

May 8, 2020

## **Return to School for Elementary Students Guidelines for Parents**

As you are all aware, the Covid-19 pandemic has provided all of us with many changes and challenges. As we prepare for the re-opening of our elementary schools, it is important to share the guidelines that have been put in place to ensure that we are following all directives as issued by the provincial authorities in health and education. Please take time to review these guidelines; should you require clarification you may check in with your individual school, or if you prefer you may address your concern or question to [WQQuestions@wqsb.qc.ca](mailto:WQQuestions@wqsb.qc.ca). Thank you for your consideration and cooperation, as they are both fundamental in ensuring a safe and successful re-opening of our schools.

### **Student Attendance and Registration**

In order to facilitate school and class room organization and planning parents must:

- Provide the school with a 1-week notice, in writing, of their intention to send their child to school.
- This notification must respect the deadline which will be established and communicated by individual schools

### **Transportation**

- Parents are strongly encouraged to provide transportation for their children wherever possible. In the event transportation is required however, parents must notify the school when confirming attendance.
- This notification must be provided in writing at least one week in advance
- Transportation notifications must respect the established deadline of Monday before 4:00 pm (for the following week)
- Bus route information will be communicated to parents on Friday, May 8<sup>th</sup>
- In order to respect Ministry directives regarding social distancing, the following maximum capacities are in place:
  - Regular bus: 12 students
  - Mini-bus: 5 students
  - Van: 1 student
- Seating plans have been established for all buses; seats will be identified with tape, indicating seats that are not to be used
- Students will be asked to sit next to the window
- Only students who have been registered with their respective schools will be permitted on buses
- Bus drivers will be wearing protective equipment (ie. Mask, protective eyewear, gloves)
- The transportation companies will be disinfecting all buses

### **Drop-Off Procedures**

- In order to respect the Santé Publique directives regarding social distancing, schools will have established drop off and pick up points for those parents transporting their children. These will be conveyed to you by your individual school.

### **Hand Washing Procedures**



- Hand sanitizers will be set up at entry and exit points of schools. Students must wash their hands upon entry and exit of the building. Additional hand washing areas will be set up within the school to ensure that students use proper handwashing throughout the day.

### **Entry and Exit Procedures**

- Individual schools will establish entry and exit procedures for students; it is fundamentally important that these be followed at all times
- Parents and visitors are not permitted inside the school; individual schools will designate an area and procedure for parents who are dropping their children off in the morning and picking their children up at the end of the day.
- Please note that procedures will be posted at main entrances of schools

### **Social Distancing**

- All students must respect social distancing rules. They must remain 2 meters apart in all areas of the school and school yard. Staff will ensure that students understand what this entails and signage will be in place to help guide students. As parents you are encouraged to reinforce this at home by practicing with your child.
- All classrooms have been set up with a 10-student maximum

### **Emergency Contacts in Case of Illness or Symptoms**

- In the event your child is ill or exhibits symptoms of Covid-19 as defined by the Institut national de santé publique du Québec (INSPQ) they will be accompanied to a room designated solely for this purpose
- A parent will be contacted immediately by the school and asked to pick up their child; during the conversation with the parent, a summary of the exhibited symptoms will be shared
- The child will be provided with and asked to wear a mask, and given instruction on how to put it on (as per INSPQ guidelines)
- The child will remain supervised in the room until the parent or designated emergency contact arrives at school to take the child home

### **Caretaking**

- The WQSB Buildings department has put a number of additional measures in place, as per Santé Publique and Health Canada guidelines; namely:
  - Tables with hand sanitizer will be set up at the main entrance of all schools
  - Only sanitizer with at least 65% alcohol is being used in our schools
  - All classrooms and daycare rooms will be disinfected at the beginning and end of each day
  - Caretaking staff will clean and disinfect washrooms as per the established schedule below:
    - Following the beginning of first class
    - Following morning recess
    - Following lunch period
    - Following afternoon recess
    - At the end of each day
  - Caretaking staff will monitor and replenish all hand sanitizer and soap dispensers as per the above-listed schedule
  - Caretaking staff will focus on maintaining overall school cleanliness; particular emphasis will be placed on door handles, railings, light switches, and other high –touch areas
  - All desks and chairs will be cleaned and disinfected every evening
  - All classrooms that are being used will be cleaned every evening

## Lunches

- Parents are asked to provide a lunch and snacks for their children; lunches are not to be dropped off during the day as we must restrict access to all of our buildings
- Please note that no schools will be operating a cafeteria or lunch service
- Schools with provincially funded Milk Programs will continue to provide this service

## School/Class Organization

- It is important to understand the school and class organization will be different than prior to the school closures. The social distancing rules require a reorganization of classes to reduce the number of students. This may mean that your child is not with the same classmates or, in some cases the same teacher. You will receive more information from your child's school.

## Respect of School Rules

- Social and physical distancing make it necessary for all schools to revise their operating rules and procedures. While each school will take the necessary time to review these rules with all returning students, parents are asked to spend time reminding their children of the importance of respecting them. It is essential that all students understand that by working with all staff to respect and follow all rules and guidelines **they are making a huge contribution to the overall safety and health of everyone in the building.**
- **Students who choose to disregard rules regarding social and physical distancing will be sent home, as this disregard for all others in the school is not only irresponsible but also intolerable. Anything less would be compromising the security of everyone in the building. This rule applies to bus transportation as well.**

## FAQ's

- Can my child wear a mask at school?
  - While children will not be provided with masks or other protective materials, parents may choose to have their children use them; parents are reminded to ensure that in the event their children are wearing a mask that they have been instructed on how to properly use them
- Will the school or school board test students for Covid-19?
  - As per directives from INSPQ, the schools and school board will not be testing students
- Will students share computers or other materials at school?
  - Classroom materials (ie. books, computers, etc.) will not be shared between students;
- What happens if a school has a confirmed case of Covid-19?
  - In the event one of our schools has a confirmed case of Covid-19, the following measures will be put into place immediately:
    - The school board will enter into and remain in communication and consultation with Santé Publique; all directives and procedures will be issued by Santé Publique and adhered to by the school board
    - Parents of all students in the school will be informed that there is a confirmed Covid-19 case; the name of the student or staff member will not be released as per legal rules and regulations

- As the school board receives situation-specific instructions from Santé Publique, it will ensure that both the parent and staff communities remain apprised of the situation at hand

