

August 28, 2020

## **Somerset School Re-Entry Message**

Dear Somerset School Families,

Please read carefully the information below to gain an understanding of the measures we are taking to provide for the safety and health of our students. The CBE will continue to make adjustments as our context changes. While this plan is set for now, updates are expected via the CBE corporate website. Parents and guardians are advised to check regularly. Additional information for Preschool and Kindergarten is available on the website: [Parent Guide to Re-Entry for Early Childhood Services – Preschool and Kindergarten](#).

We are asking that families start the first day back to classes with our new procedures. ***It is necessary that students be assessed by parents/guardians using the self-screening form daily before school.*** \*\*The following link will allow you to download the most current Alberta Health daily checklist.

- Please print a copy of the [Self-screening Questionnaire](#).
- Students showing symptoms as described on the [Self-screening Questionnaire](#) **must** remain home.

### **Staggered Start to School Year:**

We are beginning our school year by limiting the number of students entering the school over the first two to three days. The purpose of the plan is:

- To ease the transition of students into school,
- To spend time with smaller groups familiarizing them with our health measures,
- To facilitate physical distancing while teaching the protocols of our health measures.

Kindergarten Staggered Entry Plan:

#### ***Morning students with a surname beginning with A – Pa are in Group A***

- Tuesday September 1 – 8:30 am– 10:00 am
- Wednesday September 2 – No School
- Thursday September 3 – 8:30 am – 10:00 am
- Friday September 4 - 8:25 am – 12:00 pm

#### ***Morning students with a surname beginning with Pe – Z are in Group B***

- Tuesday September 1 – No School
- Wednesday September 2 – 8:30 am – 10:00 am
- Thursday September 3 – 8:30 am – 10:00 am
- Friday September 4 - 8:25 am – 12:00 pm

***Afternoon students with a surname beginning with A – M are in Group C***

- Tuesday September 1 – 1:45 pm – 3:15 pm
- Wednesday September 2 – No School
- Thursday September 3 – 1:45 pm – 3:15 pm
- Friday September 4 – No School

***Afternoon students with a surname beginning with N - Z are in group D***

- Tuesday September 1 – No School
- Wednesday September 2 – 1:45 pm – 3:15 pm
- Thursday September 3 – 1:45 pm – 3:15 pm
- Friday September 4 – No School

**Grades 1-4 Staggered Entry Plan:**

Staggered entry will be organized alphabetically using last names.

- Tuesday, September 1, 2020: A – M will attend full day
- Wednesday, September 2, 2020: N– Z will attend full day
- Thursday, September 3, 2020: Grades 1-4 All students attend (Full Day)
- Friday, September 4, 2020: Grades 1-4 All students attend (Half Day - Regular Early Dismissal at 12 Noon)

The student's homeroom teacher will be communicating to families by email or school messenger prior to the start of school and are subject to change due to overall school enrollment changes and school organizational needs. On the first days of school, and adhering to social distancing protocols, Grades 1-4 teachers will be distanced out on the school field, Kindergarten will meet by the west staff door, to greet students. Parents/Guardians are encouraged to say their good byes curbside, and are asked to practice physical distancing while on school property. Only staff and students will be allowed in the school building.

Please note: **playground equipment will be closed to students before and after school until further notice as an additional safety precaution.**

Students will be assigned a door to use to **enter/exit** the school building daily for the school year.

- Kindergarten – West Staff Door (by the two blue benches)
- Grade 1 – North Ramp Doors
- Grade 2 – East Doors (by the hill)
- Grade 3 – Side Atrium Doors (next to front door)
- Grade 4 - North Portable Doors

As playgrounds will be closed before and after school daily, families are encouraged to plan for a meeting spot after school, practicing social distancing and exit school property after student pick-up. It is imperative to call the school if you are going to be late for pick up or late for arrival to school so that we can best prepare for each child's safety and well-being.

## Health Measures:

### *Hand Washing:*

- Students will be instructed on the location of hand sanitizers and reminded to use them frequently.
- Hand sanitizing stations are located in entrances, exits, classroom without sinks and near high touch equipment.

### *Illness at school:*

- Students exhibiting signs of illness will be moved to one of the two designated infirmary areas next to the school office. This area will be thoroughly cleaned and disinfected after the student has left.
- It is critical parents / guardians or a pre-identified emergency contact pick up an ill child **within an hour** of being contacted by the school.

### *Masks:*

- Masks are mandatory for all students from kindergarten to grade 12. This includes classrooms and public spaces such as hallways, learning commons, bathrooms, etc. Mask guidelines, including support for students and staff who are unable to wear a mask due to medical conditions or other needs. The most recent guidelines are available at the CBE home website. [Masks](#) We will also review mask expectations with the students.

### *Volunteers and Guest Visitors:*

- Although volunteers are valued members of our community in their support of our students, to minimize outside contact of established student cohorts, there will be no volunteers working in the school. Individuals are encouraged to communicate with the school through email or by phone.
- In-person guests such as guest speakers and artists in residence will not be invited into schools to minimize outside contact of established cohorts.
- These decisions will be revisited throughout the year.

### *School Supplies:*

Schools will be providing student supplies e.g., pens, pencils, erasers etc. Students are not to share their personal supplies, e.g., pencils.

