

Knowlton Academy Daily Procedures Covid-19 Safety Guidelines

Dear KA Families,

Here is a very simple guide to the guidelines we will be following at Knowlton Academy and that we are asking you to follow at home and when getting ready for school every morning.

Before your children leave home each morning please insure that they are healthy – no fever (38 degrees or higher), cough, sore throat, difficulty breathing, cold, stomach issues, flu, fatigue, loss of appetite, general muscle pain. If your child is not well- **KEEP THEM HOME** until they are better.

This may be a simple cold, flu but it could be signs of Covid 19. If you believe this is a possibility, please call 1-877-644-4545. keep the child at home, avoiding others until you receive further instructions from Public Health. We would appreciate if you would take your children's temperatures every morning and have them wash their hands before getting on the bus or coming to school by car. (It is not realistic to check 270 students every morning.

If on arrival or during the day your child is ill, you will be called immediately to pick them up. There will be a staff member with them and they will be kept in our isolation room until you arrive. If your child is ill and you are keeping them home, please call Mrs. Spencer in the office and let us know why they are not in school.

All students from Grade 5 and up are required to wear a mask at school. Students will sit 2 on a seat and they will have a constant seat mate during the year.

Upon arrival at school and on the playground the students will be required to stay 2 metres apart. If we say 2 metres, we are sure they will stay the required 1 metre. We will not have zones at recess or lunch. If there are issues with this rule on the playground, we will set up alternating zones for classes.

Please do not drop your children off before 7:50. AM. Car drop off remains in the back of the school. Please be cautious when dropping off your children. Students will then walk to the front of the school. The parking lot in the back of the school has been enlarged and repaved over the summer. Please drop your children off close to the grass after you have turned around so they are not in the car zones but safely on the grass, then you can just leave. We are requesting that parents say their goodbye's on drop off, not coming on the playground or in the school unless absolutely necessary.

Bus drop off remains in front of the school in the morning. A teacher will greet the students as they get off the bus.

When the bell rings students will line up in their class group on the field with social distancing between each class group. Teachers will greet them outside at 8 AM and each student will have a spray of disinfecting gel to clean their hands well before entering the school, a class at a time.

Students in morning daycare will join their class line when the bell rings.

All students grade 5 and up must wear their masks when entering the building, in the hallways and common areas. Masks may be taken off in the classrooms but students may choose to keep them on.

Masks are not compulsory for students from K\$- Grade 4 on the bus or at school but the use of masks is strongly encouraged.

Student masks are not provided by the school. We do have them available if a student forgets theirs occasionally. All students should have 2 masks that are washed daily. They should be kept in a paper bag on the student's desk when not in use and should be handled by the elastics. Masks are not to be shared. Food should not be shared as well

Hands should be washed or disinfected before the mask is handled.

Students should come to school every morning with a filled water bottle. There is only one water filling station by the gym. All water fountains are closed.

Students should come to school with an umbrella and proper rain gear labelled with their name. We will be outdoors as much as possible for recess periods and line-ups unless there is heavy rain.

All adults must wear masks on entering the school and again in all common areas and hallways. Masks must be worn if closer than 2 metres in the classroom by teachers and support staff.

Parents, visitors and volunteers, (limited for now) may only take off their masks if seated for a meeting or event and 1.5 metres apart.

Students will have their lockers/hook area- again all classes are social distanced. (Please have 2 pairs of shoes)

Breakfast program will start on Sept.15 with a staff member assuring the students sit at their assigned class table and social distance. There will be plexiglass between the volunteers and the students at the counters. (our guidelines will follow our cafeteria ones)

Every class represents its own class bubble. No social distancing is required in class between students but a 2 metre distance must be kept between adults and students. Masks must be worn if adults are closer than 2 metres. Students may keep their masks on in class if they prefer.

The students will remain in their class, with teachers coming to them. The exceptions are for Phys. Ed and Art. Disinfecting will take place between groups with materials and surfaces used. Each class has disinfecting materials in the class. Class windows will be kept open as much as possible during the day and closed after school.

Children will be sanitizing hands every time they enter and exit the building.

Students that have early entry, sheltered recess and or sheltered lunch will be in set fixed groups. If not from the same class there will be a metre distance kept between students. This goes for students using our Nest, Oasis and Resource rooms as well.

Our cafeteria has been zoned for class groups. Students will wash/disinfect their hands before entering the cafeteria and then before going outside. There are two tables for each class. Each class group is a metre away from the next group. Each area is clearly marked on the floor with blue tape and tables are clearly marked. As usual K-3 eat at 11:40 and Grade 4- Sec. 1 at 12:10.

Kindergarten tables are in the next room, again two tables per class and a metre apart. Secondary One eat there as well in the second lunch time. The K4's will be eating in their class room.

Microwaves will be operated by the supervisors only and classes will go up separately if getting hot lunch. Plexi- glass is being put at all 3 openings between the kitchen and outer counter.

Tables and stools and counter surfaces will be disinfected between lunch waves and the students will be served each item.

Washrooms will be cleaned regularly throughout the day. I have asked for plexiglass between sinks when there is more than one sink in a washroom. One student at a time in the washroom is the rule. Others wait outside. Students must wash their hands before they reenter the classroom.

We will have gym outdoors as much as possible and there will be up to 6 sheltered areas for classes to go outside to hold classes as well.

The garden will be used but with only one class at a time being allowed and if garden equipment is used, they will be cleaned before another class uses them.

As few materials as possible should go back and forth from home to school.

For Afternoon dismissal, teachers will bring students to their class lines outside. One class at a time will go to the buses, with drop off at the daycare door for daycare students (hands will be disinfected before entering the bus or back into the school for daycare. Buses will be waved to go when they are all loaded.

The pick-up students will remain in their lines until parents are allowed to drive through the front driveway one at a time to pick up their child. Ms. Garneau and Mr. Lemaitre will be in charge of the parent pick-up. The cord will come down once the buses are loaded. This is the same procedure as in the Spring and it worked well.

There will be no extra activities (dance, sports, robotics, gymnastics, choir etc. for now. We will restart them when and as we can do so safely and have been given permission to.

Our library will open in October with one class only at a time, with a schedule and returned books quarantined for a minimum of 24 hours. Our book bag program will also be on hold for now.

Daycare groups will be formed and will remain stable. These groups now do not have to social distance within the set group. Each group must social distance from the other groups and no materials can be shared between groups. Disinfecting of surfaces and materials will occur on a continual basis as in the classes, cafeteria, etc.

Parents and staff will be notified if there is a confirmed covid case and we will follow what we are told to do by Public Health exactly.

We take your children's safety and well-being very seriously. We will do everything in our power to keep our students, staff and families safe by following all the guidelines set out for us.

Please check your email, our website, face book page and the ETSB website for updates from the Ministry, ETSB and from Knowlton Academy. Please reach out if you have any concerns or questions.

Thank you for your co-operation. Together we will have a safe and happy year at Knowlton Academy.

Sincerely,

Renalee Gore – Principal

