

FALL 2020 SCHOOL RE-OPEN PLAN

Glaslyn Central School



'Normal' Return to School

What are the high-level actions for your school to address the problems or challenges associated with 'normal' resumption of school – as outlined, by department, in the NWSD Division Re-open Plan.

School:				
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:
Operations	Sanitizer	<ul style="list-style-type: none"> a. Kids and staff have their own b. Min 70%, 250mL UNSCENTED pump bottle c. Supervise the use- keep on back counter d. Each classroom will have own dispenser 	Principal	Dispensers
Operations-	School Day <ul style="list-style-type: none"> • Before School Procedures • Recess Procedures • Noon Hour Procedures • After School Procedures • Entrances • Building Access • Washroom Access • Hallway Procedures 	<ul style="list-style-type: none"> • Mandatory Mask usage: <ul style="list-style-type: none"> • Masks will be required for staff and students in Grades 4 to 12 on buses and in high traffic areas, including areas where 2m physical distancing cannot be maintained. In most circumstances, students in Pre-k to Grade 3 will be encouraged but not required to use masks. • All visitors and guests to NWSD schools will be required to wear masks. • Students can expect to receive two reusable mask provided by the Division upon their return to classes. We will also have disposable masks for use. Parents are encouraged to provide additional reusable masks for their children if they choose. • Limiting Physical Contact 	Principal Teachers	Signage

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		<ul style="list-style-type: none">• For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.• Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes).• Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as ‘two-arm lengths apart’ and avoid close greetings <ul style="list-style-type: none">• New students can call the school to register before Sept 8- 342-2114.• ALL Staff must complete a weekly self-assessment and submit to supervisor prior to coming to work.• Town kids should arrive close to the 8:54am bell as possible, no earlier than 8:45am• Students should be picked up or leave the school immediately at the close of the school day.• Please head directly to your classroom to avoid clustering in halls for grades7-12• Breakfast club will be hand delivery food to classrooms• Grade cohorts will have no interaction• K-6 use elementary washrooms, 5/6 use art room to wash hands• Grade 7/8/9 use hallway washrooms• Grade 10/11/12 use gym washrooms• ALL Students will have baskets in each classroom to house their binders• Jackets, backpacks stored in lockers		
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		<ul style="list-style-type: none">• Lunch/snacks/water bottle kept in classroom• Students stay in their assigned class, teachers are moving (multiple binders are not needed like originally stated in June)• Phys ed outdoors, move classes outside weather permitting• Grade 11/12 classroom- science lab• Grade 10 classroom- ELA room• Grade 8/9 classroom- lunch room• Elementary rooms remain the same as years previous• Quarantine Room: adjacent to workroom• Extra classroom space- Art room, room next to staff room (used for grade 8/9 PAA), and SSST room• Space out as much as possible- desks in a row, maximum distance possible. If not, masks must be worn for grade 4-12.• Library- social distancing, seating plan will follow when choosing books• Individual manipulatives, games, toys• Supplies- pencils, erasers, calculator, art supplies- individualize label• Assigned seating• Wash/sanitize upon entry and exit of classroom and school• No sharing food, water bottles, calculators, scissors, phones, etc• Students each lunch in classrooms <hr/> <ul style="list-style-type: none">• Recess- kids will use their grade alike doors and play in their grade designated area. Grades must not intermingle.		
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		<p>Schedule created for use of play structure, swings, monkey bars, and bball court. See attached Map and schedule.</p> <ul style="list-style-type: none"> ○ K/1/2 doors, 3/4office doors, 5/6 doors, 7/8/9doors, 10-12 doors • Stickers placed on doors ENTRY/EXIT • High school break transitions- grade10/11/12 will be released grade 7/8/9 released after 3 minutes. Students will have time to go to bathroom and return to classroom or go outside. Gym will be open to cohorts 7/8/9 on days 1,2,3 and 10/11/12 on days 2,4,6 <ul style="list-style-type: none"> • Students leaving for smoke breaks or spares will need to re-enter through the main office doors • Students on spares stay in their assigned classroom or leave the building • Sanitize hands upon entry and exit of classroom • Video conferencing will take place in lieu of interviews • <i>ALL visitors to our schools, parents included, must complete the contact tracing form. Posters will be shared for the front entrance, scan QR code with phone to access the form. Visitors must wear masks and sanitize upon entering building.</i> • Arrows on the floors and doorways • Dismissal K-6 3:14pm, 7/8/9 3:16 pm, 10/11/12 3:18pm 		
<p>Transportation</p>	<p>Buses</p>	<p>ALL students must wear a mask on the bus</p> <p>Staggered drop off in the morning</p> <p>Dismissal at the end of the day- busses will be spaced out as much as possible</p>	<p>Bus Drivers Principal Vice Principal</p>	

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		<p>Family Seating plan, masks required for grade K-12. Drivers will be sanitizing before and after their run.</p> <p>Have family reregister for busing to account for any relocations or missing contact information. Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions</p>		
Operations	Furniture	Remove and store items couches, soft material chairs, carpets in gym equipment room, or shed	Teachers Caretaker	
Facilities	Water fountain	<p>Inform parents to supply child with water bottle, block off water fountains</p> <p>Only use water bottle refill stations, sanitize throughout day</p>	Teachers Caretaker	
Facilities	Daily Cleaning	<p>School staff/students will be provided with proper cleaning procedures and materials – space should be cleaned and disinfected after each use (stoves, cooking equipment, computers, etc.). Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc.</p> <p>Staff room, photocopy room need to be disinfected after individual use</p>	Caretaker Teachers	
Operations	Daily Cleaning	Separate toys into individual bins to limit the requirement for disinfecting. If toys need to be traded, they will need to be disinfected by staff. Playground will not be disinfected, and students will be required to wash their hands after use. Gym equipment will be limited if any. It will need to be disinfected by staff /students after use. Changerooms are off limits. Phys ed will be outside as must as possible.	Teachers	

