

# FALL 2020 SCHOOL RE-OPEN PLAN

## Carpenter High School Reopen 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 NWS Division Re-open Plan.

School: Carpenter High School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH & S	Meet with staff to outline concerns with respect to COVID	<ul style="list-style-type: none"> <li>Facilitate OH &amp; S meetings on time. (September, December, March, June)</li> <li>OH &amp; S monthly check-ins with staff.</li> <li>Control traffic flow in school by having students walk down the right side of hallways. (directional signage)</li> <li>Ensure Wellness Coordinator is certified in Safe Food Handling.</li> <li>Control public access to building. No outside user groups will be allowed to use the building.</li> <li>All visitors to Carpenter must complete a contact tracing form. Posters will be located at the front entrances. A QR code can be scanned to access the form. If unable to access the online form, a paper copy will be available at the office. The school admin assistant will fill out the form online on the visitor's behalf.</li> <li>All visitors and guests will be required to wear masks in the school.</li> <li>Plexiglass barrier for Admin Assistant, Library Technician and kitchen window.</li> <li>Train staff in proper usage of cleaning supplies</li> <li>Regular sanitization of desks and touch points in classrooms:                             <ul style="list-style-type: none"> <li>- desks, door handles, etc.</li> <li>- regular hand washing and sanitization</li> <li>- every room has cleaning supplies</li> </ul> </li> <li>An online form will be used for all staff to complete a daily self-assessment (applitrack) which will be passed on to a supervisor to verify.</li> <li>Disinfect any technology after use. (photocopier, staffroom appliances, telephones, computers)</li> <li>De-commission water fountains except for the bottle filler</li> </ul>	Admin OH&S Cmt Maintenance Staff	Directional Signage Social Distancing Markers Hand Sanitizer Stations Barriers Teams OHS Meeting Cleaning Supplies Online Self- Assessment Form	August 2020	Ongoing

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		<ul style="list-style-type: none"> <li>Adhere to guidelines for disinfecting PE equipment</li> <li>Monitor custodial staff</li> </ul>				
<b>School Operations</b>	<p>Create plan for limiting physical contact:</p> <ul style="list-style-type: none"> <li>Masks</li> <li>First Two Days</li> <li>Before School Procedures</li> <li>Class change Procedures</li> <li>Noon Procedures</li> <li>After School Procedures</li> <li>Building Access</li> <li>Washroom Access</li> <li>Hallway Procedures</li> <li>Classroom Procedures</li> <li>PE Procedures</li> <li>Band Procedures</li> <li>PAA Procedures</li> <li>Library Procedures</li> <li>School Staffing</li> <li>Special Events</li> <li>Extra-Curricular</li> <li>Hygiene Practices/Masks</li> <li>Outdoor Learning</li> <li>Student Registration</li> </ul>	<p><b>Masks</b></p> <ul style="list-style-type: none"> <li>Masks will be required for staff and students where physical distancing cannot be maintained. At Carpenter all staff and students will be required to wear masks at all times with the exception of times when the class is outside or during the process of eating lunch when students are seated in a socially distanced manner.</li> <li>All students must wear masks on buses</li> <li>Students will receive one reusable mask and disposable masks will be available for use. Parents are encouraged to provide additional reusable masks for their children.</li> </ul> <p><b>First Two Days</b></p> <ul style="list-style-type: none"> <li>September 8 and 9 will be a transition period for teachers to train students regarding the new routines and safety procedures. Teachers will educate students on appropriate mask usage, hand washing, sanitizing, and social distancing procedures.</li> <li>Students will be divided alphabetically on those days to reduce the number of students in classrooms.</li> <li>Sept. 8 – Families with last names A-L attend</li> <li>Sept. 9 – Families with last names M-Z attend</li> <li>Sept. 10 – 11             <ul style="list-style-type: none"> <li>– Full capacity programming commences.</li> </ul> </li> <li>This will be communicated through the school website, Facebook page and communication from grade 9 homeroom teachers.</li> </ul> <p><b>Before School:</b></p> <ul style="list-style-type: none"> <li>Ensure supervision teams are well organized and trained to limit physical contact and monitor traffic flow in the bus lane, entrances and hallways.</li> <li>All town students will be encouraged to arrive at school no earlier than 8:45 a.m.</li> <li>Upon arrival, students will put their materials in their lockers, go into their classroom and sit in</li> </ul>	Admin All Staff	Signage (Physical Distancing, Washroom Capacity, etc) Floor Markers Spray Paint Hand Sanitizer Touch Surface Sanitization Supplies Masks Seating Plans Outdoor Registration Stations Materials for Outdoor Learning	August 2020	Ongoing

