



NORTH MEMORIAL SCHOOL

Principal Valerie Smith

410 6TH AVE. N.E.

PORTAGE LA PRAIRIE, MANITOBA

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The following is **North Memorial 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 **Valerie Smith; Principal of North Memorial School at 204-857-4564**.

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.

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

### **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 strongly recommended by Public Health.

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	Kindergarten	East door
2	Preschool	Front door/main entrance
3	Grade 1 Gretsinger	Front door/main entrance
4	Grade 2 Atkinson/Findlater	Front door/main entrance
5	Grade 3 Hobson	Front door/main entrance
6	Grade 4 Rauscher	South door
7	Grade 4 Tait	South door
8	Grade 5 Burnett	South door
9	Grade 6 Houle	South door

### **Entrance, Recess, Dismissal Procedures**

Entrance	When students arrive in schools in the morning, their teachers will pick them up at the designated entry/exit doors listed above.
Exit Recess	When students leave for recess, teachers will accompany them outside, remain with them during recess, and bring them back into the school at the end of recess to their classrooms.
Lunch	At lunch hour, homeroom teachers will accompany the students who are going home outside for dismissal. Students who are staying for lunch will be picked up in their grade/cohort group by a designated staff member and accompanied to the lunch area. Lunch recess will be in same cohorts with scheduled games being played in designated play areas.
Exit End of the Day	When students leave at the end of the day, teachers will accompany their classes outside for dismissal at staggered times.
Extreme Weather	On days when the weather is inclement, teachers will be required to pick up their students from the doors listed above and bring them to their classrooms.

### **Staggered Recess/Lunch Times**

<b>AM Recess</b>	<ul style="list-style-type: none"> <li>• Regular recess from 10:30-10:50 will have all staff on duty.</li> <li>• The play areas will be assigned and structured games will be played. New games will be introduced regularly.</li> <li>• Homeroom teachers will monitor the games, along with one or two other staff members who are assigned to those cohorts.</li> <li>• The Gym teacher will create the games and supply the equipment needed. The Gym teacher will assist with the games during recess in the morning.</li> <li>• Students will learn the directions for the games during gym classes.</li> </ul>
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	<ul style="list-style-type: none"> <li>Staggered entrance after recess will take place from our fire drill muster point station in an orderly fashion through the above-mentioned doors and students will always be accompanied by their teachers.</li> <li>The entrance and exit doors will remain constant for all cohort groups.</li> </ul>
<b>Lunch Recess</b>	<ul style="list-style-type: none"> <li>Students will dress for outside in their designated lunch room areas.</li> <li>Staff will accompany students outside to their designated recess areas. Staff will monitor the organized games as listed above in the morning recess plan.</li> <li>Each cohort will meet at the fire drill muster point and will be accompanied back to class by the designated staff member.</li> <li>Classroom teachers will be waiting outside their classroom door to greet the students when they arrive to their classrooms.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>The playground will be divided into sections based on the larger cohorts. The Physical Education teacher will teach and assign the games that students are to play distantly with other students.</li> <li>The Physical Education teacher will also create a play structure schedule for each grade/class cohort for K-6.</li> <li>When the bell goes, each class will have a spot to line-up, distantly, by their entrance, which will be their fire drill muster points.</li> <li><b>See map for cohort areas.</b></li> </ul>

### **Movement Procedures**

<b>Hallway movement</b>	<ul style="list-style-type: none"> <li>Each grade will stay in their own classroom except for PE and library.</li> <li>Specialized teachers will move to the homeroom of the grade they are teaching. Students will not be moving.</li> <li>Arrows will be used to guide traffic in the hallways for both staff and students. "Be polite stay to the right".</li> <li>Staff will be visible in the hallways during transition times and will model movement during their transitions.</li> </ul>
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>The Physical Education teacher will pick up each cohort and take them back to their classroom after the gym period is over.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>The Classroom Teacher will be in the classroom and assign small groups for a library visit.</li> <li>The librarian will pick up small groups and escort them to and from the library.</li> <li>Students will enter and exit through the main entrance of the library.</li> <li>Students will use hand sanitizer upon entry and exit.</li> <li>Library periods will be scheduled so there is adequate time in between for cleaning.</li> </ul>
<b>Staff Movement</b>	<ul style="list-style-type: none"> <li>Staff will move have limited movement throughout the entire school and may interact with different cohorts.</li> <li>As staff change locations, they will make sure to wash and sanitize their hands regularly.</li> </ul>
<b>Other</b>	

