

FALL 2020 SCHOOL RE-OPEN PLAN



'Normal' Return to School

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

School: GAES						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Mental Health PD	Create plan to address Staff Mental Health	<ul style="list-style-type: none"> Amend staff PD plan to include Mental Health topics. Weekly check-ins with staff Share Mental health resources 	Principal, Wellness Coordinator	Time at staff meetings	August 2020	Ongoing
OH&S	Tape to support Social Distancing in the school	<ul style="list-style-type: none"> Before school begins GAES will ensure that tape and devices are in place to support social distancing guidelines from SHA (admin. Assistant desk/librarian desk) 	Principal Maintenance	Tape and Devices	August 2020	August 2020
	Social Distancing	<ul style="list-style-type: none"> Before school begins GAES will ensure that procedures are in place to follow social distancing guidelines from SHA GAES will educate staff, students, parents and visitors on above procedures prior to commencement of school via phone, email, webpage, newsletter, and social media During the first week of school staff will ensure that students understand, practice, and follow above social distancing procedures 	Principal Staff	Time to present information and education for staff, students, parents, and visitors	August 2020	Ongoing
	Access to Facility	<ul style="list-style-type: none"> All visitors will be required to wear a mask and sign in at the office and indicate the date of visit, name, time, location visited within the facility and sign out time. We will track student access through regular means of attendance and contact home when a student is absent Will document reason for student and staff absents like we normally do 	Admin Assistant	Sign in sheet	August 2020	Ongoing

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	Food Handling	<ul style="list-style-type: none"> Staff and students will follow safe food handling procedure provided by SHA 	Principal Staff Wellness Coordinator	PD Cleaning products and practice in procedures	August 2020	Ongoing
	OH&S Meeting	<ul style="list-style-type: none"> OH&S will meet once a week to monitor progress of plan and make adjustments as needed 	OH&S Staff	Time allocated to meet	August 2020	Ongoing
	School PPE	<ul style="list-style-type: none"> Procedures follow SHA requirements and regulations Gr. 3-8 will be required to wear a mask when social distancing is not possible (Hallways/Classrooms/Common Areas) All students traveling on the bus will be required to wear a mask All staff will be required to wear a mask when social distancing is not possible (Hallways/Classrooms/Common Areas) 	Principal Staff Wellness Coordinator	PD on proper mask wearing, cleaning, and removal for all staff and students 2 reusable masks will be provided for all Staff and students	September 2020	Ongoing
School Operations	School Day	<ul style="list-style-type: none"> School day plan: <ul style="list-style-type: none"> -Cohort students (Cohort # 1 k-4/Cohort 2 5-8) -supervision (before/recess/noon/after school) staggered schedule for cohorts (k-4 at normal bells/4-8 after) -staggered entrances separate for grades k-2 (Front door), 3-4(Right Rear Door), 5-8 (Left Rear Door) -bussing (refer to bussing plan) -building access (refer to OH&S) -extra-curricular (cancelled) -follow social distancing rules in classrooms, hallways, washrooms (washroom pass at office to reduce #'s), field trips (cancelled), and assemblies (virtual announcements, Video Teams) -learning package guidelines (same as distance learning) -masks worn by all staff and all students grades 3-8 when social distancing is not possible (hallway, busses, ect.) -all students wear masks on bus Above plan will follow SHA guidelines for social distancing 	Principal		August 2020	Ongoing

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	School Staff	<ul style="list-style-type: none"> GAES principal will address, monitor and adjust staff role changes, assignments, duties, and safety procedure prior to the start of the school year Address the above through meeting (face to face/teams), emails, and phone calls 	Principal	Time to meet in person, virtually, and by phone	August 2020	Ongoing
	Food Services	<ul style="list-style-type: none"> Principal and wellness coordinator will collaborate in developing a plan for deliveries prior to the start of the year The plan will align with SHA rules and guidelines 	Principal Wellness Coordinator		August 2020	Ongoing
	Communication	<ul style="list-style-type: none"> Communication with staff, students, parents, SCC, and community stakeholder will be done through phone, email, website, social media, and newsletter 	Principal Staff		August 2020	Ongoing
Curriculum & Instruction	LIP	<ul style="list-style-type: none"> Fully implement LIP 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
	Learning Gaps	<ul style="list-style-type: none"> Preassessment of literacy and numeracy (F&P/Math Screens) during the 2 weeks of school RTI in place in each classroom with support from SSST if pullouts and planning are needed (Follow school RTI plan) Timetable flexibility to focus on gaps in literacy and numeracy Adjust PAA time to allocate extra time for ELA and Math 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
	Instructional Time	<ul style="list-style-type: none"> Reallocation of instructional time to focus on ELA and RTI 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing

