



**School Website:** <https://sje.hrce.ca/>

**Twitter:** @SJAMschool

**Facebook:** St. Joseph's A. McKay (SJAM) Home & School Assoc.



**August 28th, 2020**

**Dear SJAM Families,**

As we are getting ready for the start of the new school year, we have a number of new changes that will become our “new normal”, in order to follow the directives of the Nova Scotia’s Chief Public Health Officer and Provincial Department of Education (EECD) *Back to School Plan*. Please read these changes carefully so that you are familiar with the new protocols implemented, and can talk with your child about these changes. These new changes are in place to protect the health and welfare of our students, staff, and community and while they are not what we are used to, they are necessary.

*We have a shared responsibility among all of us (staff, SJAM families and students) to work together with the priority being the health and safety of us all. Shared action = shared health!*

Following the NS public health directives will allow our school to be in a better position to remain open, and keep students, staff, and community healthy and safe. We look to your partnership in helping us be vigilant to keep our students safe and healthy. We are very excited to welcome our students new and returning, back to school!

**Update Contact Information:**

Families will need to provide updated contact/address information so we have the current information on file. It is important that this be updated **during the first week of school**, in case of an emergency or school closure. Having current phone numbers and email addresses is vital.

**Visitors:**

Due to the NS Public Health order, we are limiting entrance into the school to staff and students only. This means parents, volunteers, community partnerships will not be able to enter the school building at this time.



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### **Communication:**

Families are reminded to contact your child's teacher by email if you have any questions, information to share, or concerns. Meetings (such as Home & School, School Advisory Council & Parent-Teacher Meetings) may take place virtually. Teachers will continue to reach out to you as it relates to your child's education and well-being. We encourage you to communicate regularly with the school and your child's teachers. School updates will be sent out regularly through alert (email and phone), school website, Twitter and Facebook, as we will not be sending paper notices. **Please make sure the school has updated email and phone numbers so you receive all electronic updates.**

### **Parking:**

Only SJAM staff will be permitted to use our school parking lot, and there will be no external guests using this space.

### **Arrival Procedures:**

Beginning at 8:50am, students will directly enter the school through their **assigned door** that is communicated to families by classroom teachers prior to the first day of school. Students will physically distance as they are coming into the building and will sanitize hands upon entry. Grade 4, 5 and 6 students will put their masks on before they enter the building and then sanitize hands upon entering. Masks are mandatory for grade 4, 5 and 6. Specialist staff at these designated doors will actively supervise students entering, while classroom teachers are in classrooms waiting to receive students. **In order to follow health and safety protocols, students are not permitted to be on school grounds before 8:50am, as there will be no supervision or entry into the school until 8:50am; and there is to be no gathering or congregating outside.**

**Parents are asked to not come onto school grounds** as it prevents students from physically distancing while outside. Parents can drop off their children from the "drop off and go"/"pick up and go" spot that is marked on playground areas close to the sidewalk.

### **Dismissal Procedures:**

Students will be dismissed by class and will dismiss through their assigned door. **Parents are asked to not come onto school grounds** as it prevents students from physically distancing while outside. Parents can wait for their children at the "**drop off and go/pick up & go**" spot that is marked on both playground areas by the sidewalk. All guardians are asked to socially distance and model this for students.



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**Parents are asked to quickly leave the “drop off and go/pick up and go” areas immediately once they have their child/ren**, so other classes can be dismissed and there is enough space for parents to physically distance.

### **Recess:**

Students will go outside with their teacher at their scheduled time to play in their designated play zone for that day. Play zones will rotate so students get to use all the areas. We need to limit physical interaction and the use of equipment during this time.

### **Lunch:**

Lunch time will be staggered into two shifts of lunches to allow for distancing and reduce the cohort sizes. **Students will need to bring a packed lunch daily** (that does not require heating and can be eaten at the desk - with whatever utensils or tools they need). **This lunch needs to come with them in the morning upon arrival. Students are also encouraged to bring one or two filled water bottles from home.**

To protect the health and safety of everyone in the building, we will not be permitting lunch delivery from outside food agencies (i.e. Lunch Lady or UberEats) as it is our priority to reduce outside contact and limit risk of exposure. Parents are not permitted in the building, so lunches need to be sent in the morning with students. Students will have approx 20 minutes inside and 20 minutes outside for playtime during their lunch shift, and will be supervised by lunch monitors. For some classes, the lunch schedule changes daily based on specialist schedules (gym, music), and recess times. If you are interested in being a lunch monitor, please update your criminal record & vulnerable sector check and email us for an application at [SJAM@HRCE.CA](mailto:SJAM@HRCE.CA).



