

MAS School Operational Plan

Important Need to Know Information→

1. **Communication-** All school communication will come from Mrs. Burnett regarding operational plan, or any other Covid school related information.
2. **Community Masks-** Everyone in the school is required to have two clean community masks with them daily. We have provided every student with ONE class colored community mask that we ask that they have with them every day, along with another mask in case needed. Masks will be stored in the classroom throughout the day in a pocket holder. This allows masks to not be near one another, to be easily accessed when needed, and to be able to have proper storage.
3. **Wearing Community mask-** students are encouraged and will be asked to wear a community mask only when going to the washroom, in hallway to fill water bottle, or when entering late or leaving early through front doors. They will also be asked to wear a mask if in hallway to deliver something to office. Note- when moving as a class to Phys ed, library, or to go outside students will NOT be wearing masks. Principal and some EAs will be required to wear a mask in classrooms or maintain one-meter distance.
4. **Building Access-** School front door will remain locked throughout the day and there will be limited access to the building. This means parents will not be permitted to enter without a scheduled appointment. We ask that Parents/caregivers contact school personnel through phone, email, and/or virtual means. In person meetings with parents/caregivers will be by appointment only following health and safety guidelines.
When picking students up during school hours we ask you to write a note to the homeroom teacher and/or call the office. The teacher will provide this information to the office. The note will indicate what time the student(s) is to be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line 453-5422 to indicate that they have arrived. Parents/caregivers without a cell phone will be asked to ring the bell at the school to let us know they have arrived. Roxy will ask who the parent/caregiver is picking up. She will collect your child, walk the student to the main entrance and record who picked up the child and the time that the child left.
5. **Arrival-** Please ensure your child arrives to school between 7:50-8:05am. They will be dropped off with the duty teacher and go directly to their playground zone (marked by color pylon). When bell rings students line up in their designated area. Classes will enter one class at a time, sanitize at door, and proceed to classroom. We will leave space between classes to allow for social distancing. (no masks required)
6. **Late Arrival-** If child arrives after bell, they will come to front doors with community mask on and sanitize when entering. Roxy will let them in and record time of arrival and reason for tardy. She will ensure they go to classroom.
7. **End of Day-** Students will all dismiss at same time. Mrs Davis will exit end doors parking lot, Mrs Tingley and Ms Belyea through front doors, and Mrs Coes and Mme McCabe out end doors near garden.

8. **Water-** Students will ONLY have access to a water bottle filling station throughout the day. Please ensure your child comes to school with a full water bottle. Be sure to write your child's name on the bottle.
9. **Classroom Controls-** Hand sanitizing stations are set up in all classrooms. Students will sanitize coming in and out of classroom. There will be little sharing of items between students. All shared items will be sanitized throughout and at end of day.
10. **Social Distancing-** Students and teacher are considered one bubble. Within their classroom and when together as a class they will not have to worry about any distancing required. Students must though keep two meters from other students and adults unless wearing a community mask- ex. Going to washroom, or filling water bottle.
11. **Working outside classroom-** If your child is outside classroom doing learning with a specialist teacher- school intervention, OT, Child and Youth, SLP, etc. They will be required to wear a mask or stay two meters away. With Resource (Mrs. Burnett) it will be one meter or mask. They will also have the option and may use plexiglass in between to allow closer teaching without a mask.
12. **Movement in the School-** We have put in place arrows and use of stairs directions. Students coming and going to the washroom, must use the end stairs near parking lot and wear a mask. They can go down these stairs and back up. Classes going to PE or Library, will go down the middle stairs and exit the end stairs near the library.
13. **Playground-** The playground has been divided into 5 zones. Grade 3-5 will rotate in two zones and grade k-2 have been divided into three zones. Students will rotate daily to a new zone. Each zone has playground equipment, a greenspace, and classes will have their own bin of outdoor balls, toys, etc. During each recess there will be one teacher and 3-4 EAs on duty, so they will have easy access to an adult when needed.
14. **Screening-** Parents/caregivers will be given the document on symptoms of Covid19. Parents are responsible for reviewing the screening questions with their child daily prior to leaving for school and only sending their child to school when they are feeling well and have met the criteria in the document. If your child is not feeling well, they must remain at home as per provincial protocol. When your child is presenting symptoms of Covid19, parents/caregivers will need to contact 811 to determine whether testing is required. Staff will do the same.
15. **Personal Hygiene-** staff will teach, model, and reinforce appropriate hand and respiratory hygiene. There will be posters in washrooms, and classrooms to reinforce. Please also go over appropriate hygiene at home with your child.
16. **Not feeling well at School-** If a student becomes ill at school and shows signs of illness, we will have them go to a small room within our staff room. A staff member will be near the room, so the child can see them and to be there if the child needs someone. The individual who is sick will be asked to put on their community mask (or be given one if they do not have one) and all staff supporting the student will be required to wear a mask. We will immediately contact parents/caregivers to come pick up their child. The child will remain there until their parents/caregiver arrives.