



2020-21 Re-Opening School Plan

Hazel M. Kellington School

As we prepare to re-open schools on September 8, 2020 in Beautiful Plains School Division, we continue to prioritize the safety, health and well-being of our communities by doing our part to reduce the spread of COVID-19. With the advice from our Chief Medical Officer and Manitoba Education, Hazel M. Kellington School is planning to maximize health and mitigate risk proportionate to the level of COVID-19 infection determined by Manitoba Health.

As we continue to live in an unprecedented time with the pandemic, this plan assists in navigating responses to possible questions for the upcoming school year. **All levels support continued learning for students in BPSD for the 2020-21 academic school year.** Our school plan provides some specific details regarding the school day structure. For additional information on practices, such as cleaning protocols, helpful definitions (ex. physical distancing, cohorts, blended learning), and the [BPSD screening tool](#), you can refer to our BPSD Restoring Safe Schools document found on our divisional website.

On July 30, 2020, the [provincial announcement](#) indicated that level 1 will be followed based on MB public health guidelines for September. Announcements regarding any changes to levels will be posted on the BPSD website.

On August 20, 2020 the province announced that Prairie Mountain Health had been moved into the “Orange – Restricted” category. This announcement was further clarified on August 21, stating that education was remaining in the “Yellow – Caution” level. This means that as of August 24, we are continuing to plan for a Level 1 school reopening, as per the guidelines below.

MB Education Response Levels	
Level 1	<ul style="list-style-type: none"> All K-12 students return for in-class learning. Grade 9-12 students will be in-class to the greatest extent possible. Blended learning for high school students may vary from school to school
Level 2	<ul style="list-style-type: none"> K-8 students are prioritized for in-class learning Grade 9-12 will participate in teacher-led remote learning, with limited use of school facilities for specific programming and assessment.
Level 3	<ul style="list-style-type: none"> Remote learning in place for all grades, Schools are closed to the public with the exception of Kindergarten to Grade 6 students of critical workers

Welcoming Our Students Back

We are excited to welcome our Cubs back into school in September. We understand how important it is to allow children the opportunity to learn together with their friends, and are planning with this in mind as we develop protocols that will help to minimize the risk of infection for students and staff. We understand that some students, parents, and staff may be very anxious about coming into the school and being around other people. This is a normal reaction, and we will be working to help alleviate any fears that people might have. To help alleviate anxieties, we are going to use the first two scheduled days of school – September 8th and 9th - to stagger students' entry into school. We will have approximately half of our students come on September 8th, with the other students coming on September 9th. This will allow teachers and students smaller numbers on those first two days which will allow more one on one time to welcome kids into the school, review the new protocols that will be in place, and answer any questions that kids might have. Students whose last name starts with the letters A through L will attend school on Sept 8th (and not come to school Sept 9th), while students whose last name starts with the letters M through Z will have their first day of school on September 9th (and will not attend school on Sept 8th).

Although there will be some anxieties regarding the start of the school year, there will also be much excitement as students and teachers have the opportunity to learn together, in person, for the first time in several months! We are excited, and are busy planning so that the school year will be as safe as possible!

In the pages that follow, we outline the plan as it is at this time. Please recognize that as new information and announcements are made by Manitoba Public Health, or Manitoba Education, that we will be adjusting this plan in order to keep in line with the Manitoba protocols. It is worth noting that although there are many sources of information available to people, we are taking our advice exclusively from Manitoba Health, Manitoba Education, and Beautiful Plains School Division.

The goal of HMK is to – as safely as possible - welcome children into the school, help them to work through any anxieties or fears they may have about being in school, and provide a solid academic base in the fundamental outcomes at their grade level. It will only be with parental support, and communication between school and home, that we will be able to help our children feel as safe as possible, which will allow them the opportunity to maximize their learning!

