



## Public Schools Branch

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

<b>Name of School</b>	Hernewood Intermediate School
<b>Grade level configuration</b>	7-9
<b>Principal</b>	Patti Sweet
<b>Student enrollment Sept 2020</b>	264
<b>Total number of staff in the building</b>	~50 (including Student Well Being Team)

## 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>- Teacher notifies the office and the student is directed to put on their non-medical mask and go to the office immediately.</li> <li>- Upon arrival at the office, the student will be taken to the middle room in the office by the Admin Assistant or the Administrator present.</li> <li>- The child's parents/guardian will be immediately called by the Admin Assistant or the Administrator present and asked to come for pick up.</li> <li>- The child will remain in isolation in the middle room of the office until their drive has arrived and will be supervised by the Admin Assistant or the Administrator present. The Admin Assistant or Administrator present, will then walk the student to the visitor zone, and sign them out when their drive arrives.</li> <li>- If the parents/guardian are unable to pick up the child</li> </ul>

	<p>but are home, the school and the parents will come up with a plan on how to get the child home as quickly as possible.</p> <ul style="list-style-type: none"> <li>- Parents/guardians are to call 811 or their Health Care Provider for advice/direction.</li> <li>- Parents/guardians are expected to follow up with a school administrator prior to the student returning to school.</li> <li>- The middle room of the office will be sanitized by the cleaning staff as soon as the child has been picked up.</li> <li>- Students in the class may be moved as cleaning and sanitization is completed. It will be required that students and staff wear non-medical masks during the transition, and practice hand hygiene.</li> </ul>
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Plan when **staff** becomes sick during the school day

<b>Action</b>	<b>Location and person responsible</b>
<ul style="list-style-type: none"> <li>● they are to put on a non-medical mask immediately</li> <li>● notify the office that they will need to leave</li> <li>● Proceed to a location for isolation, in conjunction with support from the office</li> <li>● Area that was occupied is cleaned</li> <li>● leave the building as soon as possible</li> <li>● Staff member will call 811 to arrange testing.</li> </ul>	<ul style="list-style-type: none"> <li>- The staff person feeling sick, from any employee group, will immediately put on their non-medical mask, notify the Administration of their condition and that they will have to leave.</li> <li>- The staff person will leave the building as soon as possible. If they have to wait to be picked up, they will isolate in the middle room of the office.</li> <li>- Administration and/or the Admin Assistant will immediately begin looking for a substitute employee.</li> <li>- Administration will arrange for the class to be supervised and moved to a designated room until the classroom can be sanitized if it is the teacher that is displaying symptoms. For other employee groups, the Administrator will arrange for supervision, or completion of duties as necessary.</li> <li>- It will be required that students wear non-medical masks during the transition, and practice hand hygiene.</li> <li>- The cleaning staff will begin sanitizing the classroom as soon as the students have left that room.</li> <li>- The class will continue working on the teacher's emergency substitute plan tasks.</li> <li>- The students will return to their classroom once it has been sanitized.</li> <li>- If there was a need for the staff person to isolate in the middle room of the office, the cleaning staff will sanitize this area along with any other area the staff member had been, once they have left the building.</li> <li>- The Employee is expected to contact 811 to arrange</li> </ul>

