

FALL 2020 SCHOOL RE-OPEN PLAN

'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:	Start Date:	Completion Date:
School Operations	<p>School Day</p> <ul style="list-style-type: none"> · Before School Procedures · Recess Procedures · Noon Hour Procedures · After School Procedures · Entrances · Building Access · Washroom Access · Hallway Procedures 	<p>Mandatory Mask usage:</p> <ul style="list-style-type: none"> *Masks will be required for staff and students in Grades 4 to 12 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 students, no matter their age, will be required to wear masks on the bus. *All visitors and guests to Turtleford School and Turtleford Transition School will be required to wear masks. There are disposable masks available if guests do not have *Students can expect to receive two reusable masks 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. *Proper use of masks will be presented to students and staff on initial day of return and as needed. *Bandanas and gaitor masks are not considered appropriate face coverings *Shields may be used in conjunction with masks <p>Limiting Physical Contact</p> <ul style="list-style-type: none"> *For younger children, maintaining physical distance is less practical and the focus will be on minimizing physical contact and emphasizing the importance of frequent handwashing and proper coughing and sneezing etiquette. *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) 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 	School Operations Transportation Principal Teachers Support Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020

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		<p>close greetings like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.</p> <ul style="list-style-type: none">*Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around a particular item or small area.*All students from Pre-K to Grade 12 will have a storage unit in their classroom in order to prevent clustering in the hallways with people outside of their cohort.*Procedures and signage for entering the building will support physical distancing.*Only one bus will drop students off at a time, allowing time between each delivery.*Parents will be directed to drop their students off in front of the soccer field, staying out of the bus zone.*Staff on supervision will direct student entry into the school door for bus, town and vehicle drop off.*Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.*Students will remain in their home rooms for all classes except Home-Ec, IA, Art and Phys Ed and teachers will change classrooms when necessary, limiting movement in hallways and allowing student cohorts to remain in place.*Cohorts will take recess at the same time, staggering exit and entrance times and locations on the playground.*Children from the same household (e.g. siblings) do not need to maintain physical distance from each other.*Wherever possible, physical distancing should be maintained, even within the same group. Desks will be assigned, forward facing and in rows, spaced as far as the class size will allow.*If physical distancing cannot be maintained in the classrooms, masks will be worn.*More individual activities or activities that encourage more space between students and staff will be incorporated into classes. Activities that require physical contact will be avoided.*The right side of hallways will be used for movement.*Signage will indicate traffic flow for hallways and entrance/exits.*Breaks will be staggered allowing for less traffic at these locations.*Where possible, school division administrators and staff will use telephone or video conferencing to meet with staff and parents.			
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		<p>Limiting Shared Materials and Equipment</p> <p>*Most elementary school supplies have been purchased at the school level and will remain in the school. Backpacks and lunch kits will be kept in the cubbies provided to students and will not be touched by other students.</p> <p>*Where possible, toys that encourage group play in close proximity or increase the likelihood of physical contact will be removed and/or reduced. Toys that encourage individual play will be kept. (ref: Early Childhood)</p> <p>*Students and staff should not share food and drinks and other personal items.</p> <p>*Personal items should be labelled with the student's name to discourage accidental sharing.</p> <p>*Strategically limit the number of touch points per day on electronic devices. (ref: IT) Students and staff will be assigned computers/laptops that they will use.</p> <p>*Classroom activities and recess times will not include equipment that might be touched by multiple students.</p> <p>*Due to the increased cleaning required, we will decrease the number of toys/equipment available to children. We will remove toys and other items that cannot be easily cleaned and disinfected.</p> <p>*Following guidelines from the NWSD, extra-curricular activities and programming will be on hold until limitations on cohorts, public gatherings are updated.</p>				
	Communication	<p>*The following methods will be used to communicate with various stake holders:</p> <ul style="list-style-type: none"> • Staff - Teams meetings, staff meetings, Reminds, emails, Friday Focus • Students - Announcements, Teams, Reminds, Emails • Parents - Reminds, Facebook, phone calls, texts, emails • SCC - Teams, reminds, phone calls, texts, emails • Community Stakeholders - Phone calls, emails, Facebook 	School Operations Communication Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
Curriculum and Instruction - Learning Plan	LIP implementation	*Turtleford School is expected to fully implement their Learning Improvement Plan	Principal, superintendent			
	Determine learning gaps	<p>*Anticipate and identify gaps in learning using formative assessment:</p> <p>*As per AP 360 - b.3 - Teachers use ongoing assessment to inform instructional design and respond to students learning needs.</p> <p>*Use Fountas and Pinnell assessment 2-9 to establish baseline to guide instruction.</p>	Learning Coaches Schools School Literacy/ Numeracy Leads Teachers SSST	Suggested/recommended screening tools: Fountas and Pinnell Assessment.	Sept 2020	ongoing

