

FALL 2020 SCHOOL RE-OPEN PLAN



'Normal' Return to School

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

School:						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operation	Address school procedures to limit physical contact between students and staff	<ul style="list-style-type: none"> Hugs and handshakes will not be permitted Students should not arrive at school before 8:45. Those that are bused and arrive earlier will go to their cohort classroom. Continue quad system with students to limit cohort size. Students will be grouped into an AM and a PM cohort. Due to small staff numbers we do not anticipate the need to create limits in this area. Students will be encouraged to use backpacks instead of lockers. Lockers that are required will be assigned in an alternating pattern to limit physical contact. Students will remain in the same classroom with same seats. Students and staff will wear masks when 2 metre distancing cannot be maintained. Plexiglass is installed at secretary window. 	Principal, Wellness Coordinator	Time at staff meetings Division supplied reusable masks Division supplied disposable masks	August 2020	Ongoing
	Limit Shared Materials and Equipment	<ul style="list-style-type: none"> Students will be given an assigned laptop each day. Laptops will be sanitized as per IT guidelines Students will be encouraged to bring water bottles to use at the filling station rather than using the water fountain. Desktop computers will be sanitized as per IT guidelines. 	All Staff	Industry standard sanitation product	August 2020	Ongoing
	School Staff will adapt to meet the needs of students and school safety.	<ul style="list-style-type: none"> Staff will supervise their classroom while students are eating lunch. 	All Staff	Appropriate products	August 2020	Ongoing
	Communicate changes to school procedures with parents, students, staff and community stakeholders.	<ul style="list-style-type: none"> Letters will be sent home at the beginning of the year to ensure parents are aware of the changes in the school. 	Principal ABLE staff Wellness Coordinator		August 2020	Ongoing

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		<ul style="list-style-type: none"> • Homeroom teachers will inform students of changes. • New students that enter the school after the first week will be informed of the procedures and changes as part of the registration procedures. 				
Curriculum and Instruction	Determine and address learning gaps	<ul style="list-style-type: none"> • All students will have math and reading assessed as part of their registration procedure. • As per AP360 – b.3. Teachers use ongoing assessment to inform instructional design and respond to students learning needs. • RTI will focus on math and reading to ensure all gaps are addressed. RTI is for all students • Staff will be flexible with timetabling and understand that we may need extended periods for subjects with missing pre-skills. • Principal will ensure that teachers long range and assessment plans are revised to appropriately accommodate learning gaps emergent due to school closure. 	Principal Teaching Staff		August 2020	Ongoing
	School Staff will adapt to changes in student needs.	<ul style="list-style-type: none"> • Staff will participate in PD that will address student learning. i.e. if we move to online leaning, teachers may need PD in that area. • Reallocation and repurposing of staff to address learning in a maximally efficient way 	Principal All Staff	Division PD to address student needs	August 2020	Ongoing
	LIP implementation	<ul style="list-style-type: none"> • LIP will be implemented as expected. 	Principal		August 2020	Ongoing
	Address needs to maximize credit earning	<ul style="list-style-type: none"> • Continue using Quad system to maximize credit earning • Students that are compromised due to a documented medical condition will be provided home-based programming in the event they cannot attend school. Arrangements must be made with the school for parents wanting to continue with learning at home. 	Principal	Laptops or possible internet services for students who cannot attend school	August 2020	Ongoing
Student Services	Mental Health of Staff	<ul style="list-style-type: none"> • Use the coronavirus impact scale to determine where staff is at. Have counsellor at staff meeting, address needs as needed. • Ensure staff is away of resources, supports and PD opportunities available: <ul style="list-style-type: none"> ○ STF counselling and Wellness services ○ Psychological First Aid – Self Care ○ Dr. Carrington – online course ○ Local and division counselling 	Principal Counsellor	Access to counselling supports	August 2020	Ongoing