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		Library books- house for three days before recirculating or disinfect book upon arrival		
Facilities	Doorways, Office, hallways	Arrows, spots, signs for door ENTER/EXIT, plexi glass for secretary, librarian	Principal	
Facilities	Lockers	<p>Restrict use –students will have buckets for each classroom to keep materials in, such as lunch, water, snacks, and supplies</p> <p>Lockers are socially distanced and assigned to each student. Backpacks and jackets must remain in locker.</p> <p>Elementary- 1 locker in between, or 1 student per cubby, stickers on floor Spots needed on floor in elementary hall in front of lockers to show where to stand</p>	Teachers Principal	
Communication	Newsletter, FB post, Email	<p>Regular communication home about expectations for school, education on COVID, how to prevent spread of germs - messages shared through division and school channels</p> <p>Letter to appropriate audience about positive confirmed case in school community</p> <p>Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID</p> <p>Treat like a CISM case</p>	Principal NWSD	Parent contact information
Curriculum	Teacher Plans	Year plans due Sept 30	Principal Teacher	
Operations	School Staff	<p>Manage staff attendance</p> <ul style="list-style-type: none"> · Safety procedures (PPE) · Student supervision and social distancing expectations 	Principal	

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Student Services	Support Staff	<p>Register as a visitor when coming to the school Enhanced cleaning and disinfection of workspaces, supplies and equipment</p> <ul style="list-style-type: none"> • Designated work areas and record of where you are in schools – Art room • Communication with schools and others to stagger visits-report to Principal the students being seen and where • Hand washing before, during and after each session • Flexibility of services 	Principal SLP OT SSST	
Facilities	Office Access	<p>Keep office door closed, students, and visitors use window Only staff allowed inside office to access mailbox and materials.</p>	Everyone	
Curriculum	Grade 10-12 Credits	<p>Law 30 has been removed from this year credits to accommodate more specific grade cohorts.</p> <p>Grade 10-12 students will complete a new class registration form on Sept 8th to be completed by Sept 11th.</p> <p>Reconstructing PAA into modules that can be completed online</p>	Principal VP	
Student Services	Supporting Professionals in multiple schools	<p>Register as a visitor when coming to the school Enhanced cleaning and disinfection of workspaces, supplies and equipment</p> <ul style="list-style-type: none"> • Designated work areas and record of where you are in schools – Art room • Communication with schools and others to stagger visits-report to Principal the students being seen and where • Hand washing before, during and after each session <p>• Flexibility of services</p>	SLP OT SSST Principal	

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Student Services	Students on IIPs	<p>Updated assessments may be required</p> <ul style="list-style-type: none"> • Re-engage with families to review short-term transition plans and to update goals • Team teaching if possible • CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. • Clean and disinfect diapering stations after each use. • Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). • It may not be possible to support all students with intensive needs in-person due to health and safety guidelines 	Teachers SSST
Students Services	Mental Health of Students	<p>Reach out to community organizations (ie: RCMP, Social Service, Mental Health, etc.) to assess needs</p> <ul style="list-style-type: none"> • Family Dynamics chart pg. 27 Guidelines to Re-entry. Consult with counsellor beforehand. • Review the Trauma informed and Resilient Schools document and implement school-wide ie: morning check-ins • Tier I, II, and III Social Emotional Learning plan • Listen, Protect, Connect, Model and Teach • Mentorship programs based on LIPs • Educate students about COVID, maintaining space and proper handwashing procedures, • Adjust WC schedules and PD days, if need be • Make staff aware of PD opportunities available • Communication with parents about plans for safety and health 	Principal Teachers Wellness Coordinator School Counsellor

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		<ul style="list-style-type: none"> • Referrals to counsellors if need be • <i>Understanding of staff that stressed brains cannot learn. Flexibility needed for students to utilize supports during class time, if need be</i> <p>Training staff to be trauma informed in order to assess, identify and respond to trauma</p> <ul style="list-style-type: none"> · Create learning environments that are as close to normalcy as possible while ensuring protection where children play and learn (mask and gloves are not required at this time) <ul style="list-style-type: none"> • Calming corners, fidgets- sanitize after single use <p>Students will be assigned an adult mentor- check in daily/weekly with students</p> <p>First day of school- ice breaker activities, social activities, TEAMS assembly to introduce staff, new policies, goals</p>		
Student Services	Mental Health of Staff	<ul style="list-style-type: none"> • Begin to develop sense of community among staff before students return. P. 11 Stage 2 Re-Entry to School • Staff meeting to determine where everyone is at. May want to use the Coronavirus Impact Scale on pg. 19 of Guidelines for Re-entry document. Consult with counsellor beforehand. <ul style="list-style-type: none"> • Yoga Friday's after school • Staff meetings in gym to socially distance • Monthly secret Santa gifts <\$5 • Weekly positive posts on TEAMS • Book Study "Daring to Lead" Brene Brown • Trauma Informed Classroom PD • Support Bubby 	Teachers School Counsellor	Brene Brown Books Trauma PD

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Student Services	First Day Back to School	<p>School Eve! September 4th 2-4pm. Students with last name beginning A-M will come from 2-3pm, L-Z from 3-5pm. Student, and 1 parent can come to the school, drop off supplies, see the classroom, talk to the teacher about procedures, pick up timetable, self-assessment check list, locker number. Parents must complete visitor form, masks must be worn</p> <p>Facebook videos- staff will create K-6 video and 7-12 video to model how to enter building, access locker, classroom, and washrooms.</p>	Teachers	
Student Services	Students with Immune compromised	<ul style="list-style-type: none"> • parents notify the school if they have immune compromised child, and possibly switch to online learning <p>Create a safety and accommodation plan in collaboration with parents, medical doctor, will need medical documentation</p> <ul style="list-style-type: none"> • Medical reasons for not wearing a mask will be considered. • These situations will be assessed on an individual basis. A medical note will be required. Please work closely with your school based administrator to determine options for your unique situation. The Student Medical Exemption Request form can be completed by your physician <p>Medical mask exemption form</p> <ul style="list-style-type: none"> • CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. • Clean and disinfect diapering stations after each use. • Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when classroom teachers changing 	Principal Teachers Support Staff	

