

# FALL 2020 SCHOOL RE-OPEN PLAN



## 'Normal' Return to School

School: St. Walburg School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	Limiting Physical Contact	<ul style="list-style-type: none"> <li>Focus on minimizing physical contact, particularly in younger children</li> <li>Students in all grades will be assigned to a specific desk and chair that they will remain in for the day, chair and desk will be labeled, seating plan will be designated for each class</li> <li>Students will be assigned to cohorts and specific rooms for their school day, staff will move to the various classrooms based on teaching assignments</li> <li>Students will be forward facing, set up in rows</li> <li>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).</li> <li>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.</li> <li>Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around a particular item or small area.</li> <li>Modify room configurations (separating tables) to promote physical distancing</li> <li>Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided.</li> <li>Use telephone or video conferencing to meet with staff and parents</li> <li>Students from grades 4-12 will wear masks during high traffic areas and while in the building unless 2m can be sustained, PreK-grade 3 will be encouraged to wear masks</li> <li>Masks will be required of all staff where physical distancing is not possible</li> <li>The staff will have record keeping of attendance and seating arrangements to support public health investigation and contact tracing.</li> </ul>	Admin All classroom teachers	Health guidelines RPT Guidelines Primary/Secondary Guidelines School Handbook Tape for desks/chairs Flow guidelines – arrows, signage Cleaning supplies/hand washing supplies Visitor rules/regulations Eliminate bell schedules	June 2020	Ongoing
	Limiting Shared Materials and Equipment	<ul style="list-style-type: none"> <li>Students and staff should not share food and drinks and other personal items.</li> <li>Label personal items with the student's name to discourage accidental sharing.</li> <li>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.</li> <li>Library and classroom books procedures                             <ul style="list-style-type: none"> <li>Students can view the library catalog under the Library feature on the Saints home page. They can search and view library titles and view whether the selection is available or checked out.</li> </ul> </li> </ul>				

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		<ul style="list-style-type: none"> <li>○ Using the online catalog will allow students to browse at their convenience. They can email me with their book selection and I can deliver it to the classroom.</li> <li>○ If students are allowed to come to the library, I can set their selection aside.</li> <li>○ I can also collect book returns on a schedule determined by the teacher.</li> <li>○ Book returns will be set aside in bins for period of time and then checked in and wiped before being shelved.</li> <li>○ If teachers want a box of books delivered to their classrooms to supplement lessons I will collect and deliver them</li> </ul>				
	School Day	<p style="text-align: center;"><u>School Day Operations</u></p> <p><u>Before School</u></p> <ul style="list-style-type: none"> <li>● Staggered bus times, buses will be unloaded every 5 minutes and a teacher supervisor will meet them at the bus to unload, HS drop off location and Elementary drop off location, supervisor at Elementary doors to let them in – 2 buses at 8:40am, 2 buses at 8:45am, 2 buses at 8:50am (buses will be assigned TBA)</li> <li>● town kids will have assigned time to be at school – 8:45am</li> <li>● supervision at bus, each door (1 HS teacher at bus and 1 at each door, 1 Elementary teacher at bus, 1 elementary teacher at each door)</li> <li>● teachers in their respective classrooms at 8:40am – supervisor partners to watch other classrooms</li> <li>● assigned doors – all throughout the school</li> <li>● kids will go directly to their desk in their designated classroom</li> <li>● students will put coats in lockers but bring backpacks to their desk with their lunch kit and supplies</li> </ul> <p><u>Recess Procedures</u></p> <ul style="list-style-type: none"> <li>● organize boot racks with name tags staggered (colour coded/shapes)</li> <li>● Stagger recess times with one supervisor per grade – 10:10-10:20 (Kindergarten, Grade 2/3), 10:20-10:30 (Gr 1, Gr 4), 10:30-10:40 (grade 5/6) .... 1:40-1:50 (K, 2/3), 1:50-2:00 (1, 4), 2:00-2:10 (5/6)</li> <li>● There will be designated areas for cohorts at recess</li> <li>● follow health guidelines – no sharing food, extra granola bars/snacks in each classroom</li> <li>● follow health guidelines – washing hands with soap and water before and after snack/lunch</li> </ul> <p><u>Lunch times for supervision</u></p> <ul style="list-style-type: none"> <li>● staggered lunch dismissal</li> <li>● students eat lunch at their desk, in their classroom and explore further options for high school students</li> <li>● one supervisor inside and two outside (elementary)</li> <li>● wash hands before eating with soap and water</li> <li>● students will wash desk after lunch with soap and water</li> <li>● EAT 12:16 – 12:36 (K-3); 12:36-12:56 (4-6)</li> <li>● PLAY 12:16-12:36 (4-6); 12:26-12:56 (K-3)</li> </ul>	Admin Supervisors All teachers/EAs/ Support Staff	Health guidelines RPT Guidelines	August 2020	Ongoing

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		<p>Students will be designated at play time to stay with their cohorts outside</p> <p><u>High School Breaks</u></p> <ul style="list-style-type: none"> <li>• Staggered breaks and teachers in hallways (brain and body breaks provided for students)</li> <li>• Breaks will happen in the classroom setting while teachers are switching rooms</li> <li>• Bathroom system – laminated pass for each student with their name on it, all students will have one at their desk and put it outside the bathroom to let others know there is someone in the stall, maximum 2 per washroom at a time</li> <li>• Students will stay with their cohort during lunch time and further options will be explored</li> <li>• if students are leaving the school at lunch time they must leave right away</li> <li>• Grade 7-9 students will be required to have a note to leave at lunch</li> </ul> <p><u>Entrances</u></p> <ul style="list-style-type: none"> <li>• 10-12 at the gym door, 7-9 in the side doors</li> <li>• Elementary doors depend of supervision partners for recess</li> <li>• Stop Signs on each door with signage from the division</li> <li>• All doors locked in the AM but the teacher supervisor will open the door</li> <li>• Parents/visitors entrance to the school only through the front door – scan QR code indicated on the door, fill out the screening form, the secretary will determine entrance at that point, masks must be worn, only entrance on a needs basis</li> </ul> <p><u>After School</u></p> <ul style="list-style-type: none"> <li>• Staggered bus exits (announced by secretary or designate), 3:05pm, 3:10pm, 3:15pm</li> <li>• Have a checklist of buses, each teacher has a copy of it</li> <li>• Town students will leave 3:05pm, 3:10pm, 3:15pm</li> </ul> <p><u>Washrooms</u></p> <ul style="list-style-type: none"> <li>• Laminated washroom pass for each student at their desk, they will take it to the bathroom and put it outside the door to indicate if they are full or vacant</li> <li>• Only two stalls will be open in each bathroom</li> </ul> <p><u>Hallways</u></p> <ul style="list-style-type: none"> <li>• Follow the flow procedure indicated by the arrows</li> <li>• Enforce/educate no touching lockers/walls</li> <li>• Walk in a line/single file physical distanced</li> <li>• Limit transitions to other rooms, students will stay in classes unless its for physical education, library, washroom, science lab</li> <li>• If using other rooms, wash down the areas / touch points</li> </ul> <p><u>K/PreK</u></p> <ul style="list-style-type: none"> <li>• Individualized buckets/ weekly rotation</li> <li>• Pencil cases of shared supplies divided up</li> <li>• Follow K/PreK Guidelines</li> </ul> <p><u>Physical Education Equipment</u></p> <ul style="list-style-type: none"> <li>• Follow SPEA guidelines</li> <li>• Physical Education outside as much as possible</li> </ul> <p><u>Lockers</u></p> <ul style="list-style-type: none"> <li>• Assigned and staggered (locker map based on families, alternating grades)</li> <li>• locks on lockers that aren't used</li> </ul>			
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		<ul style="list-style-type: none"> <li>families share lockers if needed</li> </ul> <p><u>Computers</u></p> <ul style="list-style-type: none"> <li>assigned seating in the lab, all seating plans are in a binder</li> <li>3-4 classrooms assigned to every classroom, tracking sheet in the classroom</li> <li>tracking sheet on the carts, one cart in SSST room (guided schedule on the carts – each class has specific computers assigned to each student), one cart in Meeting Room for High School</li> </ul> <p><u>Bell Schedules</u></p> <ul style="list-style-type: none"> <li>teachers will keep track of class time</li> <li>bells will be eliminated</li> </ul> <p><u>Transitions</u></p> <ul style="list-style-type: none"> <li>Procedures for going to the library and other locations in the school, minimize movement throughout the school</li> <li>Limit transitions in the hallways</li> <li>Teach students to clean work spaces after use using soap and water</li> <li>wipe down chairs at a shared space such as the library</li> </ul>				
	<b>School Staff</b>	<p>The following items have been addressed, based on student and school need:</p> <ul style="list-style-type: none"> <li>Role changes</li> <li>Staff assignments</li> <li>Staff duties</li> <li>Manage staff attendance</li> <li>All staff will work at their assigned work site</li> <li>Safety procedures (PPE)</li> <li>Student check in</li> <li>Professional Development</li> <li>Staff Supervision Process</li> <li>Staff will check in with principal when they enter the building</li> <li>All staff and visitors will wear masks upon entry to the building</li> <li>Masks will be required of all staff where physical distancing is not possible</li> <li>Staff will complete self-check assessment via Applitrack as designated by NWSD, supervisor will verify</li> <li>Follow health guidelines for PPE use, etc., working with sick children etc.</li> <li>OH&amp;S check ins on a regular basis</li> <li>Staff will clean their own stations after use, before a new teacher comes in to use their station</li> </ul>	Admin, School Operations, OH&S Health guidelines RPT guidelines Primary and Secondary Guidelines	OH & S WHIMS Certification PPE Signage Arrows Tape for the floor	June 2020	Ongoing
	<b>Communication</b>	<p>The school principal/vice principal will communicate with the following groups:</p> <ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents</li> <li>SCC</li> <li>Community Stakeholders</li> </ul> <p>Admin will release Back to School Plan for parents on August 26, 2020</p>	Admin School Division Guidelines RPT guidelines Primary and secondary guidelines		June 2020	Ongoing

