

**Important Information – Please Translate**

這是一份重要資訊 — 請找人為您翻譯 這是一份重要信息 — 請找人為您翻譯

Mahalagang Impormasyon - Paki salin sa sariling wika

Thông tin quan trọng - Xin tìm phiên dịch

ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ-ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਅਨੁਵਾਦ ਕਰੋ/ਕਰਵਾਓ

महत्वपूर्ण जानकारी - कृपया अनुवाद करें	중요한 정보 - 번역 부탁드립니다
Información importante - Por favor traducir	معلومات مهمة - الرجاء الترجمة
重要な情報-翻訳してください	اطلاعات مهم - لطفا ترجمه کنید

August 28, 2020

Good afternoon Westwood community,

Our school is getting ready to welcome students back to school in a safe and controlled manner. The Ministry of Education announced that BC schools will open in Stage 2 where students are encouraged to attend daily as schools will not be able to provide the remote learning options that we did in June. The first day of school for students is Thursday, September 10<sup>th</sup>. You can read more here: <https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-education-restart-plan.pdf>. On Tuesday, September 8<sup>th</sup> and Wednesday, September 9<sup>th</sup> staff will be reviewing and implementing safety procedures within the school.

The Ministry also has a site with information for parents:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

We have worked under the guidance of public health authorities and the Ministry of Education to develop a plan so that students and staff can learn and work together safely. We are ready to welcome your child back to school. We will strive to keep learning as the focus, but school *will* look different as health and safety are critical factors in our planning. Below is a brief summary of some of the actions taken to safely restart school this September.

#### Health and Safety

- Daily health screening check for students (by parents) and staff before arriving at school.
- Students and staff who are ill (cold, flu or [showing Covid-19 symptoms](#)) must stay home. If a child becomes ill during the school day, they will be isolated from their Learning Group/class and the parents contacted to come and pick up as soon as possible.
- Families arriving from outside of Canada must self-isolate for 14 days before entering school.
- There will be enhanced cleaning protocols especially focused on high touch points (doorknobs, faucets, etc.)
- Teachers will be encouraged to take their class outside more frequently.
- A staggered schedule may need to be adopted to promote physical distancing at drop off/pick up; and recess and lunch times.
- There will be no large gatherings (assemblies, special events, open house) at this time.
- Elementary students are welcome to wear a mask, but it is not mandatory at this time.
- No sharing of food or drink. This includes bringing in 'treats' for other classmates.

- Parents and visitors must make an appointment to meet with staff. There will be limited access to the building by parents and visitors. All visitors must sign in for the purpose of contact tracing. Virtual meetings will be an option for staff and parents.
- We also ask parents to also practice physical distancing (staying apart 2m) when on school grounds. This is for your safety and good modeling for our students.

### Learning Groups

- A [Learning Group](#) is defined as a group of students and staff who remain together for an extended period of time and who interact primarily with each other.
  - In the Coquitlam School District, the Learning Group will include your child's classmates and any staff assigned to work with the students on a regular basis, like your child's teacher.
  - Within the learning group, while there will be less opportunities to physically distance, physical contact will be discouraged.
  - The learning group will stay together. Students will learn, eat and play together.
  - Class size limits have not changed, therefore a kindergarten class will have no more than 22 students along with the staff who work regularly with the classroom; a primary class with no more than 24; and an intermediate class with no more than 30 students in the group.
  - The Ministry of Education has stated that Learning Groups cannot exceed 60 people at elementary school. Therefore, our Learning Group sizes are well under the provincial limits outlined in Stage 2. In most cases our Learning Groups will be kept well below 60.
- Morning, recess, lunch and afterschool schedules and routines will be adjusted to keep Learning Groups apart as much as possible.
- If children interact with students or staff from other learning groups, they will be expected to practice physical distancing wherever possible and not engage in physical contact. In some cases, specialist teachers who work with children from different learning groups (ie. Learning assistance or English as a Second Language) will wear a mask if physical distancing is challenging.
- Parents and students will learn who their child's teacher and Learning Groups/class is before school begins on Monday, September 14<sup>th</sup>. We expect Learning Groups to be finalized and students attending full days beginning September 14<sup>th</sup>.

### Educational Programming

- Our school will be focused on in-class instruction during stage 2.
- Students will spend most of their educational time in their classroom, as there will be reduced movement of students between learning spaces.
- Student well-being will be guiding educators in planning and supporting the successful return of students to school.
- Students with disabilities/diverse abilities will continue to be supported by the goals outlined in their IEP.
- Regular health and safety practices (frequent hand washing) will take up some instructional time.

