



Public Schools Branch

Return to School September 2020 - Planning Template

Name of School	Greenfield Elementary School
Grade level configuration	K - 6
Principal	Sandra Jay
Student enrollment Sept 2020	365
Total number of staff in the building	47
Date of Last Update	October 9, 2020

Overview

Guiding Principles:

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

- Staggering of transitions/movement in/out and within schools

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

Plan when student becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> ● The student will immediately put on a non-medical mask. ● Student will be taken to a supervised designated location for isolation. ● The child's parents will be 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 will be directed to put on their non-medical mask unless the child is physically sick (vomiting) or having difficulty breathing. ● Teacher will notify the office and the student will be directed to go there. Administrator may go to class to meet the child. ● Upon arrival at the office, the student will be taken to the sick room by the Administrative Assistant or the Administrator present. ● The child's name, class, date and time of illness will be documented. ● The child's parents will be called immediately by the Administrative Assistant or the Administrator and asked to come to pick up their child. Parents will arrange to come or have another adult come to pick up their child. ● The child will remain in isolation in the sick room until the parent has arrived. The student will be supervised by an administrator or other available staff member. Staff supervising or assisting the sick student will wear PPE. ● Depending on the reported illness and when necessary, the remaining students in the class will be taken to the library (top floor) or the cafeteria (bottom floor) to allow for cleaning and sanitizing of the classroom. The teacher and students will be encouraged to wear non-medical masks during the transport and practice hand hygiene. ● The library and the cafeteria will be sanitized by the custodian after the students return to their classroom. ● The sick room will be sanitized by the custodian as soon as the child has been picked up. ● The student's absence will then be recorded in SAS.
Plan when staff becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> ● The staff member is to put on a non-medical mask immediately. ● The staff member will notify the office that they will need to leave. 	<ul style="list-style-type: none"> ● Any staff member who is feeling sick during the school day should immediately put on their non-medical mask and notify the Principal or Vice Principal of their condition. ● The Principal or Vice Principal will make sure the class

<ul style="list-style-type: none"> ● Proceed to a location for isolation, in conjunction with support from the office. ● Area that was occupied is cleaned. ● The staff member will leave the building as soon as possible. ● Staff member will call 811 to arrange testing. 	<p>is supervised. Depending on the reported illness and when necessary, the class will be moved to the library or cafeteria until the classroom can be sanitized. Students will be encouraged to wear non-medical masks and practice hand hygiene.</p> <ul style="list-style-type: none"> ● Staff members will leave for home. ● The Principal or Vice Principal with the Administrative Assistant will immediately begin looking for a substitute teacher. ● The custodian will begin sanitizing the classroom as soon as the students have left. ● The class will continue working on the teacher's emergency substitute plan tasks. ● If there was a need for the staff member to isolate in the staffroom, the day custodian will sanitize this area once after the classroom is sanitized. ● The students will return to the classroom. ● An administrator will follow up with the staff member at the end of the day to see how they are doing. ● The employee will let the administration know each day the update of their condition and as to whether or not they have had to be tested for COVID-19. ● Administrators will also do daily wellness checks with all staff members each day. This can be for health issues or for stress related issues. <p>NOTE: <u>All</u> 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.</p>
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Pre-Screening of Students and Staff Refer to [Chapter 1](#) and [Chapter 11](#) in [PSB September 2020 Guidelines](#)

Pre-screening of Students	Responsible for sending it out
Declaration Reminder <ul style="list-style-type: none"> ● Emailed via SAS weekly ● Attendance 	<ul style="list-style-type: none"> ● The Principal will review protocols regarding students being sick and becoming sick at school with all staff at the Staff Orientation Meeting (September 1, 2020). ● On the first day of school, a pre-screening checklist will be sent home to parents for them to complete each morning. ● The Principal or Vice Principal send out the weekly reminder via group email. *This may be delegated to Administrative Assistant at a later date. ● All Staff, especially homeroom teachers, will be required to remain vigilant for signs and symptoms of

