

# Hague Elementary School

## Parent & Caregiver Handbook for Re-Opening



### **Please note:**

These plans for re-opening are based on information at this time. Plans may change as new information is provided to schools.

# COVID-19

## Information

COVID-19 is a virus that spreads through close person-to-person contact. The infection transmits via coughing and sneezing (droplet transmission). It can also be spread by touching surfaces with the virus on it and then touching your mouth, nose, or eyes before washing your hands.

Symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold. Common symptoms may include one or more of the following:

- fever;
- cough;
- headaches;
- aches and pains;
- sore throat;
- chills;
- runny nose;
- loss of sense of taste or smell;
- shortness of breath or difficulty breathing.

As a respiratory illness, the best method to protect yourself against COVID-19 is to practice everyday preventative actions, including:



Practice proper cough and sneezing etiquette (into a tissue or the bend of your elbow);



When physical distancing is not achievable, wear a mask;



Wash your hands often with soap and water; if soap and water are not available, use an alcohol-based hand sanitizer;



Avoid touching your eyes, nose and mouth with unwashed hands;



Clean and disinfect your home regularly;



Maintain safe food practices;



Avoid close contact with people who are sick;



Avoid unnecessary travel to affected areas; and

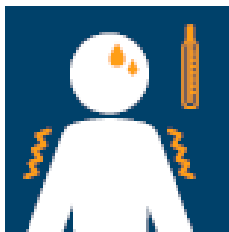


Avoid large crowds and practice physical distancing (do not shake hands, hug or kiss).

Before sending your child to school each day...

## How do you feel today?

Every morning before your child leaves for school, please check to see if they are experiencing any of these symptoms:



Fever or chills



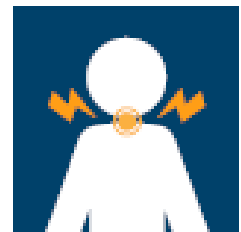
Cough



Headache



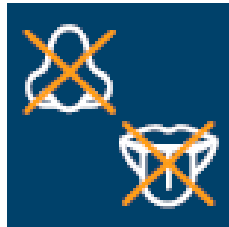
Aches and pains



Sore throat



Runny nose or congestion



Loss of taste or smell



Shortness of breath or difficulty breathing



Fatigue



Nausea or vomiting



Diarrhea



Conjunctivitis



Dizziness

If your child is experiencing any of these symptoms, **do not send your child to school.** Contact Healthline 811 for assistance.

## **PREPARING FOR AN ILL STUDENT**

- Parents and caregivers should make a plan in case their child needs to be picked up early from school due to illness. Please ensure contact information is up to date with the school.

## **IF A STUDENT IS SICK**

A student experiencing any of the following cold or flu-like symptoms must not attend school:

- fever;
- cough;
- headaches;
- aches and pains;
- sore throat;
- chills;
- runny nose;
- loss of sense of taste or smell;
- shortness of breath or difficulty breathing

Parents/caregivers should contact HealthLine 811 for direction. If the student is referred for testing, they must remain home and self-

isolate until they have received their results and direction from the health authority.

## **IF A STUDENT BECOMES SICK AT SCHOOL**

- If a child displays any symptom(s) of concern associated with COVID-19, the classroom teacher will contact Mrs. Wagner, Administrative Assistant, in the office to locate Mrs. Jackson (Principal) or Mrs. Paulsen (Vice-Principal) to take the child from the classroom.

- Hague Elementary has an isolation space for anyone with COVID-19 symptoms who is waiting to be picked up. This isolation space will have available in it masks, face shield, gloves, garbage can, disinfectant, hand sanitizer, bottled water, paper towel, Kleenex. If a student is showing symptoms, they will be isolated in this space and provided with a mask until they can be picked up. Students will be supervised in this area. Supervising staff members will wear a mask and face shield during all interactions with the ill student.

- The student’s parents or caregivers will be contacted and required to pick up the student immediately. Parents will be asked to pick up the student at the library exit door. The student will exit the school through the library exit door directly to the outside. School staff will not transport the student home. After the student has been picked up, the isolation space will be cleaned and disinfected.

