



Public Schools Branch Guidelines for Return to School September 2020

Elementary, Consolidated, Intermediate, High School

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Overview

Schools, working with the Chief Public Health Office (CPHO), play an important role in slowing the spread of COVID-19 and ensuring that students can access educational services.

The Public Schools Branch (PSB) has 56 schools, over 19,000 students and over 3,000 staff. Schools are very complex organizations and a significant amount of planning is required prior to September 2020.

Guiding Principles:

- Safety of all students and staff is key. The following themes will be honored in planning for September 2020:
 - Pre-screening of students and staff
 - Promotion of Physical Distancing
 - Enhanced Cleaning and Disinfecting Protocols
 - Contact Tracing Mechanisms
 - Students/staff in cohorts with reduced interactions between cohorts
 - Staggering of transitions/movement in/out and within schools
- *Learning happens best when students are in schools with trained staff.*
- All students will be back to school 5 days/week.

The following operational plan provides the parameters needed for schools to plan for September 2020. These guidelines allow for flexibility so that each school with its unique composition, physical layout and grade levels can create a working plan to ensure optimal learning and safety for students.

Chapter 1 - Public Health Measures for Students, Staff, Parents and Visitors

Student and Staff Wellness (screening, temperature, symptoms of illness)

An information sheet will be provided to parents and staff about signs of illness and the necessity to stay home when unwell.

Each school will be equipped with a thermometer to take temperatures of anyone showing signs of illness.

If a staff member becomes ill with COVID-19 symptoms during the day:

- they are to put on a mask immediately
- notify the office that they will need to leave

- leave the school as soon as possible
- staff member will call 811 to arrange testing
- the classroom/workspace the staff member was in will be cleaned before students are returned to the room.

If a student becomes ill with COVID-19 symptoms during the day:

- they will immediately put on a mask
- be taken to a supervised designated location
- 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.

Pre-Screening of Students and Staff

On a weekly basis, the **Principal** will contact all parents via email to remind them of the need for students to remain home when ill. Daily temperature taking of students and staff is not necessary at this time. Schools will have a thermometer in the event that temperature taking becomes necessary or in the event that a staff person or student becomes ill. Principals will monitor staff and students for illness or COVID-19 symptoms.

Staff must sign a declaration at the beginning of the school year that indicates that they are coming to school free of COVID-19 symptoms, have not [travelled](#) to regions as per the current CPHO guidelines and are not required to self-isolate. Tracking of their attendance will occur daily through AESOP in case contact tracing is required. Staff will frequently screen themselves and monitor their students for illness or COVID-19 symptoms.

Parents/guardians will report any symptoms of COVID-19 to the school. Students will remain home until they are free of symptoms.

Any **visitors** to the school will be required to sign in each day, including a declaration indicating that they are entering the school visitor zone free of COVID-19 symptoms, have not travelled to regions as per the current CPHO guidelines, and are not required to self-isolate.

Personal Protective Equipment

Students will be required to provide a personal, non-medical mask every day. Staff members will be provided a monetary allowance to purchase a personal, non-medical mask. Staff (e.g. EAs, SAs) who are working with medically complex children will wear shields and gloves. Consultants providing direct service where physical distancing is difficult (APSEA, SLP, HEAR, Psychologists) will wear shields.

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 in Kindergarten to Grade 6 may wear masks inside school facilities when physical distancing cannot be maintained. All 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.

Policy for Exclusion of Staff, Students, Parents and Visitors Self-Isolation Illness/Exclusion Policy

Staff

Staff will be made aware and reminded on a regular basis that if they travel outside regions as per the current CPHO guidelines they will be asked to declare this to the school principal and they will have to follow the CPHO measures in place (e.g. self-isolation). If staff travel outside regions as per the current [CPHO guidelines](#) for non-essential reasons and are required to self-isolate, they will be placed on leave without pay.

Students

Students and parents will be made aware and reminded on a regular basis (e.g. email, social media post), that if they travel outside regions as per the current [CPHO guidelines](#), they will be asked to declare this to the school and they will have to follow the CPHO measures in place at the time (e.g. self-isolation).

Visitors (including parents, substitutes, specialists, consultants, delivery people, etc.)

Visitors to the school will be limited. All visitors to the school who are permitted beyond the “visitor zone”, will be asked to declare if they have traveled outside of regions as per the current [CPHO](#)

[guidelines](#) within the last 14 days. If so, they will be denied entry and will be directed to follow the CPHO measures in place at the time (e.g. self-isolation). All visitors will be required to complete the [visitor log](#) upon entry and departure from the same entry and exit door.

