



# School Site Re-Entry Plan Builder And Checklist for Outlook Elementary School



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

## Background

The Ministry of Education has set out four levels in their Safe Schools Plan

**Level 1:** Return to school as close to normal as possible, with additional health measures and precautions.

**Level 2:** Return to school with mask usage for students and staff, as per the guidance provided to school divisions by Saskatchewan's Chief Medical Health Officer on August 11.

**Level 3:** 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.

The *Student Return to School Plans* are organized according to the eight categories listed above. Each of our schools is unique. The buildings, the grade configurations, the enrolment, the programs and the local cultures are diverse. The uniqueness and the diversity of Outlook Elementary school as well as other schools in the division, makes it necessary for local details to be added to the plan.

The actions provided under each category below are aligned with the Ministry's plan, the Response Planning Team's guidelines and our School Division's detailed actions.

At Outlook Elementary School, the health and safety of our students and staff is our primary concern. Please know that this plan contains how we will **start** the school year. Please note that plans will continue to evolve as required by emerging health risk assessments. As the risk of transmission varies around the province, decisions regarding a transition to different levels of the Safe Schools plan and mask-usage within schools will be determined by the local school divisions in consultation with the local Chief Medical Health Officers.

## Safe Attendance

### We will communicate the following Safe Attendance protocols with parents:

- Stay home when ill
- Use the Saskatchewan COVID-19 Self-Assessment Tool
- Proper hygiene processes
- School hygiene routines

Students and staff who are sick should be advised to stay home. Not all symptoms of illness need to be subject to this requirement (i.e. headaches, cramps, etc.).

An administrative procedure (AP) with precautions specific to COVID-19 and illness in care will be created prior to the start of the 2020-2021 school year. The AP will be developed in consultation with the local medical health office.

Families must ensure the school has <b>current emergency contact information on file</b> , and those listed are prepared to respond immediately.
All OES staff will receive training on proper hand hygiene practices and respiratory hygiene prior to September 8.
All parents, guardians, students and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school.
Students and staff can return to school once they are cleared by public health.
If a student develops symptoms at school or upon arrival at school, the student will be isolated and a temperature check will be taken. If the student has a temperature the parent or guardian will be notified to pick up the student immediately.
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. Our room is located at  The Division has provided an isolation kit including thermometers, non-surgical disposable masks, and disposable gloves.  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>
Anyone who tests positive for COVID-19 is asked to notify the school to ensure proper cleaning and public-health measures are followed.
If the isolation room is not available, the student needs to be kept at least two metres away from other students and staff. If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child, and should try to avoid contact with the student's respiratory secretions.
Considerations will be made for students and staff who have compromised immune systems, or other medical accommodations (See Appendix H of the Sun West Re-Entry plan for details).
Students who are immune compromised will be supported through the Duty to Accommodate process.
<b>Protocol for Students and Staff that develop symptoms at school:</b>  Staff must take the following steps: <ol style="list-style-type: none"> <li>1. Immediately separate the symptomatic staff from others in a supervised area.</li> <li>2. Contact the student's parent or caregiver to pick the student up immediately</li> <li>3. Where possible, maintain a distance of 2 meters from the ill student. If not possible, staff will wear a mask.</li> <li>4. Offer the student to wear a child mask. If child agrees, school will supply a mask. If child declines, they will be provided with tissues to cover their coughs or sneezes. Tissues will be thrown away as soon as possible and student will be encouraged to use hand sanitizer after coughing or sneezing, etc.</li> <li>5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.</li> <li>6. Once the student is picked up, practice diligent hand hygiene.</li> </ol>

7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas).  
8. Contact the local public health unit to notify them of a potential case and seek further input.

**Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.**

Covid-19 communication with families will continue to take place via Seesaw and/or MSS.

### Safe Transportation

- Bus families will be contacted by the school to determine their preferred method of transportation

#### **Reinforce Sun West Safety Plan:**

- Students who live in the same household seated together.
  - 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.
  - School bus cleaning and disinfecting following use will be completed and monitored.
- Students will be taught drop off and pick up procedures when arriving/departing by bus.
  - Students arriving in any way other than on the bus, will be taught arrival/drop off procedures.
  - ALL OES students are to be dropped off outside of the school. Parents are not to enter the school.
  - Before 8:55 students will enter the school and go directly to their classroom.
  - Staggered dismissal will be in place throughout the school.
- All students grade 4 and older and all staff on buses must wear masks. Students in grade 3 or below are not required to wear a mask.
  - Parents will be informed of procedures through Seesaw, MSS and other media.
  - When other interventions have been exhausted, all staff and students in Grades 4-5 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.
  - It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric
  - Field trips will not be supported by the division until further direction of the Chief Medical Officer.

