



## Public Schools Branch

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

<b>Name of School</b>	Englewood School
<b>Grade level configuration</b>	K-9
<b>Principal</b>	Randy Reardon
<b>Student enrollment Sept 2020</b>	185
<b>Total number of staff in the building</b>	28

## 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>	<ul style="list-style-type: none"> <li>Student puts on a non-medical mask immediately and is taken to the office or the office is contacted to come get the student.</li> <li>Admin are contacted.</li> <li>Admin to call home.</li> <li>Remove the students from the class and notify the custodian to clean the room. It is strongly recommended that students and teacher wear a non-medical mask during transport. Students and teacher will practice hand hygiene.</li> <li>Student waits in the office for parent.</li> <li>Office door is closed and sign posted.</li> <li>Staff are encouraged to wear non-medical masks</li> </ul>
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>	<ul style="list-style-type: none"> <li>Staff immediately puts on a non-medical masks and contacts the office to arrange for class coverage.</li> <li>Admin Assistant contacts a sub and enters in AESOP.</li> <li>Emergency sub plan in effect if necessary.</li> <li>Staff goes home</li> <li>Remove the students from the class and notify the custodian to clean the room. It is strongly recommended that students wear a non-medical mask during transport. Students will practice hand hygiene.</li> <li>Monitor staff symptoms.</li> </ul>

**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"> <li>Emailed via SAS weekly</li> <li>Attendance</li> </ul>	Pre-screening check-list will be sent home on the first day of school for daily at home use Admin will email parents via SAS every Sunday with PSB

	<p>scripted email. Promote handwashing, wearing of non-medical masks, physical distancing and staying home when ill.</p>
<b>Pre-screening of Staff</b>	<b>Responsible for Record Maintenance</b>
<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>Forms stored in a file in the office. Whole staff meeting to sign and review declaration materials. Weekly reminders about self-screening sent out with the WAG (week at a glance) email. Daily wellness check on all staff done by admin.</p>
<b>Pre-screening of Visitors</b>	<b>Location, set up and person responsible</b>
<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>Admin Assistant to collect forms daily and store them in a contract tracing binder. All visitors sign in and out. It will be strongly recommended that visitors wear non-medical masks (signage to be posted on front door) Visitor zone with floor markings at main entrance. Table will be set up to clearly mark the area. 2 visitor max. COVID-19 signage/Posters visible upon entrance. Encourage waiting in their vehicle if they are picking up a student for appointment (school telephone number will be posted on the door).</p>

**Personal Protective Equipment** Refer to Chapter 1 in PSB September 2020 Guidelines

	<b>Situation</b>
<p>Students When in areas where reasonable physical distancing is not possible, it is <b>strongly recommended</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 to East Wiltshire for specialist classes</li> </ul>	<p><b>Other as applicable -</b></p> <p><b>7- 9</b> encourage that staff, and students in Grades 7 to 9, wear non-medical masks inside school facilities when physical distancing cannot be maintained.</p> <p><b>K-6</b> are encouraged to wear non-medical masks inside school facilities when physical distancing cannot be maintained.</p>

<p>Staff</p> <p>When in areas where reasonable physical distancing is not possible, it is <b>strongly recommended</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><b>Other as applicable -</b></p> <ul style="list-style-type: none"> <li>● Guidance</li> <li>● Any transitions in cohorts</li> <li>● EAs - often</li> <li>● Office</li> <li>● Small group work</li> <li>● Bus duty</li> <li>● Car duty</li> </ul>
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**Physical Distancing and Cohort Considerations** Refer to Chapter 1 in PSB September 2020  
**Guidelines**

\*Cohort - 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.

<b>Cohort Construction</b>	
<p><i>*When students are within their cohorts, physical distancing will still be encouraged when possible.</i></p> <p><i>*All teachers will be required to provide class seating charts to administration.</i></p>	
Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)	<p>Zone(s)</p> <p><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></p> <p><b>Entry and exit points</b></p>
Primary Cohorts (approx) K-1 (45) 2-3 (45)	<p><b>Access:</b> Middle doors</p> <p><b>Recess:</b> Lower floor playground door</p> <p><b>Bathroom:</b> Lower Floor bathroom</p>
Elementary Cohorts (approx) 4-5 (44) 6 (21)	<p><b>Access:</b> K-3 playground door</p> <p><b>Recess:</b> 4-6 playground door</p> <p><b>Bathroom:</b> upstairs bathroom</p>

Junior High (approx) 7-9 (45)	<b>Access:</b> Main doors for entry and exit <b>Recess:</b> Main doors <b>Bathroom:</b> Gymnasium bathrooms
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**Cohorts Mixing for Instructional Reasons** Refer to Chapter 1 in PSB September 2020 Guidelines

