



# Port Elgin Regional School RETURN TO SCHOOL COVID-19 OPERATIONAL PLAN

<b>Grade Level Configuration</b>	K - 8
<b>Principal</b>	Christoph Becker
<b>Student Enrollment September 2020</b>	170
<b>Total number of personnel in the building</b>	25

**Product Inventory:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Operational Plan:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**District Office: Jacqui Eadle – Occupational Health & Safety Co-ordinator**

**Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Monthly Internal Review 2020-2021**

<b>Month</b>	<b>Signature</b>	<b>Date</b>
<b>September 2020</b>		
<b>October 2020</b>		
<b>November 2020</b>		
<b>December 2020</b>		
<b>January 2021</b>		
<b>February 2021</b>		
<b>March 2021</b>		
<b>April 2021</b>		
<b>May 2021</b>		
<b>June 2021</b>		

## Port Elgin Regional School COVID Plan

### Communication Plan

The COVID Operational Plan will be communicated to our parents via the following:

School Connects

Facebook (Video)

School Website

Students will get the same information from their parents and then the full instructions once they get to their classes on the first day.

### Before coming to school

Parents must screen themselves and their child before they leave the door in the morning using the criteria below.

All staff must screen themselves before they leave for work each morning using the criteria below.

Do you have **any** of the following symptoms: fever above 38°C or signs of fever (feeling hot or chills), a new or worsening chronic cough, a sore throat, a runny nose, a headache, new onset fatigue, new onset muscle pain, diarrhea, loss of taste or loss of smell, purple markings on the fingers or toes?

**If you answered YES, and have only one symptom, you may phone 811 to discuss COVID-19 testing, but you do not need to self-isolate. As a precaution, please stay home for at least one day and self-monitor for onset of additional symptoms.**

**If you answered yes, and have 2 or more symptoms, then self-isolate at home and call 811.**

### Adults needing to communicate with the school

If you need to meet with someone at the school, please make an appointment by calling the front office at 538-2121. It is our goal to have the least amount of people entering our building and we will try to have meetings via Skype or other similar platforms. If your child has forgotten an item at home, you will need to call the office to let us know you are coming. When you arrive, please put on a mask, and then place the item on the ledge by the office.

### Entering PERS

Upon entering the school everyone will see a poster stating that everyone entering the school must read the Screening Questionnaire and wear a mask as they enter. Should an adult enter without an appointment they will immediately see a sign on the floor stating, "Please stand here and respect social distancing." Our secretary will then help them as her office is the first room you come to as you enter the school.

If a guest teachers and casual staff come to the school, they must sign in and out of the building. We are requesting that all visitors coming to the school wear a mask. Supply teachers can only remove the mask if they are at least 2 meters from the students.

As students exit the seat of their bus, they must wear a mask and continue wearing it through the halls of the school. As they enter their homeroom, they will be permitted to take off their masks.

Lockers have been spread out around the school to avoid classes having contact with each other. The assigned lockers can be seen on map B for all 5-8 students. (Teacher's name in upper case letters) The k-3 students will use the racks directly outside their classroom and the grade 4 children will use the coat racks where the toys used to be.

### Coming Off the Bus \*Please see the Map B for door names

Only one bus will disembark at a time and students will go into the following doors depending on their grade:

Glencross and Welling - Tech door

- Carter, Beltz and Saulnier - Front door (Right side)
- Firlotte and Leger -Front door (Left side)
- Legere, Fraser and Jensen -Art door

