

August 24, 2020

## **Ecole Westlock Elementary School – Re-Entry plan**

Hello parents and guardians,

**Welcome** to a new school year! As many of you, undoubtedly, we are both excited and anxious to welcome students back in to the building and get started navigating our new context. The following is a bit of information specific to school re-entry at WES. This list is not all-encompassing and is subject to change or get tweaked as new information or recommendations arise. We appreciate your patience and understanding through these unprecedented times.

We continue to follow the guidelines and recommendations of Alberta Education and Alberta Health Services in preparing for a safe return to in-person “near normal” schooling for everybody.

### **Staggered Entry-**

Wednesday, September 2

**No Students**

Thursday, September 3

**First day for students in Grades 1, 3, 5, 7 ,9 and 11**

**Everyone else stays home**

Friday, September 4

**First day for students in Grades 2, 4, 6, 8, 10 and 12**

**Everyone else stays home**

**Office Hours** – The office is open beginning Monday, August 24 from 9:00am – 3:00pm. For Monday and Tuesday access is only via email and telephone. Starting Wednesday, August 26, and thereafter, public can enter the school in-person but will:

- Have completed the Daily Health Screening Checklist
- Ring the doorbell located to the right of the front doors
- Wear a mask
- Sanitize their hands upon entry
- Proceed directly to the office to sign in

To reduce the amount of traffic, we ask that only one, or at most two family members enter the school.

**Student drop off and pick up** – Parents must remain in their vehicle when dropping off their child. There may be exceptions to this rule especially for younger students, we will accommodate parents the best we can. Parents will be expected to wear masks IF they need to walk their student to the door.

- Staff will be outside to greet and help guide students to their doors.
- Students will NOT be allowed to go on the playground when they arrive at school. They are expected to line up at their designated entrance doors.

**Designated entrances are as follows:** West doors are still K and grade 1 (KG, KL, 1C, 1L, 1B). East doors are still grades 2 and 3 (2K, 2C, 2PW, 3K, 3A), the southeast doors are for 3/4T, 4McRB, 4McM, and the main front doors are for grades 5 and 6 (5D, 5Mi, 5/6C, 6W, 6C, 6B).

**Parents in the school-** In the past parents were able to go to classrooms and drop off things or speak to the teacher. This will no longer be allowed. All in-person meetings between parents and school staff must be pre-arranged.

When a visitor/parent comes to the school, all the rules apply: do not enter if feeling sick or have COVID 19 symptoms, wear a mask, sanitize your hands about entry, socially distance, and limit the number of surfaces you touch. **All visitors will need to complete our visitor log at the front office.**

**Outside Doors- will be locked almost all day.** All doors will be disarmed from 8:35 - 9:00 am and armed at all other times. Kids that arrive after 9 am have to use the front door and will likely have to ring the doorbell. The doorbell is located just to the right of main front entrance.

### **New Bell Schedule**

<b>Period</b>	<b>Time</b>
<b>Entry into the building</b>	<b>8:35</b>
<b>1</b>	<b>8:52-9:24</b>
<b>2</b>	<b>9:24-9:55</b>
<b>3</b>	<b>9:55-10:26</b>
<b>4</b>	<b>10:26-10:57</b>
<b>Recess</b>	<b>10:57-11:27</b>
<b>Lunch</b>	<b>11:27-11:47</b>
<b>5</b>	<b>11:47-12:18</b>
<b>6</b>	<b>12:18-12:49</b>
<b>7</b>	<b>12:49-1:20</b>
<b>Recess</b>	<b>1:20-1:50</b>
<b>8</b>	<b>1:50-2:21</b>
<b>9</b>	<b>2:21-2:52</b>
<b>10</b>	<b>2:52-3:25</b>

**Entering the school in the morning or after recess** - Students will line up in their designated spots. The decal below will be used inside the school and a similar decal (without the arrow and with "Stand Here" written on it) will be used outside. Grade 4 - 6 students will need to mask up upon entering. EVERYONE needs to hand sanitize before proceeding to their classroom. The hand sanitizing dispensers are in the boot room area (exact location yet to be determined).



**Recess:** Yes, we are having recess. Students will exit for recess in a staggered manner and stay in their classroom cohort and physically distance. Masks will not need to be worn when outdoors.

When the bell rings students will line up in their designated spots. The classroom teacher or Program Assistant will meet their students at the door for a staggered entry. Again, everyone must hand sanitize and Gr 4 - 6 need to wear masks.

**Bathrooms** - Only 2 students at a time will be allowed in the bathroom. Grades 4 - 6 must wear masks.

**Water Fountains-** Water fountains will be turned off, however, our two new water dispensing stations will be open. Please send a clearly labelled water bottle.

#### **In the classroom**

- Students will need to sanitize or wash their hands upon entering the classroom after having been gone ex. Music or Gym
- Students will need to wash or sanitize their hands before and after eating.
- No sharing of anything (student supplies, food, clothing)
- No birthday treats or sharing of treats/snacks.
- Classroom tables and desks will be positioned to maximize spacing.
- Gr 4 - 6 students - if group work or a learning activity requires working in close(r) proximity, students and adults will need to wear masks for the entire activity.
- Manipulatives/games/books etc. can be used as long as they are cleaned and sanitized after each use.

**Computer use** - each user will need to wipe down their computer after they are done with it.

**Extra daily cleaning** - the school district will provide on site cleaning staff for every school during the day. WES will have somebody between 11:00 - 2:00 daily, wiping and disinfecting high touch areas, washrooms, door knobs etc.....

**Den** – We have no Den until further notice.

**Nutrition Funding/Breakfast Program** – The government kept the funding for this. Though it won't likely get started at a later date, a daily nutritional breakfast snack will be available to every student who wants one.

**Outside user group agreements** – User group agreements like Jazzercise and BOKS will not be renewed until further notice.

**There will not be a back to school BBQ.**

**Medical** - We need to have a list of staff and students with pre-existing medical conditions readily available in the office. For ex. Allergies that cause sneezing, stuffy nose etc.

**Lockers/cubbies** - We are using lockers and classroom cubbies. Students will be grouped and spread out to go to their locker and/or cubbies with Grade 4 – 6 students wearing a mask.

**We look forward to welcoming you back to in-person learning and are confident that our school re-entry plan will keep all students and staff safe.**

Enjoy the last few days of summer!