



Public Schools Branch

Return to School September 2020 - Planning Template

Name of School	Georgetown Elementary School
Grade level configuration	K-8
Principal	Sheryll O'Hanley
Student enrollment Sept 2020	57
Total number of staff in the building	15

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"> ● The student must put on a non-medical mask (unless experiencing physical illness) and go to the main office with a note from their teacher along with their personal items. ● Admin Assistant will inform Administration of the student illness. ● The administrators/admin assistant will contact the parent/guardian to come pick up the child at the front door and provide the family with information about next steps (call 811 or health care provider to arrange for testing). ● The student will stay in the front lobby until pickup under supervision of administration/admin assistant. ● The parent will call the school phone when they arrive at the school and the child will exit the building. ● Students will be moved from the classroom for cleaning and sanitization. It will be strongly recommended that students and staff wear non-medical masks during the transport, and practice hand hygiene. ● The custodian will be contacted to clean and sanitize the area. ● Administration will be notified when the class is able to return to their room.
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. ● Staff member will call 811 to arrange testing. 	<ul style="list-style-type: none"> ● The staff member will put on a non-medical mask and go to the office to inform administration. ● Administration will arrange for coverage of class or individual students. ● Staff member will go home. ● Staff will have an emergency sub plan in place. ● Admin assistant will enter the absence in AESOP and arrange for a substitute if needed. ● The custodian will clean and sanitize the area(s) the staff was in contact with. ● The staff member will be informed about next steps (call 811 or health care provider to arrange for testing). ● Students in the class may have to be moved as the area is sanitized. It will be strongly recommended that students wear non-medical masks during the transport, and practice hand hygiene.

- Monitor staff symptoms.

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 	Pre-screening checklist will be sent home on the first day of school so that parents/guardians/caregivers can pre-screen their child(ren) every morning. The administrators/administrative assistant will send out a weekly reminder to parents/guardians/caregivers about the importance of promoting handwashing, PPE, physical distancing, and staying home when ill.
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"> • Administration will have staff sign a declaration form at the first staff meeting. • Frequent reminders to self-monitor for symptoms will be shared. • Admin team will do daily wellness check-ins with staff. • Signed forms will be kept in the office.
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. • Visitors must wear a mask. 	<ul style="list-style-type: none"> • The main lobby will be designated the visitor area. Double doors into the student hallways will be closed and no access sign will be posted. • Table will be set up in front of the Administrative Assistant's office door for sign-in forms. • Administrative Assistant will supervise and monitor the visitor area when the administrator is not present. • With the square footage of our visitor zone, we can have a maximum of 3 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 before they begin their visit. • It is required for all visitors to wear a non-medical mask during their time at the school. • Prior to leaving the school, visitors will go back to the visitor zone, sign out and exit the school the same way they entered.

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 style="color: green;">Other as applicable -</p> <ul style="list-style-type: none"> ● Students must have their own non-medical masks and will be strongly encouraged to wear non-medical masks when physical distancing cannot happen. ● Students will wear non-medical masks during fire drills, lockdown procedures and bus evacuations. ● Students will be required to wear non-medical masks while they are on the school bus. ● Students will be strongly encouraged to wear non-medical masks when moving in the hallway. ● All students are strongly encouraged to wear personal protective equipment on the first day of school until they are directed to their classrooms and cohorts are established. <p>The current recommendation is that students in grades K-6 will wear non-medical masks when physical distancing cannot be maintained. Students in grades K-6 will be permitted to remove non-medical masks in classrooms if measures have been taken to reduce the risk of transmission.</p> <p>It is required that students in Grades 7 and 8 wear non-medical masks during transitions and emergency procedures, and 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 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 style="color: green;">Other as applicable -</p> <ul style="list-style-type: none"> ● Staff will have their own non-medical masks and will be strongly encouraged to wear non-medical masks when physical distancing cannot happen. ● Staff will be strongly encouraged to wear non-medical masks during fire drills and lockdown procedures. ● Staff will use other PPE when necessary. ● Staff will sanitize/wash their hands when moving between cohorts. ● Staff will maintain their personal record of cohorts they work with each day.

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	
<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)	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><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>Primary (Gr K-3) 29 students</p>	<p>Primary corridor Entrance and exit at the back door of the school Primary bathroom by gymnasium. Playground will be the equipment at the back of the school.</p>
<p>Elementary/Intermediate (Gr 4-8) 28 students</p>	<p>Upper grade corridor Entrance and exit through the side door at the end of the corridor. Bathrooms located in the Upper grade corridor. Playground will be located in the front lawn of the school.</p>

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><i>Band Class</i></p> <p><i>Exploratory</i></p>	<p><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></p> <p><i>Grade 7s are working on wood working and grade 8s in the metal shop</i></p>
<p>Grade 7 /8 Students attending IHT at MIS on Day 2</p>	<ul style="list-style-type: none"> ● Students will be traveling by bus to MIS on Day 2. ● Students will not take any belongings with them as all materials will be provided at MIS. ● Students will be informed of the protocols from MIS before attending IHT. ● Students will wash their hands before entering the bus and are required to wear a non-medical mask while riding the bus. ● Students will load the bus from the exit at the end of the corridor of the 4-8 cohort. ● Students will wash their hands upon arriving back from IHT. ● Students who take completed work back from IHT will be instructed to place it in their kitbag immediately upon arrival back from IHT. ● Physical distancing between Georgetown and MIS students will be maintained as much as possible.

