

**EAST HILL ELEMENTARY SCHOOL**

**COVID-19  
SAFETY & SECURITY  
PROCEDURES**

**2021-22**



**Commission scolaire English-Montréal**  
**English Montreal School Board**

Dear Parents,

Due to the current situation surrounding Covid-19, the following policies and procedures have been instituted to facilitate the safety and security of our students and staff. Please note, that the policies and procedures outlined below, replace in certain instances or are an addendum to the policies and procedures outlined in the student agenda. Please familiarize yourself with both the policies and procedures in this document as well as those found in the student agenda. Should the directives below change at any point, we will inform you of the updates.

## **COMMUNICATIONS**

Communications such as memos and monthly calendars will be done primarily via email. Please make sure to provide a current email address and to update your email address with the school should it change over the course of the year, in order to receive communications from the school.

Should you have questions or need information please email the school at [easthill@emsb.qc.ca](mailto:easthill@emsb.qc.ca)

## **PARENT CONTACT INFORMATION**

It is very important to provide the school with current contact information and to update the contact information promptly should it change over the course of the school year. Should your child develop symptoms, it is imperative for the school to be able to contact you immediately.

## **PARENTS & VISITORS**

The safety and security of our students, especially at this time, is our first and foremost priority. Consequently, parents and visitors are kindly asked to adhere to the following.

- Parents and visitors will not be admitted in the school's premises without an appointment. Appointments should only be taken for situations that cannot be addressed through telephone or email. Parents and visitors must wear a mask in order to gain entry into the building.
- Parents who would like to accompany their children to school can escort them to the entrance of their respective school yard. To facilitate the entrance of students, parents are asked not to linger or congregate at the entrance of the school yards.
- **Parents are not to enter the school yards**

## **EARLY DISMISSAL FOR PUPILS**

Parents who need to pick up their child during the day, are to present themselves at the Main Office entrance. Parents must announce themselves to the secretary using the intercom. Parents are to wait outside for their child.

## **STUDENTS WITH SYMPTOMS OF COVID-19**

Should your child have COVID-19 symptoms in the morning before coming to school, the following procedure must be respected:

- The student is to be kept at home.'
- Parents must call Santé Publique at (1 877 644-4545) and follow their instructions
- Parents must keep their child at home until authorized by Santé Publique to return to school.
- Parents must inform the school on the evolution of their child's health situation.

If a student develops symptoms over the course of the day, the following procedure will take effect:

- The student will be placed in the isolation room under the supervision of a staff member.
- The student's parents will be contacted.
- Parents must pick up their child as soon as possible.
- Parents must call Santé Publique at (1 877 644-4545) and follow their instructions
- Parents must keep their child at home until authorized by Santé Publique to return to school.
- Parents must inform the school on the evolution of their child's health situation.

## **STUDENTS / STAFF WHO TESTED POSITIVE FOR COVID-19**

Should a student or staff contract COVID-19, the school will inform parents of the occurrence. Please note that in order to respect confidentiality, the name of the person who contracted Covid-19 will not be divulged.

## **MASKS**

Students in pre-school are welcomed to wear a mask however, they are not required to do so.

Students from grade 1 to 6 are required to wear a procedural mask in the following locations:

- in class including in physical education class
- in common areas around the school such as the hallways and washrooms
- in daycare
- on the school bus
- Please note that students are not required to wear a procedural mask in the school yard during recess.
- Please note that students must arrive wearing a mask in the morning. To that effect, the school will be providing a mask to take home on a daily basis.

## **HAND WASHING / SANITIZING**

Parents must ensure that their children wash their hands before coming to school in the morning.

At school students must wash / sanitize their hands:

- when they enter and exit the building/classroom
- after recess
- before and after lunch
- at dismissal (if taking the bus)
- after going to the washroom

Students will also be encouraged to wash / sanitize their hands:

- after touching high contact surfaces (i.e: doors)
- before touching their faces (if they must touch their eyes, nose or mouth)

Please note that sanitizing stations are located at entrance of every classroom as well as throughout the building. Furthermore, handwashing reminders have been placed throughout the school.

## CLEANING & DISINFECTION

The cleaning and disinfection of the building will be done according to ministry guidelines. Please note that areas such as washrooms and high touch areas such as door handles will be cleaned frequently throughout the day.

## WATER FOUNTAINS

Please note that students will have access to the water fountains. Students are encouraged to bring a reusable water bottle and not to drink directly from the fountain.

## LOCKERS

Students will have access to the lockers.

## ARRIVAL AT SCHOOL IN THE MORNING

### Walkers:

- Students walking to school are to arrive at school no earlier than 7:40 a.m. as there is no supervision prior to this time.

### Bus:

- Students arriving by bus to school will be met by a staff member at the bus drop of area.
- To ensure the safety and security of our students, **parents are not to drive up the hill (loop) as of 7:30 a.m. in order not to interfere with the drop-off of students who are bussed.**

## LATE ARRIVALS

### Late Arrivals:

Students arriving late (i.e. students arriving after 7:45), are to enter through the main entrance. Students must obtain a Late Slip from the office before going to class.

## SCHOOL ORGANIZATION

As per ministry directives, students will not be organized in classroom bubbles.