

Sir William Osler Elementary: Site Specific Plan and Routines for Parents/Guardians/Caregivers/Students and Staff

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	<ul style="list-style-type: none"> All student registration will be virtual. Parents/Guardians may contact the main office at 905-628-1588 or email sirwilliamosler@hwdsb.on.ca
Screening	<ul style="list-style-type: none"> Parents must support students in screening for COVID symptoms prior to coming to school each day. Details to be confirmed. The school will provide a sign off document to be completed each day. Students will have access to the screening tool on a device or with a paper copy and will be required to show proof of screening to their period one teacher daily.
Parent Access to School	<ul style="list-style-type: none"> 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. Parents dropping off items to the school (forgotten lunches, extra clothing items etc.) will not enter the office area. A designated drop-off location/table in the front hall will be provided. *Parents will not be permitted to access other parts of the school without authorization from office staff (as per school board guidelines).
Parent Communication with School	<ul style="list-style-type: none"> Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905-628-1588 to speak with a teacher, principal or vice principal. General School Email (checked frequently by office staff): sirwilliamosler@hwdsb.on.ca
Bus Loading and Unloading	<ul style="list-style-type: none"> School buses will unload and load in the same area as in previous years (upper parking lot bus lane). Loading and unloading will adhere to distancing guidelines. Student seating plans will be collected and adhered to for cohort/contact tracing purposes. Courtesy seating requests will not be considered until the beginning of October.
Osler School Parking Lots & Parent Drop-Off/Pick-Up	<ul style="list-style-type: none"> The upper parking lot will be closed to parent/caregivers (unless child is going to or coming from the daycare). The

	<p>front row parking spaces will continue to be reserved for daycare provider (drop-off, pick-up)</p> <ul style="list-style-type: none"> • We expect a higher than normal level of car/foot traffic on school property at drop-off and pick-up times. We also want to ensure that school staff are able to find parking to start their day. As a result, we encourage parents to park off property if necessary and where, possible • Arrange to walk students (or have students meet you) at an off-site location • Drop students off from an off-site location and students can then walk to their designated cohort location on the back playground locations. Parents please say your goodbyes to your child at the playground/pavement gate prior to them entering cohorts, there can be *no parents in student cohorts or walking through cohorts. Staff will start supervision at back at 9:00 am and will support your child as needed. • The kiss and ride area (in front of main stairs-lower parking lots) will continue to function as per usual. • Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.
<p>Entry and Exit for Students</p>	<ul style="list-style-type: none"> • When students enter the school yard, they are to proceed directly to their designated class cohort location (marked) on the back playground/field and line up (*parents please do not enter this area with students) • Free play before and after school is discouraged to maintain predetermined cohorting as much as possible. • Students/parents must physically distance (2m) from other families/staff while on school property. • Adults must wear face coverings while on school property. • Students will enter and exit the building via their designated entrance/exit door only. • At the end of the day, students K – Gr. 3 (unless bussing) will be dismissed directly to parents from their outdoor designated class location (*parents please do not enter the back playground at dismissal, please wait in another predetermined spot on school property). • Older students (Gr. 5-8) will be dismissed first to facilitate younger sibling pick-up if needed • Upon dismissal, students must leave school property in a timely fashion.
<p>Movement Around the School</p>	<ul style="list-style-type: none"> • Students will remain with their class cohort throughout the day. • Students remain in their classrooms throughout the day (students will travel to gym and intermediate music accordingly, as well as to small groups such as Empower) • Subject specific teachers will travel to classes where possible to provide instruction.

