



## Public Schools Branch

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

<b>Name of School</b>	Glen Stewart Primary
<b>Grade level configuration</b>	K-2
<b>Principal</b>	Vanessa Dunn (acting)
<b>Student enrollment Sept 2020</b>	442
<b>Total number of staff in the building</b>	58
<b>Last Updated</b>	February 24, 2021

## 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>● Students who are ill(with COVID-19 symptoms) will immediately be taken to the empty lobby office and the administrative assistant will be informed. The administrative assistant will contact the parent for student pick up.</li> <li>● Students will be encouraged to wear a non-medical mask unless the child is physically sick (vomiting) or having difficulty breathing.</li> <li>● Staff supervising or assisting the sick student will be encouraged to wear PPE.</li> <li>● Administrative assistant and/or administrator will monitor the child until pick up and will document the child's name, class, date and time of illness.</li> <li>● The class the child came from will be escorted to the meeting room in the lobby to allow for cleaning and sanitized of the classroom. Students and teacher will be encouraged to wear non-medical masks during the transport and will practice hand hygiene.</li> <li>● Administrative assistant and/or administrator will contact the custodian to immediately clean the classroom.</li> <li>● Custodian will notify the administrator when the classroom is ready for the students and teacher to return. Administrator/Administrative assistant will notify the teacher to return to the classroom and then the meeting room will be cleaned.</li> <li>● After the child has been picked up, the office sick area will be cleaned and sanitized</li> <li>● Parents will need to call 811 or their health care provider for testing and medical direction.</li> <li>● The student's absence will then be recorded in SAS.</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> </ul>	<ul style="list-style-type: none"> <li>● Teacher/staff will immediately be asked to leave the classroom/work area and report to the administrator that they feel unwell and/or exhibiting symptoms of COVID-19.</li> <li>● Teacher/staff will be encouraged to wear a non-medical mask unless the teacher/staff is physically sick (vomiting) or having difficulty breathing.</li> <li>● Teacher will need to call 811 for testing and medical direction.</li> <li>● A designated staff person will take over the class and</li> </ul>

<ul style="list-style-type: none"> <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>● escort the class to the lobby meeting room to allow for cleaning and sanitizing of the classroom (e.g. multi-purpose room).</li> <li>● Designated staff person will remain with the class until a substitute teacher arrives.</li> <li>● Students and staff person will be encouraged to wear non-medical masks during the transport and practice hand hygiene.</li> <li>● Administrator will check with the ill staff person to see if they are able to drive themselves home or if they need to have a family member called to pick them up or be driven home.</li> <li>● Administrative assistant and/or administrator will contact the custodian to immediately clean the classroom.</li> <li>● Custodian will notify the administrator when the classroom is ready for the students and teacher to return. Administrator/Administrative assistant will notify the teacher to return to the classroom</li> <li>● Administrative assistant and/or administrator will enter the teacher's absence in AESOP to document the illness.</li> <li>● Follow up with teacher/staff at the end of the day to see how they are doing.</li> </ul> <p>NOTE: All teachers will be expected to have an emergency sub plan in place in the event that they become sick at any point during the school day. Teachers will be expected to create a substitute binder that contains their emergency plans along with school's operational guidelines.</p>
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**Pre-Screening of Students and Staff** Refer to [Chapter 1](#) and [Chapter 11](#) in [PSB September 2020 Guidelines](#)

<b>Pre-screening of Students</b>	<b>Responsible for sending it out</b>
Declaration Reminder <ul style="list-style-type: none"> <li>● Emailed via SAS weekly</li> <li>● Attendance</li> </ul>	<ul style="list-style-type: none"> <li>● Info sheet &amp; pre-screening checklist will be sent home for parents to use each morning when they pre-screen their children.</li> <li>● Administrative assistant will send out SAS weekly reminder of wellness criteria (COVID-19 Symptoms) and travel isolation reminders as directed by CPHO.</li> <li>● Teachers will do regular daily wellness checks on students.</li> <li>● Staff will notify administrators of any students who appear unwell.</li> <li>● Attendance will be completed daily within 10 minutes</li> </ul>

