

# FALL 2020 SCHOOL RE-OPEN PLAN



## Ernie Studer School Fall Re-Open Plan

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## 'Normal' Return to School



School: Ernie Studer School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
General	Health Information and general procedures	<ul style="list-style-type: none"> <li>Masks will be required for all staff and Grade 3-12 students (when 2M physical distancing is not possible) and recommended for K-2 students.</li> <li>All visitors and guests to NWSD schools will be required to wear masks</li> <li>All visitors will be required to complete a contact tracing form on-line or in person at the office</li> <li>Disseminate information to staff, students and parents as applicable</li> <li>Follow Health Flow Chart for staff and students exhibiting Covid symptoms at school.</li> <li>Staff will be encouraged to register with ehealth so they can get testing results sooner if there is a need to be tested.</li> <li>Staff will be required to complete a daily self-assessment and shared with school admin</li> </ul>	School Admin Communications	Health Flow Chart	Sept 2020	TBD
		<p>Common thoughts</p> <ul style="list-style-type: none"> <li>Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes)</li> <li>Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as 'two-arm lengths apart' and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.</li> <li>Children from the same household (e.g. siblings) do not need to maintain physical distance from each other- Engagement activities could be planned in family groups</li> <li>Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided.</li> </ul>	All Staff		Sept 2020	TBD

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		<ul style="list-style-type: none"> <li>Students and staff should not share food and drinks and other personal items. Label personal items with the student's name to discourage accidental sharing.</li> </ul>				
School Operations	School Day					
	<ul style="list-style-type: none"> <li>Before School Procedures</li> </ul>	<p>K-4 (South Door)</p> <ul style="list-style-type: none"> <li>Buses arrive at <b>8:40 or later</b></li> <li>Bus supervision done by EA's with teachers and teachers, no playground/before school recess, later bus arrival with buses waiting till one bus is completely unloaded before the next bus unloads</li> <li>Bus Loading and unloading procedures as per transportation directions</li> <li>Buses unload 1 at a time, waiting until student enter the school for the next bus to unload</li> <li>Locker Use: Teachers assign individual classroom's lockers and every second one, alternating town and bus students where possible</li> <li>Sanitize when entering the school</li> </ul> <p>5-9 (Front door) Gr 10-12 (North door)</p> <ul style="list-style-type: none"> <li>Buses arrive at <b>8:40 or later</b></li> <li>Bus Loading and unloading procedures as per transportation directions</li> <li>Supervisors at each entrance and hallways</li> <li>Hand sanitize upon entering building</li> <li>Late student arrivals check-in t office mandatory</li> <li>Sanitize when entering the school</li> </ul>	All Staff Transportation	Sanitizers installed at each entrance and classroom	Sept 2020	TBD
	<ul style="list-style-type: none"> <li>Recess Procedures</li> </ul>	<p>K-4</p> <ul style="list-style-type: none"> <li>K,1,2 and 3/4's have staggered recess.</li> <li>Teachers supervise their own groups.</li> <li>Assigned boots spots and alternate between the cohorts with signage.</li> </ul> <p>5-12</p> <ul style="list-style-type: none"> <li>Teachers move between classes during 5 min breaks limiting student movement</li> <li>PM Recess by cohorts with access to certain areas like the gyms and computer room- schedules posted at those locations</li> <li>Commons area closed at this time</li> </ul>	All Staff		Sept 2020	TBD
	<ul style="list-style-type: none"> <li>Noon Hour Procedures</li> </ul>	<p>K-4</p> <ul style="list-style-type: none"> <li>Stagger lunches. K, 1, 2's eat first then go out and 3-4's play first then eat second. 20 minute intervals. 3-4' s come back in through the</li> </ul>	All Staff		Sept 2020	TBD

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		<p>East door while K,1,2 exit out the south door. 2 sets of supervisors.</p> <p>5-12</p> <ul style="list-style-type: none"> <li>Students eat in Home Room and use of hallways/open spaces for lunch</li> <li>Close commons room during lunch</li> <li>No microwaves available during this time</li> <li>Students encouraged to go outside when possible. Gym schedules by cohort will be created by cohort.</li> </ul>				
	<ul style="list-style-type: none"> <li>After School Procedures</li> </ul>	<p>K-4</p> <ul style="list-style-type: none"> <li>Stagger dismissals- Bus students first K-2, then 3/4, followed by non-bus students in the same order</li> </ul> <p>5-12</p> <ul style="list-style-type: none"> <li>Designated bus loading procedure</li> <li>Stagger dismissals- bus students first followed by non-bus students</li> </ul> <p>- Dismissal procedure may change depending on bus loading process</p>	All Staff	Bus loading procedure set out by transportation	Sept 2020	TBD
	<ul style="list-style-type: none"> <li>Entrances</li> </ul>	<p>K-4</p> <ul style="list-style-type: none"> <li>South door</li> </ul> <p>5-9</p> <ul style="list-style-type: none"> <li>Main front Entrance</li> </ul> <p>10-12</p> <ul style="list-style-type: none"> <li>10-12 North Entrance</li> </ul>	All Staff	Signage	Sept 2020	TBD
	<ul style="list-style-type: none"> <li>Building Access</li> </ul>	<ul style="list-style-type: none"> <li>Parents wait outside for pickup. If parents need to talk to teachers, text/call teacher.</li> <li>All visitors and guests to NWSD schools will be required to wear masks</li> <li>All visitors will be required to complete a contact tracing form on-line or in person at the office</li> </ul>	All Staff	Signage	Sept 2020	TBD
	<ul style="list-style-type: none"> <li>Washroom Access</li> </ul>	<p>K-4 (South Hall)</p> <ul style="list-style-type: none"> <li>Bathroom passes for each grade. Students access as required. Hand sanitize before entering washroom. Wash hands after use.</li> </ul> <p>5-6 (Gym Washrooms)</p> <ul style="list-style-type: none"> <li>Bathroom passes for each grade. Students access as required. Hand sanitize before entering washroom. Wash hands after use</li> </ul> <p>7-12 (North Hall)</p>	All Staff	<ul style="list-style-type: none"> <li>Need soap dispenser for each sink in the washrooms</li> <li>Signage for bathrooms</li> </ul>	Sept 2020	TBD

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		<ul style="list-style-type: none"> <li>Bathroom passes for each grade. Students access as required. Hand sanitize before entering washroom. Wash hands after use</li> </ul>				
	<ul style="list-style-type: none"> <li>Hallway Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Arrows in Hallways- Stay Right</li> <li>One-way traffic, directions.</li> <li>Use water bottle fill station. Line up dot for water bottle fill up. Students bring own water bottles that are labeled</li> <li>Designated stairwells North for Grade 5/6. South for anyone else</li> <li>Grade 7-12 lockers will be staggered by cohort</li> <li>Masks required in hallways for Gr 3-12 students</li> </ul>	All Staff	Labels on floor for line up. Directional arrows on floor.	Sept 2020	TBD
	<ul style="list-style-type: none"> <li>During school</li> </ul>	<ul style="list-style-type: none"> <li>Assigned seating in all classes for wellness and contact tracing purposes</li> <li>Follow AP 162 and Health Flow Chart for staff and students exhibiting Covid symptoms at school.</li> <li>Isolation room for students/staff exhibiting symptoms set up in the canteen</li> <li>Forward facing instruction required</li> </ul>	All staff		Sept 2020	TBD
	<b>Communication</b>	<ul style="list-style-type: none"> <li>Greetings in the building for all-no handshakes or high fives or hugs</li> <li>Communication with staff will be done through Teams and regular weekly staff check-ins</li> <li>Communication with families will be promoted through School Messenger, email and the Schools FB page</li> <li>Communication with SCC will be completed through an online meeting format (Teams) at regular intervals as in the past</li> <li>Communication with community stakeholders will follow division guidelines and coordinate with Kaitlin Harman.</li> </ul>	All School Staff SCC Parents Communications	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	Sept 2020	TBD
<b>Curriculum and Instruction</b>	<b>Determine learning gaps</b> (Based on where in the year if this occurs)	<p>K-9</p> <ul style="list-style-type: none"> <li>School wide Fountas and Pinnell testing in the fall for reading levels.</li> <li>Basic Concepts of Math testing to find gaps missing in math outcomes.</li> <li>Sight word testing up to Grade 3.</li> <li>Phonemic Awareness/ Phonological testing for Grade 1-3. Math screens for outcomes missed.</li> <li>Confer with previous teachers.</li> <li>Cross curricular lessons/units</li> </ul> <p>10-12</p>	Supt of Curriculum, Learning Coaches, School Literacy/Numeracy Leads School Admin	F and P testing  Lists of essential skills for Numeracy.  Math Screens.	Sept 2020	TBD

