

FALL 2020 SCHOOL RE-OPEN PLAN



'Normal' Return to School

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

School: Pierceland						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
Before School Procedures	<ul style="list-style-type: none"> *Pre K & Grade 6-8 enter through main entrance. *K and Grade 1 enter through downstairs Gr. 1 door. *Gr 2 & 3 enter through Gr. 3 door. *Gr. 4 & 5 enter through Gr. 5 door. *Using physical distancing drop and pick up at locker and move directly to their homeroom classroom. *Stagger bus students entering by the bus driver not releasing his students until all of the students from the previous bus have entered the school. *Students will enter, drop and pick up stuff at the locker and go into their homeroom. Lockers will be staggered. *Stagger and schedule bus drop offs *With the exception on staff of supervision, all staff will be in the classroom with students or in nearby halls to engage with students. *No students allowed in the building until 8:40. Supervisors will unlock the door at 8:40 when they arrive in that spot for supervision. *The bus supervisors on each entrance will monitor the door to minimize numbers in the porch. *Return to school plan will be shared on August 26 with families. 	<ul style="list-style-type: none"> • Inform bus drivers on procedures and families prior to school commencing • Explain the changes to students and why they are necessary • Each staff member will need a key for the exterior doors. • Share the plan with bus drivers and the custodian. • Hand washing and sanitizing will be prioritized. • Families will receive student self assessments. 	All staff	Signage, social media and phone dialer to share information Health Parameters, RPT Guidelines Primary and Secondary Education Institution Guidelines	Sept. 2020	Sept 2020
Recess Procedures	<ul style="list-style-type: none"> *Staggering release times according to exit, assure your students are outside and then scheduled supervisors go outside with students. *Grades will have separate designated play areas. *Students wash their hands prior to recess and upon re-entering the school. *Younger group enters each door first after recess, with classes lining up at the door until the supervisor tells them to enter. 	<ul style="list-style-type: none"> • Re-teach students proper hand washing procedures • Use classroom sinks Pre-K-Grade 3 to eliminate crowds at the bathroom • Grade 4 & 5 coordinate times to access the sinks in the bathroom • Teach students procedures. 	All staff		Sept. 2020	Sept 2020
Noon Procedures	<ul style="list-style-type: none"> *K-Grade 12 eat in classrooms with homeroom teacher or designate. *Students wash their hands in the classroom prior to eating. *Grade 4&5 will schedule a time to wash hands prior to lunch break. *Hand sanitize or wash their hands prior to eating. *Lunch supervisors scheduled supervise after eating or in elementary after going outside. 	<ul style="list-style-type: none"> • Teach students new procedures and expectations. • Arrange 3:10 check ins to ease stress, since staff will have little time to gather during the school day. • Notify families that there will not be microwaves. • Place tape dots on the hallway lower wall to visually show physical spacing recommendations. 	All staff		Sept. 2020	Sept 2020
Classroom	<ul style="list-style-type: none"> *Limiting contact in classrooms. Desks will be forward facing and spaced apart. Each grade will be their own cohort. 	<ul style="list-style-type: none"> • Discourage toys brought from home • Discourage sharing of items • Label individual items 	All staff		Sept. 2020	Sept 2020

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After School Procedures	Elementary bus students dismissed between 3:00 and 3:05. Staff will supervise them at their lockers and at the exits. Scheduled by classroom teachers when they meet. Dismissal will be staggered by doors and homeroom. Elementary staff will walk classes outside to the front of the school.	<ul style="list-style-type: none"> • Limit shared equipment and materials • Students taught about social distancing. • Communicating with bus drivers the expectation that they wait for students, as dismissal times will be spaced out and they may have to wait longer before departing for their bus run. • Ask bus drivers to be here by 3 and to not leave without all of their students. 	All staff		Sept. 2020	Sept 2020
Class Change and Hallway Procedures	*Students will stay in their homerooms with few exceptions. *Teachers will travel to their rooms. *Breaks will be transition times for teachers.	<ul style="list-style-type: none"> • Procedures for walk on the right, and avoiding all physical contact will be taught to students. • Locker use will be limited/minimized. • Routines in class will include time at the end of class to staple, hole punch papers, file in appropriate section in binder, to minimize time at the locker. Focus on ordering tasks and organization in classrooms. • Bins will be provided for students to store daily materials in their homeroom. 	All staff		Sept. 2020	Sept 2020
Bathroom Procedures	As needed. Maintain distancing as best as possible.	<ul style="list-style-type: none"> • Teachers will teach their classes procedures as to when they can ask for their break so it does not interrupt teaching • Bathrooms will be designated Gr. 6-7 gym bathrooms. • Gr 8-12 hallway bathrooms 	All staff		Sept. 2020	Sept 2020
Building Access	Teach staff and students procedures. Inform parents of expectations and procedures. Procedures will be posted on front door. Eliminate outside user groups.	<ul style="list-style-type: none"> • Parents will be asked not to enter the building with their students. • Increase supervision to support students. • Pre K staff will be greeting at the front door. • Guests will be limited and required to complete same day QR code check-in as noted on front door signs, sanitize hands and wear masks in the school. • Paper copies will also be available. 	All staff		Aug. 2020	Sept 2020
Entrance	Limit numbers in entrances.	<ul style="list-style-type: none"> • Post signage to remind students of procedures and to inform any guests. 	All staff		Sept. 2020	Sept 2020
School Staff	Role changes and staff assignments to maximize time for Literacy, Numeracy, easing anxiety and making connections.	<ul style="list-style-type: none"> • Addressed role changes in new timetable, and teaching assignments already • Team approach of staff to RTI targeting first stress management, check ins, connections, social skills, and promoting soft skills and inquiry 	All staff		Sept. 2020	Sept 2020
Staff duties	Staff will travel to students in classrooms and student groups will stay together in homerooms with few exceptions.	<ul style="list-style-type: none"> • Order, arrange for carts for staff use • Staff meet to discuss consideration, clean up practices, storage of materials within a shared classroom, to create class routines shared by all teachers 	All staff		Sept. 2020	Sept 2020

