



Public Schools Branch

Return to School September 2020 - Planning Template

Name of School	Parkside Elementary
Grade level configuration	K-6
Principal	Nick Martin
Student enrollment Sept 2020	360
Total number of staff in the building	41
Last Updated	October 21, 2020

Overview

Guiding Principles:

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

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

Plan when student becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Should a student become sick the teacher will direct the student to put on their non-medical mask, notify the office and send the student directly to the office. ● Upon arrival at the office the student will be isolated in an area by the office and supervised by Admin Assistant or the Administrator/Staff present. ● The child's parents will be immediately called by the Admin Assistant or the Administrator present and asked to come for pick up. Parents will be advised to call 811 or their health care provider. ● Admin Assistant or the Administrator present will notify the custodian to clean and sanitize the classroom. ● The child will remain in isolation until parents arrive for pick up. ● The class the child came from will be escorted to a non-occupied space to allow for cleaning and sanitizing of the classroom. It will be strongly recommended that students and staff wear non-medical masks during the transport, and practice hand hygiene. ● The classroom that the student occupied will be cleaned and sanitized. ● The custodian will notify the teacher when the classroom is ready for the students and teacher to return. ● After the student is picked up, the custodian will then clean and sanitize the isolation area.
Plan when staff becomes sick during the school day	
Action	Location and person responsible
<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 	<ul style="list-style-type: none"> ● At the beginning of the year all staff will provide emergency substitute plans to the Vice Principal. These will be kept in a binder in the office. ● Should an employee feel sick they will immediately put on their non-medical mask and notify the Principal or Vice Principal of their condition. ● The staff person will leave the building as soon as possible. Should they have to wait for a drive they will isolate in the staff room. They will be advised to call 811

<ul style="list-style-type: none"> ● leave the building as soon as possible ● Staff member will call 811 to arrange testing. 	<p>or their health care provider.</p> <ul style="list-style-type: none"> ● The Principal or Vice Principal along with the Admin Assistant will immediately begin looking for a substitute teacher. ● The Principal or Vice Principal will make sure the class is supervised and that the class will be moved to a non-occupied area. It will be strongly recommended that students wear non-medical masks during the transport, and practice hand hygiene. ● The class will continue working using the teacher's emergency substitute plan if needed. ● The custodian will be notified and they will begin cleaning and sanitizing the classroom as soon as the students leave. ● The students will return to the classroom once it has been sanitized. ● If there is a need for the staff person to isolate in the staffroom, a custodian will clean and sanitize this area once they have left. ● The Employee will continue to let administration know each day the update of their condition and as to whether or not they have had to be tested for Covid. ● Administrators will also do daily wellness checks with each staff member each day.
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Pre-Screening of Students and Staff Refer to [Chapter 1](#) and [Chapter 11](#) in [PSB September 2020 Guidelines](#)

Pre-screening of Students	Responsible for sending it out
Declaration Reminder <ul style="list-style-type: none"> ● Emailed via SAS weekly ● Attendance 	<ul style="list-style-type: none"> ● A pre-screening checklist will be sent home on the first day so parents can pre-screen their child for symptoms each morning child ● The Vice-Principal will send weekly SAS reminder of wellness criteria ● All Staff will be required, especially homeroom teachers, to remain vigilant for signs and symptoms of COVID-19 among their students each day.
Pre-screening of Staff	Responsible for Record Maintenance
Declaration Reminder <ul style="list-style-type: none"> ● Declaration signed at first of the year ● Consent is understood upon arrival to the 	<ul style="list-style-type: none"> ● The Principal will be responsible to go over the declaration document on Orientation Day.

school building	<ul style="list-style-type: none"> All staff will sign a declaration stating that they understand these protocols at the start up staff meeting. The Principal will be responsible for record maintenance of these declarations and for regular reminders about staff self-screening.
Pre-screening of Visitors	Location, set up and person responsible
<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. 	<ul style="list-style-type: none"> A visitor area will be set up in the main front lobby. Clear signage and markers for physical distancing will be used for this setup and maximum capacity. The Admin Assistant may greet visitors from the office, communicating through the sliding glass window. Visitors will not enter the office area- unless directed. It will be strongly recommended that all visitors wear a non-medical mask. All people entering the building will sign in at this station and will then be directed to appropriate areas if required (for example: to deliver milk to the milk room or to perform maintenance in another area of the school). Sign in sheets will be kept by the Admin Assistant. They will be placed in the back of the office covid binder.