For any individuals who are in a school (e.g. staff, students, parents, visitors), they will be asked to self-monitor regarding symptoms of illness. Individuals who are experiencing any of these symptoms will be required to remain at home. In addition, individuals who are concerned about possible COVID-19 exposure, must report this to their supervisor and follow the direction of the CPHO. For staff/students/parents/visitors who display symptoms, please call 811 to arrange testing and remain home until results are confirmed. If the test results are negative for COVID-19, but the staff/student/parent/visitor remains ill and/or symptomatic, they should remain on sick leave.

Symptoms of COVID-19 include:

- new or worsening cough
- shortness of breath or difficulty breathing
- fever
- chills
- sore throat
- runny nose, sneezing, congestion
- headache
- muscle aches
- unusual fatigue
- acute loss of sense of smell or taste

Contact Tracing & Attendance

In order to facilitate contact tracing in the event of a staff/student/parent/visitor being tested positive for COVID-19, the attendance records that the principal/teacher maintains each day will be used to track those who entered the building each day.

Student Attendance

Beginning in September 2020, student attendance will be required to be completed within the first 10 minutes following arrival. For late arrivals and early departures, student attendance will need to be maintained accurately. SAS will remain the platform for student attendance. All teachers will be required to complete a seating plan for each of their classes and submit to the Principal. If changes occur throughout the year, the teacher must update the seating plan.

Parents are responsible to notify the school of the reason for the absence from school.

Follow up, and documentation of this follow up, will be required if a student is absent for more than five consecutive days.

Staff

The Principal will be required to maintain a record of staff attendance. AESOP will remain the platform for staff attendance. If a staff member arrives late or leaves early, a record of this must be maintained. Follow up, and documentation of this follow up, will be required if a staff member is absent for more than two consecutive days.

Parent/Visitor Attendance

A log must be maintained for all parents/visitors who enter the building each day. The log will include a declaration and statement indicating that the information gathered may also be used for contact tracing if needed. Please click [LOG](#) for a sample that may be used.

Hand Washing/Sanitizer Stations

Practicing good hygiene is an essential part of preventing the spread of COVID-19. The following precautions will be taken by staff and students:

- frequent hand washing for at least 20 seconds
- if hands are visibly soiled, hand washing requires soap and water,
- cough/sneeze into your elbow or tissue and throw away,
- avoid touching your eyes, nose and mouth with your hands,
- use alcohol-based hand sanitizer if soap and water are not readily available.

Hand Sanitizer will be available at the following locations:

- Classrooms
- Hallways, water stations
- Entrances/exits
- Main office
- Visitor zone
- Other areas as needed (e.g. gym)

Existing sinks within the school will remain as designated handwashing stations.

** Hand sanitizer will be used ONLY when hand washing is not available.

** Hand washing will remain the preferred means of hand hygiene. Teachers will arrange for regular hand-washing breaks throughout the school day. These will be staggered and monitored.

Physical Distancing Considerations

With a full return to school, physical distancing with 2 meters/6 feet of separation will not be possible. Schools will create cohorts of students and work to ensure interactions between cohorts remain minimal. Within cohorts, schools should take steps to ensure minimal interaction of people as described throughout these guidelines. Some overarching considerations are as follows:

- Students will be required to carry a personal, non-medical mask with them at all times and wear their mask when physical distancing can not be maintained.
- All arrivals and departures will be staggered (morning, dismissal, recess, etc.). Each school will develop a plan to ensure appropriate staggering.
- Signage will be posted throughout the school to ensure all occupants understand the need to practice physical distancing.
- Spaces within a school will be configured to promote increased physical distancing and to reduce transmission caused from droplets containing virus (e.g. from talking, coughing, sneezing). Example: direction and protocols for transition spaces such as hallways and entrances, classroom configuration- desks, use of playgrounds, cafeterias, lockers, etc. will be provided.
- The main entrance will be supervised as needed to meet visitors and direct their visit appropriately.
- Minimal visitors will be permitted beyond the “visitor zone” in the main entrance and will be determined “as needed”.
- For schools hosting early childhood programs during school day hours, contact between early childhood staff and children and school staff and students will not be permitted. For schools hosting after school programs, the program should follow their Operational Plan as would any group accessing the school facilities.

Protocols for COVID-19 Testing and Self-Isolation

CPHO will provide PSB with information when a staff or student has been required to self-isolate.

Positive Cases

In the event of a positive case of COVID-19 among a student or staff, schools will immediately provide all contact tracing information to CPHO. CPHO will be responsible for all contact tracing measures and schools will take direction from CPHO.

