

# Fall 2020 Goodsoil Central School Reopen Plan

'Normal' Return to School With Masks (Phase 2)

What are the high-level actions for your school to address the problems or challenges associated with 'normal' resumption of school – as outlined, by department, in the NWSD Division Re-open Plan.

School Operations Areas of Concern:	Action Items	Deliverables
School Operations	<p>Ensure the health and safety of staff and students of Goodsoil Central School.</p> <p>Limiting Physical Contact</p>	<p>Mandatory Mask usage:</p> <ul style="list-style-type: none"> <li>• Masks are mandatory on buses for all K-12 students.</li> <li>• Masks are mandatory at school for all staff.</li> <li>• Masks are mandatory for students in Grades 3-12 in all areas where a 2 metre physical distancing cannot be maintained.</li> <li>• All visitors and guests to NWSD schools will be required to wear masks.</li> <li>• Students can expect to receive two reusable mask provided by the Division upon their return to classes. Disposable masks for use.</li> <li>• Parents are encouraged to provide additional reusable masks for their children if they choose.</li> <li>• Face Shields and masks will be used for staff and students in one-on-one instruction.</li> </ul>
School Day Procedures	<p>Meet and establish cleaning procedures and protocols set out by the NWSD Daily Cleaning Checklist</p>	<p>Frequent classroom cleaning and disinfecting of:</p> <ul style="list-style-type: none"> <li>• desks,</li> <li>• tables,</li> <li>• light switches,</li> <li>• doorknobs and other high touch areas</li> <li>• computers</li> <li>• each classrooms' playground equipment according to the procedures and protocols of the NWSD</li> </ul> <p>Frequent Cleaning of Bathrooms, Locker rooms, and the Gym</p> <ul style="list-style-type: none"> <li>• Gym equipment used will be cleaning and disinfected</li> <li>• Gym will take place outside whenever possible</li> <li>• The gym and the locker room will be cleaned and disinfected according to the NWSD protocols</li> </ul>
Before School Procedures	<p>Ensure the health and safety of all staff and students</p>	<ul style="list-style-type: none"> <li>• All staff members will complete a weekly self-assessment to verify the health of each staff member and substitute teachers before arriving at school.</li> </ul>

		<ul style="list-style-type: none"> <li>All staff members will teach and reinforce healthy hygiene.</li> <li>Ensure hand hygiene supplies are readily available in all classrooms and rooms in the building.</li> </ul>
	Train all teachers, staff and students: on proper handwashing.	<ul style="list-style-type: none"> <li>Train all teachers and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that social distancing is maintained. Discuss self-care with students.</li> </ul>
Busing	Limiting Physical Contact	<p><b><u>Plans for Busing:</u></b></p> <ul style="list-style-type: none"> <li>Masks will be required for all students travelling on buses.</li> <li>Students will have an assigned seat</li> <li>Students who live in the same household will be seated together</li> <li>Parents are advised to drive their children</li> <li>No guest ridership will be permitted</li> <li>Teach students drop-off and pick up procedures as well as school entry and dismissal procedures</li> <li>Buses will be sanitized following each run</li> <li>Communicate student behaviour and expectations to families and students</li> </ul> <p><b><u>Staggering Bus Arrival Times:</u></b></p> <ul style="list-style-type: none"> <li>Seats will be assigned and procedures for loading and unloading</li> <li>Staggered arrival times and loading times</li> <li>Ensure adequate distancing in loading/waiting Areas</li> <li>Specific classes will enter designated door</li> <li>Upon entry, students go immediately to homeroom with their backpacks.</li> <li>No free movement of student.in hallways</li> <li>Homeroom teachers will monitor classrooms.</li> </ul> <ul style="list-style-type: none"> <li>First Bus: Arrival Time: 8:40 am</li> <li>Second Bus: Arrival Time: 8:45 am</li> <li>Third Bus: Arrival Time: 8:50 am</li> <li>Town Students Arrival Time: 8:45 am – 8:55 am</li> </ul>
Supervision	Create Safe Plans For: Entry Ways	<p><b>Multiple entry doors for receiving students.</b></p> <ul style="list-style-type: none"> <li>Gym Doors Entrance: Grade 1 &amp; Grade 3 &amp; Grade 5 &amp; Grade 8 (32 students)</li> <li>Elementary Boot Room Doors: Kindergarten, Grade 2, &amp; Grade 4 &amp; Grade 6 &amp; Grade 7 (38 students)</li> <li>Playground East Doors: Grade 9 -12 Bus students (potentially 41 bus students)</li> <li>Parking Lot Doors: Town Students and Driving students (&gt;10 Students)</li> </ul>
Building Access	Limiting Access to the School	<p>Limit Traffic in the Building:</p> <ul style="list-style-type: none"> <li>There will be limited access to school by non-students and non-NWSD employees</li> <li>NWSD’s protocols and procedural signage will be provided at all entry doors.</li> </ul>

	Create plan for movement within the school:	<ul style="list-style-type: none"> <li>• School Expectations will be posted and communicated with parents through the NWSD Communication Officer and the NWSD Director.</li> <li>• All visitors to Goodsoil Central School must complete a contact tracing form</li> <li>• A QR code can be scanned to access the form</li> <li>• Visitors unable to complete the online form, a paper copy will be available at the G.C.S. office. An online copy will be completed by the school admin assistant for the visitor</li> <li>• In entry doors Incoming traffic will yield to outgoing traffic.</li> </ul>
Foot Traffic	Create plans for Hallway/Bathroom procedures: Limiting Physical Distancing	<p>Hallway Foot Traffic</p> <ul style="list-style-type: none"> <li>• Goodsoil Central Schools' hallways are 10 " wide. Staggered class change times will help with limiting physical distancing</li> <li>• Visual Cues will be used to restrict foot traffic down each wall with arrows.</li> <li>• Direction Flow: Try and keep traffic going in the same direction</li> <li>• Students will stay with their cohort (classmates) throughout the day and will only move to other classes using staggered bell times.</li> <li>• Students will follow the direction of flow (floor arrows)</li> <li>• Students will have limited access to lockers, and other rooms in the school</li> <li>• All staff and students will have masks in common areas, and in places where physical distancing cannot be achieved.</li> </ul> <p>Bathroom Procedures:</p> <ul style="list-style-type: none"> <li>• Limit the number of students in bathrooms</li> <li>• Release only one student at a time</li> <li>• Have hot, soapy water in classroom</li> <li>• Have scheduled check of bathrooms to ensure soap and paper towel supplies.</li> </ul> <p>Lockers:</p> <ul style="list-style-type: none"> <li>• Lockers will spread out from grades 5-12</li> <li>• Used for outer wear and lunches only</li> <li>• K-6: backpacks in lockers with supplies</li> <li>• Gr. 7-12 will carry their backpacks throughout the day</li> <li>• In classroom – desks/baskets with supplies</li> </ul> <p>Water Fountains:</p> <ul style="list-style-type: none"> <li>• Only water filling stations will be used</li> </ul>
Classroom Procedures:	Stay in Cohort/Grouping throughout the Day	<p>Cohorts are:</p> <ul style="list-style-type: none"> <li>• Kindergarten, Grade 1 and Grade 2</li> <li>• Grade 3 and 4</li> <li>• Grade 5 and 6</li> <li>• Grade 7, 8 and 9</li> </ul>