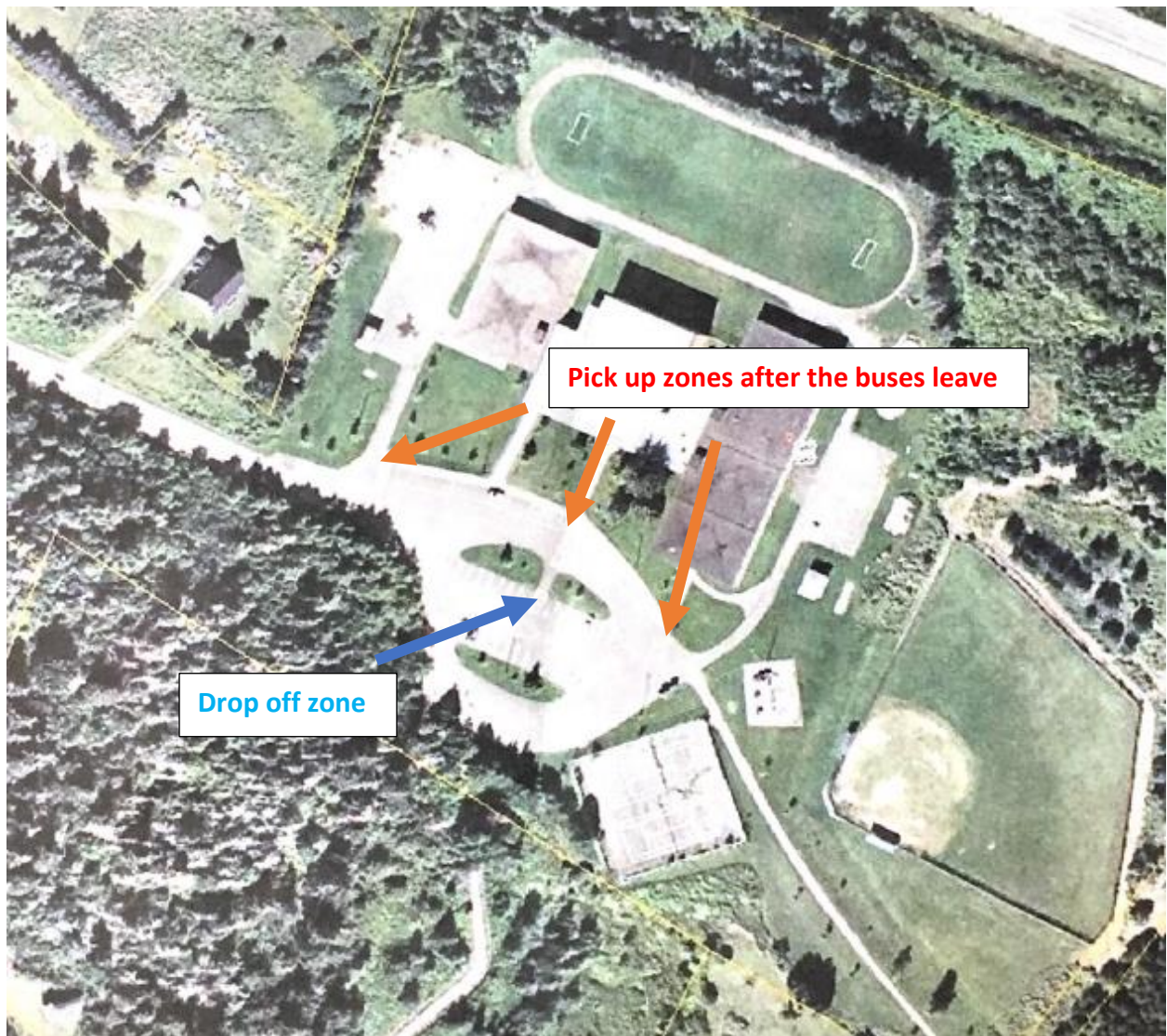
Students who walk to school will put their mask on as they reach the parking lot and then enter their designated door.

Before exiting their bus seat, we will train all our children to put on masks. As they enter the school, they will see directional arrows on the floor that they must follow. On the first day teachers and EAs will be there to direct students.

**Parents dropping off children \* Please see Map A to show parent drop-off zone**

Parents will drop children off in the designated area. This will be done one car at a time. The children will then put on a mask, walk towards the adult on duty and then they will direct them to the correct entrance. If parents must exit their vehicle, we would ask that they put on a mask. At the end of the day we would ask that you remain in your vehicle, wait until the buses leave and then you can pull up to your child’s exit to pick them up. Drop off times will be between 7:45 and 8:00 and pick up times will be 1:40 for the k-2 children and 2:40 for the 3-8 children.

MAP A



**Movement within the school for students**

Students will see directional arrows on the floor which will indicate the direction of travel and avoid classes from breaching the 2m social distancing protocol. If students follow the arrows, they will be able to maintain a 2m distance because our halls are wide enough. Teachers will travel through the halls with their children to ensure that they maintain social distancing. As students leave their homeroom it will be expected that they wear a mask until they reach a specialty class.