Cohorts

- Schools will identify cohorts of students that will, as much as possible, remain isolated from other cohorts.
- Cohorts will be kept as small as possible.
- Staff will be working within a cohort and will remain in that cohort as much as possible. This includes all staff such as: custodians, resource teachers, classroom teachers, EAs, etc.
- Factors that will impact the size of the cohort include (but are not limited to): size of the school, grade level of the school, physical layout of the school, number of school staff, etc.
- Cohorts of students will remain in a physical school zone as much as possible and will only cross into other zones when necessary.
- School zones may include: north wing, grade 7 hallway, lower floor, etc.

- Within a physical school zone, students will be assigned washrooms, water bottle filling stations, lockers/hooks/cubbies, entrance/exit, section of the playground, section of the cafeteria, etc. and will use these assigned spaces as much as possible.
- When cohorts must mix for instructional reasons (e.g. specialist programming at intermediate, resource intervention at elementary, class selection at high school), cohorts within the mixed groupings will remain separated by seating arrangement. E.g. 14 students from 7A and 14 students from 7B who come together for wood shop, will be assigned a seat in the classroom in separate sections and remain separated as much as possible. Instructionally, teachers will alter their delivery model to ensure minimal mixing of cohorts.
- When it is not possible for a staff person or a student to remain within a cohort (e.g. resource teacher, breakfast program volunteer, custodian, Principal, vice-principal, specialist teacher, student services specialist):
 - Practice good handwashing upon leaving one cohort and before entering another
 - Maintain a record of which cohorts they visited each day
 - Wear personal protective equipment (PPE) when necessary

Staggering of Transitions/Movement In/Out and Within Buildings

Students

- Arrivals and departures will be staggered.
- Cohorts of students will enter through different entrances and students will proceed to cohort areas to which they belong.
- Transitions of classes through the schools will be planned to ensure that multiple classes are not occupying the same spaces. E.g. a class of students will enter the gym through one entrance and a different class will leave the gym through a different entrance. When there are not multiple entrances, schools will determine how to stagger the movement.
- When cohorts must mix during transitions (e.g. high school class change), it is highly recommended that all students and staff will wear masks.

Staff

- Arrival of regular school staff will be staggered.
- If multiple staff arrive at the same time, they will maintain physical distancing.
- Common/shared areas will be accessed only as needed (e.g. staff room microwave, photocopier, literacy lab, office, etc.) but when multiple staff are in a common shared area, they will stagger their entry, exit and use of the space.
- When staff are not able to stagger their movement in/out or within a building, it is highly recommended that they will wear non-medical masks.

Visitors

- All non-staff and non-student personnel will be required to enter the school via the main entrance.

- A “visitor zone” will be designated at each school which will consist of a space where visitors are permitted.
- The number of visitors permitted in this zone at one time will be dependent on the size of the zone. If the number of visitors exceeds the space, visitors will have to remain outside until space allows for entry.
- Minimal non-staff personnel will be permitted beyond the “visitor zone” in the main entrance and will be determined “as needed”.
- Any visitor will be required to sign-in and acknowledge the screening declaration.

The visitor zone must be supervised appropriately. This will be a school based decision as determined by the administration. As visitors arrive, a staff person or volunteer will direct their visit appropriately.

Unless urgent or an emergency (as determined by the school), parents will not be permitted beyond the visitor zone and a staff person will manage all parent requests. This includes drop-offs of late students, early pick-ups, forgotten lunches/items, etc. Parents will be asked to minimize/eliminate the need to visit the school during the day.

Unless physically not possible, deliveries will be left at the visitor zone for the custodian (or relevant personnel) to receive and distribute.

Chapter 2 - Public Health Measures for Facilities

Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

Cleaning product	LaLema Twist and Mixx Oranet, Eco-Plus or Neutrac. All three are a neutral cleaner.
Mixing instructions	Pre-Determined metered dispensing system.
Disinfecting product	Eating Surfaces/Food Prep: LaLema Twist and Mixx Aliquat (200 ppm) All Other Surfaces: LaLema Twist and Mixx Hyperquat (400 ppm)
Mixing instructions	Pre-Determined metered dispensing system.

Cleaning products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses. The cleaning process has to be completed prior to the disinfection process.

Please note: the specific guidelines/custodial details can be found at:

<https://docs.google.com/document/d/1S9Z9LJnoH44IBT2tLDex-FAM54vg7D28Zpv6SOMa1-A/edit>

Common Areas (door handles, handrails, light switches, bathrooms, photocopy rooms, etc):

Cleaning process for all common areas in the building:

All commonly touched surfaces within the common areas of the school being used, will be cleaned frequently throughout the day (prior to disinfection).

Disinfection process for all common areas in the building:

All commonly touched surfaces within the common areas of the school being used, will be disinfected frequently throughout the day (after the cleaning process is completed).