	<p>of the start of school day in SAS.</p> <ul style="list-style-type: none"> <li>Administrative assistants will record any student attendance that is phoned in immediately in SAS.</li> </ul>
<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>	<ul style="list-style-type: none"> <li>Initial Declaration Document will be given to teachers on Orientation Day.</li> <li>Teachers/staff will sign the document and return it the same day.</li> <li>Reminders of consent of understanding will be added to Principal's Memo.</li> <li>Administrators will do regular daily wellness checks on staff.</li> <li>Any staff exhibiting COVID-19 Symptoms (as outlined per CPHO guidelines) will be asked to go home on sick leave.</li> </ul>
<b>Pre-screening of Visitors</b>	<b>Location, set 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>	<ul style="list-style-type: none"> <li>Visitor Welcome Area will be located in the lobby or school office with signage.</li> <li>Volunteer/Additional Hired Staff/Administrative Assistant will be responsible for screening of all visitors to the building and ensuring the visitor(s) sign the contact tracing log in/out with the declaration <b>before</b> proceeding into the school.</li> <li>Visitors will be escorted to their location within the building to minimize interactions while maintaining appropriate physical distancing.</li> <li>Visitors will be required to wear a non-medical mask during transitions, scheduled emergency procedures and when physical distancing cannot be maintained..</li> <li>Visitors must wear a non-medical mask.</li> </ul>

**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>strongly recommended</b> that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> <li>School Bus (mandatory)</li> <li>Fire drill</li> <li>Lockdown</li> <li>Transition between classes, if leaving cohort zone</li> </ul>	<p><b>Other as applicable -</b></p> <p>Students will be encouraged to wear non-medical masks when:</p> <ul style="list-style-type: none"> <li>Fire Drills</li> <li>School Evacuations</li> <li>Bus Evacuations</li> <li>Transitioning to specialists</li> </ul>

<ul style="list-style-type: none"> <li>● Transition between school buses</li> </ul>	<ul style="list-style-type: none"> <li>● Working in close proximity with resource staff, outside agency specialists, etc.</li> <li>● Transitioning to shared spaces like library, gymnasium and music, office</li> <li>● Lockdown drills</li> </ul> <p><b>Students must wear a non-medical mask when on the school bus.</b></p>
<p><b>Staff</b> 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>● Small group work with students where social distancing cannot not be maintained (RR, Counselling, Foundations, Reachback, Resource, EAL, Behaviour Resource)</li> <li>● Lockdown</li> <li>● Fire drills</li> <li>● Transitioning to specialists</li> <li>● Transitioning to shared spaces like staff room, supply room, copier area, office, instructional lab</li> <li>● Bus Evacuations</li> <li>● Covering off breaks (support staff/specialists) or when a staff person has to leave unexpectedly</li> <li>● Working closely with children to support behaviors (NVC)</li> <li>● Student Dismissal</li> <li>● Bus Duty</li> <li>● Staff room</li> <li>● Adult washrooms</li> </ul>

