



## Public Schools Branch

### *Return to School September 2020 - Planning Template*

<b>Name of School</b>	Birchwood Intermediate School
<b>Grade level configuration</b>	7-9
<b>Principal</b>	Rob MacAdam
<b>Student enrollment Sept 2020</b>	575-595 *New Registrations over the summer
<b>Total number of staff in the building</b>	67
<b>Last Updated</b>	November 5, 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 <b>student</b> becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> <li>● they will immediately put on a non-medical mask</li> <li>● be taken to a supervised designated location for isolation</li> <li>● the family is contacted to pick the child up.</li> <li>● Parents are to call 811 or their Health Care provider to arrange testing</li> <li>● The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned.</li> </ul>	<p>Students will put on a non-medical mask and go directly to the designated Health room on each floor to isolate. Staff will contact administration. Grade level administrator and cohort team leader support student in isolation room, will call home and have parents pick up their child. Parents will be asked to call 811 or their health care provider. GLA and/or CTL will walk student to the pick up area and sign student out of school with parents in the pick up area. GLA will follow up with phone call home. Custodian will be contacted to clean and sanitize areas. Students in class may be moved as cleaning and sanitization is completed. Students and teacher will practice hand hygiene and be encouraged to wear non-medical masks when being moved.</p>
Plan when <b>staff</b> becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> <li>● they are to put on a non-medical mask immediately</li> <li>● notify the office that they will need to leave</li> <li>● Proceed to a location for isolation, in conjunction with support from the office</li> <li>● Area that was occupied is cleaned</li> <li>● leave the building as soon as possible</li> <li>● Staff member will call 811 to arrange testing.</li> </ul>	<p>Staff Member will put on a non-medical mask, notify administration and go to the staff isolation room located on the grade 8 floor to isolate and/or go directly home to isolate. Staff will be directed to call 811 or their health care provider. Grade level administrator will enact emergency sub plan and will contact staff later in the day for follow-up. Students in class may be moved as cleaning and sanitization is completed. Students will practice hand hygiene and be encouraged to wear non-medical masks when being moved.</p>

**Pre-Screening of Students and Staff** Refer to [Chapter 1](#) and [Chapter 11](#) in [PSB September 2020](#)

Guidelines

<p><b>Pre-screening of Students</b></p>	<p><b>Responsible for sending it out</b></p>
<p>Declaration Reminder</p> <ul style="list-style-type: none"> <li>● Emailed via SAS weekly</li> <li>● Attendance</li> </ul>	<p>Prior to the school year, and at regular intervals, the school will send out the pre-screening checklist for parents to pre-screen students every morning before school. Rob will send out mass email each week to parents through SAS. PSB will create the scripted email with support from principals and make any updates or changes as needed. PSB/Schools focus is safety and back to learning and we will highlight - Hand washing (hand sanitizer) proper use, Physical distancing, and wearing a non-medical mask (if not able to physically distance) are the keys to going back to school.</p>
<p><b>Pre-screening of Staff</b></p>	<p><b>Responsible for Record Maintenance</b></p>
<p>Declaration Reminder</p> <ul style="list-style-type: none"> <li>● Declaration signed at first of the year</li> <li>● Consent is understood upon arrival to the school building</li> </ul>	<p>Leadership Team will have all staff sign declarations at the first staff meeting on the 1st day back to school on September 1st. Grade level administrator will consistently remind staff about the staff pre-screening checklist. Leadership team will walk through and review the declaration and consent form. Administrators will do daily wellness checks on staff during the day. All signed declarations and sign in sheets will be stored in the main office of the school.</p>
<p><b>Pre-screening of Visitors</b></p>	<p><b>Location, set up and person responsible</b></p>
<ul style="list-style-type: none"> <li>● Identify and set up visitor area and maximum capacity</li> <li>● Sign in form</li> <li>● Supervision of Visitor area</li> <li>● Visitors will practice hand hygiene before being escorted to their location in the building.</li> </ul>	<p>Receptionist will welcome all visitors in the supervised visitor reception zone located at the main entrance. With the square footage of our visitor zone, we can have a maximum of 6 people in this zone at one time. All visitors will read our signage upon entry, be responsible to review our guidelines, stand on identified floor markings and then sign the declaration sheet to log in before they begin their visit. Visitors will talk to one of our BW staff members about the purpose of the visit and will escort the visitor to their destination within the school. All visitors will be required to wear a non-medical mask during their time at school. On conclusion of the visit, visitors will go back to the visitor zone, sign out and exit the school the same way they entered.</p>

