

FALL 2020 SCHOOL RE-OPEN PLAN



'Normal' Return to School

School: Neilburg Composite School						
Functional Area:	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Operation	Sanitizer	<ul style="list-style-type: none"> -Kids and staff are encouraged to have their own hand sanitizer. -We will remind parents in a memo before school begins -Staff will be reminded in the week before school 	Principal		June 2020	Ongoing
Operation	Mandatory Mask Usage	<ul style="list-style-type: none"> -Masks will be required for staff and students in Grades 4 to 12 and in high traffic areas, including areas where 2m physical distancing cannot be maintained. In most circumstances, students in Pre-k to Grade 3 will be encouraged but not required to use masks. -All visitors and guests to NWSD schools will be required to wear masks. -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. -Students will always need to wear masks on buses. - It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric. Bandanas and gaiter masks are not recommended as appropriate face coverings. -In addition to face masks, the province has obtained full-face shields which will be available for all staff. It is important to note, a face shield is not an equivalent substitute for a face mask, as the respiratory pathways are not adequately protected with a face shield alone. 	Principal Vice Principal			

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<p>Operations-</p>	<p>Limiting Physical Contact</p> <ul style="list-style-type: none"> a. Space out as much as possible- desks in a row b. Individual manipulatives, games, toys c. Supplies- pencils, erasers, calculator, art supplies- individualize label d. Assigned seating e. Wash/sanitize upon entry and exit of classroom and school f. No sharing food, water bottles, calculators, scissors, phones, etc g. Kids each lunch in classrooms (no microwaves or kettles.) h. Vending Machines and Booth will be closed until further notice. i. Protocols for the boot room to limit the number kids during recess etc. 	<ul style="list-style-type: none"> -For younger children, encourage maintaining physical distance. -Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes). -Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as ‘two-arm lengths apart’ and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as ‘air fives’ and waves. -Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around an item or small area. -Provide a greater amount of space for everyone. -Children from the same household (e.g. siblings) do not need to maintain physical distance from each other. -Wherever possible, physical distancing should be maintained, even within the same group. -Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided. -Groups of students and the staff members assigned to them should stay together throughout the day and not mix with other groups. -Signage will be displayed to promote physical distancing and hygiene in areas of the school. -We will limit shared materials and equipment - School supplies will be brought in at the beginning of the year. We will limit the amount of materials leaving the school and returning. We will have parents signing forms digitally instead of paper signed copies. Phone calls may also be an option. 	<p>Principal All Teachers</p>		<p>Aug 2020</p>	<p>Ongoing</p>
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		<p>-Where possible, remove or reduce play with toys that encourage group play in close proximity or increase the likelihood of physical contact.</p> <p>-Commonly used objects like manipulatives can be bagged individually for each student.</p> <p>-Keep toys that encourage individual play. (ref: Early Childhood) ·</p> <p>-Students and staff should not share food and drinks and other personal items. Label personal items with the student's name to discourage accidental sharing.</p> <p>-We will strategically limit the number of touch points per day on electronic devices. (ref: IT) · For instance, computers will be assigned to individual students.</p> <p>-Classroom activities and recess times should not include equipment that might be touched by multiple students. Due to the increased cleaning required, it is best to decrease the number of toys/equipment available to children. Remove toys and other items that cannot be easily cleaned and disinfected.</p> <p>-Books and paper cannot be recirculated without a 3-day waiting period.</p> <p>-The library will have bins to store books waiting to be recirculated. Classrooms will have their own individual buckets of books for classroom reading in ELA</p>				
<p>Operations- School wide</p>	<ul style="list-style-type: none"> a. Staggered recess, Supervision b. Entry/exit doors c. Staggered transitions d. High school breaks e. Kids leaving building and returning f. Lockers g. Bathrooms h. Visitors to School Procedure i. Staff Meetings/ Teacher Conferences J. Elementary Lunch k. Playground zones 	<ul style="list-style-type: none"> a. 10:15-10:28 Grades K,1&2,6 10:32-10:45 Grades 3&4, 5 b. K-4 use the SW door *All doors locked except E door 5-6 use the W door 7-8 use the SE door 9-10 use the E door 11-12 use the NE door c. We will reduce transitions by keeping grade levels in one classroom as much as possible. There will be no common breaks as students will be released 2 at a time throughout the 	<p>Principal Vice Principal All Staff</p>		<p>Aug 2020</p>	<p>Ongoing</p>

