



Hazel M. Kellington School

2021-22 “Yellow Level” Plan

We are excited to welcome all students back to school on September 8, 2021!! The latest provincial announcements indicate that schools will be starting in the pandemic response “Caution Level Yellow”. The following plan outlines how we plan to address the ongoing COVID-19 situation in order to try to keep everyone as safe as possible. This plan is based on the current recommendations of our provincial Chief Medical Officer as well as Manitoba Education. These will continue to be our primary sources of information when making decisions regarding pandemic protocols.

We welcome your questions and feedback. As you browse through our plan, please be sure to contact one of the school administrators if you have any questions or suggestions.

Welcoming Our Students Back

On September 8th teachers will be out on the playground (by 8:35 am) to meet their students. We will also have lots of staff outside helping to direct kids to the proper spot, and are asking that parents continue to drop kids off by the playground entrance gates closest to the doors they will use. We understand that having parents stay outside the fence will be difficult for some – especially on these first days of school, but want to do all we can to keep our children as safe as possible! Minimizing the number of people on our playground will provide the most space possible for distancing. We thank you in advance for your understanding and willingness to do your part to keep kids as safe as possible!

Students in grades 1 and 2 will meet their teachers on the north playground, while students in grades 3 and 4 will meet their teacher on the south playground. For students coming on the bus, we will have staff on 3rd Avenue greeting students as they get off the bus, and directing them as needed (students in grade 1 will go in the bus doors on 3rd Ave where an adult will direct them to their teacher on the north playground (1 Taylor and 1 Asselstine will meet near the north doors; 1 Ferguson, 1 Brown, and 1 Kerkowich will meet on the east side); students in grade 2 will proceed to the north playground on the east side of the school; students in grades 3 and 4 will proceed to the south playground). Once students have arrived, teachers will welcome them and talk about things such as entry/exit procedures, as well as some of the classroom routines and expectations. They will then proceed into the school – keeping proper physical distancing in mind – to start their first day!

Although there may be some anxieties regarding the start of the school year, there will also be much excitement as students and teachers look forward to learning together, in person! We are excited for the start of the school year, but will continue to plan so that the school year will be as safe as possible!

In the pages that follow, we outline our plan as it is at this time. Please recognize that as new information and announcements are made by Manitoba Public Health, or Manitoba Education, we will be adjusting our 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 the 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:

- **Meet the Teacher Night**
 - Unfortunately, we will not be able to have parents bring children into the school for “Meet the Teacher” again this year. Teachers are working to connect with parents using a variety of means, some of which include mail, email, phone, and electronic communication apps.
- **Masks**
 - All students, as well as all staff, will need to wear non-medical masks in all indoor spaces, including the school.
 - Mask breaks can occur with physical distancing – classroom teachers will communicate mask break rules with their students.
 - Masks will not be needed outside.
 - All students are required to wear a mask when travelling on a school bus.
 - Please send a few clean masks each day so they can be changed throughout the day as needed.
 - Here is a link to a short video [“A Mask How-To for Kids”](#); and [a poster](#)
- **Access to the school**
 - Visitors to the school are permitted provided they adhere to public health recommendations and orders at the time. All visitors will need to sign in and out of the school to support case and contact management. In order to minimize the number of people coming into the school, the outside doors will continue to be locked throughout the day. If you need to pick up your child early, drop something off for them, or have an appointment with a teacher, please call the school when you arrive, or use the doorbell located at the main 2nd Ave entrance. Please be sure that your child knows to ring the doorbell if they are arriving late, or ever happen to find themselves locked out of the school.
- **Kindergarten meetings scheduled for September 8th – 13th**
 - Our initial kindergarten meetings which are scheduled for September 8th – 13th will take place in the kindergarten classrooms. We are asking that you and your child wait outside the north gate for your child’s teacher to come and get you. The teacher will bring you in for the meeting, then take you out when it is done (and then pick up the next family).
- **Communication with parents**
 - Each classroom teacher will decide on the electronic communication platform they will be using with their class. Some examples of electronic communication platforms include Class DoJo, Remind, Facebook, Seesaw, and 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.***
- **School Fees**
 - There is a fee at each grade level that covers some or all of the supplies needed. Fees can be paid by sending either cash or a cheque with your child (cheques can be made payable to HMK). When sending money for supplies or fees throughout the year, please try to, as much as possible, send correct change.
- **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.

