

YELLOWQUILL SCHOOL

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The following is Yellowquill 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 Principal Shawn Harkness by email sharkness@plpsd.mb.ca or phone 204-857-8714.

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 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.

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 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. Schneider Grade 1K - Mrs. Krynski Grade 1 – Ms. Pauch	Kindergarten - south emergency doors Gr 1 & 2 - staggered entry/exit through Early Years' door
#2	Grade 2 Mr. Slobodzian & Grade 2Ms. Zwarich	Staggered entry/exit Early Years' door
#3	Grade 3 Mrs. Hocken & Grade 3 Mrs. Wood	Staggered entry/exit northwest exit door
#4	Grade 4 Mrs. Christianson & Grade 4 Ms. Warman	Staggered entry/exit northwest exit doors
#5	Grade 5 Mr. Kruk & Grade 5 Ms. Laing	Staggered entry/exit Middle Years' door
#6	Grade 6 Mrs. Buhler & Grade 6 Mrs. McLean-Janz	Staggered entry/exit Middle Years' door
#7	Grade 7 Ms. Kusie, Grade 7 Mr. Skinner & Gr 7 Mrs. Strachan	Staggered entry/exit Multi-Purpose exit door
#8	Grade 8 Ms. Cullen & Grade 8 Mrs. Harley	Staggered entry/exit front office door

Entrance, Recess, Dismissal Procedures

Entrance	<ul style="list-style-type: none"> • All entry areas will have hand sanitizing stations and posted reminders about: <ul style="list-style-type: none"> ✓ Self-checking before coming to school ✓ Hand washing ✓ Social distancing • Grades K-3 students arriving at schools in the morning, they will be directed by outside staff to their designated cohort entry areas maintaining social distancing • They will be met by their teacher maintaining social distancing and after follow sanitizing protocols be escorted to their classroom. • Grades 4 - 8 students will be required to wear a mask and they will be directed by outside staff to their designated cohort entry areas • They will be met by their teacher maintaining social distancing and after following sanitizing protocols be escorted to their classroom.
Exit Recess	<ul style="list-style-type: none"> • In the K-6 area - Before recess, hand sanitizing protocols will be followed and then their classroom teacher will escort them to their assigned exit and playground area. • In the Grades 7 & 8 area - Before recess, hand sanitizing protocols will be followed and then their classroom teacher will escort them to their assigned break areas.
Lunch	<ul style="list-style-type: none"> • Before the lunch period, students will follow hand sanitizing protocols and while maintain social distancing they will eat in their own classrooms • Students are not allowed to be exchanging food items.

	<ul style="list-style-type: none"> • Parents/guardians will meet their child(ren) outside and escort them to their vehicle • Kindergarten students will exit through their designated door – Mrs. Turko • Grades 1- 4 will exit through the Early Years’ door – Mrs. Calder & Mrs. Elliot • Grades 5 & 6 will exit through the Middle Years’ Door – Mrs. Larson & Mrs. Sloik • Grades 7 & 8 will exit through the front office doors – Mrs. Johnson, Mrs. Clement • Outside: Bus Loop – Mr. Harkness & Mr. Duykers Front Office Doors – Mr. Patterson & Mr. Asham • Only those teachers assigned to exit doors should be talking on the 2-way radios • Classroom teachers will record the name of the parent/guardian who called about collecting their child(ren)
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Staggered Recess/Lunch Times

Fill in according to your plan, bold information should appear in all plans to maintain divisional consistency

AM Recess	<p><u>K-6 Recess Times</u> – remain with cohort in designated areas</p> <ul style="list-style-type: none"> • 10:00 – 10:15 – Cohorts #1, 3 & 5 will have their break first with snack afterward • 10:35 – 10:50 – Cohorts #2, 4 & 6 will have their snack first followed by their break <p><u>Grades 7 & 8 Break Times</u> – remain with cohort in designated areas</p> <ul style="list-style-type: none"> • 10:20 – 10:28 - Cohort #7 in the MY hallway – MY washroom only - Cohort #8 in the MPR – Multi washroom only • Students will maintain social distancing and go directly to class and sanitize their hands
Lunch Recess	<ul style="list-style-type: none"> • No sharing of food or drinks • Cohort #1,3,5, & 7 11:50 – 12:15 eat lunch 12:20 – 12:45 go outside • Cohort #2,4,6 & 8 11:50 – 12:15 go outside 12:20 – 12:45 eat lunch
PM Recess	<p><u>K-6 Recess Times</u> – remain with cohort in designated areas</p> <ul style="list-style-type: none"> • 1:25 – 1:40 – Cohorts #1, 3 & 5 go outside