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		<ul style="list-style-type: none"> <li>pre-assessments on previously learned material in Math and ELA based on course requirements</li> </ul>				
	Credits potentially at risk due to midstream structural changes (need to be limber)	<ul style="list-style-type: none"> <li>10-12 PAA offerings listed as survey credits to allow for home based projects if need arises</li> <li>Students that are compromised due a documented medical condition will be provided home-based programming in the event they cannot attend school.</li> </ul>	School admin Teachers		Sept 2020	TBD
	Building Capacity for learning environment flexibility.	<ul style="list-style-type: none"> <li>Plan individual activities over group activities in all subjects when applicable</li> <li>Teachers of PAA/Band/PE course will build flexibility into their year plans to accommodate for changes to programming.</li> <li>Follow the Divisions development of blended and online learning resources with an initial focus for 7-12.</li> </ul>	Teachers School Admin	Divisions blended and online learning resource	Sept 2020	TBD
Student Services	Mental health of students	<ul style="list-style-type: none"> <li>Reach out to RCMP to assess any needs that arose over the summer</li> <li>Meet with WC and Counsellor to discuss/plan students to see immediately and review referral and priorities moving forward and share with all staff at first staff meeting.</li> <li>Understanding of staff that stressed brains cannot learn. Flexibility needed for students to utilize supports during class time, if need be</li> <li>Family Dynamics chart pg. 27 Guidelines to Re-entry. Consult with counsellor beforehand.</li> <li>Review the Trauma informed and Resilient Schools document and implement school-wide ie: morning check-ins</li> <li>Adjust WC schedule as needed for September</li> <li>Counsellors available when students need them, teachers have flexibility while teaching students under stress, open communication between parents and teachers. Educate students about COVID, maintaining space and proper handwashing procedures</li> </ul>	Administrators WCs Counsellors	<a href="#">Trauma Informed and Resilient Schools webinar</a> <a href="#">One Minute Interventions</a> <a href="#">Children of Trauma and Resilience webinar</a> <a href="#">Psychological First Aid</a> (there are also YouTube videos) <a href="#">Psychological First Aid-Caring for Others</a> course <a href="#">Nurturing Resiliency portal in Blackboard</a> Referral forms <a href="#">Guidelines for Re-entry into the School Setting</a> Dr. Carrington Course Mental Health workers	Sept 2020	TBD
	First day back to school	<ul style="list-style-type: none"> <li>Try to have a sense of normalcy</li> <li>All staff will be out to meet students and welcome back as well as provide direction to their new classrooms.</li> <li>Live "assembly" using TEAMS and smart boards.</li> </ul>	Administrators All Staff	<a href="#">Re-Entry to Schools</a>	Sept 2020	TBD

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		<ul style="list-style-type: none"> <li>• Common message from all staff regarding school and classroom procedures and expectations</li> <li>• Allow for time to reconnect student-student, students-staff</li> <li>• Parent communication as per communication plans</li> </ul>				
	Students on IIPs	<ul style="list-style-type: none"> <li>• See Division Plan if our school's needs change and we need to implement some of these measures</li> </ul>	SSST Administrators		Sept 2020	TBD
	Students with health concerns and/or immune compromised	<ul style="list-style-type: none"> <li>• Create a safety and accommodation plan in collaboration with parents as needed</li> <li>• Establish distance learning materials and communication procedures</li> <li>• Provide PPE to immune compromised students if requested so they can attend</li> </ul>	Classroom teachers Administrators SSSTs	Time to create paper packages and meet with the student  PPE for students	Sept 2020	TBD
	Supporting Professionals	<ul style="list-style-type: none"> <li>• Designated work areas and record of who was in them and who they worked with</li> <li>• SS professionals will communicate their schedules with SSST and Principal</li> <li>• Communication with professionals prior to arrival and upon first visit to review school specific protocols</li> <li>• Hand washing before, during and after each session</li> <li>• Flexibility of services</li> </ul>	SLPs, OTs, Psych's, Counsellors Administrators	Cleaning supplies Hand sanitizer Assigned Workspace	Sept 2020	TBD
	Nutrition programs	<ul style="list-style-type: none"> <li>• We will not be running any nutrition programs to start the year. Will assess based on need as time and conditions permit</li> <li>• Disinfect hands before/after use of vending machine. (once in use)</li> </ul>	SCC, SRC School admin	Sanitation station by vending machine	Sept 2020	TBD
	Sick kids coming to school or getting sick while at school	<ul style="list-style-type: none"> <li>• Follow AP 162</li> <li>• Contact parents immediately</li> <li>• Isolation Room (Canteen)- monitor until parents arrive.</li> <li>• 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.</li> <li>• 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.</li> </ul>	Administrators WCs Classroom teachers Caretakers	PPE – provided when procedure requires staff usage. Gloves	Sept 2020	TBD

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		<ul style="list-style-type: none"> <li>All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool.</li> </ul>				
	Students refusing to return to school	<ul style="list-style-type: none"> <li>Take attendance and make follow up calls for students who are absent</li> <li>Provide Psychological First Aid for students and parents</li> <li>Plan appropriate interventions and accommodations based on student need</li> </ul>	Classroom teachers Administrators WCs	<a href="#">Psychological First Aid</a> (there are also YouTube videos)  <a href="#">Psychological First Aid-Caring for Others</a>	Sept 2020	TBD
	Students on an FIP and work experience	<ul style="list-style-type: none"> <li>Work with businesses to create a plan</li> <li>Consult with parents</li> <li>Implement plan (Focussing on S2 placements)</li> <li>Staff will not provide personal transportation</li> </ul>	SSSTs Administrators	IIP	Sept 2020	TBD
	Physical/Social Distancing Practices (See School Operations for more details on specifics)	<ul style="list-style-type: none"> <li>Focus on Minimizing physical contact</li> <li>Limiting physical contact throughout the school day (during instruction, recess, nutrition etc.</li> <li>Avoid close greetings like handshakes and hugs and look for alternative greeting/interaction strategies</li> <li>Children within groups may interact, but must distance from other groups</li> <li>Educate students on the importance of minimizing physical contact and how they might do it</li> <li>Avoid activities that require clustering around particular item, or area</li> <li>Modify room configurations to allow distancing</li> <li>Student-teacher contact time must be prioritized regardless of the delivery format</li> <li>Physical distancing ideas for hosting whole group discussions/Morning Meetings</li> <li>Physical distancing ideas for hosting small group discussions/group work/focused stations</li> <li></li> </ul>	K/1 teacher School Admin	Health Guidelines Communication Documents Extra Cleaning supplies Extra personnel  NWSG Guidelines for Kindergarten	Sept 2020	TBD
Early Childhood	Intense Needs Students	<ul style="list-style-type: none"> <li>If applicable- follow below.</li> <li>New Intensive needs students: slow transition, aim for full participation.</li> </ul> <p>Follow procedures and guidelines from health for safety and administering of services</p>	Student Services Superintendent Student Services Team Members	Referrals Additional Staffing	Sept 2020	TBD
	Mental Health of students, staff	<ul style="list-style-type: none"> <li>Create a calm and normal atmosphere. Identify needs as they arise and refer as appropriate.</li> <li>Create learning environments that are as close to normal as possible while ensuring protection where children play and learn</li> </ul>	Superintendent of Student Services K teacher Division Counselors WC	Nurturing Resilience Documents Trauma informed Schools Kevin Cameron	Sept 2020	TBD