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		<p>*Teachers will 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.</p> <p>*Teachers will use math data from the previous year snapshot capturing remediation requirements.</p> <p>*The School Division will provide the schools with lists of essential skills in numeracy to aid teachers with planning for instruction.</p> <p>*School based administrators will ensure teachers long range plans and assessment plans are revised to appropriately accommodate learning gaps emergent due to school closure.</p> <p>*Year Plans will be handed in to the office.</p> <p>*Teachers are expected to have plans in place in the event of a student having to self-isolate for 14 days and still receive instruction while at home.</p> <p>*RTI plans need to be in place for all students. RTI will take place in each classroom by the teacher and extra teacher time will be assigned to specific classes for additional help, specifically ELA and Math.</p> <p>*Allocation of additional instructional time:</p> <ul style="list-style-type: none"> • Elementary teachers will be using extra time at their own discretion. • Our Grade 7 teacher will be using some of Social and Science for extra time in ELA and Math. Our Grade 8 and 9 ELA teacher will be using some Art class for extra ELA support. Grade 8 Math will get extra time from PAA class and Grade 9 Math will get extra time from Science class. <p>*The Saskatchewan curriculum will be taught by teachers. The focus will be on the teaching of outcomes, rather than course time allocation. Teachers in Grades 1-9 are encouraged to use a cross-curricular approach for instruction.</p> <ul style="list-style-type: none"> • 10-12 Timetabling flexibility: Extended periods (bell schedule adjustments) for subjects with missing pre-skills. Extra time will be borrowed from PE and PAA classes to catch up in ELA and Math. 		<p>Lists of essential skills for Numeracy.</p> <p>Math Screens.</p>		
	<p>Credits potentially at risk due to midstream structural changes</p>	<p>*A block schedule will be used this year with a quad system.</p> <p>*Students that are compromised due a documented medical condition will be provided home-based programming in the event they cannot attend school.</p>	<p>Principal in consultation with Learning Coach, Learning/ Assessment Consultant, and Senior Admin</p>			

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		<ul style="list-style-type: none"> *Arrangements must be made with school for parents wanting to continue with learning at home. *Teachers are expected to have plans in place (educational materials and learning packages) in the event of a student having to self-isolate for 14 days and still receive instruction while at home. 				
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. Will use the Coronavirus Impact Scale on pg 19 of Guidelines for Re-entry document. *Make staff aware of resources/supports available *Make staff aware of PD opportunities available 	Administrators Maintenance Finance	<p>Guidelines for Re-entry into the School Setting</p> <p>Psychological First Aid (there are also YouTube videos)</p> <p>STF counselling and Wellness services</p> <p>Saskatchewan Mental Health services</p> <p>Psychological First Aid-Self-care course</p> <p>Dr. Carrington online course</p>	June 22, 2020	Ongoing
	Mental health of students	<ul style="list-style-type: none"> *Turtleford School will reach out to community organizations (ie: RCMP, Social Service, Mental Health, etc.) to assess needs *Family Dynamics chart pg. 27 Guidelines to Re-entry will be used, with consultation 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 will be based on cohorts this year. *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 *Understanding of staff that stressed brains cannot learn. *Flexibility needed for students to utilize supports during class time, if need be 	Administrators WCs Counsellors Finance	<p>Trauma informed and Resilient Schools document</p> <p>Trauma Informed and Resilient Schools webinar</p> <p>One Minute Interventions</p> <p>Children of Trauma and Resilience webinar</p> <p>Psychological First Aid (there are also YouTube videos)</p> <p>Psychological First Aid-Caring for Others course</p> <p>Nurturing Resiliency portal in Blackboard</p>	June 22, 2020	Ongoing

