

FALL 2020 SCHOOL RE-OPEN PLAN

Gateway Middle 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: Gateway Middle School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH & S	Staff concerns with respect to COVID-19	<ul style="list-style-type: none"> Facilitate OH & S meetings on time. (September, December, March, June) OH & S monthly check-ins with staff. Control traffic flow in school by having students walk down the right side of hallways. Ensure Wellness Coordinator is certified in Safe Food Handling. Control public access to building. No outside user groups will be allowed to use the building. All visitors to Gateway 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. All visitors and guests will be required to wear masks in the school. Plexiglass barrier for Admin Assistant, Library Technician and kitchen window. Regular sanitization of desks and touch points in classrooms: <ul style="list-style-type: none"> - desks, door handles, etc. - regular hand washing and sanitization - every room has cleaning supplies 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. Admin will conduct mental health check-ins with staff on a regular basis. Admin will encourage staff to participate in NWS Live Well activities. Disinfect any technology after use. (photocopier, staffroom appliances, telephones) 	Vice-Principal (OH&S Staff Supervisor) OH&S Staff Worker Well. Coordinator 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"> A whiteboard system will be used for custodial requests. (cleaning, sanitizing supplies) Follow procedures outlined in NWSA Administrative Procedure 162 – Appendix A (Dangerous/Infectious Diseases – Pandemic). This AP can be accessed on the NWSA website. 				
School Operations	<p>Create plan for limiting physical contact:</p> <ul style="list-style-type: none"> Masks First Two Days Before School Procedures Recess Procedures Noon Hour Procedures After School Procedures Entrance Assignments Building Access Washroom Access Hallway Procedures Classroom Procedures PE Procedures Band Procedures PAA Procedures Library Procedures Special Events Extra-Curricular Hygiene Practices Outdoor Learning IT Student Registration Student Phone 	<p>Masks</p> <ul style="list-style-type: none"> Masks will be required for staff and students where physical distancing cannot be maintained. At Gateway, these areas include classrooms, hallways, washrooms, kitchen, library, gymnasium, entrances, buses and any other high traffic area. 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. Bandanas and Gaitor Masks are not recommended as appropriate face coverings. <p>First Two Days</p> <ul style="list-style-type: none"> September 8 and 9 will be a transition period for teachers to train students regarding the new routines and safety procedures. 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. Sept. 8 – Families with last names A-L attend Sept. 9 – Families with last names M-Z attend Sept. 10 – 11 – Full capacity programming commences. <p>Before School:</p> <ul style="list-style-type: none"> Ensure supervision teams are well organized and trained to limit physical contact and monitor traffic flow in the bus lane, entrances and hallways. All town students will be encouraged to arrive at school no earlier than 8:30 a.m. 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. 	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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		<ul style="list-style-type: none">At the 8:55 bell, each exterior door will be supervised by a member of the supervision team. <p>Recess Procedures:</p> <ul style="list-style-type: none">Grade-alike recess times will be scheduled on the timetable and students will stay within their cohort at recess time, social distancing and avoiding physical contact.The playground will be divided into zones to ensure students stay with their cohort.Teachers/supervisors will escort cohorts outside for recess to avoid mixing cohorts in the entrances.Lockers will be staggered to allow for physical distancing between students.Students will always wear masks at their lockers and in the hallways.Lockers will be used for outerwear, backpacks, lunches, and cell phones only.At the end of recess, students are to line up with their class in their playground zone at a muster point and will wait there until directed to come inside by a supervisor. <p>Noon Hour Procedures:</p> <ul style="list-style-type: none">Students are encouraged to go home for lunch if possible.Grades 5 and 6 students staying at school for lunch will go outside for recess from 12:05 – 12:25. A bell will ring to bring Grades 5 and 6 students in to eat their lunch at 12:25.Grades 7 and 8 students staying at school for lunch will eat their lunch from 12:05 – 12:25. At 12:25, they will go outside for recess.Teachers/supervisors will escort cohorts outside for recess to avoid mixing cohorts in the entrances. They will also assist students in coming into the school in an orderly fashion from their classroom muster point.All students staying at school will eat their lunch in their homerooms at their desks.Students will be specifically trained to access their lockers quickly and efficiently.Optional Food Service will be by delivery to classrooms. Order placed during homeroom in the morning.				
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		<ul style="list-style-type: none">• Only meals or entrees will be delivered from the booth.• Encourage use of online payment instead of cash.• Students will not assist in preparing any food for the booth.• No microwaves will be made available for students.• Food services subject to change as SHA guidelines evolve. <p>After School Procedures:</p> <ul style="list-style-type: none">• Cohorts will be released to their lockers in a staggered manner to avoid congestion in the hallways.• Students will use designated doors to leave the school. To avoid mixing of cohorts, teachers will escort their class/students out of the building at the end of the day.• Students waiting for parent pick up will space out along the front of the school as far down as the secondary parking lot.• Students waiting for busses will wait in their designated bus line using appropriate physical distancing.• Town students will be instructed to go directly home and not stay on the school grounds or in the school. <p>Entrances:</p> <ul style="list-style-type: none">• Three entrances to the school will be used as student entrances. Parking Lot: 6A, 6C, 7B, 8A Front: 5A, 6B, 8B Bus Lane: 5B, 5C, 7A, 7C• Sanitization stations will be set up at each outside entrance. <p>Building Access:</p> <ul style="list-style-type: none">• 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.• See above for requirements for visitors/guests.• Public Access will be through front door only.• No outside user groups will be allowed.				
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		<ul style="list-style-type: none">• Guest presenters will only be allowed in a virtual format. <p>Washroom Access:</p> <ul style="list-style-type: none">• 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.• Change rooms behind the gym pose a challenge for supervision, so they will be closed. For students requiring enhanced privacy or if there is high demand for the main washrooms, the back washrooms will be opened temporarily on a case by case basis.• Washrooms entrances will be supervised by staff during unstructured times such as recess, lunch, and before/after school.• Middle two urinals will be closed to ensure physical distancing. <p>Hallway Procedures:</p> <ul style="list-style-type: none">• Students will continue to be trained on proper hallway movement.• “Roadway” mode of travel in the hallways. (walk on the right-hand side)• Commons area circle will be one way only. Floor will be marked with arrows.• Avoid physical contact with peers and staff.• Move teachers, not students in any exchanges. <p>Classroom Procedures:</p> <ul style="list-style-type: none">• Student workstations will be spread out as much as physically possible.• No shared school supplies.• 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.• Students must be seated facing forward.• Masks must always be worn by teachers and students in the classroom.• Students stay with their cohort throughout the day, with some exceptions (Tier 3 intervention).• Teachers will use provided sanitation materials to clean common touch points as needed. (smartboards, desktops, doorknobs)				
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		<ul style="list-style-type: none">• Students will be trained to assist in sanitizing common touch points during class clean-ups.• Water fountains will be closed, refill stations will be kept open. Students will need to bring their own refillable water bottle. <p>Physical Education Procedures:</p> <ul style="list-style-type: none">• Double PE classes will be split and alternate between outside and the gym.• Where possible, double PE classes will be avoided in the timetable.• During indoor Phys. Ed classes, no activities that require physical contact between students will be allowed.• Masks will be worn during indoor Phys. Ed. class by teachers and students but masks are not required for outdoor classes.• Students will sanitize their hands before and after class.• Equipment used will be sterilized at the end of class.• Change rooms are closed and students will not change clothing for Physical Education. <p>Band/Music Procedures:</p> <ul style="list-style-type: none">• Follow guidelines provided by SHA and NWSD.• Band classes will not take place in semester 1 and until further notice.• Band/Music instruction will be provided to each cohort in their classroom.• Until further notice, Band/Music instruction will not include playing brass or woodwind instruments.• Singing will be avoided.• All equipment used for Band/Music instruction will be sanitized at the end of each class in accordance with SHA and performing arts guidelines. <p>PAA Procedures:</p> <ul style="list-style-type: none">• Any equipment used during PAA will be sterilized after each use (Digital Cameras, Hand Tools).• Larger Grade 8 classrooms will be split in half to limit numbers.• Masks will be worn in all PAA classes.				
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		<ul style="list-style-type: none">• Students and staff will be required to wear masks when cooking in the kitchen during food studies. <p>Library Procedures:</p> <ul style="list-style-type: none">• Students will sanitize hands upon entering and exiting the library.• Students will be trained to social distance while sitting in the library. No more than three students per table.• Soft seating that is not easily cleaned will be removed from the library.• Books covers (front and back) will be sanitized by the librarian upon return to circulation. <p>Special Events:</p> <ul style="list-style-type: none">• There will be no school wide gatherings in the gym.• Virtual assemblies will take place in classrooms.• Guest speakers will only be allowed in a virtual setting.• All other special events will be modified to prevent physical contact and mixing of student cohorts. <p>Extra-Curricular Procedures:</p> <ul style="list-style-type: none">• Follow guidelines provided by SHSAA and NWSD. <p>Hygiene Practices:</p> <ul style="list-style-type: none">• 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.• 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.• 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.• Staff members will be encouraging students to limit physical contact and will be modeling new ways to interact such as “two arm lengths apart” and avoid close greeting like hugs or handshakes.• Encourage physical distant greetings such as air fives and waves.				
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		<p>Outdoor Learning:</p> <ul style="list-style-type: none"> Teachers will be encouraged to increase frequency of learning experiences in an outdoor setting. <p>IT:</p> <ul style="list-style-type: none"> Sanitize hands and equipment as per SHA and NWSD IT guidelines. Space out computer stations in labs where possible. Student assigned devices in each cohort. (labs and mobile carts) Cleaning of staff shared devices (computers, copier, smartboards, remotes, etc.) <p>Student Registration:</p> <ul style="list-style-type: none"> Student registrations will be accepted in-person or by phone. A link to the registration form will be shared with parents and posted on the school Facebook page. Where possible, parents will print and complete registration forms outside the school. During the first two weeks, a few locations will be set up outside at the front of the school for parents to complete registration forms. If a family requires a meeting, or a face-to-face conversation, they are required to contact the school to set up a meeting. <p>Student Phone:</p> <ul style="list-style-type: none"> The central student phone located at the office will not be available for students. Students can use their classroom phone with teacher permission. Classroom phones will be sanitized after each use. 				
<p>Curriculum and Instruction</p>	<p>Create Timetable Determine Learning Gaps Plan for RTI</p>	<p>Create Timetable:</p> <ul style="list-style-type: none"> Plan for the delivery of meaningful RTI for all students using guided practice in classrooms. Ensure grade cohorts stay together as much as possible throughout the school day. <p>Determine Learning Gaps:</p> <ul style="list-style-type: none"> F & P Testing for all students upon return to school in the fall. 	<p>Staff Lead: Admin SSST Learning Coach Classroom Teachers EA's</p>	<p>Online PD Modules (already completed one on guided instruction) Additional F&P Testing Kits</p>	<p>June 2020</p>	<p>Ongoing</p>

