



## Warren Elementary School

300 Hanlan Street    Box 610    Warren, MB R0C 3E0

Phone: 204- 322-5576    Email: [we@isd21.mb.ca](mailto:we@isd21.mb.ca)

Dear Parents Guardians and Staff,

On September 8<sup>th</sup>, 2020 we will be welcoming our students back to Warren Elementary school for the 2020-2021 School year. Our goal as always is to provide a safe and welcoming atmosphere for our students. The attached plan outlines the procedures and expectations we have developed in accordance with the [Manitoba K-12 Restoring Safe Public Schools Guidelines](#). Although we are entering uncharted territory I hope that our cautious and careful planning will help our students, staff and parents feel safe and supported.

Our Plan has been organized into three sections:

1. **Teaching and Learning** *Where and how will in-class learning take place?*
2. **Building Operations** *How will we enhance cleaning and operations so we are safe at school?*
3. **Family Preparedness** *What is my responsibility as a parent, guardian or caregiver?*

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

Our school plan reflects a cautious and careful approach to create a safe learning environment for our students. Many things will be different this year and some events will not be possible; however, we are committed to finding new ways to make Warren Elementary School a fun place to learn together!

Our collective efforts to follow the public health measures will help ensure that our students have a safe and enjoyable school year. During the spring closure of in class learning we relied heavily on you to support our students which showed how resilient and committed our community is to the continued education of our students. In our return to in class learning we will first be focusing on learning and reinforcing the new standards and procedures which will keep our students safe. Teachers will as always do their best to provide appropriate opportunities for our students to learn and grow as much as possible.

The First Day of regular classes will be September 8<sup>th</sup> or September 14<sup>th</sup> for our new Kindergarten Students. Our annual open house and welcome barbecue has been cancelled. As always if you have any questions or concerns please do not hesitate to reach out to me.

Sincerely,

Mr. C. Gamble, Principal

# Teaching and Learning: Preparedness and Procedures

## 1. Cohorts at Warren Elementary School

Our school will consist of three cohorts (groups) of students (see below). 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 not exceed 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 students, we have implemented a colour coded system. Please note that colours are in no way affiliated with any provincial colour-coding systems in place, colour coding for our purposes is an effective and clear way to direct groups of children and parents. Please familiarize yourself with the entrance and exit to the building.

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

### WES Cohorts:

|              |                 |                 |
|--------------|-----------------|-----------------|
| Kindergarten | Grades 1,2,3 &4 | Grades 5,6,7 &8 |
| Yellow       | Orange          | Purple          |

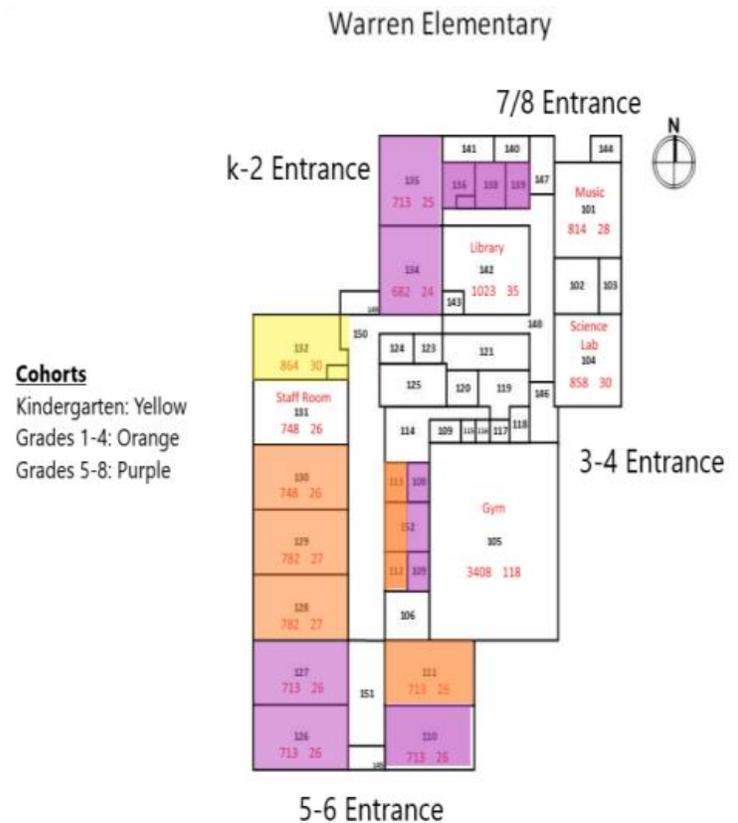
## 2. Self contained classrooms

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 or Music, teachers will do their best to come to classrooms to deliver instruction and minimize student travel in the building. The gymnasium, library, and music room if used by classes or small groups will be cleaned and sanitized between use. Our Canteen will not operate until we can ensure it can be done safely.

## 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.

Our first priority in our return to school is to focus on classroom routines, the rebuilding of community and relationships. Our teachers will use their existing assessment processes along with the information provided on recovery needs on the June 2020 report card. Parents and Guardians are also welcome to contact teachers with additional information and questions about programming.



#### **4. Outdoor Learning, Physical Education and Recess**

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

When students arrive at school each morning, they will play outdoors until we begin a staggered entrance at 8:47am at their designated entrance. Students will be kept apart and assigned zones where specific grades may play.

To allow for more space at recess for physical distancing we will have k-4 students have their nutrition breaks first then go outside, and our Grade 5-8's will go outside first and come back in for their nutrition break. Our hope is that this will reduce crowding and the likelihood that cohorts will share space.

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.