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Keeping in mind things may change given a variety of factors, this is the schedule for our school-based lunch program starting September 8th:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>11:40 - 12:20</b>  <b>LUNCH SHIFT #1</b>	P Tully, P Thornhill, 3 Young, 3 Smith, P/1 Swinamer, 1/2 Firlotte, 4 Rice, 5 Berghuis	Tully, Thornhill, Smith, Rice, Firlotte, Swinamer, McKenzie, O'Connor	Tully, Thornhill, Rice, McKenzie, Swinamer, Firlotte, Smith, Berghuis	Tully, Thornhill, McKenzie, O'Connor, Firlotte, Swinamer, Smith, Rice	Tully, Thornhill, Rice, Berghuis, Swinamer, Firlotte, Young, Smith
<b>12:20-1:00</b>  <b>LUNCH SHIFT #2</b>	1/2 Darwish, 1 Purdy, 6 McKenzie, 5 Deware, 2/3 North, 6 O'Connor, 4 Mott	Darwish, Purdy, Deware, Berghuis, Young, Mott, North	Darwish, Purdy, Deware, Mott, North, O'Connor, Young	Darwish, Purdy, Mott, Deware, North, Berghuis, Young	Darwish, Purdy, O'Connor, McKenzie, North, Deware, Mott

**School Supplies:**

Students will receive the basic supplies that are needed which was purchased by the SAC over the summer. Please note students will still require a backpack, lunch bag (with a lunch that does not require heating and can be eaten at the desk), and (filled) water bottle each day. Indoor sneakers are not needed at this time, however students should wear appropriate shoes for physical activity. It would be helpful to have a kit box for individual supply storage that is not too heavy for backpacks. Students will only bring what they can carry back and forth to school, in their school bag, to limit belongings. Keep it minimal!

**Water Coolers/Fountains:**

We recommended students bring a filled water bottle each day to reduce the sharing of water sources in the school as well as limit interactions among cohorts and social gatherings. Sending your child with a full water bottle(s) in the morning is greatly appreciated.



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### **Traffic Flow in the Building:**

Students will need to follow direction signs for two-way and one-way areas, while walking within the building. There are lots of new visuals throughout the building (see appendix) to support these kinds of changes. Teachers will model and practice appropriate directions with classes so they are familiar with the expectation. There are also areas with occupancy rates including the washrooms. We will be spending a lot of time in early September teaching students these new norms that allow them to follow these new procedures and processes.

### **Face masks:**

All students (PP-Grade 6) will be required to wear a mask when travelling on the school bus.

When at school, all students Grades 4 to 6 (including Grade 3 students in a combined class with Grade 4s) will be required to wear a mask. Children in Pre-Primary to Grade 3 are not required to wear a mask in school. Students must wear their masks (including in hallways and other common areas) when they are unable to physically distance by 2 metres. If students can be seated two metres apart, facing the same direction, they may remove their mask while at their desk.

Masks can be removed when students are eating and drinking or taking part in indoor physical activity when a mask cannot be worn. Masks are not required during outdoor activities. We will provide each student with two cloth face masks on the first day of school. We will also have a supply on hand if a child forgets or loses one during the day.

**Public Health has encouraged all of us to socialize the wearing of masks as a measure to protect our collective health. Here is a link to a video that you can watch with your children before the first day of school: <https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>**

**Masks should be labelled with the child's name.** Staff will also be wearing masks in common areas and in classrooms when physical distancing cannot be met. When masks are not being used they will be stored in paper bags that will be provided.

### **Physically Distancing:**

Students are required to physically space themselves (2 meters apart) when lining up and walking in the hallways and playing on school grounds. Visuals on the floors will support this (see appendix). Please practice what that looks like with your child/ren in different settings while out in the community so they experience this before attending school.