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Staff attendance	Staff will stay home if ill. Staff will complete a weekly self assessment and report in Applitrack.	<ul style="list-style-type: none"> Communicate absences to Admin ASAP All staff will have emergency plans prepared for absences where coverage is needed. Note: This may include other staff coverage or a substitute teacher so they should be extremely user friendly. These will be stored likely in the PCS Teacher Team. 	All staff		Aug. 2020	Sept 2020
Safety procedures	*Sanitizing desks with students, assuring they sanitize hands before and after using shared equipment, wear PPE when mandated and if you desire. *Masks will be required for grades 4-12 and staff where physical distancing is not possible.	<ul style="list-style-type: none"> PPE – face shield and mask will be provided for dealing with a student who is ill and it MUST be used. Masks will be required for all staff and students in grades 4-12. They will be recommended for Pre-K to Grade 3. Disposable masks will be available at schools for visitors. 	All staff		Aug. 2020	Sept 2020
Student supervision and social distancing expectations	Follow supervision schedule as set Extreme supervision before and during school	<ul style="list-style-type: none"> Adjust supervision schedule to meet criteria of students eating in classrooms, etc. Discussed in an earlier item Front facing desks spaced as much as possible with extra furniture removed to allow more space. 	All staff		June 2020	Sept 2020
Curriculum and Instruction						
LIP Implementation	Anticipate learning gaps	<ul style="list-style-type: none"> Staff meet to share information about students for next year’s teacher (share F&P, math data, continued with supplemental learning or gaps, units needing more attention, anxiety issues, etc.) More time scheduled for Literacy and Math upstairs in particular, less Admin time to address this issue 	All staff		June 2020	ongoing
	F & P	<ul style="list-style-type: none"> Priority will be the mental wellness of our students. When appropriate in the Fall we will begin F&P assessments 	All staff		Oct 2020	ongoing
	Math data collection and filling the gaps	<ul style="list-style-type: none"> Using the division provided documents to focus math instruction Using Guided Learning time to focus on numeracy more than in the past, particularly in Grade 6-12. 	All staff		Sept 2020	ongoing
	AP 360	<ul style="list-style-type: none"> Review the AP as a staff. This is already “a plan within a plan” 	All staff		June 2020	Sept 2020
	Guided Learning (RTI)	<ul style="list-style-type: none"> Restructured to be collaborative, engaging, focusing on Tier 3 but also building connections, engagement, curiosity, soft skills, assuring all students are checked in with and are getting tools to help with anxiety, coping skills, and executive functioning 	All staff		June 2020	ongoing