	<p>COVID-19 among their students each day.</p> <ul style="list-style-type: none"> • Teachers will notify administrators or administrative assistant of any students who appear unwell. • Attendance will be completed daily within 10 minutes of the start of school day in SAS. • Administrative assistant will record any student attendance immediately in SAS if it is phoned into the office.
Pre-screening of Staff	Responsible for Record Maintenance
<p>Declaration Reminder</p> <ul style="list-style-type: none"> • Declaration signed at first of the year. • Consent is understood upon arrival to the school building. 	<ul style="list-style-type: none"> • The Principal will be responsible for reviewing a declaration at the Staff Orientation Meeting (September 1, 2020) and reviewing protocols regarding being sick and becoming sick at school. • The Principal will be responsible to have all staff sign a declaration stating that they understand these protocols at the Staff Orientation Meeting. The Principal will be responsible for record maintenance of these declarations. A file will be created in the School Office.
Pre-screening of Visitors	Location, set up and person responsible
<ul style="list-style-type: none"> • Identify and set up a Visitor's Area and maximum capacity. • Sign in form. • Supervision of Visitor Area. • Visitors will practice hand hygiene before being escorted to their location in the building. 	<ul style="list-style-type: none"> • A visitor area will be set up in the main lobby outside the office door. This area will be clearly marked and will not be used by students or staff. • A maximum of two visitors will be allowed in the Visitor's Area at any time. • Visitors will be encouraged to wear a non-medical mask. • There will be clear signage and markers for physical distancing in this area. • Administration and Administrative Assistant will supervise the visitor area. It may be possible that this is only supervised at high traffic times such as in the morning and again at the end of the day. At lower volume times, the Administrative Assistant may deal with visitors to the office. • All people entering the building will sign in at this station and will then be directed to appropriate areas if required. A binder of the sign in sheets will be kept by the administrative assistant.

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

	Situation
<p>Students When in areas where reasonable physical distancing is not possible, it is recommended that students wear non-medical masks:</p> <ul style="list-style-type: none"> ● School Bus ● Fire drill ● Lockdown ● Transition between classes, if leaving cohort zone ● Transition between school buses 	<p>Other as applicable -</p> <p>*It will be strongly encouraged that all students will wear personal protective equipment on the first day of school until they are directed to their classrooms and cohorts are established.</p> <p>It is recommended that students in grades K-6 wear non-medical masks when physical distancing cannot be maintained. Students in grades K-6 can remove non-medical masks in classrooms if measures have been taken to reduce the risk of transmission.</p>
<p>Staff When in areas where reasonable physical distancing is not possible, staff shall wear non-medical masks:</p> <ul style="list-style-type: none"> ● Close contact with students ● Lockdown ● Fire drill ● Moving between cohorts <ul style="list-style-type: none"> ○ Practice good hand washing ○ Maintain records of cohorts visited ○ Wear PPE when necessary 	<p>Other as applicable -</p> <p>This would be the same as for students. We will follow the direction set out by CPHO at the time. It is strongly recommended that staff wear non-medical masks when physical distancing cannot be maintained.</p> <ul style="list-style-type: none"> ● Some staff will need to transition between cohorts such as custodial staff, resource teacher and phys ed teacher. As shown in the opposite box, enhanced protocols will need to be followed with these staff members. <p>The guidelines for this staff are:</p> <ul style="list-style-type: none"> ○ Practice good handwashing upon leaving one cohort and before entering another ○ Maintain a record of which cohorts they visited each day ○ Strongly encouraged to wear personal protective equipment (PPE).

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	Zone(s)
<p>Primary Cohorts (Bottom Floor):</p> <p>Cohort 1: KA, KB, 1A - 52 students</p> <p>Cohort 2: 1/2X, 2A - 42 students</p> <p>Cohort 3: KC, KD, 1B - 46 students</p> <p>Cohort 4: 2B, 2C - 36 Students</p> <p>Cohort 5: 3A, 3B - 38 Students</p> <p>Elementary Cohorts (Top Floor):</p> <p>Cohort 6: 4A, 5A - 41 students</p> <p>Cohort 7: 4/5X, 6A - 34 students</p> <p>Cohort 8: 4B, 5B - 44 students</p> <p>Cohort 9: 6B, 6C - 32 students</p>	<p style="text-align: center;"><u>Background Info</u></p> <ul style="list-style-type: none"> ● Greenfield is also a dual-track school (English and French Immersion Programs). ● There are two floors with 20 homerooms in total. <p>Bottom Floor:</p> <ul style="list-style-type: none"> ● Grades K-3 (12 classrooms) are downstairs. There will be five cohorts with two or three classes each. These cohorts are based on location of classes and grade level. ● The corridor for the bottom floor is U - shaped. ● There is one set of student washrooms located at the bottom of the U-shape. All classes will have a scheduled time for washroom visits based on their cohort, recess and eating times. ● Coat racks are located in each homeroom on the bottom floor. Students will keep their coats and outdoor footwear in their classrooms. <p>Top Floor:</p> <ul style="list-style-type: none"> ● Grades 4-6 are upstairs (8 classrooms). There will be four cohorts of 2 classes in each. These cohorts are based on location of classes and grade level. ● There is one set of student washrooms at the top of the back stairwell (not in the classroom corridor). All classes will have a scheduled time for washroom visits based on their cohort, recess and eating times. ● Students will be able to place their outdoor shoes on the boot racks on the landing of the top floor. ● Coat racks are located in each homeroom on the top floor.