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		<p>tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water).</p> <ul style="list-style-type: none"> • Specialized places for instruction for students with compromised immunity should make every effort to ensure students feel included and safe 		
Operations/ Student Services	Student Illness	<p>Guidelines for Student Illness Testing is available and recommended if someone has unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following: If a student is exhibiting symptoms suggestive of Covid-19, the following steps should be taken in order to minimize the risk of exposure to others. If, while at school, a staff member identifies a student exhibiting one or more of the symptoms of Covid-19 a staff member shall: Immediately remove the student from the classroom to a designated isolation area: ▪ In a respectful manner that protects the privacy of the student; and, ▪ In a manner that is safe as possible for the staff members and other students and staff. Notify the principal or designate. ii. In all interactions with the student, staff members shall: Maintain physical distancing from the student as much as possible; Wear a medical mask and face shield, if a face shield is available; Avoid contact with the student’s respiratory secretions; Provide the student with a face shield (if available) and request the student to wear it; • Fever • Cough • Headache • Muscle and/or joint aches and pains • Sore throat • Chills • Runny nose • Nasal congestion • Conjunctivitis • Dizziness • Fatigue • Nausea/vomiting • Diarrhea • Loss of appetite • Loss of sense of taste or smell • Shortness of breath • Difficulty breathing o Provide the student with a face mask, if the student is not wearing one, and request the student to wear it provided the</p>	Principal Teacher Caretaker	AP 162

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		<p>student is not in respiratory distress; o Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and, o Dispose of disposable PPE and arrange for non-disposable (i.e., face shield) to be cleaned and disinfected. iii. The principal or designate shall, as soon as reasonably possible: 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; Arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student's classroom and, in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e., washroom) to which the student would have had access that school-day by custodial staff; and, Advise the Director or designate. iv. If a case of Covid-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health. v. Any and all communications regarding the student or further action that might need to be taken by the staff, students or school must be done only by or with the approval of the Director or designate in consultation with Public Health. vi. In consultation with the Superintendent, each school shall: Set up a designated isolation room in the school; Ensure that appropriately sized medical face masks, face shields and hand sanitizer are readily available in all classrooms in the school; Keep accurate and up-to-date records of attendance and seating arrangements to support public health investigation and contact tracing; Establish standardized procedures for cleaning and disinfecting classrooms and high</p>		
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		<p>touch surfaces and student work stations, including designating the employees who shall be responsible for these tasks, noting that all requirements associated with the increased sanitization and disinfection of facilities including common areas will be completed by custodial staff throughout the day; and, Establish standardized procedures for the disposal of PPE equipment.</p> <p>Isolation room: Room behind the workroom</p>		
Curriculum	Anticipate and identify gaps in learning using formative assessment:	<ul style="list-style-type: none"> As per AP 360 - b.3 - Teachers use ongoing assessment to inform instructional design and respond to students learning needs. Use Fountas and Pinnell assessment 2-9 to establish baseline to guide instruction ASAP Teachers are encouraged to confer with previous grade teacher to gain a rich understanding of what was covered and what was not covered to help make informed decisions to optimize their year plan. Teachers are encouraged to use math data from the previous year snapshot capturing remediation requirement For semester one school wide RTI 5x week for 29 minutes. Re-evaluate for second semester 	Teachers	F&P
Operations	Staff Illness	All employees are expected to self-monitor for COVID-19 symptoms that are unexplained new or worsening. Each workday, employees will complete a Covid-19 self-assessment verification form. The following are symptoms of Covid-19. ii. If an employee has Covid-19 symptoms that are unexplained new or worsening they are to stay home. The employee must request their absence using the normal process. If the employee does not have enough sick leave, they are to contact	Teacher Support Staff Caretaker	AP 162

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		<p>the Superintendent of Human Resources for direction. iii. Any employee who presents with Covid-19 symptoms that are unexplained new or worsening but does not yet have conclusive test results must stay home until they have been cleared by medical professionals. iv. If an employee feels well but is at a high risk of severe illness from COVID-19 the employee is to contact their principal/supervisor and the Superintendent of Human Resources. v. Employees that have been identified by a Medical Health Officer as having COVID-19 shall immediately go into mandatory self-isolation until the Medical Health Officer determines that they no longer pose a public health threat; vi. Employees that have been identified by a Medical Health Officer as a close contact of a person or persons with COVID-19 shall go into mandatory self-isolation for 14 days from the date of last having been exposed to COVID-19; vii. Employees that have traveled internationally shall go into mandatory self-isolation for 14 days from date of arrival back into Canada. Employees who chose to travel during the pandemic internationally will not be entitled to access sick leave for the purpose of self isolation. • Fever • Cough • Headache • Muscle and/or joint aches and pains • Sore throat • Chills • Runny nose • Nasal congestion • Conjunctivitis • Dizziness • Fatigue • Nausea/vomiting • Diarrhea • Loss of appetite • Loss of sense of taste or smell • Shortness of breath • Difficulty breathing viii. Employees who are household members or contacts of a person with COVID-19 shall immediately go into self-isolation for 14 days and call Healthline 811 if they become symptomatic. ix. Schools will implement the following practices when a staff member develops symptoms at work. The staff member should self</p>		
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		<p>isolate immediately. The staff member should contact their supervisor. The staff member should contact the local public health authority and seek further medical advice. Once the staff member leaves, areas that the staff member touched should be cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days.</p> <ul style="list-style-type: none"> • Have at least 2 days of material planned ready to go • Try to provide internal coverage if possible 		
Operations: Nutrition	Food	<p>Canteen/milk room- no services Hot lunches- no Microwaves- grade 8-12 teacher supervisor sanitize, enforce social distancing, Grade 8/9 11:30am, Grade 10-12 11:40am No fruit bowls Vending machines- no services. Will re-evaluate in second semester ·Staff will follow safe food handling preparation and delivery guidelines · Students are not allowed to participate in food preparation.</p>	Teacher Wellness Coordinator	
Student Services	Kids refusing to come to school	<p>Take attendance and make follow up calls for students who are absent · Provide Psychological First Aid for students and parents · Encourage sign up for online learning</p>	Teachers Wellness Coordinator School Counsellor	
Early Childhood	Kindergarten	<p>Group sizes according to Health Guidelines · Focus on Minimizing physical contact · Limiting physical contact throughout the school day (during instruction, recess, nutrition etc. · Avoid close greetings like handshakes and hugs and look for alternative greeting/interaction strategies</p>	Teacher Administration	

