

FALL 2020 SCHOOL RE-OPEN PLAN



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

'Normal' Return to School

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

School: Hillmond Central School						
Functional Area School Operations	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations						
Before School Procedures	<p>Stagger bus drop-off (only let one bus unload at a time, the next bus doesn't unload until all the kids have entered the building.)</p> <p>All students will be required to wear a mask on the bus at all times.</p>	<ul style="list-style-type: none"> • Signage on doors/entrances/parking lots • Schedule of times for drop off 	Transportation Dept., Bus Drivers, Principal, School Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	September 2020	Ongoing
	<p>Entrances – assign entrances and exits by grade</p> <p>All students from grade 4-12 and staff will be required to wear a mask. K-3 students are encouraged to wear a mask</p> <p>All visitors and guests to Hillmond School must wear a mask</p>	<p>Signage needed for the doors</p> <ul style="list-style-type: none"> • Students can expect to receive one reusable mask provided by the Division upon their return to classes. We will also have disposable masks for use. Parents are encouraged to provide additional reusable masks for their children if they choose. 	Maintenance, Administration	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	September 202	Ongoing
	Once students enter the building immediately sanitize hands, place shoes/boots on racks, and go to your classroom and wash hands	<ul style="list-style-type: none"> • Room/desk assignments • Handwashing supplies 	Administration Classroom teachers	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines Handwashing supplies	September 2020	Ongoing
	Assigned seating – each room will have a seating plan so that each student has a designated area.	Seating plans have to be created and shared with entire school staff	Principal, classroom teachers, school staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines Desk cleaning supplies	September 2020	ongoing
	Lockers – will not be used, students will be required to take all materials with them to their room	No lockers will be used. Locks on the locker doors	Administration, school staff	Health Parameters RPT Guidelines	September 2020	ongoing

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				Primary and Secondary Education Institution Guidelines locks		
	Only essential materials needed for learning will be permitted in the building (no outside toys, stuffed animals, pillows, blankets)	SHA guidelines Message/note home	School Office personnel, entire school staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	September 2020	Ongoing
	All visitors to NWSD buildings must complete a COVID self-assessment (assessable through QR code) prior to entering the building and are required to wear a mask inside the building at all times. Plus, visitors must use hand sanitizer once entering the building <ul style="list-style-type: none"> All doors will be locked except the main door 	<ul style="list-style-type: none"> Signage SHA guidelines Message/note home Online form Hand sanitizer 	Maintenance School Office personnel, entire school staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	September 2020	ongoing
	Parents are to drop off their child(ren) at the designated area (bottom of the stairs) and the student will enter the building	<ul style="list-style-type: none"> Signage SHA guidelines Message/note home 	Maintenance, School Office personnel, entire school staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	September 2020	ongoing
	Entering and exiting – people entering the building will have to wait for people exiting the building	<ul style="list-style-type: none"> Signage SHA guidelines Message/note home 	Maintenance, School Office personnel, entire school staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	September 2020	ongoing
	Forms – (registrations, health, class, etc.) digital copies are preferred, however, paper copies will be accepted. Students will be required to bring paper forms to their homeroom teacher.	<ul style="list-style-type: none"> SHA guidelines Message/note home 	School Office Personnel, Classroom teachers, Support Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	September 2020	ongoing
	Breakfast Program – individually packaged (granola bars, yogurt, etc.) will be handed out by an EA wearing gloves and masks going classroom to classroom)	<ul style="list-style-type: none"> SHA guidelines Message/note home 	SSST Admin WC, EAs	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	ongoing

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				Menu items list		
	Daily self assessments – families will be provided with a self-assessment guide to review at home every morning prior to school. Students experiencing any systems must stay home.	<ul style="list-style-type: none"> Self-assessment guide 	<ul style="list-style-type: none"> NWSD admin, school admin, all school staff 		August 2020	ongoing
Recess	<p>Altered schedules and cohorts to reduce the number of contacts between classmates and staff</p> <ul style="list-style-type: none"> Increase supervision to move students in and out of areas as quickly as possible – boot rooms, washrooms, and “common” classrooms On playground students will play with only other students from the classroom/cohort. Student groups will cycle between spots on the playground to allow them to play with a variety of different things. Proper hand sanitization will be stressed prior to returning to the classroom. Schedules will be created for the above 	<ul style="list-style-type: none"> Recess supervision schedules 	Administration, Teachers	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	ongoing
Noon Hour	Students and staff are going to be required to eat in the classrooms	<ul style="list-style-type: none"> SHA guidelines Message/note home 	Admin, Teachers, Support Staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	ongoing
	No microwaves available (Staff and Students) – do not bring lunches that have to be heated	<ul style="list-style-type: none"> SHA guidelines Message/note home 	School staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	ongoing
	<p>Altered schedules and cohorts to reduce the number of contacts between classmates and staff</p> <ul style="list-style-type: none"> Increase supervision to move students in and out of areas as quickly as possible – boot rooms, washrooms, and “common” classrooms On playground students will play with only other students from the classroom/cohort. Student groups will cycle between spots on the playground to allow them to play with a variety of different things. Proper hand sanitization will be stressed prior to returning to the classroom. Schedules will be created for the above 	<ul style="list-style-type: none"> Noon-hour supervision schedule 	Admin Teachers	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	ongoing

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	<p>Washrooms for students – limit of 2 people in the washroom at a time.</p> <ul style="list-style-type: none"> Teachers will be given bathroom passes to hand out. Students going to the bathroom will have to place/sick their pass on the exterior of the bathroom door. To indicate that the washroom is occupied. 2 passes per bathroom. Thus, if you see that the bathroom has two passes on it. The student will have to wait outside until someone exits Bathroom passes will be sanitized upon return 	Signage	School staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	August 2020	ongoing
	<p>Gym washroom – limit of 5 students at a time</p> <ul style="list-style-type: none"> Will be monitored/supervised by gym teacher 	Signage	Gym teachers School staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	August 2020	ongoing
	Lunch Program – individually packaged cold items, pre-ordered and delivered to the students in their classroom	Lunch order forms	Admin SSST EAs WC	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	ongoing
	Students that do not go outside will be required to stay in their classroom during the lunch hour		Admin, School staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	ongoing
After School Procedure	Students will be dismissed by bus. Once one bus is loaded the next group can go.		Admin School staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	ongoing
	Parent pick-up. Parents must call/email the office. Office will inform the student/teacher to get ready to leave. Student will exit in the building and meet their parent in the pick-up zone	Signage	Maintenance Admin School staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	August 2020	ongoing