Classrooms:

Cleaning process for all classrooms/areas used by teachers/students during the day:

All classrooms being used will have to be thoroughly cleaned at the end of the day, in addition to the student cleaning process explained below.

Disinfecting process for all classrooms/areas used by teachers/students during the day:

All classrooms being used will have to be thoroughly disinfected at the end of the day, in addition to the student cleaning process explained below.

Cleaning of Shared Classrooms

In some cases, classrooms will host students from different cohorts (e.g. high school classes, intermediate/elementary specialist, resource, etc.). In these cases, each class will be provided with materials for students to clean/disinfect their desk/table space prior to leaving the classroom. Students will be instructed on how to do this appropriately.

In all classrooms, each class will be provided with materials for students to clean/disinfect their desk/table space at different intervals throughout the day. Students will be instructed on how to do this appropriately.

Signage

Main entrance signage will be printed for all schools to greet visitors and outline some common messaging. This will include decals for the floor to indicate the visitor zone and physical distancing requirements.

Schools will be provided with a number of signs to post throughout the school. These signs include:

- signs and symptoms
- physical distancing reminders
- proper hand washing procedures

- how to wear a mask properly

Signs must be placed in common areas, washrooms, by sinks and at various other locations throughout the building (e.g. classrooms, cafeteria, multipurpose, etc.).

Anytime schools anticipate a regular line-up within a school and when cohorts will be mixing (e.g. cafeteria), they will place markers (tape) on the floor to indicate where to stand.

Emergency Protocols

Students will be required to carry a personal, non-medical mask and will be highly encouraged to wear their mask during emergency situations when a reasonable degree of physical distancing can not be maintained.

This would include:

- lockdown
- during fire drills
- bus evacuation drill
- any other unforeseen situation

Furniture

When possible, students will have individual desks and chairs. If shared tables are used, tables will be marked with tape to indicate individual areas for students (i.e. cafeteria, small group shared tables).

Desks/tables/chairs will be assigned to students, to minimize contact points.

Schools will ensure only necessary materials and furniture are located within classrooms. To maximize physical learning space all unnecessary items and clutter will need to be removed, for example, extra shelving, decor, seasonal items and items that are not for daily instructional use. This will provide additional space for physical distancing and ensure ease of proper cleaning protocols.

Classroom Physical Configuration

All schools will determine how to increase the space between desks. This may include rearranging student desks to maximize the space between students and turning desks to face in the same direction (rather than facing each other).

If small group instruction is necessary, staff and students will be encouraged to wear their personal, non-medical masks.

Water Fountains/Water Filling Stations

Water fountains will remain closed, but water filling stations will be open and students will be encouraged to bring a water bottle from home. Increased cleaning will occur at water filling stations.

Chapter 3 - Programming & Instruction

Library

Library classes can continue if schools can apply these guidelines. Schools will follow the PEI Provincial Library guidelines - all resources returned will be quarantined for 72 hours. Library space must be cleaned between cohorts on a scheduled basis.

Exploratory/Equity

Equity and Exploratory programs will operate in schools that have these programs although the design and frequency of these programs may change to optimize 'in-class' learning time. These classes should be planned by scheduling as cohorts or ensuring each cohort maintains appropriate physical distancing protocol (e.g. students from different schools or cohorts joining for exploratory).

Trades Courses (e.g. culinary, automotive, welding, etc.)

The courses will continue following all guidelines outlined in this document. Specific cleaning practices for shared materials are being determined (e.g. welding masks, tools).

Music

Music can continue to be taught in the music room. Guidelines outlined in the curriculum documents (e.g. 6 feet between each instrument, no sharing of instruments) must be followed in order to adhere to health guidelines. Any equipment must be cleaned/sanitized between classes.

Band

Instrumental Band programs will operate in schools under certain restrictions (e.g. 2 meters/6 feet between each instrument, no sharing of instruments). The focus of the band program will be working in ensembles, solos, or quartets. The design and frequency of this program may change. Band should be planned by scheduling as cohorts or ensuring each cohort maintains appropriate physical distancing protocol (e.g. students from different schools or cohorts joining for exploratory).

Early morning, after school, or lunch time band programming are permitted provided students can maintain appropriate physical distancing and students remain in cohorts. Planning for band/music will be dependent upon the CPHO guidelines at the time.

Reading Recovery

Reading recovery FTE may be redeployed within the school this year at the discretion of the administration.

Fundations

Fundations should continue as a whole class support. Students going out for tier two support will only join members of their cohort for tier two support.

Physical Education

The following document has been produced by the [Physical Education and Health Association of Canada](#) and should be referred to for guidance. The document suggests activities for each level and other guiding principles directly related to Physical Education (PE) during COVID-19.

