



SUN WEST
SCHOOL DIVISION

Success for all

Sun West School Division

2020-2021

Pandemic Response Plan

December 9, 2020

Sun West School Division Pandemic Response Plan – 2020-21

The Government of Saskatchewan's Ministry of Education expects every student to continue to learn during the 2020-2021 school year. The Ministry provided the provincial Safe Schools Plan in early August. The document that follows is the Sun West School Division's Pandemic Response Plan. It outlines how we will be operating and what students, staff, and families can expect throughout the school year.

The Sun West School Division's Pandemic Response Plan is divided into 8 keys areas identified in the Ministry's Saskatchewan Safe School Plan. The areas are the following:

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

This document contains collaboratively developed guidelines. The plans are in compliance with the direction provided by the Chief Medical Health Officer and the Ministry of Education's Response Planning Team RPT). The plans are also in alignment with Sun West School Division's PeBL Philosophy and REORDER framework. Surveys of school staff, parents and students and SCC feedback were used during the creation of the original plan.

If you have any questions, please contact Director Randy Emmerson.

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Safe Attendance

Infection Prevention

- Students and staff will self-monitor using the Saskatchewan COVID-19 Self-Assessment Tool
- Students and staff who are ill will remain home and follow the SWSD Attendance at School/Work During COVID-19 guidelines
- Students and staff who are COVID-19 positive and/or under mandatory self-isolation will not enter the school
- Students and staff will use proper hand hygiene, physical distancing and minimized contacts
- Personal Protective Equipment (PPE) will be used as required

Illness at School

- Administration in schools will identify isolation areas and follow post isolation protocols
- Students and staff who become ill will leave the building without unnecessary delay
- School staff will clean and disinfect areas touched by individuals
- Administration will monitor and restock isolation kits (thermometer, disposable masks, gowns, gloves, face shields)
- Sick students and staff will follow the direction given by Health before returning to school

Cohorts

- Teacher and class cohorting will be used, with the intent of keeping students in one cohort as much as possible

Close Contact

- Properly wearing masks will be mandatory for all staff in all School Division facilities when they are:
 - a. In the presence of students;
 - b. In high traffic areas such as entrances and hallways;
 - c. In staff rooms unless you are eating and drinking in which case physical distancing rules would apply; and
 - d. Unable to physically distance from other staff.
- If staff are alone in their work space, wearing mask is not mandatory.
- Properly wearing masks will be mandatory for all Prekindergarten to 12 students when they are:
 - a. On busses; and
 - b. When they are inside the school.
- Masks may be removed outside during recess if students maintain appropriate physical distancing during their play.
- Mask breaks may be provided at the discretion of PE teachers after intense physical activity, providing physical distancing is maintained.

- Mask breaks may be provided at the discretion of the teachers, providing physical distancing is maintained.

Food Programs

- School staff will discontinue special lunches that are not individually packaged
- School staff will discourage outside food – home baking, family styles meals (potlucks)
- School staff will consider pre-packaged snacks (granola bars, yogurt, etc.)

Safe Transportation

Parent Transportation

- Parents will be encouraged to provide transportation
- Parents will inform the school division and bus drivers of their intention to provide transportation

Bus Transportation

- Properly worn masks are mandatory for all K -12 students
- Properly worn masks are mandatory to enter the bus and during the entire trip
- Routines for drop off and pick up will be explicitly taught
- Routines will be communicated to parents
- Only bus route students – no visitors or extra riders will be able to ride the School Division's busses
- Students will have an assigned seat
- Bus drivers will maintain accurate seating plan charts
- Family members will sit together
- Bus attendance will be recorded daily
- Bus drivers will cleaning and disinfect busses after each use
- Bus drivers cleaning and disinfecting will be recorded and monitored
- Capacity/scheduling will be determined by school

Safe Access

Ingress, Egress, Movement in Building

- Facilities use will be restricted to staff, students and essential visitors
- School staff will provide signage reminding staff, students and visitors of safety procedures and expectations
- School staff will arrange dedicated entrance and exit doors for all students
- School admini will develop procedures for entering and exiting schools
- Student movement throughout the school will be directed by signage
- School admin will stagger recess, lunch, and other class transition times to allow for additional physical distancing
- School admin will control the flow of students and staff in common school areas, incorporating the use of directional signage and floor markings.