	<ul style="list-style-type: none"> When moving about the school, students/classes will walk on the right side, maintaining physical distancing, and will be wearing masks.
Student Belongings	<ul style="list-style-type: none"> Lockers will not be utilized at this time. Students will keep work materials, back packs, coats, at their desks or in a classroom space designated by the teacher. This will eliminate hallway crowding and accidental mixing of cohorts. We have no single locker usage capacity at Osler and as such we are not permitting shared locker usage at this time. Students will be directed to only bring essential items to school to maximize classroom space.
Class Set Up	<ul style="list-style-type: none"> A sink or hand sanitizer is available in all classrooms. Each student is assigned a work-space area that ensures distancing from others. All desks are forward facing and are not to be moved. Where tables are used, use a physical divider (plexi) where available to separate students (optional). All required work materials are located at student's workspace Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.
FDK	<ul style="list-style-type: none"> Parent pick-up and drop-off in Kindergarten designated areas. Cohorts have been mapped. *Parents are not to enter FDK fenced in area or cohorts at back of school. Staff will be in those areas to support student entry and dismissal All school specific information including entry, NB, class centres, snacks, outdoor play will be communicated by your child's classroom teacher. Outdoor field space and cohort space is available for usage during the school day (teacher discretion) No plush toys permitted.
PE, Music, Learning Commons	<p>Physical Education (PE)</p> <ul style="list-style-type: none"> Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints throughout the day. Change rooms are open to single cohorts with masking and distancing (teacher discretion). Students are encouraged to come dressed in comfortable clothes. <p>Music</p> <ul style="list-style-type: none"> Wind instruments may be used indoors with distancing. Singing may take place indoors with students wearing masks. Equipment will be regularly sanitized. <p>Learning Commons (Library)</p>

	<ul style="list-style-type: none"> • Learning Commons may be scheduled for one class at a time (book exchange permitted). *Librarian will be creating a schedule with administration. • Details on book exchange process etc. to be communicated once available. • The space will also be used and scheduled for predetermined specific small group instruction.
<p>Nutrition Breaks</p> <p>NB 1: 10:55-11:35 NB 2: 1:15-1:55</p> <p>20 minute eating time x2 20 minute outdoor time x2</p>	<ul style="list-style-type: none"> • To limit the amount of students outside at a time, we will continue staggering half the amount of students outside. • Students will eat in their classrooms at their workspace area (no food or beverages outdoors). • Students are not permitted to move their desks or switch seats with others. • No sharing of food or beverages. • We strive to be nut safe and do what we can to keep nut products out of our classrooms. • Each class has a designated outdoor play area (2 m from other classes). • Outdoor play spaces have been marked with orange lines • Students may remove masks during outdoor play. • No equipment will be permitted on the playground at this time. Please leave all balls, frisbees, etc. at home. • Food sales have been suspended at this time. • <i>Grade 7 & 8 students</i> will again be permitted to leave school property (unsupervised) at 2nd nutrition break. *with and only with prearranged, documented parent permission on file with classroom teacher and office staff that must be communicated with school office. • With appropriate parent authorization provided, <i>Grade 5-8 students</i> will be allowed to go home for lunch at 2nd nutrition break. Students will return to school at the end of the 2nd nutrition break. • Reminders of physical distancing and proper hand hygiene should be continued while off property and prior to school re-entry.
<p>Washroom Use</p>	<ul style="list-style-type: none"> • Students will use washrooms closest to their classrooms. • Occupancy limits will be posted outside washrooms. • Markings outside washrooms for physical distancing of students awaiting entry. • Students maintain physical distancing while in washrooms. • Urinals and stalls: every other one marked off. • Students may use hand dryers or paper towels.
<p>Hydration Stations</p>	<ul style="list-style-type: none"> • Water fountains have been closed. • Students use Hydration Station to fill labelled water bottles. • Markings to ensure physical distancing in line up.
<p>Clubs and Extracurriculars</p>	<ul style="list-style-type: none"> • Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required).

