



ÉCOLE ARTHUR MEIGHEN SCHOOL

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The following is **École Arthur Meighen 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 questions or concerns regarding the school plan please contact kzwarich@plpsd.mb.ca.

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.

Masks are required by all students grades 4 and up and staff as mandated by Public Health, if 2m of physical distancing cannot be maintained.

When visiting, all parents/visitors will be required to sign in and out of the building to support contact tracing.

Many classes will be held outdoors weather permitting. Please ensure that students are dressed appropriately.

Cohort Groupings

What is a Cohort?

A cohort is a group of students who remain together with their classroom teacher 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	5Brooks	NW bus door (closest to playstructures)
2	5Klassen	NW bus door (closest to playstructures)

3	5Drain	NW bus door (closest to playstructures)
4	5McKenzie	NE bus door (closest to tennis courts)
5	5Gray	NE bus door (closest to tennis courts)
6	6Crevier	SW parking lot doors (Gr.6 hallway)
7	6Davey	SW parking lot doors (Gr.6 hallway)
8	6Moar	SW parking lot doors (Gr.6 hallway)
9	6Talbot	SW parking lot doors (Gr.6 hallway)
10	7Sevcenko (Braun) <i>now located in the Gym</i>	Now Exiting Gym Doors/ Entering South Garden Doors as usual
11	7Drummond <i>now located in the Music Room</i>	South Garden Doors
12	7Janz <i>now located in the Gym</i>	Now Exiting Gym Doors/ Entering South Garden Doors as usual
13	7deVries <i>now located in the Library</i>	South Garden Doors
14	8Green <i>will be moving to PCI effective Jan.6</i>	SE parking lot doors (Gr.8 hallway)
15	8Hartnell <i>will be moving to PCI effective Jan.6</i>	SE parking lot doors (Gr.8 hallway)
16	8Lacroix <i>will be moving to PCI effective Jan.6</i>	SE parking lot doors (Gr.8 hallway)
17	8Graham <i>will be moving to PCI effective Jan.6</i>	SE parking lot doors (Gr.8 hallway)
18	7Ritcot / 8KHorning <i>8KH to PCI effective Jan.6</i>	Power Mech. doors (at back of school)
19	Junior Life Skills	SW parking lot doors (Gr.6 hallway)
	Please note: Students in the SLP program will enter/exit their grade/homeroom's assigned door as above.	

Entrance, Recess, Dismissal Procedures

Entrance/Arrival	<p>Please note there will be no OPEN GYM from 8:10-8:40 this year. Students should not be arriving to school before 8:30 as there will be no supervision.</p> <p><i>*Just a reminder to please not drop off your child across the highway from EAMS. Though there is a pedestrian crosswalk, there are no patrols; students are not to cross the highway from the entrance/exit to our school at any time.</i></p> <p><i>*For those dropping their child off, please be mindful of the bike/walking path at the entrance of our parking lot. Students may be walking/biking across as you are turning into or leaving the parking lot.</i></p> <p>Students arriving to school with our (new) Walking School Bus will look for school staff/cohort on the field when they arrive and head directly there.</p> <p>Students walking from ECVS or area across the field are to maintain their distance with others while walking to EAMS.</p> <p>Students riding their bikes to school may lock their bikes up at our bike racks or, if they prefer, along the fence, with at least a bike length in-between bikes. If another student is at the bike rack locking up his/her bike, students are to keep their distance until the other student leaves the bike rack.</p>
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Students longboarding to school need to carry their longboard once they reach school property. Students may store their longboard in their locker. Regardless of how students arrive to school (by bus, by car, walking, biking...), students will report directly to their cohort at their designated cohort area outdoors on our playground/field behind our school.

*When it is raining/inclement weather/cold, the morning routine will be as follows:

- Staff supervisors (non-homeroom teachers) will be outside, at an assigned grade cohort door (outside, but out of the rain/inclement weather).
- Students will report to their cohort door when they arrive to school.
- Staff supervisors at the bus loop will direct students to their cohort doors.
- Teachers will be in their classrooms to receive students as they enter.
- Students are to report directly to their classrooms. They are not to go to their lockers. Once in the classroom and settled, teachers can stagger students (according to their assigned colour group) to their lockers.
- No students will be permitted in the building before 8:30.

Students are not to enter the school on their own when they get to school. Each cohort meets at a particular area. From 8:30-8:45, school staff (not the homeroom teacher) will be waiting for students at their area. At 8:45, the homeroom teacher will go outside to meet the students at their cohort area and take them inside in an organized and distanced fashion).