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		<ul style="list-style-type: none"> Math gaps will be identified using formative assessments and Math Screens. The gaps will be tracked on the Individualize Math Plan form. Work with Division Literacy Team and Learning Coach to create a new Individualized Reading Plan to use in the fall. <p>Plan for RTI:</p> <ul style="list-style-type: none"> Staff PD in the areas of conferencing, guided instruction, and F&P benchmark assessment. Team teaching will be planned during guided instruction. Allocate additional instruction time for Math and ELA in the timetable. 				
Student Services	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 Reaching Out to Community Organizations COVID-19 Education Support Students with health concerns and/or immune compromised	<p>Students Sick at School:</p> <ul style="list-style-type: none"> Students who become sick at school or arrive at school sick will be isolated and parents will be called immediately for pick up. If parents/guardians cannot be contacted, the emergency contact will be phoned. Office space in NE corner of school will be set up as a comfortable sick room. Wellness Coordinator will supervise the sick student and ensure proper PPE is used in caring for the student. Sanitization of sick room will take place immediately after the student is picked up. Follow procedures outlined in NWSA Administrative Procedure 162 (Dangerous/Infectious Diseases – Pandemic). This AP can be accessed on the NWSA website. <p>Mental Health of Students:</p> <ul style="list-style-type: none"> PD for staff regarding student mental health. Create a “Return to School” plan with the school counsellor. Create a “What to Expect” video for students to view before returning to school in the fall. (COVID safety measures) During the first two days, a staggered start will provide a smooth transition back to school for students. School staff will use this time with smaller class sizes to train and educate students on hygiene practices and school safety procedures. 	Wellness Coordinator Admin Assistant SSST School Counsellor Admin Tech Enrichment Teacher Student Assistant Trainee	PPE Sanitization Materials	June 2020	Ongoing

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		<ul style="list-style-type: none">• Students will complete a Wellness/Mental Health Survey to identify immediate and long-term needs.• Admin. and the Wellness Coordinator will be in frequent contact with School Division Counsellors and make timely referrals as needed.• There will be flexibility for students to leave class for supports during instructional time.• Mentorship will be provided to students who need a social/emotional learning support plan.• School staff will be trained in the Trauma-Informed Resilient Schools initiative to develop an understanding of how trauma impacts children and their school experience. NWSD counsellors are trained in Trauma-Informed Practice and school admin will consult with counsellors to provide PD for staff in this area.• Use school social media platforms and website to keep parents and students informed about school COVID procedures.• For students who are anxious about wearing masks, social stories and individual education will take place. <p>Students on IIPs:</p> <ul style="list-style-type: none">• 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.• Create safety plan for any students who need a more hands on approach to their programming.• When gloves are needed, they must be disposed of after every interaction. (ex. tube feeding)• Hand Hygiene must be performed between every glove change.• 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). <p>Nutrition Programs:</p> <ul style="list-style-type: none">• Fruit bowls and "grab and go" practices will be eliminated.• Snacks will be prepared by school staff and delivered to the classrooms.• Students will not assist in preparing food for the nutrition program.• Gloves will be used to pass out snack in the classrooms.				
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		<ul style="list-style-type: none"> • Free lunches will be prepared, bagged by school staff and delivered to classrooms at lunch time. • Breakfast program will be delivered to students in their classrooms from 8:30 – 8:55 daily using a mobile cart. As in previous years, students will pay 25 cents for their breakfast. <p>Students Refusing to Come to School:</p> <ul style="list-style-type: none"> • 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. • Create a safety plan for immune compromised students in consultation with parents. <p>Supporting Professionals in Multiple Schools:</p> <ul style="list-style-type: none"> • Enhanced cleaning and care for NWSD shared office spaces. (Counsellor, SLP, OT, etc.) • Use the spacious PAA room for group therapies such as communication camp. • School Division staff will contact the Admin. Assistant to schedule their visits. • School Division staff will be required to sign in and out at the front office. • Team meetings will take place virtually. <p>Reaching Out to Community Organizations:</p> <ul style="list-style-type: none"> • Apply for nutrition grants through organizations such as Breakfast for Learning, Breakfast Club of Canada, Child Nutrition Development Program, Door of Hope, etc. • Inform parents of programming through Positively Parenting. • Consult with Multiworks regarding safety procedures for students using the Handivan. • Communicate with SHA as needed. <p>COVID-19 Education Support</p> <ul style="list-style-type: none"> • Students will be educated on proper hygiene practices/mask wearing using modelling and videos. • Signage will be posted by each handwashing station. <p>Students with health concerns and/or immune compromised</p>			
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		<ul style="list-style-type: none"> School staff will create a safety and accommodation plan in collaboration with parents CMHO safety orders will be in place for students who require a more hands-on approach and have personal care needs. Staff will wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves will be changed after every interaction. Hand hygiene will be performed between every glove change (hand sanitizer or hand washing with soap and water). Specialized places for instruction will be provided for students with compromised immunity and staff will make every effort to ensure students feel included and safe. 				
Transitions	School to School Within the School	<p>School to School:</p> <ul style="list-style-type: none"> Parent orientation meeting in June on ZOOM for all Jubilee and Dorintosh transfer students. Invite receiving teachers to join meeting and introduce themselves. Create and post a welcome video to school social media platforms. (June) Communicate next year's teacher in June report card. Create a re-entry/orientation plan to guide teachers on their first day back with students. Host another ZOOM orientation meeting for all students, parents, and staff during the first week of school. Grade 4/5 homeroom teacher virtual meeting to discuss transition of students from Jubilee to Gateway. (within first 2 weeks of school) <p>Within the School:</p> <ul style="list-style-type: none"> Transitions within school hours need to adhere to physical contact guidelines. (see above in school operations) 	Admin	No resources required	June 2020	Ongoing
Facilities	Custodian Expectations Equipment/Signage Needs	<p>Custodian Expectations:</p> <ul style="list-style-type: none"> Adhere to SHA and NWSD guidelines. <p>Equipment/Signage Needs:</p> <ul style="list-style-type: none"> Protective barriers upon request. Foot traffic markings. 	Admin Custodian	Sanitizing and cleaning materials Cleaning Checklist	June 2020	Ongoing

