

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 NWS Division Re-open Plan.

School: Marshall						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH&S	We will put up barriers for our secretary and librarian. We will also have arrows on the floor to direct directionhile waiting	<ul style="list-style-type: none"> Train staff and students to use social distancing areas Facilities to install necessary equipment/tape 	Facilities Principal	Signage and barriers	July 2020	September 2020
OH&S	Staff and students will be trained in the guidelines set out by the SHA. Letters will go home to families and staff and students will discuss proper protocol	<ul style="list-style-type: none"> Guidelines from SHA Social stories for students that are struggling All staff and students from grade 4-9 will wear masks when they are unable to socially distance. It is recommended for students from K-3 wear masks. 	Principal, All Staff	Social stories Guidelines	September 2020	Ongoing
OH&S	OH&S team will have regular meetings and will all be trained	<ul style="list-style-type: none"> The team will have meetings, as set out by OH&S Legislation and record any issues that come up 	OHS Members	OH&S guidelines	September 2020	Ongoing
OH&S	Food Services	<ul style="list-style-type: none"> The wellness coordinator and custodian will prepare breakfast according to the guidelines set out on safe food handling. They will serve students at their desks. All staff and students from grade 4-9 will wear masks when they are unable to socially distance. It is recommended for students from K-3 to wear masks. 	Wellness Coordinator Custodian Secretary Classroom Teacher	Safe Food Guidelines Breakfast Proper PPE Dishwasher for sterilization	September 2020	Ongoing
School Operations	Before School	<ul style="list-style-type: none"> We will need three supervisors: bus, playground, and inside Students will enter in grade alike groups. Students in Grade 1, Grade 6/7, and Grade 8/9 will enter the building at 8:35 and start the day at 8:45. They will end the day at 3:00. Students in Kindergarten, Grade 2/3, and Grade 4/5 will enter the building at 8:45 and start the day at 8:55. They will end the day at 3:10. All bus students will exit the bus upon arrival and wait in their grade alike groups. Students that arrive late will have to wait until all students have entered the building. Doors will be opened by staff to avoid extra touch points. 	Principal School Staff	3 supervisors Announcements on entry to the school Procedures for entering the school	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> To avoid extra visitors in the building parents will be asked to not enter the building and allow the students to get to their lockers on their own. If assistance is needed the classroom teacher will assist. 				
School Operations	Recess	<ul style="list-style-type: none"> Kindergarten and grade 1 will use south doors, 2/3 and 6/7 will use the main doors and 4/5 and 8/9 will use the division doors. Recess will happen in cohort groups. Grade 1, 6/7 and 8/9 will have recess at 10:05 -10:15 and from 1:35 – 1:45. Kindergarten, Grade 2/3 and 4/5 will have recess at 10:15 – 10:25 and from 1:45 – 1:55. Any classes needing more time to get ready will do this in their classroom. Everyone will go outside. We will have two supervisors outside and one inside Students will go to their locker, grab their stuff and get dressed in their classroom to avoid extra time in the hallway No physical contact of students – allowed to be close but no touching, wrestling, hugging etc. All furniture in the hallways will be removed to encourage social distancing of students We will have two different bells to accommodate the two different schedules 	Principal School Staff Secretary	Announcements Supervision Schedule	September 2020	Ongoing
School Operations	Lunch	<ul style="list-style-type: none"> No intramurals – students will go outside No Snack Shack Students must eat at their own desks, no sharing of food Homeroom teachers will eat at their desks with their class to ensure students stay at their own desk. Microwaves will not be used at this time. Grade 1, 6/7 and 8/9 will have their recess break from 11:35 – 11:55 and then eat their lunch from 11:55 – 12:15. 	Principal Custodian Secretary Wellness Coordinator Lunch supervisors Classroom teachers		September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> Kindergarten, Grade 2/3 and 4/5 will eat their lunch from 11:45 – 12:05 and then have their recess break from 12:05 – 12:25. 				