		<ul style="list-style-type: none"> <li>• Grade 10</li> <li>• Grade 11 and 12</li> </ul>
	Plans for safe gym classes	<p>Gym Class:</p> <ul style="list-style-type: none"> <li>• No contact sports</li> <li>• Playing and learning outdoors will be encouraged – weather permitting</li> <li>• Designated entry and exit doors will be used to promote physical distancing</li> <li>• Sharing of equipment is not recommended</li> <li>• Clear, procedures will be established for how phys. Ed equipment is used and stored</li> <li>• Locker room stair – students will need to yield until everyone is out.</li> <li>• Additional changing areas will be made available</li> </ul>
	Plans for safe band/music classes	<p>Band/Music Class:</p> <ul style="list-style-type: none"> <li>• Band classes have been divided into smaller groups of students</li> <li>• Band class will focus on guitars, percussion instruments, music theory rather than woodwind and brass instruments for semester one. It will be re-evaluated for semester two.</li> <li>• Music class will focus on boom cards, rhythm sticks, guitars</li> </ul>
Classroom Cleaning Protocols	Establish and implement a cleaning and disinfection plan according to Health Parameters and RPT Guidelines.	<p>Classroom Procedures:</p> <ul style="list-style-type: none"> <li>• Staff and students (gr. 3-12) will be required to wear a mask in commons areas and where social distancing isn't possible</li> <li>• After entering designated entry door, students will go directly to homeroom following arrows and direction of flow.</li> <li>• Personal Items from home will be limited.</li> <li>• Students within a class/split-class will stay together as a "cohort"</li> <li>• Staff, parents, and students will practice physical distancing.</li> </ul>
Classroom Routines	<p>Cohorting: (Staying with homeroom students)</p> <p>Limiting Physical Contact</p>	<ul style="list-style-type: none"> <li>• Teachers will plan for reducing physical contact activities (reducing clustering)</li> <li>• School Admin will meet with staff to review spacing in all classrooms.</li> <li>• Classrooms with desks will be in front-facing rows allowing for max. spacing</li> <li>• Classroom teacher and school admin will determine proper spacing for classrooms with tables.</li> </ul>
	<p>Hand Washing Protocols</p> <p>Determining Classroom Cleaning</p>	<ul style="list-style-type: none"> <li>• All staff will follow NWSD Cleaning Protocols for all classrooms, computer lab and the gym.</li> <li>• Classroom teachers will explain daily cleaning protocols and will be posted</li> <li>• Proper hand hygiene practices will be taught by classroom teachers and the Wellness Coordinator.</li> </ul>
	School/Class Organization Cleaning Procedures	<p>Hands will be washed:</p> <ul style="list-style-type: none"> <li>• Upon entry to a room,</li> <li>• Before a snack/lunch,</li> </ul>

		<ul style="list-style-type: none"> <li>• After a snack/lunch,</li> <li>• After bathroom use,</li> <li>• After sneezing or coughing or</li> <li>• After outdoor play.</li> <li>• Chairs, tables, desks, and high touch areas will be cleaned daily by staff, students and the school caretaker.</li> <li>• Staff and students will have their own hand sanitizer</li> <li>• Handwashing breaks will be scheduled.</li> <li>• Handwashing signs will be posted in classrooms, hallways, and bathrooms.</li> </ul>
	Procedures for Foods Service:	<p>Food Services:</p> <ul style="list-style-type: none"> <li>• No hot lunches or fruit baskets</li> <li>• No sharing of food or drinks</li> <li>• Hand washing before and after snacks &amp; lunch</li> <li>• Desks will be sanitized before and after</li> <li>• Microwaves will not be available for student use</li> <li>• No milk program</li> </ul>
Recess Procedures: Option 1	Create a plan for both recess and noon hour	<p><b>K-6 Recess:</b></p> <ul style="list-style-type: none"> <li>• Elementary students (K-6) will be having recess outside with physical distancing in their cohorts</li> <li>• Students will use their designated entry/exit doors</li> <li>• Teachers will be assigned to supervised designated cohorts/playground areas</li> <li>• Gym Doors Entrance: Grade 1 &amp; Grade 3 &amp; Grade 5</li> <li>• Elementary Boot Room Doors: Kindergarten, Grade 2, &amp; Grade 4 &amp; Grade 6</li> </ul> <p>10:38 - K/1/2 will be dismissed first for recess, using the appropriate entrance/exit doors.</p> <p>10:53 - K/1/2 will return to school and wash hands use elementary bathrooms</p> <p>10:40 - Gr.3/4/5/6 will be dismissed for recess</p> <p>10:55 - Gr. 3/4/5/6 will return for the recess bell and wash hands Gr ¾ use gym bathrooms, Gr 5/6 will be elementary bathrooms</p> <p>Designated playground areas will be assigned and rotated for use</p>
Option 2: Staggered Recess	Create a plan for staggered recesses if needed	<p>Option 2 will be a Staggered Recess</p> <p><b>Staggered Morning Recess:</b></p> <p>Grade K/1/2: 10:00 – 10:15 (25 students)</p> <p>Grade 3/4: 10:15 – 10:30 (20 students)</p> <p>Grade 5/6: 10:30 -10:45 (25 students)</p> <p><b>Staggered Afternoon Recess:</b></p>

