



D'Arcy School Pandemic 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, **D'Arcy 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 **D'Arcy School** or on the 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.darcy.sunwestsd.ca/>
- Our school Facebook page
 - <https://www.facebook.com/DARcy-Elementary-School-107458057296110/>

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).

- Staff and students with supervision will clean and disinfect frequently touched surfaces at least twice a day (e.g. student desks/tables, tablets, learning materials).
- Our caretaker will increase cleaning of high touch areas throughout the school including door handles, light switches, keyboards, etc. Our caretaker hours have been increased from 3 to 6 temporarily.

Access to Hand Sanitizer

- Health Canada approved hand sanitizer will be available in each classroom and in high traffic areas which are the entrance areas of the school.
- Hand sanitizer locations will be visibly marked with information about proper use.
- School staff will monitor use of hand sanitizer with young children.
- School wide hand sanitizer will be available, but students and staff should also have their own hand sanitizer. This has been added to our school supply lists.

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

- **D'Arcy 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 **D'Arcy School** operated buildings and busses, contact-tracing reporting will occur.
- This plan will be communicated and posted in front office area, staff/workroom and isolation space.

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 space has been created in our school 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.
- Isolation Room procedures will be posted in this space, including:
 - An isolation room has been created in our 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 in the library. The student or staff temperature will be taken (using a non-contact thermometer).
 - The Sun West School Division has provided an isolation kit including thermometers, non-surgical disposable masks, and disposable gloves.
 - 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

- Stay home when ill.
- Use the Saskatchewan COVID-19 Self-Assessment Tool.
- Practice proper hygiene processes and demonstrate with lessons.
- Follow school hygiene routines.
- Use the isolation space 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 and use of school classroom spaces**.
- 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 schedules.
- Cohorts limits the mixing of students and staff throughout the day.
- Cohorts at **D'Arcy School** are:
 - *Kindergarten, Grade 1, Grade 2, Grade 3*
 - *Grades 3 and 4 Grades 5*

Within a cohort group, members must attempt to physically distance from others (e.g. avoiding hugging).

- Masks are optional within our classroom/cohort, but needed when physical distancing is not possible.
- To minimize the movement of cohorts, teachers will move to students as needed.
- When cohorts must move, a thorough cleaning of high-touch surfaces (e.g. student desks/tables, chairs) will occur prior to movement.

Water Bottles

- Two Water bottle filling stations will be in operation and in the classroom cohort areas.

- Students are required to bring their own water bottles and take them home each night for a thorough cleaning.

Masks and Face Shields

- Masks update- *Mandatory, non-medical masking will be extended to: All students, employees and visitors in all schools (except while consuming food or beverage) Children ages 3-12 should wear a mask if they are able to.*
 1. *PreK to grade 12 students will wear masks properly:*
 - a. *when they are on busses; and*
 - b. *when they are inside the school.*
 2. *All staff will wear masks properly when they are in schools or other facilities unless they are alone in their workspace.*
 3. *Masks may be removed outside if staff and or students are physically distanced*
- 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 be provided a drop off and pick up process. There is a designated area for this process outside the school where students will be escorted to their parent’s vehicle.
- Our students will have separate entrances. The K-3 students will enter through the main doors and the 4-6 will enter through the back entrance where their lockers are located.

Sun West Safe Bus Transportation

- 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.
- Following the use of the school bus, the bus drivers will follow the protocols of cleaning and disinfecting.
- Students riding in busses for an extended period are defined as being in close contact.
- Masks are required by all students riding on SWSD busses.
- Busses will begin unloading at 8:45 a.m. School doors will be unlocked at that time.
- In the morning, students will disembark at the school one at a time. The front bus in the line-up will unload first, starting no earlier than 8:45 a.m.
- Students will remain seated until the bus driver indicates it is time to exit the bus.
- At the end of the day, student within their cohorts will be dismissed in a rotation to reduce congestion in the boot rooms.
- A bus loading schedule will be provided to all drivers and parents.
- Additional bussing expectations can be found on the Sun West School Division website.

Bus Arrival and Departure Procedures

- Students will be taught drop-off and pick-up procedures, and this will be communicated with our students and parents.

