



Public Schools Branch

Return to School September 2020 - Planning Template

Name of School	LM Montgomery
Grade level configuration	K-6
Principal	Patti Davidson
Student enrollment Sept 2020	461
Total number of staff in the building	54
Last Update	February 11, 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 student becomes sick during the school day	
Action	VP Office. Principal, Vice Principal, Administrative Assistant
<ul style="list-style-type: none"> they will immediately put on a non-medical mask be taken to a supervised designated location for isolation the family is contacted to pick the child up. Parents are to call 811 or their Health Care provider to arrange testing The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned. 	<p>Student will immediately put on a non-medical mask. Student will be taken to the VP's office, parents will be contacted for pick up (Admin Assistant to call). Parents will be advised to call 811 or their health care provider. P or VP will supervise the child, wearing PPE.</p> <p>The child's class will be moved to Core French Room or the activity room (if not in use). Students and teacher will be strongly encouraged to wear non-medical masks in the transition and practice hand hygiene. Custodians will be notified that the classroom needs to be sanitized. Custodian will notify the administrator as to when the classroom can be occupied again. The 'interim' room will then be sanitized. VP's office will be immediately sanitized once the child is picked up. Administrative Assistant will record the child's absence in SAS.</p>
Plan when staff becomes sick during the school day	
Action	VP Office. Staff member, P, VP. Admin. Assistant.
<ul style="list-style-type: none"> they are to put on a non-medical mask immediately notify the office that they will need to leave Proceed to a location for isolation, in conjunction with support from the office Area that was occupied is cleaned leave the building as soon as possible Staff member will call 811 to arrange testing. 	<p>Staff member will immediately put on a non-medical mask and alert the office that he/she feels ill. Administration will relieve the staff person until a substitute is found. Staff person will be asked to leave the building immediately and be advised to call 811 or their health care provider. Students will be moved to Core French Room or Activity room, to allow classroom to be sanitized. Students and substitute will be asked to highly encouraged to wear non-medical masks in transit, if possible, and practice hand hygiene. Administration will ask custodians to immediately sanitize classroom. Administrative Assistant will enter teacher's absence into AESOP. Principal will follow up with teacher at the end of the day to see how he/she is doing.</p> <p>NOTE: All teachers are expected to have an emergency sub plan of review materials (including needed copies) in place, readily available and visible in the classroom for use at any point in the school day. This will include parent contact information, bus information, early closure, etc. This plan will be reviewed and updated by the teacher regularly.</p>

Pre-Screening of Students and Staff Refer to [Chapter 1](#) and [Chapter 11](#) in [PSB September 2020 Guidelines](#)

Pre-screening of Students	Administrative Assistants, Teachers, Bus Drivers.,
<p>Declaration Reminder</p> <ul style="list-style-type: none"> • Emailed via SAS weekly • Attendance 	<p>A pre-screening checklist will be sent home on the first day of school for parents to use each morning prior to sending their children to school.</p> <p>Principal will send out weekly SAS reminder of wellness criteria.</p> <p>Teachers will do daily wellness checks on students.</p> <p>Teachers or bus drivers will notify administration on any student who seems/feels unwell.</p> <p>Attendance will be entered into SAS by 9:00AM each day.</p> <p>Administrative Assistant will record any phoned-in absence into SAS, as well as any students who leave feeling ill throughout the day.</p>
Pre-screening of Staff	Administrative Assistants
<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 	<p>Initial Declaration document will be given to all staff members on Orientation day.</p> <p>Staff will sign and return on the same day.</p> <p>Reminders of consent will be added to Principal's Memo.</p> <p>Administrators will do daily wellness checks with staff.</p> <p>Any staff exhibiting any COVID-19 symptoms will be asked to leave immediately, on sick leave.</p>
Pre-screening of Visitors	Front lobby, desk outside main office. Admin. Assistant.
<ul style="list-style-type: none"> • Identify and set up visitor area and maximum capacity • Sign in form • Supervision of Visitor area • Visitors will practice hand hygiene before being escorted to their location in the building. • All visitors will wear a non-medical mask upon entrance and while they are inside the school premises. 	<p>The visitors area to sign in, etc. will be directly outside the main office area, front lobby.</p> <p>Administrative Assistant or Administrator will be responsible for screening all visitors and ensuring that they sign the contract tracing log before proceeding into the school.</p> <p>Administrative Assistant Administrator will review the guidelines presently in place.</p> <p>Administrative Assistant or Administrator will escort the visitor to the designated area, wearing a non-medical mask along with maintaining physical distancing.</p> <p>All visitors will be asked to wear a non-medical mask.</p>