		<p>Grade K/1/2: 1:45 – 2:00 (25 students)  Grade 3/4: 2:00 – 2:15 (20 students)  Grade 5/6: 2:15 – 3:00 (25 students)</p> <ul style="list-style-type: none"> <li>• All student supplies will be labelled and not be shared</li> <li>• Individual class recess equipment will be housed in a bin in the classroom</li> <li>• Hands will be washed before using student laptops</li> <li>• Hands will be washed before each new class, using the bathroom, sneezing etc.</li> <li>• Outside recess equipment will be cleaned daily</li> </ul>
	Hand Hygiene Procedures for after recess	<p>*** Elementary classes will use the elementary or gym bathrooms to wash hands before lunch hour  *** Gr. 7/8/9 Students will also have a designated area for outside time at lunch hour.  ***Gr 10-12 students will have a designated area outside as well.</p>
Lunch Hour Option 1	Noon Hour Procedure option 1	<p><b>All K-6 students – all students (70 students) outside with designated play areas and physical distancing (Additional Teacher/SCC Supervision)</b>  Students will have a staggered dismissal time for lunch hour and outside recess time.  K/1/2 – 11:55 (Outside dismissal – 12:15) ** Elementary Bathrooms  Gr. 3/4 -- 12:00 (Outside dismissal -- 12:18) ** Gym Bathrooms  Gr. 5/6 -- 12:05 (Outside dismissal – 12:20) ** Elementary Bathrooms  Gr. 7/8/9 – 12:08 pm ** Gym Bathrooms  Gr. 10/11 -- 12:08 pm  Gr. 12 -- 12:10 pm</p>
Lunch Hour Option 2	Noon Hour Procedure option 2	<p>Option 2: Staggered Lunch Hour  A Plan for a Staggered Lunch Hour has been developed and may be used if needed.  K/1/2 – 11:45 – 12:00 Lunch  12:00 – 12:20 Outside  Gr. 3/4 – 11:55 –12:10 Lunch  12:10 - 12:20 Outside  Gr. 5/6 – 12:05 -- 12:20 Lunch  12:20 -- 12:40 Outside</p>
After School Procedures	<p>Create a plan for Dismissal</p> <p>Students will be dismissed according to designated buses and bus seating plans</p>	<p>Students will remain in last period and will be dismissed according to Bus Seating Plan. Buses and loading zones will be spread out outside.  Teacher Supervisor will supervise loading of buses</p> <ul style="list-style-type: none"> <li>• 3:20 First Bus Loading (loading from back to front) – Closest to Hwy.26</li> <li>• 3:22 pm – Middle Bus – Middle Bus</li> <li>• 3:24 pm – Third Bus – Last Bus</li> </ul>

Limiting Shared Materials and Equipment	Library  Create a plan for Safe use of materials	Library: <ul style="list-style-type: none"> <li>• Limit borrowing books from the library</li> <li>• Students will use books from classroom libraries</li> <li>• Book will be exchanged on a bi-monthly basis to keep children's interests <ul style="list-style-type: none"> <li>• If needed, library books can be borrowed, but they will be limited to school use only and may be exchanged once a month</li> </ul> </li> <li>• Hands are washed before and after leaving the library</li> <li>• Students may create request lists and the Librarian will deliver these books</li> <li>• Travelling library</li> </ul>
Computer Room	Plans for all computer devices to ensure sanitation and safety of all students and staff  Plans for Computers and Computer Lab	Computer Lab/Laptop Devices: <ul style="list-style-type: none"> <li>• Physical Distancing will be used (students will be spaced at every 3 stations) total number 8 or 9 depending on guidelines</li> <li>• Use of hand sanitizer or hand washing required before touching and computer device</li> <li>• Assign a given device to the same students</li> <li>• Students will need to sanitize computer devices before and after use according to IT Department guidelines.</li> </ul>
	Create a place to limit sharing and physical distancing  Create a school plan for student supplies	<ul style="list-style-type: none"> <li>• Staff and students will not share materials, equipment, food or drink</li> <li>• All materials are to be labelled</li> <li>• All supplies will be labelled and will only be used by specified student</li> <li>• No hugging, handshakes, or high fives</li> </ul>
Communication	Create a plan for communication with the SCC, Parents, and the Community	SCC: <ul style="list-style-type: none"> <li>• Communicate School Plans with SCC</li> <li>• Continue to update SCC</li> </ul> Parents & Community: <ul style="list-style-type: none"> <li>• Communication from Division will be used to inform parents &amp; community</li> <li>• All communication will follow Division guidelines</li> <li>• Social media will be used to inform parents and the community.</li> </ul>
Sick students and staff	Create a plan for sick students and staff	Sick Students: <ul style="list-style-type: none"> <li>• Parents and students will assess their child using the Student Daily Self-Assessment before coming to school</li> <li>• The Health Flow Chart will be used outlining the steps that will be taken if a staff member or student exhibits symptoms as <i>AP 162-Appendix A</i></li> <li>• Student's "baseline" will also be considered (seasonal allergies etc.) when assessing symptoms.</li> <li>• Isolate student to the designated sick room (Principal's Office)</li> </ul>