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		<ul style="list-style-type: none"> • Door signage/Front Office signage/Hallway Signage. • Additional sanitization stations at the gym entrance, library, front office, exterior doors. 				
Transportation	Student Information Field Trips	<p>Student Information:</p> <ul style="list-style-type: none"> • Updated registration information from families. • Only students registered to ride the bus will be allowed to ride the bus. <p>Field Trips:</p> <ul style="list-style-type: none"> • Field trips not permitted. • Staff not allowed to transport students. 	Admin Assistant	Updated Registration Forms	August 2020	Ongoing
Communication	Timely Communication	<ul style="list-style-type: none"> • Work closely with NWSD Communications Officer to send out timely information to parents. • Repost social media updates from NWSD on school accounts. • Keep school website up-to-date with COVID information. • Letter to appropriate audience if there happens to be any positive confirmed cases. Follow protocol set out by SHA and NWSD. • Educate families on staying home if sick. • Classroom teachers are encouraged to communicate with families using the Remind app. 	Admin Admin Assistant Library Tech	No resources required	ongoing	unknown

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



School: Gateway Middle School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH&S	Staff concerns with respect to COVID-19	<ul style="list-style-type: none"> Facilitate OH & S meetings on time. (September, December, March, June) OH & S monthly check-ins with staff. Control traffic flow in school by having students walk down the right side of hallways. Ensure Wellness Coordinator is certified in Safe Food Handling. Control public access to building. No outside user groups will be allowed to use the building. All visitors to Gateway 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. All visitors and guests will be required to wear masks in the school. Plexiglass barrier for Admin Assistant, Library Tech. and kitchen window. Regular sanitization of desks and touch points in classrooms: <ul style="list-style-type: none"> - desks, door handles, etc. - regular hand washing and sanitization - every room has cleaning supplies 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. Admin will conduct mental health check-ins with staff on a regular basis. Admin will encourage staff to participate in NWSD Live Well activities. Disinfect any technology after use. (photocopier, staffroom appliances, telephones) A whiteboard system will be used for custodial requests. (cleaning, sanitizing supplies) Follow procedures outlined in NWSD Administrative Procedure 162 – Appendix A 	Vice-Principal (OH&S Staff Supervisor) OH&S Staff Worker Well. Coordinator 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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		(Dangerous/Infectious Diseases – Pandemic). This AP can be accessed on the NWSD website.				
School Operations	Create a plan for adequate: Supervision Bussing Access to building Extra-Curricular Movement within school Food Services Communication Outdoor Learning Hygiene Practices IT Student Registration	<p>Masks</p> <ul style="list-style-type: none"> Masks will be required for staff and students where physical distancing cannot be maintained. At Gateway, these areas include classrooms, hallways, washrooms, kitchen, library, gymnasium, entrances, buses and any other high traffic area. 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. Bandanas and Gaitor Masks are not recommended as appropriate face coverings. <p>Before School:</p> <ul style="list-style-type: none"> Ensure supervision teams are well organized and trained to limit physical contact and monitor traffic flow in the bus lane, entrances and hallways. All town students will be encouraged to arrive at school no earlier than 8:30 a.m. 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. At the 8:55 bell, each exterior door will be supervised by a member of the supervision team. <p>Recess Procedures:</p> <ul style="list-style-type: none"> Grade-alike recess times will be scheduled on the timetable and students will stay within their cohort at recess time, social distancing and avoiding physical contact. The playground will be divided into zones to ensure students stay with their cohort. Teachers/supervisors will escort cohorts outside for recess to avoid mixing cohorts in the entrances. Lockers will be staggered to allow for physical distancing between students. Students will always wear masks at their lockers and in the hallways. Lockers will be used for outerwear, backpacks, lunches, and cell phones only. 	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	Unknown	Unknown

