



School Site Re-Entry Plan Draft Elrose Composite School



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.

The *Student Return to School Plans* are organized according to the eight categories listed above. Elrose is a unique school in Sun West School Division, and the plan detailed below outlines the different procedures that we will be implementing to reduce risk in our school. This will be a fluid document and changes may need to be made as new information is provided to us.

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.

This document outlines the plan for students who will be returning face to face. Students who are not returning face to face can be supported by the DLC (registration must occur) in their home or be home-schooled by the parent or guardian. Curriculum materials will not be supplied by the school for students not returning to the building.

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.

8 Key Areas

- **Safe Attendance**
- **Safe Transportation**
- **Safe Access**
- **Safe Facilities**
- **Safe Classroom/Common Spaces**
- **Safe Supports**
- **Safe Activities**
- **Safe Alternatives**

Safe Attendance

<ul style="list-style-type: none"> All Staff and students will be made familiar with the guidelines in SWSD Re-Entry Plan and review Administrative Procedures 162-Appendix A COVID-19 Pandemic and Health Accommodations
<ul style="list-style-type: none"> 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). Proper hand washing techniques to be taught to all students. Signage to support hygiene practices will be placed in classrooms, common areas, front door, washrooms.
<ul style="list-style-type: none"> Protocols and education for touch surface cleaning: student desks/tables, devices, learning materials included in classroom procedures will be developed. Teachers and students will sanitize work surfaces on a regular basis.
<ul style="list-style-type: none"> Hand sanitizer is to be provided by school division, but students are encouraged to have their own personal hand sanitizer with them.
<ul style="list-style-type: none"> Signage will be placed throughout the building to show the flow of traffic in the hallways, and for washroom usage.
<ul style="list-style-type: none"> Protocol for students and staff that develop symptoms at school will be shared with staff and posted in front office, principal's office, staffroom and isolation room.
<ul style="list-style-type: none"> An isolation room will be established. Isolation kits and PPE supplies have been received and will be put in IR room. Elrose 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). These protocols will be communicated with staff, students, and families.
<p>Attendance at School during Covid-19 – Student guidelines will be followed and shared with parents:</p> <ul style="list-style-type: none"> Stay home when ill Saskatchewan COVID-19 Self-Assessment Tool Proper hygiene processes School hygiene routines Use the Isolation Room if a student becomes ill at school
<ul style="list-style-type: none"> PPE will be available and more stock will be ordered when needed. <ul style="list-style-type: none"> Disposable masks (students should have their own reusable masks) Gloves Face Shields
<ul style="list-style-type: none"> Safety plans are based on the Duty to Accommodate process for students and staff will be developed on an individual case basis.
<ul style="list-style-type: none"> Students will remain in their cohorts and assigned classroom. Teachers and staff will move to cohort classes to reduce movement in hallways Grade cohorts will be as follows: <ul style="list-style-type: none"> K/1

<ul style="list-style-type: none"> ○ 2/3 ○ 4/5 ○ 6/7 ○ 8/9 ○ 10/11/12
<ul style="list-style-type: none"> ● Water fountains (refill station only) are now enabled with procedures posted for safe usage. Students will need to bring reusable water bottles.
<ul style="list-style-type: none"> ● COVID-19 school procedures will be communicated to parents through a variety of methods, including Facebook and SwiftK12.
<ul style="list-style-type: none"> ● Grades K-12 are required to wear masks at all times unless a scheduled mask break is taken. ● Masks must be worn by all students riding the bus. ● Students are encouraged to have their own reusable masks (minimum 2). ● Masks must be disposed of in a garbage can.

