



# FORT LA REINE SCHOOL

36 - 13TH STREET NW PORTAGE LA PRAIRIE, MB R1N 2T5

TELEPHONE: 857-7687 FAX: 239-5740 EMAIL: [mharkness@plpsd.mb.ca](mailto:mharkness@plpsd.mb.ca)

**Mr. Matt Harkness - Principal**

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The following is Fort la Reine 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 Matt Harkness either through email [mharkness@plpsd.mb.ca](mailto:mharkness@plpsd.mb.ca) or phone 204-857-7687.

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 and must be worn when in the building.

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.

<b>Cohort</b>	<b>Classes</b>	<b>Entrance/Exit</b>
1	Kindergarten (am only)	Kindergarten – 13 <sup>th</sup> Street
2	1 Verwey 1/2 Wing 2 Hauser	1 Verwey – Gigot Ave. 1/2 Wing – 13 <sup>th</sup> Street 2 Hauser – 13 <sup>th</sup> street
3	3 Cote 3/4 Olender 4 Mosek-Mattice	3 Cote – Gigot Ave. 3/4 Olender – Sensory Gym Door 4 Mosek-Mattice – Sensory Gym Door
4	5 Baker 5/6 Barnett 6 Metcalfe	5 Baker – 12 <sup>th</sup> street 5/6 Barnett – 12 <sup>th</sup> street 6 Metcalfe – 12 <sup>th</sup> street

### **School Bells:**

8:40 am	Patrol Bell (outdoor & indoor)
8:50	Students Enter School (outdoor & indoor)
8:58	Opening Exercises (indoor)
10:30	Recess/Snack Starts/Ends (outdoor & indoor)
10:50	Recess/Snack Starts/Ends (outdoor & indoor)
11:15	Recess Ends (outdoor & indoor)
12:55	Lunch/Recess – Patrols go on duty (outdoor & indoor)
1:02	Patrols go inside (outdoor)
1:20	Lunch/Recess Starts/Ends (indoor & outdoor)
1:40	Patrol on Duty (outdoor & indoor)
1:50	Students Enter School (outdoor & indoor)
3:30	End of Day (outdoor & indoor)
3:40 pm	Patrols come in from duty (outdoor)

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

<b>Breakfast Program</b>	<ul style="list-style-type: none"> <li>Will be offered each morning in students' classrooms at 9:00 am.</li> </ul>
<b>Bus Students</b>	<ul style="list-style-type: none"> <li>When students arrive from Long Plain/Keeshkeemaquah, they will gather with their cohort and wait to enter the school. At 3:30 pm</li> </ul>

	students will wait as a cohort for their buses to arrive (facilitated by staff).
<b>Patrols</b>	<ul style="list-style-type: none"> <li>Students who are on patrol will be allowed to enter the school and go directly to their classroom to grab their individualized vest and then grab a flag (sanitized after each use). They will then go on patrol from <b>8:40 – 8:50 am, 12:55-1:02 pm</b> and then <b>1:40-1:50 pm</b>.</li> </ul>
<b>Walking School Bus</b>	<ul style="list-style-type: none"> <li>Will run each morning and staff will leave the school at <b>8:30 am</b> and <b>3:25 pm</b> each day. While on the walking school bus students will be reminded to maintain social distancing.</li> </ul>
<b>Entering the School</b>	<ul style="list-style-type: none"> <li>Students will gather in their respective classrooms/cohorts before entering the school each morning. We will be asking parents to send/drop-off their child as close to <b>8:50 am</b> as they can so that students do not have to wait a long time in their cohort.</li> <li>Student will be allowed to play outside in the morning adhering to social distancing guidelines but will be placed in their cohorts (designated areas of the playground). At the <b>8:50 am</b> bell classes will line up in their specific quadrant on the playground and then move to their entrance door and wait to be admitted by their teacher (teacher will pick up their own class).</li> <li>Classes will move directly to their classrooms and will <b>not</b> stop at their lockers (grade 5 &amp; 6). Teachers will send them out individual or in small groups to put belongings away afterward.</li> <li>Students arriving late will use the main doors and go directly to the office and check in and then go directly to their classroom.</li> <li><b>(See map for Cohort areas)</b></li> </ul>
<b>Kindergarten Pickup</b>	<ul style="list-style-type: none"> <li>Parents will pick-up (<b>12:00 pm</b>) students in the main hallway outside of the office (while maintaining social distancing). Students will meet their parent/guardian ready to go at the main doors. If parents are late, students will wait on the benches in the main hallway while being supervised by staff.</li> </ul>
<b>Inclement Weather</b>	<ul style="list-style-type: none"> <li>Students will go directly to their classroom as they arrive at the school. Staff on duty will help to facilitate this (one at each door).</li> <li>Students will enter the school through their specific door.</li> <li>Students will then be supervised by admin in their classrooms.</li> </ul>
<b>Snack</b>	<ul style="list-style-type: none"> <li>Snack will still be provided Monday, Wednesday, and Friday by FLR. Parents can also supplement snack if they choose.</li> <li>Parents are expected to provide snack for their child Tuesdays and Thursdays.</li> <li>Snack will be prepared and brought to classrooms before <b>10:30 am</b> by staff. Classes will either have their snack either before or after their recess.</li> </ul>
<b>First Break – 1<sup>st</sup> Snack/Recess</b>	<ul style="list-style-type: none"> <li>Kindergarten will have their break at their designated time.</li> <li><b>Cohort 2</b> will have their break first (snack afterward). <b>Cohort 3&amp;4</b> will have their snack first followed by their break. <b>Cohort 3&amp;4s</b> break will be split on the playground taking turns each day with one group on the play structures &amp; basketball courts and the other group out in the field (Mr. Calder will be running an organized game of some kind that</li> </ul>