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<b>Curriculum and Instruction</b>						
	<b>LIP Implementation</b>	<ul style="list-style-type: none"> <li>LIP Teams will focus on specific goals</li> <li>Reading Data Wall</li> <li>Math Data Wall</li> <li>RTI Team meet regularly to determine growth and needs</li> <li>LIP teams meet with admin to set goals and look at growth</li> <li>PD at staff meetings and PCD days regarding LIP implementation</li> </ul>	Admin, LIP Teams	NWSD Strategic Plan Learning Improvement Plan		Ongoing
	<b>Determine Learning Gaps</b>	<ul style="list-style-type: none"> <li>based on screen data</li> <li>determine intervention needs and address according to Tier 1 (classroom), Tier 2 (Rtl, Academic Intervention Plan goals), Tier 3 (IIP, intensive intervention, Academic Intervention Plan)</li> <li>Academic Intervention Plans developed for Tier 2 students with goals for reading, writing, math and behaviour</li> <li>Year Plans to include assessment and intervention plan</li> <li>PD around RTI for PCD days</li> <li>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.</li> <li>Use Fountas and Pinnell assessment 2-9 to establish baseline to guide instruction.</li> <li>Teachers are 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.</li> <li>Teachers are encouraged to use math data from the previous year snapshot capturing remediation requirements.</li> <li>Allocation of additional instructional time Cross-curricular focus for grades 1-9, 10-12</li> </ul>	Admin RTI Team SSST SBIF	Fountas and Pinnell Assessment Key Math Math Screens Writing Screens		Ongoing
	<b>Credits potentially at risk due to midstream structural changes (need to be limber)</b>	<ul style="list-style-type: none"> <li>Arrangements must be made with school for parents wanting to continue with learning at home, remote learning form will be filled out by September 1<sup>st</sup> and sent to division</li> <li>Division will have a plan to work with students who do not return to school</li> </ul>	Admin Guidance Counsellor	Teams Moodle		
	<b>Building Capacity for learning environment flexibility</b>	<ul style="list-style-type: none"> <li>meet with physical distancing, limited contact</li> <li>PAA first semester will offer financial literacy, computers, robotics, etc. in 7-9</li> </ul>	Admin PAA 7-9 teachers	Health Guidelines RPT Guidelines PAA curriculum		
<b>Student Services</b>						
	<b>Mental Health of Students</b>	<ul style="list-style-type: none"> <li>Review the Trauma informed and Resilient Schools document and implement school-wide ie: morning check-ins</li> <li>Tier I, II, and III Social Emotional Learning Plan                             <ul style="list-style-type: none"> <li>Promotion of nurturing, safe classrooms with caring teacher-student relationships</li> <li>Staff models social emotional skills</li> <li>Embedding social-emotional learning into academics</li> <li>Demonstrate empathy and resiliency</li> </ul> </li> </ul>	SWS Wellness Team LIP focus on Student Engagement All staff members	Trauma and Resilient Schools Document  Social Emotional Learning Plan	June 2020	Ongoing

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		<ul style="list-style-type: none"> <li>○ Build relationships</li> <li>○ Creating a school and classroom community</li> <li>○ Demonstrating positivity and calmness</li> <li>○ Help students get familiar with their new environment and procedures</li> <li>○ Mask comfort</li> <li>○ Be cognizant of stress and its effects</li> <li>○ Recognize emotions in self and others</li> <li>○ Understanding the causes and consequences of emotions</li> <li>○ Labeling emotions accurately</li> <li>○ Expressing emotions appropriately</li> <li>○ Regulating emotions effectively</li> </ul> <ul style="list-style-type: none"> <li>● Listen, Protect, Connect, Model and Teach - Mentorship programs based on LIPs</li> <li>● Educate students about COVID, maintaining space and proper handwashing procedures</li> <li>● Wellness Coordinator will start the year by coming every morning</li> <li>● Make staff aware of PD opportunities available</li> <li>● Communication with parents about plans for safety and health</li> <li>● Referrals to counsellors if need be</li> <li>● Understanding of staff that stressed brains cannot learn. Flexibility needed for students to utilize supports during class time, if need be</li> <li>● Mentorship Program established, staff mentors</li> </ul>		<p>Guidelines for Re-entry into the School Setting</p> <p>Psychological First Aid</p> <p>STF counselling/Wellness</p> <p>Saskatchewan Mental Health services</p> <p>Psychological First Aid-Self-care course</p> <p>Dr. Carrington online course</p>		
	<b>First day back to school</b>	<ul style="list-style-type: none"> <li>● Staggered first two days (students from some families will come on September 8, other families come on September 9th, ½ classes to develop procedures)</li> <li>● Grade 11 and 12 students will register for classes on first days</li> <li>● Mentorship/engagement survey on first day</li> <li>● Regular and frequent communication with families about plan and procedures, etc.</li> </ul>	Admin Classroom teachers Wellness Coordinator	Mentorship/Engagement Survey	September 2020	
	<b>Students on IIPs</b>	<ul style="list-style-type: none"> <li>● Updated assessments may be required</li> <li>● Re-engage with families to review short-term transition plans and to update goals</li> <li>● Team teaching</li> <li>● CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs.</li> <li>● Clean and disinfect bathroom as needed</li> <li>● Short term transition plans on Clevr (updated on a frequent basis based on needs)</li> </ul>	Admin SSST Outside Agencies	CMHO Safety Orders Health Guidelines	September 2020	Ongoing
	<b>Students with health concerns and/or immune compromised</b>	<ul style="list-style-type: none"> <li>● Create a safety and accommodation plan in collaboration with parents</li> <li>● Medical documentation on hand</li> <li>● Specialized places for instruction for students with compromised immunity should make every effort to ensure students feel included and safe.</li> </ul>	Admin Classroom teacher	Plan on file in the office Medication Plan Safety Plan Health Guidelines	September 2020	Ongoing
	<b>Supporting professionals in multiple schools</b>	<ul style="list-style-type: none"> <li>● Enhanced cleaning and disinfection of workspaces, supplies and equipment</li> <li>● Designated work areas and record of where you are in schools</li> <li>● Communication with schools and others to stagger visits</li> <li>● Hand washing before, during and after each session</li> <li>● Will wear protective PPE as designated by the school division</li> <li>● Flexibility of services</li> </ul>	Admin SSST Outside Agencies	Communication regularly with Admin or SSST		Ongoing

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		<ul style="list-style-type: none"> <li>Follow school-based rules, check in at office upon arrival</li> <li>Communicate schedule with admin and SSST</li> </ul>				
	<b>Nutrition programs</b>	<ul style="list-style-type: none"> <li>Follow safe food handling preparation and delivery guidelines</li> <li>School-supplied food should be delivered directly to the classroom (granola bars/extra snacks in each classroom)</li> <li>Students should eat lunches in their classrooms.</li> <li>Utensils should be used to serve food items</li> <li>Reusable utensils must be cleaned and sanitized after each use</li> <li>Students are not allowed to participate in food preparation</li> </ul>	Admin Classroom teachers	SHA Guidelines		Ongoing
	<b>Sick kids coming to school or getting sick while at school</b>	<p>If a student is exhibiting symptoms suggestive of COVID-19, the following steps should be taken in order to minimize the risk of exposure to others:</p> <ul style="list-style-type: none"> <li>If, while at school, a staff member identifies a student exhibiting one or more of the symptoms of COVID-19 a staff member shall: <ul style="list-style-type: none"> <li>Immediately remove the student from the classroom to a designated isolation area: <ul style="list-style-type: none"> <li>In a respectful manner that protects the privacy of the student; and,</li> <li>In a manner that is safe as possible for the staff members and other students and staff.</li> </ul> </li> <li>Notify the principal or designate.</li> </ul> </li> <li>In all interactions with the student, staff members shall: <ul style="list-style-type: none"> <li>Maintain physical distancing from the student as much as possible;</li> <li>Wear a medical masks and face shield, if a face shield is available;</li> <li>Avoid contact with the student's respiratory secretions;</li> <li>Provide the student with a face shield (if available) and request the student to wear it;</li> <li>Provide the student with a face masks, if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress;</li> <li>Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and</li> <li>Dispose of disposable PPE and arrange for non-disposable (i.e. face shield) to be cleaned and disinfected.</li> </ul> </li> <li>The principal or designate shall, as soon as reasonably possible: <ul style="list-style-type: none"> <li>Call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible;</li> <li>Arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student's classroom, and in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e. washroom) to which the student would have had access that school-day by custodial staff; and</li> <li>Advise the Director or designate.</li> </ul> </li> <li>If a case of COVID-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health.</li> </ul>	Admin Wellness Coordinator	PPE supplied by the division Sick room		Ongoing

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	Students refusing to return to school	<ul style="list-style-type: none"> <li>Take attendance and make follow up calls for students who are absent</li> <li>Provide Psychological First Aid for students and parents</li> <li>Plan appropriate interventions and accommodations</li> </ul>	Admin Wellness Coordinator SWS Wellness Team	Psychological First Aid Trauma and Resilient Schools		Ongoing
	Students on an FIP and work experience	<ul style="list-style-type: none"> <li>Work with businesses to create a plan</li> <li>Consult with parents</li> <li>Staff will not provide personal transportation</li> </ul>	Admin Guidance Counsellor SSST	CLEVR Short-term Transition plans template (on Teams) Gloves/PPE		Ongoing
<b>Early Childhood</b>						
	Physical/Social Distancing Practices	<ul style="list-style-type: none"> <li>Group sizes according to Health Guidelines</li> <li>Focus on minimizing physical contact</li> <li>Limiting physical contact throughout the school day (during instruction, recess, nutrition etc.</li> <li>Avoid close greetings like handshakes and hugs and look for alternative greeting/interaction strategies</li> <li>Children within groups may interact, but must distance from other groups</li> <li>Educate students on the importance of minimizing physical contact and how they might do it</li> <li>Avoid activities that require clustering around particular item, or area</li> <li>Consider modifying room configurations</li> <li>Stagger breaks, entries and exits</li> <li>Develop routine/schedule for drop off and pick up</li> <li>Schedule movement in school</li> <li>Student-teacher contact time must be prioritized regardless of the delivery format</li> </ul>	Admin PreK/K teachers EA	Health Guidelines Staggered class schedules Cleaning Supplies Division document and guidelines	June 2020	Ongoing
	Intense Needs Students	<ul style="list-style-type: none"> <li>New Intensive needs students: slow transition, aim for full participation</li> <li>Follow procedures and guidelines from health for safety and administering of services</li> </ul>	Admin SSST	Health Guidelines Division Guidelines		Ongoing
	Screening and Admission Practices	<ul style="list-style-type: none"> <li>Will need extra time in the fall for screening and application process</li> <li>Slower transition for Intense needs students</li> <li>Student with additional needs may require updated assessments and revised individual goals</li> <li>All engagements will occur in a supervised setting which may include the school or other appropriate spaces</li> <li>Staff will not enter private residences or provide personal transportation</li> </ul>	PreK/K teachers	PreK and K Screening	June 2020	Ongoing
	Mental Health of students, staff	<ul style="list-style-type: none"> <li>Training staff to be trauma informed in order to assess, identify and respond to trauma</li> <li>Create learning environments that are as close to normalcy as possible while ensuring protection where children play and learn (mask and gloves are not required at this time)</li> <li>Allow for body breaks</li> <li>Begin to implement trauma-informed practices – ex. Calming corners, breathing balls/exercises, chimes, etc.</li> <li>Meet weekly with staff to check in starting at the end of the first week with students</li> </ul>	Admin School Staff	Trauma and Resilient Schools Document PPE if required by the SHA Health Guidelines Guidelines for Re-entry into the School Setting Psychological First Aid STF counselling and Wellness services	June 2020	Ongoing