		<ul style="list-style-type: none"> <li>• PPE will be used (gloves, face shield, and mask)</li> <li>• Home is contacted and the child leaves with parents</li> <li>• Deep cleaning and disinfecting the isolation area</li> </ul> <p>Sick Staff:</p> <ul style="list-style-type: none"> <li>• Staff will monitor themselves using the online Saskatchewan Self-Assessment Tool</li> <li>• Staff will stay home when they experience any symptoms</li> </ul>
School Staff	Discuss with staff that class assignments/roles may change in the next school year	<ul style="list-style-type: none"> <li>• The staff's teaching assignments may change</li> <li>• Staff may need to offer online classes</li> <li>• Staff may be "covering" for other staff when sick</li> <li>• Additional responsibilities will be assigned to staff</li> <li>• Additional supervision will be required</li> </ul>
IT	<p>Create a plan for social distancing in the computer lab</p> <p>Create hygiene laptop procedures</p> <p>Create cleaning protocols for computer use, photocopiers</p> <p>Computer PD Opportunities will be offered for staff</p> <p>Computer PD Opportunities may be available for parents</p>	<p>Computer Lab:</p> <ul style="list-style-type: none"> <li>• Physical Distancing will be used (students will be spaced at every 3 stations)</li> <li>• Assigned seating will be used for computer lab</li> <li>• Assigned laptops will be for all classes</li> <li>• Handwashing protocols will be used before and after use</li> <li>• Computers and photocopiers will be cleaned daily</li> <li>• Gr. 7-12 may bring their own device (laptops, iPads etc.)</li> <li>• School PD Plan will incorporate more professional development on the use of Teams</li> <li>• Use SBIF to help with in-class computer instruction</li> </ul> <p>Offer computer PD is available</p>
<b>Curriculum &amp; Instruction</b> <b>Areas of concern:</b>	<b>Action Items</b>	<b>Deliverables</b>
LIP Implementation	We will fully implement our LIP	<ul style="list-style-type: none"> <li>• Display LIP in the staff room and revisit goals in August collaboratively and throughout the school year</li> </ul>
Determine Learning Gaps	Students grades 1-12 will be pre-assessed in September using various checklists provided by division and RTI team to help determine the learning needed for each student	<ul style="list-style-type: none"> <li>• RTI Team will meet monthly</li> <li>• Pre-assessment checklists will be shared and created where necessary</li> <li>• Teachers will use collaboration time to discuss student needs and RTI goals</li> <li>• Additional minutes timetabled in core subjects of ELA and Math</li> <li>• Teachers will use the RTI template for tier 1, tier 2 and tier 3 interventions tracking</li> <li>• Individualized reading and math plans (learning plan)</li> <li>• Teachers will use guided instruction to help facilitate learning needs (reading, writing, math)</li> <li>• Teachers will use effective differentiation in whole group lessons</li> </ul>



Credits at risk due to midstream structural changes	We will try to accommodate the needs of our students by making choices in courses that will be able to be carried out during this uncertain time.	<ul style="list-style-type: none"> <li>• 10-12 PAA elective courses</li> <li>• Students who are compromised will be provided with home-based programming in the event they cannot attend school,</li> <li>• These families will need to be identified in September and arrangements will be made using Division personnel</li> </ul>
Building capacity for learning environment flexibility.	We will be prepared for our learning environment to change momentarily.	<ul style="list-style-type: none"> <li>• Take part in the division PD for blended and online learning so we can provide effective teaching in all contingency plans</li> <li>• Our School Website will be updated and linked staff webpages</li> <li>• The gym is available for band when necessary to create space for social distancing</li> <li>• Band classes will be playing guitar, percussion instruments and will be working on music theory and research.</li> </ul>
<b>Student Services Areas of Concern:</b>	<b>Action Items</b>	<b>Deliverables</b>
Mental Health of Staff	We will work to create a safe environment and working relationship with staff.	<ul style="list-style-type: none"> <li>• Meet with staff to discuss new procedures for staff and students</li> <li>• Make staff aware of resources and supports available and post in them in staff room</li> <li>• Make all staff aware of PD available (including bus drivers and EA's)</li> <li>• Back to school transitions, routines, procedures, check-ins will be discussed</li> <li>• Staff and student connections (we each make purposeful connections)</li> <li>• The Wellness Coordinator and Division Counsellors will be important resource people for students who need them</li> </ul>
Mental Health of Students	We will make ourselves aware of our students' mental health.	<ul style="list-style-type: none"> <li>• Educate students on new COVID procedures / routines / hand washing / socially distanced /no physical contact new gestures of welcome or excitement</li> <li>• Communicate with parents about plans for safety</li> <li>• Make all PD options available to staff via TEAMS</li> </ul>
First Day Back at School	We will create a safe and welcoming environment for the students to return to school.	<b>Orientation to School</b> <ul style="list-style-type: none"> <li>• Staff will go over first day expectations and protocols in August</li> <li>• During the first week of school, host virtual or small orientation/parent information sessions with families to allow them to tour the classroom briefly (20 minutes). After the first week, ask families to drop children off outside at the school entrance to be picked up by the teacher or Educational Assistant</li> <li>• Throughout the month of September to December, begin regularly contacting families through telephone, emails, Seesaw or on-line video meetings/teleconference calls</li> <li>• Host tutorials virtually with families to help them with using the technology that is integrated in classroom practices</li> </ul>

		<ul style="list-style-type: none"> <li>Teachers of Grades K-6 will spend the first part of their day welcoming students, going over routines and procedures, organizing supplies and building relationships with their new teacher</li> <li>Grades 7-12 will spend first period with homeroom teacher to talk about COVID school routines, transitions, dismissal, second period they will go to class (sharing circle)</li> <li>Reassure parents of first day back routine through communications</li> </ul>
Mentorship	Focus on Mentoring students and relationship-building.	<ul style="list-style-type: none"> <li>Focus on at-risk students during collaboration and at staff meetings.</li> <li>Track meaningful contacts (2 /week)</li> <li>Use social stories to discuss and address needs of students</li> <li>Health classes will address socio-emotional modules</li> <li>School staff will work together to create a shared understanding</li> <li>We will work on positive relationships and responsible decision-making school wide</li> </ul>
Students on IPP's	We will work with SSST to provide smooth transitions and supports for the students on IPP's.	<ul style="list-style-type: none"> <li>Pre assess students to help identify where they are at and the learning needs post supplemental learning and summer break</li> <li>Meet with families in a virtual format or conference call to review short term goals and update goals</li> </ul>
Students with health concerns and/or immune compromised	We will work with families to facilitate the learning for students with health concerns.	<ul style="list-style-type: none"> <li>Create a safety and accommodation plan in collaboration with parents</li> <li>Create a blended learning model for these families</li> <li>Make sure the student feels included in his/her classroom (virtually or physically)</li> </ul>
Supporting Professionals in Multiple Schools	GCS will work collaboratively and communicate effectively with professionals within the school division to ensure our environment is safe.	<ul style="list-style-type: none"> <li>The SSST room will be the locations for these professionals to work in.</li> <li>Charts will be posted to record who has worked there and the date (for contacting tracing)</li> <li>There will be cleaning supplies in both locations for disinfecting areas while professionals are in the building (in between working with students)</li> <li>Add these professionals to our School Team for them to post weekly or monthly when they plan to be in the building (OT, SLP, Learning Coach, Counsellor)</li> </ul>
Nutrition Programs	We will be suspending our nutrition programs until it is safe to reopen them.	<ul style="list-style-type: none"> <li>All SRC hot lunches will be suspended</li> <li>No fruit basket</li> <li>Microwaves have been removed</li> </ul>
Sick kids coming to school or getting sick at school	GCS will be diligent when working with a sick child.	<ul style="list-style-type: none"> <li>PPE will be provided / available for staff to use when working with a sick child</li> <li>An isolation room will be created (Principal's office) and PPE will be available for working with a sick child (gloves, masks)</li> <li>The Health Flow Chart (<i>AP 162 Appendix A</i>) will be followed; parents will be contacted immediately</li> <li>Staff members must wear proper PPE when supervising a sick individual</li> </ul>

