

FALL 2020 SCHOOL RE-OPEN PLAN



'Normal' Return to School

Goals of School Reopening Plan: Student and staff health, social-emotional well-being and safety are a priority.
 Quality education and instruction for all students, whether in class or at home.
 Community engagement and relationships are maintained and strengthened with students and families.

School: Lakeview Elementary School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operation	<p>School Day:</p> <ul style="list-style-type: none"> • Hygiene • Masks • Physical Distancing • Student Grouping • Activities and Interactions • Classroom Set-Up • Limited Shared Materials • Washrooms • Student Access to Water • Recess/Outdoor Spaces/Playground • Pick Up & Drop off at School • Entering and Exiting the Building • Student and Staff Movement • Fire and Lockdown Drills • Visitors to School • Registrations • Meetings 	<p>Hygiene Proper hand hygiene is key to reducing the spread of illness. Students will be taught and expected to follow proper hand hygiene. This includes washing hands with soap and water for at least 20 seconds and the frequent use of hand sanitizer. Visual instructions for proper hand washing will be displayed beside every sink.</p> <p>Hand sanitizer will be available at entrances and in every classroom.</p> <p>There will be numerous prompts to wash hands or use hand sanitizer throughout the day, such as when first entering the building, entering the classroom, or immediately before and after recess.</p> <p>Masks Masks will be required for staff and students in Grade 4-12 when appropriate physical distancing (2 meters) cannot be maintained. Masks are highly recommended for Prekindergarten to Grade 3 students. When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning). All students are required to wear masks while riding the bus.</p> <p>Northwest School Division will provide one reusable mask for each student. Additional disposable masks will be made available to students when needed and required. Students are welcome to bring their own masks.</p> <p>Staff members will be provided with reusable masks but may also choose to use their own mask.</p> <p>All visitors must wear masks. More information about the proper usage of masks or face coverings is available from the Public Health Agency of Canada.</p> <p>Physical Distancing In the Government of Saskatchewan's Primary and Secondary Educational Institution Guidelines, schools are not required to meet a specific physical distance between individuals. With students—especially young children—maintaining physical distance is challenging. Instead, the focus will be on limiting physical contact.</p>	LES Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	Ongoing

