

Kyle Composite 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, **Kyle Composite 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 the 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 **Kyle Composite School** or 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
- the school website at <http://www.kylecomposite.sunwestsd.ca/>
- our school Facebook page
- Kyle Times Newspaper (locations of Re-entry plan will be published)

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 [SWSD Re-Entry Plan](#), 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 after used shared resources/spaces. (e.g. student desks/tables, laptops/iPads, 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

- School wide hand sanitizer will be available but students and staff should have their own hand sanitizer. This has been added to our school supply lists.
- 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.

Signage

- To support hygiene practices, we have increased signage.
- Physical distance floor decals will be used in classrooms, common areas, at school entries, and washrooms.

Illness Care Plan

- Kyle Composite School will follow the Sun West School Division protocol for students and staff that develop symptoms at school (Appendix B SWSD Re-Entry Plan).
- Within all Kyle Composite School operated buildings and busses, contact-tracing reporting will occur.

- This plan will be communicated and posted in front office, principal’s office, staffroom 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.
- An isolation room has been created in Room 9 with appropriate signage for anyone with COVID-19 symptoms who is not able to immediately leave the school.
- The Division has provided an isolation kit including thermometers, non-surgical disposable masks, and disposable gloves. Kyle Composite 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 our 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.

Cohort Groupings

- A key strategy our school is using to limit the spread of COVID-19 is **cohort groupings**.
- A cohort is a small group whose members are always the same and stay together throughout the school day. Student cohorts are based on class and course schedules.
- Cohorts limits the mixing of students and staff throughout the day.
- Cohorts at Kyle Composite School are:
 - *Kindergarten, Grade 1- (K is only here on odd days)*
 - *Grades 2, 3 and 4*
 - *Grades 5 and 6*
 - *Grades 7, 8 and 9*
 - *Grades 10,11, and 12*
- Within a cohort group, members must attempt to physically distance from others (e.g. avoiding hugging).
- Masks are required, even within a cohort, when physical distancing is not possible.
- To minimize the movement of cohorts, teachers will move to students when possible.
- When cohorts must move, a thorough cleaning of high-touch surfaces (e.g. student desks/tables, chairs) will occur prior to movement.

Water Bottles

- Water fountains *will not* be in use.
- Water bottle filling stations will be in operation.
- Students are required to bring their own water bottles and take them home each night for a thorough cleaning.

Masks and Face Shields

- Masks are required for staff and Grades 4-12 students when Physical Distancing is not possible.
- In some cases, staff may also use face shields when working in close proximity with students.
- The Division has provided all schools with Personal Protective Equipment.

Safe Transportation

Parent Transportation

- Parents who are able are encouraged to drive their own children to school (e.g. work in town).
- Parents will drop off/ pick up students at the main entrance. No personal vehicles will be permitted in the bus zone.
- Parents are to stay in their vehicle when dropping students off and ensure social distancing from other vehicles caregivers.
- Parent/caregivers interactions with other staff and students will be minimized
- Limit of one caregiver per student.
- Parents must refrain from entering building when possible.

Sun West Safe Bus Transportation

- Students riding in busses for an extended period are defined as being in close contact.
- Masks are required by Grades 4-12 students riding on SWSD busses.
- Students who live in the same household are seated together.
- Seating plan will allow for loading the bus from the back to the front.
- 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.
- Bus arrival will be after 8:30 a.m. School doors will be unlocked at that time.
- Students will remain seated until the bus driver indicates it is time to exit the bus.
- Additional bussing expectations can be found on the Sun West School Division website.

Bus Arrival and Departure Procedures

- At the end of the day, students will be dismissed by bus number/driver to reduce congestion in the boot rooms.
- A bus loading schedule will be provided to all drivers and parents.
- Students will be taught drop-off and pick-up procedures, and this will be communicated with parents.

Safe Access

Designated Entrances and Exits

- Designated doors for entering and leaving schools have been assigned:
 - K/1- south east entrance
 - Grades 2/3/4 – south east entrance
 - Grades 5/6 – south east entrance

- Grades 7/8/9- south west entrance/main entrance
- Grades 10/11/12- south west entrance/ main entrance
- Signage is posted at all doors to ensure proper physical distancing at entrances and exits.
- Students will be dismissed on a rotating schedule which will be announced over the intercom each day. Dismissal will be based on bus number/driver and or town students. A dismissal schedule will be distributed to parents and will be on the school website.

Town students are encouraged to come to school at 8:40 a.m.

Students arriving late or departing early must do so through the front entrance and the office must be notified by the parent.

