

## Westberry Elementary's Pandemic Response Plan

(Updated December 2, 2020)

For the upcoming 2020-2021 school year, the Government of Saskatchewan expects every student to continue to learn. The Ministry of Education has released its provincial Safe School Plan. Westberry Elementary's pandemic response plan aligns with the Sun West School Division's plan, which is the result of consultation with the Saskatchewan Government and its Ministry of Education.

Given the framework of which to work with, Westberry Elementary School, in direct consultation with the Sun West School Division team, has created the following school-based plan. Our plan takes into account the size of our classrooms, the ages of our students, the overall school population and the resources we have access to. This plan, we believe, will allow for the utmost safety, in terms of spreading COVID-19 within the school, and, at the same time, maintaining an early learning environment, teaching our Pre-K to Grade 4 Saskatchewan curriculum.

Although no one can ever predict during this pandemic if and when someone might acquire the Covid 19 virus, we do believe that an outbreak is less likely to occur if we abide by the health measures that are in place. For this reason, it is very important to have complete cooperation from staff, students, families, and community members to lessen the impact of COVID-19.

We have divided our plan into 7 keys areas.

Safe Attendance

Safe Transportation

Safe Access

Safe Facilities

Safe Classrooms

Safe Supports

Safe Activities

### **Safe Attendance**

- Training for staff and students to reduce infection.
- Protocols and supplies are in place for cleaning of desks, devices, shared spaces, and learning materials.
- Hand sanitizer is in each room.
- Every class will have access to a sink or wash station.
- Students will bring reusable water bottles. **There will be access to the water bottle refilling station.** Water fountains will not be used.
- Songs, visuals, and social stories will be used to teach handwashing and mask usage.

### *Illness:*

- There are protocols and signage in place to support hygiene practices.

- 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 Westberry this room is located on the stage.
- 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 tests positive for COVID-19 is asked to notify the school to ensure proper cleaning and public-health measures are followed.

- Student absenteeism and the reason for it will be reported on MSS.

- Staff who demonstrate any COVID-19 symptoms will leave the building immediately and will follow Sun West's *Attendance at Work During COVID-19* procedures.

- Staff will not re-enter the building when sick. All teachers will prepare emergency sub plans to be used in case of illness. All support staff will prepare sub duo-tang.

#### *Classroom Cohorts:*

- Classroom teachers and support staff are working in a maximum of 2 classrooms to maintain cohorts.

- Supervision schedules will minimize contact outside of classroom cohorts as much as possible.

#### **Safe Transportation**

- Parents are encouraged to transport students to school.

- In order to ensure supervision of physical distancing requirements, students should not be dropped off at Westberry before 8:40 am.

#### *Buses:*

- There are seating plans on all buses. Students who live in the same household will be seated together.

- Only registered bus students will be allowed on buses. Bus registration pertains residency not places of employment or access to recreation. Students cannot take the shuttle bus to the pool or rink after school.

- **All staff and students must wear masks on buses.**

- Each bus will have a different animal label and students' bags will have a corresponding animal tag.
- All buses will come to Westberry in the morning and afternoon.
- **There will be 2 different dismissal times:**
  - 3:15 - dog, tiger, monkey, giraffe, zebra, elephant**
  - 3:25 – lady bug, cat, cow, fox, pig, frog, duck, lamb, bee, parent pick up / walking students**
- Buses will be cleaned and disinfected following use.

### Safe Access

- Classes will walk on the right hand side of the hallway to maximize physical distancing.

#### *Porches:*

- Classrooms have designated door and porch use. One class will use a porch at a time when going and coming from recess.
- Students' shoe storage will be spread out throughout the porch to allow for physical distancing.
- At 8:40 am, classroom teachers will be in their classrooms to greet students. Students will stay in the classroom when they arrive to limit porch traffic.
- Students will line up with their class on the playground after recess. Teachers will escort them into the building.

#### *Visitors:*

- **Only Westberry staff and students will have access to the building.** Students will be picked up outside of their designated door.
- All doors will be locked.
- **All visitors (Sun West School Division employees) must sign in and use hand sanitizer upon entrance and MUST wear masks.**
- Community groups will NOT be permitted access to the building.
- Student Services staff will only be in one school per day.

#### *Recess & Lunch:*

- There will be 2 staggered recesses (A & B). Students will be separated on the north and south playgrounds:
  - A: 10:20-10:35 – South: Kindergarten - North: Grade 3/4
  - B: 10:40-10:55 – South: Grade 1 – North: Grade 2
  - A: 2:15-2:30 – South: Kindergarten - North: Grade 3/4
  - B: 2:35-2:50 – South: Grade 1 – North: Grade 2
- There will be staggered lunch eating and recesses:
  - A: Eating 11:55-12:10 & Recess 12:10-12:40 - South: Kindergarten - North: Grade 3/4
  - B: Eating 12:30-12:45 & Recess 12:45-1:15 – South: Grade 1 – North: Grade 2
- There are procedures in place to limit the number of students accessing porches before and after recess.
- Students will wash their hands before and after recess.