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				Referral forms Guidelines for Re-entry into the School Setting Dr. Carrington Course Mental Health workers Re-Entry to Schools		
	First day back to school	*In order to decrease staff, parent and student anxiety and fears. Each homeroom teacher will be given a scripted outline to read to the students about who to talk to and avenues to seek help if they so need. Students will be instructed on the proper use of masks and when and where they need to wear them. They will also learn about the 'new' rules of cohorts and limited movement in the school. *Plan for students to catch up and visit with peers *Regular and frequent communication with families about plan and procedures, etc.	Administrators WCs		August 2020	Sept, 1, 2020
	COVID-19 Education Support	*Wellness Coordinators will support classroom teachers in providing information to students about hand hygiene, physical distancing, etc.	WCs Teachers	SHA Guidelines	August 2020	ongoing
	Students on IIPs	*Updated assessments may be required *Re-engage with families to review short-term transition plans and to update goals *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	SSST Administrators	CLEVR Shor-term Transition plans template (on Teams) Gloves	August 2020	ongoing
	Students with health concerns and/or immune compromised	*Create a safety and accommodation plan in collaboration with parents *CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. *Specialized places for instruction for students with compromised immunity should make every effort to ensure students feel included and safe.	Classroom teachers Administrators SSSTs Supporting Professional	Safety plan template	August 2020	ongoing

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	Supporting Professionals in multiple schools	<ul style="list-style-type: none"> *Enhanced cleaning and disinfection of workspaces, supplies and equipment *Designated work areas and record of where staff are in schools - this will be either the old dental lab or the band room *Communication with schools and others to stagger visits of supporting professionals, schedules are to be shared with both Colleen and Doug. *Hand washing before, during and after each session *Flexibility of services 	SLPs OTs Ed Psychs Counsellors Administrators Maintenance	Cleaning supplies Hand sanitizer Assigned Workspace	Sept 2020	ongoing
	Nutrition programs	<ul style="list-style-type: none"> *Follow safe food handling preparation and delivery guidelines *School-supplied food should be delivered directly to the classroom. *Students should eat lunches in their classrooms, eating in their desks *Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use *Students are not allowed to participate in food preparation *Food will be plated or packaged for each individual student. They will not be able to self-serve. *fruit/snack bowls will no longer be available 	WCs Administrators	SHA guidelines Pg. 41	Sept 2020	ongoing
	Sick kids coming to school or getting sick while at school	<ul style="list-style-type: none"> *Follow guidelines set out by AP 162 *Contact parents immediately *Isolation room will be the small office located behind the main office #55 *Transition School will use the meeting room which already has a corner with sofas. *If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child and should try to avoid contact with the student's respiratory secretions. *Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are 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. *All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool. 	Administrators WCs Classroom teachers Caretakers Maintenance	PPE – provided when procedure requires staff usage. Gloves	Sept 2020	ongoing
	Students refusing to return to school	<ul style="list-style-type: none"> *Take attendance and make follow up calls for students who are absent. *Homeroom teachers will be contacting families to determine which students will be returning and who will not be coming to school this fall. 	Classroom teachers Administrators WCs		Sept 2020	ongoing

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		<ul style="list-style-type: none"> *Provide Psychological First Aid for students and parents *Plan appropriate interventions and accommodations 				
	Students on an FIP and work experience	<ul style="list-style-type: none"> *Work with businesses to create a plan *Consult with parents *Implement plan *Staff will not provide personal transportation 	SSSTs Administrators Superintendent	IIP	September 2020	ongoing
Early Childhood	Physical/Social Distancing Practices	<ul style="list-style-type: none"> *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 *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 items or area *Develop routine/schedule for drop off and pick up: One family will drop/pick child at a time *Schedule movement in school *Student-teacher contact time must be prioritized regardless of the delivery format *Entry will now be fire door so that Pre-K students do not use the same entrance as other students. *a portable hand-washing station will be placed in this room when available. 	Communication Documents Health Guidelines	Health Guidelines Communication Documents Extra Cleaning supplies		
	Intense Needs Students	<ul style="list-style-type: none"> *New Intensive needs students: slow transition, aim for full participation. *Follow procedures and guidelines from health for safety and administering of services 	Student Services Superintendent Student Services Team Members	Referrals	June 2020	June 2021
	Screening and Admission Practices	<ul style="list-style-type: none"> * Try to complete screens as much as possible now for new applicants. *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 	Student Services Superintendent Student Services	Referrals Applications	June 2020	October 2020
	Mental Health of students, staff	<ul style="list-style-type: none"> *Training staff to be trauma informed in order to assess, identify and respond to trauma *Create learning environments that are as close to normalcy as possible while ensuring protection where 	Superintendent of Student Services Student Services Division Counselors	Nurturing Resilience Documents Trauma informed Schools Kevin Cameron	June 2020	November 2020

