



COVID-19 PARENT INFORMATION GUIDE

SEPTEMBER 2021



Welcome Back! There are many lessons to be learned from the 2020-21 school year. Staff and student safety remains our priority and as per the Government of Saskatchewan Safe Schools Plan 2021-2022, we will focus on the following:

- *Safe Attendance*
- *Safe Transportation*
- *Safe Access*
- *Safe Facilities*
- *Safe Classrooms*
- *Safe Activities*

SAFETY & HEALTH MEASURES IN SCHOOLS

Masks

- At the recommendation of the Local Medical Health Officers, masks will be required for all students, staff, and visitors in elementary schools.
- High school students, staff, and visitors are strongly encouraged to wear masks at all times.
- Please see the *RCSD Return to School Plan* for activity-specific masking guidelines.

Safe Facilities

- Caretakers will disinfect high touch areas throughout the day.

Safe Classrooms

- Classroom routines will include:
 - Hand hygiene
 - Disinfecting shared learning materials
 - Disinfecting shared spaces
 - Staff and student mask use is required

Safe Transportation

- Busses will follow an enhanced cleaning protocol of disinfecting high-touch surfaces (for example, handrails, seatbacks).

Safe Access

- We are excited to welcome families and visitors back to our school community according to safe school protocols.

Safe Activities

- Clubs, activities, sport teams, and extra-curriculars are permitted. Inter-school sports and activities will resume.
- Masking will be a part of the elementary school activities when indoors.

HELPING STUDENTS TO KNOW WHAT TO EXPECT

Talk to your child to help them prepare for the first day of school:

- Sanitize hands before entering school and classrooms (hand hygiene stations will be at entrances and in all classrooms)
- Do not share food
- Personal items/toys should be left at home
- Cough and sneeze into the elbow
- Tell staff if feeling sick at school
- Some recess/breaks may be at different times to reduce hallway traffic for operational purposes

SAFE ATTENDANCE: PARENTS' ROLE IN KEEPING SCHOOL SAFE

Screen for symptoms every morning

- Please see the SHA webpage [When to Get Tested](#) and the [COVID-19 Self-Assessment Tool](#) if your child has any symptoms.

Stay home when sick or if in contact with someone who is sick

- Students, parents, or family members must not enter school if they feel sick, have symptoms of COVID-19, or have been advised by SHA to remain home

Entering the school

- Refer to your school's plan to find out how the school and parents can work together. We wish to create a welcoming environment and pre-scheduled meetings allow us to be fully present and attentive to the needs of your child.

Pick up students promptly if they show symptoms at school

- You will be asked to pick up your child from school immediately if they show symptoms and call 811 to be assessed for a test.
- The school must be able to contact you at all times during the school day. Please ensure the school has your most up-to-date contact information, including a back-up contact. The student will be asked to wear a mask (if safe to do so) and will be supervised in the Illness in Care room until you get there.

When unsure – please contact us

- We will navigate these very different times together as things evolve.
- School Website and contact information @ [St. Josaphat School](#).

St. Josaphat School

COVID-19 PARENT INFORMATION

Dear St. Josaphat Families,



We welcome back all returning families and those new to St. Josaphat for the 2021-22 school year!

As mentioned, we have learned many lessons from the past school year and look forward to the new year ahead. We ask that families please read the following information, specific to St. Josaphat School, very carefully. It is our hope that this information, discussed and processed as a family, may help ease some of the stress and anxiety associated with the return to school. The staff of St. Josaphat school remains committed to the safety of our students. We thank you all for your support.

Like last year, families will note that many sections include the phrase *“How can you share this with your child?”* We invite all families to read the following information to become better familiarized with the routines and procedures outlined in the following pages.

Although we will try our best to think of every contingency and answer every question, we know that we may not have the answers you are looking for. We thank you for your kindness, support and patience as we continue to process the safest and most effective ways to keep everyone safe and learning.

All questions can be directed to the School Admin. team by first going to the St. Josaphat Website (<https://www.rcsd.ca/school/StJosaphat>) and then by clicking “Contact Us.” We shall do everything possible to reply to all questions in a timely manner.

