



## Chelsea School Return to School Protocol

August 21, 2020.

Dear Parents,

I hope you've had a wonderful summer! We want to extend a huge thank you to parents for your support as we all adjust to the changes and challenges presented by COVID-19; it has been very appreciated.

The government has communicated a mandatory full time return for students this fall and the Chelsea staff are ready to welcome your child(ren) back to school. This year will undoubtedly be different and I am hopeful that this document will answer questions you may have about the enhanced health measures and adjustments to the daily routines and procedures at Chelsea that will help support the health of our community. These measures and procedures are in accordance with **Ministry Back-To-School Plan (August 2020)** that you will find attached with this email.

I want to underline the importance of **a community approach** to the challenges presented by COVID-19. While the school is organized to follow Public Health and Ministry guidelines, we cannot do this alone. It is imperative that as a collective, we recognize that each of our choices will impact the health of the school community. It is critical that the adults of our community model safe behaviours, follow health guidelines/procedures, and ensure that **anyone feeling unwell does not enter the building**. **Daily health checks and staying home if you or your child(ren) are unwell are essential strategies for maintaining the health of our community.**

This document provides current information about the start of the school year, arrival and departure procedures, restricted access to the school and protocols in place during school and daycare. It will be adjusted as necessary to reflect the latest Ministry, Public Health and WQSB directives. **Please read this document carefully and discuss relevant aspects with your child(ren) before the start of school.**

### **Staggered Start to the School YEAR**

During the staggered start, each student will have a designated day to return to school with only their cycle present (two grade levels). This period is critical as it provides the opportunity to teach students the changes to our school procedures and routines that are in place to support the health of our students and staff.

On your child's start date, they will be introduced to the important changes to school-based practices/routines which will include entry and exit, hand and respiratory hygiene, bathroom use, hallway movement, and recess rules. **This is an important day for your child to be in attendance so that they practice these procedures without the congestion of the full school population.** If your child will be absent on this day, you must notify the office at: [chelseaattendance@wqsb.qc.ca](mailto:chelseaattendance@wqsb.qc.ca).

The staggered entry plan for grades 1-6 is as follows:

- **August 28, 2020-** Cycle 3 students only (grades 5 and 6)

- **August 31, 2020-** Cycle 2 students only (grades 3 and 4)
- **September 1, 2020-** Cycle 1 students only (grades 1 and 2)
- **September 2, 2020-**All students in attendance

For kindergarten students, the schedule is as follows:

- **August 28, 2020-** Group A only from both classes
- **August 31, 2020-** Group B only from both classes
- **September 1, 2020-** All kindergarten students in attendance

#### **DAILY HEALTH CHECK:**

Public Health has not mandated any screening at school, however it is important that you check in with your child each morning to ensure that are healthy before sending them to school. Please contact the school if they develop symptoms of COVID -19 at home. We will not be taking the temperature of staff or students upon entry (as per Public Health). We will be taking temperatures of students or staff who are not feeling well.

**Any students or staff who present with COVID-19 symptoms or are sick during the school day will be sent home immediately.**

It is important that your child's emergency medical forms are completed and returned to the school and updated if necessary.

#### **PROTOCOLS TO FOLLOW IF COVID-19 IS SUSPECTED OR DETECTED:**

The health and safety of staff and students takes precedence over all other concerns. This part requires all of us to communicate with one another clearly and immediately, follow Public Health guidelines without exception, and to act quickly and calmly in order to reduce exposure and keep any possible transmission issues under control.

Any staff who are sick (even with a common cold) are NOT to report to work.

Any child who is sick (even with a common cold) is NOT to come to school. **Please report your child's absence from school for medical reasons.**

If a parent/guardian is home sick with COVID-19 symptoms, a child is NOT to come to school.

If a student or staff member shows symptoms during the school day, (fever, cough, difficulty breathing, sore throat, loss of taste or smell or any other symptom), they will be immediately isolated into a designated isolation room. Parents will be called to pick up their child. A single person will care for the child while waiting for the parent to pick them up and an emergency kit containing masks, gloves, eye protection, gown will be used to protect the staff member. The sibling(s) of the child presenting symptoms will also be sent home.

Parents will have to contact Public Health and follow their guidelines: **1-877-644-4545** and report back to the school. The student or staff member must remain in isolation at home until they have been directed by Public Health for next steps.