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

	<b>Situation</b>
<p>Students</p> <p>When in areas where reasonable physical distancing is not possible, it is <b>required</b> that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> <li>● School Bus</li> <li>● Fire drill</li> <li>● Lockdown</li> <li>● Transition between classes, if leaving cohort zone</li> <li>● Transition between school buses</li> </ul>	<p>Transitioning to the Library, Resource, Cafeteria, classes, lockers, Phys. Ed, Specialists, Guidance, break, lunch, outside when social distancing is not possible. Other areas as needed.</p>
<p>Staff</p> <p>When in areas where reasonable physical distancing is not possible, it is <b>required</b> that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> <li>● Close contact with students</li> <li>● Lockdown</li> <li>● Fire drill</li> <li>● Moving between cohorts               <ul style="list-style-type: none"> <li>○ Practice good hand washing</li> <li>○ Maintain records of cohorts visited</li> <li>○ Wear PPE when necessary</li> </ul> </li> </ul>	<p>Transitioning to the Library, Cafeteria, Phys. Ed, Specialists, Guidance, break, lunch, staff room, bus duty, washrooms, outside. When offering EA support, EAL support, YSW support, Admin assistant support, Leadership support. Other areas and support as needed.</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.*

Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)	Zone(s) <b>Where will this cohort be located and be able to travel with less restrictions (outside of this zone, enhanced protocol will be necessary)</b> <b>Entry and exit points</b>
<p><i>Ex. Grade 7 Cohort - 7A, 7B, 7C, 7D</i></p> <p><i>Ex. Primary (Gr K,1,2,3)</i></p>	<p><i>Grade 7 corridor</i> <i>North doors (entrance and exit)</i> <i>Grade 7 corridor bathrooms</i></p> <p><i>Primary Bathroom,</i> <i>Primary Wing</i> <i>Soccer field and small playset</i> <i>Bus entrance and exit</i></p>
<p>Two Grade 7 Cohorts Grade 7 #1A 48 Grade 7#1B 48</p> <p>Grade 7# 2A 53 Grade 7 #2B 32</p> <p>There will be some overlap between cohorts A and B due to building constraints. Science and Social Studies will be semestered to reduce transitions and contact.</p>	<p>Grade 7 Cohort #1A (English) 7A, 7B, Enter/exit cafeteria door #1. Will use the main stairwell for lunch and dismissal. The main stairwell is up, the back stairwell is down during class transitions. Classrooms, hallways and washrooms located at the far end of the corridor. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 7 Cohort #1B (English) 7C, 7D Enter/exit cafeteria door #1. Will use the main stairwell. Classrooms, hallway and washrooms located at the far end of corridor. Will use the main stairwell for lunch and dismissal. The main stairwell is up, the back stairwell is down during class transitions. Classrooms, hallways and washrooms located at the far end of the corridor. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 7 Cohort #2A (French) 7F, Enter/exit cafeteria door #2. Will use main stairs staggered from cohort #1. First half of third floor classrooms, lockers. Washroom is shared with cohort #1. Will use the main stairwell for lunch and dismissal. The main stairwell is up, the back stairwell is down during class transitions. Classrooms, hallways and washrooms</p>

