



Maple Leaf Elementary School Back to School Plan for Parents and Guardians

Plan updated Mar. 26, 2021

Updates Included in this Version

Lunch Hour

Effective October 13, 2020, our lunch hour will change to 12:00 p.m. to 12:55 p.m. Over the past month, we have been working on routines and we are ready to move forward with a 55-minute lunch schedule—[see below](#).

Bussing

A new transportation schedule will take effect on Thursday, October 15th. [Check the Western School Division’s Website for up to date information.](#)

Cohort Zone Map for 8:30am—8:50am

We have adjusted the Cohort Zone Map for 8:30 a.m. to 8:50 a.m. arrival. Please be aware that there is only supervision for bussing students from 8:20 a.m. to 8:30 a.m. As we have 8 cohorts and only 5 recess zones, morning arrival zones are different that those used for staggered recesses and lunch hour. [Please view full sized map here.](#) A smaller version is also appended to the end of this document.

Should you keep your child home from school?

M. Jerema previously sent an email to parents addressing the question of when to keep children at home. This information is now included in this plan for your reference—[see below](#).

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Overview

This plan was designed in compliance with the current Manitoba Public Health Orders and guidelines as well as the [Western School Division School Reopening Plan](#). Given that the Covid-19 pandemic is constantly evolving, for most up to date information please refer the Manitoba Covid-19 webpage: <http://www.manitoba.ca/covid19/> . As a school we have implemented new practices and guidelines in order that we may reopen our school and provide the safest environment possible for our students, staff, parents, guardians, and caregivers.

Screening

One of the most important principles we all need to keep in mind is that we need to stay home if we are sick and we need to keep our children home if they are sick. Home screening can be found at [Shared Health’s website](#) . Also, up to date information regarding the virus can be found at <https://manitoba.ca/covid19/updates/about.html>. We ask that staff screen themselves and parents/guardians screen their children prior to school each day and stay at home if experiencing any symptoms.

What to do in the event your child becomes ill at school?

If your child becomes ill or if a child shows symptoms of illness, they will be asked to wait in our isolation room beside the office. A mask will be provided to them and parents or caregivers will be notified to come and pick up their child immediately. Upon arrival at the school **please stay in your vehicle** or wait outside, we are asking parents to please call the office at (204) 822-4458 and your child will be walked out to you. Your child needs to be symptom free for 24 hours before they return to school. Thank you for helping us keep our staff and students healthy. You can contact Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or the child’s health care provider for direction, if required.

We also received the following information that will be added to the frequently asked questions MB online site:

Question:

If a child or staff member is living with someone who is symptomatic of a common cold or flu-like symptoms, but has not tested positive for COVID-19, should the student or staff member stay home, or is it OK to go to school?

Answer:

As long as the student/staff member is not symptomatic, and has not been in contact with a positive case of COVID-19 they can attend the school. As soon as a sick household member gets a positive test result, the student/staff member would become a close contact and would need to go home and isolate with their family.

Should you keep your child home from school?

Please continue to self-screen your child each day. Cold and flu season is upon us and this year every sniffle may have parents wondering what to do. At Maple Leaf Elementary School, we are following Manitoba provincial guidelines. A lot of information is out there surrounding Covid-19 and schools, not to mention that regulations are slightly different from province to province, and so I would like to clarify that we are relying on parents and guardians to self-screen their children before each school day. Please access the shared health tool here: <https://sharedhealthmb.ca/covid19/screening-tool/>

If you are unclear whether your child should be tested for Covid-19, please contact **Health Links – Info Santé** at 204-788-8200 or 1-888-315-9257

When it comes to keeping a symptomatic child at home, we have been referring to the **Public Health Factsheet—Isolation for Symptomatic Individuals Recovering at Home**. To determine whether your child needs to stay home and when to return your child to school, please review the section “Do I need to isolate and for how long?”. Here is a link to the provincial document:

https://www.gov.mb.ca/asset_library/en/covid/factsheet-isolation-selfmonitoring-recoveringhome.pdf

If you have reviewed the above referenced document and require further clarification, please feel free to contact our Principal, M. S. Jerema. We are all in this together and we know that when it comes to making a difficult decision with your child it helps to have clear answers