Students will not be allowed to enter/exit the school through doors other than the one that is assigned to their cohort.

Cohorts will have the same assigned door daily that they will use to enter and exit through whether for arriving, for recess, or at dismissal. (Please note this may not be the closest door to their classroom.)

Students arriving late to school will need to come through the front doors only, sanitize their hands, sign in at the office, and report to class.

Any students wishing to use the Breakfast Program will be given the opportunity to. At this time, breakfast is now served indoors, outside the canteen/counselling area, and not outside from the gym doors. Grades/cohorts will be called down in a staggered manner. All students are welcome to get some breakfast. Baggies of cereal, fruit, and toast will be offered.

Lockers

Students will not be going directly to their locker when they come into the school. They will go to their classroom first--with coats on and with backpacks

	<p>and lunchkits etc... Coats will go on the back of their chair initially. Students will be divided up into smaller groups within their classroom/cohort so they can safely go to their locker. This has been done by colour-coding each locker so the class is grouped into four sub-cohorts. These smaller groups will ensure that students are at least 1m away from the next student at their locker. Students will be called in this pre-arranged manner, to go to their lockers to either put their belongings away, or get them out to take home at the end of the day. Staff will supervise the locker activity.</p> <p>Please note: Students' classroom supplies will be kept in the classroom. Lockers should contain primarily coats/jackets, footwear, and backpack/lunchkit.</p>
Exit for Recess	<p>Students will be staggered out for recess according to grade. Staff will supervise their exit out their respective doors, one cohort at a time.</p>
Lunch	<p>Grades 5 & 6 will eat lunch from 12:25 – 12:40 in their classroom with their cohort and go out for lunch recess from 12:40-1:20. PLEASE NOTE NEW LUNCH HOUR TIME for these grades. Students are encouraged to bring extra snacks and will be able to eat snacks in their classroom as needed.</p> <p>Grades 7 & 8 will eat lunch from 11:50-12:10 in their classroom with their cohort and go out for lunch recess from 12:10-12:40.</p> <p>When weather is inclement, students will remain indoors in their classroom/cohort for lunch recess.</p> <p>All students will eat lunch in their homeroom. Classrooms will continue to be supervised by EAs. Microwave use is not permitted this year and will not be available. Students are not to share or trade food. Desks will continue to be wiped down after eating, as they are every year. Staff will spray the desks with disinfectant and students will wipe their own desk down.</p> <p>Canteen Services will once again be available by Visions of Independence. Staff will collect the orders at the beginning of the day and take the order to the office. Lunches will be delivered to the students at lunch by staff.</p> <p>Lunch menu has been provided to students. Menu is subject to change. There will be no open walk-up canteen service, all food will have to be preordered.</p> <p>Students will be staggered out for lunch recess using their respective doors by lunch supervisors. This will alleviate congestion in the hallways and at the exits.</p>
Exit End of the Day/Dismissal	<p>Students will be dismissed from class in a pre-arranged/staggered manner (based on colour-coded lockers) with bus students being dismissed first.</p>

	<p>Bus students will be called to their lockers at 3:20 according to cohort colours or will proceed in an order based on when their bus comes. Once bus students have left the building, Walking School Bus students will be called to meet at the tree outside the bus doors at 3:25, and then the remaining students who walk or get picked up, will be called to go to their locker in the same staggered manner.</p> <p>All students will use the same door to exit the school as they did when they arrived to school. Again, please note that students may be exiting through a door that is not the closest to where they are being picked up after school.</p> <p>Any students walking to ECVS after school whether to meet their ride, meet a sibling, or to go to Short Stop Daycare should consult with Administration to determine a meeting place. This will limit contact with ECVS students and staff. A meeting place should be determined.</p>
Extreme Weather	<p>Students will stay indoors with their cohorts in their classroom when weather is inclement (cold, wet...) and they are unable to go outside/stay outside to wait for their bus.</p> <p>On days when the weather is inclement, students who are getting picked up after school will be dismissed in an organized manner from their cohorts. Bus students will remain in their cohorts until their bus is called.</p>

