



## Ecole St. Thomas Return to School Plan

Updated: August 26th, 2020.

It is hard to believe that the summer is drawing to a close and that we are looking at the start of a new school year. Naturally, these are different times and school will look differently in the fall. The purpose of this school plan is to review new and enhanced protocols that École St. Thomas and Lloydminster Catholic School Division will be implementing during the 2020/2021 school year in order to welcome back your child(ren) to the classroom. This plan seeks to clarify elements of what École St. Thomas is implementing in order to have a safe and happy return to school.

### **1. Prior to the Start of School:**

*By August 28, 2020, you will receive a welcome from all the staff with some basic reminders to start the year. By September 2, your classroom teacher will be communicating with you to help you understand what the classroom will look like and some advice for the first day of school. We look forward to our teachers welcoming you back in their own special way for each homeroom.*

1. I would please request that if your child(ren) has a pre-existing medical condition, you inform the school of this underlying issue. This information is critical for us to ensure vigilance in safety protocols and in creating the safest possible environment for your child.
2. We will be requesting (2) emergency contacts listed in our Student Information System in case your child has to be picked up due to illness. We hope to ensure that between you, and your chosen contacts, there is someone who will be able to pick up your child in a timely manner.
3. As there will be no sharing of items in the classroom (pencils, crayons, etc) please ensure that you have the items on the [school supply list](#) that was sent home in June. In addition to the supply list which can be found on our school website at <https://lcsd.ca/schools/ecole-st-thomas.html>, Please note that we will have sanitizer in our classrooms, however students may also bring their own individual sanitizer to ensure fast access to sanitizing materials.
4. We are strongly encouraging students to bring their own water bottles for personal use. This decreases foot traffic in the hallway and reduces the risk of spreading germs.
5. There are two reusable masks provided for each student. Please have a mask for the first day of school for your child.

## **2. School Start-up - Staggered Entry:**

On August 19th, 2020 Lloydminster Catholic School Division sent an email explaining that we will have a staggered entry for our students. This was done to ensure that we would have smaller groups in order for teachers and administration to go over new procedures and protocols due to COVID-19. The following is the schedule for entry:

- **Last name: A-L on Tuesday, September 8th, 2020.**
- **Last name: M-Z on Wednesday, September 9th, 2020.**
- **Last name: A-L on Thursday, September 10th, 2020.**
- **Last name: M-Z on Friday, September 11th, 2020.**
- **Regular classes begin on September 14th, 2020.**

**Kindergarten:** Our Kindergarten students received their gradual entry dates via email. K students do not follow the A-L and M-Z dates. Regular Kindergarten days are as follows :

- Kindergarten A - Tuesday, Thursday, Friday
- Kindergarten B - Tuesday, Thursday, Friday
- Kindergarten C - Tuesday, Wednesday, Friday
- Kindergarten D - Monday, Wednesday, Thursday

Full group Kindergarten begins September  
September 11th, -KA, KC  
September 14th-KD  
September 15th-KB

**Little Learners:** The Little Learners program is set to begin on September 23, 2020 at our school. We ask you to please contact us prior to this date if there are any medical conditions or concerns we should be aware of. The Little Learners Teacher will contact you with drop off location and procedures by September 18, 2020.

## **3. Mask Protocol and Hygiene:**

At LCSD all students in grades 4 to 12 wear masks outside the classroom in common areas (hallways, buses, etc.) Therefore, we will be asking these students to be vigilant about wearing their masks outside of the classroom. Kindergarten to Grade 3 students will be required to wear a mask on the bus. Please remind your child of proper mask usage:

1. wash/sanitize hands **before** donning mask

2. wash/sanitize hands **after** taking mask off
3. how/where to store their mask

Also, the school has **Prevention with a Purpose instructional videos** which includes instruction on specifics such as handwashing, lunch and entering the school after recess. Each class will be given instruction using these videos on a continual basis. Further, cohort teachers will be providing time during the day for handwashing and/or sanitizing.

#### **4. Dropping off and Pick up Zone:**

Our staff will meet you at the fence at the drop off and pick up zone, in the East parking lot, as per previous years. We look forward to helping to keep the traffic flowing.

The Drop off and Pick up of Zone for St. Thomas is in the East parking lot. In order to minimize the amount of outside traffic on the school grounds, we ask that you say goodbye to your child at the fence and leave them with the supervisor near the fence who will assist them in finding their doors.