Handwashing

Regular handwashing and sanitizing will occur throughout the day. Students will be asked to sanitize their hands when entering and leaving their classroom as well as when entering the building. Washrooms and sinks will have instructions for proper handwashing posted for students to view and school staff including teachers and educational assistants will work with students to educate and reinforce handwashing practices that many parents have been teaching their children at home. While we will be utilizing sinks in classrooms, sinks in washrooms, the sink in the North Wing hallway and portable sinks in the portable classrooms, we recognize that for a school with approximately 500 students, these are not enough on their own. For this reason, we will also be prompting students to use hand sanitizer at transition times as well as when they remove masks.

The following resources are being used by school staff to help students with the steps involved in completing this personal hygiene practice:

<https://www.gov.mb.ca/fs/childcare/resources/pubs/posters.pdf>

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-fra.pdf>

Masks

In all Manitoba schools, masks are required for visitors, staff, and all students grade 4 and older when in common areas and where 2 meters space cannot be maintained. Additionally, masks are required for all students riding the bus regardless of age. Maple Leaf Elementary School will have a supply of facemasks available for those that need.

Though it is not mandated for all students, we encourage mask use and we know that many families will choose to send their young children to school in masks. For this reason, we will be teaching how to

properly don and wear a mask—specifically we will be instructing students to use hand sanitizer before and after placing and adjusting their masks as well as not touching the mask while wearing it. We realize that this will be a new process for many students and that there will be an adjustment period that we all need to go through before

For more information, follow the hyperlink to find information from the Manitoba government regarding [wearing masks](#) and a video from Health Canada on [How to wear a non-medical mask properly](#).

The Manitoba government released a made-in-Manitoba video to help students understand the importance of face masks and how to use them. The Wear It Well child-friendly video explains masks in a clear and easily understood way in both English <https://youtu.be/eGhLwmFRyZY> and French <https://youtu.be/zqHi6qCW6at>. The animated video presents the basic health messages to help reduce the spread of COVID-19. The video is one of several items available on the Education COVID-19 Parent site at <https://www.edu.gov.mb.ca/k12/covid/index.html>

Social Distancing

All students are asked to maintain 2 meters distance from others whenever possible while in the building. Where possible, students will maintain a 2-meter social distancing. Seating in classrooms is structured to maintain a minimum of 1-meter space between students while seated. When occupying the same space, students in separate cohorts will maintain 4 meters space from each other.

Signage and Floor Markers

To assist in maintaining safe procedures we have signage posted throughout the school. This includes steps to proper handwashing at all sinks, and proper mask usage, social distancing information and COVID-19 screening information at each entrance.

There are social distancing markers located throughout the building at common areas, including washrooms, the office and water fountains. Markers are placed 2 meters (6ft) apart to help students to know proper social distancing. There are also painted markers outside each entrance/exit. Students will be taught to use these markers when a common space is occupied and/or they need to wait to use a space.

Occupancy

To ensure that we can maintain a minimum of 1-meter space throughout the school, each room will have the maximum occupancy posted outside the entranceway. We ask that all staff, students, and visitors to the school respect the room max occupancy and continue to wear masks when 2 meters cannot be maintained.

Cohorts

Cohorts are groupings of 75 students or less within the school. At Maple Leaf Elementary School we have separated our school into 8 cohorts based on physical area. Each cohort has an assigned washroom, their own entry and exit from the building, and a zone for recess—which will rotate on a weekly basis to start. While they are on school grounds, students will only come in contact with students in their own cohort. If students from different cohorts are occupying the same space, efforts will be made to maintain social distancing of 4 meters.

Overall, cohorts will limit the contact between students. Below is a list of each cohort including homeroom teacher names associated and grade levels associated with each cohort. More details on pick up and drop off zones is included below.