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Building Access	Essential personnel permitted only – Hillmond Staff, students, and NWSD staff.	Signage	Maintenance Admin School staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	August 2020	ongoing
Hallway procedures	Hallways will be clearly marked to direct student traffic	Signage	Maintenance Admin School staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	August 2020	Ongoing
	Individuals entering the building will have to wait for people exiting.	Signage	Maintenance Admin School staff	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines signage	August 2020	Ongoing

‘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:						
Functional Area (Curriculum and Instruction)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Curriculum & Instruction						
LIP Implementation	Full Implementation of LIP	LIP	Principal, Superintendent, School staff	PD NWSD Literacy Team NWSD Math Team, Learning Coaches Admin, SSST, entire school staff	August 2020	ongoing
Determining Learning Gaps	F&P test students in the fall to get baseline data to guide instruction	F&P testing	Admin SSST Classroom Teacher	Learning Coaches Admin, SSST, entire school staff	September 2020	ongoing

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	Pre-assess students in math knowledge before a unit/lesson to gain individual student's baseline and capabilities	Pre-assessments	Math Teachers	Math assessments	September 2020	ongoing
	Anticipate and identify gaps in learning using formative assessment: As per AP 360 - b.3 - Teachers use ongoing assessment to inform instructional design and respond to students learning needs.	<ul style="list-style-type: none"> AP 360 	Admin School staff	AP 360	August 2020	ongoing
	School based administrators are responsible for ensuring teachers long range plans and assessment plans are revised to appropriately accommodate learning gaps emergent due to school closure	<ul style="list-style-type: none"> Long range plans and assessment plans 	Admin, Teachers		August 2020	ongoing
	RTI plans need to be in place for <u>all students</u>	<ul style="list-style-type: none"> RTI plan 		NWSD Literacy Team NWSD Math Team, Learning Coaches Admin, SSST, entire school staff	August 2020	ongoing
Credits potentially at risk due to midstream structural changes	Grade 10 – 12 students will get be offered. Students will be offered Life Transitions as PAA credits.	<ul style="list-style-type: none"> PAA – options for the fall – Life Transitions 20/30, Financial Literacy 20 	Admin, Teachers	Signage	August 2020	ongoing
Student Services						
Mental Health of Staff	<ul style="list-style-type: none"> Begin to develop sense of community among staff before students return. P. 11 Stage 2 Re-Entry to School Staff meeting to determine where everyone is at. May want to use the Coronavirus Impact Scale on pg 19 of Guidelines for Re-entry document. Consult with counsellor beforehand. Make staff aware of resources/supports available Make staff aware of PD opportunities available 		Administrators Maintenance Finance	Trauma informed and Resilient Schools document Guidelines for Re-entry into the School Setting Psychological First Aid (there are also YouTube videos) STF counselling and Wellness services Saskatchewan Mental Health services		

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				Psychological First Aid- Self-care course Dr. Carrington online course		
Mental health of students	<ul style="list-style-type: none"> Daily morning check-ins by staff Educate students about proper hand washing and mask wearing procedures, maintaining personal spaces and COVID 19 Wellness Coordinator will be available for check-ins and referrals as needed. Staff PD on Trauma and Resilience Schools Contact families (phone, email, TEAMS) regularly regarding concerns and to re-assure families about returning to school Review safe practises with students regarding recess, lunch, and movement throughout the building 		Administrators WCs Counsellors Kaitlin Finance	Trauma Informed and Resilient Schools webinar One Minute Interventions Children of Trauma and Resilience webinar Psychological First Aid (there are also YouTube videos) Psychological First Aid- Caring for Others course Nurturing Resiliency portal in Blackboard Referral forms Guidelines for Re-entry into the School Setting Dr. Carrington Course Mental Health workers		
Students who become ill	<ul style="list-style-type: none"> Reference NWSA AP 162 (COVID 19) Remove students form classroom and place in a designated sick room. Provide students with a face mask if they are not wearing one. Parent/Caregiver called to pick up child from school 	<ul style="list-style-type: none"> NWSA AP 162 (COVID 19) Health line (811) COVID 19 Self-assessment 	<ul style="list-style-type: none"> School Admin School Staff 	<ul style="list-style-type: none"> Cot PPE from Division Cleaning materials 	September 2020	Ongoing

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	<ul style="list-style-type: none"> Instruct parent to call 811 Staff must wear mask/eye protection during all interactions Clean and disinfect student's classroom (desk, surrounding desks, any other area that the student had access to and common touch points. Janitorial staff to sanitize effected rooms at the end of the day 			<ul style="list-style-type: none"> Designated sick room Hand sanitizer Masks 		
First Day Back	<ul style="list-style-type: none"> Teachers will check-in with their students. Staff will go over all the new procedures and protocols with their classes (storage of materials, social distancing, masks, hand-washing, movement in and out of the building, bathrooms, breaks and lunch hour, AP 162 COVID 19, COVID 19 self-assessment) 	First Day back plan	Administrators School staff	Re-Entry to Schools	September 2020	Ongoing
Students on IIPs	<ul style="list-style-type: none"> Updated assessments may be required Re-engage with families to review short-term transition plans Team teaching 		SSST Admin School Staff	CLEVR Short-term Transition plans template (on Teams)	September 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 Wear disposable gloves and mask (face shield or other PPE as required) when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine, etc). 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
Supporting Professionals in multiple schools	<ul style="list-style-type: none"> Enhanced cleaning and disinfection of workspaces, supplies and equipment Supporting Professional must communicate with Admin/SSST prior to visiting the school. Once here, they must check-in with the Office. The office will retain a record of designated work areas in the building and record of students in contact with. Must wear a mask in the building Communication with schools and others to stagger visits Hand washing before, during and after each session Flexibility of services 		SLPs, OTs, Psych's, Counsellors Administrators Maintenance	Cleaning supplies Hand sanitizer Assigned Workspace Transparent masks if requested	Sept 2020	ongoing

