



SCHOOL RE-ENTRY HANDBOOK – Updated October 2nd, 2020

These guidelines will be adapted as necessary to be responsive to the health and safety of students and staff. Currently, they reflect a “near-normal” return to school. The guidelines in this handbook reflect items specific to the operation of our school. Please refer to the ECSD re-entry guide for full details.

<https://www.ecsd.net/page/7383/ecsd-re-entry-plan>

Regular Instruction

Cohorts

Homeroom Cohort - Students will be organized by homeroom into a cohort. Dance Academy participation will cohort by homeroom. Cohort members are students, one dance instructor, homeroom teacher, music/French teacher and assigned MDT staff.

Pod Cohort - Grades have been divided to accommodate a slightly staggered timetable. This is done for the primary purpose of reducing physical distance of students in the entrance/exits of the school and at recess time.

POD A	Grade 1B Huk, Grade 2/3 Marenych, and Grade 5 Palykhata
POD B	Grade 2 Kurii-Missouri, Grade 4 Strouk, Grade 6 Alexandruk
POD C	Grade 1A Maczuga, Grade 3 Pohoreski/Rachmistruk, Grade 4/5 Chasse
POD D	Kindergarten

Cohort Timetable – The timetable will be adjusted to reduce the amount of traffic in the school during transition times. This will include staggered times for recess and lunch breaks.

Cohort Supervision – Staff Supervision responsibilities will be centered on the cohort with additional members added from the remaining staff.

Cohort Technology – each area of the school will have an assigned Chromebook cart. In addition, each student will be assigned the same numbered chromebook, Students will be sharing thier chromebook with three other students with sanitizing protocols in place between use.

Sharing and Cleaning of Technology

- Computers and Electronics should be cleaned between users, by the users themselves, with disinfectant wipes or a clean cloth wetted with a suitable disinfectant recommended by the manufacturer.
- In shared carts, hand washing before and after use is mandatory along with supplemental use of hand sanitizing stations.
- Staff will be responsible for their personal equipment and instructional related equipment.



Cohort Washrooms – each homeroom will have an assigned bathroom. Maximum occupancy of the washroom is 2. This will be managed by the homeroom teacher.

Bathroom Assignments are:

Gym	1a, 1b, 2/3, 4
Grade 6	kindergarten, 5, 6, 4/5
Main entrance	2, 3

Homework and Activities

Homework and activities will be posted in the student's google classroom. Students will not transport school items between school and home.

Isolation learning

Students or classes that require isolation will continue to work with their teacher and classmates online. Using google classroom and Microsoft Live Teams students will continue classes from home during the isolation period.

Toys and Personal items

Students may not bring toys to school. Approved items are:

- Backpacks (small)
- Water bottle
- Outdoor clothing
- Lunch and snacks for the day

Google Classroom

Teachers will maintain a google classroom. This will be used for homework, assignments, and activities as well as a place to post work if your child needs to remain at home. There will be no active teaching in the google classroom. Any questions about work posted should be sent to the teacher through email. Google classrooms start September 8th

Music Program

The music room will be closed at this time and music offered in the classroom. The music teacher will teach music to each grade within their homeroom. The program will focus on music appreciation and theory. There will be no St. Martin Children Choir or recorder instruction at this time. We hope to integrate non-wind instruments as much as feasible throughout the year.

Art Program

Each classroom will have their own art supplies.

Physical Education Program

Physical Education will move outdoors weather permitting. Equipment will be assigned at intervals and sanitized before it moves to the next student. Equipment will be on a weekly loaner basis. A fieldtrip form will come home early September specific to Physical Education. This form will allow teachers to take students off-site (walking) to Lendrum park. This park has a large playground, soccer fields, beach volleyball, a pond for exploring and a jogging path. All students are expected to participate.



Outdoor Classroom

Outdoor learning spaces will be available in the school garden.

Classroom Set-up

Desks

Each student will have an assigned desk. Due to high enrollment and small classrooms we cannot guarantee a 2M space between each desk. All excess furniture will be removed to allow as much space for students as possible. Furniture will be limited to: Teacher desk and chair, Student desks and chairs, one teacher storage unit standalone (if needed) and a Guided reading table.

Student storage

Parents are asked to send to school with their child a 25 to 30 liter bin or crate (no lid) to hold individual learning packs. No shared supplies. More information will be sent to you by your homeroom teacher.

Supplies

Updated supply list for each quarter will be provided to families by the homeroom teacher. Extra supplies are to remain at home until requested by the teacher.

Hallways

Directional stickers and all hallway furniture have been removed to help promote physical distancing

Procedures and Operations

Arrival at School

Students will disembark buses at 8:15 AM. Students are to go directly to their assigned entrance immediately. The Playground is closed before and after school. Staff will meet them at their door and entrance will be staggered by cohort. This plan will be adjusted in the winter months to accommodate below -21 temperatures.