	<p>Playground:</p> <ul style="list-style-type: none"> • We have a large outdoor space. The outdoor space is divided into a K-3 playground and a 4-6 playground that are well separated. • The K-3 playground will be divided into three areas: Play Area B (accessed by Door B), Play Area C (accessed by Door C) and Play Area D. Cohorts 1-5 will be assigned to these areas on an alternating schedule. • The 4-6 playground will be divided into two areas: Play Area Green and Play Area Blue. These play areas will be accessed by Door A. Students will exit single file, with their class. There will be an alternating schedule for these playgrounds to give each cohort access to the equipment and green space.
<p>Cohort 1 - Bottom Floor 52 Students</p> <ul style="list-style-type: none"> • KA • KB • 1A 	<p>Primary - KA, KB, 1A (52 students)</p> <ul style="list-style-type: none"> • Will enter through the front door (Door A) in the AM and go directly to classrooms if dropped off by bus or parents. • Students who walk to school will enter through Door C. Students will be directed, single file, to their homeroom by a supervising teacher. • Will enter and exit Door B for recesses, single file.
<p>Cohort 2 - Bottom Floor 42 students</p> <ul style="list-style-type: none"> • 1/2X • 2A 	<p>Primary - 1/2X, 2A (42 students)</p> <ul style="list-style-type: none"> • Will enter through the front door (Door A) in the AM and go directly to classrooms, single file. • Students who walk to school will enter through Door C. Students will be directed, single file, to their homeroom by a supervising teacher. • Will enter and exit Door C for recesses, single file.
<p>Cohort 3 - Bottom Floor 46 Students</p> <ul style="list-style-type: none"> • KC • KD • 1B 	<p>Primary - KC, KD, 1B (46 students)</p> <ul style="list-style-type: none"> • Will enter through the front door (Door A) in the AM and go directly to classrooms, single file. There will be supervision. • Students who walk to school will enter through Door C. Students will be directed, single file, to their homeroom by a supervising teacher. • Will enter and exit Door B for recesses, single file.
<p>Cohort 4 - Bottom Floor 36 students</p> <ul style="list-style-type: none"> • 2B • 2C 	<p>Primary - 2B, 2C (36 students)</p> <ul style="list-style-type: none"> • Will enter through the front door (Door A) in the AM and go directly to classrooms, single file, supervised. • Students who walk to school will enter through Door C. Students will be directed, single file, to their homeroom by a supervising teacher. • Will enter and exit Door C for recesses, single file.
<p>Cohort 5 - Bottom Floor</p>	<p>Primary - 3A, 3B (38 students)</p>