	testing and to contact Administration with updates on their condition.
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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>- The Principal will send out a weekly email of expectations through SAS. The email will promote handwashing, use of non-medical masks, physical distancing and staying home when ill.</li> <li>- A pre-screening checklist will be sent home on the first day of school. This will be for parents to use each morning.</li> </ul>
<b>Pre-screening of Staff</b>	<b>Responsible for Record Maintenance</b>
Declaration Reminder <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>- The Principal will be responsible to go over a declaration at the Orientation staff meeting and go over the protocols around them being sick.</li> <li>- The Principal will be responsible for having all staff sign a declaration stating that they understand these protocols.</li> <li>- The Principal will send a reminder to staff each week In the “Happenings” email to self-screen.</li> <li>- The Principal will be responsible for record maintenance of these declarations.</li> <li>- Administrators will also do daily wellness checks with staff. This can be for health issues or for stress related issues.</li> </ul>
	<b>Location, set up and person responsible</b>
<ul style="list-style-type: none"> <li>• Identify and set up visitor area and maximum capacity</li> <li>• Sign in form</li> <li>• Supervision of Visitor area</li> <li>• Visitors will practice hand hygiene before being escorted to their location in the building.</li> </ul>	<ul style="list-style-type: none"> <li>- A visitor area will be set up at the main entrance of the school.</li> <li>- Clear signage and markers for physical distancing will be used for this setup. There will also be hand sanitizer available.</li> <li>- It may be possible that this is only supervised at high traffic times like in the morning and again at the end of the day. At lower volume times, the Admin Assistant or Administrator may deal with visitors to the school.</li> </ul>

	<ul style="list-style-type: none"> <li>- Visitors entering the building will sign in at the visitor station and will then be directed to appropriate areas as required. It will be required that visitors wear a non-medical mask.</li> <li>- The Principal will be responsible for record maintenance of the sign in sheets (binder in the main office)</li> <li>- Visitors will sign out upon conclusion of the visit, following the signage to exit.</li> </ul>
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**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 cannot be maintained, it is <b>strongly recommended</b> that students and staff wear non-medical masks.</p> <p>*Students are <b>Required</b> to wear a non-medical mask indoors at school during transitions and during emergency procedures</p> <ul style="list-style-type: none"> <li>● Fire drill</li> <li>● Lockdown</li> <li>● Transition between classes, if leaving cohort zone</li> <li>● Transition between school buses</li> </ul>	<p><b>Other as applicable -</b></p> <ul style="list-style-type: none"> <li>- Based on suggestions from CPHO, students are asked to have a personal, non-medical mask with them daily.</li> <li>- When masks are not in use, non-medical masks can be stored in a paper, fabric or ziplock bag with the student's name on it. Reusable masks should be taken home and laundered (everyday or at least several times per week) to ensure the mask stays clean.</li> <li>- In those situations when physical distancing can not be maintained, it is strongly recommended that students wear their non-medical mask.</li> <li>- Students are required to wear a non-medical mask indoors during transitions and during emergency procedures.</li> </ul> <p>These situations may include, but are not limited to:</p> <p>*When students are moving in the hallways between classes</p> <p>*When students are moving in the hallways to use the washroom</p> <p>*When students are moving in the hallways to access another location in the building (ex. To the cafeteria, to the gym, to the exits, etc)</p>

	<p>*Fire drills, lockdown, or other emergency situations</p> <p>*transition times when leaving the cohort zone or with other cohorts.</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.  *Staff are <b>Required</b> to wear a non-medical mask indoors at school during transitions and during emergency procedures</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>	<ul style="list-style-type: none"> <li>- Based on suggestions from CPHO, staff are asked to have their own personal, non-medical mask with them daily.</li> <li>- In those situations when physical distancing can not be maintained, it is strongly recommended that staff wear their non-medical mask.</li> <li>- Staff are required to wear a non-medical mask indoors during transitions and during emergency procedures.</li> </ul> <p>These situations may include, but are not limited to:</p> <p>*When staff are moving in the hallways between classes</p> <p>*When staff are moving in the hallways to use the washroom</p> <p>*When staff are moving in the hallways to access another location in the building (ex. To the cafeteria, to the gym, to the exits, etc)</p> <p>*working in small groups</p> <p>*transitioning between cohort zones, or any situation where different cohorts must interact.</p> <p>*Fire drills, lockdown, or other emergency situations</p> <ul style="list-style-type: none"> <li>- Staff will use PPE, when necessary, if working with students outside their cohort or when physical distancing cannot be maintained.</li> <li>- Staff will sanitize/wash their hands when moving between cohorts.</li> <li>- Staff will maintain their personal record of cohorts they work with each day.</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.