Safe Access

Designated Entrances and Exits

- Designated doors for entering and leaving schools have been assigned:

<ul style="list-style-type: none"> ▪ K/1/2/3 –North/Main entrance ▪ Grades 4/5/6 – West/(Back) entrance <ul style="list-style-type: none"> • 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 shared each day in our classrooms. • Town students are encouraged to come to school at 8:45 a.m. (most of our students ride the bus)
<p>Parent Drop Off and Pick Up</p> <p>Parent drop-off/pick-up location and rules to minimize parent/caregiver interaction with other staff and students: limiting to one parent/caregiver</p>
<p>Footwear/Boot Rooms</p> <ul style="list-style-type: none"> • D’Arcy continues to operate as a two-shoe school. A pair for outside and a pair for inside. • Students are expected to remove outdoor shoes in their entrance. They will place their footwear on the boot racks in their assigned spot, located in their cohort group. • 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.
<p>Main ‘Office/Work Area’ Safety</p> <ul style="list-style-type: none"> • Only staff will be permitted in the work/office area on a regular basis. • When students require access to the supplies, visit the Principal’s office (which I don’t have- but an area), access first aid items), they must wait for permission to enter. • Students will use hand sanitizer when entering and exiting the spaces. • All surfaces touched by students during their time in the spaces outside of the classroom must be sanitized (e.g. telephone). • Posted are – visitor instructions, (which are not allowed at this time), hand sanitizer protocols, self-monitoring (Self-Assessment Checklist) <p>traffic and spacing</p>
<p>Common Areas</p> <ul style="list-style-type: none"> • Strict protocols are in place to reduce congestion in high traffic areas such as lunch areas and boot rooms. We will have our lunch in our main cohort area which is our classroom. • Use of visual cues and direction plans are in place. • Library Use <ul style="list-style-type: none"> ○ K-6 students will have limited access to the library until further notice. ○ All surfaces must be cleaned after student use (e.g. table, chair, keyboard, etc.).
<p>Lunchrooms</p> <ul style="list-style-type: none"> • All students will eat lunch with their cohort in an assigned lunchroom. • Seating plans will remain the same as their instructional seating plan for lunch. • Families that can go home for lunch encouraged to do so • Student accessing microwaves will be supervised and cleaned after each use. • Desks will be cleaned immediately following the designated lunch period. • Supervision will be provided by the classroom teacher. • We will begin a milk program for our students with a specific plan in place for distribution.
<p>Washrooms</p> <ul style="list-style-type: none"> • The number of students in washroom will be limited to one at a time and monitored by teachers, EA and custodian • Signage and training for hand hygiene and videos will be shown by classroom teachers during day one of back to school and practiced daily.

Public Access

- Please do NOT enter **D'Arcy School** if you are feeling unwell or have COVID-19 symptoms.
- School use will be restricted to staff and students until further notice.
- Parents are asked to drop their children off at the front entrance and students will enter through their designated entrance.
- All non-essential visitors are asked to contact the school in advance.
- Piano lessons will be given out of the piano teacher's home, with students re-entering the school following our sanitization protocol.
- Visitors who have permission to enter the school (e.g. substitute staff members, guest speakers) are not to proceed past the main entrance 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.
- Visits with caregivers will be held in open air places, such as a playground or backyard, or held through video conferencing.
- Family Engagement activities will be held with smaller groups so physical distancing can be maintained and/or through video conferencing

Lockers

- K-6
 - Students will be assigned lockers for jackets, gym clothes, and lunches.
 - Other learning materials will be stored in individual bins in the classroom.
 - Locker access will follow proper physical distancing requirements.
 - Each classroom cohort has their own locker for each student.

Safe Facilities**Cleaning and Disinfecting**

- There will be increased cleaning and disinfecting following use of spaces (e.g. high-touch areas such as doorknobs, light switches, handrails, bottle fillers, pop machine, washrooms and sink faucets);
- There will be 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
- Signage (provided by Division)
- Touch surface cleaning: student desks/tables, devices, learning materials included in classroom procedures

Washrooms

- Limits on bathroom occupancy- one at a time

High Touch Areas

- Staff protocols are in place for high touch areas:
 - Cleaning wipes for photocopier;
 - 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.

On-Going Facility Assessment

- Regular meetings will be held with our 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 are set up for front facing instruction;
- Student seating is organized 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.
- Unnecessary items have been removed from the classrooms;
- Flexible seating options (e.g. bikes, cushions, hallway tables) have been removed;
- Hygiene/cleaning protocols are posted in each room and routines taught and practiced with students;
- Hand sanitizing station are located within each classroom;
- Washable student seating (e.g. non-cloth chairs) for easier cleaning is in place.

School Supplies

- Student book bags 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 and will have separate pencil cases for their own items.
- 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 taken out of circulation for 72 hours before being used by a new cohort group.

Performing Arts Classes

<https://resourcebank.ca/courseware/lesson/581/overview>

Home Visits and Family Engagement Activities

- Activities may be held virtually or outdoors in smaller groups where physical distancing can be maintained.
- Will try to set up home visits this fall.