List of Cohorts

Cohort A (Aqua): 2 Lemon, 2 Crockett-Nicholls, 1 FI Dejaegher

- Entrance/Exit: North Doors
- Washroom: Outside Gym Doors

Cohort B (Orange): 1 Fraser, 1 FI Reddig, 2 FI Stein

- Entrance/Exit: Gym Doors
- Washrooms: Gym Washrooms

Cohort C (Red): 1/2 Findlay, 1 Thiessen, 1 McGill

- Entrance/Exit: 12th Street Main Doors
- Washrooms: Outside Gym Doors

Cohort D (Black): K Unrau, K Mansell, K Routhier, K Newman

- Entrance/Exit: K Doors
- Washrooms: East Hallway

Cohort E (Purple): 2/3 Whitehead, 2/3 Flowers, 2 Grenier

- Entrance/Exit: 11th Street Loop Doors
- Washrooms: East Hallway

Cohort F (Blue): 3 Enns, 4 Lantigua, 4 Victor

- Entrance/Exit: East Doors (portables)
- Washrooms: East Hallway

Cohort G (Green): 3 Gazayou, 3 Haddadi, 3 Rach Friesen,

- Entrance/Exit: Portables (use own classroom doors)
- Washrooms: East Hallway

Cohort H (Yellow): 4 Dalebozik, 3/4 Friesen, 4 Thiessen

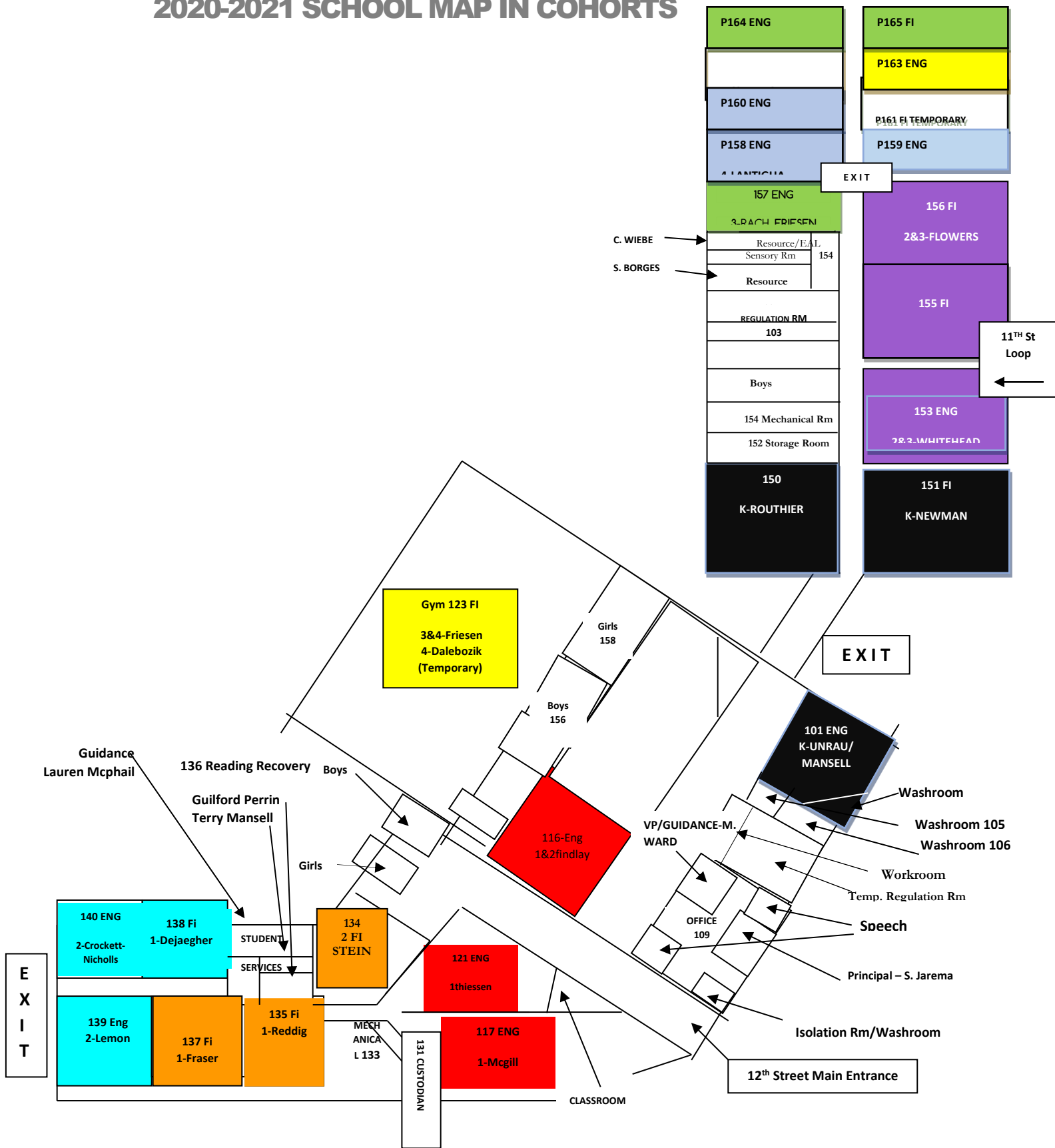
- Entrance/Exit: Portables (use own classroom doors)
- Washrooms: East Hallway