Some Key Things To Consider:

- PE should be scheduled as per usual.
- No use of equipment or minimal use of equipment is recommended.
- Students will be expected to have gym footwear, but changerooms will not be used at this time (reevaluated on an ongoing basis).
- Classes should be held outdoors as much as possible.
- Clear boundaries should be set in the event that cohorts need to be combined, marked clearly and reinforced for both indoor and outdoor classes with 12 feet between the two groups. Gyms with dividers can house two classes, from separate cohorts, as long as staffed properly, proper hygiene practices are followed and the groups don't intermingle.
- Students hand wash/sanitize before they enter the gym area and when they leave.
- A sanitation station should be set-up in the gym area.
- Physical distancing is to be reinforced.

Chapter 4 - Student Transitions

Students transition into and out of the school and between classes. When thinking about transitions, we must focus on minimizing the contact between cohorts, and encouraging physical distancing when possible. Staff will need to monitor transitions to support reasonable physical distancing among students.

Arrivals and Departures

Arrivals and departures will be staggered. Students will enter:

- through different entrances, or
- through a common entrance while wearing a non-medical mask, or
- will enter a common entrance in a staggered fashion.

Once students enter the school they will proceed to cohort areas.

Arrival

When buses arrive, students will remain on their bus until directed by a staff member to depart and enter through the appropriate doors. Teachers will be in their classrooms/hallways to receive students off the bus and also to administer any screening measures that have been put in place. Staggering the unloading of buses may cause delays in transportation and the beginning/end of the school day.

Students who walk to school or arrive by car will be provided a designated time frame to arrive. Upon arrival, they will be directed to the appropriate door. Parents will be asked to adhere to the drop-off time frames designated by each school.

Parents will not be permitted to leave their vehicles during drop-offs, enter schools with their children during arrival or walk their children to the doors.

Regular staff will enter the school through an appropriate door and then proceed to their cohort area or appropriate location. It is important for all staff to consider limiting their contact with cohorts other than the one they belong to.

Departure

Students will leave in a staggered departure plan.

Other students that may be walking home, driving themselves home, or getting picked up, will also be dismissed at staggered appropriate time.

For students who are being picked up by parents, schools will have to develop a specific plan to ensure safety.

Movement Through Buildings

Schools will ensure that the movement through their building allows for reasonable physical distancing and that contact between cohorts is minimal. This includes identifying directionality in hallways (e.g. travel north on the right side and south on the left side), specific entrances and exits for students in a cohort, as well as designating stairwells for up or down. Signs will be posted to remind people to physically distance safely, and staff and students will receive education.

Chapter 5 - Extra-curricular and Co-curricular Activities

Organized and Multiple Gatherings within a School

Planned events that typically take place at the school (e.g. Meet the Teacher, School Concerts, etc.) will follow the current [CPHO Guidelines for large organized and multiple gatherings](#).

School Sport and Intramurals

School sports will be “paused” during school start up. PEISAA, PSB and DELL will collaborate to determine when school sports will resume.

When school sport resumes:

The ability to effectively conduct intramurals and school sports will be dependent upon CPHO guidelines at the time. Ongoing planning will take place in the first few weeks of school with Athletic Directors and the PEISAA to develop the plan for the fall season. Initial emphasis will be placed on student participation, individual skill building, and fitness while always following safe COVID-19 protocol for the specific activity.

Should travel be required to support athletic programming, all guidelines associated with transportation will be followed. See [Chapter 8](#).

Before/After School Activities

All before and after school activities will be “paused” during school start up. PSB and schools will collaborate to determine when before and after school activities will resume.

When before/after school activities resume:

Extra-curricular activities for students before and after school will be at each schools’ discretion, provided they can put precautions in place that follow these guidelines and are similar to any other organized activities – refer to [Organized Recreational Activities guidance](#) for current guidelines.

Intramural Activities

Schools will review [CPHO guidelines on organized recreational activities](#) as well as return-to-play documents developed by sports organizations. When intramural activities are organized, cohorts will be used.

Student Committees (e.g. spirit week, leadership)

Activities developed and organized by Student Council/leadership, etc. will need to follow these guidelines. Cohorts will be used, and virtual challenges could be encouraged.

After/During School Field Trips

Off campus activities involving student travel will be dependent upon the CPHO guidelines at the time. Any travel that may result in a requirement to self-isolate for any period of time will not be permitted. There will be no off island student travel, any requests will be under consideration until further notice.

Considerations for student travel on island will take into account the benefit of the outcome as compared to the risk associated with participation. Should it be determined that such trips will proceed, all guidelines associated with transportation will be followed. See [Chapter 8](#).