	<p>located at the far end of the corridor. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 7 Cohort #2B (French) 7G, 7H  Enter/exit cafeteria door #2. Will use main stairs staggered from cohort #1. First half of third floor classrooms, lockers. Washroom is shared with cohort #1. Will use the main stairwell for lunch and dismissal. The main stairwell is up, the back stairwell is down during class transitions. Classrooms, hallways and washrooms located at the far end of the corridor. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p>
<p>Two Grade 8 Cohorts</p> <p>Grade 8 #1A 48  Grade 8 #1B 47</p> <p>Grade 8 #2A 44  Grade 8 #2B 45</p> <p>There will be some overlap between cohorts A and B due to building constraints.</p> <p>Science and Social Studies will be semestered to reduce transitions and contact.</p>	<p>Grade 8 Cohort #1A (English) 8A, 8B  Enter/exit using Courtyard doors. Will use courtyard stairs. Classrooms located in the first half of the lower corridor and washrooms. The main stairwell is up, the back stairwell is down during class transitions. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. The main stairwell is up, the back stairwell is down during class transitions. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 8 Cohort #1B (English) 8C, 8D  Enter/exit using Courtyard doors. Will use courtyard stairs. Classrooms located in the first half of the lower corridor and washrooms. The main stairwell is up, the back stairwell is down during class transitions. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 8 Cohort #2A (French) 8E 8F</p>

	<p>Enter/exit using the gym entrance. Classrooms located in gym half of lower corridor, washrooms, classrooms The main stairwell is up, the back stairwell is down during class transitions. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 8 Cohort #2B (French) 8G 8H Enter/exit using the gym entrance. Classrooms located in gym half of lower corridor, washrooms, classrooms The main stairwell is up, the back stairwell is down during class transitions. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p>
<p>Two Grade 9 Cohorts Grade 9 Cohort #1A 55 Grade 9 Cohort #1B 54</p> <p>Grade 9 Cohort #2A 46 Grade 9 Cohort #2B 52</p> <p>There will be some overlap between cohorts A and B due to building constraints.</p> <p>Science and Social Studies will be semestered to reduce transitions and contact.</p>	<p>Grade 9 Cohort #1A (English) 9A, 9B Enter/exit using the library entrance and stairs. Will use the library half of mid level corridor, classrooms, washrooms. The main stairwell is up, the back stairwell is down during class transitions. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 9 Cohort #1B (English) 9C, 9D Enter/exit using the library entrance and stairs. Will use library half of mid level corridor, classrooms, washrooms. The main stairwell is up, the back stairwell is down during class transitions. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 9 Cohort #1C (English) 9E Enter/exit using the library entrance and stairs. Will use the library half of mid level corridor, classrooms, washrooms The main stairwell is up, the back stairwell is down during class transitions. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom</p>

	<p>classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 9 Cohort #2A (French) 9F-9G Enter/exit using band doors and stairs. Second half of mid level corridor, guidance area washrooms, class The main stairwell is up, the back stairwell is down during class transitions. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p> <p>Grade 9 Cohort #2B (French) 9H-9I Enter/exit using band doors and stairs. Second half of mid level corridor, guidance area washrooms, class The main stairwell is up, the back stairwell is down during class transitions. Cohorts travel to classes wearing non-medical masks and sanitize their workspace (desk) after entering. When not in the homeroom classroom, students will use the washroom closest to their assigned class with a limit of three students per washroom.</p>
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**Cohorts Mixing for Instructional Reasons** Refer to [Chapter 1 in PSB September 2020 Guidelines](#)

Classes (What cohorts will mixed)	<b>What precautions will be taken?</b>
<i>Band Class</i>	<i>Students from grade 7 and grade 8 in the same band class will be given separate zones within the classroom to remain in their cohort and isolated from the other cohort</i>
<i>Exploratory</i>	<i>Grade 7s are working on wood working and grade 8s in the metal shop</i>
	Example - 7A, 7C 7B - send students to Band - staggered walk to Band Room - 7A students on left side of Band Room, 7B students on right side, 7C at the back of Band Room - 6 feet plus apart as following CPHO guidelines. Cohorts - 7A, 7B and 7C did not mix. Exit Band Room - staggered walk back to class. Those students not in band, will go to their other specialist (foods/art for example) using the same format.