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Nutrition Programs	<ul style="list-style-type: none"> Follow safe food handling preparation and delivery guidelines School-supplied food will be delivered directly to the classroom. Students will eat lunches in their classrooms. Utensils will be used to serve food items. Students are not allowed to participate in food preparation. 	<ul style="list-style-type: none"> SHA guidelines 	WCs Administrators EAs	SHA guidelines Pg. 41	Sept. 2020	ongoing
Sick students coming to school	<ul style="list-style-type: none"> Reference AP 162 COVID 19 Contact parents immediately Isolation room (Room 48) If a separate room is not available, the student needs to be kept at least 2 metres away from other students and staff 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 student's respiratory secretions Once the student leaves, staff must wash their hands and ensure that all areas 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. Deep clean 	<ul style="list-style-type: none"> Communication to students/staff/parents and community 	Administration Admin. Assistant WCs Teachers, Support Staff Caretakers Maintenance		Sept 2020	ongoing
Students refusing to return to school	<ul style="list-style-type: none"> Take attendance and make follow-up calls for students who are absent Provide Psychological First Aid for parents and students Plan appropriate interventions and accommodations 	<ul style="list-style-type: none"> MSS 	Student Support Services Teachers Administration WCs Admin. Assistant	Psychological First Aid Training PD	Sept 2020	ongoing
Students on an FIP and work experience	<ul style="list-style-type: none"> Work with businesses to create a plan Consult parents Implement plan Staff will not provide personal transport 		SSST Administration	IIP	Sept 2020	Ongoing
Assessment and Therapy	<ul style="list-style-type: none"> Flexibility of services delivery-in-person (school or office) or online Refer to outside agencies PPE for in person assessments and therapy if guidelines cannot be followed Online therapy, if possible 		Superintendent of Student Services SS team Maintenance IT	PPE Headphones Mics Document camera guidelines	Sept 2020	Ongoing
Anxiety of Staff and students if masks, etc. need to be worn	<ul style="list-style-type: none"> Education Social stories 		Admin SSST Teachers Support Staff	<ul style="list-style-type: none"> Masks PPE See through masks 	Sept 2020	Ongoing

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				<ul style="list-style-type: none"> Gloves Social stories (examples shown in Teams) 		
Teams Meeting	<ul style="list-style-type: none"> Limit the number of people in attendance Option of in person or online Delay meetings 		Admin SSST SS department IT	<ul style="list-style-type: none"> Mics Headsets Cameras 	Sept 2020	ongoing
Outbreak in community	<ul style="list-style-type: none"> SS professionals will delay going to that school. Deliver services online, if possible 		Superintendent of Student Services SS team			
Students on IIPs	<ul style="list-style-type: none"> As a team, determine needs of student and then decide on individual schedule and ways to meet student needs. Update IIPs 		Admin SSST SS Team			
Psychological Assessments and debriefs	<ul style="list-style-type: none"> Prioritize students needing assessments As a team, identify best way to administer assessment – online or in person Debrief via Teams, if possible. If not, set up a team meeting with limited participants and the option to attend online or in-person Sanitize each station 		Ed Psychs Maintenance IT	<ul style="list-style-type: none"> Online assessment PD PPE Supplies for proper sanitization and handwashing Mics Headsets Cameras 	September 2020	ongoing
Mental health of students and counselling services	<ul style="list-style-type: none"> Identify students requiring supports As a team, identify the best way to provide services- in-person (school or office), online or delay services; or connect with community services 		Counsellors Maintenance IT	<ul style="list-style-type: none"> PPE Supplies for proper sanitization and handwashing Headsets Mics cameras 	As per guidelines form the Ministry	Until otherwise directed
Early Childhood						
Physical/Social Distancing Practices	<ul style="list-style-type: none"> Group sizes according to Health Guidelines Focus on Minimizing physical contact 		Communication Documents Health Guidelines	Health Guidelines Communication Documents Extra	September 2020	ongoing

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	<ul style="list-style-type: none"> Limiting physical contact throughout the school day (during instruction, recess, nutrition etc. Reduce/Eliminate close greetings like handshakes and hugs and look for alternative greeting/interaction strategies Children must distance from others as much as possible Educate students on the importance of minimizing physical contact and how they might do it Avoid activities that require clustering around particular item, or area Stagger breaks, entries and exits Develop routine/schedule for drop off and pick up, Schedule movement in school 			Cleaning supplies Extra personnel		
Intense Needs Students	<ul style="list-style-type: none"> Follow procedures and guidelines from health for safety and administering of services 		Student Services Superintendent Student Services Team Members	Referrals Additional Staffing	September 2020	June 2021
Screening and Admission Practices	<ul style="list-style-type: none"> Try to complete screens as much as possible now for new applicants. Will need extra time in the fall for screening and application process. Slower transition for Intense needs students. Student with additional needs may require updated assessments and revised individual goals All engagements will occur in a supervised setting which may include the school or other appropriate spaces Staff will not enter private residences or provide personal transportation 		Student Services Superintendent Student Service	Referrals Applications	September 2020	Ongoing
Mental Health of students, staff	<ul style="list-style-type: none"> 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 (mask are required at this time) 		Superintendent of Student Services Student Services Division Counselors Wellness Coordinators Early Years Branch	Nurturing Resilience Documents Trauma informed Schools Kevin Cameron Provincial license for Respect in Schools training for all staff Ministry resource at saskatchewan.ca to assist parents and caregiver	September 2020	ongoing
Academic Delays	<ul style="list-style-type: none"> Develop or utilize pre-assessments school team meetings RTI 		Superintendent of Student Services Superintendent	EYE TA testing Formative/summative assessments	September 2020	October 2020

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	<ul style="list-style-type: none"> Teachers will use their professional discretion to determine the appropriate assessment practices within the current context Teachers are encouraged to implement assessment strategies that do not require simultaneous full group participation 			Ministry Documents		
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 Allocate staff accordingly Develop strategies for students to learn to self-regulate. 		Superintendent of Student Services	Ministry Documents Professional Development	September 2020	October
Transitions						
Transferring Teacher Elementary/Middle	<ul style="list-style-type: none"> Develop communication plan to inform students who their teachers will be for September. Invite receiving teacher to join you to introduce themselves. 	<ul style="list-style-type: none"> Staff will introduce themselves to the students that they teach through email/teams School will inform the students/parents, community members of the staff and the grades through (Monday note, School webpage, Facebook page, MSS messenger, Email and/or teams 	Superintendents Communications officer, Admin Admin Assistant Teachers Support Staff	Class schedules Class lists Staff lists and job titles	August 2020	September 2020

School: Hillmond Central School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Receiving Teachers	<ul style="list-style-type: none"> Develop a communication plan to introduce yourself to your new students and parents. Homeroom teachers will be phoning families to introduce themselves and find how students will intend to return to school in the fall (online or in person). 	<ul style="list-style-type: none"> Staff will introduce themselves to their parents/students through phone calls 	Admin staff	Online capacity	August 2020	August 2020
School Teams	<ul style="list-style-type: none"> Meet to determine class configurations, needs, supports, strengthens, etc. 	<ul style="list-style-type: none"> Timetable Schedule of classes 	Admin SSST Teachers	Concrete guidelines on what the fall will look like (Ministry document and update)	August 2020	August 2020
School to School Transitions	<ul style="list-style-type: none"> Develop a re-entry/orientation plan for students, staff and community. Vary per school and grade Schools should consider a level of standardization for families in terms of choice of remote learning platforms, if used. 	<ul style="list-style-type: none"> Re-entry/orientation plan Remote learning platform (Teams – as directed by NWSD) 	Superintendents Superintendent of Student Services Communications Officer	Trauma Informed Schools Social Emotional Learning (SEL) PD Developed Template Re-entry plan template	August 2020	Sept 2020