<p>38 students</p> <ul style="list-style-type: none"> • 3A • 3B 	<ul style="list-style-type: none"> • Will enter through the front door (Door A) in the AM and go directly to classrooms, single file, supervised. • Students who walk to school will enter through Door C. Students will be directed, single file, to their homeroom by a supervising teacher. • Will enter and exit Door C for recesses, single file.
<p>Cohort 6 - Top Floor 41 students</p> <ul style="list-style-type: none"> • 4A • 5A 	<p>Elementary - 4A, 5A (41 students)</p> <ul style="list-style-type: none"> • Will enter through the front door (Door A) in the AM and go directly to classrooms, single file, supervised. • Students who walk to school will enter through Door C. Students will be directed, single file, to their homeroom by a supervising teacher. • Will enter and exit Door B for recesses, single file. • Will use Boot Room A. Students will be able to place their outdoor shoes on the boot racks on the landing of the top floor.
<p>Cohort 7 - Top Floor 34 students</p> <ul style="list-style-type: none"> • 4/5X • 6A 	<p>Elementary - 4/5X, 6A (34 students)</p> <ul style="list-style-type: none"> • Will enter through the front door (Door A) in the AM and go directly to classrooms, single file, supervised. • Students who walk to school will enter through Door C. Students will be directed, single file, to their homeroom by a supervising teacher. • Will enter and exit Door B for recesses, single file. • Will use Boot Room A. Students will place their outdoor shoes on the boot racks on the landing of the top floor.
<p>Cohort 8 - Top Floor 44 students</p> <ul style="list-style-type: none"> • 4B • 5B 	<p>Elementary - 4B, 5B (44 students)</p> <ul style="list-style-type: none"> • Will enter through the front door (Door A) in the AM and go directly to classrooms, single file, supervised. • Students who walk to school will enter through Door C. Students will be directed, single file, to their homeroom by a supervising teacher. • Will enter and exit Door B for recesses, single file. • Will use Boot Room A. Students will place their outdoor shoes on the boot racks on the landing of the top floor.
<p>Cohort 9 - Top Floor 32 students</p> <ul style="list-style-type: none"> • 6B • 6C 	<p>Elementary - 6B, 6C (32 students)</p> <ul style="list-style-type: none"> • Will enter through the front door (Door A) in the AM and go directly to classrooms, single file, supervised. • Students who walk to school will enter through Door C. Students will be directed, single file, to their homeroom by a supervising teacher. • Will enter and exit Door B for recesses, single file. • Will use Boot Room A. Students will place their outdoor shoes on the boot racks on the landing of the top floor.

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

Classes	What precautions will be taken?
<p>There will be no mixing of cohorts. The only time any classes will be together within their cohort is when they are outside on the playground.</p>	<p>As Greenfield has a large open playground, no precautions other than physical distancing will be required. Supervising teachers will monitor and direct students as necessary</p>
<p>Students with a Resource Program</p>	<p>All students in resource programs will be in same-class groupings or within their cohort. The resource teachers will follow the appropriate guidelines:</p> <ul style="list-style-type: none"> ○ Practice good handwashing upon leaving one cohort and before entering another ○ Maintain a record of which cohorts they visited each day ○ Strongly encouraged to wear personal protective equipment (PPE) when necessary.

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

Arrival	
<p>Bus Arrival - 8:15 - 8:30 (Door A)</p> <p>Parent Drop Off - 8:30 - 8:45 (Door A)</p>	<p>*It is recommended that all students wear a non-medical mask when they arrive at school until they arrive in their homeroom class, whether they arrive by bus, are dropped off by their parents, or walk to school.</p> <p>Bus: <i>*All students travelling on a bus shall wear a mask.</i></p> <p>There are eight buses that arrive at Greenfield each morning. Buses will arrive as per usual between the times of 8:15 to 8:30. The buses will pull up in the bus lane at the front of the school and students will leave the bus one at a time (wearing a mask), entering the school single file. This will be supervised by a staff member. Students will remove their outdoor footwear upon entering the school and will proceed to their homerooms as described in each cohort information.</p> <p>Parent Drop Off: Parents will use the bus lane and stop to drop off their children. Parents will remain in their cars. Students will exit the car and will enter through Door A. They will be directed by supervising staff to enter the school single file. They will remove their outdoor footwear and proceed to their</p>

Class to class	
<p>There will be no movement of classes outside of the cohort zone except for specialist classes.</p>	<p>Physical Education and Music: Homeroom teachers will escort students to these specialist areas. Students coming to the gym or music room will enter in one door and exit the other. Homeroom teachers who return to pick up their class will pick up students at the designated exit door and will escort their students back to their homeroom. Homeroom teachers will not bring their students into the hallway for transitions if a class is already in the hallway.</p> <p>Based on the guidelines from Physical Education and Health Association of Canada No use of equipment or minimal use of equipment is recommended.</p> <ul style="list-style-type: none"> ● Students will wear their indoor footwear, but change rooms will not be used at this time. ● Classes should be held outdoors as much as possible. ● There will be no combining of cohorts for gym. ● Students hand wash/sanitize before they enter the gym area and after they leave. ● A sanitation station should be set-up in the gym area. ● Physical distancing is to be reinforced. <p>Core French: Classes will be instructed in Core French in their homeroom based on a schedule. The Core French teacher will travel to the homeroom class, following the appropriate guidelines:</p> <ul style="list-style-type: none"> ○ Practice good handwashing upon leaving one cohort and before entering another. ○ Strongly encouraged to wear personal protective equipment (PPE) when necessary. <p>Library: The library program will be classroom-based with the librarian providing appropriate books for students to use/borrow. The librarian will follow the PEI Provincial Library guidelines - all resources returned will be quarantined for 72 hours. If the library is used by a group of students or a class, space must be cleaned between cohorts on a scheduled basis.</p>