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	Screening and Admission Practices	<ul style="list-style-type: none"> <li>None needed at this time</li> </ul>			Sept 2020	
	Academic Delays	<p>Individual needs will be assessed by the RtI team</p> <ul style="list-style-type: none"> <li>Teachers will refer as needed.</li> </ul> <p>Follow below if needed:</p> <ul style="list-style-type: none"> <li>Develop or utilize pre-assessments</li> <li>School team meetings</li> <li>RTI</li> <li>Teachers will use their professional discretion to determine the appropriate assessment practices within the current context</li> <li>Teachers are encouraged to implement assessment strategies that do not require simultaneous full group participation</li> </ul>	Superintendent of Student Services K teacher SSST	EYE TA testing Formative/summative assessments Ministry Documents	Sept 2020	TBD
	Cognitive and Social Emotional Delays	<ul style="list-style-type: none"> <li>School Team meetings with Student Services Team members</li> <li>Develop Individual plans to meet the needs of the students</li> <li>Allocate staff accordingly</li> <li>Develop strategies for students to learn to self-regulate.</li> </ul>	Superintendent of Student Services	Ministry Documents Professional Development	Sept 2020	TBD
Transitions		<ul style="list-style-type: none"> <li>None needed at this time</li> <li>If new students arrive, follow up with previous schools for information</li> </ul>	Admin Teachers		Sept 2020	TBD
IT Department	Sharing of Equipment in Labs including teaching stations (Keyboards, Mice, lab printer, headphones)	<ul style="list-style-type: none"> <li>Clean hands on entry and exit</li> <li>Clean equipment daily based on industry standard practice</li> </ul> <p>Assign students to specific computers to limit exposure and possible contact tracing (seating assignments)</p>	School Staff Facilities Dept	Students with their own headphones w/microphones  Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	TBD
	Sharing of Laptops including cloudbooks (blue cart), student laptops (red cart) and staff loaner laptops.	<ul style="list-style-type: none"> <li>Clean hands before and after use</li> <li>Clean equipment daily based on industry standard practice</li> <li>Assign students to specific computers to limit exposure and possible contact tracing</li> </ul>	School Staff Facilities Dept	Cleaning supplies for each cart Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	TBD
	Interactive touch surfaces like smartboards and interactive TV's including their peripherals like pens and eraser	<ul style="list-style-type: none"> <li>Clean hands before and after use</li> <li>Clean equipment daily based on industry standard practice</li> <li>Assign students specific computers, don't share computers,</li> </ul>	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	TBD

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	Shared Staff desktops and peripherals including but not limited to Keyboard, mouse, projector remote, document camera)	<ul style="list-style-type: none"> <li>• Clean hands before and after use</li> <li>• Clean equipment daily based on industry standard practice</li> <li>• Maintain physical distancing.</li> <li>•</li> </ul>	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	TBD
	High traffic touch surfaces on Photocopiers and printers	<ul style="list-style-type: none"> <li>• Clean hands before and after use</li> <li>• Clean equipment daily based on industry standard practice</li> <li>• Maintain physical distancing. As per current procedure</li> </ul>	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	TBD
	BYOD Access	School/Division procedure required	School Staff Facilities Dept	Division procedure shared with students	Sept 2020	TBD
	Access to technology for students that must remain isolated due to health risks	<ul style="list-style-type: none"> <li>• Use the Library's sign out system to track devices</li> <li>•</li> </ul>		Additional devices if needed and readily available	Sept 2020	TBD
Facilities	Directional travel	<ul style="list-style-type: none"> <li>• Provide one-way traffic directions in all hallways</li> </ul>	Facilities	Floor Markings	Sept 2020	TBD
	Water fountains	<ul style="list-style-type: none"> <li>• Line up dots on the floor, hand sanitizer beside fountain, use before and after. Spout is covered and only bottle fill up is used.</li> </ul>	Maintenance – custodial, School	<ul style="list-style-type: none"> <li>• Sanitation by each fountain</li> </ul>	Sept 2020	TBD
	PAA cleaning and disinfecting	<ul style="list-style-type: none"> <li>• SHA guidelines, students sanitize hands before and after.</li> <li>• School staff/students will be provided with proper cleaning procedures and materials – space should be cleaned and disinfected after each use (stoves, cooking equipment, saws, hand tools etc.)</li> </ul>	School staff	<ul style="list-style-type: none"> <li>• SHA Guidelines</li> </ul>	Sept 2020	TBD
	Provide cleaning supplies for every room	<ul style="list-style-type: none"> <li>• Wipes or spray for desk, sanitize station at the front of the room as well as back.</li> <li>• Daily desk wipe down, checklist and signed daily of tasked done,</li> <li>• Janitor here all day</li> </ul>	Maintenance, custodial - school	<ul style="list-style-type: none"> <li>• SHA Guidelines –</li> <li>• 25 additional sanitizers</li> </ul> PPE in every room in case of a sick child	Sept 2020	TBD
	Speciality disinfecting – i.e. Kindergarten toys, playground equipment, gym equipment	<ul style="list-style-type: none"> <li>• Signs to remind students to wash hands before using these items.</li> <li>• Classroom only items (balls, pens, manipulatives etc.)</li> <li>• Clean me bins in each room</li> <li>• PE equipment to be cleaned at the end of each class or set aside until the end of the day</li> </ul>	School - Custodial	SHA Guidelines - bins	Sept 2020	TBD
	Staff Training	<ul style="list-style-type: none"> <li>• Ensure all staff have full understanding of cleaning/disinfecting process. Ensure they are fully trained in proper use of cleaner(s) and disinfectant.</li> </ul>	Facilities Coordinator School Admin	<ul style="list-style-type: none"> <li>• SHA Guidelines – EIG, WHMIS 15 certificate</li> </ul>	Sept 2020	TBD
	OH&S Meeting	<ul style="list-style-type: none"> <li>• Bring up safety concerns as they arise - OHS Concerns sheet posted in the staffroom to allow for immediate concerns to be addressed</li> <li>• Meet monthly</li> </ul>	Entire Staff		Sept 2020	TBD

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		<ul style="list-style-type: none"> <li>Meet with staff to outline or teach safety guidelines, protocols, or procedures at the start of the year</li> </ul> <p>Regular sanitization of desks and touch points in class</p> <ul style="list-style-type: none"> <li>Desks, door handles, etc.</li> <li>Regular hand cleaning/washing throughout day</li> <li>All teachers have hand sanitizer on them to clean their hands and student hands</li> <li>Every Room has cleaning supplies</li> </ul>				
	Protective barriers – Secretary, Librarian etc.	<ul style="list-style-type: none"> <li>Barriers installed at desks</li> <li>Lock main office door to eliminate traffic- access from the window</li> </ul>			Sept 2020	
Transportation	Bus Registrations	Ensure any new bussing students have their pick up / contact information registered with transportation	Transportation Schools Student Services	Bus Request Forms Advertising	Sept 2020	TBD
	Assigned Seating	<ul style="list-style-type: none"> <li>School admin will receive a copy of seating plans</li> <li>NWSD will not transport additional or guest riders.</li> </ul>	Transportation School Admin	Seating plans	Sept 2020	TBD
	Recreational travel requiring vehicles, such as field trips, is not permitted at this time	<ul style="list-style-type: none"> <li>NWSD cannot provide transportation for special events, work experience, or PAA. Monitor changes to this</li> </ul>	Transportation Schools	Communication to families regarding changes	Sept 2020	TBD
Communication	Parent Communication	<ul style="list-style-type: none"> <li>Assist Division in messaging about Update for Parents/Caregivers outlining division return to school plan</li> </ul>	Communications Officer Director School	Provincial guides	Sept 2020	TBD
Extra-Curricular	Education about school precautions	<ul style="list-style-type: none"> <li>Regular communication home about expectations for school, education on COVID, how to prevent spread of germs</li> <li>messages shared through division and school channels</li> </ul>	Communications Officer Principals	Provincial/SHA guides	Sept 2020	TBD
	Extra curricular Sports	<ul style="list-style-type: none"> <li>Follow procedure of SHSAA</li> </ul>	NWHSAA, NWSD School Admin	SHSAA, SHA, Chief Medical Health Officer, RPT, Reopen Sask Guidelines, Sask Sport Return to Play Guidelines for individual sports	Sept 2020	TBD

# FALL 2020 SCHOOL RE-OPEN PLAN

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



School: Ernie Studer School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
	<ul style="list-style-type: none"> <li>Review and apply any information applicable from "Normal Return" to school plans in addition to the plans laid out in the Contingency</li> </ul>					
General	Health Information and general procedures	<ul style="list-style-type: none"> <li>Masks will be required for all staff and Grade 3-12 students (when 2M physical distancing is not possible) and recommended for K-2 students.</li> <li>All visitors and guests to NWSD schools will be required to wear masks</li> <li>All visitors will be required to complete a contact tracing form on-line or in person at the office</li> <li>Disseminate information to staff, students and parents as applicable</li> <li>Follow Health Flow Chart for staff and students exhibiting Covid symptoms at school.</li> <li>Staff will be encouraged to register with ehealth so they can get testing results sooner if there is a need to be tested.</li> <li>Staff will be required to complete a daily self-assessment and shared with school admin</li> </ul>	School Admin Communications	Health Flow Chart	Sept 2020	Ongoing
	General	<p>Common thoughts</p> <ul style="list-style-type: none"> <li>Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes)</li> <li>Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as 'two-arm lengths apart' and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.</li> <li>Children from the same household (e.g. siblings) do not need to maintain physical distance from each other- Engagement activities could be planned in family groups</li> <li>Incorporate more individual activities or activities that encourage more space between students</li> </ul>	All Staff		Sept 2020	Ongoing