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				Saskatchewan Mental Health services Psychological First Aid-Self-care course Dr. Carrington online course		
	<b>Academic Delays</b>	<ul style="list-style-type: none"> <li>Develop or utilize pre-assessments</li> <li>School team meetings</li> <li>RTI</li> <li>Teachers will use their professional discretion to determine the appropriate assessment practices within the current context</li> <li>Implement assessment strategies that do not require simultaneous full group participation</li> </ul>	Admin RTI Team SSST, SBIF All classroom teachers	Fountas and Pinnell Assessment Math Screens Key Math Assessment Writing Screens		Ongoing
	<b>Cognitive and Social Emotional Delays</b>	<ul style="list-style-type: none"> <li>School Team meetings with Student Services Team members</li> <li>Develop Individual plans to meet the needs of the students</li> <li>Allocate staff accordingly</li> <li>Develop strategies for students to learn to self-regulate</li> </ul>	Admin SSST Outside Agencies	Trauma and Resilient Schools Document Health Guidelines		Ongoing
<b>Transitions</b>						
	<b>Transferring Teacher Elementary/Middle</b>	<ul style="list-style-type: none"> <li>Communicate with families welcoming them back to school and reconnecting</li> </ul>	Admin	Health Guidelines	June 2020	
	<b>Receiving Teachers</b>	<ul style="list-style-type: none"> <li>Communicate with families welcoming them back to school and reconnecting</li> </ul>	Admin Incoming Classroom teacher	Health Guidelines	June 2020	
	<b>School Teams</b>	<ul style="list-style-type: none"> <li>Classes will stay in their room, designated teachers will move to the appropriate location</li> </ul>	Admin All teachers	Health Guidelines RPT Guidelines Division Guidelines	June 2020	
	<b>School to School Transitions</b>	<ul style="list-style-type: none"> <li>Re-entry/Orientation Plan developed with staff input in June 2020 and revised in August</li> <li>Update plan based on up to date guidelines from SHA</li> </ul>	Admin All teachers	Health Guidelines RPT Guidelines Division Guidelines	June 2020	
<b>Facilities and OH&amp;S</b>						
	<b>Ensure we have proper items in place for hand washing (i.e. Hot water etc.) or hand sanitizing</b>	<ul style="list-style-type: none"> <li>Ensure all hot water heaters, pumps, paper towel dispensers, soap dispensers are always operational. Ensure hand sanitizer is readily available.</li> </ul>	Maintenance Admin Custodians	Health Guidelines OH and S WHMIS Guidelines Cleaning Supplies	June 2020	Ongoing
	<b>Water fountains</b>	<ul style="list-style-type: none"> <li>Water fountains will be covered, and bottle fillers will be left open for students to fill their water bottles</li> <li>Recommend the use of personal water bottles.</li> </ul>	Maintenance Admin Custodians All Classroom teachers	Health Guidelines Signage Custodian Scheduling Checklists in each room	June 2020	Ongoing
	<b>Cleaning procedures</b>	<ul style="list-style-type: none"> <li>Create a check list and sign sheet for custodial staff to check off to ensure rooms have been cleaned properly.</li> <li>Ensure all custodial staff are using the proper cleaning products with proper dilution (each school has a dilution station now)</li> <li>Washrooms cleaned between morning recess and lunch daily and after school</li> </ul>	Maintenance Admin Custodians	Health Guidelines OH and S WHMIS Guidelines Cleaning Supplies Checklists in each room	June 2020	Ongoing

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		<ul style="list-style-type: none"> <li>Regular washing of desks and tables in classrooms</li> </ul>				
	<b>PAA cleaning and disinfecting</b>	<ul style="list-style-type: none"> <li>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.).</li> <li>Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc.</li> </ul>	Admin Custodians All PAA teachers	Health Guidelines OH and S WHMIS Guidelines Cleaning Supplies Checklists in each room	June 2020	Ongoing
	<b>Bell schedules</b>	<ul style="list-style-type: none"> <li>No bells will be scheduled due to staggered entrances/differing class times/staggered recesses/staggered lunch times, etc.</li> <li>Teachers will use their phone or computer to set a timer</li> <li>Announcement at the end of the day stating which bus is here</li> </ul>	Bus Department Admin Administrative Assistant All subject area / homeroom teachers Terry	Health Guidelines Busing Department	September 2020	Ongoing
	<b>Provide cleaning supplies for every room</b>	<ul style="list-style-type: none"> <li>Provide adequate amounts of disinfectant, toweling etc.</li> <li>Have adequate soap and water in the classrooms to set up</li> </ul>	Maintenance Custodians	Health Guidelines OH and S WHMIS Certification Cleaning Supplies PPE if required Checklists in every room		Ongoing
	<b>Speciality disinfecting – i.e. Kindergarten toys, playground equipment, gym equipment</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Rotating tubs designated for the day of the week</li> <li>Playground will not be disinfected, and students will be required to wash their hands after use.</li> <li>Gym equipment will need to be disinfected by staff /students after use.</li> </ul>	Admin Custodians All teachers and staff	Health Guidelines WHMIS Certification Cleaning supplies PPE if required Checklists in every room PreK and K Guidelines ReOpen Sport Plan	September 2020	Ongoing
	<b>Restrict building access</b>	<ul style="list-style-type: none"> <li>Ensure all exterior door locks are operational</li> <li>main door will need to have signage and protocols listed</li> </ul>	Maintenance Custodians	Health Guidelines OH and S Signage Doors checked over the summer by maintenance Protocols	June 2020	Ongoing
	<b>Staff Training</b>	<ul style="list-style-type: none"> <li>Ensure all staff have full understanding of cleaning/disinfecting process. Ensure they are fully trained in proper use of cleaner(s) and disinfectant.</li> <li>PD regarding cleaning protocols</li> <li>PD around masks before school starts</li> </ul>	Maintenance Custodians Admin	Health Guidelines OH and S Signage PD Protocols Cleaning Supplies	September 2020	Ongoing
	<b>OH&amp;S Meeting</b>	<ul style="list-style-type: none"> <li>Ensure schools utilize their OH&amp;S Committee to share any Health &amp; Safety concerns they may have with NWSD.</li> </ul>	OH and S Committee Admin	Health Guidelines OH and S meetings		Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN



	Protective barriers – Secretary, Librarian etc.	<ul style="list-style-type: none"> <li>Protective barriers have been installed for librarian and secretary</li> <li>Chain has been installed at office to stop people from entering office</li> <li>Direction arrows have been placed in hallways</li> </ul>	Maintenance Admin	Health Guidelines Barriers Signage Lines Tape for floors Flow diagram	Summer 2020	Ongoing
<b>Transportation</b>						
	Bus Registrations	<ul style="list-style-type: none"> <li>Have families reregister for busing to account for any relocations or missing contact information.</li> <li>Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions.</li> <li>Admin will contact transportation as we know of new students arriving to our school</li> </ul>	Transportation Department Admin	Bus Request Forms Registration Form Advertising	June 2020	Ongoing
	Assigned Seating	<ul style="list-style-type: none"> <li>Students will be assigned to a seating plan created by Transportation. A copy will be placed in each bus.</li> <li>Bus will be loaded back to front, allowing as much space as we can between families.</li> <li>NWSD will not transport additional or guest riders.</li> <li>All students on buses are required to wear a mask</li> <li>Alter the application process and criteria for eligibility for in-town busing</li> </ul>	Transportation Bus Drivers	Training for Drivers Procedures in place form Transportation	September 2020	Ongoing
	Parents will be encouraged to transport their own children, where possible	<ul style="list-style-type: none"> <li>Communication letter sent out to all parents</li> </ul>	Admin Communications Officer	Communication guidelines Health Guidelines	September 2020	Ongoing
	Recreational travel requiring vehicles, such as field trips, is not permitted at this time	<ul style="list-style-type: none"> <li>NWSD cannot provide transportation for special events, work experience, or PAA</li> <li>Communication to parents by classroom teacher, coach, etc.</li> <li>Planning for transportation by coaches/managers</li> <li>There are no field trips at this time</li> </ul>	Admin All coaches/managers All classroom teachers	Health Guidelines Communication from the communication officer		
	Cleaning and sanitation	<ul style="list-style-type: none"> <li>Buses will be cleaned and sanitized between runs, including transfers</li> <li>Training will be provided for Bus Drivers</li> </ul>	Transportation Department Bus Drivers	Health Guidelines Cleaning Supplies Cleaning Protocol		Ongoing
	Driver PD	<ul style="list-style-type: none"> <li>Training on all new entry and cleaning procedures</li> <li>Bus staggered schedules for drop off and pick up</li> </ul>	Transportation Department Bus Drivers	Health Guidelines Cleaning Supplies Cleaning Protocol		
<b>Communications</b>						
	Parent Communication	<ul style="list-style-type: none"> <li>Update for Parents/Caregivers outlining division return to school plan on August 26, 2020</li> </ul>	Communication Officer Admin	Health Guidelines Communication Guidelines		
	School Plans for Return	<ul style="list-style-type: none"> <li>Template to support:                             <ul style="list-style-type: none"> <li>School-level communications plan for plan to return to school on August 26, 2020</li> </ul> </li> </ul>	Communication Officer Admin	Health Guidelines Communication Plan Template		
	Education about school precautions	<ul style="list-style-type: none"> <li>Regular communication home about expectations for school, education on COVID, how to prevent spread of germs                             <ul style="list-style-type: none"> <li>messages shared through division and school channels</li> </ul> </li> </ul>	Communication Officer Admin	Health Guidelines Communication Guidelines		

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Extra-Curricular					
	Extra curricular Sports	Follow NWSD, SHA, and SHSAA guidelines as made available.	NWSD NWSHAA Admin	SHSAA Guidelines Health Guidelines RPT Guidelines Return to Sport Plan for sports	
		Plans for extra-curricular activities and other gatherings will be developed in consultation with the CMHO once the group/gathering capacity limits for fall 2020 are known.		Health Guidelines	