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Facilities & OH&S						
Ensure we have proper items in place for hand washing (i.e. Hot water etc.) or hand sanitizing	Ensure all hot water heaters, pumps, paper towel dispensers, soap dispensers are always operational. Ensure hand sanitizer is readily available.		Maintenance, Custodian, School	Asset Planner for corrective actions. Principal to advise.	Now	Ongoing
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.	<ul style="list-style-type: none"> Only allow the fill stations to be used 	Maintenance – custodial, School	SHA Guidelines, signage and custodial scheduling	September 2020	Ongoing
Cleaning procedures	Create a check list and sign sheet for custodial staff to check off to ensure rooms have been cleaned (properly). Ensure all custodial staff are using the proper cleaning products with proper dilution (each school has a dilution station now)	<ul style="list-style-type: none"> Checklist for cleaning 	Maintenance	SHA Guidelines – check list form with time stamp.	September 2020	Ongoing
PAA cleaning and disinfecting	School staff/students will be provided with proper cleaning procedures and materials – space should be cleaned and disinfected after each use (stoves, cooking equipment, saws, hand tools etc.). Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc.	<ul style="list-style-type: none"> PAA rooms (Home Ec/Shop) will not be used for the fall for normal programming Rooms will be repurposed to help with social distancing 	Maintenance , School and Custodial Staff	SHA Guidelines - EIG	Now	ongoing
Bell Schedules	If bell schedules are needing to be adjusted, we can support schools as needed. All schools have programmable TOA devices.	<ul style="list-style-type: none"> Bell schedule 	Maintenance - school	SHA Guidelines, EIG, School requirements	August 2020	September 2020
Provide cleaning supplies for every room	Provide adequate amounts of disinfectant, towelling etc.	<ul style="list-style-type: none"> Cleaning supplies 	Maintenance, custodial - school	SHA Guidelines - EIG	August 2020	Ongoing
Speciality disinfecting – ie. Kindergarten toys, playground, gym equipment	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.	<ul style="list-style-type: none"> Speciality cleaners 	School, Maintenance - Custodial	SHA Guidelines - bins	September 2020	Ongoing
Restrict building access	Ensure all exterior door locks are operational – main door will need to have signage and protocols listed.	Signage	School, Maintenance - Custodial	SHA Guidelines - signage	August 2020	September 2020
Staff Training	Ensure all staff have full understanding of cleaning/disinfecting process. Ensure they are fully trained in proper use of cleaner(s) and disinfectant.		Maintenance - School	SHA Guidelines – EIG, WHMIS 15 certificate	August 2020	September 2020
OH&S meeting	Ensure schools utilize their OH&S Committee to share any Health & Safety concerns they may have with NWSD.		School – Facilities - Maintenance	OH&S Requirements	Now	Ongoing

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Protective Barriers – Librarian, Secretary, etc.	Where social distancing is not possible, upon request, Maintenance will provide a barrier, signage, lines etc. <ul style="list-style-type: none"> Secretary and Librarian have protective barriers 	<ul style="list-style-type: none"> Protective barriers 	Maintenance - school	SHA Guidelines – equipment/materials	September 2020	August 2020
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Contingency 2: Hybrid – Not all students in building

Department: School Operations						
Areas of Concern:	How will we address it? Deliverables?		Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
School Day <ul style="list-style-type: none"> Before School Procedures Recess Procedures Noon Hour Procedures After School Procedures Entrances Building Access Washroom Access Hallway Procedures 	*School day may not look the same for all students. *Information same as in 'normal' return to school.	Same as 'normal' school plan	School Operations Transportation Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
School Staff	School principals will create a plan to address the following: <ul style="list-style-type: none"> Role changes Staff assignments Staff duties Manage staff attendance Safety procedures (PPE) Student supervision and social distancing expectations Professional Development Staff Supervision Process 	<ul style="list-style-type: none"> Teaching loads Class/grade assignments SHA guidelines 	School Operations Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
Communication	School principals will create a plan to communicate with the following groups: <ul style="list-style-type: none"> Staff Students Parents SCC Community Stakeholders 	Information will be sent out regarding how to best to communicate with the school	School Operations Communication Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
Department: Curriculum and Instruction						

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Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
How do we deliver instruction most effectively?	<p>Younger students (K-6) attend daily in smaller homerooms, older students (7-12) learn remotely (rigorous online learning with Moodle) – note, training would be provided to staff on any new platform, PD will be offered for</p> <p>To accommodate an increased number of elementary homerooms, some classes may be housed in other NWSB schools and some teachers may have teaching loads reassigned</p>	Schedule for the students to follow for some here and others not	NWSB RTI team, school RTI team, SBIF, principal, teacher			
	Some 7-12 courses may use resources provided by SWSD. These would be a resource only. Explicit instruction and teaching will be delivered by NWSB teachers. NWSB teachers would be responsible for monitoring student progress, assessing and evaluating students learning, assigning grades, and providing learning supports, including RTI		NWSB RTI team, school RTI team, SBIF, principal, teacher, SWSD if applicable	SWSD if requested.		
	Online PD regarding delivery of online programming will be required. A minimum of 3-4 days will be required.	PD	Superintendents of Curriculum and Instruction, School Admin			
	Some courses, particularly at the 10-12 level may be offered across school lines to maximize staffing efficiency	Schedules and classes from other schools	Principals in conjunction w Superintendents			
	Attendance for in-school component will be subject to the limitations of the transportation dept, based on specific guidelines	Transportation guidelines	Transportation			
	Some 7-12 classes (notably PAA, PE, and Arts Ed) would be at least partially offered at the school if possible within SD guidelines.	PAA – courses will be available to do successfully at home	Principals			
	RTI models would still apply; use of online tools to facilitate		RTI teams			

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	interventions, particularly 1:1 would be encouraged					
	Quad scheduling is highly recommended when the school year begins with this scenario as it would provide more opportunities for a clean re-entry to school (at quad turnaround)		Principals in conjunction w Matthew			
Department:						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Assessment and Therapy	<ul style="list-style-type: none"> Flexibility of service delivery-in-person (school or office) or online Delay services Refer to outside agencies 	Flexible when staff can enter and finding space for them to work	SS team IT	Headphones Mics Document cameras	As directed by guidelines	As directed by guidelines
Students on IIPs	<ul style="list-style-type: none"> As a team, determine needs of student and then decide on individual schedule and ways to meet student needs Update IIP It might not be possible to support all students with intensive needs in-person due to health and safety guidelines 	IIP goals Update IIPs Determine needs	Admin SSST SS team			
Outbreak in community	<ul style="list-style-type: none"> SS professionals will delay going to that school. Deliver services online, if possible. 	Inform NWSD and Health services immediately Work with health services and follow recommendations	Student Support Services Superintendent, SS team			
Department: Early Childhood						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Intensive Needs Students	<ul style="list-style-type: none"> Staff will not enter private residences or provide personal transportation Alternate spaces/locations Virtual option Schedule online sessions 	Staff will not enter private	Student Services Superintendent School Teams	Computers Home visit Guidelines	September 2020	
Scheduling Prek Teachers	<ul style="list-style-type: none"> Follow Health/Ministry Guidelines 	Playschool maybe or may not be offered	Early Years' Superintendent	Division Developed Learning kits	September 2020	

