



Windsor Elementary School

6166 Imperial Street, Burnaby, BC, V5J 1G5

Tel: 604-296-9038

May 28, 2020

Dear Families,

Thank you for participating in the survey that was sent to families on Thursday, May 21st.

We are currently in the process of ensuring that necessary preparations have been addressed to ensure a safe return for students and staff next week. ***If you have indicated in the survey that your child won't be returning to school and your circumstances change, please email our secretary, angela.dukic@burnabyschools.ca before sending your child to school as we will need a day to prepare.***

The safety of students and staff remains our number one priority, and measures will be in place to meet the requirements of provincial health and safety guidelines for schools. To accommodate these health and safety measures, including physical distancing, classes will be limited to a small number of students attending at any one time. Windsor currently has about 20% of our students attending in June.

The model being implemented in Burnaby's elementary schools reflects a typical 9:00am-3:00pm school day structure, with students being assigned to a specific cohort to accommodate the smaller number of students in attendance at any one time. Most students will attend school according to their assigned cohort. K to 5 aged children of Essential Service Workers and students with complex and diverse needs may request to attend school up to 5 days per week.

As in-person attendance is optional, in-school instruction will supplement remote learning which will continue until the end of this school year. Students who do not attend in class will continue to be provided with remote some learning opportunities.

The daily schedule & new routines for June are attached below. Students in Kindergarten to Grade 5 will attend one of two cohorts, two days per week and students in grades 6 and 7 will attend one of two cohorts, one day per week. Wednesdays are designated remote learning days and schools will not have in-person instruction for any students with the exception of students of Essential Service Workers and students with disabilities/diverse abilities whose families have requested this support.

For the month of June:

- Students will line-up each morning **with their parents** and answer a set of a health screening questions
- School will be different Click [Staying Home SOCIAL STORY 1](#) & [Return to school SOCIAL STORY 2](#)
- bring your own school supplies & do not leave any supplies at school
- Bring a lunch, as hot lunch program will NOT be provided
- Lunch and recess will have a staggered schedule – see below
- Bring a water bottle, as fountains are closed

We are grateful for your partnership and patience and we look forward to welcoming students back into the school.

Regards,
Dave Heard

Principal
Windsor Elementary

June return to school schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Grades K-5	Cohort 1 9:00-3:00pm	Cohort 1 9:00-3:00pm	<ul style="list-style-type: none"> • Remote Learning • Children of ESWs and students with complex needs 	Cohort 2, if necessary 9:00-3:00pm <ul style="list-style-type: none"> • Children of ESWs and students with complex needs 	Cohort 2, if necessary 9:00-3:00pm <ul style="list-style-type: none"> • Children of ESWs and students with complex needs
Grades 6 /7	<ul style="list-style-type: none"> • Remote Learning • students with complex needs 	Cohort 1 9:00-3:00pm	<ul style="list-style-type: none"> • Remote Learning • students with complex needs 	Cohort 2, if necessary 9:00-3:00pm <ul style="list-style-type: none"> • students with complex needs 	<ul style="list-style-type: none"> • Remote Learning • students with complex needs

Parents: Line-up with your child for your health screening – every morning at 9 am

Teacher	Line-up @ 9am & Pick-up @ 3 pm, locations
Ms. James	Annex main doors; west of entry stairs
Ms. VanEssen	Annex main doors; east of entry stairs
Mr. Gomez	Annex north doors, facing Imperial
Ms. Stone/Ms. Ravensbergen	Shared stairwell with Ms McHugh; cone with teacher's name on it
Ms. Patel	Thru Strong Start door, kids wash hands in student washrooms
Ms. McHugh	Stairwell outside classroom, cone with teacher name on it
Mr. Ragoobar	Front doors on black top, cone with name on it
Ms. Hill	Outside Classroom door
Ms. Brown Ms. Tarves	Staircase, line-up at the bottom, on the gravel
Ms. Yaz	Bottom stairwell; line-up along & garden
Ms. Brnjac	Ms. B's class to share Ms. Hill's outside door for entry / exit
Ms. Thiessen	Front door on blacktop for entry / exit from main parking lot

The district *requires us to stagger our lunch and recess breaks* to reduce the number of kids on the playground and to allow for cleaning high touch surfaces. **All times have adult supervision.**

Class	Kids eat lunch in classrooms	Kids play outside	Recess
Div 4 to 12	11:30 to 11:45	11:45 to 12:30	10:15 to 10:30
Div 1 to 3	12:20 to 12:35	12:35 to 1:20	10:35 to 10:50

Orientation Checklist and Duties

Either the Administrator or designated staff will supervise the orientation.

Students and staff will participate in this orientation

Prepare the Rooms and Entry/Exit Area	
	The sinks are maintained with soap and paper towels
	Non-essential furniture is moved to the side, excess chairs stacked, access to non-essential materials covered or blocked.
	There are enough garbage cans for paper towel disposal
	The routes to staff washrooms and child washrooms are identified
	A supervised isolation room is identified for holding a sick child requiring pick-up
	Review the technique and frequency of handwashing (see below).
Arrival and Pick-up	
	The parents and students must maintain a 2 metre distance with cones/tape during arrival / drop-off
	Parents do not enter the room/building
	Ask the parent(s) the following questions upon arrival: <ul style="list-style-type: none"> ○ Does your child have a fever, cough, congestion, nasal drip? ○ Are they sneezing or do they have persistent respiratory symptoms? A yes to any of these questions means the child should not enter the school/building
	Parents / caregivers must be advised to limit equipment from home to those that are easily cleanable.
	Assign each student to their own designated area of the classroom and personal equipment for the program
	Review and demonstrate the handwashing and physical distancing protocols with the children when they arrive (see below). This includes all the times they need to wash their hands. Please note handwashing does not require warm water.
Daily Operations for Staff	
	Staff with cold symptoms should book their absences as per usual so replacement staff can be provided.
	Remain in the designated rooms to minimize contact with the rest of the school staff
	The staff room fridge, microwave and sink are available to use. The staff room is not available for eating lunch or sharing food.
	Staff should stagger their breaks, may have to stagger student breaks as well, depending on how many

	kids are at school Only 2 students in the washroom at any one time.
	The photocopier is available, if needed however, coordinate times with the school as teachers will be needing access as well.
	Staff will select the computers / devices to use and identify these for cleaning.
	Students and staff will not share food and keep their food in their designated area.
	If a student starts exhibiting cold symptoms during their stay; <ul style="list-style-type: none"> ○ They should be moved to the isolation room and supervised. ○ The supervising staff should maintain their distance and wash their hands ○ Parent / Guardians must be notified to pick up the student. ○ The area where the student was isolated must be disinfected
Daily Cleaning	
	A custodian will be available to check in up to 4 times per day or upon request to respond to any concerns.
	A cleaning kit made up of a spray bottle with an approved disinfectant and paper towels will be available for staff to help manage immediate cleaning.
	CUPE staff may be required to assist in cleaning equipment using the cleaning kit after use to help support the custodian. The room will be disinfected by custodians after each day.
	Contact the custodian for support when there is a disinfection concern.

Six steps to proper handwashing

1. Wet hands with running water.
2. Lather hands with soap. Antibacterial soap is not required.
3. Rub hands together *for at least 20 seconds* (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Children should wash their hands...

- When they arrive at the school and before they go home
- Before eating and drinking
- After playing outside
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

Staff should wash hands...

- When they arrive at the school and before they go home
- Before handling food
- After contact with body fluids (runny noses, spit, vomit, blood)
- After handling garbage
- Whenever hands are visibly dirty