Guest (e.g. guest speakers/presenters) in Schools

Guest speakers should be minimized. Alternate ways to deliver the same message/content should be explored.

Co-curricular Trips

Off campus activities involving student travel will be dependent upon the CPHO guidelines at the time. For example, any travel that may result in a requirement to self-isolate for any period of time will not be permitted.

Considerations for student travel on island will take into account the benefit of the outcome as compared to the risk associated with participation. Should it be determined that such trips will proceed, all guidelines associated with school bus transportation will be followed. See [Chapter 8](#).

School Based Fundraising

Due to the risks associated with COVID-19, school based fundraising will be limited to activities that do not involve the exchange of cash or in person transactions. For example, students should not be going door to door, or working at a booth at a mall, or exchanging tickets or other tangible items that the COVID-19 virus could use as a conduit, etc.

Virtual fund-raisers or online events are permitted, however any exchange of tangible items must be completed by an adult PSB staff member or volunteer in a manner compliant with COVID-19 safety guidelines. All monetary transactions are recommended to take place electronically.

Chapter 6 - Student Breaks

Duty and Supervision

When possible, staff will supervise students in their own cohort.

Playgrounds

Dismissal for outside recess will be done by individual teachers on a staggered, scheduled basis. Designated doorways will be used for each cohort, and if not possible, entrance/exits will be staggered. Return to classrooms at the end of recess will be done on a staggered, scheduled basis.

Outside recess time will be staggered with low student-playground ratios during each outside recess time. Each school will identify the number of separate play areas they have available and will develop a plan to minimize numbers at a given time. For example, a school may identify six different play areas and a maximum number of students will occupy each play area. Classes would have to remain in their designated play area with their cohort.

Children and staff are to wash their hands before and after the outdoor play time.

Food

All students will wash their hands or sanitize prior to eating. Schools will need to develop a staggered lunch/recess schedule to accommodate reasonable social distancing practices and minimize crowding in doorways, hallways, and areas outside of classrooms. Students will be permitted to leave school property during the lunch period. Students at the elementary level will remain in their classrooms for lunch. Parents will be encouraged to pack lunches for students daily.

Breakfast and Snack Programs

Breakfast programs will be permitted to continue in order to provide this necessary service. Buffet style will not be permitted. Individual portions will be provided. Preferable, breakfast will be delivered to student classrooms. When this is not possible, students will enter and exit the breakfast area separately and will eat with students in their own cohort. Food will be provided and prepared following the [food handling guidelines](#) outlined by the CPHO.

Lunch in the Classroom

Any vendors delivering food will drop off food in the visitors zone. Food orders will be collected in advance and delivered to the individual classrooms for students that eat in classrooms. Microwaves will be permitted for cohort usage and must be cleaned daily.

Lunch in the Cafeteria

[CPHO Food Premises Guidelines](#) will be followed in cafeterias. There will be a maximum of 6 students (from the same cohort) per table. Students sit only with students in their cohort and will not move from table to table. Floor markings will help students to maintain physical distancing while waiting in line for food. Some tables from cafeterias will have to be removed to increase space between tables.

Washrooms

When possible, assign cohorts to separate bathrooms. If a student needs to use the washroom and the maximum occupancy of that washroom has been reached the student will wait outside the washroom. Signs will be posted for handwashing in all washrooms. Students will return to class immediately following each washroom break. Teachers will only allow one student per class to leave at a time to use the washroom.

There will be increased cleaning and disinfecting done in the washrooms.

Chapter 7 - Student Services

Student Transfer Requests

Student transfer requests will continue to be monitored on an individual basis.

EAL Registrations

EAL registrations will continue to be monitored on an individual basis.

High School Class Change Requests in the Fall

Class change requests will continue to be monitored on an individual basis. Consideration of class sizes will be given when making changes.

Other Adults in Classrooms

In a typical school year, there are many other adults who may flow in and out of a classroom on a daily basis. These include, but are not limited to resource teachers, curriculum consultants, student services consultants, instructional coaches, health specialists, support staff (e.g. YSW, EA, WA, SA), members of Student Well-being teams. When possible, these supports will be assigned to cohorts. If this is not possible, these adults monitor the numbers inside the classroom, wash hands before and after entering, and maintain a record of classrooms visited.

When possible, these services and supports will be delivered either outside of the regular class.

PPE for Student Services Staff

For staff who will find physical distancing difficult (SLP, HEAR, APSEA, Psychologists, EA's working with medically complex children), face shields will be provided. These are to be used in situations such as testing where close contact is required.

Staff working with children who have complex medical needs, who require changing, cleaning of trachs, etc., will be provided with face shields and gloves.