- The student’s classroom will be cleaned and disinfected, with particular attention to the student’s desk and surrounding desks as well as any other common-touch items in the classroom and/or other school facilities the student had access to that school day, such as washrooms.

- For details about public communication following COVID protocol, please refer to [COVID-19 Protocols for AP-432 Illness in Care – Appendix B.](#)



## **HYGIENE**

- Proper hand hygiene is a key element to reducing the spread of illness. Students will be taught and expected to follow proper hand hygiene. This includes washing hands with soap and water for at least 20 seconds and the frequent use of hand sanitizer. Visual instructions for proper hand washing will be displayed beside every sink.
- Proper handwashing will be taught beginning on the first day of school attendance, and will be monitored and reviewed as appropriate and needed.
- Hand sanitizer will be available in all schools at all entrances and in every classroom. Students are encouraged to bring their own bottle of hand sanitizer.
- Each classroom will have disinfectant spray for use in the classroom.
- There will be numerous prompts to wash hands or use hand sanitizer throughout the day, such as when first entering the

building, entering the classroom, or immediately before and after recess.

## **MASKS**

- All students are required to wear masks while riding the bus.
- Grade 4-6 students are required to wear masks at school when appropriate physical distancing cannot be maintained.
- It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric. Bandanas and gaitor masks are not recommended as appropriate face coverings.
- ~~Hague Elementary has a combined classroom of Grade 3 & 4 students. These students will be required to wear masks.~~  
**School Update September 10:** Hague Elementary does not have a combined classroom of grade 3 & 4 students.
- **Our classrooms and other school spaces do not allow for 2 meters of distance to be**

**maintained between students. Therefore, students are required to wear masks in grades 4-6 and in the Grade 3/4 class in the classrooms and hallways.**

**School Update September 10:** Hague Elementary does not have a combined classroom of grade 3 & 4 students.

- Masks are recommended for Pre-Kindergarten to Grade 3 students.
- Staff are required to wear masks at all times when appropriate distancing cannot be maintained.
- When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning).
- Masks need to be worn outside when students are less than 2 metres apart.
- All visitors must wear masks.
- Disposable masks will be made available to students as required for students in grades 4-6 or as requested by students in grades Pre-K to 3.

- Students are welcome to bring their own masks.
- In some situations, wearing a mask may not be possible for a student. In these instances, school staff members will work with parents/caregivers to consider accommodations.

### **CLASSROOM SETUP**

- Unnecessary furniture has been removed from our classrooms to provide greater space between students.
- When possible, students will be forward facing.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected have been removed.
- We have replaced all tables in classrooms with desks to better define students' space and help them to understand keeping to their own "personal bubble" better.
- Use of student lockers and student cubbies in classrooms will be minimized to maintain proper

distancing between students. Students will hang backpacks on the backs of their chairs. Jackets will be tucked into backpacks or hung over chair backrest.

### **LIMITING SHARED MATERIALS**

- All students will be responsible for their own school supplies.
- Learning materials that are shared amongst students during classroom lessons will be reduced and sanitized. Items that cannot be easily cleaned and disinfected will not be used.
- Students are not to bring items (i.e. toys, trinkets, knick knacks) from home.
- Computers will be cleaned between each use.
- Library books will not be signed out by students. Library and classroom books will be used at school. Books will not travel between home and school.

### **WASHROOMS**



- As much as possible, washroom use will be limited to classroom groupings (i.e. classes taking turns for washing hands before eating).
- Every effort will be made to limit the number of students to 3 students in a washroom when students are from two or more different classrooms.
- Waiting stations will be clearly marked outside the washroom for students when there are already 3 students in the washroom.
- Students will wear masks in the washroom.
- Increased cleaning and sanitization will be scheduled.
- Visual instructions for proper hand washing will be displayed by every sink.

### **STUDENT ACCESS TO WATER**

- Hague Elementary students have access to a bottle filling station.
- Students who do not have a refillable water bottle will be

provided a disposable cup for filling at the water fountain.

- Students are asked to bring a reusable water bottle filled from home to school every day. This water bottle is for personal use and must not be shared with others.