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		<p>Student Grouping As much as possible, student groups will remain consistent to limit the number of student interactions during the school day. These groups will be the student's classroom (cohort). This will also assist public health officials in their efforts to trace contacts if an outbreak occurs.</p> <p>Activities and Interactions 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 like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.</p> <p>Classroom activities will be planned that avoid physical contact or the close gathering of students. Activities that require clustering around an item or small area will be avoided.</p> <p>Classroom Set-Up Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around a particular item or small area.</p> <p>Limited Shared Materials All students will be responsible for their own school supplies. Sharing of student personal items such as electronic devices, writing instruments, supplies, and food will not be allowed.</p> <p>Learning materials that are shared amongst students during classroom lessons will be reduced and sanitized. Items that cannot be easily cleaned and disinfected will not be used. No stuffed toys or porous items will be permitted. We will strategically limit the number of touch points per day on electronic devices.</p> <p>Washrooms</p> <ul style="list-style-type: none">• Students will sign in at the office prior to washroom use• Where possible, washrooms will be assigned to groups or classes of students• Increased cleaning and sanitization will be scheduled.• Visual instructions for proper hand washing will be displayed by every sink <p>Student Access to Water</p> <ul style="list-style-type: none">• Water bottle filling stations have been installed• Water fountains have been temporarily disabled• Students are asked to bring a reusable water bottle filled from home to school every day. This water bottle is for personal use and must not be shared with others and will be sent home daily <p>Recess/Outdoor Spaces/Playground Staggered break times and assigned outdoor spaces for each classroom will be developed to ensure students remain in their own cohort</p> <p>Classes line up at designated muster point, staggered entry into classes and school, boot racks numbered to correspond to student</p> <p>Pick Up & Drop off at School</p>			
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		<p>Parents and caregivers are asked to transport their own children where possible. Picking up and dropping off students outside of the building is encouraged, unless there is a need for the parent or caregiver to enter the school.</p> <p>Current start and end times will be retained as per school's bell schedule. Families should drop off children as close to bell times as possible, but no earlier than 8:45.</p> <p>When students arrive, they will proceed directly to their designated muster point for staggered entry. This will be evaluated throughout the fall.</p> <p>Classroom teachers will lead their students to their muster points at the end of the day for dismissal.</p> <p>If parents or guardians must enter the school, they will be required to fill out a health questionnaire before entering the building. The form can be filled out by using a smartphone to scan the QR code posted at the entry door of the school, which will go directly to the questionnaire site. Paper copies will be made available as needed. These forms will be used if a contact tracing investigation is necessary.</p> <p>Parents and caregivers must put on a mask and use hand sanitizer immediately upon entering the school. In the school, parents and caregivers should maintain physical distance from staff and other students and should practice diligent hand hygiene.</p> <p>Entering and Exiting the Building Classrooms will be assigned specific doors to enter and leave the school.</p> <p>There will be appropriate door signage to ensure those entering the school have done a self-health check.</p> <p>Student and Staff Movement Directional arrows to support safe movement in schools will be used.</p> <p>Fire and Lockdown Drills The mandated fire and lockdown drills will look differently. We are working with our partners at the Meadow Lake Fire Department and Meadow Lake Police Service to review these safety procedures and determine a drill format that adheres to public health guidelines.</p> <p>Visitors to School At this time, visitors to the school are discouraged. This means external presenters or speakers will not be scheduled for in-person presentations. Contractors attending to the school for facilities work will be limited where possible.</p> <p>All visitors attending to the school will be required to fill out a health questionnaire. The form can be filled out by using a smartphone to scan the QR code posted at the entry door of the school, which will go directly to the online form. Paper copies will be made available as needed. Visitors will be required to wear a mask and use hand sanitizer upon entering the school.</p> <p>Registrations Student registrations will be accepted online, by phone, or in person.</p>			
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		<p>Meetings For the time being, all SCC meetings will be conducted virtually. Where possible, school division administrators and staff should use telephone or video conferencing to meet with staff and parents.</p>				
School Operation	<p>Food services:</p> <ul style="list-style-type: none"> • Food Brought from Home • Classroom Meals and Snacks • Food Service Programs 	<p>Food Brought from Home Students bringing their own food to school should use clean containers and bring their own utensils. Students should bring items for lunch that they can open unassisted to limit contact from others. Items such as reusable containers, juice box wrappers, and screw tops may cause problems for younger students.</p> <p>Zero-waste lunch is preferred. Each student is encouraged to use reusable containers and utensils to limit garbage resulting from their lunch.</p> <p>Food must not be shared with other students and should be stored with the student's belongings. Students must not share utensils, dishes, and water bottles or drink containers.</p> <p>Classroom Meals and Snacks Students are encouraged to go home for lunch when possible. Students staying at school over the lunch break must eat in their classrooms at their desk and will have staggered lunch breaks. Staff members will continue to be assigned to noon-hour supervision.</p> <p>Food Service Programs (Nutrition Programs) Food service establishments must follow the provincial restaurant guidelines. Food preparation areas remain closed to students, staff, or visitors. Students are not allowed to help with food preparation. Self-serve buffets will be replaced by pre-packaged meals or meals served by staff.</p> <p>School-supplied food will be delivered directly to the classroom. Utensils should be used to serve food items.</p> <p>Reusable utensils must be cleaned and sanitized after each use. Dispense cutlery, napkins, and other items to students rather than allowing them to pick up their own items. Any food contact surfaces must be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.</p> <p>Garbage bins should be emptied frequently.</p>	Activities Coordinator WC Admin	SHA guidelines p. 41	Aug. 2020	Ongoing
School Operation	Communications	<p>Lakeview School will maintain strong lines of communication with school staff, parents, SCC and community stakeholders in order to support the academic and social emotional growth of our children.</p> <p>Parents and caregivers are the most significant source of support, and we will work together to support students.</p> <p>Remember that when students 'see' and 'hear' that the adults have come together on their behalf, this communicates hope.</p>	Administrators	Health Parameters RPT Guidelines Primary Education Institution Guidelines	June 2020	Ongoing