- Community use of facilities will be temporarily suspended

Safe Facilities

Cleaning and Disinfecting

- Following facility use cleaning and disinfecting will be completed and monitored
- Managers and caretakers will assess facility needs/issues
- Facility managers will ensure compliance of procedures for safety of supplies
- Hand sanitizer stations will be available

Safety Signage

- School admin will post safety protocols on front door/entrance ways
- School admin will post specific directions/expectations for visitors
- School admin will place movement flow directions on floors
- School admin will place spacing markers on floors
- Entrance and exit signs will be displayed

High Touch Areas

- Caretakers will disinfect multiple times per day
- Caretakers will disinfect after use in shared spaces
- Water fountains will be disabled
- All visitors, staff and students will sanitize upon entry to buildings
- Coughing, sneezing and handwashing procedures will be explicitly taught
- School admin will establish protocols for staff
- School staff will monitor the traffic at entry ways
- School staff will monitor and limit traffic in hallways
- School staff will monitor the usage of playground equipment
- School staff will continue to follow the updated Supporting Guidelines/Considerations for Health and Safety in Sun West Learning Commons: <https://resourcebank.ca/courseware/lesson/570>

Washrooms

- School staff will monitor the usage of washrooms
- School staff will monitor and place limits on bathroom capacity

Building plans

- Ongoing site repair and maintenance will continue
- The Capital Plan process will continue
- Ventilation requirements will be met and/or surpassed
- The joint use of facilities process will be centralized

Safe Classrooms

Classroom Learning

- School staff will use the Sun West Return to Learn Process On-Demand PD and Resources: <https://resourcebank.ca/courseware/lesson/577>
- School staff will use the Sun West Return to Health, Safety and Wellness Resources: <https://resourcebank.ca/courseware/lesson/578>

Classroom Environment

- Front facing seating plans will be used
- Social/physical distancing will be in used
- Flexible seating related hygiene practices will be used (masks, distancing & disinfecting considered)
- School staff will discourage the sharing of materials - 24 hour wait time
- School staff will post hygiene/cleaning protocols in each room and routines will be taught and practiced with students
- Student cohorts will be used
- Student belonging health and safety protocols will be used

Common Learning Spaces

- School staff will develop schedules for outdoor spaces
- School staff will use shared materials (including technology) protocols for safety and disinfection
- School staff will follow the updated Supporting Guidelines/Considerations for Health and Safety in Sun West Learning Commons:
<https://resourcebank.ca/courseware/lesson/570>

Specific Programming Safety

- School staff will follow the updated Supporting Guidelines/Considerations for Health and Safety in Sun West Performing Arts Classes
<https://resourcebank.ca/courseware/lesson/581/overview>
- School staff will follow the updated Supporting Guidelines/Considerations for Health and Safety in Sun West for Work-based Learning Placements:
<https://resourcebank.ca/courseware/lesson/608/overview>
- Outside activities are encouraged and physical education will be permitted according to the Re-Open Saskatchewan Guidelines and guided by other physical education research such as [recommendations](#) from Physical and Health Education Canada (PHE Canada). Mask breaks may be provided at the discretion of PE teachers after intense physical activity, providing physical distancing is maintained.

Communication

- Safe classroom protocols will be shared with families
- School staff will share key messages about Level 4 Contingency planning with families
- Home Visits and Family Engagement activities will be held virtually or outdoors in smaller groups where physical distancing can be maintained

Safe Supports

Safe Staff

- Teachers and Educational Assistants will be in cohort groupings.
- Itinerant Staff will be limited to working with students in one school per day.
- Where possible, Student Support Services will conduct remote assessments and video conferencing meetings.
- Staff will teach good hygiene practices and the proper use of PPE.
- Staff will use PPE when working directly with students including face masks, face shields, and plexiglass dividers.
- School staff will use Vanguard to sanitize spaces and tech devices between users.
- Substitute teachers will be briefed on school level procedures.

Social Emotional Needs

- School admin will focus on meeting the social-emotional needs of staff and students based on Kevin Cameron's four-tiered approach.
<https://nactatr.com/news/guidere-entry.html>
- School staff will identify staff/students requiring a more trauma-informed approach.
- School staff will increase face to face opportunities for at-risk and vulnerable students.

Communication

- Senior administration will continue to collaborate with Health partners to keep our schools safe
- School and school division staff will meet with parents by phone or by video conferencing,
- School staff will consider various strategies to support vulnerable families and those who are new to Canada and may have limited English.

Additional Support

- Students and staff who are immunocompromised will be supported through the Duty to Accommodate process.
- Communication of supports available for STF, CUPE, and Out of Scope Sun West staff groups.

Safe Activities

- 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.
- Students will have no field trips
- Assemblies and gatherings will be limited to small cohort/class groups

Safe Alternatives

Four alternatives: The following four alternatives are the levels of method of delivery of education. They may be activated by school divisions on the advice of the Chief Medical Health Officer (CMHO). Each next level has a higher degree of intervention.

Level 1: Students will return to school with additional health measures and precautions.

Level 2: Students and staff will use masks usage as recommended by the CMHO.

Level 3: School capacity will be reduced with established cohorts and hybrid learning models.

Level 4: School staff will provide short term mandatory remote learning. Sun West has prepared the process for the transition as well as the pedagogical path to be implemented.