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IT	Sharing of Equipment in Labs including teaching stations (Keyboards, Mice, lab printer, headphones)	<ul style="list-style-type: none"> Clean hands on entry and exit Clean equipment daily based on industry standard practice Assign students to specific computers to limit exposure and possible contact tracing (seating assignments) 	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	Ongoing
	Sharing of Laptops including cloudbooks (blue cart), student laptops (red cart) and staff loaner laptops.	<ul style="list-style-type: none"> Clean hands before and after use Clean equipment daily based on industry standard practice Assign students to specific computers to limit exposure and possible contact tracing Have a clearly defined process for tracking these device assignments 	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	Ongoing
	Interactive touch surfaces like smartboards and interactive TV's including their peripherals like pens and eraser	<ul style="list-style-type: none"> Clean hands before and after use Clean equipment daily based on industry standard practice 	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	Ongoing
	Shared Staff desktops and peripherals including but not limited to Keyboard, mouse, projector remote, document camera)	<ul style="list-style-type: none"> Clean hands before and after use Clean equipment daily based on industry standard practice 	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	Ongoing
	High traffic touch surfaces on Photocopiers and printers	<ul style="list-style-type: none"> Clean hands before and after use Clean equipment daily based on industry standard practice 	School Staff Facilities Dept	Adequate cleaning supplies in an easily accessible location in accordance with WHMIS standards	Sept 2020	Ongoing
Student Services	Staff Mental Health	<ul style="list-style-type: none"> During staff meetings prior to the start of school Develop sense of belonging with staff (pg. 11 stage 2 School Re-Entry) and staff check in (Covid-19 Impact Scale pg. 19 School Re-Entry) Consult with counsellor before doing Covid-19 Impact Scale Go through available resources/supports/pd with staff 	Principal	School Re-entry: https://www.nactatr.com/news/files/01GuideRe-Entry.pdf Psychological First Aid: http://www.nactatr.com/files/2020NACTATR-PFA.pdf STF Wellness Service: https://www.stf.sk.ca/pension-benefits/teacher-well-being SK Mental Health Services: https://cmha.ca/branches/saskatchewan-division Psychological First Aid Self Care https://myrc.redcross.ca/en/home-course-details/HS-self-care Dr. Carrington online course	June 2020	Ongoing

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	Student Mental Health	<ul style="list-style-type: none"> • Reach out to Community Organizations (RCMP/SS/MH) • Consult with counsellor about Family Dynamics Chart pg. 27 School Re-Entry • Implement Trauma Informed and Resilient Schools (greeting classroom at entry, body breaks, wellness check-ins every morning prior to learning) • Educate students about Covid-19 and Social distancing measures, hygiene, sanitizing and new routines • Covid 19 education for staff, students and parents • Let staff know about parent communication pd • Remember stressed brains cannot learn 	Principal Wellness coordinator SSST	<p>School Re-entry: https://www.nactatr.com/news/files/O1GuideRe-Entry.pdf Trauma Informed and Resilient Schools Document Trauma Informed and Resilient Schools Webinar: https://starr.org/product/trauma-informed-resilient-schools/ Children of Trauma and Resilience Webinar https://starr.org/product/children-of-trauma-and-resilience/ Psychological First Aid: http://www.nactatr.com/files/2020NACTATR-PFA.pdf Psychological First aid Caring for Others Course: https://myrc.redcross.ca/en/home-course-details/HS-caring-for-others Nurturing Resilience Portal Blackboard: https://www.edonline.sk.ca/webapps/blackboard/content/listContent.jsp?course_id=_3444_1&content_id=_86591_1&mode=reset Referral Forms Dr. Carrington online course Mental health Workers</p>	August 2020	Ongoing
	First Day back	<ul style="list-style-type: none"> • Plan to decrease anxiety: <ul style="list-style-type: none"> -Safety & Building Preparation (physical setting set up for social distancing, signage, staggered recess dismissal, designated cohorts, designated points of entry and exit, staggered classroom transitions to bathroom) -outline safety guidelines in accordance with SHA guidelines with staff (expectations) -Meet with staff prior to first day to discuss plan and possible issues students face with regards to Covid 19 -Communicate plans and work done with parents -Spend time teaching students' new habits with physical distance and expectations in the school -Restore normalcy through routines and structure in the classroom • Allow time for students to catch up with peers (1st hour of first day) 	Principal Teaching Staff Wellness Coordinator EA	<p>School Re-entry: https://www.nactatr.com/news/files/O1GuideRe-Entry.pdf</p>	June 2020	Ongoing

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		<ul style="list-style-type: none"> Communicate regularly with home about plans for learning and SHA guidelines and procedures via phone, in person, email, social media 				
	Students on IIPs	<ul style="list-style-type: none"> Updated assessments may be required Re-engage with families to review short-term transition plans and to update goals Team teaching CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. Clean and disinfect diapering stations after each use. Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). <p>It may not be possible to support all students with intensive needs in-person due to health and safety guidelines</p>	SSST Administrators	CLEVR Shor-term Transition plans template (on Teams) Gloves	August 2020	ongoing
	Nutrition Program	<ul style="list-style-type: none"> Follow safe food handling preparation and delivery guidelines School-supplied food should be delivered directly to the classroom. Students should eat lunches in their classrooms. Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use Students are not allowed to participate in food preparation. 	Wellness Coordinator Principal	SHA Food Safety https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/re-open-saskatchewan	Sept 2020	Ongoing
	Sick Kids	<ul style="list-style-type: none"> Contact parents immediately Isolation room (Principal Office) If a separate room is not available, the student needs to be kept at least two 	Administrators WCs Classroom teachers Caretakers	AP162	Sept 2020	Ongoing

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		<p>metres away from other students and staff.</p> <ul style="list-style-type: none"> • If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child and should try to avoid contact with the student's respiratory secretions. • Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days. • All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool. 	Maintenance Sept 2020 ongoing			
	Student Refusal to Return to School	<ul style="list-style-type: none"> • Contact home • Provide mental health support if needed or wanted • Accommodate student needs, mental health, and learning (Distant Learning Opportunities) 	Principal Teacher Admin Assistant Wellness Coordinator	Mental Health PD Distant Learning PD Time for planning	Sept 2020	Ongoing
	Students with health concerns and/or immune compromised	<ul style="list-style-type: none"> • Create a safety and accommodation plan in collaboration with parents • CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. • Clean and disinfect diapering stations after each use. • Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). 	Classroom teachers Administrators SSSTs Supporting Professional	Safety plan template	August 2020	ongoing