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		<ul style="list-style-type: none">• At the end of recess, students are to line up with their class in their playground zone at a muster point and will wait there until directed to come inside by a supervisor. <p>Noon Hour Procedures:</p> <ul style="list-style-type: none">• Students are encouraged to go home for lunch if possible.• Grades 5 and 6 students staying at school for lunch will go outside for recess from 12:05 – 12:25. A bell will ring to bring Grades 5 and 6 students in to eat their lunch at 12:25.• Grades 7 and 8 students staying at school for lunch will eat their lunch from 12:05 – 12:25. At 12:25, they will go outside for recess.• Teachers/supervisors will escort cohorts outside for recess to avoid mixing cohorts in the entrances. They will also assist students in coming into the school in an orderly fashion from their classroom muster point.• All students staying at school will eat their lunch in their homerooms at their desks.• Students will be specifically trained to access their lockers quickly and efficiently.• Optional Food Service will be by delivery to classrooms. Order placed during homeroom in the morning.• Only meals or entrees will be delivered from the booth.• Encourage use of online payment instead of cash.• Students will not assist in preparing any food for the booth.• No microwaves will be made available for students.• Food services subject to change as SHA guidelines evolve. <p>After School Procedures:</p> <ul style="list-style-type: none">• Cohorts will be released to their lockers in a staggered manner to avoid congestion in the hallways.• Students will use designated doors to leave the school. To avoid mixing of cohorts, teachers will escort their class/students out of the building at the end of the day.				
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		<ul style="list-style-type: none">• Students waiting for parent pick up will space out along the front of the school as far down as the secondary parking lot.• Students waiting for busses will wait in their designated bus line using appropriate physical distancing.• Town students will be instructed to go directly home and not stay on the school grounds or in the school. <p>Entrances:</p> <ul style="list-style-type: none">• All three entrances to the school will be used as student entrances. Parking Lot: 6A, 6C, 7B, 8A Front: 5A, 6B, 8B Bus Lane: 5B, 5C, 7A, 7C <p>Building Access:</p> <ul style="list-style-type: none">• Public Access will be through front door only, and parents will be required to call the front desk first before entering.• See above for requirements for visitors/guests.• No outside user groups will be allowed. <p>Washroom Access:</p> <ul style="list-style-type: none">• 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.• Change rooms behind the gym pose a challenge for supervision, so they will be closed. For students requiring enhanced privacy or if there is high demand for the main washrooms, the back washrooms will be opened temporarily on a case by case basis.• Washrooms entrances will be supervised by staff during unstructured times such as recess, lunch, and before/after school.• Middle two urinals will be closed to ensure physical distancing. <p>Hallway Procedures:</p> <ul style="list-style-type: none">• Students will continue to be trained on proper hallway movement.• “Roadway” mode of travel in the hallways. (walk on the right-hand side)			
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		<ul style="list-style-type: none">• Avoid physical contact with peers and staff.• Move teachers, not students in unavoidable exchanges. <p>Classroom Procedures:</p> <ul style="list-style-type: none">• Student workstations will be spread out as much a physically possible.• No shared supplies.• 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.• Students must be seated in row format, facing forward.• Masks must always be worn by teachers and students in the classroom.• Students stay with their cohort throughout the day, with some exceptions (outside P.E. classes, Tier 3 intervention).• Students will be trained in handwashing/sanitizing, coughing/sneezing, and hygiene procedures,• Teachers will use provided sanitation materials to clean common touch points as needed. (smartboards, desktops, doorknobs)• Students will be trained to assist in sanitizing common touch points during class clean-ups.• Water fountains will be closed, refill stations will be kept open. Encourage students to bring their own refillable water bottle. <p>Physical Education Procedures:</p> <ul style="list-style-type: none">• Double PE classes will take place outside unless inclement weather prevents it.• Where possible, double PE classes will be avoided in the timetable.• During indoor Phys. Ed classes, no activities that require physical contact between students will be allowed.• Masks will be worn during indoor Phys. Ed. class by teachers and students but masks are not required for outdoor classes.• Students will sanitize their hands before and after class.• Equipment used will be sterilized at the end of class.				
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FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none">• Change rooms are closed and students will not be changing for Physical Education. <p>Band/Music Procedures:</p> <ul style="list-style-type: none">• Follow guidelines provided by SHA and NWSD.• Band classes will not take place in semester 1 and until further notice.• Band/Music instruction will be provided to each cohort in their classroom.• Until further notice, Band/Music instruction will not include playing brass or woodwind instruments.• Singing will be avoided.• All equipment used for Band/Music instruction will be sanitized at the end of each class in accordance with SHA and performing arts guidelines. <p>PAA Procedures:</p> <ul style="list-style-type: none">• Any equipment used during PAA will be sterilized after each use (Digital Cameras, Hand Tools).• Larger Grade 8 classrooms will be split in half to limit numbers.• Masks will be worn and physical distancing will take place in all PAA classes.• Students and staff will be required to wear masks when cooking in the kitchen during food studies. <p>Library Procedures:</p> <ul style="list-style-type: none">• Students will sanitize hands upon entering and exiting the library.• Students will be trained to social distance while sitting in the library. No more than three students per table.• Soft seating that is not easily cleaned will be removed from the library.• Books covers (front and back) will be sanitized by the librarian upon return to circulation. <p>Special Events:</p> <ul style="list-style-type: none">• There will be no school wide gatherings in the gym.• Virtual assemblies will take place in classrooms.• Guest speakers will only be allowed in a virtual setting.• All other special events will be modified to prevent physical contact and mixing of student cohorts.				
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FALL 2020 SCHOOL RE-OPEN PLAN



		<p>Extra-Curricular Procedures:</p> <ul style="list-style-type: none">• Follow guidelines provided by SHSAA and NWSD. <p>Hygiene Practices:</p> <ul style="list-style-type: none">• 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.• 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.• 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.• Staff members will be encouraging students to limit physical contact and will be modeling new ways to interact such as “two arm lengths apart” and avoid close greeting like hugs or handshakes.• Encourage physical distant greetings such as air fives and waves. <p>Outdoor Learning:</p> <ul style="list-style-type: none">• Teachers will be encouraged to provide learning experiences in an outdoor setting as much as possible. <p>IT:</p> <ul style="list-style-type: none">• Sanitize hands and equipment as per SHA and NWSD IT guidelines.• Space out computer stations in labs where possible.• Student assigned devices in each cohort. (labs and mobile carts)• Cleaning of staff shared devices (computers, copier, smartboards, remotes, etc.) <p>Student Registration:</p> <ul style="list-style-type: none">• Student registrations will be accepted in-person or by phone. A link to the registration form will be shared with parents and posted on the school Facebook page.				
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		<ul style="list-style-type: none"> Where possible, parents will print and complete registration forms outside the school. During the first two weeks, a few locations will be set up outside at the front of the school for parents to complete registration forms. If a family requires a meeting, or a face-to-face conversation, they are required to contact the school to set up a meeting. <p>Student Phone:</p> <ul style="list-style-type: none"> The central student phone located at the office will not be available for students. Students can use their classroom phone with teacher permission. Classroom phones will be sanitized after each use. 				
<p>Curriculum and Instruction</p>	<p>School Structure Determine Learning Gaps Admin meet to discuss spaces and organizing class schedules</p>	<p>School Structure:</p> <ul style="list-style-type: none"> Re-purpose non-instructional spaces (upstairs classrooms, gym, stage, outside spaces) Students may be required to attend on an alternate basis similar to the hybrid model. <p>Create Timetable:</p> <ul style="list-style-type: none"> Plan for the delivery of meaningful RTI for all students using guided practice in classrooms. Ensure grade cohorts stay together as much as possible throughout the school day. May have to change timetable if we are repurposing spaces and adding classrooms. <p>Determine Learning Gaps:</p> <ul style="list-style-type: none"> F & P Testing for all students upon return to school in the fall. Math gaps will be identified using formative assessments and Math Screens. The gaps will be tracked on the Individualize Math Plan. Work with Division Literacy Team and Learning Coaches to create a new Individualized Reading Plan to use in the fall. <p>Plan for RTI:</p> <ul style="list-style-type: none"> Staff PD in the areas of conferencing, guided instruction, and F&P benchmark assessment. Team teaching will be planned during guided instruction. 	<p>Admin All Staff</p>	<p>Online PD Modules (already completed one on guided instruction) Additional F&P Testing Kits</p>	<p>Unknown</p>	<p>Unknown</p>

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> Allocate additional instruction time for Math and ELA in the timetable. 				
Student Services	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 Reaching Out to Community Organizations COVID-19 Education Support	Students Sick at School: <ul style="list-style-type: none"> Students who become sick at school or arrive at school sick will be isolated and parents will be called immediately for pick up. If parents/guardians cannot be contacted, the emergency contact will be phoned. Office space in NE corner of school will be set up as a comfortable sick room. Wellness Coordinator will supervise the sick student and ensure proper PPE is used in caring for the student. Sanitization of sick room will take place immediately after the student is picked up. Follow procedures outlined in NWSA Administrative Procedure 162 (Dangerous/Infectious Diseases – Pandemic). This AP can be accessed on the NWSA website. Mental Health of Students: <ul style="list-style-type: none"> PD for staff regarding student mental health. Create a “Return to School” plan with the school counsellor. Create a “What to Expect” video for students to view before returning to school in the fall. (COVID safety measures) During the first two days, a staggered start will provide a smooth transition back to school for students. School staff will use this time with smaller class sizes to train and educate students on hygiene practices and school safety procedures. Students will complete a Wellness/Mental Health Survey to identify immediate and long-term needs. Admin. and the Wellness Coordinator will be in frequent contact with School Division Counsellors and make timely referrals as needed. There will be flexibility for students to leave class for supports during instructional time. Mentorship will be provided to students who need a social/emotional learning support plan. School staff will be trained in the Trauma-Informed Resilient Schools initiative to develop an 	Wellness Coordinator Admin Assistant SSST School Counsellor Admin Mr. Connolly (Tech) Student Assistant Trainee	PPE Sanitization Materials	Unknown	Unknown