	students can partake in if they are interested). When the <b>10:50 or 11:15</b> bell goes to end recess students will move to their designated line up spots and their homeroom teacher will retrieve them and move them back to class.
<b>Second Break – 2<sup>nd</sup> Snack/Recess</b>	<ul style="list-style-type: none"> <li>At <b>12:55</b> pm when the bell goes <b>Cohort 3&amp;4</b> will eat and <b>Cohort 2</b> will go outside. At <b>1:20</b> pm the bell will go and students will switch. <b>Cohort 3&amp;4</b> will go outside, and <b>Cohort 2</b> will eat. <b>1 Support</b> staff will take <b>3C</b> to the Multipurpose room to be supervised to eat. At <b>1:50</b> pm when the bell goes <b>Cohort 3&amp;4</b> teachers will retrieve their classes from their designated areas and move them back to class. <b>Cohort 3&amp;4</b> will clean up in their classrooms from snack. We will encourage students that are going home for stay home until <b>1:50</b> pm. If they come back early, they will be instructed to find their cohort.</li> </ul>
<b>Exiting the school</b>	<ul style="list-style-type: none"> <li>Students will be dismissed at <b>3:30</b> pm. Teachers will move into the hallway and dismiss their class when the hallway is clear of other classes. Teachers will be required to communicate with their neighbor to facilitate this. Students will not be getting ready in the hallway. This needs to be done in the classroom prior to dismissal.</li> <li>Parents will be asked to wait outside if picking up their child and meet them there. If there is inclement weather parents can enter the school as long as they social distance and wear a mask.</li> <li>Students that are riding the bus or on the walking school bus will be individually dismissed at <b>3:25 pm first</b>. Classes can then be dismissed.</li> <li>Students wanting to pick-up their siblings to go home must meet by the flagpole or another designated spot and wait there while maintaining social distancing.</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>The playground will be divided based on the larger cohorts. Mr. Calder will organize games for students to play while maintaining proper social distancing.</li> <li>When the bell goes each class will lineup on the field and then move to their entrance.</li> <li>Teachers will pick up their classes and then move them indoors accordingly.</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, library, Specialized teachers will move to the homeroom of the grade they are teaching if possible. Students will not be moving.</li> <li>Arrows will be used to guide traffic in the hallways for both staff and students.</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>Mr. Calder will initially be having most of his Phys. Ed classes outside and then moving indoors as the weather gets colder. Mr. Calder will collect and drop off classes to their classroom.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students will <b>not</b> be changing for Phys. Ed.</li> </ul>
<b>Arts Education</b>	<ul style="list-style-type: none"> <li>• Mrs. Olson will move to classrooms and teach her art lessons there.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Students will enter and exit through the main entrance.</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 movement – Staff movement will be limited throughout the entire school and may interact with different cohorts.</li> <li>• As staff change locations, they will make sure to wash hands and sanitize regularly.</li> </ul>

### 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 practice. 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</li> <li>• Phone Call</li> <li>• Social Media Platform – <a href="#">Fort la Reine Facebook Page</a></li> <li>• Fort la Reine website <a href="http://www.plpsd.mb.ca/flr">http://www.plpsd.mb.ca/flr</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 <a href="#">@PortageSD</a></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>• 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 sanitize their hands as they enter and exit the school.</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> </ul>

	<ul style="list-style-type: none"> <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> <li>• Once in the classroom teachers can then send students (individually or small groups) to their lockers to put their clothing and supplies away if needed.</li> </ul>
<b>Washrooms</b>	<ul style="list-style-type: none"> <li>• Schedules have been created for classes to use the washroom.</li> <li>• Outside of these designated times it will be documented by the classroom teacher when students use the washroom.</li> <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 water bottle for the bottle filling stations.</li> <li>• No sharing of water bottles will be allowed</li> </ul>
<b>Device Carts</b>	<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 Ziplock bag for the student to use</li> </ul>
<b>Masks</b>	<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>• All students in a grade 3/4 split class will be required to wear a mask</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:</li> </ul>

	<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><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><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></ul></li><li>● Perform hand hygiene by handwashing with soap and water or using alcohol-based hand sanitizer.</li></ul>
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