		<ul style="list-style-type: none"> <li>The isolation area be cleaned and disinfected. All items should be removed from the area and stored in a sealed container for a minimum of 3 days.</li> <li>All staff must self-monitor for symptoms and use the online Saskatchewan Self-Assessment Tool.</li> </ul>
Students refusing to return to school	GCS will communicate with parents continuously to gain an understanding of what families are dealing with and make a plan for learning.	<ul style="list-style-type: none"> <li>Take attendance and make follow up calls for students are absent</li> <li>Provide Psychological First Aid for students and parents</li> <li>Plan appropriate interventions and accommodations</li> </ul>
Students on an FIP and work experience	We will offer work experience during term 2 with the help of businesses and health guidelines.	<ul style="list-style-type: none"> <li>Work with businesses to create a plan</li> <li>Consult with parents</li> <li>Implement a plan</li> <li>Staff will not provide personal transportation</li> </ul>
<b>Transitions Areas of Concern:</b>	<b>Action Items</b>	<b>Deliverables</b>
Transitions across the grades	Teachers at GCS will ensure students feel safe and secure to enter their new grade.	<p><b>August</b></p> <ul style="list-style-type: none"> <li>K-6 teachers will video their classroom and send a message to the incoming families to their grade the week before school</li> <li>All parents will be contacted by the school</li> </ul> <p><b>September</b></p> <ul style="list-style-type: none"> <li>Kindergarten students and one parent will have staggered orientation time on September 9 meeting with Kindergarten teacher.</li> <li>Procedures and routines will be discussed with Kindergartens at this time</li> <li>All Kindergarten students will begin on the next full Kindergarten day.</li> </ul>
<b>Transportation Areas of Concern:</b>	<b>Action Items</b>	<b>Deliverables</b>
Bus Registrations	Communicate with families in August to ensure the pickup locations are accurate.	<ul style="list-style-type: none"> <li>Contact all families to discuss register for busing to account for any relocations or missing contact information</li> </ul>
Assigned Seating	Bus drivers will create assigned seating for each bus in accordance with the guidelines from division.	<ul style="list-style-type: none"> <li>Identify any intensive needs requirements, including medical conditions that maybe exasperated by COVID conditions with the bus drivers</li> <li>Bus will be loaded back to front</li> <li>Families sit together</li> <li>Allow for as much space as possible in between families</li> <li>A copy of the seating plan will be placed in each bus</li> </ul>

Communication with Parents	When possible, parents will be asked to transport their children to school.	<ul style="list-style-type: none"> <li>No additional students or guest riders on the bus (sleepovers, birthday, grandparents)</li> <li>Parents will be asked to drive their children whenever it is possible for them to do so</li> </ul>
Recreational Travel	GCS will follow the guidelines in regards to recreational travel.	<ul style="list-style-type: none"> <li>No field trips or extra-curricular travel until further notice</li> </ul>
Cleaning & Sanitization	Proper sanitization of buses will be an expectation at GCS.	<ul style="list-style-type: none"> <li>Buses will be cleaned and sanitized between runs</li> <li>Bus drivers will be taking part in Professional Development on all new entry and cleaning procedures</li> </ul>
<b>Communications Areas of Concern:</b>	<b>Action Items</b>	<b>Deliverables</b>
Parent Communication	GCS will use the templates created by division to help keep our communication (language and message) consistent.	<ul style="list-style-type: none"> <li>Updated school supply lists sent home in the report cards in June</li> <li>Parents will be informed about the new school procedures and expectations</li> <li>Use templates provided by division to help communicate with parents during the year</li> <li>Regular communication with home will be a priority for all staff at GCS</li> <li>Discuss education on COVID-19 and how to prevent spread of germs</li> </ul>
<b>Early Years Areas of Concern:</b>	<b>Action Items</b>	<b>Deliverables</b>
Daily Hygiene and Safety Practices	Limit Social Contact	<ul style="list-style-type: none"> <li>Educate and establish consistent routines for proper hygiene practices and follow handwashing guidelines as outlined in the provincial health regulations and as explained in the ECERS-3 rating scale: <ul style="list-style-type: none"> <li>Children wash their hands when they enter the classroom;</li> <li>Before and after eating;</li> <li>After coming in contact with bodily fluids: after they blow their nose, cough or sneeze;</li> <li>After using the washroom; and,</li> <li>Before and after using sand/water/sensory bins and painting centres</li> <li>Additional option: have children wash their hands before and after learning centre times</li> </ul> </li> <li>Use hand sanitizer in extremely limited quantities when soap and water is not available</li> <li>Look for learning/teaching opportunities within the extra cleaning and hygiene routines (e.g., practice counting, singing rhymes and songs, following a sequence of steps/directions)</li> <li>Schedule in time at the end of the day for cleaning of frequently shared items – school supplies (e.g., take turns with EAs one takes the children outdoors, while the other cleans the shared materials)</li> <li>Schedule weekly cleaning of materials in learning centres on Fridays or as required</li> </ul>