- Personal school supplies and individual learning materials will be stored in a bin next to each student's chair
- Kindergarten students will have rotating centres that will be divided between morning and afternoon cohorts. Any personal school supplies, ie: pencils, will be stored in individual student cubbies

## Physical Set-up of Schools:

Physical Distancing: Schools will arrange and monitor physical distancing when and where possible as outlined in the Alberta Education's K-12 School Re-entry COVID-19 information: [Guidance for schools re-entry Scenario 1.](#)

- Classroom set-up.
  - Desks are arranged in rows with students facing forward.
  - Number of students at tables will be limited.
  - Seating plans are mandatory and will be in place for every class.

- Cohorts: Where possible, schools will organize students and teachers into groups and teachers will move to classes rather than students changing class locations.
  - At Somerset School, grade team cohorts will be together both during instructional, within the classroom, and non-instructional time, such as recess and lunchtime activities.
  
- Recess: We are providing each cohort with an area outside that supports physical distancing and promotes play and physical activity. Playgrounds will follow the guidelines of [Alberta Guidance for Playgrounds](#). For this year, staff who would normally be providing supervision at playgrounds during this time will be supervising other areas of the school yard. With this in mind, schools will not be assigning staff to supervise playground equipment before or after school. To support student safety and to decrease the mixing of cohort groups, **playground equipment will be closed to students before and after school.**
  - Each grade team cohort will be given a designated time to participate in morning recess and will be supervised by their classroom/ cohort teacher.
  - During designated recess times, grade team cohorts will participate in a rotating monthly playground schedule, and students will have access to designated fields and access to the newly painted compound games.
  - Teachers will be reviewing recess protocols, such as no touch/ contact games, to their cohort groups during the first days of school.
  
- Lunch: Cafeterias and canteens will follow the Alberta government's strict [COVID-19 health guidelines](#). Numbers in eating areas will be limited to less than 100 students. A reminder that students are not to share food or drinks.
  - *Staggered Lunch Schedule:*
    - Grade 1 & 4 Eat 11:49- 12:15 Outside break: 12:15-12:40
    - Grades 2 & 3 Outside break: 11:49- 12:15 Eat 12:15-12:40
  - Students will be eating in classrooms and lunch recess will reflect morning recess arrangements
  - Morning recess snacks will be eaten in classrooms before or after depending on the designated class/cohort time for recess
  - If a child has forgotten their lunch, please call the office and arrangements for an out of building pick-up will be made
  - Food delivery service (i.e: Skip The Dishes) are not allowed at this time
  
- Water bottles: Students are strongly encouraged to bring their own water bottles to fill and have available over lunch and at their desks during the day. As a high touch area, water fountains will be sanitized regularly. The use of water bottles will limit movement in the hallways.
  
- Common Areas: Consideration has been given to managing student numbers where students often gather. School settings will limit student gatherings to less than 100 students.
  
- Learning Commons: Protocols are in place to provide access to learning materials within the learning commons, however the space will not be available for student use

- Learning Commons: Students will not be visiting the learning commons to exchange library books. Instead, our Library Assistant, will provide classes with a bin of books for students to choose from. All library books will remain behind the circulation desk before being returned to the book shelves.
- Hallways: will be outfitted with directional arrows and social distancing markers
- Gymnasium: when possible gym class will be outside or within the student's classroom
- Music Room: there will be no communal music classroom, as the music instruction will come to the cohort classrooms
- Bathrooms: Classrooms will have a sign-out system and the number of students in a washroom at one time will be limited. Signage and social distance floor markers will be present at washrooms to support students to wait their turn

#### Storage of Student Belongings:

Coat hooks: Coat hooks that are staggered may be used (to be re-visited throughout the year.

- In each classroom, teachers will designate a location for each student's personal belongings based on classroom setup and the number of students (ie: back of desk chair or staggered coat hooks)

#### Movement in School

We are minimizing occasions of large gatherings of students and managing movement overall of students in the hallways.

- *Entrances and exits:* All students will have assigned doors for entry and exit and directed movement in the building.
  - Kindergarten – West Staff Door
  - Grade 1 – North Ramp Doors (playground tarmac area)
  - Grade 2 – East Doors (by the hill)
  - Grade 3 – Side Atrium Doors (next to front main office door)
  - Grade 4 - North Portable Doors (by the east playground)
- Arrival and departure times at school are the busiest times for our school. To assist in the movement of students and to support physical distancing we are implementing the following:
  - Staggered Student Arrival: As students arrive for school daily, they are asked to come between 8:10-8:30am and enter the school through their designated doors, moving straight to their classroom.
  - Staggered Student Exit: At the end of the day teachers will be dismissing students through a gradual release method, starting at 3:15pm to exit the building through their designated doors.
  - Students are discouraged from arriving early and staying at school after dismissal.
  - As playgrounds will be closed before and after school daily, families are encouraged to plan for a meeting spot after school, preferably curbside like morning drop off and exit school property after student pick-up.

The health and safety of your child will remain a priority for our school and we will keep you updated as new information becomes available. To help with communications teachers will respond to emails before and after school unless it is an emergency.

As mentioned, detailed information for the guidelines for safety and health for all schools is available on [CBE's Scenario 1 Information](#) website. We are confident that, as a community, we will soon adjust to our new protocols and practices. We look forward to welcoming our students back to school and resuming our time together as a positive and caring learning community.

The Somerset School Staff

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