



West Meadow Elementary

School Re-Entry Plan August 2020

WMES is committed to ensuring that our school is a safe place for students and staff. This document outlines the school's response and safety measures to reduce the risk of transmission of respiratory illnesses, including COVID-19. Such measures include, but are not limited to hand hygiene, respiratory etiquette, physical distancing, increased frequency of cleaning and disinfection and having staff and children/students stay home when ill. These measures will support the health and wellbeing of our children/students, staff and community. The COVID-19 pandemic has presented quickly changing scenarios for which we must prepare and be adaptable. While this document is our best plan with the current information and conditions, it is subject to change as the pandemic situation evolves.

We also would like to reiterate our commitment to all our WMES community on our goal to provide a dynamic, engaging and meaningful experience for all our students while following provincial health guidelines. If you have any questions, please contact our school administration.

School Opening

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| Staggered Start Date | <p>For students in grades 1-6</p> <ul style="list-style-type: none">• Families whose last name begins with the letters A - L to attend school on Tuesday, September 1st• Families whose last name begins with the letter M - Z to attend school on Wednesday, September 2nd.• All students would then begin attending regularly as of Thursday, September 3rd. <p>For students in Kindergarten</p> <ul style="list-style-type: none">• Follow their original staggered-start and entry dates of Sep 1/2/3 and 4th |
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In an effort to have as successful a re-opening as possible, we are encouraging families to consider returning to school according to an optional staggered-start plan. We are asking families to attend as follows:

For students in grades 1-6

- Families whose last name begins with the letters A - L to attend school on Tuesday, September 1st
- Families whose last name begins with the letter M - Z to attend school on Wednesday, September 2nd.
- All students would then begin attending regularly as of Thursday, September 3rd.

Please Note: Kindergarten students will follow their original staggered-start and entry dates. These were sent out with your original email in June. If you have questions, or to confirm, please contact the office.

School Attendance

Before School

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| Before School | <ul style="list-style-type: none">● Complete Daily Screening<ul style="list-style-type: none">○ If no symptoms, come to school○ If symptoms exist, staff/students will not be able to attend<ul style="list-style-type: none">■ Contact Healthlink at 811 for next steps |
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Families must screen each student, every day, for symptoms of COVID-19 as well as influenza and the common cold. Before leaving home, staff, children/students, and visitors who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the Screening Questionnaire below. **Parents/caregivers are required to keep symptomatic children home.** Children showing symptoms of COVID-19 must not be allowed in the childcare/school area.

<http://bit.do/Daily-Screening-Form>

This questionnaire does not need to be printed or handed to teachers or staff.

Start of Day

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| School Arrival | <ul style="list-style-type: none">● Arrive between 8:35 - 8:50● Students enter through their designated doors only and go straight into their classrooms● Kindergarten & Grade 1 parents may drop their children off inside, but must wear masks when entering and enter through their child's designated door.● If students are late and arriving after 8:50, all exterior doors will be locked and they can enter through the front doors. |
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In order to reduce the flow of traffic into the school in the morning, we will be using a 'soft start' approach.

- Student arrival is between 8:35 - 8:50.
 - Kindergarten parents who wish to drop off their children at the classroom may enter the school through the front door with their child. **Parents must wear a mask when entering the building** and exit through the front as soon as possible.
 - Grade 1 parents who wish to drop off their children at the classroom may enter the school through the designated Grade 1 door on the south end of the school. **Parents must wear a mask when entering the building** and exit as soon as possible.
- When students arrive at school, they will **enter in through the designated grade doors and go directly into their classrooms**. There will be no outside supervision for playtime in the morning, and students will not need to wait for a bell to enter. Bus students will also enter their designated doors after walking over from the bus loop.
Note: The morning breakfast/snack program supported through grants from the Alberta Government will still be available. Students may grab their individual breakfast snack from the outside window before heading into the school and their class.
- Late Arrivals: Students arriving after 8:50 will need to use the front door and will head directly to their classroom.