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		<ul style="list-style-type: none">· Children within groups may interact, but must distance from other groups· Educate students on the importance of minimizing physical contact and how they might do it· Avoid activities that require clustering around particular item, or area· Consider modifying room configurations <p>· Teacher will take students outside to meet parents</p> <p>Develop a clear plan for ensuring meaningful child-focused play and instructional activities in the context of physical distancing</p> <ul style="list-style-type: none">· Developing Literacy, Math, Play based learning kits for home use <p>Move lessons and activities outdoors (weather permitting) when possible</p> <ul style="list-style-type: none">· Adapt curriculum and develop creative pedagogical practices to ensure playful learning· Aim for maintaining the integrity of the programs (I.e. Play and Exploration) <p>Scheduling times to Sanitize equipment, materials and toys (between breaks, groups, after school etc.)</p> <ul style="list-style-type: none">· Items/objects that cannot be effectively cleaned/disinfected daily or between classes should be removed for the time being· Where possible, toys and materials that promote group play in close proximity may need to be removed· Hand washing before and after use· Setting up individual cubbies or spaces for essential items (scissors, markers, crayons etc.)· No toys from home will be allowed <p>Extra time for screening</p>		
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		<p>Slower transitions for intense needs Trauma informed classroom set up Team meetings with SLP, OT, SSST via TEAMS</p>		
Operations	Parents	<p>Staff will not enter private residences or provide personal transportation</p> <ul style="list-style-type: none"> · Alternate spaces/locations · Virtual option <p>Exterior doors locked, except main office, parents remain outside. Call the office to inform picking up children. Main door will need to have signage and protocols listed if visitors are entering the building.</p> <p>Parent Teacher Conferences- online using TEAMS</p>	Parents Staff	
Operations	Sub Teachers	<p>Schools will utilize subs from the division approved list – all subs will be contacted by HR to ensure availability for the fall. Schools will need to consider plans to cover duties if substitutes are not available</p> <p>Subs complete visitor registration when entering the school</p>	Subs NWSD Principal	Updated sub list Visitor registration
Operations	Computer Lab	<ul style="list-style-type: none"> · Clean hands on entry and exit · Clean equipment daily based on industry standard practice · Assign family alike students to specific computers to limit exposure and possible contact tracing (seating assignments) · master list kept in lab for reference <p>Space kids 1 student per every 3 computers to maintain social distance, or wear masks</p>	Teachers	Computer master family list

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Facilities	OH & S	Ensure schools utilize their OH&S Committee to share any Health & Safety concerns they may have with NWSD. <ul style="list-style-type: none"> Minutes will be posted in the staff room 	OH & S team members Staff	minutes
Athletics	Extracurricular	Follow SHSAA, SPEA, and NWSD guidelines	Staff	Guidelines

Contingency 1: Enforced Social Distance Guidelines from Province/Health Authority

School:				
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:
Operations	Sanitizer	<ul style="list-style-type: none"> b. Kids and staff have their own c. Min 70%, 250mL UNSCENTED pump bottle d. Supervise the use- keep on back counter e. Each classroom will have own dispenser 	Principal	Dispensers
Operations-	School Day <ul style="list-style-type: none"> • Before School Procedures • Recess Procedures • Noon Hour Procedures • After School Procedures • Entrances • Building Access • Washroom Access • Hallway Procedures 	<ul style="list-style-type: none"> • Mandatory Mask usage: <ul style="list-style-type: none"> • Masks will be required for staff and students in Grades 4 to 12 on buses and in high traffic areas, including areas where 2m physical distancing cannot be maintained. In most circumstances, students in Pre-k to Grade 3 will be encouraged but not required to use masks. • All visitors and guests to NWSD schools will be required to wear masks. • Students can expect to receive two reusable mask provided by the Division upon their return to classes. We will also have disposable masks for use. Parents are 	Principal Teachers	Signage

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		<p>encouraged to provide additional reusable masks for their children if they choose.</p> <p>Limiting Physical Contact</p> <ul style="list-style-type: none">• For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.• Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes).• Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as ‘two-arm lengths apart’ and avoid close greetings <ul style="list-style-type: none">• New students can call the school to register before Sept 8- 342-2114.• ALL Staff must complete a weekly self-assessment and submit to supervisor prior to coming to work.• Town kids should arrive close to the 8:54am bell as possible, no earlier than 8:45am• Students should be picked up or leave the school immediately at the close of the school day.• Please head directly to your classroom to avoid clustering in halls for grades 7-12• Breakfast club will be hand delivery food to classrooms• Grade cohorts will have no interaction• K-6 use elementary washrooms, 5/6 use art room to wash hands• Grade 7/8/9 use hallway washrooms• Grade 10/11/12 use gym washrooms		
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Transportation	Buses	ALL students must wear a mask on the bus Staggered drop off in the morning	Bus Drivers Principal Vice Principal	

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		<p>Dismissal at the end of the day- busses will be spaced out as much as possible</p> <p>Family Seating plan, masks required for grade K-12. Drivers will be sanitizing before and after their run.</p> <p>Have family reregister for busing to account for any relocations or missing contact information. Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions</p>		
Operations	Furniture	Remove and store items couches, soft material chairs, carpets in gym equipment room, or shed	Teachers Caretaker	
Facilities	Water fountain	<p>Inform parents to supply child with water bottle, block off water fountains</p> <p>Only use water bottle refill stations, sanitize throughout day</p>	Teachers Caretaker	
Facilities	Daily Cleaning	<p>School staff/students will be provided with proper cleaning procedures and materials – space should be cleaned and disinfected after each use (stoves, cooking equipment, computers, etc.). Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc.</p> <p>Staff room, photocopy room need to be disinfected after individual use</p>	Caretaker Teachers	
Operations	Daily Cleaning	Separate toys into individual bins to limit the requirement for disinfecting. If toys need to be traded, they will need to be disinfected by staff. Playground will not be disinfected, and students will be required to wash their hands after use. Gym	Teachers	