**If there is a positive test for COVID-19 within a school, all parents and staff will be contacted and we will follow instruction provided by Public Health.** Anyone who is considered moderate to high risk is removed and tested and students will be provided with remote pedagogical support. If there are several cases of COVID -19 in the same class or involves several classes, regional Public Health authorities will step in immediately and the school will follow the recommendations made, including possibly closing a classroom or school based on the situation.

**Will there be COVID-19 testing in school?**

No. Just like any citizen with symptoms of COVID-19, students must stay home and seek health advice. A good reference source is the COVID-19 Self-care Guide (<https://publications.msss.gouv.qc.ca/msss/en/document-002492>), which will provide instructions on what to do. Information about the steps to follow, including how to determine if you need to take a test, is also available at Québec.ca (<https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/>).

**What to do if my child is sick?**

As always, if your child is sick they are to stay at home. It is especially important during this time that if your child is sick (even with a common cold) for them to stay home. Call Public Health if you think your child may have COVID-19 symptoms: **1-877-644-4545**.

**Returning to school after being sick**

Provided they do not have COVID-19, children and adults with flu-like symptoms may return to their activities if each of the following conditions has been met: they have gone 48 hours without a fever (without taking medication) **AND** 24 hours has passed after a significant reduction of their other symptoms.

**A Day at Chelsea**

It is very important that prior to returning to school **students understand that things will be very different**. It is extremely important that parents share this information with them. **For your child’s safety and wellbeing, we ask that you carefully read this document.**

|  |  |
|--|--|
| <p><b>Staggered Daily Arrival</b></p>    | <p>A staggered arrival is recommended by Public Health in order to reduce congestion at the start of day. Active adult supervision will be happening during transitions. Arrival times are as follows:</p> <ul style="list-style-type: none"> <li>• Morning Daycare- between 7:00 am and 7:45 am</li> <li>• Bus- between 7:45 and 8:05.</li> <li>• Parent Drop off- parents are asked to drop of their child at bell time, 8:05 am as much as possible</li> <li>• Walkers/bikers- should arrive at 8:05 am as much as possible</li> </ul> <p>Prior to 8:05, students will be with their homeroom group in a designated area. They will enter the building through a designated door with their homeroom teacher.</p> |
| <p><b><u>Entering the school</u></b></p> | <p>Each class will be greeted by their teacher and will enter the school through a designated entry door. Classes will enter single file and in a staggered fashion to support physical distancing. Hand sanitizing stations will be</p>   |

|   |   |
|---|---|
|   | located at each entry point and students must sanitize their hands whenever they enter the building.  |
| <b><u>Movement in corridors/ common areas</u></b> | <p>Student movement in the corridors will be monitored and hallway divisions and directional arrows will help to guide student traffic. Physical distancing will be maintained wherever possible and some hallways may be designated one-directional. Movement will be staggered as much as possible to reduce interactions.</p> <p>Students in grade 5 and 6 and staff will wear a face covering when in the hallway or other common areas.</p> <p>At the start of the year the library will remain closed.</p> <p>The gym/ MPR will be used when outdoor gym is not possible and the room will be disinfected between user groups.</p>  |
| <b><u>Stable Groupings</u></b>                    | <p>Each class will stay in their designated classroom for the duration of the day, including lunch, with the exception of recess and gym.</p> <p>Students will stay with their homeroom class throughout the day including lunch and recess.</p> <p>Staff will rotate to the classes they teach.</p> <p>Upon entering the classroom, all individuals will be required to wash their hands.</p> <p>The Ministry has broadened the student bubble to the entire class and students. While it will not be required for students to physically distance from their classmates it is recommended. Physical distancing will be encouraged and supported through classroom practices.</p> <p>Staff will maintain a two metre distance from students and if this is not possible, will wear a face covering.</p> <p>Classrooms will be furnished with easily cleaned furniture and to optimize space for students/staff.</p> <p>Classroom windows will be kept open as much as possible to increase air flow/exchange in the classroom.</p> <p>The sharing of supplies/materials will be minimized.</p> <p>Students will remain 1 meter from students not in their class.</p> |
| <b><u>Face Coverings/ Masks</u></b>               | <p>Students in grade 5 and 6 will be required to wear masks when in common areas (i.e. bus, hallways, bathrooms, grand hall, office, etc.). Although not mandated, it is recommended that students wear their mask in the classroom particularly when moving around.</p> <p>Staff will wear face coverings when in common areas and a medical mask when unable to maintain 2 metre distancing from students or other staff.</p> <p>A student from any other grade can choose to wear a face covering and this is recommended.</p> <p>Parents must provide masks or face coverings for their child and should practice proper use with their child.</p> <p>Face coverings /masks are not mandated when students are outside.</p> <p>It is recommended that masks be exchanged with a new one mid-day.</p>  |
| <b><u>Learning outdoors</u></b>                   | Learning outside will be encouraged and classes will have rotating access to outdoor learning locations. Please ensure that your child comes to school  |