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		<p>and staff. Activities that require physical contact should be avoided.</p> <ul style="list-style-type: none"> <li>Students and staff should not share food and drinks and other personal items. Label personal items with the student's name to discourage accidental sharing.</li> </ul>				
School Operations	School Day					
	<ul style="list-style-type: none"> <li>First day back to school</li> </ul>	<ul style="list-style-type: none"> <li>Create a sense of normalcy and a welcoming environment</li> <li>All staff will be out to meet students and welcome back as well as provide direction to their new classrooms.</li> <li>Live "assembly" using TEAMS and smart boards.</li> <li>Common message from all staff regarding school and classroom procedures and expectations</li> <li>Allow for time to reconnect student-student, students-staff, using teacher created activities</li> <li>Teachers will review our re-opening plans with students as well as have question and answer sessions to help school admin understand what else needs to be done to "inform" students and families</li> </ul>	Administrators All Staff		Sept 8, 2020	
	<ul style="list-style-type: none"> <li>Before School Procedures</li> </ul>	<p>K-4 (South Door)</p> <ul style="list-style-type: none"> <li>Buses arrive at <b>8:40 or later</b></li> <li>Bus supervision done by EA's with teachers and teachers, no playground/before school recess, later bus arrival with buses waiting till one bus is completely unloaded before the next bus unloads</li> <li>Bus Loading and unloading procedures as per transportation directions</li> <li>Buses unload 1 at a time, waiting until student enter the school for the next bus to unload</li> <li>Locker Use: Teachers assign individual classroom's lockers and every second one, alternating town and bus students where possible</li> <li>Sanitize when entering the school</li> </ul> <p>5-9 (Front door) Gr 10-12 (North door)</p> <ul style="list-style-type: none"> <li>Buses arrive at <b>8:40 or later</b></li> <li>Bus Loading and unloading procedures as per transportation directions</li> <li>Supervisors at each entrance and hallways</li> </ul>	All Staff Transportation	Sanitizers installed at each entrance and classroom	Sept 2020	TBD

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		<ul style="list-style-type: none"> <li>Hand sanitize upon entering building</li> <li>Late student arrivals check-in to office mandatory</li> <li>Sanitize when entering the school</li> </ul>				
	<ul style="list-style-type: none"> <li>Recess Procedures</li> </ul>	<p>K-4</p> <ul style="list-style-type: none"> <li>K,1,2 and 3/4's have staggered recess.</li> <li>Teachers supervise their own groups.</li> <li>Assigned boots spots and alternate between the cohorts with signage.</li> </ul> <p>5-12</p> <ul style="list-style-type: none"> <li>Teachers move between classes during 5 min breaks limiting student movement</li> <li>PM Recess by cohorts with access to certain areas like the gyms and computer room- schedules posted at those locations</li> <li>Commons area closed at this time</li> </ul>	All Staff		Sept 2020	TBD
	<ul style="list-style-type: none"> <li>Noon Hour Procedures</li> </ul>	<p>K-4</p> <ul style="list-style-type: none"> <li>Stagger lunches. K, 1, 2's eat first then go out and 3-4's play first then eat second. 20 minute intervals. 3-4' s come back in through the East door while K,1,2 exit out the south door. 2 sets of supervisors.</li> </ul> <p>5-13</p> <ul style="list-style-type: none"> <li>Students eat in Home Room and use of hallways/open spaces for lunch</li> <li>Close commons room during lunch</li> <li>No microwaves available during this time</li> <li>Students encouraged to go outside when possible. Gym schedules by cohort will be created by cohort.</li> </ul>	All Staff		Sept 2020	TBD
	<ul style="list-style-type: none"> <li>After School Procedures</li> </ul>	<p>K-4</p> <ul style="list-style-type: none"> <li>Stagger dismissals- Bus students first K-2, then 3/4, followed by non-bus students in the same order</li> </ul> <p>5-12</p> <ul style="list-style-type: none"> <li>Designated bus loading procedure</li> <li>Stagger dismissals- bus students first followed by non-bus students</li> </ul> <p>- Dismissal procedure may change depending on bus loading process</p>	All Staff	Bus loading procedure set out by transportation	Sept 2020	TBD
	<ul style="list-style-type: none"> <li>Entrances</li> </ul>	<p>K-4</p> <ul style="list-style-type: none"> <li>South door</li> </ul> <p>5-9</p> <ul style="list-style-type: none"> <li>Main front Entrance access</li> </ul>	All Staff	Signage	Sept 2020	TBD

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		10-12				
	<ul style="list-style-type: none"> <li>Building Access</li> </ul>	<ul style="list-style-type: none"> <li>10-12 North Entrance</li> <li>Parents wait outside for pickup. If parents need to talk to teachers, text/call teacher.</li> <li>All visitors and guests to NWSD schools will be required to wear masks</li> <li>All visitors will be required to complete a contact tracing form on-line or in person at the office</li> </ul>	All Staff	Signage	Sept 2020	TBD
	<ul style="list-style-type: none"> <li>Washroom Access</li> </ul>	<p>K-4 (South Hall)</p> <ul style="list-style-type: none"> <li>Bathroom passes for each grade. Students access as required. Hand sanitize before entering washroom. Wash hands after use.</li> </ul> <p>5-6 (Gym Washrooms)</p> <ul style="list-style-type: none"> <li>Bathroom passes for each grade. Students access as required. Hand sanitize before entering washroom. Wash hands after use</li> </ul> <p>7-12 (North Hall)</p> <ul style="list-style-type: none"> <li>Bathroom passes for each grade. Students access as required. Hand sanitize before entering washroom. Wash hands after use</li> </ul>	All Staff	<ul style="list-style-type: none"> <li>Need soap dispenser for each sink in the washrooms</li> <li>Signage for bathrooms</li> </ul>	Sept 2020	TBD
	<ul style="list-style-type: none"> <li>Hallway Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Arrows in Hallways- Stay Right</li> <li>One-way traffic, directions.</li> <li>Use water bottle fill station. Line up dot for water bottle fill up. Students bring own water bottles that are labeled</li> <li>Designated stairwells North for Grade 5/6. South for anyone else.</li> <li>Grade 7-12 lockers will be staggered by cohort</li> <li>Masks required in hallways for Gr 3-12 students</li> </ul>	All Staff	Labels on floor for line up. Directional arrows on floor.	Sept 2020	TBD
	<ul style="list-style-type: none"> <li>During school</li> </ul>	<ul style="list-style-type: none"> <li>Assigned seating in all classes for wellness and contact tracing purposes</li> <li>Follow AP 162 and Health Flow Chart for staff and students exhibiting Covid symptoms at school.</li> <li>Isolation room for students/staff exhibiting symptoms set up in the canteen</li> <li>Forward facing instruction required</li> </ul>	All staff		Sept 2020	TBD
	<b>Communication</b>	<ul style="list-style-type: none"> <li>Homeroom teachers will be contacting students Aug 25-28 to make connections, welcome them back and confirm attendance</li> <li>Greetings in the building for all- no handshakes or high fives or hugs</li> </ul>	All School Staff SCC Parents Communications	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	Sept 2020	TBD

