



## Public Schools Branch

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

<b>Name of School</b>	Kensington Intermediate Senior High
<b>Grade level configuration</b>	7-12
<b>Principal</b>	Donald Mulligan
<b>Student enrollment Sept 2020</b>	341
<b>Total number of staff in the building</b>	39 +Well Being Team (4)
<b>Last Update</b>	February 8, 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>● 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>	<p>A student who becomes ill will leave on their non-medical mask and leave the classroom and go to the sick room in the main office, supervised by a member of the admin team. They will take all their belongings with them.</p> <p>The class will move to the library or cafeteria. The cleaning staff will clean areas immediately.</p> <p>Students and teachers will be wearing non-medical masks during the transport. Students and teachers will practice hand hygiene.</p> <p>The admin assistant will call home.</p> <p>Proper PPE for all.</p>
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 leave on a non-medical mask</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(Sick room in the office or go directly home)</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>	<p>Staff must leave on a mask and notify administration or the administrative assistant. The admin team will cover the class, and the staff person will leave. A substitute teacher will be called by admin assistants to fill in the remainder of the day. The emergency sub plan would be used.</p> <p>The class will be taken to the library or cafeteria. The cleaning staff will go to the classroom to sanitize.</p> <p>Proper PPE for all.</p>

**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>	Administration will send out a mass email pre-screening checklist the first day of school for parents to use when pre-screening every morning. Administration will send a reminder email each week reminding parents and students of the declaration, physical distancing, and hand-washing techniques. Reminders of expectations to notify the school about illness and travel will be included.
<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>	Administration will have all staff members sign a declaration at the first staff meeting. Frequent reminders to self-monitor for symptoms will be shared. Admin team will do daily wellness check-ins with staff.
<b>Pre-screening of Visitors</b>	<b>Location, set up and person responsible</b>
<ul style="list-style-type: none"> <li>• Identify and set up visitor area and maximum capacity</li> <li>• Sign in form</li> <li>• Supervision of Visitor area</li> <li>• Visitors will practice hand hygiene before being escorted to their location in the building.</li> </ul>	The Visitor Zone will be inside the main doors of the lobby. There will be a poster with directions. Visitors will be directed to sanitize their hands. They will be requested to sign a declaration form by the Administrative Assistant. Once this happens, visitors will be triaged where they are to go. KISH or SWT staff will escort visitors to their destination.  Visitors will wear a non-medical mask.  A list of who the visitors are there to see will be recorded and kept in the main office.  Visitors will sign out when they are leaving the school.

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

	<b>Situation</b>
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<p>Students Students and staff will wear non-medical masks.</p> <ul style="list-style-type: none"> <li>● School Bus</li> <li>● Fire drill</li> <li>● Lockdown</li> <li>● Transition between classes, if leaving cohort zone</li> <li>● Transition between school buses</li> </ul>	<p>Students will have their own non-medical masks and will wear masks.</p> <p>Students will wear non-medical masks at all times in the school except for eating..</p> <p>Students will wear non-medical masks while they are on the school bus.</p>
<p>Staff Students and staff will wear non-medical masks.</p> <ul style="list-style-type: none"> <li>● At all times in the building unless they are able to physically distance or are eating.</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>Staff will have their own non-medical masks and will wear non-medical masks unless they are able to physically distance in the classroom.</p> <p>Staff will wear non-medical masks during fire drills and lockdown procedures.</p> <p>Staff will sanitize/wash their hands when moving between cohorts.</p> <p>Other instances where the use of non-medical masks will be mandatory include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Small group work with students</li> <li>- Bus evacuations</li> <li>- Transitioning to shared spaces like the staff room, teacher planning rooms, copier area, office, etc.</li> <li>- Bus duty</li> <li>- Working closely with children to support behaviours (NVC)</li> </ul> <p>Staff will maintain their personal record of cohorts they work with each day.</p>

**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>	
<p><i>*When students are within their cohorts, physical distancing will still be encouraged when possible.</i></p> <p><i>*All teachers will be required to provide class seating charts to administration.</i></p>	
Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)	Zone(s) <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>
Grade 7 A,C (46)	Main floor west end near the industrial arts room. (183) East bus entrance and exit Main corridor washrooms near industrial arts room (175 Mens, 177 Ladies)
Grade 7B (21)	Main floor middle of the west wing. (183) East bus entrance and exit Main corridor washrooms near industrial arts room (175 Mens, 177 Ladies)
Grade 8 A,C (39)	Main floor central corridor north side Central bus entrance and exit 156 Main floor washrooms (175 Mens, 163 Ladies across from Home Ec Lab)
Grade 8 B (20)	Main floor central corridor south side. Central bus entrance and exit 156 Main floor washrooms (175 Mens, 163 Ladies across from Home Ec Lab)
Grade 9 A & B (50)	East end of main floor outside of gymnasium. Enter and exit through the main ramp doors on the east end (202) Second Floor Washrooms near the main entrance. (205 Mens, 206 Ladies)
Grade 10 (54)	Second floor west corridor East bus entrance and exit (183)