Safe Transportation

<ul style="list-style-type: none"> ● Parents are encouraged to drive their students to school whenever possible. ● Please drop off students as close to the start of the day at the appropriate entrance. Elementary start at 8:50 am (8:45 drop off). Middle and High School begin at 8:55 (8:50 drop off). ● All town students are encouraged to come to school as close to school as possible and go straight to their cohort classroom. ● Access to playground equipment will not be available prior to the start of school.
<ul style="list-style-type: none"> ● Students who live in the same household will be seated together on the bus. ● A bus seating plan will be kept assisting with contact tracing in the case of a student being confirmed with COVID-19. ● All students will wear a mask while in the school and on the bus ● Following the use of a school bus, it will be cleaned and disinfected ● Only approved passengers will be taken on the bus ● All students and staff are asked to park on west side of parking lot to allow room for our busses
<p>Drop off Procedure - Bus</p> <ul style="list-style-type: none"> ● Students who are picked up first will sit at the back of the bus and bus will be dismissed from the front to the back. ● Students will be required to enter the school at their assigned door. ● Students will be required to wear masks at all times while on the bus ● Each bus will be unloaded on South side of School. If busses arrive at same time one will dismiss students and the other will wait until students have adequate time to get in the building. <p>Pick up Procedure - Bus</p> <ul style="list-style-type: none"> ● Busses will pick up on South end of parking lot. ● Students will exit from appropriate door (see Safe Access for door locations) ● Students will be dismissed at staggered times. (6/7,8/9,10-12 & K/1, 2/3, 4/5, bus kids first) ● Bus students will be dismissed first, in ascending grade order and town students second. ● All students will leave out of designated door

Drop off and Pick up Procedures – Town

- Students will be dismissed at staggered times through appropriate exits after the busses leave
- Students are to leave the school promptly
- If students are waiting for pickup, they are encouraged to wait in the classroom or outside maintaining social distance

Safe Access

- Entrances will be assigned to student groups.
- All students will go immediately to assigned classroom.

Elementary Students

- Bus students will be dropped off at South End of parking lot and enter building at South entrance.
- Parents dropping students off or picking students up pick up at Main Entrance.

Middle years

- Grade 6-9 bus and town students enter and exit on the Sr. Wing street access on the North side of the school.
- Grade 10-12 bus and town students enter and exit using the South facing door to the Sr. Wing.
- Signage will be in place to ensure students are accessing the correct door.
- At this time parents are not permitted in the building unless there is a situation that warrants their presence.
- Parents are encouraged to communicate using email or telephone.

- Parent drop-off/pick-up at main entrance for elementary students
- Parent drop-off/pick up at NW entrance for high school and middle years

- Footwear/boot-racks will have assigned spots and cohorts will be staggered to limit the traffic in these areas.

Main Office

- Students will not enter unless they are advised
- Parents are asked to communicate by telephone, or email
- Communication will be made by staff member. Students will not have use of a shared phone available.
- Chairs will be set outside of office at 2m intervals

Recess/Breaks

- Staggered equipment use to maintain cohort groups.
- Dismissing and Re-entering the building will be staggered and supervised by staff.
- Equipment will be sanitized each morning, but students will not be allowed on playground. (weekly rotation)
- High School staggered break (within classroom)
- Hallway flow will be indicated by arrows for direction of travel.

Lunchroom

- Elementary student will be eating in assigned classrooms to minimize movement and surface contacts

Elementary Cohorts assigned, on a weekly basis, to specific pieces of equipment on the playground for recess.

<ul style="list-style-type: none"> • Noon Supervision will remain the same. Cohort groups will be dismissed one at a time and stagger their entry back into the building. • Cleaning of desks before eating will occur. • Families that can go home for lunch encouraged to do so • There will be no microwaves available during lunch • Sr. Students are encouraged to leave the school • Sr. Students that stay will eat lunch in their cohort classroom, and we will have rotational access to gym.
<p>Washrooms</p> <ul style="list-style-type: none"> • Elementary Students to access elementary washroom only • Number of students in washroom at one time will be limited • Signage and training for hand hygiene will be gone over first day • Secondary and Middle years students will access Sr. washroom only.
<ul style="list-style-type: none"> • Public access to school limited to essential school business. • Non-regular employees or Division employees will be signing in and dates and time will be recorded
<ul style="list-style-type: none"> • Lockers will be assigned according to cohort groups. • Access to lockers will be permitted only during schedule breaks that will be staggered.