FALL 2020 SCHOOL RE-OPEN PLAN



		<p>understanding of how trauma impacts children and their school experience.</p> <ul style="list-style-type: none">• Use school social media platforms and website to keep parents and students informed about school COVID procedures.• For students who are anxious about wearing masks, social stories and individual education will take place. <p>Students on IIPs:</p> <ul style="list-style-type: none">• 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.• Create safety plan for any students who need a more hands on approach to their programming.• When gloves are needed, they must be disposed of after every interaction. (ex. tube feeding)• Hand Hygiene must be performed between every glove change.• 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). <p>Nutrition Programs:</p> <ul style="list-style-type: none">• Fruit bowls and "grab and go" practices will be eliminated.• Snacks will be prepared by school staff and delivered to the classrooms.• Students will not assist in preparing food for the nutrition program.• Gloves will be used to pass out snack in the classrooms.• Free lunches will be prepared, bagged by school staff and delivered to classrooms at lunch time.• Breakfast program will be delivered to students in their classrooms from 8:30 – 8:55 daily using a mobile cart. As in previous years, students will pay 25 cents for their breakfast. <p>Students Refusing to Come to School:</p> <ul style="list-style-type: none">• 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.• Create a safety plan for immune compromised students in consultation with parents.				
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FALL 2020 SCHOOL RE-OPEN PLAN



		<p>Supporting Professionals in Multiple Schools:</p> <ul style="list-style-type: none"> Enhanced cleaning and care for NWSD shared office spaces. (Counsellor, SLP, OT, etc.) Use the spacious PAA room for group therapies such as communication camp. School Division staff will contact the Admin. Assistant to schedule their visits. School Division staff will be required to sign in and out at the front office. Team meetings will take place virtually. <p>Reaching Out to Community Organizations:</p> <ul style="list-style-type: none"> Apply for nutrition grants through organizations such as Breakfast for Learning, Breakfast Club of Canada, Child Nutrition Development Program, Door of Hope, etc. Inform parents of programming through Positively Parenting. Consult with Multiworks regarding safety procedures for students using the Handivan. Communicate with SHA as needed. <p>COVID-19 Education Support</p> <ul style="list-style-type: none"> Students will be educated on proper hygiene practices/mask wearing using modelling and videos. Signage will be posted by each handwashing station. <p>Students with health concerns and/or immune compromised</p> <ul style="list-style-type: none"> School staff will create a safety and accommodation plan in collaboration with parents CMHO safety orders will be in place for students who require a more hands-on approach and have personal care needs. Staff will wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves will be changed after every interaction. Hand hygiene will be performed between every glove change (hand sanitizer or hand washing with soap and water). Specialized places for instruction will be provided for students with compromised immunity and staff 				
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FALL 2020 SCHOOL RE-OPEN PLAN



		will make every effort to ensure students feel included and safe.				
Transitions	School to School Within the School	<p>School to School:</p> <ul style="list-style-type: none"> • Parent orientation meeting in June on ZOOM for all Jubilee and Dorintosh transfer students. Invite receiving teachers to join meeting and introduce themselves. • Create and post a welcome video to school social media platforms. (June) • Communicate next year's teacher in June report card. • Create a re-entry/orientation plan to guide teachers on their first day back with students. • Host another ZOOM orientation meeting for all students, parents, and staff during the first week of school. • Grade 4/5 homeroom teacher virtual meeting to discuss transition of students from Jubilee to Gateway. (within first 2 weeks of school) <p>Within the School:</p> <ul style="list-style-type: none"> • Transitions within school hours need to adhere to physical contact guidelines. (see above in school operations) 	Admin All Staff	No resources required	Unknown	Unknown
Facilities	Custodian Expectations Sanitization Supplies Equipment/Signage Needs	<p>Custodian Expectations:</p> <ul style="list-style-type: none"> • Adhere to SHA and NWSD guidelines. <p>Sanitization Supplies:</p> <ul style="list-style-type: none"> • Confirm order of sanitization materials and PPE provided by facilities department. • Three months supplies of materials – contact Rick Starnes <p>Equipment/Signage Needs:</p> <ul style="list-style-type: none"> • Protective barriers upon request. • Foot traffic markings. • Door signage/Front Office signage/Hallway Signage. • Additional sanitization stations at the gym entrance, library, front office. 	Admin Custodian	Sanitizing and cleaning materials	unknown	unknown
Transportation	Student Information Field Trips	<p>Student Information:</p> <ul style="list-style-type: none"> • Updated registration information from families. 	Admin Assistant	Updated Registration Forms	unknown	unknown

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> Only students registered to ride the bus will be allowed to ride the bus. <p>Field Trips:</p> <ul style="list-style-type: none"> Field trips not permitted. Staff not allowed to transport students. 				
Communication	Timely Communication	<ul style="list-style-type: none"> Work closely with NWSD Communications Officer to send out timely information to parents. Repost social media updates from NWSD on school accounts. Keep school website up-to-date with COVID information. Letter to appropriate audience if there happens to be any positive confirmed cases. Follow protocol set out by SHA and NWSD. Educate families on staying home if sick. Inform parents of homeroom changes if space needs to be repurposed. Classroom teachers are encouraged to communicate with families using the Remind app. 	Admin Admin Assistant Library Technician	No resources required	unknown	unknown

FALL 2020 SCHOOL RE-OPEN PLAN

Gateway Middle School Reopen Plan



Contingency 2: Hybrid – Not all students in building

School: Gateway Middle School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH & S	Staff concerns with respect to COVID-19	<ul style="list-style-type: none"> Facilitate OH & S meetings on time. (September, December, March, June) OH & S monthly check-ins with staff. Control traffic flow in school by having students walk down the right side of hallways. Ensure Wellness Coordinator is certified in Safe Food Handling. Control public access to building. No outside user groups will be allowed to use the building. All visitors to Gateway 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. All visitors and guests will be required to wear masks in the school. Plexiglass barrier for Admin Assistant, Library Tech. and kitchen window. Regular sanitization of desks and touch points in classrooms: <ul style="list-style-type: none"> - desks, door handles, etc. - regular hand washing and sanitization - every room has cleaning supplies 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. Admin will conduct mental health check-ins with staff on a regular basis. Admin will encourage staff to participate in NWSD Live Well activities. Disinfect any technology after use. (photocopier, staffroom appliances, telephones) A whiteboard system will be used for custodial requests. (cleaning, sanitizing supplies) 	Vice-Principal (OH&S Staff Supervisor) OH&S Staff Worker Well. Coordinator 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