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		children play and learn (mask are not required at this time but are recommended)	Wellness Coordinators Early Years Branch	Provincial license for Respect in Schools training for all staff Ministry resource at saskatchewan.ca to assist parents and caregiver		
	Academic Delays	*Utilize pre-assessments *School team meetings *RTI *Teachers will use their professional discretion to determine the appropriate assessment practices within the current context *Teachers are encouraged to implement assessment strategies that do not require simultaneous full group participation	Superintendent of Student Services Superintendent	EYE TA testing Formative/summative assessments Ministry Documents	June 2020	October 2020
	Cognitive and Social Emotional Delays	*School Team meetings with Student Services Team members *Develop Individual plans to meet the needs of the students *Allocate staff accordingly *Develop strategies for students to learn to self-regulate.	Superintendent of Student Services	Ministry Documents Professional Development	June 2020	October 2020
Facilities and OH&S	Ensure we have proper items in place for hand washing (i.e. Hot water etc.) or hand sanitizing	*All hot water heaters, pumps, paper towel dispensers, soap dispensers are always operational. *Ensure hand sanitizer is readily available. *When available, extra hand washing stations will be installed	Facilities Custodial staff	Asset Planner for corrective actions. Principal to advise	now	ongoing
	Water fountains	*Recommend the use of personal water bottles. *Water fountains will be taped off and students will need to bring water bottles to fill at the stations. *Transition School will have water coolers that will be disinfected frequently	Maintenance Custodial Staff School	SHA Guidelines, signage and custodial scheduling	June 2020	August 2020
	Cleaning procedures	*Create a check list and sign sheet for custodial staff to check off to ensure rooms have been cleaned (properly). *Washing desktops and frequently used surfaces may become part of classroom routines	Facilities School Admin Classroom Teachers Custodial Staff	SHA Guidelines – check list form with time stamp.	June 2020	August 2020
	PAA cleaning and disinfecting	*School staff/students will be provided with proper cleaning procedures and materials – space will be cleaned and disinfected after each use (stoves, cooking equipment, saws, hand tools etc.). *Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc.	Facilities School and Custodial Staff	SHA Guidelines - EIG	Now – custodial responsibilities.	ongoing

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	Bell schedules	*We will have 5 bells, 3 mins apart, (1 warning bell) at the end of the day to release different areas of the school to avoid clusters at exits. *Elementary teachers will stagger release times for recesses to avoid cluster/contact in the boot rooms.	Maintenance School Admin	SHA Guidelines – bins	June 2020	August 2020
	Provide cleaning supplies for every room	*Provide adequate amounts of disinfectant, towelling etc.	Facilities Custodial Staff	SHA Guidelines - EIG	June 2020	August 2020
	Speciality disinfecting – i.e. Kindergarten toys, playground equipment, gym equipment	*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 need to be disinfected by staff /students after use.	School Custodian			
	Restrict building access	*Ensure all exterior door locks are operational – main door will need to have signage and protocols listed. *Outside groups will not have access to the school at this time.	School Facilities Custodial Staff	Custodial SHA Guidelines - signage	June 2020	August 2020
	Staff Training	*Ensure all staff have full understanding of cleaning/disinfecting process. Ensure they are fully trained in proper use of cleaner(s) and disinfectant.	Facilities School Admin	SHA Guidelines – EIG, WHMIS 15 certificate	June 2020	August 2020
	OH&S Meeting	*Ensure schools utilize their OH&S Committee to share any Health & Safety concerns they may have with NWSD.	School Facilities	OH&S Requirements	now	ongoing
	Protective barriers – Secretary, Librarian etc.	*Main office & library have will have plexi-glass barriers at the start of the year. *The main office door also has a chain and guests may not enter the office unless acknowledged by the Admin Assistant.	Maintenance School	SHA Guidelines – equipment/materials	June 2020	August 2020
Communications	Parent Communication	*Update for Parents/Caregivers outlining division and school return to school plan	Communication Director Principal	Provincial/SHA guides	now	Before end of June
	School Plans for Return	*Template to support: School-level communications plan for plan to return to school	Communications School Admin		now	August 2020
	Education about school precautions	*Regular communication home about expectations for school, education on COVID, how to prevent spread of germs *messages shared through division and school channels	Communications School Admin	Provincial/SHA guides	now	ongoing