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	Mental Health of students	<ul style="list-style-type: none"> Reach out to community organizations (i.e. RCMP, Social Services, Mental Health etc.) to assess needs. Continue to operate from a trauma informed lens. Continue with morning check-ins Implement Social – Emotional learning as outlined in our LIP Wellness coordinator will work to educate students about COVID, maintaining space and proper handwashing techniques. 	Principal Wellness Coordinator Counsellor		August 2020	Ongoing
	Plan for a successful first day back	<ul style="list-style-type: none"> First days will allow for registration, academic assessment, information sharing, mask distribution and an opportunity to communicate with parents. No classes will be scheduled for the first two day. Weather permitting, registration will take place outside. 	Principal	Division created letters to ensure consistent messaging across schools.	August 2020	Sept 2020
	Supporting professionals in multiple schools	<ul style="list-style-type: none"> Counselling room will be cleaned and disinfected by principal after each day the counsellor or other staff uses the room. Room will be locked unless used by counsellor or other professional (Social services, health, or corrections) Hand sanitizer will be available in counselling room Appropriate cleaning supplies will be available for professionals to sanitize between sessions. Counselling calendar will be shared with the principal. 	Counsellor Principal	Availability of appropriate cleaning supplies	August 2020	Ongoing
	Nutrition Programs	<ul style="list-style-type: none"> Lunch program will be served to each student on a plate and delivered directly to students in their classroom. Snack will be placed in individual servings rather than placing a tray or bowl for students to access. Follow safe food handling Students will not be permitted to participate in food preparation. All dishes will be washed and sanitized. 	Life Skills Coach	Adequate product to sanitize shared dishes Cleaning product for kitchen and tables	August 2020	Ongoing
	Sick kids coming to school or getting sick while at school	<ul style="list-style-type: none"> See AP 162 	Wellness Coordinator	Appropriate PPE Disinfecting Product	August 2020	Ongoing
	Address students refusing to return to school	<ul style="list-style-type: none"> Use attendance data to assess which students require follow up relating to attendance Provide psychological first aid to students and parents 	Principal Wellness Coordinator	Training on Psychological First Aid	August 2020	Ongoing

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		<ul style="list-style-type: none"> Meet with student and parents to address concerns and implement a plan to increase student attendance and address concerns. 				
Transitions	Create smooth transitions between CHS and TPEC	<ul style="list-style-type: none"> Follow registration protocol (assessment, introduction to staff and students, debriefing of rules and protocols, building tour) Discussion with Grade 9 teachers relating to Grade 10 students transitioning to TPEC 	Principal (TPEC) Principal (CHS)		August 2020	Ongoing
IT Department	Maintain safety with shared lab equipment and laptops	<ul style="list-style-type: none"> Clean hands before and after use Staff will clean equipment daily based on industry standard practice Assign specific computers to limit exposure and possible contact tracing (seating plan in computer lab) Use daily sign-out sheet for laptops so that we are able to track use on the devices. 	All Staff	Adequate soap and handwashing stations. Industry Standard cleaning products available.	August 2020	Ongoing
	Maintain safety on high touch surfaces such as photocopiers and printers	<ul style="list-style-type: none"> Clean hands before and after use Clean equipment daily based on industry standard practice. When possible use a stylus or pencil (erase end) to touch the photocopier screen. 	All Staff	Industry Standard cleaning products available.	August 2020	Ongoing
Facilities and OH&S	Ensure janitorial staff are following proper cleaning procedures.	<ul style="list-style-type: none"> Ensure water fountains are properly sanitized A check list and sign sheet will be posted in all high traffic areas to ensure proper cleaning (washrooms, entrances, hallways etc.) Focus on high touch areas such as doorknobs and light switches when doing daily cleaning. 	Principal Facilities Supervisor	Training for staff and students Proper sanitation products	August 2020	Ongoing
	Number of students in school rooms will be limited	<ul style="list-style-type: none"> Increase desk/table spacing in classrooms, utilize adjacent rooms where possible to maximize student spacing 	All teaching staff	May require more desks	August 2020	Ongoing
Transportation	Ensure safety on bus used by TPEC	<ul style="list-style-type: none"> Students will have assigned seating on the bus Bus is loaded back to front Bus will be sanitized after use 	Bus Driver	Sanitation product for bus	August 2020	Ongoing
	Parents will be encouraged to transport their own children, where possible	<ul style="list-style-type: none"> When students miss a bus, parents will be encouraged to find transportation as staff will not be permitted to transport them in personal vehicles. 	Wellness Coordinator ABLE Staff	Alternative Transportation options If we are permitted to use personal vehicles, appropriate PPE or Sanitation products.	August 2020	Ongoing