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		<ul style="list-style-type: none"> <li>• Communication with staff will be done through Teams and regular weekly staff check-ins</li> <li>• Communication with families will be promoted through School Messenger, email and the Schools FB page</li> <li>• Communication with SCC will be completed through an online meeting format (Teams) at regular intervals as in the past</li> <li>• Communication with community stakeholders will follow division guidelines and coordinate with Communications Officer.</li> </ul>				
Curriculum and Instruction	See <b>Normal Return to School</b> plus this information					
	Unknown Specifics	<ul style="list-style-type: none"> <li>• School wide Fountas and Pinnell testing in the fall for reading levels Gr1-9</li> <li>• Basic Concepts of Math testing to find gaps missing in math outcomes completed during the first 2 weeks for Grades 1-9</li> <li>• Sight word testing up to Grade 3.</li> <li>• Phonemic Awareness/ Phonological testing for Grade 1-3. Math screens for outcomes missed.</li> <li>• Mark the social distancing spaces on the floor - tape, floor mats, and any guided spaces as needed</li> <li>• Students attend daily and repurpose non-instructional spaces - in hallways and open classrooms as needed</li> <li>• Continue to follow Tier 2 and 3 students and provide programming on a regular basis</li> </ul>	School Admin Superintendent	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	Sept 2020	As needed
Student Services	<ul style="list-style-type: none"> <li>• See <b>Normal Return to School</b> for addition supports for staff and students as needed</li> </ul>					
	Anxiety of students and staff when masks need to be worn	<ul style="list-style-type: none"> <li>• Teachers review mask use procedures at start of school year and as needed</li> <li>• Counsellors made readily available.</li> <li>• Teachers have flexibility while teaching students under stress, open communication between parents and teachers.</li> <li>• Resources on teaching kids <i>about</i> covid.</li> <li>• Social stories for younger students when applicable</li> </ul>	Counsellors Teachers Wellness Coordinator	PPE available Hand Sanitizers COVID Teaching resources	Sept 2020	ongoing
	Team meetings	<ul style="list-style-type: none"> <li>• Limit number of people in attendance (Parents, SSST and Admin)</li> </ul>	Admin SSST SS department		Sept 2020	ongoing



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		<ul style="list-style-type: none"> <li>Option of in-person or online (For parents)</li> <li>SS Professionals will join meeting on Teams</li> </ul>	IT			
	Students on an FIP and work experience	<ul style="list-style-type: none"> <li>Work with businesses and parents to create a plan ie: travel, job coach</li> <li>Staff will not provide personal transportation</li> <li>Delay work experience to Semester 2 as needed.</li> </ul>	SSST Administrators Transportation	Reimbursement of travel for parent	Sept 2020	ongoing
Early Childhood	<b>Physical/Social Distancing Practices</b> (See School Operations for more details on specifics) <ul style="list-style-type: none"> <li>Currently expecting a small K Class (5)</li> </ul>	<ul style="list-style-type: none"> <li>Groups sizes according to health guidelines,</li> <li>Minimal physical contact, no physical greetings.</li> <li>Spaces marked out on carpet/floor, practices and protocols taught first day,</li> <li>Students have own designated materials where possible</li> <li>Follow NWSD Guidelines for building conversations</li> </ul>	K Teacher School admin	Health Guidelines Communication Documents Extra Cleaning supplies Extra personnel  NWSD Guidelines for Kindergarten	Sept 2020	ongoing
	Healthy hygiene behaviours and practices among young children	<ul style="list-style-type: none"> <li>Taught first day, keeps hands away from their mouths and face, how to clean themselves and items properly.</li> <li>Follow Daily Hygiene and Safety practices outlined in NWSD Document</li> <li>Age appropriate information about virus in curriculum.</li> <li>Share information with parents.</li> <li>Scheduling times to Sanitize equipment, materials and toys (between breaks, groups etc.)</li> <li>Items/objects that cannot be effectively cleaned/disinfected daily or between classes will be removed for the time being</li> <li>Promote individual play where possible- close proximity toys/stations may need to be limited</li> <li>Hand washing before and after use of any shared materials</li> <li>Setting up individual cubbies or spaces for essential items (scissors, markers, crayons etc.</li> <li>Establish clear protocols on bringing materials into and out of schools/classrooms</li> </ul>	K teacher Janitorial Maintenance	Extra Cleaning Supplies Soap dispenser  NWSD Guidelines for Kindergarten Storage containers Disinfecting tub Individual student storage boxes  NWSD Guidelines for Kindergarten	Sept 2020	ongoing
	Integrity of the Program/Maintaining Child-Friendly and Developmentally Appropriate Practices	<ul style="list-style-type: none"> <li>Maintain a sense of normalcy with physical distancing.</li> <li>Follow NWSD Guidelines for Play Based Learning Environments and learning Materials</li> <li>Developing Literacy, Math, Play based learning kits for home use</li> <li>Move lessons and activities outdoors (weather permitting) when possible</li> </ul>	K teacher Supt of Earl Years Ministry	Ministry Resources Curriculum Learning Kits NWSD Guidelines for Kindergarten	Sept 2020	ongoing

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		<ul style="list-style-type: none"> <li>Adapt curriculum and develop creative pedagogical practices to ensure playful learning</li> <li>Aim for maintaining the integrity of the programs (I.e. Play and Exploration)</li> <li>Student-teacher contact time must be prioritized regardless of the delivery format</li> <li>Create individual learning packages of supplies</li> </ul>				
	<b>Scheduling of Classes</b>	<ul style="list-style-type: none"> <li>All K's will attend on all Odd days (1-3-5) in the cycle</li> </ul>	Supt of Earl Years Principals Teachers	Health Guidelines	Sept 2020	ongoing
	<b>Intense Needs Students</b>	<p>Not needed at this time but if required:</p> <ul style="list-style-type: none"> <li>New Intensive needs students: slow transition, aim for full participation</li> <li>Follow procedures and guidelines from health for safety and administering of services</li> <li>Appropriate space and facility to deliver some services.</li> </ul>	Supt of Earl Years Student Services Team Members	Referrals Protective Gear/Measures Health Guidelines	Sept 2020	ongoing
	<b>Home Visits</b>	<ul style="list-style-type: none"> <li>Staff will not enter private residences or provide personal transportation</li> <li>Alternate spaces/locations</li> <li>Virtual option</li> </ul>	Supt of Earl Years K Teacher	Ministry Guidelines	Sept 2020	ongoing
	<b>Family Days</b>	<ul style="list-style-type: none"> <li>Virtual meetings/site visits-</li> <li>Alternate family visits and times</li> </ul>	Supt of Earl Years K Teacher	TEAMS	Sept 2020	ongoing
	<b>Screening/Admissions</b>	<ul style="list-style-type: none"> <li>No need to screen- we take them all</li> <li>Transitions and connecting with families in late August. One on one family orientation session Sept 1-4. All K's to begin Sept 8.</li> </ul>	K Teacher		Sept 2020	ongoing
	<b>Mental Health of students, staff</b>	<ul style="list-style-type: none"> <li>Create a calm and normal atmosphere. Identify needs as they arise and refer as appropriate.</li> <li>Training staff to be trauma informed in order to assess, identify and respond to trauma</li> <li>Create learning environments that are as close to normal as possible while ensuring protection where children play and learn</li> </ul>	Supt of Earl Years K Teacher Division Counselors Wellness Coordinators	Nurturing Resiliency Documents Trauma informed Schools Kevin Cameron	Sept 2020	ongoing
	<b>Academic Delays</b>	<ul style="list-style-type: none"> <li>If these happen we will work through it. It's a small group. Individual needs can be met. Refer when needed.</li> <li>Utilize pre-assessments- Reading and Math</li> <li>School team meetings and RTI Plan created if needed.</li> </ul>	K Teacher SSST	EYE TA testing Formative/summative assessments Ministry Documents	Sept 2020	ongoing
	<b>Cognitive and Social Emotional Delays</b>	<p>Refer as signs arise.</p> <ul style="list-style-type: none"> <li>School Team meetings with Student Services Team members</li> <li>Develop Individual plans to meet the needs of the student</li> </ul>	Superintendent of Student Services K Teacher SSST	Ministry Documents Professional Development	Sept 2020	ongoing

