



## NWCS Re-Entry Plan 09 01 2020



NWCS would like to welcome back our students and staff to the 2020-2021 school year. We are working hard to ensure that the school day is as normal as possible for our students. We have many supports in place for safety and cleaning. Staff will walk students through all of the procedures in place multiple times during the first days of school, and as needed in the following months. We are confident that our students will have a great school year; although, it may look different from previous years. To begin with, all staff will be supervising and helping students to learn and follow routines.

### Communication

In addition to this 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.northwestcentral.sunwestsd.ca/>
- Our school Facebook page
- SeeSaw
- Our school Instagram

### Safe Attendance

- If students or staff have flu like symptoms, including one or more of the following, they must stay home: fever, headache, sore throat, runny nose, conjunctivitis, fatigue, diarrhea, shortness of breath, difficulty breathing, cough, chills, nasal congestion, dizziness, nausea, vomiting, loss of appetite, and loss of taste or smell.
- 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
  - 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.
- There will be designated areas for Grades K-5 to wash their hands before and after recesses.
- Washrooms and high touch surfaces will be cleaned at least four times per day by our caretaking staff.
- Families must ensure that our school has **current emergency contact information on file**, and those listed are prepared to respond immediately.

- An isolation room has been set up next to Jodi’s office, for anyone with COVID-19 symptoms who is not able to immediately leave our school. Appropriate signage will be in place.
- Sun West School Division has provided an isolation kit including thermometers, non-surgical disposable masks, and disposable gloves. Room procedures will be posted in this room, including:
  - Student or staff temperature will be taken (using 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.
- Students will also be assigned certain entrances and washrooms to use in the school. (See attached school map)
- Masks will not need to be worn in classrooms if students are forward facing and adequately distanced. If close contact is required or students are not forward facing, then masks must be worn in the classrooms for grades 4-12. When other interventions have been exhausted, all staff and students in Grades 8-12 will be required to wear masks in high traffic areas. Pre-K to Grade 3 students will have the option of wearing a mask if they wish to do so. Masks usage, removal and storage will be taught to students and staff. 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.
- 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](http://www.saskatchewan.ca/re-open).
- All student grades will be a cohort, for example Grade 1, grade 8/9, etc. They will stay in one classroom for the day and have their lockers close to that classroom. High school teachers will move to the grade classrooms so student time in the hallways will be minimized. Educational Assistants will be scheduled to work in as few classrooms as possible in a day.

#### **NWCS Cohorts**

Grade	Classroom
Kindergarten	Ms. Erin A. Swan’s classroom
Grade 1	Ms. Alanna Zerr’s classroom
Grade 2	Ms. Justyna Charette/ Ms. Madison Murphy’s classroom
Grade 3	Ms. Taylor Darroch’s classroom
Grade 4	Ms. Alex Graham’s classroom
Grade 5	Ms. Jodi-Lee James’ classroom (at the high school end)
Grade 6	Ms. Helena Olson’s classroom
Grade 7	Mr. Mackenzie Francis’ classroom
Grade 8/9	Ms. Leah Anne Davis’ classroom
Grade 10	Ms. Jaiden Evans’ classroom
Grade 11/12	Ms. Cindy Thomson’s classroom

## Safe Transportation

- We encourage parent transportation where able.
- Masks will be worn on buses at all times by all students in grades 4 to 12. Any issues regarding students not following the mask protocol will be reported to the administration and will be treated as an education/discipline issue.
- If a student does not have a mask, drivers will be provided extra masks to provide students.
- If students experience sickness while on the bus, the driver should try and physically distance that student from the other passengers as far as possible and continue to the school (am) or residence of the student (pm). The driver will advise the school or family of the sickness upon arrival.
- No student is allowed to ride a bus unless they are on the bus routes approved rider list. Guest riders for sleep-overs or birthday parties will not be allowed.
- School bus drivers are required to have a designated seating plan and households will be seated together where feasible. Buses will be loaded from back to front.
- Students are not to leave any garbage or waste on school buses.
- All drivers are required to wear face masks when transporting students.
- Bus drivers will clean and disinfect buses after each use. Hand sanitizer is NOT allowed to be used on the school buses, because it contains alcohol which is a fire hazard.
- If parents are transporting their children, they will drop them off and pick them up using the main doors. Students will meet them at the main doors to minimize the number of people in the building. Students will sign out by talking to Jodi at the office.

## Safe Access

- Kindergarten, Grade 1 and Grade 3 students will use the East entrance. Grades 2 and grade 4 will use the main entrance. Grade 5 will use the entrance by the apple tree (North side of the school) during the school day and the 6-9 entrance when they arrive and leave school. Students in Grades 6-9 will use the entrance between the gym and the main entrance. Students in Grades 10-12 will use the entrance by the gym.
- The Grades K-5 boot room racks will be labelled for students. Students are expected to remove outdoor shoes in the entrance and use the boot racks assigned. Students and staff must practice safe physical distancing while removing or putting on footwear in the boot rooms.
- When K to 5 students arrive, they will set their backpacks in their designated cohort areas, sanitize their hands, and go to the playground. Students will not arrive at school prior to 8:40. When the bell rings, they will return to their cohort area, pick up their backpacks and enter the school at staggered times, while maintaining physical distancing.
- Times to go out to recess will be staggered so that students can physically distance in the entrances.
- All students will be expected to eat lunch in their classrooms or to go home for lunch. When students in grades 6-12 are finished eating their lunches, they will be expected to stay physically distanced. There will be a noon hour gym schedule for cohort groups. Lunchrooms will be cleaned after students are finished eating.