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



School:						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operation	Address school procedures to limit physical contact between students and staff	<ul style="list-style-type: none"> Hugs and handshakes will not be permitted Students should not arrive at school before 8:45. Those that are bused and arrive earlier will go to their cohort classroom. Continue quad system with students to limit cohort size. Schedule all Gr 10's in same cohort. Try to maintain cohorts for grades 11 and 12. Due to small staff numbers we do not anticipate the need to create limits in this area. Students will be encouraged to use backpacks instead of lockers. Lockers that are required will be assigned in an alternating pattern to limit physical contact. Students will remain in the same classroom with same seats. Students and staff will wear masks when 2 metre distancing cannot be maintained. Plexiglass is installed at secretary window. 	Principal	<p>More desks to replace tables in classrooms</p> <p>Flexibility for non-teaching staff to supervise students</p>	August 2020	Ongoing
	Limit Shared Materials and Equipment	<ul style="list-style-type: none"> Students will be assigned a laptop each day. Laptops will be sanitized by staff at the end of each day. Students will be encouraged to bring water bottles to use at the filling station rather than using the water fountain. Desktop computers will be sanitized by staff after each group uses them. 	All Staff	Industry standard sanitization product	August 2020	Ongoing
	School Staff will adapt to meet the needs of students and school safety.	<ul style="list-style-type: none"> Staff will be responsible for supervising lunch in their own classroom. 	Principal All Staff	Appropriate Cleaning Products Available	August 2020	Ongoing
	Communicate changes to school procedures with parents, students, staff and community stakeholders.	<ul style="list-style-type: none"> Letters will be sent home at the beginning of the year to ensure parents are aware of the changes in the school. Socially distanced class meetings will inform students of changes. New students that enter the school after the first week will be informed of the procedures and changes as part of the registration procedures. 	Principal ABLE Staff Wellness Coordinator	Division created letters or ensure consistency between schools	August 2020	Ongoing

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Curriculum and Instruction	Determine and address learning gaps	<ul style="list-style-type: none"> All students will have math and reading assessed as part of their registration procedure. As per AP360 – b.3. Teachers use ongoing assessment to inform instructional design and respond to students learning needs. RTI will focus on math and reading to ensure all gaps are addressed. RTI is for all students Staff will be flexible with timetabling and understand that we may need extended periods for subjects with missing pre-skills. Principal will ensure that teacher’s long range and assessment plans are revised to appropriately accommodate learning gaps emergent due to school closure. 	Principal All Teaching Staff	Support from Learning Coach (if needed)	August 2020	Ongoing
	School Staff will adapt to changes in student needs.	<ul style="list-style-type: none"> Staff will participate in PD that will address student learning. i.e. if we move to online learning, teachers may need PD in that area. Reallocation and repurposing of staff to address learning in a maximally efficient way COVID-19 education will be implemented (handwashing, mask safety etc.) 	Principal All Staff	Division PD to address student needs	August 2020	Ongoing
	LIP implementation	<ul style="list-style-type: none"> LIP will be implemented as expected. 	Principal		August 2020	Ongoing
	Address needs to maximize credit earning	<ul style="list-style-type: none"> Continue using Quad system to maximize credit earning Students that are compromised due to a documented medical condition will be provided home-based programming if the event they cannot attend school. Arrangements must be made with the school for parents wanting to continue with learning at home. 	Principal	Laptops and possible internet services for students who cannot attend school	August 2020	Ongoing
	Build capacity for learning environment flexibility	<ul style="list-style-type: none"> Teachers may have to plan lessons for students who are spaced out in multiple classrooms Support staff will be needed to supervise student learning if higher student numbers warrant increased spacing. Continue to use the quad system to limit cohort interaction. 	Principal All Staff	Access to counselling supports.	August 2020	Ongoing
Student Services	Mental Health of Staff	<ul style="list-style-type: none"> Use the coronavirus impact scale to determine where staff is at. Have counsellor at staff meeting, address needs as required. Ensure staff is away of resources, supports and PD opportunities available: 	Principal Counsellor		August 2020	Ongoing

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		<ul style="list-style-type: none"> ○ STF counselling and Wellness services ○ Psychological First Aid – Self Care ○ Dr. Carrington – online course ○ Local and division counselling 				
	Mental Health of students	<ul style="list-style-type: none"> ● Reach out to community organizations (i.e. RCMP, Social Services, Mental Health etc.) to assess needs. ● Continue to operate from a trauma informed lens. ● Continue with morning check-ins ● Implement Social – Emotional learning as outlined in our LIP ● Wellness coordinator will work to educate students about COVID, maintaining space and proper handwashing techniques. ● Physical markers to ensure social distancing 	Principal Wellness Coordinator	Handwashing Stations	August 2020	Ongoing
	Plan for a successful first day back	<ul style="list-style-type: none"> ● Weather permitting, registration will take place outside. ● First days will allow for registration, academic assessment, information sharing, catch-up and an opportunity to communicate with parents. No classes will be scheduled for the first two day. 	Principal	Division letter to ensure consistent communication between schools.	August 2020	Sept 2020
	Supporting professionals in multiple schools	<ul style="list-style-type: none"> ● Counselling room will be cleaned and disinfected by principal after each day the counsellor or other staff uses the room. ● Room will be locked unless used by counsellor or other professional (Social services, health, or corrections) ● Hand sanitizer will be available in counselling room ● Appropriate cleaning supplies will be available for professionals to sanitize between sessions. ● If we can not space 6' in the current room, another one will be provided. ● Counsellor calendar will be shared with principal 	Counsellor Principal	Availability of appropriate cleaning supplies	August 2020	Ongoing
	Nutrition Programs	<ul style="list-style-type: none"> ● Lunch program will be served to each student on a plate and delivered directly to students in their classroom. ● Snack will be placed in individual servings rather than placing a tray or bowl for students to access. ● Follow safe food handling ● Students will not be permitted to participate in food preparation. ● All dishes will be washed and sanitized. 	Life Skills Coach	Adequate products to sanitize shared dishes	August 2020	Ongoing
	Sick kids coming to school or getting sick while at school	<ul style="list-style-type: none"> ● As Per AP 162 ● 	Wellness Coordinator	Appropriate PPE	August 2020	Ongoing