## Safe Access

### Pre- K, Kindergarten, Grade 1 and Grade 2:

- All students in Pre-K will attend on regular school calendar days designated for Pre-K
  - All Kindergarten students will be placed in 1 of 4 Kindergarten classrooms and will attend every other day.
  - Grade 1 will be placed in one of 4 Grade 1 classrooms and will attend every day.
  - Grade 2 will be placed in 1 of 3 Grade 2 classrooms and will attend every day
- PLEASE NOTE: There may be changes to class lists for Kindergarten and Grade 1. Parents will be notified of which class your child is placed in and which days your child will attend. Supply lists will not be affected.**

### Grade 3, Grade 4 and Grade 5

- To ensure as much physical distancing as possible in classrooms, students with a last name that begins with the letters A through L will attend school on days 2, 4 and 6 of the school calendar.
  - Students with a last name that begins with the letters M through Z will attend school on days 1, 3, and 5 of the school calendar. If you are a parent of children that have different last names, please contact Outlook Elementary School and we will do our best to accommodate your situation.
- Please note that Tuesday, September 8<sup>th</sup> is day 4 on the calendar so all students with last names that start with A through L will attend school. Students with last names beginning with M through Z will start on Wednesday, September 9<sup>th</sup>. If a family has children with different last names, please contact the school to determine their attendance day, as we want to keep families together.**

### Entrance Procedures:

- Upon arrival to school each morning OES students will enter the school and go directly to their classrooms. Teachers will be supervising Mud rooms between 8:40-8:55. Please plan to arrive during this time.
- Teachers will be in classrooms to supervise students after 8:40.
- After recesses, students will gather at classroom muster stations outside after the bell signalling recess is over.
- Classes will be directed when to enter the boot room, remove outside shoes and place on designated boot rack.
- Students will then go directly to the Common Area to wash their hands where staff will be supervising handwashing.
- Students will then proceed to their designated classroom via the library.

### Exit Procedures:

- At dismissal times, classes will exit their classrooms under teacher supervision in a predetermined order to promote safe social distancing.
- End of day dismissal will begin at 3:20. Bus students will be dismissed first and town students will be dismissed in a predetermined order at the 3:22 bell.
- Supervisors will be monitoring end of day dismissals and boot room use.

- Staff will be masking when moving outside of designated classrooms.

- Parents will be informed that only students and staff are allowed in the school.

<ul style="list-style-type: none"> <li>• Students will be responsible to enter/exit the building independently or with staff support.</li> <li>• Parents who transport their children as asked to continue to respect the safe drop off/ pick up zones previously established.</li> <li>• Parents and staff will be encouraged to use the phone for direct communication with each other to promote safe social distancing.</li> </ul>
<ul style="list-style-type: none"> <li>• Signage will be visible to discourage visitors entering main office</li> <li>• A visitor sign-in book will be located outside of the main office. Hand sanitizer/spray will be available for visitors.</li> </ul>
<ul style="list-style-type: none"> <li>• Staff will be limited to 1 staff member in the main office at a time excluding the secretary.</li> </ul>
<ul style="list-style-type: none"> <li>• Students who require medication throughout the day will have medication delivered to the classroom at the required time.</li> </ul>
<ul style="list-style-type: none"> <li>• Schedules are developed for classroom hand washing.</li> <li>• Classrooms are equipped with hand sanitizer stations, signage are posted throughout school.</li> <li>• Hand Sanitizers will be placed throughout the school for easy access for all staff and/or students.</li> <li>• School division personnel and students will hand wash immediately upon entering the building and throughout the day.</li> </ul>
<p><b>Staggered Recesses:</b></p> <ul style="list-style-type: none"> <li>• K, 2, 4 will go outside for recess at 10:30 and 2:15</li> <li>• K, 2, 4 will eat lunch from 12:00-12:20 then go outside</li> <li>• Grade 1, 3, 5 will go outside for recesses at 10:45 and 2:00</li> <li>• Grade 1, 3, 5 will go outside from 12:00-12:20 and then eat lunch from 12:20-12:42</li> </ul>
<p>Hallway traffic will flow in the same direction with arrows to indicate the direction</p> <ul style="list-style-type: none"> <li>• Students will exit classrooms on ramps and enter classrooms on stairs to ensure access to Common Area and avoid face to face meetings.</li> </ul>
<ul style="list-style-type: none"> <li>• Students will remain in their classrooms for lunch.</li> <li>• There will be no microwaves available for any students or staff</li> <li>• Students will be responsible to clean their own lunch spots after use.</li> <li>• Lunch room supervisors will spray the desk cleaner for students.</li> <li>• Students who are able to go home for lunch will be encouraged to do so.</li> <li>• Parents are encouraged to practice with their child to ensure children can independently open packages that are brought for lunch.</li> </ul>
<ul style="list-style-type: none"> <li>• Signage for hand hygiene will be posted.</li> <li>• Supervisors will be present after recess to help monitor hand washing.</li> <li>• Students will be allowed to use the bathrooms when/if needed.</li> <li>• Additional hand washing stations available in the Common Space.</li> <li>• Students will hand sanitize when re-entering their classrooms after bathroom use.</li> </ul>
<ul style="list-style-type: none"> <li>• Public access to school is limited to essential school business.</li> <li>• Parents who accompany their children to school will need to drop off their children outside the school building.</li> </ul>