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

	Situation
<p>Students When in areas where reasonable physical distancing is not possible, it is strongly recommended that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> School Bus Fire drill Lockdown Transition between classes, if leaving cohort zone 	<p>Other as applicable -</p> <p>The use of PPE will follow the guidelines established by the CPHO.</p> <p>Currently it is highly recommended that students in Grades k-6 wear non-medical masks when physical distancing can not be maintained.</p>

<ul style="list-style-type: none"> • Transition between school buses 	<p>Examples of this would be riding the bus, fire drills, lockdown drills, bus evacuations, school evacuations, travelling in hallways and working in close proximity with resource staff or outside agency specialists.</p> <p>Students in grades k-6 will be permitted to remove non-medical masks in classrooms if measures have been taken to reduce the risk of transmission.</p>
<p>Staff When in areas where reasonable physical distancing is not possible, it is strongly recommended that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> • Close contact with students • Lockdown • Fire drill • Travelling in hallways • 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>Staff will also follow the direction set out by CPHO at the time.</p> <p>Currently it is highly recommended for staff to wear non-medical masks when physical distancing cannot be maintained, as in cases mentioned in the box to the left. A non-medical mask is strongly recommended to be worn in small group work like Literacy Support, reach back, resource, EAL and working closely to support behaviours (NVC). </p> <p>Some staff will need to transition between cohorts such as custodial staff, resource teacher, educational assistant and physical education/music teachers. As shown in the opposite box, enhanced protocols will need to be followed with these staff members.</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.*

<p>Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)</p>	<p>Zone(s) Where will this cohort be located and be able to travel with less restrictions (outside of this zone, enhanced protocol will be necessary) Entry and exit points</p>
	<p style="text-align: center;">Cohorts</p> <ul style="list-style-type: none"> ● Based on the geography of the school building, the population and the grades that we service, it only makes sense to divide our students into eight separate cohorts. They are as follows: ● Cohort KA, KC, KD, 1X - 48 students Enter/exit - North ● Cohort 1A, 1F - 36 students Enter/exit - North ● Cohort 1A will exit South Door ● Cohort 2X, 2Y - 33 students Enter/exit - North ● Cohort 3Y, 3X - 34 students Enter/exit - South ● Cohort 3A, 3F - 43 students Enter/exit - South ● Cohort 4A, 4F - 43 students Enter/exit - South ● Cohort 5A, 5F, 6X - 56 students Enter/exit - Gym Lobby ● Cohort 6A, 6F - 47 students Enter/exit - Gym Lobby ● Each cohort listed above will have designated entrance and exits (North entrance, South Entrance, Gym Lobby Entrance) ● For little recess, the cohort groups from KA to 3X will go outside from 10:10 - 10:25 in their designated cohort areas. Cohort groups from 3A to 6F will go outside from 10:30 - 10:45 in their designated cohort areas. ● The cohort groups will also have lunch on staggered schedules that will allow 4 cohort groups to go outside from 12:05-12:30, while the other 4 cohort groups go outside from 12:35 - 1:00. The playground will be divided into 4 different sections which will rotate on a week to week basis. ● All eight Cohorts will be able to remain separate for much of the school day. Mixing among students in each cohort will basically be limited to arrival and departures, however these will be staggered as much as possible.

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

<p>Classes (What cohorts will mixed)</p>	<p>What precautions will be taken?</p>
<p><i>Music</i></p>	<ul style="list-style-type: none"> ● Homeroom teachers will escort students to music class.

	<p>They will use the stairwell closest to the Library. Students coming to the music room will enter in one door and exit the other.</p> <ul style="list-style-type: none"> ● Homeroom teachers who return to pick up their class will meet students at the designated exit door (yellow room) and will escort their students back to their homeroom using the stairwell closest to the gymnasium. ● Homeroom teachers will not bring their students into the hallway for transitions if a class is already in the hallway. ● Once a class transitions out of the Music room into the yellow room, then the other class can transition into the music room. ● Sharing of musical equipment cannot be shared amongst cohorts. ● Singing will only be permitted in Music class when singers can maintain 3.5m/12ft distance. ● Students will wash/sanitize their hands before and after music class.
<p><i>Phys. Ed</i></p>	<ul style="list-style-type: none"> ● Physical Education will be offered outside as much as possible versus the gymnasium. ● Students will enter from one door to the gym and exit via another door on days where gym classes are held inside. ● Each student will be expected to bring their own water bottle. ● Phys. Ed teacher will have equipment selected for each cohort to use. ● Students will not be permitted to share equipment across cohorts. ● Physical Education teachers will wash hands after working with each class in a cohort. ● Thorough cleaning of the gymnasium will take place at the end of the day. ● Students will wash/sanitize their hands before and after Phys Ed.