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				Appropriate disinfectant products.		
	Address students refusing to return to school	<ul style="list-style-type: none"> Use attendance data to assess which students require follow up relating to attendance Provide psychological first aid to students and parents Meet with student and parents to address concerns and implement a plan to increase student attendance and address concerns. 	Principal Wellness Coordinator	Training on Psychological First Aid	August 2020	Ongoing
Transitions	Create smooth transitions between CHS and TPEC	<ul style="list-style-type: none"> Follow registration protocol (assessment, introduction to staff and students, debriefing of rules and protocols, building tour) Discussion with Grade 9 teachers relating to Grade 10 students transitioning to TPEC 	Principal – TPEC Principal – CHS		August 2020	Ongoing
Human Resources	Substitute Staffing	<ul style="list-style-type: none"> Use substitute teachers from division approved list If a substitute is not available, other staff will cover by combining classes or utilizing non-teaching staff to assist with classroom supervision. 	Principal	Flexibility of class supervision (non-teaching staff) if subs are not available	August 2020	Ongoing
	Accommodation Processes	<ul style="list-style-type: none"> Accommodation processes will be clearly articulated to staff members during the first staff meeting 	Principal		August 2020	Ongoing
	Health and Safety Guidelines	<ul style="list-style-type: none"> Health and Safety Guidelines from the SHA and RPT will be adhered to by all staff members 	Principal		August 2020	Ongoing
	Employee Wellness	<ul style="list-style-type: none"> Staff will be aware of supports and services that are available regarding health and well-being Staff focus on Live Well school division initiative 	Principal	Continued Live Well initiative	August 2020	Ongoing
	Employees will stay home when they are sick	<ul style="list-style-type: none"> All employees will be instructed that they must stay home when they are sick. Teachers will be instructed to have a minimum of 3 sub days planned that can be implemented at any time. 	Principal All Staff		August 2020	Ongoing
IT Department	Maintain safety with shared lab equipment and laptops	<ul style="list-style-type: none"> Clean hands before and after use Staff will clean equipment daily based on industry standard practice Assign specific computers to limit exposure and possible contact tracing (seating plan in computer lab) Use daily sign-out sheet for laptops so that we are able to track use on the devices. 	All Staff	Adequate soap and handwashing station Industry Standard Cleaning Product	August 2020	Ongoing
	Maintain safety on high touch surfaces such as photocopiers and printers	<ul style="list-style-type: none"> Clean hands before and after use Clean equipment daily based on industry standard practice. 	All Staff	Industry Standard Cleaning Product	August 2020	Ongoing

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		<ul style="list-style-type: none"> When possible use a stylus or pencil (erase end) to touch the photocopier screen. 				
Facilities and OH&S	Ensure janitorial staff are following proper cleaning procedures.	<ul style="list-style-type: none"> Ensure water fountains are properly sanitized A check list and sign sheet will be posted in all high traffic areas to ensure proper cleaning (washrooms, entrances, hallways etc.) Focus on high touch areas such as door knobs and light switches when doing daily cleaning. 	Principal Facilities Supervisor	Training for all staff and students on proper sanitation procedures	August 2020	Ongoing
	Number of students in school rooms will be limited	<ul style="list-style-type: none"> Increase desk/table spacing in classrooms, utilize adjacent rooms where possible to maximize student spacing 	All teaching Staff	May require more desks	August 2020	Ongoing
Transportation	Ensure safety on bus used by TPEC	<ul style="list-style-type: none"> Students will have assigned seating on the bus Bus is loaded back to front Bus will be sanitized after use 	Bus Driver	Cleaning product	August 2020	Ongoing
	Parents will be encouraged to transport their own children, where possible	<ul style="list-style-type: none"> When students miss a bus, parents will be encouraged to find transportation as staff will not be permitted to transport them in personal vehicles. 	Wellness Coordinator	Alternative transportation PPE if staff are permitted to use personal vehicles	August 2020	Ongoing