<b>Cohort Construction</b> <i>*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.</i>	
<b>Classes</b> (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)	<b>Zone(s)</b> <b>Where will this cohort be located and be able to travel with less restrictions (outside of this zone, enhanced protocol will be necessary)</b> <b>Entry and exit points</b>
<i>Ex. Grade 7 Cohort - 7A, 7B, 7C, 7D</i>  <i>Ex. Primary (Gr K,1,2,3)</i>	<i>Grade 7 corridor</i> <i>North doors (entrance and exit)</i> <i>Grade 7 corridor bathrooms</i>  <i>Primary Bathroom,</i> <i>Primary Wing</i> <i>Soccer field and small playset</i> <i>Bus entrance and exit</i>
	<p style="text-align: center;"><b><u>Background Info</u></b></p> <ul style="list-style-type: none"> <li>● At Hernewood, the majority of classroom spaces are located in the two wings of the school. (Black Wing and Yellow Wing - based on our school colors).</li> <li>● There is one set of student washrooms located in each of the wings. There is a water filling station located in each wing.</li> <li>● The bottom floor has some classroom spaces, located mainly in the science block. Most are specialty classrooms (Industrial Arts, Cooking, Music) , common areas (library, locker room, gym, cafeteria, lobby) and office areas (Main, Administration, School Counsellor, Youth Worker, Student Well Being Team)</li> <li>● Keeping with the CPHO guidelines from the PSB Return to</li> </ul>

	<p>School, it was decided that we will use the two Wings and the Science Block on the bottom floor as our 3 zones for the cohort areas and group them based on grade level (with the exception of 7/8 French Immersion class as they are a split class that remains together all day).</p> <ul style="list-style-type: none"> <li>● Based on Scheduling, the majority of the staff at the school will need to interact with all three cohorts. Therefore, staff will practice good hand washing or sanitizing upon leaving one cohort and before entering another; maintain a record of which cohorts they visit each day and wear PPE when necessary.</li> <li>● We have a large outdoor space. The outdoor space will be divided into 3 areas (Tennis Court area, Soccer Field Area and Field on Music Room side). Cohorts will be assigned to these areas. These 3 areas, separated by grade level will be subdivided to maintain the number allowed based on CPHO guidelines.</li> </ul>
<p><b>Grade 7 Zone - 7A, 7B, 7C</b></p>	<ul style="list-style-type: none"> <li>- Our Grade 7 students will be divided into 2 cohorts:   <math>7A(27) = 27</math>  <math>7B(26) + 7C(26) = 52</math> </li> <li>- They will be based out of the bottom floor.  Rooms 201, 202, and 205 (unless or until Room 236 gets changed into a classroom)</li> <li>- They will have access to bathrooms directly across from Room 202. (Both cohorts will have to use these bathrooms)</li> <li>- They will use the water filling station located in the main lobby (unless/until we get a water filling station to replace the water fountain in the Science hall)</li> <li>- 7B and 7C will use the science hallway from room 202 over to the stairs for any break times that they remain in their Grade 7 zone, when they are leaving the Grade 7 zone to travel to a specialist class, or when returning to their classroom.  7A will use the hallway by the student entrance for the same purposes.</li> <li>- In the morning, they will enter the school through the student entrance, go to the locker room for necessary items and then proceed out of the locker room, to their assigned</li> </ul>