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	<ul style="list-style-type: none"> As Prek is not mandatory we would just schedule for students that are in attendance 			Health Guidelines		
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. 	Health and Ministry guidelines Online lessons Teams Print packages	Early Years' Superintendent	Computers Cameras PD Division Developed Learning Kits	June 2020	
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 through home visits etc. Online delivery of paraprofessional services (Speech, OT) 	Keep in contact with families and community agencies. Online and print will still have to be available	IT PD Early Years' Superintendent Student Services	Computers PD Develop Survey Questions	June 2020	
Department: Transition						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Transferring Teachers	<ul style="list-style-type: none"> Develop communication plan to inform students who their teachers will be for September. Invite receiving teacher to join you to introduce themselves. 	Notes/message to parents regarding staffing Staff meeting	Early Years' Superintendent		June 2020	June 2020

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Receiving Teachers	<ul style="list-style-type: none"> - Develop a communication plan to introduce yourself to your new students and parents. 	Notes/message to parents regarding staffing Staff meeting	Early Years' Superintendent		June 2020	June 2020
School to School Transitions	<ul style="list-style-type: none"> - Each school will develop an on-site and virtual re-entry/orientation plan following Ministry and Health guidelines. - Vary per school and grades - A purposeful approach should be considered, beginning in June, that acknowledges the experiences of staff and students since March 2020 		Early Years' Superintendent, Superintendents Superintendent of Student Services Communications Officer	Trauma Informed Schools Social Emotional Learning (SEL) PD Assessments Developed Template	June 2020	August 2020
Teacher Capacity	<ul style="list-style-type: none"> - Program online delivery PD - Collaboration and online TEAMS meetings with colleagues. 	PD Collaboration, meetings	Early Years' Superintendent	PD Platform Summary of promising practices for delivery of program	June 2020	August 2020

Department:

Areas of Concern:	How will we address it? Deliverables?		Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Substitute Staffing	Schools will utilize subs from the division approved list – all subs will be contacted by HR to ensure availability for the fall. Schools will need to consider plans to cover duties if substitutes are not available.	Approved sub list	Human Resources	NA	June 2020	August 2020
Accommodation Process	Accommodation processes will need to be clearly articulated to all staff members, administrators and managers.	Individual staff need	Human Resources	NA	June 2020	August 2020
Health & Safety Guidelines	Health & Safety Guidelines from the SHA and RPT will need to be adhered to by all staff members.	Health & Safety Guidelines from the SHA and RPT will need to be adhered to by all staff members.	Facilities Communication Senior Administration Human Resources	Health & Safety Guidelines	June 2020	August 2020
Employee Wellness	Staff will need to be aware of supports and services that are	STF Health Plan LINC agreement QUPE agreement	Human Resources Communication	Health Benefits Plan	August 2020	August 2020

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	available with regard to health and well-being.	Check-ins with staff				
Employees Staying Home When Sick	All employees must stay home when they are sick.	Stay home Generic sub plans made for a week at a time	Human Resources	NA	Ongoing	Ongoing

Department: IT Department

Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Same problems or challenges associated with 'normal' resumption of school	<ul style="list-style-type: none"> See 'normal' resumption of school Section 	See 'normal' plan				
Same problems or challenges as Contingency 1: Enforced Social Distance Guidelines	<ul style="list-style-type: none"> See Contingency 1: Enforced Social Distance Guidelines 					
Same problems or challenges as Contingency 3: Distance Learning	<ul style="list-style-type: none"> See Contingency 3: Distance Learning 					
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 	Make the rooms equitable with devices and make sure that they are spaced according to the guidelines	IT, Curriculum, Finance	Laptops and equipment		

Department: Facilities and OH&S

Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Same as 'Normal' & #1		See 'normal' plan				
Exception – student spacings (desks etc.).	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.	Follow SHA guidelines	School	SHA Guidelines	June 2020	August 2020

Department: Transportation

Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:

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Restricted number of passengers	Consider suspension of service	Follow guidelines	Transportation Director	Communication to schools and families regarding changes	Sept 2020	June 2021
Support bus families learning from home	Deliver learning packages	Deliver learning packages weekly	Transportation HR Schools	Work from home assignment	Sept 2020	June 2021
Fleet – Insurance, Registrations	Reduce registration and insurance to storage only.		Transportation CFO	SGL	Sept 2020	June 2021
Restricted number of passengers	Consider suspension of service	Print packages would still need to be delivered	Transportation Director	Communication to schools and families regarding changes	Sept 2020	June 2021
Department: Communications						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Parent Communication	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Continual communication with parents	NWSD Communications Officer, School Admin	Updated Phase guidelines	June 2020	Ongoing
Department: Extra-Curricular						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Extra Curricular Sports	Follow Return to Sport 6 Stage Plan 1. Promote School Sport 2. Individual and Pod Training 3. Closed Pod scrimmage and competition 4. Localized scrimmage competition (SHSAA district boundaries) 5. Competition leading to district, section, conference, region, provincial championships 6. No boundaries or restrictions	Follow Health Authority, SHSAA, NWHSAA, NWSD, BRAA guidelines	NWHSAA, NWSD	SHSAA, SHA, Chief Medical Health Officer, RPT, Reopen Sask Guidelines, Sask Sport Return to Play Guidelines for individual sports	TBD	TBD
Can students play who do not attend in school learning?	Situations will be considered on a case by case basis.	Follow Health Authority, SHSAA, NWHSAA,	Principal School Operations			

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		NWSD, BRAA guidelines				
	Plans for extra-curricular activities and other gatherings will be developed in consultation with the CMHO once the group/gathering capacity limits for fall 2020 are known.	Follow Health Authority, SHSAA, NWHSAA, NWSD, BRAA guidelines				

