



HARROW SCHOOL
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RETURN TO SCHOOL PLAN FOR 2020 – 2021 **August 31, 2020**

Dear Harrow School Families,

On behalf of the Harrow School Staff, welcome back to school! We have been working hard to create a safe and healthy environment for all staff and students. We are guided by the Provincial and Divisional documents for public health practices and protocols in putting together a plan and we encourage you to continue to stay informed as revisions/changes may occur.

COHORTS

Each class will be their own cohort for the school day. We are limiting potential exposures by keeping groups of students together and avoiding interactions with other groups. Classes/Cohorts will stay separate from other classes/cohorts throughout the school day, including recess breaks and lunch breaks.

N/K -	Room 2 – 18 students -	Ms. San
FDK -	Room 4 – 19 students -	Ms. Cuda
Gr 1 -	Room 1 – 24 students -	Ms. Hampton
Gr 1/2 -	Room 14 – 22 students -	Ms. Dias
Gr 2/3 –	Room 9 – 23 students -	Ms. Knight
Gr 4 –	Room 8 – 21 students -	Ms. Taronno
Gr 5 –	Room 12 – 23 students -	Ms. Lycar
Gr 6 –	Room 10 – 14 students -	Ms. Daeninck

SCREENING

Parents/Guardians MUST screen their children before sending them to school daily using the self-screening tool found at: <https://sharedhealthmb.ca/covid19/screening-tool>. We do not take children's temperatures but we ask that families keep their children at home if they are showing any Covid-19 symptoms. Staff will be screening students upon entry and students will be sent home should they develop symptoms during the school day. The school will provide a mask if the student doesn't have one and will keep them separated in a room until the family is able to pick them up. Please be sure to have your emergency contact information updated with the school.

MASKS

Masks are mandatory for Grades 4 – 6 and all staff and are highly recommended for all students. All visitors will be required to wear masks in the building. In Grades 4, 5 and 6 – the students may remove their masks in the classroom when a safe distance of 2 metres can be maintained and when they go outside to play. 2 masks daily should be provided and labelled by the families and schools will have a limited back-up supply. Please provide a storage bag for the masks to avoid contamination.

WATER BOTTLES

All water fountains will remain closed until further notice but we do have 1 Water Bottle Filling Station. Please send 2 filled water bottles, labelled, daily.



WINNIPEG SCHOOL DIVISION

MORNING ENTRY/3:30 DISMISSAL PROTOCOLS

Parents/Guardians will drop children off at designated areas outside to avoid crowds. We ask that all the students are waiting in their classroom lineups by 8:45 AM, using the designated doors. Please DO NOT send the children earlier as there is no supervision provided on the school grounds. All children from grades N to 3 need to be accompanied by an adult and we ask that students in the older grades have supervision for the first day until they become familiar with the routine. Students will exit from the same designated doors at 3:30 PM and we ask all families to be on time to pick them up. Please remember to social distance by 2 metres when lining up to enter the building. Staff will greet the students at their doors, use the screening questions, provide hand sanitizer upon entry, and escort the classes through the building maintaining a social distance of 2 metres at all times.

N/K – Room 2	- Harrow Street/South Door – Door #3 – students line up along the school front
FDK – Room 4	- Harrow Street/South Door – Door #3 – students line up beside the fence
Gr 1 – Room 1	- Lunch Room Door – Door #4
Gr 1/2 – Room 14	- Ebby St. Door – Door #9
Gr 2/3 – Room 9	- Gym Door on the Hardtop – Door #7
Gr 4 – Room 8	- Library Door on the Hardtop – Door #8
Gr 5 – Room 12	- Backyard Door – Door #6
Gr 6 – Room 10	- Front Door – Door #1

LATE ARRIVALS/ABSENCES/APPOINTMENTS

Please contact the school and/or use the Intercom System at the Front Door for all late arrivals or early pickups. Please call/email the school as early as possible if your child is going to be absent. We will continue to provide the call-back system as a safety precaution.