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

School:

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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"> · Before School Procedures · Recess Procedures · Noon Hour Procedures · After School Procedures · Entrances · Building Access · Washroom Access · Hallway Procedures 	<p>*Students will attend on alternate days</p> <p>Mandatory Mask usage: *Masks will be required for staff and students in Grades 4 to 12 students 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 students, no matter their age, will be required to wear masks on the bus. *All visitors and guests to Turtleford Schools will be required to wear masks. *Students can expect to receive two reusable masks 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. *Proper use of masks will be presented to students and staff on initial day of return and as needed. *Bandanas and gaitor masks are not considered appropriate face coverings *Shields may be used in conjunction with masks</p>	School Operations Transportation Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
	Communications	<p>The following methods will be used to communicate with various stake holders:</p> <ul style="list-style-type: none"> •Staff - Teams meetings, staff meetings, Reminds, emails, Friday Focus •Students - Announcements, Teams, Reminds, Emails •Parents - Reminds, Facebook, phone calls, texts, emails •SCC - Teams, reminds, phone calls, texts, emails •Community Stakeholders - Phone calls, emails, Facebook 	School Operations Communication Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
Curriculum & Instruction	Course Delivery	<p>*Families will attend school on the same days *Students will have clear expectations for home-based days *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</p>	Senior Admin School Admin Maintenance Transportation	-classroom layouts plans produced by maintenance in conjunction with schools		
	Intervention	<p>*RTI and well-planned instruction addressing core content gaps will proceed as prescribed and discussed in Scenario 1.</p>	Senior Admin School Admin Maintenance Transportation	-classroom layouts plans produced by maintenance in conjunction with schools		

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Student Services	Assessment and therapy	<ul style="list-style-type: none"> *Students with additional needs may require updated assessments and revised individual goals. *For personal interactions, conditions must be created to allow for the provision of supports within a safe and secure environment, which may include the school setting or other appropriate spaces 	Student Services SS team Maintenance IT	PPE, as required Headphones Mics Document cameras	Sept 2020	ongoing
	Team meetings	<ul style="list-style-type: none"> *Limit number of people in attendance *Option of in-person or online *Delay meetings 	Admin SSST SS department IT	Admin SSST SS department IT	Sept 2020	ongoing
	Students on an FIP and work experience	<ul style="list-style-type: none"> *Work with businesses and parents to create a plan ie: travel, job coach 	SSST Administrators Transportation	Reimbursement of travel for parent	Sept 2020	ongoing
	Health care and personal care needs such as changing diapers, etc.	<ul style="list-style-type: none"> *Create an accommodation and safety plan for student and staff involved *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. 	Admin SSST Maintenance	PPE, as required	Sept 2020	ongoing
Early Childhood	Physical/Social Distancing Practices	<ul style="list-style-type: none"> *Group sizes according to Health Guidelines *Avoid activities that require clustering around items, or in specific areas *Develop routine/schedule for drop off and pick up at side door *Schedule movement in school 	Communication Documents Health Guidelines	Health Guidelines Communication Documents Extra Cleaning supplies Extra personnel		
	Healthy hygiene behaviours and practices among young children	<ul style="list-style-type: none"> *Educate students on proper hygiene practices. *Establish Daily Routines and practice them using the Extra Cleaning Supplies Communication Documents & Age appropriate information about virus in curriculum. *Share information with parents. *Scheduling times to sanitize equipment, materials and toys *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 	Superintendent Communications Officer Facilities	Extra Cleaning Supplies Communication Documents		