	Grade 7 cohort zone(s).
<b>Grade 8 Zone- 8A, 8B, 8C, 7F/8F</b>	<ul style="list-style-type: none"> <li>- Our grade 8 students (including 7F) will be divided into 2 cohorts. 8A(23), 8B (22) = 45 8C(24), 7F/8F (26) = 50</li> <li>- They will be based out of the Yellow Wing. Rooms 300, 302, 304, and 307.</li> <li>- They will all have access to bathrooms in the Yellow Wing</li> <li>- They will all use the water filling station located in the Yellow Wing</li> <li>- In the morning, they will enter the school through the student entrance, go to the locker room for necessary items and then proceed out of the locker room, to their assigned Grade 8 cohort zone(s)</li> <li>- There will be signage indicating what stairwells, halls, etc that each of the cohorts can use.</li> </ul>
<b>Grade 9 Zone 9A, 9B, 9C, 9F</b>	<ul style="list-style-type: none"> <li>- The grade 9 students will be divided into 2 cohorts.  9A(27), 9B (26) = 53 9C(26), 9F (11) = 37</li> <li>- They will be based out of the Black Wing. Rooms 317, 318, 320, and 321.</li> <li>- They will all have access to bathrooms in the Black Wing</li> <li>- They will all use the water filling station located in the Black Wing</li> <li>- In the morning, they will enter the school through the student entrance, go to the locker room for necessary items and then proceed out of the locker room, to their assigned Grade 9 cohort zone (s).t.</li> <li>- There will be signage indicating what stairwells, halls, etc that each of the cohorts can use.</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>
	<ul style="list-style-type: none"> <li>- Classes including Music and Mi'kmaq will have students from different cohorts, but the different cohorts will be from the same Grade level Zone. (example: Music will have students from 8B, 8C and 8F).</li> <li>- For situations when cohorts have to mix students from each cohort would be arranged so that the cohorts were in different areas of the room. Cohorts will be distanced 2m/6ft from each other as much as possible.</li> <li>- When transitioning to another class outside of their zone, it will be required to wear a non-medical mask, as other cohorts may be switching classes as well.</li> <li>- Students would use hand sanitizer when entering and exiting the room.</li> <li>- At the end of class, areas will be sanitized by the students under teacher instruction.</li> </ul>

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

Arrival	
*Staggering of times when possible	<p><b>Bus</b></p> <ul style="list-style-type: none"> <li>- Buses will begin to arrive at 8:20 am. They will enter the bus parking lot at the first entrance, lining up one behind the other around the perimeter of the parking lot</li> <li>- The bus driver will be directed to move up to the drop off point, and that bus will be unloaded.</li> <li>- The bus driver will then either exit the parking lot, or circle back and reenter, parking in an assigned spot. This is so that the bus driver can either pick up his transfer students from the High school or Elementary, or to transfer their students onto another bus.</li> <li>- The students on the bus will enter the school through the student entrance, going to the locker room for their necessary items, then proceed to the area(s) assigned to the cohort.</li> </ul>

	<ul style="list-style-type: none"> <li>- It will be required that students wear a non-medical mask. Students are also to use the hand sanitizer upon entering the school.</li> </ul> <p><b>Parent Drop off of Students:</b></p> <ul style="list-style-type: none"> <li>- Parents may start dropping students off at 8:20 am.</li> <li>- Parents will park in the visitor parking area, and will not get out of their vehicle. Students will be dropped off and parents will exit the parking lot.</li> <li>- The students getting dropped off will enter the school through the student entrance, going to the locker room for their necessary items, then proceed to the area(s) assigned to the cohort.</li> <li>- As the cohorts may be mixed during this time, It will be required that students wear a non-medical mask. Students are also to use the hand sanitizer upon entering the school.</li> </ul> <p><b>Walkers:</b></p> <ul style="list-style-type: none"> <li>- We do not anticipate that we will have many walkers.</li> <li>- Students walking would be able to arrive between 8:30 am-8:40am.</li> <li>- The students walking will enter the school through the student entrance, going to the locker room for their necessary items, then proceed to the area(s) assigned to the cohort.</li> <li>- As the cohorts may be mixed during this time, It will be required that students wear a non-medical mask. Students are also to use the hand sanitizer upon entering the school.</li> </ul> <p><b>Student Drivers - Not Applicable</b></p>
Departure	
*Staggering of times when possible	<p><b>-Bus:</b></p> <ul style="list-style-type: none"> <li>- Dismissal will be at 3:10, 3:12, 3:14, with different cohorts coming down at each bell to be staggered upon entry into the locker room. Students will get their belongings and</li> </ul>

proceed outside, using the exit doors at the main entrance. Once students have exited the building, they would proceed directly to their bus. (assuming all transfers from the elementary and high school have been completed at this time)