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<p>Curriculum and Instruction</p>	<p>Learning Options Students best engage in their learning through connection with their teacher and with fellow students. However, in-person learning may not be the best option for every student in the fall. Students will have a choice between in-class learning or remote learning.</p> <p>As families choose between in-class and remote learning, school staffing may be adapted, and classroom assignments may change early in the school year. We appreciate the patience and understanding of families as we work through these issues.</p>	<p>In-Class Learning As the risk of transmission of COVID-19 is reduced by limiting exposure to others, student cohorts will be used where possible. Students will remain in their class cohort for the entire day as directed from our Local Health Authority. This will assist public health officials in their efforts to trace contacts and contain an outbreak. It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for disease transmission. Teachers will put routines and procedures in place to support student safety in their classroom.</p> <p>Staying Connected when Students are Ill If a child needs to stay home due to illness or due to contact tracing, they will be able to access their classroom teacher's online Teams platform and continue some of their learning at home with the support of the platform. Once they are well, they will return to in-person learning.</p> <p>Remote Learning NWSD has developed an online learning program to accommodate families who choose an online learning experience for their student. Please register your child with NWSD Remote Learning if you are interested in this option.</p>	<p>Classroom teachers Administrators</p>	<p>Teams</p>	<p>Sept.2020</p>	<p>Ongoing</p>
<p>Curriculum and Instruction</p>	<p>Address Learning Gaps</p>	<p>Lakeview Elementary School will anticipate and identify gaps in learning using formative assessment. As per AP 360 - b.3 - Teachers use ongoing assessment to inform instructional design and respond to students learning needs.</p> <p>Teachers will use Fountas & Pinnell/GB+ assessment to establish a baseline to guide instruction. Phonemic Awareness Assessment along with Phonological Test & Book Knowledge testing will continue to be implemented in early years education.</p> <p>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. We will continue to use math data from the previous year snapshot, capturing remediation requirements.</p> <p>School based administrators are responsible for ensuring teachers long range plans and assessment plans are revised to appropriately accommodate learning gaps emergent due to school closure. Lakeview Elementary School will continue to offer Response to Intervention. A cross-curricular approach will be a focus for the 2020-2021 school year.</p>	<p>Literacy Team Learning Coach LES RtI team Classroom Teachers</p>	<p>Fountas and Pinnell /GB+ Phonemic Awareness Assessment Phonological Test & Book Knowledge NWSD math screens NWSD RtI Manual</p>	<p>Sept. 2020</p>	<p>Ongoing</p>
<p>Student Services</p>	<p>Mental Health of Students</p>	<p>Promote Well-Being and Learning It is important to know that school is a familiar experience and for many students returning to school will provide a sense of comfort. Students will still have many of the common emotions such as excitement and anxiousness associated with the first days of school. They will learn best when we take steps to make them as comfortable as possible, promoting a sense of belonging and strong relationships with adults.</p> <p>We know that well-being and learning are related. We will consider the suggestions below to encourage feelings of safety and security in your family as school resumes.</p> <ul style="list-style-type: none"> • Speak in ways which acknowledge that even though no one has all the answers about the pandemic, we will work together as a team to successfully figure things out together. 	<p>Administrators Classroom Teachers WC Counsellors</p>	<p>Trauma informed and Resilient Schools</p>	<p>June 2020</p>	<p>Ongoing</p>

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		<ul style="list-style-type: none"> Establish a focus on well-being and belonging. Don't lose sight of the fact that nothing replaces genuine relationships and connection. Re-create predictable and consistent routines. Routines don't have to be the same as before the pandemic; they can be developed or reimagined to reflect changing contexts. Remember to incorporate experiences into your time together that promote connection and fun. Like in other years, time together having fun will always have great benefits for well-being. <p>Reach out to community organizations (ie: RCMP, Social Service, Mental Health, etc.) to assess needs</p> <p>Adjust WC schedules and utilize NWSD counsellors</p>				
Student Services	First Day of School	<p>Meadow Lake Schools are preparing to re-open schools in a way that is as safe as possible for students and staff and adheres to the guidelines and direction provided by the Government of Saskatchewan Re-Open Plan, and the direction of the Saskatchewan Health Authority.</p> <p>We have identified 2 days during the week of September 8-14 as transition days to support new routines and procedures.</p> <p>Students will be divided alphabetically on those days to reduce the number in the classrooms. Classroom teachers will contact families in the week of August 25-28 to confirm start days for their students.</p> <ul style="list-style-type: none"> Sept. 8 – Families with last names A-L attend Sept. 9 – Families with last names M-Z attend Sept. 10-11 – Full capacity programming commences. Schools will contact Pre-K and Kindergarten families about school start details. <p>Students are to arrive at school after 8:45 and immediately meet their teacher outside at their designated muster point.</p> <p>Regular and frequent communication with families about plan and procedures, etc.</p>	School Staff		August 2020	Sept. 1, 2020
Student Services	Support Services for Students with Intense Needs	<p>Planning is based on the Ministry of Education's Primary and Secondary Educational Institution Guidelines: Students with Intensive Needs.</p> <p>Lakeview will continue to offer supports and services for students with intensive needs with considerations to the directions from the Chief Medical Health Officer.</p> <p>School teams will work with division staff to prioritize and coordinate student supports and services.</p> <p>Students on IIPs Students' individual plans (IIP) will be updated in the fall to indicate roles and responsibilities of team members including caregivers and students, and additional considerations to ensure student and staff safety.</p> <ul style="list-style-type: none"> School teams will be flexible and responsive as they assess student needs and implement supportive strategies. School teams will work with students and caregivers to revise individualized goals as required to ensure student health and safety across home, school, and community contexts. To determine a student's current level of performance, updated assessments may be required. Student safety and well-being goals may be revised to promote success. Staff will implement safety protocols, which ensure the safety of staff and students. School teams will continue to follow the established referral process for identifying students who require intensive supports. <p>Additional Considerations for Students with Intensive Medical, Personal Care, or Behavioral Needs For students with additional risk factors due to medical or behavioural needs, school staff will collaborate with the student's primary caregiver(s) to create or review individual plans (medical, safety, behaviour) which may include:</p>	SSST Administrators	CLEVR Shor-term Transition plans template (on Teams)	August 2020	Ongoing

