



Harris-Tessier Central School School 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, Harris-Tessier Central School 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 the 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 Harris-Tessier Central School or on a Sun West School Division bus 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:

- parent email accounts
- our school Facebook page

Safe Attendance

Understanding the Pandemic Plan

- All school personnel (staff and students) will be made familiar with AP 162-Appendix A: COVID-19 Pandemic and Health Accommodations.
- Staff will review the most up-to-date version of the SWSD Re-Entry Plan and will review our specific school plan on August 26.
- Parents will be provided access to the school plan through various means (e.g. website, email, social media, etc.).

Infection Reduction Education and Training

- Staff and students will be provided education and training specific to infection reduction (hand and respiratory hygiene) as part of the first days back to school (e.g. review hand hygiene and respiratory hygiene protocols (see SWSD Re-Entry Plan Health Accommodations, Appendix A and Appendix C).
- Protocols will be posted in classrooms, in washrooms, and at high-touch areas.
- On the first day back to school and as needed throughout the year, students will be educated about safe hand and respiratory hygiene practices:
 - When to perform hand hygiene (see Appendix C);
 - Thorough hand washing with soap and water for at least 20 seconds when hands are soiled and use of hand sanitizer when visibly clean;
 - No sharing of food, drinks, or personal items;
 - Cover your cough; do not touch your face.

Touch Surface Cleaning Protocols

Protocols for touch surface cleaning will be provided to staff and students during the first week back to school and throughout the year as needed (see Sun West School Division Plan - Appendix A).

- Students and staff will clean and disinfect frequently touched surfaces at least twice a day or after using shared resources/spaces (e.g. student desks/tables, tablets, learning materials). Students will have assigned seating in the classroom.
- Our caretaker will increase cleaning of high touch areas throughout the school, including door handles, light switches, keyboards, etc.

Access to Hand Sanitizer

- Health Canada approved hand sanitizer will be available in each classroom and in high traffic areas.
- Hand sanitizer locations will be visibly marked with information about proper use.
- School staff will monitor use of hand sanitizer with young children.

Illness Care Plan

- Harris-Tessier Central School will follow the Sun West School Division protocol for students and staff that develop symptoms at school (Appendix B SWSD Re-Entry Plan).
- This plan will be communicated and posted in front office, principal's office, staff room and isolation room.

Contact Information

- Families must ensure the school has **current emergency contact information on file**, and those listed are prepared to respond immediately if a student becomes symptomatic.

Identify Isolation Room (IR) and IR procedures

Any individual who becomes symptomatic beyond the normal (e.g. seasonal allergies) or feels sick in any way during the school day or workday must leave the building.

- Families must ensure the school has **current emergency contact information on file**, and those listed are prepared to respond immediately if a student becomes symptomatic.
- An isolation room has been created in each school with appropriate signage for anyone with COVID-19 symptoms who is not able to immediately leave the school. At Harris-Tessier Central School, this room is located in the small office adjoining the main office.
- The Division has provided an isolation kit including thermometers, non-surgical disposable masks, and disposable gloves. HTCS School Principal and Caretaker will monitor supply of PPE.
- Isolation Room procedures will be posted in this room, including:
 - Student or staff temperature will be taken (using a non-contact thermometer).
 - After leaving the school, families are required to complete the online COVID-19 self-assessment tool. The tool advises if testing is required and allows users to book an appointment immediately.
 - Anyone who tests positive for COVID-19 is asked to notify the school to ensure proper cleaning and public-health measures are followed.

Safe Attendance Protocols

- Follow the “Attendance at School During Covid-19 – Students” Guidelines
- Stay home when ill.
- Use the Saskatchewan COVID-19 Self-Assessment Tool.
- Practice proper hygiene processes.
- Follow school hygiene routines.
- Use the isolation room and protocols if a student or staff becomes ill at school.

Water Bottles

- Water fountains *will not* be in use.
- Students are required to bring their own water bottles and take them home each night for a thorough cleaning and re-filling.
- Staff members will assist in water bottle filling throughout the day (i.e. after noon hour) to aid in limiting touch contact of the bottle filling station. Stations will be wiped down after use.