	<p>Washrooms on the second level west corridor (262 Mens, 264 Ladies)</p> <p>When mixed with other cohorts throughout the day (in 700 &amp; 800 classes), classroom seating will be divided into zones to ensure seating for students who are in different cohorts are spaced further apart (ideally 2m/6ft from other cohorts).</p> <p>Students will be assigned seating within classrooms to ensure students from the same cohort are placed together.</p> <p>Students will wear a non-medical mask when cohorts share a classroom and/or when physical distancing cannot be ensured.</p>
Grade 11 (56)	<p>Enter and exit through the front east bus doors. (156)</p> <p>Washrooms on the second level west corridor (262 Mens, 264 Ladies)</p> <p>When mixed with other cohorts throughout the day (in 700 &amp; 800 classes), classroom seating will be divided into zones to ensure seating for students who are in different cohorts are spaced further apart (ideally 2m/6ft from other cohorts). Please arrange seating so cohorts are as physically distant as possible.</p> <p>Students will be assigned seating within classrooms to ensure students from the same cohort are placed together.</p> <p>Students will wear a non-medical mask when cohorts share a classroom and/or when physical distancing cannot be ensured.</p>
Grade 12 (55)	<p>Enter and exit through main ramp doors (202)</p> <p>Washrooms by the main ramp doors (Mens 205, Ladies 206)</p> <p>When mixed with other cohorts throughout the day (in 700 &amp; 800 classes), classroom seating will be divided into zones to ensure seating for students who are in different cohorts are spaced further apart (ideally 2m/6ft from other cohorts). Please arrange seating so cohorts are as physically distant as possible.</p> <p>Students will be assigned seating within classrooms to ensure students from the same cohort are placed together.</p> <p>Students will wear a non-medical mask when cohorts share a classroom and/or when physical distancing cannot be ensured.</p>

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

Classes (What cohorts will mixed)	What precautions will be taken?
Grade 7 A&C Cohort - 46	7A, 7C (Separate classes in this cohort.)
Grade 7B Cohort - 19	7B
Grade 8 Cohort - 38	8A, 8C (Separate Classes in this cohort)
Grade 8B Cohort - 23	8B
Grade 9 Cohort - 50	9A, 9B (Separate Classes in this cohort)
Senior A block classes	Students will wear a non-medical mask at all times when physical distancing is not possible.
Senior B block classes	See Above
Senior C block classes	See Above
Senior D block classes	See Above

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

Arrival	
<p>* Follow staggered Junior High and Senior High bell schedule</p> <p>* KISH already has two bell schedules. Therefore, junior high and senior high have separate recess breaks and lunch only overlaps for 20 minutes. Class transitions are at separate times as well.</p>	<p><b>Bus</b> - buses currently arrive in a staggered format. Donald will ensure one bus unloads at a time and enters through cohort assigned doors. Students will go to lockers, then move to their first period class.</p> <p>*****Bus transfer students will remain in line outside or in lobby until the transfer bus for Summerside arrives. (They will need to drop off the elementary students first daily.)</p> <p><b>Parent drop off</b>- parents will be encouraged to drop students off between 8:10-8:25. Students will enter through cohort assigned</p>

	<p>doors, go to lockers, then move directly to their first period class.</p> <p><b>Walkers-</b> walkers will be encouraged to arrive between 8:10-8:25am. Students will enter through cohort assigned doors, go to lockers, then move directly to their first period class.</p> <p><b>Student Drivers-</b> students will be encouraged to arrive between 8:10-8:25am. Students will enter through cohort assigned doors, go to lockers, then move directly to their first period class.</p>
Departure	
<p>* Follow staggered Junior High and Senior High bell schedules as we have previously</p>	<p><b>Bus -</b> Class ends between 2:33-2:35 pm. Students will exit through their cohort assigned doors and go to the buses, students will be wearing non-medical masks, and be physically distant as they go directly to their bus. (Grades 7 &amp; 12 leave at 2:33, Grades 8 &amp; 11 at 2:34, Grades 9 &amp; 10 at 2:35)</p> <p><b>Parent drop off-</b> Class ends between 2:33-2:35 pm. Students will exit through their cohort assigned doors, they will be wearing non-medical masks, and be physically distant as they go to their pick up in the west parking lot.</p> <p><b>Walkers-</b> Class ends between 2:33-2:35 pm. Students will exit through their cohort assigned doors, they will be wearing non-medical masks, and be physically distant as they walk home.</p> <p><b>Student Drivers-</b> Class ends at 2:33-2:35 pm. Students will exit through their cohort assigned doors and go to their cars, they will be wearing non-medical masks.</p>
<p>Class to class * Follow respective Junior High and Senior High bell schedules</p>	<p><b>Ex. No movement of classes outside of the cohort zone except for specialist-</b></p> <p>Students will be wearing non-medical masks when switching classes following our two respective bell schedules for Junior High and Senior High.</p>
<p>Washrooms * Follow respective Junior High and Senior High bell schedules</p>	<p>Grade 7: Main floor washrooms near Industrial Arts room (175 Mens, 177 Ladies) Grade 8: Main floor washrooms (175 Mens, 163 Ladies across from Home Ec Lab) Grade 9: Second floor washrooms near the main entrance. (205 Mens, 206 Ladies) Grade 10 students: Second level west corridor (262 Mens, 264 Ladies)</p>