Footwear/Boot Rooms

- Kyle Composite School continues to operate as a two-shoe school.
- Students are expected to remove outdoor shoes in the entrance and use the boot racks assigned to their cohort.
- Students will need to limit the number of inside shoes on the racks to accommodate space for everyone’s shoes.
- 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).
- Visitor instructions, hand sanitizer protocols, self-monitoring (Self-Assessment Checklist), traffic and spacing will be posted

Hallways and Common Areas

- Strict protocols to reduce congestion in high traffic areas such as hallways, lunchrooms, and offices will be in place
- Use of visual cues and direction plans will assist with traffic flow
- **Library Use**
 - K-6 students will have limited access to the library until further notice.
 - Library desks have been organized to allow for physical distancing while working on DLC courses.
 - All surfaces must be cleaned after student use (e.g. table, chair, keyboard, etc.).

Lunchrooms

- All students will eat lunch with their cohort in an assigned lunchroom.
- Seating plans will be in place for lunch.
- Families that can go home for lunch are encouraged to do so
- Student accessed microwaves have been removed from the school to reduce the need for increased cleaning. Please send a thermos for hot lunches.
- Lunchrooms will be cleaned immediately following the designated lunch period.
- Supervision will be provided by a teacher on a rotational basis.

Washrooms

- Assign washrooms for cohorts of students
- Staggered and/or scheduled time for classrooms

<ul style="list-style-type: none"> • Limit number of students in washroom • Signage and training for hand hygiene
<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 Kyle Composite 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, guest speakers) 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 lockers for jackets, gym clothes, and lunches. ▪ Other learning materials will be stored in individual bins in the classroom or their assigned desk. ▪ Locker access will follow proper physical distancing requirements. • 7-12 <ul style="list-style-type: none"> ▪ Hallway lockers will be assigned for jackets, gym clothes, and lunches. ▪ All other learning materials will be stored in personal backpacks. ▪ Locker allocation will be staggered so that there is physical distance between members of the same cohort. ▪ Access to lockers will be staggered to allow cohorts only to be at lockers at any given time.
<p>Change Rooms</p> <ul style="list-style-type: none"> • No personal gym clothes/items will be stored in the change rooms. • Only cohorts will be able to use the change room at the same time. • Change room will be cleaned after each cohort use and a limited number of students will use the change room at once.

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, pop machine, washrooms, changerooms and sink faucets); • Ongoing cleaning and disinfecting of 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: student desks/tables, devices, learning materials included in classroom procedures
<p>Washrooms</p> <ul style="list-style-type: none"> • Maximum two students in student bathrooms at a time
<p>High Touch Areas</p>

- Staff protocols are in place for high touch areas:
 - Cleaning wipes for photocopier
 - Physical Distancing to be used in Staff lunchroom
 - Cleaning staff room appliances
 - School phones in specific areas with access to cleaning wipes
 - Student access to telephone in the office only with cleaning following use.
 - Students will have access to the Beverage machine.

On-Going Facility Assessment

- 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 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 (e.g. bikes, cushions, hallway tables) have been removed
- Hygiene/cleaning protocols will be posted in each room and routines taught and practiced with students
- Hand sanitizing station will be located within each classroom
- Washable student seating will be utilized to allow (e.g. non-cloth chairs) for easier cleaning.

School Supplies

- Student bookbags and school supplies are permitted in the school. See the website for class supply lists as to what is permitted in the school.
- 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 cohort groups are cleaned and disinfected after each use.
 - Difficult to clean materials (e.g. books, papers) will be removed for a period of time before use with another group

Practical and Applied Arts (PAA)

- Students will remain in their schools and will not attend PAA classes in neighbouring schools.
- Delivery of PAA will be determined.

Work Experience Placements

- Students may be scheduled for a full day in a work placement.
- Students are to follow the COVID safety guidelines in place at the work placement.

Driver's Education

<ul style="list-style-type: none"> • COVID Guidelines for in-car safety have been added to the AP 235 Driver's Education. • New staff have been hired and a schedule for driver ed classes will be provided in early September.
<p>Home Visits and Family Engagement Activities</p> <ul style="list-style-type: none"> • Activities may be held virtually or outdoors in smaller groups where physical distancing can be maintained.
<p>School Room Use</p> <ul style="list-style-type: none"> • Kyle Composite School has reduced the number of classrooms in use. • Cohorts will remain in a homeroom classroom as much as possible to reduce in-school movement. When this is not possible, additional cleaning protocols will be in place to ensure safe movement.
<p>Seating Plans</p> <ul style="list-style-type: none"> • 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 including: <ul style="list-style-type: none"> ▪ Bus plan ▪ Classroom plan ▪ Lunchroom plan
<p>Designated Hand-Hygiene Breaks</p> <p>Wash hands thoroughly when able. Otherwise, staff and students will use hand sanitizer at the following times:</p> <ul style="list-style-type: none"> • entering and exiting a school or building • entering and exiting a classroom • before putting on and after taking off a mask or face-covering • 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
<p>Classroom Cleaning Protocols</p> <p>Increased classroom cleaning protocols in place, including:</p> <ul style="list-style-type: none"> • 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

