

Site Specific Plan and Routines for Parents*

School Name: Westwood

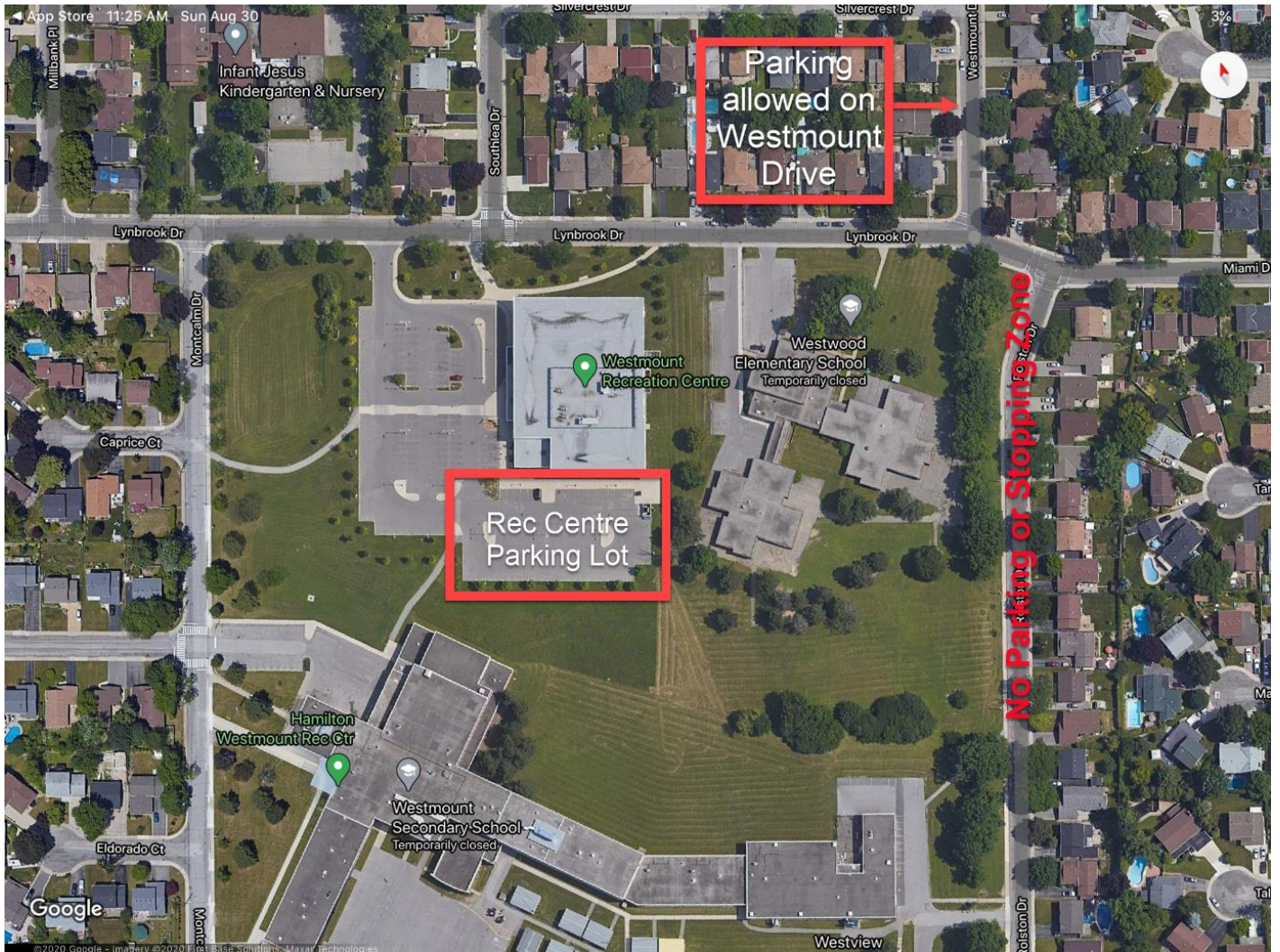
HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at (905) 383-2143 or email westwood@hwdsb.on.ca
Screening	<p>Parents must support students in screening for COVID symptoms prior to coming to school each day. Details to be confirmed.</p> <p>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.</p>
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 through phone and email. Contact the school at (905) 383-2143 or email westwood@hwdsb.on.ca to speak with a teacher or principal. For additional school related information you can also visit our website: http://www.hwdsb.on.ca/westwood
Bus loading and unloading	<ul style="list-style-type: none"> School buses will load and unload at: Lynbrook Drive (by kindergarten fenced play area)
School Parking Lot	<ul style="list-style-type: none"> Since our personalized transportation buses load and unload by our main front doors, our school parking lot will continue to be closed to parent and visitor parking during entry and dismissal times to ensure safety and physical distancing. Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Parents driving their children to school are encouraged to drop and walk at a location near to the school (<i>Westmount Rec. Centre Parking Lot, Westmount Drive. Please see map below</i>)
Entry and Exit for Students	<ul style="list-style-type: none"> Parents are asked to drop their grade 1 – 5 children off at the primary and junior drop off zones (please see map below) where the grass meets the paved black top. To ensure proper physical distancing, <u>parents will not be allowed on the paved black top area.</u> Parents are asked to drop their kindergarten children off at the kindergarten play area gate and are encouraged to move away from the gate area to avoid congestion with other students being dropped off. When students enter the school yard/kindergarten play area, they are to proceed directly to their designated class location (marked) and line up.