		<ul style="list-style-type: none"> Follow procedures outlined in NWSD Administrative Procedure 162 - Appendix A (Dangerous/Infectious Diseases – Pandemic). This AP can be accessed on the NWSD website. 				
School Operations	<p>Create plan for limiting physical contact:</p> <ul style="list-style-type: none"> Before School Procedures Recess Procedures Noon Hour Procedures After School Procedures Entrance Assignments Building Access Washroom Access Hallway Procedures Classroom Procedures PE Procedures Band Procedures PAA Procedures Library Procedures Special Events Extra-Curricular Outdoor Learning IT Hygiene Practices Student Registration Student Phone 	<p>Before School:</p> <ul style="list-style-type: none"> Ensure supervision teams are well organized and trained to limit physical contact and monitor traffic flow in the bus lane, entrances and hallways. All town students will be encouraged to arrive at school no earlier than 8:30 a.m. 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. At the 8:55 bell, each exterior door will be supervised by a member of the supervision team. Bandanas and Gaitor Masks are not recommended as appropriate face coverings. <p>Recess Procedures:</p> <ul style="list-style-type: none"> Grade-alike recess times will be scheduled on the timetable and students will stay within their cohort at recess time, social distancing and avoiding physical contact. The playground will be divided into zones to ensure students stay with their cohort. Teachers/supervisors will escort cohorts outside for recess to avoid mixing cohorts in the entrances. Lockers will be staggered to allow for physical distancing between students. Students will always wear masks at their lockers and in the hallways. Lockers will be used for outerwear, backpacks, lunches, and cell phones only. At the end of recess, students are to line up with their class in their playground zone at a muster point and will wait there until directed to come inside by a supervisor. <p>Noon Hour Procedures:</p> <ul style="list-style-type: none"> Students are encouraged to go home for lunch if possible. 	Admin All Staff	Signage (Physical Distancing, Washroom Capacity, etc) Floor Markers Spray Paint Hand Sanitizer Touch Surface Sanitization Supplies	August 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none">• Grades 5 and 6 students staying at school for lunch will go outside for recess from 12:05 – 12:25. A bell will ring to bring Grades 5 and 6 students in to eat their lunch at 12:25.• Grades 7 and 8 students staying at school for lunch will eat their lunch from 12:05 – 12:25. At 12:25, they will go outside for recess.• Teachers/supervisors will escort cohorts outside for recess to avoid mixing cohorts in the entrances. They will also assist students in coming into the school in an orderly fashion from their classroom muster point.• All students staying at school will eat their lunch in their homerooms at their desks.• Students will be specifically trained to access their lockers quickly and efficiently.• Optional Food Service will be by delivery to classrooms. Order placed during homeroom in the morning.• Only meals or entrees will be delivered from the booth.• Encourage use of online payment instead of cash.• Students will not assist in preparing any food for the booth.• No microwaves will be made available for students.• Food services subject to change as SHA guidelines evolve. <p>After School Procedures:</p> <ul style="list-style-type: none">• Cohorts will be released to their lockers in a staggered manner to avoid congestion in the hallways.• Students will use designated doors to leave the school. To avoid mixing of cohorts, teachers will escort their class/students out of the building at the end of the day.• Students waiting for parent pick up will space out along the front of the school as far down as the secondary parking lot.• Students waiting for busses will wait in their designated bus line using appropriate physical distancing.• Town students will be instructed to go directly home and not stay on the school grounds or in the school.				
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FALL 2020 SCHOOL RE-OPEN PLAN



		<p>Entrances:</p> <ul style="list-style-type: none">All three entrances to the school will be used as student entrances. Parking Lot: 6A, 6C, 7B, 8A Front: 5A, 6B, 8B Bus Lane: 5B, 5C, 7A, 7C <p>Building Access:</p> <ul style="list-style-type: none">Public Access will be through front door only, and parents will be required to call the front desk first before entering.See above for requirements for visitors/guests.No outside user groups will be allowed. <p>Washroom Access:</p> <ul style="list-style-type: none">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.Change rooms behind the gym pose a challenge for supervision, so they will be closed. For students requiring enhanced privacy or if there is high demand for the main washrooms, the back washrooms will be opened temporarily on a case by case basis.Washrooms entrances will be supervised by staff during unstructured times such as recess, lunch, and before/after school.Middle two urinals will be closed to ensure physical distancing. <p>Hallway Procedures:</p> <ul style="list-style-type: none">Students will continue to be trained on proper hallway movement.“Roadway” mode of travel in the hallways. (walk on the right-hand side)Avoid physical contact with peers and staff.Move teachers, not students in unavoidable exchanges. <p>Classroom Procedures:</p> <ul style="list-style-type: none">Student workstations will be spread out as much a physically possible.No shared supplies.				
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FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none">• 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.• Students must be seated facing forward.• Masks must always be worn by teachers and students in the classroom.• Students stay with their cohort throughout the day, with some exceptions (outside P.E. classes, Tier 3 intervention).• Students will be trained in handwashing/sanitizing, coughing/sneezing, and hygiene procedures,• Teachers will use provided sanitation materials to clean common touch points as needed. (smartboards, desktops, doorknobs)• Students will be trained to assist in sanitizing common touch points during class clean-ups.• Water fountains will be closed, refill stations will be kept open. Encourage students to bring their own refillable water bottle. <p>Physical Education Procedures:</p> <ul style="list-style-type: none">• Double PE classes will take place outside unless inclement weather prevents it.• Where possible, double PE classes will be avoided in the timetable.• During indoor Phys. Ed classes, no activities that require physical contact between students will be allowed.• Masks will be worn during indoor Phys. Ed. class by teachers and students but masks are not required for outdoor classes.• Students will sanitize their hands before and after class.• Equipment used will be sterilized at the end of class. <p>Band/Music Procedures:</p> <ul style="list-style-type: none">• Follow guidelines provided by SHA and NWSD.• Band classes will not take place in semester 1 and until further notice.• Band/Music instruction will be provided to each cohort in their classroom.				
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FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none">• Until further notice, Band/Music instruction will not include playing brass or woodwind instruments.• Singing will be avoided.• All equipment used for Band/Music instruction will be sanitized at the end of each class in accordance with SHA and performing arts guidelines. <p>PAA Procedures:</p> <ul style="list-style-type: none">• Any equipment used during PAA will be sterilized after each use (Digital Cameras, Hand Tools).• Larger Grade 8 classrooms will be split in half to limit numbers.• Masks will be worn and physical distancing will take place in all PAA classes.• Students and staff will be required to wear masks when cooking in the kitchen during food studies. <p>Library Procedures:</p> <ul style="list-style-type: none">• Students will sanitize hands upon entering and exiting the library.• Students will be trained to social distance while sitting in the library. No more than three students per table.• Soft seating that is not easily cleaned will be removed from the library.• Books covers (front and back) will be sanitized by the librarian upon return to circulation. <p>Special Events:</p> <ul style="list-style-type: none">• There will be no school wide gatherings in the gym.• Virtual assemblies will take place in classrooms.• Guest speakers will only be allowed in a virtual setting.• All other special events will be modified to prevent physical contact and mixing of student cohorts. <p>Outdoor Learning:</p> <ul style="list-style-type: none">• Teachers will be encouraged to provide learning experiences in an outdoor setting as much as possible. <p>IT:</p> <ul style="list-style-type: none">• Sanitize hands and equipment as per SHA and NWSD IT guidelines.				
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		<ul style="list-style-type: none">• Space out computer stations in labs where possible.• Student assigned devices in each cohort. (labs and mobile carts)• Cleaning of staff shared devices (computers, copier, smartboards, remotes, etc.) <p>Hygiene Practices:</p> <ul style="list-style-type: none">• 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.• 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.• 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.• Staff members will be encouraging students to limit physical contact and will be modeling new ways to interact such as “two arm lengths apart” and avoid close greeting like hugs or handshakes.• Encourage physical distant greetings such as air fives and waves. <p>Student Registration:</p> <ul style="list-style-type: none">• Student registrations will be accepted in-person or by phone. A link to the registration form will be shared with parents and posted on the school Facebook page.• Where possible, parents will print and complete registration forms outside the school. During the first two weeks, a few locations will be set up outside at the front of the school for parents to complete registration forms.• If a family requires a meeting, or a face-to-face conversation, they are required to contact the school to set up a meeting. <p>Student Phone:</p> <ul style="list-style-type: none">• The central student phone located at the office will not be available for students.				
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		<ul style="list-style-type: none"> Students can use their classroom phone with teacher permission. Classroom phones will be sanitized after each use. 				
Curriculum and Instruction	<p>Create Timetable Determine Learning Gaps Plan for RTI</p>	<p>Create Timetable:</p> <ul style="list-style-type: none"> Timetable may be offered in the following manner: <ul style="list-style-type: none"> - Day 1 (Group A in-class) Day 1 (Group B home) - Day 1 (Group A home) Day 1 (Group B in-class) - Day 2 (Group A in-class) Day 2 (Group B home) - Day 2 (Group A home) Day 2 (Group B in-class) - Day 3 (Group A in-class) Day 3 (Group B home) - Day 3 (Group A home) Day 3 (Group B in-class) - Day 4 (Group A in-class) Day 4 (Group B home) - Day 4 (Group A home) Day 4 (Group B in-class) - Day 5 (Group A in-class) Day 5 (Group B home) - Day 5 (Group A home) Day 5 (Group B in-class) - Day 6 (Group A in-class) Day 6 (Group B home) - Day 6 (Group A home) Day 6 (Group B in-class) Plan for the delivery of meaningful RTI for all students using guided practice in classrooms. Ensure grade cohorts stay together as much as possible. <p>Determine Learning Gaps:</p> <ul style="list-style-type: none"> F & P Testing for all students upon return to school in the fall. Math gaps will be identified using formative assessments and Math Screens. The gaps will be tracked on the Individualize Math Plan. Work with Division Literacy Team and Learning Coaches to create a new Individualized Reading Plan to use in the fall. <p>Plan for RTI:</p> <ul style="list-style-type: none"> Staff PD in the areas of conferencing, guided instruction, and F&P benchmark assessment. Team teaching will be planned during guided instruction. Allocate additional instruction time for Math and ELA in the timetable. 	<p>Staff Lead: Admin SSST Learning Coach Classroom Teachers EA's</p>	<p>Online PD Modules (already completed one on guided instruction) Additional F&P Testing Kits</p>	<p>June 2020</p>	<p>Ongoing</p>