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		<ul style="list-style-type: none"> <li>Allocate staff accordingly</li> <li>Develop strategies for students to learn to self-regulate.</li> </ul>	WC Division Counsellor			
Transitions		<ul style="list-style-type: none"> <li>None needed at this time</li> </ul> <p>If new students arrive, follow up with previous schools for information</p>	Admin Teachers		Sept 2020	Ongoing
IT Department	Sharing of Equipment in Labs including teaching stations (Keyboards, Mice, lab printer, headphones)	<ul style="list-style-type: none"> <li>Clean hands on entry and exit</li> <li>Clean equipment daily based on industry standard practice</li> <li>Assign students to specific computers to limit exposure and possible contact tracing (seating assignments)</li> <li>Maintain physical distancing where possible or wear masks for Gr 3-12 students</li> </ul>	School Staff Facilities Dept	<p>Students with their own headphones w/microphones</p> <p>Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards</p>	Sept 2020	Ongoing
	Sharing of Laptops including cloudbooks (blue cart), student laptops (red cart) and staff loaner laptops.	<ul style="list-style-type: none"> <li>Clean hands before and after use</li> <li>Clean equipment daily based on industry standard practice</li> <li>Assign students to specific computers to limit exposure and possible contact tracing</li> </ul>	School Staff Facilities Dept	<p>Cleaning supplies for each cart</p> <p>Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards</p>	Sept 2020	Ongoing
	Interactive touch surfaces like smartboards and interactive TV's including their peripherals like pens and eraser	<ul style="list-style-type: none"> <li>Clean hands before and after use</li> <li>Clean equipment daily based on industry standard practice</li> <li></li> </ul>	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	Ongoing
	Shared Staff desktops and peripherals including but not limited to Keyboard, mouse, projector remote, document camera)	<ul style="list-style-type: none"> <li>Clean hands before and after use</li> <li>Clean equipment daily based on industry standard practice</li> <li>Maintain physical distancing.</li> </ul>	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	Ongoing
	High traffic touch surfaces on Photocopiers and printers	<ul style="list-style-type: none"> <li>Clean hands before and after use</li> <li>Clean equipment daily based on industry standard practice</li> <li>Maintain physical distancing. As per current procedure</li> </ul>	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	Ongoing
	BYOD Access	<ul style="list-style-type: none"> <li>School/Division procedure required</li> </ul>	School Staff Facilities Dept	Division procedure shared with students	Sept 2020	ongoing
	Access to technology for students that must remain isolated due to health risks	<ul style="list-style-type: none"> <li>Use the Library's sign out system to track devices</li> </ul>		Additional devices if needed and readily available	Sept 2020	ongoing
	Social distancing in labs (Perimeter)	<ul style="list-style-type: none"> <li>Investigate moving some computers into the hall or an open classroom to create more physical distancing.</li> </ul>	School Staff	IT to move computers	Sept 2020	ongoing

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		<ul style="list-style-type: none"> <li>Provide sanitization stations in the room to clean hands before and after.</li> </ul>				
	Social distancing at print/scan/copy locations	Signage and procedures currently in place	School Staff		Sept 2020	ongoing
	Device Availability	<ul style="list-style-type: none"> <li>Ipads with cleanable screen protectors to wipe down if using for reading</li> <li>Designated carts and devices for cohorts and students – assigned and tracked by student</li> </ul>	School Staff IT department	Screen protectors for Ipads	Sept 2020	ongoing
Facilities	Directional travel	<ul style="list-style-type: none"> <li>Provide traffic directions arrows in all hallways</li> </ul>	Facilities	Floor Markings	Aug 2020	August 2020
	Number of students in school rooms	<ul style="list-style-type: none"> <li>Limit the number of students in rooms by making use of open classrooms and spaces with support staff to help monitor</li> </ul> Cohorts <ul style="list-style-type: none"> <li>K-2</li> <li>3 / 4</li> <li>5/6</li> <li>7-9</li> <li>10-12</li> </ul>	School, Maintenance and custodians	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	Sept 2020	ongoing
	Janitor schedules	<ul style="list-style-type: none"> <li>Review cleaning schedules and requirements with custodial staff</li> <li>Monitor janitorial hours to ensure adequate cleaning and disinfecting is occurring as required.</li> </ul>	School Admin	SHA Guidelines	Sept 2020	Ongoing
	Locker usage	K-4 <ul style="list-style-type: none"> <li>Every other locker. Alternate town and bus students as much as you can.</li> </ul> Gr 5-12 <ul style="list-style-type: none"> <li>Use alternating cohort assignments for lockers and leave open lockers between where extra lockers are available</li> <li>Students take am/pm materials with them for half day to restrict the number of trips to their lockers</li> </ul>	School Admin	SHA Guidelines	Sept 2020	Ongoing
	Foot traffic control	Place lines/arrows and signage to ensure social distancing is followed	Maintenance – custodial staff	SHA Guidelines –	Aug 2020	August 2020
	Power requirements for extra BYOD	<ul style="list-style-type: none"> <li>Obtain code compliant power bars to provide extra charging stations in classrooms</li> </ul>	Maintenance	Power charging stations for all Grade 5-12 classrooms (10)	June 2020	August 2020
	Maintenance Schedules	<ul style="list-style-type: none"> <li>Authorize all scheduled maintenance. Daily schedules of breaks, empty spaces will need to be utilized to work within the parameters of the SHA guidelines.</li> </ul>	Maintenance – School Admin	SHA Guidelines - Facility scheduling	June 2020	Ongoing
Transportation	Restricted number of passengers	<ul style="list-style-type: none"> <li>Follow direction of transportation</li> </ul>	Transportation Director School Admin		Sept 2020	June 2021

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		<ul style="list-style-type: none"> <li>Provide information to staff on students not attending based on these decisions should this occur</li> </ul>				
	Support bus families learning from home	<ul style="list-style-type: none"> <li>Have learning packages ready for pick up as per planned times if needed</li> <li>Arrange for possible pick up of materials from home when drop offs are made</li> </ul>	Transportation HR Teachers School admin		Sept 2020	June 2021
Communications	Announcing Positive Cases	<ul style="list-style-type: none"> <li>Letter to appropriate audience about positive confirmed case in school community as directed by NWSD and SHA</li> </ul>	Communications Officer HR, Sr Admin, Principal	LAFOIP & SHA Guidelines	Sept 2020	Ongoing
	Parent Communication	<ul style="list-style-type: none"> <li>Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID through School Messenger and Facebook</li> </ul>	Communications Officer School Admin	Updated Phase guidelines	June 2020	Ongoing
Extra Curricular	Extra curricular Sports	<ul style="list-style-type: none"> <li>Follow plans as set out by SHSAA</li> </ul>	NWHSAA, NWSD	SHSAA, SHA, Sask Sport Return to Play Guidelines for individual sports	August 2020	TBD

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

School: Ernie Studer School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	School Day	<ul style="list-style-type: none"> <li>Should we move to this model from Contingency 1, we will follow all the school operations and general health points already established at the start of the school year, so students/staff experience the least disruption possible.</li> <li>Any changes needed may be made in response to NWSD or SHA direction.</li> </ul>		Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
	Communication	<ul style="list-style-type: none"> <li>Greetings in the building for all- no handshakes or high fives or hugs</li> <li>Communication with staff will be done through Teams and regular weekly staff check-ins</li> <li>Communication with families will be promoted through School Messenger, email and the Schools FB page</li> </ul>	All School Staff SCC Parents Communications	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	Ongoing

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		<ul style="list-style-type: none"> <li>Communication with SCC will be completed through an online meeting format (Teams) at regular intervals as in the past</li> <li>Communication with community stakeholders will follow division guidelines and coordinate with Communications Officer.</li> </ul>				
Curriculum and Instruction	How do we deliver instruction most effectively?	<ul style="list-style-type: none"> <li>In-class and on-line delivery - Alternating classroom attendance EG: One block of students Mon/Tue followed by deep clean and alternate students on Thur/Fri; Deep clean on Wed</li> <li>Distance learning materials distributed for home-based learning</li> <li>Develop means of providing classroom discussion as a whole (in-class and on-line, live and recorded for those at home)</li> <li>Lessons to USB or paper for home delivery and return to school the same way</li> <li>Use of SWSD Resources for Gr 7-12 teachers</li> <li>Investigate cross-school course delivery as needed/warranted</li> </ul> <p>ALL</p> <ul style="list-style-type: none"> <li>RTI models would still apply; use of online tools to facilitate interventions, particularly 1:1 would be encouraged</li> <li>If social distancing guidelines restrict attendance, explore tier 2 and 3 students attending on a more regular basis if possible</li> <li>Some considerations may need to be made to focus on Grade 10-12 course meeting requirements for Graduation- assessed on a case by case basis</li> </ul>	School Admin Superintendent	<ul style="list-style-type: none"> <li>Access to SWSD resources</li> <li>Time for PD</li> </ul>	September 2020	Ongoing as needed
Student Services	Same as Contingency 1				Sept 2020	Ongoing
	Outbreak in community	SS professionals will delay going to that school. Deliver services online, if possible.	Superintendent of Student Services SS team School Admin		Sept 2020	Ongoing
Early Childhood	Intensive Needs Students	<p>None that we are aware of but follow below if needed:</p> <ul style="list-style-type: none"> <li>Staff will not enter private residences or provide personal transportation</li> <li>Alternate spaces/locations</li> <li>Virtual option</li> </ul> <p>Schedule online sessions as needed</p>	Student Services Superintendent K teacher SSST	Computers Home visit Guidelines	September 2020	Ongoing