Before getting into the specific details of our plan, we would like to highlight a few things that we know are going to be different from past years:

- **Meet the Teacher Night**
 - Unfortunately, we will not be able to have parents bring children into the school for “Meet the Teacher” the night before school starts. This year we need to alter our plan, and instead will have information and pictures of classrooms available for students and parents to see (either on the school website or through the communication platform they will be using with parents through the year)
- **The first two days of school, Sept 8th and 9th**
 - On our first two days of school we will have approximately half of the students come on Sept 8th, while the other half will come on Sept 9th.

- **September 8th**: students whose last name starts with the letters A through L (only) attend school
- **September 9th**: students whose last name starts with the letters M through Z (only) attend school
- **Access to the school**
 - The provincial document states that visitors to the school “should be minimized to the greatest extent possible.” In order to minimize the number of people coming into the school, the outside doors will be locked throughout the day. If you need to pick up your child early, or drop something off for them, please call the school and a staff member will meet you outside. We apologize in advance for this, as we know it will be an inconvenience for parents as you will no longer be able to simply drop into the school.
- **Kindergarten meetings scheduled for September 8th – 11th**
 - With school not being open to visitors, kindergarten meetings scheduled for September 8th – 11th will take place outside on the north playground. If it happens to look like rain, we will either arrange for tents to be set up, or will meet at a different location.
- **Communication with parents**
 - Each classroom teacher will decide on the electronic communication platform they will be using with their class. Some examples include Class DoJo, Remind, Facebook, Seesaw, and regular email. Some classes will also choose to supplement home school communication with agenda books going back and forth.

When the school needs to get a message out to the entire school population, we will email parents using the email addresses that we have on file. For this reason, it is extremely important that we have your preferred email addresses on file.
- **Terry Fox Day**
 - We will continue to learn about Terry Fox, but will not have a school wide celebration and hot dog BBQ this year.
- **Class lists**
 - Please note that as provincial announcements are made, we may need to change class lists on short notice. We will let parents know immediately if this needs to happen. Thank you in advance for your understanding.
- **Masks**
 - Students in grades 4 – 12, as well as all staff, will need to wear non-medical masks in common areas throughout the school and when physical distancing of 2 m is not possible. Students in kindergarten through grade 3 who can wear their masks independently are also encouraged to wear masks in school.

Requirements for Student/Staff Attendance

Students and staff must be in good health to attend school. Designated entries and exits will be used for each grade/class (these can be found on pages 6 and 7). Before leaving for school each day, parents need to use the BPSD MB Covid-19 Screening Tool using the following guidelines:

- If a student (or staff member) shows any symptoms, they must stay home
- Students are expected to notify the teacher if they are feeling ill while at school; for students who start showing any symptoms at school, parents will be contacted and students will need to go home
- Students need to remain at home until there are no symptoms and they have been advised it is safe to return
- Staff will be greeting students at the door for classroom entry to screen for any visible physical symptoms
- Students/staff must self-isolate for 14 days if they have travelled outside MB excluding western Canada, the Territories or Ontario west of Terrance Bay. Please contact the school to indicate the reason for any absence.
- Students will need to stay in their assigned area unless directed otherwise by staff
- Bring a lunch that does not require preparation at school (no microwave use); bring a water bottle with the child's name labelled on it
- Please refer to [BPSD student attendance expectations](#) for additional information

Reporting and Contact Tracing for Covid-19

If a person in the household has been diagnosed with COVID-19, they are required to consult [Health Links](#) prior to attending and follow their directions. In the event a student or household member reports that they have received a positive test for COVID-19:

- The parent/guardian will immediately advise the school principal, who will then notify the superintendent
- To facilitate contact tracing, we record attendance regularly and accurately. This includes maintaining a daily log of all visitors and itinerant staff who access the building
- As required by Public Health, we will provide contact information for other students or staff who are "close contacts" of the individual receiving the positive test result
- Public Health officials will communicate with close contacts and advise the wider school community. As a school, we are not permitted to communicate this information without specific direction from public health officials
- Contact tracing involves identifying the contacts of a positive case and contacting those individuals who may have been exposed.
- Public Health will identify cohorts/groups of staff, students, volunteers, and visitors in the school for a specified timeframe and contact students, staff, and families if they have been in close contact with a confirmed/probable case to determine whether they need to self-isolate or self-monitor and when they can return to school

- Public Health will recommend testing to staff, students, volunteers, and visitors who may have been exposed to a positive case and assess the need for the school to be closed for a period of time
- We will clean and disinfect areas where exposures took place; these areas will not be used until they are determined to be safe.
- If there is an outbreak at a school, this will be announced through Manitoba media bulletins and public health will provide instructions to those who have been in close contact.