|  |   |
|--|---|
|  | prepared for the weather so that they can be comfortable during outdoor learning periods  |
| <b><u>Hand washing /Sanitizing</u></b>   | <p>Students, Staff and visitors will be required to wash or sanitize their hands on a regular basis including:</p> <ul style="list-style-type: none"> <li>-upon entering the building</li> <li>-upon entering a classroom</li> <li>-before and after eating</li> <li>-after using the bathroom</li> <li>-before leaving at the end of the school day</li> </ul> <p>Students should be encouraged to wash their hands immediately upon arrival home at the end of the day.<br/>Each classroom is equipped with a sink, soap and paper towels.<br/>Please practice proper handwashing techniques at home.</p> |
| <b><u>Cubbies</u></b>                    | Students will be assigned a cubby however it will only be used for their extra and outdoor clothes. Their backpacks, lunch kits, water bottle will be kept in the classroom. Students are strongly encouraged to minimize the belongings that they bring to and from school. Their school supplies, lunch and other items used indoors will be stored at their desk.  |
| <b><u>Personal Materials/Sharing</u></b> | <p>Students will not be allowed to share items. Please ensure all school supplies are labelled. Extra clothes and indoor shoes should be brought and left at school.</p> <p>All children should have a water bottle as fountains are closed. Students will have access to water bottle refilling stations in classrooms.</p>  |
| <b><u>Water</u></b>                      | Students will be required to bring a pre-filled water bottle to school. They will be able to re-fill their bottle at the classroom tap. Water fountains will not be used. Water bottles may not be shared.  |
| <b><u>Lunches and Snacks</u></b>         | <p>Students will eat lunch and snacks in their classroom after washing their hands. In order to minimize non-essential individuals at the school, there will not be hot lunch options for students.</p> <p>Parents should prepare lunches/snacks to promote autonomy (i.e. open their own containers). There will be no student monitors to support younger classes.</p> <p>The lunch period has been moved to 11:05-11:55 in order to accommodate the adjusted daily schedule (see below).</p>   |
| <b><u>Recesses</u></b>                   | <p>Recesses are staggered to reduce student contact.</p> <p>Students will remain with their class in a designated play zone during recess. Students will rotate through the various play zones on a daily schedule. Classes will have access to outdoor equipment used only by their class. The play structure will be accessible to the student group within that zone. Students will use designated doors to exit and enter the building.</p>   |
| <b><u>Washroom Use</u></b>               | <p>Classes will have designated washrooms which they will use.</p> <p>Kindergarten class will make use of washrooms within their classroom. Younger classes will have scheduled washroom breaks but will be able to use the washroom outside of these times.</p> <p>Washrooms will be disinfected regularly throughout the school day.</p>  |
| <b><u>Parent Access</u></b>              | In order to minimize non-essential individuals at school, there will be very limited access to the school building by anyone who is not a staff or student.   |