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	<p>Support for students with intensive needs will be based on students' individual plans.</p> <ul style="list-style-type: none"> Services may include classroom supports, resource supports, professional assessment, speech-language services, and individual student support. Service delivery may vary based on in-person attendance or online learning. 	<ul style="list-style-type: none"> Seeking recommendations from healthcare professionals Decreasing the amount of student movement throughout the school Implementing increased sanitation protocols for the student's belongings/equipment Transportation accommodations. When supporting students with toileting, feeding, or dealing with bodily fluids, staff will follow SHA guidelines including handwashing and use of PPE including masks, face shields, and gloves. Staff will sanitize personal care spaces and equipment between student use. <p>Student Services</p> <ul style="list-style-type: none"> For in-person interactions with students, staff will practice physical distancing, follow mask and hygiene protocols, and sanitize their workspace and materials before and after service. Student services and special education personnel (speech-language pathologists, psychologists, counsellors, occupational therapists, etc.) will arrange their schedules with school administration to ensure limited movement between schools in any given day or week to reduce contacts. Parents/guardians will be contacted by phone or online to discuss assessment results and students' individual plans. When an in-person meeting is deemed necessary, all attendees will practice physical distancing and wear masks. <p>Resource Support</p> <ul style="list-style-type: none"> School teams will prioritize and schedule resource support while adhering to SHA guidelines. Resource teachers will plan to communicate with parents/guardians regarding resource support. Embedded resource support may be provided in classrooms to limit student movement in the school and the number of people with whom students are in contact. <p>Educational Assistants Support</p> <ul style="list-style-type: none"> School teams will strive to assign EAs to class cohorts to minimize the number of student contacts. EAs will not enter private residences or provide personal transportation. 				
Student Services	Health concerns and/or Immune Compromised	<p>Create a safety and accommodation plan in collaboration with parents</p> <p>CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs.</p> <p>Clean and disinfect diapering stations after each use.</p> <p>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).</p>	<p>Classroom teachers</p> <p>Administrators</p> <p>SSSTs</p> <p>Supporting Professional</p>	Safety Plan template	August 2020	Ongoing
Student Services	Supporting Professionals in Multiple Schools	<p>Designated work areas with enhanced cleaning and disinfection of workspaces. Communicate with administrators to allow for staggered visits and flexibility of services.</p> <p>Practice good hygiene</p>	<p>SLPs,</p> <p>OTs,</p> <p>Psych,</p> <p>Counsellors Admin.</p>	Cleaning supplies Transparent masks if requested	Sept 2020	Ongoing