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		<p>their assigned desk. Students are not allowed to sit in the commons area or go to the library before school.</p> <ul style="list-style-type: none"><li>• At the 8:54 bell, each exterior door will be supervised by a member of the supervision team.</li></ul> <p><b>Class Transition Procedures:</b></p> <ul style="list-style-type: none"><li>• Staggered release times according to grade. Grade 9 classes will remain in their classrooms wherever possible with teachers travelling to them.</li><li>• Grade 10 transitions will be exclusive to the cohort so as to avoid potential mixing with other cohorts.</li><li>• 11/12 classes will change at the same time (distinct from the 9/10 groups and will remain stationary where possible.)</li></ul> <p><b>Noon Procedures:</b></p> <ul style="list-style-type: none"><li>• Release times will be staggered according to cohort</li><li>• Students are encouraged to go home for lunch if possible and return at 1 pm travelling directly to afternoon classrooms.</li><li>• Students remaining at school for lunch must eat in their home classrooms and remain there for the duration of the break unless the student elects to leave campus.</li><li>• Students will be specifically trained to access their lockers quickly and efficiently.</li><li>• Students requiring lunch will be served individual portions in their classrooms.</li><li>• Encourage use of online payment instead of cash.</li><li>• Students will not assist in preparing any food for the booth.</li><li>• No microwaves will be made available for students.</li><li>• Food services subject to change as SHA guidelines evolve.</li></ul> <p><b>After School Procedures:</b></p> <ul style="list-style-type: none"><li>• Cohorts will be released to their lockers (for grade 9) in a staggered manner to avoid congestion in the hallways.</li></ul>				
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		<ul style="list-style-type: none"><li>• Doors will be propped open to avoid touch points</li><li>• Students waiting for parent pick up will space out as much as possible.</li><li>• Students waiting for busses will wait in their designated bus line using appropriate physical distancing.</li><li>• Town students will be instructed to go directly home and not stay on the school grounds or in the school.</li></ul> <p><b>Entrances:</b></p> <ul style="list-style-type: none"><li>• Two entrances to the school will be used as student entrances.</li><li>• Student parking lot</li><li>• Front entrance</li><li>• Sanitization stations will be set up at each outside entrance.</li></ul> <p><b>Building Access:</b></p> <ul style="list-style-type: none"><li>• Parents/caregivers are encouraged to contact the main office to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary.</li><li>• See above for requirements for visitors/guests.</li><li>• Public Access will be through front door only.</li><li>• No outside user groups will be allowed.</li><li>• Guest presenters may be virtual only</li></ul> <p><b>Washroom Access:</b></p> <ul style="list-style-type: none"><li>• No more than three students will be allowed in each washroom at one time.</li><li>• Change rooms in PE will be locked and unavailable. Though not ideal, students will participate in PE in regular clothing with the exception of their gym shoes.</li><li>• Washroom entrances will be supervised by staff during unstructured times such as class change, lunch, and before/after school.</li></ul> <p><b>Hallway Procedures:</b></p> <ul style="list-style-type: none"><li>• “Roadway” mode of travel in the hallways. (walk on the right-hand side)</li><li>• Floor will be marked with arrows.</li><li>• Avoid physical contact with peers and staff.</li></ul>				
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		<ul style="list-style-type: none"><li>• Move teachers, not students in exchanges where possible.</li></ul> <p><b>Classroom Procedures:</b></p> <ul style="list-style-type: none"><li>• Student workstations will be spread out as much a physically possible.</li><li>• No shared school supplies.</li><li>• Teachers will create a seating plan that will remain consistent. Students are required to sit in the same location in the proximity of the same students to allow for contact tracing.</li><li>• Students must be seated facing forward.</li><li>• Masks must always be worn by teachers and students in the classroom.</li><li>• Students stay with their cohort throughout the day where possible.</li><li>• Provided sanitation materials will be used to clean common touch points as needed. (smartboards, desktops, doorknobs)</li><li>• Students will be trained to assist in sanitizing common touch points during class clean-ups.</li><li>• Water fountains will be closed, refill station will be kept open. Students will need to bring their own refillable water bottle.</li></ul> <p><b>Physical Education Procedures:</b></p> <ul style="list-style-type: none"><li>• PE classes will take place within cohorts with no mixing</li><li>• During Phys. Ed classes, no activities that require physical contact between students will be allowed.</li><li>• Students will sanitize their hands before and after class.</li><li>• Equipment used will be sterilized at the end of class.</li><li>• Change rooms are closed, and students will not change clothing for Physical Education.</li><li>• Maximize use of outdoor areas</li></ul> <p><b>Band/Music Procedures:</b></p> <ul style="list-style-type: none"><li>• Follow guidelines provided by SHA and NWSD</li><li>• Band will not take place in the first half of the school year. We will monitor the situation and offer band as soon as it is deemed safe.</li></ul> <p><b>PAA Procedures:</b></p>				
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		<ul style="list-style-type: none"><li>• Any equipment used during PAA will be sterilized after each use (Cooking utensils, welders, tools).</li></ul> <p><b>Library Procedures:</b></p> <ul style="list-style-type: none"><li>• Students will sanitize hands upon entering and exiting the library.</li><li>• No more than one identifiable cohort will use the library at once with social distancing protocols in place.</li><li>• Books covers (front and back) will be sanitized by the librarian upon return to circulation.</li></ul> <p><b>Special Events:</b></p> <ul style="list-style-type: none"><li>• There will be no school wide gatherings in the gym or theatre</li><li>• Virtual assemblies will take place in classrooms.</li><li>• Guest speakers will only be allowed in a virtual setting.</li><li>• All other special events will be modified to prevent physical contact and mixing of student cohorts.</li></ul> <p><b>Extra-Curricular Procedures:</b></p> <ul style="list-style-type: none"><li>• Follow guidelines provided by SHSAA and NWSD.</li><li>• School sports and other extra-curricular activities are on pause</li></ul> <p><b>Hygiene Practices</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Hand sanitizer will be available in all schools at all entrances and in every classroom. Students are encouraged to bring their own bottle of hand sanitizer.</li><li>• There will be numerous prompts to wash hands or use hand sanitizer throughout the day, such as when first entering the building or entering the classroom.</li><li>• Staff members will be encouraging students to limit physical contact.</li><li>• Encourage greetings such as air fives and waves.</li></ul>				
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		<p><b>Outdoor Learning</b></p> <ul style="list-style-type: none"> <li>Teachers will be encouraged to increase frequency of learning experiences in an outdoor setting. When outside and distanced, students will not be required to wear masks.</li> </ul> <p><b>Student Registration:</b></p> <ul style="list-style-type: none"> <li>Student registrations will be accepted in-person or by phone or via email. A link to the registration form will be shared with parents and posted on the school Facebook page and school website.</li> <li>Where possible, parents will complete registration forms online and email them to the school or print and complete registration forms outside the school.</li> <li>If a family requires a meeting, they will be asked to call the school to set up a time.</li> </ul>				
<p><b>Curriculum and Instruction</b></p>	<p>Create Timetable Determine Learning Gaps Plan for RTI</p>	<p><b>Create Timetable:</b></p> <ul style="list-style-type: none"> <li>Plan for the delivery of meaningful RTI for all students using guided practice in classrooms.</li> <li>Ensure grade cohorts stay together as much as possible throughout the school day.</li> <li>Implement five term timetable to minimize cross contamination and aid in contact tracing</li> <li>T1-Sept 8- Oct 29</li> <li>T2-Oct 30-Dec 22</li> <li>T3-Jan 6 -Mar-6</li> <li>T4-Mar 8-May 5</li> <li>T5-May 6-June 28</li> </ul> <p><b>Determine Learning Gaps:</b></p> <ul style="list-style-type: none"> <li>F &amp; P Testing for all grade 9 students upon return to school in the fall.</li> <li>Math gaps will be identified using formative assessments and Math Screens. The gaps will be tracked on the Individualize Math Plan form.</li> <li>Use of Lexia as a diagnostic and instructional guide for entire cohorts</li> </ul> <p><b>Plan for RTI:</b></p> <ul style="list-style-type: none"> <li>Staff PD in the areas of conferencing, guided instruction, and F&amp;P benchmark assessment.</li> </ul>	<p>Staff Lead: Admin SSST Learning Coach Classroom Teachers EA's</p>	<p>RTI plan</p>	<p>June 2020</p>	<p>Ongoing</p>

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		<ul style="list-style-type: none"> <li>Allocate additional instruction time for grade 9 Math and ELA in the timetable.</li> </ul>				
<b>Student Services</b>	Students Sick at School Mental Health of Students Students on IIPs Covid-19 Education Nutrition Programs Students Refusing to Come to School Supporting Professionals in Multiple Schools Immunocompromised accommodation	<p><b>Students Sick at School:</b></p> <ul style="list-style-type: none"> <li>Students who become sick at school or arrive at school sick will be isolated and parents will be called immediately for pick up.</li> <li>If parents/guardians cannot be contacted, the emergency contact will be phoned.</li> <li>A dedicated containment room has been designated at the north end of the school.</li> <li>Wellness Coordinator will supervise the sick student and ensure proper PPE is used in caring for the student.</li> <li>Sanitization of sick room and spaces student occupied will take place immediately after the student is picked up.</li> <li>All employees are expected to self-monitor for COVID-19 symptoms that are unexplained new or worsening. Each week, employees will complete a Covid-19 self-assessment verification form.</li> </ul> <p><b>Mental Health of Students:</b></p> <ul style="list-style-type: none"> <li>PD for staff regarding student mental health.</li> <li>Create a plan for the first days back to school. September 8 and 9 will be a transition period for teachers to train students regarding the new routines and safety procedures.(See school operations section)</li> <li>Students will be divided alphabetically on those days to reduce the number of students in classrooms.</li> <li>Sept. 8 – Families with last names A-L attend</li> <li>Sept. 9 – Families with last names M-Z attend</li> <li>Sept. 10–11 – Full capacity programming commences.</li> <li>This will be communicated through the school website, Facebook page and communication from grade 9 homeroom teachers.</li> <li>Regular check ins with students by homeroom teachers, wellness coordinator, and division counsellor</li> <li>Use school social media platforms and website to keep parents and students informed about school COVID procedures.</li> </ul>	Wellness Coordinator Admin Assistant SSST School Counsellor Admin	PPE Sanitization Materials  Links: <a href="#">Guideline for re-entry</a>  <a href="#">Psychological First Aid</a> (there are also YouTube videos)  <a href="#">STF counselling and Wellness services</a>  <a href="#">Saskatchewan Mental Health services</a>  <a href="#">Psychological First Aid- Self-care course</a>  Dr. Carrington online course  Trauma informed and Resilient Schools document  <a href="https://starr.org/product/trauma-informed-resilient-schools/">https://starr.org/product/trauma-informed-resilient-schools/</a>  <a href="#">One Minute Interventions</a>	June 2020	Ongoing