Visits to Schools

Student services staff typically visit multiple schools per day. Staff will be asked to limit the number of schools they visit per day and attempt to see multiple children in one school rather than moving to multiple schools. Areas used to meet with students will need to be sanitized in between students similar to classrooms. Staff will hand wash/sanitize when finishing with one student and move to another. Staff will sign in and out of schools and provide the principal with lists of students they have been in close contact with during their visit.

Where consultation with school staff by video conference is possible, student services staff will engage through that method.

Resource

Resource teachers will continue to do small group intervention. When working with small groups and where possible, students will come from the same cohort. If not possible and students come from different cohorts, physical distancing will be maintained. Cleaning will need to occur between groups of students.

EA/YSW/SA/WA

Support staff will be able to work with small groups of children from the same cohort. Schools should limit the number of classrooms these staff are in per day.

Workplace Assistants (WA)

(The role of the Workplace Assistant is to help students develop, enhance and practice workplace related skills through supported work experience in the community and/or at school. The WA supports students in the successful placement of employment and community opportunities, as well as assisting in the development of portfolios, resumes, job applications, and interview skills.)

There may be opportunities for placements at QCRS and/or Tremploy depending on CPHO Guidelines at that point in time. There are workplaces where students would work with inventory without customer contact or in work places where they have limited customer contact. Other possibilities include school jobs placements like filling drink/snack machines, watering plants, delivering messages, bulletin boards, etc. This would also be an opportunity for students to work on their portfolios (these can often get left to the end and are really important for students to show what work experiences and skills they have). There will be limits on job placements compared to previous years.

Youth Service Workers (YSW)

YSW can continue to run small groups provided they adhere to the guidelines outlined in this document. When possible, students from the same cohort should remain together. Cleaning would take place between groupings.

Educational Assistants (EA)

The sharing of EA's is common practice in schools. This will still be necessary in order to meet all students' needs. Schools should limit the number of cohorts that EA's work in during the day. Good handwashing practices will be used when transitioning from room to room or student to student. EA's and SA's working with medically complex children will be required to wear PPE. Gloves and masks will be provided. Shields will be provided to those working with students who may have airborne droplets.

Student Attendants (SA)

SA's offer medical care to medically complex children. These children will require feeding, tube feeding, catheterization, etc. PPE will be provided to these staff. Staff would typically be assigned to one student but in cases where they work with more than one student proper hand washing will need to occur when changing students.

Time Out Rooms

Time out rooms and break out rooms can be maintained as they are typically 1:1 areas.

Behavior Concerns

When behavior becomes heightened, full class evacuation will be necessary for the protection of all. In the past this would be as simple as taking other students for a walk around the building. These strategies will continue outside during proper weather conditions. During inclement weather the class will evacuate to an area not in use (e.g. library, cafeteria etc.) where physical distancing can be maintained.

Non-Violent Crisis Intervention will continue to be used. De-escalation strategies are always the first method used. When doing a hold or restraint, staff should be masked and the hold will be executed with the student facing away from the staff member.

Other Student Services Considerations

- Consideration will need to be given for students who are deaf and hard of hearing who will have their ability to lip read taken away when masks are being worn (e.g. on a school bus, in corridors and in times of emergency). This will be taken under consultation with HEAR staff.
- Students with occupational therapy goals will practice these goals outside during nice weather (e.g. riding a tricycle, using a walker, etc.) rather than in school corridors. During inclement weather students will access the gymnasium or multipurpose areas.
- Lifts, change tables, hospital beds and other personal care equipment will require frequent sanitation.

Medically Complex Children

Caregivers of children with complex medical needs should consult with their family doctor or pediatrician prior to school starting to discuss the individual needs of their child and the impact of their return to school during the pandemic.

PSB has consulted with CPHO around protocols for cleaning and disinfecting as well as guidelines for PPE for staff when working with medically compromised children. All of this is outlined in the FAQ.

If a child has been told by their Doctor that conditions are favourable for a return to school, they will return in September and be placed within their regular cohort.

Chapter 8 - Transportation

Background

The existing PSB student transportation system is extremely complex. It involves 256 regular drivers, and approximately 40 spare drivers, utilizing approximately 300 regular and spare buses providing service to approximately 17,000 students involving over 14,000 bus stops every school day.

An average PSB bus run would service between 50 and 65 students. This equates to 2 or 3 students in every seat on the bus each day. Actual travel loads vary from day to day as ridership is inconsistent due to absenteeism and the implementation of other sources of transportation.

The distance from seatback to seatback is less than three feet and the width of a school bus seat is approximately 39 inches.