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	l. Computer Lab and IT	<p>class. Materials will be stored in a backpack on the back of their chair. Or in bins.</p> <p>d. Breaks are regulated by teachers. There will be no common breaks.</p> <p>e. Kids need to follow entry guidelines such as handwashing and physical distancing.</p> <p>f. Lockers will be in banks by grade near their homeroom. Students will only use their lockers to store outdoor clothing, musical instruments, valuable items or medication. Lockers will rarely be used because learning materials will be contained in their backpacks in the classroom.</p> <p>g. We will post signs that limit the number of students in the bathroom to three or less. The changeroom bathrooms could also be used in an emergency.</p> <p>h. All visitors will sign in/ out at the main office. They must complete a contact tracing form. They must use hand sanitizer upon entering. Visitors including parents should call the school in advance.</p> <p>i. Staff meetings will be online as well as student led conferences.</p> <p>j. Elementary lunch will be broken into two groups. The first group will eat then go outside. The second group will go outside then eat. There will be a 4-minute transition time. Group 1: 11:55-12:15 Group 2: 12:20-12:40</p> <p>k. The playground will be broken up into zones to avoid the mixing of cohorts. The respective cohorts must stay in their zones: Zone 1. Sandbox Area Zone 2. Soccer Field Zone 3. Swing Set Zone 4. Basketball Court Zone 5. Playground</p> <p>l. Clean hands on entry and exit.</p>				
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		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 Buses will be cleaned and sanitized between runs, including transfers Training will be provided for Bus Drivers. Training on all new entry and cleaning procedures.				
Operations	No couches, soft chairs, carpets- remove		Principal Custodian		Aug 2020	Ongoing
Facilities	No water fountains, need water bottles- add to supply list and inform parents, we will use our water bottle fillers		Principal Custodian		Aug 2020	Ongoing
Facilities	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.		Principal Custodian		Aug 2020	Ongoing
Facilities	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.		Principal All Teachers		Aug 2020	Ongoing
Facilities	Barriers have been installed for the admin assistant and the librarian.	Arrows, spots, signs for door ENTER/EXIT	Principal Custodian		Aug 2020	Ongoing
Facilities	Restrict use – use backpacks for day to day materials. If lockers are to be used, then strategic placement of students will need to occur to meet social distancing requirements. Stagger- grade 7,8,9,10,12, Elementary- 1 locker in between		Principal		Aug 2020	Ongoing
Facilities	Place lines/arrows and signage to ensure social distancing is followed- Bathrooms, doors		Principal Custodian		Aug 2020	Ongoing

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Communication	<p>Template to support: School-level communications plan for plan to return to school</p> <p>Regular communication home about expectations for school, education on COVID, how to prevent spread of germs -messages shared through division and school channels</p>	<p>A document will be sent out to the parents to explain the procedures and protocols arising from the Covid epidemic.</p> <p>Regular communication with parents via the usual channels such as teachers, school messenger etc. Parents will be updated regularly.</p>	Principal		Aug 2020	Ongoing
Curriculum		<p>-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. Use Fountas and Pinnell assessment 2-9 to establish baseline to guide instruction. Teachers will be encouraged to confer with previous grade teacher to gain a rich understanding of what was covered and what was not covered to help make informed decisions to optimize their year plan. Teachers will be encouraged to use math data from the previous year snapshot capturing remediation requirements.</p> <p>-Teachers long range plans and assessment plans will be revised to appropriately accommodate learning gaps emergent due to school closure. RTI plans will be in place for all students.</p> <p>-Teachers will work cooperatively to find time if necessary to fill gaps in learning. For example, we could use some PAA time to focus on math or English instead.</p>	Principal		Aug 2020	Ongoing
Curriculum		<p>-10-12 PAA offerings listed as survey credits on a presumptive basis Students that are compromised due a documented medical condition will be provided home-based programming in the event they cannot attend school. Arrangements must be made with school for parents wanting to continue with learning at home.</p> <p>-We will develop guidelines for blended and online learning. The Division will facilitate the</p>	Principal		Aug 2020	Ongoing