- Staff will stay physically distanced in the staff room and copier room at all times. Staff will clean high touch surfaces after each use.
- K-4 students will use the elementary washrooms. Grades 5, 6, 10-12 will use the washrooms in the north wing. Grades 7-9 will use the changeroom washrooms. A maximum of two students will be allowed in the washrooms at a time.
- Ms. Jodi Seibold will be monitoring who is in our building. Student attendance will be taken regularly by teachers. Visitors and parents will need to check in and remain at the front office.
- Lockers will be staggered to allow for physical distancing
- Breaks will be staggered at the high school end.
- Microwaves will not be available to students to heat their lunches. Parents are asked to send lunches with items that students are able to open independently to prevent additional contacts.
- Water fountains will be covered, except for the push dispenser at the high school end. Students will bring water bottles as part of their school supply list and are required to take them home each night for a thorough cleaning and refilling. All cohort classrooms will have bottled water with a hand pump in their classroom. If refills are needed during the day, students will ask teachers to fill their water bottle.
- School use will be restricted to staff and students until further notice. School facilities will not be available for use by outside organizations until further notice.

### Safe Facilities

- There will be a set caretaking schedule for cleaning, which will include washrooms at least four times per day and high touch areas (doorknobs, desks, photocopiers, etc.)
- There will be hand sanitizing stations at all entrances, in each classroom and in the offices/libraries.
- Signs will be in place to limit contact in the hallways by dividing the halls into two spaces with arrows for directions.

Students	Assigned Washrooms	Assigned Hand Washing
K	Elementary	Classroom
1	Elementary	Classroom
2	Elementary	Classroom
3	Elementary	Elementary Washrooms
4	Elementary	Elementary Art room
5	North Wing	Classroom
6	North Wing	North Wing
7-9	Washrooms by gym	Washrooms by gym
10-12	North Wing	North Wing
Staff	Staff washrooms	Staff washrooms, staffroom

## Safe Classrooms

- Classrooms will be set up for front facing instruction and with desks 2 meters apart where possible. Hygiene and cleaning procedures will be posted in each classroom.
- Designated Hand-Hygiene Breaks:

Students will 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
- Students will use only their own supplies in the classroom. These will be stored in designated areas and not shared with other students. Grade 6-12 students will be required to bring all materials needed to class for the morning and afternoon to reduce trips to their locker.
  - Seating plans will be in place in all classrooms. A record of this seating plan will be kept to assist with contact tracing in the case of a positive COVID-19 test.
  - Since we are a 1 to 1 school this fall, all students will have their own devices. Students at the K-7 level will each have their own iPad and students in grades 8-12 will each have their own laptops. There will be procedures for storage and charging of devices to allow for charged devices and physical distancing. There are shared devices that can be accessed by teachers. Ms. Barb Bell will distribute and clean iPads and laptops.
  - There will be no field trips until further notice.
  - Driver's Ed- COVID-19 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's Ed. Classes will be provided in early September.

## Safe Supports

- There will be a staggered start for student cohorts in Kindergarten so safety procedures can be learned and practiced with smaller groups. Ms. Erin A. Swan will be communicating plans to our Kindergarten parents.
- School will start with a Trauma Informed Approach, identifying students and staff who may require additional supports:  
*A new virus such as COVID-19 can create anxiety and fear about the present and future. It becomes especially difficult is 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 NWCS Re-Entry Plan.*

- If students or staff are immune-compromised, they should communicate with admin. Safety plans to be developed based on the Duty to Accommodate process.
- Students can access snacks from the office by asking Jodi. These are all individually wrapped and include healthy options such as cheese strings, yogurt tubes and fruit cups
- The return to school presents unique challenges for student with intensive needs:
  - School staff will consult with families to ensure a smooth transition and to accommodate more individualized return to school as needed.
  - Classrooms are also organized to encourage maximum distance between students and protocols to reinforce good hygiene practices are in place.
  - Additional PPE may be required by school staff.

### **Safe Activities**

- Kindergarten to grade 5 students will be assigned by grades to certain areas to play at recess time on a weekly basis.
- For PE classes, teachers will plan for outside activities as much as possible that focus on skill development. If equipment is used, it will be sanitized after each use. If students use the change rooms for PE classes, they will be sanitized between uses. Student will maintain physical distances while changing or change times will be staggered if necessary. Students will take their gym bags containing their change of clothes into the changerooms when they enter and out of the change rooms when they leave.
- For PAA, 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. Materials will be disinfected after each use.
- During In Motion, students in grades 6 to 10 will exit the building and complete the 1 km walk, while remaining physically distanced.
- Plans for extra-curricular activities 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**

- There are four scenarios to may be activated regionally or provincially based on the advice of the Chief Medical Health Officer (CMHO).
- Level 1 – Return to school, as close as normal as possible with additional health measures and precautions.
- Level 2 – Mask usage as determined by the CMHO. Masks will be purchased by the Ministry of Education and send to school divisions. (This is where we will start on September 8)
- Level 3 – School capacity is 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 (like we did from March to June this year)