.

## **3. Health and safety measures**

### **a. Cleaning of hands**

Students will be required to clean their hands with hand sanitizing gel when entering the bus, arriving and leaving school (with supervision).

All individuals present in the school will be required to clean their hands (non-exhaustive list):

- before and after using the toilet;
- before and after eating;
- after sneezing or blowing their nose;
- after wiping their nose;
- when hands are dirty;
- before preparing food;
- before and after breaks;
- when entering a room, if the individual moves around during the day;
- before and after removing and putting on their mask;
- after performing cleaning tasks.

### **b. Wearing the Mask**

All students and staff will be required to wear a mask at school when he/she cannot maintain a distance of two (2) meters. All students will be required to wear a mask on school buses.

The Department of Education has indicated to us that they will provide school divisions with two masks per student for contingencies.