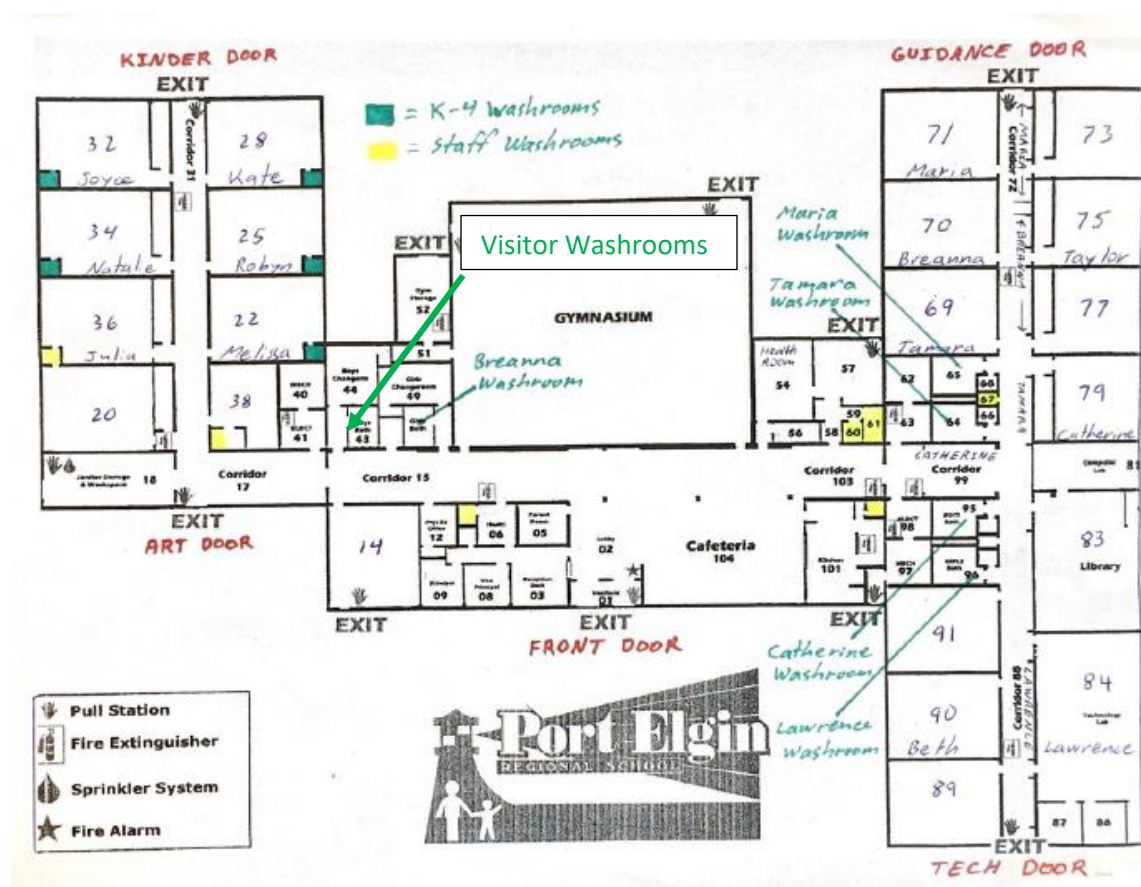
**Washrooms \*Please see the map B for washroom locations**

Each class will have their own washroom based on the diagram below. All k-4 classes have their own washroom as indicated by the small squares. This will be the only washroom that each class can use. This will also be the area that the children would change for gym classes. In each washroom there will be hand washing posters. Teachers will teach their children how to properly wash their hands using the “Hand Washing Song.” They will also teach the children how to maintain proper hygiene by coughing in their elbow and not touching their faces with their hands.

Staff will continue to use all staff washrooms and use proper cleaning procedures after use.

Visitors to our school, will use a separate washroom.

MAP B



**Recess and Lunch \* Please see Map B for door exits**

**Lunch for 5-8**

At 12:05 Maria will exit the Guidance door, Lawrence the Tech door and Catherine the Front door (right side coming in). The same doors will be used to come in.