*Drop off and pick up
zone: Wardrop Street*

*Drop off and pick up
zone: 11th Street loop*

*Drop off and pick up
zone: 10th Street*

2020-2021 SCHOOL MAP IN COHORTS



Non-Essential Visitors

We are working to reduce the number of non-essential visitors to the school. Visitors to the school will be organized by teachers and will be limited to one visitor per classroom in each period of the day. All visitors to the school must be signed up through an online shared document accessible by teachers. Any visitor to the building is required to follow Manitoba, Divisional, and school guidelines/protocols including self-screening, maintaining 2 meters space, wearing a mask, and sanitizing hands when entering the building. Further, volunteers are restricted to the class they are volunteering in for the day and therefore cannot volunteer in more than one classroom each day.”

Recess

We know that recess is an important time for students to stretch their legs, breathe fresh air and connect with friends in less structure environment. The province states in the Welcoming Our Students Back: Restoring Safe School document that schools will need to, “Adapt schedules to facilitate levels of physical distancing (outdoor classrooms, frequent and staggered hand-washing breaks, staggered recesses and lunch breaks, physical distancing measures in place in classrooms and bathrooms).” At Maple Leaf Elementary School, we have staggered recess times and separated our outdoor spaces into zones to ensure these physical distancing measures can be implemented.

Staggered times

Recess breaks are staggered using two different start and end times in both the morning and afternoon.

AM Recesses

10:00—10:15am

10:15—10:30am

PM Recesses

2:10—2:25pm

2:25—2:40pm

Lunch

Lunch is staggered into 2 start times. Group 1 includes cohorts A, C, E, and G Group 2 includes cohorts B, F, and H.

Effective October 13th, 2020:

12:00—12:27 pm

Group 1 (cohorts A,C,E,F) will be outside

Group 2 (cohort B,G,H) will eat inside

12:27—12:55 pm

Group 1 (cohorts A,C,E,F) will eat inside

Group 2 (cohorts B,G,H) will be outside

Arrival / Departure

- Students/Guests/Volunteers and staff are expected to sanitize their hands upon entering the school. There is hand sanitizer at each entrance and classroom.
- Parents/Guardians, guests, grade 4 students and staff are expected to wear masks in common areas and where 2 meters distance cannot be maintained.
- We ask that all visitors to the school try to respect social distancing and try to maintain 2 meters space from others
- Please be mindful we are limiting the number of visitors in the office to 3 unless from the same household. There are chairs outside the office for visitors that need to wait.

Parents/Guardians

- Parents need to sign out students if they are picking them up during the day. This can be done in the office or via phone call, but students must meet parent at their child's assigned exit **not the office**.
- Anyone coming to the office must follow procedures indicated and must respect 2 meters distance.
- Please notify the office if hand sanitizer containers need to be replaced or refilled.

Students

- All Students will enter the building at their designated entrance.
- Students are to wait for their teacher to let them into the school.
- Students are to stay in their section of the school.
- When lining up to enter the school students are expected to social distance. There are markers at each entrance to indicate 2 meters spacing

Staff

- All staff will need to Sanitize their hands upon entering the building.
- All staff are expected to wear masks in common areas and where social distancing of 2 meters cannot be maintained.