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		Specialized places for instruction for students with compromised immunity should make every effort to ensure students feel included and safe.				
	Team Meeting	<ul style="list-style-type: none"> Limit number of people in attendance Option of in-person or online Delay meetings 	Admin SSST SS department IT		Sept 2020	ongoing
	Mental Health (Staff/Students)	<ul style="list-style-type: none"> PD plan include Training staff to be trauma informed in order to assess, identify and respond to trauma Create learning environments that are as close to normalcy as possible while ensuring protection where children play and learn. 	Principal SSST Wellness Coordinator Teaching Staff EA Student Services	Nurturing Resilience Documents Trauma informed Schools Kevin Cameron	June 2020	November 2020
Early Childhood Education						
	Academic Delays	<ul style="list-style-type: none"> Develop or utilize pre-assessments School teams' meetings RTI 	Principal SSST Wellness Coordinator Teaching Staff EA Student Services	EYE TA testing Formative/summative assessments Ministry Documents	June 2020	October 2020
	Cognitive and Social Emotional Delays	<ul style="list-style-type: none"> School Team meetings with Student Services Team members Develop Individual plans to meet the needs of the students (IIPs) Allocate staff accordingly (WC/SSST/EA) Develop strategies for students to learn to self-regulate. 	Principal SSST Wellness Coordinator Teaching Staff EA Student Services	Ministry Documents Professional Development	June 2020	October
	Managing a sick child or staff member	<ul style="list-style-type: none"> Monitor Symptoms (AP162) Use Covid-19 Health Questionnaire to determine student/staff Send staff or student home when sick based on above questionnaire process Share procedure and questionnaire with staff, students and parents 	Principal SSST Wellness Coordinator Teaching Staff EA Student Services	On Site COVID-19 Health Questionnaire Develop Guidelines AP 162	June 2020	August 2020

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		<ul style="list-style-type: none"> Keep sick children and staff separate from well children and staff until they can be sent home (Sick room created in office) Follow Staff/Student symptoms flow chart (AP 162) 	Communications Officer HR Maintenance Facilities			
	Healthy hygiene behaviours and practices among young children	<ul style="list-style-type: none"> Educate students on proper hygiene practices through games Establish Daily Routines and practice them Age appropriate information about virus in curriculum. Share information with parents. Scheduling times to Sanitize equipment, materials and toys (between breaks, groups etc.) Items/objects that cannot be effectively cleaned/disinfected daily or between classes should be removed for the time being Where possible, toys and materials that promote group play in close proximity may need to be removed Hand washing before and after use Setting up individual cubbies or spaces for essential items (scissors, markers, crayons etc. Scheduling of personnel to sanitize and clean Establish clear protocols on bringing materials into and out of schools/classrooms	Communications Officer Facilities Ministry Maintenance School Staff	Extra Cleaning Supplies Communication Documents Health Guidelines	June 2020	July 2020
Facilities						
	Water fountains	Water fountains are acceptable with proper procedures for disinfecting or hand washing (push button touch point and bubbler with possible mouth contact – frequent disinfecting with designated product with a rinse to follow.) Recommend the use of personal water bottles.	Maintenance – custodial, School	SHA Guidelines, signage and custodial scheduling	June 2020	August 2020
	PAA cleaning and disinfecting	<ul style="list-style-type: none"> School staff/students will be provided with proper cleaning procedures and 	School and Custodial Staff	SHA Guidelines - EIG	Now – custodial responsibilities.	Ongoing

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		materials – space should be cleaned and disinfected after each use (stoves, cooking equipment, saws, hand tools etc.). Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc.			School staff/students will be Aug/Sept.	
	Bell schedules	<ul style="list-style-type: none"> If bell schedules are needing to be adjusted, we can support schools as needed. All schools have programmable TOA devices. 	Maintenance - school	SHA Guidelines, EIG, School requirements	June 2020	Aug 2020
	Provide cleaning supplies for every room	<ul style="list-style-type: none"> Provide adequate amounts of disinfectant, towelling etc. 	Maintenance, custodial - school	SHA Guidelines - EIG	June 2020	Aug 2020
	Speciality disinfecting – i.e. Kindergarten toys, playground equipment, gym equipment	<ul style="list-style-type: none"> Separate toys into individual bins to limit the requirement for disinfecting. If toys need to be traded, they will need to be disinfected by staff. Playground will not be disinfected, and students will be required to wash their hands after use. Gym equipment will need to be disinfected by staff /students after use 	School - Custodial	SHA Guidelines - bins	June 2020	August 2020
	Restrict building access	<ul style="list-style-type: none"> Ensure all exterior door locks are operational – main door will need to have signage and protocols listed. 	School, Maintenance - Custodial	SHA Guidelines - signage	June 2020	August 2020
	Staff Training	<ul style="list-style-type: none"> Ensure all staff have full understanding of cleaning/disinfecting process. Ensure they are fully trained in proper use of cleaner(s) and disinfectant. 	Rick - School	SHA Guidelines – EIG, WHMIS 15 certificate	June 2020	August 2020
	OH&S Meeting	<ul style="list-style-type: none"> Ensure schools utilize their OH&S Committee to share any Health & Safety concerns they may have with NWSD. 	School – Facilities - Rick	OH&S Requirements	Now	Ongoing
	Protective barriers – Secretary, Librarian etc.	<ul style="list-style-type: none"> Protective barrier, signage, lines have been placed throughout the school (Refer to Map). Barrier for front office Admin Assistant PPE for staff (gloves and mask for 2 staff members) 	Maintenance - school	SHA Guidelines – equipment/materials	June 2020	August 2020