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	Scheduling K Teachers	<ul style="list-style-type: none"> <li>Follow Health and Ministry guidelines</li> <li>Develop online lessons where applicable</li> <li>Allot time and staff in schedule to deliver online learning if need be.</li> <li>Continue developing paper packages for those that want them.</li> </ul>	Supt of Earl Years K teacher EA's	Computers Cameras PD Division Developed Learning Kits	September 2020	
	Equity	<ul style="list-style-type: none"> <li>Respond to family survey to determine what they might need to complete online learning.</li> <li>Continue with division plan to loan devices to families if needed</li> <li>Paper packages will still need to be developed.</li> <li>Create PD for parents to learn online platform</li> <li>Work with community agencies (KidsFirst, ECS) to help support families through home visits etc.</li> <li>Online delivery of paraprofessional services (Speech, OT)</li> </ul>	IT PD Supt of Earl Years Student Services K teacher	Computers PD	August 2020	Ongoing
Transitions		<ul style="list-style-type: none"> <li>NA at this time</li> <li>If new students arrive, follow up with previous schools for information</li> </ul>	Admin Teachers		Sept 2020	Ongoing
IT Department	Same problems or challenges associated with 'normal' resumption of school	<ul style="list-style-type: none"> <li>See 'normal' resumption of school Section</li> </ul>			Sept 2020	Ongoing
	Same problems or challenges as Contingency 1: Enforced Social Distance Guidelines	See Contingency 1: Enforced Physical Distance Guidelines			Sept 2020	Ongoing
	Social distancing in labs (Perimeter)	<ul style="list-style-type: none"> <li>Move half the lab to open classroom to make use of all devices</li> <li>Provide sanitization stations in the room to clean hands before and after.</li> </ul>		IT to move computers	Sept 2020	Ongoing
	Social distancing at print/scan/copy locations	<ul style="list-style-type: none"> <li>Signage and procedures currently in place</li> </ul>			Sept 2020	Ongoing
	Device Availability	<ul style="list-style-type: none"> <li>Computer available for kids at home use- use on a signout basis</li> <li>Ipads with cleanable screen protectors to wipe down if using for reading</li> <li>Designated carts and devices for classes and students</li> </ul>		Screen protectors for Ipads	Sept 2020	Ongoing
Facilities	Same as Normal and Contingency 1	<ul style="list-style-type: none"> <li>Maintain original cohorts as we started the school year</li> </ul>			Sept 2020	Ongoing
	Directional travel	<ul style="list-style-type: none"> <li>Provide one-way traffic directions in all hallways</li> </ul>	Facilities	Floor Markings	June 2020	Sept 2020
	student spacings (desks etc.).	K-12 <ul style="list-style-type: none"> <li>Continue this model and original cohorts spread students out as far as possible</li> </ul>	School Admin	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	Sept 2020	Ongoing
Transportation	Restricted number of passengers	<ul style="list-style-type: none"> <li>Follow direction of transportation</li> <li>Provide information to staff on students not attending based on these decisions</li> </ul>	Transportation Director School Admin		Sept 2020	June 2021

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	Support bus families learning from home	<ul style="list-style-type: none"> <li>Have learning packages ready for pick up as per planned times as needed</li> <li>Arrange for possible pick up of materials from home when drop offs are made</li> </ul>	Transportation HR Teachers School admin		Sept 2020	June 2021
Communication	Parent Communication	<ul style="list-style-type: none"> <li>Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID via School Messenger and ESS Facebook page</li> </ul>	Communications Officer School Admin	Updated Phase guidelines	June 2020	Ongoing
Extra Curricular	Extra Curricular Sports	<ul style="list-style-type: none"> <li>Follow direction of SHSAA</li> </ul>	NWHSAA, NWSD	SHSAA, SHA, RPT, Reopen Sask Guidelines, Sask Sport Return to Play Guidelines for individual sports	TBD	TBD
	Can students play who do not attend in school learning?	<ul style="list-style-type: none"> <li>Situations will be considered on a case by case basis.</li> </ul>	Principal School Operations		Sept 2020	Ongoing

## Contingency 3: Distance/Remote Learning

School: Ernie Studer School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	School Day	<ul style="list-style-type: none"> <li>Masks will be required for all staff when physical distancing is not possible</li> <li>All visitors and guests to NWSD schools will be required to wear masks</li> <li>All visitors will be required to complete a contact tracing form on-line or in person at the office</li> <li>Disseminate information to staff, students and parents as applicable</li> <li>Follow Health Flow Chart for staff exhibiting Covid symptoms at school.</li> <li>Staff will be encouraged to register with ehealth so they can get testing results sooner if there is a need to be tested.</li> <li>Staff will be required to complete a daily self-assessment and shared with school admin</li> </ul>	School Operations Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	TBD	TBD
	<ul style="list-style-type: none"> <li>Guidelines and expectations for students and staff for at home learning and Learning Packages</li> <li>Monitor building access</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory log in, attendance taken by teachers</li> <li>Online expectations and protocols outlined first thing.</li> </ul>		Bussing of physical packages to and from school	TBD	TBD



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		<ul style="list-style-type: none"> <li>Learning packages sent out and returned to be marked. <b>Buses deliver the packages and return the packages where students do not have access to technology</b></li> <li>Parents and teachers in close contact- weekly</li> <li>Schedule students to meet teacher every week (ind or small group)</li> <li>Support staff help with online meet ups and individual assessments</li> <li>Look at creating a synchronous schedule for Math and ELA to eliminate family conflicts over device and access</li> <li>Create scheduled teacher "office time" for students to meet with teachers online.</li> </ul>				
	Communication	<ul style="list-style-type: none"> <li>Communication with staff will be done through Teams and regular weekly staff check-ins</li> <li>Communication with families will be promoted through School Messenger, email and the Schools FB page</li> <li>Communication with SCC will be completed through an online meeting format (Teams) at regular intervals as in the past</li> <li>Communication with community stakeholders will follow division guidelines and coordinate with Communications Officer.</li> <li>Communication with non-participating students will be made weekly</li> </ul>	School Admin		TBD	TBD
Curriculum and Instruction	Efficient utilization of professional staff	<ul style="list-style-type: none"> <li>EA's help with individual student meet ups and assessments to start the year.</li> <li>Assign teachers by discipline with a wider scope of grades</li> <li>Reassign staff based on curriculum being pushed if certain staff have their subjects pulled</li> <li>Explore multi- school course offerings at Gr 10-12 to provide students with more opportunities</li> </ul>	School admin Teachers		TBD	TBD
	Timely intervention	<ul style="list-style-type: none"> <li>Weekly contact is made (in some form) with parent to maintain consistent learning.</li> <li>Amount of meetings based on needs of students.</li> <li>Assessments made in Sept and plans made accordingly based on the follow ups and timing should be in this model.</li> <li>Regular/Daily communication and exchange of work from teacher to and from student via Teams</li> </ul>	School admin Teachers		TBD	TBD

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		<ul style="list-style-type: none"> <li>3 Day follow-up with stalled/non-worker (Parental and student)</li> </ul>					
	Internet access	<ul style="list-style-type: none"> <li>Paper packages/USB and laptop as alternate forms of delivery</li> <li>Division supplied internet \$\$</li> </ul>				TBD	TBD
	Learning not conducive to Distance Learning	<p>K-4</p> <ul style="list-style-type: none"> <li>Teach only the core subjects and take out what we can. Math and LA are the most important.</li> <li>Investigate best practice on how to teach/deliver concepts challenging through online delivery (ie holding a pencil)</li> </ul> <p>5-9</p> <ul style="list-style-type: none"> <li>Focus on core classes</li> <li>Module and project based activities (cross curricular)</li> <li>Delay delivery of certain courses (PAA, Band, PE) to when students return if possible</li> </ul> <p>10-12</p> <ul style="list-style-type: none"> <li>Focus on classes that meet requirements for graduation on an individual basis</li> </ul>	School Admin Teachers			TBD	TBD
Student Services	Assessment and therapy for students on IIPs  (should we have students on an IIP)	<ul style="list-style-type: none"> <li>Identify students requiring supports</li> <li>As a team, identify best way to provide services- in-person (school or office), online or delay services</li> <li>Update IIP to reflect supports and safety plan</li> <li>formal plan must be developed that: <ul style="list-style-type: none"> <li>✓ ensures staff and student safety;</li> <li>✓ details the specialized therapies, professional assessments and/or unique transitions proposed</li> <li>✓ identifies the lead staff member;</li> <li>✓ clearly identifies the staff required and their role;</li> <li>✓ identifies location, time and appropriate lengths of time for engagement;</li> <li>✓ outlines family and student requirements; and,</li> <li>✓ summarizes a follow-up strategy.</li> </ul> </li> <li>Sanitize after each session</li> <li>Follow CMHO safety orders</li> <li>Consider directions given by professional governing bodies</li> <li>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</li> </ul>	Superintendent of Student Services SLPs, OT, Psychs SSSTs Admin	<a href="#">SASLPA guidelines</a> <a href="#">SSOT guidelines</a> <a href="#">Sask College of Psychologists</a> PPE, as necessary Supplies for proper sanitization and handwashing Headsets Microphones Document camera		TBD	TBD