Personal Hygiene and Respiratory Etiquette

Please help us teach our children about proper hygiene and respiratory etiquette. You can do this at home:

- MB Public Health requires masks as an additional layer of protection for staff and all students in grades 4-12. Mask use is encouraged for children in kindergarten through grade 3 if they are independent in doing so. Please continue to practice proper mask wearing etiquette at home, and ensure that reusable masks are cleaned daily.
- Remind them to use proper hand hygiene (either wash hands with soap and water or sanitize hands) regularly and especially
 - After coughing or sneezing
 - Before and after eating
 - After toilet use
 - When hands are visibly dirty
- Ensure that whenever they cough or sneeze that they cover their mouth and nose with a tissue or do it into their sleeve. Throw out tissues in the garbage and then immediately wash hands or use alcohol-based hand sanitizer
- Remind students to avoid touching their face (eyes, nose, mouth) with unwashed hands
- We have hand sanitizer available at our entrances and around the school. Please remind your child to use the sanitizer when entering and leaving the school and classroom
- Students/staff presenting symptoms at school will be re-located to the isolation room which is in the back of the main office

Cleaning protocols

As per provincial guidelines, we will be increasing our frequency of cleaning, disinfecting, and sanitizing. All commonly touched surfaces (e.g. door knobs, light switches, electronic devices, chairs, desks, art supplies, toys, games, gym equipment) will be disinfected at least twice daily.

Bus Transportation

Students eligible for regular bus transportation will continue to be provided service. Buses are considered cohorts for MB Health tracing. Parents must screen students prior to getting on the bus everyday. Students in grade 4-12 must wear masks to board the bus and for the entirety of the bus ride each day. Kindergarten to grade 3 students are encouraged to wear masks on the bus. If your child does not have a mask one will be provided for them. Please note that to help minimize contact between students that *bus passes will not be available* until further notice.

Student Well-Being

Student and staff well-being is a priority for us as we navigate through this pandemic together. If you have any concerns regarding your child, please contact the school and we will work with your family to provide the resources and assistance as best we can. For general information on mental health and well-being, our [divisional website](#) has a list of online resources that are being updated regularly.

Additional Information

At this time, there will be limited use of boot racks, as at most doorways using them would make physical distancing extremely difficult. For classes not using boot racks, when children enter the school they will take their outdoor shoes off on the mat and carry them to the classroom. Teachers will have designated spaces for children's outdoor footwear.

Each teacher will decide whether or not they want their students to use the coat hook areas, or have students keep outerwear at their desks. If coat hook areas are being used in a classroom, the teacher will put procedures in place so that students will have at least 1 m of distance between students when getting their coats, or hanging them up.

Beautiful Plains School Division Priorities

- Well-Being of students, families and staff
- Maintaining connections between school staff and students
- Prioritizing literacy and numeracy and focusing on essential outcomes