School Operations	After School	<ul style="list-style-type: none"> 3 supervisors – 1 in and 2 out (Indoor and playground supervisor will be helping students to get out safely.) The bus supervisor will be monitoring buses and kids leaving. Indoor supervisor will head outside after they get the kids out Classes will exit at assigned times. Grade 1, 6/7 and 8/9 will leave at 3:00 and Kindergarten, 2/3 and 4/5 will leave at 3:10. All bus students will head directly to their bus when dismissed. 	Principal Secretary Classroom Teachers Supervisors	Classroom procedures	September 2020	Ongoing
School Operations	Bussing	<ul style="list-style-type: none"> Only students assigned to the bus are allowed on the bus (no sleep-overs or alternate stops) Follow procedures laid out by Supervisor of Transportation 	Supervisor of Transportation Principal	Bus guidelines and procedures	September 2020	Ongoing
School Operations	Moving of Staff and Students	<ul style="list-style-type: none"> As many as possible classes will be taught by homeroom teachers. When this is not possible the teacher will move instead of the students. Teachers that need to move will have a mobile cart. Areas for extra staff in the classroom must be made 	Principal Classroom Teachers	Procedures for entering leaving classrooms Cooperation of all staff		
School Operations	Lockers	<ul style="list-style-type: none"> The Custodian will assign all students a locker so grades that are entering the school together will not have lockers in the same area (K-2, 4-7, and 3,8,9) Students will take personal items from their lockers and get dressed in their classroom All footwear will be stored in students' lockers 	Custodian Principal	Assigned Lockers	September 2020	Ongoing
School Operations	School Access	<ul style="list-style-type: none"> No extra people in building. Any visitors entering the building will follow protocol laid out by the division. Students will do daily evaluations upon entering the school. Staff will do weekly evaluations on line and submit to the division 	Principal Vice Principal Custodian Secretary Wellness Coordinator School Counselor SLP/OT/ED Psych. Maintenance	Schedules for professionals entering the building Procedures for entering and exiting the building	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> All user groups will be cancelled (rep volleyball, piano, health nurse) Maintenance will be scheduled through principal/custodian if they need access to a classroom the class will be relocated. Social distance from maintenance workers in other areas SSST will schedule SLP/OT/Psychologists and will have an area for them to work. This room will be cleaned after each professional is done using it. The principal will coordinate a schedule for the school counselor and the students that will be visited each day. The school counselor will use wellness coordinator's office. 				
School Operations	Field Trips	<ul style="list-style-type: none"> All field trips will be cancelled until guidelines are given No guests will be allowed into the school until further notice 	Principal	Field Trip Guidelines	September 2020	Ongoing
School Operations	Washrooms	<ul style="list-style-type: none"> Classrooms will have procedures for using the washroom Washrooms will be cleaned more often Stress handwashing 	Custodian Classroom Teachers	Cleaning Schedule Training on handwashing for students	September 2020	Ongoing
School Operations	Phys. Ed	<ul style="list-style-type: none"> Physical education will be outside weather permitting. This will continue until new guidelines are in place. Limit the amount of equipment used Follow procedures laid out by SPEA. Avoid physical contact as much as possible Hands will have to be washed/sanitized prior and after class All phys ed. equipment will be cleaned after every use. 	Principal Phys. Ed teachers	Sanitizing of equipment Procedures on equipment use	September 2020	Ongoing
School Operations	Kindergarten	<ul style="list-style-type: none"> Only kindergarten class allowed in the K room Toys will be cycled and cleaned as per regulations All common areas wiped 	Kindergarten Teacher	Sanitizing procedures Toy cycling	September 2020	Ongoing
School Operations	Classroom Layout	<ul style="list-style-type: none"> All tables, cushions, beanbag chairs and carpets will be removed from the room as only necessary items will be left Only items that can be cleaned will be left in the room 	Classroom Teachers Principal	Layouts approved by Principal	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> • Desks will be spread out as far as possible to avoid physical contact • All students will sit forward facing for all instruction 				