<i>Library</i>	<p>Library will continue as in other years with the following protocols:</p> <ul style="list-style-type: none"> ● Each class will have a scheduled time to access the library, once per cycle. ● Teacher Librarian will create a schedule conducive to keeping cohort groups separate. Consideration will also be given to the section of the Library the students will wish to access for books. ● Library schedule will be staggered. ● Students will wash/sanitize their hands before and after coming into the Library. ● The Library space will be cleaned thoroughly at the end of each day. ● Books that are returned will be placed out of circulation for 72 hours. ● Staff that are reshelving books will need to wash hands or sanitize, prior to and after this activity.
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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	
*Staggering of times when possible	<p>Bus -</p> <ul style="list-style-type: none"> ● Buses begin arriving at Parkside at 8:15. ● All buses arriving at the school will remain parked with doors closed until the Administrator/Staff on duty instructs the doors to open. ● Administrator/Staff on duty will direct the students as they leave the bus to go directly to their designated cohort entrance and proceed to the homeroom. ● When students get to their classrooms, they will leave their boots or shoes at their coat hook. ● Lunch boxes will be kept in the classrooms to limit hallway traffic. ● Students will wash/sanitize hands upon arrival. <p>Parent drop off-</p> <ul style="list-style-type: none"> ● Parents will be asked to not drop their child off at the school until 8:35 bell time. ● Students will enter the school through their designated cohort door and proceed directly to class. ● When students get to their classrooms, they will leave their boots or shoes at their coat hook.

	<ul style="list-style-type: none"> ● Lunch boxes will be kept in the classrooms to limit hallway traffic. ● Students will wash/sanitize hands upon arrival. <p>Walkers-</p> <ul style="list-style-type: none"> ● Walkers will be asked to be at school for 8:35. ● Students will enter the school through their designated cohort door and proceed directly to class. ● When students get to their classrooms, they will leave their boots or shoes at their coat hook. ● Lunch boxes will be kept in the classrooms to limit hallway traffic ● Students will wash/sanitize hands upon arrival. <p>Student Drivers- N/A</p>
Departure	
*Staggering of times when possible	<p>Bus -</p> <ul style="list-style-type: none"> ● Students will be dismissed by cohorts at staggered times beginning with cohorts 1-4. An announcement will be made to notify each group when it is clear to load. ● Teachers will walk their bus students to their designated door where they will be dismissed, being cognisant of physical distancing. <p>Parent Pick Up-</p> <ul style="list-style-type: none"> ● Parents will be asked to not pick up their child until buses have departed at approx 2:50. They will also be reminded to physically distance while waiting outside. ● Students being picked up will remain in their classrooms while waiting for the bus students to leave. They will be supervised by designated teachers. ● After buses leave and their homeroom teacher returns to their classroom, there will be an announcement and they will be walked to their designated cohort door and dismissed. <p>Walkers-</p> <ul style="list-style-type: none"> ● Walker students will remain in their classrooms while waiting for the bus students to leave. They will be supervised by teachers. ● After buses leave and their homeroom teacher returns to their classroom, there will be an announcement and they will be walked to their designated cohort door and dismissed.

