

**Kleefeld School Guidelines for Return to School**  
**Aug. 29, 2020**



Hello Kleefeld School parents,

We hope you were able to have a somewhat relaxing summer, even though everything was different than usual. Our staff are very excited to see your children back at school and they are busy re-organizing classrooms so everything will meet the recommendations from the province.

You probably have a lot of questions, so we'll do our best to answer them in this letter. We also welcome your emails ([kleefeld@hsd.ca](mailto:kleefeld@hsd.ca)) and phone calls (204-377-4751) if you need further clarification.

This document will attempt to serve 3 purposes:

- To help you and your family understand what school will look like in September.
- To emphasize the policies laid out by the Manitoba Government that we will follow.
- To assure you that we are doing our best to keep your children, and by extension whole family, as safe as possible.

There is a wealth of information available though the following link, which is found on the HSD website and you are encouraged to read.

<https://hsd.ca/schools/reopening-of-schools-fall-2020/>

It is through being diligent and responsible that we will protect our children and be able to successfully have school. We ask that you carefully read through this document and remember the following:

- If your child is sick, please keep them home. If they come to school sick, we will call for them to be picked up.
- Proper hand-washing and disinfecting is crucial.
- All staff and students in gr. 4-8 will wear a mask if and when 2 metre spacing cannot be achieved.
- Students in K-3 have the option of wearing a mask.

Please refer to the attached screening tool and use it every morning:

<https://sharedhealthmb.ca/covid19/screening-tool/>

### **Attendance**

- School attendance is mandatory for all children aged 7-18 in Manitoba.
- If any students or staff do get sick, they must stay home. If a student does need to stay home because they are experiencing COVID-19 symptoms, work will be provided for

them by their teacher.

- Please let the office know before 9:10 am if your child will not be attending school on that day.
- If the school needs to shift to remote learning, we will follow the provincial guidelines.
  - Teachers will also be setting up SeeSaw (for the younger grades) or Google Classroom (older grades).
- If you intend to homeschool your child and have not already informed the office, please do so as soon as possible to assist us in our planning.
  - We do reserve the right to switch classes for students in an attempt to keep the numbers fairly even. For example, if one class now has 23 and the other has 19, we will move 2 students so that both classes have 21. The friend lists from Spring will be referred to.
  - You will be informed by Sept. 4 if that situation occurs.
- We have built more time into the schedule for Math and ELA. This will help your child with Recovery of Learning, giving the teachers the opportunity to better understand where your child is at to help them this year.
- Students will still have PE or Music in some form every day.
  - Students will not be changing for PE at this time.
- French has been put on pause until Christmas and then it will be re-evaluated.
- If your child has been medically advised by a doctor not to attend school, please contact the office for us to make the proper arrangements.

### **School Calendar**

- Please see the calendar that is found on our school website <https://kleefeld.hsd.ca/>
- This is a fluid document and will be changed and updated as needed.

### **Meet the Teacher - Tuesday, Sept. 8 from 1-6 pm**

- Meet the Teacher will look different this year than in the past.
- Parents will be invited to sign up for time slots through the Parent Portal, opening on Sept. 1 at 9 am. Sign up for a slot with each of your children's homeroom teachers.
- The hours will be extended from 1 pm to 6 pm on Tuesday, Sept. 8, to ensure that we can keep the number of people in the school to a minimum. Only one family will be in each classroom at a time.
- Time slots will be 10 minutes each, although we are asking you to keep the visit to about 5-7 minutes to give adequate time for the next group to come in. If you feel you need more time than this, please make other arrangements, such as an after school visit or a phone call.
- Please wear a mask while in the building. Parents, this is an excellent opportunity to model to your children that this is a positive thing and that for now, this is normal. Once in the classroom, if you are able to maintain 2 metre distancing from the teacher, you may remove the mask. Please put it back on in the hallway.
- If you would like to meet a teacher who is not your child's homeroom teacher, please contact the office and we can help make those arrangements for another time.

- Sorry, but drop-ins will not be allowed. You must have a scheduled time slot. If you need help with this, please contact the office. 204-377-4751
- Do not bring all of your child's school supplies as we have done in the past. Those can be brought the next day.

### **Kindergarten Orientation**

- Unfortunately, we are unable to do an in-person Kindergarten Orientation this year.
- We will be putting together a video and sharing it with Kindergarten parents where you will get to meet Mrs. Waldner, as well as other staff that your child will encounter throughout their ½ day at school. There will also be the information bit that parents of first time school aged children will want to know.
- The video will be shared by Sept. 4.
- More information about your child's staggered entry will be shared with you next week.

### **Cohorts**

- Cohorts have been created to minimize the amount of exposure your child has to other children in the school.
- Individual homerooms will be just with themselves for the majority of the day, but then they will join their cohort during breaks.
- Cohorts are not allowed to be any larger than 75, but we have been able to keep ours much smaller than that. They are mostly divided by grade levels, so they will still be able to play with their friends in the other class during recess.
- The cohorts are divided up as follows:
  - Kindergarten
  - 1 GD/1JP
  - 2AS/2JM
  - 3JN/3LW/4BH (the gr.4's are split up because they are in different wings of the school)
  - 4PH/5JW/5AP
  - 6SD/6SR
  - 7JK/7PM
  - 8TK/8MS
- Teachers will also largely be staying within their cohort. The students will not be moving classrooms (except for PE and Music), rather the teachers will move between the classes.