Staggered Recess/Lunch Times

AM Recess	<ul style="list-style-type: none"> • Grade 5 recess will be at 10:15 – 10:30 (outside) • Grade 6 recess will be at 10:30 – 10:45 (outside) • Grade 7 break will be at 10:20 – 10:30 (inside in their cohorts) • Grade 8 break will be at 10:30 – 10:40 (inside in their cohorts)
Lunch Recess	<ul style="list-style-type: none"> • Grade 5 & 6 will eat lunch from 12:25 – 12:40 in their cohorts. Grade 5 & 6 will go outside to their respective playground location from 12:40 – 1:20. • Grade 7 & 8 will eat lunch from 11:50 – 12:10 in their cohorts. Grade 7 & 8 will go outside to their respective playground location from 12:10 – 12:40.
PM Recess	<ul style="list-style-type: none"> • Grade 5 & 6 recess will be at 2:35 – 2:50 (outside). They will be in rotating playground locations. • Grade 7 & 8 break will be at 2:00 – 2:10. (alternating inside and outside). When one grade is inside, the other grade will be outside.
Playground	<ul style="list-style-type: none"> • The playground will be divided into 4 sections and based on grade cohorts. • There will be a daily play structure, ball diamond, tennis court/basketball court and soccer field schedule for each grade/class cohort . • When the bell goes to head inside, each class will have a spot to lineup distantly by their entrance and wait to be called/taken in.

	<ul style="list-style-type: none"> • See map for cohort areas
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Movement Procedures

Hallway movement	<ul style="list-style-type: none"> • Each grade will stay in their own classroom except for when they go to PE, Music, HE/IA, or to the Library. Subject-specific teachers, if different from the student's homeroom teacher, will move to the homeroom of the grade they are teaching. Students will not be moving. • Arrows will be used to guide traffic in the hallways for both staff and students. • Staff will be visible in the hallways during transition times and will model movement during transitions.
Physical Education	<ul style="list-style-type: none"> • Physical Education teacher will go to the classroom to pick up students for PE. • All PE classes (Grades 5 to 8) will not be expected to change their clothes whether indoor or outdoor, though wear indoor gym shoes. • The changerooms will not be used unless students need to use the washroom.
Music	<ul style="list-style-type: none"> • The Grade 5 & 6 Music teachers will go to the classrooms to pick up and drop off students for Music. • The Band teacher will meet students in the classroom and walk the students to and from the bandroom. • The Guitar teacher will meet students will meet students in the classroom and walk the students to and from the classroom.
Home Economics/ Industrial Arts	<ul style="list-style-type: none"> • Please note: Home-Ec/IA will start the week of Sept. 14. Students will attend LVS and YQS for their HE and IA courses. They will be attending each school for half the year and complete courses on a rotational basis. More details to follow. • Students will be called out to their bus when it arrives and will proceed to load the bus in an orderly fashion. Staff will supervise this departure. All students taking the Home Ec/ IA bus will exit through the NW doors.
Library	<ul style="list-style-type: none"> • Librarian will go to get students from their classroom at their designated time and take them to the library to select or return books. • Students will use hand sanitizer upon entry and exit. • Students will enter and exit through the library door that is adjacent to their classroom's side of the hallway. • Cohorts will not be staying in the library for "library period". • Library periods will be scheduled so there is adequate time in between for cleaning.
Staff Movement	<ul style="list-style-type: none"> • Teachers/EAs will be going to the students/classrooms to teach; students will not be leaving their classroom to go to other teachers' rooms, except for PE, Music/Guitar and as well, to the library. • Staff will be able to move throughout the entire school and may interact with different cohorts as needed • As staff change locations, they will make sure to wash hands and sanitize regularly.

<p>Washroom</p>	<ul style="list-style-type: none"> • EAMS is using a magnet system to ensure cohorts are not mixing in the washrooms. Only two students at a time may be in the washroom. • Each graded cohort (classroom) has 2 magnets labelled by homeroom (ie: 7D, 5K, 6C etc...) • These magnets are located on the white board in the classroom. • Only 2 students per cohort are allowed to access the washrooms at the same time (2 magnets). • When the students leave the cohort they need to take one of the magnets. • Outside the washroom there is a white board where they will place their magnet. This will indicate to other students which grade/cohort is in the washroom. • Important: Students from the same grade or homeroom only are allowed to enter the washroom at the same time. If the student is not from the same grade, they will have to wait on a physical-distance dot on the floor just outside the washroom until they are allowed to go in. <i>There is supervision during the busier times at breaks/recesses to monitor this process.</i> • For example, a student in Grade 5 is allowed to be in the washroom at the same time as another student in Grade 5. A Grade 5 student is not allowed in the washroom with a student from a different grade. For example: A student in 7J can access the washroom with a student from 7D, but a student from 7J is not allowed in the washroom with a student from 8H or 6C, etc. • Magnets are sanitized after use and again at the end of the day. Students also need to sanitize before and after taking the magnet. • Note: if students forget their magnet, they will be asked to write their cohort on the white board before entering.
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Communication