Student Transitions Refer to [Chapter 1](#), [Chapter 4](#), [Chapter 6](#), [Chapter 8](#) and [Chapter 9](#) in [PSB September 2020 Guidelines](#)

<p>Arrival</p>	<ul style="list-style-type: none"> ● Administrators will be on duty for arrival, one at each door. ● Teachers and support staff will be in their classrooms to meet and supervise students. ● Pylons will be placed by the north east corner of the school by the new side entrance for the upper grade students. Pylons will be used to block vehicle access to the back parking lot. ● Parents will drop off their child(ren) at the pylons and exit via the roadway in front of the school. ● The bus will be permitted in the back parking lot to unload students. Students in K-3 will enter through the back doors and students in 4-8 will enter through the side door.
----------------	---

<p>*Staggering of times when possible</p>	<p>Bus - We have one bus. The first run will arrive at approximately 8:50. The second run containing one student will arrive at 9:05.</p> <p>Parent drop off-</p> <ul style="list-style-type: none"> ● Parents will be able to drop off students in the morning between 8:40 and 8:55. ● Parents are to stay in their vehicle. ● Students will proceed to their assigned entry point. <p>Walkers-:</p> <ul style="list-style-type: none"> ● Walker can arrive between 8:40 and 8:55. ● Students will enter the school through their assigned entry point and proceed to their classrooms. <p>Student Drivers- N/A</p>
<p>Departure</p>	<p>All students will remain in their classroom until their allotted departure time. Administrators will be on duty at both entry points and teachers and support staff are to remain with students until all students have departed.</p>
<p>*Staggering of times when possible</p>	<p>Bus -</p> <ul style="list-style-type: none"> ● Students will hand wash before boarding the bus at 3:00. It is required that students in grades K-6 put on a non-medical mask before boarding the bus. Students leave the school through their assigned exit point and proceed directly to the bus. ● Students proceed directly to their assigned seats on the bus. <p>Parent pick off-</p> <ul style="list-style-type: none"> ● Parents can arrive to pick up their child(ren) at 3:10. ● Parents are to park in the back parking lot of the school. ● Parents are to remain in their vehicle and leave school property once they have their child(ren). ● Students will be dismissed from their exit points. <p>Walkers-</p> <ul style="list-style-type: none"> ● Walkers will be permitted to leave through their exit points at 3:10. ● Walkers are reminded to immediately leave school property following proper physical distancing protocols. <p>Student Drivers- N/A</p>

<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"> • There will be no classes outside of the cohort zone except for specialists (Phys Ed, Music, Resource, Guidance and French) and water filling station. • Music - The homeroom teacher will deliver the class to the music room and pick up the students in K-6 when finished. Students are strongly encouraged to wear non-medical masks in the hallways. Singing will not be permitted in Music class unless singers can maintain 3.5m/12ft distance. • Physical Education - The homeroom teacher in K-8 will deliver the class to the gym and pick them up when finished. Students are strongly encouraged to wear non-medical masks in the hallways. • One-way traffic will be enforced in the hallway to reduce the opportunity for cross-cohort contamination. • During these transitions, each cohort will hand sanitize and/or hand wash, will be strongly encouraged to wear a non-medical mask, and physically distance when moving out of their cohort zone.
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p>Things to consider - water bottle filling station</p> <ul style="list-style-type: none"> • Full class trips to the washroom will not be permitted. • One student per class will be permitted in the washroom at one time. • If the maximum capacity of the washroom has been met, students will have to wait outside the washroom practicing proper physical distancing. • Students will be encouraged to take their own full water bottle from home. • In the event that students need to fill their water bottle, there will be scheduled times for cohorts to use the water bottle filling station throughout the day.
<p>Hand Washing/Sanitizing</p>	<ul style="list-style-type: none"> • Students will be encouraged to wash/sanitize hands frequently. • Students and staff members must wash hands or sanitize before going outside for recess, coming in from recess, before food consumption and movement between cohorts.
<p>Hallways *Staggering of times when possible</p>	<ul style="list-style-type: none"> • When possible, we will limit the need to transition in the hallways for classes. • Students in grades K-6 are strongly encouraged to wear a non-medical mask as needed.

