



GUTHRIE SCHOOL

Relaunch Guidebook

August 26, 2020

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School Operations

Exterior School Doors

Signage has been posted on all exterior doors indicating that all visitors must complete the self screening questionnaire, be wearing a mask and must check in by calling the front office before entry. If visitors do not have a scheduled appointment to enter the building, they will need to return to their vehicles and call the office to schedule an appointment. Visitors will only be permitted to enter the building through the front door of the school after they have called the office checking in and staff has let them in. All exterior doors, including the front door will be locked at all times. There is one door designated for staff entry.

Every exterior door will have a QR code that links to the self screening questionnaire. This can be accessed using any mobile device and must be completed before entry.

Students have specific exterior doors that they enter and exit from at the beginning of each day, recess and at the end of the day. These doors have been labelled with the cohorts that will be utilizing them. Staff will be stationed at doors to hold it open for students in the morning, at recess times and at the end of the day to reduce touch points. A map outlining student entrance and exit doors is attached at the end of this document.

Student Arrival and Entry

Students will enter the school through their class' designated door. A map indicating the door that is utilized by each cohort is attached and doors have been labelled. Parents are to remain off school property or in their vehicles when dropping their children off at school.

Preschool students will access the doors between the Out of School Care building and the preschool classrooms. Preschool students arriving off the bus will be met by staff and walked to these doors. One parent is able to walk the student to the doors to the receiving teacher but is not able to enter the building.

Upon arrival, students will proceed immediately to their classroom. Grade 4-9 students are required to wear a mask upon entering the school. All students will use hand sanitizer upon entry of the school and their classroom.

Student Flow within the school

The school has been marked with arrows to help students navigate throughout the hallways. Maps will be placed on all exterior doors with arrows on them for parents to see the flow within the building and help teach some of our younger students hallway directions.

Masks

Students in grade 4-9 are required to be wearing their masks on the first day of school. Parents may either schedule to pick up their child's masks from the school prior to the first day or send their child with their own mask on the first day.

Proper mask use will be taught and promoted. It is our collective responsibility to adhere to mask

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protocols. Two reusable, non-medical masks will be provided to each student. Parents are asked to consider supplying extra masks for their child. Used/soiled masks will be sent home daily for cleaning.

We encourage families to practice [proper mask protocols](#) prior to coming to school.

Recess/Breaks/Playgrounds

Recess times will remain the same as last year. Class cohorts will be assigned a specific area of the playground or field that they are to play on for that day. Each cohort will be given a bin of equipment that will be sanitized after use. Students will also perform hand hygiene before and after each use.

Teachers will establish playground procedures that support as much physical distancing as possible while making use of the playground equipment and field areas before students go outside. Outside supervisors will encourage students to stay within their cohort group during recesses as much as possible.

Playground use - before and after school

Schools will not be assigning staff to supervise playground equipment before and after school. To support safety, this equipment will be off limits to students during these times.

Families who wish to take children to the playground at other times of the day are encouraged to follow the province's [Guidance for Playgrounds](#) to use the equipment as safely as possible.

Snack time

Snack time will be held in cohort groups. These cohort groups will be encouraged to follow AHS guidelines and will be taught to students during the beginning of the school year to help them build common practices for the class.

Lunch time

Lunch time will be held in cohort groups. These cohort groups will be encouraged to follow AHS guidelines and will be taught to students during the beginning of the school year to help them build common practices for the class.

Students are encouraged to bring items for lunch that they are able to open themselves to reduce handling. There will be no sharing of utensils or use of microwaves. Sharing food items between students will not be permitted.

Food Handling

At this time, the school store will not be operational. No general hot lunch or fund-raising food/lunch programs are permitted at this time. Vending machines will not be operational at this time.

Activities that involve the sharing of food between staff and students is not permitted.

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Physical Education

Physical Education, as recommended by our division, will be held primarily outside when and if weather permits. While inside proper sanitization of equipment will happen after each piece of equipment is used. Physical distancing will occur in all PE classes and will also be within the same cohort. Students will practice hand hygiene before and after PE class.

Music

Music students will follow AHS guidelines page 8 of “Guidance for School Entry-Scenario 1”.

Options/CTF/CTS

CTF will once again be held within the cohort groups, a numbered amount of options will be offered and students will be rotated amongst them quarterly this year.

Library

Libraries and learning commons will be utilized for the large space and students will be able to use books, however upon return books will be isolated for 72 hours before being shelved again. Maker space equipment and technology will be sanitized at the end of each cohort use. Students will practice hand hygiene upon entry and exit of the library and learning commons.

Student Groups/Cohorts

Students are cohorted with their homeroom class and will not be moving classrooms for different subjects. If they have a different teacher for a subject, the teacher will be going into that cohort’s classroom.

End of School Day

Teachers will coordinate dismissal so that only one cohort is moving in the hallway and exiting the building at one time. Students will exit from the doors that they entered at the beginning of the day.. Parents are to remain in their vehicles or off school grounds for pick up.

Extra-Curricular Activities

SPS extra-curricular athletics and fine arts performances are suspended until further notice.

Supplies and Storage

Students are asked to bring all belongings to their homeroom classroom and will be able to access them within arms reach of their desk. Students will not be able to access lockers in common areas in order to reduce crowds in hallways. Our students will be permitted to leave their belongings in the classroom for as long as they require them, however their belongings need to be kept in some sort of container. Just to be clear we do not expect students to bring all of their school supplies on the first day of school, and would appreciate if they were labeled with student names and pencils sharpened.

Washrooms

Regular washroom access is maintained for students. Specific washrooms have been designated for specific cohorts. Washroom capacity is limited to the number of stalls in each washroom and has been posted on the doors. Students will be expected to wait, while practicing physical

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distancing from each other, if the washroom capacity is exceeded. Washrooms will be cleaned regularly. Signage has been placed about washing hands and physical distancing. Teachers may decide to take students as a cohort to the washroom to encourage physical distancing and to reduce contact with students from other cohorts.

Hand sanitizing

Schools will be cleaned daily with additional measures put in place throughout the school day. Anyone entering the building will need to use hand sanitizer and put on a non-medical mask. Should medical exemptions from using hand sanitizer be required, those individuals will need to be escorted into the building and wash their hands prior to moving about the school. Sanitizer stations will be available at the various entrances during school days and inside each room within the school.

Early Childhood Education - Staggered Entry Guidelines

Children will begin staggered entry as per usual practice.

During staggered entry the following measures will be implemented:

- Only 1 parent will be allowed to accompany their child
- Maximum number of children will be 6
- EA's will sanitize materials (toys, manipulatives) and furniture immediately following the class time. Mouthed toys will be immediately put into a designated cleaning bucket to be disinfected.
- Classroom spaces will be marked with tape, hula hoops or place markers to ensure appropriate physical distancing is maintained.
- Staff ratio will be increased by having therapy assistants and consultants available. 1:2 for staggered re-entry days.
- Visuals and social stories about cleanliness, handwashing and social distancing will be implemented.
- Only 2 children will be permitted at each center.
- Toy collections will be established based on class groupings

Early Childhood Education – Regular Guidelines

***Will follow the school guidelines**

- EA's will sanitize materials (toys, manipulatives) and furniture immediately following the class time. Mouthed toys will be immediately put into a designated cleaning bucket to be disinfected.
- Toy collections will be established based on class groupings

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