Masks and Face Shields

- Instructional strategies for grades 4-12 students will require students to be front facing to prevent close contact from occurring. When students and staff must work in close proximity masks are required to be worn.
- Kindergarten to Grade 3 students will have the option of wearing a mask if they wish to do so.
- All students and staff on buses must wear masks.
- In some cases, staff may also use face shields when working in close proximity with students.
- It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric
- Additional masking information is available in the Re-Open Saskatchewan plan at www.saskatchewan.ca/re-open

Safe Transportation

Parent Transportation

- Parents who are able are encouraged to drive their own children to school (e.g. work in town).
- Parents will not enter the school building for drop off/pick up of their child(ren)

Sun West Safe Bus Transportation

- Masks are required for students in grades 4-12 and staff riding on SWSD buses.

- Students who live in the same household will be seated together.
- Assigned seats and a record of this seating plan kept at the office to assist with contact tracing in the case of a student being confirmed with COVID-19.
- School bus cleaning and disinfecting following use will be completed and monitored.
- Additional bussing expectations can be found on the Sun West School Division website.
- Busses will begin unloading at 8:45 a.m. School doors will be unlocked at that time.

Safe Access

Designated Entrances and Exits

- Students will enter through the regular student entrance (East doors) staggered by classroom, and staff will use the main doors by the office
- Signage is posted at all doors to ensure proper physical distancing at entrances and exits.
- Students will be dismissed in a staggered fashion, town students first and then bus students.
- Town students are encouraged to come to school between 8:45 and 8:55 a.m.

Parent Drop Off and Pick Up

- During parent drop off/pick up parents to stay in their vehicles or ensure proper distancing from other vehicles/caregivers.
- Parent/caregiver interaction with other staff and students will be minimalized: limit of one parent/caregiver per child.
- Parents will remain outside of the building.

Footwear/Boot Rooms

- Boot room racks will be labelled for students.
- Students are expected to remove outdoor shoes in the entrance and use the boot racks assigned to their classroom.
- Students and staff must practice safe physical distancing while removing or putting on footwear in the boot rooms.

Main Office Safety

- Only staff will be permitted in the office on a regular basis.
- When students require access to the office (e.g. use the phone, get classroom supplies, visit the principal's office, access first aid items), they must wait for permission to enter.
- Students will use hand sanitizer when entering and exiting the office.
- All surfaces touched by students during their time in the office must be sanitized (e.g. telephone).
- Signage for visitor instructions, hand sanitizer protocols, self-monitoring (Self-Assessment Checklist) will be posted.

Hallways and Common Areas

- Visual cues will be used
- **Library Use**
 - Students will have limited access to the library until further notice.
 - Returned books will be labelled and left for the appropriate non-contact time period
 - Library surfaces will be cleaned and sanitized regularly (e.g. table, chair, keyboard, etc.).

Lunchrooms

- All students will be eating lunch in their classrooms at their own desks in their regular seating plans.
- Families that can go home for lunch are encouraged to do so

<ul style="list-style-type: none"> • Microwaves will be available for student use, but food must come in a microwave-safe container and students must sanitize microwave after use. • Supervision will be provided by a staff member on a rotational basis as usual.
<p>Washrooms</p> <ul style="list-style-type: none"> • Only two students in each student washroom at a time. • Signage and training for hand hygiene will be posted.
<p>Public Access</p> <ul style="list-style-type: none"> • School use will be restricted to staff and students until further notice. • Do NOT enter Harris-Tessier Central School if you are feeling unwell or have COVID-19 symptoms. • Parents are asked to drop their children off at the designated entrance. • All non-essential visitors are asked to contact the school in advance. • Visitors who have permission to enter the school (e.g. substitute staff members, itinerant staff) are not to proceed past the reception area until granted permission. • Visitors must sign in to allow for contact-tracing if required. • Visitors must follow on-site protocols. • School facilities will not be available for use by outside organizations until further notice.
<p>Lockers</p> <ul style="list-style-type: none"> • K-6 <ul style="list-style-type: none"> ▪ Students will be assigned cubbies for jackets, backpacks, and lunches. ▪ Other learning materials will be stored in individual bins in the classroom. ▪ Classes will have staggered access to cubbies to maintain social distancing.

