



Aug. 25, 2020

Dear PET Families,

On behalf of our entire staff at Pierre Elliott Trudeau, we are happy to welcome you to the 2020-2021 school year. We hope you have enjoyed a healthy and restful summer vacation and that you are recharged and energized. We know that returning to school during this pandemic is extremely stressful and that you may be experiencing anxiety about what lies ahead. We want to reassure you that your child is deeply cared for by our staff and that we will be taking every precaution to ensure the safety of our children and that of our staff upon their return. This is our top priority. Given the particularities of this year, we will specifically focus on physical, mental and emotional wellness for our entire community. As we move forward with the re-entry, we ask that you communicate with your child's teachers to make us aware of any challenges or significant events your child is facing, so that we may be best able to support them. We have full confidence in the dedication of our teachers and staff and look forward to seeing students again.

The **first day of school is Monday, August 31st, 2020**. It will be of the utmost importance that you monitor your children for symptoms on a daily basis and contact us immediately if your child is feeling sick.

- **If your child has fever/chills, new or worsening cough, difficulty breathing, a sudden loss of sense of smell or taste without nasal congestion, new onset headache, new onset pain (muscular, chest, abdomen, joints), new intense fatigue, new severe loss of appetite, sore throat, vomiting or diarrhea, your child must stay home.**
- We would like to remind you that if you are living with a person who has COVID-19 (confirmed or suspected case) or those who have **travelled outside of the country in the last 14 days, your child must stay home.**
- If your child has any symptoms please have them stay home, isolate and contact 1-877-644-4545 or 811 to determine if testing is needed for COVID-19 and when they can return to school. They need to be symptom free for 48 hours (fever) and 24 hours (other symptoms) prior to returning to school.

We count on your vigilance as this is the most efficient way to prevent the spread of COVID-19.

We have been extremely busy putting everything in place to ensure a smooth return for all. Our caretakers have been cleaning, disinfecting and sanitizing the premises. We have been working hard to ensure that all of Public Health guidelines are respected.

In the following sections, we will be first outlining the general protocols that have been put in place for our students and staff members. Following this, is a section detailing protocols for grade levels and daycare. Finally, the last section is meant for parents/guardians to help them prepare their children and work in partnership with the school team to ensure the health, safety and well-being of all. We know that we have work to do, one that requires hard work, focus and collaboration. That said, we also know that together we will succeed.

A **video for students** explaining all new procedures will be sent to all parents a few days before the first day.

## **SECTION 1: General Safety guidelines and sanitary measures for all**

### **Health Check and Communication:**

- **A health self-assessment questionnaire** is posted on all entrances for employees. Employees will have to sign in daily. All employees will do the self-assessment daily prior to coming to school. If an employee has symptoms, they will stay home and contact 1-877-644-4545 to determine if they require COVID-19 testing. Furthermore, a **weekly email will be sent to all employees** reminding them that they are not to report to work if they are exhibiting any of the COVID-19 symptoms outlined by Public Health.
- **Weekly email communication will be sent to our families** reminding them to assess their child on a daily basis and to keep them at home if they are exhibiting any of the COVID-19 symptoms outlined by Public Health.
- **Daily reminders to students** about the importance of monitoring their own symptoms and to advise a parent or a teacher if they don't feel well. Clearly sharing and posting those COVID-19 related symptoms with the students.
- In the weekly emails to staff and parents, we will remind them that they are **not to report to school if they were in close contact with a suspected or confirmed case of COVID-19 until advised by Public Health and that they are not to report to school if they travelled outside of the country in the past 14 days.** Those individuals must remain home in quarantine for a period of 14 days.

### **Contingency for suspect COVID-19 case:**

- **Implementation of the EMSB intervention protocol** in case a student or staff member report symptoms during the school day. The plan outlines how to manage the situation, who to call, how to isolate the person (see next point), who will be in charge, what PPE is required, which letter to send informing the school population and who will call Public

Health. At PET, we decided that it will be the **administration and some staff members who will manage these cases**. Furthermore, the school will keep a **registry of COVID-19 confirmed or suspected case and these are updated daily**. All staff will be prepped on this intervention protocol.