	<p>Science and Social Studies will be semestered to reduce transitions and contact.</p> <p>Phys.Ed - The gym will be made up of 2 separate “zones” - Gym A and Gym B - each is located on one side of the gym curtain in the main gym. 9A on one side of the gym curtain - Gym A and then 9B on the other side of the gym curtain - Gym B - both 9A and 9B will enter their gym zones through different entry and exit points and will not cross cohorts. At this time sports equipment will not be used.</p> <p>All equipment and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives for Phys.Ed. As each student enters and exits the gym zones, they will use hand sanitizer as the cohort moves from their designated cohort zone to another zone within the school.</p>
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**Student Transitions** Refer to [Chapter 1](#), [Chapter 4](#), [Chapter 6](#), [Chapter 8](#) and [Chapter 9](#) in [PSB September 2020 Guidelines](#)

Arrival	
*Staggering of times when possible	<p><b>Bus</b> - Buses will wait in the parking lot area and will wait with doors closed. Each bus will be called up to stop and open doors in the designated arrival area with Administration and designated staff supervising and staggering cohorts. Each student will exit the bus wearing a non-medical mask and will enter the school through their assigned door entry point and will hand sanitize, wearing a non-medical mask), and physically distance upon entry. Each student will go to their cohort zone to start the day. Grade seven students will separate in the cafeteria. Students in grade eight and nine will proceed to their zone via their cohort entrance.</p> <p><b>Parent drop off</b> - Parents will remain inside their vehicles at all times during student drop off. Each student will exit the vehicle per traffic plan and, enter the school through their assigned door entry point and will hand sanitize, encouraged to wear a non-medical mask (if not able to physically distance), and physically distance upon entry. Each student will go to their cohort zone to start their school day. Parents will be required to follow traffic plan. Drop off can take place between 8:15-8:45 AM.</p> <p><b>Walkers</b> - Each student will enter the school through their assigned door entry point and will hand sanitize, will be required to wear a non-medical mask (if not able to physically distance),</p>

	<p>and physically distance upon entry. Each student will go to their cohort zone to start their school day. Arrival times will begin at 8:15 AM.</p>
<p>Departure</p>	
<p>*Staggering of times when possible</p>	<p><b>Buses</b> - Buses will wait in the parking lot area and will wait with doors closed. Each bus will remain stopped and doors closed in the designated departure area with supervising staff.</p> <p>Student departure will be staggered by cohort. As each student leaves the school, they will hand sanitize, will be encouraged to wear a non-medical mask, and physically distance as they leave the school through their assigned door. Each student will go directly to their assigned bus and sit in their assigned seat. Student departure will be staggered by cohort.</p> <p>2:50 - Walkers and those being picked up are dismissed using their cohort doors.</p> <p>2:50 - Grade seven Students travel to the cafeteria organized by bus number. Busses are announced over the PA..</p> <p>2:50-3:00 Grade 8 and 9 bus students remain in their last class where they exit using their cohort doors following PA announcement.</p> <p>3:00 All remaining students proceed to the cafeteria and wait in bus number cohorts to be called for the last two busses over the PA.</p> <p><b>Parent pick up</b> - Parents will remain inside their vehicles at all times during student drop off. As each student leaves the school, they will hand sanitize, will be encouraged to wear a non-medical mask (if not able to physically distance), and physically distance as they leave the school through their assigned door. Each student will go directly to their own vehicle. Pick up will begin at 2:50 PM .</p> <p><b>Walkers</b> - As each student leaves the school, they will hand sanitize, will be encouraged to wear a non-medical mask (if not able to physically distance), and physically distance as they leave the school through their assigned door. Each student will leave the school grounds and walk home. Dismissal will begin at 2:50 PM with grade level times to be determined.</p>
<p>Class to class *Staggering of times when possible</p>	<p>Students are organized by cohorts. During transition times, when a student, group of students, staff, and/or a visitor are moving from one cohort to another, we will stagger the arrival and</p>

