



Public Schools Branch

Return to School September 2020 - Planning Template

Name of School	Amherst Cove Consolidated School
Grade level configuration	K - 8
Principal	Randy Gallant
Student enrollment Sept 2020	126
Total number of staff in the building	24
Last Updated	October 13, 2020

Overview

Guiding Principles:

- *Learning happens best when students are in schools with trained staff.*
- All students will be back to school 5 days/week.
- Safety of all students and staff is key. Honour the following themes:
 - Pre-screening of students and staff
 - Promotion of Physical Distancing
 - Enhanced Cleaning Protocols
 - Contact Tracing Mechanisms
 - Students/staff in cohorts with reduced interactions between cohorts
 - Staggering of transitions/movement in/out and within schools

Student and Staff Wellness Refer to [Chapter 1 in PSB September 2020 Guidelines](#)

Plan when student becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> ● they will immediately put on a non-medical mask ● be taken to a supervised designated location for isolation ● the family is contacted to pick the child up. ● Parents are to call 811 or their Health Care provider to arrange testing ● The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned. 	<ul style="list-style-type: none"> - Teacher notifies the office and the student is directed to put on their non-medical mask and go there directly. - Upon arrival at the office the student will be taken to the sick room (Room 166) by the Admin Assistant or the Administrator present. - The child's parents will be immediately called by the Admin Assistant or the Administrator present and asked to come for pick up. - The child will remain in isolation in the sick room until their drive has arrived and will be supervised by the Admin Assistant or the Administrator present. - Parents will be advised of the need to call 811 or a health care provider to report symptoms. - If the parents are unable to pick up the child but are home, the school and the parents will come up with a plan on how to get the child home as quickly as possible. - The class the child came from will be escorted to a non-occupied room to allow for cleaning and sanitizing of the classroom (e.g. library). It will be strongly recommended that students and teacher wear non-medical masks during the transport. Students and teacher will practice hand hygiene. - The sick room will be sanitized by the day custodian as soon as the child has been picked up.
Plan when staff becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> ● they are to put on a non-medical mask immediately ● notify the office that they will need to leave ● Proceed to a location for isolation, in conjunction with support from the office ● Area that was occupied is cleaned ● leave the building as soon as possible 	<ul style="list-style-type: none"> - The staff person feeling sick from any employee group will immediately notify the Principal or Vice Principal of their condition. - The staff person will also be responsible to put their non-medical mask on at this time and isolate themselves in the staffroom -if they can't leave immediately. - The Principal or Vice Principal along with the Admin Assistant will immediately begin looking for a substitute teacher. - The Principal or Vice Principal will make sure the class is supervised and that the class is also moved to the library until the classroom can be sanitized. It will be

<ul style="list-style-type: none"> Staff member will call 811 to arrange testing. 	<p>strongly recommended that students wear non-medical masks during the transport. Students will practice hand hygiene.</p> <ul style="list-style-type: none"> The Day Custodian will begin sanitizing the classroom as soon as the students have left. The class will continue working on the teachers emergency substitute plan tasks. The staff member will leave the building as soon as they have made arrangements to leave. The staff member will be advised of their need to call 811 or a health care provider to discuss their symptoms If there was a need for the staff person to isolate in the staffroom, the day custodian will sanitize this area once finished sanitizing the classroom. The students will return to the classroom once it has been sanitized. The Employee will continue to let administration know each day the update of their condition and as to whether or not they have had to be tested for COVID-19. Administrators will also do daily wellness checks with each staff member each day. This can be for health issues or for stress related issues.
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Pre-Screening of Students and Staff Refer to [Chapter 1](#) and [Chapter 11](#) in [PSB September 2020 Guidelines](#)

Pre-screening of Students	Responsible for sending it out
Declaration Reminder <ul style="list-style-type: none"> Emailed via SAS weekly Attendance 	<ul style="list-style-type: none"> The Principal will send out the weekly reminder via group email. All Staff will be required, especially homeroom teachers, to remain vigilant for signs and symptoms of COVID-19 among their students each day.
Pre-screening of Staff	Responsible for Record Maintenance
Declaration Reminder <ul style="list-style-type: none"> Declaration signed at first of the year Consent is understood upon arrival to the school building 	<ul style="list-style-type: none"> The Principal will be responsible to go over a declaration at the start up staff meeting and go over protocols around staff becoming sick. The Principal will be responsible to have all staff sign a declaration stating that they understand these protocols at the start up staff meeting. The Principal will be responsible for record maintenance of these declarations.

