



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 for Pandemic Preparedness (AP 162) with precautions specific to COVID-19 and illness in care is available for the 2020-2021 school year. The AP was developed in consultation with the local medical health office.

Families must ensure the school has current emergency contact information on file , and those listed are prepared to respond immediately.
All OES staff have received training on proper hand hygiene practices and respiratory hygiene prior to September 8.
All Pre-K to Grade 5 students will be required to wear a mask while inside OES. Masks will be required for students when outside at recess, unless social distancing can be ensured.
It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric. Face shields or mouth shields are not acceptable for students or staff.
All OES staff will need to wear a mask throughout the day, with the only exceptions being when staff are eating, drinking or working alone in their workspace.
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.
School must be notified if student, parent or guardian tests positive for covid.
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 OES with appropriate signage for anyone with COVID-19 symptoms who is not able to immediately leave the school. Our room is located near the front entrance of our school, in a highly visible location but removed from high traffic areas.
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"> • Student or staff temperature will be taken (using a non-contact thermometer). • After leaving the school, families are required to contact 811 for guidance on next steps.
Anyone who tests positive for COVID-19 is required 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-three metres away from other students and staff. If needed, the student can wait to be picked up in one of the small back up rooms located on each level near the classrooms. If the student requires close contact and care, staff must wear a procedural/surgical mask, gown, and face shield 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.
Protocol for Students and Staff that develop symptoms at school:
Staff must take the following steps: <ol style="list-style-type: none"> 1. Immediately separate the symptomatic staff from others in a supervised area. 2. Contact the student's parent or caregiver to pick the student up immediately

3. Where possible, maintain a distance of 2-3 meters from the ill student. Staff will wear a mask as per Sun West's Mask Policy.
4. Students are required to wear a mask at all times when social distancing is not possible.
5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
6. Once the student is picked up, practice diligent hand hygiene and dispose of gloves, masks, etc. that were worn while treating the child.
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

- All students will be required to wear a mask before getting on the bus and while riding the bus
- Masks must not come off during transport to/from school

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 have been taught drop off /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 are in place for bus students at the end of the day. Bus students will leave 2 minutes prior to the bell ringing, town students will leave at the bell. This will allow for social distancing and cohort alignment when using the mud room..

- Parents will be informed of procedures through Seesaw, MSS and other media.

- As per the Sun West Mask policy, all students in PreK to Grade 5 are required to wear a mask when inside the school and social distancing is not possible. Mask breaks will be offered to students throughout the day at the discretion of the teacher. Masks must be put on immediately upon entering the school.

- It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric. Face shields or mouth shields are not acceptable for students or staff.

- 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 or Grade 1 as the year progresses – depending on local covid cases, available staffing, number of students attending school at OES, proper distancing demands, etc . Parents will be notified of changes in a timely manner.**

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 1, 3 and 5 of the school calendar.
- Students with a last name that begins with the letters M through Z will attend school on days 2, 4, and 6 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.
- OES will be evaluating the risk of full time/Level 3 attendance on an ongoing basis. Factors that will be considered will include but not be limited to: local number of covid cases, available staffing, number of students attending school at OES, proper distancing demands, etc. Parents will be informed of changes to the attendance schedule as early as possible.

Entrance Procedures:

- Upon arrival to school each morning OES students will enter the school, put their mask on, and go directly to their classrooms. Admin will be monitoring hand sanitizing between 8:30-8:55. Please plan to arrive during this time.
- Teachers will be in classrooms to supervise students after 8:30.
- 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.

- Parents have been informed that only students and staff are allowed in the school.
- Students will be responsible to enter/exit the building independently or with staff support.

