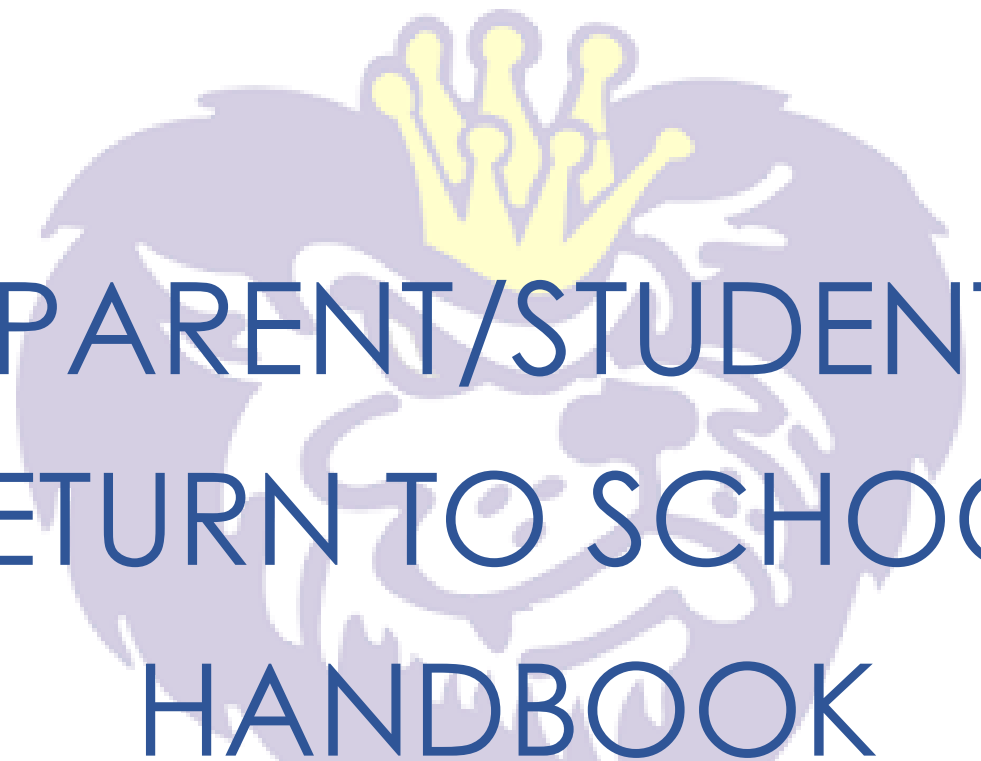


OSLER SCHOOL



PARENT/STUDENT
RETURN TO SCHOOL
HANDBOOK

FALL 2020

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.

STUDENTS ENTERING AND EXITING THE BUILDING

Students will enter the building through their assigned classroom entrance. These are the entrances assigned to the different classrooms:

East Doors: 2B, 3W, 3/4B

South Doors: K, 1C and 1H

Front Doors: 4B, 5C, 5L

West Doors: Grade 6-9

Each class will have a designated meeting spot outside their assigned door where they will wait for their teacher who will invite them into the school. Designated meeting spots will be identified with a large pylon with the classroom name on it. Grade 4-9 students are expected to wear their mask when they line up awaiting entrance to the school.

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. Students are expected to sanitize their hands upon entering the building.

Classrooms will move through the hallway to leave the school building for recess when there is no other classroom in the hallways.

ARRIVAL AT SCHOOL

Bus students will arrive around 8:35 and line up at the designated meeting place for their classroom. Bus students will sanitize their hands as they enter the building. Bus students will wear their masks until they arrive in their classroom.

Non-bus students will arrive at school between 8:51 and 8:56. They will line up at their respective classroom meeting places in preparation for entering the school. Students in Grade 4-9 are expected to put on their masks before lining up at their designated spots. Students in Kindergarten to Grade 3 are encouraged to wear their masks to enter the building. Teachers will meet their classrooms at the designated meeting spots and supervise their classes as they enter the building.

If a student is late for class, they should enter the school through the front doors, sanitize their hands and report to the office.

END OF DAY DISMISSAL

Town students and those students being transported by parents will be dismissed at 3:12. We ask that students be picked up promptly or return home promptly after school so supervisors can assist bus students when they are dismissed. Students in Grade 4-9 are expected to wear their masks until they leave the school building. Students in Kindergarten to Grade 3 are encouraged to wear their masks until they are outside the school building.