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

	Situation
<p>Students</p> <p>When in areas where reasonable physical distancing is not possible, it is strongly recommended that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> ● Fire drill ● Lockdown ● Transition between classes, if leaving cohort zone ● Transition between school buses <p>Students will be required to wear a mask when traveling on the school bus.</p>	<p>Other as applicable -</p> <p>Students will be highly encouraged to wear a non-medical mask during:</p> <p>Transitions into and out of the building</p> <p>Working in resource settings/rooms/groups</p> <p>Bus evacuations</p> <p>Lockdown drills</p> <p>Fire evacuations</p> <p>Students will be required to wear a non-medical mask on the school bus and if they become ill during the school day.</p>
<p>Staff</p> <p>When in areas where reasonable physical distancing is not possible, it is mandatory that staff wear non-medical masks when in/during:</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>It will be asked that staff wear non-medical masks during:</p> <p>Small group work where physical distancing cannot be maintained</p> <p>Lockdown drills</p> <p>Fire evacuations</p> <p>Any transitions out of the classroom/work area and throughout the building.</p> <p>Any work in covering or supporting other staff members/cohorts</p> <p>While outside on recess duty</p> <p>Staff will be required to wear a non-medical mask if they become ill during the school 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.

Cohort Construction

**When students are within their cohorts, physical distancing will still be encouraged when possible.
All teachers will be required to provide class seating charts to administration.

Classes	Zone(s)
Cohort 1 K A-MacLean, KB- Dowling, KC- Conohan (52 students)	Kindergarten Wing K Washrooms Entrance/Exit - K doors When possible, K teachers/EA's will supervise their own students on the playground
Cohort 2 KD- Hancock, 1A- Hill (35 students)	Last class in K hallway/first class in grade 1 hallway- lower level. K Washroom for K class, Grade 1 washrooms for 1A- Hill Entrance/Exit - Boot room doors When possible, these teachers/EA's will supervise their own students on the playground.
Cohort 3 1B- MacLauchlan, 1D- MacDonald, 1C- Ford (55 students)	Grade 1 hallway in lower level. Primary washrooms Entrance/Exit - Boot room doors When possible, these teachers/EA's will supervise their own students on the playground
Cohort 4 2A- Newson, 2B- Doucette, 2C- Ellis (53 students)	Grade 2 hallway- lower level. Primary washrooms Entrance/Exit - Front lobby doors When possible, these teachers/EA's will supervise their own students on the playground

Cohort 5 3A- Murchison, 3B- Lanigan-Campbell (35 students)	New Wing- Grade 3 Hallway. New Wing washrooms Entrance /Exit - New wing, right side doors When possible, these teachers/EA's will supervise their own cohort on the playground.
Cohort 6 4A- Belik, 4B- Sutton (49 Students)	New Wing- Grade 4-5 Hallway New Wing washrooms Entrance/Exit - New wing, left side doors When possible, these teachers/EA's will supervise their own cohort on the playground.
Cohort 7 4C- Thompson, 5A- MacKinnon (42 students)	New Wing- Grade 4-5 Hallway New wing washrooms Entrance/Exit - New Wing, Main Entrance Doors When possible, these teachers/EA's will supervise their own cohort

	on the playground.
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Cohort 8 5B- Proude, 6B- Huggan (46 Students)	Upper Right Hallway Upper hallway washrooms Entrance/Exit - Boot Room Doors When possible, these teachers/EA's will supervise their own cohort on the playground.
Cohort 9 6C- Fraser, 6A- Dunphy (50 students)	Upper Left Hallway Upper hallway washrooms Entrance/Exit - front lobby doors When possible, these teachers/EA's will supervise their own cohort on the playground.
Cohort 10 3C- MacKinnon, 5C- MacBeath (40 students)	New Wing Grade 3 Hallway New Wing washrooms Entrance/Exit - New Wing, Main Entrance Doors When possible, these teachers/EA's will supervise their own cohort on the playground.