<ul style="list-style-type: none"> • Parents who transport their children are asked to continue to respect the safe drop off/pick up zones previously established. • Parents and staff are encouraged to use the phone for direct communication with each other to promote safe social distancing.
<ul style="list-style-type: none"> • Signage is visible to discourage visitors entering main office • A visitor sign-in book will be located outside of the main office. Hand sanitizer/spray will be available for visitors.
<ul style="list-style-type: none"> • Staff will be limited to 1 staff member in the main office at a time excluding the secretary.
<ul style="list-style-type: none"> • Students who require medication throughout the day will have medication delivered to the classroom at the required time.
<ul style="list-style-type: none"> • Each teacher has developed classroom hand washing protocols • Classrooms are equipped with hand sanitizer stations and signage is posted throughout school. • Hand Sanitizers have been placed throughout the school for easy access for all staff and/or students. • School division personnel and students will hand wash or hand sanitize immediately upon entering the building and throughout the day.
<p>Staggered Recesses:</p> <ul style="list-style-type: none"> • K, 2, 4 will go outside for recess at 10:25 and 2:15 • K, 2, 4 will eat lunch from 12:00-12:20 then go outside • Grade 1, 3, 5 will go outside for recesses at 10:45 and 1:55 • Grade 1, 3, 5 will go outside from 12:00-12:20 and then eat lunch from 12:20-12:42
<ul style="list-style-type: none"> • All traffic will flow in the same direction with arrows to indicate the direction • Students will exit classrooms on ramps and enter classrooms on stairs to ensure access to Common Area and avoid face-to-face meetings.
<ul style="list-style-type: none"> • Students will remain in their classrooms for lunch. • There will be no microwaves available for any students or staff • Students will be responsible to clean their own lunch spots after use. • Caretaker will sanitize desks and high touch surfaces while students are outside at all recesses. • Students who are able to go home for lunch will be encouraged to do so. • Parents are encouraged to practice with their child to ensure children can independently open packages that are brought for lunch.
<ul style="list-style-type: none"> • Signage for hand hygiene will be posted. • Supervisors will be present after recess to help monitor hand washing or hand sanitizing • Students will be allowed to use the bathrooms when/if needed. • Additional hand washing station available in the Common Space. • Students will hand sanitize when re-entering their classrooms after bathroom use.
<ul style="list-style-type: none"> • Public access to school is limited to essential school business. • Parents who accompany their children to school will need to drop off their children outside the school building.

- Staff will report all absences on MSS and notify the main office when aware of reason for absence.
 - All staff will notify Admin when experiencing symptoms.
 - A sign in book will be utilized to track non-teaching visitors to the building.
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- Classrooms will determine their plan for safe locker access
 - Locker plans will be shared with Admin.
 - Seating plans will be shared with admin

Safe Facilities

- Staff and students are responsible for cleaning spaces both in and out of the classroom after use.
 - Disinfecting of classrooms by Caretakers will take place 4 times daily.
 - Caretaker will use an electrostatic disinfectant sprayer throughout the day for additional disinfecting on high touch surfaces (students' desks, tables, devices, manipulatives, etc.).
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- Signage will be prominent throughout the school.
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- Classrooms will have hand sanitizer for general use.
 - Students will be encouraged to bring own hand sanitizer for personal use.
 - Students are encouraged to bring hand lotion for their personal use
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- Bathrooms will be cleaned multiple times per day.
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- Air exchange in OES occurs 4 times every hour.
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- A maximum of 2 staff will be in the photocopier room at one time.
 - Staff are encouraged to use the photocopier in the staff room and maintain safe social distancing.
 - Staff will follow safe social distancing when in staff room.
 - Staff and students will wear masks throughout the day except when eating, drinking or safely social distanced
 - Microwaves will not be available for staff.
 - Staff and students will be encouraged to wash their hands before/after using the phone.
 - Common area phones will be disinfected after each use.

Safe Classroom

- Each classroom in each grade will be considered a cohort.
- Students will remain in their assigned classroom and within the classroom students will be limited to an assigned space.