	<p>After School Day Care Pick-up-</p> <ul style="list-style-type: none"> • Students will remain in their classrooms while waiting for the bus students to leave. • After buses leave and their homeroom teacher returns to their classroom, there will be an announcement and they will be dismissed with the walkers. • Students will meet their after school program supervisor at the designated location. • As this will potentially be students across cohorts, physical distancing and wearing masks will be crucial as students wait to leave.
<p>Class to class *Staggering of times when possible</p>	<p>Ex. No movement of classes outside of the cohort zone except for specialist-</p> <ul style="list-style-type: none"> • Scheduling has been completed for specialty classes (Phys. Ed, Music) that allows for minimal travel in the hallways for cross contamination amongst cohorts. Students of the same cohort will have these classes back to back. • Students will wear masks when transitioning in and out of these classes. • If students from two different cohorts attend a specialty class back to back, they will enter/exit through different doors. • Hallways at Parkside are quite wide therefore students will travel to specialty classes using the right hand side of the hallway being reminded of physical distancing. • Resource, Behavioral Resource, etc and outside agencies will also directly pick up students this year if they need them to go to a location other than their homeroom class.
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p>Things to consider - water bottle filling station</p> <ul style="list-style-type: none"> • Each cohort will use a designated washroom. • Due to the limited number of washrooms in the school, washrooms will need to be shared between 2 or 3 cohorts. Therefore to reduce risk cohorts will have scheduled washroom visits. • Students will be asked to bring a filled water bottle each day to school. When a whole class visits they will line in the hallway while physically distancing. • When an individual student needs to use a washroom, they will be asked to go directly to their cohort washroom and only enter when it is not at its maximum. If there is a line, they will return to class and try going again at a later time. • Students should bring a filled water bottle to school each day to reduce use of the water filling station.

<p>Hand Washing/Sanitizing</p>	<ul style="list-style-type: none"> • Each class will be scheduled into washroom breaks before and after each recess or before eating to wash hands. • Recognizing there will be additional times when hand washing is required (before after Phys Ed, Music, upon arrival in the morning etc) and that access to washrooms is limited, hand wash stations or sanitizer in the classrooms will be required to be used.
<p>Hallways *Staggering of times when possible</p>	<ul style="list-style-type: none"> • Scheduling has been completed for specialty classes (Phys. Ed, Music) that allows for minimal travel in the hallways and for cross contamination amongst cohorts. Students of the same cohort will have these classes back to back. • Students will wear masks when transitioning between classes. • If students from two different cohorts attend a specialty class back to back, they will enter/exit through different doors. • Hallways at Parkside are quite wide therefore students will travel to specialty classes using the right hand side of the hallway being reminded of physical distancing. • Resource, Behavioral Resource, etc and outside agencies will also directly pick up students this year if they need them to go to a location other than their homeroom class.
<p>Lockers</p>	<ul style="list-style-type: none"> • N/A
<p>Breaks *Staggering of times when possible</p>	<p>Breakfast Program -</p> <ul style="list-style-type: none"> • The Parkside breakfast program is served in class therefore will not be affected. <p>Snack -</p> <ul style="list-style-type: none"> • Students are responsible for providing their own snack. • Snack is eaten in the classroom. • Students will be required to wash hands or use hand sanitizer prior to eating. <p>Recess -</p> <ul style="list-style-type: none"> • Students will be expected to wash or sanitize hands before and after recess. • Cohorts 1-4 will have little recess from 10:10-10:25. Cohorts within this group will have a designated play area. Teachers will walk their students to their designated door where they will be dismissed. After recess they will meet them at the same door. • Cohorts 5-8 will have little recess from 10:30 - 10:45 and use their designated playground space. Exiting and

	<p>entering through their designated doors. Teachers will dismiss their students and pick up their students at these doors.</p> <ul style="list-style-type: none"> ● Recess duty schedule will contain limited crossing over of teachers from another cohort. <p>Lunch with Cafeteria - N/A</p> <p>Lunch without Cafeteria-</p> <ul style="list-style-type: none"> ● Children will bring their own lunch from home. ● Students will be expected to wash their hands prior to eating (or sanitize their hands with hand sanitizer). ● Students will be expected to wipe down and sanitize their own desk surface after eating ● The HotLunch program and milk program will be placed in classroom bins. Cohorts 5-8 will send two students to the lunch room to pick up the lunches. Lunches will be delivered to cohorts 1-4.
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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)	<ul style="list-style-type: none"> ● 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"> ● Will occur based upon protocols as outlined by the Public Schools Branch.
Sporting Equipment	<ul style="list-style-type: none"> ● 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. ● If equipment is used, it will have to be sanitized in between cohorts. ● Phys Ed classes have been scheduled so that classes from the same cohort go back to back therefore reducing the risk of cross contamination.
Music Equipment	<ul style="list-style-type: none"> ● Music classes will be encouraged to use as little

