



École Massey School

Return to School Fall 2020

Hygiene

1. **Hand Washing** – All staff and students will be washing their hands regularly. Soap and paper towels will be supplied in all classrooms. Our senior 6/7 & 7/8 classes will have a portable hand washing station in the hallway.
2. **Hand Sanitizer** – Bottles of hand sanitizer will be provided to teachers for use in the classroom. As students enter, teachers will stand at the entrance of the classroom and provide an appropriate amount of hand sanitizer to each student. During instructional rotations, hand sanitizer will be used after each rotation (as students move to their next task). Hand sanitizer will also be available in staff shared spaces such as the prep room.
3. **Mandatory Mask Usage** – All staff and students must wear a mask in our building. Videos and posters will be available to help teach correct use of masks. Reusable masks will be provided to all students and staff. Due to our student population and class spaces, social distancing will not always be possible. Masks may be removed where social distancing is possible, such as during outdoor learning sessions.

Students are asked to take their masks home every day, have them washed, and return with masks on the following day. Disposable masks will be available if students forget their own personal masks.

4. **Preventative Measures** – Many of the proper hand hygiene and coughing/sneezing etiquette will need to be directly taught in the classroom. Signage reminders will be placed in each classroom.

Limiting Physical Contact

1. **Minimizing Physical Contact** – Teaching and learning will be front-facing. Classroom areas will be marked with tape to direct student use of classroom space.
2. **Gatherings/Parent Meetings** – All gatherings, including assemblies, are cancelled. All meetings with parents or caregivers will be conducted by phone or digitally. Virtual assemblies will take place to be broadcast into classrooms (can only be viewed within the school).
3. **Seating Plans** – A written seating plan will be developed for each classroom. Teachers to monitor students remaining in their assigned seat.



École Massey School

Return to School Fall 2020

- 4. Entering the Building (Guest and Visitors)** – Guests, Visitors, Volunteers, Speakers (unless they are employed by Regina Public Schools) will not be entering our building. This includes, but is not limited to material deliveries or food deliveries (**no food deliveries to the school or school grounds will be accepted**). Students must bring their lunch with them when coming to school in the morning. Signage will be on the front door of the school advising that we are not allowing visitors and that anyone who is feeling unwell should not enter the building at all. If a guest or visitor absolutely must enter the school, they will be required to call the office prior to entering, sanitize their hands, wear a mask, and register their information in our entry log.
- 5. Entering the Building (Students)** – Students will have designated entrance and exit doors. **Students must use these doors**. Line-ups for each class will be on the playground, not directly in front of the doors, in order to physically distance the students. Classes will be identified by large fluorescent cones with the classroom teacher's name. Only 1 class will be brought through the door at a time and the next class will not enter until the previous class is completely out of the boot room.

Kindergarten students - entrance by kindergarten room, south door (1 door only)

Mme Hodgson - entrance by kindergarten room, north door (1 door only)

Mme Meister - entrance by kindergarten room, north door (1 door only)

Mme Stroeder - entrance door close to girls washroom

Mme Krassman - entrance door close to girls washroom

Mme Kirsch - entrance door just south of gym

Mme McCashin - entrance door just south of gym

Mme Potter - entrance door just south of gym

Mme Ganshirt - entrance door just west of portables

M. Shamel - entrance door just west of portables

Mme Henrion - entrance door just west of portables

Mme Boehme - entrance door at east end of portables

Mme Zahorski - entrance door at east end of portables

M. Peters - entrance door at east end of portables

Mme Seiferling - entrance door at east end of portables.

Note: Students in B&A will be entering and exiting via the front door to access the program. Parents will call B&A to indicate they have arrived, remain outside and wait for staff to let students in only. The same process will have to be adhered to for exiting the building at the end of the day. B&A staff will meet students outside on the playground at the end of the day and walk them to the front door.