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		<p>development of blended and online learning resources with an initial focus for 7-12.</p> <ul style="list-style-type: none"> -Where PAA courses are offered that are not amenable to remote learning all safety protocols and hygiene practices must be implemented. -We will follow all SPEA guidelines for physical education. 				
Department: Student Services						
	Mental Health of Staff	<ul style="list-style-type: none"> -We will begin to develop sense of community among staff before students return. P. 11 Stage 2 Re-Entry to School Some of the ideas we are planning are: <ul style="list-style-type: none"> -Monthly staff team building events -Ongoing opportunities to promote wellness such as workouts -More of a mental health focus at meetings -More mental health PD -More opportunities for staff to express their needs - Regular staff meetings to determine where everyone is at. The goal is to meet with all staff Individually once every two cycles. We may use the Coronavirus Impact Scale on pg. 19 of Guidelines for Re-entry document during the first week. Consult with counsellor beforehand. - We will make the staff aware of the resources/supports available in the first week. We will also remind staff of these resources during individual meetings. The WC will send out resources and supports via email -Meetings will be in person with social distancing when possible. We may also run them via Teams. -We will make staff aware of PD opportunities available via email. 	Principal Vice Principal	<ul style="list-style-type: none"> -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 - Psychological First Aid- Self-care course -Dr. Carrington 	Aug 2020	Ongoing
	Mental Health of Students	<ul style="list-style-type: none"> -We will reach out to community organizations (ie: RCMP, Social Service, Mental Health, etc.) to assess needs -Family Dynamics chart pg. 27 Guidelines to Re-entry. Consult with counsellor beforehand. -We will review the Trauma informed and Resilient Schools document as a staff before school begins. -The WC will be taking the Psychological first aid course in the first week. The staff has also taken the Jody Carrington How to Connect with Kids These Days course 	Principal Wellness Coordinator	<ul style="list-style-type: none"> -Trauma informed and Resilient Schools document - Trauma Informed and Resilient schools webinar -One Minute Interventions 	June 2020	Ongoing

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		<p>-After reviewing the document in consultation with our WC, we will set goals as a staff to incorporate what we learned in our professional practice.</p> <p>We will implement school-wide ie: morning check-ins Tier I, II, and III Social Emotional Learning plan</p> <ul style="list-style-type: none"> - Listen, Protect, Connect, Model and Teach -We will work to promote positive behaviours and discourage (not punish) negative behaviours. Our goal is to develop students who are safe, respectful, responsible and cooperative. - We will assign each teacher students to mentor. Data will be collected on the interactions. -Each teacher will make regular contact with students in their mentorship group, to develop relationships and to assist when necessary. -Educate students about COVID, maintaining space and proper handwashing procedures, -We will adjust WC schedules and PD days, if need be -We will make staff aware of PD opportunities available -We will communicate with parents about plans for safety and health -We will refer to counsellors if need be -We understand that stressed brains cannot learn. Flexibility needed for students to utilize supports during class time, if need be 		<ul style="list-style-type: none"> -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 		
	First Day Back at School	<ul style="list-style-type: none"> -Create a plan to decrease staff, parent and student anxiety and fears. This will be done with staff in the week before students arrive. -This plan will communicate a message that all necessary precautions have been taken and student health is paramount. All guidelines are being followed. -A video will be sent out to families outlining some of the changes to school at Neilburg for the upcoming year. -Plan for students to catch up and visit with peers -Regular and frequent communication with families about plan and procedures, etc. -We will have a 'welcome back assembly' on Teams welcoming the students and introducing the new teachers. 	Principal Wellness Coordinator		Aug 2020	Ongoing
	Student IIPs	<ul style="list-style-type: none"> Updated assessments may be required -Re-engage with families to review short-term transition plans and to update goals -Team teaching 	Principal SST		Aug 2020	Ongoing

