

**Sun West School Division**

**2020 – 2021**

**Outlook High School Pandemic Response Plan**

**December 2, 2020**

## 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 regulations announced by the Saskatchewan Government on November 25<sup>th</sup> and the Sun West School Division on November 23<sup>rd</sup>..

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.

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.

At Outlook High 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.

Outlook High School will begin the school year at **Level 3**. Based on the key safety principles provided to us by the Ministries of Education and Health and with consideration of the feedback that we received from our OHS families and staff, we felt that starting at Level 3 addressed the concern over class size and the inability to properly physically distance. We are hoping that we will only need to be at this level for a short period of time before moving to a lower level. The transition to a lower level will depend on all the factors set out by the Ministries of Health and Education as well as how are students are adjusting, both academically and socially, to the new school year.

## Safe Attendance

- All staff must self-monitor daily for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool.
- Review Administrative Procedure 162 – Appendix A COVID-19 Pandemic and Health Accommodations is Sun West School Division Re-Entry plan with all school personnel and students.
- Promote proper hand hygiene practices for staff and students. Practices must include using soap and water when hands are soiled and hand sanitizer when visibly clean. Although general use containers will be available, where possible, students and staff should have their own hand sanitizer.
- Education will be provided to staff (prior to school start) and students (first day back) specific to infection reduction, personal hygiene practices, cleaning and sanitizing processes such as;
  - Proper technique for frequent handwashing and built into daily routine.

- Signage to support hygiene practices will be placed in classrooms, common areas, front door, and washrooms.
- Protocols for touch surface cleaning – student desks/tables, tablet/device surfaces, learning materials
- Hand sanitizer must be approved by Health Canada (DIN or NPN number) and listed as effective for use against COVID-19 (per Health Canada Website).
- Masks and/or face shields are required to be worn by staff when working in close proximity with students.
- Protocol for students and staff that develop symptoms at school will be communicated and posted in front office, principal's office, staff room and isolation room.
- Administrative Procedure 162 – Appendix A COVID-19 Pandemic and Health Accommodations in Sun West School Division will be shared with families.
- 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.).
- 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 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. At OHS, this room is located across from the main office in our former conference room.
  - 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:
    - Student or staff temperature will be taken (using a non-contact thermometer)
    - After leaving the school, families are required to complete the online COVID-19 self-assessment tool. The tool advises if testing is required and allows users to book an appointment immediately.
- Anyone who test positive for COVID-19 is asked to notify the school to ensure proper cleaning and public-health measures are followed.
- 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 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.

- To ensure as much physical distancing as possible in classrooms, students with a last name that begins with the letter **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 letter **M** through **Z** will attend school on days 1, 3, and 5 of the school calendar.
- **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 you are a parent of children that have different last names, please contact Outlook High School and we will do our best to accommodate your situation. In all likelihood, children would attend school on the day in which the fewest number of students would be in the classroom.
- Students in Grades 6 through 9 will be assigned to a classroom. Students will stay in the classroom for their classes with the teachers moving to the students with the exception of Band and Practical and Applied Arts (PAA). Students will remain with their cohort, again the exceptions to this will be for Band and PAA. The teacher assigned to the class for the morning will teach material from the courses in which the teacher is scheduled to teach for that grade. The same expectation exists for the afternoon.
- Students in Grades 10 through 12 will be operating with a modified timetable that will limit student contact to a maximum of two cohorts per day (versus 5 or more). Below is the schedule for the first 10 days of classes. The first period listed will be the class they will attend for the morning and the second class listed will be the class they attend for the afternoon. This schedule will be repeated for a second block of ten days from September 22 until October 6. The successes and challenges of this schedule will be evaluated and a decision will be made by September 30 as to the plan for classes at Outlook High School after October 6. This decision will be communicated to OHS families.

September				
Monday	Tuesday	Wednesday	Thursday	Friday
7	8	9	10	11
	Odd Period 1 (A to L)	Odd Period 1 (M to Z)	Odd Period 3 (A to L)	Odd Period 3 (M to Z)
	Odd Period 2 (A to L)	Odd Period 2 (M to Z)	Odd Period 4 (A to L)	Odd Period 4 (M to Z)
14	15	16	17	18
Odd Period 5 (A to L)	Odd Period 5 (M to Z)	Even Period 2 (A to L)	Even Period 2 (M to Z)	Even Period 4 (A to L)
Even Period 1 (A to L)	Even Period 1 (M to Z)	Even Period 3 (A to L)	Even Period 3 (M to Z)	Even Period 5 (A to L)
21				
Even Period 4 (M to Z)				
Even Period 5 (M to Z)				

- Teachers will determine appropriate break times for the morning and afternoon in order to ensure that break times are staggered for students.
- All staff and students will be required to wear masks in high traffic areas and where physical distancing cannot be maintained.

- Staff and students are encouraged to bring their own non-medical cloth masks. Mask guidelines can be found in the Re-Open Saskatchewan plan at [www.saskatchewan.ca/re-open](http://www.saskatchewan.ca/re-open). Masks should be made using two or three layers of fabric.
- Disposable masks will be provided to any student or staff member that requires one.
- Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day and avoiding close greeting such as hugs and handshakes.
- Water fountains will not be available. We have three bottle filling stations that students and staff will be able to use. Students should bring their reusable water bottles daily.