<p>Communication with Students</p>	<ul style="list-style-type: none"> • Teachers will model transitions/procedures; expectations and physical/social distancing as well as Hygiene procedures will be shared the first days of school • Transitions may be practiced as needed • Reminders about hygiene/procedures/protocol will be given by staff • Reminders will also become part of the regular school announcements • Information/Posters will be posted throughout the school • Administration may share updates or info. in their walk-throughs
<p>Communication with Staff</p>	<p>Updates will be given through:</p> <ul style="list-style-type: none"> • Email • Staff meetings • Daily Walk-Throughs • Daily Announcements • Google/Team Meetings

Parent/School Community	<ul style="list-style-type: none"> • Emails from the teacher or the school • Newsletters • Phone Calls • Classroom platform (will vary according to teacher) • School website: http://www.plpsd.mb.ca/eams • EAMS Facebook: @EAMS Home and School • Twitter: @EAMSAdmin • Portage la Prairie School Division website http://www.plpsd.mb.ca, Facebook and Twitter @PortageSD
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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 Entrances (Doors)	<ul style="list-style-type: none"> • All students will have their hands sanitized by staff as they enter and exit the cohort area • Hand sanitizing stations will be located in each of the bus and parking lot doors
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 along with deep cleaning
Lockers	<ul style="list-style-type: none"> • Limited use of lockers; small distanced groups of students will be called to their locker in the morning to put their coat/boots/lunch kit away, and again before home time, to gather their things • When accessing lockers, students must either be 2m physical distanced from a different cohort or 1m between students in their own cohort
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"> • Water fountains will be closed • Students may use our water bottle filling stations • Students are encouraged to bring a bottle for the bottle filling station or a bottle of water • Students are not to share their water bottles/drinks
Device Carts	<ul style="list-style-type: none"> • Our three mobile carts will still be available to be signed out by cohorts • Students will use hand sanitizer before and after using a device. • Devices: Students will be issued the same device every time their cohort gets the cart.
Masks	<ul style="list-style-type: none"> • Students (Grade 4 and up), teachers/substitute teachers, staff, visitors and volunteers are required to wear non-medical masks in areas where physical distancing of two metres is not possible. This includes hallways

and when riding the bus to school, and classroom settings. Students under Grade 4 can also use non-medical masks.

- Those wearing masks should be reminded, in age-appropriate language, not to touch their mask and to comply with other personal preventive practices, such as frequent hand hygiene and physical distancing as much as possible.
- All school bus passengers in Grade 4 and older, and the driver, are required to wear a non-medical mask. These should be put on before loading and taken off after offloading if removal is appropriate for the setting
- Students are advised to purchase non-medical masks as part of their school supplies, however, masks will be provided to students and staff who need them.
- Non-medical masks should not be worn by anyone who:
 - is unable to remove the mask without assistance (e.g., due to age, ability or developmental status)
 - has breathing difficulties
 - is under two years of age
- When a non-medical mask is used, your hands should be cleaned before and after putting it on and taking it off. Follow the recommendations listed above for the use of non-medical masks, including for their removal.
- Removed masks are considered contaminated and should be placed in a container or bag for appropriate cleaning and disinfection at a later time. Non-medical masks should be laundered daily.
- To put on a mask safely,
 - Perform hand hygiene by handwashing with soap and water, or use an alcohol-based hand sanitizer.
 - Place the mask on your face carefully so it covers your mouth and nose, handling it with the strings or elastic ear loops as much as possible, and mold the nose bridge to ensure it does not move while it is on.
 - Avoid touching the mask once you have put it on. If the mask needs to be adjusted, hands should be cleaned before and after adjusting the mask.
 - Never pull the mask down below the nose, mouth, or chin.
 - Never dangle the mask from one ear or both ears.
 - To remove the mask safely, remove it from behind using the strings or elastic ear loops.
 - Do not touch the front of the mask.
 - Perform hand hygiene by handwashing with soap and water or using alcohol-based hand sanitizer.

November 16, 2020