Breanna and Tamara will eat lunch for the first half of lunch

At 12:25 classes will switch. Tamara’s and Breanna’s classes will get ready to go out shortly before the bell and exit the building before the bell rings. At this point Tamara’s class will wait under the big trees at the front of the school and Breanna’s class will wait by the rink. When the other children are in, they will be able to go to their designated play area. At 12:45 the lunch period will end, and Tamara’s class will enter the Tech door and Breanna’s class will enter the Guidance door.

**Recess for 5-8**

Maria’s, Catherine’s, and Lawrence’s classes go out one day while Breanna’s and Tamara’s stay in. The next day they would switch.

**Lunch k-4**

At 12:05 Joyce will exit the Kinder door, Robyn will exit the Art door, and Melissa will exit through the Front door (left side when coming in). The same doors will be used to come in.

Kate and Nat will eat lunch during this time.

At 12:25 classes will switch. Kate's and Nat's classes will get ready to go out shortly before the bell and exit the building before the bell rings. At this point Nat's class will wait by the garden and Kate's class will wait behind the gym. When the other children are in, they will be able to go to their designated play area. At 12:45 the lunch period will end, and Kate's class will enter via the Kinder door and Nat's class will enter via the Art door.

#### Recess k-4

Joyce's, Robyn's, and Melissa's classes go out one day while Natalie's and Kate's classes stay in. The next day they would switch. Teachers may choose to alter their schedule to change their recess time if they do not travel the halls at the same time or play outside in the same area.

Other Factors around Lunch:

There will be limited use of microwaves because not all classes have dedicated circuits to run one.

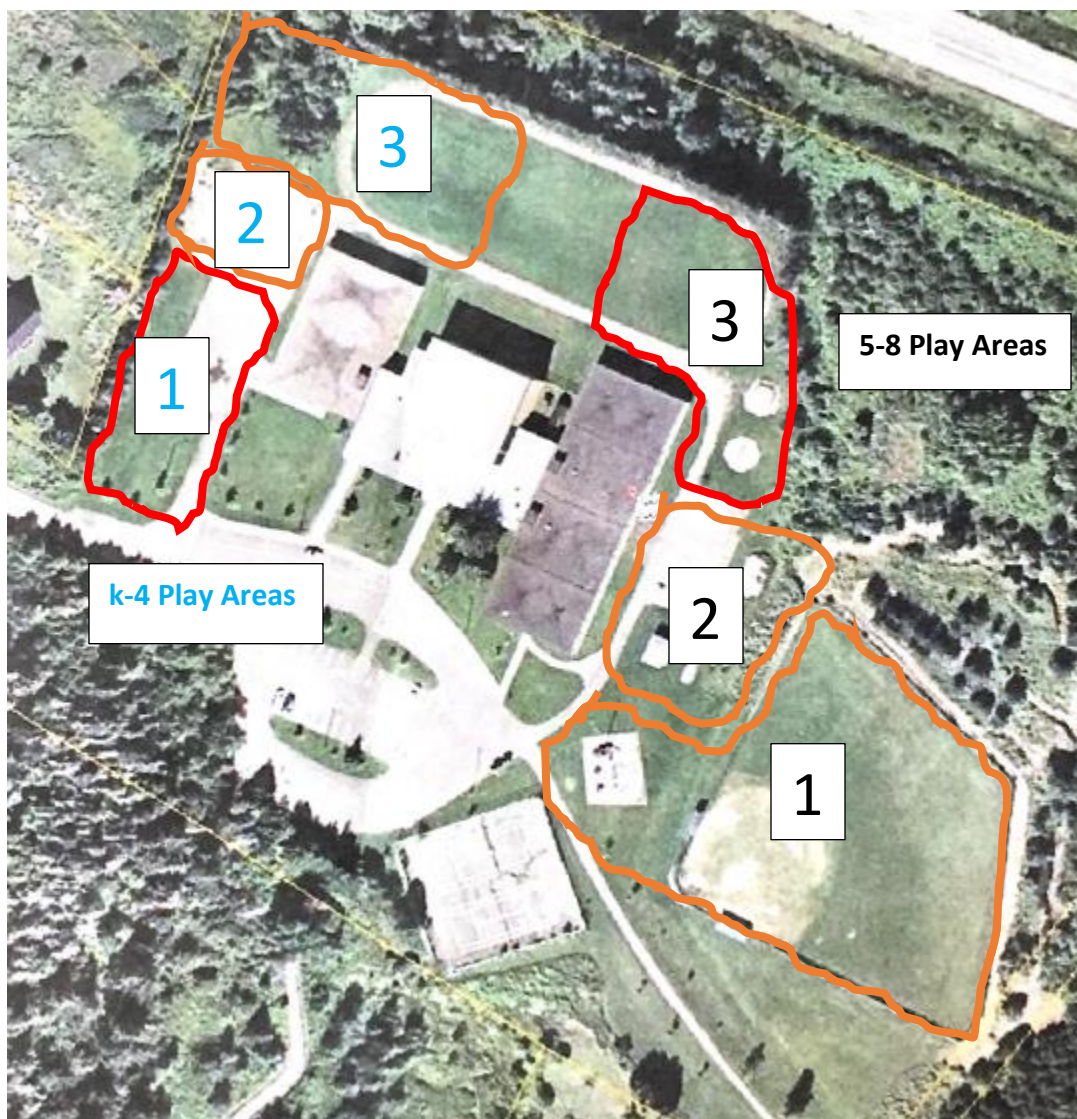
The children are not allowed to eat on the play structures.