	<ul style="list-style-type: none"> - The Principal will send out a weekly reminder via group email to staff
Pre-screening of Visitors	Location, set up and person responsible
<ul style="list-style-type: none"> ● Identify and set up visitor area and maximum capacity ● Sign in form ● Supervision of Visitor area ● Visitors will practice hand hygiene before being escorted to their location in the building. 	<ul style="list-style-type: none"> - A visitor area will be set up in the main front lobby. - Clear signage and markers for physical distancing will be used for this setup. - It may be possible that this is only supervised at high traffic times like in the morning and again at the end of the day. At lower volume times the Admin Assistant may deal with visitors from the office. - All people entering the building will sign in at this station and will then be directed to appropriate areas if required. (For example: to the office admin assistant or to perform maintenance in the ventilation room.) A binder of the sign in sheets will be kept by the admin assistant. - It will be strongly recommended that all visitors wear a non-medical mask.

Personal Protective Equipment Refer to [Chapter 1](#) in [PSB September 2020 Guidelines](#)

	Situation
<p>Students</p> <p>When in areas where reasonable physical distancing is not possible, it is strongly recommended that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> ● School Bus ● Fire drill ● Lockdown ● Transition between classes, if leaving cohort zone ● Transition between school buses 	<p>Other as applicable -</p> <p>Depending on regulations and suggestions from CPHO at the time, students will be encouraged or strongly encouraged to wear non-medical masks following those regulations.</p> <p>The current recommendation is that:</p> <p>Students in K-6 schools are recommended to wear a non-medical mask indoors when physical distancing can not be maintained and during scheduled emergency procedures.</p> <p>Students in grades 7-12 are required to wear a non-medical mask indoors during transitions and during scheduled emergency procedures. Students in grades 7-12 are</p>

	<p>strongly recommended to wear non-medical masks at school when physical distancing cannot be maintained.</p> <p>Students in grades K-8 will be permitted to remove non-medical masks in classrooms if measures have been taken to reduce the risk of transmission.</p>
<p>Staff</p> <p>When in areas where reasonable physical distancing is not possible, it is strongly recommended that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> ● Close contact with students ● Lockdown ● Fire drill ● Moving between cohorts <ul style="list-style-type: none"> ○ Practice good hand washing ○ Maintain records of cohorts visited ○ Wear PPE when necessary 	<p>Other as applicable -</p> <p>This would be the same as it is for students. Staff will follow the direction set out by CPHO at the time.</p> <p>The current recommendation for staff is:</p> <p>All staff are required to wear a non-medical mask indoors during transitions and during scheduled emergency procedures. that it is encouraged or strongly encouraged to wear non-medical masks when physical distancing cannot be maintained.</p> <p>Some staff will need to transition between cohorts such as custodial staff, resource teacher and phys ed teacher. As shown in the opposite box, enhanced protocols will need to be followed with these staff members.</p>

Physical Distancing and Cohort Considerations Refer to [Chapter 1 in PSB September 2020 Guidelines](#)

*Cohort - A subgroup of the school that will, whenever possible, remain isolated from other cohorts. The cohort concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own cohort group. These groups are defined for our purposes in order to better organize our students into recognizable groups that will facilitate contact tracing as well as mitigate the unnecessary cross-contamination throughout the overall student body. Cohorts may be organized or look different from school to school based on the physical and structure limitations of the building and human resources.

Cohort Construction

- *When students are within their cohorts, physical distancing will still be encouraged when possible.*
- *All teachers will be required to provide class seating charts to administration.*

<p>Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)</p>	<p>Zone(s) Where will this cohort be located and be able to travel with less restrictions (outside of this zone, enhanced protocol will be necessary) Entry and exit points</p>
	<p>At Amherst Cove School we plan to have a population made of single classroom cohorts for instructional purposes, and for most transitional and arrival/departure/playground times we will be looking at 3 separate cohorts:</p> <ol style="list-style-type: none"> 1) K/1/2/3 - cohort of 39** (North end of West wing) 2) 4/5 - cohort of 40 (South end of West wing) 3) 6/7/8 - cohort of 46 (East wing doors) <p>**this group will be further divided into a K/1/2 door for arrival/departure (front entrance) and grade 3 (staffroom entrance) - see attachment "School Entry Plan"</p>

Cohorts Mixing for Instructional Reasons Refer to [Chapter 1 in PSB September 2020 Guidelines](#)