École Massey School

Return to School Fall 2020

6. **Exiting the Building (Gr. K-8)** – At the end of the day, each teacher will line up their students and walk them out to the playground, one class at a time, using their assigned doors.
7. **End of the Day Procedures** – Supervisors will be outside to monitor students until 3:37 p.m. Bus students will also have a supervisor. Kindergarten students will be accompanied to the bus by a supervisor. No students will be left inside the school for late pick-up. Parents are to make arrangements to meet their children at an assigned location outside the playground at 3:37 p.m.
8. **Grouping of Students** – Students will only interact with students in their own classroom and will stay in their own classroom throughout the school day. Teachers will be encouraged to take body breaks outside, weather permitting, while maintaining social distance from other classes who may also be outside. All “extra” areas of the school are closed – gym, library, music room, etc. We will work to minimize the number of educational assistants and teachers that interact with each classroom of students. Learning buddies will be cancelled for the fall.
9. **Specialist Teachers** – Specialist teachers will go into the homeroom classrooms instead of the students transitioning to another space. Physical Education can take place outside or in the homeroom classroom, but not in the gym or other school space.
10. **Body Breaks** – Classrooms are to remain socially distant from other classes outside during body breaks. Body breaks will be short as they will occur during instruction time. Teachers to advise the office of their departure from, and return to the classroom. Students and staff will be required to sanitize/wash hands each time they exit and re-enter the building.
11. **Classroom Modifications** – Tables and desks will be arranged to allow for as much physical distancing as possible. Some classroom furniture may need to be removed to encourage physical distancing in some situations. All “soft” items must be removed – this includes rugs, stuffed animals, anything made of fabric.
12. **Office Procedures** – Plexiglass will be around the administrative assistant’s desk in the office.

Students who are late and need to go to the office, will need to line up outside the office door and wait to be called in, one at a time. This line will go down the main hallway and will be marked every 2 meters where the next person in line can stand.



École Massey School

Return to School Fall 2020

Signage is up and administration will help to ensure these procedures are learned and followed.

To minimize contact in the office area, ONLY the administrative assistant will be behind the main desk. This space is a no contact area – including the phone.

Students will not be permitted to use the office phones. In case of emergency, staff will contact families.

13. **Access to School Building** – No outside community groups will have access to the school. Teachers are encouraged to have their plans in place and not return to the school in the evening as their classrooms will be disinfected at the end of the day.
14. **Lunch** – Students will stay in their own classroom for lunch. Hand washing/sanitizing of hands will be completed before lunch, in each individual classroom. There will be no milk or canteen sales.
 - a. **Staggered Lunch and Recess:**
 - i. **Group #1:** recess 11:45 - 12:00 lunch 12:00-12:45
 - ii. **Group #2:** lunch 11:45 - 12:30 recess 12:30 - 12:45
15. **Recess Procedures** – Students will be walked from their lunchroom, right out the door and onto the playground. Entry back into the school will be through assigned doors. All students will wash/sanitize their hands once back into the school.

Limiting Shared Materials and Equipment

1. **Materials Into the School** – If students bring bags into the school, they must be placed directly into their locker or under their desks. Lockers are limited to one student per locker. Teachers will assign lockers.
2. **Student Manipulatives** – Some “toys” are necessary in teaching and learning. When possible, manipulatives will be individualized and labelled so that they are used by only one child (playdoh for instance). Any toys/manipulatives that are not easily cleaned, will be put into storage for now. Staff will be asked to assess their resources before the start of the year and determine which manipulatives need to be stored away.
3. **School Supplies** – Please ensure students are not sharing supplies – this includes markers, pencils, scissors, etc. All of these items need to be labeled with each individual child’s name.
4. **Technology** – All computers/IPads will be sanitized after each use. Disinfecting wipes and spray will be made available in every classroom. Technology will be divided between classrooms and not shared. At the end of every day, computers and Ipads need to be shut off so that they are not damaged during the disinfecting of classrooms.



École Massey School

Return to School Fall 2020

5. **Physical Education** – Physical education will be done outside, when possible, and will involve more individual activities that allow students to physically distance themselves from others. The gym is closed.
6. **Playground** – Basketballs, footballs and soccer balls will be provided for outdoor play.
7. **Library Books** – Our teacher librarian will deliver books to the classrooms and books will remain in classrooms for several weeks before being returned to the library. Teachers will communicate themes and needs to our Teacher Librarian.
8. **Textbooks/Guided Reading Books** – There are circumstances where multiple students need to use a book on the same day. During these times, teachers will have students use hand-sanitizer before and after handling the book.

Extra-Curricular

1. **On Pause for now.** This includes all clubs, teams, sports, field trips, outings. This is standard for all Regina Public.
2. **SCC BBQ and Family Events** - On hold for now.

Facilities

1. **One Hand Sanitizing Station is located at the Front Entrance.**
2. **Soap and paper towels provided in every classroom.** Hand sanitizer will be available in every classroom (to use with supervision from staff member), office, and shared use areas.
3. **Signage** – Signage will be posted at all entrances reminding parents and guardians not to enter the building. Signage will be posted in hallways reminding people to physically distance while in hallways. Directional arrows will be in place to guide flow of traffic when walking in hallways.
4. **Washroom Usage** – To limit the amount of students in the washroom at one time, classroom teachers will be asked to only allow 1 student out of their classroom at a time. Signs to stop and wait for washrooms will be placed outside all 4 washrooms. Kindergarten have their own washroom.
5. **Washroom Disinfecting** – In all Regina Public Schools, washrooms will be closed one at a time around 10:30 a.m. and again around 2 p.m. to perform a disinfecting procedure.
6. **Fan Usage** – Fans must not be used in classrooms when more than 1 person is in the room.
7. **Windows** – Windows in classrooms should be open as much as possible.