Classes (What cohorts will mixed)	What precautions will be taken?
	<p>No cohorts will be mixed for instruction - only homerooms within the cohorts will be mixed in the following scenarios:</p> <p><b>Cohorts mixed:</b></p> <ul style="list-style-type: none"> <li>• <b>Primary</b> - recess (K-1, 2-3)</li> <li>• <b>Elementary</b>- recess (4-5, 6)</li> <li>• <b>Intermediate</b>- Recess, (7-9)Band/JHE, Ind Arts (Students will be encouraged to wear non-medical masks during transitions, including bus, entry to East Wiltshire, and hallways. Students will not interact with EW students.</li> </ul> <p>In these cases, classroom seating will be divided into zones to ensure seating for students who are in different cohorts are spaced further apart (ideally 2m/6ft from other cohorts).</p> <p>Students will be assigned seating within classrooms to ensure students from the same cohort are placed together.</p> <p>Students will be strongly encouraged to wear a non-medical mask when cohorts share a classroom and/or when physical distancing cannot be ensured.</p>

**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></p> <p>Staggered drop off beginning at 8:25, students will be encouraged to wear a non-medical mask when travelling on the bus, enter through designated cohort doors and go directly to their classroom.</p> <p>Randy/Michaela to do bus duty.</p>

	<p><b>Parent drop off-</b> Cars may enter the parking lot between 845 and 900 to drop their child off at the sidewalk. Students will then enter through their cohort door. Parents remain in vehicle. Randy/Michaela to do car duty.</p>
Departure	
*Staggering of times when possible	<p><b>Bus -</b> Staggered pick-up beginning at 2:30. Students will sanitize their hands and be encouraged to put on non-medical masks before they go on the bus. Individual busses will be announced and students will exit through their cohort door at dismissal. Staff will assist with K-3 dismissal as required.</p> <p><b>Parent Pick up-</b> Parents can enter the parking lot between 250 and 305. They will remain in their cars and stop at the main entrance sidewalk. Child will be called over PA.</p>
Class to class *Staggering of times when possible	<ul style="list-style-type: none"> <li>● No movement of classes outside of the cohort zone except for specialist.</li> <li>● Music - Music teacher will come to the class to pick up classes in K-6 and drop them back to their class when finished. Teach in the HR class when possible.</li> <li>● PE - PE teacher will come to the classes to pick up classes in K-6 and drop them back to the class when finished.</li> <li>● Students will be encouraged to wear non-medical masks in the hallway.</li> </ul>
Washrooms *Staggering of times when possible and limiting numbers	<ul style="list-style-type: none"> <li>● Students encouraged to fill their water bottle at home.</li> <li>● No fountains.</li> <li>● Water bottle filling station open.</li> <li>● Individual cohort bathrooms.</li> <li>● Signs to identify bathrooms.</li> <li>● Staff to use only the staff bathroom.</li> <li>● Merry Pop-ins to use PE locker bathrooms</li> <li>● Capacity posted on the door.</li> <li>● Physical Distancing stickers in the hallway.</li> <li>● No whole-class trips to the washroom.</li> <li>● Staggering times arranged in each cohort (teachers to coordinate).</li> </ul>

<p>Hand Washing/Sanitizing</p>	<ul style="list-style-type: none"> <li>● Handwashing before and after recess.</li> <li>● Handwashing before and after eating.</li> <li>● Handwashing at the beginning of each day.</li> <li>● Hand sanitizer in each classroom.</li> <li>● Frequent presentations/videos on handwashing.</li> <li>● Anytime you move out of the cohort zone.</li> </ul>
<p>Hallways *Staggering of times when possible</p>	<ul style="list-style-type: none"> <li>● Limit the need to transition in the hallways for classes.</li> <li>● Stagger times for multiple classes in the hallway.</li> <li>● Non-medical mask wearing is encouraged.</li> <li>● Physical distancing maintained.</li> <li>● Stay in cohort zone with the exception of PE and Music.</li> <li>● Directionality signs on the floor.</li> </ul>
<p>Lockers</p>	<ul style="list-style-type: none"> <li>● K-4 will use designated hooks and cubbies for storage</li> <li>● Grades 5-7 will have access to lockers in their cohort zones.</li> <li>● 8-9 will store belongings in their classrooms</li> <li>● Teachers will ensure staggered access.</li> <li>● Store text books in the classroom - online texts when possible.</li> <li>● Student will use provided sanitizer when necessary.</li> <li>● Sanitize lockers daily.</li> </ul>
<p>Breaks *Staggering of times when possible</p>	<p><b>Breakfast program-</b></p> <ul style="list-style-type: none"> <li>● Pre-packaged breakfast foods available in classrooms</li> </ul> <p><b>Snack -</b></p> <ul style="list-style-type: none"> <li>● Students eat snacks in their homeroom - handwash.</li> <li>● No sharing of food.</li> <li>● Teachers will be provided with snacks for students who require this service.</li> </ul> <p><b>Recess -</b></p> <ul style="list-style-type: none"> <li>● Stay in cohort zones.</li> <li>● Supervision from a teacher in that cohort.</li> <li>● Separate play areas for each cohort.</li> <li>● Staggered exit and re-entry.</li> <li>● Handwashing before and after.</li> </ul> <p><b>Lunch -</b></p> <ul style="list-style-type: none"> <li>● All students to eat in their classroom.</li> <li>● Handwashing before and after.</li> <li>● Students will eat at their own desks.</li> <li>● Hot lunch delivered to classrooms.</li> <li>● Sanitize area after eating.</li> </ul>