	<ul style="list-style-type: none"> Attendance will be taken by staff leading/supervising activity for contact tracing purposes. No outside program providers will come into schools.
Ill or Injured Students	<ul style="list-style-type: none"> Ill or injured students will wait in a separate supervised location. The school office will contact parents immediately to come to the school for pick up.
Mask Rules	<ul style="list-style-type: none"> All students must wear a non-medical mask or face covering on school buses and in the school. Contact the school office if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.
Ventilation	Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/
School Organization	<ul style="list-style-type: none"> We have had some changes to our school organization. Please know that until we have accurate numbers (see students in person) we may need to make further changes. *We are unable to consider requests for classroom changes at this time. We would like to welcome to the Osler team: <ul style="list-style-type: none"> Mr. Gushie -JSD Ms. Horvath .5 -JSA Ms. Schell -67A Ms. Destro -F78B Ms. Bailey .6 Prep Coverage Ms. Hammond .2 LC Ms. Garner .5 Core French Ms. Cianfrini -ExSL Ms. Fapuro -ExSL EA DECE JSC -TBD .5 EA -TBD We anticipate an end of September reorganization, and we appreciate your patience as we work through any required changes due to reorganization. Classes will be balanced, mostly due to space considerations and physical distancing requirements.
Other Items	<ul style="list-style-type: none"> Please continue to check HWDSB and Osler websites for all up to date information.

Outdoor Cohorting: Below you will find an overview and a visual overhead view of our SWO back playground and field. Pavement and playing field continue to be sectioned into class cohort spaces. *Staff will communicate all expectations with students on the first day of school when discussing routines, as well as several reminders throughout the first few weeks).* The marked areas will be where students:

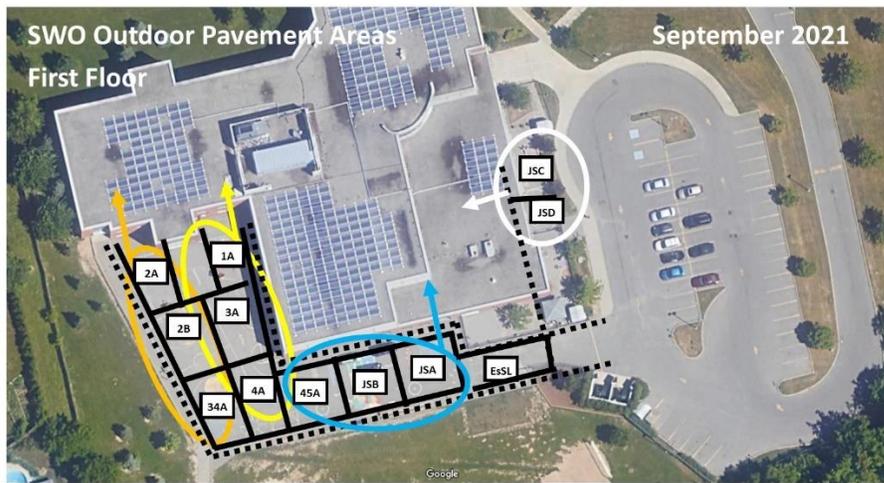
- Will be dismissed at end of day

- Upon entering the school property, **students** will move to their outdoor cohort area -no free play at this time
- Will go directly to this area for outdoor play during Nutrition Breaks
- Will enter and exit the building (with exception of some bus students) via their designated entrance/door
- Will travel to and from the school building in the travel lanes (as marked) without entering other designated cohort spaces