We pray for a safe return to schools and wish all St. Josaphat Families a successful school year ahead. We continue to “Know, Love, Serve” our Lord God, His Son Jesus, the Holy Spirit and each other.

Our students, families and staff demonstrated amazing resilience during the very challenging times of last year. We know that as a school community we can overcome any challenges that come our way! With that in mind we wish everyone a successful year ahead!

Sincerely,

Dean Schwebius, Tricia Shynkaruk and the Staff of St. Josaphat School

RETURN TO SCHOOL AND DROP YOUR BACKPACK

Due to our Covid restrictions currently in place, we **will not** be hosting a drop your back pack this year. We also want to remind all families of the staggered return to school plan as follows.

Grades 1-8

Thursday Sept. 2nd – Families last name A-L

Friday Sept. 3rd – Families last name M-Z

Tuesday Sept. 7th – ALL STUDENTS

Kindergarten

Last name M-Z – First day of Kindergarten will be ***Friday, Sept. 3rd (9:00-3:35)***

Last name A-L – First day of Kindergarten will be ***Wednesday, Sept. 8th (9:00-3:35)***

All Kindergarten students attend on Friday, Sept. 10th (9:00-3:35)

We will be inviting all families to participate in our Opening Assembly/Liturgy on Friday Sept. 10th @ 9:00 am via Microsoft Teams. You will have an opportunity to see your child's teacher through a quick introduction. [Click here to join the meeting](#)

ARRIVALS & DEPARTURES

School Arrivals:

Outdoor Supervision begins at 8:45. Please drop students off at or after this time to avoid unsupervised activities.

Students arriving to school between 8:45 and 8:55 am via parent, walking or bus will be required to head to the playground and into the assigned zones listed below. Colour coded ground markers will be used to visually identify physical distancing while lining up to enter the building upon ringing of the bell. Masks must be worn once they arrive at the building entrance. All students will be provided and required to use hand sanitizer upon entering the building.

How can you share this with your child?

Before your child heads to school in the morning, remind them where they should be going to begin the day. Ask them to head to the assigned playground area upon arrival or talk to an outdoor supervisor if they need help. Review how your child should properly put on/remove their masks and use hand sanitizer once applied.

School Departures:

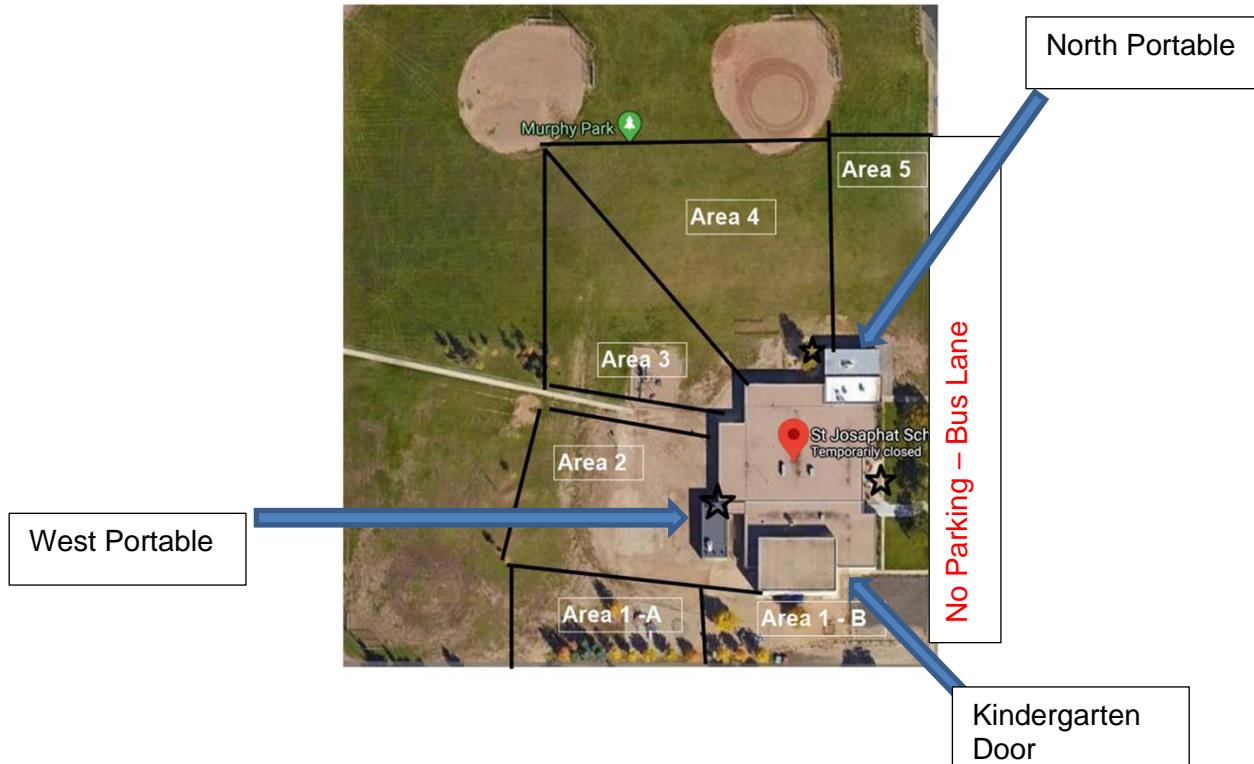
School departures will require additional planning as well this year. Our school bell will ring for dismissal at 3:35.

