



**Public Schools Branch**

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

<b>Name of School</b>	Montague Regional High School
<b>Grade level configuration</b>	10-12
<b>Principal</b>	Robyn MacDonald
<b>Student enrollment Sept 2020</b>	430
<b>Total number of staff in the building</b>	47 Plus Student Well-Being Team: 6

## 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

### Notes:

- A) Headings appearing in green need to be completed.
- B) (Completed Online)

### 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>● Student will immediately put on a mask</li> <li>● Student will be taken to a supervised designated location for isolation</li> <li>● The family will be contacted by office staff to pick the child up.</li> <li>● The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned.</li> </ul>	<p>A student who becomes ill will put on a mask, 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 admin assistants will call home.</p> <p>The cleaning staff will clean areas immediately.</p> <p>If the class needs to leave the room, they will be taken to the cafeteria.</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 put on a mask immediately</li> <li>● They will notify the office that they will need to leave,</li> </ul>	<p>The admin team will cover the class, and the teacher will put on a mask and 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>

<ul style="list-style-type: none"> <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> </ul>	<p>The cleaning staff will go to the classroom first to sanitize. If the class needs to leave the room, they will be taken to the cafeteria.</p> <p>Proper PPE for all.</p>
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**Pre-Screening of Students and Staff Refer to Chapter 1 and Chapter 11 in PSB September 2020 Guidelines**

<b>Pre-screening of Students</b>	<b>Responsible for sending it out</b>
Declaration Reminder <ul style="list-style-type: none"> <li>• Emailed via SAS weekly</li> </ul>	Robyn (or Jolene or Chris) will send out frequent reminders 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>	Robyn (or Jolene or Chris) will have staff sign 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> </ul>	<p>The Visitor Zone will be inside the main doors of the lobby. There will be a poster with directions to proceed to the main office. Visitors will be directed to sanitize their hands and sign declaration form by Administrative Assistants. Once this happens, visitors will be triaged where they are to go. MRHS or SWT staff will escort visitors to their destination.</p> <p>A list of who the visitors are there to see will be recorded and kept in the main office.</p> <p>Visitors will sign out when they are leaving the school.</p>

## Personal Protective Equipment Refer to Chapter 1 in PSB September 2020 Guidelines

Information about non-medical masks:

<https://www.princeedwardisland.ca/en/information/health-and-wellness/wearing-non-medical-masks-community>

### CPHO: Non-Medical Mask Use in K-12

Wearing a non-medical mask is not a substitute for physical distancing and hand washing. However, it is an additional measure you should take to protect others around you, even if you have no symptoms.

Current evidence suggests that young children are not significant spreaders of COVID-19 and are more likely to be exposed to the virus from an adult or older child. Therefore, it is strongly recommended that staff in all schools, and students in Grades 7 to 12, wear non-medical masks inside school facilities when physical distancing cannot be maintained. Students may remove non-medical masks in classrooms if schools have implemented measures to reduce the risk of transmission (i.e. desk layout, barriers, etc.).

Due to the close and sometimes prolonged contact on school buses, it is strongly recommended that bus drivers and students in all grades wear non-medical masks when on a school bus, when transferring from a school bus to a school, and when transferring from one school bus to another school bus.

It is strongly recommended that school staff and students in all grades wear non-medical masks on any occasion when different cohorts must interact.

Anyone wearing a non-medical mask must follow proper mask-wearing procedures:

<https://www.princeedwardisland.ca/en/information/health-and-wellness/wearing-non-medical-masks-community>. Non-medical masks should not be worn by anyone unable to remove them without assistance, anyone who has trouble breathing, or anyone under the age of 2 years.

	Situation
Students When in areas where reasonable physical distancing is not possible, students and staff may be required to wear masks. <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></ul>	Students will have their own masks and will be strongly encouraged to wear masks when physical distancing cannot happen.  Students will be strongly encouraged to wear masks during fire drills and lockdown procedures, as physical distancing cannot be maintained during these times.  Students will be strongly encouraged to wear masks while they are on the school bus.