School Operations	Assemblies	<ul style="list-style-type: none"> • All assemblies will happen via Teams • They will be shown on the projector in each classroom • Any winners will come to the office to get their awards • The assembly will be recorded and emailed to parents 	Classroom Teachers Principal Secretary	Communication with parents Gwen and Robyn will set up in the class	September 2020	Ongoing
School Operations	Communications	<ul style="list-style-type: none"> • Time will be taken to teach staff and students proper procedures for sanitization. • These plans will be shared with the SCC • Any concerns will be brought to the Principal 	Principal Classroom Teachers	Classroom and School Plan	September 2020	Ongoing
School Operations	Technology Sharing	<ul style="list-style-type: none"> • The librarian will assign computers for all students in the school. The librarian will limit the amount of families using a device • The librarian will have a record of who has used which device for tracing • Signs and training will be provided for proper handwashing when using devices 	Librarian IT Staff	PD Training Device Tracking List	September 2020	Ongoing
School Operations	Smartboards, document cameras, etc	<ul style="list-style-type: none"> • Only classroom teachers will use smartboards, document cameras etc • Students will have their own whiteboard markers and use that instead of smartboards 	Classroom Teachers	Individual whiteboard markers	September 2020	Ongoing
School Operations	Staff Devices	<ul style="list-style-type: none"> • Staff will try and use their own device whenever possible • If staff must share devices, they will use proper handwashing procedures 	All Staff	Handwashing procedures	September 2020	Ongoing
School Operations	Photocopiers	<ul style="list-style-type: none"> • Only teachers and the secretary will use the photocopiers • All people will use proper handwashing and wiping of surfaces 	All staff	Handwashing procedures Limit access	September 2020	Ongoing
Curriculum & Instruction	RTI	<ul style="list-style-type: none"> • Teachers are encouraged to use cross curricular teaching to fill in gaps 	Principal SSST SBIF Classroom Teachers Superintendent of Curriculum Learning Coaches	RTI plan	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> PAA will be delivered in our building by the vice principal and 8/9 teacher. This will not happen until October so we can assess students in math and ELA F&P testing will happen at the start of the year prior to Daily Five. Team teaching teachers and SSST will be testing students Math screens will be analyzed prior to school starting and math plans will be made for each grade Distance Learning will be in place for any students that decide to learn remotely. 				
Student Services	Student Mental Health	<ul style="list-style-type: none"> Continue working on Trauma and Resiliency PD to support students Develop learning plans for Tier 1,2&3 students with social and emotional needs Provide classroom and school plans for all families to lower anxiety in students and families. Develop individual plans if necessary. 	Principal SSST School Counselor	Trauma and Resiliency PD Individual, Classroom and School Plans	September 2020	Ongoing
Student Services	First Day Back	<ul style="list-style-type: none"> We will have students stay with their homerooms on the first day to have time to catch up and run over new procedures Proper use of PPE will be taught 	Principal Classroom Teachers	Cancelling switches on first day. The principal and the vice principal will touch base with staff and students.	September 2020	September 2020
Student Services	IIP	<ul style="list-style-type: none"> Updated assessments may be required Team teaching CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs It may not be possible to support all students with intensive needs in-person due to health and safety guidelines SSST will touch base with families and discuss short term goals for IIPs Safety plans will be developed for all students requiring IIPs Explicit teaching of physical distancing, hand washing, proper use of mask will be provided Students on IIPs and guardians of these students will have frequent check ins to ensure well being of all 	SSST Principal	Phone calls to parents of IIP students	September 2020	September 2020