	<p>Ladies)  Grade 11: Second level west corridor (262 Mens, 264 Ladies)  Grade 12: Second level by the main ramp doors (Mens 205, Ladies 206)  Gender neutral washrooms by counsellor office: as needed.</p> <p>Students will sign in/out when leaving the classroom.</p> <p>Capacity number will be the number of stalls in the washroom, students will need to self-monitor and wait outside or come back at another time.  Students are encouraged to come to school with personal water bottles already filled. Water bottle filling stations are available, and can be used throughout the day. (One upstairs for senior high students and one to be installed downstairs for junior high students.) Signage will be added to ensure physical distancing. Water is also available in our vending machines.</p>
<p>Hand Washing/Sanitizing</p>	<p>Students will be expected to wash hands regularly before entering school and throughout the day.</p> <p>Sanitizer locations:  -main entrance  -staff entrance  -main office  -each classroom</p>
<p>Hallways  * Follow Junior High and Senior High bell schedules</p>	<p>Individual washroom breaks may be granted by teachers during class time, which would alleviate crowds in the washrooms at break times.</p> <p>Where two way traffic is possible students will stay to the right and follow arrows for direction.</p>
<p>Lockers</p>	<p>Lockers will be accessed in the morning prior to A block, at lunch, and at the end of the day - if necessary. It would be acceptable for students to carry all items in their backpack in lieu of using their locker.</p> <p>When students are assigned lockers, they will be kept within their cohort in any given area.</p>
<p>Breaks  * Follow Junior High and Senior High bell schedules</p>	<p><b>Breakfast Program</b> - Breakfast snacks (grab and go) will be available in first period classes. The Youth Service Worker will coordinate the food delivery.</p> <p><b>Recess</b> - Students are expected to eat in the cafeteria at their respective cohort table while physically distancing from other cohort students.(Grade 7, 8, 9 tables for junior high breaks. Grade 10, 11,12 tables for senior high breaks with sanitizing between</p>

	<p>respective breaks.)</p> <p><b>Lunch with Cafeteria</b> - Students are expected to eat in the cafeteria at their respective cohort table while physically distancing from other cohort students.(Grade 7, 8, 9 tables for junior high breaks. Grade 10, 11,12 tables for senior high breaks with sanitizing between respective breaks.)</p> <p><b>Students are able to eat in classrooms that are available within their cohort.</b></p>
Physical Education Classes	<p><b>KISH</b>  <b>High school- Changeroom usage for PE:</b></p> <p>KISH gymnasium area is designed with two (2) large changerroom areas for both men and women with separate entrances for each of those change areas.</p> <p>Women’s Area : Room 127 with separate Locker Area A - 106 and Locker Area B 124  Men’s Area: Room 106 with separate Locker Area A 115 and Locker Area B 116</p> <p>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.</p> <p>With the new Physical Health Education curriculum being delivered to our intermediate students, one of the outcomes is a focus on being able to analyse certain influences that may have an affect on one’s decisions to choose a healthy lifestyle. We feel strongly that body awareness, self awareness and proper hygiene all contribute to these influences for our students.</p> <p>The Senior men’s and Senior women’s locker rooms have a locker room that measures 27’ long X 13’ Wide, with benches along the walls and one in the center of the room - this would allow 8 students to enter the room to change at one time while still</p>