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	Bus Registrations	<ul style="list-style-type: none"> Families reregister for busing to account for any relocations or missing contact information. Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions. 	Transportation Schools Student Services	Bus Request Forms Advertising	Now	First week August
Transportation						
	Parents will be encouraged to transport their own children, where possible	<ul style="list-style-type: none"> Transportation to daycare 	Transportation Schools	Communication to families regarding changes	August 2020	Ongoing
	Recreational travel requiring vehicles, such as field trips, is not permitted at this time	NWSD cannot provide transportation for special events, work experience, or PAA	Transportation Schools	Communication to families regarding changes	August 2020	Ongoing
	School Plans for Return	<ul style="list-style-type: none"> Template to support: School-level communications plan for plan to return to school 	Kaitlin Principals		Now	August 2020
Communications						
	Education about school precautions	<ul style="list-style-type: none"> Regular communication home about expectations for school, education on COVID, how to prevent spread of germs messages shared through division and school channels 	Kaitlin Principals	Provincial/SHA guides	Now	Ongoing

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



School: GAES						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Mental Health PD	Plan to address Staff Mental Health	<ul style="list-style-type: none"> Amend staff PD plan to include Mental Health topics. Weekly check-ins with staff Share Mental health resources 	Principal, Wellness Coordinator	Time at staff meetings	August 2020	Ongoing
OH&S	Tape to support Social Distancing in the school	<ul style="list-style-type: none"> Before school begins GAES will ensure that tape and devices are in place to support social distancing guidelines from SHA (admin. Assistant desk/librarian desk) 	Principal Maintenance	Tape and Devices	August 2020	August 2020
	Social Distancing	<ul style="list-style-type: none"> Before school begins GAES will ensure that procedures are in place to follow social distancing guidelines from SHA GAES will educate staff, students, parents and visitors on above procedures prior to commencement of school via phone, email, webpage, newsletter, and social media During the first week of school staff will ensure that students understand, practice, and follow above social distancing procedures All staff and students, grade 3-8 will be required to wear masks when social distancing is not possible We will encourage all students k-2 to also wear masks when social distancing is not possible 	Principal Staff	Time to present information and education for staff, students, parents, and visitors	August 2020	Ongoing
	Access to Facility	<ul style="list-style-type: none"> All visitors will be required to sign in at the office and indicate the date of visit, name, time, location visited within the facility and sign out time (for contact tracing) All visitors are required to wear masks when entering building We will track student access through regular means of attendance and contact home when a student is absent Will document reason for student and staff absents like we normally do Staff required to complete daily self assessment and send to Principal before they enter the building 	Admin Assistant	Sign in sheet	August 2020	Ongoing

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	Food Handling	<ul style="list-style-type: none"> Staff and students will follow safe food handling procedure provided by SHA 	Principal Staff Wellness Coordinator	PD Cleaning products and practice in procedures	August 2020	Ongoing
	OH&S Meeting	<ul style="list-style-type: none"> OH&S will meet once a week to monitor progress of plan and adjust as needed 	OH&S Staff	Time allocated to meet	August 2020	Ongoing
	School PPE	<ul style="list-style-type: none"> Procedures follow SHA requirements and regulations Gr. 3-8 will be required to wear a mask when social distancing is not possible (Hallways/Classrooms/Common Areas) All students traveling on the bus will be required to wear a mask <p>All staff will be required to wear a mask when social distancing is not possible (Hallways/Classrooms/Common Areas)</p>	Principal Staff Wellness Coordinator	PD on proper mask wearing, cleaning, and removal for all staff and students 2 reusable masks will be provided for all Staff and students	September 2020	Ongoing
School Operations	School Day	<ul style="list-style-type: none"> School day plan: <ul style="list-style-type: none"> -Cohort students (Cohort # 1 k-4/Cohort 2 5-8) supervision (before/recess/noon/after school) staggered schedule for cohorts (k-4 at normal bells/4-8 after) -staggered entrances separate for grades k-2 (Front door), 3-4(Right Rear Door), 5-8 (Left Rear Door) -bussing (refer to bussing plan) -building access (refer to OH&S) -extra-curricular (cancelled) -follow social distancing rules in classrooms, hallways, washrooms (washroom pass at office to reduce #'s), field trips (cancelled), and assemblies (virtual announcements, Video Teams) -learning package guidelines (same as distance learning) -masks worn by all staff and all students grades 3-8 when social distancing is not possible (hallway, busses, ect.) -all students wear masks on bus Above plan will follow SHA guidelines for social distancing 	Principal		August 2020	Ongoing