	<ul style="list-style-type: none"> Students/parents must physically distance (2m) from other families/staff while on school property. Adults must wear face coverings while on school property. At the end of the day, students K – Gr. 3 will be dismissed directly to parents from their outdoor designated class location. Upon dismissal, students must leave school property in a timely fashion.
Movement Around the School	<ul style="list-style-type: none"> Students will remain with their class cohort throughout the day. Students remain in their classrooms throughout the day. Subject specific teachers will travel to classes to provide instruction. When moving about the school, students/classes will walk on the right side, maintaining physical distancing.
Student Belongings	<ul style="list-style-type: none"> Use of lockers/cubbies will ensure physical distancing. Shared use of lockers/hooks/cubbies may take place within a cohort. Students will keep work materials at their desks.
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. Where tables are used, physical divider (plexi) will be used 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.
Kindergarten	<ul style="list-style-type: none"> During school entry, kindergarten cohorts will be physically distanced from each other. There will be assigned spaces on kindergarten playground to maintain physical distance between cohorts with regular supervision to be met by classroom educators on playground at entry bell; Students will be assigned specific learning spaces by educators. Sharing of materials will be limited wherever possible. Students may share learning materials (e.g., manipulatives, art supplies, indoor PE equipment, iPads, outdoor materials, etc.) with good hand hygiene and respiratory etiquette. All students will have an opportunity to eat at an assigned designated space during nutrition breaks. <i>No plush toys or blankets permitted.</i>
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. 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. <p>Learning Commons</p> <ul style="list-style-type: none"> Learning Commons may be scheduled for one class at a time (book exchange permitted).

Nutrition Breaks	<p>First Nutrition Break: 10:45 – 11:25 a.m.</p> <p>Second Nutrition Break: 1:05 – 1:45 p.m.</p> <p>*Students will eat in their classrooms during the first half and go outside for the second half of the nutrition break*</p> <ul style="list-style-type: none"> • Students eat in their classrooms at their work space area. • No sharing of food or beverages. • Each class has a designated outdoor play area (2 m from other classes). • Outdoor play spaces have been marked with spray paint on grass and on the paved black top. • Students may remove masks during outdoor play.
Washroom Use	<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 paper towels.
Hydration Stations	<ul style="list-style-type: none"> • Water fountains have been closed. • Students use Hydration Station to fill labelled water bottle from home. • Markings to ensure physical distancing in line up.
Clubs and Extracurriculars	<ul style="list-style-type: none"> • Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). • No outside program providers will come into schools.
Nutrition Programs	<ul style="list-style-type: none"> • All Nutrition Programs are 'Grab and Go'. • Food is delivered in bins to each classroom. • Food sales have been suspended at this time.
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 busses and in the school. Contact westwood@hwdsb.on.ca if you have any concerns about your student wearing a mask/face covering. • Masks will be provided to students who forget to bring one.

[*parents, guardians, caregivers](#)

Alternate Parking Areas (Drop off and Pick up)



Parent Pick Up and Drop Off Zones