Guests and Volunteers

- Guests and volunteers will come in through the main entrance (West doors, near parking lot)
- Volunteers will need to schedule visits with the office or coordinating through teachers.
- Guests and volunteers will be expected to wear masks and will be informed of procedures and expectations regarding working within the school.
- Parents and guardians will need to respect social distancing.

- Parents can pick students from assigned area at the end of the day but must remain off the school yard.

Before and After School

AM Bussing

- Students will exit the bus by cohort, which will be called out by the on-duty teacher.
- Each Cohort will walk to their designated area in the schoolyard and maintain a minimum of 4 meters space from students in other cohorts.
- Students will wait until the on-duty teachers call them in.
- On days where students need to come in due to weather conditions, students will exit the bus and proceed to their entrance.
- Students will maintain 4m space from students in other cohorts.
- The on-duty teachers will direct each cohort to their classrooms.
- Supervising Staff will go to indoor supervision areas.

PM Bussing

- Students will be released from their exit at the end of the day either to meet their guardian or walking to their cohort's designated area.
- Students need to be at their area on time.
- Each student will wait in their assigned area for their cohort to be called to board the bus by the on-duty teacher.
- If a student misses their cohort being called, they will need to wait until the other cohorts have vacated the bus and will then go to their meeting area.
- Students are to maintain 4 meters distance from other cohorts.

Staggered Dismissal Times

- 3:30 p.m. - All rural students and students riding buses 3 & 15 (All of these students will transfer on bus 6 to École Morden Middle School.)
- 3:35 p.m. – All urban students riding buses 13 & 14
- 3:40 p.m. – All other students not riding buses

Pick up and drop off zones

To reduce congestion at school entry points we ask that parents and caregivers drop off their children closest to their child's cohort meeting point. Please note the meeting point for each cohort. We will have staff out and marked pylons to help students find their meeting point.

Wardrop Street has been made available for parents/caregivers to drop off students before school, at lunch and after school. We are asking that **people do not "park"** but use this area for pick-up and drop-off only.

We ask that parents and caregivers not use 12th street entrance to drop off students as this area will be congested with staff and busing students.

- Cohorts A, B, C will be dropped off at the gates on Wardrop Street.
- Cohorts D,E will drop off in the 11th Street loop.

- Cohort F, G, H will be dropped off at the gates on 10th Street.

Washroom (See cohort for designated washroom)

- Limit the number of students using the washroom from your class to 1 student at a time.
- Students will maintain minimum 2 meters distance in the hallways.
- Students will sanitize their hands when they enter and leave the classroom
- Students will need to wash their hands after using the washroom – posters are up to show proper handwashing technique.