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	School Staff	<ul style="list-style-type: none"> GAES principal will address, monitor and adjust staff role changes, assignments, duties, and safety procedure prior to the start of the school year Address the above through meeting (face to face/teams), emails, and phone calls 	Principal	Time to meet in person, virtually, and by phone	August 2020	Ongoing
	Food Services	<ul style="list-style-type: none"> Principal and wellness coordinator will collaborate in developing a plan for deliveries prior to the start of the year The plan will align with SHA rules and guidelines 	Principal Wellness Coordinator		August 2020	Ongoing
	Communication	<ul style="list-style-type: none"> Communication with staff, students, parents, SCC, and community stakeholder will be done through phone, email, website, social media, and newsletter 	Principal Staff		August 2020	Ongoing
Curriculum & Instruction	Social Distancing 2m	<ul style="list-style-type: none"> students will be in classroom cohorts (K-2/3-4/5-8) P.E in gym/outside with social distancing guidelines from SHA and SHA PE Guidelines Hallways need to stay clear, but when not possible students and staff will practice social distancing especially when going to lockers and or bathroom Use outdoors as much as possible for classroom teaching (GAES Outdoor classroom) 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
	Learning Gaps	<ul style="list-style-type: none"> Preassessment of literacy and numeracy (F&P/Math Screens) during the 2 weeks of school RTI in place in each classroom with support from SSST if pullouts and planning are needed (Follow school RTI plan) Timetable flexibility to focus on gaps in literacy and numeracy Cancel PAA time to allocate extra time for ELA and Math 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
	Instructional Time	<ul style="list-style-type: none"> Reallocation of instructional time to focus on ELA and RTI 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
Student Service	Anxiety of Staff and Students if PPEs are needed	<ul style="list-style-type: none"> Education Social Stories 	Admin SSSTs WCs Classroom teachers	See through masks Social Stories	Sept 2020	Ongoing

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				(examples shown in Teams)		
	Students on IIPs	<ul style="list-style-type: none"> Updated assessments may be required Re-engage with families to review short-term transition plans and to update goals Team teaching CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. Clean and disinfect diapering stations after each use. Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). <p>It may not be possible to support all students with intensive needs in-person due to health and safety guidelines</p>	SSST Administrators	CLEVR Shor-term Transition plans template (on Teams) Gloves	August 2020	ongoing
	Students with health concerns and/or immune compromised	<ul style="list-style-type: none"> Create a safety and accommodation plan in collaboration with parents CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. Clean and disinfect diapering stations after each use. Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). Specialized places for instruction for students with compromised immunity should make every effort to ensure students feel included and safe. 	Classroom teachers Administrators SSSTs Supporting Professional	Safety plan template	August 2020	ongoing
	Teams Meeting	<ul style="list-style-type: none"> Limit # of ppl attending meeting Offer small face-face meetings 	Principal Staff SSST IT SS	IT training when needed Internet Devices	Sept 2020	Ongoing

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Early Childhood Education	Intensive Needs Students	<ul style="list-style-type: none"> Schedule online sessions 	Student Services Superintendent School Teams	Computers Guidelines	September 2020	Ongoing
	Scheduling K Teachers	<ul style="list-style-type: none"> Follow Health and Ministry guidelines Develop online lessons with teachers who have the capacity to do so. Allot time and staff in schedule to deliver online learning if need be. Possible Filming of lessons and sharing with families. Continue developing paper packages for those that want them. 	Principal Teaching Staff EA Wellness Coordinator	Computers Cameras PD Division Developed Learning Kits	June 2020	Ongoing
	Equity	<ul style="list-style-type: none"> Survey families to determine what they might need to complete online learning. Continue with division plan to loan devices to families if needed Paper packages will still need to be developed. Create PD for parents to learn online platform Work with community agencies (KidsFirst, ECS) to help support families Online delivery of paraprofessional services (Speech, OT) 	Principal Teaching Staff EA Wellness Coordinator IT PD Terry Student Services	Computers PD Develop Survey Questions	June 2020	Ongoing
IT	Social distancing in labs (H design)	<ul style="list-style-type: none"> Tiered and row structured labs (elevated extended horizontal H design) could be utilized at a significantly reduced capacity allowing for 1 user per side utilizing every second tier/row. For example, a 3-row lab could effectively accommodate 4 users independent of the actual number of stations in order to maintain social distancing and avoid close contact in isles. This could be adjusted as distancing rules evolve Masks worn when social distancing is not possible Follow hand cleaning guidelines and equipment cleaning guidelines 	IT, Facilities, School Staff		Sept 2020	Ongoing
	Social distancing in labs (Perimeter)	<ul style="list-style-type: none"> Standard perimeter labs could be utilized at a reduced capacity. Standard lab desktop spacing is 32" meaning there would need to be 2 empty workstations between every user. For a standard lab of 25 you would have stations 1,4,7,10,13,16,19,22,25 available for use (9 of 25). 	IT, Facilities, School Staff		Sept 2020	Ongoing

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		<ul style="list-style-type: none"> This could be adjusted as distancing rules evolve 				
	Social distancing in labs (Dual L & T)	<ul style="list-style-type: none"> Dual L & T labs could also be utilized at reduced capacity. The back-to-back design creates a barrier (via monitor) between users on opposite sides of the counter. Spacing between users would be the same as H design. This could be adjusted as distancing rules evolve 	IT, Facilities, School Staff		Sept 2020	Ongoing
	Social distancing at print/scan/copy locations	<ul style="list-style-type: none"> A procedure will need to be in place to ensure safe distancing for staff and students 	IT, School Staff		Sept 2020	Ongoing
Facilities	Number of students in school rooms	<ul style="list-style-type: none"> We will need to follow social distancing rules – reduce the number of students in each room where necessary, remove unnecessary items (couches, soft chairs, carts etc.). May need to utilize unused spaces along with community rentals. 	School, Maintenance and custodians	SHA Guidelines - EIG recommends limiting contact with younger children.	June 2020	August 2020
	Locker usage	<ul style="list-style-type: none"> Restrict use – use backpacks for day to day materials. If lockers are to be used, then strategic placement of students will need to occur to meet social distancing requirements. Provide spaced out locker where school cohorts will share a cluster of lockers to promote social distancing. 	School	SHA Guidelines	June 2020	August 2020
	Foot traffic control	<ul style="list-style-type: none"> Set up, a barrier, signage, lines throughout the school (Refer to Map). Barrier for front office Admin Assistant 	School - Maintenance – custodial staff	SHA Guidelines – Plans needed to order materials	June 2020	August 2020
	Maintenance Schedules	<ul style="list-style-type: none"> Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions. 	Maintenance - school	SHA Guidelines - Facility scheduling	Now	Ongoing
Transportation	Support bus families learning from home	<ul style="list-style-type: none"> Deliver learning packages Students follow social distancing guidelines when possible and wear masks when not possible (Gr. 3-8) Encourage K-2 students to wear mask on bus when social distancing is not possible 	Transportation HR Schools	Work from home assignment	Sept 2020	June 2021
Communications	Announcing Positive Cases	<ul style="list-style-type: none"> Letter to appropriate audience about positive confirmed case in school community Follow Staff/Student Symptom flow chart and guidelines provided by SHA 	Communications Officer HR, Sr Admin, Principal	LAFOIP & SHA Guidelines	As needed	Ongoing