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| <ul style="list-style-type: none"> <li>• Staff will report all absences on MSS and notify the main office when aware of reason for absence.</li> <li>• All staff will notify Admin when experiencing symptoms.</li> <li>• A sign in book will be utilized to track non-teaching visitors to the building.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Classrooms will determine their plan for safe locker access.</li> <li>• The plans will be shared with Admin.</li> </ul>   |

### Safe Facilities

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| <ul style="list-style-type: none"> <li>• Staff and students are responsible for cleaning spaces both in and out of the classroom after use.</li> <li>• Disinfecting of classrooms by Caretakers will take place 4 times daily.</li> <li>• Caretaker will use an electrostatic disinfectant sprayer throughout the day for additional disinfecting on high touch surfaces (students' desks, tables, devices, manipulatives, etc.).</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Signage will be prominent throughout the school.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Classrooms will have hand sanitizer for general use.</li> <li>• Students will be encouraged to bring own hand sanitizer for personal use.</li> <li>• Classrooms are assigned handwashing stations for re-entry into school.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Bathrooms will be cleaned multiple times per day.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Air exchange in OES occurs 4 times every hour.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• A maximum of 2 staff will be in the photocopier room at one time.</li> <li>• Staff are encouraged to use the photocopier in the staff room and maintain safe social distancing.</li> <li>• Staff will follow safe social distancing when in staff room.</li> <li>• Microwaves will not be available for staff.</li> <li>• Staff and students will be encouraged to wash their hands before/after using the phone. Common area phones will be disinfected after each use.</li> </ul> |

### Safe Classroom

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| <ul style="list-style-type: none"> <li>• Each classroom in each grade will be considered a cohort.</li> <li>• Students will remain in their assigned classroom and within the classroom students will be limited to an assigned space.</li> </ul>                    |
| <ul style="list-style-type: none"> <li>• Students will be asked to bring a full, re-usable water bottle daily. Filling stations will be considered as the Art sink and/or bathroom sinks or classroom sinks.</li> <li>• Water fountains will be disabled.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Scheduled times for movement will be followed by all classes within the school.</li> </ul>  |

