



## Kindersley Composite School Re-Entry Plan Builder



- Safe Attendance
- Safe Transportation
- Safe Access
- Safe Facilities
- Safe Classrooms
- Safe Supports
- Safe Activities
- Safe Alternatives

The *Student Return to School Plans* are organized according to the eight categories listed above. Each school is unique and the re-entry plan for KCS will reflect the needs of all stakeholders.

### FIRST DAYS OF SCHOOL:

**Staggered Start:** Students at KCS will spend the first two days of school with each grade having a half day in the school on their own. Students will be organized into groups of 10 to 12 people and assigned a teacher to work with them. During this time, staff will have the opportunity to work with small grade alike groups and will go through the re-entry plan, review expectations, update schedules, locker assignments, learn their cohort, and which days they will be attending classes. There will also be specific expectations reviewed on hygiene, traffic flow in the hallways, use of exits and entrances, extra-curricular expectations, and opportunities to ask questions.

KCS usually holds a **Grade 9 Orientation** prior to our first day of class and this staggered start will allow us to continue it. This is meant to help anxious students and give them confidence entering KCS for the first time as a student. It also gives time to review expectations, tour the school, practice using locks, find their classrooms, meet the staff, and ask any questions they may have.

Monday September 7 <sup>th</sup>	Tuesday – Day4 September 8 <sup>th</sup>	Wednesday–Day5 September 9 <sup>th</sup>	Thursday – Day 6 September 10 <sup>th</sup>	Friday – Day 1 September 11 <sup>th</sup>
HOLIDAY	AM – Grade 9 (Orientation day)  PM – Grade 10	AM – Grade 11  PM – Grade 12	Cohort 2 Even 1 <sup>st</sup> day of regular class	Cohort 1 Odd

### SEMESTER ONE:

Odd Days	Even Days
Cohort 1	Cohort 2

All of the students in the school will be divided into two groups to attend on either odd or even days. **Teachers will instruct throughout, but on the cohort’s day at home, students will have work to complete. The expectation is for students to work when they are at home and come prepared for class the next day.** This method of instruction is often referred to as a flipped classroom.

**The alternating day approach will accomplish the following:**

- Decrease congestion in hallways and common spaces
- Reduce class sizes in those classes that would be quite large (20+)
- Increase individualized time with students for teachers in a year where there is a huge potential for lots of missed days

- For hands on classes it allows increased flexibility and personalization
- Improve the safety of all students at lunchtime

### FLEX Time

For the past few years, we have had Flex Time on Fridays, which we used for students to keep up to date and to have time to work with teachers in a smaller group setting. On Fridays, morning periods were slightly shorter in time, then the Flex Period took place from 11:30-12:17, then lunch would follow from 12:17-1:00, and afternoon classes were unaffected. Students who were up to date with assignments and meeting expectations in class were free to spend their Flex time and lunch time as they wished. Students who were behind, were expected to stay for the Flex period.

This year, we are going to continue with this practice with a slight modification. On the last two days of each week (an odd day and an even day) students will participate in the flex period. We feel this is beneficial as there is the potential for more absenteeism this school year and we want to ensure that all students have the opportunity to catch up, to get assignments handed in and to participate in the Flex period. We have seen great positive results come from this and so we feel it is worth continuing

### Safe Attendance

1.	Safe Attendance protocols: <ul style="list-style-type: none"> <li>• Stay home when ill</li> <li>• Saskatchewan COVID-19 Self-Assessment Tool</li> <li>• Proper hygiene processes</li> <li>• School hygiene routines</li> <li>• When a student becomes ill at school</li> </ul>
2.	We will be reviewing Administrative Procedures 162-Appendix A (COVID-19 Pandemic and Health Accommodations in SWSD Re-entry plan (p. 4-7)). All school personnel- staff and students will be familiar with the guidelines
3.	Education and training for staff and students specific to infection reduction: hand hygiene practices and respiratory hygiene will be reviewed in the staggered start up days of school.
4.	Protocols and education for touch surface cleaning: student desks/tables, devices, learning materials will be included in staggered start up days. Students will be informed of the cleaning practices within the classroom. As well, teachers will be spraying desks between classes and using a staggered seating chart to assign seating and spread students out to have every other seat in use to allow for sanitizing between groups.
5.	Hand sanitizer stations will be positioned at all entrances to the building and classrooms will have their own sanitizers in them. Teachers and staff will review with students how and when to use these. We have developed an inventory monitoring system to ensure that there is always available stock within the school.
6.	Signage to support hygiene practices will be installed in classrooms, common areas, front door, and washrooms.
7.	The protocol for students and staff that develop symptoms at school (Appendix B SWSD Re-Entry Plan) will be reviewed with staff on PD Days, communicated, and reviewed with students on Staggered Start Up days. This will also be posted in the front office, the principal's office, the staffroom and isolation room.