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		<ul style="list-style-type: none">• Provide an isolation room (Principal's office to isolate those with symptom until they can leave the building)				

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Contingency 2: Hybrid – not all students in building



School: GAES						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Mental Health PD	Create plan to address Staff Mental Health	<ul style="list-style-type: none"> Amend staff PD plan to include Mental Health topics. Weekly check-ins with staff Share Mental health resources 	Principal, Wellness Coordinator	Time at staff meetings	August 2020	Ongoing
OH&S	Tape to support Social Distancing in the school	<ul style="list-style-type: none"> Before school begins GAES will ensure that tape and devices are in place to support social distancing guidelines from SHA (admin. Assistant desk/librarian desk) 	Principal Maintenance	Tape and Devices	August 2020	August 2020
	Social Distancing	<ul style="list-style-type: none"> Before school begins GAES will ensure that procedures are in place to follow social distancing guidelines from SHA GAES will educate staff, students, parents and visitors on above procedures prior to commencement of school via phone, email, webpage, newsletter, and social media During the first week of school staff will ensure that students understand, practice, and follow above social distancing procedures When social distancing is not possible all staff and students 3-8 will be required to wear masks 	Principal Staff	Time to present information and education for staff, students, parents, and visitors	August 2020	Ongoing
	Access to Facility	<ul style="list-style-type: none"> All visitors will be required to sign in at the office and indicate the date of visit, name, time, location visited within the facility and sign out time (for contact tracing) All visitors will be required to wear a mask when entering the building We will track student access through regular means of attendance and contact home when a student is absent Will document reason for student and staff absents like we normally do 	Admin Assistant	Sign in sheet	August 2020	Ongoing
	Food Handling	<ul style="list-style-type: none"> Staff and students will follow safe food handling procedure provided by SHA 	Principal Staff Wellness Coordinator	PD Cleaning products and practice in procedures	August 2020	Ongoing

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	OH&S Meeting	<ul style="list-style-type: none"> OH&S will meet once a week to monitor progress of plan and adjust as needed 	OH&S Staff	Time allocated to meet	August 2020	Ongoing
	School PPE	<ul style="list-style-type: none"> Procedures follow SHA requirements and regulations Gr. 3-8 will be required to wear a mask when social distancing is not possible (Hallways/Classrooms/Common Areas) All students traveling on the bus will be required to wear a mask <p>All staff will be required to wear a mask when social distancing is not possible (Hallways/Classrooms/Common Areas)</p>	Principal Staff Wellness Coordinator	PD on proper mask wearing, cleaning, and removal for all staff and students 2 reusable masks will be provided for all Staff and students	September 2020	Ongoing
School Operations	School Day	<ul style="list-style-type: none"> School day plan: <ul style="list-style-type: none"> -Cohort students (Cohort # 1 k-4/Cohort 2 5-8) -supervision (before/recess/noon/after school) staggered schedule for cohorts (k-4 at normal bells/4-8 after) -staggered entrances separate for grades k-2 (Front door), 3-4(Right Rear Door), 5-8 (Left Rear Door) -bussing (refer to bussing plan) -building access (refer to OH&S) -extra-curricular (cancelled) -follow social distancing rules in classrooms, hallways, washrooms (washroom pass at office to reduce #'s), field trips (cancelled), and assemblies (virtual announcements, Video Teams) -learning package guidelines (same as distance learning) -masks worn by all staff and all students grades 3-8 when social distancing is not possible (hallway, busses, ect.) -all students wear masks on bus Above plan will follow SHA guidelines for social distancing 	Principal		August 2020	Ongoing
	School Staff	<ul style="list-style-type: none"> GAES principal will address, monitor and adjust staff role changes, assignments, duties, and safety procedure prior to the start of the school year Address the above through meeting (face to face/teams), emails, and phone calls 	Principal	Time to meet in person, virtually, and by phone	August 2020	Ongoing