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		equipment will be limited if any. It will need to be disinfected by staff /students after use. Changerooms are off limits. Library books- house for three days before recirculating or disinfect book upon arrival		
Facilities	Doorways, Office, hallways	Arrows, spots, signs for door ENTER/EXIT, plexi glass for secretary, librarian	Principal	
Facilities	Lockers	<p>Restrict use –students will have buckets for each classroom to keep materials in, such as lunch, water, snacks, and supplies</p> <p>Lockers are socially distanced and assigned to each student. Backpacks and jackets must remain in locker.</p> <p>Elementary- 1 locker in between, or 1 student per cubby, stickers on floor Spots needed on floor in elementary hall in front of lockers to show where to stand</p>	Teachers Principal	
Communication	Newsletter, FB post, Email	<p>Regular communication home about expectations for school, education on COVID, how to prevent spread of germs - messages shared through division and school channels</p> <p>Letter to appropriate audience about positive confirmed case in school community</p> <p>Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID</p> <p>Treat like a CISM case</p>	Principal NWSD	Parent contact information
Curriculum	Teacher Plans	Year plans due Sept 30	Principal Teacher	
Operations	School Staff	<p>Manage staff attendance</p> <ul style="list-style-type: none"> · Safety procedures (PPE) · Student supervision and social distancing expectations 	Principal	

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Facilities	Office Access	Keep office door closed, students, and visitors use window Only staff allowed inside office to access mailbox and materials.	Everyone	
Curriculum	Grade 10-12 Credits	Law 30 has been removed from this year credits to accommodate more specific grade cohorts. Grade 10-12 students will complete a new class registration form on Sept 8 th to be completed by Sept 11 th . Reconstructing PAA into modules that can be completed online	Principal	
Students Services	Mental Health of Students	Reach out to community organizations (ie: RCMP, Social Service, Mental Health, etc.) to assess needs <ul style="list-style-type: none"> • Family Dynamics chart pg. 27 Guidelines to Re-entry. Consult with counsellor beforehand. • Review the Trauma informed and Resilient Schools document and implement school-wide ie: morning check-ins • Tier I, II, and III Social Emotional Learning plan • Listen, Protect, Connect, Model and Teach • Mentorship programs based on LIPs • Educate students about COVID, maintaining space and proper handwashing procedures, • Adjust WC schedules and PD days, if need be • Make staff aware of PD opportunities available • Communication with parents about plans for safety and health • Referrals to counsellors if need be 	Principal Teachers Wellness Coordinator School Counsellor	

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		<ul style="list-style-type: none"> • Understanding of staff that stressed brains cannot learn. Flexibility needed for students to utilize supports during class time, if need be <p>Training staff to be trauma informed in order to assess, identify and respond to trauma</p> <ul style="list-style-type: none"> · Create learning environments that are as close to normalcy as possible while ensuring protection where children play and learn (mask and gloves are not required at this time) <ul style="list-style-type: none"> • Calming corners, fidgets- sanitize after single use <p>Students will be assigned an adult mentor- check in daily/weekly with students</p> <p>First day of school- ice breaker activities, social activities, TEAMS assembly to introduce staff, new policies, goals</p>		
Student Services	Mental Health of Staff	<ul style="list-style-type: none"> • Begin to develop sense of community among staff before students return. P. 11 Stage 2 Re-Entry to School • Staff meeting to determine where everyone is at. May want to use the Coronavirus Impact Scale on pg. 19 of Guidelines for Re-entry document. Consult with counsellor beforehand. <ul style="list-style-type: none"> • Yoga Friday's after school • Staff meetings in gym to socially distance • Monthly secret Santa gifts <\$5 • Weekly positive posts on TEAMS • Book Study "Daring to Lead" Brene Brown • Trauma Informed Classroom PD • Support Bubby 	Teachers School Counsellor	Brene Brown Books

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<p>Student Services</p>	<p>First Day Back to School</p>	<p>School Eve! September 4th 2-4pm. Students with last name beginning A-M will come from 2-3pm, L-Z from 3-5pm. Student, and 1 parent can come to the school, drop off supplies, see the classroom, talk to the teacher about procedures, pick up timetable, self-assessment check list, locker number. Parents must complete visitor form, masks must be worn</p> <p>Facebook videos- staff will create K-6 video and 7-12 video to model how to enter building, access locker, classroom, and washrooms.</p>	<p>Teachers</p>	
<p>Students Services</p>	<p>COVID Education Support</p>	<p>Wellness Coordinators will support classroom teachers in providing information to students about hand hygiene, physical distancing, etc.</p>	<p>Wellness Coordinator</p>	
<p>Student Services</p>	<p>Students with Individual Plans (IIP)</p>	<ul style="list-style-type: none"> • Updated assessments may be required • Re-engage with families to review short-term transition plans and to update goals • Team teaching • CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. • Clean and disinfect diapering stations after each use. • Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). • It may not be possible to support all students with intensive needs in-person due to health and safety guidelines 	<p>Teachers</p>	

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<p>Student Services</p>	<p>Students with immune compromised</p>	<ul style="list-style-type: none"> • parents notify the school if they have immune compromised child, and possibly switch to online learning Create a safety and accommodation plan in collaboration with parents, medical doctor, will need medical documentation <ul style="list-style-type: none"> • Medical reasons for not wearing a mask will be considered. • These situations will be assessed on an individual basis. A medical note will be required. Please work closely with your school based administrator to determine options for your unique situation. The Student Medical Exemption Request form can be completed by your physician <p>Medical mask exemption form</p> <ul style="list-style-type: none"> • CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. • Clean and disinfect diapering stations after each use. • Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when classroom teachers changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). • Specialized places for instruction for students with compromised immunity should make every effort to ensure students feel included and safe 	<p>Principal Teachers Support Staff</p>	
<p>Student Services</p>	<p>Supporting Professionals in multiple Schools</p>	<p>Register as a visitor when coming to the school</p> <p>Enhanced cleaning and disinfection of workspaces, supplies and equipment</p> <ul style="list-style-type: none"> • Designated work areas and record of where you are in schools – Art room 	<p>Principals Support Staff Admin Assistant</p>	