<p>Washrooms</p> <p>*Washrooms in the Boys and Girls Change rooms will be upgraded and made available for use to allow for more handwashing and washroom options.</p>	<ul style="list-style-type: none"> ● Cohorts 1-9 will use the washroom that is located on their cohort floor. ● Students will be encouraged to bring a filled water bottle to school each day. ● When necessary, cohorts 1-5 will use one of two sinks on the bottom floor for water bottle filling. Access to these sinks is possible from the hallway. Times will be scheduled that will not conflict with instruction happening in the classroom close to where sinks are located. ● Cohorts 6-9 will use the water bottle filling station on the top floor. ● Each class will be scheduled for washroom breaks before or after recess. Teachers will not bring their students into the hallway for transitions if a class is already in the hallway. ● When an individual student needs to use a washroom, they will be asked to go directly to their cohort washroom and only enter when it is not at its maximum (3 students). If there is a line, they will return to class and try going again at a later time.
<p>Hand Washing/Sanitizing</p>	<ul style="list-style-type: none"> ● Handwashing/sanitizing will be extremely important at many times during the day but especially at snack or lunch times. Washroom and handwashing breaks will be provided for each class and will be supervised by homeroom teachers. Teachers will not bring their students into the hallway for transitions if a class is already in the hallway. ● Students will wash or sanitize their hands: <ul style="list-style-type: none"> ○ Before eating. ○ Before and after physical education. ○ Before and after recess. ○ When hands are soiled. ○ After using the washroom. ○ When they enter the school. ● If appropriate, hand sanitizing stations will be available in classrooms to help avoid the high volume of students needing handwashing at these times.
<p>Hallways</p>	<ul style="list-style-type: none"> ● Classroom transitions will be scheduled as per the specialists schedule. As described, classes will enter in one door and exit from the other. ● Staff shall wear a non-medical mask indoors during transitions. ● Teachers will not bring their students into the hallway for

	<p>transitions if a class is already in the hallway.</p> <ul style="list-style-type: none"> ● For recess/outdoor, cohorts will be scheduled for transitions.
<p>Breaks *Staggering of times when possible</p>	<p>Breakfast Program: For the 2020/2021 School Year, Breakfast Program Volunteers will be screened and sign a declaration each day that they are in the building.</p> <ul style="list-style-type: none"> ● Food will be provided and prepared following the <u>Food Handling Guidelines</u> provided by the CPHO. ● Volunteers shall wear a non-medical mask. ● All Breakfast program food items will be delivered to homeroom classes in dedicated bins. ● Teachers will be responsible to pick classroom bins on a table in the cafeteria. <p>Snack: Students will bring their own snacks and will eat them in their classroom before or after morning recess depending on their schedule.</p> <ul style="list-style-type: none"> ● Classes will have a scheduled washroom and handwashing break prior to their snack time. ● All students will be able to remain in classrooms during snack time. <p>Recess -</p> <ul style="list-style-type: none"> ● Little Recess: <ul style="list-style-type: none"> ○ There will be two “little” recess breaks (15 minutes) in the morning so that only half of our students will be on the playground at any time. Each cohort will be assigned a play area on their designated playground (K-3 playground is divided into three play areas while 4-6 playground is divided into two play areas). ○ Homeroom teachers will lead students to the assigned door. ○ Students will be met by Homeroom teachers for Cohorts 1 - 5 by their Cohort Doors to be led back to class at the end of recess. ○ Students in Cohorts 6-9 will leave the playground, one cohort at a time and enter through Door A. They will proceed single file up the stairs to their classrooms, supervised by the duty teachers. ○ Teachers will follow a duty schedule as in other years. ● Big Recess: <ul style="list-style-type: none"> ○ There will be two “big” recess breaks (25 minutes)