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### **Sharing:**

Students will not be able to share any items, toys or food. This includes not sharing typically shared classroom materials including kleenex boxes, and school supplies such as sharpeners. Our new normal is “**Caring is not sharing**”. Please have a conversation and regularly remind your child before school.

### **Monitoring Symptoms:**

Families will need to monitor their child/ren each morning before attending school. **Please use the COVID symptom checklist attached (also located on our website <https://sje.hrce.ca/>), and check for symptoms before your child leaves for school each day. We have a shared responsibility to keep our students safe and healthy which will allow our school to stay open. Do not send students to school if they have any of the symptoms listed (even mild symptoms) and call 811 immediately, so public health can advise next steps.**

### **Illnesses at School:**

If students become ill at school, the student will be masked and isolated and parents/guardians will be called immediately to pick up their child. If we cannot get ahold of Parent 1 or Parent 2 contact, we will then call the Emergency Contact to pick up your child. **(It is very important to ensure that your contact information and other emergency contacts for your child are kept up to date with the school during the school year).**

You are then responsible to call 811 and follow the direction given by Public Health. If 811 directs you to have your child tested for COVID-19, your child would only return to school after having tested negative and Public Health advises. HRCE and our school would work closely with Public Health on any situations like this that arise.

### **Hand Washing/Sanitizing:**

Students will be regularly washing/sanitizing their hands. They will wash/sanitize their hands every time they enter the building or a new room. Students will wash/sanitize their hands before and after eating. Additionally, student desks will be cleaned twice daily by the custodial staff while students are not in the classroom. Please see the appendix for the visual that shows proper handwashing techniques to practice with your child/ren. Although they will frequently use hand sanitizer, they will also be expected to regularly wash their hands throughout the day.





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### **Specialist Classes:**

(Music, French, Library, Phys Ed)

Music, French and Library teachers will travel to teach students in their cohort classroom learning environment to minimize travel of students and prevent line-ups and congestion in hallways. Phys Ed will regularly take place outside when possible and in the gym to encourage physical movement and support our students' well-being. Activities will be modified to follow Public Health and EECDC protocols.

### **Classroom Furniture:**

Classes will be reorganized to eliminate/store extra furniture and create open spaces to allow for increased physical distancing between students. Coat rooms and small spaces will not be accessible to students.

### **Breakfast Program:**

Students will have breakfast/snacks delivered to their classrooms. Teachers will pass out the breakfast items, which are individually packaged, as students will eat at their table.

### **Emergency Drills:**

Using health and safety protocols, we will still be holding our practice emergency drills so students know what to do and practice the procedures needed during an emergency.

### **Intramurals/Extracurricular Activities/Field Trips:**

We know how much students and their families value the opportunities to participate in extracurricular activities, however these types of activities will not be permitted until further notice.

### **Outdoor Learning Environment:**

Students will have frequent opportunities to go outside for movement breaks and students will also have learning opportunities outside. We will be exploring the idea of having parental permission for the whole first term to take classes to neighbouring green spaces including Needham Hill in order to maximize outdoor learning time.

### **Bussing:**

Bus Planner will communicate any updates or changes to bussing. Masks are mandatory on buses for all students.



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### **Childcare**

The EXCEL Before and After School program is operating. EXCEL will be communicating directly with registered families.

### **In Closing:**

We encourage all SJAM Community members to stay regularly connected to stay informed of ongoing changes that will take place as we learn this “new normal” together. Thank you for your partnership and support in making this unique back-to-school a safe and successful experience for all students, staff and families. Please see the attached appendix for visuals that your child/ren will become very familiar with at school. Stay tuned for daily and weekly updates from your child(ren)’s teachers, the school administration, and on our school social media:

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SCHOOL YEAR  
2020-2021

1)



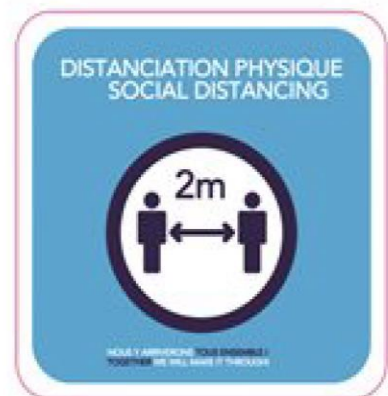
2)