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Student Services	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 Reaching Out to Community Organizations COVID-19 Education Support	Students Sick at School: <ul style="list-style-type: none"> Students who become sick at school or arrive at school sick will be isolated and parents will be called immediately for pick up. If parents/guardians cannot be contacted, the emergency contact will be phoned. Office space in NE corner of school will be set up as a comfortable sick room. Wellness Coordinator will supervise the sick student and ensure proper PPE is used in caring for the student. Sanitization of sick room will take place immediately after the student is picked up. Follow procedures outlined in NWSD Administrative Procedure 162 (Dangerous/Infectious Diseases – Pandemic). This AP can be accessed on the NWSD website. Mental Health of Students: <ul style="list-style-type: none"> PD for staff regarding student mental health. Create a “Return to School” plan with the school counsellor. Create a “What to Expect” video for students to view before returning to school in the fall. (COVID safety measures) During the first two days, a staggered start will provide a smooth transition back to school for students. School staff will use this time with smaller class sizes to train and educate students on hygiene practices and school safety procedures. Students will complete a Wellness/Mental Health Survey to identify immediate and long-term needs. Admin. and the Wellness Coordinator will be in frequent contact with School Division Counsellors and make timely referrals as needed. There will be flexibility for students to leave class for supports during instructional time. Mentorship will be provided to students who need a social/emotional learning support plan. School staff will be trained in the Trauma-Informed Resilient Schools initiative to develop an understanding of how trauma impacts children and their school experience. 	Wellness Coordinator Admin Assistant SSST School Counsellor Admin Tech Enrichment Teacher Student Assistant Trainee	PPE Sanitization Materials	June 2020	Ongoing
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		<ul style="list-style-type: none">• Use school social media platforms and website to keep parents and students informed about school COVID procedures.• For students who are anxious about wearing masks, social stories and individual education will take place. <p>Students on IIPs:</p> <ul style="list-style-type: none">• 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.• Create safety plan for any students who need a more hands on approach to their programming.• When gloves are needed, they must be disposed of after every interaction. (ex. tube feeding)• Hand Hygiene must be performed between every glove change.• 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). <p>Nutrition Programs:</p> <ul style="list-style-type: none">• Fruit bowls and "grab and go" practices will be eliminated.• Snacks will be prepared by school staff and delivered to the classrooms.• Students will not assist in preparing food for the nutrition program.• Gloves will be used to pass out snack in the classrooms.• Free lunches will be prepared, bagged by school staff and delivered to classrooms at lunch time.• Breakfast program will be delivered to students in their classrooms from 8:30 – 8:55 daily using a mobile cart. As in previous years, students will pay 25 cents for their breakfast. <p>Students Refusing to Come to School:</p> <ul style="list-style-type: none">• 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.• Create a safety plan for immune compromised students in consultation with parents. <p>Supporting Professionals in Multiple Schools:</p>				
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FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> • Enhanced cleaning and care for NWSD shared office spaces. (Counsellor, SLP, OT, etc.) • Use the spacious PAA room for group therapies such as communication camp. • School Division staff will contact the Admin. Assistant to schedule their visits. • School Division staff will be required to sign in and out at the front office. • Team meetings will take place virtually. <p>Reaching Out to Community Organizations:</p> <ul style="list-style-type: none"> • Apply for nutrition grants through organizations such as Breakfast for Learning, Breakfast Club of Canada, Child Nutrition Development Program, Door of Hope, etc. • Inform parents of programming through Positively Parenting. • Consult with Multiworks regarding safety procedures for students using the Handivan. • Communicate with SHA as needed. <p>COVID-19 Education Support</p> <ul style="list-style-type: none"> • Students will be educated on proper hygiene practices/mask wearing using modelling and videos. • Signage will be posted by each handwashing station. <p>Students with health concerns and/or immune compromised</p> <ul style="list-style-type: none"> • School staff will create a safety and accommodation plan in collaboration with parents • CMHO safety orders will be in place for students who require a more hands-on approach and have personal care needs. • Staff will wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves will be changed after every interaction. Hand hygiene will be performed between every glove change (hand sanitizer or hand washing with soap and water). • Specialized places for instruction will be provided for students with compromised immunity and staff will make every effort to ensure students feel included and safe. 			
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FALL 2020 SCHOOL RE-OPEN PLAN