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Contingency 2: Hybrid – not all students in building

School:						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operation	Address school procedures to limit physical contact between students and staff	<ul style="list-style-type: none"> Hugs and handshakes will not be permitted Students should not arrive at school before 8:45. Those that are bused and arrive earlier will go to their cohort classroom. Continue quad system with students to limit cohort size. There will be an AM cohort and a PM cohort Due to small staff numbers we do not anticipate the need to create limits in this area. Students will be encouraged to use backpacks instead of lockers. Lockers that are required will be assigned in an alternating pattern to limit physical contact. Students will remain in the same classroom with same seats. Students and staff will wear masks when 2 metre distancing cannot be maintained. Plexiglass is installed at secretary window. 	Principal Wellness Coordinator	Time at Staff meeting	August 2020	Ongoing
	Limit Shared Materials and Equipment	<ul style="list-style-type: none"> Students will be given a laptop each day and that will be theirs or the day. Laptops will be sanitized by staff at the end of each day. Students will be encouraged to bring water bottles to use at the filling station rather than using the water fountain. Laptops will be assigned to students who require them to complete their learning at home 	All Staff	Industry standard sanitation products IT support for devices being sent home.	August 2020	Ongoing

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	School Staff will adapt to meet the needs of students and school safety.	<ul style="list-style-type: none"> Staff will be responsible for supervising lunch in their own classrooms each day. Staff will be allotted class time to prepare online or take home material rather than teach a face to face class. We will modify the timetable to address this need should it arise. 	All Teaching Staff		August 2020	Ongoing
	Communicate changes to school procedures with parents, students, staff and community stakeholders.	<ul style="list-style-type: none"> Letters will be sent home at the beginning of the year to ensure parents are aware of the changes in the school. School assembly (socially distanced) will inform students of changes. New students that enter the school after the first week will be informed of the procedures and changes as part of the registration procedures. 	Principal ABLE Staff Wellness Coordinator		August 2020	Ongoing
Curriculum and Instruction	Determine and address learning gaps	<ul style="list-style-type: none"> All students will have math and reading assessed as part of their registration procedure. As per AP360 – b.3. Teachers use ongoing assessment to inform instructional design and respond to students learning needs. RTI will focus on math and reading to ensure all gaps are addressed. RTI is for all students may need to continue in an online format. Staff will be flexible with timetabling and understand that we may need extended periods for subjects with missing pre-skills. Principal will ensure that teachers' long range and assessment plans are revised to appropriately accommodate learning gaps emergent due to school closure. 	Principal Teaching Staff		August 2020	Ongoing
	School Staff will adapt to changes in student needs.	<ul style="list-style-type: none"> Staff will participate in PD that will address student learning. i.e. if we move to online learning, teachers may need PD in that area. Reallocation and repurposing of staff to address learning in a maximally efficient way 	Principal All Staff	Division PD to address student needs	August 2020	Ongoing
	LIP implementation	<ul style="list-style-type: none"> LIP will be implemented, but will need to be modified in areas involving student engagement and RTI to ensure that these areas continue in an effective manner. 	Principal		August 2020	Ongoing
	Address needs to maximize credit earning	<ul style="list-style-type: none"> Continue using Quad system to maximize credit earning Students that are compromised due to a documented medical condition will be provided home-based programming if the event they cannot attend school. Arrangements must be made with 	Principal	Laptops and possible internet service for students who are not able to attend school	August 2020	Ongoing