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		<ul style="list-style-type: none"> -CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. -Clean and disinfect diapering stations after each use. -Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine) -Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). 				
	Students with Health Concerns/ Immunocompromised	<ul style="list-style-type: none"> -Create a safety and accommodation plan in collaboration with parents -CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. -Clean and disinfect diapering stations after each use. -Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). -Specialized places for instruction for students with compromised immunity should make every effort to ensure students feel included and safe. We already have these rooms set up. 	Principal All Teachers SSST Supporting Professionals		Aug 2020	Ongoing
	Sick Kids Coming to School or Sick Kids at School	<ul style="list-style-type: none"> -The school will act in accordance with AP 162 in all instances of ill students. -Parents will be contacted immediately -Students will wait in the isolation room. It is the former tinker lab between the IA lab and the staff room. -If a separate room is not available, the student needs to be kept at least two metres away from other students and staff. -Ill students will be supervised by the principal, vice principal, SSST or WC depending on who is available. -If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child and should try to avoid contact with the student's respiratory secretions. -Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days. 	Principal Wellness Coordinator All Teachers Admin Assistants		Aug 2020	Ongoing

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		-All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool.				
	Students Refusing to Return to School	Take attendance and make follow up calls for students who are absent -Provide Psychological First Aid for students and parents -Plan appropriate interventions and accommodations	Principal All Teachers Wellness Coordinator		Aug 2020	Ongoing
	Students on FIP and Work Experience	-Work with businesses to create a plan -Consult with parents -Implement plan -Staff will not provide personal transportation	Principal SSST		Aug 2020	Ongoing
Athletics & ExtraCurricular	We will follow the NWSD and SHSAA guidelines and directions	-Extracurricular activities are temporarily paused until further notice.	Principal Vice Principal		Aug 2020	Ongoing

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

School: Neilburg Composite School						
Functional Area:	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Operation	Social Distancing Students According to Enforced Guidelines from the Province/ Health Authority	-We will have to use every space in the school to space kids out such as the gym and library. -Some courses may need to be trimmed to make this work. For instance, we may need to teach only Math and English for grades 7-12.	Principal		June 2020	Ongoing
Operation	Sanitizer	-Kids and staff are encouraged to have their own hand sanitizer -We will remind parents in a memo before school begins -Staff will be reminded in the week before school			June 2020	Ongoing
Operation	Mandatory Mask Usage	-Masks will be required for staff and students in Grades 4 to 12 and in high traffic areas, including areas where 2m physical distancing cannot be maintained. In most circumstances, students in Pre-k to Grade 3 will be encouraged but not required to use masks. -All visitors and guests to NWSD schools will be required to wear masks.	Principal Vice Principal			

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		<p>-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.</p> <p>-Students will always need to wear masks on buses.</p> <p>- It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric. Bandanas and gaiter masks are not recommended as appropriate face coverings.</p> <p>-In addition to face masks, the province has obtained full-face shields which will be available for all staff. It is important to note, a face shield is not an equivalent substitute for a face mask, as the respiratory pathways are not adequately protected with a face shield alone.</p>				
Operations-	<p>Limiting Physical Contact</p> <ul style="list-style-type: none"> j. Space out as much as possible- desks in a row k. Individual manipulatives, games, toys l. Supplies- pencils, erasers, calculator, art supplies- individualize label m. Assigned seating n. Wash/sanitize upon entry and exit of classroom and school o. No sharing food, water bottles, calculators, scissors, phones, etc p. Kids eat lunch in classrooms (no microwaves or kettles.) q. Vending Machines and Booth will be closed until further notice. 	<p>-For younger children, encourage maintaining physical distance.</p> <p>-Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes).</p> <p>-Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as 'two-arm lengths apart' and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.</p> <p>-Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around an item or small area.</p> <p>-Provide a greater amount of space for everyone.</p>	Principal All Teachers		Aug 2020	Ongoing