<p>Staggered Starts</p> <ul style="list-style-type: none"> • Kindergarten will have a staggered start time on September 9th to ensure safety procedures can be learned and practiced with a smaller group. Kindergarten students will meet their teacher outside at a designated space on the first day of school.
<p>Trauma Informed Approach</p> <p><i>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</i></p>

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 Kyle Composite 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 Kyle Composite staff 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 plexi-glass dividers, face shields, and face masks will be provided by the Division

Itinerant Staff

- Throughout the Division, itinerant staff will only work 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

- The return to school presents unique challenges for students within the system special-education programs.
- School staff will consult with families to ensure a smooth transition and to accommodate a more individualized return to school.
- When possible, schools have developed cohort groups for students.
- 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

- At noon, elementary students will go outside into assigned zones. Outside zones will be staggered to allow all students to access different playground equipment: (e.g. soccer field, playground equipment, sidewalk area).
- High school students will also have three rotating zones: (e.g. gym/outside, cohort lunchrooms, library/DLC space).
- Only activities that follow physical distancing guidelines will be permitted.
- Due to the potential for close/physical contact when cohorts are in the gym during noon, 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 the noon hour.

Use of Outdoor Spaces

- Protocols for outside spaces during recess and/or classroom include:
 - Scheduling

<ul style="list-style-type: none"> ▪ Students will wash hands after using outdoor space.
<p>Physical Education</p> <ul style="list-style-type: none"> • 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. • PED will focus on skill development vs team sports. • See Changerooms
<p>Assemblies and Group Gatherings</p> <ul style="list-style-type: none"> • At this time, no K-12 school assemblies will be planned. • Group gatherings of up to 30 students may occur at the gym if physical distancing can be maintained.
<p>High School Sports (Extra-Curricular Sports)</p> <ul style="list-style-type: none"> • 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. • Regular meetings with Athletic Director to ensure compliance will occur throughout the year.

Safe Alternatives

<p>Four Scenarios</p> <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. 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.</p>	
<p>Level 1</p>	<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.
<p>Level 2</p>	<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 when physical distancing is not possible <p>Sun West will start at Level 2 beginning 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/Grade 1 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 1 multi-grade classroom are not required to physically distance. Instead, they're grouped in cohorts. Classrooms are, however, organized in ways to encourage physical distancing.

General classroom protocols

- Children stay in their classrooms during learning times.
- Teachers, not children, move between classrooms, as required.
- 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 on a hook or in a locker—organized by cohort group or proper physical-distancing guidelines.
- No sharing of food, utensils, electronic devices, toys, books, games and learning aids.
- All eating takes place in the classroom.
- 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. For this age
- Bring filled, clean water bottle daily
- Bring personal hand sanitizer

Grades 2-6

Maintaining physical distance is often challenging for students in the elementary grades. As such, each class serves as a cohort group that will stay together throughout the school day. Physical distancing is encouraged whenever possible.

General classroom protocols

- Children stay in their classrooms during learning times.
- Teachers, not children, move between classrooms, as required.
- All individuals practice good hygiene (see "Cleaning and Hygiene").
- The classroom is organized to encourage maximum space between students.
- Personal materials stored on a hook or in a locker—organized by cohort group or proper physical-distancing guidelines.
- No sharing of food, utensils, electronic devices, toys, books, games and learning aids.
- Eating takes place in the classroom.
- Staggered break times.

- No toys and items difficult to clean and disinfect permitted inside the school.
- Mask use is required when physical distancing isn't possible.
- Bring filled, clean water bottle daily
- Bring personal hand sanitizer

Grades 7-12

At the junior high and senior high level, cohorting is challenging. Students don't always stay with their homeroom class, moving through the school to attend different classes. For the most part, schools have created cohort groups for core courses. However, that's not always the case for optional classes. When cohorting isn't feasible, students are expected to physically distance as much as possible.

General classroom protocols

- The classroom organized to encourage maximum space between students.
- All individuals practice good hygiene (see "Cleaning and Hygiene").
- Personal materials stored in a locker if organized by cohort group or proper physical distancing guidelines. When not possible, the student can bring their belongings into the classroom using a backpack stored on their chair or desk area.
- No sharing of food, utensils, electronic devices, books, games and learning aids.
- Eating only takes place in designated areas using physical distancing.
- Cleaning and disinfecting of classrooms and desks before and after student or cohort use.
- The sharing of books and equipment only allowed within a cohort group. Before another student or cohort group uses a shared item, it must be cleaned or stored for 72 hours.
- Staggered break times and transitions.
- Mask use is required when physical distancing isn't possible.
- Bring filled, clean water bottle daily
- Bring personal hand sanitizer