		<p>throughout the week</p> <ul style="list-style-type: none"> <li>• Wear gloves when disinfecting tables and materials</li> <li>• Designate cleaning materials (e.g., bucket/pail, gloves, disinfectant, dish soap, vinegar) to a space in the classroom (e.g., on a shelf by the sink, in a cupboard) out of the way of children</li> <li>• Wash tables before and after snack and lunch times</li> <li>• Sweep or vacuum floors after snack and lunch times</li> <li>• Prioritize using soap and water and school cleaning solutions over disinfecting wipes</li> <li>• Stay within classrooms as much as possible and avoid having to go into other areas of the school</li> <li>• Stagger outdoor times</li> <li>• Ensure that Educational Assistant are aware of the hygiene and cleaning procedures and understand the adaptations to routines and instructional practices.</li> </ul>
<b>Extra Curricular Areas of Concern:</b>	<b>Action Items</b>	<b>Deliverables</b>
Extra curricular activities for students	Follow guidelines from SHSAA and Saskatchewan Health will used	<ul style="list-style-type: none"> <li>• Will be updated when guidelines are issued</li> <li>• School Sport will be promoted</li> <li>• Closed Pod Scrimmage and competition</li> </ul>

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

Functional Area (School Operations, Curriculum, Facilities, etc.)	Action Items	Deliverables
School Operations	Create a plan for: Supervision:	Enforce social distancing according SHA and RPT guidelines <ul style="list-style-type: none"> <li>• Social Distancing practices will need to be adhered to on the bus and in waiting areas</li> <li>• Parents advised to drive their children</li> </ul>
	Communication:	<ul style="list-style-type: none"> <li>• Communication with parents via Division documents via social media</li> <li>• Communication with Staff will need to be frequent and continuous</li> <li>• Communication with SCC will frequent and ongoing</li> <li>• Follow SHA guidelines for physical distancing</li> <li>• Reduced numbers of students in each room</li> <li>• Repurpose noninstructional places – hallway, music room, band room, PAA, gym</li> </ul>
	Physical Distancing:	<ul style="list-style-type: none"> <li>• Students will stay in the same cohort as much as possible</li> <li>• Stagger recesses, lunch hours</li> <li>• Limit movement of students</li> </ul>
	Movement within School:	<ul style="list-style-type: none"> <li>• Visual Cues: Restrict foot traffic down each wall with arrows.</li> <li>• Direction Flow: Try and keep traffic going in the same direction.</li> <li>• Limit students in bathrooms</li> </ul>
	Access to Buildings:	<ul style="list-style-type: none"> <li>• Utilized unused spaces</li> <li>• No user groups</li> <li>• Limit access to non-students and non-NWSD personnel</li> <li>• Parents will need to be masked and must complete tracking form</li> </ul>
	Role Changes for Staff:	<ul style="list-style-type: none"> <li>• Staff roles and teaching assignment may change</li> </ul>
	IT Create a plan for social distancing in the computer lab. Create hygiene laptop procedures. Create cleaning protocols for computer use, photocopiers.	Computer Lab: <ul style="list-style-type: none"> <li>• Physical Distancing will be used (students will be spaced at every 3 stations)</li> <li>• Assigned seating will be used for computer lab</li> <li>• Assigned laptops will be for all classes</li> <li>• Handwashing protocols will be used before and after use</li> <li>• Computers and photocopiers will be cleaned daily</li> <li>• Gr. 7-12 may bring their own device (laptops, iPads etc.)</li> </ul>
	Computer PD Opportunities will be offered for staff and may be available for parents.	<ul style="list-style-type: none"> <li>• School PD Plan will incorporate more professional development on the use of Teams</li> <li>• Use SBIF to help with in-class computer instruction</li> <li>• Offer computer PD if available</li> </ul>

Curriculum and Instruction	Create a plan to reduce class size and repurposing other classrooms.	<ul style="list-style-type: none"> <li>• Reduce class size according to SHA recommendations</li> <li>• Band room, music room and PAA Lab will be re-purposed for classroom space.</li> </ul>
	Discuss how RTI will be offered	<ul style="list-style-type: none"> <li>• Continue to delivery RTI (according to Division Expectations)</li> </ul>
	Create a schedule that accommodates class size restrictions	<ul style="list-style-type: none"> <li>• Students will attend on alternate days (K – 12)</li> <li>• Some classes may be offered online (electives)</li> <li>• Sun West School Division resources may be used to supplement instruction.</li> <li>• Assignments will be sent home for homebased day</li> <li>• Clear expectations for days at home</li> <li>• Students working from home will receive phone call check-ins to monitor academic progress, and social/emotional well-being</li> </ul>
Student Services	School-based Administrators will meet with SSST & Wellness Coordinator and Counsellors to discuss students on IIPs and students needing Mental Health supports	<ul style="list-style-type: none"> <li>• School Team will determine what needs are required</li> <li>• For personal interactions, conditions will be created to allow for the provision of supports within a safe and secure environment, (on or off site)</li> </ul>
	Anxiety of PPE for staff and students	<ul style="list-style-type: none"> <li>• Education</li> <li>• Social Stories</li> <li>• Modelling of staff</li> </ul>
	Team Meetings	<ul style="list-style-type: none"> <li>• Limit the number of people in attendance</li> <li>• Option of in person or online</li> <li>• Delay meetings</li> </ul>
	Students on an FIP and work experience	<ul style="list-style-type: none"> <li>• Work with businesses and parents to create a plan (job, travel, coach)</li> </ul>
Early Years	Physical / Social Distancing Practices	<ul style="list-style-type: none"> <li>• Group sizing according to health guidelines</li> <li>• Avoid activities that require clustering around a particular item or area</li> <li>• Consider modifying classroom configurations</li> <li>• Stagger breaks, entries, exits</li> <li>• Develop routine for pickup and drop off</li> <li>• Schedule movement in the school</li> </ul>
	Healthy hygiene behaviors and practices among young children	<ul style="list-style-type: none"> <li>• Educate students on proper hygiene practices</li> <li>• Establish Daily Routines and practice them</li> <li>• Age appropriate information about the virus in curriculum</li> <li>• Share information with parents</li> <li>• Schedule times to sanitize equipment, materials and toys (between breaks, groups, etc.)</li> </ul>