- An "ISOLATION ROOM" has been designated in school. An **emergency kit of PPE containing procedure mask, eye protection, gloves and gown** will remain in that room at all times. Protocols to don PPE, doff and discard used PPE are also put in place. A caretaker will disinfect and air out the isolation room as soon as the staff member or student leaves the premises.
- **Parents and staff will be informed once a case of COVID-19 is confirmed** while safeguarding the confidentiality of the person. Other staff and students with moderate risk exposure will be withdrawn from school and tested as per Public Health
- **Any staff or student who shows symptoms at school will be asked by the school administration to call 1-877-644-4545 to determine if they required COVID-19 testing**. The results of the COVID-19 tests will usually be available within 24h.

#### **Mask:**

- In accordance with the Ministry of Education, all students in **cycle 3 (grade 5-6) are required to wear a face mask in corridors and common areas** until they are seated in class. Furthermore, **all staff members will be following those same directives**. Only **Pre-Kindergarten & Kindergarten teachers will need to keep a mask and visor during the day as they work very closely with students**.
  - **PET strongly encourages that all students, PreK to 6, wear a mask in corridors and common areas for the safety of everyone**. We ask you to please cooperate with us on this issue.
  - **Students and staff may take off their masks once seated at their desks and once physical distancing is possible**. When not being worn, masks can be kept on self-releasing lanyards, on their desk or table in a reusable cloth bag.
  - **Students are responsible to bring their own masks to school. We suggest each child has two 2-layer masks in a reusable cloth bag**.

**Physical Space and Sanitation:**

- All **caretakers** were mandated to complete a **training on proper disinfecting and expectations** in terms of cleaning the high touch areas during normal occupancy. Caretakers are expected to disinfect doorknobs, light switches, bathrooms, stair railings, doors and other **high touch areas every 2 hours**.
  
- **Floor decals, stairs decals, arrows, caution tape, and signs have been posted** everywhere to establish traffic directions and access restriction in order to maintain physical distancing
  
- Students from **each grade will be assigned to certain hallways to use** and a **specific staircase** to use at all times.
  
- Students will be dismissed, first by bus, daycare and then walkers.
  
- All classes will be set up to **respect social distancing** as much as physically possible. The teacher's desk will be 2 meters from the students.
  
- Administrators and teachers will ensure that **everyone always understands the importance to avoid or limit the duration of contact** under 2 meters.
  
- All classroom **windows will be opened in the morning**. Teachers will always be encouraged to keep windows slightly open. Teachers will **keep windows open at the end of the day**. The caretaker will close the windows on his way out to ensure proper ventilation and aeration throughout the building. We will reassess this during the winter months but every effort will be made to have fresh air come into classrooms
  
- We will **delay the use of lockers** until necessary.
  
- **Hand sanitizer** will be available at every **entrance** and in all **classrooms**.
  
- **Cleaning wipes, disinfectant spray bottles** will be available in every **classroom** to clean desks, chairs and other used surfaces.
  
- It is **highly recommended that each student be equipped with their own Kleenex and small bottle of hand sanitizer for personal use**.

- **Soap and brown paper towels** will always be available at every **sink**.
- Some classrooms have sinks in them. Others will be assigned a sink to use to wash their hands. Students will **wash or sanitize their hands at arrival, before and after going to the washroom, before and after eating, after they play outside, before dismissal.**
- Each homeroom will have a **sign out / sign in sheet for bathroom** use.
- Bathroom disinfection will take place every 2 hours.
- **Plexiglass have been installed for the secretaries.**

**Specialists and Library:**

- **Students will remain all day in the same class except for Physical Education.** Items will be **disinfected between every class. Specialists will go from classroom to classroom. All students' belongings will be stored close to their desk.**
- **Specialists** periods will take place **outside whenever possible.** Some changes have had to be made to respect Public Health guidelines such as no singing in the classroom. This will be revisited after first term.
- **Regular library visits will not take place in the fall and be replaced by mobile classroom libraries.** This will be revisited in November.