### **RECESS**

- ~~Recess time will be self-scheduled by each individual classroom teacher.~~ **School Update October 13: Grades 4-6 will have recess at 10:25-10:40. Grades K-3 will have recess at 10:45-11:00.**
- Masks need to be worn outside by students in Grade 4 to 6 when students are less than 2 metres apart.
- Students will remain only with their own class during their recess time. In the event that two classrooms have recess at the same time, classrooms will not mix during recess time.
- ~~Classroom teachers will be outside at recess with their class.~~

### **School Update October 13:**

Supervision by teachers will follow the same format as lunch recess.

Two teachers will supervise students at each recess time.

- Areas of the playground will be designated for classrooms of students (i.e. a soccer field will be a space for one classroom of students while another classroom of students has the swing and playground structure area).

- Equipment that would be used by multiple students will be reduced. Other activities that do not involve the sharing of equipment will be encouraged.

### **ENTERING AND EXITING THE BUILDING**

- Classrooms will be assigned entry and exit doors to use when entering and leaving the school.

- Classrooms will line up in their designated spot on the playground in preparation for entering the school on arrival in the morning or after recesses.

- Classrooms will enter the school via their assigned entry doors one class at a time, waiting until the boot rack area is free of students from other classrooms before entering the building.

- Classrooms will move through the hallway to leave the school building for recess when there are no other classrooms in the hallways.

### **TRANSPORTATION**

- Parents are asked to transport their own children where possible.

- All students and staff riding or boarding buses are required to wear a mask. Students will be required to use the hand sanitizer located at the front of the bus before proceeding to their seat.

- For contact tracing purposes, students will be assigned seats on buses, and a record of the seating plan will be kept by the driver. Students who live in the same household should be seated together.

- Buses are to be cleaned and sanitized after each run.
- Immediately upon arrival to school, students will line up in their class's designated area on the playground where their teacher will be waiting for them and supervising the line-up before taking the class into the school at 8:47.
- Class designated lineup areas: K & Grade 1 – at south entry/exit doors; Grade 2 to 3 ~~3/4~~ – on south basketball tarmac on; Grades 4 to 6 – at front of school near flagpole doors.

**School Update September 10:**  
Hague Elementary does not have a combined classroom of grade 3 & 4 students.

- Students will not play on the playground prior to the start of the school day.

### **PICK UP & DROP OFF AT SCHOOL**

- Parents and caregivers are asked to transport their own children where possible.

- Students being transported by parents are to arrive at school **after** 8:45.
- Immediately upon arrival to school, students will line up in their class's designated area on the playground (Grades K-3 ~~3/4~~ on the playground; Grade 4-6 at the front of the school near the flagpole) where their teacher will be waiting for them and supervising the line-up before taking the class into the school at 8:47. Students will not play on the playground prior to the start of the school day.

**School Update September 10:**  
Hague Elementary does not have a combined classroom of grade 3 & 4 students.

- Students are to be dropped off and picked up outside of the building. Parents and caregivers (including older siblings picking up elementary students) will be provided a designated waiting area near their child's entry & exit door. Students in Pre-K to Grade 3 as well as those students requiring additional supervision for safety, will be taken to this waiting area by a staff member to

be transferred into the care of their parent/caregiver.

- Parents/caregivers who need to pick up their child(ren) at any time during the school day are asked to call the school ahead of time and to wait in the designated waiting area outside for your child to meet you there.
- For the first 6 weeks of school, parents, guests, volunteers, presenters, etc. will not be allowed access to the school building except in emergency situations.

#### **Arrival & Dismissal times:**

- Town students and those being transported by parents are to arrive at school **after** 8:45. The school day begins at 8:52.
- Buses will arrive after 8:42.
- Bus students are dismissed at 3:04. Bus students will be taken to their busses in their class groupings by a staff member.
- Town students and those being transported by parents will be dismissed by intercom safety

announcement only after the busses have departed at 3:10.

- If a parent or caregiver must enter the school building to tend to an urgent situation with their child, the parent or caregiver is required to complete the online Prairie Spirit screening tool ([spiritsd.ca/covid](https://spiritsd.ca/covid)) before entering the building. The green permission screen must be shown to Mrs. Wagner, Administrative Assistant, in the office upon entry into the school. The parent or caregiver is required to wear a mask upon entry and to use hand sanitizer immediately upon entering the school. Once in the school, parents and caregivers must maintain physical distance from staff and other students and should practice diligent hand hygiene by washing or using hand sanitizer.
- Hand sanitizer dispensers are placed at the main entry doors for parents'/caregivers' use upon entry to the school.