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> • Specific goals related to emotional/social well being will be developed should the need arise 				
Student Services	SLP/OT/Ed PSych.	<ul style="list-style-type: none"> • Support professional will clean between students 	SSST SLP/OT/Ed Psych Custodian	Schedule provided by SSST	September 2020	Ongoing
Student Services	Food Nutrition	<ul style="list-style-type: none"> • We will still provide breakfast to all students • Breakfast will be served to students in their classroom by the wellness coordinator and the Custodian • Safe food handling guidelines will always be used • Students will not be involved in the prepping of food of any sort • Any plates, cutlery, utensils etc soiled from breakfast will be placed in a classroom bucket and picked up by wellness coordinator or custodian • Dishes, cutlery, utensils etc will be sanitized in dishwasher after each use 	Wellness Coordinator Custodian	Safe food handling guidelines	September 2020	Ongoing
Student Services	Sick Kids	<ul style="list-style-type: none"> • If, while at school, a staff member identifies a student exhibiting one or more of the symptoms of Covid-19 a staff member shall immediately remove the student from the classroom to a designated isolation area in a respectful manner that protects the privacy of the student and in a manner that is safe as possible for the staff members and other students and staff. • Notify the principal or designate. • In all interactions with the student, staff members shall: <ol style="list-style-type: none"> 1. Maintain physical distancing from the student as much as possible 2. Wear a medical mask and face shield, if a face shield is available 3. Avoid contact with the student's respiratory secretions 4. Provide the student with a face shield (if available) and request the student to wear it 5. Provide the student with a face mask, if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress 6. Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student 	Principal Secretary Classroom Teachers Custodian	Division policy on sick students	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