**Eating and Drinking:**

- **Water fountains and microwaves will not be accessible.** We ask parents to send **two full bottles of water** with their child.
- Students will have **lunch in their classes at their desks.** We ask that parents pack a **cloth placemat** for added hygiene. Furthermore, we encourage you to pack a **waste free lunch.** Now, more than ever, we need to safeguard and protect our planet.
- **Hot lunches will be available through Le Doral in mid-September.** They will be brought directly to the students' classroom.

**Recesses and Activities:**

- **Recesses will be staggered** in order for students to be social distanced in the yard at a time. Furthermore, the **yard will be divided into 4 or 5 spaces** to separate the homerooms.
- **No extra-curricular activities** will take place in the **fall**. This will be revisited for winter as the situation at the school level and at the provincial level evolves.
- **All PPO activities including pizza lunch will be suspended until November.**

**All school events will be held virtually:**

- For the time being, all **school events scheduled in Term 1 will be held virtually: Meet the Teacher Night/Orientation, Governing Board General Assembly, and Term 1 Parent-Teacher Interviews.** This will be revisited in mid-November as the situation progresses.
- **All PPO meetings and all Governing Board meetings will be held virtually** until mid-November. These measures will be revised as the situation progresses.

**Visitors, Late Arrivals and Early Dismissals etc:**

- **No visitor or guest (including parents) will be admitted without an appointment** and will always **need to wear a face covering** while in the building.
- For **late arrivals and early dismissal, the secretary will meet you at the front entrance.**
- To **pay school fees, please send a cheque with your child.** The homeroom teacher will be responsible for collecting the envelopes. Indicate your child's name, homeroom number and type of fees on the cheque itself and the envelope. If you would like to pay by debit/interac, you will need to call the school and make an appointment. You can also call the school, and pay by credit card over the phone.
- For any information regarding **registration and missing documents, please email Ms Helen, our secretary, at (EGrigoropoulos@emsb.qc.ca)**
- **No birthday or any other special occasion treats** will be permitted in the classroom. Special occasions will be highlighted by the teacher.
- **We kindly ask that only one parent/guardian is in the yard for drop off and/or pick up at dismissal.**

## **SECTION 2: Information per grade level**

### **For all levels for Physical Education**

For this year exceptionally, due to the pandemic, students must wear appropriate physical education attire (solid white or navy blue t-shirt, navy blue sweatpants or shorts and running shoes) on the days that they have physical education class. This will avoid students having to change during the day.  
\*\*\*For this year only\*\*\*

### **Pre-Kindergarten & Kindergarten**

#### **A) Progressive entry 2020-2021**

The progressive entry will take place as follow:

- Progressive entry for your child will be on the given day assigned to your child, either Aug. 31st, Sept. 1st or Sept. 2nd. Our secretary, Ms Helen, will be calling all families by Aug. 20th. If you do not know your date, please call the school.
- On that day, students in Pre-Kindergarten or Kindergarten are to bring their school supplies and attend school for two hours, from 9 a.m. to 11 a.m.
- Students are expected to go home at 11 a.m. and are to only return to school on Thursday, Sept. 3rd, to start regular full day of classes from 7:25am to 2:20pm
- On Sept. 3<sup>rd</sup>, Pre-K students will enter on Cartier at the PreK yard and Kindergarten students will enter through the Front Door.

#### **B) Grades 1 to 6**

**Please reference the table below to help guide your child(ren) to the JUNIOR school yard location (Bélanger with entrances for students to walk into the playground from Cartier and Chabot) on the first day of school.**

<b>First Day Back Schedule (Mon. Aug. 31st)</b>		
<b><u>Grade</u></b>	<b><u>Entry Time</u></b>	<b><u>Dismissal Time</u></b>
1	7:25 AM	2:20 PM
2	7:25 AM	2:20 PM
3	7:25 AM	2:20 PM
4	7:40 AM	2:25 PM
5	7:40 AM	2:25 PM
6	7:40 AM	2:25 PM

Our schoolyard will be divided by grade.

Please have your child look for the numbered balloon that represents their grade and walk to that balloon.