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		<ul style="list-style-type: none"> All staff will be required to complete a Daily Self Assessment and send it to the principal prior to entering the building 				
	Food Services	<ul style="list-style-type: none"> Principal and wellness coordinator will collaborate in developing a plan for deliveries prior to the start of the year The plan will align with SHA rules and guidelines 	Principal Wellness Coordinator		August 2020	Ongoing
	Communication	<ul style="list-style-type: none"> Communication with staff, students, parents, SCC, and community stakeholder will be done through phone, email, website, social media, and newsletter 	Principal Staff		August 2020	Ongoing
Curriculum & Instruction	LIP	<ul style="list-style-type: none"> Fully implement LIP 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
	Learning Gaps	<ul style="list-style-type: none"> Preassessment of literacy and numeracy (F&P/Math Screens) during the 2 weeks of school RTI in place in each classroom with support from SSST if pullouts and planning are needed (Follow school RTI plan) Timetable flexibility to focus on gaps in literacy and numeracy Cancel PAA time to allocate extra time for ELA and Math 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
	Instructional Time	<ul style="list-style-type: none"> Reallocation of instructional time to focus on ELA and RTI 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
IT	Device Availability	<ul style="list-style-type: none"> We will not have enough physical devices to support both an in-school learning environment and an at home learning environment. Work with schools to begin planning for device equity and identify gaps and challenges Look at postponing Desktop replacement and invest in laptops 	IT, Curriculum, Finance	Laptops and equipment	Sept 2020	Ongoing

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Student Services	IIP	<ul style="list-style-type: none"> Regular communication with home and all personnel involved to student IIP Determine plan in collaboration via teams, email, phone Accommodate plan and communication based on student needs 	Principal SSST Teachers EA SS	IT Devices Internet	Sept 2020	Ongoing
Transitions	Teacher Capacity	<ul style="list-style-type: none"> Program online delivery PD Collaboration and online TEAMS meetings with colleagues PD in LMS and Teams PD in distance learning 	Principal	PD Platform Summary of promising practices for delivery of program	September 2020	Ongoing
Facilities	Exception – student spacings (desks etc.).	<ul style="list-style-type: none"> Look to utilize unused classrooms – If High Schools are closed then space elementary students into the high school rooms, etc. May free up specialty rooms for use. 	School	SHA Guidelines	June 2020	August 2020
Transportation	Support bus families learning from home	<ul style="list-style-type: none"> Deliver learning packages Students follow social distancing guidelines when possible and wear masks when not possible (Gr. 3-8) Encourage K-2 students to wear mask on bus when social distancing is not possible 	Transportation HR Schools	Work from home assignment	Sept 2020	June 2021
Communications	Parent Communication	<ul style="list-style-type: none"> Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID 	Kaitlin School Admin	Updated Phase guidelines	June 2020	Ongoing

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Contingency 3: Distance/Remote Learning



School: GAES						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Mental Health PD	Create plan to address Staff Mental Health	<ul style="list-style-type: none"> Amend staff PD plan to include Mental Health topics. Weekly check-ins with staff Share Mental health resources 	Principal, Wellness Coordinator	Time at staff meetings	August 2020	Ongoing
OH&S	Tape to support Social Distancing in the school	<ul style="list-style-type: none"> Before school begins GAES will ensure that tape and devices are in place to support social distancing guidelines from SHA (admin. Assistant desk/librarian desk) 	Principal Maintenance	Tape and Devices	August 2020	August 2020
	Access to Facility	<ul style="list-style-type: none"> All visitors will be required to sign in at the office and indicate the date of visit, name, time, location visited within the facility and sign out time. No students in building Will document reason for student and staff visitabsents like we normally do 	Admin Assistant	Sign in sheet	August 2020	Ongoing
	OH&S Meeting	<ul style="list-style-type: none"> OH&S will meet once a week to monitor progress of plan and adjust as needed 	OH&S Staff	Time allocated to meet	August 2020	Ongoing
School Operations	School Day	<ul style="list-style-type: none"> Student will not be in the building 	Principal		August 2020	Ongoing
	School Staff	<ul style="list-style-type: none"> GAES principal will address, monitor and adjust staff role changes, assignments, duties, and safety procedure prior to the start of the school year Address the above through meeting (face to face/teams), emails, and phone calls 	Principal	Time to meet in person, virtually, and by phone	August 2020	Ongoing
	Food Services	<ul style="list-style-type: none"> Principal and wellness coordinator will collaborate in developing a plan for deliveries prior to the start of the year The plan will align with SHA rules and guidelines 	Principal Wellness Coordinator		August 2020	Ongoing
	Communication	<ul style="list-style-type: none"> Communication with staff, students, parents, SCC, and community stakeholder will be done 	Principal Staff		August 2020	Ongoing

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		through phone, email, website, social media, and newsletter				
Curriculum & Instruction	LIP	<ul style="list-style-type: none"> Implement LIP via distance learning Distance Learning Plan that is rigorous online/package learning (Teams/Email/Paper Packages/ Phone/Video/Multimedia and Online resources) 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
	Learning Gaps	<ul style="list-style-type: none"> Preassessment of literacy and numeracy (F&P/Math Screens) during the 2 weeks of school RTI in place for distance learning Timetable flexibility to focus on gaps in literacy and numeracy Cancel PAA time to allocate extra time for ELA and Math 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
	Instructional Time	<ul style="list-style-type: none"> Reallocation of instructional time to focus on ELA and RTI Provide families with creative ways to explore PE, PAA, and Art 	Principal Teaching staff EA Wellness coordinator	Co-construct LIP To fit needs of students Meeting time to assess and reflect on LIP in September	August 2020	Ongoing
IT	Device Availability	<ul style="list-style-type: none"> Postpone desktop rollout Invest budget dollars in additional laptops to create a more agile device plan 			Sept 2020	Ongoing
	Privacy Impact Assessments	<ul style="list-style-type: none"> Online resources need to be evaluated for LAFOIP compliance before being utilized by staff and students 	School Staff, Curriculum, IT, Privacy Officer	Curriculum and IT need to work closely to rev	Sept 2020	Ongoing
	Collection of equipment at year end	<ul style="list-style-type: none"> There needs to be a well-defined process to track devices and device assignments There needs to be well defined procedures in place to cover loss and damage 	School Staff, IT		Sept 2020	Ongoing
	Equity	<ul style="list-style-type: none"> Survey families to determine what they might need to complete online learning. Continue with division plan to loan devices to families if needed Paper packages will still need to be developed. Create PD for parents to learn online platform Work with community agencies (KidsFirst, ECS) to help support families 	Principal K Teacher EA Wellness Coordinator IT PD SSST IT PD	Computers PD Develop Survey Questions	June 2020	Ongoing