# FALL 2020 SCHOOL RE-OPEN PLAN

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



School: St. Walburg School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	Limiting Physical Contact	<ul style="list-style-type: none"> <li>Focus on minimizing physical contact, particularly in younger children</li> <li>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).</li> <li>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.</li> <li>Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around a particular item or small area.</li> <li>Modify room configurations (separating tables) to promote physical distancing with 2m distancing, classes will be divided throughout the school to maximize space</li> <li>Potentially divide students up based on class size requirements set out by SHA health guidelines</li> <li>Utilize extra rooms such as art rooms, SSST room, home ec room, science lab, meeting room as extra classrooms to promote enforced social distance guidelines</li> <li>Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided.</li> <li>Use telephone or video conferencing to meet with staff and parents</li> <li>Masks will be required of all staff where physical distancing is not possible.</li> </ul>	Admin All classroom teachers	Health guidelines RPT Guidelines Primary/Secondary Guidelines School Handbook Tape for desks/chairs Flow guidelines – arrows, signage Cleaning supplies/hand washing supplies Visitor rules/regulations Eliminate bell schedules	June 2020	Ongoing
	Limiting Shared Materials and Equipment	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Assigned equipment – including laptops, classroom materials, cleaned regularly</li> </ul>				
	School Day	<p style="text-align: center;"><u>School Day Operations</u></p> <p><u>Before School</u></p> <ul style="list-style-type: none"> <li>Staggered bus times, buses will be unloaded every 5 minutes and a teacher supervisor will meet them at the bus to unload, HS drop off location and Elementary drop off location, supervisor at Elementary doors to let them in – 2 buses at 8:40am, 2 buses at 8:45am, 2 buses at 8:50am (buses will be assigned TBA)</li> <li>town kids will have assigned time to be at school – 8:45am</li> <li>supervision at bus, each door (1 HS teacher at bus and 1 at each door, 1 Elementary teacher at bus, 1 elementary teacher at each door)</li> </ul>	Admin Supervisors All teachers/EAs/ Support Staff	Health Guidelines RPT Guidelines PreK/K Guidelines Trauma and Resilient Schools Document Division Guidelines Cleaning Supplies Measuring plans Flow Diagram	September 2020	Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>• teachers in their respective classrooms at 8:40am – supervisor partners to watch other classrooms</li> <li>• assigned doors – all throughout the school</li> <li>• kids will go directly to their desk</li> <li>• students will put coats in lockers but bring backpacks to their desk with their lunch kit and supplies</li> </ul> <p><u>Recess Procedures</u></p> <ul style="list-style-type: none"> <li>• organize boot racks with name tags (colour coded/shapes)</li> <li>• Stagger recess times with one supervisor per grade – 10:10-10:20 (Kindergarten, Grade 2/3), 10:20-10:30 (Gr 1, Gr 4), 10:30-10:40 (grade 5/6) .... 1:40-1:50 (K, 2/3), 1:50-2:00 (1, 4), 2:00-2:10 (5/6)</li> <li>• There will be designated areas for cohorts at recess</li> <li>• follow health guidelines – no sharing food, extra granola bars/snacks in each classroom</li> <li>• follow health guidelines – washing hands with soap and water before and after snack/lunch</li> </ul> <p><u>Lunch times for supervision</u></p> <ul style="list-style-type: none"> <li>• students eat lunch at their desk, in their classroom</li> <li>• one supervisor inside and two outside (elementary)</li> <li>• wash hands before eating with soap and water</li> <li>• students will wash desk after lunch with soap and water</li> <li>• EAT 12:16 – 12:36 (K-3); 12:36-12:56 (4-6)</li> <li>• PLAY 12:16-12:36 (4-6); 12:26-12:56 (K-3)</li> </ul> <p><u>High School Breaks</u></p> <ul style="list-style-type: none"> <li>• Staggered breaks and teachers in hallways (brain and body breaks provided)</li> <li>• Breaks will happen in the classroom setting while teachers are switching rooms</li> <li>• Bathroom system – student passes laminated for each student and they will put them outside the washroom</li> <li>• Students will stay with their cohort during lunch time and further options will be explored</li> <li>• if students are leaving the school at lunch time they must leave right away</li> <li>• Grade 7-9 students will be required to have a note to leave at lunch</li> </ul> <p><u>Entrances</u></p> <ul style="list-style-type: none"> <li>• 10-12 at the gym door, 7-9 in the side doors</li> <li>• Elementary doors depend of supervision partners for recess</li> <li>• Stop Signs on each door with signage from the division</li> <li>• All doors locked in the AM but the teacher supervisor will open the door</li> <li>• Parents/visitors entrance to the school – scan QR code indicated on the door, fill out the screening form, the secretary will determine entrance at that point, masks must be worn, only entrance on a needs basis</li> </ul> <p><u>After School</u></p> <ul style="list-style-type: none"> <li>• Staggered bus exits (announced by secretary or designate, 3:05pm, 3:10pm, 3:15pm)</li> <li>• Have a checklist of buses, each teacher has a copy of it</li> <li>• Town students will leave 3:05pm, 3:10pm, 3:15pm</li> </ul>		<p>Signage Sport ReOpen Plan Strict rules for entering building</p>	
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# FALL 2020 SCHOOL RE-OPEN PLAN



		<p><u>Washrooms</u></p> <ul style="list-style-type: none"> <li>Laminated washroom pass that students will take outside the bathroom</li> </ul> <p><u>Hallways</u></p> <ul style="list-style-type: none"> <li>Follow the flow procedure indicated by the arrows</li> <li>Enforce/educate no touching lockers/walls</li> <li>Walk in a line/single file physical distanced</li> <li>Limit transitions to other rooms, students will stay in classes unless its for physical education, library, washroom</li> <li>If using other rooms, wash down the areas / touch points</li> </ul> <p><u>K/PreK</u></p> <ul style="list-style-type: none"> <li>Individualized buckets/ weekly rotation</li> <li>Pencil cases of shared supplies divided up</li> <li>Follow K/PreK Guidelines</li> </ul> <p><u>Physical Education Equipment</u></p> <ul style="list-style-type: none"> <li>Follow SPEA guidelines</li> </ul> <p><u>Lockers</u></p> <ul style="list-style-type: none"> <li>Assigned and staggered (locker map based on families, alternating grades)</li> <li>locks on lockers that aren't used</li> <li>families share lockers if needed</li> </ul> <p><u>Computers</u></p> <ul style="list-style-type: none"> <li>assigned seating in the lab, all seating plans are in a binder</li> <li>3 laptops per classroom, tracking sheet on the carts, one cart in Melissa's rooms (guided schedule on the carts – each class has specific computers assigned to each student), one cart in Meeting Room for High School</li> </ul> <p><u>Bell Schedules</u></p> <ul style="list-style-type: none"> <li>teachers will keep track of class time</li> <li>bells will be eliminated</li> </ul> <p><u>Transitions</u></p> <ul style="list-style-type: none"> <li>Procedures for going to the library and other locations in the school, minimize movement throughout the school</li> <li>Limit transitions in the hallways</li> <li>Teach students to clean work spaces after use using soap and water</li> <li>wipe down chairs at a shared space such as the library</li> <li>Adjusted janitorial hours</li> </ul>				
	<b>School Staff</b>	<p>The following items have been addressed, based on student and school need:</p> <ul style="list-style-type: none"> <li>Role changes</li> <li>Staff assignments</li> <li>Staff duties</li> <li>Manage staff attendance</li> <li>All staff will work at their assigned work site</li> <li>Safety procedures (PPE)</li> </ul>	Admin, School Operations, OH & S Health guidelines RPT guidelines Primary and Secondary Guidelines	OH & S WHIMS Certification PPE Signage Arrows Tape for the floor	June 2020	Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>• Student check in</li> <li>• Professional Development</li> <li>• Staff Supervision Process</li> <li>• Teachers will check in with principal when they enter the building</li> <li>• PGP check ins quarterly</li> <li>• Have an Academic Coordinator to check in with those students who choose to work at home, potentially more students working from home due to bus restrictions</li> <li>• Follow health guidelines for PPE use, etc., working with sick children etc.</li> <li>• OH and S check ins on a regular basis</li> <li>• Staff will clean their own stations after use, before a new teacher comes in to use their station</li> <li>• If students are at home continue online learning and TEAMS</li> <li>• If students are limited to 9-15 per classroom, teachers will need to be reassigned to teach all the students in various classrooms</li> <li>• K-6 at the school, 7-12 work from home</li> </ul>				
	<b>Communication</b>	<p>The school principal/vice principal will communicate with the following groups:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> <li>• SCC</li> <li>• Community Stakeholders</li> </ul>	Admin, School Division Guidelines Health Parameters RPT guidelines Primary and secondary guidelines		June 2020	Ongoing
<b>Curriculum and Instruction</b>						
	<b>Determine Learning Gaps</b>	<ul style="list-style-type: none"> <li>• based on screen data</li> <li>• determine intervention needs and address according to Tier 1 (classroom), Tier 2 (Rtl, Academic Intervention Plan goals), Tier 3 (IIP, intensive intervention, Academic Intervention Plan)</li> <li>• Academic Intervention Plans developed for Tier 2 students with goals for reading, writing, math and behaviour</li> <li>• Year Plans to include assessment and intervention plan</li> <li>• PD around RTI for PCD days</li> <li>• 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.</li> <li>• Use Fountas and Pinnell assessment 2-9 to establish baseline to guide instruction.</li> <li>• Teachers are 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.</li> <li>• Teachers are encouraged to use math data from the previous year snapshot capturing remediation requirements.</li> <li>• Allocation of additional instructional time Cross-curricular focus for grades 1-9 10-12</li> </ul>	Admin RTI Team SSST, SBIF	Fountas and Pinnell Assessment Key Math Math Screens Writing Screens		Ongoing



# FALL 2020 SCHOOL RE-OPEN PLAN



	Credits potentially at risk due to midstream structural changes (need to be limber)	<ul style="list-style-type: none"> <li>• Arrangements must be made with school for parents wanting to continue with learning at home</li> <li>• Division will develop a plan to work with students who do not return to school</li> </ul>	Admin, Guidance Counsellor	Teams Moodle if that is the plan from the division		Ongoing
	Building Capacity for learning environment flexibility	<ul style="list-style-type: none"> <li>• Meet with physical distancing, limited contact</li> <li>• PAA first semester will offer options able to implement with no physical contact or online – such as financial literacy, computers, robotics, etc. in 7-9</li> </ul>	Admin based on health guidelines PAA 7-9 teachers	Health Guidelines RPT Guidelines PAA curriculum		Ongoing
<b>Student Services</b>						
	Mental Health of Students	<ul style="list-style-type: none"> <li>• Review the Trauma informed and Resilient Schools document and implement school-wide ie: morning check-ins                             <ul style="list-style-type: none"> <li>○ Help students feel safe                                     <ul style="list-style-type: none"> <li>▪ Proper supervision paired with clear behavioural expectations and procedures</li> <li>▪ Compassionate, affirming experiences are the norm for everyone</li> <li>▪ Promoting positive mental and physical health for all students, families, and staff</li> </ul> </li> <li>○ Help student be connected                                     <ul style="list-style-type: none"> <li>▪ Actively build and nurture a school climate that emphasizes healthy relationships, among staff members, between educators and students, among classmates, as well as between staff and families</li> <li>▪ Positive mutually beneficial relationships are prioritized while boundaries are maintained and healthy conflict resolution skills are emphasized</li> <li>▪ Greet students with a warm smile and a demeanour of calm</li> <li>▪ Establish positive connections by greeting student warmly each morning and knowing students’ names along with their passions, interests and strengths</li> <li>▪ Facilitate class meetings</li> <li>▪ Proactive social-emotional instruction for students (focus on self-awareness, self-confidence, building relationships, empathy, kindness)</li> </ul> </li> <li>○ Help students get regulated</li> <li>○ Help students learn</li> </ul> </li> <li>• Tier I, II, and III Social Emotional Learning plan</li> <li>• Tier I, II, and III Social Emotional Learning Plan                             <ul style="list-style-type: none"> <li>○ Promotion of nurturing, safe classrooms with caring teacher-student relationships</li> <li>○ Staff models social emotional skills</li> <li>○ Embedding social-emotional learning into academics</li> <li>○ Demonstrate empathy and resiliency</li> <li>○ Build relationships</li> <li>○ Creating a school and classroom community</li> <li>○ Demonstrating positivity and calmness</li> <li>○ Help students get familiar with their new environment and procedures</li> <li>○ Mask comfort</li> <li>○ Be cognizant of stress and its effects</li> </ul> </li> </ul>	SWS Wellness Team LIP focus on Student Engagement All staff members	Trauma and Resilient Schools Document Social Emotional Learning Plan 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 online course		Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>○ Recognize emotions in self and others</li> <li>○ Understanding the causes and consequences of emotions</li> <li>○ Labeling emotions accurately</li> <li>○ Expressing emotions appropriately</li> <li>○ Regulating emotions effectively</li> <li>● Listen, Protect, Connect, Model and Teach · Mentorship programs based on LIPs</li> <li>● Educate students about COVID, maintaining space and proper handwashing procedures</li> <li>● Adjust WC schedules and PD days, if need be</li> <li>● Make staff aware of PD opportunities available</li> <li>● Communication with parents about plans for safety and health</li> <li>● Referrals to counsellors if need be</li> <li>● Understanding of staff that stressed brains cannot learn. Flexibility needed for students to utilize supports during class time, if need be</li> <li>● Mentorship Program established, staff mentors</li> <li>● Reach out to community organizations to assess needs</li> </ul>				
	<b>First day back to school</b>	<ul style="list-style-type: none"> <li>● Staggered first two days (all Odd grades come on one day, all even grades come on other days to develop procedures)</li> <li>● Grade 11 and 12 students will register for classes on first day</li> <li>● Mentorship/engagement survey on first day</li> <li>● Regular and frequent communication with families about plan and procedures, etc.</li> </ul>	Administrator, Classroom teachers, Wellness Coordinators	Mentorship/Engagement Survey	September 2020	
	<b>Students on IIPs</b>	<ul style="list-style-type: none"> <li>● Updated assessments may be required</li> <li>● Re-engage with families to review short-term transition plans and to update goals</li> <li>● Team teaching</li> <li>● SSST will meet with students in designated areas</li> <li>● CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs.</li> <li>● Clean and disinfect bathroom as needed</li> <li>● Short term transition plans on Clevr (updated on a frequent basis based on needs)</li> <li>● Day will be determined in conjunction with Health Guidelines, student needs, and parental input, team based approach</li> </ul>	Admin SSST Outside Agencies	CMHO Safety Orders Health Guidelines		Ongoing
	<b>Students with health concerns and/or immune compromised</b>	<ul style="list-style-type: none"> <li>● Create a safety and accommodation plan in collaboration with parents</li> <li>● Medical documentation on hand</li> <li>● Specialized places for instruction for students with compromised immunity should make every effort to ensure students feel included and safe.</li> </ul>	Admin Classroom teacher	Plan on file in the office Medication Plan Safety Plan Health Guidelines		Ongoing
	<b>Supporting Professional in multiple schools</b>	<ul style="list-style-type: none"> <li>● Enhanced cleaning and disinfection of workspaces, supplies and equipment</li> <li>● Designated work areas and record of where you are in schools</li> <li>● Communication with schools and others to stagger visits</li> <li>● Hand washing before, during and after each session</li> <li>● Flexibility of services</li> <li>● Follow school-based rules, check in at office upon arrival</li> </ul>	Admin SSST Outside Agencies	Communication regularly with Admin or SSST		Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN