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		<ul style="list-style-type: none"> Plans will be specific for ALL students 				
	Long Range Plans	<ul style="list-style-type: none"> After meeting with previous year's teachers, adapt your long range plans to fill the gaps necessary to meet students needs 	All staff		August 2020	August 2020
	Timetable	<ul style="list-style-type: none"> Adjusted 	All staff		June 2020	June 2020
	Bell schedule	<ul style="list-style-type: none"> Has changed but may be altered to promote schedule for locker access 	All staff		June 2020	August 2020
	PAA Offerings	<ul style="list-style-type: none"> Suggested as survey credits Safety measures and proper hygiene necessary in the classroom More details are available for PAA, Fine Arts, Phys. Ed. 	Admin/PAA Teachers		June 2020	Sept 2020
	Immune compromised students	<ul style="list-style-type: none"> Work with families an provide necessary accommodations. Offered home based options through NWSD Courses will be taught from a NWSD teacher. 	All staff		Sept. 2020	ongoing
	Instruction	<ul style="list-style-type: none"> Best Practices include guided practice, scaffolding, task analysis, higher level questioning, triangulated formative assessment, conferencing. Reality: We need to focus on high quality instruction even more than ever before. 	All staff		Sept. 2020	ongoing
	Technology platforms – Teams will continue Moodle to be added for managing lessons, assignments and for Early Learning.	<ul style="list-style-type: none"> Staff PD on Teams Independently and in groups, learn more about Moodle in August. 	All staff		June 2020	ongoing
	IT: Sharing Equipment in Labs, teacher stations, keyboards, mice, lab printer, headphones	<ul style="list-style-type: none"> Clean hands on entry and exit · Clean equipment daily based on industry standard practice. Assign students to specific computers to limit exposure and possible contact tracing (seating assignments). 	All staff All students		Aug 2020	ongoing
	Sharing of Laptops including cloudbooks (blue cart), student laptops (red cart) and staff loaner laptops.	<ul style="list-style-type: none"> Clean hands before and after use. Clean equipment daily based on industry standard practice. Assign students to specific computers to limit exposure and possible contact tracing. Have a clearly defined process for tracking these device assignments. 	All staff All students		Aug 2020	ongoing
	Interactive touch surfaces like smartboards and interactive TV's including their peripherals like pens and eraser	<ul style="list-style-type: none"> Clean hands before and after use. Clean equipment daily based on industry standard practice. 	All staff All students		Aug 2020	ongoing

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	Shared Staff desktops and peripherals including but not limited to Keyboard, mouse, projector remote, document camera)	<ul style="list-style-type: none"> • Clean hands before and after use. • Clean equipment daily based on industry standard practice. 	All staff All students		Aug 2020	ongoing
	High traffic touch surfaces on Photocopiers and printers	<ul style="list-style-type: none"> • Clean hands before and after use. • Clean equipment daily depending on use. 	All staff All students		Aug 2020	ongoing
Student Services						
	Tier 1,2,3 Emotional Wellbeing Plan	<ul style="list-style-type: none"> • Period 1 Check in – reminded after O’Canada 	All staff		Sept 2020	ongoing
	Mentorship	<ul style="list-style-type: none"> • Marlene Wong videos • RTI focus on personal check ins during Guided Learning as well as period 1 	All staff		Sept 2020	ongoing
	Student mental health REMEMBER STRESSED BRAINS CANNOT LEARN!!!! If kids are not OKAY, they will not function.	<ul style="list-style-type: none"> • Learn about these assessments and carry them out as needed • PD on Trauma Informed Instruction • Create a re-entry plan for students as needed • Refer students to counsellors if Tier 1 & 2 interventions aren’t enough • Listen, Protect, Connect, Model and Teach • Flexibility needed for students to utilize supports during class time if needed • Communicate with parents about plans for safety and health • Period 1 check ins, as well during Guided Learning 	All staff		June 2020	ongoing
	PD days	<ul style="list-style-type: none"> • More in house PD with technology assisting • Design more fluid to address needs as conditions change 	All staff	PD Hub	Sept 2020	ongoing
	First day plan	<ul style="list-style-type: none"> • Non bus students should arrive as close to 8:50 as possible. • Elementary students will be met outside by EA’s and non homeroom teachers and be brought around to the back of the school to gather with their class and homeroom teacher. • Grades 6-12 students will gather outside with their homeroom teacher and be brought into the school at 9:00 with their class. • Classes will enter together through their assigned doors and proceed to their homerooms. • Focus on time for class to catch up. • Regular and frequent communication with parents regarding plan and procedures. • Share with parents ahead of time (Aug. 26). 	All staff		August 2020	Sept 2020

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		<ul style="list-style-type: none"> • Focus on routines and procedures. (Entrance/Exit, washrooms, recess, lunch) • Dismissal will be staggered by grades at the end of the school day. 				
	COVID-19 Education Support	<ul style="list-style-type: none"> • Wellness Coordinators will support classroom teachers in providing information to students about hand hygiene, physical distancing, etc. 	WCs, Teachers	SHA Guidelines	Sept. 2020	
	Students on IIP's	<ul style="list-style-type: none"> • Re-engage with families to review short term transition plans and to update goals. • Team meetings will likely be virtual for families, with as many staff & support staff in attendance. • Team teaching. • CMHO safety orders must be in place for students who required a more hands-on approach and have personal care needs. • Clean and disinfect diapering stations after each use. • Wear disposable gloves when cleaning blood, body fluids, and gloves must be changed after every interaction or when changing tasks. Hand hygiene must be performed between every glove change. • It may not be possible to support all students with intensive needs. • EA's will work in the same classrooms as much as possible. One on one interactions require face masks/shields if social distancing isn't possible. 	All staff		Sept 2020	ongoing
	Students with health concerns and/or immune compromised	<ul style="list-style-type: none"> • Create a safety and accommodation plan in collaboration with parents and medical doctor. • 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. 	All staff		August 2020	ongoing

