



Sun West DLC Re-Entry Plan 2020-2021



For the 2020-2021 school year, the Government of Saskatchewan expects every student to continue to learn. Saskatchewan Education has released its provincial Safe Schools Plan. Our school's re-entry plan aligns with Sun West School Division's plan and is the result of consultation with Saskatchewan Education.

Based on this information, the Sun West DLC has worked with a staff and division team to create the following school-based plan. This plan outlines how we will be operating and what students, staff, and families can expect as we begin the school year.

8 Key Areas

- **Safe Attendance**
- **Safe Transportation**
- **Safe Access**
- **Safe Facilities**
- **Safe Classroom/Common Spaces**
- **Safe Supports**
- **Safe Activities**
- **Safe Alternatives**

Even with all the measures in place, it is possible that return to school may lead to an increase in the number of COVID-19 cases within our school division. However, an outbreak is less likely to occur the more health measures that are in place. For that reason, it is essential to have complete cooperation from staff, students, families, partners, and community members to lessen the impact of COVID-19.

No one is permitted inside of the Sun West DLC if they have symptoms consistent with COVID-19 – unrelated to a pre-existing condition.

Communication

In addition to this school re-entry plan document, up-to-date information about our plan and any changes will be available via:

- the school website
- our school social media sites

Safe Attendance

- All staff has been given [162-Appendix A COVID-19 Pandemic and Health Accommodations](#) during August 26th PD Day. All staff are to be familiar with this AP and the guidelines within it.
- All staff has been reminded on infection reduction: hand hygiene practices and respiratory hygiene as part of August 26th PD Day. Posters are around the school as reminders.
- Protocols and education will be given to all staff for touch surface cleaning of:
 - Desks
 - Tables
 - Equipment
 - Devices
- Hand sanitizer stations, protocols and signage have been added to entrances and common areas in the building. Inventory monitoring will be done by custodial staff.
- Division signage to support hygiene practices are posted in: office areas, common areas, hygiene stations, building entrances and exits, washrooms.
- Protocol for staff that develop symptoms at school communicated and posted in front office, principal's office, staffroom and isolation room. The isolation room at the DLC will be Storage Room 202. Isolation room kit will be available.
- Communication regarding visiting the DLC:
 - Outside visitors are not encouraged at this time.
 - Should a visitor need to come, they will be asked to book an appointment and follow set procedures upon arrival including wearing a mask and proper hand hygiene. A dedicated person will greet the visitor and guide them through the visit to ensure the safety of the visitor and the staff.
 - All visitors will sign in.
- Custodial staff will monitor and stock the PPE supply.
- Duty to Accommodate process will be followed for all staff requesting accommodation.
- The DLC will have a rotational model for staff attendance. The staff are divided into three groups:
 - Group A
 - Group B
 - non-rotational staffGroup A and B will rotate every other day, while non-rotational staff will attend every day.
- Staff are encouraged not to share items (mugs, water bottles, etc). Staff will be required to clean their own dishes, workspaces, devices, etc.
- All Covid-19 APs and RPTs are available to staff in the DLC Operations Manual.
- Masks will be required when traveling throughout the building and when social distancing cannot be maintained.

Safe Transportation

- DLC Staff are not encouraged to travel to schools unless absolutely necessary. If a staff member travels to a school they cannot travel to other schools in the same day.

Safe Access

- School Entrance and Exit:
 - K-9 teachers will use the south west door for entrance and exit.
 - 10-12 teachers, SST, Admin will use west door for entrance, front door for exit.
 - Division Staff will use north door for entrance and exit.
 - Front Office Staff will use shipping room door for entrance and exit.
 - Front Entrance doors will be used by couriers or visitors by appointment only.
 - All doors will be locked during the day except for the front door.
 - All staff are to use the Saskatchewan Self Assessment tool each day before arriving at the school.
- Front office is altered to limit traffic. Barriers have been added to adjacent walkway to provide more social distancing between Front Office Staff and people walking by.
- Staff are encouraged to be mindful of social distancing at all times during the work day, including breaks. If two or more staff members must communicate, it is recommended they phone each other or web conference.
- Directional signage is posted around the building to guide traffic in walkways and stairwells.
- Staff room procedures:
 - Reduced capacity in the Staff Room. Maximum 8 people
 - Use of micro-waves and coffee pots. Sanitize after use.
- Washrooms will be limited to two people at a time. Proper hygiene signage is posted in all bathrooms.
- Public access to school limited to essential school business. Protocols in place to document attendance of students, staff, subs, itinerants and visitors to ensure up-to-date information to facilitate public health management should a case be identified. Sign in book has been implemented.

Safe Facilities

- Custodian time has been increased to handle the increased cleaning protocols.
- Hand sanitizer stations are in all common spaces and at building entrances.
- Items in common areas will be sanitized after use. This includes common chairs, keyboards, printers, photocopiers, etc.
- Admin will meet regular with custodial staff to ensure proper cleaning protocols are being followed.

Safe Pods, Workstations, and Common Spaces

- Workstations are arranged facing away from staff members to maximize space and promote physical distancing. Ensure unnecessary items have been removed from desks so they can be cleaned easier.
- Staff are to clean their own device and workstation.
- Staff are required to work from their own workstation as much as possible.
- Outdoor spaces should be booked as other common spaces.
- Home Visits and Family Engagement activities will be held virtually or outdoors in smaller groups where physical distancing can be maintained.

- Staff will avoid sharing equipment and stationary as much as possible. If an item is shared it will be cleaned after use.
- Each meeting room has a maximum capacity posted on the door. Staff should book the appropriate space for the team/group meeting.

Safe Supports

- School will start with a trauma-informed approach, identifying staff who may require additional supports. Staff were reminded of mental health supports available to them.
- PPE, such as barriers, face shields, and face masks will be available for staff.
- Itinerant staff will only work with students in one school per day.
- Safety plans for staff who are immuno-compromised will be based on the Duty to Accommodate process and developed on an individual case basis.

Safe Activities

- Maintain social distancing for all staff activities including meetings.
- Outside areas (picnic tables, etc) will be cleaned before and after use.

Safe Alternatives

- To ensure preparedness, there are four scenarios that may be activated regionally or provincially based on the advice of our Chief Medical Health Officer, they include:
 - Level 1: Return to school, as close to normal as possible, with additional health measures and precautions.
 - Level 2: Mask usage as determined by the Chief Medical Health Officer. These masks are being purchased centrally by the Ministry of Education and distributed to school divisions.
 - Level 3: In the event it becomes necessary, school capacity will be reduced. This may include establishing cohorts and hybrid learning models as considerations.
 - Level 4: Implementing learning continuity plans, which means transitioning to mandatory remote learning.