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		the school for parents wanting to continue with learning at home.				
	Build capacity for learning environment flexibility	<ul style="list-style-type: none"> Follow division guidelines for blended and online learning. Teachers will look at ways to implement PAA courses in a way that is conducive to online or physically distant environments. Teachers will use SWSD resources as well as their own resources to create an appropriate and engaging learning model that addresses all curriculum outcomes. Rigor of traditional schooling will be maintained. Staffing roles may change due to variance in delivery models. i.e. Classroom teachers may be online facilitators/ some face to face, some online teaching etc. 	Principal Teaching Staff	Continued access to SWSD material	August 2020	Ongoing
	Internet Access	<ul style="list-style-type: none"> Many students do not have internet access at home. Division will need to consider options to address this need. If internet access cannot be offered, we will prepare lessons on USB and deliver in an asynchronous manner. Telephone check-ins will take place when possible. If students do not have telephone access, staff will consider other options such as Facebook messenger or home visits ensuring social distancing. We currently have access to 26 laptops and anticipate that being sufficient to meet the needs of students should we move to distance ed. Some of the older laptops may need to be serviced before they are ready to send home. We will address this with IT should the situation arise. 	Principal Todd Forbes	USBs or Internet solutions for students who do not have access at home IT support of devices sent home	August 2020	Ongoing
Student Services	Mental Health of Staff	<ul style="list-style-type: none"> Use the coronavirus impact school to determine where staff is at. Have counsellor at staff meeting, address needs as needed. Ensure staff is away of resources, supports and PD opportunities available: <ul style="list-style-type: none"> STF counselling and Wellness services Psychological First Aid – Self Care Dr. Carrington – online course Local and division counselling 	Principal Counsellor	Access to counselling supports	August 2020	Ongoing
	Mental Health of students	<ul style="list-style-type: none"> Reach out to community organizations (i.e. RCMP, Social Services, Mental Health etc) to assess needs. Continue to operate from a trauma informed lens. 	Principal Wellness Coordinator	Resources for Social Emotional Learning	August 2020	Ongoing

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		<ul style="list-style-type: none"> Continue with morning check-ins – may be online or phone call Implement Social – Emotional learning as outlined in our LIP – may be online. Wellness coordinator will work to educate students about COVID, maintaining space and proper handwashing techniques. 				
	Plan for a successful first day back	<ul style="list-style-type: none"> Weather permitting, registration will take place outside. First days will allow for registration, academic assessment, information sharing, catch-up and an opportunity to communicate with parents. No classes will be scheduled for the first two days. 	Principal	Division letters to ensure consistency across schools	August 2020	Sept 2020
	Supporting professionals in multiple schools	<ul style="list-style-type: none"> Counselling room will be cleaned and disinfected by principal after each day the counsellor or other staff uses the room. Room will be locked unless used by counsellor or other professional (Social services, health, or corrections) Hand sanitizer will be available in counselling room Appropriate cleaning supplies will be available for professionals to sanitize between sessions. 	Counsellor Principal	Availability of appropriate cleaning supplies	August 2020	Ongoing
	Nutrition Programs	<ul style="list-style-type: none"> Lunch program will be served to each student on a plate and delivered directly to students in their classroom. Snack will be placed in individual servings rather than placing a tray or bowl for students to access. Follow safe food handling Students will not be permitted to participate in food preparation. All dishes will be washed and sanitized. Students who are at home will be contacted to ensure their nutritional needs are being met. Food boxes or meal may be delivered if the need arises. 	Life Skills Coach	Adequate product for sanitizing shared dishes. Cleaning product for tables and food prep surfaces	August 2020	Ongoing
	Sick kids coming to school or getting sick while at school	<ul style="list-style-type: none"> As Per AP 162 	Wellness Coordinator	Appropriate PPE Appropriate Disinfecting products	August 2020	Ongoing
	Address students refusing to return to school	<ul style="list-style-type: none"> Use attendance data to assess which students require follow up relating to attendance Provide psychological first aid to students and parents 	Principal Wellness Coordinator	Training on Psychological First Aid	August 2020	Ongoing

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		<ul style="list-style-type: none"> Meet with student and parents to address concerns and implement a plan to increase student attendance and address concerns. 				
Transitions	Create smooth transitions between CHS and TPEC	<ul style="list-style-type: none"> Follow registration protocol (assessment, introduction to staff and students, debriefing of rules and protocols, building tour) Discussion with Grade 9 teachers relating to Grade 10 students transitioning to TPEC 	Principal – TPEC Principal – CHS		August 2020	Ongoing
Human Resources	Substitute Staffing	<ul style="list-style-type: none"> Use substitute teachers from division approved list If a substitute is not available, other staff will cover by combining classes or utilizing non-teaching staff to assist with classroom supervision. 	Principal	Flexibility of class supervision (non-teaching staff) in the event a sub is not available	August 2020	Ongoing
	Accommodation Processes	<ul style="list-style-type: none"> Accommodation processes will be clearly articulated to staff members during the first staff meeting 	Principal		August 2020	Ongoing
	Health and Safety Guidelines	<ul style="list-style-type: none"> Health and Safety Guidelines from the SHA and RPT will be adhered to by all staff members 	Principal		August 2020	Ongoing
	Employee Wellness	<ul style="list-style-type: none"> Staff will be aware of supports and services that are available with regard to health and well-being Staff focus on Live Well school division initiative 	Principal	Continued Live Well initiative	August 2020	Ongoing
	Employees will stay home when they are sick	<ul style="list-style-type: none"> All employees will be instructed that they must stay home when they are sick. Teachers will be instructed to have a minimum of 3 sub days planned that can be implemented at any time. 	Principal All Staff		August 2020	Ongoing
IT Department	Maintain safety with shared lab equipment and laptops	<ul style="list-style-type: none"> Clean hands before and after use Staff will clean equipment daily based on industry standard practice Assign specific computers to limit exposure and possible contact tracing (seating plan in computer lab) Use daily sign-out sheet for laptops so that we are able to track use on the devices. Limit computer use for students in the building so we have more devices available for the students at home. 	All Staff	Adequate hand washing stations Industry Standard Cleaning product	August 2020	Ongoing
	Maintain safety on high touch surfaces such as photocopiers and printers	<ul style="list-style-type: none"> Clean hands before and after use Clean equipment daily based on industry standard practice. When possible use a stylus or pencil (erase end) to touch the photocopier screen. 	All Staff	Industry Standard Cleaning product	August 2020	Ongoing