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<p>Student Services</p>	<p>Safety Precautions in School See Admin. Procedure AP 162</p>	<p>Self-Isolation and Self-Monitoring Self-monitoring is paying attention to your health and identifying any symptoms of illness. The Government of Saskatchewan recommends everyone to self-monitor. If you begin displaying symptoms, you should self-isolate and contact HealthLine 811 for directions for testing.</p> <p>Self-isolation is required if you have been diagnosed for COVID-19, recently returned from travelling internationally, or had close contact with someone who has a confirmed diagnosis of COVID-19. If you are experiencing cold or flu-like symptoms, contact HealthLine 811. You may be told to self-isolate, which means stay at home until you receive the results of your test. You are also asked to continue to monitor yourself for symptoms, avoid all contact with others, and follow local public health authority advice. If you have COVID-19, you must isolate until you have medical confirmation that you are illness-free.</p> <p>Preparing for an Ill Student Parents and caregivers should plan in case their child needs to be picked up early from school due to illness. Please ensure contact information is up to date with the school.</p> <p>If a Student is Sick If a student is experiencing unexplained, new or worsening COVID-19 symptoms (fever, cough, headaches, 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 taste or smell, shortness of breath or difficulty breathing), they are asked to remain at home. Parents/caregivers should contact HealthLine 811 for direction. If the student is referred for testing, they must remain home and self-isolate until they have received their results and direction from the health authority.</p> <p>If a Student becomes Sick at School Lakeview Elementary School has an isolation space, room 137, for anyone with COVID-19 symptoms who cannot leave the facility immediately. If a student is showing symptoms, they will be isolated in this space and provided with a medical mask until they can be picked up. Students must be supervised in this area. Supervising staff members must wear a mask and face shield (if available) during all interactions with the ill student.</p> <p>The student's parents or caregivers will be contacted and must pick up the student immediately and be advised to call 811 as soon as possible. Principal will contact the Director to advise of student symptoms. School staff will not transport the student home.</p> <p>The isolation room and student's classroom will be cleaned and disinfected, with particular attention to the student's desk and surrounding desks as well as any other common-touch items in the classroom and/or other school facilities the student had access to that school day, such as washrooms. 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> <p>If a Staff Member becomes Sick at School If a staff member develops symptoms consistent with COVID-19, they must inform their Principal, who will strive to have the staff member's duties covered. The staff member will isolate immediately, contact the local public health and seek further medical advice. Once the staff member leaves the school,</p>	<p>Administrators WCs Classroom teachers Caretakers Maintenance</p>	<p>PPE – provided when procedure requires staff usage. Cleaning and Safety Supplies</p>	<p>Sept 2020 - Ongoing</p>
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		<p>cleaning and disinfection procedures will take place. 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> <p>If there is a COVID-19 case at School 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.</p>				
Student Services	COVID-19 Education Support	<p>Regular communication will occur regarding expectations for school, education on COVID, and how to prevent spread of germs.</p> <p>Wellness Coordinators will support classroom teachers in providing information to students about hand hygiene, physical distancing, etc.</p> <p>Classroom teachers will ensure students have a thorough understanding of COVID-19 symptoms. Please see NWSA poster: How do you feel today?</p>	Classroom teachers Administrators WCs		Sept 2020	Ongoing
Early Childhood Education	Early Childhood Programs	<p>Prekindergarten and Kindergarten Programs look different than other classrooms in the school. These programs are unique in their pedagogical approach and address the specific needs of young children. As such, schools must consider the classroom and learning environment differently.</p> <p>Ensuring healthy hygiene behaviours and practices are established through teaching protocols and procedures to students (handwashing, covering coughs and sneezes, avoiding touching the face). Supporting students with limiting physical contact (no hugs, handshakes, etc.) and instead encouraging “air high fives”, waves, winks, saying hello in sign language, giving the peace sign, etc. Remember that young children are by nature physical and social beings.</p> <p>Rather than free play and movement throughout the classroom, teachers will limit play by creating small, consistent groups with procedures for students to move from one area of the room to another. Handwashing should occur before entering each play area.</p> <p>Utilize outdoor play spaces as much as possible.</p> <p>Teachers will reduce the number of toys available and remove toys that are hard to sanitize or clean. This includes soft toys. Many materials and games can remain in use if children are instructed to wash their hands before and after use. Teachers will instruct children to avoid putting toys/materials in their mouths. Sand tables, water tables, and other sensory areas that are intended for multi-student use will not be used.</p> <p>Practicing physical distancing at snack and lunch times. Children are not allowed to participate in food preparation. Food from home must not be shared with other children.</p> <p>Creating bins/baggies of supplies for each student. Markers, scissors, crayons, playdough, etc. should all be individualized to one student and not shared between children.</p> <p>Creating a cleaning schedule for the classroom to ensure that surfaces and toys are cleaned regularly. NEW staggered start dates will be shared with parents and caregivers during the week of Aug. 25-28.</p>	Admin SSST Superintendent Early Childhood Educators		June 2020	June 2021
Early Childhood Education	Preparing for Kindergarten	<p>Help your child to develop these skills, which will reduce the need for close contact with the teacher.</p> <ul style="list-style-type: none"> • Get dressed – zip up jacket, put on shoes, button clothes. • Eat snacks and lunch – open containers, unscrew tops, unwrap straws. 	Parents/Caregivers			

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		<ul style="list-style-type: none"> Put away their belongings after they're done. Use bathroom independently. Ask for help Express needs and wants. Wait for their turn to share. 				
Early Childhood Education	<p>Pre-K Screening and Admission Practices</p> <p>Pre-K Home Visits</p> <p>Pre-K Family Days</p>	<p>Screening and Admissions:</p> <ul style="list-style-type: none"> Admit Students from KidsFirst and ECS. Will need extra time in the fall for screening and application process. Slower transition for Intense needs students. Student with additional needs may require updated assessments and revised individual goals Staff will not enter private residences or provide personal transportation <p>Home Visits Due to Covid-19, home visits will not be possible. However, these visits are valuable to meet the family, learn about the child, and make decisions around placement. Options to consider instead of home visits include:</p> <ul style="list-style-type: none"> Telephone calls, Online meetings <p>Family Days Family days may be hosted virtually or in person with small groups if they take place in a safe environment that follows the direction of the Chief Medical Health Officer and guidelines of the Government of Saskatchewan</p>	<p>Administrator</p> <p>Pre-K Teachers and Interventionists</p> <p>Superintendent of Student Services Superintendent</p>	EYE TA testing Ministry Documents	June 2020	October 2020
Early Childhood Education	Academic, Cognitive and Social Emotional Delays	<p>Utilize pre-assessments, develop strategies for students to learn to self-regulate. School Team meetings with Student Services Team members to develop Individual plans to meet the needs of the students</p> <p>Allocate staff accordingly</p>	Early Childhood Educators Superintendent of Student Services	Ministry Documents Professional Development	June 2020	October 2020
Facilities and OH&S	<p>Facilities</p> <p>Disinfection Protocol</p> <p>Sanitization Process</p>	<p>Main entrance door will have signage and protocols listed. When possible, classroom doors will remain open for fewer touch points. Plexiglass moisture shields have been installed at the front office, servery and library. Directional arrows to indicate flow of foot traffic and physical distancing floor decals where necessary.</p> <p>Disinfection Protocol To support a safe environment for students, staff, and families, regular disinfection of surfaces that individuals regularly touch will be of high importance. The disinfection of a surface is the process of applying a mixture of water and disinfectant (as per manufacturer's recommendation) to surfaces to kill any virus that may be present.</p> <p>Sanitization Process: A mixture of water and disinfectant per manufacturers recommendation is required. The mixture will be placed in a spray bottle and kept out of student reach. A spray bottle and rag or roll of paper towel will be available in every room.</p>	Admin Teachers Caretakers	Asset Planner for corrective actions	June 2020	August 2020
Transportation	<p>Transportation</p> <p>Bus Registrations</p> <p>Masks</p>	<p>Bus drivers will follow the protocols set out by the provincial government.</p> <ul style="list-style-type: none"> Parents will be asked to transport their own children where possible. We encourage all families to consider active transportation— walking, biking, or rolling on your scooter or skateboard to school. School will collect up to date address on registration forms 	Transportation School	Time to review and calculate routes. Training for driver	Now	August 31, 2020