The children must sanitize after using the play structures.

#### Playground sections \* Please see Map C for playground sections

When the children are outside, the playground will be divided into three sections. Each class will be in a section and those classes will rotate through these sections daily.

MAP C



### Cafeteria

Children must order both snacks and lunch during homeroom and they must place their money in their individual pouch. Food will be prepared by cafeteria staff. All meals will be placed in a designated bin and then picked up by a student from each class. These students will wear a mask as they do this. There will be no classes in the cafeteria at this time.

### Staff room

Only three staff members are allowed in the staff room at one time. There is adequate room for 2m spacing for this. If more than three staff enter the room, they will be required to wear a mask. If lunch is eaten there, it will be the responsibility of those eating to wipe down all surfaces. A sign will be posted on the door stating these requirements.

### Photocopy Room

Only 2 staff members are allowed in the photocopy room and both must wear a mask. As sign stating this will be placed on the door.

### Physical Education/ Music Classes

If a homeroom teacher is teaching the class, they will proceed as a bubble class. If a specialty teacher is teaching, they will maintain a distance of at least 2 meters between them and their students. If this distance requirement cannot be met, they will be required to wear a mask. If equipment/ instruments are shared it will be wiped down by the students before it is used by another class. One student will be given gloves and they will wipe everything down as it is passed to them.

### Computer and Technology Labs

As classes rotate through these spaces, each class will be responsible for wiping down the workstations. iPads and keyboards will be wiped down by one student wearing gloves. As iPads are passed to this student, they will wipe them down and then place them back into the cart.

### Child & Youth team

Children will be called to the office. They will wear a mask in the hall and then they will be directed to the C&Y member they are working with in room 06 (see map B). The C&Y member will respect the 2m distance while working with the child or wear a mask. After the session is over the C&Y team member will wipe down all surfaces.

### If a child shows signs of infection

If a child shows signs of any illness they will be removed from class, given a mask, and then they will be escorted to room 54 (please see map B) until their parents pick them up. It is very important that families have back up plans to ensure that they can have their child picked up in this circumstance. Immediately after removal from class we will contact the District.

### Wellness support for staff and students

Students will have access to our guidance counselor, their teachers, and some students will have access to our Child and Youth team, should they need support. If you feel your child needs to access the Child and Youth team you can call 869-6170.

You can also give your child the Kids Help Line: 1-800-668-6868

Staff are encouraged to seek help if needed through the following:

Teachers – Contact Lisa Calhoun at 855-5243 or [lisa.calhoun@teacherwellness.ca](mailto:lisa.calhoun@teacherwellness.ca)

NBTA - 506-452-1721

All other staff can use the EFAP for support: 1-866-347-2067

Public Health – 1-866-347-2067