#### **VISITORS TO THE SCHOOL**

- At this time, visitors are discouraged from coming into the school except in emergency situations. Visitors (including parents/guardians/caregivers) who must enter the building will be required to complete the online Prairie Spirit screening tool ([spiritsd.ca/covid](https://spiritsd.ca/covid)) before entering the building. The green permission screen must be shown to Mrs. Wagner, Administrative Assistant, in the office upon entry into the school. Mrs. Wagner will maintain documentation of all visitors in the school and the times of the visits for the purpose of contact tracing. Paper copies of the screening will be made available as needed. These copies must be submitted to Mrs. Wagner, Administrative Assistant, in the office. These forms will be used if a contact tracing investigation is necessary. The parent or caregiver is required to wear a mask upon entry and to use hand sanitizer immediately upon entering the school. Once in the school, parents and caregivers must maintain physical distance from staff and other students and should practice diligent hand

hygiene by washing or using hand sanitizer.

- Hand sanitizer dispensers are placed at the main entry doors for parents'/caregivers' use upon entry to the school. Parents/caregivers are asked to contact the school by phone (306-225-2104) or email ([hes@spiritsd.ca](mailto:hes@spiritsd.ca)) to make an appointment if they need to come to the school.

## **PRE-KINDERGARTEN AND KINDERGARTEN**

- Home visits will not be possible. Instead, Pre-Kindergarten and Kindergarten students will begin in small groups only to allow for a gentle introduction and getting to know their teacher, the school, routines, spaces, and classroom.

- Parents/caregivers choosing to have their Pre-K children ride the bus are required to secure the safety harness for their child. Therefore, before boarding the bus, the parent/caregiver is required to complete the online Prairie Spirit screening tool ([spiritsd.ca/covid](https://spiritsd.ca/covid)). The green

permission screen must be shown to the bus driver. The parent/caregiver is required to wear a mask and to use hand sanitizer upon boarding the bus.

- More information about the small group starts will be sent by the Pre-K and K teachers.
- Details about classroom learning and programming will be shared by Pre-K and Kindergarten teachers directly to their students' families.

## **LUNCHTIME / SNACKS**

- Students are encouraged to go home for lunch when possible.
- It is recommended that students keep an extra disposable fork and spoon in a ZipLoc bag in their backpack. Utensils cannot be provided by school staff.
- Hague Elementary will not be making hot lunches available (i.e. Subway, Pizza Hut, hotdogs).
- Food will not be shared among students. Classroom snacks (i.e. for birthday celebrations or other occasions) cannot be brought at this time.
- Students are asked to collect their lunchtime garbage in their lunchkits and the garbage to be disposed of at home.
- Supervision will be provided at lunchtime by staff members. However, supervisors will be required to maintain distance from groups of students who are not their own classroom.
- In order for supervising teachers to maintain distance from students as much as possible,

students should bring items for snack and lunch that they can open unassisted. Many common lunch items cause problems for younger students to open, including juice box wrappers, screw-off tops, fruit cups, yogurt tubes, and even some reusable container lids.

• Lunchtime and lunch recess will be staggered:

- ~~12:10-12:30-12:27~~ – outside for recess: ~~1MW, 1NW, 2/3KH, 3/4AL (this class will use the Div. 2 play area), 4DV, 6KK~~
- ~~12:27-12:32~~ – transition time for classes to return indoors, wash hands, return to their classrooms for lunch
- ~~12:32-12:30-12:50~~ – outside for recess: ~~K, 2KL, 3CL, 5JN, 6HM~~
- ~~12:50-12:55~~ – transition time for classes to return indoors, wash hands, return to their classrooms
- 12:10-12:30 – K to Grade 3 eat lunch then have lunch recess 12:30-12:50

- 12:10-12:30 – Grade 4 to 6 have lunch recess outside and then return inside to eat from 12:30-12:50

**School Update September 10:**  
Please note this change as communicated by email to all families September 10, 2020.