

Westroc Colony School

The following is **Westroc Colony School** 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 14, 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 **Kelci Thompson (204) 274-2208 ext. 133**.

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. ***Each Colony school falls into the category of a stand-alone cohort.***

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.

Entrance, Recess, Dismissal Procedures

Entrance	When students arrive in schools in the morning they will line up in their grade groups until teachers let them in.
Exit Recess	When students leave for recess K-3 will exit before 5-8.
Lunch	At lunch hour students will leave separated by class.
Exit End of the Day	When students leave at the end of the day they will leave separated by class.
Extreme Weather	On days when the weather is inclement students will be kept in their classrooms at desks.

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">• Grades K-3 will go out for morning recess at 10:15-10:30• Grades 5-8 will go out for morning recess at 10:20 – 10:35
Lunch Recess	<ul style="list-style-type: none">• Grade K-3 will go for lunch 5 minutes prior to the departure of 5-8 class.• All students will eat lunch as per Colony expectations
PM Recess	<ul style="list-style-type: none">• Grade K-3 will go out for the afternoon recess at 1:45 – 2:00• Grades 5-8 will go out for the afternoon recess at 1:50 -2:05

Movement Procedures

Physical Education	<ul style="list-style-type: none">• Physical Education teacher will separate students into groups for class.• Class will be held outside as much as possible.
Music	<ul style="list-style-type: none">• Music teacher will not be traveling to the schools until further notice.
Staff Movement	<ul style="list-style-type: none">• Staff movement – Staff will move throughout the entire school and may interact with different grades. As staff change locations, they will make sure to wash hands and sanitize regularly.

Communication

Communication with Students	Students will be updated through: <ul style="list-style-type: none">• Teachers will update students through class meetings and letters•
Communication with Staff	Teachers will be updated through: <ul style="list-style-type: none">• Email• Staff meetings• Daily Announcements
Parent/School Community	<ul style="list-style-type: none">• Monthly Newsletter• Phone Calls• 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 will be done at the main entrance of the school
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 cleaner each evening• Sharing of equipment should be limited
Washrooms	<ul style="list-style-type: none">• Increased cleaning protocols for student and staff washrooms will occur• 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