**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	Zone(s)
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(What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)	<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>
<p><b>Blue Cohort</b> 1A , 1B , 1C (62 students)</p>	<p>Grade 1 English / Grade 2 FI corridor</p> <ul style="list-style-type: none"> <li>● Exit and entrance doors facing the parking lot in this wing.</li> <li>● Grade 1 English / Grade 2 FI corridor washrooms.</li> <li>● See playground recess schedule for outside zones.</li> <li>● When Possible, Teachers will supervise their own cohort on the playground.</li> </ul>
<p><b>Yellow Cohort</b> 2F, 2H (38 students)</p>	<p>Grade 1 English / Grade 2 FI corridor</p> <ul style="list-style-type: none"> <li>● Exit and entrance doors facing the parking lot in this wing.</li> <li>● Grade 1 English / Grade 2 FI corridor washrooms.</li> <li>● See playground recess schedule for outside zones.</li> <li>● When Possible, Teachers will supervise their own cohort on the playground.</li> </ul>
<p><b>Green Cohort</b> 2A, 2B (42 students)</p>	<p>All Grade 2 English Classes (top level of school) and Grade 1 class located in lobby</p> <ul style="list-style-type: none"> <li>● Entrance/Exit will be the front door of the school.</li> <li>● These students will use the washroom on the top level of the school.</li> <li>● See playground recess schedule for outside zones.</li> <li>● When possible, Teachers will supervise their own cohort on the playground.</li> </ul>
<p><b>Purple Cohort</b> 2C , 2D (44 students)</p>	<p>All Grade 2 English Classes (top level of school) and Grade 1 class located in lobby</p> <ul style="list-style-type: none"> <li>● Entrance/Exit will be the front door of the school.</li> <li>● These students will use the washroom on the top level of the school.</li> <li>● See playground recess schedule for outside zones.</li> <li>● When possible, Teachers will supervise their own cohort on the playground.</li> </ul>
<p><b>Red Cohort</b> KF , KI , KD (45 students)</p>	<p>Kindergarten FI and one Kindergarten English</p> <ul style="list-style-type: none"> <li>● Entrance/Exit doors will be their corridor facing the parking lot.</li> <li>● These students will use the washroom in their corridor and for whole classroom visits the washrooms by the kindergarten English classrooms can be used.</li> <li>● See playground recess schedule for outside zones.</li> <li>● When possible, Teachers will supervise their own cohort on the playground.</li> </ul>
<p><b>Brown Cohort</b> KG, KH, 1F (49 students)</p>	<p>Kindergarten FI and one Grade 1 FI classroom</p> <ul style="list-style-type: none"> <li>● Entrance/Exit doors will be their corridor facing the parking lot.</li> <li>● These students will use the washroom in their corridor and for whole classroom visits the washrooms by the</li> </ul>

	<ul style="list-style-type: none"> <li>kindergarten English classrooms can be used.</li> <li>See playground recess schedule for outside zones.</li> <li>When possible, Teachers will supervise their own cohort on the playground.</li> </ul>
<p><b>Pink Cohort</b> KA, KC, KE (48 students)</p>	<p>All Kindergarten English Classrooms</p> <ul style="list-style-type: none"> <li>Entrance/Exit will be the doors located at the bottom of stairs.</li> <li>These students will use the washroom on the bottom level of the school next to the supply room.</li> <li>See playground recess schedule for outside zones.</li> <li>When possible, Teachers will supervise their own cohort on the playground.</li> </ul>
<p><b>White Cohort</b> 1D, 1I (38 students)</p>	<p>One Grade 1FI classroom and one Grade 1 English.</p> <ul style="list-style-type: none"> <li>1F Entrance/Exit will be the doors located at the bottom of stairs.</li> <li>1D Entrance/Exit will be the main lobby doors.</li> <li>Students in 1I will use the washroom on the bottom level of the school next to the supply room.</li> <li>Students in 1D will use the washroom across from the gym.</li> <li>See playground recess schedule for outside zones.</li> <li>When possible, Teachers will supervise their own cohort on the playground.</li> </ul>
<p><b>Black Cohort</b> 1G , 2Z (38 students)</p>	<p>Grade 1 and 2 French Immersion Classes (Located on lower level)</p> <ul style="list-style-type: none"> <li>Entrance/Exit will be the doors located at the bottom of ramp in this area.</li> <li>These students will use the washroom on the bottom level of the school next to the supply room.</li> <li>See playground recess schedule for outside zones.</li> <li>When possible, Teachers will supervise their own cohort on the playground.</li> </ul>
<p><b>Orange Cohort</b> 1H, 2G (37 students)</p>	<p>Grade 1 and 2 French Immersion Classes (Located on lower level)</p> <ul style="list-style-type: none"> <li>Entrance/Exit will be the doors located at the bottom of the ramp in this area.</li> <li>These students will use the washroom on the bottom level of the school next to the supply room.</li> <li>See playground recess schedule for outside zones</li> <li>When possible, Teachers will supervise their own cohort on the playground.</li> </ul>