8.	<p><b>Isolation Rooms and Illness in care</b></p> <p><i>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.</i></p> <ul style="list-style-type: none"> <li>• Families must ensure the school has <b>current emergency contact information on file</b>, and those listed are prepared to respond immediately.</li> <li>• 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 (our School), this room is located at (name location)</li> <li>• The Division has provided an isolation kit including thermometers, non-surgical disposable masks, and disposable gloves.</li> <li>• Isolation Room procedures will be posted in this room, including: <ul style="list-style-type: none"> <li>○ Student or staff temperature will be taken (using a non-contact thermometer).</li> <li>○ 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.</li> </ul> </li> </ul> <p>Anyone who tests positive for COVID-19 is asked to notify the school to ensure proper cleaning and public-health measures are followed.</p>
9.	<p>Water fountains have been disabled. Students will bring reusable water bottles. Use filling stations where available.</p>
10.	<p><b>Mask Use</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• When other interventions have been exhausted, all staff and students in Grades 4-12 will be required to wear masks in high traffic areas.</li> <li>• All students and staff on buses must wear masks.</li> <li>• Under level 2, Masks may also be required in the classroom for students in grades 9 through 12, as well as staff, where it is not possible to maintain physical distancing or if a student has to attend a class outside of their cohort.</li> <li>• It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric</li> </ul> <p>Additional masking information is available in the Re-Open Saskatchewan plan at <a href="http://www.saskatchewan.ca/re-open">www.saskatchewan.ca/re-open</a></p>

**Safe Transportation**

1.	<p>Parents and students are encouraged to use alternative forms of transportation when possible instead of the bus.</p>
2.	<p>Sun West Safety Plan: <b>An individual letter outlining transportation specific policies will be sent to families</b></p> <ul style="list-style-type: none"> <li>• Students who live in the same household will be seated together.</li> <li>• Assigned seats and a record of this seating plan should be kept to assist with contact tracing in the case of a student being confirmed with COVID-19.</li> <li>• School bus cleaning and disinfecting following use will be completed and monitored</li> </ul>

3.	<p>Drop-off and pick-up procedures:</p> <p><b>Students who take the Bus</b></p> <p>Drop off – will be at the main doors</p> <p>Pick up – Main doors at 3:23 pm</p> <p><u>Parent Drop off and Pick Up</u></p> <p>Drop off and pick up – north of the main doors towards 7-11</p> <p>Please do not stop at any time from the corner to the main doors during the school day because this is where the bus students are dropped off.</p>
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### Safe Access

1.	<ul style="list-style-type: none"> <li>• Town students are encouraged to come to school prior to entry bell.</li> <li>• All doors will be marked with appropriate signage</li> <li>• Exit doors will be locked from the outside.</li> <li>• Grade 9 – will use the entrance north of the main doors</li> <li>• Students using student parking lot – will enter through the senior wing entrance</li> <li>• Bus students and students being dropped off will enter through the main doors</li> </ul> <p><b>Students will use the same entrance to exit the building</b></p>
2.	<ul style="list-style-type: none"> <li>• Bus arrivals are staggered and students will enter through main doors.</li> <li>• Students will walk to Elizabeth to depart and get directly on the bus. No students will be allowed in Elizabeth school.</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Parents should not enter the school, unless prior approval has been granted by the office.</li> </ul>
4.	<p>Main Office safety consideration:</p> <ul style="list-style-type: none"> <li>• Visitors must call ahead before entering the school. Hand sanitizer will be available at all entrances, as well as all classrooms.</li> <li>• Limited office traffic and social distancing in waiting area.</li> <li>• Staff, students, and visitors will need to use Self-Assessment Checklist.</li> </ul>
5.	Hallway traffic will move forward on the right hand side in single file.
6.	<p>Lunchroom considerations</p> <ul style="list-style-type: none"> <li>• Assigned seating areas</li> <li>• Enhanced supervision</li> <li>• Cleaning – staff will increase cleaning in designated areas</li> <li>• Students that can go home for lunch encouraged to do so</li> <li>• Modify use of micro-waves to designated areas. Microwaves must be cleaned after EVERY use.</li> </ul>
7.	<p>Washrooms</p> <ul style="list-style-type: none"> <li>• Establish consistent cleaning times throughout the day</li> <li>• Assign washrooms for cohorts of students</li> <li>• Limit the number of students leaving to use the washroom</li> <li>• Signage and training for hand hygiene</li> </ul>
8.	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.
9.	<p>Locker expectations:</p> <ul style="list-style-type: none"> <li>• Assigned in cohort areas</li> <li>• Every second locker used where possible</li> </ul>

	<ul style="list-style-type: none"> <li>• Outsides will be cleaned throughout the day</li> <li>• Limited access throughout the day</li> </ul>
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### Safe Facilities

1.	Increase cleaning and disinfecting following use of spaces
2.	Education and promotion of proper hygiene practices
3.	Hand sanitizer stations at all entrances and classrooms.
5.	Touch surface cleaning: student desks/tables, devices, learning materials included in classroom procedures
6.	Supporting Guidelines/Considerations for Health and Safety in Sun West Learning Commons: <a href="https://resourcebank.ca/courseware/lesson/570">https://resourcebank.ca/courseware/lesson/570</a>
7.	Meetings with caretakers for ongoing assessment of cleaning needs
8.	Develop staff protocols for photocopier, staff room appliances, telephones