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		<ul style="list-style-type: none"> • Communication with schools and others to stagger visits-report to Principal the students being seen and where • Hand washing before, during and after each session • Flexibility of services 		
Operations/ Student Services	Student Illness	<p>Guidelines for Student Illness Testing is available and recommended if someone has unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following: If a student is exhibiting symptoms suggestive of Covid-19, the following steps should be taken in order to minimize the risk of exposure to others. If, while at school, a staff member identifies a student exhibiting one or more of the symptoms of Covid-19 a staff member shall: Immediately remove the student from the classroom to a designated isolation area: ▪ In a respectful manner that protects the privacy of the student; and, ▪ In a manner that is safe as possible for the staff members and other students and staff. Notify the principal or designate. ii. In all interactions with the student, staff members shall: Maintain physical distancing from the student as much as possible; Wear a medical mask and face shield, if a face shield is available; Avoid contact with the student’s respiratory secretions; Provide the student with a face shield (if available) and request the student to wear it; • Fever • Cough • Headache • Muscle and/or joint aches and pains • Sore throat • Chills • Runny nose • Nasal congestion • Conjunctivitis • Dizziness • Fatigue • Nausea/vomiting • Diarrhea • Loss of appetite • Loss of sense of taste or smell • Shortness of breath • Difficulty breathing o Provide the student with a face mask, if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress; o Wash their hands</p>	Principal Teacher Caretaker	AP 162

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		<p>adequately with soap and water or use hand sanitizer before and after attending to the student; and, o Dispose of disposable PPE and arrange for non-disposable (i.e., face shield) to be cleaned and disinfected. iii. The principal or designate shall, as soon as reasonably possible: 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; Arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student's classroom and, in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e., washroom) to which the student would have had access that school-day by custodial staff; and, Advise the Director or designate. iv. If a case of Covid-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health. v. Any and all communications regarding the student or further action that might need to be taken by the staff, students or school must be done only by or with the approval of the Director or designate in consultation with Public Health. vi. In consultation with the Superintendent, each school shall: Set up a designated isolation room in the school; Ensure that appropriately sized medical face masks, face shields and hand sanitizer are readily available in all classrooms in the school; Keep accurate and up-to-date records of attendance and seating arrangements to support public health investigation and contact tracing; Establish standardized procedures for cleaning and disinfecting classrooms and high touch surfaces and student work stations, including</p>		
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		designating the employees who shall be responsible for these tasks, noting that all requirements associated with the increased sanitization and disinfection of facilities including common areas will be completed by custodial staff throughout the day; and, Establish standardized procedures for the disposal of PPE equipment.		
Operations	Staff Illness	All employees are expected to self-monitor for COVID-19 symptoms that are unexplained new or worsening. Each workday, employees will complete a Covid-19 self-assessment verification form. The following are symptoms of Covid-19. ii. If an employee has Covid-19 symptoms that are unexplained new or worsening they are to stay home. The employee must request their absence using the normal process. If the employee does not have enough sick leave, they are to contact the Superintendent of Human Resources for direction. iii. Any employee who presents with Covid-19 symptoms that are unexplained new or worsening but does not yet have conclusive test results must stay home until they have been cleared by medical professionals. iv. If an employee feels well but is at a high risk of severe illness from COVID-19 the employee is to contact their principal/supervisor and the Superintendent of Human Resources. v. Employees that have been identified by a Medical Health Officer as having COVID-19 shall immediately go into mandatory self-isolation until the Medical Health Officer determines that they no longer pose a public health threat; vi. Employees that have been identified by a Medical Health Officer as a close contact of a person or persons with COVID-19 shall go into mandatory self-isolation for 14 days from the date of last having been exposed to COVID-19; vii. Employees that have traveled internationally	Teacher Support Staff Caretaker	AP 162

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		<p>shall go into mandatory self-isolation for 14 days from date of arrival back into Canada. Employees who chose to travel during the pandemic internationally will not be entitled to access sick leave for the purpose of self isolation. • Fever • Cough • Headache • Muscle and/or joint aches and pains • Sore throat • Chills • Runny nose • Nasal congestion • Conjunctivitis • Dizziness • Fatigue • Nausea/vomiting • Diarrhea • Loss of appetite • Loss of sense of taste or smell • Shortness of breath • Difficulty breathing viii. Employees who are household members or contacts of a person with COVID-19 shall immediately go into self-isolation for 14 days and call Healthline 811 if they become symptomatic. ix. Schools will implement the following practices when a staff member develops symptoms at work. The staff member should self isolate immediately. The staff member should contact their supervisor. The staff member should contact the local public health authority and seek further medical advice. Once the staff member leaves, areas that the staff member touched should be cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days.</p> <ul style="list-style-type: none"> • Have at least 2 days of material planned ready to go • Try to provide internal coverage if possible 		
<p>Operations: Nutrition</p>	<p>Food</p>	<p>Canteen/milk room- no services Hot lunches- no Microwaves- grade 8-12 teacher supervisor sanitize, enforce social distancing, Grade8/9 11:30am, Grade 10-12 11:40am No fruit bowls</p>	<p>Teacher Wellness Coordinator</p>	

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		<p>Vending machines- no services. Will re-evaluate in second semester</p> <ul style="list-style-type: none"> · Staff will follow safe food handling preparation and delivery guidelines · Students are not allowed to participate in food preparation. 		
Student Services	Kids refusing to come to school	<p>Take attendance and make follow up calls for students who are absent</p> <ul style="list-style-type: none"> · Provide Psychological First Aid for students and parents · Encourage sign up for online learning 	<p>Teachers Wellness Coordinator School Counsellor</p>	
Early Childhood	Kindergarten	<p>Group sizes according to Health Guidelines</p> <ul style="list-style-type: none"> · Focus on Minimizing physical contact · Limiting physical contact throughout the school day (during instruction, recess, nutrition etc. · Avoid close greetings like handshakes and hugs and look for alternative greeting/interaction strategies · Children within groups may interact, but must distance from other groups · Educate students on the importance of minimizing physical contact and how they might do it · Avoid activities that require clustering around particular item, or area · Consider modifying room configurations <p>· Teacher will take students outside to meet parents</p> <p>Develop a clear plan for ensuring meaningful child-focused play and instructional activities in the context of physical distancing</p> <ul style="list-style-type: none"> · Developing Literacy, Math, Play based learning kits for home use <p>Move lessons and activities outdoors (weather permitting) when possible</p>	<p>Teacher Administration</p>	