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 7, 8, and 9; or [see map here](#)). Before leaving for school each day, parents need to use the BPSD MB Covid-19 Screening Tool ([English](#); [Tagalog](#)) 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 they have been advised by Public Health it is safe to return and they have had no symptoms for 24 hours.
- Staff will be greeting students at the door for classroom entry to screen for any visible physical symptoms.
- Students/household members/staff who have travelled outside MB and are not exempt from quarantine must self-isolate for 14 days.
- 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 at school and on the bus. Please continue to practice [proper mask wearing etiquette](#) at home, and ensure that reusable masks are cleaned daily.
- Remind children 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. Immediately throw used tissues in the garbage and then 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, in every classroom, 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.

Bus Transportation

Buses are considered cohorts for MB Health tracing. Parents must screen students prior to getting on the bus everyday. All students in kindergarten through 12 must wear masks to board the bus and for the entirety of the bus ride each day. 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

Some of our classes will be using boot racks, providing they are able to maintain a certain degree of physical distancing while doing so. When children enter the school they will take their outdoor shoes off on the mat and take them either to their assigned boot rack, or to the classroom, depending on their class protocol. If a class is not using boot racks, teachers will have designated spaces in the classroom 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 maximize physical distancing 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 2021												
Cohorts	<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="501 653 1411 1533"> <thead> <tr> <th data-bbox="508 661 753 730">Grade</th> <th data-bbox="753 661 1404 730">Cohort Groupings</th> </tr> </thead> <tbody> <tr> <td data-bbox="508 730 753 898">Kindergarten</td> <td data-bbox="753 730 1404 898"> Odd days – 1 cohort: Brister, Byram, Nicholson Even days – 1 cohort: Brister, Poncsak </td> </tr> <tr> <td data-bbox="508 898 753 1066">Grade 1</td> <td data-bbox="753 898 1404 1066"> 2 cohorts Ferguson, Kerkowich, and Brown, Taylor and Asselstine </td> </tr> <tr> <td data-bbox="508 1066 753 1192">Grade 2</td> <td data-bbox="753 1066 1404 1192"> 1 cohort Keller, Vinnell, Funk and Murray </td> </tr> <tr> <td data-bbox="508 1192 753 1360">Grade 3</td> <td data-bbox="753 1192 1404 1360"> 2 cohorts Pollock, Papegnies and Hackewich Gillies and Anderson </td> </tr> <tr> <td data-bbox="508 1360 753 1528">Grade 4</td> <td data-bbox="753 1360 1404 1528"> 2 cohorts Farquhar, Schafer, and Smith 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 Ferguson, Kerkowich, and Brown, Taylor and Asselstine	Grade 2	1 cohort Keller, Vinnell, Funk and Murray	Grade 3	2 cohorts Pollock, Papegnies and Hackewich Gillies and Anderson	Grade 4	2 cohorts Farquhar, Schafer, and Smith Rainka and Pudlo
Grade	Cohort Groupings												
Kindergarten	Odd days – 1 cohort: Brister, Byram, Nicholson Even days – 1 cohort: Brister, Poncsak												
Grade 1	2 cohorts Ferguson, Kerkowich, and Brown, Taylor and Asselstine												
Grade 2	1 cohort Keller, Vinnell, Funk and Murray												
Grade 3	2 cohorts Pollock, Papegnies and Hackewich Gillies and Anderson												
Grade 4	2 cohorts Farquhar, Schafer, and Smith Rainka and Pudlo												

Arrival

- To help with distancing outside before school starts, as town students arrive (**but not before 8:35**), they will proceed to their assigned door and enter the school as advised by the supervising teacher. As bus students exit their bus, they will proceed to their assigned doors (the only exception to this is grade 1 bus students who will directly enter the school through the 3rd Ave doors after getting off their bus). Classes will start for all students at 8:55.
- **Please ensure that children are not coming to school before 8:35.** For town students, arriving around 8:45 is ideal.
- When dropping your child off at school, and picking them up at the end of the day, please be respectful of physical distancing. Masks are strongly encouraged at these times!
- 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 (or [see the map on our website](#)).
- Please note that the play structures and swings will be closed before and after school to help minimize contact between children in different cohorts.

Grade	Doors to use	Times to enter school
Kindergarten	North	8:35 – 8:50
Grade 1	1F, 1K, 1B – Main 1T, 1A – North	8:35 – 8:50
Grade 2	Main	8:35 – 8:50
Grade 3	3A, 3G – South/West 3Po, 3Pa, 3H – Classroom	8:35 – 8:50
Grade 4	4F, 4Sc – South/West 4Sm - Classroom 4P, 4R – South/East	8:35 – 8:50