<ul style="list-style-type: none"> <li>• Classrooms will be set up so students face the same direction and to maximize space and promote physical distancing.</li> </ul>
<ul style="list-style-type: none"> <li>• Unnecessary items have been removed from classrooms and common spaces</li> <li>• Soft touch items that cannot be easily cleaned have been removed from classrooms.</li> <li>• Teachers will tape off 'Teacher Only' space in their classroom.</li> </ul>
<ul style="list-style-type: none"> <li>• Students will be taught proper hygiene/cleaning protocols.</li> <li>• Cleaning protocols will be posted in each room and routines taught and practiced with students.</li> <li>• Staff will utilize resources in the Resource bank to explicitly teach the protocols.</li> </ul>
<ul style="list-style-type: none"> <li>• Student learning materials brought from home will be stored in student's locker.</li> <li>• Teachers will communicate with parents to discourage unnecessary items going back and forth between home and school.</li> <li>• Parents instructed to label student's belongings.</li> </ul>
<ul style="list-style-type: none"> <li>• Individual containers will be available for all students to store daily work items in the classroom.</li> <li>• School purchased supplies for all OES students to discourage shared supplies and materials.</li> </ul>
<ul style="list-style-type: none"> <li>• The music teacher will teach classes in home rooms.</li> <li>• Supporting Guidelines/Considerations for Health and Safety in Sun West Performing Arts will be followed.</li> </ul>
<ul style="list-style-type: none"> <li>• Outdoor classroom schedule will be utilized by staff.</li> </ul>
<ul style="list-style-type: none"> <li>• Classroom teachers will share classroom expectations with families.</li> </ul>
<ul style="list-style-type: none"> <li>• Home Visits and Family Engagement activities will be held virtually or outdoors in smaller groups where physical distancing can be maintained.</li> </ul>
<ul style="list-style-type: none"> <li>• Students will be accompanied by an adult when using common spaces.</li> </ul>
<ul style="list-style-type: none"> <li>• Students will receive library books in their classrooms. When books are returned, library books will sit for 3 days before being returned into circulation.</li> </ul>
<ul style="list-style-type: none"> <li>• Classroom will develop a seating plan.</li> <li>• Admin will collaborate with individual classroom teachers spaces/seating arrangements.</li> </ul>
<ul style="list-style-type: none"> <li>• Classroom iPads will be disinfected after each use.</li> <li>• Staff/students will not be utilizing the computer lab for Computer class.</li> </ul>

## Safe Supports

<ul style="list-style-type: none"> <li>Kindergarten and PreK will begin with a staggered start to ensure safety procedures can be learned and practiced safely – plan will be shared with parents.</li> </ul>
<ul style="list-style-type: none"> <li>School will start with a trauma-informed approach, identifying staff and students who may require additional supports.</li> <li>Staff will participate in activities that can be modelled or utilized with students             <ul style="list-style-type: none"> <li>Counsellors will consult with classroom teachers about student needs and teach or co-teach social-emotional learning strategies and executive skills to help students adjust to the changes in their environment.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Sun West School Division will supply PPE: plexi-glass dividers, face shields, and face masks.</li> <li>OES will ensure child sized face masks available for symptomatic students.</li> </ul>
<ul style="list-style-type: none"> <li>Itinerant staff will only work with students in one school per day.</li> </ul>
<ul style="list-style-type: none"> <li>The safety plans for students who are immuno-compromised will be based on the Duty to Accommodate process and developed on an individual case basis.</li> </ul>
<ul style="list-style-type: none"> <li>The safety plans for staff who are immuno-compromised will be based on the Duty to Accommodate process and developed on an individual case basis.</li> </ul>
<ul style="list-style-type: none"> <li>School Critical Incident Team will monitor stock of PPE and the team will ensure adequate supply.</li> </ul>
<ul style="list-style-type: none"> <li>We will follow a trauma informed model for re-entry; continue to build relationships and observe students and staff who may require emotional support.</li> <li>For students who have experienced trauma, an individualized plan will be developed with the parents. Classes should be proactive and address all students' needs through trauma-informed practice including providing inclusive and compassionate learning environments, understanding coping strategies, supporting independence, and helping to minimize additional stress or trauma.</li> <li>Counsellors will be available to provide classroom presentations during September.</li> </ul>
<ul style="list-style-type: none"> <li>Student Support Teachers will meet with parents (virtual or telephone) to determine curricular/Individualized Instruction Plan (IIP) goals as appropriate with home and school plan.</li> <li>Educational Assistants will be assigned to support the curricular/IIP program. As per guidelines, we will plan to keep Educational Assistants with a cohort or with fewer students whenever possible.</li> </ul>

## Safe Activities

<ul style="list-style-type: none"> <li>Students will wash before and after PE.</li> <li>Classes will be encouraged to plan for outside PE and/or activities as much as possible.</li> </ul>
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<ul style="list-style-type: none"> <li>• Students are encouraged to play in designated areas.</li> <li>• Supervisors will monitor equipment to ensure overcrowding is avoided.</li> <li>• Students will have supervision while washing hands upon re-entering the school after recesses.</li> </ul>
<ul style="list-style-type: none"> <li>• Students will hand sanitize before going outside to minimize transmission when using playground equipment and high touch surfaces.</li> <li>• Students will wash upon entering the school after recesses.</li> </ul>
<ul style="list-style-type: none"> <li>• School assemblies will be held virtually.</li> </ul>
<ul style="list-style-type: none"> <li>• Group gatherings will take place virtually Ex: SRC elections</li> </ul>

### 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.

These levels would be put in place by the School Division and we will continue to work closely with the Saskatchewan Chief Medical Health Officer and his team on all planning.