<p><b>Staff</b> When in areas where reasonable physical distancing is not possible, students and staff may be required to wear masks.</p> <ul style="list-style-type: none"> <li>● Close contact with students</li> <li>● Lockdown</li> <li>● Fire drill</li> <li>● Moving between cohorts <ul style="list-style-type: none"> <li>○ Practice good hand washing</li> <li>○ Maintain records of cohorts visited</li> <li>○ Wear PPE when necessary</li> </ul> </li> </ul>	<p>Staff will have their own masks and will be strongly encouraged to wear masks when physical distancing cannot happen.</p> <p>Staff will be strongly encouraged to wear masks during fire drills and lockdown procedures.</p> <p>Staff will use PPE when necessary.</p> <p>Staff will sanitize/wash their hands when moving between cohorts.</p> <p>Staff will maintain their personal record of cohorts they work with each day.</p>
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**Social 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>	
Grade 10 cohort - 3 cohorts: 10A 10B 10C	Students will be divided into three cohorts, based on homerooms. When in other classes throughout the day, seating will be arranged so cohorts are as physically distant as possible.
Grade 11 cohort - 4 cohorts 11D 11E 11F 11G	Students will be divided into three cohorts, based on homerooms. When in other classes throughout the day, seating will be arranged so cohorts are as physically distant as possible.
Grade 12 cohort - 3 cohorts 12H 12I 12J	Students will be divided into three cohorts, based on homerooms. When in other classes throughout the day, seating will be arranged so cohorts are as physically distant as possible.

**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>B block classes</i>	Seating for students who were in the same cohort can be near each other. Seating for students who are in different cohorts should be spaced further apart. Students will be strongly encouraged to wear masks when physical distancing cannot be ensured.
<i>C block classes</i>	See above
<i>D block classes</i>	See above

**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> - buses currently arrive in a staggered format. Duty teacher will ensure one bus unloads at a time and enters through the main doors. Students will go to lockers, then move to their homeroom class.</p> <p><b>Parent drop off</b> - parents will be encouraged to drop students off between 8:30-8:45am. Students will go to lockers, then move to their homeroom class.</p> <p><b>Walkers</b> - walkers will be encouraged to arrive between 8:30-8:45am. Students will go to lockers, then move to their homeroom class.</p> <p><b>Student Drivers</b> - students will be encouraged to arrive between 8:30-8:45am. Students will go to lockers, then move to their homeroom class.</p>
Departure	
*Staggering of times when possible	<p><b>Bus</b> - Class ends between 3:10-3:14pm. Students will exit through the main doors and go to the buses, will be strongly encouraged to wear masks, and be physically distant as they go to, and wait for their bus.</p> <p><b>Parent pick-up</b> - Class ends between 3:10-3:14pm. Students will exit</p>

	<p>through the staff door, will be strongly encouraged to wear masks, and be physically distant as they go to their pick up at the Wellness Center.</p> <p><b>Walkers</b> - Class ends between 3:10-3:14pm. Students will exit through the custodial doors, will be strongly encouraged to wear masks, and be physically distant as they walk home.</p> <p><b>Student Drivers</b> - Class ends at 3:10-3:14pm. Students will exit through the staff doors and go to their cars, will be strongly encouraged to wear masks.</p>
<p>Class to class *Staggering of times when possible</p>	<p><b>Arrival/Departure of classes:</b> Grade cohorts will have different times to arrive and depart from classes. Please see Appendix A.</p>
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p>Grade 10 students: downstairs washrooms by the gym/cafeteria Grade 11 students: downstairs washrooms by the library Grade 12 students: upstairs washrooms by Munn’s Landing Gender neutral washrooms (Science Wing, Trades Wing): as needed.</p> <p>Capacity number posted on washrooms, students will need to self-monitor and wait outside or come back at another time.</p> <p>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. Signage will be added to ensure physical distancing. Water is also available in our vending machines.</p>
<p>Hand Washing/Sanitizing</p>	<p>Sanitizer locations: -main entrance -staff entrance -main office -classrooms</p>
<p>Hallways *Staggering of times when possible</p>	<p>Once students enter the classroom, they are not permitted to leave class for the first fifteen minutes and last fifteen minutes of class time. This will allow for movement in the hallways of classes who need to move to different areas (i.e. Phys Ed classes going outside) Individual washroom breaks may be granted by teachers during class time, which would alleviate crowds in the washrooms at break times.</p> <p>Hallways will be one direction only, with the exception of the Trades Wing, the Science Wing, and the lobby. These areas will be two-way direction. Arrows and signage will be on the walls and the floors.</p>