- There will be an adjusted Welcome to Kindergarten schedule. Further information will be communicated soon.
- Students will continue to receive report cards.
- Parents of children who are medically diagnosed as immunocompromised by a physician should contact me by Tuesday, September 1<sup>st</sup>. The following links are provided for your reference:

<http://www.bccdc.ca/Health-Info-Site/Documents/COVID-19-IS-Children-FAQ-BCCH.pdf>

<http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19-easing-social-distrancing-IS-children.pdf>

### **Considerations for École Westwood Elementary:**

#### **1. Schedule:**

- a. Start time: 9:00 Students will line up with physical distance outside their classroom doors. If a student is late, they will need to wait outside the front entrance until invited in.
- b. Recess: 10:25-10:40: Each learning group will have a designated space for play. Physical distance is encouraged, physical contact is not allowed in any situation.
- c. Play Lunch: 11:55-12:35: Again, each learning group will have a designated space for play. Physical distance is encouraged, physical contact is not allowed.
- d. Eating Lunch: 12:35-12:55: All students will eat in their own classrooms
- e. Dismissal: 2:48 (students will be dismissed over a short time through their classroom doors. Once dismissed, students will not be allowed back in the school, as we will be sanitizing all spaces. (this includes using the washroom before and after school)

Please be on time for drop off and pick up for all our safety.

2. **Vehicles:** the drop off loop is closed for parents/visitors from 8:45-9:15 and 2:30-3:00. This is to reduce opportunities for students/families to accidentally be in contact with each other. Parking is available on Hastings and Patricia, if necessary (this is a temporary requirement, until further notice)
3. **Visitors** (non-staff/students); All visitors to the building must first make an appointment with the principal ([bwilliams@sd43.bc.ca](mailto:bwilliams@sd43.bc.ca) or call 604-464-2421). There will be no use of onsite washrooms by non-staff/students. All visitors must do a health check and sign a form before entering the building.
4. **Hand sanitation:** Everyone must hand sanitize when entering/leaving the building. Students will also hand sanitize before/after recess/lunch; before/after eating; before/after using the toilets; before/after they leave the classroom.

5. **Learning Groups:** All learning groups will be only those in the students class/division. This includes the classroom teacher and possibly a learning support staff member. If another staff member is required in the classroom for learning purposes, they are required to wear appropriate PPE and maintain physical distancing as much as possible. (hand sanitizing must also happen when these staff members enter and leave the classroom).
6. **Masks:** Masks are required by staff members whenever in communal areas such as hallways, staffroom, library, washrooms, etc. Masks are not required outside during recess/lunch, drop off/pick up, but are encouraged when physical distancing outside is not possible. Students have the option of wearing a mask at any times. If you do not have a mask, please let the principal know ([bwilliams@sd43.bc.ca](mailto:bwilliams@sd43.bc.ca) or 604-464-2421)
7. **Health Check:** All staff/students and visitors must do a health check prior to entering the building. If your child or a staff member has any signs of illness (such as fever, chills, cough, shortness of breath, sore throat, vomiting, runny nose, new muscle aches or headaches, loss of taste or smell, diarrhea, fatigue, new chest pain) they must not enter the building and will be required to remain at home. If a child or staff member develops these symptoms at school, they will be isolated and required to be picked up as soon as possible.

We look forward to welcoming students back to school on Thursday, September 10<sup>th</sup>. The following is the district plan for elementary students on Thursday, September 10<sup>th</sup> and Friday, September 11<sup>th</sup>:

- Thursday, September 10<sup>th</sup>: Students attend school for a welcome and enrolment count. Duration: 10-15 minutes. This will be scheduled by students' last names.
- Friday, September 11<sup>th</sup>: Students will attend safety orientation sessions. Duration: 60-75 minutes. Schedule to follow.
- **For Kindergarten Gradual Entry:** Timelines will be communicated separately next week. Kindergarten students will attend for 30-60 minutes on Thursday, September 10<sup>th</sup>. Welcoming conversations (Kindergarten students do not attend) will occur on Friday, September 11<sup>th</sup> and Monday, September 14<sup>th</sup>. Students will begin the gradual entry for K on Tuesday, September 15<sup>th</sup>.

I will be sending out further information regarding the times that students will attend on Thursday, September 10<sup>th</sup> and Friday, September 11<sup>th</sup>. We will be reconnecting with children and completing an important health and safety orientation with them.

We need to know how many students are returning to school or what your plans are if you are choosing an alternative educational plan. There is important information in the survey. ***It is critical that you complete the survey to provide us this information.*** If you are choosing an alternate educational

program, such as distributed learning or homeschooling, we cannot guarantee that your child can return to our school if you re-evaluate your plans later in the year. **Please contact me if you are undecided or have questions.**

I have included the link for the survey <https://bit.ly/2QBickl>

**If you know someone who has school aged children and has moved into our neighbourhood, please encourage them to contact ([bwilliams@sd43.bc.ca](mailto:bwilliams@sd43.bc.ca) or 604-464-2421) the school as soon as possible to arrange registration.**

Please note that the Provincial Health Officer and the Ministry of Education may decide to move to different stages in response to Covid-19 situation in British Columbia and we will inform you should this occur, advising next steps.

Please find attached a document for your review titled 'Stage 2 Health and Safety Protocols: K-12 – Parents'.

I will be following up with more information early next week.

I look forward to working with your family this year.

Take care

Bryn Williams

Principal/Directeur  
École Westwood Elementary,  
3610 Hastings Street,  
Port Coquitlam, V3B 4N6  
604-464-2421