BUILDING ACCESS

Doors will remain locked at all times as we need to be diligent about who enters the building for contact tracing purposes. Visitors must have appointments and volunteering will be on hold for now. Guest speakers/presentations will not be arranged. Permits have all been cancelled, other than for Daycare, and Parent Council Meetings will be virtual.

STAGGERED RECESSES

The school has been divided into 2 sections: Primary (Grades N/K, FDK, 1 and 1/2) and Intermediate (Grades 2/3, 4, 5 and 6) for the purpose of maintaining cohort integrity. During recesses, classes will be assigned (on a rotational basis) to a designated play area and MUST stay in this area for their recess break. Additional supervision will be provided.

- Intermediate Recess Times: 10:30/2:15
- Primary Recess Times: 10:45/2:30
- Exiting/Entering the building will be done through their designated doors
- Designated Areas: Primary Play Structure Field/Soccer Field/Hardtop/Intermediate Play Structure
- NO equipment can be brought from home
- The school will provide equipment signed out to each classroom
- Equipment will be sanitized regularly between use
- Masks are not required outdoors but students are asked to maintain a physical distance of at least 1 metre
- Students will be given time for snacks/water/washrooms before and after breaks – no food outside please

STAGGERED LUNCH HOUR

To maintain cohorts during the lunch hour, all students will eat lunches in their classrooms and play in the designated areas on the school grounds. All students who are NOT going home for lunch will be accepted into the Harrow School Parent Council Lunch Program and will be required to pay \$35/month for each child. Lunch Program Application forms will be available as soon as possible and will be sent out in a separate email. Harrow School Daycare Lunch Students will be required to stay in the school cohorts/classrooms as well and families will not be expected to pay in addition to their Daycare fees. The Division has assigned additional EA hours to schools to provide the appropriate supervision. To accommodate the supervision of all students and to keep them in their cohorts, the school will operate with two separate lunch hours:

Intermediate Lunch Hour (Grades 2/3, 4, 5 and 6): 11:30 – 12:30
Primary Lunch Hour (Grades FDK, 1, and 1/2): 12:30 – 1:30

- Students will remain in their cohorts/classrooms for the first half to eat their lunches
- No microwaves will be available to avoid any cross-contamination
- Increased supervision will be required
- All students staying for lunch must register for the Parent Council Lunch Program (except for the Harrow Co-op Daycare students)
- Students will play outside in their designated areas of: Primary Play Structure/Soccer Field/Hardtop/Intermediate Play Structure on a rotational basis from day to day
- Exiting/entering the building will be done through their designated doors
- Students who go home for lunch will be asked to screen for symptoms before returning to the school for the afternoon and staff will screen again when they return to the school and they will line up at their designated door just 5 minutes before their afternoon classes

HALLWAYS

At all times, students will be required to walk, single file on the right hand side of the hallway, keeping 2 metres apart. We ask that all students refrain from touching the walls as they walk down the hallway.

WASHROOMS

All washrooms will be single/double occupancy only to avoid overcrowding or mixing students from different cohorts. Signage is posted for proper handwashing techniques. Please practice the proper handwashing with your children before school starts.

CLEANING

Increased frequency of cleaning, sanitizing and disinfecting of high-touch surfaces and common/shared areas will take place. Students will be given their own school supply bins so that they are not sharing supplies. All shared materials that can be disinfected will be done so at the end of every day. Books will be stored for 72 hours before another student uses them. All soft-covered toys in Nursery/Kindergarten rooms have been put away and all carpets in classrooms have been removed. All student/teacher desks must be cleared off at the end of the school day for a nightly disinfection.

RETURNING TO SCHOOL

We are looking forward to seeing our students back in school. As per the Province, all K-8 students are expected to be in school full-time, full days. Students who are not able to attend within the school due to COVID-19 health risks are required to have a medical note stating the risk condition. Families choosing to opt for home schooling must register with the Province in the Manitoba Homeschooling through: <https://www.edu.gov.mb.ca/k12/schools/ind/homeschool/index.html>.