<ul style="list-style-type: none"> • Classrooms have been supplied with desktop dividers for use on student desks when safe social distancing is not possible
<ul style="list-style-type: none"> • Teachers encouraged to have outdoor phys. Ed classes
<ul style="list-style-type: none"> • Students will be asked to bring a full, re-usable water bottle daily. Filling stations will be available at some point throughout the year. Staff or students will be allowed to fill water bottles at the Art sink and/or bathroom sinks or classroom sinks. • Water fountains are disabled.
<ul style="list-style-type: none"> • Scheduled times for movement will be followed by all classes within the school.
<ul style="list-style-type: none"> • Classrooms will be set up so students face the same direction and/or to maximize space and promote physical distancing.
<ul style="list-style-type: none"> • Unnecessary items have been removed from classrooms and common spaces • Soft touch items that cannot be easily cleaned have been removed from classrooms. • Teachers will tape off 'Teacher Only' space in their classroom.
<ul style="list-style-type: none"> • Students have been taught proper hygiene/cleaning protocols. • Cleaning protocols are posted in each room and routines taught and practiced with students. • Staff will utilize resources in the Resource bank to explicitly teach the protocols. • School Handwashing kit is available to assist in teaching proper handwashing
<ul style="list-style-type: none"> • Student learning materials brought from home will be stored in student's locker. • Teachers will communicate with parents to discourage unnecessary items going back and forth between home and school. • Parents instructed to label student's belongings.
<ul style="list-style-type: none"> • Individual containers will be available for all students to store daily work items in the classroom. • School purchased supplies for all OES students to discourage shared supplies and materials. • Parents pay a user fee for supplies to ensure all necessary school supplies are available for their child to use when attending OES.
<ul style="list-style-type: none"> • Music class will be taught by classroom teachers.
<ul style="list-style-type: none"> • Outdoor classroom schedule will be utilized by staff.
<ul style="list-style-type: none"> • Classroom teachers will share classroom expectations 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"> • Students will be accompanied by an adult when working in common space
<ul style="list-style-type: none"> • Students will either receive library books in their classrooms or a limited number of books will be laid out for students to choose from. Classes will have library time in small groups of 3 or 4 until all students have been able to pick their books. When

books are returned, library books will sit for 24 hours before being placed back into circulation.
<ul style="list-style-type: none"> • Classroom will develop a seating plan. • Seating plans will be submitted to Admin • Admin will collaborate with individual classroom teachers spaces/seating arrangements to ensure proper distancing and appropriate seating options are available for all students
<ul style="list-style-type: none"> • Student iPads will be disinfected after each use. • I pads are assigned to a specific student and no sharing will be allowed • Staff/students will not be utilizing the computer lab for Computer class.
<ul style="list-style-type: none"> • Staff will be discouraged from entering other classrooms • Admin will limit classroom visits but when visits are required, Admin will ensure safe social distancing and will limit touch points when in the space

Safe Supports

<ul style="list-style-type: none"> • Kindergarten and PreK began the year with a staggered start to ensure safety procedures were learned and practiced – plan were shared with parents. • When in Hybrid – Grade 3, 4 and 5 attend every other day – Odd days for students with last names that begin with A-L; Even days for students with last names that begin with M-Z • Hybrid for Grade 1 and 2 students – all students every day attendance • PreK and Kindergarten follow predetermined schedules – hybrid will not apply to these grades • Supervisors available after each recess to ensure proper hand sanitizing or hand washing • Hand sanitizing station and sign in located at front entry to school
<ul style="list-style-type: none"> • School started with a trauma-informed approach, identifying staff and students who may require additional supports. • Staff will participate in activities that can be modelled or utilized with students <ul style="list-style-type: none"> ○ 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.
<ul style="list-style-type: none"> • Sun West School Division will supply PPE: plastic dividers, face shields, and face masks.
<ul style="list-style-type: none"> • Itinerant staff will only work with students in one school per day.
<ul style="list-style-type: none"> • 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.

<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • School Critical Incident Team will monitor stock of PPE and the team will ensure adequate supply.
<ul style="list-style-type: none"> • We have followed a trauma informed model for re-entry; continue to build relationships and observe students and staff who may require emotional support. • 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. • Counsellors are available to provide classroom presentations throughout the year.
<ul style="list-style-type: none"> • 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. • 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.

Safe Activities

<ul style="list-style-type: none"> • Students will wash or sanitize before and after PE. • Classes will be encouraged to plan for outside PE and/or activities as much as possible.
<ul style="list-style-type: none"> • Supervisors will monitor equipment to ensure overcrowding is avoided. • Recesses will be staggered – K, 2, 4 go out at the same time 1, 3, 5 go out at the same time • Students will have supervision while washing hands or hand sanitizing upon re-entering the school after recesses.
<ul style="list-style-type: none"> • Students will hand sanitize before going outside to minimize transmission when using playground equipment and high touch surfaces. • Students will wash or sanitize upon entering the school after recesses • Students will wash their hands before they eat lunch.
<ul style="list-style-type: none"> • School assemblies will be held virtually.
<ul style="list-style-type: none"> • Group gatherings will take place virtually Ex: SRC elections
<ul style="list-style-type: none"> • OES Safety patrol will be comprised of students from one classroom from grade 4 or grade 5 • All safety patrollers will have a safety vest assigned to them for use for the year • Safety patrol will be supervised by admin • All SRC meetings will be held in the gym where safe social distancing can occur

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.