- As the cohorts may be mixed during this time, It will be required that students wear their non-medical mask.
- Once all students have exited and are on their bus, the lead bus will be given the signal to depart.
- The PSB will impose restrictions regarding **bus passes**. Until further notice, PSB buses will only consider pick-ups and drop-offs of students at the collection points associated with their primary household(s)

**Parent pick up of Students:**

- Dismissal will be at 3:10 pm, 3:12 pm, 3:14 pm, with different cohorts coming down at each bell to be staggered upon entry into the locker room. Students will get their belongings and proceed outside, using the exit doors at the main entrance. Once students have exited the building, they would proceed directly to their drive in the visitor parking zone.
- If the pick up is going to be later than 3:10 pm, the student will wait in the assigned area in the main lobby, ensuring that they are physically distancing.
- As the cohorts may be mixed during this time, It will be required that students wear their non-medical mask.
- The person picking up the student must remain in their vehicle during the pick up time. The person picking the student must be on their contact list. Otherwise, parent/guardian permission would be required before the child would be allowed to leave.

**Walkers:**

- Dismissal will be at 3:10 pm, 3:12 pm, 3:14 pm, with different cohorts coming down at each bell to be staggered upon entry into the locker room. Students will get their belongings and proceed to an assigned area in the main lobby or outside, using the exit doors at the main entrance.

	<ul style="list-style-type: none"> <li>- Students will be allowed to leave once the buses have left the parking lot.</li> <li>- As the cohorts may be mixed during this time, It will be required that students wear their non-medical mask.</li> </ul> <p><b>Student Drivers:</b> Not Applicable</p>
<p>Class to class *Staggering of times when possible</p>	<p><b>Ex. No movement of classes outside of the cohort zone except for specialist-</b></p> <ul style="list-style-type: none"> <li>- Students would be moving outside of their cohort zone to travel to Industrial Arts, Music, Cooking, Phys Ed, Mi'kmaq, and Resource/ interventions/reachback.</li> <li>- There will be a limited number of students in the hallways, as it would be a maximum of five classes that could be transferring classes at one time. Students will be expected to stay within their cohort groups as they transfer and it will be required to wear a non-medical mask.</li> <li>- Upon arrival in their specialist class, they are to use hand sanitizer.</li> <li>- At the end of this class, students will clean the area they were in before exiting.</li> <li>- When going to the next class, the same expectations are to be followed.</li> </ul>
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p><b>Things to consider - water bottle filling station</b></p> <p><b>Students:</b></p> <ul style="list-style-type: none"> <li>- During class time, only one student will be out of a class at a time and use the washroom or water bottle filling station in that assigned area. The student will be required to sign out and sign back in when they return.</li> <li>- During any break times in <u>Grade Level Zones</u>, students will only enter the washroom if it is not at capacity, otherwise they will wait outside the washroom, using proper physical distancing. Students will use proper physical distancing if waiting at the water bottle filling station.</li> <li>- At break times (example: morning before class and lunch),</li> </ul>