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		*Setting up individual cubbies or spaces for essential items (scissors, markers, crayons etc).				
	Integrity of the Program/Maintaining Child-Friendly and Developmentally Appropriate Practices	*Develop a clear plan for ensuring meaningful child-focused play and instructional activities in the context of physical distancing *Developing Literacy, Math, Play based learning kits for home use *Move lessons and activities outdoors (weather permitting) when possible *Adapt curriculum and develop creative pedagogical practices to ensure playful learning *Aim for maintaining the integrity of the programs (I.e. Play and Exploration) *Student-teacher contact time must be prioritized regardless of the delivery format	Superintendent Teachers Ministry Facilities	Ministry Resources Curriculum Documents Learning Kits Summary of promising practices for delivery of program		
	Scheduling of Classes	*Depending on guidelines develop schedule to have the maximum number of students attend.	Superintendent Principals Teachers	Health Guidelines		
	Screening/ admissions	*New Intensive needs students: slow transition, aim for full participation * Follow procedures and guidelines from health for safety and administering of services *Appropriate space and facility to deliver services.	Superintendent Student Services Team Member	Referrals Protective Gear/Measures Health Guidelines		
		*Staff will not enter private residences or provide personal transportation *Virtual option	Superintendent Early Years Teachers	Ministry Guidelines		
		*Virtual meetings/site visits *Alternate family visits and times	Superintendent Early Years Teachers	TEAMS		
	Registrations	*Numbers will depend on Health Guidelines *Complete as much as possible in June by school teams and community agencies *Take additional time in September.	Superintendent School Teams Student Services Team Members	Referrals Applications	June 2020	October2020
		*Training staff to be trauma informed in order to assess, identify and respond to trauma *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)	Superintendent Student Services Division Counselors Wellness Coordinators Early Years Branch	Nurturing Resiliency Documents Trauma informed Schools Kevin Cameron	June 2020	November 2020
		*Develop or utilize pre-assessments *School team meetings *RTI Plan	Student Services Instruction	Instruction EYE TA testing Formative/summative assessments Ministry Documents	June 2020	October 2020
	Cognitive and Social Emotional Delays	*School Team meetings with Student Services Team members *Develop Individual plans to meet the needs of the student	Superintendent of Student Services	Ministry documents Professional Development	June 2020	June 2021

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		*Allocate staff accordingly *Develop strategies for students to learn to self-regulate.				
Facilities and OH&S	Number of students in school rooms	*We will need to follow social distancing rules – reduce the number of students in each room where necessary, remove unnecessary items (couches, soft chairs, carts etc.).	School Maintenance Custodians	SHA Guidelines - EIG recommends limiting contact with younger children	June 2020	August 2020
	Janitor schedules	*Adjust janitorial hours to ensure adequate cleaning and disinfecting is occurring as required.	Facilities HR	SHA Guidelines – EIG & CUPE	August 2020	ongoing
	Locker usage	*Restrict use – use backpacks for day to day materials. *Storage units will be provided in each classroom for student use	School	SHA Guidelines	June 2020	August 2020
	Foot traffic control	*Place lines/arrows and signage to ensure social distancing is followed	School Maintenance Custodial Staff	SHA Guidelines – Plans needed to order materials	June 2020	August 2020
	Maintenance Schedules	*Ensure Principals authorize all scheduled maintenance. *Daily schedules of breaks to be sent to maintenance	Maintenance School	SHA Guidelines - Facility scheduling	now	ongoing
	Power requirements for extra BYOD	*Provide code compliant power strips as needed to accommodate extra devices that students may be bringing into school	Maintenance School IT	SHA Guidelines, IT requirements. Power strips	June 2020	August 2020
Communication	Parent Communication	*Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Communications School Admin	Updated Phase guidelines	June 2020	ongoing