To further separate students and make use of our large playground Students will be asked to enter the building using all four entrances. Entry will be staggered to increase physical distancing and students will be given hand sanitizer upon entry (See Entry Map).

##### **Playground Play zones**

Play Structure- Grades k-2

Stage and Soccer Field- Grades 3/4

Asphalt pad and Zipline area- Grades 5/6

North courtyard/ Garden area- Grades 7/8

*\*Students will enter and exit their designated doors (See School map)*

#### **5. Extra Curricular activities**

Extra curricular programs and activities may be offered by teachers, however they must be conducted using strict cohort groupings. The availability of safe and practical clubs/teams will be communicated at a later date.

### **Building Operations: Preparedness and Procedures**

#### **1. Increased Cleaning and Sanitizing plan**

Warren Elementary has increased the frequency and intensity of cleaning, disinfecting and sanitizing, particularly on high-touch surfaces and in common-shared areas. Extra hours have been given to our custodial staff to increase the frequency of cleaning. Each common space will be cleaned and sanitized before a cohort change may occur. Sanitizing pumps will be available in every space and their use encouraged by all staff.

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 the day. Shared kettles, 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**

We have increased the number of exits for student use when entering and leaving the school (see map) which will be well marked entrance/exit to the building. Whether your child comes to school on the bus, walks, or they are dropped off, once at school they will go directly to their play zone and enter the building at their designated entrance in a staggered fashion. When teaching, learning, or playing outdoors, cohorts must only use their assigned doors.

Our 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 the library, gymnasium and washrooms. Floor markers will direct hallway traffic and encourage a minimum of 1-meter physical distancing.

Students will keep personal belongings (such as their lunch and water-bottle) in a backpack with them when possible. Water fountains will be turned off but bottle filling stations will remain open. 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 and that everyone is learning the new way of doing things. 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 meter
- Hallways, outdoors, within Cohort: 2 meters
- When in shared spaces or in contact with other cohorts: 4 meters

## **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 using 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. Students will be given hand sanitizer while entering the school and once they are in their classrooms, teachers will send small groups of students to their designated sinks to thoroughly wash their hands. Hand Sanitization supplies and information on proper hand washing 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 in grades 4-8. Masks for children in Kindergarten-grade 3 are not required, but are encouraged. Every student and staff member will receive two non-medical reusable (washable) masks although students may bring their own masks from home. Parents are asked to supply masks, however there are masks available at 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 where 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 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 carpets, 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 pickup. Warren Elementary requires all parents to have an "urgent pickup 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 are strongly advised to contact **Health Links-Info Santé (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 communicate with the school via the means teachers have established (agendas, Remind 101, or email). As a school we will continue to use school messenger to send texts, emails, and phone messages.

#### **2. At-home Screening and Monitoring**

It is the responsibility of each staff member and parent to self screen (or screen their child) before coming to school. If feeling symptoms, or unwell, please see the COVID-19 Shared Health Screening Tool at: <https://sharedhealthmb.ca/covid19/screening-tool/>

### **3. Picking up or Dropping off your Child**

In the event that your child arrives late or you need to pick up your child early please notify the office of your arrival by calling (204) 322-5576 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 are asked to familiarize themselves with your child(rens) cohort colour and door, and to meet them outside at the end of the day. Parent entrance in the building is to be avoided whenever possible but if it is necessary parents will be asked to wear a mask and sanitize their hands upon entry into the school.

### **4. Visiting the school and volunteering**

Visitors please report to the front office by ringing the buzzer at the front door. If entering the building, all visitors must sanitize their hands and sign in immediately. 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 students and staff. Visitation will be avoided whenever possible but if necessary visitors will be asked to wear a mask and sanitize their hands upon entry into the school.

### **5. Role of Public Health and Access to information**

In the event of confirmation of a case of COVID-19 connected 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

Our Resource and Guidance teachers will be visiting each classroom to conduct check-ins regularly with our classes. The focus of the Guidance program delivered once per cycle per class will be on student wellness for the first two months of the year. There are community and divisional resources available for anyone needing assistance with their mental health. We are all in this together and it is important that communication about student wellbeing is shared so that we can provide supports.

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

Chris Gamble, Principal [cgamble@isd21.mb.ca](mailto:cgamble@isd21.mb.ca)

Steffani MacMillan , Guidance k-4 [smacmillan@isd21.mb.ca](mailto:smacmillan@isd21.mb.ca)

Jamie Fall Guidance 5-8 [jtimmerman@isd21.mb.ca](mailto:jtimmerman@isd21.mb.ca)

Larissa Friesen, School Social Worker, [lfriesen@isd21.mb.ca](mailto:lfriesen@isd21.mb.ca)

### **Need Help Now and don't want to go through the school?**

Manitoba Farm, Rural & Northern Support Services

Supportline.ca- online counselling  
1-866-367-3276 (Hours Monday-Friday 10am-9pm)

Interlake-Eastern Regional Health Authority

### **CRISIS LINES**

24 hour crisis lin:1-204-482-5419 or 1-866-427-8628  
Mobile Crisis Services: 204-482-5376 or 1-877-499-8770

Adult 2:00pm-2:00am  
Youth 17 and under 1:30pm-9:00pm  
Crisis Stabilization Unit: 204482-5361 or 1888-482-5361  
Community Mental Health intake: 204-785-7752 or 1-866-757-6205

## **7. Working Together (Communication, newsletters, parent and student survey)**

Ongoing safe and respectful communication is needed now more than every. Please know that we will be sending out parent and student surveys this fall and keeping in close contact with all families via our website, school calendar and newsletters, and via the agenda books.