



Kindergarten – Grade 9

Message to go out to schools through School Messenger on August 28

Dear WO Mitchell Families,

I am looking forward to welcoming our school community to the 2020-21 school year. I want to assure you we are doing everything possible to ensure the health and safety of all our community members.

As you are aware on July 21, Education Minister Adriana LaGrange announced that all schools across the province will return to classes under Scenario 1 – in-school classes resume (near normal with health measures). In response, plans are well underway in our school to welcome our community of students as we adhere to current health guidelines.

[CBE's Scenario 1 Information](#) can be found on our website and outlines the measures we are taking to provide for the health and safety of our students. Please refer to this document for detailed information on health measures, physical set-up of schools, cleaning of schools, daily operation of schools and transportation. The actions described in the document follow the guidelines provided by Alberta Education's K-12 School Re-entry COVID-19 information: [Guidance for schools re-entry Scenario 1](#). We continue to refine information in our re-entry planning based on provincial and CBE guidance.

Please visit our school website <https://school.cbe.ab.ca/school/WOMitchell/Pages/default.aspx> for information on the actions and processes that are being applied to the specific context of our school.

Sincerely,

Susan Coveyduck

August 28, 2020

Please read carefully the information on this site 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 (<https://www.cbe.ab.ca/Pages/default.aspx>). Parents 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 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 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.

Because of busing, staggered entry days are full day.

- All students with surnames beginning with A-L (kindergarten to grade 5) are asked to come to school on Tuesday, September 1. Students with surnames beginning with M-Z will stay at home.
- All students with surnames beginning with M-Z (kindergarten to grade 5) are asked to come to school on Wednesday, September 2. Students with surnames beginning with A-Z will stay at home.
- All students will come to school on Thursday, September 3.
- Parents are asked to drop off students in outdoor areas around the school building, where students are to meet their teachers upon arrival. To support crowd size and social distancing, we ask that parents leave the school grounds once they have connected their child with their teacher. Families will receive an email on August 31 teachers that will include specific locations for student drop off and pick up.

- In the morning, an adult will meet students who are taking the bus and will bring them to the bus at the end of the day.
- Parents are asked to maintain physical distance on school property and remain outside the building. Over the next few days, we will send families pictures of what the school looks like on the inside. Thank you for your understanding as we try to establish 'normal' at our school, and support student and staff wellness by limiting contact with people.
- Please forward any questions you might have to either your child's teacher, or to our general school mailbox: WOMitchell@cbe.ab.ca. Alternatively, you can call us at 403-777-6100.

Health Measures

- Prior to the start of each day, it is expected that parents will use the health screening form to ensure that children are well and able to come to school. We will email this checklist to you daily, at 7:00AM. It is not meant for you to print, complete and return the form to school, but to serve as a reminder for symptoms that may be related to COVID-19. If your child demonstrates any of the symptoms, they must stay home, and follow appropriate protocols to return to school. It will take a community effort to ensure that our community stays well.
- Hand Washing: Students will be instructed on the location of hand sanitizers and will be reminded to hand wash/sanitize frequently. Showing children how to use hand hygiene materials will be part of our regular/ongoing work. 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 our infirmary where they will be isolated and will be in observation while waiting for a parent/guardian to pick them up. This area will be thoroughly cleaned and disinfected after the student has left. The infirmary is a large office space within the main office area.
 - It is critical that 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, are currently being developed.
- Volunteers and Guest Visitors:
 - Volunteers are valued members of our community in their support of our students. Unfortunately, to minimize outside contact of established student cohorts, there will be no volunteers working in the school. There will be plenty of volunteer opportunities that can be completed at home! 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. We hope that limiting the number of adults that come in contact with children during while they are in the building adds to your comfort level.
- 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.
 - Each student will have individual supplies that will be stored in their individual desk drawer.
 - In the event that students will be using classroom materials that others may also be using (ex. computers, iPads, mathematics manipulatives), students will sanitize hands before and after use, and these materials will be cleaned regularly.
 - All students will have an assigned desk, including our kindergarten students. Additionally, each kindergarten grouping will have their own classroom (i.e. AM and PM groups will not share an instructional space).