Contingency 2: Hybrid – not all students in building

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 · Before School Procedures · Recess Procedures · Noon Hour Procedures · After School Procedures · Entrances · Building Access · Washroom Access · Hallway Procedures	*Students will attend school on alternate days Mandatory Mask usage: *Masks will be required for staff and students in Grades 4 to 12 students 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 students, no matter their age, will be required to wear masks on the bus. *All visitors and guests to Turtleford Schools will be required to wear masks. *Students can expect to receive two reusable masks provided by the Division upon their return to classes. We will also have disposable masks for use. Parents are	School Operations Transportation Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020

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		<p>encouraged to provide additional reusable masks for their children if they choose.</p> <p>*Proper use of masks will be presented to students and staff on initial day of return and as needed.</p> <p>*Bandanas and gaitor masks are not considered appropriate face coverings</p> <p>*Shields may be used in conjunction with masks</p>				
	Communication	<p>*The following methods will be used to communicate with various stake holders:</p> <ul style="list-style-type: none"> •Staff - Teams meetings, staff meetings, Reminds, emails, Friday Focus •Students - Announcements, Teams, Reminds, Emails •Parents - Reminds, Facebook, phone calls, texts, emails •SCC - Teams, reminds, phone calls, texts, emails •Community Stakeholders - Phone calls, emails, Facebook 	School Operations Communication Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
Curriculum and Instruction	How do we deliver instruction most effectively?	<p>*All students will attend on alternate days with families attending on the same days.</p> <p>*Expectations of work that will be completed at home will be communicated with families.</p>	Instruction School RTI Team, SBIF School Admin Teachers			
		*Online PD regarding delivery of online programming will be required. A minimum of 3-4 days will be required.	Superintendents Instruction			
		*Some courses, particularly at the 10-12 level, may be offered across school lines to maximize staffing efficiency	Principals in conjunction w Superintendents			
		*Some 7-12 classes (notably PAA, PE, and Arts Ed) would be at least partially offered at the school, if possible, within SD guidelines.	Principals			
		*RTI models would still apply; use of online tools to facilitate interventions, particularly 1:1 would be encouraged	RTI teams			
Student Services	Assessment and Therapy	<p>*Flexibility of service delivery-in-person (school or office) or online</p> <p>*Delay services may occur</p> <p>*Refer to outside agencies</p>	SS team IT	Headphones Mics Document cameras	Headphones Mics Document cameras	Headphones Mics Document cameras
	Students on IIPs	<p>*As a team, determine needs of student and then decide on individual schedule and ways to meet student needs</p> <p>*Update IIP</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 SSST School Admin Teachers			
	Outbreak in community	*SS professionals will delay going to that school but may deliver services online, if possible.	Superintendent Student Services			

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Early Childhood	Intensive Needs Students	*Staff will not enter private residences or provide personal transportation *Alternate spaces/locations will be considered *Virtual option *Schedule online sessions	Student Services Superintendent School Teams	Computers Home visit Guidelines	September 2020	
Facilities and OH&S	Same as 'Normal' & #1					
	Exception – student spacings (desks etc.).	*Students will attend on alternate days and will be spaced according in the classrooms.	School	SHA Guidelines	June 2020	August 2020
Communications	Parent Communication	*Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Communications School Admin	Updated Phase guidelines	June 2020	ongoing

Contingency 3: Distance/Remote Learning

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	*A plan will be in place to address the following: *Guidelines and expectations for students and staff for at home learning (Learning Packages and online forums) *Elementary classes will utilize Microsoft Teams as primary resource while 7-12 will utilize a combination of Microsoft Teams and OpenLMS *Monitor building access - no public access	School Operations Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
	Communication	*The following methods will be used to communicate with various stake holders: •Staff - Teams meetings, staff meetings, Reminds, emails, Friday Focus •Students - Announcements, Teams, Reminds, Emails •Parents - Reminds, Facebook, phone calls, texts, emails •SCC - Teams, reminds, phone calls, texts, emails •Community Stakeholders - Phone calls, emails, Facebook	School Operations Communication Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
Curriculum and Instruction - Learning Plan	Efficient utilization of professional staff	*Reallocation and repurposing of staff 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. (Moodle will be the platform) 	Curriculum & Instruction Human Resources			

