

NAME OF SCHOOL – School Logo/Letterhead to be added

The following is **Brennan School's** return to school plan. Please note the return to school plan is fluid and may change as directed by Public Health, Manitoba Education and the Portage la Prairie School Division.

The following school plan will provide an overview of the procedures for the resumption of Level 1 In-Class Learning that will begin on September 8, 2020. For more detailed information please refer to the [Portage la Prairie School Division: Return to School Plan 2020-2021](#). If you have any question or concerns regarding the school plan please contact **Elma Maendel at 204 267 2700**.

For our school community to remain safe it is very important that each day all students, families and staff complete the [self-screening tool](#) prior to entering the school.

Parent/Visitors to the school

Parents/Visitors will be required to contact the school in advance to make an appointment to enter the school. The outside doors will remain locked during the day and the doorbell will be used to gain entry. Parents will be made aware of pick up areas.

[Self-Screening](#) is required for all parents/visitors prior to entry. Please be aware of the screening guidelines that are posted on all entrance doors.

At this time, non-medical masks are required in schools for students in Grades 4 to 12, as well as for staff, when physical distancing of one metre is not possible. When visiting all parents/visitors will be required to sign in and out of the building to support contact tracing.

Cohort Groupings

What is a Cohort?

A cohort is a group of students who remain together with their classroom teachers throughout the school day. The cohort will have limited direct contact with other cohort groups.

Cohorting means that students will enter and exit through separate entrances, staggered recess and lunch breaks, in order to limit contact with others. This strategy limits any potential spreading of the virus to the broader school community, should an outbreak occur and allows for contact tracing.

Cohort	Classes	Entrance/Exit
1	K – 12 Students	Main door
2		
3		
4		
5		
6		
7		

Entrance, Recess, Dismissal Procedures

Entrance	When required, K – 2 students will enter five minutes prior to Gr. 3 – 5 students, followed by Gr. 6 – 8 students 5 minutes later.
----------	--

Exit Recess	When required K – 2 students will exit five minutes prior to Gr. 3 – 5 students, followed by Gr. 6 – 8 students 5 minutes later.
Lunch	At lunch hour, when required, K – 2 students will exit five minutes prior to Gr. 3 – 5 students, followed by Gr. 6 – 8 students 5 minutes later.
Exit End of the Day	When students leave at the end of the day, when required, K – 2 students will exit five minutes prior to Gr. 3 – 5 students, followed by Gr. 6 – 8 students 5 minutes later.
Extreme Weather	On days when the weather is inclement, students will remain in their classrooms. Each class will rotate to spend a few minutes in the gym

Staggered Recess/Lunch Times

Fill in according to your plan, bold information should appear in all plans to maintain divisional consistency

AM Recess	<ul style="list-style-type: none"> • Grade K-2 will have morning recess from 10:00 – 10:15 • Grades 3-5 will have morning recess from 10:05 – 10:20 • Grades 6-8 will have morning recess from 10:10 – 10:25
Lunch Recess	<ul style="list-style-type: none"> • K-2 will leave for lunch at 11:20; Gr. 3 – 5 at 11:25 and GR. 6 – 8 at 11:30 • K-2 will arrive back from lunch at 12:20; Gr. 3 – 5 at 12:25 and GR. 6 – 8 at 12:30
PM Recess	<ul style="list-style-type: none"> • Grade K-2 will have morning recess from 2:00 – 2:15 • Grades 3-5 will have morning recess from 2:05 – 2:20 • Grades 6-8 will have morning recess from 2:10 – 2:25
Playground	<ul style="list-style-type: none"> • The playground will be divided based on the larger cohorts. PE will teach students games to play distantly with other students. • There will be a play structure schedule for each grade/class cohort for K-3. • When the bell goes each class will have a spot to lineup distantly by their entrance.
	<ul style="list-style-type: none"> •

Movement Procedures

Hallway movement	<ul style="list-style-type: none"> • Each grade will stay in their own classroom except for PE, music, art, and health classes. • Staff will be visible in the hallways during transition times and will model movement during their transitions.
Physical Education	<ul style="list-style-type: none"> • Physical Education teacher will not be traveling to the schools until further notice; on-site teacher will teach some PE classes
Music	<ul style="list-style-type: none"> • Music teacher will not be traveling to the schools until further notice; on-site teacher will teach some music classes

Other	<ul style="list-style-type: none"> Staff members who reside at Elm River Colony will be teaching their regular classes with safety protocols/procedures in place; as well, they will supervise and/or cover some of the classes that are usually taught by off-site teachers
--------------	---

Communication

Communication with Students	<p>Students will be updated through:</p> <ul style="list-style-type: none"> Teachers will model transitions, expectations, and social distancing procedures during the first days of school. Teachers will take students to their designated areas and have them practice. This will become part of the regular school reminders. Information will be given through daily announcements. Information/Graphics will be posted throughout the school.
Communication with Staff	<p>Teachers will be updated through:</p> <ul style="list-style-type: none"> Email Staff meetings Walk-throughs Daily Announcements Google/Team Meetings
Parent/School Community	<ul style="list-style-type: none"> Newsletter Phone Call WhatsApp school group Hutterian Administrator will communicate directly with each Colony's German School Teacher as the situation develops

Health and Sanitation Procedures

Location	Procedure
Main Entrance	<ul style="list-style-type: none"> All individuals entering the school will complete a self-screening Hand sanitizing station will be located at the main entrance of the school
Cohort Entrance	<ul style="list-style-type: none"> All students will have their hands sanitized by staff as they enter and exit the cohort area
Classrooms	<ul style="list-style-type: none"> Each classroom will have hand sanitizer and disinfectant Regular handwashing reminders will be given Classrooms and surfaces will be disinfected with a hydrostatic cleaner each evening, with deep cleaning. Sharing of equipment should be limited
Lockers	<ul style="list-style-type: none"> Limited use of lockers When accessing lockers, students must either be 2m physical distanced or 1m for cohort groupings

Washrooms	<ul style="list-style-type: none">• Increased cleaning protocols for student and staff washrooms will occur• Staff will monitor students as they enter and exit the washroom, limiting the number of students that are in the facility at one time• Handwashing posters have been placed in all washrooms advising users to practice proper hand hygiene
Water Fountains and Filling Stations	<ul style="list-style-type: none">• The water fountains will be closed, and students will be encouraged to bring a drink or a water bottle for the bottle filling station• No sharing of water bottles will be allowed
Devices	<ul style="list-style-type: none">• Students will use hand sanitizer before using a device.• When possible students will place the device in an individualized ziplock bag for the student to use