Bus students will be dismissed at 3:17. Before they leave their class, they will put on their masks and exit the school through their designated doors. They will proceed to their assigned bus waiting areas which will be marked by pylons labelled with the name of their bus driver.

MASKS

All students are required to wear masks while riding the bus.

Neck tubes are not acceptable replacements for a mask.

Grade 4-9 students are required to wear masks in all common areas, (ie: hallways and washrooms) where physical distancing is not possible.

Grade 4-9 students are required to wear masks in their classroom as we are unable to ensure that students remain physically distant. Teachers will arrange for times when students are granted “mask breaks.”

Masks are recommended for Pre-Kindergarten to Grade 3 students and teachers will be looking at fun ways to teach students about the importance of wearing masks at this time.

Masks do not need to be worn once the students are outside for recess. Students should keep their masks on their person during recess so they can put it on to re-enter the building.

Staff are required to wear masks at all times when appropriate distancing cannot be maintained.

Students are encouraged to bring their own reusable cloth masks. A clean reusable mask is encouraged for each day. Students are expected to take home all their materials on a daily basis including their reusable masks. Disposable masks will be made available to students when needed and required. Please ask your classroom teacher.

For medical reasons, some students may have difficulty wearing a mask. In these instances, classroom teacher and staff members will work with parents/caregivers to consider alternative options and accommodations. Medical documentation may be required.

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 in a washroom.

Visual instructions for proper hand washing will be displayed by every sink.

STUDENT ACCESS TO WATER

Osler students have access to a bottle filling station for refills. There is one in each hallway.

Water fountains have been temporarily disabled.

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

RECESS

There will be two morning recess times with half of our students on the playground at a time.

Students will remain with their own class during their recess time. Classes will be assigned areas of

the playground on a rotational basis. (ie surge pond, playground area, tarmac, hills etc).

Teacher supervisors will monitor the students during the recess break.

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

LUNCHTIME / SNACKS

Kindergarten to Grade 5 students are encouraged to go home for lunch when possible. **All Grade 6-9 town students are expected to go home for the entire lunch time.** Grade 6-9 parents, please contact your child's homeroom teacher if your child needs to stay for lunch at school on a given day.

Lunch time and noon hour recesses will be staggered.

Grade 3, 4, 6 and 7 will eat lunch while Kindergarten, Grade 1, 2, 5, 8 and 9 are outside. During the second half of the noon hour, Kindergarten, Grade 1, 2, 5, 8 and

9 will eat their lunch while the other grades are outside playing.

Supervision at lunchtime will be provided by staff members. Staff members will be wearing masks during this time.

Food will not be shared among students. Classroom snacks (i.e. for birthday celebrations or other occasions) cannot be brought at this time.

Osler Parents have been known to spoil the staff with treats. Out of respect for the staff and for the students in our school, thank you for finding others way to recognize the amazing work of our staff.

Osler Elementary will not be making hot lunches available (i.e. Subway, Pizza Hut, hotdogs).

PICKING UP STUDENTS DURING THE SCHOOL DAY

Parents/caregivers who need to pick up their child(ren) at any time during the school day are asked to let the teacher know with an email before classes begin in the morning. Once you arrive at the

school, please contact the school office to ensure your child is dismissed from class. Please wait outside at your child's classroom designated pick up/ drop off spot for your child to meet you there.

PARENT PICK UP & DROP OFF AT SCHOOL

Non bus students are to arrive at school **between 8:51 and 8:56**. Immediately upon arrival to school, students will line up in their class's designated meeting spot which is found by their assigned entrance. Classroom teachers will supervise the line-up before taking the class into the school. Students will not play on the playground prior to the start of the school day.

Students are to be dropped off and picked up outside of the building. **Parents are not to enter the building unless it is an emergency and they have been granted permission to enter the main doors by the office.** Parents and caregivers (including older siblings picking up elementary students) will meet their students in the designated classroom pick up/drop off area.

TRANSPORTATION

For contact tracing purposes, parents are asked to transport only their own children to school.

All students riding busses are required to wear masks.

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

Buses are to be cleaned and sanitized after each run.