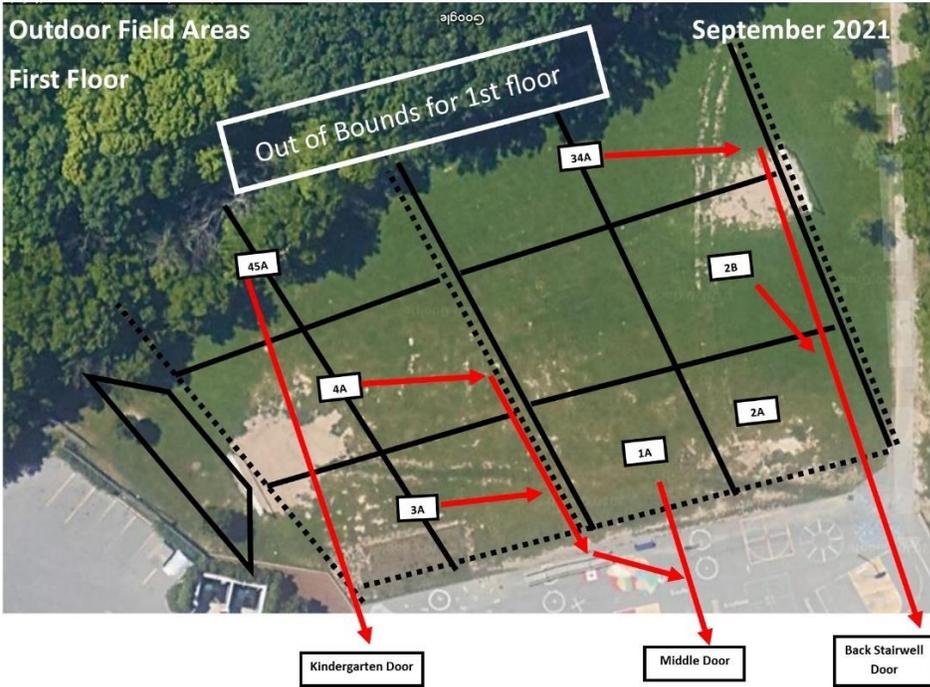
Excited to start our 2021-22 school year together, see you all soon!

T. Walsh D. Repchuck

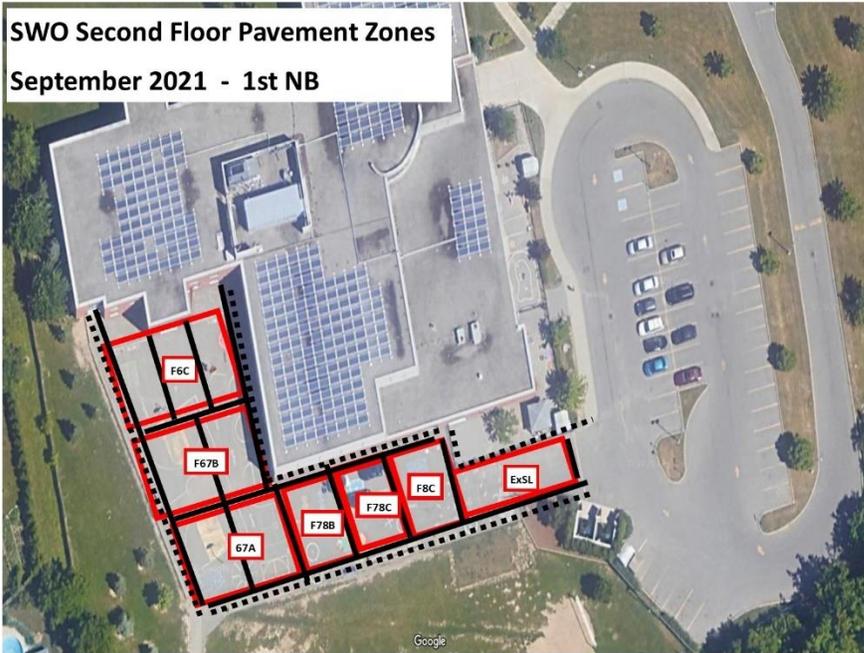
Principal Vice Principal



<p>Entrance Order</p> <p>Primary Classes (back stair-well):</p> <ol style="list-style-type: none"> 1. 2A 2. 2B 3. 34A 	<p>Entrance Order</p> <p>Primary Classes (near the gym):</p> <ol style="list-style-type: none"> 1. 1A 2. 3A 3. 4A 	<p>Entrance Order</p> <p>Caretaking Door:</p> <ol style="list-style-type: none"> 1. 45A 2. JSA 3. JSB 	<p>Kindergarten Pen:</p> <ol style="list-style-type: none"> 1. JSD 2. JSC
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SWO Second Floor Pavement Zones
September 2021 - 1st NB



SWO Second Floor Pavement Zones
September 2021 - 2nd NB