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		<p><b>Students on IIPs:</b></p> <ul style="list-style-type: none"> <li>• Connect with families who have students on IIP's. If any IIP goals need to be changed due to COVID modifications, they will be discussed at this time.</li> <li>• Create safety plan for all students on IIPs</li> <li>• When gloves are needed, they must be disposed of after every interaction.</li> <li>• Hand Hygiene must be performed between every glove change.</li> <li>• Toys used in programming must be sanitized daily (if only used for one student) or after each use (if used by more than one student).</li> <li>• Schedule team meetings using teams to promote social distancing</li> <li>• Students accessing the Handi-Van will be escorted to and from the van by a staff member</li> <li>• FIP and work experience classes are not currently being offered</li> <li>• Support staff schedules will be developed to maintain student cohorts as much as possible</li> </ul> <p><b>Covid 19 – Education</b></p> <ul style="list-style-type: none"> <li>• Teachers will educate students on appropriate mask, hand washing, sanitizing, and social distancing procedures as per School Operations section</li> </ul> <p><b>Nutrition Programs:</b></p> <ul style="list-style-type: none"> <li>• Fruit bowls and “grab and go” practices will be eliminated.</li> <li>• Students will not assist in preparing food for the nutrition program.</li> <li>• Free lunches will be prepared and bagged by school staff and delivered to appropriate classrooms.</li> <li>• Breakfast needs will be identified, and individually packaged breakfasts will be eaten in morning classrooms.</li> </ul> <p><b>Students Refusing to Come to School:</b></p> <ul style="list-style-type: none"> <li>• Follow up with families who do not send their children in the fall. Discuss concerns and make alternate plans for work at home if necessary.</li> </ul>		<p><a href="#">Children of Trauma and Resilience webinar</a></p> <p><a href="#">Guidelines for Re-entry into the School Setting</a></p> <p>Referral forms</p> <p>Mental health workers</p> <p>Social Services</p> <p>Child advocates office</p>	
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		<ul style="list-style-type: none"> <li>Learning needs will be accommodated through the least restrictive medium</li> <li>Technology will be distributed to assure distance learners have access to online platforms.</li> <li>Create a safety plan for immune compromised students in consultation with parents.</li> </ul> <p><b>Immunocompromised Students</b></p> <ul style="list-style-type: none"> <li>Learn which students are immunocompromised and create safety plans accordingly in consultation with families. These plans may include increased physical spacing, hybrid programming, or distance learning.</li> </ul> <p><b>Supporting Professionals in Multiple Schools:</b></p> <ul style="list-style-type: none"> <li>Enhanced cleaning and care for NWSD shared office spaces. (Counsellor, SLP, OT, etc.)</li> </ul>				
<b>Transitions</b>	School to School Within the School	<p><b>School to School:</b></p> <ul style="list-style-type: none"> <li>Create a re-entry/orientation plan to guide teachers on their first day back with students.</li> <li>CHS teachers will orient their cohorts during the first two days of school (see school operations)</li> </ul> <p><b>Within the School:</b></p> <ul style="list-style-type: none"> <li>Transitions within school hours need to adhere to physical contact guidelines. (see school operations)</li> </ul>	Admin All Staff	No resources required	June 2020	Ongoing
<b>IT</b>	Meet with teachers to educate on proper protocols	<ul style="list-style-type: none"> <li>Sanitize individuals and/or equipment as per SHA and NWSD IT guidelines.</li> <li>Space out computer stations in labs where possible.</li> <li>Consistently assigned devices in each cohort to decrease cross contamination and aid contact tracing (labs and mobile carts)</li> <li>Cleaning of staff shared devices (computers, copier, smartboards, remotes, etc.)</li> </ul>	Admin All staff	Technology Cleaning Supplies	August 2020	Ongoing
<b>Facilities</b>	Custodian Expectations Sanitization Supplies Equipment/Signage Needs	<p><b>Custodian Expectations:</b></p> <ul style="list-style-type: none"> <li>Adhere to SHA and NWSD guidelines.</li> <li>Discuss cleaning requirements with custodian.</li> <li>Do a school tour with the custodian to review important areas to be cleaned daily.</li> </ul>	Admin Custodian	Sanitizing and cleaning materials Cleaning Checklist Cleaning requirements document (provided to custodians)	June 2020	Ongoing

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		<ul style="list-style-type: none"> <li>• Create a checklist to be posted in each area of the school for custodians to sign after daily cleaning.</li> <li>• Close water fountains, but not refill stations.</li> </ul> <p><b>Sanitization Supplies:</b></p> <ul style="list-style-type: none"> <li>• Confirm order of sanitization materials and PPE provided by facilities department.</li> <li>• Three months supplies of materials – contact Rick Starnes</li> </ul> <p><b>Equipment/Signage Needs:</b></p> <ul style="list-style-type: none"> <li>• Protective barriers upon request.</li> <li>• Foot traffic markings.</li> <li>• Door signage/Front Office signage/Hallway Signage.</li> <li>• Additional sanitization stations at the gym entrance, library, front office, exterior doors.</li> </ul>				
<b>Transportation</b>	Student Information Field Trips	<p><b>Student Information:</b></p> <ul style="list-style-type: none"> <li>• Updated registration information from families.</li> <li>• Only students registered to ride the bus will be allowed to ride the bus.</li> <li>• All students riding the bus must wear masks</li> </ul> <p><b>Field Trips:</b></p> <ul style="list-style-type: none"> <li>• Field trips not permitted.</li> <li>• Staff not allowed to transport students.</li> </ul>	Admin Assistant	Updated Registration Forms	August 2020	Ongoing
<b>Communication</b>	Timely Communication	<ul style="list-style-type: none"> <li>• Work closely with NWSD Communications Officer to send out timely information to parents.</li> <li>• Repost social media updates from NWSD on school accounts.</li> <li>• Keep school website up to date with COVID information.</li> <li>• Letter to appropriate audience if there happens to be any positive confirmed cases. Follow protocol set out by SHA and NWSD.</li> <li>• Educate families on staying home if sick.</li> </ul>	Admin Admin Assistant Tech teacher	No resources required	unknown	unknown

# FALL 2020 SCHOOL RE-OPEN PLAN

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



School: Carpenter High School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH&S	Meet with staff to outline concerns with respect to COVID	<ul style="list-style-type: none"> <li>Facilitate OH &amp; S meetings on time. (September, December, March, June)</li> <li>OH &amp; S monthly check-ins with staff.</li> <li>Control traffic flow in school by having students walk down the right side of hallways. (directional signage)</li> <li>Ensure Wellness Coordinator is certified in Safe Food Handling.</li> <li>Control public access to building. No outside user groups will be allowed to use the building.</li> <li>All visitors to Carpenter must complete a contact tracing form. Posters will be located at the front entrances. A QR code can be scanned to access the form. If unable to access the online form, a paper copy will be available at the office. The school admin assistant will fill out the form online on the visitor's behalf.</li> <li>All visitors and guests will be required to wear masks in the school.</li> <li>Plexiglass barrier for Admin Assistant, Library Technician and kitchen window.</li> <li>Train staff in proper usage of cleaning supplies</li> <li>Regular sanitization of desks and touch points in classrooms:                             <ul style="list-style-type: none"> <li>- desks, door handles, etc.</li> <li>- regular hand washing and sanitization</li> <li>- every room has cleaning supplies</li> </ul> </li> <li>An online form will be used for all staff to complete a daily self-assessment (applitrack) which will be passed on to a supervisor to verify.</li> <li>Disinfect any technology after use. (photocopier, staffroom appliances, telephones, computers)</li> </ul>	Admin OH&S Worker Maintenance Staff	Directional Signage Social Distancing Markers Hand Sanitizer Stations Barriers Teams OHS Meeting Cleaning Supplies Online self-assessment form	August 2020	Ongoing
School Operations	Create plan for limiting physical contact: <ul style="list-style-type: none"> <li>Masks</li> <li>First Two Days</li> <li>Before School Procedures</li> <li>Class change Procedures</li> <li>Noon Procedures</li> </ul>	<b>Masks</b> <ul style="list-style-type: none"> <li>Masks will be required for staff and students where physical distancing cannot be maintained. At Carpenter all students will be required to wear masks at all times.</li> </ul>	Admin All Staff	Signage (Physical Distancing, Washroom Capacity, etc) Floor Markers Spray Paint Hand Sanitizer	Unknown	Unknown