		<p>7. Dispose of disposable PPE and arrange for non-disposable (i.e., face shield) to be cleaned and disinfected.</p> <ul style="list-style-type: none"> • The principal or designate shall, as soon as reasonably possible: <ol style="list-style-type: none"> 1. Call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible 2. Arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student's classroom and, in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e., washroom) to which the student would have had access that school-day by custodial staff 3. Advise the Director or designate. • If a case of Covid-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health. • Any and all communications regarding the student or further action that might need to be taken by the staff, students or school must be done only by or with the approval of the Director or designate in consultation with Public Health. • In consultation with the Superintendent, each school shall: <ol style="list-style-type: none"> 1. Set up a designated isolation room in the school 2. Ensure that appropriately sized medical face masks, face shields and hand sanitizer are readily available in all classrooms in the school 3. Keep accurate and up-to-date records of attendance and seating arrangements to support public health investigation and contact tracing 4. Establish standardized procedures for cleaning and disinfecting classrooms and high touch surfaces and student work stations, including designating the employees who shall be responsible for these tasks, noting that all requirements associated with the increased sanitization and disinfection of facilities including common areas will be completed by custodial staff throughout the day 				
--	--	--	--	--	--	--

FALL 2020 SCHOOL RE-OPEN PLAN



		5. Establish standardized procedures for the disposal of PPE equipment.				
Student Services	Refusal of Returning	<ul style="list-style-type: none"> Attendance issues will be reported to the Principal The principal will contact families that are struggling and find out why The principal will find supports for families The wellness coordinator will contact the student (phone or teams) prior to student arriving back The wellness coordinator will spend time with student upon arrival to ensure anxiety and stress levels are low. Wellness coordinator will do frequent check ins as well 	Principal Superintendent of Schools	Attendance reports from teacher/secretary	September 2020	Ongoing
Student Services	PPE and Procedures	<ul style="list-style-type: none"> Social stories will be used for students that are having anxiety about PPE or procedures (hugging, hand washing, etc) All staff and students from grade 4-9 will wear masks when they are unable to socially distance. It is recommended for students from K-3 wear masks 				
Student Services	Intensive Needs students	<ul style="list-style-type: none"> 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). 	SSST Supervisor of Facilities Support Staff Superintendent of Student Services	PPE Training	September 2020	Ongoing
Transportation	Relocation	<ul style="list-style-type: none"> Any families that have relocated will be reported to transportation 	Principal Supervisor of Transportation	List of student relocation	September 2020	Ongoing
Transportation	Contact Tracing	<ul style="list-style-type: none"> Only students that are registered on a bus will be allowed on a bus 	Principal Supervisor of Transportation Bus driver	A list of bus students	September 2020	Ongoing
Transportation	Mental Health	<ul style="list-style-type: none"> All mental health concerns will be communicated with the bus driver 	Principal Bus driver	Discussion of concerns with bus driver	September 2020	Ongoing
Communications	Back to School Plan	<ul style="list-style-type: none"> The principal will create a plan for re-entry using the Communication Officer's template 	Principal Communications Officer	Template	Now	Ongoing
Communications	Education	<ul style="list-style-type: none"> The principal and the secretary will work with the Communications Officer to provide education home to parents about ongoing changes and precautions 	Principal Secretary Communications Officer	Letters home to parents	Now	Ongoing
Early Childhood Education	Intensive needs students	<ul style="list-style-type: none"> The SSST will meet with families prior to entry – ensure accommodations, physical changes to building, transportation, training of staff 	Kindergarten Teacher EA	Information from medical professionals	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> • A Safety Plan will be created for the student • Altered school day times if necessary 				
Early Childhood Education	Screening and Admission Practices	<ul style="list-style-type: none"> • Refer to any prior screening • Refer to Cumulative Files from Pre-School • Provide time for screening in fall • Orientation to occur in Fall 2020 (first week back) 	Kindergarten Teacher	Prior screening Prior reports	September 2020	Mid Sept 2020
Early Childhood Education	Mental health of students, staff	<ul style="list-style-type: none"> • Ensure normalcy as much as possible with routines and operations • Train staff in trauma informed education 	Kindergarten Teacher Principal	Trauma informed PD	September 2020	Ongoing
Early Childhood Education	Academic Delays	<ul style="list-style-type: none"> • Use pre assessments • School team meetings (SLP, OT, ED PSYCH) • RTI 	Kindergarten Teacher SLP OT	EYE TA testing Ministry Documents	September 2020	Ongoing
Early Childhood Education	Cognitive and Social Emotional Delays	<ul style="list-style-type: none"> • School Team meetings with SSST members • Early Assessments • Development of individual plans to meet needs of student • EA assignment if needed • Ensure regular communication with parents/guardians 	Kindergarten Teacher School Services Team members EA	Professional Development	September 2020	Ongoing
Early Childhood Education	Managing a sick child or staff member	<ul style="list-style-type: none"> • If, while at school, a staff member identifies a student exhibiting one or more of the symptoms of Covid-19 a staff member shall immediately remove the student from the classroom to a designated isolation area in a respectful manner that protects the privacy of the student and in a manner that is safe as possible for the staff members and other students and staff. • Notify the principal or designate. • In all interactions with the student, staff members shall: <ol style="list-style-type: none"> 1. Maintain physical distancing from the student as much as possible 2. Wear a medical mask and face shield, if a face shield is available 3. Avoid contact with the student's respiratory secretions 4. Provide the student with a face shield (if available) and request the student to wear it 	Principal Kindergarten Teacher Secretary	COVID 19 Health questionnaire School wide developed guidelines	June 2020	August 2020

FALL 2020 SCHOOL RE-OPEN PLAN



		<p>5. Provide the student with a face mask, if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress</p> <p>6. Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student</p> <p>7. Dispose of disposable PPE and arrange for non-disposable (i.e., face shield) to be cleaned and disinfected.</p> <ul style="list-style-type: none">• The principal or designate shall, as soon as reasonably possible:<ol style="list-style-type: none">1. Call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible2. Arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student's classroom and, in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e., washroom) to which the student would have had access that school-day by custodial staff3. Advise the Director or designate.• If a case of Covid-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health.• Any and all communications regarding the student or further action that might need to be taken by the staff, students or school must be done only by or with the approval of the Director or designate in consultation with Public Health.• In consultation with the Superintendent, each school shall:<ol style="list-style-type: none">1. Set up a designated isolation room in the school2. Ensure that appropriately sized medical face masks, face shields and hand sanitizer are readily available in all classrooms in the school			
--	--	---	--	--	--