Procedures are:

1. Go to assigned door and line up at the assigned spot with physical distancing measures. Exterior walls of the school will be marked for each grade.
2. Teachers will meet their students outside.
3. Students will enter the building with their teacher according to their cohort schedule.
 - a. POD A – 8:22 AM
 - b. POD B – 8:27 AM
 - c. POD C – 8:33 AM
 - d. POD D – 8:22 AM (AM Kindergarten) and 12:20 PM (PM Kindergarten)
4. Students will place all outdoor clothing in their boot room. Outdoor shoes will be placed underneath their jackets. Each homeroom will have a supply of blue bags to help isolate student personal belongings. Use as you see fit.
5. Lunch and water bottles will be stored in the students' personal bin in the classroom.
6. Once the entrance way is clear, the next cohort will enter the building. See proposed timing above.

Dismissal and Busing

Dismissal will follow the same cohort schedule ensuring one class at a time exits the building. Students will proceed directly to their bus and line up (Physical distancing). Teachers will accompany their students to



the buses. Students will board the bus and sit in their assigned seats. ECSD transportation is creating a seating plan that must be adhered to. All students from K to 6 must wear a mask while using the bus. Once transfer bus students from St. Brendan are boarded, the bus will depart. See *ECSD parent guide for specific details regarding busing*.

POD A – 3:10 PM

POD B – 3:15 PM

POD C – 3:20 PM

POD D (Kindergarten) – 3:20 PM

Thursday

POD A – 11:50

POD B – 11:55

POD C – 12:00

Parent drop-off and Pick-up

Parents must drop off students outside at their child's assigned entrance. Late students should proceed to the front door and ring the office. Office staff will admit the student. Parents are to say farewell at the front door.

Masks

The present guidance from the Chief Medical Officer indicates that staff and students in Grades 4 - 12 will be mandated to wear masks. Although not mandated for K - 3, the use of masks is strongly recommended to help reduce the potential for transmission and exposure. All staff will be provided with 2 re-usable face masks and face shields for their use. Alberta Education will be providing two reusable masks for each student. Masks are particularly recommended in circumstances where there is prolonged close contact (greater than 15 minutes) and distance of two meters cannot be maintained.

Visiting the school – volunteers and guests

Currently, there are no volunteers or guests in the school. You can email your child's teacher to book an appointment or contact Adrienne Bodnarchuk in the office to book an appointment with administration.

Closed Campus

Students must remain in the school for lunch.

Lunch Procedures

Students will eat their lunch in their homeroom. Students must bring their own utensils. There are no microwaves available for student use.

Hand hygiene

Anyone who enters a school will be required to practice hand hygiene.

- ✓ Before leaving home, on arrival at school, and before leaving school
- ✓ After using the washroom
- ✓ Before and after any transitions within the school setting (ex. To another classroom, indoor-outdoor transitions, etc.)
- ✓ After sneezing or coughing
- ✓ Before and after breaks and sporting activities
- ✓ Before and after using playground equipment



- ✓ Before and after eating any food, including snacks
- ✓ Before touching face (nose, hands, or mouth)
- ✓ Whenever hands are visibly dirty
- ✓ Regularly throughout the day

In classrooms where a sink is not available, alcohol-based hand sanitizer may be used. Due to the loss of bathroom sinks due to distancing requirements, hand-washing sinks are available in most classrooms.

Cleaning procedures

One hand wash station will be set up in every homeroom (unless the classroom has a sink). Each classroom will also be equipped with a cleaning cart that will be managed by staff. Students will be taught their responsibility in helping keep the classroom safe. Hand sanitizing stations will be set up around the school as per ECSD re-entry guidelines.

Water fountains

Students are to use the touchless water fountains in the school. Location: main entrance and grade 5/6 wing

Distancing protocols and school movement

Distancing markers and movement direction stickers will be installed for the beginning of the school year. This will include markers for entrance, bathroom and line-up areas. St. Martin will put measures in place to promote physical distancing, which include:

- ✓ Signage and directional arrows to control the flow of foot traffic
- ✓ Capacity limits for washrooms
- ✓ Staggered times for movement through the hallways
- ✓ Staggered start and/or end times for lunch and recess breaks
- ✓ Assigned entrance and exit doors
- ✓ Removing or rearranging seating in common areas
- ✓ Limiting access to common areas

Quarantine Room

The quarantine room is in the Resource Room. It will be sanitized after every use as well as at the end of the day as a part of the full-school daily clean. The process is as follows:

1. Student identified as ill. If a child needs a mask, one will be provided
2. Student enters the isolation room with a staff member. Student and staff will be masked and wearing PPE
3. General office will contact parents to arrange pick-up
4. Staff remains with the students until the child is picked up.
5. Isolation room will be cleaned after every use

Room cleaning kits (teacher and student responsibilities)

In addition to enhanced and rigorous cleaning protocol, staff and students will also be called upon to ensure individual spaces are maintained throughout the day.

Common Learning Spaces

- a. Library – library stacks have been spread out to ensure distancing. Stacks are in the front entrance and the library.
- b. Tech center – items for student used have been distributed to the classrooms. The tech center will be used for storage this school year.
- c. Gym – Indoor gym activities will begin with cold and rainy weather.



