**Austin Elementary School**

COVID Summary Plan

Principal: Mrs. Kim Young

Administrative Assistant: Ms. Tamara Sokolosky

Dear Austin Elementary School Families,

Our teachers and staff at Austin Elementary School are busy setting up classrooms and preparing for the return of your children. Even though the start of this school year may look different, our staff are very excited to be able to offer our students the same caring and welcoming school environment. Our goal is for students to grow academically, socially and create lifelong and wonderful memories in a safe environment.

Although we have tried to plan for a variety of differing scenarios, our school division will be taking direction from Manitoba Education and the Chief Medical Officer on a daily basis, therefore, the following plan is subject to ongoing revisions throughout the year. We will work hard to be flexible, to communicate all changes and new information to parents, and to offer the best possible learning environment for your child.

I would encourage each family to read the following documents and plans listed below. Links to these plans can be found on the Austin Elementary School Website <http://aes.pinecreeksd.mb.ca/> as well as the school Facebook page <https://www.facebook.com/pinecreeksd> .

1. Austin Elementary School COVID Summary Plan
2. [Welcoming Students Back to School: Pine Creek School Division Plan](http://www.pinecreeksd.mb.ca/uploads/2/3/9/7/23979590/pcsd_pandemic_plan_august_17_2020.pdf)
3. [MANITOBA EDUCATION: Restoring Safe Schools: August 13 - A Guide for Parents, Caregivers and Students](https://www.gov.mb.ca/asset_library/en/covid/k-12-reopeningplan-guideforparents.pdf)

If you have any questions, please feel free to call the school and we will do our best to assist you. We look forward to seeing everyone back at school on September 8, 2020!

Sincerely,

Kim Young

Principal

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**Cohorts**

Our school will be divided into two cohorts. Kindergarten, grade 1, Grade 2 and Grade 3 will be one cohort. They will be able to use the same entrances and washrooms throughout the school day. Their recess and nutrition breaks will be scheduled as the same times. Students in grade 4 through 8 will make up the second cohort. They will use two sets of doors, use the same washrooms and have their recess and nutrition break scheduled at the same time.

**Hand Sanitization**

Each classroom will be supplied with hand sanitizer that can be used throughout the school day. Students will also be encouraged to wash their hands on a more regular basis during the day. Classes will use their classroom sinks or their assigned washrooms in order to ensure that we are practicing regular hand hygiene.

**COVID Screening / Illnesses**

Parents are responsible for screening their children for signs of illness, each morning, prior to coming to school. Students who are showing symptoms are required to stay at home. We encourage families to access the Manitoba Government’s online screening tool at <https://sharedhealthmb.ca/covid19/screening-tool/>. If a student becomes ill while at school, they will be moved to our sick room and monitored by school staff. While in the sick room, both staff and student must wear masks that will be supplied by the school division. Parents will be notified to come to the school to pick up their child immediately. We are encouraging all AES families to develop a plan in case your child becomes sick at school and needs to go home to during the school day.

**Water Bottles**

Students are required to bring a reusable water bottle to school each day. Please label this bottle with your child’s name and grade. Water bottles will be returned home with students each day. The water fountains will not be available for student use; however, students will be able to access the bottle fill stations.

**Microwave**

There will be one microwave placed in each classroom. Microwaves can only be used during the second nutrition break of the school day and must be operated by school staff. Please ensure that your child only requires a 1 – 1.5 minute heat up. Please precook pizza pops, noodles etc. We will not be allowing microwaveable popcorn this year.

**Morning Meet and Greets**

Students will meet their teacher outside on the playground to start the day. This will allow students to enter the school one grade at a time and through their assigned doors. This ensures that we are meeting the social distance requirements for entering the school. The meet and greet area will also be used for entering the school following recess times.

**Transition Time**

Students will be monitored during all transition times to help with practicing social distancing. Students will move throughout the school as a cohort. Students movement within the school will be restricted and controlled. One of our main goals will be to eliminate students from congregating and lining up inside the school.

**Washroom Breaks**

Each cohort within the school will have a designated washroom to use throughout the school day. Washrooms and hallways will have signage to indicate where to stand and wait to use the washroom. There will be a maximum of 4 students in the washroom at one time.

**Lockers**

Students in grades 4 through 8 will still be able to use lockers this year. Lockers will be assigned so that grades are staggered throughout the room. Grades will then be able to access the lockers at different times while still allowing for social distancing. Locks will not be used this year as locker doors will need to be disinfected on a regular basis by our custodial staff.

**Masks**

As directed by Manitoba Government, al students in grade 4 through 12 are required to wear a mask when social distancing cannot be achieved. Students may bring masks from home or will be provided with one from PCSD. Cloth masks are required to be washed daily. All staff at AES will be required to wear a mask when working with students.

Students and staff are not required to wear masks when outdoors.

**School Arrival**

We are asking students to wash their hands prior to leaving home.

* *Non Bus Students*
	+ Please arrive at the school between 8:45: 8:50am
	+ Students will meet their teacher at their meet and greet area
	+ Students will be provided with hand sanitizer prior to entering the building
	+ Students will enter the school through their assigned doors and will go directly to their classroom
* *Bus students*
	+ Buses will be unloaded one bus at a time
	+ Students will go directly to their meet and greet area
	+ Students will be provided with hand sanitizer prior to entering the building
	+ Students will enter the school through their assigned doors and will go directly to their classroom
* *Students arriving after 9:00 am*
	+ Students will enter through the front doors and report the office
	+ Students will be provided with hand sanitizer and then go to their classroom

**Recess and Nutrition Breaks**

AES will continue to follow the balanced school day. This schedule will easily allow us to stagger the breaks for the two cohort groups. All students will be eating their lunches in their classrooms and will be monitored by school staff. At this time, we are not yet sure how our breakfast and fruit programs will work. It is still our goal to provide students with everything need, including nutritious food. More information will be coming out about this as soon as we can determine a safe way to provide our students with this option.

**Departing AES at the end of the day**

*Non Bus students*

* Students will be dismissed at 3:30 pm through their designated doors. Parents may meet their child at their designated door or wait for them in your vehicle.

*Bus Students*

* Bus students will remain in their classrooms until their bus number has been called over the intercom.
* Students will then come to the front lobby and exit out the main doors.

\*\*\*\*If your plan changes for the end of the day, it is critical that you call the school and let us know of the change well in advance of the end of the school day.

**Appointments during the school day**

Often students and families have appointments during the school day that require the student to be picked up from school. In this case, we ask parents to ring the door bell, notify the office that you are here and then return to your vehicle. Staff will notify your child and they will exit through the front doors in this case. Students that are leaving throughout the day for appointments are asked to not return to the school following their appointment. Students will be welcomed back the following day.

**Outdoor Learning**

Students will be outside, weather permitting, as much as possible in the next few weeks. Please ensure that your child is dressed accordingly. If your child would like to bring a blanket or a chair to use while outside, they are welcome to do so.

**Visitor to the School**

Visitors will have limited access to the school. Please use the bell and intercom system at the door and wait for instructions.