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	<p>Assigned Seating</p> <p>Cleaning and Sanitization</p>	<ul style="list-style-type: none"> For the safety of all, everyone riding or boarding buses is required to wear a mask including students, the driver, school staff, parents/caregivers as required to assist a student, and any others as may be required to be on the bus. For contact tracing purposes, students will be assigned seats on buses, and a record of the seating plan will be kept. Students who live in the same household should be seated together. Buses and other vehicles used to transport students are to be cleaned and sanitized between each run by the transportation provider. No travel for extracurricular activities is permitted at this time and staff are not to provide personal transportation. 				
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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:	Start Date:	Completion Date:
School Operations	<p>School Day:</p> <ul style="list-style-type: none"> Hygiene Masks Physical Distancing Student Grouping Activities and Interactions Classroom Set-Up Limited Shared Materials Washrooms Student Access to Water Recess/Outdoor Spaces/Playground Pick Up & Drop off at School Entering and Exiting the Building Student and Staff Movement Fire and Lockdown Drills Visitors to School Registrations Meetings 	*Information same as in 'normal' return to school except for attention will be given to students physical distancing according to Guidelines from Provincial/Health Authority	Admin. Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
School Operations	School Staff Assignments	Allocate staff according to guidelines	Admin. Teachers	Health Parameters RPT Guidelines Primary and Secondary Education	June 2020	August 2020
Curriculum & Instruction	Curriculum and Instruction Unknown specifics	<p>Students attend on a rotating basis (2 cohorts or 3)</p> <ul style="list-style-type: none"> Whenever possible, students residing in the same home should attend with the same cohort to minimize home impacts Model will be truly hybrid 	Admin. Teachers NWSD	Classroom layouts plans produced by maintenance in conjunction with schools	August 2020	Sept. 2020

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		<ul style="list-style-type: none"> Students will have clear expectations for home-based days; this will likely have an online component Students working from home will receive a check-in (phone or teams) from school staff to monitor and support academic and social/emotional wellbeing on home days At risk students, may be included in multiple cohorts to mitigate concerns about supervision RTI and well-planned instruction addressing core content gaps will proceed as prescribed and discussed above. Stream online class to join live class 				
Student Services	SEE ABOVE 'Normal Return to School' plan	SEE ABOVE				
Early Childhood	Physical/Social Distancing Practices	<p>Group sizes according to Health Guidelines</p> <p>Avoid activities that require clustering around particular item, or area</p> <p>Consider modifying room configurations</p> <p>Stagger breaks, entries and exits</p> <p>Develop routine/schedule for drop off and pick up,</p> <p>Schedule movement in school</p>	Classroom Teachers Admin			
Early Childhood	Healthy hygiene behaviours and practices among young children	<p>Educate students on proper hygiene practices.</p> <p>Establish Daily Routines and practice them</p> <p>Age appropriate information about virus in curriculum.</p> <p>Share information with parents.</p> <p>Scheduling times to Sanitize equipment, materials and toys (between breaks, groups etc.)</p> <p>Items/objects that cannot be effectively cleaned/disinfected daily or between classes should be removed for the time being</p> <p>Where possible, toys and materials that promote group play in close proximity may need to be removed</p> <p>Hand washing before and after use</p>	Admin Teachers			