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	Professionals in Multiple Schools	<ul style="list-style-type: none"> Enhanced cleaning and disinfection of workspaces, supplies and equipment Designated work areas and record of where you are in schools Communication with school Admin & SSST/WC to stagger visits · Hand washing before, during and after each session · Flexibility of services 	Division staff		Sept 2020	ongoing
	Families	<ul style="list-style-type: none"> Look for ways to reengage – staff wide effort Contact prior to school re-opening. A script may be available. Online challenges 	All staff	Phone dialer, emails, Facebook, website, Instagram – invite and inform	Aug. 2020	ongoing
	Nutrition	<ul style="list-style-type: none"> Eat lunch in classrooms Booth and vending machine will remain closed until further notice. Microwaves will not be available. 	All staff		Sept 2020	ongoing
	Sick kids	<ul style="list-style-type: none"> Staff will follow AP 162 when students are ill. Follow health authority flow chart provided for schools if a staff member or student experiences symptoms. Contact parents immediately Isolation area will be VP office or ROR. Must be distanced 2 metres from staff and students if we are unable to isolate them Face shield, masks must be worn by staff member assisting ill child. Hand washing must be done after dealing with a sick child. All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool. Privacy is key! 	All staff		Sept 2020	ongoing
	Anxiety of students and staff when masks, shields, etc. need to be worn	<ul style="list-style-type: none"> Education Social stories 	All staff		Sept 2020	Sept 2020
	Students refusing to return to school	<ul style="list-style-type: none"> Parent surveys were sent from division. Staff will follow up with phone calls. Division distance learning options should be available. Take attendance Absences must be followed up with a phone call 	All staff		Sept 2020	Sept 2020

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		<ul style="list-style-type: none"> Plan appropriate interventions and accommodations 				
	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 	SSST		Sept 2020	ongoing
	Assessment and Therapy	<ul style="list-style-type: none"> Students with additional needs may require updated assessments and revised individual goals. For personal interactions, conditions must be created to allow for the provision of supports within a safe and secure environment, which may include the school setting or other appropriate spaces 	SSST, division professionals		Sept 2020	ongoing
Early Childhood	Physical/Social Distancing Practices	<ul style="list-style-type: none"> Group sizes according to Health Guidelines Focus on Minimizing physical contact Limiting physical contact throughout the school day (during instruction, recess, nutrition etc. Avoid close greetings like handshakes and hugs and look for alternatives. greeting/interaction strategies Children within groups may interact, but must distance from other groups Educate students on the importance of minimizing physical contact and how they might do it. Avoid activities that require clustering around a particular item, or area. Consider modifying room configurations · Stagger breaks, entries and exits Develop routine/schedule for drop off and pick up. Share Health Guidelines Communication Documents, Extra Cleaning supplies, Extra personnel June 2020 July 2020 Schedule movement in school · Student-teacher contact time must be prioritized regardless of the delivery format. 	All staff		Sept 2020	ongoing
	Intense Needs Students	<ul style="list-style-type: none"> New Intensive needs students: slow transition, aim for full participation. 	All staff		Sept 2020	ongoing

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		<ul style="list-style-type: none"> Follow procedures and guidelines from health for safety and administering of services. 				
	Screening and Admission	<ul style="list-style-type: none"> Try to complete screens as much as possible now for new applicants. Will need extra time in the fall for screening and application process. Slower transition for Intense needs students. Student with additional needs may require updated assessments and revised individual goals. All engagements will occur in a supervised setting which may include the school or other appropriate spaces. 	Pre-K teacher		Sept 2020	ongoing
	Mental Health of students, staff	<ul style="list-style-type: none"> Training staff to be trauma informed in order to assess, identify and respond to trauma. Create learning environments that are as close to normal as possible while ensuring protection where children play and learn. 	All staff		June 2020	ongoing
	Academic Delays	<ul style="list-style-type: none"> Develop or utilize pre-assessments School team meetings Guided learning Teachers will use their professional discretion to determine the appropriate assessment practices within the current context. Teachers are encouraged to implement assessment strategies that do not require simultaneous full group participation. 	All staff		June 2020	ongoing
	Cognitive and Social Emotional Delays	<ul style="list-style-type: none"> School Team meetings with Student Services Team members Develop Individual plans to meet the needs of the students Allocate staff accordingly Develop strategies for students to learn to self-regulate. Families will be contacted to welcome students back. 	Div staff, SSST		Aug 2020	Aug 2020