	<ul style="list-style-type: none"> • 2:00 – 2:15 – Cohorts #2, 4 & 6 go outside • Cohort #1's area – play structure (alternate days with Cohort #2) • Cohort #2's area – hill area/front soccer field • Cohort #3's area – play structure (alternate days with Cohort #4) • Cohort #4's area – hill area/front soccer field/basketball court • Cohort #5's area – west side of playground • Cohort #6's area – west side of playground • Cohorts #1 & 2's break departure times will be staggered by the teachers and then they will be split (4m apart) on the playground, taking turns every other day with one group on the play structures & basketball courts and the other group out in the field (supervisors with the aid of Mr. Brydges) will be running an organized game that students can participate in if they are interested. • Cohorts #3 & 4's break departure times will be staggered by the teachers and then they will be split (4m apart) on the playground taking turns every other day with one group on the play structures & basketball courts and the other group out in the field (supervisors with the aid of Mr. Asham) will be running an organized game that students can participate in if they are interested. • When the recess 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 • Upon entry, students will go directly to class and sanitize their hands and then the teacher will allow them to go to the washroom and refill their water bottle <p><u>Grades 7 & 8 Break Times – remain with cohort in designated areas</u></p> <ul style="list-style-type: none"> • 1:45 – 1:52 - Cohort #7 in the MY hallway – MY washroom only - Cohort #8 in the MPR – Multi washroom only • Students will maintain social distancing and go directly to class and sanitize their hands
Playground	<ul style="list-style-type: none"> • Students will remain with their cohort in designated areas • Cohort #1's area – play structure (alternate days with Cohort #2) • Cohort #2's area – hill area/front soccer field • Cohort #3's area – play structure (alternate days with Cohort #4) • Cohort #4's area – hill area/front soccer field/basketball court • Cohort #5's area – west side of playground • Cohort #6's area – west side of playground • Cohorts #1 & 3 break departure times will be staggered by the teachers and then they will be split (4m apart) on the playground, taking turns every other day with one group on the play structures & basketball courts and the other group out in the field (supervisors with the aid of Mr. Brydges) will be running an organized game that students can participate in if they are interested. • Cohorts #2 & 4 break departure times will be staggered by the teachers and then they will be split (4m apart) on the playground taking turns every other day with one group on the play structures & basketball courts and the other group out in the field (supervisors with the aid of Mr. Brydges) will

	<p>be running an organized game that students can participate in if they are interested.</p> <ul style="list-style-type: none"> When the recess 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 Upon entry, students will go directly to class and sanitize their hands and then the teacher will allow them to go to the washroom and refill their water bottle When the bell goes each class will have a spot to lineup distantly by their entrance. <p>Grades 7 & 8 Break Times: remain with cohorts in designated areas</p> <ul style="list-style-type: none"> 1:45 – 1:52 - Cohort #7 Cohort #7 in the MY hallway – MY washroom - Cohort #8 in the MPR – Multi washroom only Students will maintain social distancing and go directly to class and sanitize their hands
	<ul style="list-style-type: none"> See map for cohort areas

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. <i>Arrows</i> are placed on the floors to guide traffic in the hallways for both staff and students. <i>Standing Spot</i> floor decals will indicate social distancing spacing Staff will be visible in the hallways during transition times and will supervise and model movement during their transitions.
Physical Education	<ul style="list-style-type: none"> Physical Education teacher will meet students at the gym door and the classroom teacher will pass the class onto that teacher, following the same procedure at the end of the class. Weather permitting, all classes will be held outside
Music	<ul style="list-style-type: none"> Music teacher will meet students at the door of the music room and the classroom teacher will pass the class onto her, following the same procedure at the end of the class There will no choir singing but the teacher's program will include: dancing, ukulele, drama and rhyming/rhythm games as well music appreciation instruction
Home Economics/Industrial Arts	<ul style="list-style-type: none"> Students from other schools entering YQS will do so as a cohort and enter/exit through the front office doors where they will be met by the teacher and taken directly to the classroom Grade 7 & 8 YQS students will travel by bus in a small Cohort to LVS to participate in Textiles and Metals Grade 7 & 8 small Cohorts from LVS, EAMS and OVS will travel by bus to YQS for Foods and Graphic Arts YQS Food's program will consist of family studies, wellness, nutrition with food preparation presentations by only the teacher. The students will not be preparing food during class but will be taking recipes home to practice