## Communication

<b>Communication with Students</b>	<p>Students will be updated through:</p> <ul style="list-style-type: none"> <li>• Teachers will model transitions, expectations, and social distancing procedures during the first days of school.</li> <li>• Teachers will take students to their designated areas and have them practise. This will become part of the regular school reminders.</li> <li>• Information will be given through daily announcements.</li> <li>• Information/Graphics will be posted throughout the school.</li> </ul>
<b>Communication with Staff</b>	<p>Teachers will be updated through:</p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Staff meetings</li> <li>• Walk-throughs</li> <li>• Daily Announcements</li> <li>• Google/Team Meetings</li> </ul>
<b>Parent/School Community</b>	<ul style="list-style-type: none"> <li>• Email</li> <li>• Newsletter/Brochure</li> <li>• Phone Call</li> <li>• Social Media Platform – <a href="#">Facebook North Memorial School page</a></li> <li>• Portage la Prairie School Division website <a href="http://www.plpsd.mb.ca">http://www.plpsd.mb.ca</a>, <a href="#">Facebook</a> and Twitter @PortageSD</li> </ul>

## Health and Sanitation Procedures

<b>Location</b>	<b>Procedure</b>
<b>Main Entrance</b>	<ul style="list-style-type: none"> <li>• All individuals entering the school will complete a self-screening.</li> <li>• A hand-sanitizing station will be located at the main entrance of the school.</li> </ul>
<b>Cohort Entrance</b>	<ul style="list-style-type: none"> <li>• All students will have their hands sanitized by staff as they enter and exit their cohort area.</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>• Each classroom will have hand sanitizer and disinfectant.</li> <li>• Regular handwashing reminders will be given.</li> <li>• Classrooms and surfaces will be disinfected with a hydrostatic cleaner each evening, with deep cleaning.</li> <li>• Sharing of equipment should be limited.</li> </ul>
<b>Lockers</b>	<ul style="list-style-type: none"> <li>• Limited use of lockers.</li> <li>• When accessing lockers, students must either be 2m physical distanced or 1m for cohort groupings.</li> </ul>
<b>Washrooms</b>	<ul style="list-style-type: none"> <li>• Increased cleaning protocols for student and staff washrooms will occur.</li> <li>• Staff will monitor students as they enter and exit the washroom, limiting the number of students that are in the facility at one time.</li> <li>• Handwashing posters have been placed in all washrooms advising users to practice proper hand hygiene.</li> </ul>
<b>Water Fountains and Filling Stations</b>	<ul style="list-style-type: none"> <li>• The water fountains will be closed and students will be encouraged to bring a drink or a water bottle for the bottle-filling station.</li> <li>• No sharing of water bottles will be allowed.</li> </ul>

<p><b>Device Carts</b></p>	<ul style="list-style-type: none"> <li>• Carts will be assigned to each of the larger cohort areas.</li> <li>• Students will use hand sanitizer before using a device.</li> <li>• When possible, students will place the device in an individualized Ziploc bag for the student to use.</li> </ul>
<p><b>Masks</b></p>	<ul style="list-style-type: none"> <li>• Students (Grade 4 and up), 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 it may include classroom settings. Students under Grade 4 can also use non-medical masks</li> <li>• 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.</li> <li>• 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</li> <li>• 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.</li> <li>• Non-medical masks should not be worn by anyone who: <ul style="list-style-type: none"> <li>○ is unable to remove the mask without assistance (e.g., due to age, ability or developmental status)</li> <li>○ has breathing difficulties</li> <li>○ is under two years of age</li> </ul> </li> <li>• 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.</li> <li>• <u>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.</u></li> <li>• To put on a mask safely, <ul style="list-style-type: none"> <li>○ Perform hand hygiene by handwashing with soap and water, or use an alcohol-based hand sanitizer.</li> <li>○ 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.</li> <li>○ 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.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>○ Never pull the mask down below the nose, mouth, or chin.</li><li>○ Never dangle the mask from one ear or both ears.</li><li>○ To remove the mask safely, remove it from behind using the strings or elastic ear loops.</li><li>○ Do not touch the front of the mask.</li><li>○ Perform hand hygiene by handwashing with soap and water or using alcohol-based hand sanitizer.</li></ul>
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