Safe Facilities

<p>Cleaning and Disinfecting</p> <ul style="list-style-type: none"> • Increase cleaning and disinfecting following use of spaces (e.g. high-touch areas such as doorknobs, light switches, handrails, bottle fillers, washrooms, change rooms, and sink faucets); • Ongoing cleaning and disinfecting of the school will occur including entrances, classrooms, auxiliary spaces, desks, chairs, tables, lockers, walls, technology and other equipment; • Education and promotion of proper hygiene practices will occur; • Hand sanitizer stations will be available • Signage (provided by Division) will be visible • Touch surface cleaning (e.g. student desks/tables, devices, learning materials) will be included in classroom procedures
<p>Washrooms</p> <ul style="list-style-type: none"> • Limits on bathroom occupancy (max. two students in student bathrooms at a time)
<p>High Touch Areas</p> <ul style="list-style-type: none"> • Staff protocols are in place for high touch areas: <ul style="list-style-type: none"> ▪ Photocopier will be sanitized regularly ▪ Staff will eat in their classrooms, leave the building if not on supervision, or maintain physical distancing during lunch; ▪ Cleaning staff room appliances; ▪ Student access to telephone in the office only with cleaning following use.
<p>On-Going Facility Assessment</p> <ul style="list-style-type: none"> • Regular meetings will be held with the caretaker for ongoing assessment of cleaning needs.

- Supporting Guidelines/Considerations for Health and Safety in Sun West Learning Commons and can be found at: <https://resourcebank.ca/courseware/lesson/570>

Safe Classroom

Classroom Set Up

- Classrooms will be set up for front facing instruction;
- Student seating will be organized to maximize space and promote physical distancing;
- Assigned seats and a record of this seating plan will be kept at the office to assist with contact tracing in the case of a student being confirmed with COVID-19.
- Unnecessary items have been removed from the classroom;
- Flexible seating options (cushions, etc) have been removed;
- Hygiene/cleaning protocols will be posted in each room and routines will be taught and practiced with students;
- Hand sanitizing station will be located within each classroom;
- Washable student seating will be used (e.g. non-cloth chairs) for easier cleaning.

School Supplies

- Student supplies will be purchased by the school and a fee charged to students, with the exception of individual student water bottles and indoor shoes.
- Students will keep regularly-used items at their desk.
- Student belongings must be labelled.
- Students are discouraged from sharing supplies.
- In the case of items that must be shared:
 - Before and after using any shared item, students and staff must wash or sanitize their hands.
 - Items and equipment that are shared between classrooms are cleaned and disinfected after each use
 - Difficult to clean materials (i.e. books) will be taken out of circulation for 72 hours before being used by a new group of students

Family Engagement Activities

- Activities may be held virtually or outdoors in smaller groups where physical distancing can be maintained.

Seating Plans

- Student seating will be organized to maximize space and to promote physical distancing;
- Assigned seats and a record of this seating plan will be kept at the office to assist with contact tracing in the case of a student being confirmed with COVID-19 including:
 - Bus plan;
 - Classroom plan (including use during lunch hour).

Designated Hand-Hygiene Breaks

- Wash hands thoroughly when able. Otherwise, staff and students will use hand sanitizer at the following times:
 - entering and exiting the school
 - moving to a different learning space (i.e. gymnasium, computer lab)
 - using the washroom
 - using a tissue
 - coughing or sneezing into hands
 - before and after eating

- after a physical education class or outdoor play
- after using shared items
- after using a high-touch surface

Classroom Cleaning Protocols

The following cleaning protocols will be in effect:

- Designated hand-hygiene breaks
- Mandatory cleaning and disinfecting of classrooms and desks and chairs after student use
- Mandatory cleaning and disinfecting of shared-use items (shared devices, computer stations)

Safe Supports

Trauma Informed Approach

A new virus such as COVID-19 can create anxiety and fear about the present and future. It becomes especially difficult if someone you know is sick or hear troubling messages on the radio, internet or television. Changes in routines and the continued precautions in place to limit the spread of the virus can also give rise to unexpected emotions and exacerbate pre-existing mental health conditions such as anxiety, depression or substance abuse. Therefore, mental health and wellness are critical aspects of the Harris-Tessier School Re-Entry Plan.

- School will start with a trauma-informed approach, identifying staff and students who may require additional supports.
- Counsellors and school-based support teams continue to reach out to students and families to share mental health resources, information and academic support.
- Access external resources and supports for students is available for students who require intensive assessment and intervention services. Additional information about specific protocols will be distributed to parents prior to these services.
- The Harris-Tessier Central School staff will continue to take part in professional learning which focus on self-care, wellness and supporting students.
- Opening days classroom procedures will include information about caring for those who are ill or isolated, physical distancing and personal protective equipment.

Personal Protective Equipment (PPE)

- PPE, such as face shields, and face masks will be provided by the Division.