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Facilities and OH&S	Ensure janitorial staff are following proper cleaning procedures.	<ul style="list-style-type: none"> Ensure water fountains are properly sanitized A check list and sign sheet will be posted in all high traffic areas to ensure proper cleaning (washrooms, entrances, hallways etc.) Focus on high touch areas such as door knobs and light switches when doing daily cleaning. 	Principal Facilities Supervisor	Training for all staff and students on proper sanitation procedures	August 2020	Ongoing
	Number of students in school rooms will be limited	<ul style="list-style-type: none"> Increase desk/table spacing in classrooms, utilize adjacent rooms where possible to maximize student spacing 	All Teaching Staff	May require more desks	August 2020	Ongoing
Transportation	Ensure safety on bus used by TPEC	<ul style="list-style-type: none"> Students will have assigned seating on the bus Bus is loaded back to front Bus will be sanitized after use 	Bus Driver	Cleaning supplies	August 2020	Ongoing
	Parents will be encouraged to transport their own children, where possible	<ul style="list-style-type: none"> When students miss a bus, parents will be encouraged to find transportation as staff will not be permitted to transport them in personal vehicles. 	Wellness Coordinator	Alternative transportation options PPE if personal vehicles are permitted	August 2020	Ongoing

Contingency 3: Distance/Remote Learning

School:						
Functional Area (School Operations, Curriculum, Facilities, etc)	Action Items	Deliverables	Staff Lead, Staff Involved	Resources Needed:	Start Date:	Completion Date:
School Operation	Address school procedures to limit physical contact between students and staff	<ul style="list-style-type: none"> Continue quad system to allow easier transition if we return to school Due to small staff numbers we do not anticipate the need to create limits in this area. Staff will continue to work from the school unless they are showing signs of cold or flu, then if possible they will continue to work from home. 	Principal Wellness Coordinator	Time at staff meetings	August 2020	Ongoing
	School Staff will adapt to meet the needs of students and school safety.	<ul style="list-style-type: none"> Staff will be responsible for sanitizing their own work space and touch points 	All staff	Cleaning Products	August 2020	Ongoing
	Communicate changes to school procedures with parents, students, staff and community stakeholders.	<ul style="list-style-type: none"> Letters will be sent home at the beginning of the year to ensure parents are aware of the changes in the school. Online school assembly will inform students of changes and new schooling format 	Principal		August 2020	Ongoing
Curriculum and Instruction	Determine and address learning gaps	<ul style="list-style-type: none"> All students will have math and reading assessed as part of their registration procedure using an online assessment tool. 	Principal Teaching Staff	Online assessment tools (may have a	August 2020	Ongoing

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		<ul style="list-style-type: none"> As per AP360 – b.3. Teachers use ongoing assessment to inform instructional design and respond to students learning needs. RTI will focus on math and reading to ensure all gaps are addressed. RTI is for all students– teachers will use and online format to work work 1-1 with students Staff will be flexible with timetabling and understand that we may need extended periods for subjects with missing pre-skills. Principal will ensure that teachers’ long range and assessment plans are revised to appropriately to accommodate learning gaps emergent due to school closure. 		cost associated with them)		
	School Staff will adapt to changes in student needs.	<ul style="list-style-type: none"> Staff will participate in PD that will address student learning. i.e. if we move to online leaning, teachers may need PD in that area. 	Principal All Staff	Division Pd to address students needs	August 2020	Ongoing
	LIP implementation	<ul style="list-style-type: none"> LIP will be modified to meet the outcomes 	Principal		August 2020	Ongoing
	Address needs to maximize credit earning	<ul style="list-style-type: none"> Continue using Quad system to maximize credit earning 	Principal		August 2020	Ongoing
	Build capacity for learning environment flexibility	<ul style="list-style-type: none"> Follow division guidelines for online learning. Teachers will look at ways to implement PAA courses in a way that in conducive to online or physically distant environments. teachers will use SWSD resources as well as their own resources to create an appropriate and engaging learning model that addresses all curriculum outcomes. Rigor of traditional schooling will be maintained. Staffing roles may change due variance in delivery models – online facilitator, lesson developer, work with other schools to create content. 	Principal	Learning Coach support	August 2020	Ongoing
	Internet Access	<ul style="list-style-type: none"> Many students do not have internet access at home. Division will need to consider options to address this need. If internet access cannot be offered, we will prepare lessons on USB and deliver in an asynchronous manner. Telephone check-ins will take place when possible. If students does not have telephone access, staff will consider other options such as facebook messenger or home visits ensuring social distancing. 	Principal Todd Forbes	USBs or Internet solutions for students who do not have access a home IT support of devices sent home	August 2020	Ongoing