FALL 2020 SCHOOL RE-OPEN PLAN



		<p>3. Keep accurate and up-to-date records of attendance and seating arrangements to support public health investigation and contact tracing</p> <p>4. Establish standardized procedures for cleaning and disinfecting classrooms and high touch surfaces and student work stations, including designating the employees who shall be responsible for these tasks, noting that all requirements associated with the increased sanitization and disinfection of facilities including common areas will be completed by custodial staff throughout the day</p> <p>5. Establish standardized procedures for the disposal of PPE equipment.</p>				
--	--	---	--	--	--	--

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

School: Marshall School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH&S	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
OH&S	All classrooms and shared spaces will be setup to comply with SHA social distancing rules	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
OH&S	Water fountains will not be used. We will use only the water refill system.	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
OH&S	OH&S team will have regular meetings, and will all be trained	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
OH&S	All doors, except the front door, will be locked. We will have a sign stating that the building is closed to the public.	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



School Operations	Before School	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Recess	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Lunch	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	After School	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Bussing	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Moving of Staff and Students	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Lockers	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	School Access	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Field Trips	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Washrooms	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Phys. Ed.	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Kindergarten	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



School Operations	Classroom Layout	Same as "Normal" return of school	return of school Same as "Normal" return of school	return of school Same as "Normal" return of school	September 2020	Ongoing
School Operations	Assemblies	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Staff Assignments/Roles/Duties	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Communications	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	IT	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Curriculum & Instruction	Physical Distancing	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Curriculum & Instruction	RTI	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Student Services	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Transitions	See "Normal" return of School	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Facilities	Cleaning Products	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Facilities	Phys Ed Supplies	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



			return of school	return of school		
Transportation	Students on the bus	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Communications	Confirmed Cases	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	Now	Ongoing
Early Childhood	Physical / Social Distancing Practices	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	End of September 2020
Early Childhood	Health hygiene behaviours and practices among young children	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Early Childhood	Integrity of the Program/Maintaining Child Friendly and Developmentally Appropriate Practices	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Early Childhood	Scheduling of Classes	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Early Childhood	Intense Needs Students	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	End September 2020
Early Childhood	Screening/Admissions	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	End September 2020
Early Childhood	Mental Health of Students, Staff	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Early Childhood	Academic Delays	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
Early Childhood	Cognitive and Social Emotional Delays	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



Early Childhood	Managing a sick child or staff member	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
-----------------	---------------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	----------------	---------

Contingency 2: Hybrid – not all students in building

School:						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH&S	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	Same as "Normal" return of school	September 2020	Ongoing
School Operations	Device Availability	<ul style="list-style-type: none"> A list will be compiled of students that will need a device The principal and librarian will work with IT staff and arrange for devices for students in need 				
Instruction & Curriculum	Daily Learning	<ul style="list-style-type: none"> We should be able to accommodate all students in the school unless the numbers go under 10/room If we had to do a hybrid, students would be organized by families as to who was at the school and who wasn't When students were at home, they would have assignments to work on at home that they are able to complete Teams/Moodle would be used to deliver the at home portion 	Principal Vice Principal	Training for staff on delivery Organization of groups that work best for families	September 2020	Ongoing
Student Services	Students on IIPs	<ul style="list-style-type: none"> SSST will work with families and professionals to decide the best way to deliver services 	SSST Principal SS staff	Detailed plan for each IIP student	September 2020	Ongoing
Transportation	Bussing	<ul style="list-style-type: none"> The principal and the Supervisor of Transportation will be contacted about who will be able to be transported and who can transport themselves 	Principal Supervisor of Transportation	List of students that need services	September 2020	Ongoing
Transportation	Distance Learning	<ul style="list-style-type: none"> The principal will communicate with Supervisor of Transportation and bus drivers about a schedule for delivering at home packages 	Principal Supervisor of Transportation Bus drivers	Coordinating delivery schedules	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