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	<ul style="list-style-type: none"> <li>• After School Procedures</li> <li>• Building Access</li> <li>• Washroom Access</li> <li>• Hallway Procedures</li> <li>• Classroom Procedures</li> <li>• PE Procedures</li> <li>• Band Procedures</li> <li>• PAA Procedures</li> <li>• Library Procedures</li> <li>• School Staffing</li> <li>• Special Events</li> <li>• Extra-Curricular</li> <li>• Hygiene Practices</li> <li>• Outdoor Learning</li> <li>• Student Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Students will receive one reusable mask and disposable masks will be available for use. Parents are encouraged to provide additional reusable masks for their children.</li> </ul> <p><b>First Two Days of School:</b></p> <ul style="list-style-type: none"> <li>• September 8 and 9 will be a transition period for teachers to train students regarding the new routines and safety procedures.</li> <li>• Students will be divided alphabetically on those days to reduce the number of students in classrooms. Classroom teachers will contact families in the week of August 25-28 to confirm start days for their students.</li> <li>• Sept 8 – Families with last names A-L attend</li> <li>• Sept 9 – Families with last names M-Z attend</li> <li>• Sept 10-11 – Full capacity programming commences</li> </ul> <p><b>Before School:</b></p> <ul style="list-style-type: none"> <li>• Ensure supervision teams are well organized and trained to limit physical contact and monitor traffic flow in the bus lane, entrances and hallways.</li> <li>• All town students will be encouraged to arrive at school no earlier than 8:45 a.m.</li> <li>• Upon arrival, students will put their materials in their lockers, go into their classroom and sit in their assigned desk. Students are not allowed to sit in the commons area, go outside for recess or go to the library before school.</li> <li>• At the 8:54 bell, each exterior door will be supervised by a member of the supervision team.</li> </ul> <p><b>Class Transition Procedures:</b></p> <ul style="list-style-type: none"> <li>• Staggered release times according to grade. Grade 9 classes will remain in their classrooms wherever possible with teachers travelling to them.</li> <li>• Grade 10 transitions will be exclusive to the cohort so as to avoid potential mixing with other cohorts.</li> </ul>		<p>Touch Surface Sanitization Supplies Masks Seating Plans Outdoor Registration Stations Materials for Outdoor Learning</p>		
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"><li>• 11 / 12 classes will change at the same time (distinct from the 9 / 10 groups and will remain stationary where possible.)</li></ul> <p><b>Noon Hour Procedures:</b></p> <ul style="list-style-type: none"><li>• Release times will be staggered according to cohort</li><li>• Students are encouraged to go home for lunch if possible and return at 1 pm travelling directly to afternoon classrooms.</li><li>• Students remaining at school for lunch must eat in their home classrooms and remain there for the duration of the break unless the student elects to leave campus.</li><li>• Students will be specifically trained to access their lockers quickly and efficiently.</li><li>• Students requiring lunch will be served individual portions in their classrooms.</li><li>• Encourage use of online payment instead of cash.</li><li>• Students will not assist in preparing any food for the booth.</li><li>• No microwaves will be made available for students.</li><li>• Food services subject to change as SHA guidelines evolve.</li></ul> <p><b>After School Procedures:</b></p> <ul style="list-style-type: none"><li>• Cohorts will be released to their lockers in a staggered manner to avoid congestion in the hallways.</li><li>• Doors will be propped open to avoid touch points</li><li>• Students waiting for parent pick up will space out along the front of the school as far down as the teacher parking lot.</li><li>• Students waiting for busses will wait in their designated bus line using appropriate physical distancing.</li><li>• Town students will be instructed to go directly home and not stay on the school grounds or in the school.</li></ul> <p><b>Entrances:</b></p> <ul style="list-style-type: none"><li>• Two entrances to the school will be used as student entrances.</li><li>• Student parking lot</li></ul>				
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"><li>• Front entrance</li><li>• Sanitization stations will be set up at each outside entrance.</li></ul> <p><b>Building Access:</b></p> <ul style="list-style-type: none"><li>• Public Access will be through front door only, and parents/caregivers will be encouraged to make an appointment if they need to come to the school. Upon arrival they will be asked to call the front desk first before entering.</li><li>• See above for requirements for visitors/guests.</li><li>• No outside user groups will be allowed.</li></ul> <p><b>Washroom Access:</b></p> <ul style="list-style-type: none"><li>• During instructional time, students need to sign-in/sign-out at the front office to use the washrooms. No more than three students will be allowed in each washroom at one time.</li><li>• Change rooms in PE will be locked and unavailable. Though not ideal, students will participate in PE in regular clothing with the exception of specific gym shoes.</li><li>• Washrooms entrances will be supervised by staff during unstructured times such as class change, lunch, and before/after school.</li></ul> <p><b>Hallway Procedures:</b></p> <ul style="list-style-type: none"><li>• “Roadway” mode of travel in the hallways. (walk on the right-hand side)</li><li>• Avoid physical contact with peers and staff.</li><li>• Move teachers, not students in unavoidable exchanges.</li></ul> <p><b>Classroom Procedures:</b></p> <ul style="list-style-type: none"><li>• Student workstations will be spread out as much a physically possible.</li><li>• No shared supplies.</li><li>• Teachers will create a seating plan that will remain consistent. Students are required to sit in the same location in the proximity of the same students to allow for contact tracing.</li><li>• Students must be seated in row format, facing forward.</li><li>• Masks must always be worn by teachers and students in the classroom.</li></ul>				
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"><li>• Students stay with their cohort throughout the day, where possible.</li><li>• Teachers will use provided sanitation materials to clean common touch points as needed. (smartboards, desktops, doorknobs)</li><li>• Students will be trained to assist in sanitizing common touch points during class clean-ups.</li><li>• Water fountains will be closed, refill stations will be kept open. Encourage students to bring their own refillable water bottle.</li></ul> <p><b>Physical Education Procedures:</b></p> <ul style="list-style-type: none"><li>• PE classes will take place within cohorts with no mixing</li><li>• During Phys. Ed classes, no activities that require physical contact between students will be allowed.</li><li>• Students will sanitize their hands before and after class.</li><li>• Equipment used will be sterilized at the end of class.</li><li>• Change rooms are closed, and students will not change clothing for Physical Education.</li><li>• Use of outside environments will be maximized</li></ul> <p><b>Band/Music Procedures:</b></p> <ul style="list-style-type: none"><li>• Follow guidelines provided by SHA and NWSD.</li><li>• Band will not take place in semester one</li></ul> <p><b>PAA Procedures:</b></p> <ul style="list-style-type: none"><li>• Any equipment used during PAA will be sterilized after each use (cooking utensils, welders, tools).</li></ul> <p><b>Library Procedures:</b></p> <ul style="list-style-type: none"><li>• Students will sanitize hands upon entering and exiting the library.</li><li>• No more than one identifiable cohort will use the library at once with social distancing protocols in place.</li><li>• Books covers (front and back) will be sanitized by the librarian upon return to circulation.</li></ul> <p><b>Special Events:</b></p> <ul style="list-style-type: none"><li>• There will be no school wide gatherings in the gym.</li><li>• Virtual assemblies will take place in classrooms.</li></ul>				
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>• Guest speakers will only be allowed in a virtual setting.</li> <li>• All other special events will be modified to prevent physical contact and mixing of student cohorts.</li> </ul> <p><b>Extra-Curricular Procedures:</b></p> <ul style="list-style-type: none"> <li>• Follow guidelines provided by SHSAA and NWSD.</li> <li>• School sports and other extra-curricular activities are on pause.</li> </ul> <p><b>Outdoor Learning</b></p> <ul style="list-style-type: none"> <li>• Teachers will be encouraged to provide learning experiences in an outdoor setting as much as possible.</li> </ul> <p><b>Student Registration:</b></p> <ul style="list-style-type: none"> <li>• Student registrations will be accepted in-person or by phone or via email. A link to the registration form will be shared with parents and posted on the school Facebook page and school website.</li> <li>• Where possible, parents will complete registration forms online and email them to the school or print and complete registration forms outside the school.</li> <li>• If a family requires a meeting, they will be asked to call the school to set up a time.</li> </ul>				
<b>Curriculum and Instruction</b>	Create Timetable Determine Learning Gaps Plan for RTI	<p><b>Create Timetable:</b></p> <ul style="list-style-type: none"> <li>• Implement five term timetable for 10-12 students to minimize cross contamination and aid in contact tracing</li> <li>• T1-Sept 8- Oct 29</li> <li>• T2-Oct 30-Dec 22</li> <li>• T3-Jan 6 -Mar-6</li> <li>• T4-Mar 8-May 5</li> <li>• T5-May 6-June 28</li> <li>• Plan for the delivery of meaningful RTI for all students using guided practice in classrooms.</li> <li>• Ensure grade cohorts stay together as much as possible throughout the school day.</li> </ul> <p><b>Determine Learning Gaps:</b></p>	Admin All Staff	RTI Plan	Unknown	Unknown