Schoolyard Zones

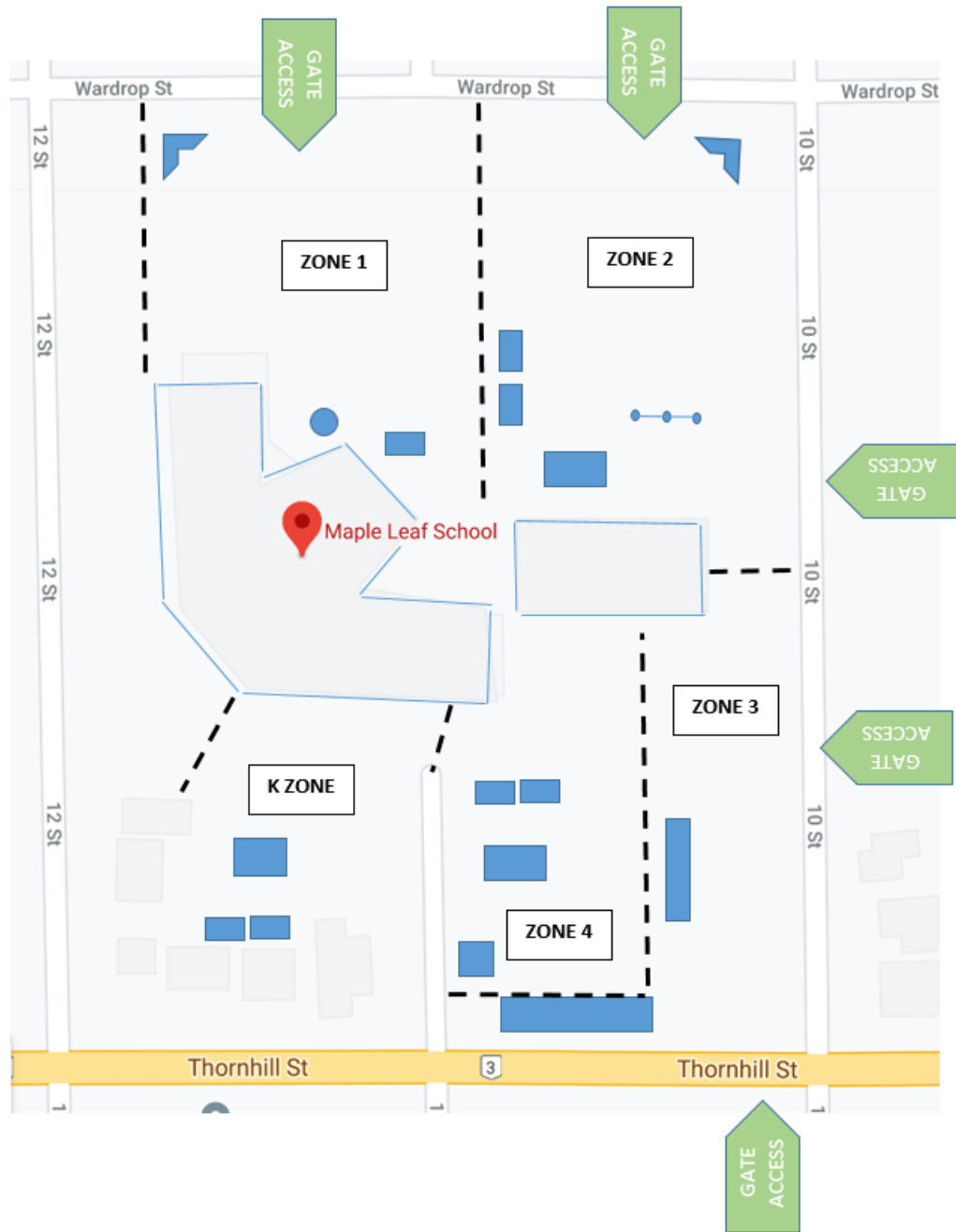
The schoolyard is divided into 4 different sections marked with signage.

COHORTS A, B, C
DROPOFF ZONE

Bus Loop

COHORTS F, G, H
DROPOFF ZONE

COHORTS D, E
DROPOFF ZONE



Quarantined or Isolating - At Home Learning

Students that are self-isolating or are required to quarantine will receive *At Home Learning Packages* from their homeroom teachers. Arrangement for package pick up will be coordinated by the homeroom teacher. Materials will need to be picked up from the office. Those picking up materials are expected to follow Manitoba and Maple Leaf protocols for entering the school.

Isolation Room

Students feeling sick or exhibiting any symptoms of COVID-19 will need to be picked up by parents/guardians. These students will be asked to wait in our isolation room located in the office. This is a ventilated clean space with access to a washroom. Students will need to stay in this space until they are picked up.

Field Trips

If students are attending a field trip, parents will be notified, and permission will be required. All field trips will be optional. Visiting any off-school site, staff and students will follow Manitoba provincial guidelines (i.e. wearing masks, social distancing, hand sanitization).

Currently, for various reasons, including sanitizing requirements, spacing, staffing, we are not bussing students for field trips.

In the Classroom

One of the best measures we can have in place to start the school year is to ensure our students are knowledgeable about the COVID-19 virus and that they are aware of guidelines and practices intended to protect them and the people around them. Teachers will work with students to develop classroom routines that promote social distancing, proper/regular handwashing or sanitization, and the proper use of facemasks.

Classrooms will avoid using common supplies and implement hand sanitization and regular cleaning where individual supplies are not possible.

Emergency Preparedness

Maple Leaf School completes 10 Fire drills and 2 lockdown drills each year. We have been informed by the fire marshal that we can implement new alternative ways of completing these drills to ensure that measures such as social distancing can be maintained.