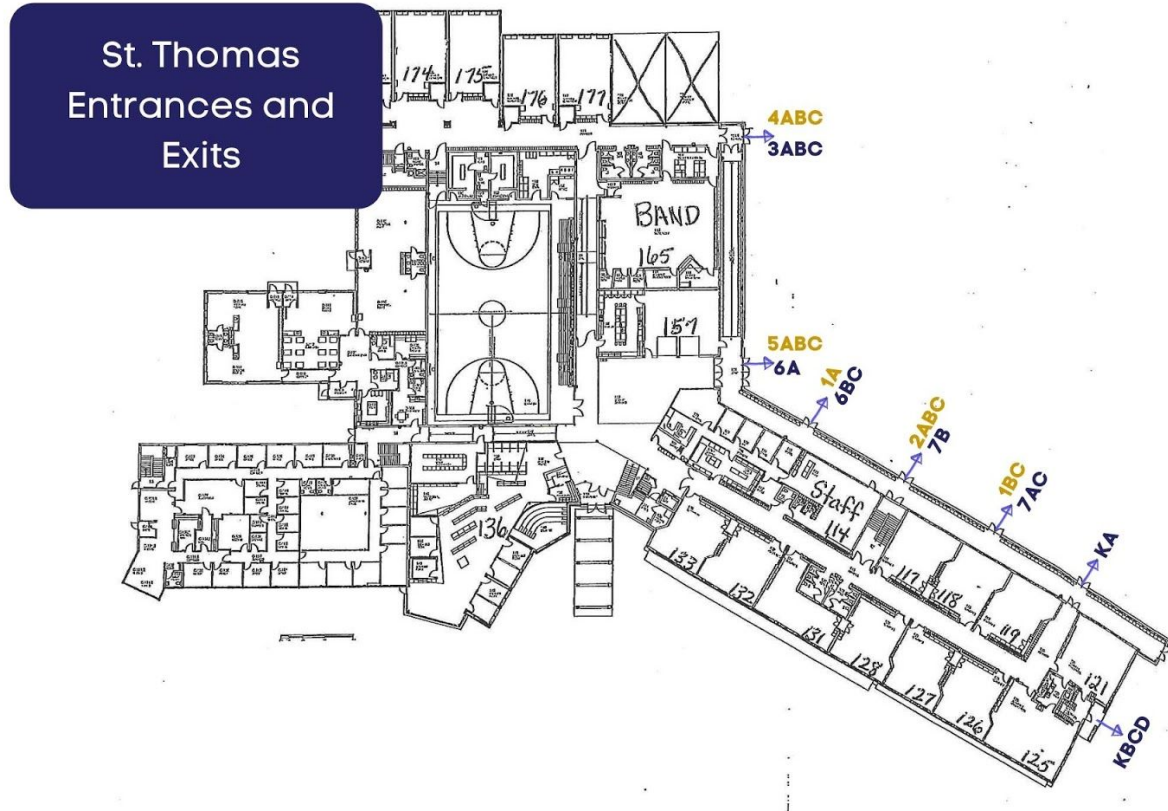
#### **5. Building Entry/Exit:**

St. Thomas is limiting the number of visitors in the school in order to minimize exposure risk for students and staff. Parents and visitors may only enter the school by appointment. For students and staff the following protocols have been put in place in order to mitigate potential exposure:

1. In order to reduce large numbers of people entering the building at once, there are few changes to our morning procedures and dismissal procedures. Most notably, **students will be able to enter the building at 8:30 am.** and go to their classroom. Students will no longer be required to wait inside the boot room until 8:30.
2. Once students enter the building, they are to go directly to their classroom and are to avoid hanging out in the hallways, library, etc.
3. All cohorts (homeroom classes) are assigned a specific entry/exit door to the school. The school has numbered each door and the cohorts that are supposed to use that door are visibly posted on each door.

In order to guide students to their door, all teachers will meet students outside of their group's door and guide them to the classroom following proper transition procedures and movement flow. The entrances are only used by one group at a time as the recesses are staggered. The PM exit time will be staggered to ensure doors are only accessed by the least amount of students possible at a time.

**Pick up:** Parents please park and come to the grass area by the East Parking lot to wait. Students will wait on the tarmac until they see their parents on the grass. The supervisor will release the children to the sidewalk and their parents can go meet them.



Please speak to your child about their assigned door and drop off before the first day of school. Once the bell rings and classes start, all doors will be locked. All visitors (parents) and deliveries will be directed through the main door, on 36th Street, by appointment. Please note, that EVERYONE (including parents) who enters the building will be screened for COVID-19 (questionnaire). You will also be required to wear a mask while in the school. Please call the School (780-875-5366) for an Appointment and we will be able to accommodate you.