HMK Return to School Plans and Procedures

Details	September 2020												
<p>Cohorts</p>	<ul style="list-style-type: none"> The school's goal is to limit the mixing of cohorts so there will be the fewest possible exposures. This will also make for easier contact tracing if that is ever required. Cohorts of up to 75 students will be utilized in the morning before entering school, departure time at the end of the day, and during recesses. The following table shows how our classes will be combined for these cohorts: <table border="1" data-bbox="501 690 1414 1619"> <thead> <tr> <th data-bbox="506 697 753 772">Grade</th> <th data-bbox="753 697 1409 772">Cohort Groupings</th> </tr> </thead> <tbody> <tr> <td data-bbox="506 772 753 940">Kindergarten</td> <td data-bbox="753 772 1409 940"> Odd days – 1 cohort: Brister, Byram, Nicholson Even days – 1 cohort: Brister, Poncsak </td> </tr> <tr> <td data-bbox="506 940 753 1108">Grade 1</td> <td data-bbox="753 940 1409 1108"> 2 cohorts Kerkowich and Brown Taylor and Lazaruk </td> </tr> <tr> <td data-bbox="506 1108 753 1276">Grade 2</td> <td data-bbox="753 1108 1409 1276"> 2 cohorts Keller, Vinnell, and Papegnies Funk and Murray </td> </tr> <tr> <td data-bbox="506 1276 753 1444">Grade 3</td> <td data-bbox="753 1276 1409 1444"> 2 cohorts Pollock, Jarvis and Hackewich Gillies and Anderson </td> </tr> <tr> <td data-bbox="506 1444 753 1619">Grade 4</td> <td data-bbox="753 1444 1409 1619"> 2 cohorts Farquhar and Schafer Rainka and Pudlo </td> </tr> </tbody> </table> <ul style="list-style-type: none"> When cohorts must share a space (e.g. recess times), there will be a minimum distance of at least 4 meters between cohorts' designated spaces. Please see the MB Restoring Safe Schools document for additional details. 	Grade	Cohort Groupings	Kindergarten	Odd days – 1 cohort: Brister, Byram, Nicholson Even days – 1 cohort: Brister, Poncsak	Grade 1	2 cohorts Kerkowich and Brown Taylor and Lazaruk	Grade 2	2 cohorts Keller, Vinnell, and Papegnies Funk and Murray	Grade 3	2 cohorts Pollock, Jarvis and Hackewich Gillies and Anderson	Grade 4	2 cohorts Farquhar and Schafer Rainka and Pudlo
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<p>Arrival</p>	<ul style="list-style-type: none"> To help with distancing outside before school starts, as students arrive (but not before 8:35), they will come directly into the school and proceed to their classrooms. Classes will start for all students at 8:55. If you are dropping your child off at the beginning of the day, please have them enter the school using the appropriate door according to the chart below: <table border="1" data-bbox="501 510 1398 1100"> <thead> <tr> <th>Grade</th> <th>Doors to use</th> <th>Times to enter school</th> </tr> </thead> <tbody> <tr> <td>Kindergarten</td> <td>North</td> <td>8:35-8:50</td> </tr> <tr> <td>Grade 1</td> <td>Main</td> <td>8:35-8:50</td> </tr> <tr> <td>Grade 2</td> <td>2K, 2V – Main 2F, 2M – North 2P – Classroom</td> <td>8:35-8:50</td> </tr> <tr> <td>Grade 3</td> <td>3A, 3G – South/West 3P,3J,3H - Classroom</td> <td>8:35-8:50</td> </tr> <tr> <td>Grade 4</td> <td>South/East</td> <td>8:35-8:50</td> </tr> </tbody> </table> <p>*If you also have children at NMS or NACI, and will be driving them to school in the morning, please drop off there first, and then drop off at HMK last.</p>	Grade	Doors to use	Times to enter school	Kindergarten	North	8:35-8:50	Grade 1	Main	8:35-8:50	Grade 2	2K, 2V – Main 2F, 2M – North 2P – Classroom	8:35-8:50	Grade 3	3A, 3G – South/West 3P,3J,3H - Classroom	8:35-8:50	Grade 4	South/East	8:35-8:50
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Movement of Students	<ul style="list-style-type: none"> • Students will be in their classrooms for the majority of the day. • Regular in-class movement breaks, recess, phys. ed, and music classes will continue. • Indoor or outdoor non-contact sports may occur with physical distancing during play, except for brief exchanges of close contact, as recommended by Public Health and MB Education. • At this time, we are not planning any field trips that require bus transportation. If this changes, any field trips would be entirely voluntary and accompanied by appropriate parental permission. Enhanced planning for field trips will need to ensure that all public health guidelines are met. 																		
Recess/ Breaks	<ul style="list-style-type: none"> • To reduce crowding, students will have staggered recess/breaks at the following times: <table border="1" data-bbox="505 1115 1396 1864"> <thead> <tr> <th data-bbox="505 1115 753 1192">Grade</th> <th data-bbox="753 1115 1073 1192">Door</th> <th data-bbox="1073 1115 1396 1192">Recess Times</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 1192 753 1360">Kindergarten</td> <td data-bbox="753 1192 1073 1360">North</td> <td data-bbox="1073 1192 1396 1360">10:25-10:40 12:40-1:105 2:10-2:25</td> </tr> <tr> <td data-bbox="505 1360 753 1528">Grade 1</td> <td data-bbox="753 1360 1073 1528">Main</td> <td data-bbox="1073 1360 1396 1528">10:25-10:40 12:40-1:105 2:10-2:25</td> </tr> <tr> <td data-bbox="505 1528 753 1696">Grade 2</td> <td data-bbox="753 1528 1073 1696">2K, 2V – Main 2F, 2M – North 2P – Classroom</td> <td data-bbox="1073 1528 1396 1696">9:55-10:10 12:10-12:35 1:40-1:55</td> </tr> <tr> <td data-bbox="505 1696 753 1864">Grade 3</td> <td data-bbox="753 1696 1073 1864">3A, 3G – South/West 3P,3J,3H - Classroom</td> <td data-bbox="1073 1696 1396 1864">10:25-10:40 12:40-1:105 2:10-2:25</td> </tr> </tbody> </table>				Grade	Door	Recess Times	Kindergarten	North	10:25-10:40 12:40-1:105 2:10-2:25	Grade 1	Main	10:25-10:40 12:40-1:105 2:10-2:25	Grade 2	2K, 2V – Main 2F, 2M – North 2P – Classroom	9:55-10:10 12:10-12:35 1:40-1:55	Grade 3	3A, 3G – South/West 3P,3J,3H - Classroom	10:25-10:40 12:40-1:105 2:10-2:25
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Lunch	<ul style="list-style-type: none"> • When possible, students are encouraged to go home for lunch. • Students staying for lunch: <ul style="list-style-type: none"> ○ will be asked to perform hand hygiene before and after eating. ○ must bring their own lunch. ○ will eat in the classroom wiping down their eating area before and after lunch. • No food or water bottle sharing are permitted between students. • We will not be selling chocolate milk at lunch until further notice. • Lunch times will be staggered according to the following schedule: Kindergarten: 12:10 – 12:40 Grade 1: 12:10 – 12:40 Grade 2: 11:40 – 12:10 Grade 3: 12:10 – 12:40 Grade 4: 11:40 – 12:10 			