Lunch / Recess Schedules

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| Lunch / Recess Schedules | <ul style="list-style-type: none">● Lunch (Eating Time)<ul style="list-style-type: none">○ Grades K / 2 / 4 / 6 12:15 - 12:35○ Grades 1 / 3 / 5 12:05 - 12:25● Student recess schedules will be staggered. Please see the school website for times.● No student access to microwaves. |
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Recess is an important time for students to build social skills, interact with their peers and burn off energy from being in the classroom for an extended time. Students will continue to take part in regular recess, playing in the areas that have been traditionally marked for them and can play with other friends from their grade. Our playground is large enough to accommodate physical distancing (where appropriate). Students will be required to follow hand hygiene procedures when coming in from recess. Recess times will be staggered for our students and will follow this schedule

- Morning Recess
 - Grades K / 2 / 4 / 6 10:00 - 10:15
 - Grades 1 / 3 / 5 10:30 - 10:45
- Lunch Recess
 - Grades K / 2 / 4 / 6 12:00 - 12:15
 - Grades 1 / 3 / 5 12:25 - 12:40
- Afternoon Recess
 - Grades K / 2 / 4 / 6 1:50 - 2:05
 - Grades 1 / 3 / 5 2:15 - 2:30

Lunch will continue to be in the student's classrooms with their regular classmates. Students WILL NOT have access to microwaves so we encourage parents to take that into consideration in their lunch planning. Lunch (Eating time) will be on the following schedule

- Lunch Eating
 - Grades K / 2 / 4 / 6 12:15 - 12:35
 - Grades 1 / 3 / 5 12:05 - 12:25

End of Day Dismissal

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| Student Dismissal | <ul style="list-style-type: none"> ● Dismissal Times <ul style="list-style-type: none"> ○ Kindergarten 3:15 ○ Bus Students / Kidzone / Grades 2 / 4 / 6 3:25 ○ Grades 1 / 3 / 5 3:30 ● Kindergarten parents will pick their children up inside at pick up points <ul style="list-style-type: none"> ○ Parents must wear masks when entering. ○ Please wait until your pick up time and exit as soon as possible. ● All students in grades 1-6 must exit using their designated doors. Grade 1 parents will pick up their children at their designated door. ● Friday Dismissal Times <ul style="list-style-type: none"> ○ Kindergarten 1:00 ○ Bus Students / Kidzone / Grades 2 / 4 / 6 1:10 ○ Grades 1 / 3 / 5 1:15 |
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In order to reduce the flow of traffic leaving the school in the afternoon, we will be using the following staggered dismissal

- Kindergarten 3:15
- Grades 1 / 3 / 5 3:30
- Grades 2 / 4 / 6 3:25
- Bus Students / Kidzone 3:25

All students in grades 1-6 will be required to use their designated doors. Parents may pick up their children who are in K & Grade 1 in their designated pick up spots, but we ask that they meet any other children outside of the school to reduce the traffic flow in the main area. Parents must also wear masks when in the building.

Friday Schedule

As we have early dismissal on Friday's the following schedule will apply

- Morning Recess
 - Grades K / 2 / 4 / 6 10:00 - 10:15
 - Grades 1 / 3 / 5 10:30 - 10:45
- Lunch Recess
 - Grades K / 2 / 4 / 6 11:30 - 11:45
 - Grades 1 / 3 / 5 11:55 - 12:10
- Lunch (Eating)
 - Grades K / 2 / 4 / 6 11:45 - 12:05
 - Grades 1 / 3 / 5 11:35 - 11:55
- Dismissal
 - Kindergarten 1:00
 - Bus Students / Kidzone / Grades 2 / 4 / 6 1:10
 - Grades 1 / 3 / 5 1:15

Front Door Access

Livingstone Range School Division has been updating all schools security systems to include a locked front door buzzer system in their buildings. These changes have been underway for over a year and are not related to the CoVid pandemic. WMES has recently undergone this upgrade and will now require visitors/parents/students to buzz into the school outside of school start and dismissal times. We are excited about the added security for all of our staff and students and appreciate your ongoing support.