		<ul style="list-style-type: none"> <li>Sneeze Guards and clear masks will be brought with SS professional and cleaned regularly</li> <li>Communicate schedules with admin and SSST</li> </ul>				
	<b>Nutrition programs</b>	<ul style="list-style-type: none"> <li>Follow safe food handling preparation and delivery guidelines</li> <li>School-supplied food should be delivered directly to the classroom (granola bars/extra snacks in each classroom)</li> <li>Students should eat lunches in their classrooms.</li> <li>Utensils should be used to serve food items</li> <li>Reusable utensils must be cleaned and sanitized after each use</li> <li>Students are not allowed to participate in food preparation</li> </ul>	Admin Classroom teachers	SHA Guidelines		Ongoing
	<b>Sick kids coming to school or getting sick while at school</b>	<p>If a student is exhibiting symptoms suggestive of COVID-19, the following steps should be taken in order to minimize the risk of exposure to others:</p> <ul style="list-style-type: none"> <li>If, while at school, a staff member identifies a student exhibiting one or more of the symptoms of COVID-19 a staff member shall: <ul style="list-style-type: none"> <li>Immediately remove the student from the classroom to a designated isolation area: <ul style="list-style-type: none"> <li>In a respectful manner that protects the privacy of the student; and,</li> <li>In a manner that is safe as possible for the staff members and other students and staff.</li> </ul> </li> <li>Notify the principal or designate.</li> </ul> </li> <li>In all interactions with the student, staff members shall: <ul style="list-style-type: none"> <li>Maintain physical distancing from the student as much as possible;</li> <li>Wear a medical masks and face shield, if a face shield is available;</li> <li>Avoid contact with the student's respiratory secretions;</li> <li>Provide the student with a face shield (if available) and request the student to wear it;</li> <li>Provide the student with a face masks, if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress;</li> <li>Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and</li> <li>Dispose of disposable PPE and arrange for non-disposable (i.e. face shield) to be cleaned and disinfected.</li> </ul> </li> <li>The principal or designate shall, as soon as reasonably possible: <ul style="list-style-type: none"> <li>Call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible;</li> <li>Arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student's classroom, and in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e. washroom) to which the student would have had access that school-day by custodial staff; and</li> <li>Advise the Director or designate.</li> </ul> </li> <li>If a case of COVID-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health.</li> </ul>	Admin Wellness Coordinator	PPE supplied by the division Sick room		Ongoing

# FALL 2020 SCHOOL RE-OPEN PLAN



	Students refusing to return to school	<ul style="list-style-type: none"> <li>Take attendance and make follow up calls for students who are absent</li> <li>Provide Psychological First Aid for students and parents</li> <li>Plan appropriate interventions and accommodations</li> </ul>	Admin Wellness Coordinator SWS Wellness Teams	Psychological First Aid Trauma and Resilient Schools		Ongoing
	Students on an FIP and work experience	<ul style="list-style-type: none"> <li>Work with businesses to create a plan</li> <li>Consult with parents</li> <li>Implement plan</li> <li>Staff will not provide personal transportation</li> </ul>	Admin Guidance Counsellor SSST	CLEVR Short-term Transition plans template (on Teams) Gloves/PPE		Ongoing
<b>Early Childhood</b>						
	Physical/Social Distancing Practices	<ul style="list-style-type: none"> <li>Group sizes according to Health Guidelines</li> <li>Focus on Minimizing physical contact</li> <li>Limiting physical contact throughout the school day (during instruction, recess, nutrition etc.</li> <li>Avoid close greetings like handshakes and hugs and look for alternative greeting/interaction strategies</li> <li>Children within groups may interact, but must distance from other groups</li> <li>Educate students on the importance of minimizing physical contact and how they might do it</li> <li>Avoid activities that require clustering around particular item, or area</li> <li>Consider modifying room configurations</li> <li>Stagger breaks, entries and exits</li> <li>Develop routine/schedule for drop off and pick up</li> <li>Schedule movement in school</li> <li>Student-teacher contact time must be prioritized regardless of the delivery format</li> </ul>	Admin PreK/K teachers EA	Health Guidelines Staggered class schedules Cleaning Supplies Division document and guidelines PreK/K Guidelines		Ongoing
	Healthy hygiene behaviours and practices among young children	<ul style="list-style-type: none"> <li>Educate students on proper hygiene practices</li> <li>Establish daily routines and practice them</li> <li>Age appropriate information about virus in curriculum.</li> <li>Share information with parents.</li> <li>Scheduling times to Sanitize equipment, materials and toys (between breaks, groups etc.)</li> <li>Items/objects that cannot be effectively cleaned/disinfected daily or between classes should be removed for the time being</li> <li>Where possible, toys and materials that promote group play in close proximity may need to be removed</li> <li>Hand washing before and after use</li> <li>Setting up individual cubbies or spaces for essential items (scissors, markers, crayons etc.</li> <li>Scheduling of personnel to sanitize and clean</li> <li>Establish clear protocols on bringing materials into and out of schools/classrooms</li> </ul>	Communications Officer Facilities Ministry Maintenance	Extra Cleaning Supplies Communication Documents Health Guidelines	June 2020	July 2020
	Integrity of the Program/Maintaining Child-Friendly and Developmentally Appropriate Practices	<ul style="list-style-type: none"> <li>Develop a clear plan for ensuring meaningful child-focused play and instructional activities in the context of physical distancing</li> <li>Developing Literacy, Math, Play based learning kits for home use</li> <li>Move lessons and activities outdoors (weather permitting) when possible</li> <li>Adapt curriculum and develop creative pedagogical practices to ensure playful learning</li> </ul>	Terry Teachers Ministry Facilities	Ministry Resources Curriculum Documents Learning Kits	June 2020	July 2020

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		<ul style="list-style-type: none"> <li>Aim for maintaining the integrity of the programs (I.e. Play and Exploration)</li> <li>Student-teacher contact time must be prioritized regardless of the delivery format</li> </ul>		Summary of promising practices for delivery of program		
	<b>Scheduling of Classes</b>	<ul style="list-style-type: none"> <li>Depending on guidelines develop schedule to have the maximum number of students attend.</li> <li>Look for larger spaces in school</li> </ul>	Terry Principals Teachers	Health Guidelines	June 2020	July 2020
	<b>Intense Needs Students</b>	<ul style="list-style-type: none"> <li>New Intensive needs students: slow transition, aim for full participation</li> <li>Follow procedures and guidelines from health for safety and administering of services</li> <li>Appropriate space and facility to deliver some services</li> </ul>	Admin SSST	Health Guidelines Division Guidelines		
	<b>Home Visits</b>	<ul style="list-style-type: none"> <li>Staff will not enter private residences or provide personal transportation</li> <li>Alternate spaces/locations</li> <li>Virtual option</li> </ul>	Terry	Ministry Guidelines	September 2020	June 2021
	<b>Family Days</b>	<ul style="list-style-type: none"> <li>Virtual meetings/site visits</li> <li>Alternate family visits and times</li> </ul>	Terry	TEAMS	October 2020	May 2021
	<b>Screening and Admission Practices</b>	<ul style="list-style-type: none"> <li>Numbers will depend on Health Guidelines</li> <li>Will need extra time in the fall for screening and application process</li> <li>Slower transition for Intense needs students</li> <li>Student with additional needs may require updated assessments and revised individual goals</li> <li>All engagements will occur in a supervised setting which may include the school or other appropriate spaces</li> <li>Staff will not enter private residences or provide personal transportation</li> </ul>	PreK/K teachers	PreK and K Screening	June 2020	
	<b>Mental Health of students, staff</b>	<ul style="list-style-type: none"> <li>Training staff to be trauma informed in order to assess, identify and respond to trauma</li> <li>Create learning environments that are as close to normalcy as possible while ensuring protection where children play and learn (mask and gloves are not required at this time)</li> </ul>	Admin School Staff	Trauma and Resilient Schools Document PPE if required by the SHA Health Guidelines 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 online course		Ongoing

