

# Willows Elementary Return to School Guidelines

*June 2020*

We are looking forward to seeing many of our students who will be returning to Willows during the month of June for two days of Face-to-face instruction per week. There is a *Welcome to Willows* story written by Ms. Melinda attached to read to with your child explain what school will be like. Please review our guidelines below to help ensure the health and safety of all students, staff and families. Updates to these guidelines will be provided to families as necessary. *If ANYONE in your household shows signs of any illness, your child cannot come to school.*

## Schedule

Students will attend either Monday/Tuesday or Wednesday/Thursday. We are unable to accommodate requests for specific days of the week. Teachers have worked to ensure siblings attend on the same days. Our classes will have a smaller groups in their class attending each day.

Your classroom teacher will let you know what cohort your child has been assigned to. Students will only attend on the days of the week they are scheduled.

Cohort A	Mondays and Tuesdays
Cohort B	Wednesdays and Thursdays

Drop off and pick up times have been staggered to avoid large groups. A map is attached to show where to meet classroom teachers

French Immersion students	Drop off 9:00	Pick up 2:00
English Students	Drop off 9:15	Pick up 2:10

Students are not able to 'drop in' to class and must be scheduled before they can return to ensure that proper health and safety protocols are followed.

Students will continue to have recess and lunch breaks as per usual during the day. These breaks will be staggered during the day to assist in maintaining physical distancing between students during recess times.

## **Essential Service Worker (ESW) Students**

Many of our students of essential service workers have already been attending Willows. Students in our ESW program will attend according to the schedule that we have agreed upon. ESW students on our list arriving between 8:40 and 9:00 should check in at the main entrance with our staff member who will sign students in. They will play outside in a designated area supervised by Education Assistants until they are picked up by their teacher. After school, ESW students attending between 2:00 and 2:50 will play in their assigned outside area. Please check in with the staff member at the main entrance before leaving to sign out. ESW students who are scheduled to attend on Fridays will not be with their class teacher. They will be placed with other students of similar age and program.

## **Expectations of students while at school**

*While at school students will...*

- follow the health and safety expectations and protocols as outlined
- follow specific classroom expectations and routines as outlined by the teacher
- be prepared to engage in learning and class activities for the full day
- respect the personal space of other children and adults

## **Physical Distancing and Minimizing Physical Contact**

As acknowledged in the Ministry of Education and BC CDC Guidance documents for K-12 settings, physical distancing is challenging in a Kindergarten to Grade 5 setting.

It is reasonable to establish different expectations for varying age levels and activities. Younger students will be supported to have minimized physical contact with one another, while older students will be expected to maintain a safe physical distance whenever possible.

Students will at times find themselves naturally within six feet of each other. This is how they have learned to engage with their friends and the world around them. Students will receive reminders and staff will be implementing physical distancing strategies to minimize physical contact throughout the day such as:

- regular reminders to students to 'keep their hands to themselves' and 'respect personal space or bubble'
- discouraging close greetings such as hugs, handshakes and high fives
- at recess times, games which involve physical touching  
tag games will not be allowed

- using different classroom configurations to allow distance between students and adults
- utilizing outdoor learning spaces as much as possible
- incorporating more individual activities that promote space between students
- reducing and/or eliminating shared items in the classroom

### **What students should bring to school**

Student should bring a backpack with the following:

- *Lunch and snack*
- Students are to bring food and snacks that are nut and allergen free if they are in a classroom with a student with anaphylaxis. We do not have the space to accommodate students elsewhere if they bring nuts, nut products or other known allergens for lunch.
- Use containers and packages that students can open independently, we will not be assisting in opening any snacks or containers at this time
- We are adopting a school wide 'pack in and pack out' policy for lunch waste to allow custodians to focus on cleaning and disinfecting during the day.
- Students will be asked to take home any remaining food and garbage from their snacks and lunches. Reusable containers are encouraged.
- *A full bottle of water.* Water fountains will be closed to students. Students are encouraged to bring enough water with them to last the day
- *Students should be ready to be outdoors. Please remember hats and sunscreen (this should be put on in the morning on sunny days as we will not be putting sunscreen on children)*
- *Outside ball or toy (for their use only, can only be shared with siblings)*
- Writing and colouring supplies.
- Electronic device if needed for school work (if you have access to one)
- Please send a labelled plastic container with pencils, pencil crayons and any other items that you find relevant
- Please do not bring indoor shoes

\*Please send epi pens with those children who have them as they have been sent home

### **Arriving / drop off at school**

- Students and families are encouraged to arrive at their drop off time (French Immersion 9:00 / English 9:15) am on their assigned days. This window of time is created to allow a gradual entry of students into the classrooms
- Parents/guardians will not enter into the school with children (plan for a confident good-bye outside)
- We ask that you offer safe distances to other adults (and children) outside on our school grounds
- Students will meet their teacher at the designated drop off area (see map)
- Students will enter into the school with their teacher in a physically distanced line
- Upon entering students will wash their hands and sit in their assigned seat
- Please call the office from the main door if you have a child arriving after their drop off time

### **Leaving / pick up from school**

- Students can be picked at their pick-up area (French Immersion 2:00 / English 2:10). This window of time is created to allow for a gradual departure of students from their classrooms
- It is important that parents are on time for pick up/dismissal at the end of the day Playgrounds are still closed and we respectfully ask that you leave promptly to allow for the next group to come
- If you are picking your child up before 2:15pm, please inform the teacher in the Morning. You will need to call the office from the main door to notify us that you have arrived

### **Main Entrance / Entrance Doors / Accessing the Office**

- The doors to the school will be locked. If you need to enter the building please come to the main door and call the office.
- Upon entering be sure to sanitize your hands at the hand sanitizing station before proceeding to the office
- Where possible phone calls and email are the preferred methods to contact the office at this time
- If visiting the office please line up following the marks on the floor

## **Hallways**

- Hallways are will be used by students when going to and from the washrooms or entering / exiting the schools
- Hallways will be marked with dots to indicate what side to walk on and space required between others
- Stairways are directional. They are marked with arrows (our middle stairways are for going up and outside stairways for moving down)
- Hallways will not be used as alternative learning spaces

## **Washrooms**

- Students will use the washroom with limited numbers in the washroom at a time  
Students will be expected to wash their hands before going to the washroom and when returning from the washroom
- As per Provincial Guidelines washrooms and other high touch surfaces will be cleaned regularly

## **Hand Hygiene and Hand Washing**

- Rigorous hand washing with plain soap and water is the most effective way to reduce the spread of illness
- Hand washing opportunities will be incorporated into daily routines

### *Student hand washing expectations:*

- Wash hands with plain soap and water for 20 seconds
- Wash hands when arriving in the classroom at any time
- Wash hands before and after eating
- Wash hands after touching common resources and surfaces
- Wash hands after sneezing or coughing into hands
- Wash hands when leaving the room at any time
- Wash hands when visibly dirty

If you have any questions please contact the office.

For further information, please visit the following website:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/safe-caring-and-orderly-schools>