



OAKVILLE SCHOOL

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The following is Oakville 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 Darryl Patterson by email dpatterson@plpsd.mb.ca or phone 204-267-2733.

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.

Students needing to register at Oakville School please call to make an appointment.

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 have been made mandatory by Public Health for students in grades 4-12.

When visiting all parents/visitors will be required to sign in and out of the building to support contact tracing. Visitors will also be required to wear a mask.

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 – Ms. Metzloff	Northeast entrance
2	Gr. 1 Mrs. Sawchuk & Gr. 2 Mrs. Thiessen	Northeast entrance
2	Gr. 3 Mrs. Hill	Main Entrance
3	Gr. 4 Mrs. Tully & Gr. 5 Mrs. Brooks / Mrs. Chabot	Northwest Entrance
4	Gr. 6 Mrs. Smoliak, Gr. 7 Mr. Burnett, Gr. 8 Ms. Allan / Mr. Scott	Southwest Entrance

Entrance, Recess, Dismissal Procedures

Entrance	<ul style="list-style-type: none"> • We are encouraging parents to send their kids to school as close to 8:45am as possible so students will not have as long to wait in their cohort. • When students arrive at school in the morning, they will move to their cohort areas on the playground until the bell rings. • Students will then line up by their cohort entrance in their designated line area. • The staff members on duty will dismiss each grade to the door where they will be met by their homeroom teacher and escorted to their classroom. • Students will go directly to their classroom and will not stop at their lockers. • Students who arrive late will enter the school through the main entrance and sign in at the office. Their teacher will be notified, and the student will head directly to class.
Exit Recess	<ul style="list-style-type: none"> • Teachers will have students dressed and ready to go out for recess prior to the recess bell. • At the bell, teachers will escort their students to their assigned exit, and playground area. If there is another grade at the cohort entrance, teachers will wait with their class until the entrance is clear.
Lunch	<ul style="list-style-type: none"> • At lunch hour students will eat at their desk in their own classrooms. Students will wash/sanitize their hands prior to eating and are not to be sharing lunch items. • Lunch hours are staggered to limit the number of students outside on the playground and increase social distancing. • Students who go home for lunch will be encouraged to return as close to 12:42pm as possible. Students who have to return earlier will be instructed to go to their cohort playground area. • As students switch and transition in for lunch or out for recess, they will line up and be escorted into their classroom or out to their cohort playground area.

Exit End of the Day	<ul style="list-style-type: none"> • When students leave at the end of the day, students who walk to and from school will be dismissed first. • If a student is meeting a sibling, they will wait by the picnic tables for their sibling(s) and promptly walk home. • Next, bus students and students getting picked up will be dismissed. Bus students will wait at the bus cohort designated area. • Grades 4-8 students getting picked up will wait for their ride outside the Southwest doors in their designated areas. Parents/guardians will try to park near the Southwest doors and wait by their cars and call the student. • Grades K-3 students will wait at the front of the school by the bell in their designated areas, parents will try to park in the parent parking east of the main entrance. • Staff will be on duty to assist parents in connecting with their child during pickup and to ensure social distancing is adhered to.
Extreme Weather	<ul style="list-style-type: none"> • On days when the weather is inclement, all non-homeroom staff will be on duty to direct students in the school through their cohort entrance and move directly to their homeroom. Homeroom teachers will be in their room at 8:30am. • Parents are asked to send their child as close to 8:45am as possible to reduce crowds while entering the school and in the classroom. • Students will remain in their classrooms during recess and lunch recess to play games and socialize distantly. • During end of day dismissal, students walking home will leave, pick up their siblings and walk directly home. Students riding on a bus or getting picked up will remain in their homeroom until their bus or ride arrives. • Non-homeroom staff will be out front of the school meeting parents who have arrived to pick up their child. Staff will call the office on the two-way radio and Mrs. Mekkes will call the student and let them know their parent/guardian has arrived. The student will then exit out their cohort door. • Staff out front will help connect the students with their parents • Once the bus or student's ride arrives, they will be called and will leave out their cohort exit and proceed to their bus or vehicle.