École Massey School

Return to School Fall 2020

Cleaning and Sanitation Guidelines

1. **Disinfecting Procedure for Regina Public Schools** – Vigorous cleaning procedures have been developed for Regina Public Schools. We are using a product called Vital Oxide. This is a Salt-based cleaning solution for spray bottles and misting machines. Disinfecting of the entire school will happen each evening. This product is safe for technology, papers, toys, etc. and disinfects after 10 minutes of drying time on surfaces. Once a room has been disinfected, the room will be closed and signage will be put on the door to indicate that the room is clean. These doors should not be opened again until morning.
2. **Head Facilities Officer** will maintain cleaning protocols laid out by the division including increased disinfecting of door handles, light switches and all shared areas, cleaning of water fountains, and emptying of garbage bins.
3. **General Staff** - Disinfectant wipes will be available in every classroom to wipe down items/objects between each use. Disposable gloves will be available in every classroom for teacher use. Instructions on not making them into rubber glove balloons will be given.
4. **Staff Spaces** – Guidelines for cleaning after use of prep room/photocopiers/staff room spaces will be posted. In the staff room, shared food cannot be brought in. Staff are discouraged from congregating in the staff room or other areas of the school in groups.

Guidelines for Illness and care

1. **Isolation Area for COVID-19 Symptoms** - The small room next to the teacher prep room, as well as alternate space in room 10 will be designated for students who are feeling ill. Masks, rubber gloves, hand sanitizer and face shields will all be made available. Staff member will supervise students until parent can come to school and meet them at the door.
2. **COVID-19 Symptoms** - All parents, guardians, students and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school. Instead, they must stay home and self-isolate. Students and staff can return to school once they are cleared by public health. Mme Pelletier will report any suspected cases to public health officials.
3. Families are asked to follow the [SHA Self-Assessment Tool](#) guidelines each morning to identify if their child is well enough to attend school. No student will be kept indoors for recess due to illness. If students are not well enough to go outside for recess, they should remain safely at home.



École Massey School

Return to School Fall 2020

Mental Health and Social-Emotional Supports

1. **Wellness Wednesdays** – encouraging healthy behaviours and habits school-wide.
2. **Professional Development Focus** on trauma informed practices and mental wellness.
3. **Staff** will focus on creating a school culture that is inclusive and compassionate.
4. **Culture of Kindness** – We will continue to support our students and staff by asking that everyone shows kindness toward each other

Transportation

1. All students being transported by bus must wear an approved non medical mask.
2. Drivers will assign seating. No exchanging of seats or movement.
3. Student infractions will be reported to the Principal.

Remote Learning

1. Students who are unable to attend school in person may engage in online learning via Regina Public Schools eSchool Learning. See the our website for information regarding eSchool Learning. We support the decisions you make for your family.
2. The 2020-21 school year is divided into multiple terms or reporting periods. Transitions to and from online learning can adversely affect student success, so students are asked to commit to online learning. Registration and enrolment commitments are critical in order to allocate staffing resources to meet the needs of students.
3. Families are asked to make a fully informed decision to participate and commit to online learning. Full participation also includes being prepared to engage in daily online instruction.
4. Register at: https://www.reginapublicschools.ca/eschool_learning

Return to School Procedures

1. Regina Public Schools is instituting a staggered start for students. On Tuesday, September 8th and Thursday, September 10th, students with a last name that starts with A-K will attend school. On Wednesday, September 9th and Friday, September 11th, students with a last name that starts with L-Z will attend school. On Monday, September 14th, all students will return full time.
2. Students must be dropped off just outside the playground area and have a pre-arranged meeting area for pickup at the end of the day.
3. School will communicate the classroom assignment to each family prior to school start on September 8th (families with last names A-K) or prior to September 9th (families with last names L-Z) so they know which classroom to line up with on the playground on their first day.



École Massey School

Return to School Fall 2020

4. **Registrations** – At the beginning of the school year we see many in-person registrations. This year, a registration table will be set-up inside the front doors. Families wishing to register, are asked to call the school. Registration forms will be available inside the front door. No further entry into the school. You may take the registration form home to complete and return it, or send it electronically.
5. Safety is a priority above all else. Learning focus will be on literacy, numeracy and health.
6. We do not have all the answers but we want everyone to know that the care and safety of everyone is paramount. We will do our best to make students and parents feel included, informed, safe, supported and heard. We realize the severity of the situation and are aware of trauma related to this pandemic. We will take care of your children and want to support you as families.