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	<p>r. Protocols for the boot room to limit the number kids during recess etc.</p>	<ul style="list-style-type: none"> -Children from the same household (e.g. siblings) do not need to maintain physical distance from each other. -Wherever possible, physical distancing should be maintained, even within the same group. -Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided. -Groups of students and the staff members assigned to them should stay together throughout the day and not mix with other groups. -Signage will be displayed to promote physical distancing and hygiene in areas of the school. -We will limit shared materials and equipment - School supplies will be brought in at the beginning of the year. We will limit the amount of materials leaving the school and returning. We will have parents signing forms digitally instead of paper signed copies. Phone calls may also be an option. -Where possible, remove or reduce play with toys that encourage group play in close proximity or increase the likelihood of physical contact. -Commonly used objects like manipulatives can be bagged individually for each student. -Keep toys that encourage individual play. (ref: Early Childhood) · -Students and staff should not share food and drinks and other personal items. Label personal items with the student's name to discourage accidental sharing. -We will strategically limit the number of touch points per day on electronic devices. (ref: IT) · For instance, computers will be assigned to individual students. -Classroom activities and recess times should not include equipment that might be touched by multiple students. Due to the increased cleaning 				
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		<p>required, it is best to decrease the number of toys/equipment available to children. Remove toys and other items that cannot be easily cleaned and disinfected.</p> <p>-Books and paper cannot be recirculated without a 3-day waiting period.</p> <p>-The library will have bins to store books waiting to be recirculated. Classrooms will have their own individual buckets of books for classroom reading in ELA</p>				
Operations- School wide	<ul style="list-style-type: none"> h. Staggered recess, Supervision i. Entry/exit doors j. Staggered transitions k. High school breaks l. Kids leaving building and returning m. Lockers n. Bathrooms h. Visitors to School Procedure i. Staff Meetings/ Teacher Conferences J. Elementary Lunch k. Playground zones l. Computer Lab and IT 	<ul style="list-style-type: none"> a. 10:15-10:28 Grades K,1&2,6 10:32-10:45 Grades 3&4, 5 b. K-4 use the SW door *All doors locked except E door 5-6 use the W door 7-8 use the SE door 9-10 use the E door 11-12 use the NE door c. We will reduce transitions by keeping grade levels in one classroom as much as possible. There will be no common breaks as students will be released 2 at a time throughout the class. Materials will be stored in a backpack on the back of their chair. Or in bins. d. Breaks are regulated by teachers. There will be no common breaks. e. Kids need to follow entry guidelines such handwashing and physical distancing. f. Lockers will be in banks by grade near their homeroom. Students will only use their lockers to store outdoor clothing, musical instruments, valuable items or medication. Lockers will rarely be used because learning materials will be contained in their backpacks in the classroom. g. We will post signs that limit the number of students in the bathroom to three or less. The changeroom bathrooms could also be used in an emergency. 	Principal Vice Principal All Staff		Aug 2020	Ongoing

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		<p>h. All visitors will sign in/ out at the main office. They must complete a contact tracing form. They must use hand sanitizer upon entering. Visitors including parents should call the school in advance.</p> <p>i. Staff meetings will be online via as well as student led conferences.</p> <p>j. Elementary lunch will be broken into two groups. The first group will eat then go outside. The second group will go outside then eat. There will be a 4-minute transition time. Group 1: 11:55-12:15 Group 2: 12:20-12:40</p> <p>k. The playground will be broken up into zones to avoid the mixing of cohorts. The respective cohorts must stay in their zones: Zone 1. Sandbox Area Zone 2. Soccer Field Zone 3. Swing Set Zone 4. Basketball Court Zone 5. Playground</p> <p>l. Clean hands on entry and exit. Clean equipment daily based on industry standard practice</p> <ul style="list-style-type: none"> · Assign students (or families) to specific computers to limit exposure and possible contact tracing (seating assignments) · Have a clearly defined process for tracking these device assignments (laptops only) · Tiered and row structured labs (elevated extended horizontal H design) could be utilized at a significantly reduced capacity allowing for 1 user per side utilizing every second tier/row. 1 student every 3 computers 				
Transportation	<p>Stagger bus drop off & pick up</p> <ul style="list-style-type: none"> • Have families reregister for busing to account for any relocations or missing contact information. Identify any intensive needs requirements, including 	<p>We plan to stagger the drop offs of the students. The bus dropping off will drop off students directly opposite to the main doors. The other buses will wait until the bus ahead of them is empty before they pull up to unload.</p>	<p>Principal Vice Principal All Bus Drivers</p>		Aug 2020	Ongoing