Students will be dismissed at the end of the day by cohorts. Gr. 4-7 will wear masks at this time. This allows students to board buses and go to pick up lines safely. Bus arrival and departure times to and from the school are 8:30 - 8:50 am and 3:30 - 3:50 pm.

We are kindly asking that if you need to pick up your child early please call the school office and we will escort your child (if required) to the parking area and ensure your child is safely passed to you. A Parent Pick-up area will be at the end of the sidewalk, by the fence with socially distanced markings so parents can wait outside safely. Please look for signage at the front of the school to guide you for during the day pickup and drop off.

If your child is coming into school late (after 9:00), they will need to check in at the office, so we are asking that parents call the school (780 875 5633) to advise that they have arrived. Wait for a staff member to meet you at the front door.

At this time, we are asking parents who wish to volunteer in the school to please wait as we will be asking teachers not to have volunteers for the time being for further direction from the school and the school division

## **6. Cohorting:**

Students' classes are "cohorted". This means that when a student is in a class, they are spending as much time as possible with that group and academic/social time with other groups is minimized or eliminated. This is done for contact tracing, and as a means of reducing potential covid exposure. This is done in accordance with advice from the Medical Officer of Health and the Ministry of Education.

In addition to cohorts, students will remain in their assigned classrooms for lunch. Most often Teachers will travel from class to class as opposed to students. This minimizes foot traffic in hallways. Students will still have recess and physical education classes, however we will be doing as much as possible to provide these opportunities outside in the fresh air.

## **Physical Distance in the Classroom:**

In order to be able to physically distance as much as possible, the following procedures will be implemented in each cohort class:

1. Seating plans will be established and not changed for the month of September unless significant educational reason as determined by the school administrator. Please explain this to your child.
2. Students will face one direction (facing the board).
3. Where table groupings exist such as in Kindergarten plastic shields will be placed between students.
4. Group work will be virtual or with appropriate masking and hand washing precautions.

## **Minimizing Physical Distance in Common Hallways and Washrooms:**

In our hallways, we will be placing directional arrows indicating one-way traffic flow. Also, there will be Tiger Paws that indicate what appropriate traffic flow is required when in the hallway. We kindly ask that you reinforce to your child(ren) the need to respect these markers and to use these visual cues in order to maintain safe traffic flow for class transitions.

### **Recess/Lunch Breaks:**

Recess breaks are staggered and scheduled to ensure students remain in their cohorts. That said, there is a maximum of 4 cohorts /12 classes on different recess zones or playgrounds at once. Students will be required to remain in their designated zones. Zones will be rotated weekly so there is equitable access to playground equipment, basketball courts, etc. during the week.

Lunch recess breaks will be determined by Cohorts. Students will eat in their classrooms and lunch recess/break time will be 25 minutes outside. Students will have their lunch recess either at 11:30 a.m. or 12:05 p.m. This may mean your children's breaks might be at different times, depending on what cohort he or she belongs to. This allows for increased supervision and flexibility for teachers on how the day is structured.

Please note, all microwaves have been removed from classrooms and common areas. This has been done because we cannot ensure proper sanitization after each use. This was already in place last year for classrooms as per Fire and Safety Guidelines. Therefore, we ask that your children's lunches not be required to be heated.

The hot lunch program and the fundraising lunches have been suspended for the time being. Once our school community council has had a chance to meet and review our new guidelines, we will determine whether or not we can continue this program. As soon as these decisions are made, I will communicate the outcome with you.

Our Lunch Procedures will follow all SK Health Guidelines including:

- Students are to eat lunch in their classroom each day with adequate spacing between each other. Desks will be arranged to maintain physical distancing
- Proper hand hygiene must be practiced before and after eating.
- Students must not share utensils, dishes, and water bottles or drink containers.

### **7. Music/Physical Education/Option Programs:**

**Band** will continue to be offered at St. Thomas for the upcoming year. The cohorts for Band are grade level and will be developed after firm numbers are established in the first week of September. Physical distancing will be maintained as much as possible.

The school will continue to offer **Physical Education** classes. Physical Education will be taking advantage of as much outside time as possible in the month of September. Mme Budd and M. Thompson, M. Neron are adjusting programming to begin with activities that promote physical distancing. The traditional sequence of sport seasons may be altered at St. Thomas to maximize physical distancing and non contact sports. In addition, students and staff will be sanitizing equipment as each class cohort leaves in the gymnasium. Masks during P.E. class are not required as classes are in cohorts.