Contingency 3: Distance Learning

Department: School Operations						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
School Day	School principals will create a plan to address the following: <ul style="list-style-type: none"> Guidelines and expectations for students and staff for at home learning (Learning Packages) Monitor building access 	<ul style="list-style-type: none"> Guidelines and expectations for students and staff at home 	School Operations Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
School Staff	School principals will create a plan to address the following: <ul style="list-style-type: none"> Role changes Staff assignments Staff duties Manage staff attendance All staff will work at their assigned work site Safety procedures (PPE) Student check in Professional Development Staff Supervision Process 	<ul style="list-style-type: none"> Teaching loads Class/grade assignment SHA guidelines 	School Operations Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
Communication	School principals will create a plan to communicate with the following groups: <ul style="list-style-type: none"> Staff Students Parents SCC Community Stakeholders 	Information will be sent out in August of how best to communicate with the school	School Operations Communication Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020

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Department: Curriculum and Instruction						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Efficient utilization of professional staff	Reallocation and repurposing of staff to address learning needs in a maximally efficient way. This may include: <ul style="list-style-type: none"> Smaller, more personal online learning cohorts in younger grades (Teams plus daily personal check-ins) Larger class cohorts in 7-12, with students potentially drawn from multiple schools. (Moodle will be the platform) 	Reallocation of staff to help staff get courses and meetings out to students/parents	C&I and HR Dept			
Device access	Loaner devices (ref: IT)	Allow students to sign out NWS D devices so that they can do their work	IT Dept			
Timely intervention	Division-wide RTI model. If all students are learning online, instruction must be accompanied by a fully-implemented, robust, and rigorous RTI program. Teaching and paraprofessional staff may be assigned intervention caseloads defined by student or by skill. These caseloads will not be restricted by school.	Run RTI programs through TEAMS	RTI team, literacy team, math team, senior admin, school admin, learning coaches,			
Internet access	-Subsidies for satellite internet for low-income families (ref: IT) -USB learning resources and telephone check-ins (daily @ K-6, weekly @ 7-12)	This could be an issue, print copies will still have to be available	IT Dept School staff			
Curriculum Compliance	It is the expectation that all outcomes are taught and assessed with rigour, even if instructional time allocations are flexible.	Teach all courses scheduled and outcomes	Superintendents of Curriculum and Instruction			
Learning not conducive to Distance Learning	Schools are encouraged to explore creative ways to safely implement PAA, PhysEd, and Arts Ed in a manner that is both Distance Education	PAA will be able to be done at home	Principals, teachers			

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friendly and safe. For example, PAA teachers are encouraged to construct survey courses leveraging low-tech and no-tech modules (ethics, codes, history, schematics/blueprinting, coding)						
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Department:						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Assessment and therapy for students on IIPs	<ul style="list-style-type: none"> Identify students requiring supports As a team, identify best way to provide services- in-person (school or office), online or delay services Update IIP to reflect supports and safety plan formal plan must be developed that: <ul style="list-style-type: none"> ✓ ensures staff and student safety; ✓ details the specialized therapies, professional assessments and/or unique transitions proposed ✓ identifies the lead staff member; ✓ clearly identifies the staff required and their role; ✓ identifies location, time and appropriate lengths of time for engagement; ✓ outlines family and student requirements; and, ✓ summarizes a follow-up strategy. Sanitize after each session Follow CMHO safety orders Consider directions given by professional governing bodies No individual with compromised immunity will be involved - staff or student. If at any time there is concern, the process will be reviewed and service must be stopped 	Submit requests for reports as needed SHA guidelines Safety plans on IIPs Formal plan to ensure student/staff safety CMHO safety orders	Superintendent of Student Support Services, SLPs, OT, Psychs SSSTs Admin Maintenance IT	SASLPA guidelines SSOT guidelines Sask College of Psychologists PPE, as necessary Supplies for proper sanitization and handwashing Headsets Microphones Document camera	As per guidelines from Ministry	Until otherwise directed

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	<ul style="list-style-type: none"> Students who are currently being considered for an IIP may be considered for specialized therapy, professional assessment and unique transitions It might not be possible to support all students with intensive needs in-person due to health and safety guidelines. 					
Mental Health of students and counselling services	<ul style="list-style-type: none"> Identify students requiring supports As a team, identify best way to provide services- in-person (school or office), online or delay services; or connect with community services Sanitize after each session 	Identify students that need supports, submit referrals as needed	Counsellors Maintenance IT	PPE, as necessary Supplies for proper sanitization and handwashing Headsets Microphones Document camera	As per guidelines from Ministry	Until otherwise directed
Psychological assessments and debriefs	<ul style="list-style-type: none"> Prioritize students needing assessment As a team, identify best way to administer assessment- online or in person Debrief via Teams, if possible. If not, set up a team meeting with limited participants and the option to attend online or in person Students who are in Grade 12 who do not have an IIP, but require a professional assessment prior to entering post-secondary institutions in order to access adaptations/accommodations, may be considered for specialized therapy, professional assessment and unique transitions Sanitize after each session 	Submit referrals as needed Accommodate meetings as best we can (Teams)	Ed Psychs Maintenance	Online assessment PD PPE, as necessary Supplies for proper sanitization and handwashing	June 15, 2020	Until otherwise directed
Students on an FIP and work experience	<ul style="list-style-type: none"> Make a plan with businesses and parents Staff will not provide personal transportation 	Work with companies to ensure that safety	SSSTs Administrators		As per guidelines from Ministry	Until otherwise directed

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	<ul style="list-style-type: none"> Delay services if plan cannot be implemented safely 	guidelines for the students are mad and followed				
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Department: Early Childhood						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Integrity of the Program/Maintaining Child-Friendly and Developmentally Appropriate Practices	<ul style="list-style-type: none"> Combination of virtual lessons with Learning kits that could go home. Develop daily Schedules for student learning and share with students and parents. Identify key elements to focus on for the programs. Student-teacher contact time must be prioritized regardless of the delivery format Teachers have consistent online course design, layout etc. Teachers have opportunities to view exemplars of instructional resources 	Follow guidelines of SHA Daily schedules for student learning and sharing will be made	Superintendent of Student Services Ministry Instruction	Ministry supports and resources Welcome to Kindergarten Packages Division Developed Learning Kits Summary of promising practices for delivery of program Early Childhood TEAMS meetings	June 2020	Ongoing
Capacity of Teachers	<ul style="list-style-type: none"> Time for Early Childhood teachers to meet and discuss techniques and platforms that they have been using Consider using one platform for consistency among staff and make it easier for parents to work with their children Better train EAs to augment or deliver support online Utilize all staff to support learning Create professional development on use of platform(s) 	PD collaboration	Instruction Early Childhood Transition	Ministry Documents Identifying key learning objectives to deliver online Summary of promising practices for delivery of program	June 2020	September 2020