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Transitions	Transferring Teacher Elementary/Middle	<ul style="list-style-type: none"> Develop a communication plan to introduce yourself to your new students and parents. 	All staff		Sept. 2020	Sept 2020
	Receiving Teachers	<ul style="list-style-type: none"> Develop a communication plan to introduce yourself to your new students and parents. Practice routines and procedures with classes. 	All staff		Sept. 2020	Sept 2020
	School Teams	<ul style="list-style-type: none"> Meet to discuss class: configurations, needs, supports, strengths etc. 	All staff		June 2020	ongoing
OH &S	Ensure we have proper items in place for hand washing (i.e. Hot water etc.) or hand sanitizing	<ul style="list-style-type: none"> Ensure all hot water heaters, pumps, paper towel dispensers, soap dispensers are always operational. Ensure hand sanitizer is readily available. 	Maintenance & Janitorial		June 2020	ongoing
	Water fountains Microwaves	<ul style="list-style-type: none"> Water fountains will not be accessible, only refill stations will be available. Recommend the use of personal water bottles. Teach students to NOT make contact with the spout. Will not be available for student use. 	Maintenance & Janitorial		Sept 2020	ongoing
	Cleaning Procedures	<ul style="list-style-type: none"> Create a check list and sign sheet for custodial staff to check off to ensure rooms have been cleaned (properly). Time stamped. Ensure all custodial staff are using the proper cleaning products with proper dilution (each school has a dilution station now). 	Maintenance & Janitorial		Aug 2020	ongoing
	PAA Cleaning and disinfecting	<ul style="list-style-type: none"> SHA Guidelines – check list form with time stamp. PAA cleaning and disinfecting School staff/students will be provided with proper cleaning procedures and materials – space Maintenance, School and Custodial Staff SHA Guidelines - EIG Now – custodial responsibilities. Ongoing - should be cleaned and disinfected after each use (stoves, cooking equipment, saws, hand tools etc.). 	Maintenance & Janitorial, PAA teachers		Aug 2020	ongoing

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		<ul style="list-style-type: none"> • Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc. 				
	Bell schedules	<ul style="list-style-type: none"> • If bell schedules are needing to be adjusted, we can support schools as needed. All schools have programmable TOA devices. • Teach transitions. 	Admin		Aug 2020	ongoing
	Provide cleaning supplies for every room.	<ul style="list-style-type: none"> • Provide adequate amounts of disinfectant, towelling etc. 	Maintenance & Janitorial		Aug 2020	ongoing
	Specialty disinfecting (toys in PreK and K, playground equipment.)	<ul style="list-style-type: none"> • Separate toys into individual bins to limit the requirement for disinfecting. If toys need to be traded, they will need to be disinfected by staff. Playground will not be disinfected, and students will be required to wash their hands after use. Gym equipment will need to be disinfected by staff/students after use. 	Elementary staff, Phys. Ed. teachers		Aug 2020	ongoing
	Restrict building access	<ul style="list-style-type: none"> • Ensure all exterior door locks are operational – main door will need to have signage and protocols listed. 	Maintenance & Admin		Aug 2020	ongoing
	Staff training	<ul style="list-style-type: none"> • Ensure all staff have full understanding of cleaning/disinfecting process. • Ensure they are fully trained in proper use of cleaner(s) and disinfectant. 	All staff		Aug 2020	ongoing
	OH & S Meeting	<ul style="list-style-type: none"> • Ensure schools utilize their OH&S Committee to share any Health & Safety concerns they may have with NWSD. 	OH&S Committee		Aug 2020	ongoing
	Protective barriers (secretary, librarian etc.)	<ul style="list-style-type: none"> • Where social distancing is not possible, upon request, Maintenance has provided barriers, signage, etc. 	Maintenance		Aug 2020	ongoing
	Bus Registrations	<ul style="list-style-type: none"> • Have families re-register for busing to account for any relocations or missing contact information. 	Secretary & Admin	See if buses can have different badges on the side for elementary to	Aug 2020	ongoing

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		<ul style="list-style-type: none"> Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions. 		easily recognize their bus.		
Transportation	Assigned seating	<ul style="list-style-type: none"> Masks will be required on buses for all students. Students will be assigned to a family 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. Loading back to front and unloaded front to back. 	Bus drivers,		Aug 2020	ongoing
	Recreational travel requiring vehicles, such as field trips, is not permitted at this time	<ul style="list-style-type: none"> NWSD cannot provide transportation for special events, work experience, or PAA. 			Aug 2020	ongoing
	Cleaning and sanitation	<ul style="list-style-type: none"> Buses will be cleaned and sanitized between runs, including transfers Training will be provided for Bus Drivers. 	Bus drivers		Aug 2020	ongoing
Communications	Parent Communication	<ul style="list-style-type: none"> Update for Parents/Caregivers outlining PCS return to school plan on Aug. 26. 	All staff		Aug. 2020	Aug. 2020
	School plans for Return	<ul style="list-style-type: none"> Template to support: School-level communications plan for plan to return to school. 	Admin		Aug. 2020	Aug. 2020
	Education about school precautions	<ul style="list-style-type: none"> Regular communication home about expectations for school, education on COVID, how to prevent spread of germs -messages shared through division and school channels. 	All staff		Aug 2020	ongoing
Extra Curricular		<ul style="list-style-type: none"> Follow SHSAA Return to Sport Plan and NWSD guidelines. Specific sporting timelines have been altered due to the delayed school year start. 	All staff		Aug 2020	ongoing