As of Sept 1<sup>st</sup>, we will have Free Entry starting at 7:25am where students will enter the building from the Daycare entrance of the junior school yard (Chabot and Belanger), sanitize at the door and go directly to their homeroom class. Dismissal will be done first by Bus students (2:20pm), then Daycare and finally by walkers. We ask that once again, parents do not enter the school yard, maintain social distance and wear a mask.

### **Daycare**

Drop off and pick up for Daycare will take place at the Daycare Door (Junior Yard, off rues Chabot and Bélanger). Assess yourself and have a mask on, then buzz the door and enter. A Daycare Educator will greet you. No parent will be allowed into the school hallways and will have to remain in the stairwell.

Students will be grouped by homeroom and grade level, while maintaining social distancing amongst groups. Outdoor activities will be planned as much as possible.

### **Section 3: Preparation for potential return to Distance Learning**

Teachers will be devoting a fair amount of time during the first few weeks of class to familiarize their students with the online platforms our school will be using Google Classroom and Google Meet for distance learning.

#### **The EMSB distance education follows the guidelines that have been established by the MEES**

	Number of hours per week dedicated to online learning	Number of hours of independent work provided by the teacher per week	Number of hours of teacher availability per day or per week to meet the needs of the students
Pre-School (K4-K5)	11.5 hours of large group or small group instruction and activities	2 hours	N.A
Grade 1 and 2	10.5 hours of teaching	3 hours	2.5 hours per day
Grade 3 and 4	13 hours of teaching	5 hours	2 hours per day
Grade 5 and 6	13 hours of teaching	7.5 hours	2 hours per day
Grade 7, 8 and 9	15 hours of teaching	7.5 hours	5 hours per week
Grade 10 and 11	15 hours of teaching	7.5 hours	5 hours per week



## SECTION 4: Parent partnership, responsibilities and general guidelines

### A) GENERAL GUIDELINES:

In order to prepare for the upcoming year some strategies that may be helpful include:

1. Maintain as much of a **routine** as possible. Especially mealtimes, quiet time, and bedtime.
2. Model **calmness and optimism** to your children, as well as **model** your own coping strategies when things go wrong, such as deep breaths, taking a walk, listening to music, etc.
3. **Limit media**, especially everything pertaining to the news. When watching the news, the focus should be more on the helpers in the news or what your child can do to help.
4. **Limit screen time**, no more than 2 hours daily is recommended.
5. Ensure **daily physical activity**. Get outdoors, in nature, get moving with your child!
6. Maintain as much of a **routine** as possible. Especially mealtimes, quiet time, and bedtime.
7. Model **calmness and optimism** to your children, as well as **model** your own coping strategies when things go wrong, such as deep breaths, taking a walk, listening to music, etc.
8. **Limit media**, especially everything pertaining to the news. When watching the news, the focus should be more on the helpers in the news or what your child can do to help.
9. **Limit screen time**, no more than 2 hours daily is recommended.
10. Ensure **daily physical activity**. Get outdoors, in nature, get moving with your child!
11. Provide **socialization opportunities**, while respecting the up-to-date government guidelines, for your children to prepare them for school re-entry. Playing outside with a friend, cousin or age-appropriate neighbor are all good options.
12. **Read**. Ensure you promote joy in reading versus worrying about academics.
13. Have **meals as a family**, which helps build connections.

## **Preparing for when school resumes:**

- Discuss re-entry by **taking a positive and calm approach**
- **Reassure** your child that staff will be there to guide and support them, and to teach them the new rules
- **Adjust bedtime routine** by beginning a week before going back to school to modify bedtime.
- **Talk to your child about the return to school date.** Parents can show a calendar and cross out each day until the return day arrives.
- **Validate any feelings of worry by acknowledging that going back to the school routine can be difficult, like any new activity.** If they experience worries related to COVID-19, you may refer to: [http://www.inspirationsnews.com/pdf\\_en/OnlineEditions/Inspirations%20Covid-No1-Final-updated.pdf](http://www.inspirationsnews.com/pdf_en/OnlineEditions/Inspirations%20Covid-No1-Final-updated.pdf)
- To reduce the anxiety that your child may feel when separating from you, you can put a “**comfort item**” in your child’s lunch box (e.g. a token, a bracelet, a family picture)
- For more information please refer to the **EMSB website:** <https://www.emsb.qc.ca/emsb/community/education/health>