		<ul style="list-style-type: none"> <li>• Items/objects that cannot be effectively cleaned or disinfected daily or between classes will be removed for the time being</li> <li>• Where possible, toys and materials that promote group play in close proximity may need to be removed</li> <li>• Hand washing before and after use</li> <li>• Setting up individual cubbies or spaces for essential items (scissors, markers, crayons, etc.)</li> <li>• Scheduling of personnel to sanitize and clean</li> <li>• Establish clear protocols on bring materials in and out of the school / classroom</li> </ul>
	Integrity of the Program / Maintaining Child Friendly and Developmentally appropriate practices	<ul style="list-style-type: none"> <li>• Develop a clear plan for ensuring meaning child focused play and instructional activities in the context of social distancing.</li> <li>• Develop Literacy, Math, Play based learning kits for home use.</li> <li>• Move lessons and activities outdoors when possible.</li> <li>• Adapt curriculum and develop creative pedagogical practices to ensure playful learning.</li> <li>• Maintain the integrity of the program, Play and Exploration</li> <li>• Student-teacher contact time must be prioritized regardless of the delivery of the format.</li> </ul>
	Scheduling of classes	<ul style="list-style-type: none"> <li>• Depending on guidelines develop a schedule to have the maximum number of students attend.</li> <li>• Look for additional classroom space in the school if needed.</li> </ul>
Transitions	Across the grades	<ul style="list-style-type: none"> <li>• <b>August</b></li> <li>• K-6 teachers will video their classroom and send a message to the incoming families to their grade the week before school</li> <li>• Staff will communicate with their homeroom families about what to expect for the first day (where to drop off, what door to come through, etc.)</li> </ul>
	High needs student transferring into K (not definitive)	<ul style="list-style-type: none"> <li>• SSST will work with classroom teacher, parents and Division Personnel to help facilitate this process</li> <li>• Create a plan with reference to the social distancing and PPE that may be required</li> </ul>
Transportation	Busing	<ul style="list-style-type: none"> <li>• bus will be loaded back to front</li> <li>• families sit together</li> <li>• allow for as much space as possible in between families</li> <li>• a copy of the seating plan will be placed in each bus</li> <li>• no additional students or guest riders on the bus (sleepovers, birthday, grandparents)</li> <li>• Parents will be asked to drive their children whenever it is possible for them to do so</li> <li>• No field trips or extra-curricular travel until further notice</li> <li>• Buses will be cleaned and sanitized between runs</li> <li>• Bus drivers will be taking part in Professional Development on all new entry and cleaning procedures</li> </ul>



Communications		<ul style="list-style-type: none"><li>• Continue to use Division Templates</li><li>• School Website and School Facebook will continue to be used to communicate with parents</li></ul>
Extra-Curricular		<ul style="list-style-type: none"><li>• Extra-Curricular Teams and Clubs will operate under S.H.S.A.A. , Health and Division Guidelines</li></ul>

Contingency 2: Hybrid – not all students in building

Functional Area (School Operations, Curriculum, Facilities, etc.)	Action Items	Deliverables
School Operations	School Day	*information is the same as in 'normal' return to school
	School Staff	School Principals will create a plan to address the following: <ul style="list-style-type: none"> <li>• Role changes</li> <li>• Staff assignments</li> <li>• Staff duties</li> <li>• Manage staff attendance</li> <li>• Safety procedures (PPE)</li> <li>• Student supervision and social distancing expectations</li> <li>• Professional Development</li> <li>• Staff supervision process</li> </ul>
	Communication	School Principals will create a plan to communicate with the following groups: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> <li>• SCC</li> <li>• Community Stakeholders</li> </ul>
	IT	Computer Lab: <ul style="list-style-type: none"> <li>• Physical Distancing will be used (students will be spaced at every 3 stations) total number 8 or 9 depending on guidelines</li> <li>• Assigned seating will be used for computer lab</li> <li>• Assigned laptops will be for all classes</li> <li>• Handwashing protocols will be used before and after use</li> <li>• Computers and photocopiers will be cleaned daily</li> <li>• Gr. 7-12 may bring their own device (laptops, iPads etc.)</li> <li>• School PD Plan will incorporate more professional development on the use of Teams</li> <li>• Use SBIF to help with in-class computer instruction</li> <li>• Offer computer PD is available</li> <li>• Loan out devices where needed use IT Loan agreement</li> <li>• Ensure proper hand cleaning protocols and procedures when sharing devices</li> </ul>
Curriculum & Instruction	Most effective instruction	<ul style="list-style-type: none"> <li>• Younger students attend daily (K-6) in smaller home rooms, grade 7-12 learn remotely (rigorous online learning with Moodle) - training will be provided for staff on any new platform</li> </ul>

		<ul style="list-style-type: none"> <li>• To accommodate an increased number of elementary rooms, some classes may be housed in other NWS D schools and some teachers may have a teaching reassignment</li> <li>• Explicit teaching and instruction would be provided by the teachers</li> <li>• Teachers would be responsible for monitoring progress, assessing and evaluating student learning, assigning grades, provide learning supports, including RTI</li> </ul>
Early Years	Scheduling K Teachers	<ul style="list-style-type: none"> <li>• Follow Health and Ministry Guidelines</li> <li>• Develop online lessons with teachers</li> <li>• Allot time and staff in the schedule to deliver online learning if needed.</li> <li>• Possible filming of lessons and sharing with families.</li> <li>• Continue to develop paper packages for those that need them.</li> </ul>
	Intensive needs students	<ul style="list-style-type: none"> <li>• Staff will not enter a private residence or provide personal transportation.</li> <li>• Alternate spaces and locations.</li> <li>• Virtual option</li> <li>• Schedule online sessions</li> <li>• Survey families to determine what they might need to complete online learning.</li> </ul>
	Equity	<ul style="list-style-type: none"> <li>• Continue with division to load devices if needed.</li> <li>• Paper packages will still need to be developed.</li> <li>• Create PD for parents to learn the online platform.</li> <li>• Work with community agencies to provide support with home visits.</li> <li>• Online delivery of paraprofessional services (OT, Speech)</li> </ul>
Transitions	Across the grades	<ul style="list-style-type: none"> <li>• The school will communicate to the families what this process will look like.</li> <li>• Each teacher can contact their homeroom families to provide guidance.</li> </ul>
Transportation	Busing	<ul style="list-style-type: none"> <li>• bus will be loaded back to front</li> <li>• families sit together</li> <li>• allow for as much space as possible in between families</li> <li>• a copy of the seating plan will be placed in each bus</li> <li>• no additional students or guest riders on the bus</li> <li>• parents will be asked to drive their children whenever it is possible for them to do so</li> <li>• no field trips or extra-curricular travel until further notice</li> <li>• buses will be cleaned and sanitized between runs</li> <li>• bus drivers will be taking part in Professional Development on all new entry and cleaning procedures</li> </ul>
Communications		<ul style="list-style-type: none"> <li>• Continue to use Division Templates</li> <li>• School Website and School Facebook will continue to be used to communicate with parents</li> </ul>