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

Classes (What cohorts will mixed)	What precautions will be taken?
<i>Physical Education</i>	<p>PE will be outside as much as possible. Use of both the Activity room and the 'Old' gym Entrance for classes will be through the back hallway doors. Exit will be the front entrance doors. Cohorts will have scheduled times that 'border' each other, if possible. Students in transition to and from the gym will be encouraged to wear a non-medical mask. NOTE: Individual non-medical masks will be labelled with the child's full name. This will be a requirement of parents prior to the first day of school. Each student will be expected to bring their own water bottle - no use of fountains. For the time being, students will not be asked to change for PE class and there will be no use of the gym change rooms or adjoining washrooms. Students will not be permitted to share equipment between cohorts. At the end of a cohort's time, any equipment used will be placed in a bin to be sanitized before the next cohort begins.</p> <p>A thorough cleaning of both gyms will happen at the end of each</p>

	day.
<i>Music</i>	<p>Music classes will be scheduled according to cohorts, with individual classes 'backing' onto each other, staggered start times between cohorts will occur.</p> <p>Students will not share equipment/instruments between cohorts. Between cohorts, any equipment/instruments will be placed in a bin and sanitized before the next cohort's use.</p> <p>Music teachers will be asked to wear non-medical masks if physical distancing cannot be maintained.</p> <p>Thorough cleaning of the music room, equipment, etc. will take place at the end of each day/each teacher's scheduled times.</p> <p>Singing will not be permitted unless singers can maintain at least 3.5m/12ft distance.</p>

<i>Library</i>	<p>Library will not be open for open book exchange between cohorts - cohorts will have one scheduled book exchange time per cycle.</p> <p>Scheduling of project based learning will happen to allow classes within cohorts to 'back' onto each other. Scheduling of classes between cohorts will be staggered.</p> <p>Students transitioning to and from the library will be encouraged to wear a non-medical mask.</p> <p>Entrance to the library will be through the 'boot room' hallway doors, exit will be through the 'french room' hallway doors.</p> <p>Teacher Librarian will have student selection of items ready for children to choose from, in open book exchange times, rather than have the entire library open to browse.</p> <p>For those books not chosen, from selected items laid out, books will be put aside and set aside for a period of 72 hours prior to being available again for selection.</p> <p>Teacher Librarian will be asked to wear a non-medical mask when physical distancing cannot be maintained.</p> <p>A thorough cleaning of the library will take place at the end of each day.</p> <p>Any students needing to use the washroom during the library period will be encouraged to wear a non-medical mask and travel to their cohorts washroom space.</p>
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Resource / Tutoring	<p>When possible, students will come to resource/tutoring rooms in cohorts.</p> <p>Students will be encouraged to wear a non-medical mask when transitioning to resource/tutoring rooms. Students will be encouraged to wear a non-medical mask when they cannot maintain a physical distance of 2m from other students while in resource/tutoring.</p> <p>Staff shall wear a non-medical mask when transitioning from resource rooms to classrooms and during instruction when a 2m distance cannot be maintained.</p> <p>As much as possible, materials used will not be shared between students of different cohorts. Materials and work areas will be sanitized between cohorts in resource/tutoring areas.</p> <p>Any students needing to use the washroom during the resource period will be encouraged to wear a non-medical mask and travel to their cohorts washroom space.</p>
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Student Transitions Refer to [Chapter 1](#), [Chapter 4](#), [Chapter 6](#), [Chapter 8](#) and [Chapter 9](#) in [PSB September 2020 Guidelines](#)

Arrival	<p>There will be two staff members at the bus drop off area 8-8:40 daily. There will be a staff member at the drive through drop off area, 8-8:40 daily.</p> <p>Teachers will be at their classroom doors at 8:15 to receive students as they arrive.</p> <p>All duty staff will be asked to wear a non-medical mask. Students will be strongly encouraged to wear a non-medical mask until they get to their classroom space. There will be regular outside play area/time for students who arrive before buses in the morning. Students will have specific play areas depending on their cohort. On inclement weather days, students will proceed directly to their classes upon arrival.</p>
*Staggering of times when possible	<p>Bus -</p> <p>All buses will wait for an administrator to signal before opening the doors for unloading. Unloading will happen by grade level and students will proceed immediately to their specific entrance door. Early bus (8:00 am). Driver will wait for an administrator to signal prior to unloading students by grade level. Students will proceed to designated cohort play areas and be supervised by school staff until 8:13 am. They then will be directed to enter the school through their cohort assigned entrances.</p> <p>Parent drop off-</p> <p>Morning drop off will happen in the front entrance laneway between 8-8:35 am. A staff person will be on duty to assist. Parents will not leave their vehicles, unless to unbuckle young</p>