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	<b>Academic Delays</b>	<ul style="list-style-type: none"> <li>Develop or utilize pre-assessments</li> <li>School team meetings</li> <li>RTI</li> <li>Teachers will use their professional discretion to determine the appropriate assessment practices within the current context</li> <li>Implement assessment strategies that do not require simultaneous full group participation</li> </ul>	Admin RTI Team SSST, SBIF All classroom teachers	Fountas and Pinnell Assessment Math Screens Key Math Assessment Writing Screens		Ongoing
	<b>Cognitive and Social Emotional Delays</b>	<ul style="list-style-type: none"> <li>School Team meetings with Student Services Team members</li> <li>Develop Individual plans to meet the needs of the students</li> <li>Allocate staff accordingly</li> <li>Develop strategies for students to learn to self-regulate.</li> </ul>	Admin SSST Outside Agencies	Trauma and Resilient Schools Document Health Guidelines		Ongoing
<b>Transitions</b>						
	<b>Transferring Teacher Elementary/Middle</b>	<ul style="list-style-type: none"> <li>Communicate with families welcoming them back to school and reconnecting</li> </ul>	Admin	Health Guidelines	June 2020	
	<b>Receiving Teachers</b>	<ul style="list-style-type: none"> <li>Communicate with families welcoming them back to school and reconnecting</li> </ul>	Admin Incoming Classroom teacher	Health Guidelines	June 2020	
	<b>School Teams</b>	<ul style="list-style-type: none"> <li>Based on current learning plan school teams will be developed to meet the needs of the students at St. Walburg School</li> </ul>	Admin All teachers	Health Guidelines RPT Guidelines Division Guidelines	June 2020	
	<b>School to School Transitions</b>	<ul style="list-style-type: none"> <li>Reentry/Orientation Plan developed with staff input</li> </ul>	Admin All teachers	Health Guidelines RPT Guidelines Division Guidelines	August 2020	
<b>Facilities and OH&amp;S</b>						
	<b>Number of students in school rooms</b>	<ul style="list-style-type: none"> <li>Need to follow social distancing rules – reduce the number of students in each room where necessary, remove unnecessary items (couches, soft chairs, carts, etc.)</li> <li>May need to utilize unused spaces along with community rentals</li> </ul>	School, Maintenance and custodians	SHA Guidelines - EIG recommends limiting contact with younger children.	June 2020	August 2020
	<b>Janitor schedules</b>	<ul style="list-style-type: none"> <li>Adjust janitorial hours to ensure adequate cleaning and disinfecting is occurring as required.</li> <li>EIG recommends extra cleaning of water fountains, garbage, and high touch points.</li> </ul>	Maintenance & HR	SHA Guidelines – EIG & CUPE	August 2020	Ongoing
	<b>Locker usage</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	School	SHA Guidelines	June 2020	August 2020
	<b>Foot traffic control</b>	<ul style="list-style-type: none"> <li>lines/arrows and signage are visible to ensure social distancing is followed</li> </ul>	School -Maintenance – custodial staff	SHA Guidelines – Plans needed to order materials	June 2020	August 2020
	<b>Maintenance Schedules</b>	<ul style="list-style-type: none"> <li>Principal will authorize all scheduled maintenance. Daily schedules of breaks, empty spaces will need to be utilized to work within the parameters of the SHA guidelines.</li> </ul>	Maintenance - school	SHA Guidelines - Facility scheduling	Now	Ongoing
	<b>Power requirements for extra BYOD</b>	<ul style="list-style-type: none"> <li>Provide code compliant power strips as needed to accommodate extra devices that students may be bringing into school</li> </ul>	Maintenance – school - IT	SHA Guidelines, IT requirements. Power strips	June 2020	August 2020

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Ensure we have proper items in place for hand washing (i.e. Hot water etc.) or hand sanitizing	<ul style="list-style-type: none"> <li>Ensure all hot water heaters, pumps, paper towel dispensers, soap dispensers are always operational. Ensure hand sanitizer is readily available.</li> </ul>	Maintenance Admin Custodians	Health Guidelines OH and S WHMIS Guidelines Cleaning Supplies		
Water fountains	<ul style="list-style-type: none"> <li>Water fountains are acceptable with proper procedures for disinfecting or hand washing (push button touch point and bubbler with possible mouth contact – frequent disinfecting with designated product with a rinse to follow.)</li> <li>Recommend the use of personal water bottles.</li> </ul>	Maintenance Admin Custodians All Classroom teachers	Health Guidelines Signage Custodian Scheduling Checklists in each room		
Cleaning procedures	<ul style="list-style-type: none"> <li>Create a checklist and sign sheet for custodial staff to check off to ensure rooms have been cleaned (properly).</li> <li>Ensure all custodial staff are using the proper cleaning products with proper dilution (each school has a dilution station now)</li> </ul>	Maintenance Admin Custodians	Health Guidelines OH and S WHMIS Guidelines Cleaning Supplies Checklists in each room		
PAA cleaning and disinfecting	<ul style="list-style-type: none"> <li>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.).</li> <li>Janitor to continue doing day to day cleaning and concentrating on disinfecting common touch points – light switches, doorknobs etc.</li> </ul>	Admin Custodians All PAA teachers	Health Guidelines OH and S WHMIS Guidelines Cleaning Supplies Checklists in each room		
Bell schedules	<ul style="list-style-type: none"> <li>No bells will be scheduled due to staggered entrances/differing class times/staggered recesses/staggered lunch times, etc.</li> <li>Teachers will use their phone or computer to set a timer</li> <li>Announcement at the end of the day stating which bus is here</li> </ul>	Bus Department Admin Administrative Assistant All subject area / homeroom teachers	Health Guidelines Busing Department		
Provide cleaning supplies for every room	<ul style="list-style-type: none"> <li>Provide adequate amounts of disinfectant, towelling etc.</li> </ul>	Maintenance Custodians	Health Guidelines OH and S WHMIS Certification Cleaning Supplies PPE if required Checklists in every room		
Speciality disinfecting – i.e. Kindergarten toys, playground equipment, gym equipment	<ul style="list-style-type: none"> <li>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.</li> <li>Rotating tubs designated for the day of the week</li> <li>Playground will not be disinfected, and students will be required to wash their hands after use.</li> <li>Gym equipment will need to be disinfected by staff /students after use.</li> </ul>	Admin Custodians All teachers and staff	Health Guidelines WHMIS Certification Cleaning supplies PPE if required Checklists in every room		
Restrict building access	<ul style="list-style-type: none"> <li>Ensure all exterior door locks are operational</li> <li>main door will need to have signage and protocols listed</li> </ul>	Maintenance Custodians	Health Guidelines OH and S Signage Doors checked over the summer by maintenance Protocols		

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	<b>Staff Training</b>	<ul style="list-style-type: none"> <li>Ensure all staff have full understanding of cleaning/disinfecting process. Ensure they are fully trained in proper use of cleaner(s) and disinfectant.</li> <li>PD regarding cleaning protocols</li> </ul>	Maintenance Custodians Admin	Health Guidelines OH and S Signage PD Protocols Cleaning Supplies		
	<b>OH&amp;S Meeting</b>	<ul style="list-style-type: none"> <li>St. Walburg School will utilize the OH&amp;S Committee to share any Health &amp; Safety concerns with NWSD.</li> </ul>	OH and S Committee Admin	Health Guidelines OH and S meetings		
	<b>Protective barriers – Secretary, Librarian etc.</b>	<ul style="list-style-type: none"> <li>Protective barriers have been installed for librarian and secretary</li> <li>Chain has been installed at office to stop people from entering office</li> <li>Direction arrows have been placed in hallways</li> </ul>	Maintenance Admin	Health Guidelines Barriers Signage Lines Tape for floors Flow diagram		
<b>Transportation</b>						
	<b>Bus Registrations</b>	<ul style="list-style-type: none"> <li>Have families reregister for busing to account for any relocations or missing contact information.</li> <li>Identify any intensive needs requirements, including medical conditions that may be exasperated by COVID conditions.</li> <li>Admin will contact transportation as we know of new students arriving to our school</li> </ul>	Transportation Department Admin	Bus Request Forms Registration Form Advertising		
	<b>Restricted number of passengers</b>	<ul style="list-style-type: none"> <li>Consider suspension of service</li> </ul>	Transportation Director	Communication to schools and families regarding changes	Sept 2020	June 2021
	<b>Support bus families learning from home</b>	<ul style="list-style-type: none"> <li>Deliver learning packages</li> </ul>	Transportation HR Schools	Work from home assignment	Sept 2020	June 2021
	<b>Fleet – Insurance, Registrations</b>	Reduce registration and insurance to storage only.	Transportation CFO	SGL	Sept 2020	June 2021
<b>Communications</b>						
	<b>Announcing Positive Cases</b>	<ul style="list-style-type: none"> <li>Letter to appropriate audience about positive confirmed case in school community</li> </ul>	Kaitlin HR, Sr Admin, Principal	LAFOIP & SHA Guidelines	As needed	Ongoing
	<b>Parent Communication</b>	<ul style="list-style-type: none"> <li>Update for Parents/Caregivers outlining division return to school plan</li> </ul>	Communication Officer Admin	Health Guidelines Communication Guidelines		
	<b>School Plans for Return</b>	<ul style="list-style-type: none"> <li>Template to support:                             <ul style="list-style-type: none"> <li>School-level communications plan for plan to return to school</li> </ul> </li> </ul>	Communication Officer Admin	Health Guidelines Communication Plan Template		



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	Education about school precautions	<ul style="list-style-type: none"> <li>Regular communication home about expectations for school, education on COVID, how to prevent spread of germs                             <ul style="list-style-type: none"> <li>messages shared through division and school channels</li> </ul> </li> </ul>	Communication Officer Admin	Health Guidelines Communication Guidelines		
Extra-Curricular						
	Extra curricular Sports	Follow NWSD, SHA, and SHSAA guidelines as made available.	NWSD NWSHAA Admin	SHSAA Guidelines Health Guidelines RPT Guidelines Return to Sport Plan for sports		
		Plans for extra-curricular activities and other gatherings will be developed in consultation with the CMHO once the group/gathering capacity limits for fall 2020 are known.		Health Guidelines		

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## Contingency 2: Hybrid – not all students in building



School: St. Walburg School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	Limiting Physical Contact	<ul style="list-style-type: none"> <li>Focus on minimizing physical contact, particularly in younger children</li> <li>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).</li> <li>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.</li> <li>Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around a particular item or small area.</li> <li>Modify room configurations (separating tables) to promote physical distancing</li> <li>Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided.</li> <li>Use telephone or video conferencing to meet with staff, parents and students</li> <li>School assignments based on design of school day planned by school division and school admin team</li> <li>Students will be designated to certain days and learn remotely on opposite day using Microsoft Teams and Moodle</li> <li>All staff and students from 4-12 will be required to wear masks, students from PreK-3 will be encouraged</li> <li>Staff will complete a screening daily via Applitrack, screening will be verified by supervisor</li> </ul>	Principal Vice Principal All classroom teachers	Health guidelines RPT Guidelines Primary/Secondary Guidelines School Handbook Tape for desks/chairs Flow guidelines – arrows, signage Cleaning supplies/hand washing supplies Visitor rules/regulations Eliminate bell schedules	June 2020	Ongoing
	Limiting Shared Materials and Equipment	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>		Health Guidelines RPT Guidelines IT Protocol		
	School Day	<p style="text-align: center;"><u>School Day Operations</u></p> <p><u>Before School</u></p> <ul style="list-style-type: none"> <li>Staggered bus times, buses will be unloaded every 5 minutes and a teacher supervisor will meet them at the bus to unload, HS drop off location and Elementary drop off location, supervisor at Elementary doors to let them in</li> <li>town kids will have assigned time to be at school</li> <li>supervision at bus, each door</li> <li>teachers in their respective classrooms at 8:40am – supervisor partners to watch other classrooms</li> <li>assigned doors – all throughout the school</li> </ul>	Admin Supervisors All teachers/EAs/ Support Staff			Ongoing