### **Safe Access**

- Sun West School Division in compliance the Saskatchewan Health Authority will develop appropriate signage for schools. Signage may include: classrooms; hallways and common areas; front doors/office; signage to support frequent and proper hand washing; entrance and exit signage.
- Facility cleaning and disinfecting following use will be completed and monitored.
- Monitor traffic at entry ways.
- Monitor usage of washrooms.
- Monitor and limit traffic in hallways.
- Ongoing site repair and maintenance will continue.
- Ensure ventilation requirements are met.
- There will be designated doors for entering and leaving the school. Specific details will be provided for each grade prior to September 8<sup>th</sup>.
- Students that live in town are encouraged to arrive at the school as close to 8:50 as possible for morning class and as close to 1:03 as possible for the afternoon class.
- Please sanitize prior to entering the main office.
- Please physically distance from personnel working in the office.
- Students and staff are to walk on the right side of the hallway, maintaining an appropriate distance from others that may also be in the hallway. If physical distancing cannot be maintained, masks will be required.
- Lockers will not be assigned at the beginning of the school year.
- Students that eat lunch at OHS will do so in the same classroom in which they had their morning class. The only exception to this rule will be for students whose class was located in the Trades Centre. Those students will be assigned a room on the first day of school.
- Students that can go home for lunch are encouraged to do so.
- OHS will continue to offer our morning Breakfast program.
- Students will be able to purchase a bagged lunch from the concession. For \$3 students will receive the sandwich of the day, a piece of fruit and a juice box.
- Students will order the lunch during their morning class and then the lunch will be delivered to the student prior to the lunch period.
- We would ask that families that choose to purchase lunch from concession to strongly consider purchasing a concession card for \$15 in order to minimize the amount of physical cash that staff will be touching.
- Concession will not be selling any other products at this time (chips, milk, etc.)

- Commercial Cooking classes will continue as scheduled.
- Washrooms will be assigned for cohorts of students.
- A maximum of three students will be allowed in a washroom at one time.
- Students will not be bussed to other schools for PAA this year. OHS students will still be transported to the Trade Centre.

### **Safe Classrooms**

- Instructional strategies will require students to be front facing to prevent close contact from occurring. As of November 23<sup>rd</sup>, students and staff are required to wear masks at all times. Mask breaks may be provided at the discretion of the teachers if students are physically distanced.
- **Achievement of outcomes is the priority for K-12 not the number of minutes spent in each subject area. All outcomes will be covered in all classes.**
- **Sun West has developed a Return to Learn process. It is Appendix E in the Sun West Re-Entry plan which can be found on the Sun West School Division website.**
- Hygiene/cleaning protocols will be posted in each room and routines will be taught and practiced with students.
- Please label personal items with the student's name to discourage accidental sharing.
- OHS is attempting to purchase individual plastic bins for students in Grades 6 through 9 so that students may store basic materials in their classroom. Larger items, such as binders, will need to be transported between home and school in a backpack or similar.
- Students in Grades 10 through 12 will keep all materials in a backpack and will transport them to and from the school daily.
- The document for Supporting Guidelines/Considerations for Health and Safety in Sun West Performing Arts Classes will be emailed to all Band parents prior to the first day of classes.
- Seating plans will be developed for all classes so that contact tracing can be done in the event that a student or staff member tests positive for COVID-19.
- Teachers will limit the number of touch points per day on electronic devices.
- Devices will be sanitized by the user prior to and after use. The users will also be encourage to sanitize before using any device.
- Safety procedures for when students will be in shop classes will be reviewed and promoted and students will follow hand hygiene protocols, small groups and physical distancing will be observed.
- Materials will be disinfected and cleaned after each use.

### **Safe Supports**

- School will start with a trauma-informed approach, identifying staff and students who may require additional supports.
- The Student Services/Counselor team will provide staff PD on social-emotional learning and safe supporting classrooms.
- Counselors 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.
- 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.
- Counselors will be available to provide classroom presentations during September.
- PPE, such as plexi-glass dividers, face shields, and face masks will be available.
- Staff will only work in one school per day.
- 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.
- Students attending the OHS Independent Education Program (IndEP) will be expected to attend daily.

### **Safe Activities**

- Physical Education will be encouraged to be outdoors as much as weather permits. The focus will be on skill development versus team sports.
- Procedures will be developed for the use of change rooms.
- 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.
- Field trips will not be supported by the Division until further direction of the Chief Medical Health Officer.
- Assemblies will be held utilizing technology or will be done by cohort groups.
- Community access of facilities has been postponed until further notice.

### **Safe Facilities**

- Increase cleaning and disinfecting following use of spaces.
- Increase the number of hand sanitizer stations.
- Signage will be provided by Sun West School Division.
- Meetings with caretakers for ongoing assessment of cleaning needs.
- Develop staff protocols for photocopier, staff room appliances and telephones.

### **Safe Transportation**

- Please refer to the document Transportation Procedures 020824 for specific details regarding bus transportation. The document will be emailed to all parents from Outlook High School.
- All students and staff on busses must wear masks.
- Parents are encouraged to transport their own children to school.
- For parents that transport their own children to school, specific drop-off and pick-up procedures will be communicated with parents once they are finalized.

## **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: Return to school with mask usage for students and staff, as per the regulations announced by the Saskatchewan Government on November 25<sup>th</sup> and the Sun West School Division on November 23<sup>rd</sup>
- 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.

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.