<p>Classes (What cohorts will mixed)</p>	<p>What precautions will be taken?</p>
<p>Health, Core French, Music, Phys. Ed</p>	<p>Within each cohort there are multiple classes that will be taught in their individual classrooms. Infrequently, two classes within the same cohort will come together for specialist subject instruction (health, Core French, music, phys. ed.). During these times the students will sit physically separated by homeroom groupings. For example, when grade 6/7 come together in the same room for Health, the 6's will sit at one side of the class and the 7's will sit at the other side.</p> <p>It will be strongly recommended that students wear non-medical masks when cohorts must come together for classes.</p>

<p>Arrival</p>	
<p>*Staggering of times when possible</p>	<p>Bus -</p> <ul style="list-style-type: none"> • Three buses arrive at ACC each morning. They will arrive between 8:20 and 8:30. They will unload one bus at a time to maximize space • Cohorts will go to their respective doors for entrance/exit. • See attachment “ACC School Entry Plan”. <p>Parent drop off-</p> <ul style="list-style-type: none"> • Parents will be informed via mass email and website/social media of the drop off and pick up routine. • Drop offs will occur between 8:20 and 8:30 am. • Vehicles will follow the current routine of using the main driveway to be able to do a one way loop around the school lot. Upon leaving their vehicle, students will go directly to their designated entrance (coincides with the bus students’ entrances - cohort-based) and enter the building at the appropriate supervised doorway at the 8:30 bell. • Parents will not leave their vehicle during this time. <p>Walkers-</p> <ul style="list-style-type: none"> • ACC has very few walkers on a normal day and they will report to school and go to their cohort entrance.
<p>Classroom AM arrival procedure</p>	<p>Class AM arrival</p> <ul style="list-style-type: none"> • Students will be asked to leave their boots/shoes outside the classroom and enter the class with all their book bags/coats/hats mittens etc. • They will then unpack snacks, homework etc and when ready transition coats and bags to the hallway class wall hooks as directed by teachers. • This way they will not be crowding the hallways all at once, and will better promote good physical distancing.
<p>Departure</p>	<p>Classes will be led out by a cohort teacher.</p>
<p>*Staggering of times when possible</p>	<p>Refer to Attachment “ACC School Dismissal Plan” for clarity.</p> <ul style="list-style-type: none"> • Initials on diagram indicate specific teachers or their designate if they are not available. • Prior to the dismissal bell, students will go to the coat racks/lockers in the hall (individually or in small groups if social distancing allows) to retrieve their school bags and outerwear (except for their outdoor footwear). They will

	<p>return to their desks and pack up their belongings including their water bottle. They will put on their coat and backpacks and wait for the bell. At the bell, bus students will exit the classroom and collect their outdoor footwear. They will follow their teacher along the designated route in an orderly fashion to their bus.</p> <ul style="list-style-type: none"> • The teachers indicated by the stars in the diagram (mostly specialist teachers) will supervise the walkers/pickups as they wait at their desks. • Upon reaching the buses, the youngest students will board first. If a cohort arrives and there is congestion near the buses, the supervising teacher will hold the students back until the path is clear. • Those teachers will remain in the parking lot area to provide extra supervision. With the exception of CB and KT who will return to their classrooms to assist with their younger students. • PQ will monitor the hallways and indicate to the buses when they may leave. He will then announce to the school population that the Walkers and Pickups may now be dismissed. The supervising teachers will then walk those remaining students out of the school where they may either walk home or be picked up by their parents in an orderly fashion. As per previous years, pick up vehicles form one of two lines (main parking lot or bus parking lot after the buses have departed). Students being picked up will be walked to the beginning of the lot and then instructed to walk directly to their own vehicles immediately after the buses depart (approximately 2:55pm). • Please keep in mind that with our relatively small population, we anticipate fewer than twenty vehicles/families being picked up so all can be safely done with little change to our previous procedures.
<p>Class to class *Staggering of times when possible</p>	<p>Ex. No movement of classes outside of the cohort zone except for specialist-</p> <ul style="list-style-type: none"> • For the 2020-2021 School Year, students will be travelling with their homeroom teacher to music or phys ed. Each of these specialist classes have entrance and exit doors that would allow for single flow traffic whenever two successive classes may meet. This will avoid classes crossing paths in hallways for the specialist class. • Resource and outside agencies will directly pick up students this year if they need them to go to a location other than their homeroom class.
<p>Washrooms/waterbottle stn *Staggering of times when possible</p>	<p>Things to consider - water bottle filling station</p> <ul style="list-style-type: none"> • Students will have to take water bottles home to be