	<p>at noon so that only half of our students will be on the playground at any one time. Each cohort will be assigned a play area on their designated playground (K-3 playground is divided into three play areas while 4-6 playground is divided into two play areas).</p> <ul style="list-style-type: none"> ○ Homeroom teachers will lead students to the assigned door. Students will be met by Homeroom teachers for Cohorts 1-5 by their Cohort Doors to be led back to class at the end of recess. ○ Students in Cohorts 6-9 will leave the playground, one cohort at a time and enter through Door A. They will proceed single file up the stairs to their classrooms, supervised by the duty teachers. ○ Teachers will follow a duty schedule as in other years. <p>Lunch: All students will eat in their classrooms. Any lunches ordered through the school lunch program items will be delivered to each classroom for distribution by the teacher.</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	How will this be addressed
Chromebooks	<p>Instructions provided from ITSS will be followed to allow for the safe cleaning of all electronic equipment such as chromebooks, tablets, FM system, etc.</p> <p>Chromebook carts will be assigned to each cohort to eliminate the sharing of Chromebooks between cohorts. For Cohorts 6-9, all students have been assigned individual chromebooks.</p>
Sporting Equipment	<p>As per guidelines provided, all PE equipment used each day will be cleaned and sanitized between cohorts and returned to the equipment room.</p>

Resource Programs/Educational Assistant Support	<ul style="list-style-type: none"> ● Resource teachers and E.A.'s will work with small groups of students from the same cohort when possible. ● Resource teachers and E.A.'s shall wear a non-medical mask when working with these students when physical distancing cannot be maintained and for periods of close prolonged contact. ● Resource teachers and E.A.'s will work in designated areas. ● All work surfaces must be cleaned and sanitized between cohort groups. ● As much as possible, resource teachers and E.A.'s will keep cohort materials separate. ● All books/learning materials that can be cleaned without damaging the book/material will be cleaned.
Library Space *Items returned have to be quarantine for 72 hours	The library will be used as an additional area, available if a classroom needs to be cleaned.

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

Activities	Planning needed
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	<ul style="list-style-type: none"> ● At this time, intramural programs will not be scheduled until cohorts are established and appropriate activities can be determined.

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 room will have a capacity limit (Ten staff at a time, two per table). ● Staff can access the fridge and appliances necessary to heat up their lunches in the staff room. ● Teachers will clean up after themselves after eating. ● Teachers will take their lunch belongs/bag back to their classroom, unless it must be refrigerated. ● Used dishes cannot be left in the sink or on any counters in the staff room area. ● Teachers can bring beverages back to their classrooms but these must be in a closed lid container

Staff Materials	<ul style="list-style-type: none"> ● Staff must use their own materials and should not share materials across classes. ● Manipulatives can be shared amongst a cohort as per the direction of guidelines.
Substitutes	<ul style="list-style-type: none"> ● Substitute staff will be reminded to bring a non-medical mask, report to work early to review school guidelines and sign the contract tracing log which will include a declaration and statement upon arrival. ● Substitutes will be provided with a 'Greenfield Elementary COVID-19 Protocols' sheet that outlines our operational guidelines. ● Substitutes will follow the daily protocol of all staff working inside the school.
Shared Staff Spaces	<ul style="list-style-type: none"> ● Staff who use shared staff spaces will practice good hand washing hygiene when using these spaces. That is, they will wash their hands before and after using shared spaces. ● Telephones and copiers/printers in TPCs will be cleaned on a consistent basis as per cleaning guidelines provided by the PSB. ● Staff are encouraged to not stay in TPCs or Copier areas longer than necessary. ● Hand sanitizer will be at copiers so that staff can sanitize their hands when using the copier.
Meetings Between and With	<ul style="list-style-type: none"> ● Meetings will be held in areas where physical distancing can be maintained. ● 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. ● All participants will practice good hand washing hygiene. ● 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). ● Meeting areas will be cleaned per cleaning guidelines provided by the PSB.
Staff Supporting Multiple Schools	<ul style="list-style-type: none"> ● Support staff visitors arriving to the school will be expected to check into the Visitor Welcome area. ● Visitors shall wear a non-medical mask. ● Support staff visitors will be expected to sign the contact tracing log in/out which has the screening declaration before proceeding into the school at the visitor area and hand sanitize. ● Support staff will review the guidelines and protocols of the school presently in place with the visitor welcome staff.

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| | <ul style="list-style-type: none">• Support staff visitors will be encouraged to wear a non-medical mask and maintain physical distancing guidelines while in our school. |
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