### Safe Classroom

1.	Classroom set up for front facing and instruction and to maximize space and promote physical distancing.
2.	All unnecessary items have been removed.
3.	Hygiene/cleaning protocols posted in each room and routines taught and practiced with students.
4.	Protocols for bringing materials (i.e. bags, school supplies) into and out of schools. Lockers will be provided, however, limited use throughout the day. Lockers will not be accessed during breaks.
5.	Protocols for cleaning and use of supplies and learning materials. We will not be sharing supplies and material between classes that cannot be sanitized. Packages will be prepared for individual students in courses where specific materials are necessary and unable to be shared.
6.	Supporting Guidelines/Considerations for Health and Safety in Sun West Performing Arts Classes <b>(Link to follow)</b>
7.	Common messaging for students regarding safe classrooms developed and shared during staggered grade a like days.
8.	Home Visits and Family Engagement activities will be held virtually or outdoors in smaller groups where physical distancing can be maintained.
9.	Students will be expected to be in the classroom, unless directed to work elsewhere. Staff must be aware of spaces being used.
10.	Seating plans discussed and process developed with staff. Staff will divide students into cohorts to ensure social distancing.
11.	Develop cleaning protocols for computers and shared devices. All devices will be cleaned when returned and prior to student use.
12.	<p><b>PAA</b></p> <ul style="list-style-type: none"> <li>• Within the context of Food Studies, students learn about safety and sanitation in the preparation and storage of food.</li> <li>• Safety procedures for when students will be in shop will be reviewed and promoted and students will follow hand hygiene protocols, small groups and physical distancing will be observed.</li> <li>• Materials disinfected and cleaned after each use.</li> </ul>

13.	<p><b>BAND</b></p> <ul style="list-style-type: none"> <li>• Band classes will follow in-class performance and online software program instruction.</li> <li>• Signage promoting social distancing provided.</li> <li>• Seating for band students within a cohort will be socially distanced.</li> <li>• Staggered timing for entrance/exit of band cohorts (9-12) will occur.</li> <li>• Students will be provided with disposable masks or bring reusable masks with cut slits to be worn during class time and must be worn as tight to the mouth and nose as possible.</li> <li>• Covering for bells of instruments will be provided by schools.</li> <li>• Absorbent pads will be provided and used with instruments that require water (spit) disposal. Water should not be blown from the instrument but allow it to drip on the puppy pads. Pads will be disposed in a closed disposal after each class.</li> <li>• Use of hand sanitizer for all students upon entry and departure of the room.</li> <li>• Music stands, technology and any other materials will not be shared during class time and will be sanitized after each class.</li> <li>• Cleaning/sanitizing of the band room using the electrostatic sprayer will take place after each use.</li> </ul> <p>The document “Supporting Guidelines/Considerations for Health and Safety in Sun West Performing Arts Classes (Band/Music)” will be followed.</p>
14.	<p><b>Students with Intensive Needs</b></p> <ul style="list-style-type: none"> <li>• The return to school presents unique challenges for students within the system special-education programs.</li> <li>• School staff will consult with families to ensure a smooth transition and to accommodate a more individualized return to school.</li> <li>• Classrooms are also organized to encourage maximum distance between students and protocols to reinforce good hygiene practices will be in place.</li> <li>• Additional PPE will be required by school staff who are providing personal care to students, especially if dealing with bodily fluids. This would mean gowns, face shields (when necessary), in addition to gloves. When gowns are worn by staff to provide care a new gown must be used each time the staff member cares for a new student.</li> </ul>

**Safe Supports**

2.	School will start with a trauma-informed approach, identifying staff and students who may require additional supports.
3.	PPE, such as plexi-glass dividers, face shields, and face masks will be available.
4.	Itinerant staff will only work in one school per day.
5.	Safety plans for students who are immuno-compromised will be based on the Duty to Accommodate process and developed on an individual case basis
6.	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

1.	Considerations for COVID-19 transmission during recreation due to the potential for close or physical contact, the use of shared equipment, and the potential for respiratory droplet production..
2.	Consideration for Physical Education: <ul style="list-style-type: none"><li>• Encourage Physical Education to be outdoors as much as weather permits.</li><li>• Focus on skill development vs team sports.</li><li>• Students who prefer to change will be allowed to do so and cleaning will take place in between classes.</li><li>• It is not an expectation to change and those students will not go in the change room.</li></ul>
3.	Plans for extra-curricular activities and other gatherings will be developed based on the guidelines set out in Re-Open Saskatchewan and in consultation with the CMHO once the group/gathering capacity limits for fall 2020 are known.

## Safe Alternatives

	<p>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:</p> <ul style="list-style-type: none"><li>• Level 1: Return to school, as close to normal as possible, with additional health measures and precautions.</li><li>• 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.</li><li>• Level 3: In the event it becomes necessary, school capacity will be reduced. This may include establishing cohorts and hybrid learning models as considerations.</li><li>• Level 4: Implementing learning continuity plans, which means transitioning to mandatory remote learning.</li></ul>
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