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		<ul style="list-style-type: none"> We currently have access to 26 laptops and anticipate that being sufficient to meet the needs of students should we move to distance ed. Some of the older laptops may need to be serviced before they are ready to send home. We will address this with IT should the situation arise. 				
Student Services	Mental Health of Staff	<ul style="list-style-type: none"> Use the coronavirus impact scale to determine where staff is at. Have counsellor at staff meeting, address needs as required. Ensure staff is away of resources, supports and PD opportunities available: <ul style="list-style-type: none"> STF counselling and Wellness services Psychological First Aid – Self Care Dr. Carrington – online course Local and division counselling 	Principal Counsellor	Access to counselling supports	August 2020	Ongoing
	Mental Health of students	<ul style="list-style-type: none"> Reach out to community organizations (i.e. RCMP, Social Services, Mental Health etc) to assess needs. Continue to operate from a trauma informed lens. Continue with morning check-ins via social media or phone calls Implement Social – Emotional learning as outlined in our LIP (online format) Wellness coordinator will work to educate students about COVID, maintaining space and proper handwashing techniques via videos or online format. 	Principal Wellness Coordinator	Resources for online social emotional learning	August 2020	Ongoing
	Nutrition Programs	<ul style="list-style-type: none"> Students will be contacted to ensure their nutritional needs are being met. Meals or food boxes can be delivered if the student is not able to access community resources. 	Wellness Coordinator Life Skills Coach	Continued funding for meals	August 2020	Ongoing
Transitions	Create smooth transitions between CHS and TPEC	<ul style="list-style-type: none"> Discussion with Grade 9 teachers relating to Grade 10 students transitioning to TPEC 	Principal – TPEC Principal – CHS		August 2020	Ongoing
Human Resources	Substitute Staffing	<ul style="list-style-type: none"> Minimize the need for a substitute by being well planned and accommodating the need to work from home if showing signs of illness. 	Principal		August 2020	Ongoing
	Accommodation Processes	<ul style="list-style-type: none"> Accommodation processes will be clearly articulated to staff members during the first staff meeting 	Principal		August 2020	Ongoing
	Health and Safety Guidelines	<ul style="list-style-type: none"> Health and Safety Guidelines from the SHA and RPT will be adhered to by all staff members 	Principal		August 2020	Ongoing

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	Employee Wellness	<ul style="list-style-type: none"> • Staff will be aware of supports and services that are available with regard to health and well-being • Staff focus on Live Well school division initiative 	Principal	Continued Live Well initiative	August 2020	Ongoing
	Employees will stay home when they are sick	<ul style="list-style-type: none"> • All employees will be instructed that they must stay home when they are sick. • Offer flexibility to work from home if possible • Teachers will be instructed to have a minimum of 3 sub days planned that can be implemented at any time. 	Principal		August 2020	Ongoing
IT Department	Maintain safety on high touch surfaces such as photocopiers and printers	<ul style="list-style-type: none"> • Clean hands before and after use • Clean equipment daily based on industry standard practice. • When possible use a stylus or pencil (erase end) to touch the photocopier screen. 	All Staff	Industry Standard Cleaning Product	August 2020	Ongoing
Facilities and OH&S	Ensure janitorial staff (staff) are following proper cleaning procedures.	<ul style="list-style-type: none"> • All staff will be trained with regard to proper sanitation • Ensure water fountains are properly sanitized • A check list and sign sheet will be posted in all high traffic areas to ensure proper cleaning (washrooms, entrances, hallways etc.) • Focus on high touch areas such as door knobs and light switches when doing daily cleaning. 	Principal Facilities Supervisor	Training for all staff on proper sanitation procedures	August 2020	Ongoing