Students walking home - will be dismissed from the classroom and reminded to maintain social distancing, use assigned exit doors and leave the school grounds to head home immediately.

Students with parent/guardian transportation – please identify a regular pick-up spot to meet your child. Please avoid the front of the school as well as staff parking lot. We highly encourage parents to park in a manner that does not require a child to cross the street, especially between busses. If your student is in a younger grade, you may want to park and walk to the school playground to meet your child and help them return safely to the vehicle. Students will use their assigned exit doors and meet their transportation immediately. Should there be a change in your child's transportation plans, please contact the office and we will notify them.

Students taking the school bus – all bus students will be asked to remain in classrooms and listen to announcements. Students will be called by bus (we will use the animal name as well as bus positioning number) as it arrives and dismiss from the classroom. Students will be reminded to maintain social distancing, use assigned school exit doors and head directly to the school bus once dismissed. Please note all children will be required to wear a mask when riding the bus.

We are working with a new bus servicing company this year. Please NOTE that buses WILL NOT BE WAITING THE 1 MINUTE TIME as per previous years and your child must be at the bus stop at the scheduled time. You can find more information about our updated bus procedures [here](#).



How can you share this with your child?

Be sure to review the playground map as well as entrance and exit doors. Take some time to determine how your child will most likely travel to school. Find a meeting place that works for your family if you will be transporting them. Share that although we want to see our friends after school, it will be important to maintain physical distancing and go directly to your mode of transportation.

RECESSES, BREAKS & MEALTIME

This year we will be maintaining dual recess, as we found this created an optimal environment for playground management and activities. However, we understand that this was not completely ideal for all families and students as some may not have a chance to see their friends on the playground. Therefore, we will be having all students outside for **LUNCH** **RECESS only** which will now be 12:25-12:45 (20 min) In accordance with the provincial and divisional school recommendations, all students outside must respect physical distancing. Our new schedule is as follows.

Morning Recess 10:20 - 10:35 (School Cohort A) and 10:40 - 10:55 A.M. (School Cohort B)

LUNCH 11:55 - 12:20

Lunch Recess 12:20 - 12:40

Afternoon Recess 2:00 - 2:15 (School Cohort A) and 2:20 - 2:35 P.M. (School Cohort B)

*Lunch – students will eat in classrooms at their assigned seats, classroom teachers will develop an “eating plan” that best suits the space.

*Lunch Recess – students will be outside on playground in assigned areas

*In the instance of poor weather conditions students will be instructed by the outdoor supervisors to directly come into the school and indoor supervision will commence

Recess Groups

The playground has been sectioned into 5 separate areas to accommodate dual recess.

School Wide Cohort A includes classroom cohorts 1&3

School Wide Cohort B includes classroom cohorts 2&4

	Classrooms	Total Students
Cohort 1	K,1,1/2,2	75-95
Cohort 2	3, 3/4, 4	76
Cohort 3	4/5, 5, 6Br.	86
Cohort 4	6P., 6,7, 7/8, 8	114

How can you share this with your child?