	<p>children. Vehicles will pull up to points along the front walkway for students to safely depart. Students will be strongly encouraged to wear a non-medical mask and proceed directly to their assigned cohort play area (prior to 8:15 am) or assigned cohort entrance doors (after 8:15 am).</p> <p>Walkers- Walkers will be asked to arrive at the school between 8:15 and 8:30 am. They will proceed along the sidewalk to the front entrance walkway where they will follow the paved walkway directly to their assigned cohort entrance. Walkers will be strongly encouraged to wear a non-medical mask when they enter school property and until they are in their classroom.</p>
Departure	
*Staggering of times when possible	<p>Bus - Students will be dismissed by cohort at staggered times, 3 minutes apart, starting at 2:40pm. Buses will depart by 2:50, with walkers then being dismissed, followed by students getting picked up. Bus departure at the end of the day will begin at 2:40. Teachers/support staff will walk students to the bus parking area.</p> <p>All students will be strongly encouraged to wear non-medical masks. Staff will wear masks during this transition time.</p> <p>Teachers will walk their class to the bus parking lot area for boarding. Teachers will then return to collect walkers and those getting picked up.</p> <p>Walkers - Will be dismissed following the departure of the last bus and will be reminded by their teacher to follow physical distancing when walking home with others not in their cohort.</p> <p>Parent Pickup: Parents will pick students up in designated areas according to student cohort, beginning at approximately 2:50 pm following the last bus departure. Teachers will walk students to their pick up area. Parents will remain in their vehicles during pick up.</p>

	<p>Note: parents will be made aware of our new policy regarding busing and pick ups. Arrangements for busing and pick up days that are set in September will remain throughout the year. If a parent needs to pick up their child, they will be encouraged to do so at the child's regularly scheduled bus stop that day or pick up at school prior to 2pm.</p>
<p>Class to class *Staggering of times when possible</p>	<p>Core French: Teacher will travel to classes, with cohorts scheduled 'back to back.'</p> <p>Music and PE: Students will be traveling to the gym and music rooms. Students will be encouraged to wear a non-medical mask when transitioning between classes. Music rooms and Gym/Activity rooms will have varying entrance and exit hallways.</p>
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p>Each cohort will be assigned specific washrooms for their use. Teachers will limit the number of students permitted to leave their classroom for washroom breaks. There will be a limit of students in the washrooms at any given time (6, maximum).</p> <p>Students will be requested to take a filled water bottle from home each day, as fountains will be closed and access to water bottle filling stations may be limited. The office will have extra water bottles for those who may be in need. These will remain in the student's desk each day. Water bottle filling stations will be available if needed.</p>
<p>Hand Washing/Sanitizing</p>	<p>Students will be encouraged to use hand sanitizing stations in their classroom throughout the day. Hands will be washed or sanitized:</p> <ul style="list-style-type: none"> -before eating -before and after PE -before and after music class -before and after recess breaks <p>In classes that have sinks, students will be encouraged to wash hands whenever possible.</p>
<p>Hallways *Staggering of times when possible</p>	<p>Any transitioning between classes or areas of the school will be staggered. This will be built into the timetable. Students and staff will be encouraged to wear non-medical masks when moving throughout the building. In the event of a fire or evacuation drill or lockdown, students will be required to wear non-medical masks and move throughout the hallways in an orderly fashion, by class.</p>

<p>Lockers</p> <p>Notes/Forms/Information</p>	<p>All student personal belongings will be stored in cubbies or lockers /lubbies where possible.</p> <p>In classes where no lockers are available, students will hang their outdoor clothing and footwear in their designated area outside of their classroom and bring kit bags, lunch kits, etc. into their classroom to be stored at their workspace area.</p> <p>Teachers will be accepting limited notes on bus changes, pick up times, etc. All changes will be made via calls into the office as early in the day as possible. There will be no schedule changes in regards to pick up or busing after 2pm each day. Unless in emergency situations, there will be no changes made to a child's regularly, scheduled bus or bus stop.</p> <p>Each day, administration will collect returned forms or paperwork from classes.</p>
<p>Breaks</p> <p>*Staggering of times when possible</p>	<p>Breakfast Program - Will operate on a 'take and go' system. Students will enter the breakfast area through the front lobby hallway, exit on the music hallway.</p>