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>F &amp; P Testing for all students upon return to school in the fall.</li> <li>Math gaps will be identified using formative assessments and Math Screens. The gaps will be tracked on the Individualize Math Plan form.</li> <li>Use of Lexia as a diagnostic and instructional guide for entire cohorts.</li> </ul> <p><b>Plan for RTI:</b></p> <ul style="list-style-type: none"> <li>Staff PD in the areas of conferencing, guided instruction, and F&amp;P benchmark assessment.</li> <li>Allocate additional instruction time for grade 9 Math and ELA in the timetable.</li> </ul>				
<b>Student Services</b>	Students Sick at School Mental Health of Students Mental Health of Staff Students on IIP's Nutrition Programs Students Refusing to Come to School Supporting Professionals in Multiple Schools	<p><b>Students Sick at School:</b></p> <ul style="list-style-type: none"> <li>Students who become sick at school or arrive at school sick will be isolated and parents will be called immediately for pick up.</li> <li>If parents/guardians cannot be contacted, the emergency contact will be phoned.</li> <li>A dedicated containment room has been designated at the north end of the school.</li> <li>Wellness Coordinator will supervise the sick student and ensure proper PPE is used in caring for the student.</li> <li>Sanitization of sick room will take place immediately after the student is picked up.</li> </ul> <p><b>Mental Health of Students:</b></p> <ul style="list-style-type: none"> <li>PD for staff regarding student mental health.</li> <li>Create a plan for the first days back to school. (including procedure training with students)</li> <li>Use school social media platforms and website to keep parents and students informed about school COVID procedures.</li> </ul> <p><b>Students on IIPs:</b></p> <ul style="list-style-type: none"> <li>Connect with families who have students on IIPs. If any IIP goals need to be changed due to COVID modifications, they will be discussed at this time.</li> <li>Create safety plan for all students on IIPs.</li> <li>When gloves are needed, they must be disposed of after every interaction.</li> <li>Hand Hygiene must be performed between every glove change.</li> </ul>	Wellness Coordinator Admin Assistant SSST School Counsellor Admin Mr. Hansen Mr. Giesbrecht	PPE Sanitization Materials  Links: <a href="#">Guideline for re-entry</a>  <a href="#">Psychological First Aid</a> (there are also YouTube videos)  <a href="#">STF counselling and Wellness services</a>  <a href="#">Saskatchewan Mental Health services</a>  <a href="#">Psychological First Aid- Self-care course</a>  Dr. Carrington online course	Unknown	Unknown

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>Toys used in programming must be sanitized daily (if only used for one student) or after each use (if used by more than one student).</li> </ul> <p><b>Nutrition Programs:</b></p> <ul style="list-style-type: none"> <li>Fruit bowls and “grab and go” practices will be eliminated.</li> <li>Students will not assist in preparing food for the nutrition program.</li> <li>Free lunches will be prepared and bagged by school staff and delivered to the appropriate classrooms.</li> <li>Students accessing the breakfast program in the morning will take their breakfast outside. They will follow the same procedures as the free lunch program.</li> </ul> <p><b>Students Refusing to Come to School:</b></p> <ul style="list-style-type: none"> <li>Follow up with families who do not send their children in the fall. Discuss concerns and make alternate plans for work at home if necessary.</li> <li>Learning needs will be accommodated through the least restrictive medium.</li> <li>Technology will be distributed to assure distance learners have access to online platforms.</li> <li>Create a safety plan for immune compromised students in consultation with parents.</li> </ul> <p><b>Supporting Professionals in Multiple Schools:</b></p> <ul style="list-style-type: none"> <li>Enhanced cleaning and care for NWSD shared office spaces. (Counsellor, SLP, OT, etc.)</li> </ul>		<p>Trauma informed and Resilient Schools document</p> <p><a href="https://starr.org/product/trauma-informed-resilient-schools/">https://starr.org/product/trauma-informed-resilient-schools/</a></p> <p><a href="#">One Minute Interventions</a></p> <p><a href="#">Children of Trauma and Resilience webinar</a></p> <p><a href="#">Guidelines for Re-entry into the School Setting</a></p> <p>Referral forms</p> <p>Mental health workers</p> <p>Social Services</p> <p>Child advocates office</p>		
<b>Transitions</b>	School to School Within the School	<p><b>School to School:</b></p> <ul style="list-style-type: none"> <li>Create and post a welcome video to school social media platforms. (June)</li> <li>Communicate next year’s teacher in June report card.</li> <li>Create a re-entry/orientation plan to guide teachers on their first day back with students.</li> <li>CHS teachers will orient their cohorts during the first two days of school.</li> </ul>	Admin	No resources required	Unknown	Unknown

# FALL 2020 SCHOOL RE-OPEN PLAN



		<p><b>Within the School:</b></p> <ul style="list-style-type: none"> <li>• Transitions within school hours need to adhere to physical contact guidelines. (see above in school operations)</li> </ul>				
IT	Educate staff on proper cleaning techniques	<ul style="list-style-type: none"> <li>• Sanitize individuals and/or equipment as per SHA and NWSD IT guidelines.</li> <li>• Space out computer stations in labs where possible.</li> <li>• Consistently assigned devices in each cohort to decrease cross contamination and aid in contact tracing. (labs and mobile carts)</li> <li>• Cleaning of staff shared devices (computers, copier, smartboards, remotes, etc.)</li> </ul>	Admin All Staff	Technology Cleaning Supplies	unknown	unknown
Facilities	Custodian Expectations Sanitization Supplies Equipment/Signage Needs	<p><b>Custodian Expectations:</b></p> <ul style="list-style-type: none"> <li>• Adhere to SHA and NWSD guidelines.</li> <li>• Discuss cleaning requirements with custodian.</li> <li>• Do a school tour with the custodian to review important areas to be cleaned daily.</li> <li>• Create a checklist to be posted in each area of the school for custodians to sign after daily cleaning.</li> <li>• Close water fountains, but not refill stations.</li> </ul> <p><b>Sanitization Supplies:</b></p> <ul style="list-style-type: none"> <li>• Confirm order of sanitization materials and PPE provided by facilities department.</li> <li>• Three months supplies of materials – contact Rick Starnes</li> </ul> <p><b>Equipment/Signage Needs:</b></p> <ul style="list-style-type: none"> <li>• Protective barriers upon request.</li> <li>• Foot traffic markings.</li> <li>• Door signage/Front Office signage/Hallway Signage.</li> <li>• Additional sanitization stations at the gym entrance, library, front office.</li> </ul>	Admin Custodian	Sanitizing and cleaning materials Cleaning Checklist Cleaning requirements document (provided to custodians)	unknown	unknown
Transportation	Student Information Field Trips	<p><b>Student Information:</b></p> <ul style="list-style-type: none"> <li>• Updated registration information from families.</li> <li>• Only students registered to ride the bus will be allowed to ride the bus.</li> </ul> <p><b>Field Trips:</b></p>	Admin Assistant	Updated Registration Forms	unknown	unknown

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>• Field trips not permitted.</li> <li>• Staff not allowed to transport students.</li> </ul>				
<b>Communication</b>	Timely Communication	<ul style="list-style-type: none"> <li>• Work closely with NWSD Communications Officer to send out timely information to parents.</li> <li>• Repost social media updates from NWSD on school accounts.</li> <li>• Keep school website up-to-date with COVID information.</li> <li>• Letter to appropriate audience if there happens to be any positive confirmed cases. Follow protocol set out by SHA and NWSD.</li> <li>• Educate families on staying home if sick.</li> </ul>	Admin Admin Assistant Mr. Hansen	No resources required	unknown	unknown

# FALL 2020 SCHOOL RE-OPEN PLAN

## Carpenter High School Reopen Plan



### Contingency 2: Hybrid – Not all students in building

School: Carpenter High School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH & S	Meet with staff to outline concerns with respect to COVID	<ul style="list-style-type: none"> <li>Facilitate OH &amp; S meetings on time. (September, December, March, June)</li> <li>OH &amp; S monthly check-ins with staff.</li> <li>Control traffic flow in school by having students walk down the right side of hallways. (directional signage)</li> <li>Ensure Wellness Coordinator is certified in Safe Food Handling.</li> <li>Control public access to building. No outside user groups will be allowed to use the building.</li> <li>All visitors to Carpenter must complete a contact tracing form. Posters will be located at the front entrances. A QR code can be scanned to access the form. If unable to access the online form, a paper copy will be available at the office. The school admin assistant will fill out the form online on the visitor's behalf.</li> <li>All visitors and guests will be required to wear masks in the school.</li> <li>Plexiglass barrier for Admin Assistant, Library Technician and kitchen window.</li> <li>Regular sanitization of desks and touch points in classrooms:                             <ul style="list-style-type: none"> <li>- desks, door handles, etc.</li> <li>- regular hand washing and sanitization</li> <li>- every room has cleaning supplies</li> </ul> </li> <li>An online form will be used for all staff to complete a daily self-assessment (applitrak) which will be passed on to a supervisor to verify.</li> <li>Disinfect any technology after use. (photocopier, staffroom appliances, telephones)</li> <li>Decommission water fountains except for the bottle filler.</li> <li>Adhere to guidelines for disinfecting PE equipment</li> <li>Monitor custodial staff</li> </ul>	Admin OH&S Worker Maintenance Staff	Directional Signage Social Distancing Markers Hand Sanitizer Stations Barriers Teams OHS Meeting Cleaning Supplies Online Self-Assessment Form	August 2020	Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN



<b>School Operations</b>	Create plan for limiting physical contact: <ul style="list-style-type: none"> <li>• Masks</li> <li>• Before School Procedures</li> <li>• Recess Procedures</li> <li>• Noon Hour Procedures</li> <li>• After School Procedures</li> <li>• Entrance Assignments</li> <li>• Building Access</li> <li>• Washroom Access</li> <li>• Hallway Procedures</li> <li>• Classroom Procedures</li> <li>• PE Procedures</li> <li>• Band Procedures</li> <li>• PAA Procedures</li> <li>• Library Procedures</li> <li>• School Staffing</li> <li>• Special Events</li> <li>• Extra-Curricular</li> <li>• Outdoor Learning</li> <li>• Student Registration</li> </ul>	<b>Masks:</b> <ul style="list-style-type: none"> <li>• Masks will be required for all staff and students where physical distancing cannot be maintained. At Carpenter everyone will be required to wear masks at all times.</li> <li>• Students will receive one reusable mask and disposable masks will be available for use. Parents are encouraged to provide additional reusable masks for their children.</li> </ul> <b>Before School:</b> <ul style="list-style-type: none"> <li>• Ensure supervision teams are well organized and trained to limit physical contact and monitor traffic flow in the bus lane, entrances and hallways.</li> <li>• All town students will be encouraged to arrive at school no earlier than 8:45 a.m.</li> <li>• Upon arrival, students will put their materials in their lockers, go into their classroom and sit in their assigned desk. Students are not allowed to sit in the commons area, go outside for recess or go to the library before school.</li> <li>• At the 8:54 bell, each exterior door will be supervised by a member of the supervision team.</li> </ul> <b>Class Transition Procedures:</b> <ul style="list-style-type: none"> <li>• Staggered release times according to grade. Grade 9 classes will remain in their classrooms wherever possible with teachers travelling to them.</li> <li>• Grade 10 transitions will be exclusive to the cohort so as to avoid potential mixing with other cohorts.</li> <li>• Grade 11/12 classes will change at the same time (distinct from the grade 9/10 groups and will remain stationary where possible)</li> </ul> <b>Noon Hour Procedures:</b> <ul style="list-style-type: none"> <li>• Release times will be staggered according to cohort</li> <li>• Students are encouraged to go home for lunch if possible and return at 1 pm travelling directly to afternoon classrooms.</li> <li>• Students remaining at school for lunch must eat in their home classrooms and remain there for</li> </ul>	Admin All Staff	Signage (Physical Distancing, Washroom Capacity, etc) Floor Markers Spray Paint Hand Sanitizer Touch Surface Sanitization Supplies Masks Seating plans Outdoor Registration Station Materials for Outdoor Learning	August 2020	Ongoing
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<p>the duration of the break unless the student elects to leave campus.</p> <ul style="list-style-type: none"><li>• Students will be specifically trained to access their lockers quickly and efficiently.</li><li>• Students requiring lunch will be served individual portions in their classrooms.</li><li>• Encourage use of online payment instead of cash.</li><li>• Students will not assist in preparing any food for the booth.</li><li>• No microwaves will be made available for students.</li><li>• Food services subject to change as SHA guidelines evolve.</li></ul> <p><b>After School Procedures:</b></p> <ul style="list-style-type: none"><li>• Cohorts will be released to their lockers in a staggered manner to avoid congestion in the hallways.</li><li>• Doors will be propped open to avoid touch points</li><li>• Students waiting for parent pick up will space out along the front of the school as far down as the teacher parking lot.</li><li>• Students waiting for busses will wait in their designated bus line using appropriate physical distancing.</li><li>• Town students will be instructed to go directly home and not stay on the school grounds or in the school.</li></ul> <p><b>Entrances:</b></p> <ul style="list-style-type: none"><li>• Two entrances to the school will be used as student entrances</li><li>• Student parking lot</li><li>• Front entrance</li><li>• Sanitization stations will be set up at each outside entrance.</li></ul> <p><b>Building Access:</b></p> <ul style="list-style-type: none"><li>• Parents/caregivers are encouraged to contact the main office to make an appointment if they need to come to the school. At this point we request that this occur only if necessary.</li></ul>				
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"><li>• Public Access will be through front door only. and parents will be required to call the front desk first before entering.</li><li>• See above for requirements for visitors/guests.</li><li>• No outside user groups will be allowed.</li><li>• Guest presenters may be virtual only</li></ul> <p><b>Washroom Access:</b></p> <ul style="list-style-type: none"><li>• During instructional time, students need to sign-in/sign-out at the front office to use the washrooms. No more than three students will be allowed in each washroom at one time.</li><li>• Change rooms in PE will be locked and unavailable. Though not ideal, students will participate in PE in regular clothing with the exception of their gym shoes.</li><li>• Washrooms entrances will be supervised by staff during unstructured times such as class change, lunch, and before/after school.</li></ul> <p><b>Hallway Procedures:</b></p> <ul style="list-style-type: none"><li>• “Roadway” mode of travel in the hallways. (walk on the right-hand side)</li><li>• Avoid physical contact with peers and staff.</li><li>• Move teachers, not students in unavoidable exchanges.</li></ul> <p><b>Classroom Procedures:</b></p> <ul style="list-style-type: none"><li>• Student workstations will be spread out as much a physically possible.</li><li>• No shared supplies.</li><li>• Teachers will create a seating plan that will remain consistent. Students are required to sit in the same location in the proximity of the same students to allow for contact tracing.</li><li>• Students must be seated in row format, facing forward.</li><li>• Masks must always be worn by teachers and students in the classroom.</li><li>• Students stay with their cohort throughout the day, where possible.</li><li>• Teachers will use provided sanitation materials to clean common touch points as needed. (smartboards, desktops, doorknobs)</li><li>• Students will be trained to assist in sanitizing common touch points during class clean-ups.</li></ul>				
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"><li>• Water fountains will be closed, refill station will be kept open. Students will need to bring their own refillable water bottle.</li></ul> <p><b>Physical Education Procedures:</b></p> <ul style="list-style-type: none"><li>• PE classes will take place within cohorts with no mixing</li><li>• During Phys. Ed classes, no activities that require physical contact between students will be allowed.</li><li>• Students will sanitize their hands before and after class.</li><li>• Equipment used will be sterilized at the end of class.</li><li>• Change rooms are closed and students will not change clothing for Physical Education.</li></ul> <p><b>Band/Music Procedures:</b></p> <ul style="list-style-type: none"><li>• Follow guidelines provided by SHA and NWSD.</li><li>• Band will not take place in semester one</li></ul> <p><b>PAA Procedures:</b></p> <ul style="list-style-type: none"><li>• Any equipment used during PAA will be sterilized after each use (cooking utensils, welders, tools).</li></ul> <p><b>Library Procedures:</b></p> <ul style="list-style-type: none"><li>• Students will sanitize hands upon entering and exiting the library.</li><li>• No more than one identifiable cohort will use the library at once with social distancing protocols in place</li><li>• Books covers (front and back) will be sanitized by the librarian upon return to circulation.</li></ul> <p><b>Special Events:</b></p> <ul style="list-style-type: none"><li>• There will be no school wide gatherings in the gym.</li><li>• Virtual assemblies will take place in classrooms.</li><li>• Guest speakers will only be allowed in a virtual setting.</li><li>• All other special events will be modified to prevent physical contact and mixing of student cohorts.</li></ul> <p><b>Extra-Curricular Procedures</b></p> <ul style="list-style-type: none"><li>• Follow guidelines provided by SHSAA and NWSD</li></ul>				
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>School sports and other extra-curricular activities are on pause</li> </ul> <p><b>Hygiene Practices</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Hand sanitizer will be available in all schools at all entrances and in every classroom. Students are encouraged to bring their own bottle of hand sanitizer.</li> <li>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.</li> <li>Staff members will be encouraging students to limit physical contact.</li> </ul> <p><b>Outdoor Learning</b></p> <ul style="list-style-type: none"> <li>Teachers will be encouraged to increase frequency of learning experiences in an outdoor setting.</li> </ul> <p><b>Student Registration:</b></p> <ul style="list-style-type: none"> <li>Student registrations will be accepted in-person or by phone or via email. A link to the registration form will be shared with parents and posted on the school Facebook page and school website.</li> <li>Where possible, parents will complete registration forms online and email them to the school or print and complete registration forms outside the school.</li> <li>If a family requires a meeting, they will be asked to call the school to set up a time.</li> </ul>				
<p><b>Curriculum and Instruction</b></p>	<p>Create Timetable Determine Learning Gaps Plan for RTI</p>	<p><b>Create Timetable:</b></p> <ul style="list-style-type: none"> <li>Implement five term timetable to minimize cross contamination and aid in contact tracing</li> <li>T1-Sept 8- Oct 29</li> </ul>	<p>Staff Lead: Admin SSST Learning Coach</p>	<p>Online PD Modules (already completed one with Terry Johanson on guided instruction)</p>	<p>June 2020</p>	<p>Ongoing</p>