1. Review when your child’s recess will be.
2. Let them know that all friends will be on the playground during lunch recess.

Recess Expectations

As in previous years, classrooms will be assigned to a zone area of the playground. Pylons and visuals will be used for the first months of school to support adherence to assigned zones. School morning announcements will include recess times and locations. Maps will be posted in all classrooms and entrances.

When exiting for recess, students will be provided hand sanitizer by their classroom teacher. Upon entering the building after recess, students will be provided hand sanitizer by the outdoor supervisor.

Students will be encouraged to use the washroom throughout the day (see classroom procedures) to eliminate crowds at recess time. We have adjusted our staff supervision model to include an indoor supervisor during recess times to help monitor and support the use of physical distancing. Signage will be posted as well to encourage a limited number of students in the washroom at one time. Rest assured that at no point will children be limited to washroom access.

Students will be provided with a classroom set of outdoor playground equipment. This will be cleaned at the end of the day.

Masks will not be required when outside on the playground in accordance with public health and divisional recommendations.

Lunch Expectations

Each classroom will eat lunch in their classrooms and in assigned seats (this will be the same seating as per their classroom arrangements).

Students/Staff will wipe desktops with classroom cleaner before putting lunch kits on desks.

Hand sanitizer will be provided by the classroom teacher/lunchroom supervisor prior to the removal of masks and eating.

Students will remove masks (following the Saskatchewan Health recommendations) and using their lanyards hang them on the desk hooks.

When students have completed lunch, they will be required to notify the classroom supervisor. They will be provided with hand sanitizer and asked to put their mask back on. Once all masks are in place students will be asked to dispose of garbage.

Students/Staff will wipe desktops with classroom cleaner after garbage is removed and lunch is completed.

We are encouraging families to send **refillable and labeled water bottles with students DAILY** as the water fountain drinking spouts will be closed. Only the water bottle refillable station will be open. It is preferred to send water bottles that have a straw with a lid that does not allow for spillage. You might want to fill the bottle before your child leaves for school as we currently have only 1 water fill station in the school.

Now more than ever we will be reviewing and reinforcing our school wide no-contact/hands off policy.

How can you share this with your child?

Review school playground map with your child. Brainstorm “non-contact” activities your child can do on the playground. For our younger students practice opening and closing classroom water bottles. Discuss once again how to apply hand sanitizer. Review how to put on and take off a face mask safely. See the following information from our [Saskatchewan Health Authority](#).

CLASSROOM PROCEDURES

All students and staff will be required to sanitize upon entering a classroom.

Staff is doing their best to distance desks and seating as much as the physically space allows. When possible, furniture and decorative materials have been removed to provided additional space.

Teachers and support staff have been provided with a face shield and both reusable/disposable masks. All classrooms will be provided with a removeable plexiglass barrier to be used for small group instruction should they so choose.

Hand sanitizer will be readily available in all classrooms and hand hygiene stations will be in main hallways and entrances.

Students will not share supplies or food (including birthday/special holiday treats) at this time.

We are requesting that all materials sent to school are labeled for easy individual student identification.

Classroom materials used for student manipulation (such as blocks, counters, etc.) will be individually distributed and cleaned before next usage. This applies for Kindergarten toys and materials as well.

Library books and textbooks will still be utilized in the school. Information regarding safe uses of these materials will be provided in your back to school rules and procedures package sent home by your child's classroom teacher in September.

Technology will continue to be a shared resource within the school and classrooms. Safe guidelines and cleaning procedures have been created and will be shared with the students.

To avoid congested common areas such as shoes and boots racks, classrooms will have an assigned location for these items. These locations may include a boot rack space by the school entrances/exits or temporary boot racks directly outside of the classroom space. Students will be shown these locations by their classroom teachers once school begins. Visual reminders will be present to remind students of physical distancing requirements.

If you require a meeting with the classroom teacher (or staff member), we ask that you contact the teacher/staff directly to set up a time. All meetings with staff or administration must be booked ahead of time.