Daily Screening / Illness At School

Before leaving home, staff, children/students, and visitors who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the Screening Questionnaire below. *Parents/caregivers are required to keep symptomatic children home.* Children showing symptoms of COVID-19 must not be allowed in the childcare/school area.

This questionnaire does not need to be printed or handed to teachers or staff.

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| Illness at School | <ul style="list-style-type: none">● Parents need to notify the school of any students preexisting conditions (asthma, allergies ect). These students should get a CoVid test to set a baseline.● If students become ill at school (shows CoVid / Flu symptoms)<ul style="list-style-type: none">○ Students will be isolated in sick room in the office○ Parents will be contacted and required to pick up their child from school |
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A student showing COVID-19 symptoms who has allergies or other pre-existing medical conditions that cause similar symptoms should get at least one negative COVID-19 test result before returning to school. These symptoms would be their baseline health status. The student can attend school as long as they stay the same. **In the case of pre-existing conditions (asthma, allergies ect) please contact the school during the first week so we can document these conditions.**

If a student shows symptoms at school, parents will be contacted and will be required to pick up the child immediately. The student will be asked to wear a non-medical mask if able to do so safely, and be isolated in our conference room inside the office until they are picked up.

If a student becomes ill while at school or on the bus, they will be provided with a mask to wear for the duration of the bus ride. Upon arrival at the school, the child will be brought to the designated area where they will wait for parent pick up.

If there are confirmed cases of CoVid at WMES, all decisions will be made through the direction of Alberta Health Zone Officers.

- The zone medical officer of health will work with school authorities to quickly:
 - identify cases
 - identify close contacts
 - create isolation measures when needed
- The zone medical officer of health will work with school authorities to provide follow-up recommendations.
 - A COVID-19 case will not automatically lead to school closure. It could be that only the group of students and staff who came in close contact will be required to stay home for 14 days.
 - Parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person.
 - Each school authority will support students and staff to learn or work at home if they are required to self-isolate.

Helpful Chart from [Alberta Education: CoVid-19 In School Settings \(K-12\)](#)

Appendix E: Management of individuals who are tested for COVID-19

| Symptoms | COVID-19 Test Result: | Management of Individual: | Management of Individual's Close Contacts*: |
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| Symptomatic | Positive | Isolate for a minimum 10 days or until symptoms resolve, whichever is longer. | Quarantine for 14 days from last exposure |
| | Negative | Stay home until symptoms resolve. Except: if identified as a close contact of a confirmed case <ul style="list-style-type: none"> • Quarantine for 14 days since the last exposure (even with a negative result) | N/A |
| Asymptomatic | Positive | Isolate for a minimum of 10 days from the collection date of the swab. | Quarantine for 14 days from last exposure |
| | Negative | No isolation required. Except: if identified as a close contact of a confirmed case <ul style="list-style-type: none"> • Quarantine for 14 days since the last exposure (even with a negative result) | N/A |

*Close Contacts:

- Provide direct care for an individual with COVID-19 or who had similar close physical contact OR
- Had close prolonged contact OR
- Had direct contact with infectious body fluids of an individual with COVID-19 (i.e., was coughed or sneezed on).

School Operations

Cleaning Protocols

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Livingstone Range School Division and staff all have a joint shared responsibility to ensure our work areas are safe. Cleaning protocols will follow all established guidelines from Alberta Health Services and government guidelines.

Hand Hygiene

Regular hand hygiene will be explicitly taught and practiced regularly. All staff and students will wash their hands upon entering and exiting the building. Sanitizing stations will be set up in each classroom and at the entrances to the school building. Staff and students will also be required to sanitize hands when they enter and leave a classroom.