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		<p>Setting up individual cubbies or spaces for essential items (scissors, markers, crayons etc.)</p> <p>Scheduling of personnel to sanitize and clean</p> <p>Establish clear protocols on bringing materials into and out of school/classroom</p>				
Early Childhood	Address integrity of the Program/Maintaining Child-friendly and Developmentally Appropriate Practices	<p>Ensuring meaningful child-focused play and instructional activities in the context of physical distancing</p> <p>Developing Literacy, Math, Play based learning kits for home use</p> <p>Move lessons and activities outdoors (weather permitting) when possible</p> <p>Adapt curriculum and develop creative pedagogical practices to ensure playful learning</p> <p>Aim for maintaining the integrity of the programs (I.e. Play and Exploration)</p> <p>Student-teacher contact time must be prioritized regardless of the delivery format</p>	Admin Teachers	Ministry Resources Curriculum Documents Learning Kits Summary of promising practices for delivery of program	August 2020	June 2021
Early Childhood	<p>Pre-K Screening</p> <p>Pre-K Home Visits</p> <p>Pre-K Family Days</p>	<p>Numbers will depend on Health Guidelines Take additional time in September to complete screens</p> <p>Staff will not enter private residences or provide personal transportation</p> <p>Alternate spaces/locations - music room</p> <p>Virtual meetings/site visits</p>	Admin Classroom teachers		August 2020	Ongoing
IT Department	Use of Computer Lab	Every third computer	IT, Facilities, School Staff		August 2020	Ongoing
Facilities and OH &S	Address number of students in rooms, locker usage, foot traffic control	Follow social distancing rules – reduce the number of students in each room where necessary, remove unnecessary items	Principal Teachers	SHA Guidelines - EIG recommends limiting contact with younger children	August 2020	Sept. 1, 2020
Transportation	<p>Restricted number of passengers</p> <p>Support bus families learning from home</p>	<p>Consider suspension of service</p> <p>Deliver learning packages</p>	NWSD			

Contingency 2: Hybrid – Not all students in building

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School:						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	School Day: <ul style="list-style-type: none"> • Hygiene • Masks • Physical Distancing • Student Grouping • Activities and Interactions • Classroom Set-Up • Limited Shared Materials • Washrooms • Student Access to Water • Recess/Outdoor Spaces/Playground • Pick Up & Drop off at School • Entering and Exiting the Building • Student and Staff Movement • Fire and Lockdown Drills • Visitors to School • Registrations • Meetings 	*Information same as in 'normal' return to school.	Admin. Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	Ongoing
School Operations	Address school staff: role changes, staff assignments, staff duties	Allocate staff according to guidelines	Admin. Teachers	Health Parameters RPT Guidelines Primary and Secondary Education	August 2020	August 2020
Curriculum and Instruction	Implement distant learning platform	<p>Younger students (K-6) attend daily in smaller homerooms,</p> <p>PD will be offered for to accommodate an increased number of elementary homerooms; some classes may be housed in other NWSD schools and some teachers may have teaching loads reassigned</p> <p>Attendance for in-school component will be subject to the limitations of the transportation dept, based on specific guidelines</p> <p>RTI models would still apply; use of online tools to facilitate interventions, particularly 1:1 would be encouraged</p>	Admin Teachers	Health Parameters RPT Guidelines	August 2020	Ongoing

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Student Services	Address assessment and therapy, students on IIP, and outbreaks in the community	<p>Flexibility of service delivery-in-person (school or office) or online · Delay services · Refer to outside agencies</p> <p>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 guideline</p> <p>SS professionals will delay going to that school. Deliver services online, if possible.</p>	Admin SSST	Headphones Mics Document cameras	As directed by guidelines	As directed by guidelines
Early Childhood	Create schedule of Pre-K & K teachers	<p>Follow Health/Ministry Guidelines</p> <p>As Pre-K is not mandatory, we would just schedule for students that are in attendance</p> <p>Develop online lessons with teachers who have the capacity to do so.</p> <p>Allot time and staff in schedule to deliver online learning if need be.</p> <p>Possible filming of lessons and sharing with families.</p> <p>Continue developing paper pack</p>	Admin	Computers Cameras PD Learning Kits	June 2020	August 2020
Early Childhood	Ensure equity	<p>Survey families to determine what they might need to complete online learning.</p> <p>Continue with division plan to loan devices to families if needed paper packages will still need to be developed.</p> <p>Create PD for parents to learn online platform</p> <p>Work with community agencies (KidsFirst, ECS) to help support families through home visits etc.</p> <p>Online delivery of paraprofessional services (Speech, OT)</p>	Student Services Admin	Computers PD Develop Survey Questions	June 2020	August 2020
Facilities and OH&S	Ensure all space is being utilized	<p>Look to utilize unused classrooms – If High Schools are closed then space elementary students into the high school rooms, etc. May free up specialty rooms for use.</p>	Admin	SHA Guidelines	June 2020	August 2020
Transportation	Restricted Number of Passengers	Consider suspension of service	NWSD			
	Support Bus Families Learning from Home	Deliver learning packages				
Communications	Communications	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Admin	Updated Phase Guidelines	June 2020	Ongoing

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Contingency 3: Distance Learning