<p>and limiting numbers</p>	<p>cleaned each day.</p> <ul style="list-style-type: none"> ● Students will use the washroom and water bottle filling stations that are located in their cohort area. ● If the bathroom spots are full they will have marked waiting spots. If there are no more spots, they will be taught to return to class and try going again at a later time. ● Students may also use the sinks, if available, within their classrooms to fill their water bottles and to lessen congestion at the water filling stations.
<p>Hand Washing/Sanitizing</p>	<ul style="list-style-type: none"> ● Handwashing / Sanitizing will be extremely important at many times during the day but especially at snack or lunch times. Washroom/hand washing breaks will be scheduled for each class. ● Hand sanitizing stations will be available in classrooms and other common areas to help avoid the high volume of students needing handwashing at these times.
<p>Hallways *Staggering of times when possible</p>	<ul style="list-style-type: none"> ● Specialist Teachers picking up classes will help to eliminate many people being in hallways at a similar time. Students will be encouraged to wear non-medical masks when physical distancing can not be achieved. ● Arrows will be used to show proper directionality or traffic flow in the hallways.
<p>Lockers</p>	<ul style="list-style-type: none"> ● For our 6/7/8 cohort we will be using the lockers down the junior high East wing. ● There are enough lockers to keep classes in separate areas. ● We will keep the classes separate as much as possible when in use and stagger times to the locker access. ● We have sufficient lockers to provide one to each student and allow one empty locker between each in most cases. ● Students will not use locks on their lockers to lessen the time needed at the locker. ● The outside surface of Lockers will be cleaned at various times throughout the day.
<p>Breaks *Staggering of times when possible</p>	<p>Breakfast Program -</p> <ul style="list-style-type: none"> ● For the 2020/2021 School Year, Breakfast Program Volunteers will be screened and sign a declaration each day that they are in the building. ● Volunteers must wear a non-medical mask when in the building. ● All Breakfast program food items will be delivered to homeroom classes instead of students picking them up each day. ● A different volunteer will be responsible to deliver these items to each of the three cohorts.

Snack -

- Students will have brought snack items into classrooms in the morning.
- As mentioned above, students will have had a scheduled washroom, handwashing break prior to their snack time.
- All students will be able to remain in classrooms during snack time.

Recess -

Please refer to attachment “ACC Cohort Playground Areas” for more clarity

- Recesses: Physical distancing/cohort fidelity will be accomplished by coordinated exit/entry through multiple doors and clearly delineated (cohort-based) playground areas.
- Specifically, Kindergarten and then Grade 1/2 will exit for recess first and single file, through the door nearest the staffroom. Grade 3 (within the same cohort) will wait until the younger students have exited and then will follow out the same door. This cohort of students will play in the alcove, play structures closest to the school (e.g. Dragon, climbing wall, teeter totters, school bus) and train. At the end of recess they will return to the same entrance, lining up in three distinct areas (Kindergarten by the staffroom windows, Grade 1/2 along the adjacent brick wall, grade 3 by the base of the hill). Upon approaching their own play area, if required, they will have to wait for any of the Grade 4 and 5 cohort to have exited the building and made it through to their own play area to prevent the cohorts from passing each other.
- Grades 4 and 5 will exit out the doors at the end of their hallway. Upon leaving the building they will immediately make their way to their designated play area (The rocket ship, adjacent swing set, adjacent green space) and remain in that area for the duration of recess. Upon hearing the bell at the end of recess, this cohort will remain in their play area until the Grade K-3 cohort has made their way off their play area and are walking to their door (otherwise the 2 cohorts would cross paths).
- Grade 6, 7 and 8 will exit/enter for recess through the doors at the end of their wing, class by class in a supervised and orderly fashion. They will play within their designated area (Gaga ball pit, adjacent swing set, adjacent play structure, basketball court, adjacent green space).
- The Kindergarten-Grade 3 and Grade 4-5 playground areas will alternate every two cycles for fairness of access to play equipment.

	<p>Lunch with Cafeteria - The junior high lunchroom will not be available until further notice.</p> <p>Lunch without Cafeteria-</p> <ul style="list-style-type: none"> • Students will remain in classrooms for lunch. • Lunches will be dropped off at the Visitor Area. The Admin Assitant will sort the lunches into individual class bins. The bins will be picked up by the appropriate staff member supervising the class as they go to the class. An empty cart will be placed at the edge of each cohort for collection of bins/reuseable food containers/cutlery. • Handwashing or hand sanitizer use will occur following the washroom/handwashing schedule before the lunch period begins.
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Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces [Refer to Chapter 2 and Chapter 3 in PSB September 2020 Guidelines](#)

*Shared Chromebooks, sporting equipment, home ec, shop tools etc.