Our **Art Program** will be instructed by the art teacher of the cohort for each grade.

**After School Program:**

- A. Entrances, Drop off, Pick ups and Signing in & out
  - Parents can pick up their child and their belongings at their assigned entrance. (Main front door)
  - Parents will sign up for Remind101 to send a Remind101 message when at the door for pick up.
  - After School program staff will sign out all children.
  - Staff will send the child out when the parent/guardian is visible.
  
- B. ASP Room Start & End Checklist
  - Everyone will use hand sanitizer upon entering ASP rooms.
  - Every child Gr. 4-7 will wear a mask when they are not able to be socially distanced. We will follow the school procedures. Staff and children K-3 can choose to wear a mask.
  - The room floor must be clear of garbage so caretaking can be done.
  - All tables/desks clear of personal items so the surface can be disinfected.
  - Chairs should be left at the tables/desks and **not** stacked so they can be disinfected.
  - When staffing allows during quiet time such as story time, the other staff can wipe down chairs, tables and counters, and other commonly touched surfaces.
  - All counters should be clear of clutter and organized to ensure proper disinfection of the entire surface.
  - Student footwear and other personal items should be stored away in child/family labelled lockers/baskets or individual space.
  - Student water bottles and other personal items should be taken home daily for cleaning.
  - Any papers or posters should be adequately attached to the walls as to not interfere with disinfection.
  - Toys /educational resources that were used during the program, must be disinfected.
  - Students will have their own labeled bag of crayons and craft supplies.
  
- C. Food Service
  - Students are to eat snacks in a designated spot each day with adequate spacing between each other.
  - Proper hand hygiene must be practiced before and after eating.
  - If students prefer food from home, it must not be shared with other students and should be stored with the student's belongings.
  - Parents/guardians will be asked to have student food provided in clean containers with their own utensils and taken home daily.
  - Students must not share utensils, dishes, and water bottles or drink containers.
  - We will not have self-serve snacks. Instead, we will use pre-packaged meals or meals served by staff.
  - Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.

- Dispense cutlery, napkins and other items to students rather than allowing them to pick up their own items.

#### D. Activity Planning

For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:

- Does the activity involve shared surfaces or objects frequently touched by hands?
- Can the activity be modified to increase opportunities for physical distancing?
- What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?
- Avoid higher risk activities.

#### E. Outdoor Playgrounds & Equipment

We will follow SK [Provincial](#) guidelines around playgrounds.

- Take children outside more often, promoting physical activity with social distancing.
- Do not share toys and equipment between groups

#### F. Grouped Students

In programs that have 25 or more children, they will be grouped based on school cohorts and family.

### **8. Extra Curricular, Sport and Field Trips.**

At this time the extra curricular activities will look different from those that we typically have to begin the school year. To begin this year all Extracurricular, Sport and Field Trips are on pause.

We anticipate that sports will begin in late September with the SHSAA providing the date of September 28th, 2020 for sports to begin. Our advice at this time is that Sport is restricted in travel to competition within the City. More details will be available in mid September on start dates for teams and schedules for sport seasons this year.

For our school this means we anticipate a return to inter school athletics in late September. Some sports may be rescheduled based on local advice from the Area Medical Officer of Health. Once interschool sport begins, travel for teams between LCSD schools will be possible.

Field trips such as a trip to other public spaces will be deferred until Thanksgiving with an evaluation being done at this time to determine what travel will be permitted. Again, these decisions will be made under the advice of the Area Medical Officer of Health and our Director of Education.



## **9. Shared Equipment/Items:**

If equipment is being shared (a basketball, or a computer), that equipment will be sanitized before and after use. Also, students will be asked to wash/sanitize their hands prior to and after the use of that equipment.

Additionally, we strongly encourage students to keep personal items (Pokeman cards, small toys, etc) at home so the risk of exposure to other individuals is kept to a minimum. If you have questions regarding bringing personal items to school, please contact the school directly.

Lockers are available for student use; however, access to lockers will be controlled. Small groups of students in each classroom will access their lockers on a rotation when necessary throughout the day, if need be. Materials will be stored in the room to minimize student contact. Routines and procedures for access will be taught. Outdoor shoes will be placed on boot racks upon labelled racks at the entry.

## **10. Procedure For Students Who are Ill at School:**

If a student discloses that they are ill (presenting symptoms) or staff identifies an ill student, they will be escorted to the office and we will ask the student to wear a mask (if age appropriate). We will then ask the student to rest in a designated room until a parent or guardian can pick up the student. We appreciate your support in making sure the pickup is in a timely manner. Please ensure that if you are unable to pick your child in a timely manner, your emergency contact will be able to do so.