	<p>departure of a “Cohort” from one zone to another zone using the main stairwell as up and the back stairwell as down. During these transitions, each cohort will hand sanitize and/or hand wash, will be required to wear a non-medical mask (if not able to physically distance), and physically distance when moving from one zone to another zone when possible. When entering a new classroom, students will sanitize their workstation (desks). Students will also sanitize their workstation at the end of the day.</p>
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p>We will have all students and staff within a cohort. During times when a student, group of students, staff, and/or a visitor are moving within their own cohort and/or to another, we will stagger the arrival and departure of a “Cohort” from one zone to another zone, to and from the washroom, between classes, and to and from water bottle filling stations. During these transitions, each cohort will hand sanitize and/or hand wash, will be required to wear a non-medical mask (if not able to physically distance), and physically distance when moving within their cohort zone and/or to another zone.</p> <p>This will be the same for going to the washroom - as you leave class, hand sanitize, will be required to wear a non-medical mask (if not able to physically distance), and physically distance as you go to the washroom - ensure proper hand washing techniques after you use the washroom, as you leave washroom continue to physically distance, will be required to wear your non-medical mask (if not able to physically distance), and upon entry back to class, hand sanitize before you return to your assigned seat.</p> <p>Reminder - Each cohort will have assigned and designated washrooms within their cohort. Students will use the washroom closest to their classroom when not in their cohort area. Washrooms are limited to 3. Washrooms will be cleaned and sanitized throughout the day.</p>
<p>Hand Washing/Sanitizing</p>	<p>During the school day, we will have all students and staff hand sanitize and/or hand wash when entering and exiting school, going to and from the washroom/water filling stations, transitioning with their cohort, and moving from one zone to another zone.</p>
<p>Hallways *Staggering of times when possible</p>	<p>During the school day, we will have all students and staff within a cohort. During times when a student, group of students, staff, and/or a visitor are moving within the hallway,, they are to use the right side of the hallway and the main stairwell for going up and the back stairwell for going down. . During these transitions, each cohort will hand sanitize and/or hand wash, will be required to wear a non-medical mask (if not able to physically distance), and physically distance when moving from one zone to another zone.</p>

<p>Lockers</p>	<p>During the school day, we will have all students within a cohort. We will have assigned times and stagger students within cohorts to move to and from their lockers during the school day. Students will be encouraged to bring only essentials and leave certain materials in their cohort classrooms. During these transitions, each cohort will hand sanitize and/or hand wash, will be required to wear a non-medical mask (if not able to physically distance), and physically distance when moving to and from their lockers to a classroom or assigned area within their cohort schedule.</p>
<p>Breaks *Staggering of times when possible</p>	<p><b>Breakfast Program -</b> We will establish satellite breakfast programs per cohort zone. The breakfast program will be available upon arrival, before moving into their homeroom classroom. When a student enters the BP area, each student will hand sanitize, will be required to wear a non-medical mask (if not able to physically distance). The breakfast program will be available upon arrival, moving into their classroom</p> <p><b>Break -</b> During break time, each student will hand sanitize, will be required to wear a non-medical mask (if not able to physically distance), and physically distance, as they leave their classroom to go to an assigned cohort area(s) within the school. (These areas may include an assigned classroom, and/or another designated area within the school). Each student will remain in their assigned area until it is time to go back to class after break. As each student goes back to class, as they enter their class, each student will hand sanitize, will be required to wear a non-medical mask (if not able to physically distance), and physically distance, as they go directly to their assigned seat.</p> <p><b>Lunch with Cafeteria -</b> Cafeteria access will be staggered by grade and cohort however at this time, we intend to deliver meals from the cafeteria and school food program to homeroom classes.</p> <p>Students in grade eight and nine will eat in their classroom with their cohort or go off grounds using their cohort doors.</p> <p>Students in grade seven will eat in the cafeteria from 11:50-12:05.</p> <p>As each student exits the cafeteria through an assigned exit door, each student will hand sanitize, will be encouraged to wear a non-medical mask (if not able to physically distance), and physically distance, as they go directly back to their Cohort zone.</p>