Temporary Remote Learning

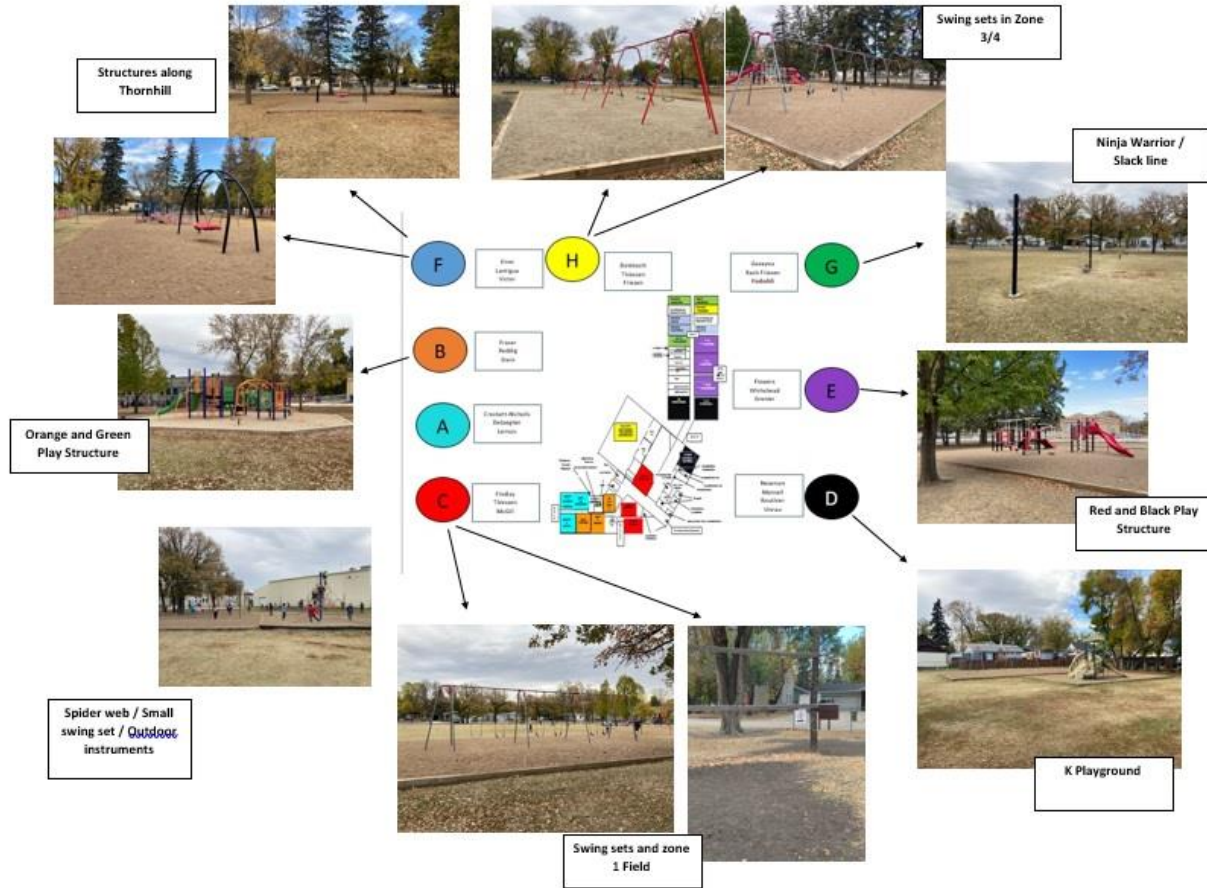
Western School Division's decision to offer Temporary Remote Learning is based on three important criteria:

- A significant increase in student absenteeism
- Increased cases in the school community
- Expressions of interest from our students and families.

While our school is operating in provincial restricted level orange; as of November 27th, *Temporary Remote Learning* has been implemented utilizing the [Remote Learning Centre](#)

For seamless connection between home and school, we continue to ask that all households download Microsoft Teams and, for students in Grades Kindergarten to Grade 3, become familiar with the online program "Seesaw" which is used by our Kindergarten to Grade 3 classrooms.

Cohort Zone Map for 8:30am—8:50am



View larger image: [Please view full sized map here](#)