Student privacy will be respected and our priority is to ensure that if your child is sick you are contacted immediately. The steps to this process are:

1. A child is identified as being ill.
2. Teacher will contact the office.
3. Our trained staff members will come to the classroom to escort them to the office/Illness in Care room. Please be advised your child will be asked to wear a mask.
4. You will be contacted. We will ask for a pickup time.
5. Your child/student will be in a designated room supervised by our staff.
6. We will take their temperature and ensure your child is comfortable.
7. Parents, or the contact provided, will pick up their child as soon as possible.
8. The Public Health office will be informed that a child was sick at school and you will be contacted. If you wish to contact Public Health directly, you will be asked to call 811.
9. Public Health will advise you about isolation, testing, and what is required to return to school. Generally this means taking a COVID-19 test or staying home until symptom free for 48 hours or for 14 days.

10. Public Health will determine who the close contacts of any COVID-19 case are and contact them at home.

In order to maintain privacy, only the required contact with Public Health will be made by the school as required by the Province. As with any illness, our goal is to care for your child, ensure you know and to make them comfortable. Staff will follow the procedures outlined in [AP 137 Illness in Care](#). We appreciate your support in ensuring that if you are asked to pick up your child, it is done as soon as possible.

## **11. Students Requiring Individualized Supports**

Students are screened case by case to determine levels of support required to safely bring students into the school environment and any specialized support will be noted in the IIP, Medical Plan and/or BIP. Staff working with students that have individualized plans in place must review these plans prior to working with the child.

### Programming to Support Learners with Intensive/Additional Needs

- Students with additional needs may require updated assessments and revised individual goals. Assessments within LCSD will be scheduled face to face in a set location. PPE will be provided upon request.
- For personal interactions, conditions must be created to allow for the provision of support(s) within a safe and secure environment, which may include the school setting or other appropriate spaces.
- All health and safety measures must be in place and communicated with the relevant staff and family prior to the provision of the service.
- All engagements will occur in a supervised setting, which may include the school or other appropriate spaces, and staff will not enter into private residences or provide personal transportation.
- Other methods of providing service or additional precautions may be suggested for those with compromised immune systems, in consultation with a medical professional.
- Consideration will be given to the directions given by the professional governing body of the staff providing the support.
- It may not be possible to support all students with Intensive/Additional needs in-person due to health and safety guidelines.

## **12. Mental Health and Social Emotional Supports**

LCSD has individuals trained in Psychological First Aid in addition to staff trained in Mental Health First Aid for Youth. We have a fully trained LCSD CIRT team. All staff have had access to Kids These Days online training. Our school has a counselor on site Mondays, Wednesdays, and Fridays.

Parents may contact the school counselor directly or the counseling team at [counselor@lcsd.ca](mailto:counselor@lcsd.ca). Within our school we will continue to provide social emotional learning and supports including:

- SHINE (Strong Healthy Individuals Navigating Emotions) with our MHCB team has 72 research based programs designed for healthy student responses including Worry Woes, Mind-Up, and Dealing with Our Emotions.
- Our Social Emotional Response to Intervention tiered support including Behaviour Matters, Prevention with a Purpose, BIP, etc. All supported by Robin Collins, our Social Emotional Coordinator.

### **13. Enhanced Cleaning Protocols:**

Lloydminster Catholic School Division has enhanced cleaning protocols in all schools. We have a schedule for cleaning and sanitizing high touch surfaces such as door knobs, sinks, and washrooms. Shared technology devices will follow enhanced cleaning protocols as outlined division wide in our LCSD Reopen Plan. **We have caretakers for an additional 6 hours per day to enhance our already clean school environment.**

### **14. Stay Informed and Stay in Touch**

Please ensure that you are signed up for our Newsletter, this year communications is more important than ever and we will be providing regular updates as well as information from our school division. Sign up for our newsletter [here](#) to ensure you are in touch.

Schools in Lloydminster are beginning the school year at the Provincial Level 2 for School Re-entry. Any changes to the precautions we are taking in September will be in response to the work done in our local area with the Medical Officer of Health. The Director of Education is working directly with the medical officer and will keep schools informed of any changes. We encourage you to refer to the [LCSD: Return to School Plan](#) on the LCSD website for more information on return to school at St Thomas.

As always, should you have any questions or concerns, please do not hesitate to contact us at 780-875-5366.

Take Care,

Mme. Lisa Kreese