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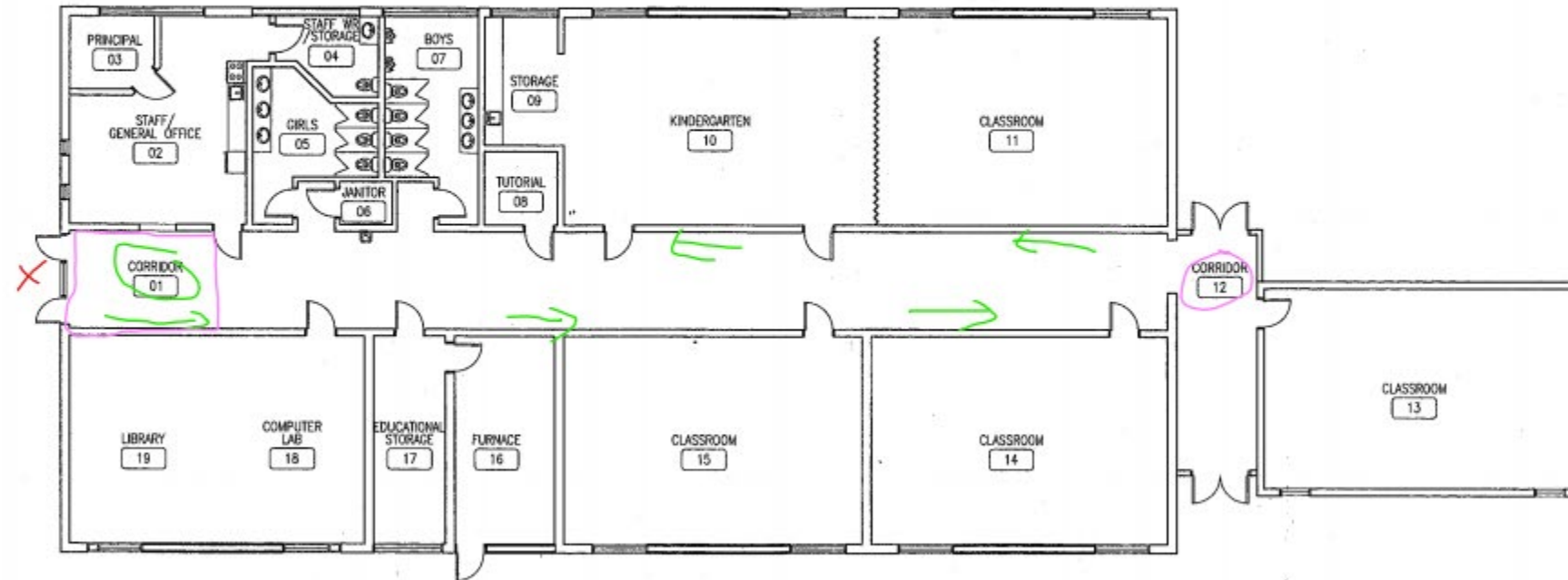
		<ul style="list-style-type: none"> Online delivery of paraprofessional services (Speech, OT) 	Terry Student Services			
	Communication with Parents	<ul style="list-style-type: none"> Develop regularly scheduled, weekly or more, communication plan for parents. 	All	Communication Plans	June 2020	Ongoing
	Teacher Capacity	<ul style="list-style-type: none"> Program online delivery PD Collaboration and online TEAMS meetings with colleagues. 	Principal GAES Staff	PD plan	June 2020	August 2020
Facilities	Cleaning & Disinfecting	<ul style="list-style-type: none"> Follow same procedures that are currently being used. Ensure all rooms that have been utilized by staff are thoroughly cleaned and disinfected. Continue with proper cleaning of all common areas and disinfecting of all touch points. 	Facilities and Custodial/schools	SHA Guidelines	Now	Ongoing
Transportation	Delivery of Learning Packages	<ul style="list-style-type: none"> Make route plans to deliver sanitized packages in the most effective way possible. (Large number of packages per bus being delivered) 	Transportation Schools	Sanitized packages	Now	June 2021
Communications	Parent Communication	<ul style="list-style-type: none"> Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID 	Communications Officer School Admin	Updated Phase guidelines	June 2020	Ongoing

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Facilities: Foot Traffic Control



O - 2way O - Yield X - Stop



1 MAIN FLOOR PLAN: EXISTING
1:150

- Green - 10' wide corridor, allows 2-way traffic. Classroom and washroom exit into corridor will need to yield to traffic. Traffic will need to be tight to the walls when passing others.
- Pink - yield areas - portable corridor is only 8' - so traffic will need to yield as needed. This could be as simple as turning back to wall until others pass along against wall. Reception area - if someone is standing there yield or change of traffic flow may need to occur.
- Red - stop, main entrance should have a stop sign to ensure public etc. are reading the new protocols/rules and ensure no one else is already waiting at the front counter.