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	<p>medical conditions that may be exasperated by COVID conditions.</p>	<p>The bus students will be released to their bus in a staggered format by class. This will be by a scheduled time. This will avoid congestion and enable physical distancing.</p> <p>K 3:07</p> <p>1&2, 6, 7, 9, 11,12 3:11</p> <p>3&4, 5, 8, 10 3:15</p> <p>Kids who drive can leave when the bus kids leave for their class. They will leave through the gym doors leading out to the parking lot to avoid congestion with the bus kids leaving through the NE door.</p> <p>Town kids that do not ride the bus will exit the building while maintaining social distancing at 3:19.</p> <p>Have family's 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</p> <p>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</p> <p>Buses will be cleaned and sanitized between runs, including transfers Training will be provided for Bus Drivers. Training on all new entry and cleaning procedures.</p>				
Operations	No couches, soft chairs, carpets- remove		Principal Custodian		Aug 2020	Ongoing
Facilities	No water fountains, need water bottles- add to supply list and inform parents, we will use our water bottle fillers		Principal Custodian		Aug 2020	Ongoing

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Facilities	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.		Principal Custodian		Aug 2020	Ongoing
Facilities	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.		Principal All Teachers		Aug 2020	Ongoing
Facilities	Barriers have been installed for the admin assistant and the librarian.	Arrows, spots, signs for door ENTER/EXIT	Principal Custodian		Aug 2020	Ongoing
Facilities	Restrict use – use backpacks for day to day materials. If lockers are to be used, then strategic placement of students will need to occur to meet social distancing requirements. Stagger- grade 7,8,9,10,12, Elementary- 1 locker in between		Principal		Aug 2020	Ongoing
Facilities	Place lines/arrows and signage to ensure social distancing is followed- Bathrooms, doors		Principal Custodian		Aug 2020	Ongoing
Communication	Template to support: School-level communications plan for plan to return to school Regular communication home about expectations for school, education on COVID, how to prevent spread of germs -messages shared through division and school channels	A document will be sent out to the parents to explain the procedures and protocols arising from the Covid epidemic. Regular communication with parents via the usual channels such as teachers, school messenger etc. Parents will be updated regularly.	Principal		Aug 2020	Ongoing
Curriculum		-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. Use Fountas and Pinnell assessment 2-9 to establish baseline to guide instruction. Teachers will be encouraged to confer with previous grade teacher to gain a rich understanding of what was covered and what was not covered to help make informed decisions to optimize their year plan. Teachers will be encouraged to use math data from the	Principal		Aug 2020	Ongoing

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		<p>previous year snapshot capturing remediation requirements.</p> <ul style="list-style-type: none"> -Teachers long range plans and assessment plans will be revised to appropriately accommodate learning gaps emergent due to school closure. RTI plans will be in place for all students. -Teachers will work cooperatively to find time if necessary to fill gaps in learning. For example, we could use some PAA time to focus on math or English instead. 				
Curriculum		<ul style="list-style-type: none"> -10-12 PAA offerings listed as survey credits on a presumptive basis Students that are compromised due a documented medical condition will be provided home-based programming in the event they cannot attend school. Arrangements must be made with school for parents wanting to continue with learning at home. -We will develop guidelines for blended and online learning. The Division will facilitate the development of blended and online learning resources with an initial focus for 7-12. -Where PAA courses are offered that are not amenable to remote learning all safety protocols and hygiene practices must be implemented. -We will follow all SPEA guidelines for physical education. 	Principal		Aug 2020	Ongoing
Department: Student Services						
	Mental Health of Staff	<ul style="list-style-type: none"> -We will begin to develop sense of community among staff before students return. P. 11 Stage 2 Re-Entry to School Some of the ideas we are planning are: <ul style="list-style-type: none"> -Monthly staff team building events -Ongoing opportunities to promote wellness such as workouts -More of a mental health focus at meetings -More mental health PD -More opportunities for staff to express their needs - Regular staff meetings to determine where everyone is at. The goal is to meet with all staff Individually once every two cycles. We may 	Principal Vice Principal	<ul style="list-style-type: none"> -Guidelines for Re-entry into the School Setting -Psychological First Aid (there are also YouTube videos) -STF counselling and Wellness services Saskatchewan 	Aug 2020	Ongoing