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.
 - All students will have their own desk.
 - Number of students at tables will be limited.
 - Seating plans are mandatory and will be in place for every class.
- Cohorts: Students will be in cohorts organized by classes. Students from a cohort will stay together during instructional activities, lunch and recess. Students within their cohorts will be wearing masks according to mask wearing guidelines.
- 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. Playground equipment will be available at recess and lunch time, when it can be supervised by the supervisor
 - There will be a rotational schedule so that all cohorts can access all areas in our playground throughout the week. Additionally, recess

times will be staggered so that the number of children outside at any given time will be limited.

- Lunch: Students are asked to bring their own lunches, and will be eat in their classroom areas. They will be supervised by one lunchroom supervisor, who will also supervise their play time in a designated play area. There will be no sharing of food. If a student forgets their lunch, parents are asked to call the school to make arrangements. At this time, we will not be offering 'fun lunches', however this decision may be revisited at a later time.
- Water bottles: Students are 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. Fortunately, we invested in water bottle fill stations last year!
- 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. At this time, we do not envision any times when students will be gathering with others outside of their cohort. If we do need to gather, we will use our 1000 person capacity gym while adhering to social distancing and masking protocols.
 - Learning Commons: At this time, students will not be accessing our learning commons. Students will use either classroom books, or select from books chosen by our library assistant, who will visit classrooms with a selection of books on a trolley. When a child reads a book, it will be stored for 3 days before being placed back into circulation.
 - Gym: At this time, we will be having gym classes outside.
 - Hallways: We will have traffic flow markers throughout the school, which will include arrows and traffic lanes. Students will travel in cohorts, and are expected to wear masks when in the hallway.
 - Music: Students will have music in their classrooms as opposed to going to the music room. Sra Gray will travel between classes.
 - Bathrooms: Classes will have designated bathrooms and stalls, and will go to the bathroom individually, as opposed to with classmates. Bathrooms will be limited to 3 students at a time, and students will be expected to wear masks.

Storage of Student Belongings / Change Rooms:

- Students will bring coats and backpacks into their classroom. We ask that students only bring what they need with them to school. At this time, we are not requiring a second pair of shoes to be left at school. Students will wear their outdoor shoes into the classroom. We will not be using hallway coat hooks at this time.

Further details can be found at: [Guidance for Sport, Physical Activity and Recreation - Stage 2](#)

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.

- Each class will have a designated door. We will be using all 7 entrances at WO Mitchell, so no more than 3 classes will be using any given entrance. Your child's designated entrance will be communicated by your child's teacher in their introductory email, sent to families on August 31 at 2:00PM.
 - Children can enter the school when they arrive (not before 8:55AM). There will be no outside supervision in the mornings. Students arriving by bus will be met by a supervisor and directed to go into the school. They will enter through their door, and will be met by a supervising teacher. Once they arrive, they will go to their classroom, where they will be supervised. Students will hand sanitize as soon as they enter the building, and are expected to be wearing a mask.
 - Traffic patterns will be visible on all floors.
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- 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:
 - Walking students/students who are dropped off by parents: Students are discouraged from arriving early and staying at school after dismissal.
 - We ask that parents try their best to ensure that students are on time for school. Children being late has been problematic in the past. If a child is late, they are to come to the main door and to ring the doorbell, with their parent. They will be let in at a time when it makes sense; front office staff will be monitoring how many people are in the inside entranceway. Parents are discouraged to their children into the school. We will be doing a visual check/verbal check with parents through our doorway camera; parents will no longer come into the school to sign in their child.
 - Please pick up your child at dismissal time, as opposed to before dismissal. If a parent is picking up a child early, communication will take place through our camera/speaker located outside of the school. Parents will ring the doorbell, and ask for their child to be dismissed early. The child will be called from the classroom at that time. Parents cannot come into the building to pick up their children early.
 - Non bussing schools may stagger entry and exit as outlined in the [Guidance for schools re-entry scenario 1](#), and as described previously.
 - While it is recognized that the limits of parents coming into the school to 'sign in-out' their children may sound counter to the welcoming environment we try very hard to create, this process will

help limit school and cohort exposure to outside people. We hope to be able to revisit parent/volunteer access to the inside of the building at a later date.

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. 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.