3)



4)





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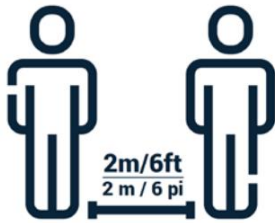
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SCHOOL YEAR  
2020-2021

5)

## PHYSICAL DISTANCING ÉLOIGNEMENT PHYSIQUE



Keep 2 metres/6 feet away from others  
Restez à 2 mètres ou 6 pieds les uns des autres

[novascotia.ca/coronavirus](https://novascotia.ca/coronavirus)  
[novascotia.ca/coronavirus/fr](https://novascotia.ca/coronavirus/fr)



6)

## PROPER HAND WASHING

Washing your hands frequently with soap and water is the best way to reduce the spread of germs.



When soap and water are not available, alcohol-based hand sanitizers can be used if hands are not visibly soiled.





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SCHOOL YEAR  
2020-2021

7)

### Cough and Sneeze Etiquette

- 
----- Cover coughs and sneezes with a tissue.
- 
----- Throw the used tissue in the garbage and wash your hands or use an alcohol-based hand rub immediately.
- 
----- If you don't have a tissue, cough and sneeze into your elbow, not your hand. Wash your hands or use an alcohol-based hand rub immediately.
- 
----- Avoid touching your eyes, nose and mouth.
- 
----- If you need to touch your face, wash your hands first.

[novascotia.ca/coronavirus](https://novascotia.ca/coronavirus)
NOVA SCOTIA

8)

## MAXIMUM OCCUPANCY OCCUPATION MAXIMALE

Afin de protéger le public et nos employés contre la propagation de la COVID-19, nous limitons le nombre de personnes pouvant occuper cet espace.

In an effort to protect students and staff from the spread of COVID-19, we are limiting the number of people in this space.

MAXIMUM OCCUPANCY  
OCCUPATION MAXIMALE

[novascotia.ca/coronavirus](https://novascotia.ca/coronavirus)  
[novascotia.ca/coronavirus/fr](https://novascotia.ca/coronavirus/fr)

9) How to Wear a Mask

## How to Wear a MASK

- 1



Before putting on your mask, clean your hands with soap and water or an alcohol-based hand sanitizer
- 2



With clean hands, use the strings or elastics on your mask to put it on
- 3



Make sure your mask is covering your nose and mouth. Do not touch your face or mask.
- 4


- 5



10) Face Masks Required







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11) Up Only, Down Only Stairwell signs



## COVID-19 Daily Checklist

It is important to closely monitor your health and the health of those you care for. Please consider these questions each day before leaving home and entering public spaces.

If you are feeling sick, you should **stay home or go home immediately, and follow the instructions below.**

1

**Are you feeling sick?**

If yes, stay home and avoid public spaces, including work, school/child care, and shopping.

2

**Do you have any of these symptoms?**



Fever  
(i.e. chills,  
sweats)



Cough or  
worsening of a  
previous cough



Sore throat



Headache



Shortness of  
breath



Muscle  
aches



Sneezing



Nasal congestion/  
runny nose



Hoarse voice



Diarrhea



Unusual  
fatigue



Loss of sense  
of smell or  
taste



Red, purple or bluish  
lesions (spots) on the  
feet, toes or fingers  
without clear cause

If yes, stay home and contact 811 to be screened for testing for COVID-19.

3

**In the last 14 days, have you travelled outside Atlantic Canada?**

If yes, you must stay home. You are required by law to self-isolate for 14 days upon return to Atlantic Canada.

4

**In the last 14 days, have you had close contact (within 2 metres / 6 feet) with someone confirmed to have COVID-19?**

If yes, you must stay home. You are required by law to self-isolate if you have been identified as a close contact of someone with COVID-19. If you haven't spoken with Public Health or been tested, you should contact 811 to be screened for testing for COVID-19.

5

**Are you waiting for results from a COVID-19 test?**

If yes, stay home. You are required by law to self-isolate while awaiting COVID-19 test results. Please follow instructions given by Public Health.

Revised July 15, 2020