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>• T2-Oct 30-Dec 22</li> <li>• T3-Jan 6 -Mar-6</li> <li>• T4-Mar 8-May 5</li> <li>• T5-May 6-June 28</li> <li>• Timetable would stay the same and be delivered in the following manner:             <ul style="list-style-type: none"> <li>- Day 1 (Cohort A in-class) Day 1 (Cohort B home)</li> <li>- Day 2 (Cohort A home) Day 2 (Cohort B in-class)</li> </ul> </li> <li>• Plan for the delivery of meaningful RTI for all students using guided practice in classrooms.</li> <li>• Ensure grade cohorts stay together as much as possible throughout the school day.</li> </ul> <p><b>Determine Learning Gaps:</b></p> <ul style="list-style-type: none"> <li>• F &amp; P Testing for all students upon return to school in the fall.</li> <li>• Math gaps will be identified using formative assessments and Math Screens. The gaps will be tracked on the Individualize Math Plan form.</li> <li>• Use of Lexia as a diagnostic and instructional guide for entire cohorts</li> <li>• Train students and teachers to effectively use Moodle and Teams</li> </ul> <p><b>Plan for RTI:</b></p> <ul style="list-style-type: none"> <li>• Staff PD in the areas of conferencing, guided instruction, and F&amp;P benchmark assessment.</li> <li>• Allocate additional instruction time for grade 9 Math and ELA in the timetable.</li> </ul>	Classroom Teachers EA's	Additional F&P Testing Kits Lexia		
<b>Student Services</b>	Students Sick at School Mental Health of Students Mental Health of Staff Students on IIP's Nutrition Programs Students Refusing to Come to School Supporting Professionals in Multiple Schools	<p><b>Students Sick at School:</b></p> <ul style="list-style-type: none"> <li>• Students who become sick at school or arrive at school sick will be isolated and parents will be called immediately for pick up.</li> <li>• If parents/guardians cannot be contacted, the emergency contact will be phoned.</li> <li>• Office space in NE corner of school will be set up as a comfortable sick room.</li> </ul>	Wellness Coordinator Admin Assistant SSST School Counsellor Admin Student Assistant Trainee	PPE Sanitization Materials  Links: <a href="#">Guideline for re-entry</a>  <a href="#">Psychological First Aid</a> (there are also YouTube videos)	June 2020	Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>Wellness Coordinator will supervise the sick student and ensure proper PPE is used in caring for the student.</li> <li>Sanitization of sick room will take place immediately after the student is picked up.</li> </ul> <p><b>Mental Health of Students:</b></p> <ul style="list-style-type: none"> <li>PD for staff regarding student mental health.</li> <li>Create a plan for the first days back to school. (including procedure training with students)</li> <li>Use school social media platforms and website to keep parents and students informed about school COVID procedures.</li> </ul> <p><b>Students on IIPs:</b></p> <ul style="list-style-type: none"> <li>Connect with families who have students on IIP's. If any IIP goals need to be changed due to COVID modifications, they will be discussed at this time.</li> <li>Create safety plan for all students on IIPs.</li> <li>When gloves are needed, they must be disposed of after every interaction.</li> <li>Hand Hygiene must be performed between every glove change.</li> <li>Toys used in programming must be sanitized daily (if only used for one student) or after each use (if used by more than one student).</li> </ul> <p><b>Nutrition Programs:</b></p> <ul style="list-style-type: none"> <li>Fruit bowls and "grab and go" practices will be eliminated.</li> <li>Students will not assist in preparing food for the nutrition program.</li> <li>Free lunches will be prepared and bagged by school staff and delivered to appropriate classrooms.</li> <li>Students accessing the breakfast program in the morning will take their breakfast to their classroom. They will follow the same procedures as the free lunch program.</li> </ul> <p><b>Students Refusing to Come to School:</b></p> <ul style="list-style-type: none"> <li>Follow up with families who do not send their children in the fall. Discuss concerns and make alternate plans for work at home if necessary.</li> </ul>		<p><a href="#">STF counselling and Wellness services</a></p> <p><a href="#">Saskatchewan Mental Health services</a></p> <p><a href="#">Psychological First Aid- Self-care course</a></p> <p>Dr. Carrington online course</p> <p>Trauma informed and Resilient Schools document</p> <p><a href="https://starr.org/product/trauma-informed-resilient-schools/">https://starr.org/product/trauma-informed-resilient-schools/</a></p> <p><a href="#">One Minute Interventions</a></p> <p><a href="#">Children of Trauma and Resilience webinar</a></p> <p><a href="#">Guidelines for Re-entry into the School Setting</a></p> <p>Referral forms</p>	
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>Learning needs will be accommodated through the least restrictive medium</li> <li>Technology will be distributed to assure distance learners have access to online platforms.</li> <li>Create a safety plan for immune compromised students in consultation with parents.</li> </ul> <p><b>Supporting Professionals in Multiple Schools:</b></p> <ul style="list-style-type: none"> <li>Enhanced cleaning and care for NWSD shared office spaces. (Counsellor, SLP, OT, etc.)</li> <li>Use the spacious PAA room for group therapies such as communication camp.</li> </ul>		<p>Mental health workers</p> <p>Social Services</p> <p>Child advocates office</p>		
<b>Transitions</b>	School to School Within the School	<p><b>School to School:</b></p> <ul style="list-style-type: none"> <li>Create and post a welcome video to school social media platforms. (June)</li> <li>Communicate next year's teacher in June report card.</li> <li>Create a re-entry/orientation plan to guide teachers on their first day back with students.</li> <li>CHS teachers will orient their cohorts during the first two days of school</li> </ul> <p><b>Within the School:</b></p> <ul style="list-style-type: none"> <li>Transitions within school hours need to adhere to physical contact guidelines. (see above in school operations)</li> </ul>	Admin	No resources required	June 2020	Ongoing
<b>IT</b>	Meet with teachers to educate on proper protocols	<ul style="list-style-type: none"> <li>Sanitize individuals and/or equipment as per SHA and NWSD IT guidelines.</li> <li>Space out computer stations in labs where possible.</li> <li>Consistently assigned devices in each cohort to decrease cross contamination and aid in contact tracing. (labs and mobile carts)</li> <li>Cleaning of staff shared devices (computers, copier, smartboards, remotes, etc.)</li> </ul>	Admin All staff	Technology Cleaning Supplies	August 2020	Ongoing
<b>Facilities</b>	Custodian Expectations Sanitization Supplies Equipment/Signage Needs	<p><b>Custodian Expectations:</b></p> <ul style="list-style-type: none"> <li>Adhere to SHA and NWSD guidelines.</li> <li>Discuss cleaning requirements with custodian.</li> <li>Do a school tour with the custodian to review important areas to be cleaned daily.</li> <li>Create a checklist to be posted in each area of the school for custodians to sign after daily cleaning.</li> <li>Close water fountains, but not refill stations.</li> </ul>	Admin Custodian	Sanitizing and cleaning materials Cleaning Checklist Cleaning requirements document (provided to custodians)	June 2020	Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN