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	<ul style="list-style-type: none"> <li>• kids will have to go to their desk</li> <li>• homerooms first thing in the morning</li> </ul> <p><u>Recess Procedures</u></p> <ul style="list-style-type: none"> <li>• organize boot racks with name tags (colour coded/shapes)</li> <li>• stagger recess times with one supervisor per grade – based on how many students are at the school</li> <li>• follow health guidelines – no sharing food, extra granola bars/snacks in each classroom</li> <li>• follow health guidelines – washing hands with soap and water before and after snack/lunch</li> </ul> <p><u>Lunch times for supervision</u></p> <ul style="list-style-type: none"> <li>• students eat lunch at their desk, in their classroom</li> <li>• one supervisor inside and one outside</li> <li>• wash hands before eating with soap/water</li> <li>• wash desk after lunch</li> <li>• shortened lunch period for 7-12</li> <li>• determine elementary lunch periods based on student allotment at school</li> </ul> <p><u>High School Breaks</u></p> <ul style="list-style-type: none"> <li>• Staggered breaks and teachers in hallways (brain and body breaks provided)</li> <li>• if students are leaving the school at lunch time they must leave right away</li> </ul> <p><u>Entrances</u></p> <ul style="list-style-type: none"> <li>• 10-12 at the gym door, 7-9 in the side doors</li> <li>• Elementary doors depend of supervision partners for recess</li> <li>• Stop Signs on each door with signage from the division</li> <li>• All doors locked in the AM but the teacher supervisor will open the door</li> <li>• Parents entrance to the school – go to office, visitor pass at the school only used in an emergency, otherwise stopped at the office</li> </ul> <p><u>After School</u></p> <ul style="list-style-type: none"> <li>• Staggered bus exits (could be announced by secretary or designate)</li> <li>• Have a checklist of buses, each teacher would have a copy of it</li> </ul> <p><u>Washrooms</u></p> <ul style="list-style-type: none"> <li>• Washroom pass</li> <li>• Designated pass for the washroom</li> <li>• Sign out list for each classroom</li> </ul> <p><u>Hallways</u></p> <ul style="list-style-type: none"> <li>• Follow the flow procedure, walk down the middle of the hallway</li> <li>• Enforce/educate no touching lockers/walls</li> <li>• Walk in a line/single file</li> <li>• Limit transitions to other rooms</li> <li>• If using other rooms, wash down the areas / touch points</li> </ul> <p><u>K/PreK</u></p> <ul style="list-style-type: none"> <li>• Individualized buckets/ weekly rotation</li> <li>• Pencil cases of shared supplies divided up</li> </ul>			
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		<p><u>Physical Education Equipment</u></p> <ul style="list-style-type: none"> <li>• Clean up after use</li> </ul> <p><u>Lockers</u></p> <ul style="list-style-type: none"> <li>• Assigned and staggered (7,12,8,11, 9, 10)</li> <li>• locks on lockers that aren't used</li> <li>• families share lockers</li> <li>• lockers organized alphabetically or alternating grades</li> </ul> <p><u>Computers</u></p> <ul style="list-style-type: none"> <li>• assigned seating in the lab</li> <li>• all seating plans are in a binder</li> <li>• tracking sheet on the carts, red/blue cart in Melissa's rooms (guided schedule on the carts – each class has specific computers assigned to them), red/blue carts in Staff Room or VR room for HS</li> </ul> <p><u>Bell Schedules</u></p> <ul style="list-style-type: none"> <li>• 9-12 out of their own rooms</li> <li>• 7-8 possibly in their own rooms</li> <li>• Don't need a bell</li> <li>• Staggered class times / bells</li> </ul> <p><u>Transitions</u></p> <ul style="list-style-type: none"> <li>• Procedures for going to the library</li> <li>• Limit transitions in the hallways</li> <li>• Teach students to clean work spaces after use</li> <li>• U table – clean after use</li> <li>• Have to wipe down chairs at a shared space</li> <li>• Teachers having their own laptops</li> </ul> <p><u>Adjusted janitorial hours</u></p>			
	<p><b>School Staff</b></p>	<p>The following items have been addressed, based on student and school need:</p> <ul style="list-style-type: none"> <li>• Role changes</li> <li>• Staff assignments</li> <li>• Staff duties</li> <li>• Manage staff attendance</li> <li>• All staff will work at their assigned work site</li> <li>• Safety procedures (PPE)</li> <li>• Student check in</li> <li>• Professional Development</li> <li>• Staff Supervision Process</li> </ul> <ul style="list-style-type: none"> <li>• Teachers will check in with principal when they enter the building</li> <li>• PGP check ins quarterly</li> <li>• Have an Academic Coordinator to check in with those students who choose to work at home</li> <li>• Follow health guidelines for PPE use, etc., working with sick children etc.</li> <li>• OH and S check ins on a regular basis</li> </ul>	<p>Admin School Operations OH &amp; S Health guidelines RPT guidelines Primary and Secondary Guidelines</p>	<p>OH &amp; S WHIMS Certification PPE Signage Arrows Tape for the floor Moodle Training</p>	<p>Ongoing</p>

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		<ul style="list-style-type: none"> <li>• Staff will clean their own stations after use, before a new teacher comes in to use their station</li> <li>• If students are at home continue online learning and TEAMS and Moodle</li> <li>• Staff assignments based on Health guidelines for who is allowed at school and how many students per room</li> <li>• Staff will teach students daily using in-class instruction and remote learning opportunities</li> <li>• Staff will train students regarding procedures, expectations</li> </ul>				
	<b>Communication</b>	<p>The principal/vice principal will communicate with the following groups:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Parents</li> <li>• SCC</li> <li>• Community Stakeholders</li> </ul>	School Operations Communication Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
<b>Curriculum and Instruction</b>						
	<b>How do we deliver instruction most effectively?</b>	<p>Younger students (K-6) attend daily in smaller homerooms, older students (7-12) learn remotely (rigorous online learning with Moodle) – note that training would be provided to staff on any new platform, PD will be offered for</p> <p>To accommodate an increased number of elementary homerooms, some classes may be housed in other NWSD schools and some teachers may have teaching loads reassigned</p>	Darrell Newton, Cheryl Treptow, Matthew Grupp, school RTI team, SBIF, principal, teacher			Ongoing
		Some 7-12 courses may use resources provided by SWSD. These would be a resource only. Explicit instruction and teaching will be delivered by NWSD teachers. NWSD teachers will be responsible for monitoring student progress, assessing and evaluating students learning, assigning grades, and providing learning supports, including RTI	Darrell Newton, Cheryl Treptow, Matthew Grupp, school RTI team, SBIF, principal, teacher, SWSD if applicable	SWSD if requested.		
		Online PD regarding delivery of online programming will be required. A minimum of 3-4 days will be required.	Aaron Oakes, Darrell Newton, and Matthew Grupp			
		Some courses, particularly at the 10-12 level may be offered across school lines to maximize staffing efficiency	Principals in conjunction w Superintendents			
		Attendance for in-school component will be subject to the limitations of the transportation dept, based on specific guidelines	Transportation			
		Some 7-12 classes (notably PAA, PE, and Arts Ed) would be at least partially offered at the school if possible within SD guidelines.	Principals			
		RTI models would still apply; use of online tools to facilitate interventions, particularly 1:1 would be encouraged	RTI teams			
		Quad scheduling will be looked at on a need's basis	Principals in conjunction w/ Aaron			

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<b>Students Services</b>						
	<b>Assessment and therapy</b>	<ul style="list-style-type: none"> <li>Flexibility of service delivery-in-person (school or office) or online</li> <li>Delay services</li> <li>Refer to outside agencies</li> <li>Sneeze Guards and clear masks will be brought with SS professional and cleaned regularly</li> </ul>	SS team IT	Headphones Mics Document cameras	As directed by guidelines	As directed by guidelines
	<b>Students on IIPs</b>	<ul style="list-style-type: none"> <li>determine needs of student and then decide on individual schedule and ways to meet student needs, with input from parents and school-based team</li> <li>Update IIP</li> </ul> <p>It might not be possible to support all students with intensive needs in-person due to health and safety guidelines</p>	Admin SSST SS team			
	<b>Outbreak in community</b>	SS professionals will delay going to that school. Deliver services online, if possible.	Superintendent of Student Services SS team			
<b>Early Childhood</b>						
	<b>Intense Needs Students</b>	<ul style="list-style-type: none"> <li>Staff will not enter private residences or provide personal transportation</li> <li>Alternate spaces/locations</li> <li>Virtual option</li> <li>Schedule online sessions</li> </ul>	Student Services Superintendent School Teams	Computers Home visit Guidelines	September 2020	
	<b>Scheduling PreK Teachers</b>	<ul style="list-style-type: none"> <li>Follow Health/Ministry Guidelines</li> <li>As PreK is not mandatory we would just schedule for students that are in attendance</li> </ul>	Superintendent of Student Services	Division Developed Learning kits Health Guidelines PreK/K Guidelines	September 2020	
	<b>Scheduling K Teachers</b>	<ul style="list-style-type: none"> <li>Follow Health and Ministry guidelines</li> <li>Develop online lessons with teachers who have the capacity to do so.</li> <li>Allot time and staff in schedule to deliver online learning if need be.</li> <li>recording of lessons and sharing with families as needed</li> <li>Continue developing paper packages for those that want them.</li> </ul>	Superintendent of Student Services	Computers Cameras PD Division Developed Learning Kits PreK/K Guidelines	June 2020	
	<b>Equity</b>	<ul style="list-style-type: none"> <li>Survey families to determine what they might need to complete online learning.</li> <li>Continue with division plan to loan devices to families if needed</li> <li>Paper packages will still need to be developed.</li> <li>Create PD for parents to learn online platform</li> <li>Work with community agencies (KidsFirst, ECS) to help support families through home visits etc.</li> <li>Online delivery of paraprofessional services (Speech, OT)</li> </ul>	IT PD Superintendent of Student Services Student Services	Computers PD Develop Survey Questions	June 2020	
<b>Transitions</b>						
	<b>Transferring Teachers</b>	<ul style="list-style-type: none"> <li>Communicate with families welcoming them back to school and reconnecting</li> </ul>	Superintendent of Student Services		June 2020	June 2020

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	<b>Receiving Teachers</b>	<ul style="list-style-type: none"> <li>Communicate with families welcoming them back to school and reconnecting</li> </ul>	Superintendent of Student Services		June 2020	June 2020
	<b>School to School Transitions</b>	<ul style="list-style-type: none"> <li>Each school will develop an on-site and virtual re-entry/orientation plan following Ministry and Health guidelines.</li> <li>A purposeful approach should be considered, beginning in June, that acknowledges the experiences of staff and students since March 2020</li> </ul>	Superintendents Superintendent of Student Services Communications Officer	Trauma Informed Schools Social Emotional Learning (SEL) PD Assessments Developed Template	June 2020	August 2020
	<b>Teacher Capacity</b>	<ul style="list-style-type: none"> <li>Program online delivery PD</li> <li>Collaboration and online TEAMS meetings with colleagues.</li> </ul>	Superintendent of Student Services	PD Platform Summary of promising practices for delivery of program	June 2020	August 2020
<b>Facilities and OH&amp;S</b>						
	Same as 'Normal' & #1					
	<b>Exception – student spacings (desks etc.).</b>	Look to utilize unused classrooms – If High Schools are closed then space elementary students into the high school rooms, etc. May free up specialty rooms for use.	School	SHA Guidelines	June 2020	August 2020
<b>Transportation</b>						
	<b>Restricted number of passengers</b>	Consider suspension of service	Transportation Director	Communication to schools and families regarding changes	Sept 2020	June 2021
	<b>Support bus families learning from home</b>	Deliver learning packages	Transportation HR Schools	Work from home assignment	Sept 2020	June 2021
	<b>Fleet – Insurance, Registrations</b>	Reduce registration and insurance to storage only.	Transportation CFO	SGL	Sept 2020	June 2021
	<b>Restricted number of passengers</b>	Consider suspension of service	Transportation Director	Communication to schools and families regarding changes	Sept 2020	June 2021
<b>Communications</b>						
	<b>Parent Communication</b>	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Kaitlin School Admin	Updated Phase guidelines	June 2020	Ongoing
<b>Extra-Curricular</b>						
	<b>Extra curricular Sports</b>	Follow NWSD, SHA, and SHSAA guidelines as made available.	NWHSAA, NWSD	SHSAA, SHA, Chief Medical Health Officer, RPT, Reopen Sask Guidelines, Sask Sport	TBD	TBD

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				Return to Play Guidelines for individual sports		
	Can students play who do not attend in school learning?	Situations will be considered on a case by case basis.	Principal School Operations			
		Plans for extra-curricular activities and other gatherings will be developed in consultation with the CMHO once the group/gathering capacity limits for fall 2020 are known.				