What needs enhanced cleaning protocols	How will this be addressed
Chromebooks	<ul style="list-style-type: none"> • Chromebook carts will be assigned to each cohort • Hands should be sanitized before use • Students will bring their own headphones • Chromebooks will be sanitized after each use by the user (student/staff) with products provided (wipes or spray/paper towel)
Sporting Equipment	<ul style="list-style-type: none"> • Minimal use • When used will be limited to cohorts and then sanitized
Musical Equipment	<ul style="list-style-type: none"> • Music classes will be encouraged to use as little equipment as possible for the 2020/2021 school year. • If equipment is used, it will have to be sanitized in between cohorts. • Singing will not be permitted unless singers can maintain 3.5m/12ft distance.
Home Ec	<ul style="list-style-type: none"> • Regular cleaning procedures, social distancing and handwashing protocol during class. • Sanitizing after the Somerset students come
IA Lab	<ul style="list-style-type: none"> • Physical distancing and handwashing as per Regular protocol • Sanitizing after the Somerset students come

Science Lab Materials	<ul style="list-style-type: none"> ● Regular sanitizing after use ● Used only within that cohort
Library Space	<ul style="list-style-type: none"> ● Students will be encouraged to only take books off the shelf if they are really considering them. ● Individual seating only (couches are removed) ● Will have a reshelving box to quarantine for each day of the week. ● Items returned have to be quarantined for 72 hours

Extra Curricular Refer to [Chapter 5](#) in [PSB September 2020 Guidelines](#)

Activities	Planning needed
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	<p>Intramurals:</p> <ul style="list-style-type: none"> ● Will have a delayed start. ● Activities will have to follow CPHO Guidelines on Organized Recreational Activities and Return to Play Documents. ● Only students from within one Cohort will be able to be involved each day. ● Only select classes from each Cohort may be involved each day. <p>Mass Gatherings:</p> <ul style="list-style-type: none"> ● Will need to follow the current CPHO Guidelines for Mass Gatherings. ● Many of our Mass Gatherings may need to be planned in different ways. For example, can Meet the Teacher Night work in a virtual way this year? Each of the gatherings will have to be assessed as our school year unfolds to see if there are alternate ways to deliver it.

Staff Considerations Refer to [Chapter 10](#) in [PSB September 2020 Guidelines](#)

	How will this be addressed
Staff Breaks	<ul style="list-style-type: none"> ● Teachers from different cohorts will need to remain as separate as possible for the 2020/2021 school year. ● Teachers will be encouraged to take breaks in their workspaces as much as possible.

	<ul style="list-style-type: none"> ● Whenever staff are in the staffroom, they will be encouraged to wear masks/socially distance. Tables will be dispersed to allow for more distanced/individual seating ● The staffroom kitchen can be used for storage and preparation of lunch items. Staff will have to clean up after themselves and dishes cannot be left in the sink or on counters. ● Reminder to staff about the need for hand washing before activities like preparation of food at break time.
Staff Materials	<ul style="list-style-type: none"> ● Teachers will be encouraged to clean classrooms of clutter or extra items prior to students beginning the school year. ● Staff will store personal items like coats, boots, etc. in their actual workspace this year. ● Staff will be asked to keep open beverage containers such as cups out of their class this year.
Substitutes	<ul style="list-style-type: none"> ● Substitutes will receive reminders from AESOP and the PSB about protocols that are in place. ● Substitutes will be asked to arrive early enough to become familiar with school plans and protocols. ● Substitutes will be required to bring non-medical masks with them as required. ● Substitutes will need to sign in and will also have to sign a declaration form upon arrival. The Admin Assistant will look after the collection of these.
Shared Staff Spaces	<ul style="list-style-type: none"> ● Staff will be asked to eliminate as many touch points as possible. ● Staff will need to practice physical distancing and good hand hygiene while in shared areas such as the main office, photocopy rooms, supply areas and so on.
Meetings between and with	<ul style="list-style-type: none"> ● Meetings will need to be thought about strategically this year to evaluate the best medium for it to happen. Questions to consider would be: <ul style="list-style-type: none"> ○ Can they be held virtually? ○ Are all participants necessary? ○ If held in person, can social distancing happen? ○ Are enhanced protocols necessary, such as PPE?
Staff support multiple schools	<ul style="list-style-type: none"> ● Staff that work in multiple schools will be asked to document days/times that they are at each workplace (sign in/out) ● They will also be required to practice good hand hygiene when travelling between workplaces and encouraged to use non-medical masks. ● They will also be asked to immediately advise principal or vice principal of any COVID-19-related incidents that they

may have been exposed to in their other workplace.