	<ul style="list-style-type: none"> • Graphic Arts program will consist of using computer generated programs to build 3D models, stenciling/decals, home designs and T-shirts.
Library	<ul style="list-style-type: none"> • Teachers will have assigned library schedule and be trained in how to sign 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 will have unlimited movement throughout the entire school and may interact with different cohorts. • As staff change locations, they will make sure to wash hands and sanitize regularly. • Staff will not congregate in the staff room or photo copying room
Other	<ul style="list-style-type: none"> • Breakfast program will continue but teachers will pick up premade single serving items and take them to the classroom for students • Parents/Guardians will be required to phone the school office to make appointments for registering students or requesting meetings with staff • Parents/visitors will be required to sign-in and sign-out in a log book providing their phone number/contact information • Students arriving late/leaving early will be required to sign-in and sign-out in the office • All students will be encouraged to bring their own water bottle and fill these at the water bottle filling stations located throughout the building • Drinking water fountains will be shut off and only water bottle filling stations will be functional • Volunteers will not be permitted in the building at this time • Outside entry doors will be locked throughout the day with access limited to the front office doors using the doorbell • Office area will be limited to one person at a time

Communication

Communication with Students	<p>Students will be updated through:</p> <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	<p>Teachers will be updated through:</p> <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 • REMIND messages • School web page – www.plpsd.mb.ca • School Twitter – apatterson@plpsd.net • 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 • All visitors will sign-in and out in logbook located at the office doors • Limit on 1 in the office at any time • Hand sanitizing station will be located at the main entrance of the school and all student entrance area • Posters will remind students, parents and staff to self-check for Covid symptoms and to stay home if ill • Posters will remind students, parents and staff to follow hand sanitizing protocols and follow social distancing rules
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 • Covid posters to remind students of self-check for illness, social distancing rules and hand sanitizing protocols
Classrooms	<ul style="list-style-type: none"> • No sharing of personal items • Each classroom will have hand sanitizer and disinfectant • Regular handwashing reminders will occur • Classrooms and surfaces will be disinfected with a hydrostatic cleaner each evening, with deep cleaning. • Sharing of equipment should be limited • Students will be reminded to sanitize their hands before and after eating, going to the washroom, recesses/breaks and before/after using computer equipment. • Computer laptops/Chromebooks will be sanitized and placed in zip-lock bags after each use
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 are encouraged to use a backpack rather than a locker • Teachers will send small groups of students to their lockers when needed • Students will be encouraged to use personal backpacks and pencil cases to not share any personal items
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"> • The drinking water fountains will be closed • Students will be encouraged to bring a drink or a water bottle for the water 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, students will place the device in an individualized zip-lock 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 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: <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. • 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, <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. - 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, <ul style="list-style-type: none"> - 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.
Orange Level Procedures	<p>Due to the recent increased Covid-19 restrictions (Orange Level), we are implementing a number of changes to comply including the following:</p> <ul style="list-style-type: none"> • All non-essential items will be removed from classrooms and stored by the division to provide additional space • All Phys Ed classes will held outdoors so please remind your child(ren) to dress accordingly. If the weather is severe the Phys Ed classes (modified) will be held in their classroom • All music/band classes will be held in classrooms • The librarian will move from class to class with books during scheduled library periods as the library is now home to Mrs. Hocken's Grade 3 class • Grade 2 Zwarich will move to Mrs. Hocken's room to provide additional space • Grade 5 Kruk and 5 Laing have selected students to form a new Grade 5 class which will work in the band/music room starting Thursday, Nov 5. Mr. Kruk and Ms. Laing will meet with their students periodically throughout the day in the band/music room and instruct their students on the material to be covered so they will be covering the same material when they return. Mrs. Belinski will teach the new class and assist students. • Grades 7 Skinner and 7 Strachan have moved to the gym with the curtain separating these classrooms. Washrooms will be used in the gym with bottle filling stations being available in the multi. Breaks/lunch times will be provided in the gym