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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 through home visits etc. Online delivery of paraprofessional services (Speech, OT) 	Make sure all students get an opportunity	IT PD Student Services	Computers PD Develop Survey Questions	June 2020	Ongoing
Communication with Parents	Develop regularly scheduled, weekly or more, communication plan for parents.	Regular and consistent communication with families	All	Communication Plans	June 2020	Ongoing
Department: Transitions						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Transferring Teachers	<ul style="list-style-type: none"> Develop communication plan to inform students who their teachers will be for September. Invite receiving teacher to join you to introduce themselves. 	Notes/message to parents regarding staffing Staff meeting	Communication Officer		June 2020	June 2020
Receiving Teachers	<ul style="list-style-type: none"> Develop a communication plan to introduce yourself to your new students and parents. 	Notes/message to parents regarding staffing Staff meeting	Communication Officer		June 2020	June 2020
School to School Transitions	<ul style="list-style-type: none"> Each school will develop a virtual re-entry/orientation plan. Vary per school and grades A purposeful approach should be considered, beginning in June, that acknowledges the experiences of staff and students since March 2020 		Superintendents Superintendent of Student Services Communications Officer	Trauma Informed Schools Social Emotional Learning (SEL) PD Assessments Developed Template	June 2020	August 2020

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Teacher Capacity	<ul style="list-style-type: none"> - Program online delivery PD - Collaboration and online TEAMS meetings with colleagues. 	PD, Collaboration, meetings	Superintendent of Curriculum and Instruction	PD plan	June 2020	August 2020
Department: Human Resources						
Areas of Concern:	How will we address it? Deliverables?		Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Substitute Staffing	Schools will utilize subs from the division approved list – all subs will be contacted by HR to ensure availability for the fall. Schools will need to consider plans to cover duties if substitutes are not available.	Approved sub list	Human Resources	NA	June 2020	August 2020
Accommodation Process	Accommodation processes will need to be clearly articulated to all staff members, administrators and managers.	Individual staff needs based	Human Resources	NA	June 2020	August 2020
Health & Safety Guidelines	Health & Safety Guidelines from the SHA and RPT will need to be adhered to by all staff members.	Health & Safety Guidelines from the SHA and RPT will need to be adhered to by all staff members.	Facilities Communication Senior Administration Human Resources	Health & Safety Guidelines	June 2020	August 2020
Employee Wellness	Staff will need to be aware of supports and services that are available with regard to health and well-being.	STF Health Plan LINC agreement QUPE agreement Check-ins with staff	Human Resources Communication	Health Plan Benefits	June 2020	August 2020
Employees Staying Home When Sick	All Employees must stay home when they are sick.	Stay home Generic sub plans made for a week at a time Another teacher may have to run the online classes	Human Resources	NA	Ongoing	Ongoing

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		until the regular teacher can resume				
Department:						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Device Availability	<ul style="list-style-type: none"> Postpone desktop rollout Invest budget dollars in additional laptops to create a more agile device plan 	Allow students/staff to assign devices and take them home				
Delivery of Instruction: Standard Learning Platform	<ul style="list-style-type: none"> See Curriculum Department Plan 		Curriculum & IT	Curriculum and IT to work closely to develop a viable and supportable solution		
Unified delivery strategy for Teams	<ul style="list-style-type: none"> See Curriculum Department Plan 		Curriculum & IT	Curriculum and IT to work closely to develop a viable and supportable solution		
Teaching equipment for remote delivery from school	<ul style="list-style-type: none"> Ensure each teaching station has the required equipment for remote delivery of instruction Identify required equipment per grade Suggestions: headsets, document camera, web cam What do schools have and what do schools need 	Headsets, Cameras Web cams	Curriculum, IT \$ Finance	Headset: \$100 or Mic/headphone: \$75 SDC550: \$760 Would need to tender		
Supply chain issues	<ul style="list-style-type: none"> Start process early If we wait until we have to close schools and try to acquire equipment, we will not be able to meet expectations We need to plan for a more agile learning environment in order to avoid supply chain issues 		Curriculum, IT & Finance	Tenders take time		
Subscriptions access	<ul style="list-style-type: none"> Subscribe to a standard set of services, division wide, to target curricular goals (Raz Kids, Starfall, Mathletics, Renaissance learning, Prodigy etc What standard services do you require 		Curriculum & IT	Curriculum and IT to work closely to develop a viable and supportable solution \$\$\$\$\$\$\$\$\$\$		
Privacy Impact Assessments	<ul style="list-style-type: none"> Online resources need to be evaluated for LAFOIP compliance 	LAFOIP agreements	School Staff, Curriculum, IT, Privacy Officer	Curriculum and IT need to work closely to rev		

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	before being utilized by staff and students	signed and returned NWSD approved platforms only				
Digital Books	<ul style="list-style-type: none"> Expand the use of OverDrive Investigate the use of Follett eBooks Investigate a MyOn subscription for younger grades 		Curriculum, IT & Finance	\$\$\$\$\$\$\$\$		
Specialty software access	<ul style="list-style-type: none"> Laptop model for students with required software WVD for delivery of higher spec software Software licensing will be impacted with an increase in devices 		Curriculum, IT & Finance	\$\$\$ for additional Azure spend		
PD for staff	<ul style="list-style-type: none"> See Curriculum Department Plan 	PD PD hub	Curriculum, IT, EdTech, Learning Coaches, SBIF	Ed Tech Train the trainer model \$\$\$\$\$\$		
PD for families	<ul style="list-style-type: none"> See Curriculum Department Plan 		School Staff, Curriculum & IT			
Family engagement	<ul style="list-style-type: none"> Add parents as guests to teams or private channels Use Clever within teams: Use Clever as a parent portal from Teams. Parent/Guardian Experience: Parents will receive an email. Once they receive the email, they will be able to sign into their account. Once they are logged in, they will be able to see all of the students they are associated with and tools to help them log in. 	Adding parents to teams groups Regular contact with families	Curriculum, IT and school staff	IT cycles for setup IT resources are getting thin		
Students with no access to computers	<ul style="list-style-type: none"> See Curriculum Department Plan Laptop provided by NWSD where applicable Schools to identify needs 	Print packages must be available	Curriculum, IT, Finance	\$\$\$\$\$\$		
Students with no access to internet	<ul style="list-style-type: none"> See Curriculum Department Plan Laptop provided by NWSD where applicable Digital package via flashdrive Drive-in access option - install exterior access points at schools to allow for good coverage and access within parking lot or 	Print packages must be available	Curriculum, IT, Finance	Data Plan up to \$80/month XplorNet up to \$110/month USB Flash Drives: Kingston DataTraveler G4 - USB flash drive - 32		