Safe Facilities

<ul style="list-style-type: none"> • There will be an emphasis on cleaning with appropriate products after shared space use.
<ul style="list-style-type: none"> • Hand sanitizer stations will be available. • Students are encouraged to bring their own sanitizer (unscented preferred).
<ul style="list-style-type: none"> • Signage is in place throughout the building to promote proper hygiene practices
<ul style="list-style-type: none"> • Touch surface cleaning of student desks/tables, devices, learning materials will be included in classroom procedures.
<ul style="list-style-type: none"> • Regular meetings with staff to discuss areas of concern that need more sanitization

Safe Classroom

<ul style="list-style-type: none"> • Classroom set up for front facing and instruction and to maximize space and promote physical distancing. • Mask will always be worn by Grade K-12 except when eating or at a scheduled mask break.
<ul style="list-style-type: none"> • Hygiene/cleaning protocols posted in each room and routines taught and practiced with students
<ul style="list-style-type: none"> • Teachers will develop protocols for bringing materials (i.e. bags, school supplies) into and out of schools and classroom. (backpacks encouraged in HS end) • Parents are to label student's belongings.
<ul style="list-style-type: none"> • Sharing supplies and material is discouraged.
<ul style="list-style-type: none"> • Teachers will wear masks when in close contact with students
<ul style="list-style-type: none"> • Teachers will communicate their protocols with families
<ul style="list-style-type: none"> • Home Visits and Family Engagement activities will be held virtually or outdoors in smaller groups where physical distancing can be maintained.

<ul style="list-style-type: none"> • Teachers and students are to remain in assigned classrooms, but there may be times when access to labs, libraries, or other spaces is necessary. • When a shared space is used all students will sanitize their area after use. • The Caretaker will be informed and that space. It will not be used by another group until it is cleaned
<ul style="list-style-type: none"> • Seating plans will be created by classroom teachers to accommodate physical distancing.
<ul style="list-style-type: none"> • Students will be encouraged to use their own device. • Students will not share devices • Students will sanitize and wipe down public devices after each use.

Safe Supports

<ul style="list-style-type: none"> • Staggered starts will be used with student cohorts in early learning PreK and Kindergarten so safety procedures can be learned and practiced with a smaller group. (day-care pick up will be 3:20)
<ul style="list-style-type: none"> • School will start with a trauma-informed approach, identifying staff and students who may require additional supports.
<ul style="list-style-type: none"> • PPE, such as plexi-glass dividers, face shields, and face masks will be available and put in place in areas of need.
<ul style="list-style-type: none"> • Itinerant staff will only work with students in one school per day. They will be required to sign in.
<ul style="list-style-type: none"> • Cwex students are able to attend placements in workplaces that are adhering to Covid-19 protocols. Students will be away for the entire day and will not split between school/workplace.

Safe Activities

<ul style="list-style-type: none"> • Protocols will be developed for assignment of outside spaces on an alternating basis with sanitization done at the beginning of each day.
<p>Consideration for PE</p> <ul style="list-style-type: none"> • Sanitization of equipment will be done before and after use, and cohort specific use of equipment. • The number of students in change rooms will be limited to allow for social distancing. • PE to be outdoors as much as weather permits. • Focus on skill development and individualized sport as much as possible. • Students will be required to sanitize before and after each class. • Hand sanitizer will be made available throughout the class. • Students are encouraged to bring personal equipment as much as possible to eliminate the sharing of equipment.
<ul style="list-style-type: none"> • Assemblies will not occur • Principal will communicate important information to students. • <i>Extra-Curricular intra-school athletic activities are on pause until further notice. Athletic activities will be resumed based on updates to current public health measures and in consultation with local public health officers.</i>

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: (highlighted level is the current level)

- 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 Saskatchewan's Chief Medical Officer and Divisions will continue to work closely with him and his team on all planning.