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		<p>use the Coronavirus Impact Scale on pg. 19 of Guidelines for Re-entry document during the first week. Consult with counsellor beforehand.</p> <ul style="list-style-type: none"> - We will make the staff aware of the resources/supports available in the first week. We will also remind staff of these resources during individual meetings. -Meetings will be in person with social distancing when possible. We may also run them via Teams. -We will make staff aware of PD opportunities available via email. 		<p>Mental Health services - Psychological First Aid- Self-care course -Dr. Carrington</p>		
	Mental Health of Students	<ul style="list-style-type: none"> -We will reach out to community organizations (ie: RCMP, Social Service, Mental Health, etc.) to assess needs -Family Dynamics chart pg. 27 Guidelines to Re-entry. Consult with counsellor beforehand. -We will review the Trauma informed and Resilient Schools document as a staff before school begins. -After reviewing the document in consultation with our WC, we will set goals as a staff to incorporate what we learned in our professional practice. <p>We will implement school-wide ie: morning check-ins Tier I, II, and III Social Emotional Learning plan</p> <ul style="list-style-type: none"> - Listen, Protect, Connect, Model and Teach -We will work to promote positive behaviours and discourage (not punish) negative behaviours. Our goal is to develop students who are safe, respectful, responsible and cooperative. - We will assign each teacher students to mentor. Data will be collected on the interactions. -Each teacher will make regular contact with students in their mentorship group, to develop relationships and to assist when necessary. -Educate students about COVID, maintaining space and proper handwashing procedures, -We will adjust WC schedules and PD days, if need be -We will make staff aware of PD opportunities available -We will communicate with parents about plans for safety and health -We will refer to counsellors if need be -We understand that stressed brains cannot learn. Flexibility needed for students to 	Principal Wellness Coordinator	<ul style="list-style-type: none"> -Trauma informed and Resilient Schools document - 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 	June 2020	Ongoing

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				-Mental Health Workers		
	First Day Back at School	<ul style="list-style-type: none"> -Create a plan to decrease staff, parent and student anxiety and fears. This will be done with staff in the week before students arrive. -This plan will communicate a message that all necessary precautions have been taken and student health is paramount. All guidelines are being followed. -A video will be sent out to families outlining some of the changes to school at Neilburg for the upcoming year. -Plan for students to catch up and visit with peers -Regular and frequent communication with families about plan and procedures, etc. -We will have a 'welcome back assembly' on Teams welcoming the students and introducing the new teachers. 	Principal Wellness Coordinator		Aug 2020	Ongoing
	Student IIPs	<ul style="list-style-type: none"> Updated assessments may be required -Re-engage with families to review short-term transition plans and to update goals -Team teaching -CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. -Clean and disinfect diapering stations after each use. -Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine) -Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). 	Principal SST		Aug 2020	Ongoing
	Students with Health Concerns/ Immunocompromised	<ul style="list-style-type: none"> -Create a safety and accommodation plan in collaboration with parents -CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs. -Clean and disinfect diapering stations after each use. -Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water). -Specialized places for instruction for students with compromised immunity should make every effort to ensure students feel included and safe. We already have these rooms set up. 	Principal All Teachers SSST Supporting Professionals		Aug 2020	Ongoing

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	Sick Kids Coming to School or Sick Kids at School	<ul style="list-style-type: none"> -The school will act in accordance with AP 162 in all instances of ill students. -Parents will be contacted immediately -Students will wait in the isolation room. It is the former tinker lab between the IA lab and the staff room. -If a separate room is not available, the student needs to be kept at least two metres away from other students and staff. -Ill students will be supervised by the principal, vice principal, SSST or WC depending on who is available. -If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child and should try to avoid contact with the student's respiratory secretions. -Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days. -All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool. 	Principal Wellness Coordinator All Teachers Admin Assistants		Aug 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 students and parents -Plan appropriate interventions and accommodations 	Principal All Teachers Wellness Coordinator		Aug 2020	Ongoing
	Students on FIP and Work Experience	<ul style="list-style-type: none"> -Work with businesses to create a plan -Consult with parents -Implement plan -Staff will not provide personal transportation 	Principal SSST		Aug 2020	Ongoing
Athletics & Extracurricular	We will follow the NWSD and SHSAA Guidelines and Directions	-Extracurricular activities are paused until further notice.	Principal Vice Principal		Aug 2020	Ongoing