Seating Plans

- Students desks are organized to promote physical distancing;
- Students have 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:
- The bus will also have a seating plan and this will be kept at the school office as well as on the bus;

Designated Hand-Hygiene Breaks

Students will have hand hygiene breaks

- When entering and exiting a school or building
- When entering and exiting a classroom
- When putting on and after taking off a mask or face-covering
- After using the washroom
- After using a tissue
- After coughing or sneezing into hands
- Before and after eating
- After a physical education class or outdoor play
- After using shared items, in case this happens
- After using a high-touch surface

Classroom Cleaning Protocols

Students will have

- 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)

Academics Instruction In person Instruction

• Achievement of outcomes is the priority for our school not the number of minutes spent in each subject area.

K-6 – All outcomes will be covered using the framework provided by the Sun West School Division

- Focus on cross curricular learning and (utilizing project based learning wherever possible)
- Sun West Return to Learn process support – Appendix E will be shared to all staff, students and parents.
 - Within each classroom cohort, the delivery of these suggested strands/outcomes will follow our PeBL Philosophy whereby personalized (student-led) or differentiated (teacher- led) approaches will be used to achieve mastery of outcomes.
 - It is noted that all outcomes are to be covered throughout the course of the school year within the Re-entry plan Academic section guidelines.

Assessment Guidelines

- Outcome Maps will be used with all students
- Use of virtual portfolios to show authentic student growth and to involve students in the process. (Seesaw, one note, etc.) Will be used as well as paper based showcasing.
- Provincial Assessments will continue as directed by the Ministry Considerations
- Cross Curricular projects will be completed to allow students to show their best work.

Reporting

Reporting In person Instruction/ Hybrid Model (Face-to-Face to Home)

Use of MSS to submit assignments and marks updated regularly by teachers

- Use of virtual portfolios to show authentic student growth and to involve students in the process. (Seesaw, one note, etc.)
- Family and student portal where info regarding grades is stored will be used.

Safe Supports

Staggered Starts

- Kindergarten will have a staggered start to ensure safety procedures can be learned and practiced with a smaller group- they will begin on September 10th.

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 **D'Arcy 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 **D'Arcy** 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 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

- 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).
- 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.

<p>Use of Outdoor Spaces</p> <ul style="list-style-type: none"> • Protocols for outside spaces during recess and/or classroom include: <ul style="list-style-type: none"> ▪ Scheduling ▪ Proper sanitation
<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. • Suggested activities include: Consideration for PE: where can PE be taught, what types of activities, healthy equipment management;
<p>Assemblies and Group Gatherings</p> <ul style="list-style-type: none"> • At this time, limited school assemblies will be planned. • Group gatherings of up to 30 students may occur outside or in the gym if physical distancing can be maintained.

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 circumstances where physical distancing cannot be maintained. <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, 2 and 3 Classroom

Maintaining physical distance is often challenging for younger children and we will be training the students to help them with this process of knowing what is expected with proximity. Close interactions are also key aspects of play-based learning, which is the foundation of early learning programming so this will be addressed as to how this will function in our K-3 Cohort. Classrooms are organized in ways to encourage physical distancing.

General classroom protocols

- Children will stay in their classrooms and desks during learning times.
- Teachers, not children, will move between classrooms, as required.
- All individuals will practice good hygiene (see “Cleaning and Hygiene”).
- The classroom is organized to encourage maximum space between children.
- Personal bins are provided for student’s supplies.
- Personal materials are stored in a locker which have been organized by cohort groups along with proper physical-distancing guidelines.
- No sharing of food, utensils, electronic devices, toys, books, games and learning aids will be allowed.
- All eating takes place in the cohort’s classroom.
- No toys and items difficult to clean and disinfect will be permitted inside the school.
- Regular deep cleaning of play centres and areas and each child will have their own centre.
- Mask use is required when physical distancing isn’t possible.

Grades 3-6

Maintaining physical distance is often challenging for students in the elementary grades therefore, 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 will stay in their classrooms and desks during learning times.
- Teachers, not children, will move between classrooms, as required.
- All individuals will practice good hygiene (see “Cleaning and Hygiene”).
- The classroom will be organized to encourage maximum space between students.
- Personal materials are stored on a hook or in a locker and organized by cohort group or proper physical-distancing guidelines.
- There is no sharing of food, utensils, electronic devices, toys, books, games and learning aids.
- Eating will take place in the cohort classroom.
- Staggered break times.
- No toys and items difficult to clean and disinfect are permitted inside the school.
- Mask use is required when physical distancing isn’t possible.