Early Childhood	Intensive Needs Students	<ul style="list-style-type: none"> Schedule online sessions 	SSST EAs	Computers Home delivery guidelines	September 2020	Ongoing
Early Childhood	Scheduling K Teachers	<ul style="list-style-type: none"> Develop online lessons Possible filming of lessons to accommodate families Continue delivery of paper packages to reinforce skills 	Kindergarten Teacher	PD Computers, Cameras, Literacy kits, paper package assignments	September 2020	Ongoing
Early Childhood	Equity	<ul style="list-style-type: none"> Phone calls to determine what families may need to complete online learning Load devices Paper packages for all students Provide PD for families as to how to access online delivery Online delivery of SLP/OT services 	Kindergarten TEacher School Services professionals	Devices for families PD developed for families Communication with SLP/OT Paper learning activities	August 2020	Ongoing

Contingency 3: Distance/Remote Learning

School:						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
OH&S	Same as "Normal" Return of School	Same as "Normal" Return of School	Same as "Normal" Return of School	Same as "Normal" Return of School	September 2020	Ongoing
School Operations	Staff Safety	<ul style="list-style-type: none"> All students will be learning remotely Staff will be asked to be social distancing from each other Staff will be asked to remain in their classroom as much as possible Photocopying will be on a scheduled timetable All staff will wear masks when they are unable to socially distance 	Principal	Guidelines from the division and SHA	September 2020	Ongoing
School Operations	Device Availability	<ul style="list-style-type: none"> A list will be compiled of students that will need devices The principal and librarian will work with IT to assign devices to students that will need them 	Librarian Principal IT Staff	A list of students that need devices Device contract	September 2020	Ongoing
School Operations	Privacy Impact Assessments	<ul style="list-style-type: none"> Teachers will make sure that all resources have been assessed using LAFOIP before they use them 	Teachers Communications Officer	LAFOIP Regulations	September 2020	Ongoing

FALL 2020 SCHOOL RE-OPEN PLAN



School Operations	Collection of Devices	<ul style="list-style-type: none"> The librarian and the principal will have a compiled list of all devices that are loaned to students These devices will be turned in and assessed for damage Any damage made to devices will be reported to IT along with the signed agreement 	Librarian Principal IT Staff	Device tracking document Device contract	September 2020	Ongoing
Curriculum & Instruction	Curriculum Delivery	<ul style="list-style-type: none"> All subjects will be delivered through on-line sources All students will have access to necessary devices Teaching assignments may be reassigned to make delivery easier Training will be delivered on Teams/Moodle so that teachers can deliver education effectively Collaboration with other teachers on how to deliver all subjects 	Principal Division	Teams training Rescheduling of teachers load	September 2020	Ongoing
Curriculum & Instruction	RTI	<ul style="list-style-type: none"> Same plan as Contingency 1 just delivered on-line 	Principal SSST	Training Collaboration	September 2020	Ongoing
Transportation	Delivery of Packages	<ul style="list-style-type: none"> The principal will communicate with Supervisor of Transportation and bus drivers to arrange for delivery of packages 	Principal Supervisor of Transportation	Schedule for package delivery	September 2020	Ongoing
Early Childhood	Keeping Integrity of Programs	<ul style="list-style-type: none"> Virtual lessons and paper packages Daily schedule created for online lessons 	Kindergarten Teacher	Ministry Document Computers for families Possible paper learning activities	September 2020	Ongoing
Early Childhood	Capacity of Teachers	<ul style="list-style-type: none"> Collaboration with other Kindergarten teachers Training in See Saw and TEAMS Train EAs to assist with delivery of programs 	Kindergarten Teacher EAs	PD - See Saw and TEAMS Time in schedule for collaboration	August 2020	End of September 2020
Early Childhood	Equity	<ul style="list-style-type: none"> See Hybrid model 				
Early Childhood	Communication with Parents	<ul style="list-style-type: none"> Schedule weekly (or more frequent) meetings with parents Develop communication plan for parents 	Kindergarten Teacher	Time for meetings with parents/families	September 2020	Ongoing