Transitions	School to School Within the School	School to School: <ul style="list-style-type: none"> • Parent orientation meeting in June on ZOOM for all Jubilee and Dorintosh transfer students. Invite receiving teachers to join meeting and introduce themselves. • Create and post a welcome video to school social media platforms. (June) • Communicate next year's teacher in June report card. • Create a re-entry/orientation plan to guide teachers on their first day back with students. • Host another ZOOM orientation meeting for all students, parents, and staff during the first week of school. • Grade 4/5 homeroom teacher virtual meeting to discuss transition of students from Jubilee to Gateway. (within first 2 weeks of school) Within the School: <ul style="list-style-type: none"> • Transitions within school hours need to adhere to physical contact guidelines. (see above in school operations) 	Admin	No resources required	June 2020	Ongoing
IT	Meet with teachers to educate on proper protocols	<ul style="list-style-type: none"> • Sanitize individuals and/or equipment as per SHA and NWSD IT guidelines. • Space out computer stations in labs where possible. • Student assigned devices in each cohort. (labs and mobile carts) • Cleaning of staff shared devices (computers, copier, smartboards, remotes, etc.) 	Admin All staff	Technology Cleaning Supplies	August 2020	Ongoing
Facilities	Custodian Expectations Equipment/Signage Needs	Custodian Expectations: <ul style="list-style-type: none"> • Adhere to SHA and NWSD guidelines. Equipment/Signage Needs: <ul style="list-style-type: none"> • Protective barriers upon request. • Foot traffic markings. • Door signage/Front Office signage/Hallway Signage. • Additional sanitization stations at the gym entrance, library, front office. 	Admin Custodian	Sanitizing and cleaning materials	June 2020	Ongoing
Transportation	Student Information Field Trips	Student Information: <ul style="list-style-type: none"> • Updated registration information from families. 	Admin Assistant	Updated Registration Forms	August 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> Only students registered to ride the bus will be allowed to ride the bus. <p>Field Trips:</p> <ul style="list-style-type: none"> Field trips not permitted. Staff not allowed to transport students. 				
Communication	Timely Communication	<ul style="list-style-type: none"> Work closely with NWSD Communications Officer to send out timely information to parents. Repost social media updates from NWSD on school accounts. Keep School Website up to date with COVID information. Letter to appropriate audience if there happens to be any positive confirmed cases. Follow protocol set out by SHA and NWSD. Educate families on staying home if sick. Classroom teachers are encouraged to communicate with families using the Remind app. 	Admin Admin Assistant Library Tech	No resources required	June 2020	Ongoing

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Contingency 3: Distance/Remote Learning



School: Gateway Middle School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH & S	Staff concerns with respect to COVID-19	<ul style="list-style-type: none"> Facilitate OH & S meetings on time. (September, December, March, June) OH & S monthly check-ins with staff. Control traffic flow in school by having students walk down the right side of hallways. Ensure Wellness Coordinator is certified in Safe Food Handling. Control public access to building. No outside user groups will be allowed to use the building. All visitors to Gateway 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. All visitors and guests will be required to wear masks in the school. Plexiglass barrier for Admin Assistant, Library Tech. and kitchen window. Regular sanitization of desks and touch points in classrooms: <ul style="list-style-type: none"> - desks, door handles, etc. - regular hand washing and sanitization - every room has cleaning supplies 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. Admin will conduct mental health check-ins with staff on a regular basis. Admin will encourage staff to participate in NWSD Live Well activities. Disinfect any technology after use. (photocopier, staffroom appliances, telephones) A whiteboard system will be used for custodial requests. (cleaning, sanitizing supplies) 	Admin	Cleaning Supplies Online Self-Assessment Form	Unknown	Unknown
School Operations	Monitor Building Access PD for Teachers – TEAMS & Moodle Application	<ul style="list-style-type: none"> Guidelines for students and staff for at-home learning communicated and monitored 	Admin Staff	PD Webinars and Online Learning	Unknown	Unknown

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	IT	<ul style="list-style-type: none"> • Be transparent with staff about the possibility of redeployment according to SHA • Family Nutrition Support by Wellness Coordinator will follow SHA guidelines • Communication with staff will be fluent and ongoing. • Communication with SCC will follow regular parameters and will be fluent and ongoing • Communication with community will follow guideline established by NWSD <p>IT:</p> <ul style="list-style-type: none"> • Share devices with those students and families most in need (identified by student request, wellness coordinators and admin) • Library technician create a sign out for all devices. • IT Help Desk telephone support for staff. 				
Curriculum and Instruction	PD for teachers in online learning Teaching online expectations	<ul style="list-style-type: none"> • Teach students how to use Moodle and Teams at the start of the school year. • Explore methods to implement Arts, Phys Ed and other PAA courses. • Teachers are expected to be at school for instructional time. • All subject areas need to be addressed. • Expectation that all outcomes are taught and assessed with rigor. • Teachers/staff must be in contact with students daily. • RTI is ongoing 	Admin All Staff	Online Platforms and Applications	Unknown	Unknown
Student Services	Meet with Admin and Guidance Counselor to create plan	<ul style="list-style-type: none"> • 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. • Apply for emergency grants to assist families with nutritional needs. • Wellness Coordinator stays in contact with vulnerable students. • Weekly meetings with Admin., Guidance Counselor and Wellness Coordinator. • Online counselling provided for students as needed. • Mental Health PD for staff members and parents. • Provide contacts for community mental health supports. 	Admin SSST Wellness Coordinators	Funds for nutritional programming Online PD	Unknown	Unknown

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		<ul style="list-style-type: none"> • Staff mental health checks. • Therapy services will continue online if possible. <p>Reaching Out to Community Organizations:</p> <ul style="list-style-type: none"> • Apply for nutrition grants through organizations such as Breakfast for Learning, Breakfast Club of Canada, Child Nutrition Development Program, Door of Hope, etc. • Inform parents of programming through Positively Parenting. • Communicate with SHA as needed. 				
Transitions	Meet with Admin and Teachers to create video	<ul style="list-style-type: none"> • Create a virtual tour to orientate new students and introduce teachers and classes via social media • Parent orientation meeting in June on ZOOM for all Jubilee and Dorintosh transfer students. Invite receiving teachers to join meeting and introduce themselves. • Create and post a welcome video to school social media platforms. (June) • Communicate next year's teacher in June report card. • Create a re-entry/orientation plan to guide teachers on their first day back with students. • Host another ZOOM orientation meeting for all students, parents, and staff during the first week of school. • Grade 4/5 homeroom teacher virtual meeting to discuss transition of students from Jubilee to Gateway. (within first 2 weeks of school) 	Admin All Staff	Video Editing Software	Unknown	Unknown
Facilities	Meet with Custodial staff Custodian Expectations Equipment/Signage Needs	<p>Custodian Expectations:</p> <ul style="list-style-type: none"> • Adhere to SHA and NWSD guidelines. <p>Equipment/Signage Needs:</p> <ul style="list-style-type: none"> • Protective barriers upon request. • Foot traffic markings. • Door signage/Front Office signage/Hallway Signage. 	Admin School Staff Custodian Facilities Department	Cleaning Supplies Physical Barriers	Unknown	Unknown
Transportation	Delivery of Learning Packages	<ul style="list-style-type: none"> • Bus drivers to deliver learning packages to rural students • Learning packages for in-town and Flying Dust students will be picked up in front of the school using a staggered pick-up schedule. 	Admin School Staff Bus Drivers	No resources needed	Unknown	Unknown

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		<ul style="list-style-type: none"> Teachers will use a checklist to track learning package pick-up. Wellness Coordinator will touch base families who are not picking up their learning packages. 				
Communication	Timely Communication	<ul style="list-style-type: none"> Work closely with NWSD Communications Officer to send out timely information to parents. Repost social media updates from NWSD on school accounts. Keep school website up-to-date with COVID information. Letter to appropriate audience if there happens to be any positive confirmed cases. Follow protocol set out by SHA and NWSD. Educate families on staying home if sick. Classroom teachers are encouraged to communicate with families using the Remind app. 	Admin Admin Assistant Library Tech	No resources required	Unknown	Unknown