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| Mask Wearing | <ul style="list-style-type: none"> ● Mandatory for all staff / students in grades 4-6 <ul style="list-style-type: none"> ○ In common areas of school (Learning commons, hallways) ○ During classroom times when physical distancing is not possible (group work, individual support and instruction) ● Optional / Recommended for students in K - 3 ● If mask wearing is not possible, an exemption process will be in place. Please contact school administration for more information ● The Alberta Government will be supplying two reusable masks for all students in West Meadow Elementary School. Students who forget/lose their masks will be given a disposable mask to wear until they are able to secure their own reusable masks. |
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Mask Wearing

As per current direction from the government of Alberta, masks are mandatory for all staff and students (Grades 4-12) in school. While masks are not mandatory for students in grades K-3, it will still be encouraged. Masks will be worn

- In common areas of school (Learning commons, hallways)
- During classroom times when physical distancing is not possible (group work, individual support and instruction)
- The Alberta Government will be supplying two reusable masks for all students in West Meadow Elementary School. Students who forget/lose their masks will be given a disposable mask to wear until they are able to secure their own reusable masks.

Students will be receiving a water bottle, courtesy of Livingstone Range school division and water fountains will still be operational in the school through the use of the refilling station.

Volunteers/Guest Speakers

Due to the nature of limiting cohorts and the protocols in schools, the use of volunteers and guest speakers will be postponed. As we know of the importance of involving volunteers in our schools, we hope to revisit this when we have some experience in education during the CoVid pandemic.

Substitute teaching staff are still an essential part of our school operations. As we have many regular substitute teachers in our building, we know they are also a valuable resource to our students in providing additional meaningful adult relationships. Our substitutes will need to follow all of the same screening procedures and school protocols at WMES.

Educational Programming

Classroom instruction will cover all areas of the Alberta Curriculum. A focus will be made on closing any gaps that may have occurred over the course of the end of the previous year, while moving forward at developing the age appropriate knowledge and skills in current grades.

Creating an environment that supports building positive mental health in all our students and staff will be one of our top priorities. It's important to remember that mental health is just as essential as physical health, and we will take measures to support positive well-being throughout the year. We continue to have the support of a full time Family School Liaison Counsellor, Quinn Sampson, as she will be working with our staff to build and nurture positive relationships with and among our school community. We will also be working to integrate the 7 Habits of Highly Effective People into our routines and expect that this will play a part in helping build resilient and successful students now and in the future.

Physical Education is a key component of our children's education at WMES and will continue this year. Miss Kendra Selk is our specialist and students are exposed to an amazing arrangement of activities, games and physical literacy activities. Students will be required to sanitize their hands as they enter the gym and at the completion of their scheduled phys ed time. Any equipment that is used will be sanitized daily.

Learning Commons time, or what is more commonly remembered as library time, will also continue for our students. Again hand sanitizing protocols will be in place, and books that are returned will follow the Alberta guidelines for libraries and be sanitized before returning to circulation.

Classroom Environment

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| <p>Classroom Environment</p> | <ul style="list-style-type: none"> ● Desk arrangements will be arranged so students are not facing each other and physical distancing will be used where available. ● Any classroom shared equipment (technology) will be disinfected between uses of multiple students ● Digital learning platforms such as SeeSaw and Google Classroom will be explicitly taught to help build foundational skills in case of in school interruption in the future ● Regular hand hygiene will be explicitly taught and regularly practiced ● Lockers/Cubbies will still be used to store student coats/lunches/belongings. Locker areas are arranged so that classroom cohorts are in the same area and teachers will design a schedule that allows for students to access their lockers while respecting physical distancing protocols. Masks will also be required (Grades 4-6) when accessing lockers in the hallway. |
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WMES Staff will continue to provide the best learning environment possible for all students given these difficult circumstances. We will continue to strive for high quality instruction and meaningful learning experiences.:

Breakfast Program / Lunch Program

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| Breakfast Program | <ul style="list-style-type: none">• Students may access the breakfast program through the window at the back of the school if needed before coming into the school.• All morning snacks served in individual servings |
| Hot Lunch Program | <ul style="list-style-type: none">• All meals served in individual packaging and brought to individual classrooms• Students must bring their own utensils• Follow staggered lunch schedule• Only Hot Lunch coordinator involved in preparing meals |

Resources / Links

[Alberta Education: CoVid-19 In School Settings \(K-12\)](#)
[Alberta Education: Implementing School Re-Entry School Guidance](#)
[Alberta Education: Guidance for School Re-Entry Scenario 1](#)
[LRSD Return to School Planning](#)