		<p><b>Sanitization Supplies:</b></p> <ul style="list-style-type: none"> <li>• Confirm order of sanitization materials and PPE provided by facilities department.</li> <li>• Three months supplies of materials – contact Rick Starnes</li> </ul> <p><b>Equipment/Signage Needs:</b></p> <ul style="list-style-type: none"> <li>• Protective barriers upon request.</li> <li>• Foot traffic markings.</li> <li>• Door signage/Front Office signage/Hallway Signage.</li> <li>• Additional sanitization stations at the gym entrance, library, front office, and exterior doors.</li> </ul>				
<b>Transportation</b>	Student Information Field Trips	<p><b>Student Information:</b></p> <ul style="list-style-type: none"> <li>• Updated registration information from families.</li> <li>• Only students registered to ride the bus will be allowed to ride the bus.</li> </ul> <p><b>Field Trips:</b></p> <ul style="list-style-type: none"> <li>• Field trips not permitted.</li> <li>• Staff not allowed to transport students.</li> </ul>	Admin Assistant	Updated Registration Forms	August 2020	Ongoing
<b>Communication</b>	Timely Communication	<ul style="list-style-type: none"> <li>• Work closely with NWSD Communications Officer to send out timely information to parents.</li> <li>• Repost social media updates from NWSD on school accounts.</li> <li>• Keep School Website up to date with COVID information.</li> <li>• Letter to appropriate audience if there happens to be any positive confirmed cases. Follow protocol set out by SHA and NWSD.</li> <li>• Educate families on staying home if sick.</li> </ul>	Admin Admin Assistant Mr. Hansen	No resources required	June 2020	Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN

## Contingency 3: Distance/Remote Learning



School: Carpenter High School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH & S	Training of staff	<ul style="list-style-type: none"> <li>Facilitate OH &amp; S meetings on time. (September, December, March, June)</li> <li>OH &amp; S monthly check-ins with staff.</li> <li>Control public access to building. No outside user groups will be allowed to use the building.</li> <li>All visitors to Carpenter must complete a contact tracing form. Posters will be located at the front entrances. A QR code can be scanned to access the form. If unable to access the online form, a paper copy will be available at the office. The school admin assistant will fill out the form online on the visitor's behalf.</li> <li>All visitors and guests will be required to wear masks in the school.</li> <li>Plexiglass barrier for Admin Assistant, Library Tech. and kitchen window.</li> <li>An online form will be used for all staff to complete a daily self-assessment which will be passed on to a supervisor to verify.</li> <li>Disinfect any technology after use. (photocopier, staffroom appliances, telephones)</li> </ul>	Admin	Cleaning Supplies Online Self-Assessment Form	Unknown	Unknown
School Operations	Monitor Building Access PD for Teachers – TEAMS & Moodle Application Staff Re-assignments	<ul style="list-style-type: none"> <li>Guidelines for students and staff for at-home learning communicated and monitored</li> <li>Specific training for students and staff with Moodle and Teams</li> <li>Be transparent with staff about the possibility of redeployment according to SHA</li> <li>Family Nutrition Support by Wellness Coordinator will follow SHA guidelines</li> <li>Communication with staff will be fluent and ongoing.</li> <li>Communication with SCC will follow regular parameters and will be fluent and ongoing</li> <li>Communication with community will follow guideline established by NWSD</li> </ul>	Admin Staff	PD Webinars and Online Learning	Unknown	Unknown
Curriculum and Instruction	PD for teachers in online learning Timetable	<ul style="list-style-type: none"> <li>Implement five term timetable</li> <li>T1-Sept 8- Oct 29</li> </ul>	Admin All Staff	Online Platforms and Applications	Unknown	Unknown



# FALL 2020 SCHOOL RE-OPEN PLAN



	Teaching online expectations	<ul style="list-style-type: none"> <li>• T2-Oct 30-Dec 22</li> <li>• T3-Jan 6 -Mar-6</li> <li>• T4-Mar 8-May 5</li> <li>• T5-May 6-June 28</li> <li>• Teach students how to use Moodle and Teams at the start of the school year.</li> <li>• Explore methods to implement Arts, Phys Ed and other PAA courses.</li> <li>• Teachers are expected to be at school for instructional time.</li> <li>• Combine classes and team teaching for more effective delivery</li> <li>• Reallocation of staff to meet need.</li> <li>• All subject areas need to be addressed.</li> <li>• Expectation that all outcomes are taught and assessed with rigor.</li> <li>• Teachers/staff must be in contact with students daily.</li> <li>• RTI is ongoing</li> </ul>				
<b>Student Services</b>	Meet with Admin and Counselor to create plan	<ul style="list-style-type: none"> <li>• Connect with families who have students on IIP's. If any IIP goals need to be changed due to COVID modifications, they will be discussed at this time.</li> <li>• Apply for emergency grants to assist families with nutritional needs.</li> <li>• Wellness Coordinator stays in contact with vulnerable students.</li> <li>• Weekly meetings with Admin., Guidance Counselor and Wellness Coordinator.</li> <li>• Online counselling provided for students as needed.</li> <li>• Mental Health PD for staff members and parents.</li> <li>• Provide contacts for community mental health supports.</li> <li>• Staff mental health checks.</li> <li>• Therapy services will continue online if possible.</li> </ul>	Admin SSST Wellness Coordinators	PPE Sanitization Materials  Links: <a href="#">Guideline for re-entry</a>  <a href="#">Psychological First Aid</a> (there are also YouTube videos)  <a href="#">STF counselling and Wellness services</a>  <a href="#">Saskatchewan Mental Health services</a>  <a href="#">Psychological First Aid- Self-care course</a>  Dr. Carrington online course	Unknown	Unknown

# FALL 2020 SCHOOL RE-OPEN PLAN



				<p>Trauma informed and Resilient Schools document</p> <p><a href="https://starr.org/product/trauma-informed-resilient-schools/">https://starr.org/product/trauma-informed-resilient-schools/</a></p> <p><a href="#">One Minute Interventions</a></p> <p><a href="#">Children of Trauma and Resilience webinar</a></p> <p><a href="#">Guidelines for Re-entry into the School Setting</a></p> <p>Referral forms</p> <p>Mental health workers</p> <p>Social Services</p> <p>Child advocates office</p>		
Transitions	Meet with Admin and Teachers to create video	<ul style="list-style-type: none"> <li>• Create a virtual tour to orientate new students and introduce teachers and classes via social media</li> <li>• Create and post a welcome video to school social media platforms. (June)</li> </ul>	Admin All Staff	Video Editing Software	Unknown	Unknown

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>Create a re-entry/orientation plan to guide teachers on their first day back with students.</li> </ul>				
IT	Create plan with Library Technician and Admin	<ul style="list-style-type: none"> <li>Share devices with those students and families most in need (identified by student request, wellness coordinators and admin)</li> <li>Library technician create a sign out for all devices.</li> <li>IT Help Desk telephone support for staff.</li> </ul>	Admin Wellness Coordinator Library Technician	Cloudbooks	Unknown	Unknown
Facilities	Meet with Custodial staff Custodian Expectations Sanitization Supplies Equipment/Signage Needs	<p><b>Custodian Expectations:</b></p> <ul style="list-style-type: none"> <li>Adhere to SHA and NWSD guidelines.</li> <li>Discuss cleaning requirements with custodian.</li> <li>Do a school tour with the custodian to review important areas to be cleaned daily.</li> <li>Create a checklist to be posted in each area of the school for custodians to sign after daily cleaning.</li> </ul> <p><b>Sanitization Supplies:</b></p> <ul style="list-style-type: none"> <li>Confirm order of sanitization materials and PPE provided by facilities department.</li> <li>Three months supplies of materials – contact Rick Starnes</li> </ul> <p><b>Equipment/Signage Needs:</b></p> <ul style="list-style-type: none"> <li>Protective barriers upon request.</li> <li>Foot traffic markings.</li> <li>Door signage/Front Office signage/Hallway Signage.</li> </ul>	Admin School Staff Custodian Facilities Department	Cleaning Supplies Physical Barriers	Unknown	Unknown
Transportation	Delivery of Learning Packages	<ul style="list-style-type: none"> <li>Bus drivers to deliver learning packages to rural students</li> <li>Learning packages for in-town and Flying Dust students will be picked up in front of the school using a staggered pick-up schedule.</li> <li>Teachers will use a checklist to track learning package pick-up.</li> <li>Wellness Coordinator will touch base families who are not picking up their learning packages.</li> </ul>	Admin School Staff Bus Drivers	No resources needed	Unknown	Unknown
Communication	Timely Communication	<ul style="list-style-type: none"> <li>Work closely with NWSD Communications Officer to send out timely information to parents.</li> <li>Repost social media updates from NWSD on school accounts.</li> </ul>	Admin Admin Assistant Library Tech	No resoures required	Unknown	Unknown

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"><li>• Keep school website up-to-date with COVID information.</li><li>• Letter to appropriate audience if there happens to be any positive confirmed cases. Follow protocol set out by SHA and NWSD.</li><li>• Educate families on staying home if sick.</li></ul>				
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