### **Recess/Lunch breaks**

- Students will eat lunch in their homerooms and will have recess outside with their cohorts.
- All of the recess and lunch breaks have been staggered, so there is never more than 1 cohort from each wing having a break at a time.
- An early Years cohort and a Middle Years cohort have been paired up for each recess, so that they will use separate doors for entering and exiting the school, and play on

separate sides of the playground.

- Students will also be taught which door they will always go in, and which door they will always go out, to avoid cohorts crossing paths.
- Due to the smaller amounts of students outside at one time, classes will either have lunch break from 11:30-12:30, or 12:30-1:30. When specific classes have their breaks will be found in the Student Handbook, which will be posted to the website by Sept. 8.
- Students will not be changing shoes as they go in and out, which will help to reduce congestion at the doors.
- Teachers are also encouraged to take their classes outside when possible. The Kleefeld Rec dept has graciously offered the use of the park for our classes to use as an overflow so that the different cohorts have plenty of space to not mix with each other.
- Even while outside, students will be encouraged to maintain physical distancing from each other.
- At this time, the canteen will not be open and the hot lunch program will not be offered.

### **Physical Distancing**

- Wherever possible, students will be encouraged to maintain 2 metres of distance.
- Where that is not possible, students in gr. 4-8 will be required to wear masks. For students in gr. K-3, masks are optional. All school staff will wear a mask if they are unable to maintain the 2 metre minimum.
- All of our classes are able to provide more than the 1 metre minimum spacing, but less than the 2 metre spacing, so masks will need to be worn in the classrooms.
- The school will provide non-medical grade masks for the students to wear if needed, but we encourage you to purchase reusable masks that will be more comfortable to wear.
- The same rules will apply on the bus. The bus driver will issue masks to students who do not have one.
- Masks do not need to be worn when outside.

### **No-sharing Policy**

- It is good to teach our children to share, but right now we are asking them not to.
- Students will not be permitted to share their food with friends during lunch (they're not supposed to anyway).
- Students will also not be sharing their supplies with each other in the classroom.
- Water bottle filling stations will be available, so bring a water bottle. The drinking portion (bottom) of the fountain will not be accessible.
- Do not drink from someone else's bottle.

### **Lockers**

- Lockers will not be used. Rather, students will keep their school supplies with them at their desk or table area for the day.
- We will deal with jackets and ski pants when the weather gets cold.

## Hygiene

Staff and students will wash their hands frequently with soap and water for at least 20 seconds at the following times:

- at the start of the day and before going home
- after going to the washroom
- before preparing food
- before and after eating
- after getting hands dirty
- after wiping noses or handling dirty tissues
- after coughing, sneezing, or blowing nose
- after cleaning tasks (staff)

Commonly touched surfaces, including desks, will be disinfected at least twice daily. Disinfectant dispensers will be available in every classroom and exterior door.

## Parent Access and Volunteers

- At this point, we are asking that this be very limited.
- We will not be having volunteers in the classrooms.
- If you need to pick up your child, you may call the office from the bus loop and we will send them out to you.
- If you must enter the building, come through the front door and all adults will be required to wear a mask.
- If you need to speak with any school staff member, please call the school and we will arrange something.

## Dropping Off and Picking Up

- We will be staggering the entry and exits of the students.
- Buses will be unloaded one at a time to ensure the students clear the hallways, and once they are all done the walkers and drop offs are welcome. This schedule is not finalized yet, but please do not let your child walk or be dropped off at school before 9:00.
- The pick up times are also not confirmed yet, but you will be welcome to pick up your child after 3:45, if they are not on a bus.
- Your child's bus driver will be in contact with you to let you know when they will be picking up your child, if they are a bus student.

## Mental Health and Well-Being of the School Community

- Staff are being trained on how to assist students in coming back to school during a pandemic.
  - We will be looking at the research of Kevin Cameron and learning about [Psychological First Aid for Schools, Teachers and Students](#).
  - Here is a link to his website if you are interested:

- <http://nactatr.com/files/2020NACTATR-PFA.pdf>
- Our Guidance Counselor (Mrs. Wendy Martens) has also had her position expanded to the whole school, so she is available to help all students.
- If needed, we also have divisional counselors and psychologists that we can access.

## Communication

- Please ensure that the school has all of your information and that it is up to date.
- The majority of our communication will take place through email and the school website.
- We will provide as up to date information as possible, and ask that you contact our office if you ever have any questions or are unsure of something.
- Relevant websites for you:
  - Kleefeld School website: <https://kleefeld.hsd.ca/>
  - Hanover School Division: <https://hsd.ca/>
  - Divisional Return to School Plan: <https://hsd.ca/schools/reopening-of-schools-fall-2020/>
  - COVID 19 screening tool: <https://sharedhealthmb.ca/covid19/screening-tool/>
  - Guidelines for Bus Transportation: <https://www.edu.gov.mb.ca/k12/covid/docs/transportation.pdf>

We understand that families and students may be frustrated or anxious about how we are able to come back to school, but be assured that the staff at Kleefeld School are committed to helping your children adjust to these changes. If at any time you have questions or concerns, please do not hesitate to email or call.

School email address: [kleefeld@hsd.ca](mailto:kleefeld@hsd.ca)

School phone number: 204-377-4751

Thank you,

Joel Bergen  
Principal  
Kleefeld School