	<p>practicing social distancing. In our Intermediate Girls and Intermediate Boys locker rooms, the measurement for both are 23' long X 14' Wide, again with benches long the walls and one in the middle of the room. Due to the slight difference in bench placements in these change rooms, it would allow for 9 students to enter the room to change while practicing proper social distancing at one time. When considering this, it will provide ample space for social distancing while changing. There will be clear markings on the designated spaces for each student to change in all of these rooms to allow for proper social distancing.</p> <p>With the locker rooms here at KISH being off of the gymnasium, it is practical for the PE teacher to supervise the number of students entering the locker rooms at any given time, while the other students await in their designated area.</p> <p>Students waiting to access the change area will be in the adjacent hallway, wearing masks, and practicing social distancing on clearly marked spots. The teacher(s) will manage the movement of students in and out of the changeroom area.</p> <p>All lockers in the change area will be locked and not accessible.</p> <p>Students will <u>not</u> have the opportunity to leave their belongings in the changeroom area. They will need to put them in their kit bag and carry it out to the site area where they will be active.</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	Students will wash/sanitize hands at the beginning and end of

	<p>each class as per recommendations. At the end of each class, students will also use the paper towel they had for desks and wipe down any electronics they used during class.</p> <p>We will try to make Chromebooks/laptops available for specific cohorts in order to decrease sharing of devices.</p>
Sporting Equipment	Sporting equipment will be cleaned properly between uses. When possible, students will use their own equipment during class.
Home Ec	Students will wash/sanitize hands at the beginning and frequently during class. When possible, students will use their own tools during class. Culinary Lab will be cleaned properly between uses.
IA Lab	Students will wash/sanitize hands at the beginning and end of class. Similar to chromebooks, when possible, students will use their own tools during class and will sanitize the tools with a paper towel and sanitizer at the end of class.
Science Lab Materials	Students will wash/sanitize hands at the beginning and end of class. Similar to chromebooks, when possible, students will use their own tools during class and will sanitize the tools with a paper towel and sanitizer at the end of class.
Library Space *Items returned have to be quarantine for 72 hours	Students will wash/sanitize hands at the beginning and end of their time in the library. If they use any technology, they will sanitize it when they are finished. The library will be cleaned properly between classes. Books will be quarantined for 72 hours in between use. Breakout rooms will be used to store these books.
Art Room	Students will wash/sanitize hands at the beginning and end of class. When possible, students will use their own tools during class. At the end of class, students will take time to sanitize desks and tools.

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

Activities	<b>Planning needed</b>
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	
Intramurals	Cohorts will have designated days for intramurals. Students will wash/sanitize hands at the beginning and end of intramurals. A

	<p>capacity will be posted on the gym door. Students will enter the gym through the gym hallway door, and exit via the equipment room. When possible, students will use their own equipment. At the end of intramurals, students will sanitize the equipment they used. Teacher will ensure the gym is cleaned properly before the next class.</p> <p>Intramurals and Physical Education should be held outdoors as much as possible while the weather cooperates.</p>
Student Committees	<p>Scheduled meetings will take place during lunch breaks in areas where students can be physically distant, yet still involved. Non-medical masks will be worn.</p>
Assemblies	<p>When possible, assemblies will be via Google Meet and cohorts will watch/take part from their classrooms. If a larger group assembly needed to take place, cohorts would be physically distanced, CPHO guidelines would be followed, and all participants will wear a non-medical mask.</p>
School Sport	<p>Will follow the protocols set by the PEISAA.</p>
Band	<p>Will follow the protocols set by the PSB/DELL. Seating will ensure physical distance. No singing is permitted unless singers can maintain 3.5m/12ft distance.</p>

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

	<b>How will this be addressed</b>
Staff Breaks	<p>Staff members will be encouraged to use the breakout rooms close to their cohort classrooms for breaks:</p> <p><b>Grade 7 &amp; 8 - Room 174</b>  <b>Grade 9 - Room 226</b>  <b>Grade 10 - Room 272A</b>  <b>Grade 11 &amp; 12 - Room 247</b></p> <p>The use of non-medical masks in breakout rooms is required.</p> <p>Staff must clean up after themselves after eating. Dishes cannot be left in sinks.</p>
Staff Materials	<p>All staff members will be asked to create a detailed emergency</p>

	sub plan and have it stored in the office.
Substitutes	Substitutes will be asked to arrive at school earlier than their teaching time to ensure they are screened in properly. They also need time to review the sub plan and school expectations. The classes they work with will be recorded in the office as well, for contact tracing purposes.
Shared Staff Spaces	When sharing work spaces or breakout rooms, staff members will be asked to practice physical distancing and good hand hygiene.
Meetings between and with	Staff meetings will take place as per our usual schedule, and will be arranged to ensure physical distancing or Google Meet will be used. Non-medical masks will strongly be encouraged to be worn when necessary.
Staff support multiple schools	When staff members are working at two different schools, they will ensure proper hand washing before and after leaving each workplace.