- Porch equipment will be available and will be disinfected daily.
- Students will have access to playground structures.
- Students will eat in their assigned classrooms. Grade 4 students will NOT lunch monitor in other classrooms. Parents are encouraged to send containers / packages that are easy to open. Students are encouraged to practice opening containers at home before bringing them to school.
- **Students can remove their masks when they are eating and drinking at their tables/desks.**
- Lunch supervision will be provided by school staff and schedules will minimize contact outside of classroom cohorts as much as possible.
- Special lunch and popcorn days will continue with increased protocols in place.
- Milk and snack programs will continue with increased protocols in place.
- Microwaves are NOT available for student use.
- Students CAN be picked up to go home for lunch although we are trying to limit traffic to and from the building.

### Safe Facilities

- One class in classroom / shared space / porch at a time.
- Classrooms will be cleaned and disinfected at the end of each school day.
- Ongoing meetings with school caretakers to assess cleaning needs.
- Staff are responsible for disinfecting shared work spaces and equipment after use.
- A caretaker will be available over lunch hour.
- There is signage on the floor to promote physical distancing.

#### *Washroom Use:*

- Assigned washroom use:
  - Pre K: Pre K students
  - South: Gr 1
  - North: K & Gr 4
  - Gym: Gr 2 & Gr 3
  - Staff: Staff
  - Nurse's Room: Students requiring support with personal care
- Teachers will limit the number of students in the washroom at one time to allow for physical distancing.

### Safe Classrooms

- Lexan dividers will be placed on tables. 3 students will be seated at each table. Each class will have a seating plan.
- **Each teacher will keep their seating plan and locker assignments up-to-date so they can be submitted to Health to assist with contact tracing.**
- Teacher desks have Lexan dividers.
- Classrooms with desks will be set up for front facing instruction.
- Unnecessary items have been removed from classrooms. Soft spaces and furniture that is not easily cleaned have been removed from classrooms.
- Parents are asked to label students' belongings.

- Access to student lockers will be staggered to allow for physical distancing.

*Pre K & Kindergarten:*

- Pre K home visits and family engagement activities will be held virtually or outdoors in smaller groups to maintain physical distancing.
- Pre K and Kindergarten classes will have staggered starts in September. Classroom teachers will communicate this with families.
- Pre K students will come to school from 9:30-2:30 every other day.

*Shared Spaces:*

- Classes will continue to access the library. Touch surfaces will be disinfected between each class. Students will NOT be permitted to browse the shelves but can request books. **Students will NOT take library books home. Signed out books will stay at school for students to read at their desks.**
- Shared devices will be cleaned by our Librarian between uses.
- Classes will continue to access the gymnasium. There will no longer be combined gym classes. Teachers are encouraged to hold gym classes outside as much as possible.
- **Gym equipment will be distributed on a three-week schedule. It will be disinfected before being passed along to the next class.**
- Students will wash their hands before and after gym class.
- Classrooms teachers will teach music to their own students this year following *Supporting Guidelines / Considerations for Health and Safety in Sun West Performing Arts Classes*.
- Classes will NOT use the computer lab.
- Students CAN access the body break room with supervision. All equipment will be cleaned after use.

## Safe Supports

*Personal Protective Equipment:*

- PPE will be available for staff and students (masks, shields, gowns, gloves, Lexan dividers).
- Staff will have masks, shields, gloves, and medical gowns available for use when providing personal care.
- Lexan dividers are available when working closely with students.

*Masks:*

1. **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 you are alone in your work space a mask is not mandatory.**
2. **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.

**Outside during recess masks may be removed if students maintain appropriate physical distancing during their play.**

**Mask breaks may be provided at the discretion of the 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.**

- It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric
- **Students will be given a disposable child's mask to wear if their own mask is forgotten, dirty, or wet.**
- Additional masking information is available in the Re-Open Saskatchewan plan at [www.saskatchewan.ca/re-open](http://www.saskatchewan.ca/re-open)

### **Safe Activities**

- There will NOT be school wide assemblies or performances.
- **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.**
- **Safety Patrol will continue with cohort scheduling and cleaning protocols in place.**
- **Grade 4 classes will plan and advertise school-wide spirit days.**
- SCC meetings will continue virtually.
- Parent meetings / interviews will take place either over the phone, virtually or in an outdoor location.

### **Other Information**

- **If parents are interested in homeschooling, they are to inform Mr. Chris Oscar ([chris.oscar@sunwestsd.ca](mailto:chris.oscar@sunwestsd.ca)) who can explain the two options available, and point you in the right direction.**