*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>Dismissal</p>	<ul style="list-style-type: none"> To reduce crowding, students will have staggered dismissals at times listed below. Please make sure to plan for your children to leave the playground when they are dismissed from school at their assigned time. We want to minimize contact between children, so it is extremely important that they have a plan to leave the playground at dismissal time. If children do not have a plan to leave the playground at dismissal, or if they have to wait to be picked up, they will need to wait outside in the assigned space for their class. Please note that the play structures and swings will be closed before and after school to help minimize contact between children in different cohorts. <table border="1" data-bbox="505 699 1398 1423"> <thead> <tr> <th>Grade</th> <th>Doors</th> <th>Dismissal Time</th> </tr> </thead> <tbody> <tr> <td>Kindergarten</td> <td>North</td> <td>3:15 (bus students) 3:25 (town students)</td> </tr> <tr> <td>Grade 1</td> <td>1F, 1K, 1B – Main 1T, 1A – North</td> <td>3:15 (bus students) 3:25 (town students)</td> </tr> <tr> <td>Grade 2</td> <td>Main</td> <td>3:20 (bus students) 3:30 (town students)</td> </tr> <tr> <td>Grade 3</td> <td>3A, 3G – South/West 3Po, 3Pa, 3H – Classroom</td> <td>3:15 (bus students) 3:25 (town students)</td> </tr> <tr> <td>Grade 4</td> <td>4F, 4Sc – South/West 4Sm - Classroom 4P, 4R – South/East</td> <td>3:20 (bus students) 3:30 (town students)</td> </tr> </tbody> </table>	Grade	Doors	Dismissal Time	Kindergarten	North	3:15 (bus students) 3:25 (town students)	Grade 1	1F, 1K, 1B – Main 1T, 1A – North	3:15 (bus students) 3:25 (town students)	Grade 2	Main	3:20 (bus students) 3:30 (town students)	Grade 3	3A, 3G – South/West 3Po, 3Pa, 3H – Classroom	3:15 (bus students) 3:25 (town students)	Grade 4	4F, 4Sc – South/West 4Sm - Classroom 4P, 4R – South/East	3:20 (bus students) 3:30 (town students)
Grade	Doors	Dismissal Time																	
Kindergarten	North	3:15 (bus students) 3:25 (town students)																	
Grade 1	1F, 1K, 1B – Main 1T, 1A – North	3:15 (bus students) 3:25 (town students)																	
Grade 2	Main	3:20 (bus students) 3:30 (town students)																	
Grade 3	3A, 3G – South/West 3Po, 3Pa, 3H – Classroom	3:15 (bus students) 3:25 (town students)																	
Grade 4	4F, 4Sc – South/West 4Sm - Classroom 4P, 4R – South/East	3:20 (bus students) 3:30 (town students)																	
<p>Movement of Students</p>	<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. Field trips will be entirely voluntary and accompanied by appropriate parental permission. Enhanced planning for field trips will ensure that all public health guidelines are met. 																		

Recess/ Breaks

- To reduce crowding, students will have staggered recesses at the following times:

Grade	Door	Recess Times
Kindergarten	North	9:55-10:10 11:40-12:10 1:40-1:55
Grade 1	1F, 1K, 1B – Main 1T, 1A – North	10:25-10:40 12:40-1:05 2:10-2:25
Grade 2	Main	9:55-10:10 11:40-12:10 1:40-1:55
Grade 3	3A, 3G – South/West 3Po, 3Pa, 3H – Classroom	10:25-10:40 12:40-1:05 2:10-2:25
Grade 4	4F, 4Sc – South/West 4Sm - Classroom 4P, 4R – South/East	9:55-10:10 11:40-12:10 1:40-1:55

- Zones will be marked on each playground in order to keep cohorts separate from each other while playing outside.
- When students are entering the school after recesses, they will remain outside in their designated classrooms spots until their classroom teacher brings them into the school. Entering in this fashion will allow for physical distancing of 1 m as they enter, remove their outdoor footwear, and proceed to their classroom.
- Hand hygiene will be performed before and after recess.

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 and may be wiping down their eating area before and after lunch. • No food or water bottle sharing is permitted. • We will not be selling chocolate milk until further notice. • All students will eat in their classroom from 12:10 – 12:40
--------------	---

Classroom	
Classroom Configuration	<ul style="list-style-type: none"> • Our classroom arrangements support physical distancing between students. • Outdoor spaces will also be used at various times. • Hand sanitizing or hand washing will be performed regularly.
Gym and Music	<ul style="list-style-type: none"> • Gym classes will continue with playing and learning both indoor as well as outdoor. Children will not be changing for gym class, which means they do not need to bring gym clothes or a gym bag to school. NOTE: The indoor shoes that children leave at school need to be suitable for gym class; running shoes are the best option. • Music classes will focus on rhythm, listening activities, speech patterns, dance, and singing (as allowed under provincial regulations). <u>All music classes will take place in the music room.</u> Any equipment that must be shared will be sanitized between classes.
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. • 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.