



Portland Estates Elementary School Re-Opening Plan 2020-2021

This plan is based on guidelines from [Nova Scotia's Back to School Plan](#)

*Subject to change based on Public Health Guidelines

| Communication and Pre-Screening | |
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| Action | Responsible |
| <ul style="list-style-type: none"> ● Communication to families emailed via Swiftk12 communication, school website https://pes.hrce.ca/, Twitter @portlandestates <ul style="list-style-type: none"> ○ School updates ○ Updates from Halifax Regional Centre for Education (HRCE) ○ Updates from the Department of Education and Early Childhood Development (DEECD) (e.g. Back to School FAQ) | <ul style="list-style-type: none"> ● Administration will send daily checklist to families prior to first day of school about pre-screening of students <ul style="list-style-type: none"> ○ COVID-19 Daily Checklist ● Administration will send weekly reminders about current public health measures (physical distancing, hand washing/sanitizing, etc.) ● The office will collect updated contact information to have the most current information on file ● Teachers will communicate with families about classroom procedures |
| <ul style="list-style-type: none"> ● Communication to students regarding current public health measures (e.g. hand washing/sanitizing, cough & sneeze etiquette, physical distancing) <ul style="list-style-type: none"> ○ Hand Washing Poster - Proper hand washing ○ Cough and Sneezing Etiquette ○ Physical Distancing | <ul style="list-style-type: none"> ● Classroom teacher ● Administration ● Signage throughout school |

| Arrivals and Dismissals | |
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| Action | Responsible |
| <ul style="list-style-type: none"> ● We will be staggering our entrance and dismissals in order to limit crowds at the start/end of the school day ● Hand hygiene will be practised upon | <ul style="list-style-type: none"> ● Classroom teachers, specialists, administration |

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| <p>entry and exit</p> <ul style="list-style-type: none"> ● Drop off between 8:40am and 8:50am ● Pick up between 3:00pm and 3:10pm ● Each cohort will have a designated point of entry/exit ● Students will be directed by staff to go to their classroom where teachers will supervise ● Bus students will be dismissed by announcement ● Excel students will be picked up by Excel staff from classrooms | <ul style="list-style-type: none"> ● Classroom teachers will notify families of where their child will enter and exit the school before school begins ● After school pick ups need to be prompt and in a designated spot away from the entrances/exits to avoid gatherings (includes after school programs) |
| <ul style="list-style-type: none"> ● Outside visitors to the building will be limited, including parents/guardians | <ul style="list-style-type: none"> ● Communication to families from administration ● Signage |

| Non-medical masks | |
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| <ul style="list-style-type: none"> ● Required to be worn by students in Grades 4-6 (also by Grade 3's in the Grade 3/4 class) and adults when physical distancing is not possible ● Required to be worn by all bus students ● Masks can be removed for snack, lunch ● Masks can be removed for physical activity indoors where it is not possible to wear one or outdoor activities ● Hands need to be washed/sanitized before/after putting on a mask <p>COVID-19: How to wear a non-medical mask or face covering properly (video)</p> <p>How to wear a mask</p> | <ul style="list-style-type: none"> ● Students will be provided with 2 non-medical, washable cloth masks on the first day of school ● A supply of disposable masks will be on hand in case a student forgets or loses theirs ● When not in use, non-medical masks need to be stored in a safe place (e.g. fanny pack, clothing with zippered pockets, etc.) ● Students wearing masks are encouraged to bring an extra mask each day |

What the school day will look like

- **Non-essential furniture will be removed from classrooms to enable student desks/tables to be spaced out as much as possible to allow students more physical distance**
- **Student belongings (jackets, backpacks) will remain in the classroom. Hallway coat hooks will not be used at this time. Only outdoor shoes will be necessary.**
- **Students will stay with their class throughout the day as much as possible and staff will for the most part come to students**
- **More time (including Physical Education) will be spent outdoors to support physical movement and student well-being**
- ***Caring is not sharing* is a principle we will be guided by. School supplies, personal belongings and food will not be shared.**
- **Sharing of materials/equipment/technology will be limited. When it does occur, it will be cleaned afterwards.**
- **Students will be encouraged to bring their own devices (teachers will provide details when this is appropriate). If this is not possible for students, a device will be provided. School based devices will be cleaned after each use.**
- **Signage will include reminders about students/staff about directions to travel in the hallways, physical distancing, cough & sneeze etiquette, entries/exits, etc.**

Breakfast Program

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| <ul style="list-style-type: none"> ● Prepackaged items will be available to students in each classroom | <ul style="list-style-type: none"> ● Distributed by teacher |
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Recess

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| <ul style="list-style-type: none"> ● Staggered recess schedule to limit interactions between cohorts (15 minutes) ● Each class will have designated area to play (on rotational basis) | <ul style="list-style-type: none"> ● Supervised by classroom teacher, administration |
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Lunch

- Staggered lunch schedule to limit interactions between cohorts
 - 30 minutes to eat, 30 minutes outside
- Supervised by lunch monitors

Notes:

- *Please ensure your child has something for recess/lunch that they are able to manage independently in order to avoid unnecessary handling by others*
- *Please have your child bring a full water bottle each day in order to limit interactions between cohorts in the hallways*

Emergency Drills

- We will still be holding our practice emergency drills so students know what to do during an emergency (these may look different from prior years)
- Will follow Public Health and HRCE protocols
- Administration will communicate details to families prior to drills

Library

- Books will be brought to the classroom
- Students will have the opportunity to select books to borrow (more details to come)

Physical Education

- Will take place outdoors when possible
- Phys. Ed. teachers will be guided by:
- [Physical Education P-12: Preparing for the 2020-2021 School Year](#)

Music

- Will take place in the classroom
- Music teacher will be guided by:
- [Music Education P-12: Preparing for the 2020-2021 School Year](#)

Band

- Details to come
- Band instructor will communicate with registered band students

Strings

- Details to come

Student becomes unwell during school day

| Action | Responsible |
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| <ul style="list-style-type: none">• Student will be asked to wear a non-medical mask and be directed to a separate room in the office• Supervising staff will wear a medical mask and maintain physical distancing• A parent/guardian will be called to pick their child up from school• The parent/guardian will be advised to call 811 to receive next steps from Public Health• The areas used by the individual will immediately be sanitized | <ul style="list-style-type: none">• Teacher will notify the office• Administration or administrative assistant will supervise student and call home• Custodian will be contacted to sanitize areas • If a COVID-19 case is identified, Public Health and HRCE will provide direction about communicating with families |

Contact tracing

- Substitute teachers will sign in at the office and follow school protocols
- Specialists and support staff will keep a record of classes and students they worked with each day along with times (e.g. resource, guidance, EAL teachers)
- Teachers will maintain a bathroom log

Cleaning

- Custodians will be following HRCE and Public Health guidelines regarding cleaning
- Custodians have been advised to continuously clean contact surfaces and to provide thorough cleaning of classrooms each day

We appreciate the support of our Portland Estates Elementary school families. Please don't hesitate to reach out to us if you have any questions/concerns. Our website can be found at <https://pes.hrce.ca/> and our Twitter account (@portlandestates) can be viewed without a Twitter account for updates