	<p>students will be using the washrooms located by the lecture theatre. As there would be the possibility of a student from another cohort in the washroom, it will be required for students to wear a non-medical mask, and use proper hand washing/hand sanitizing. If the bathroom is at capacity, students will wait outside of the washroom until space is available.</p> <ul style="list-style-type: none"> <li>- Students with special needs will use the washroom(s) located in the Resource Room 213. Students will use proper physical distancing if waiting at the water bottle filling station.</li> <li>- When they have finished, they are to return to their cohort area.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>- The staff will have washrooms located in the following areas: TPC in the black wing, TPC in the yellow wing, two by the staff room, the main office area. Both gym offices have their own washroom, also.</li> </ul>
Hand Washing/Sanitizing	<ul style="list-style-type: none"> <li>- During the school day, we will have students and staff hand sanitize and/or hand wash when entering and exiting school, going to and from the washroom/water filling stations, and moving from one zone to another zone.</li> <li>- Hand sanitizer locations will include, but are not limited to: <ul style="list-style-type: none"> <li>● Main entrance/ Visitor entrances</li> <li>● Main office</li> <li>● Each classroom</li> <li>● Cafeteria</li> <li>● Staff work spaces</li> </ul> </li> </ul>
Hallways *Staggering of times when possible	<ul style="list-style-type: none"> <li>- During the school day, we will have all students within a cohort. During those times that a student, a group of students, staff, and/or a visitor have to leave a cohort and move to another area/zone/cohort, it will be required to wear a non-medical mask and use hand sanitizer upon arrival.</li> <li>- Directional Signage will indicate which side of the hall each cohort is to use and which stairwell to access.</li> </ul>
Lockers	<ul style="list-style-type: none"> <li>- <b>The main lockers</b> will be limited to use upon arrival, lunch time and departure.</li> <li>- Each cohort class (7A, 7B, 7C, etc) will be assigned a specific row. Students will be spaced out as much as possible.</li> </ul>

- When in the locker room, students will be required to wear a non-medical mask when physical distancing is not possible.
- Times that all students are to be in the locker room, will be staggered as much as possible and it will be required that students wear a non-medical mask.

**Gym Locker Rooms:**

- Hernewood's gymnasium area is designed with two (2) large change room areas for both men and women with separate entrances for each of those change areas.
- |                       |                       |
|-----------------------|-----------------------|
| - Boys' Area :        | Girls' Area:          |
| Rm. 117 - locker room | Rm. 118- locker room  |
| Rm. 121 - locker room | Rm. 122 - locker room |
- Personal Hygiene and Physical Self Care are essential parts of Personal Wellness and Physical Literacy. In keeping with these curricular outcomes, as well as maintaining the safety of students and staff, during engagement in physical activity, students are encouraged to wear proper attire during that time. This would give students the opportunity to change into comfortable attire prior and after engaging in physical activity.
  - At this time we are only going to use 1 changeroom for each gender.
  - In the Men's locker area / Women's locker area  
117/118 - Larger change room areas- areas where students can situate themselves to change will be clearly marked, allowing for social distancing. Seven ( 7) students would enter at one time, change and exit the change room area. Each time a student exits, a new student can go in and change using the open designated change area.
  - Students waiting to access the change area will be in the

	<p>adjacent hallway, wearing non-medical masks, and practicing social distancing.</p> <ul style="list-style-type: none"> <li>- The teacher(s)/ coach (es) will manage the movement of students in and out of the change room area.</li> <li>- All lockers in the change area will be locked and not accessible.</li> <li>- Students will not have the opportunity to leave their belongings in the change room area. They will need to put them in their kit bag and carry it out to the site area where they will be active.</li> </ul>
	<p><b>Breakfast Program -</b></p> <ul style="list-style-type: none"> <li>- We will establish satellite breakfast programs per cohort (6)</li> <li>- Students will be able to pick up breakfast food items on their way to their cohort zone in the morning and take it to their classroom.</li> <li>- Prior to consuming food students will hand wash or sanitize.</li> </ul> <p><b>Break/Recess-</b></p> <ul style="list-style-type: none"> <li>- Students will remain in their cohort area during recess.</li> <li>- They will physically distance as much as possible and it will be required to wear masks when not able to do so.</li> <li>- Students will need to have their snacks with them for this break as the locker room will not be accessible.</li> </ul> <p><b>Lunch with Cafeteria</b></p> <ul style="list-style-type: none"> <li>- Lunch will be 50 minutes in length.</li> <li>- Students will leave their instructional cohort zone and will have access to their cohort zone in the cafeteria or other assigned space, their cohort zone outside, and one of the three cohort zones they will be assigned on a rotational basis (gym, lobby or library)</li> <li>- In the cafeteria or eating areas, there will be microwaves available in each cohort zone.</li> <li>- Students may: <ul style="list-style-type: none"> <li>● purchase lunch from the cafeteria (students will be physically distancing and it will be required to wear a non-medical mask while waiting/ordering)</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>• Bring a lunch from home</li> <li>• access the Student Food Program that is to be available for all schools</li> </ul> <p><b>Lunch without Cafeteria- Not Applicable</b></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
Ex. HS - Shared desks (Period A and then Period B class)	-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"> <li>- Chromebooks/Chromebook carts will be assigned to each cohort.</li> <li>- Chrome books will be cleaned by the student after each use. This will be under the supervision and instruction of their classroom teacher.</li> </ul>
Sporting Equipment	<ul style="list-style-type: none"> <li>- Phys Ed classes will be encouraged to use as little equipment as possible for the 2020/2021 school year and will be encouraged to have phys ed happen outdoors as much as possible.</li> <li>- If equipment is used, it will be sanitized in between cohorts.</li> </ul>
Healthy Living	<ul style="list-style-type: none"> <li>- The Health component of this class will be taught in the cohort classroom. The cooking component will take place in Room 206.</li> <li>- Any materials used will be sanitized after each use, under supervision and instruction of the classroom teacher.</li> </ul>
IA Lab	<ul style="list-style-type: none"> <li>- Industrial Arts Lab equipment and tables within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives for Industrial Arts.</li> </ul>
Science Lab Materials	<ul style="list-style-type: none"> <li>- Science lab materials and tables used will be cleaned and sanitized after each use.</li> </ul>