Extra Curricular		<ul style="list-style-type: none"><li>• Extra Curricular Teams and Clubs will operate under S.H.S.A.A., Health and Division Guidelines</li></ul>
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Contingency 3: Distance/Remote Learning

Functional Area (School Operations, Curriculum, Facilities, etc.)	Action Items	Deliverables
School Operations	School Day	Principals will create a plan to address the following: <ul style="list-style-type: none"> <li>Guidelines and expectations for students and staff for at home learning (Learning Packages)</li> <li>Monitor building access</li> </ul>
	School Staff	School Principals will create a plan to address the following: <ul style="list-style-type: none"> <li>Role changes</li> <li>Staff assignments</li> <li>Staff duties</li> <li>Manage staff attendance</li> <li>Safety procedures (PPE)</li> <li>Student supervision and social distancing expectations</li> <li>Professional Development</li> <li>Staff supervision process</li> </ul>
	Communication	School Principals will create a plan to communicate with the following groups: <ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents</li> <li>SCC</li> <li>Community Stakeholders</li> </ul>
	IT	<ul style="list-style-type: none"> <li>Additional Training for staff will be offered for staff</li> <li>Cleaning and Disinfecting guidelines of the NWSD IT will be followed.</li> <li>Use of hand sanitizer</li> </ul>
Curriculum & Instruction	Efficient utilization of professional staff	Reallocating staff to address the learning needs in a maximally efficient way, may include: <ul style="list-style-type: none"> <li>Small learning cohorts</li> <li>Teams plus personal check in</li> <li>Grade 10-12 students potentially draw from multiple schools (Moodle would be the platform)</li> </ul>
	Device Access / Internet access	Loaner devices Subsidies for satellite internet for low income families USB learning resources and telephone check ins (daily K-6, weekly 7-12)
	Timely Intervention	Division wide RTI plan Teaching and paraprofessional staff may be assigned to for intervention caseload defined by student or skill

	Curriculum Compliance	All outcomes are to be taught and assessed with rigour, even if instructional time allocations are flexible.
	Learning not conducive to Distance Learning	Schools are encouraged to explore creative and safe ways to implement PAA, Phys. Ed, and Arts Ed in a manner that is both distance and education friendly and safe.
Student Services	Assessment and therapy for students on IPP's	<ul style="list-style-type: none"> <li>• Identify students needs</li> <li>• As a team, identify best way to provide services (school/office, online or delay)</li> <li>• Update IPP to reflect supports and safety plan</li> <li>• Formal plan must be developed</li> <li>• Ensure staff and student safety</li> <li>• Detail specialized therapies</li> <li>• Identify lead staff member</li> <li>• Identify staff required and their role</li> <li>• Identify location, time, appropriate lengths of engagement</li> <li>• Outline family and student requirements</li> <li>• Summarize a follow up strategy</li> <li>• Sanitize after each session</li> <li>• Follow CMHO safety orders</li> <li>• No student with compromised immunity –staff or student, if at anytime there is concern, the process will be reviewed and service must be stopped</li> <li>• Students who are currently being considered for an IPP considered for specialized therapy, professional assessment and unique transitions</li> </ul>
	Mental Health of students and counselling services	<ul style="list-style-type: none"> <li>• meet regularly as a team to discuss students needs (WC, Counsellor, SSST, Administration)</li> <li>• Identify best way to provide services in-person, online or delay</li> <li>• Sanitize after each session</li> </ul>
	Students on an FIP and work experience	<ul style="list-style-type: none"> <li>• Staff will not provide transportation</li> <li>• Delay services if a plan cannot be implemented safely</li> </ul>
Early Years	Integrity of the Program/ Maintaining Child Friendly and Developmentally appropriate practices	<ul style="list-style-type: none"> <li>• A combination of virtual lessons with learning kits could go home</li> <li>• Develop daily schedules for student learning and share with parents and students</li> <li>• Identify key elements for focus on for the programs</li> <li>• Student-teacher contact will be a priority</li> <li>• Teacher will have a consistent online course design</li> <li>• Teacher will have an opportunity to view exemplars of instructional resources</li> </ul>
	Capacity for teachers	<ul style="list-style-type: none"> <li>• Allow time for our K Teacher to meet and discuss techniques and platforms that they use</li> <li>• Consider one platform (Seesaw)</li> </ul>

		<ul style="list-style-type: none"> <li>• Attend any PD from division</li> <li>• Survey families to determine what they might need to complete online learning.</li> </ul>
	Equity	<ul style="list-style-type: none"> <li>• Continue with division to load devices if needed.</li> <li>• Paper packages will still need to be developed.</li> <li>• Create PD for parents to learn the online platform.</li> <li>• Work with community agencies to provide support with home visits.</li> <li>• Online delivery of paraprofessional services (OT, Speech)</li> </ul>
	Communication with Parents	<ul style="list-style-type: none"> <li>• Regular scheduled (weekly or more) communication plan for parents.</li> </ul>
Transitions	Across the grades	<ul style="list-style-type: none"> <li>• Develop a communication plan</li> <li>• Develop a virtual re-entry or orientation plan</li> </ul>
	Teacher Capacity	<ul style="list-style-type: none"> <li>• Attend online delivery PD</li> <li>• Collaborate with teachers across NWSD through teams</li> </ul>
Transportation		<ul style="list-style-type: none"> <li>• Delivery of Learning Packages and Route Plans will be discussed with the Transportation Department</li> <li>• Learning Packages will be compiled to adhere to Health and Division Guidelines</li> <li>• Bus Drivers will be contacted.</li> </ul>
Communications		<ul style="list-style-type: none"> <li>• Communication will continue via templates from NWSD</li> <li>• School Admin will continue using the GCS website and GCS Facebook</li> </ul>