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		<ul style="list-style-type: none"> · Adapt curriculum and develop creative pedagogical practices to ensure playful learning · Aim for maintaining the integrity of the programs (I.e. Play and Exploration) <p>Scheduling times to Sanitize equipment, materials and toys (between breaks, groups, after school etc.)</p> <ul style="list-style-type: none"> · Items/objects that cannot be effectively cleaned/disinfected daily or between classes should be removed for the time being · Where possible, toys and materials that promote group play in proximity may need to be removed · Hand washing before and after use · Setting up individual cubbies or spaces for essential items (scissors, markers, crayons etc.) · No toys from home will be allowed <p>Extra time for screening Slower transitions for intense needs Trauma informed classroom set up Team meetings with SLP, OT, SSST via TEAMS</p>		
Operations	Parents	<p>Staff will not enter private residences or provide personal transportation</p> <ul style="list-style-type: none"> · Alternate spaces/locations · Virtual option <p>Exterior doors locked, except main office, parents remain outside. Call the office to inform picking up children. Main door will need to have signage and protocols listed if visitors are entering the building.</p> <p>Parent Teacher Conferences- online using TEAMS</p>	Parents Staff	

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Operations	Sub Teachers	Schools will utilize subs from the division approved list – all subs will be contacted by HR to ensure availability for the fall. Schools will need to consider plans to cover duties if substitutes are not available Subs complete visitor registration when entering the school	Subs NWSD Principal	Updated sub list Visitor registration
Operations	Computer Lab	<ul style="list-style-type: none"> · Clean hands on entry and exit · Clean equipment daily based on industry standard practice · Assign family alike students to specific computers to limit exposure and possible contact tracing (seating assignments) · master list kept in lab for reference Space kids 1 student per every 3 computers to maintain social distance, or wear masks	Teachers	Computer master family list
Facilities	OH & S	Ensure schools utilize their OH&S Committee to share any Health & Safety concerns they may have with NWSD. <ul style="list-style-type: none"> • Minutes will be posted in the staff room 	OH & S team members Staff	minutes
Athletics	Extracurricular	Follow SHSAA, SPEA, and NWSD guidelines	Staff	Guidelines

Contingency 2: Hybrid – not all students in building

School: Glaslyn Central School				
Functional Area	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:

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(School Operations, Curriculum, Facilities, etc)				
Operations	School Day · Before School Procedures · Recess Procedures · Noon Hour Procedures · After School Procedures · Entrances · Building Access · Washroom Access · Hallway Procedures	<ul style="list-style-type: none"> • It is possible that we may use this plan • K-6 in school, 7-12 online – this may change based on NWSD guidelines • New students can call the school to register before Sept 8- 342-2114. • ALL Staff must complete a daily self-assessment and submit to supervisor prior to coming to work. • Town kids should arrive close to the 8:54am bell as possible, no earlier than 8:45am • Elementary students play in designated area until first bell rings. • Students should be picked up or leave the school immediately at the close of the school day. • Breakfast club will be hand delivery food to classrooms • K-6 use elementary washrooms • ALL Students will have baskets in each classroom to house their binders • Jackets, lunches stored in lockers • Lunch/snacks/water bottle kept in classroom • Students stay in their assigned class, teachers are moving (multiple binders are not needed like originally stated in June) • Elementary rooms remain the same as years previous 	Staff	Computers

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		<ul style="list-style-type: none">• Space out as much as possible- desks in a row, maximum distance possible. If not, masks must be worn for grade 4-6• Library- social distancing, seating plan will follow when choosing books• Circle time- keep distance• Individual manipulatives, games, toys• Supplies- pencils, erasers, calculator, art supplies- individualize label• Assigned seating• Wash/sanitize upon entry and exit of classroom and school• No sharing food, water bottles, calculators, scissors, phones, etc <p>Students each lunch in classrooms</p> <ul style="list-style-type: none">• Recess- kids will use their grade alike doors and play in their grade designated area. Grades must not intermingle. Schedule created for use of play structure, swings, monkey bars, and bball court. See attached Map and schedule.<ul style="list-style-type: none">○ K/1/2 doors, 3/4 office doors, 5/6 doors,• Stickers placed on doors ENTRY/EXIT• Video conferencing will take place in lieu of interviews• <i>ALL visitors to our schools, parents included, must complete the contact tracing form. Posters will be shared for the front entrance, scan QR code with phone to access the form. Visitors must wear masks and sanitize upon entering building.</i>		
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		<ul style="list-style-type: none"> Arrows on the floors and doorways <p><i>Dismissal K-6, 3:14pm, 4-9 3:16pm, 10-12 3:18pm</i></p>		
Communication	Newsletter, Facebook post, email, phone calls	<p>School will create a plan to communicate with the following groups:</p> <ul style="list-style-type: none"> · Staff · Students · Parents · SCC · Community Stakeholders 	Principal NWSD	Template
Operations	Students	Younger students (K-6) attend daily in smaller homerooms, older students (7-12, located in gym if need to be at school because of no parental support at home) learn remotely (rigorous online learning with LMS) -- note, training would be provided to staff on any new platform,	NWSD Staff	PD from NWSD Access to Moodle Laptops!
Operations	Open LMS & Teams	Online PD regarding delivery of online programming will be required. A minimum of 3-4 days will be required- August!	NWSD	Laptops for staff
Student Services	Students on IIPs	As a team, determine needs of student and then decide on individual schedule and ways to meet student needs · Update IIP · It might not be possible to support all students with intensive needs in-person due to health and safety guidelines	SSST Staff	IIP report, laptop
Student Services	Assessment and therapy for students on IIPS	<ul style="list-style-type: none"> Identify students requiring supports As a team, identify best way to provide services- in person (school or office), online or delay services 	Supt. Of Student Services SLPs, OT, Psychs SSSTs Admin Maintenance IT	PPE, as necessary Supplies for proper sanitization and

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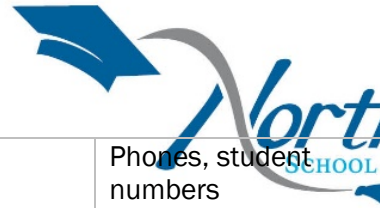
		<ul style="list-style-type: none"> • Update IIP to reflect supports and safety plan • formal plan must be developed that: <ul style="list-style-type: none"> ensures staff and student safety; details the specialized therapies, professional assessments and/or unique transitions proposed identifies the lead staff member; clearly identifies the staff required and their role; identifies location, time and appropriate lengths of time for engagement; outlines family and student requirements; and, summarizes a follow-up strategy. • Sanitize after each session • Follow CMHO safety orders • Consider directions given by professional governing bodies • No individual with compromised immunity will be involved - staff or student. If at any time there is concern, the process will be reviewed and service must be stopped • Students who are currently being considered for an IIP may be considered for specialized therapy, professional assessment and unique transitions 		<p>handwashing Headsets Microphones Document camera</p>
Student Services	Psychological assessments and debriefs	<p>Prioritize students needing assessment • As a team, identify best way to administer assessment online or in person • Debrief via Teams, if possible. If not, set up a team meeting with limited participants and the option to attend online or in person • Students who are in Grade 12 who do not have an IIP, but require a professional assessment prior to entering post-secondary institutions in order to access adaptations/accommodations, may be considered for specialized therapy, professional assessment and unique transitions • Sanitize after each session</p>	Ed Psychs maintenance	<p>Online assessment PD PPE, as necessary Supplies for proper sanitization and handwashing</p>