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		<ul style="list-style-type: none"> <li>Students who are currently being considered for an IIP may be considered for specialized therapy, professional assessment and unique transitions</li> <li>It might not be possible to support all students with intensive needs in-person due to health and safety guidelines.</li> </ul>				
	<b>Mental Health of students and counselling services</b>	<ul style="list-style-type: none"> <li>Identify students requiring supports</li> <li>Scheduled teams meetings or phone calls with rigor and reported to school admin</li> <li>Referral process in place for parents if they feel their child needs service</li> <li>As a team, identify best way to provide services- in-person (school or office), online or delay services; or connect with community services</li> <li>Teachers are still to make referrals too.</li> </ul>	Counsellors IT School admin	PPE, as necessary Supplies for proper sanitization and handwashing Headsets Microphones  After hours access to counselling-referrals	TBD	TBD
	<b>Psychological assessments and debriefs</b>	<ul style="list-style-type: none"> <li>Prioritize students needing assessment</li> <li>As a team, identify best way to administer assessment- online or in person</li> <li>Debrief via Teams, if possible. If not, set up a team meeting with limited participants and the option to attend online or in person</li> <li>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</li> <li>Sanitize after each session</li> </ul>	Ed Psychs Maintenance	Online assessment PD PPE, as necessary Supplies for proper sanitization and handwashing	TBD	TBD
	<b>Students on an FIP and work experience</b>	<ul style="list-style-type: none"> <li>Create a plan with businesses and parents if required</li> <li>Staff will not provide personal transportation</li> <li>Delay services if plan cannot be implemented safely</li> </ul>	SSSTs Administrators		TBD	TBD
<b>Early Childhood</b>	<b>Integrity of the Program/Maintaining Child-Friendly and Developmentally Appropriate Practices</b>	<ul style="list-style-type: none"> <li>Combination of virtual lessons with Learning kits that could go home.</li> <li>Develop daily Schedules for student learning and share with students and parents.</li> <li>Identify key elements to focus on for the programs.</li> <li>Student-teacher contact time must be prioritized regardless of the delivery format- One on one meetings weekly</li> <li>Teachers have consistent online course design, layout etc.</li> <li>Teachers have opportunities to view exemplars of instructional resources and best practice</li> </ul>	Superintendent of Student Services Ministry Instruction K teachers	Ministry supports and resources Division Developed Learning Kits Early Childhood TEAMS meetings	TBD	TBD

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	Capacity of Teachers	<ul style="list-style-type: none"> <li>Consider using one platform for consistency among staff and make it easier for parents to work with their children- TEAMS vs See Saw??</li> <li>Train EAs to augment or deliver support online</li> <li>Utilize all staff to support learning</li> <li>Participate in Division created PD</li> </ul>	K teachers EA's	Ministry Documents Identifying key learning objectives to deliver online Summary of promising practices for delivery of program	TBD	TBD
	Equity	<ul style="list-style-type: none"> <li>Respond to family survey to determine what they might need to complete online learning.</li> <li>Continue with division plan to loan devices to families if needed</li> <li>Paper packages will still need to be developed.</li> <li>Create PD for parents to learn online platform</li> <li>Work with community agencies (Kids First, ECS) to help support families through home visits etc.</li> <li>Online delivery of paraprofessional services (Speech, OT)</li> <li>Make sure at-risk students are met with often.</li> </ul>	K teachers EA's Div Support Professionals		TBD	TBD
	Communication with Parents	<ul style="list-style-type: none"> <li>Weekly in any form (text, call or email)</li> </ul>	K Teacher		TBD	TBD
Transitions		<ul style="list-style-type: none"> <li>NA</li> <li>If new students arrive, follow up with previous schools for information</li> </ul>	Admin Teachers		TBD	TBD
IT Department	Device Availability	<ul style="list-style-type: none"> <li>Distribute school technology to families as needed</li> </ul>			TBD	TBD
	Teaching equipment for remote delivery from school	<p>K-12</p> <ul style="list-style-type: none"> <li>Teacher laptops, cameras, webcams, mics and headphones,</li> <li>a different more primary friendly platform than teams for elementary,</li> <li>Recorded lessons from SMART Board</li> </ul>		<ul style="list-style-type: none"> <li>Cameras</li> <li>Microphones and headsets</li> <li>K-4 meeting software</li> <li>USB Sticks</li> </ul>	TBD	TBD
	Subscriptions access	<ul style="list-style-type: none"> <li>Subscribe to a standard set of services, division wide, to target curricular goals (Raz Kids, Starfall, Mathletics, Renaissance learning, Prodigy etc</li> <li>Determined by need of designated programming</li> </ul>	Curriculum & IT	Subscriptions	TBD	TBD
	PD for staff	Teams PD if continuing to use it, or PD on the platform we will be using,		PD and time to do it	TBD	TBD
	Digital Books	<ul style="list-style-type: none"> <li>Expand the use of OverDrive</li> <li>Investigate the use of Follett eBooks</li> </ul> <p>Investigate a MyOn subscription for younger grades</p>	Curriculum, IT & Finance		TBD	TBD
	PD for families	Webinars for parents and students to watch/review		Division created resources for families	TBD	TBD
	Family engagement	<ul style="list-style-type: none"> <li>On-line open house and conferencing</li> <li>Add parents as guests to teams or private channels</li> </ul>			TBD	TBD

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		<ul style="list-style-type: none"> <li>Use Clever within teams: Use Clever as a parent portal from Teams. Parent/Guardian Experience: Parents will receive an email. Once they receive the email, they will be able to sign into their account. Once they are logged in, they will be able to see all of the students they are associated with and tools to help them log in.</li> </ul>		PD for staff on CLEVR?		
	Students with no access to computers	<ul style="list-style-type: none"> <li>Paper packages that are returned regularly and on time</li> <li>Multi methods have been used and will continued to be used.</li> <li>Jordan's Principle...Federal Program for FNMI students</li> </ul>			TBD	TBD
	Students with no access to internet	<ul style="list-style-type: none"> <li>Paper packages that are returned regularly and on time</li> <li>Laptop provided by NWSD where applicable</li> <li>Digital package via flashdrive</li> <li>Drive-in access option – install exterior access points at schools to allow for good coverage and access within parking lot or surrounding area. Off-line files can be used and will sync from outside the building creating an upload/download hotspot location.</li> <li>Subsidized acquisition (shared costing model) or payment plan option</li> <li>NWSD pays for internet solution via datastick plan or XplorNet</li> <li>Schools to identify needs</li> </ul>		Data Plan up to USB Flash Drives:	TBD	TBD
	Collection of equipment at year end	<ul style="list-style-type: none"> <li>Sign out through Library tracking system</li> <li>Deposit on technology when given out??</li> </ul> <p>Drop it off or return on final bus run.</p>	School Staff		TBD	TBD
Facilities	Cleaning & Disinfecting	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 and Custodial/ schools	SHA Guidelines	TBD	TBD
Transportation	Restricted number of passengers	<ul style="list-style-type: none"> <li>Follow direction of transportation</li> </ul> <p>Provide information to staff on students not attending based on these decisions</p>	Transportation Director School Admin		TBD	TBD
	Support bus families learning from home	<ul style="list-style-type: none"> <li>Have learning packages ready for pick up as per planned times</li> </ul> <p>Arrange for possible pick up of materials from home when drop offs are made</p>	Transportation HR Teachers School admin		TBD	TBD

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Communication	Parent Communication	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Communications Officer School Admin	Updated Phase guidelines	TBD	TBD
Extra Curricular	Extra Curricular Sports	All school sanction activities will be postponed or cancelled unless directed by SHSAA, NSWD and SHA	NWHSAA, NWSD	SHSAA, SHA, RPT, Reopen Sask Guidelines, Sask Sport Return to Play Guidelines for individual sports	TBD	TBD