



École Willows Elementary Return to School Guidelines

September 2020

We are looking forward to having our students back for full-time face-to face learning this September. Please take time to talk about what the return to school will look like with your child(ren). It is important that everyone in our community understands the safety plans in place to help ensure the health and safety of all students, staff and families.

Coming to School

Students and staff must stay at home if they are displaying any symptoms of COVID-19. It is the responsibility of parents to assess their child(ren) daily for symptoms of COVID-19 prior to sending them to school. A daily health check form is included at the end of this document for your reference.

Further information: [BC COVID-19 Self-Assessment Tool](#), contact 811 or your family physician

Learning Groups (Cohorts)

At Willows, our school will be divided into 14 Learning Groups that include 2 classes each (this includes students, classroom teachers and Education Assistants). Classes will be grouped with similar ages and within their French and English Programs. Students in Learning Groups can work together on shared projects and will have recess time together. These Learning Groups will remain consistent for the school year. At this time, we will not be holding face-to-face assemblies or extracurricular activities outside of learning groups.

Daily Schedule

We will have staggered schedules this year for drop off, recess and pick up.

English Learning Groups 8:40 to 2:32

French Learning Groups 8:50 to 2:42

What students should bring to school

Lunch and snack

- This year, eating times (snack and lunch) will take place in classrooms during instructional time so that students can remain with their Learning Groups.
- Use containers and packages that students can open independently
- We have a 'pack in and pack out' 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.
- Students will be asked not to share food with others
- *A full bottle of water*

Clothing

- *Clothing appropriate to the weather (Students should be ready to be outdoors as we will be planning for increased outdoor learning)*
- *hats, sunglasses, and sunscreen during the warmer months*
- *raincoats, warm clothes and boots during the colder months*
- Indoor shoes and a change of clothes

School Supplies

- Please see our [school supply lists](#) on our website
- Please label school supplies and all personal belongings
- Children will be asked not to share personal items or school supplies

Arriving / drop off at school

- Students are encouraged to arrive at their drop off time (8:40 for English students and 8:50 for French students) and go to their meeting place
- Parents/guardians will be asked to say goodbye to students before they go to their meeting place (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 enter into the school with their teacher
- Upon entering students will wash their hands and sit in their assigned seat
- If you have a child arriving after the drop off time, they can enter through the main door and the office staff will help them sign in

Leaving / pick up from school

- Students can be picked up from their designated area (2:32 for English students and 2:42 for French students). Please limit visiting and leave the school grounds at this time to allow for required physical distancing. Please wait outside and give distance to others when picking up your child.
- It is important that parents are on time for pick up/dismissal at the end of the day
- Students who are walking home on their own will be dismissed at the end of their day
- If you are picking your child up before the end of the day, please let your child's teacher know and call the office

Main Entrance / Entrance Doors / Accessing the Office

- If you need to enter the building please come to the main door and go directly to the office
- Upon entering be sure to sanitize your hands at the hand sanitizing station before proceeding to the office
- If visiting the office please line up following the marks on the floor
- Please email or call the office to make appointments when possible

Hallways

- Hallways will be used by students when going to and from the washrooms or entering / exiting the school with their teachers
- Hallways will be marked with dots and arrows 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
- Parents should use the hallway only between the main entrance and the office

Hand Hygiene and Hand Washing

- 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 (especially before going outside and after returning from outside)
- Wash hands when visibly dirty

PPE (Personal Protective Equipment)

Wearing non-medical masks will be a personal choice for students and will be made available and provide upon request

Staff will wear masks when working with students outside of their learning groups.

Students should be prepared to see staff and possibly some students wearing masks and/or face shields particularly when interacting with those not in their Learning Group.

Physical Distancing and Minimizing Physical Contact

Within a Learning Group, students will be encouraged to minimize physical contact. Scheduling during the school day and staggered playtimes will limit interactions between students in different learning groups.

Students will receive reminders about minimizing physical contact including

- 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 will not be allowed

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

If you have any questions please contact the office.

For further information, please visit the following websites:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

<https://www.sd61.bc.ca/news-events/covid-19/>

School Based Control Measures



1. STAY HOME WHEN SICK

All students and staff with common cold, influenza, COVID-19, or other respiratory diseases must stay home and self-isolate.



2. HAND HYGIENE

Everyone should clean their hands more often!

Thorough hand washing with plain soap and water for at least 20 seconds is the most effective way to reduce the spread of illness.



3. RESPIRATORY AND PERSONAL HYGIENE

Cover your coughs.

Do not touch your face.

No sharing of food, drinks, or personal items.



4. PHYSICAL DISTANCING AND MINIMIZING PHYSICAL CONTACT

Spread students and staff out to different areas when possible.

Take students outside more often.

Stagger break and transition times. Incorporate individual activities.

Remind students to keep their hands to themselves.



5. CLEANING AND DISINFECTION

Clean and disinfect frequently touched surfaces at least twice every 24 hours (once during the school day).

General cleaning of the school should occur at least once a day.

Use common cleaning and disinfectant products.