Classroom	
Classroom Configuration	<ul style="list-style-type: none"> • Our classroom arrangements support physical distancing for 1 m between students. • Outdoor spaces will also be used at times. • Hand sanitizer or hand washing will be used when entering and exiting the classroom.
Instruction	<ul style="list-style-type: none"> • Student-contact time is being prioritized. • We are focusing on teaching the most important outcomes rather than on the amount of time per subject. • Based on MB Education’s guidelines, we are prioritizing essential outcomes in literacy and numeracy in all areas. • Gym classes will continue with playing and learning outdoors as much as possible. Any equipment that must be shared will be sanitized between classes. Until further notice, children will not be changing for gym class. This means they do not need to bring gym clothes or a gym bag to school at this time. • Music classes will focus on rhythm and listening activities, speech patterns, and dance. Any equipment that must be shared will be sanitized between classes. • Teachers will be preparing blended learning environments for possible class cancellations. • Each teacher will decide on the format their class will use if blended learning is required.
School Supplies and Personal Belongings	<ul style="list-style-type: none"> • Students’ supplies will be labeled with their name on each item and organized into personal containers. • Based on current public health guidelines, please send your child with a non-medical mask that can be used independently. • For any materials that need to be shared, students will hand wash/sanitize before and after use. Materials will also be sanitized regularly.