	<ul style="list-style-type: none"> ● Students in grades 7-8 are required to wear a non-medical mask in the halls. ● Physical distancing ● Stay in the cohort zone with the exception of PE, Music, Guidance and Resource. ● Directionality signs on the floor
Lockers	<p>N/A</p> <p>There will be no access to lockers. Student belongings will be stored on hooks in the hallways and in their assigned desks inside their classrooms.</p>
<p>Breaks</p> <p>*Staggering of times when possible</p>	<p>Breakfast Program -</p> <ul style="list-style-type: none"> ● All students will have access to a breakfast program in their own classrooms. ● The menu will need to be adjusted to allow for this program change to happen. ● Food will be stored in classrooms or planning areas. <p>Snack -</p> <ul style="list-style-type: none"> ● Children will bring their own snack item from home. ● Students will be expected to wash/sanitize their hands prior to eating. ● Students will be expected to wipe down and sanitize their own desk surface after eating. ● Students will eat at their own workspaces and if they need additional snacks teachers will provide from the supplies on hand. <p>Recess -</p> <ul style="list-style-type: none"> ● Students will be expected to wash their hands prior to going outside for recess and coming inside from recess. ● Students will be exiting from their designated exit point. <p>Lunch without Cafeteria-</p> <ul style="list-style-type: none"> ● Children will bring their own lunch from home. ● Students will be expected to wash their hands prior to eating (or sanitize their hands with hand sanitizer). ● Students will be expected to wipe down and sanitize their own desk surface after eating ● If students participate in the Hot Lunch program lunches will be delivered to the cohort by a volunteer. ● Milk carts will also be delivered to cohorts by a volunteer.

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
Ex. HS - Shared desks (Period A and then Period B class)	<ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> One chrome cart will be placed in the staff room for grade K-3 and the other will be placed in the library for 4-8 students. Chrome books will be sanitized after each use and will not be shared between cohorts.
Sporting Equipment	<ul style="list-style-type: none"> Sporting equipment will be used at a minimum in Phys Ed classes. In the event that equipment is necessary; equipment will be shared only within the same cohort. If equipment is used, it will be sanitized between groups.
Home Ec	N/A
IA Lab	N/A
Science Lab Materials	<ul style="list-style-type: none"> Science lab materials are assigned to one class
Library Space *Items returned have to be quarantine for 72 hours	<ul style="list-style-type: none"> Teachers will borrow books from the library for their classroom. The books can then be shared among the students within their classroom. Teachers will loan books for two week periods and then the books will be in isolation for 72 hours before reshelving in the library. The library space will be used as a workspace for EAs to allow for small groups within the 4-8 cohort. The space will not be used by whole classes.

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

Activities	Planning needed
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	There will be no intramurals at the beginning of the school year. When they begin, intramurals will be within a cohort, in a designated zone in the gym and/ or outside. We will follow the provincially organized recreational guidelines: Organized Recreational Activities and Team Sports Guidance
Parent Nights	<ul style="list-style-type: none"> ● Virtual Options ● Small group meetings for Home and School ● Videos ● Google Meet
School Sports	<ul style="list-style-type: none"> ● Guidelines set by PEISAA

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

	How will this be addressed
Staff Breaks	<ul style="list-style-type: none"> ● Staff will be encouraged to take breaks in their workspaces and will maintain physical distancing from other staff. ● Staff rooms will be used for lunch storage and preparation, but will not be encouraged for gatherings. ● If staff members use the staff room for breaks or preparation, they will need to adhere to physical distancing. Staff room can have a maximum of 2 occupants at a time. ● Staff will need to disinfect and wipe down the eating and prep areas with supplied disinfectant and properly dispose of used paper towels. Dishes may not be left in the sink or on counters.
Staff Materials	<ul style="list-style-type: none"> ● Staff will store their coats/boots etc. in their classroom/workspace to discourage congregating in the staff room. ● Staff will be asked not to bring open beverage containers into the classroom (e.g. water glasses, coffee cups, etc.) and to only use containers with a lid. ● Good hand hygiene must be practiced before and after using the photocopier.
Substitutes	<ul style="list-style-type: none"> ● Each substitute will sign in and out at the main door of the

	<p>school they are working in for the day.</p> <ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Enhanced cleaning protocol will be enforced in these areas where staff members must wash hands or hand sanitize before they enter the shared space and again when they leave.
Meetings between and with staff	<ul style="list-style-type: none"> ● We will limit the amount of meetings. ● When we meet, we will follow CPHO guidelines for multiple gatherings. ● Staff meetings will occur in the gymnasium. ● Virtual meetings may continue.
Staff support multiple schools	<ul style="list-style-type: none"> ● Staff that travel between multiple schools will hand sanitize and/or hand wash, wear a non-medical mask, and physically distance as they travel between schools. ● Each staff will sign in and sign out of each school upon entry and exit per school.

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 required 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 are strongly recommended to 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.