Staggered Recess/Lunch Times

AM Recess	<p><u>K-3</u></p> <ul style="list-style-type: none"> • Grade K-3 will go out for morning recess at 10:08 – 10:18 and remain with cohort in designated areas • Grade 1 is scheduled on the play structure during AM recess. • Grade 2 is scheduled on the east swings during AM recess. <p><u>4-8</u></p> <ul style="list-style-type: none"> • Grades 4-8 will go out for morning recess at 10:18 – 10:28 and remain with cohort in designated areas. • Grade 4 is scheduled on the play structure during AM recess • Grade 5 is scheduled on the east swings during AM recess. • Grade 7 is scheduled on the west swings during AM recess.
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Lunch Recess	<p><u>K-3</u></p> <ul style="list-style-type: none"> • K-3 eat lunch 1st from 11:42 – 12:12 and go outside from 12:12 – 12:42 and remain with cohort in designated areas. <ul style="list-style-type: none"> ○ Kindergarten is scheduled on the play structure on days 1,3,5. ○ Grade 3 is scheduled on the play structure on days 2,4,6 and is scheduled on the east swings on days 1,3,5. <p><u>4-8</u></p> <ul style="list-style-type: none"> • 4-8 will go outside 1st from 11:42 – 12:12 and remain with cohort in designated areas. 4-8 will come inside to eat from 12:12 – 12:42. <ul style="list-style-type: none"> ○ Grade 4 will be scheduled on the play structure during lunch recess on days 2,4,6 and on the east swings on days 1,3,5. ○ Grade 5 will be scheduled on the east swings during lunch recess on days 2,4,6 and on the east swings on days 1,3,5. ○ Grade 6 will be scheduled on the west swings during lunch recess
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PM Recess	<p><u>K-3</u></p> <ul style="list-style-type: none"> • Grade K-3 will go out for morning recess at 2:01 – 2:11 and remain with cohort in designated areas <ul style="list-style-type: none"> ○ Grade 2 is scheduled on the play structure during PM recess. ○ Grade 1 is scheduled on the east swings during PM recess. <p><u>4-8</u></p> <ul style="list-style-type: none"> • Grades 4-8 will go out for morning recess at 1:51 – 2:01 and remain with cohort in designated areas <ul style="list-style-type: none"> ○ Grade 5 is scheduled on the play structure during PM recess ○ Grade 4 is scheduled on the east swings during PM recess. ○ Grade 8 is scheduled on the west swings during PM recess.
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Playground	<ul style="list-style-type: none"> • The playground will be divided based class cohorts. PE will teach students games to play distantly with other students. • There will be a play structure and swing schedule for each grade/class cohort for K-3 and 4's and 5's. • When the bell goes each class will have a spot to lineup distantly by their entrance. • The staff on duty will dismiss the grade lines to their homeroom teacher who is waiting at the entrance. <p>See map for cohort playground areas and cohort entrance and exits</p>
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Movement Procedures