	<p>Snack - Will be eaten in classrooms. Food will not be shared among students. Homeroom Teachers will be provided with a limited number of packaged snack items to be stored in their classroom to be given to students who may require an additional snack throughout the day.</p> <p>Recess - times will be staggered between K-3 and 4-6 with two separately scheduled morning recess breaks and 2 separately schedules lunch recess breaks. Cohorts will have individual entrance/exit doors for use. Students will be expected to wash/sanitize their hands before and after. Students will be strongly encouraged to wear non-medical masks to enter/exit the building and while on recess break outside. Cohorts will have specific play areas that will be scheduled and rotated daily. When possible, teachers will supervise their own cohorts on the playground and in their own classroom area during indoor days.</p> <p>Lunch without Cafeteria- Hot meals and milk orders will be delivered to classes each day by volunteers and support staff wearing masks. All students will eat lunch at the same time. Students and teachers will remain in their classrooms for lunch breaks.</p> <p>Teachers will maintain physical distancing requirements when meeting, etc. between cohorts.</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
Library	<p>Students will wipe down desks at the end of each class. This procedure will be done between classes.</p> <p>Any handled or returned books will be placed in a bin for 'quarantine' for 72 hours before being returned to the stacks. Books for browsing will be placed out for cohorts, prior to book selection time, rather than have students access all shelves and books.</p>
Chromebooks	<p>Chromebook carts will be assigned to cohorts. Chromebooks will be scheduled in 'blocks' between individual classes within cohorts. Chromebooks will be cleaned at the end of each class.</p>

Sporting Equipment	Minimal use of equipment will be encouraged and outdoor classes will occur when weather permits. Equipment will not be shared between cohorts. All PE equipment used will be cleaned and sanitized each day before being returned to the equipment room.
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Extra Curricular Refer to [Chapter 5 in PSB September 2020 Guidelines](#)

Activities	Planning needed
Intramurals/Assemblies	<p>When intramurals begin, they will be scheduled within cohorts. Intramurals will take place over recess breaks. When possible, intramurals will take place outside. Students will be strongly encouraged to wear a non-medical mask when transitioning to and from intramurals. Students will be expected to wash hands prior to and following intramurals. Students must use their assigned washroom during the intramural period - the gym change will remain closed.</p>

Use of School by Outside Agencies	<p>LM will host an extra curricular basketball program, from Wednesday, January 13th onward. This program will be divided into two groups each Wednesday evening, from 5:30-6:45, and from 7-8:30. There may also be an additional practice scheduled for Friday evenings, from 7-8:30pm. Those participating will be asked to use the front entrance doors only. They will confine their time to the main gym. Any washrooms needed will be the two staff washrooms off the main office area. Students and coaches only will be in attendance (no spectators). A sign in/out sheet will be compiled. Those participating will wear a mask when not involved in physical activity. Proper hand washing/sanitization procedures will be reviewed by coaching staff and followed by all participants. A weekly COVID declaration waiver will be sent out prior to each Wednesday/Friday evening session by coaching staff.</p>
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Staff Considerations Refer to [Chapter 10](#) in [PSB September 2020 Guidelines](#)

	How will this be addressed
Staff Breaks	<p>Staff will take breaks within their cohort area.</p> <p>Staff rooms will be used to prepare and heat food items.</p> <p>If staff can maintain physical distance, they may use the staff room for break times.</p> <p>Staff must wash and dry their own dishes. Use of the dishwasher or leaving items in the sink or on the counter will not be permitted.</p>
Staff Materials	<p>Staff will store their coats/boots in their classrooms/ workspaces.</p> <p>Open beverages will not be permitted into classrooms (water glasses, coffee mugs, etc.) but can use containers with lids.</p> <p>Manipulatives can be shared between cohorts.</p>
Substitutes	<p>Substitutes will be encouraged to have a non-medical mask, and must sign a contact tracing log when they enter the building.</p> <p>Substitutes will follow the daily protocol of staff, while in the building. NOTE: All teachers are expected to have an emergency sub plan of review materials (including needed copies) in place, readily available and visible in the classroom for use at any point in the school day. This will include parent contact information, bus information, early closure, etc. This plan will be reviewed and updated by the teacher regularly.</p>
Shared Staff Spaces	<p>Spaces will be cleaned and sanitized as per CPHO guidelines.</p> <p>Telephones in shared spaces will be wiped down periodically by custodians.</p> <p>Copiers /printers will be sanitized periodically by custodians.</p>
Meetings With and between Staff Members	<p>Meetings will happen in spaces where physical distancing can be maintained, when not possible, participants will be asked to wear a non-medical mask.</p> <p>Meetings may also happen via google meet or webex.</p> <p>Platforms for conducting Home and School Meetings will be explored.</p>
Staff support multiple schools	<p>All substitutes and visitors will be required to sign a contact tracing log upon entry.</p>