|  |   |
|--|---|
|  | <p>All visits will be by appointment only.<br/>         Meetings will continue in a virtual format as much as possible.<br/>         At this time, we will not have parent volunteers working in the school.<br/>         At pick up and drop off, parents must follow established procedures and are asked to physically distance at all times. When on school property, parents must wear a mask and physically distance. We ask that parents do not socialize on school property.</p>                                |
| <b><u>Office /Attendance Procedures</u></b>                              | <p>Parents are not permitted to come to the office without appointment.<br/>         Please contact us either by phone (819)827-0245 or via email. To report your child's absence please email: <a href="mailto:chelseaattendance@wqsb.qc.ca">chelseaattendance@wqsb.qc.ca</a>.<br/>         End of day schedule changes must be made by 1:30 pm otherwise we cannot guarantee the message is received and your child with maintain their previously designated end of day routine.</p>                                 |
| <b><u>Daily Schedule</u></b>   | <p>Attached with this email is an adjusted daily schedule. This was done in compliance with Ministry and Health directives in order to reduce student congestion during recesses and transition times. Your child's teacher will let you know whether your child is on schedule A or B.</p>   |
| <b><u>Morning Drop off and End of day Pick up</u></b>                    | <p>The PROCEDURES/LOCATIONS for parent drop off and pick are being re-examined to accommodate for increased use. Instructions will be communicated prior to the start of school.</p>  |
| <b><u>Daycare</u></b>  | <p>Students in daycare will meet in a designated area for attendance. Students not from the same class grouping must remain 1 meter from each other throughout their daycare period.<br/>         Parents picking up a child from daycare should not arrive prior to 3:00 pm as we will still be dismissing pick up and buses.<br/>         (See further FUN CLUB Day care information below)</p>   |
| <b><u>Cleaning/Disinfecting</u></b>                                      | <p>We will follow Public Health directives with respect to cleaning. High contact surfaces will be regularly cleaned throughout the day and classrooms will be cleaned thoroughly each night.</p>   |
| <b><u>Heating, Ventilation, and Air Conditioning (HVAC ) system:</u></b> | <p>Chelsea school is a fully mechanically ventilated building. The mechanical ventilation proceeds to up to 6 complete changes of air by classroom every hour and throughout the school, mixing with fresh air.<br/>         Air filters are being changed to reach recommendations outlined by The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).<br/>         We will enhance classroom ventilation by opening window in the morning and keeping windows open when possible.</p> |
| <b><u>Assemblies, field trips, extra-curricular</u></b>                  | <p>Our primary focus is on a healthy return to school and the practice and implementation of the new procedures and protocols at school. As the situation evolves we may be able to introduce these school activities.</p>  |
| <b><u>Medical Exemptions</u></b>   | <p>Students who have complex medical needs or a compromised immune system or live with someone with a compromised immune system can apply for a medical exemption from school and receive support for distance learning. Information related to this can be found on our school website and parents can also contact <a href="mailto:agage@wqsb.qc.ca">agage@wqsb.qc.ca</a></p>   |

### **Fun Club Chelsea Daycare**

At the Chelsea After School Program, the health and well-being of students is our top priority. Our program this year will be run in accordance with Public Health and Ministry guidelines. In an effort to limit contacts, students will remain with a consistent group of students. A variety of activities will be offered to your child during daycare throughout the week. If students from more than one class are combined in a daycare group, 1 meter of physical distancing between students from different classes will be maintained. Staff will remain 2 meters from all students and if not possible to will wear a face covering. As we want to maximize time spent outdoors, please ensure that your child has proper outdoor clothing.

The daycare **closes promptly at 6:00 PM**, any parent or guardian arriving after that time will be considered late and a standard fee of **\$5.00 per minute** will be charged to the child's account.

### **Drop off and Pick-up instructions**

To ensure the safe arrival of all the children, **parents or another responsible adult must accompany their child or children into the school for drop off in the morning. This is important; please follow this procedure every day, with no exceptions.**

Parents are asked to park in the parent parking lot and to enter through the front door. Face coverings are required and social distancing practices (2m from others) must be followed when on school property. Only one parent may enter the building. School aged siblings who attend other schools may not enter the school. Only one parent may be in the front lobby at a time. Please ring the buzzer outside the office. Parents will not be permitted to enter the school and may only enter the office when making a Daycare payment.

**Parents are asked to come directly into the building and not to enter the school yard if they see their child.**

### **End of day arrangements**

Parents must contact the Daycare Technician directly via e-mail or phone if there are any changes to the end of day arrangements for their child. **All request for change must be received by 1:30pm.**

**Parents are asked to avoid coming to pick-up their child from Daycare prior to 3:00 pm in order to avoid bus/ pick-up congestion.**

### **Hours of operation**

|                      |                   |
|----------------------|-------------------|
| Morning service      | 7:00 AM - 8:05 AM |
| Lunch supervision    | 11:05AM -11:55 PM |
| After school program | 2:45 PM – 6:00 PM |
| PD Days              | 7:30 AM - 5:30 PM |

### **IN SUMMARY:**

This document includes a lot of information- please spend time preparing your child(ren) for their return to school by practicing hand washing, social distancing, and mask wearing. We will be following these procedures very closely as per the requirements given to us by Public Health and the Ministry of Education. **For the safety of your child and our staff, we will be very strict about following these protocols and exceptions will NOT be made.**

As always, you can count on the dedicated and professional staff at CHELSEA ELEMENTARY to have your child's safety and well-being as top priority.

Please contact me if you have any questions or concerns, and I thank you in advance for respecting the protocols and procedures in place. Parent cooperation will help us do our jobs and keep everyone safe and happy.

Thank you,

*A. Gage*

Andrea Gage  
Principal,  
Chelsea Elementary School