**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>
<b>Library</b>	<ul style="list-style-type: none"> <li>● Librarian will be traveling to cohorts.</li> <li>● Librarian will be expected to wash hands thoroughly before entering each classroom.</li> <li>● When possible, students from one cohort will be scheduled on specific cycle days three times per 6 day cycle.</li> <li>● Librarian will have equipment selected for <b>each</b> cohort to use.</li> <li>● Students will <b>not</b> be permitted to share equipment across cohorts.</li> <li>● At the end of each class any equipment used will be placed in a bin to be cleaned and sanitized.</li> <li>● If physical distancing cannot be safely maintained, it is strongly recommended for Librarian to wear a non-medical mask.</li> <li>● Thorough cleaning of the materials will take place at the end of the day. Any books utilized will require a 72 hour quarantine period.</li> </ul>
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>● Physical Education will be offered outside as much as possible versus the gymnasium. This will need to be coordinated with the recess schedule and with Stratford Elementary for shared recess spaces.</li> <li>● Each class has its own entrance.</li> <li>● Classrooms from the same cohort will be scheduled together during shared gym times.</li> <li>● When Students transition to the gymnasium, it will be strongly recommended to wear a non-medical mask as well as the staff person walking them to the gymnasium.</li> <li>● Each student will be expected to bring their own water bottle.</li> <li>● Phys. Ed teachers will have equipment selected for <b>each</b> cohort to use.</li> <li>● Students will <b>not</b> be permitted to share equipment across cohorts unless sanitized.</li> <li>● At the end of each class any equipment use will be placed in a bin to be cleaned and sanitized before being returned to the equipment room.</li> <li>● Physical Education teachers will wash hands after working with each class in a cohort.</li> <li>● Thorough cleaning of the gymnasium will take place at the end of the day.</li> </ul>
<b>Music</b>	<ul style="list-style-type: none"> <li>● Music teachers will be traveling to cohorts.</li> <li>● Music teachers will be expected to wash hands thoroughly before entering each classroom.</li> <li>● When possible, students from one cohort will be scheduled on specific cycle days three times per 6 day cycle.</li> <li>● Music teachers will have equipment selected for <b>each</b> cohort to use.</li> <li>● Students will <b>not</b> be permitted to share equipment across</li> </ul>



	<p>cohorts.</p> <ul style="list-style-type: none"> <li>• Teachers will follow an enhanced curriculum such as rhyming, chanting, movement, dramatization, puppetry.</li> <li>• At the end of each class any equipment used will be placed in a bin to be cleaned and sanitized.</li> <li>• If physical distancing cannot be safely maintained, it is strongly recommended for music teachers to wear a non-medical mask.</li> <li>• Music teachers will wash hands after working with each class in a cohort.</li> <li>• Thorough cleaning of the music equipment will take place at the end of the day.</li> <li>• Singing will not be permitted unless singers can maintain 3.5m/12ft distance.</li> </ul>
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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>There will be two staff/administrators on duty. One will be assigned to the Student Bus Drop Off area. The other will be assigned to the parent drop off. Teachers will be in their classrooms to receive students as they arrive.</b></p> <p><b>Bus</b></p> <ul style="list-style-type: none"> <li>• All buses arriving at the school will remain parked with doors closed until administrator/staff on duty instructs the bus to open doors.</li> <li>• It is strongly recommended that the Duty teacher wears a non-medical mask.</li> <li>• It is mandatory for all students on the bus to wear a non-medical mask, they can be removed once a student arrives at their class.</li> <li>• Staggering of disembarking of buses will take place and will be directed by the duty person.</li> </ul> <p><b>Parent drop off</b></p> <ul style="list-style-type: none"> <li>• Parent drop will start at 8:00-8:30 in the parent drop off loop. This is the same area as previous years.</li> <li>• It will be strongly recommended for those staff on parent drop off to wear a non-medical mask during this time.</li> <li>• For those students wearing a non-medical mask, they will be advised to keep their non-medical masks on and go straight to their cohort doors.</li> <li>• Once the students have exited their cars and are making their way to their cohort doors, the cars will be permitted to leave the drop off area. Parents cannot leave their cars in the drop off loop.</li> </ul>