	<p>Main stairs: up only          Upstairs Hallway: south direction only (Student Services towards staff room)          Staff entrance stairs: down only          Downstairs Hallway: north direction only (Alt Ed towards main office)          Classroom Houses: as per the hallway direction</p>
Lockers	<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 spread out as much as possible.</p>
<p>Breaks          *Staggering of times when possible</p>	<p><b>Breakfast Program</b> - Students will order for Breakfast Club as they come into the school and it will be delivered to their homeroom. Please see Appendix A.</p> <p><b>Breaks</b> - Please see Appendix A for staggered breaks.</p> <p><b>Lunch</b> - Please see Appendix A for staggered start times for lunch. Students will be allowed to leave school property at lunch time. Students eating in the cafeteria: enter through the lobby doors, exit through the doors by the gym. Students will be expected to sit in their cohort groups and there will be capacity limits per table.</p>

**Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces**  
**Refer to Chapter 2 and Chapter 3 in PSB September 2020 Guidelines**

What needs enhanced cleaning protocols	How will this be addressed
Shared desks	At the end of class each student will be provided with paper towel, teacher will use toggle bottles to put disinfectant on each desk and student will wipe down desk top and properly dispose of the paper towel.
Chromebooks	Students will wash/sanitize hands at the beginning and end of each class as per PSB 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.
Sporting Equipment	Sporting equipment will be cleaned properly between uses. When possible, students will use their own equipment during class.



Culinary Lab	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.
Trades Shop	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. Shops will be cleaned properly between classes.
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. Labs will be cleaned properly between classes.
Library Space	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. The Art Room will be cleaned properly between classes.

**Extra Curricular Refer to Chapter 5 in PSB September 2020 Guidelines**

<https://www.princeedwardisland.ca/en/information/health-and-wellness/organized-recreational-activities-and-team-sports-guidance>

Activities	Planning needed
Intramurals	Intramurals will be organized by cohorts. When physical distancing cannot be ensured, students will be strongly encouraged to wear masks. Students will wash/sanitize hands at the beginning and end of intramurals. A capacity will be posted on the gym door. Students will enter the gym through the gym hallway door, and exit via the doors close to the cafeteria. 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.
Student committees	Scheduled meetings will take place during lunch breaks in areas where students can be physically distant, yet still involved. Students will be strongly encouraged to wear masks
Assemblies	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 would be strongly encouraged to wear a mask.
School Sport	Will follow the protocols set by the PEISAA.
Band	Will follow the protocols set by the PSB/DELL. Seating will ensure physical distance.
Choir	Will follow the protocols set by the PSB/DELL.

**Staff Considerations Refer to Chapter 10 in PSB September 2020 Guidelines**

	<b>How will this be addressed</b>
Staff Breaks	Staff members will be encouraged to use the breakout rooms close to their classrooms for breaks.
Staff Materials	Staff members will be encouraged to sanitize their materials when necessary. All staff members will be asked to create a detailed emergency sub plan and have it stored in the office.
Substitutes	Substitutes will be asked to arrive to our 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 sanitization expectations when possible.
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. Staff would be strongly encouraged to wear masks 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.

Appendix A: Daily Schedule

Arrival: once a student arrives at MRHS (by bus, car, or walking) they will enter the main doors, sanitize their hands and have the option of placing their order for Breakfast Club. They will then go to their lockers and to their homeroom, where Breakfast Club orders will be delivered. All students will be in their homeroom by 8:45am.

	Grade 10	Grade 11	Grade 12
8:45-9:00 Reading Period			
A block	9:00-10:24	9:00-10:22	9:00-10:20
Break	10:24-10:29	10:22-10:27	10:20-10:25
B block	10:29-11:44	10:27-11:42	10:25-11:40
Lunch	11:44-12:25	11:42-12:25	11:40-12:25
C block	12:25-1:49	12:25-1:47	12:25-1:45
Break	1:49-1:54	1:47-1:52	1:45-1:50
D block	1:54-3:14	1:52-3:12	1:50-3:10

Dismissal: When students are dismissed, they have the option of going to their locker, then they leave the school according to their mode of transportation:  
 Walkers: out Science Wing doors  
 Picked up: out Science Wing doors to Wellness Center  
 Drivers: out Staff entrance to parking lot  
 Bus: out Main doors to bus