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	<p>surrounding area. Off-line files can be used and will sync from outside the building creating an upload/download hotspot location.</p> <ul style="list-style-type: none"> Subsidized acquisition (shared costing model) or payment plan option NWSD pays for internet solution via datastick plan or XplorNet Schools to identify needs 			GB Mfg.Part: DTIG4/32GBCR = \$4.98+taxes		
STEAM equipment	<ul style="list-style-type: none"> See Curriculum Department plan 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 		Curriculum, IT	Additional Robotics kits and access to required software		
Initiatives for Student Devices	<ul style="list-style-type: none"> Adjust budget from Desktop rollout to laptop rollout for students Re-deploy existing cloudbooks and 3390 devices Cloudbooks target younger grades (k-8) 3390 target higher grades (9-12) 	Make sure that the NWSD devices can be taken home and are working properly	Curriculum, IT, Finance	<p>Student 3190 (K-8): \$817.66</p> <p>Student 3390 (9-12): \$1081.26</p>		
Software Licensing for Increased Device Count	<ul style="list-style-type: none"> Securing these devices at home may present additional web content filtering, reporting challenges. Additional resources may need to be procured Licensing: Shifting to an expanded fleet could require additional software licensing for items such as Adobe CC, Smart, Cortex, Impero (Suite) 		Curriculum, IT, Finance	<p>We content filtering options could cost between \$40,000 & \$130,000 for a 5 year term</p> <p>Adobe: \$32.80/u Smart: \$41/u</p>		
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 This will be coordinated at the school level 	Try to get all equipment back	School Staff, IT			
Web content filtering, reporting and alerting	<ul style="list-style-type: none"> Look at solutions for web content alerting with NWSD devices outside of the network 		IT, Web Filtering WAG	<p>\$\$\$\$\$\$\$\$</p> <p>Waiting on pricing</p>		

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	<ul style="list-style-type: none"> • Impero WebCheck for filtering off-site • Impero cloud for reporting – requires Impero Server to be hosted or migrated to Azure • Impero Insights for analytics • Enable CIRA Canadian shield DNS settings for devices off site • Cortex XDR for devices going home 				
IT Support	<ul style="list-style-type: none"> • Support for families and devices at home will be coordinated through the school and Assetplanner. Families will not call IT directly. • Working in a remote support capacity may require additional IT resources for Helpdesk as IT would now be supporting a hybrid environment where we would still need to maintain IT infrastructure in Schools, IT required for business and operations as well as support for a wider variety of technologies outside of schools. • This would be difficult to sustain long term with current resources 	Make FAME requests when support is needed	IT, HR	Temp Staff	

Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Cleaning & Disinfecting	Follow same procedures that are currently being used. Ensure all rooms that have been utilized by staff are thoroughly cleaned and disinfected. Continue with proper cleaning of all common areas and disinfecting of all touch points.	Make sure that the cleaning and disinfecting guidelines are followed Cleaning supplies	Facilities and Custodial/schools	SHA Guidelines	Now	Ongoing

What are the high-level actions that will be taken to address the problems or challenges associated with 'normal' resumption of school?

Department: Transportation						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:

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Bus Registrations	Have 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.	Submit forms digitally when possible	Transportation Schools Student Services	Bus Request Forms Advertising	Now	First week August
Assigned Seating	Students will be assigned to a seating plan created by Transportation. A copy will be placed in each bus. Bus will be loaded back to front, allowing as much space as we can between families. NWSD will not transport additional or guest riders. Alter the application process and criteria for eligibility for in-town busing	Bus drivers to make seating plans for their bus	Transportation	Time to review and calculate routes. Training for drivers	Now	August 31, 2020
Parents will be encouraged to transport their own children, where possible	In town busing Transportation to daycare	Encourage parents to drive students to school	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	No transporting of students	Transportation Schools	Communication to families regarding changes	August 2020	Ongoing
Cleaning and sanitation	Buses will be cleaned and sanitized between runs, including transfers Training will be provided for Bus Drivers	Bus drivers need to follow the cleaning guidelines and cleaning supplies	Transportation Maintenance	Cleaning products, training for drivers, time added to routes	Summer 2020	Ongoing
Driver PD	Training on all new entry and cleaning procedures. Training for Spare Drivers	PD	Transportation	Safety Hub	Now	Ongoing

Department: Transportation						
Areas of Concern:	How will we address it? Deliverables?		Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Delivery of Learning Packages	Make route plans to deliver sanitized packages in the most effective way possible. (Large	Deliver learning packages weekly	Transportation Schools	Sanitized packages	Now	June 2021

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	number of packages per bus being delivered)					
Fleet	Concerns about operating buses in the winter to accommodate low number of package deliveries Reduce registration and insurance to storage only for any buses not in use.		Transportation Schools		Now	June 2021

What are the high-level actions that will be taken to address the problems or challenges associated with 'normal' resumption of school?

Department: Communications						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Parent Communication	Update for Parents/Caregivers outlining division return to school plan	Note/message home to parents	Director, NWSD communications Officer, School Admin	Provincial guides	June 2020	Before end of year
School Plans for Return	Template to support: School-level communications plan for plan to return to school	Template, School-level planning meeting	NWSD communications Office Principals		Now	August 2020
Education about school precautions	Regular communication home about expectations for school, education on COVID, how to prevent spread of germs -messages shared through division and school channels	SHA guidelines	NWSD communications Office Principals	Provincial/SHA guides	Now	Ongoing

Department: Communications						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Parent Communication	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Continual communication with parents	NWSD communications Office School Admin	Updated Phase guidelines	June 2020	Ongoing

What are the high-level actions that will be taken to address the problems or challenges associated with 'normal' resumption of school?

Department: Extra-Curricular						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:

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Extra curricular Sports	Follow Return to Sport 6 Stage Plan <ol style="list-style-type: none"> 1. Promote School Sport 2. Individual and Pod Training 3. Closed Pod scrimmage and competition 4. Localized scrimmage competition (SHSAA district boundaries) 5. Competition leading to district, section, conference, region, provincial championships 6. No boundaries or restrictions 	Follow Health Authority, SHSAA, NWHSAA, NWSD, BRAA guidelines	NWHSAA, NWSD	SHSAA, SHA, Chief Medical Health Officer, RPT, Reopen Sask Guidelines, Sask Sport Return to Play Guidelines for individual sports	August 2020	TBD
Department: Extra-Curricular						
Areas of Concern:	How will we address it? Deliverables?	Deliverables	Lead & Departments Involved	Resources Needed:	Start Date:	Completion Date:
Extra Curricular Sports	All school sanction activities will be postponed or cancelled	Follow Health Authority, SHSAA, NWHSAA, NWSD, BRAA guidelines	NWHSAA, NWSD	SHSAA, SHA, Chief Medical Health Officer, RPT, Reopen Sask Guidelines, Sask Sport Return to Play Guidelines for individual sports	TBD	TBD