	<ul style="list-style-type: none"> <li>- Students will clean and sanitize after using the materials under the supervision and instruction of the classroom teacher.</li> <li>- There will be a designated class used when students are doing labs, otherwise the teacher will be teaching in the cohort's assigned class.</li> </ul>
<p>Library Space</p> <p>*Items returned have to be quarantine for 72 hours</p>	<ul style="list-style-type: none"> <li>- School will follow the PEI Provincial Library guidelines.</li> <li>- all resources returned will be quarantined for 72 hours</li> <li>- Library will be cleaned between cohort use.</li> </ul>

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

Activities	Planning needed
<p>Ex. Intramurals, Student committees, Mass gatherings/ assemblies</p>	<p><b>School Sports:</b></p> <ul style="list-style-type: none"> <li>- School sports will be “paused” during the start up of school.</li> <li>- PSB, PEISAA and DELL will collaborate to determine when they will resume.</li> <li>- We will follow their guidelines and expectations.</li> <li>- <b>Updated: September 2, 2020:</b> In accordance with the PEI Government’s Back to School plan, the PEISAA’s plan permits school sport to return in a modified and reduced schedule with more time to spend on skill development and less games between schools. All start times and details are subject to change.</li> <li>- <b>Following are the plans for PEISAA sports this fall:</b></li> <li>- <i>Soccer</i> – Tryouts not to begin before September 14</li> <li>- <i>Golf</i> – Tryouts not to begin before September 14</li> <li>- <i>Cross Country</i> – Paused and status TBD due to the large numbers</li> <li>- <i>**Volleyball</i> – <i>Indoor sports will be considered later in September (tentative start date September 28)</i></li> </ul> <p><b>General Guidelines for team sports:</b></p> <ol style="list-style-type: none"> <li>1) Teams will be in “bubbles” of no more than 3 teams for regular season and/or exhibition games.</li> <li>2) Team will play no more than 4 games scheduled by PEISAA, before play-offs.</li> <li>3) No sport can begin play-offs until after October 5.</li> <li>4) Students must arrive at the hosting school/facility prepared to play as there will be no access into the host school. Students will not have access into school after the game.</li> <li>5) Transportation will be coordinated by the traveling school. Buses will not be available at this point in time. Details around carpooling will be provided.</li> </ol>

6) Details on spectators will be announced before games start being played.

7) Tournaments, on Island or off-Island, will not be sanctioned by PEISAA.