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	Device access	*Loaner devices may be available if proper paperwork/contract are signed	IT Dept			
	Timely intervention	*Division-wide RTI model. If all students are learning online, instruction must be accompanied by a fully-implemented 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.	RTI Team Literacy Team Math Team, Senior Admin, School Admin, Learning Coaches,			
	Curriculum Compliance	*It is the expectation that all outcomes are taught and assessed with rigor, even if instructional time allocations are flexible.	Superintendent			
	Learning not conducive to Distance Learning	*Schools are encouraged to explore creative ways to safely implement PAA, Phys Ed, and Arts Ed in a manner that is both Distance Education friendly and safe. For example, PAA teachers are encouraged to construct survey courses leveraging low-tech and no-tech modules (ethics, codes, history, schematics/blueprinting, coding)	School Admin Teachers			
Student Services	Assessment and therapy for students on IIPs	*Identify students requiring supports	Student Services SLPs OTs Ed Psychs SSSTs	SASLPA guidelines SSOT guidelines	As per guidelines	Until otherwise directed
		<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> <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; and, • summarizes a follow-up strategy. <p>*Sanitize after each session</p> <p>*Follow CMHO safety orders</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>	Admin Maintenance IT	Sask College of Psychologists PPE, as necessary Supplies for proper sanitization and handwashing Headsets Microphones Document camera	from Ministry	

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	Mental Health of students and counselling services	<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 	Counsellors Maintenance IT	PPE, as necessary Supplies for proper sanitization and handwashing Headsets Microphones Document camera	As per guidelines from Ministry	Until otherwise directed
	Psychological assessments and debriefs	<ul style="list-style-type: none"> *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 	Ed Psychs Maintenance	Online assessment PD PPE, as necessary Supplies for proper sanitization and handwashing	June 15, 2020	Until otherwise directed
	Students on an FIP and work experience	<ul style="list-style-type: none"> *A safe plan will be made with businesses and parents if necessary *Staff will not provide personal transportation *Delay services if plan cannot be implemented safely 	SSSTs Administrators	As per guidelines from Ministry	Until otherwise directed	
Early Childhood	Integrity of the Program/Maintaining Child-Friendly and Developmentally Appropriate Practices	<ul style="list-style-type: none"> *Combination of virtual lessons with Learning kits that could go home. *Develop daily Schedules for student learning and share with students and parents. *Identify key elements to focus on for the programs. *Student-teacher contact time must be prioritized regardless of the delivery format *Teachers have consistent online course design, layout etc. *Teachers have opportunities to view exemplars of instructional resources 	Superintendent of Student Services Ministry Instruction	Ministry supports and resources Welcome to Kindergarten Packages Division Developed Learning Kits Summary of promising practices for delivery of program Early Childhood TEAMS meetings	June 2020	ongoing
	Capacity of Teachers	<ul style="list-style-type: none"> *Time for Early Childhood teachers to meet and discuss techniques and platforms that they have been using *Consider using one platform for consistency among staff and make it easier for parents to work with their children * Better train EAs to augment or deliver support online *Utilize all staff to support learning *Create professional development on use of platform(s) 	Instruction Early Childhood Transition	Ministry Documents Identifying key learning objectives to deliver online Summary of promising practices for delivery of program	June 2020	September 2020
	Equity	<ul style="list-style-type: none"> *Survey families to determine what they might need to complete online learning. 	IT PD Superintendent	Computers PD Develop Survey Questions	June 2020	ongoing

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		<ul style="list-style-type: none"> *Continue with division plan to loan devices to families if needed *Paper packages will still need to be developed. *Create PD for parents to learn online platform *Online delivery of paraprofessional services 	Student Services			
	Communication with Parents	<ul style="list-style-type: none"> *Develop regularly scheduled, weekly or more, communication plan for parents. 	Communications Director School Admin Teachers	Communication Plans	June 2020	ongoing
Facilities and OH&S	Cleaning & Disinfecting	<ul style="list-style-type: none"> *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. 	Facilities Custodial Staff Schools	SHA Guidelines	Now	Ongoing
Communications	Parent Communication	<ul style="list-style-type: none"> *Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID 	Communications School Admin	Updated Phase guidelines	June 2020	ongoing