## **A. PARENTS DAILY RESPONSIBILITIES**

- **Daily assessment of your child’s health.** In accordance with Public Health guidelines, individuals exhibiting COVID-19 symptoms must stay home and contact the **COVID-19 info-line at 1-877-644-4545 and follow instructions.** Please contact the school administration immediately to inform them.
  - **If your child has fever/chills, new or worsening cough, difficulty breathing, a sudden loss of sense of smell or taste without nasal congestion, new onset headache, new onset pain (muscular, chest, abdomen, joints), new intense fatigue, new severe loss of appetite, sore throat, vomiting or diarrhea, your child must stay home.** **\*\*Runny nose is not a COVID-19 symptom\*\***
  - We would like to remind you that if you are living with a person who has COVID-19 (confirmed or suspected case) or those who have **travelled outside of the country in the last 14 days, your child must stay home.**
  - If your child has any symptoms please have them stay home, isolate and contact 1-877-644-4545 or 811 to determine if testing is needed for COVID-19 and when they can return to school. They need to be symptom free for 48 hours (fever) and 24 hours (other symptoms) prior to returning to school.

- We count on your vigilance as this is the most efficient way to prevent the spread of COVID-19.
- Make sure your child **washes their hands thoroughly for 20 seconds with soap and water before and after school.**
- Provide **2 clean masks per day.** Use a **self-releasing lanyard or a reusable cloth bag to store the masks.** Please **label the masks** with your child's name and Homeroom number.
  - o Used masks should not be kept in plastic or ziplock bags as the bag becomes an incubator for bacteria.

In order to **create the safest environment possible we encourage your collaboration and understanding that all students K to 6 must wear a mask during transitions.**

- **Leave personal supplies at home** (toys, sports equipment, cards, phone, headphones, etc) students are of course still encouraged to bring their own books in French and in English.
- Provide a **waste free lunch** (If possible, please provide a reusable placemat)
- Provide **2 full bottles of water** per day
- It would be helpful if you could **supply your child with their own personal hygiene kit (Kleenex, wet wipes, and hand sanitizer), this is optional.**
- **Explain the physical distancing rules** to your child
- **Explain the importance of avoiding contact** with students from another class
- **Reiterate the rule of no sharing of personal objects or food**
- **Remind your child to frequently wash their hands, practice proper respiratory etiquette, to not touch their face, to avoid touching others or high touch surfaces or objects.**
- **Remind your child of the importance of cleaning their desks before and after eating.**
- **Explain to your child the importance of keeping his belongings in a bag or a basket close to his desk as per teacher's directive.**
- Be mindful of **respecting all Public Health's guidelines in the evenings and after school to avoid risk of exposure.**
- **Read all school communication thoroughly and watch video with your child.**

## **B) PARENT PARTNERSHIP**

We understand that these protocols and directives can seem overwhelming, please know that we have been working extremely hard to mitigate risk while safeguarding an engaging and positive learning environment. We will need to minimize all visitors to the building (there will be no visits without a prior appointment) and no parents may remain on school grounds (either in the schoolyard or the front yard after school). These decisions were not taken lightly, we are faced with a very difficult task to reduce any unnecessary exposure and traffic in and around the school.

We are working around the clock to ensure that everything is put in place for the safe return to school. We need you in our court. As PET families, we know we can count on you to work for the greater good for our entire community. We are counting on you!

We are committed to maintaining the highest standards at PET. There will be no shortage of opportunities for students to be challenged with high quality instruction, to be socially connected to their peers and feel a sense of belonging to their school. At PET, our goal is to allow students to better find the path that encourages motivation, curiosity, and success.

Rest assured that we are committed to the safety of our students. We believe in the resilience of our students and families, and in a strong partnership with our parents.

Thank you for your understanding and cooperation.

A handwritten signature in blue ink, appearing to read "Taylor".

Ms Alvares