PARENT ACCESS TO THE SCHOOL BUILDING

Parents and guardians are only allowed in the building in case of emergencies. They will be required to fill out a health screening before entering the building. The form can be filled out at spiritsd.ca/COVID. Paper copies are available as needed. Electronic/paper copies of the completed screening must be submitted to Ms. Ens, administrative assistant, in the office. These forms will be used if

a contact tracing investigation is necessary.

If a parent or caregiver must enter the school building to tend to an urgent situation with their child, the parent or caregiver must put on a mask and use hand sanitizer immediately upon entering the school. Masks are available at the office upon request. Once in the school, parents and caregivers must maintain physical distance from staff and other students.

KINDERGARTEN

Home visits will not be possible at the start of this school year. Kindergarten Orientation will take place in small groups at the school which include Kindergarten parents and their Kindergarten child only. Kindergarten students will begin in small groups to allow for a gentle introduction to the thrill of Kindergarten. This allows them to get to know their teacher, the school, routines, spaces, and classroom in small groups. More information about Kindergarten Orientation and group starts will be sent by Ms. Bymoen.

CLASSROOM SETUP

Our computer room has been renovated so we can use it as an additional classroom to ensure smaller class sizes.

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.

Our Kindergarten to Grade 5 classrooms have individual desks/tables. This helps students understand keeping to their own “personal bubble” better.

Students in Grade 4 – 9 will not be assigned lockers at this time. Students will hang backpacks on the backs of their chairs. Jackets will be hung over back of chair or hung in an area designated by their classroom

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 sanitized before the next use. 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.

Students, under the direction of their classroom teacher, will sanitize Chromebooks and iPads after each use. Appropriate cleaning products will be supplied by the school division.

At this time, students will not have access to the library.

PROGRAMMING CHANGES

At this time, the band program will not be offered to Grade 6-9 students. Music in Grade 6 and 7 will be taught by our music specialists, Mr. Fanner and Ms.

O'Hara. Individual instruments will be supplied for students.

In order to reduce the number of teachers in each of our classrooms, French will not be offered to Grade 7-9 at this time.

SHARED FACILITIES

The school will not be renting any facilities to community groups at this time.

At this time students should not be in the school after dismissal time. Our cleaning staff need to sanitize all common areas at the end of the school day.

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 or if your child is ill in the morning. The motto for the 2020-2021 should be: ***Prepare for Plan B.*** As well, please ensure contact information is up to date with the school.

IF A STUDENT IS SICK

If a student is experiencing cold or flu-like symptoms (fever, cough, headaches, aches and pains, sore throat, chills, runny nose, loss of taste or smell, shortness of breath or difficulty breathing), they must not attend school. 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

Osler School has an isolation space for anyone with COVID-19 symptoms and who is waiting to be picked up by their parent, guardian or emergency contact. If a student is showing symptoms, they will wait in the room beside the administrative assistant's office. Students will be provided with a medical 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/guardians will be contacted and **must pick up the student immediately**. If the parent/guardian is unavailable, the emergency contact will be notified by the school and will be asked to pick up the student. The parents/guardian/emergency contact is asked to come to the main doors of the school to pick up their child. Upon arrival at the school, they should phone the main office and the administrative assistant will ensure the child is brought to the main door with all their belongings.

After the student has been picked up, the space will be cleaned and disinfected.

The school will also contact public health officials to provide notification of the student being removed from the school due to illness. Public health officials will then conduct an initial assessment and provide direction to the school. (See public health information which was shared with parents on August 27.)

<https://www.spiritsd.ca/files/docs/Safe-Schools-Plan-Parent-Package.pdf>

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.

PARENT NOTIFICATION OF CONFIRMED CASE OF COVID-19 IN CLASSROOM/SCHOOL.

If a student or staff member tests positive for COVID-19, public health will provide assistance and begin the contact tracing process immediately. (Please see the document sent home to parents on August 27 for more details.)

<https://www.spiritsd.ca/files/docs/Safe-Schools-Plan-Parent-Package.pdf>

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.

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.

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.



For more information about our Safe School Plan please see our school website:

<https://blogs.spiritsd.ca/oslerschool/files/2020/08/Osler-Safe-School-Site-Plan.pdf>

You are also welcome to contact your child's classroom teacher for clarification.

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).