Departure	
*Staggering of times when possible	<p><b>Bus</b></p> <ul style="list-style-type: none"> <li>● Students will be dismissed by cohorts at staggered times.</li> <li>● All students and staff will be strongly advised to wear a non-medical mask during this transition time.</li> <li>● All teachers will walk <b>ALL</b> students to their buses.</li> <li>● Teachers will then take pick up students from their classes to a designated area <b>OUTSIDE</b> the school for pick up by parents.</li> <li>● Parents are not permitted in the bus area or main lobby at any time.</li> </ul> <p><b>Parent Pick Up</b></p> <ul style="list-style-type: none"> <li>● Parents will be asked to park in the parent parking lot. Parent pick up will begin at 2:35.</li> <li>● Students waiting to be picked along the fence by parking lot. Teachers will deliver students to parents.</li> <li>● Staff will remain with students until all students are picked up.</li> <li>● Parents are not permitted inside the school.</li> </ul> <p><b>After School Programs / Pick Up</b></p> <ul style="list-style-type: none"> <li>● After school programs will pick up students in their outside designated areas.</li> <li>● Those students who are wearing a non-medical mask, will be recommended to wait until off school property before removing the non-medical mask. At this time they will follow the guidelines and protocols of the after school program plan.</li> </ul>
Class to class *Staggering of times when possible	<ul style="list-style-type: none"> <li>● Music and Library will be travelling to the classrooms in the different cohorts. When possible, scheduling will be such that specialist visits will be with one cohort per day.</li> <li>● Students will be travelling to the gym for physical education. Students and teachers will be recommended to wear non-medical masks when travelling in the hallways. When possible, two classes at a time will be scheduled. Teachers will be expected to be on time to eliminate any contact during transitions between cohorts.</li> </ul>
Washrooms *Staggering of times when possible and limiting numbers	<p><b>Things to consider - water bottle filling station</b></p> <ul style="list-style-type: none"> <li>● Students (and parents) will be encouraged to bring a filled water bottle to school each day.</li> <li>● A water bottle filling station will be available for students to fill their bottles.</li> <li>● Fountains will <b>not</b> be available for student or staff use.</li> <li>● Classes within a cohort will be encouraged to make planned washroom visits when they can for hand washing and toileting.</li> <li>● Teachers will be required to monitor washroom usage by students to limit the numbers in the washrooms.</li> </ul>
Hand Washing/Sanitizing	<ul style="list-style-type: none"> <li>● Classes within a cohort will be encouraged to make</li> </ul>