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	IT: Educate staff on proper cleaning.	<ul style="list-style-type: none"> Sanitize individuals and/or equipment as per SHA guidelines Assigned device and seating for students. Arrange for laptop loans for students who need them. See normal plan. 		Access to internet		
Student Services	Admin meet with SSST/EA's, Wellness Coordinators and Counsellors	<ul style="list-style-type: none"> Limit number of people in attendance. Develop plan for Toileting students. Scheduling to reflect individual student needs. Use proper PPE as per division and SHA guidelines 	See links for mental health supports above	PPE	TBD	TBD
Transitions		<ul style="list-style-type: none"> Virtual visits. SSST MAPS meetings. Contact families of discontinued students and invite them to the building to re-connect. Transitions within school hours need to adhere to SHA guidelines. Virtual meetings. 	SSST & Admin		TBD	TBD
Facilities		<p>Configure classes according to SHA guidelines and social distancing.</p> <ul style="list-style-type: none"> Limit locker use to before school, lunch and after school. Ensure signage in building is available and clear to assist with traffic flow. Ensure adequate amounts of cleaning supplies. Develop a plan for PAA, Phys Ed and other special materials not cleaned by custodial staff. Restrict building access to PCS users. No outside user groups. 	Maintenance & Janitorial, All staff	Adequate PPE Soap Hand sanitizer		
OH & S	Very similar to previous section (Normal). Communicate cleaning expectations to staff, students and janitorial staff.	<p>Regular sanitization of desks and touch points in class</p> <ul style="list-style-type: none"> - Desks, door handles, etc. <p>Regular hand cleaning/washing throughout day. All teachers and students have hand sanitizer available to clean their hands. Every Room has cleaning supplies.</p> <p>Control Access.</p> <ul style="list-style-type: none"> - No outside user groups - Visitors must follow self assessment guidelines posted on front door. <p>Control traffic flow in school.</p> <ul style="list-style-type: none"> - Signage in hallways (standardized) - Floor Markings if necessary. <p>Barrier for secretary, librarian and others who require it. Ensure safe food handling practices.</p>	Maintenance & Janitorial, All Staff	Directional Signage Hand Sanitizer Stations Soap and paper towel Install Plexi-Glass at office and library Plexiglass in classrooms	June 2020	TBD
Communication	Communicate to parents as directed by division	Follow division protocol. See normal plan.	Admin			
Transportation	Educate staff on division transport protocol	Follow NWSD protocol.	All staff	Buses and bus drivers		

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		See normal plan. Follow Guidelines from SHSAA, SHA & NWSD.				
Extra Curr			Staff Admin			

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Contingency 2: Hybrid – not all students in building

School: Pierceland						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	<p>Create a plan for adequate: Supervision</p> <p>Bussing</p> <p>Access to building</p> <p>Movement within school</p>	<p>Ensure for supervision of physical space according to health guidelines.</p> <p>Ensure adequate distancing on bus and in waiting areas.</p> <ul style="list-style-type: none"> - Assigned seats and seating chart on bus. - Parent drop off if possible. <p>No outside user groups. Separate entrances for different grade levels. See normal plan.</p> <p>Limit movement of students. - Students will be in grade cohorts. Limit student movement.</p> <ul style="list-style-type: none"> • Teachers move to classrooms as much as possible, not students. <p>PE</p> <ul style="list-style-type: none"> • Change rooms will not be available. • PE outside as much as possible • Proper hand hygiene before and after use • Clean equipment after use <p>PAA</p> <ul style="list-style-type: none"> • Survey options to ensure safe modules • Wash hands before and after class • Clean equipment after each class <p>Lockers</p> <ul style="list-style-type: none"> • Space lockers 6,7,8,9,10,11,12 • Lockers for outerwear only • backpacks with supplies in them • bins/totes with supplies in rooms <p>Fountains</p> <ul style="list-style-type: none"> • Use refill stations • bring water bottles <p>Lunch:</p> <ul style="list-style-type: none"> • Booth to remain closed. 	<p>All Staff</p> <p>Staff</p> <p>Elementary Teachers/P.E Teacher</p> <p>PAA teachers</p> <p>All staff</p>	<p>Directional Signage</p> <p>Hand Sanitizer Stations</p> <p>Soap and paper towel</p> <p>Install Plexi-Glass at office</p> <p>Plexiglass in classrooms</p>	TBD	TBD