	<p>equipment as possible for the 2020/2021 school year.</p> <ul style="list-style-type: none"> ● If equipment is used, it will have to be sanitized in between cohorts. ● Music classes have been scheduled so that classes from the same cohort go back to back therefore reducing the risk of cross contamination.
Home Ec	n/a
IA Lab	n/a
Science Lab Materials	n/a
<p>Library Space</p> <p>*Items returned have to be quarantine for 72 hours</p>	<p>Library will continue as in other years with the following protocols:</p> <ul style="list-style-type: none"> ● Each class will have a scheduled time to access the library, once per cycle. ● Teacher Librarian will create a schedule conducive to keeping cohort groups separate. Consideration will also be given to the section of the Library the students will wish to access for books. ● Students will wash/sanitize their hands before and after coming into the Library. ● The Library space used will be cleaned and sanitized between cohorts. ● The Library space will be cleaned thoroughly at the end of each day. ● Books that are returned will be placed out of circulation for 72 hours. ● Staff that are reshelving books will need to wash hands or sanitize, prior to and after this activity.

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

Activities	Planning needed
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	<p>All before and after school activities must be <u>approved by</u> the Principal.</p> <ul style="list-style-type: none"> - The Principal ensures that all aspects of the <u>PSB Guidelines are followed</u>. - The Principal must <u>consult with and collaborate with</u> the cleaning staff to ensure the before and after school activity is manageable from an operational standpoint. - Before and after school activities can <u>only</u> occur Monday to Friday when a custodian/cleaner is in the

	<p>building.</p> <ul style="list-style-type: none"> - The end-time of the activity should be considered when determining cleaning needs. - The Principal must ensure that the scheduling of before and after school activities are <u>spaced out</u> throughout the week to mitigate potential for unnecessary gatherings. - Student access to various locations in the building remains should be <u>monitored and minimized</u> <p>Mass Gatherings:</p> <ul style="list-style-type: none"> ● Will need to follow the current CPHO Guidelines for Mass Gatherings.
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Staff Considerations Refer to [Chapter 10](#) in [PSB September 2020 Guidelines](#)

	How will this be addressed
Staff Breaks	<ul style="list-style-type: none"> ● Teachers from different cohorts will need to remain as separate as possible for the 2020/2021 school year. ● Teachers will be encouraged to take breaks in their workspaces as much as possible. ● The staffroom will not be the recommended area for breaks for the 2020/2021 school year. ● The staffroom kitchen can be used for storage and preparation of lunch items. Reminder to staff about the need for hand washing / sanitizing before activities like preparation of food at break time. Dishes may not be left in the sink or on counters.
Staff Materials	<ul style="list-style-type: none"> ● Teachers will be encouraged to clean classrooms of clutter or extra items prior to students beginning the school year. ● Staff will store personal items like coats, boots, etc. in their actual workspace this year. ● Staff will be asked to keep open beverage containers such as cups out of their class this year.
Substitutes	<ul style="list-style-type: none"> ● Substitutes will receive reminders from AESOP and the PSB about protocols that are in place. ● Substitutes will be asked to arrive early enough to become familiar with school plans and protocols. ● Substitutes will be required to bring PPE with them as required. ● Substitutes will need to sign in and will also have to sign a declaration form upon arrival. The Admin Assistant will look after the collection of these.

Shared Staff Spaces	<ul style="list-style-type: none"> ● Staff will be asked to eliminate as many touch points as possible and to practice good hand hygiene. ● Staff will need to practice physical distancing in shared areas such as the main office, photocopy rooms, supply areas and so on.
Meetings between and with	<ul style="list-style-type: none"> ● Meetings will need to follow CPHO recommendations. ● Whole staff meetings will be held in the gymnasium to allow for physical distancing. ● Staff will sit according to cohort.
Staff support multiple schools	<ul style="list-style-type: none"> ● Support staff visitors arriving at the school will check into the visitor welcome area. ● Support staff visitors will sign contact tracing login / log out with the declaration and sanitize hands before working with students and staff. ● School support staff will be encouraged to wear a non-medical mask and follow physical distancing guidelines while in our school.
Visitors/ Presenters/ Contractors-Plumbers	<ul style="list-style-type: none"> ● Anyone needing to come to the school is asked to contact the school prior to their arrival to ensure that a workspace is available. ● All visitors must follow the contract tracing log and declaration sheets in the visitor area. ● Visitors to the school will be expected to wear a non-medical mask in the building. ● Presenters will be limited at this time. Alternate ways to deliver the same message/ content should be explored.