As always, please remember that we take all our recommendations from the Saskatchewan Health Authority and the school division. If you have concerns about your child's school setting, health or policies please contact the school office. If you have concerns over your child's academic progress, please contact the classroom teacher.

GATHERINGS: ASSEMBLIES, CSCC, PARENT MEETINGS

Programs

1. Extra-Curricular activities of aerial football will continue at this time however cross country will be re-scheduled to the spring. More information to come.
2. Band will return to regular programming with some Covid mitigation strategies. More information to come.

School-Wide Assemblies – For the month of September, all Monday morning assemblies, Liturgical celebrations and any other special school-wide gatherings will happen virtually. Students and staff will remain in classrooms and view all assemblies on the classroom screen. This procedure will be re-visited for October and subsequent months.

CSCC Meetings – The connection and relationship with our Catholic School Community Council and our parent stakeholders is a crucially important factor leading to the success of students and staff. As such, the St. Josaphat Catholic School Community Council will continue to meet regularly as per the annual meeting plan as decided by the Council. CSCC meetings will be accessible utilizing two formats:

- 1) Meeting participants will have the option to attend meetings held in the St. Josaphat School gymnasium. Tables will be set-up to facilitate physical distancing guidelines.
- 2) Meetings will also be delivered VIA Microsoft Teams and participants will have the option to attend the meeting "virtually."

ILLNESS IN CARE ROOM

- The principal or designate shall, as soon as reasonably possible:
 - a. call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate and instruct them to call 811 as soon as possible.
- Please see [Administrative Application Illness in Care and Students with COVID-19 Symptoms in School](#)

ARRIVALS & DEPARTURES

School Departures:

School departures will continue to require additional planning this year. Our school bell will ring for dismissal at 3:35.

Students walking home - will be dismissed from the classroom and reminded to maintain social distancing, use assigned school cohort doors and exit the school grounds to head home immediately.

Students with parent/guardian transportation – please identify a regular pick up spot to meet your child. Please avoid the front of the school as well as staff parking lot. We highly encourage parents to park in a manner that does not require a child to cross the street, especially between busses. If your student is in a younger grade, you may want to park and walk to the school playground to meet your child and help them return safely to the vehicle. Students will use their assigned cohort doors and meet their transportation immediately. Should there be a change in your child's transportation plans, please contact the office and we will notify them.

Students taking the school bus – all bus students will be asked to remain in classrooms and listen to announcements. Students will be called by bus (we will use the animal name as well as bus positioning number) as it arrives and dismissed from the classroom. They will be reminded to maintain social distancing, use assigned school cohort doors and head directly to the school bus once dismissed. Please note all children will be required to wear a mask when riding the bus. You can find more information about our updated bus procedures [here](#).

How can you share this with your child?

Be sure to review the playground map as well as entrance and exit doors. Take some time to determine how your child will most likely travel to school. Find a meeting place that works for your family if you will be transporting them. Share that although we want to see our friends after school, it will be important to maintain physical distancing and go directly to your mode of transportation.

1st Day Reminders

1st day for your child/ren (based on the RCSD dates above)

a. **Students Walking/Being dropped off** – Students walking or being dropped off at school are asked to first come to the entrance at the front of the school. A Staff Supervisor will guide student(s) to the back/side entrances and to the appropriate school assigned entry doors. Students will not know what doors they are supposed to use. School staff will assist students to be in the right place. Staff will be present to assist students to line-up in a physically distant manner and to enter the school when appropriate. Students will line-up and be directed to enter the school.

How can you share this with your child?

Explain to your child that when they arrive at school on the first day, Mr. Schwebius/Ms. Shynkaruk will be at the front of the school. Mr. Schwebius/Ms. Shynkaruk will direct students to the staff member/entrance at the back/side of the school where they will line up. Please always remind students to practice physical distancing. If students are not sure where they need to be, please remind them to approach a staff member using physical distancing, to say, “**Excuse me, Ms.I have a question**” and to wait patiently for the staff member to answer their question.

b) **Students arriving by bus** – Students arriving by bus will follow similar procedures when arriving at the school. When the bus arrives at the school, students will remain on the bus until a staff member boards the bus and explains to students that they will exit the bus using physical distancing and proceed to the entrances at the back and side of the school. Students won’t know what doors they are supposed to use. School staff will assist students to be in the right place. Staff will be present to assist students to line-up in a physically distant manner and to enter the school when appropriate. Students will line-up and be directed to enter the school. Staff inside of the school will direct students to their classroom where their teacher will be waiting for them.