\*More details can be found on the PEISAA website <http://peisaa.pe.ca/>

**Intramurals:**

- We will follow the most current CPHO guidelines for planning these activities as we return to school.
- Intramurals will be organized by cohorts.
- When physical distancing cannot be ensured, the wearing of non-medical masks will be strongly recommended.
- When possible, students will use their own equipment.
- Students will wash/sanitize hands at the beginning and end of intramurals.
- A capacity will be posted on the gym door, or may be held outdoors.
- Students will enter the gym through the gym hallway door, and exit the same way.
- At the end of intramurals, students and/or staff will sanitize the equipment they used

**Before/After School Activities:**

- All before and/or after school activities will be “paused” during school start up.
- PSB and school will collaborate to determine when activities will resume
- We will follow any guidelines and expectations in place.

**Leadership:**

- Scheduled meetings will take place in areas where students can be physically distant.
- Any activities planned will follow guidelines and expectations set out by CPHO

**Student Council:**

- Scheduled meetings will take place in areas where students can be physically distant.
- Any activities planned will follow guidelines and expectations set out by CPHO

**School Based Fundraising:**

- Staff/students will explore ideas for virtual fundraisers or online events that would comply with safety guidelines of CPHO.

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

	<b>How will this be addressed</b>
Staff Breaks	<ul style="list-style-type: none"> <li>- Staff will be encouraged to take breaks in their workspaces/TPC areas as much as possible.</li> <li>- Staff room will have a capacity limit.</li> <li>- The staff room kitchen can be used for storage and preparation of lunch items.</li> <li>- Reminder to staff about the need for hand washing / sanitizing before activities like preparation of food at break time.</li> <li>- At lunch time, teachers will be able to eat in these areas: their workspace, TPC, or the staff room. They would need to maintain physical distancing and clean up after themselves. Dishes may not be left in the sink or on counters.</li> <li>- When leaving those areas, teachers are to wash hands or use hand sanitizer.</li> <li>- There will need to be regular cleaning of the common areas.</li> </ul>
Staff Materials	<ul style="list-style-type: none"> <li>- Staff materials would include their personal items as well as instructional and learning materials.</li> <li>- Staff will be encouraged to use their own materials, and not share with others.</li> <li>- If they do have to share materials, they will use proper hand hygiene</li> <li>- Staff can store their coats/boots, lunches in the following areas: staff room, workspace, or TPC.</li> <li>- Staff will be asked to use containers with a lid for any beverages they have (water, coffee, tea, etc)</li> </ul>
Substitutes	<ul style="list-style-type: none"> <li>- Substitutes will be encouraged to arrive early so that they have time to review the protocol for our school. (The information will also be uploaded to AESOP if able)</li> <li>- Substitutes will be required to bring PPE with them as required.</li> <li>- Substitutes will need to sign the visitor log that includes the declaration statement, at the main office.</li> <li>- The administration will collect these and store them in the main office.</li> </ul>
Shared Staff Spaces	<ul style="list-style-type: none"> <li>- Staff will be asked to eliminate as many touch points as possible.</li> <li>- Staff will need to practice physical distancing in shared areas. These would include, but are not limited to the main</li> </ul>

	<p>office, photocopy room, supply areas. When physical distancing is not possible, it will be strongly recommended for staff to wear a non-medical mask.</p> <ul style="list-style-type: none"> <li>- A maximum number allowed will be posted in these areas.</li> </ul>
<p>Meetings between and with</p>	<ul style="list-style-type: none"> <li>- Meetings will be held in a way in which physical distancing can be maintained.</li> <li>- In cases in which we have larger groups, we may need to use Google meet or a virtual means.</li> </ul>
<p>Staff support multiple schools</p>	<ul style="list-style-type: none"> <li>- Currently, we have one staff member that works out of two schools. Upon arrival, she will use hand sanitizer before moving to her cohort area. She will be aware of the expectations and guidelines for our school.</li> <li>- For any staff that service multiple schools, they will be reminded to bring a personal, non-medical mask when they come. They will enter through the main entrance, sign the contact tracing log that includes the declaration.</li> <li>- Staff will keep a log of students they were in contact with during their visit. (this will be filed in the main office)</li> </ul>