Contingency 2: Hybrid – not all students in building

School: Neilburg Composite School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Operations	School Day · Before School Procedures · Recess Procedures	-We will explore online and block models. It is possible that we will join a pod with other K-12 schools in the division. There is also a possibility of some students				

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	<ul style="list-style-type: none"> · Noon Hour Procedures · After School Procedures · Entrances · Building Access · Washroom Access · Hallway Procedures 	attending on alternate days. We would like for all elementary students to attend every day if possible.				
	<p>School principals will create a plan to address the following:</p> <ul style="list-style-type: none"> · Role changes · Staff assignments · Staff duties · Manage staff attendance <p>Safety procedures (PPE)</p> <ul style="list-style-type: none"> · Student supervision and social distancing expectations · Professional Development · Staff Supervision Process 	-We will have to rebalance workloads for teachers. For instance, Junior high PAA might not be offered.				
	<p>School principals will create a plan to communicate with the following groups:</p> <ul style="list-style-type: none"> · Staff · Students · Parents · SCC · Community Stakeholders 					
Operations	Younger students (K-6) attend daily in smaller homerooms, older students (7-12, located in gym) learn remotely (rigorous online learning with Moodle) -- note, training would be provided to staff on any new platform, PD will be offered for To accommodate an increased number of elementary homerooms, some classes may be housed in other NWSD schools and some teachers may have teaching loads reassigned					
Operation	Online PD regarding delivery of online programming will be required. A minimum of 3-4 days will be required- August!					
	Some courses, particularly at the 10-12 level may be offered across school lines to maximize staffing efficiency					
	Some 7-12 classes (notably PAA, PE, and Arts Ed) would be at least partially offered at the school if possible within SD guidelines.					
	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).					

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Student Services IIP	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					
Curriculum Early Learning	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.					
Operational	Develop communication plan to inform students who their teachers will be for September.					
IT	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					
Facilities	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.					
Communication	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID					
Athletics	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					

Contingency 3: Distance/Remote Learning

School: Neilburg Composite School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:

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	<p>School principals will create a plan to address the following:</p> <ul style="list-style-type: none"> · Guidelines and expectations for students and staff for at home learning (Learning Packages) <ul style="list-style-type: none"> • Monitor building access <p>All staff will be required to be at work</p>	- We will utilize the division guidelines for online learning. Workloads will have to be rebalanced.				
	<p>School principals will create a plan to communicate with the following groups:</p> <ul style="list-style-type: none"> · Staff · Students · Parents · SCC · Community Stakeholders 					
	<p>Reallocation and repurposing of staff to address learning needs in a maximally efficient way. This may include:</p> <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) 					
	<p>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 many be assigned intervention caseloads defined by student or by skill. These caseloads will not be restricted by school.</p>					
Student Services	<ul style="list-style-type: none"> · 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: ü ensures staff and student safety; * details the specialized therapies, professional assessments and/or unique transitions proposed ü 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 					
Student Services	Counselling					

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	<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 					
Student Services	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 					
Operational	Student-teacher contact time must be prioritized regardless of the delivery format <ul style="list-style-type: none"> Daily k-6, weekly 7-12 <ul style="list-style-type: none"> Teachers have consistent online course design, layout etc. 					
Operational	Develop regularly scheduled, weekly or more, communication plan for parents					
IT, Communications	Add parents as guests to teams or private channels <ul style="list-style-type: none"> 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. 					
IT	There needs to be a well-defined process to track devices and device assignments <ul style="list-style-type: none"> There needs to be well defined procedures in place to cover loss and damage This will be coordinated at the school level 					
Communication	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID					
Athletics	All school sanction activities will be postponed or cancelled					