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	<p>Limiting Shared Materials and Equipment</p> <p>Extra-Curricular</p>	<ul style="list-style-type: none"> All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self Assessment Tool. Staff daily self assessment. <p>*Follow up for students that are not attending</p> <ul style="list-style-type: none"> Why? Home program? Provide Psychological First Aid for students and parents Plan appropriate interventions and accommodations <p>*Where possible, remove or reduce play with toys that encourage group play in proximity or increase the likelihood of physical contact. 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>*Strategically limit the number of touch points per day on electronic devices. (ref: IT)</p> <p>*Remove toys and other items that cannot be easily cleaned and disinfected.</p> <p>*Guidelines from SHA, SHSAA & NWSD.</p>				
<p>Curriculum and Instruction</p>	<p>Admin meet to discuss spaces and organizing class schedules.</p>	<p>*Where possible, have students within the same family in school on the same day.</p> <p>*Must be regular contact with students on a daily basis.</p> <p>*Possible altered timetables.</p> <ul style="list-style-type: none"> - may look different for high school vs. elementary/middle years - provide students with materials for home program on their off day. <p>*RTI model changes.</p> <ul style="list-style-type: none"> Tier 1 and 2 occur in class <p>*Submit RTI plan.</p> <p>*PD to support changes to model</p> <ul style="list-style-type: none"> Guided Instruction, Running Records F & P - occur soon in the fall Collaboration time <p>*Universal screen needed to identify where kids are at</p> <ul style="list-style-type: none"> Reading – Lexia Math – Essential skills for numeracy, Math screen data <p>*Students who are compromised or have elected to stay at home must be provided learning options.</p> <p>*Train Students/Staff in Platforms Used for Distance Education</p>	<p>All Staff</p>	<p>Headphones Mics Document cameras Web cams</p>	<p>TBD</p>	<p>TBD</p>

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		<ul style="list-style-type: none"> • Teams • Moodle <p>*PAA – possible courses that limit hands on component *Have multiple days of sub plans prepared in case you may have to be out of school *Band – based on guidelines - Theory based, individual practice at home *IT: *Cleaning of shared staff devices - computers, copier, smart boards *Device availability an issue. *Sanitize individuals and/or equipment as per SHA guidelines. *Focus on student hygiene when using technology. *Clean hands before and after use. *Clean equipment daily. *Used assign seating in labs or students to particular devices to allow for clear tracking of users. *Same for shared staff devices. - computers, copier, smart boards *BYOD – will be explored.</p>	IT Admin/Staff Library tech	Cleaning Supplies	TBD	TBD
Student Services	Mental Health of Staff and Students	<p>*Reach out to community organizations to assess needs in order to address concerns *Wellbeing and supports - provide links for teacher wellbeing *If dealing with sick students PPE MUST be worn. *Disposal of rubber gloves after one use. *Clean toys and supplies after use. *Have counselor at school and available to students *Educate students about proper protocols for COVID *PD for staff regarding student mental health *Adjust WC schedules and PD days, if need be *Make staff aware of PD opportunities available *Create a plan to decrease staff, parent and student anxiety and fears. *Focus on new routines and procedures. *Plan for students to catch up and visit with peers. *Regular and frequent communication with families about plan and procedures, etc. *Updated assessments may be required.</p> <p>*Re -engage with families to review short -term transition plans and to update goals. *Team teaching.</p>	Staff	PPE	TBD	TBD
	First Days back to school		Staff			

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	<p>Students on IIPs</p> <p>Assessment and therapy</p> <p>Anxiety of students and staff when masks need to be worn.</p>	<p>*CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs.</p> <p>*Clean and disinfect diapering stations after each use.</p> <p>*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.</p> <p>*Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water).</p> <p>*It may not be possible to support all students with intensive needs in-person due to health and safety guidelines.</p> <p>*Students with additional needs may require updated assessments and revised individual goals.</p> <p>*For personal interactions, conditions must be created to allow for the provision of supports within a safe and secure environment, which may include the school setting or other appropriate spaces</p> <p>Education Social stories</p>				
Facilities	<p>Meet with custodian. Ensure we have proper items in place for hand washing (i.e. Hot water etc.) or hand sanitizing. Cleaning procedures</p> <p>PAA cleaning and disinfecting</p>	<p>*Adhere to SHA guidelines</p> <p>*Contact with janitors on cleaning procedures</p> <p>*Custodian schedule</p> <p>*3 months supply of materials</p> <p>*Supplies provided for cleaning</p> <p>*Create a check list and sign sheet for custodial staff to check off to ensure rooms have been cleaned (properly).</p> <p>*Ensure all custodial staff are using the proper cleaning products with proper dilution (each school has a dilution station now).</p> <p>*Don't use fountains. Only refill stations.</p> <p>*PAA</p> <ul style="list-style-type: none"> - Cleaning/disinfect areas after each class - wash hands before and after class <p>*Utilize OH&S for any concerns</p> <p>*Protective barriers – office/library and others upon request</p> <p>*Foot traffic controls – door signage</p>	Maintenance & Janitorial	<p>Directional Signage</p> <p>Hand Sanitizer Stations</p> <p>Soap and paper towel</p> <p>Install Plexi-Glass at office and library</p> <p>Plexiglass in classrooms</p>	TBD	TBD
Transportation		<p>*Accurate info from families</p> <ul style="list-style-type: none"> -families relocated – need to know <p>*Ensure adequate distancing on bus and in waiting areas.</p> <ul style="list-style-type: none"> - Assigned seats and seating chart on bus. - Parent drop off if possible. - Bus loaded back to front, unloaded front to back. 	Transportation department/Admin	Buses and bus drivers	TBD	TBD