	<p>planned washroom visits when they can for hand washing.</p> <ul style="list-style-type: none"> <li>● If children are unable to access sinks for handwashing in a timely manner, hand sanitizer can be used.</li> </ul> <p>Students will be expected to wash hands:</p> <ul style="list-style-type: none"> <li>● Before eating</li> <li>● Before and after physical education</li> <li>● Before and after recess</li> <li>● When hands are soiled</li> <li>● After using the bathroom</li> </ul> <p>Classrooms with sinks - Students are encouraged to use the sinks in their rooms to free up access to sinks in washrooms.</p>
<p>Hallways *Staggering of times when possible</p>	<ul style="list-style-type: none"> <li>● Any travel required in hallways by cohorts will be staggered. This will be built into the timetable for classes/cohorts/programs/staff.</li> </ul>
<p>Lockers</p>	<ul style="list-style-type: none"> <li>● Student coats, footwear, kit bags and belongings will be stored inside their assigned areas.</li> <li>● Students will bring footwear into the classroom to get ready for recess times and end of day dismissal.</li> </ul>
<p>Notes/Forms/Information</p>	<ul style="list-style-type: none"> <li>● Administrative assistants will collect returned forms or paperwork from classes.</li> <li>● All departure/arrival information for students <b>MUST</b> be communicated to the classroom teacher.</li> </ul>
<p>Breaks *Staggering of times when possible</p>	<p><b>All students and staff will wash hands before eating.</b></p> <p><b>Breakfast Program</b></p> <ul style="list-style-type: none"> <li>● All students will have access to a breakfast program.</li> <li>● Classrooms that require breakfast support will inform school administration of the needs.</li> <li>● The menu will need to be adjusted to allow for this program change to happen.</li> <li>● Once needs are identified, food will be provided to the classrooms.</li> </ul> <p><b>Snack</b></p> <ul style="list-style-type: none"> <li>● Children will bring their own snack item from home.</li> <li>● Students will be expected to wash their hands prior to eating.</li> <li>● Students will be expected to wipe down and sanitize their own desk surface after eating.</li> <li>● Students can access food items from their breakfast program bins.</li> </ul> <p><b>Recess</b></p> <ul style="list-style-type: none"> <li>● Students will be expected to wash their hands prior to going outside for recess and coming inside from recess.</li> <li>● There will be different recess times scheduled to minimize the amount of children on the playground at one time.</li> </ul>

	<ul style="list-style-type: none"> <li>● Students will dismiss to recess and return through their cohort doors.</li> <li>● Different cohorts will be assigned different playground areas/zones on different days.</li> <li>● Supervision of recess will be by teachers from their own cohorts.</li> </ul> <p><b>Lunch in Classrooms (No Cafeteria)</b></p> <ul style="list-style-type: none"> <li>● Children will bring their own lunch from home.</li> <li>● Students will be expected to wash their hands prior to eating (or sanitize their hands with hand sanitizer).</li> <li>● Students will be expected to wipe down and sanitize their own desk surface after eating.</li> <li>● If students participate in the HotLunch program (online ordering of their lunch) lunches will be delivered to the classrooms by office staff/volunteer.</li> </ul>
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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
Shared Work Spaces (Eg tables versus desks)	<ul style="list-style-type: none"> <li>● At the end of the day each student will wipe down his/her desk.</li> </ul>
Chromebooks	<ul style="list-style-type: none"> <li>● Instructions will be provided on how to safely clean all electronic equipment such as chrome books, tablets, FM system, etc.</li> </ul>
Sporting Equipment	<ul style="list-style-type: none"> <li>● All PE equipment used each day will be cleaned and sanitized and returned to the equipment room.</li> <li>● All benches/bleachers in the gymnasium will be cleaned and sanitized frequently .</li> </ul>
Music	<ul style="list-style-type: none"> <li>● All Music equipment used each day will be cleaned and sanitized.</li> </ul>
Library	<ul style="list-style-type: none"> <li>● All books that can be cleaned without damaging the book will be cleaned. Otherwise, books will be removed and stored away (quarantined) for a period of 72 hours before being returned to active circulation.</li> </ul>
Resource Rooms Reach Back	<ul style="list-style-type: none"> <li>● When possible, resource teacher will work with small groups of students from the same cohort.</li> </ul>