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## Contingency 3: Distance/Remote Learning



School: St. Walburg School						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operations	School Day	School principals will create a plan to address the following: <ul style="list-style-type: none"> <li>Guidelines and expectations for students and staff for at home learning (Learning Packages)</li> <li>Monitor building access</li> <li>Schedules developed as a school-based team to provide remote learning for students that takes access and needs into consideration using Microsoft Teams, Moodle and paper packages if available</li> </ul>	School Operations Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines Moodle, Microsoft Teams	June 2020	August 2020
	School Staff	The following items have been addressed, based on student and school need: <ul style="list-style-type: none"> <li>Role changes</li> <li>Staff assignments</li> <li>Staff duties</li> <li>Manage staff attendance</li> <li>All staff will work at their assigned work site</li> <li>Safety procedures (PPE)</li> <li>Student check in</li> <li>Professional Development</li> <li>Staff Supervision Process</li> </ul>	School Operations Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
	Communication	The principal/vice principal will communicate with the following groups: <ul style="list-style-type: none"> <li>Staff</li> <li>Students</li> <li>Parents</li> <li>SCC</li> <li>Community Stakeholders</li> </ul>	School Operations Communication Principal	Health Parameters RPT Guidelines Primary and Secondary Education Institution Guidelines	June 2020	August 2020
Curriculum and Instruction						
	Efficient utilization of professional staff	Reallocation and repurposing of staff to address learning needs in a maximally efficient way. This may include: <ul style="list-style-type: none"> <li>Smaller, more personal online learning cohorts in younger grades (Teams plus daily personal check-ins)</li> <li>Larger class cohorts in 7-12, with students potentially drawn from multiple schools. (Moodle will be the platform)</li> </ul>	C&I and HR Dept			
	Device access	Loaner devices (ref: IT)	IT Dept			
	Timely intervention	Division-wide RTI model. If all students are learning online, instruction must be accompanied by a fully-implemented, robust, and rigorous RTI program. Teaching and	RTI team, literacy team, math team, senior admin, school admin, learning			

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		paraprofessional staff many be assigned intervention caseloads defined by student or by skill. These caseloads will not be restricted by school.	coaches, Cheryl Treptow, Matthew Grupp			
	<b>Internet access</b>	-Subsidies for satellite internet for low-income families (ref: IT) -USB learning resources and telephone check-ins (daily @ K-6, weekly @ 7-12)	IT Dept School staff			
	<b>Curriculum Compliance</b>	It is the expectation that all outcomes are taught and assessed with rigour, even if instructional time allocations are flexible.	Darrell Newton			
	<b>Learning not conducive to Distance Learning</b>	Schools are encouraged to explore creative ways to safely implement PAA, Phys Ed, and Arts Ed in a manner that is both Distance Education friendly and safe. For example, PAA teachers are encouraged to construct survey courses leveraging low-tech and no-tech modules (ethics, codes, history, schematics/blueprinting, coding)	Principals, teachers			
<b>Student Services</b>						
	<b>Assessment and therapy for students on IIPs</b>	<ul style="list-style-type: none"> <li>Identify students requiring supports</li> <li>As a team, identify best way to provide services- in-person (school or office), online or delay services</li> <li>Update IIP to reflect supports and safety plan</li> <li>formal plan must be developed that: <ul style="list-style-type: none"> <li>✓ ensures staff and student safety;</li> <li>✓ details the specialized therapies, professional assessments and/or unique transitions proposed</li> <li>✓ identifies the lead staff member;</li> <li>✓ clearly identifies the staff required and their role;</li> <li>✓ identifies location, time and appropriate lengths of time for engagement;</li> <li>✓ outlines family and student requirements; and,</li> <li>✓ summarizes a follow-up strategy.</li> </ul> </li> <li>Sanitize after each session</li> <li>Follow CMHO safety orders</li> <li>Consider directions given by professional governing bodies</li> <li>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</li> <li>Students who are currently being considered for an IIP may be considered for specialized therapy, professional assessment and unique transitions</li> <li>It might not be possible to support all students with intensive needs in-person due to health and safety guidelines.</li> </ul>	Superintendent of Student Services SLPs, OT, Psychs SSSTs Admin Maintenance IT	<a href="#">SASLPA guidelines</a> <a href="#">SSOT guidelines</a> <a href="#">Sask College of Psychologists</a> PPE, as necessary Supplies for proper sanitization and handwashing Headsets Microphones Document camera	As per guidelines from Ministry	
	<b>Mental health of students and counselling services</b>	<ul style="list-style-type: none"> <li>Identify students requiring supports</li> <li>As a team, identify best way to provide services- in-person (school or office), online or delay services; or connect with community services</li> <li>Sanitize after each session</li> </ul>	Counsellors Maintenance IT	PPE, as necessary Supplies for proper sanitization and handwashing Headsets Microphones Document camera	As per guidelines from Ministry	Until otherwise directed

# FALL 2020 SCHOOL RE-OPEN PLAN



	Psychological assessments and debriefs	<ul style="list-style-type: none"> <li>Prioritize students needing assessment</li> <li>As a team, identify best way to administer assessment- online or in person</li> <li>Debrief via Teams, if possible. If not, set up a team meeting with limited participants and the option to attend online or in person</li> <li>Students who are in Grade 12 who do not have an IIP, but require a professional assessment prior to entering post-secondary institutions in order to access adaptations/accommodations, may be considered for specialized therapy, professional assessment and unique transitions</li> <li>Sanitize after each session</li> </ul>	Educational Psychologist Maintenance	Online assessment PD PPE, as necessary Supplies for proper sanitization and handwashing	June 15, 2020	Until otherwise directed
	Students on an FIP and work experience	<ul style="list-style-type: none"> <li>Make a plan with businesses and parents</li> <li>Staff will not provide personal transportation</li> <li>Delay services if plan cannot be implemented safely</li> </ul>	SSSTs Administrators		As per guidelines from Ministry	Until otherwise directed
<b>Early Childhood</b>						
	Integrity of the Program/Maintaining Child-Friendly and Developmentally Appropriate Practices	<ul style="list-style-type: none"> <li>Combination of virtual lessons with Learning kits that could go home.</li> <li>Develop daily Schedules for student learning and share with students and parents.</li> <li>Identify key elements to focus on for the programs.</li> <li>Student-teacher contact time must be prioritized regardless of the delivery format</li> <li>Teachers have consistent online course design, layout etc.</li> <li>Teachers have opportunities to view exemplars of instructional resources</li> </ul>	Superintendent of Student Services Ministry Instruction	Ministry supports and resources Welcome to Kindergarten Packages Division Developed Learning Kits Summary of promising practices for delivery of program Early Childhood TEAMS meetings	June 2020	Ongoing
	Capacity of Teachers	<ul style="list-style-type: none"> <li>Time for Early Childhood teachers to meet and discuss techniques and platforms that they have been using</li> <li>Consider using one platform for consistency among staff and make it easier for parents to work with their children</li> <li>Better train EAs to augment or deliver support online</li> <li>Utilize all staff to support learning</li> <li>Create professional development on use of platform(s)</li> </ul>	Instruction Early Childhood Transition	Ministry Documents Identifying key learning objectives to deliver online Summary of promising practices for delivery of program	June 2020	September 2020
	Equity	<ul style="list-style-type: none"> <li>Survey families to determine what they might need to complete online learning.</li> <li>Continue with division plan to loan devices to families if needed</li> <li>Paper packages will still need to be developed.</li> <li>Create PD for parents to learn online platform</li> <li>Work with community agencies (KidsFirst, ECS) to help support families through home visits etc.</li> <li>Online delivery of paraprofessional services (Speech, OT)</li> </ul>	IT PD Student Services	Computers PD Develop Survey Questions	June 2020	Ongoing
	Communication with Parents	Develop regularly scheduled, weekly or more, communication plan for parents.	All	Communication Plans	June 2020	Ongoing
<b>Transitions</b>						

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	<b>Transferring Teachers</b>	<ul style="list-style-type: none"> <li>Communicate with families welcoming them back to school and reconnecting</li> </ul>	Communication Officer		June 2020	June 2020
	<b>Receiving Teachers</b>	<ul style="list-style-type: none"> <li>Communicate with families welcoming them back to school and reconnecting</li> </ul>	Communication Officer		June 2020	June 2020
	<b>School to School Transitions</b>	<ul style="list-style-type: none"> <li>Each school will develop a virtual re-entry/orientation plan.</li> <li>Vary per school and grades</li> <li>A purposeful approach should be considered, beginning in June, that acknowledges the experiences of staff and students since March 2020</li> </ul>	Superintendents Superintendent of Student Services Communications Officer	Trauma Informed Schools Social Emotional Learning (SEL) PD Assessments Developed Template	June 2020	August 2020
	<b>Teacher Capacity</b>	<ul style="list-style-type: none"> <li>Program online delivery PD</li> <li>Collaboration and online TEAMS meetings with colleagues.</li> </ul>	Superintendent of Curriculum and Instruction	PD plan	June 2020	August 2020
<b>Facilities and OH&amp;S</b>						
	<b>Cleaning &amp; Disinfecting</b>	Follow same procedures that are currently being used. Ensure all rooms that have been utilized by staff are thoroughly cleaned and disinfected. Continue with proper cleaning of all common areas and disinfecting of all touch points.	Facilities and Custodial/schools	SHA Guidelines	Now	Ongoing
<b>Transportation</b>						
	<b>Delivery of Learning Packages</b>	Make route plans to deliver sanitized packages in the most effective way possible. (Large number of packages per bus being delivered)	Transportation Schools	Sanitized packages	Now	June 2021
	<b>Fleet</b>	Concerns about operating buses in the winter to accommodate low number of package deliveries Reduce registration and insurance to storage only for any buses not in use.	Transportation Schools		Now	June 2021
<b>Communications</b>						
	<b>Parent Communication</b>	Routine Updates for Parent/Caregivers regarding school and division measures responding to COVID	Kaitlin School Admin	Updated Phase guidelines	June 2020	Ongoing
<b>Extra-Curricular</b>						
	<b>Extracurricular Sports</b>	All school sanction activities will be postponed or cancelled	NWHSAA, NWSD	SHSAA, SHA, Chief Medical Health Officer, RPT, Reopen Sask Guidelines, Sask Sport Return to Play Guidelines for individual sports	TBD	TBD