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		<ul style="list-style-type: none"> *Only registered students allowed to ride on buses. *Field trips not permitted at this time. *Staff not allowed to transport students. 				
Communications		<ul style="list-style-type: none"> *Communicate with parents via social media and school division channels. *Communication from Division. *Communication and education in spread of germs, hygiene. *Stay home if you are sick – educating everyone on this. 	Admin Office staff	Access to technology	TBD	TBD
Transitions		<ul style="list-style-type: none"> *Meet with students transitioning to/within school to give tour/info and answer questions. (Pre-K, K, 6, 10) Gr. 10 Parent information session – online if required *Meet with previous teachers to discuss needs of incoming students *Contact families of discontinued students and invite them to the building to re-connect. *Transitions within school hours need to adhere to SHA guidelines. *MAPS meetings 	Staff Admin Parents Sr. Admin		TBD	TBD September June 2020
OH & S	Very similar to previous section (Normal). Communicate cleaning expectations to staff, students and janitorial staff.	<ul style="list-style-type: none"> Regular sanitization of desks and touch points in class <ul style="list-style-type: none"> - Desks, door handles, etc. Regular hand cleaning/washing throughout day. All teachers and students have hand sanitizer available to clean their hands. Every Room has cleaning supplies. Control Access. <ul style="list-style-type: none"> - No outside user groups - Visitors must follow self assessment guidelines posted on front door. Control traffic flow in school. <ul style="list-style-type: none"> - Signage in hallways (standardized) - Floor Markings if necessary. Barrier for secretary, librarian and others who require it. Ensure safe food handling practices. 	Maintenance & Janitorial, All Staff	Directional Signage Hand Sanitizer Stations Soap and paper towel Install Plexi-Glass at office and library Plexiglass in classrooms	June 2020	TBD
Extra Curr		*Follow Guidelines from SHSAA, SHA & NWSD.	Staff Admin			

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Contingency 3: Distance/Remote Learning

School: Pierceland						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	Monitor Building Access	<ul style="list-style-type: none"> *Teachers expected to be at school for instructional time. *Guidelines for students and staff for at-home learning communicated and monitored. *Be transparent with staff about the possibility of redeployment according to SHA. *Communication with staff will be fluent and ongoing. *Communication with SCC will follow regular parameters and will be fluent with respect to medium. *Communication with community will follow guidelines established by NWS. 	Admin	IT support	TBD	TBD
Curriculum and Instruction	PD for Teachers	<ul style="list-style-type: none"> *Moodle *TEAMS *Teach students/staff how to use Moodle and Teams at the start of the school year. *Staff re-assignments. *Teachers are expected to be at school for instructional time. *Possible altered timetable – all subject areas addressed (ex. Art, PE, PAA, etc.) *It is the expectation that all outcomes are taught and assessed with rigour, even if instructional time allocations are flexible. *Must be in contact with students on a daily basis. <ul style="list-style-type: none"> • synchronous • asynchronous *RTI is ongoing. 	All staff	IT Support Headphones Mics Document cameras Web Cams White boards	June 2020 ASAP	Ongoing
	Platforms	<ul style="list-style-type: none"> *Teams/Moodle - unified delivery *Webcams *Digital book subscriptions *Staff and family PD *Family engagement – bridge access in remote learning. *Students with no computers – identify and support. 		IT, All Staff	TBD	TBD
	Accessibility	<ul style="list-style-type: none"> *Identify students who require supports and how to deliver them (in person, online, discontinue). *Based on IIP. *Mental health supports for staff and students. 	Admin Counselors WC		TBD	TBD
Student Services		<ul style="list-style-type: none"> *Identify students who require supports and how to deliver them (in person, online, discontinue). *Based on IIP. *Mental health supports for staff and students. 	Admin Counselors WC		TBD	TBD

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Facilities		*Teachers in building so cleaning will continue.	Maintenance & Janitorial		June 2020	TBD
Communications		*Communicate with parents via phone, email, text, social media and school division channels. *Communication from Division. *Communication and education in spread of germs.	All Staff		TBD	TBD
Transitions		*Course selection for grade 10/11/12 prior to school starting. *Meet with students transitioning to school to give info and answer questions. *Student/Parent orientation/info. (Pre-K, K, 6, 10) *Meet with previous teachers to discuss needs of incoming students. *Contact families of discontinued students and invite them to the school to re-connect. *Transitions within school hours need to adhere to SHA guidelines.	All Staff		TBD	TBD