Hallway movement	<ul style="list-style-type: none">• Each grade will stay in their own classroom except for PE, music, library, and HE/IA. Specialized teachers 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 their transitions.
Physical Education	<ul style="list-style-type: none">• Physical Education teacher will meet students at the main gym doors. Teachers will escort their class to and from the gym.• Physical education classes will be held outdoors if weather permits.• PE teacher will teach games to safely play during recess and lunch breaks.
Music	<ul style="list-style-type: none">• Music teacher will hold music classes in the music room, homeroom, or outdoors depending on the activity and weather.• Teachers will escort their class to and from the music room and Ms. Metzloff will be at the door ready to take the class.
Home Economics/Industrial Arts	<ul style="list-style-type: none">• Home-Ec/IA will be offered at LVS and YQS.• Grade 7 and 8 students will be bussed to and from the schools for one afternoon a cycle. Students will have a seating plan on the bus.• LVS will offer textiles and metal works.• YQS will offer family studies, wellness, and nutrition and food preparation presentations, and graphic arts. Students will not be preparing food but will be taking home recipes to practice at home.• Students will remain with their OVS cohorts while in other schools. The OVS cohort will be divided in half.
Library	<ul style="list-style-type: none">• Teacher will escort their class to the library. Teachers will be trained on how to sign books in and out and retrieve books.• Students will enter and exit through the main entrance.• Students will use hand sanitizer upon entry and exit.• Library periods will be scheduled so there is adequate time in between for cleaning.
Staff Movement	<ul style="list-style-type: none">• Staff movement – Staff movement will be limited throughout the entire school and may interact with different cohorts. As staff change locations, they will make sure to wash hands and sanitize regularly.
Other	<ul style="list-style-type: none">• Parents/Guardians will be required to phone the school office to register students or to set up a meeting with a teacher or the Principal.• Parents and Visitors will be required to sign the parent/visitor logbook at the office. Parents and Visitors are required to wear a mask when entering the school.• Students arriving late or leaving early will sign in or out at the office and enter or leave out the main doors.

Communication

Communication with Students	Students will be updated through: <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	Teachers will be updated through: <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">• Email• Newsletter• Phone Call• Social Media Platform – Oakville School Facebook, Twitter (@OakvilleSchool), school website http://www.plpsd.mb.ca/oakville/ and the Portage la Prairie School Division website http://www.plpsd.mb.ca, Facebook and Twitter @PortageSD

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• Hand washing/sanitizing will be done before and after eating, going to the washroom, entering and exiting the building, and using books and electronic devices.
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• Students will be encouraged to use a backpack to keep their belongings in the classroom
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

	<ul style="list-style-type: none"> • 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
Device Carts	<ul style="list-style-type: none"> • Carts will be assigned to each of the larger cohort areas. • Students will use hand sanitizer before using a device. • When possible, teachers will place the device in an individualized Ziplock bag for the student to use
Masks	<ul style="list-style-type: none"> • 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 • Those wearing masks will 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: <ul style="list-style-type: none"> ○ 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. • <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> • To put on a mask safely, <ul style="list-style-type: none"> ○ 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.

	<ul style="list-style-type: none"> ○ 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.
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Oakville School Plan Update – Schools in Orange Level

Oakville School has removed all non-essential equipment and furniture from classrooms to increase space for social distancing. We are utilizing all of our extra rooms to split classes to increase to 2-meter distancing between students.

- Kindergarten will have some students move to half of the library and use the back entrance to the library closest to their classroom door.
- Grade 1 will move some students to the other half of the library and students will use the main library entrance.
- Grade 3 will move some students next door to the Tiny Tots room.
- Grade 4 will move some students into the music room
- Grade 6 will move some students into the resource room. The students in the resource room will use the open half of the gym to eat lunch
- Grade 7 will move half students next door to the grade 7/8 room. They will use the recycling room for a handwashing station and their boots will go on the mats at their cohort entrance.
- Grade 7/8 class will all move to the gym. They will enter and exit the gym through the side gym door where a teacher will open the door and be waiting for them. A mat will be placed by the stairs for boots. They will use the gym bathrooms.

Teachers will be present in both rooms to provide instruction and support for their students. We have added staff, and shifted staff roles, to help supervise and support these extra classes.

- All Phys Ed classes will be held outdoors so advise students to dress accordingly. If the weather is severe the Phys Ed classes will be held in the classrooms.
- All music classes will be held outdoors or in the classroom.
- The library will be out of bounds (except K and grade 1). The librarian will move from class to class with books during a modified library schedule.
- Space is limited, so we are asking parents who are able to have their children home for lunch to please do so.
- Outdoor can still be a mask free zone provided there is greater than 2m of spacing
- Masks will be worn in the hallways and classrooms for grades 4-8 students.