	<p><b>Lunch without Cafeteria -</b></p> <p>When a student leaves the school for lunch (grade 8 &amp; 9 students only) each student will hand sanitize, will be required to wear a non-medical mask (if not able to physically distance), and physically distance, as they go to an assigned cohort exit door, as they leave school property to go for lunch. Students will be encouraged to remain with friends from their cohort during lunch and keep their social circle small. As each student returns from lunch, they will follow the same procedure as when they left the school. Each student will enter the school through their assigned door, will hand sanitize, will be required to wear a non-medical mask (if not able to physically distance), and physically distance, as they go directly to their cohort zone.</p>
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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	<b>How will this be addressed</b>
Ex. HS - Shared desks (Period A and then Period B class)	1. At end of class each student will be provided paper towel, teacher will spray paper towel with disinfectant and student will wipe down desk top and properly dispose of paper towel
Chromebooks	During the school day, each student will wipe down the chromebook that they are using before the next user. Each student will follow cleaning practices when taking and replacing a chromebook in a chromebook cart. Only one student at a time will be at the cart.
Sporting Equipment	Equipment will be cleaned regularly prior, during and after use. Good hand hygiene will be practiced by students and staff.
Home Ec	Equipment will be cleaned regularly prior, during and after use. Good hand hygiene will be practiced by students and staff.
IA Lab	Equipment will be cleaned regularly prior, during and after use. Good hand hygiene will be practiced by students and staff.

Science Lab Materials	Equipment will be cleaned regularly prior, during and after use. Good hand hygiene will be practiced by students and staff.
Library Space *Items returned have to be quarantine for 72 hours	All items within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives to use the library. We will follow provincial library guidelines when and if we can use items and how often they can be used.

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

Activities	Planning needed
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	<p>We will follow the most current CPHO guidelines for planning these activities as we return to school. Intramurals will be within a cohort, in a designated zone in the gym and/ or outside. We will follow the provincially organized recreational guidelines: <a href="#">Organized Recreational Activities and Team Sports Guidance</a></p> <p>Other student activities will be introduced and staggered upon our September return to school plan.</p> <p>Indoor and outdoor sports have begun. Students enter and exit the change rooms using separate entrances. Students are required to wear a non medical mask and are not permitted to leave materials in the change rooms. Change rooms are marked with tape to encourage physical distancing. The limit for changerooms is 14. There is a limit to one spectator per family for indoor sports. Spectators enter 10 mins before a game begins, by sanitizing their hands, wearing a non medical mask. Spectators must sign in and will enter and exit using separate doors.</p>

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

	How will this be addressed
Staff Preparation Time	Staff will hand sanitize, will be required to wear a non-medical mask (if not able to physically distance), and physically distance as they leave their classroom/zone/cohort to go to their assigned cohort area(s) within the school for breaks. (These areas may

	<p>include an assigned classroom, staff zone, TPC and/or another designated area within the school). Staff will remain in their assigned area until it is time to go back to their next assigned class. Teachers must clean up after themselves if eating in a lunchroom, and dishes cannot be left in the sink</p> <p>As each staff member completes their break, as they enter a class, staff will hand sanitize, will be encouraged to wear a non-medical mask (if not able to physically distance), and physically distance as they begin to instruct and support student learning.</p>
Staff Materials	Shared items will be cleaned regularly and good hand hygiene will be practiced by staff.
Substitutes	Each substitute will sign in and out at the main door of the school they are working in for the day. Substitutes will follow all CPHO guidelines and sign the declaration. In school, a sub will be assigned a cohort for the day and will follow all cohort schedules and zones.
Shared Staff Spaces	Shared spaces will be cleaned regularly and good hand hygiene will be practiced by staff.
Meetings between and with	We will limit the amount of meetings and when we meet we will meet within staff cohorts and follow CPHO guidelines for multiple gatherings. Virtual meetings will continue.
Staff support multiple schools	Staff that travel between multiple schools will hand sanitize and/or hand wash, will be encouraged to wear a non-medical mask (if not able to physically distance), and physically distance as they travel between schools.