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Student Services	Mental Health of Students and counselling services	Identify students requiring supports • As a team, identify best way to provide services- in person (school or office), online or delay services; or connect with community services • Sanitize after each session	Counsellors Maintenance IT	
Student Services	Outbreak in Community	SS professionals will delay going to GCS school. Deliver services online, if possible	Supt of Student Services SS Team	
Curriculum	Early Learning	Group sizes according to Health Guidelines <ul style="list-style-type: none"> • Focus on Minimizing physical contact • Limiting physical contact throughout the school day (during instruction, recess, nutrition etc. • Avoid close greetings like handshakes and hugs and look for alternative greeting/interaction strategies • Children within groups may interact, but must distance from other groups • Educate students on the importance of minimizing physical contact and how they might do it • Avoid activities that require clustering around a particular item, or area • Consider modifying room configurations Develop online lessons with teachers who have the capacity to do so. <ul style="list-style-type: none"> · Allot time and staff in schedule to deliver online learning if need be. · Possible Filming of lessons and sharing with families. · Continue developing paper packages for those that want them 	Admin Teachers	Webcams, microphones

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Operational	Communication	Develop communication plan to inform students who their teachers will be for September- phone call to every student	Teachers	Phones, student numbers
Operational	Computers	We will not have enough physical devices to support both an in-school learning environment and an at home learning environment. · Work with schools to begin planning for device equity and identify gaps and challenges <ul style="list-style-type: none"> • Staff, 10-12, IIP students, K-9 	NWSD	Laptop for staff and students
Facilities	Locations	utilize unused classrooms – 7-12 would be housed in gym if need be	Teachers	Desk for every student
Communication	Parents	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Principal NWSDWSD	NWSD information and templates
Athletics	Extracurricular	Follow SHSAA, SPEA, and NWSD guidelines	SHSAA Ministry NWSD	Guidelines
Trasportation	Learning Packages	Bus drivers asked to deliver 7-12 materials Staggered pickup and drop off times	Bus Drivers Transportation office	List of Students

Contingency 3: Distance/Remote Learning

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School: Glaslyn Central School

Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:
Operations	Communication	School will notify students and parents on guidelines and expectations for students and staff for at home learning in conjunction with NWSD <ul style="list-style-type: none"> • Monitor building access • All staff will be required to be at work 	NWSD Principal	templates
Communications	Newsletters, Facebook page, emails, pamphlet, phone calls	School will create a plan to communicate with the following groups: <ul style="list-style-type: none"> · Staff · Students · Parents · SCC · Community Stakeholders 	NWSD Principal Teachers	templates
Curriculum	Student Learning	Reallocation and repurposing of staff might be needed to address learning needs in a maximally efficient way. This may include: <ul style="list-style-type: none"> · Smaller, more personal online learning cohorts in younger grades (Teams plus daily personal check-ins) · Larger class cohorts in 7-12, with students potentially drawn from multiple schools. (LMS will be the platform) 	Staff	Timetable
Curriculum	RTI	<ul style="list-style-type: none"> • Division-wide RTI model. 	Staff	Laptops for all staff, online books, math

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		<ul style="list-style-type: none"> Teachers/EA's complete LLI, Roadways reading groups, math groups 		
Student Services	IIP	<ul style="list-style-type: none"> As a team, identify best way to provide services- in-person (school or office), online or delay services Update IIP to reflect supports and safety plan formal plan must be developed that: <ul style="list-style-type: none"> * ensures staff and student safety; * details the specialized therapies, professional assessments and/or unique transitions proposed ü identifies the lead staff member; * clearly identifies the staff required and their role; * identifies location, time and appropriate lengths of time for engagement; * outlines family and student requirements; and, * summarizes a follow-up strategy. Sanitize after each session Follow CMHO safety orders Consider directions given by professional governing bodies No individual with compromised immunity will be involved - staff or student. If at any time there is concern, the process will be reviewed, and service must be stopped 	SLP OT EA Teachers	Sanitization, cloths, PPE,
Student Services	Counselling	<ul style="list-style-type: none"> Identify students requiring supports As a team, identify best way to provide services- in-person (school or office), online or delay services; or connect with community services Sanitize after each session 	Wellness Coordinator School Counsellor	Laptops Sanitization, cloth

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Student Services	Equity	Survey families to determine what they might need to complete online learning. · Continue with division plan to loan devices to families if needed	Teachers	Laptops, wifi
Operational	Format of Delivery	<ul style="list-style-type: none"> • Student-teacher contact time must be prioritized Daily k-6, weekly 7-12 · Teachers use TEAMS and LMS	Teachers EA	PD on LMS, laptops, microphone and webcam for teacher desktops
Operational	Parents	Weekly communication with parents Add parents as guests to teams or private channels · IIP families: Use Clever within teams: Use Clever as a parent portal from Teams. Parent/Guardian Experience: Parents will receive an email. Once they receive the email, they will be able to sign into their account. Once they are logged in, they will be able to see all of the students they are associated with and tools to help them log in.	Staff	Parent PD on accessing technology
IT	Laptops	Library will house contracts, sign out laptops using barcodes through Follett Destiny.	Librarian	Contracts
Communication	Parents	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	NWSD Principal	Templates, newsletters, emails
Athletics	Extracurricular	All school sanction activities will be postponed or cancelled	Government	guidelines

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Transportation	Learning Packages	Bus drivers deliver and pick up learning packages and student materials.	Bus Drivers Supervisor of Transportation	Student list disinfectant
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