**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"> <li>● When possible chromebooks will be assigned to students in a class.</li> <li>● Chromebooks don't leave that cohort.</li> <li>● Chromebooks sanitized regularly.</li> </ul>
Sporting Equipment	<ul style="list-style-type: none"> <li>● Limit the use of sporting equipment.</li> <li>● Handwash before and after each use.</li> <li>● Shared equipment that is used needs to be sanitized before another class can use it.</li> </ul>
Science Lab Materials	<ul style="list-style-type: none"> <li>● Wash hands upon entry and exit.</li> <li>● No mixing of cohorts.</li> <li>● No sharing of equipment when possible.</li> <li>● Sanitize tools after use</li> </ul>
Library Space *Items returned have to be quarantine for 72 hours	<ul style="list-style-type: none"> <li>● No mixing of cohorts. Designated library times for each class will be scheduled.</li> </ul>

**Extra Curricular** Refer to Chapter 5 in PSB September 2020 Guidelines

Activities	Planning needed
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	<p><b>Intramurals</b></p> <ul style="list-style-type: none"> <li>● Held outdoors when possible.</li> <li>● No mixing of cohorts.</li> <li>● No changing clothes.</li> <li>● Similar process to PE.</li> </ul>
	<p><b>Student Leadership</b></p> <ul style="list-style-type: none"> <li>● Students will help promote handwashing, non-medical masks and physical distancing.</li> <li>● Promote virtual activities and meetings.</li> <li>● No mixing of cohorts.</li> </ul>



	<p><b>Merry Pop-ins</b></p> <ul style="list-style-type: none"> <li>● Continue to follow its own operational plan. Copy provided to the school and stored in the office.</li> <li>● Cleaning is supported by our custodians.</li> <li>● Held Outside when possible.</li> <li>● Handwashing before and after.</li> </ul>
	<p><b>Assemblies</b></p> <ul style="list-style-type: none"> <li>● Cohort groups only.</li> </ul>
	<p><b>Parent Nights</b></p> <ul style="list-style-type: none"> <li>● Virtual Options.</li> <li>● Small group meetings for Home and School.</li> <li>● Videos.</li> <li>● Google Meet.</li> </ul>
	<p><b>School Sports</b></p> <ul style="list-style-type: none"> <li>● Guidelines set by PEISAA.</li> </ul>

**Staff Considerations** Refer to Chapter 10 in PSB September 2020 Guidelines

	<b>How will this be addressed</b>
Staff Breaks	<ul style="list-style-type: none"> <li>● Staff room will have a limited capacity.</li> <li>● Staff will store and prep food in the staff room.</li> <li>● Staff will clean up after themselves and ensure dishes are not left in the sink or on counters.</li> <li>● Good hand hygiene will be practiced</li> <li>● Physical distancing between cohort staff, when possible</li> </ul>
Staff Materials	<ul style="list-style-type: none"> <li>● Limit the use of shared materials.</li> <li>● Good hand hygiene will be practiced</li> </ul>
Substitutes	<ul style="list-style-type: none"> <li>● Sign in and out.</li> <li>● Bring own personal non-medical masks</li> <li>● Arrive early to become familiar with school protocols</li> </ul>
Shared Staff Spaces	<ul style="list-style-type: none"> <li>● Limit to cohorts when possible.</li> <li>● Increased cleaning.</li> <li>● Good hand hygiene will be practiced</li> </ul>
Meetings between and with	<ul style="list-style-type: none"> <li>● Virtual when possible.</li> <li>● Cohort meetings when possible.</li> <li>● Held in the gym to promote social distancing.</li> </ul>
Staff support multiple schools	<ul style="list-style-type: none"> <li>● Sign in and out.</li> <li>● Log of students they were in contact with.</li> </ul>

- Recommended to wear non-medical masks

### **Non-Medical Mask Use in K-12**

Wearing a non-medical mask is not a substitute for physical distancing and hand washing. However, it is an additional measure you should take to protect others around you, even if you have no symptoms.

Current evidence suggests that young children are not significant spreaders of COVID-19 and are more likely to be exposed to the virus from an adult or older child. Therefore, it is strongly recommended that staff in all schools, and students in Grades 7 to 12, wear non-medical masks inside school facilities when physical distancing cannot be maintained. Students in Kindergarten to Grade 6 may wear masks inside school facilities when physical distancing cannot be maintained. Students may remove non-medical masks in classrooms if schools have implemented measures to reduce the risk of transmission (i.e. desk layout, barriers, etc.).

Due to the close and sometimes prolonged contact on school buses, it is strongly recommended that bus drivers and students in all grades wear non-medical masks when on a school bus, when transferring from a school bus to a school, and when transferring from one school bus to another school bus.

It is strongly recommended that school staff and students in all grades wear non-medical masks on any occasion when different cohorts must interact.

Anyone wearing a non-medical mask must follow proper mask-wearing procedures:

<https://www.princeedwardisland.ca/en/information/health-and-wellness/wearing-non-medical-masks-community>. Non-medical masks should not be worn by anyone unable to remove them without assistance, anyone who has trouble breathing, or anyone under the age of 2 years.