How can you share this with your child?

Explain to your child that when they arrive at school on the first day, to please sit on the bus patiently until Mr. Schwebius/Ms. Shynkaruk board the bus and direct them to exit. Mr. Schwebius/Ms. Shynkaruk will direct students to the staff member/entrance at the back/side of the school where they will line up. Please remind students to practice physical distancing at all times. If students are not sure where they need to be, please remind them to approach a staff member using physical distancing, to say, “**Excuse me, Ms.I have a question**” and to wait patiently for the staff member to answer their question.

MAIN OFFICE PROCEDURES

Our Main Office is a welcoming environment where the support of our students, their families and our staff is the focus. Having said that, the ways that our students and families visit the office has changed:

- 1) Students** – Students will only visit the office with teacher permission. Throughout the school day as students follow the travel plan of St. Josaphat School, at this time, we ask that they refrain from stopping in at the office for a short visit. Students are encouraged to offer a quick “Hello” as they walk past the office but to not stop.

If students are asked to come to the office, we ask that they stop at the main office door before entering and wait to be invited in by one of the office team - Ms. Friel, Ms. Shynkaruk, Mr. Schwebius. If students come to the office and see that there is a line-up, we ask students to use proper physical distancing.

How can I share this with my child?

Please discuss with your child that as much as they love coming to the office, they must ask their teacher’s permission first and then wait at the office until invited in by a member of the office team. Please continue to practice what “2 meters” looks like

2) Parents and Visitors

- 1) Parents and all visitors to the school will not be allowed in the school without an appointment. This includes picking up and dropping off students, supplies, forgotten items etc.
- 2) Please call 306.791.7355 to schedule an appointment to enter the school.
- 3) When entering the school, parents/family members/visitors must:
 - a. Wear a mask
 - b. Sanitize hands with the provided hand sanitizer
 - c. Proceed directly to the main office
- 4) Visitors are asked to adhere to social distancing protocols.
- 5) Visitors will not be permitted to access classrooms and will be required to remain in the office area until departure.
- 6) Families like to plan into the future – If your family knows of a scheduled event (i.e.) medical appointment, please feel free to email the school to set-up an upcoming visit to the school, a student pick-up, etc.
- 7) We understand that last-minute events take place. We will process last minute requests to the best of our ability; however, these types of visits should not be the norm. We thank you for your patience and understanding as we move to safer and more controlled procedures for visits to our school.

3) Contacting Students

- a. Parents are asked to not contact their children directly by phone during the school day.
- b. All parents wishing to contact their children are asked to call the main office at the school.
 - i. In these cases, either a message will be taken and passed along to the student or they may be called down to the phone, time permitting.

4) Form Collection

- a. All forms will be submitted online.

5) Morning Opening Exercises and Daily Prayer

- a. Morning Opening Exercises
 - i. Each morning will begin with O'Canada, followed by our morning Prayer and Daily Announcements.
 - ii. For the time being Morning Exercises will take place over the Intercom led by admin and assisted by one or two students for prayer.

6) Registrations & School Tours

- a. Registration of new students will continue through the online registration process.
 - i. Follow-up to registration applications will occur in as timely a manner as possible through either the Office Manager, Principal or Vice-Principal based upon each individual circumstance.
- b. Any new family to the St. Josaphat community may request a personalized school tour by contacting the main office and booking an appointment with the Principal or Vice-Principal.
 - i. For the time being, School Tours will not take place while students are in class.

OTHER PROCEDURES AND PROTOCOLS

1) Protocols

- a. Lockdown and fire drills will return to regular practice.
- b. Although it goes against our Christ-like nature, students will not share desks, chairs, classrooms, school supplies or food. We ask all St. Josaphat School community members to continue to share what cannot be seen but can always be felt – love, patience, understanding and compassion