

## Elementary School

### Site Specific Plan and Routines for Parents\*

School Name: Queen Victoria P.S

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905 667-5880 or email <a href="mailto:queenvictoria@hwdsb.on.ca">queenvictoria@hwdsb.on.ca</a>
<u>Screening</u>	Parents must support students in screening for COVID symptoms prior to coming to school each day. Details to be confirmed.
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office before coming to the school to speak with a staff member.
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905 667-5880 and/or <a href="mailto:queenvictoria@hwdsb.on.ca">queenvictoria@hwdsb.on.ca</a> to connect with a teacher, principal or vice principal.
Bus loading and unloading	School buses will unload at: Walnut St. And Ferguson Ave. School buses will load at: Walnut St. And Ferguson Ave. Masks must be worn while riding the bus.
School Parking Lot	Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Parking lot is not to be used for parents for drop off or pick up. Please use Forest Ave. for Kiss and Go to drop off or pick up children.
Entry and Exit for Students	Parents are asked to enter and drop their children off at the Walnut St. playground for students who are in classes with the following teachers: Arruda, Preston/Ledda, Skirrow, Mullin/Cole, Dykstra/Francis, and Hicks.  For students in grade 2 to 8. they will enter and exit off the Charlton St. playground.  For students in Kindergarten classes with the following teachers: James/Crooks, Kuzmichuk/Flavour and Wilson/Cirillo, they will enter and exit the front Kindergarten playground located by the front door.  When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up.

	<p>Students/parents must physically distance (2m) from other families/staff while on school property.</p> <p>Adults must wear face coverings while on school property.</p> <p>At the end of the day, students K – Gr. 3 (unless bussing) will be dismissed directly to parents from their outdoor designated class location.</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p> <p>Students are not to exit the front door at any time as there is no supervision in the front parking lot after school.</p>
Movement Around the School	<p>Students will remain with their class cohort throughout the day.</p> <p>Students remain in their classrooms throughout the day.</p> <p>Subject specific teachers will travel to classes where possible to provide instruction.</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p>
Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing from students in other cohorts.</p> <p>Shared use of lockers/hooks/cubbies may take place within a cohort or family.</p> <p>Students will keep work materials at their desks.</p>
Class Set Up	<p>A sink or hand sanitizer is available in all classrooms.</p> <p>Each student is assigned a work-space area that ensures distancing from others.</p> <p>All desks are forward facing.</p> <p>Where tables are used, use a physical divider (plexi) where available to separate students (optional).</p> <p>All required work materials are located at student's workspace</p> <p>Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
Kindergarten	<p>For students in Kindergarten classes with the following teachers: James/Crooks, Kuzmichuk/Flavour and Wilson/Cirillo, they will enter and exit the front Kindergarten playground located by the front door.</p> <p>For students in Kindergarten classes with the following teachers: Mullin/Cole, and Dykstra/Francis, they enter and exit at the Walnut St. playground.</p> <p>No plush toys permitted.</p>
PE, Music, Learning Commons	<p><b>Physical Education (PE)</b></p> <p>Where possible, PE will take place outdoors.</p> <p>Classes may be held in the gym with cleaning of high touchpoints throughout the day.</p> <p>Change rooms are open to single cohorts with masking and distancing.</p> <p>Students are encouraged to come dressed in comfortable clothes</p> <p><b>Music</b></p>

	<p>Wind instruments and brass instruments may be used indoors with distancing.</p> <p>Singing may take place indoors with students wearing masks.</p> <p><b>Learning Commons</b></p> <p>Learning Commons may be scheduled for one class at a time (book exchange permitted).</p>
Nutrition Breaks	<p>Grades 1 to 3 will go outside for 20 minutes from 10:10 am – 10:30 am and will eat inside from 10:30 am to 10:50 am.</p> <p>For Grades 4 to 8 they will eat from 10:10 am to 10:30 am and then go outside from 10:30 am to 10:50 am.</p> <p>Grades 1 to 3 will go outside for 20 minutes from 12:30 pm – 12:50 pm and will eat inside from 12:50 pm to 1:10 pm.</p> <p>For Grades 4 to 8 they will eat from 12:30 pm to 12:50 pm and then go outside from 12:50 pm to 1:10 pm.</p> <p>Kindergarten students will have snack during the same nutrition breaks noted above.</p> <p>Students eat in their classrooms at their work space area.</p> <p>No sharing of food or beverages.</p> <p>Each class has a designated outdoor play area (2 m from other classes).</p> <p>Outdoor play spaces have been marked with tape boundaries.</p> <p>Students may remove masks during outdoor play.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms.</p> <p>Occupancy limits will be posted outside washrooms.</p> <p>Markings outside washrooms for physical distancing of students awaiting entry.</p> <p>Students maintain physical distancing while in washrooms.</p> <p>Urinals and stalls: every other one marked off.</p> <p>Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students use Hydration Station to fill labelled water bottles.</p> <p>Markings to ensure physical distancing in line up.</p> <p>Students should bring a reusable labeled water bottle daily.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required).</p> <p>No outside program providers will come into schools.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'.</p> <p>Food is delivered in bins to each classroom.</p> <p>Food sales have been suspended at this time.</p> <p>Students will be encouraged to wash hands before and after eating.</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location.</p> <p>The school office will contact parents immediately to come to the school for pick up.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact the office if you have any concerns about your student wearing a mask/face covering.</p>

	Masks will be provided to students who forget to bring one.
Ventilation	Parents may access information regarding ventilation at <a href="https://www.hwdsb.on.ca/about/school-renewal/ventilation/">https://www.hwdsb.on.ca/about/school-renewal/ventilation/</a>

\*parents, guardians, caregivers