Reading Recovery Beh Resource	<ul style="list-style-type: none"> <li>● Resource teachers will be strongly encouraged to wear a non-medical mask when working with these students when physical distancing cannot be maintained and for periods of close prolonged contact.</li> <li>● Scheduling of groups will be groups from the same cohort on the same cycle day where possible.</li> <li>● All books/learning materials that can be cleaned without damaging the book/material will be cleaned. Otherwise, books/materials will be removed and stored away (quarantined) for a period of 72 hours before being returned to active circulation.</li> <li>● All work surfaces must be cleaned and sanitized between cohort groups.</li> </ul>
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**Extra Curricular** Refer to Chapter 5 in PSB September 2020 Guidelines

Activities	Planning needed
Intramurals	<ul style="list-style-type: none"> <li>● There will be no intramurals at this time.</li> </ul>
Music Choir	<ul style="list-style-type: none"> <li>● There will be no concerts or choir.</li> </ul>

**Staff Considerations** Refer to Chapter 10 in PSB September 2020 Guidelines  
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	How will this be addressed
Staff Breaks	<ul style="list-style-type: none"> <li>● Staff will take breaks within their cohort area or designated cohort table.</li> <li>● Staff can access the fridge and appliances necessary to heat up their lunches in the staff room. Staff can sit in designated cohort table areas.</li> <li>● Teachers must clean up after themselves after eating.</li> <li>● Individual mailboxes can be accessed at the end of the school day when students have left the building. Teachers will sanitize the areas used during this time.</li> </ul>
Staff Materials	<ul style="list-style-type: none"> <li>● Staff must use their own materials and are encouraged to not share across classes.</li> <li>● Manipulatives can be shared amongst a cohort as per</li> </ul>

	direction of CPHO guidelines.
Substitutes	<ul style="list-style-type: none"> <li>● Substitute staff will be reminded to bring a non-medical mask, report to work early to review school guidelines and sign the contact tracing log which will include a declaration and statement upon arrival. Teachers will highlight this information in their AESOP sub requests and in their substitute teacher plans.</li> <li>● Substitutes will follow the daily protocol of all staff working inside the school.</li> </ul>
Shared Staff Spaces	<ul style="list-style-type: none"> <li>● Staff cohort spaces will be cleaned and sanitized after each use as per CPHO guidelines.</li> <li>● Frequent cleaning of shared telephones, copiers, printers accompanied by frequent handwashing.</li> <li>● Staff are encouraged to not linger in shared areas.</li> </ul>
Meetings between and with	<ul style="list-style-type: none"> <li>● Meetings will be held according to the multiple gatherings guidelines.</li> <li>● All participants within a meeting space that are not within a cohort will be encouraged to wear non-medical masks and maintain physical distance guidelines.</li> <li>● All participants will be asked to wash hands/social distance before entering the meeting space.</li> <li>● If a suitable space can not be used to safely physical distance meeting participants, the meeting will take place through an online platform (E.g. Google Meet, WebEx). Staff meetings will be in the gym and each staff member will bring their own chair.</li> <li>● Meeting areas will be thoroughly cleaned and sanitized immediately after the meeting.</li> </ul>
Staff support multiple schools	<ul style="list-style-type: none"> <li>● Support staff visitors arriving to the school will be expected to check into the Visitor Welcome area.</li> <li>● Support staff visitors will be expected to sign the contact tracing log in/out with the declaration <b>before</b> proceeding into the school at the visitor area and hand sanitize.</li> <li>● Support staff will review the guidelines and protocols of the school presently in place with the visitor welcome staff.</li> <li>● Support staff visitors will be encouraged to wear a non-medical mask and maintain physical distancing guidelines while in our school.</li> </ul>
Visitor/Presenters/Contractors-Plumbers	<ul style="list-style-type: none"> <li>● Anyone planning to come to the school will be asked to contact the school and make an appointment to ensure that we have a workspace available.</li> <li>● All visitors to the school must be free of COVID-19 symptoms and sign the sign in/out contact tracing log in the visitor area.</li> <li>● Visitors to the school must wear a non-medical mask while in the building.</li> </ul>