Itinerant Staff

- Throughout the Division, itinerant staff will only work with students in one school per day.

Immuno-Compromised Safety Plans

- Safety plans are based on the Duty to Accommodate process for students and staff will be developed on an individual case basis.

Students with Intensive Needs

- School staff will consult with families to ensure a smooth transition and to accommodate a more individualized return to school.
- Classrooms are also organized to encourage maximum distance between students and protocols to reinforce good hygiene practices will be in place.
- Additional PPE may be required by school staff.

Safe Activities

Recess and Breaks

- Students will be expected to be outside at their scheduled breaks. Due to our student numbers, there will be adequate room for students to distance on the playground. Students will be instructed on non-contact games for recess breaks.
- Shared play equipment such as balls will thoroughly cleaned at the end of the noon hour.
- Proper sanitation of outdoor play equipment will regularly occur.

Physical Education

- Due to the potential for close/physical contact during physical education classes, the use of shared equipment and/or contact sports/games will be minimized.
- All shared used items will be thoroughly cleaned at the end of class.
- When possible, physical education classes will use outdoor spaces.
- Phys. Ed. will focus on skill development vs team sports.

Assemblies and Group Gatherings

- Any school-wide activities will occur outside, or in the gym where physical distancing can occur.

Safe Alternatives

Four Scenarios

To ensure preparedness, there are four scenarios that may be activated regionally or provincially based on the advice of our Chief Medical Health Officer. These levels would be put in place by Saskatchewan's Chief Medical Officer and Divisions will continue to work closely with him and his team on all planning.

Level 1	<p><i>Return to school, as close to normal as possible, with additional health measures and precautions.</i></p> <ul style="list-style-type: none"> • Regular in-school classes resume for K-12 students. • Physically distance when possible. • Focus on cohort students as often as possible. • Continue assessment of students in all outcomes. • Schools must follow public-health measures. • Masks are optional.
Level 2	<p>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.</p> <ul style="list-style-type: none"> • Regular in-school classes resume for K-12 students. • Physically distance when possible. • Focus on cohort students as often as possible. • Continue assessment of students in all outcomes. • Schools must follow public-health measures. • Masks are mandatory in some circumstances where physical distancing cannot be maintained <p>Harris-Tessier Central School will begin at Level 2 on September 8, 2020</p>
Level 3	<p><i>In the event it becomes necessary, school capacity will be reduced. This may include establishing cohorts and hybrid learning models as considerations.</i></p>

	<ul style="list-style-type: none"> • An alternative in-school schedule is provided to reduce class sizes. • Physical distancing required. • Focus on cohorting students as often as possible. • Continue assessment of students in all outcomes. • Schools must follow public health measures. • Masks are mandatory.
Level 4	<p>Implementing learning continuity plans, which means transitioning to mandatory remote learning.</p> <ul style="list-style-type: none"> • Out-of-school learning opportunities provided for all students. • Continue assessment of students as directed by the province. • Students must actively engage in learning and pursue their education. • Schools and divisions must follow public health measures.

Classrooms

Kindergarten to Grade 3 Classroom

Maintaining physical distance is often challenging for younger children. Close interactions are also key aspects of play-based learning, which is the foundation of early learning programming. As such, children in our kindergarten-Grade 3 multi-grade classroom are not required to physically distance. Classrooms are, however, organized in ways to encourage physical distancing.

General classroom protocols

- All individuals practice good hygiene (see “Cleaning and Hygiene”).
- The classroom is organized to encourage maximum space between children.
- Personal bins provided for supplies.
- Personal materials stored in a cubby—organized by classroom
- No sharing of food, utensils, or electronic devices.
- All eating takes place in the classroom.
- Bring filled, clean water bottle daily
- No toys and items difficult to clean and disinfect permitted inside the school.
- Regular deep cleaning of play centres.
- Mask use is optional, based on parent discretion.

Grades 4-6

Physical distancing is encouraged whenever possible in grades 4-6.

General classroom protocols

- All individuals practice good hygiene (see “Cleaning and Hygiene”).
- The classroom is organized to encourage maximum space between students.
- Personal materials stored in a cubby—organized by classroom
- No sharing of food, utensils, or electronic devices.
- Eating takes place in the classroom.
- Bring filled, clean water bottle daily
- Staggered break times and entries/exits at recess
- No toys and items difficult to clean and disinfect permitted inside the school.
- Mask use is required when physical distancing is not possible