School:						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	Distance learning staff and students	<p>Implement NWSD guidelines and expectations for students and staff for at home learning (Learning Packages)</p> <p>Monitor building access</p> <p>Administrators will create a plan to address the following:</p> <ul style="list-style-type: none"> • Role changes • Staff assignments • Staff duties • Manage staff attendance • All staff will work at their assigned work site • Safety procedures (PPE) • Student check in • Professional Development • Staff Supervision Process <p>Follow NWSD Lead for communication</p>	Principal Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
Curriculum	Efficiently utilize professional staff	<p>Reallocation and repurposing of staff to address learning needs in a maximally efficient way. This may include:</p> <p>Loaner devices (ref: IT)</p> <p>Division-wide RTI model. If all students are learning online, instruction must be accompanied by a fully implemented, robust, and rigorous RTI program. Teaching and paraprofessional staff may be assigned intervention caseloads defined by student or by skill. These caseloads will not be restricted by school.</p> <p>It is the expectation that all outcomes are taught and assessed with rigour, even if instructional time allocations are flexible.</p>	C&I and HR Dept	Health Guidelines LES RtI manual	June 2020	August 2020
Student Services	Assessment and therapy for students on IIPs	<p>Identify students requiring supports</p> <p>As a team, identify best way to provide services- in-person (school or office), online or delay services</p> <p>Update IIP to reflect supports and safety plan</p>	Admin SLP OT Psych SSST		As per guidelines	Until otherwise directed

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		<p>formal plan must be developed that:</p> <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 • summarizes a follow-up strategy <p>Sanitize after each session Follow CMHO safety orders</p> <p>Consider directions given by professional governing bodies</p> <p>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</p> <p>Students who are currently being considered for an IIP may be considered for specialized therapy, professional assessment and unique transitions</p> <p>It might not be possible to support all students with intensive needs in-person due to health and safety guidelines.</p>				
Student Services	Provide counselling services to address mental health of students	<p>Identify students requiring supports</p> <p>As a team, identify best way to provide services- in-person (school or office), online or delay services; or connect with community services</p> <p>Sanitize after each session</p>	Counsellors Admin WCs	PPE, as necessary Supplies for proper sanitization and handwashing	June 2020	Ongoing
Student Services	Psychological assessments and debriefs	<p>Prioritize students needing assessment</p> <p>As a team, identify best way to administer assessment- online or in person</p> <p>Debrief via Teams, if possible. If not, set up a team meeting with limited participants and the option to attend online or in person</p> <p>Sanitize after each session</p>	Ed Psych	Online assessment PD PPE, as necessary Supplies for proper sanitization and handwashing	June 2020	Ongoing
Early Childhood	Integrity of the Program/Maintaining Child-Friendly and Developmentally Appropriate Practices	Combination of virtual lessons with Learning kits that could go home.	Superintendent of Student Services	Ministry supports and resources	June 2020	Ongoing

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		<p>Develop daily Schedules for student learning and share with students and parents.</p> <p>Identify key elements to focus on for the programs.</p> <p>Student-teacher contact time must be prioritized regardless of the delivery format</p> <p>Teachers have consistent online course design, layout etc.</p> <p>Teachers have opportunities to view exemplars of instructional resources</p>	Ministry Instruction	<p>Welcome to Kindergarten Packages</p> <p>Division Developed Learning Kits</p> <p>Summary of promising practices for delivery of program Early Childhood</p> <p>TEAMS meetings</p>		
Early Childhood	Capacity of Teachers	<p>Time for Early Childhood teachers to meet and discuss techniques and platforms that they have been using</p> <p>Consider using one platform for consistency among staff and make it easier for parents to work with their children</p> <p>Better train EAs to augment or deliver support online · Utilize all staff to support learning</p> <p>Create professional development on use of platform(s)</p>	Instruction Early Childhood Transition	<p>Ministry Documents</p> <p>Identifying key learning objectives to deliver online</p> <p>Summary of promising practices for delivery of program</p>	June 2020	Sept. 2020
Early Childhood	Ensure equity	<p>Survey families to determine what they might need to complete online learning.</p> <p>Continue with division plan to loan devices to families if needed</p> <p>Paper packages will still need to be developed.</p> <p>Create PD for parents to learn online platform · Work with community agencies (KidsFirst, ECS) to help support families through home visits etc.</p> <p>Online delivery of paraprofessional services (Speech, OT)</p>	IT PD SSST Admin	<p>Computers</p> <p>PD</p> <p>Develop Survey Questions</p>	June 2020	Ongoing
Early Childhood	Communication	<p>Develop regularly scheduled, weekly or more, communication plan for parents</p>	NWSD Admin	Communication Plans	June 2020	Ongoing
Facilities and OH&S	Cleaning and disinfecting	<p>Follow same procedures that are currently being used. Ensure all rooms that have been utilized by staff are thoroughly cleaned and disinfected. Continue with proper cleaning of all common areas and disinfecting of all touch points.</p>	Facilities and Custodial/ schools	SHA Guidelines	June 2020	Ongoing
Transportation	Delivery of Learning Packages	<p>Make route plans to deliver sanitized packages in the most effective way possible. (Large number of packages per bus being delivered)</p>	NWSD			

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Communications	Follow NWSA guidelines	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Admin	Update Phase Guidelines	June 2020	Ongoing
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