Through efforts to increase efficiency and minimize student travel time, of 256 PSB regular buses, 115 (45%) are involved in transfers of students from one bus to another. Over 2,500 students (15%) transfer per day with multiple combinations required in some circumstances.

An example of a complex PSB transfer involves students from eight buses transferring to one bus to return home in the afternoon.

Modifications Due to COVID-19

To mitigate the risks of COVID-19, PSB Transportation Services will implement the following strategy:

Implement PSB Based Changes:

- Re-route busing where possible/reasonable to minimize ridership.
- Re-route busing where possible/reasonable to minimize the necessity for transfers.
- Strongly encourage walking, biking, and alternative means of transportation.
- Impose restrictions regarding bus passes. PSB buses will only consider pick-ups and drop-offs of students at the collection point associated with their primary place of residence/child care.

Engage Parental Support:

- Encourage parents to find alternative means of student transportation when possible.
- Request assistance from parents to ensure physical distancing at bus stops.
- Request assistance from parents to ensure that all students have and wear personal, non-medical masks any time they are unable to physically distance.
- Request assistance from parents to ensure students' hands are washed prior to boarding.

Engage Student Support:

- Encourage students to wash hands immediately upon disembarking.
- Remind students to face forward while travelling aboard the bus at all times.
- Encourage students to distance themselves from other riders and at all times to the best of their ability.
- Strongly encourage students to use a mask any time physical distancing cannot be achieved.

Engage Drivers Support:

- Drivers will implement enhanced cleaning protocol, cleaning and sanitizing seats and commonly touched surfaces following their morning and afternoon shifts.
- Drivers will wash hands before boarding the bus, and immediately upon disembarking.
- Drivers will be strongly encouraged to wear personal, non-medical masks, ensuring that the use of these masks does not inhibit vision or the safe operation of the school bus.
- Drivers will support contact tracing by identifying the students aboard each bus run.

- Drivers will support monitoring by identifying riders showing symptoms of illness and reporting them to school administration.

Chapter 9 - Student Materials & Belongings

Classroom Materials (toys, play materials, student school supplies)

When possible, students will have their own supplies to reduce the sharing of materials. Class libraries will continue to be available. Once a student has used a book they will put it in the return bin which will remain “closed” for 72 hours. A similar method can be used with other learning materials.

In kindergarten classes the focus is on play-based activities where children sign in and out of areas of play. Kindergarten students will be instructed to hand wash and/or sanitize after each activity.

When students are using shared textbooks, they must hand wash or sanitize after use. Electronic textbooks will be recommended for students to access both at school and at home.

Lockers/Storage Sites

When possible, student personal belongings will be stored inside classrooms or transported between classrooms with a backpack. When this is not possible, access will be within cohorts, staggered and supervised.

Elementary

Access to storage sites (lockers, bins, cubbies, hooks) will be staggered and supervised. Students will remain in their cohorts when accessing these sites. Hand hygiene will be practiced.

Intermediate/High Schools

Identify banks of lockers for cohorts, emphasize hand hygiene, ensure our cohorts only access lockers at specific times. Access to lockers would be as minimal as possible and would be staggered and supervised by school staff.

Contact points for lockers and cubbies will be cleaned and disinfected throughout the day.

Student Belongings (hallway storage, boot rooms, lockers, backpacks)

When possible, lockers and other storage sites will be accessed by cohorts of students. Students will be discouraged from bringing extra items from home (e.g. toys).

Shared Materials (individually shared, classroom shared)

The sharing of materials will be kept to a minimum. In the event that materials used by individual students must be shared (e.g. chromebooks), a process of disinfecting the shared item will be conducted following its use, before the next user. In the event that materials must be shared by many in a classroom (e.g. balls in phys ed class), efforts will be made to disinfect the shared materials prior to use by the next group. Students will be required to wash their hands following the activity.

Chapter 10 - Staff Considerations

Plan for Vulnerable Students and Staff

Students who are immuno-compromised or vulnerable due to medical reasons will need a note from their pediatrician to advise the school that they are able to attend school and which outlines any necessary precautions.

Staff who are immuno-compromised will work with their doctor and Human Resources to establish a plan.

Staff Breaks (staff rooms)

Staff will be encouraged to take breaks in their workspaces and will maintain physical distancing from other staff. Staff rooms will be used for lunch storage and preparation, but will not be encouraged for gatherings. If staff members use the staff room for breaks or preparation, they will need to adhere to physical distancing.

Staff Materials (staff personal items, staff instructional/learning materials)

Staff will store their coats/boots etc. in their classroom/workspace to discourage congregating in the staff room. Staff will be asked not to bring open beverage containers into the classroom (e.g. water glasses, coffee cups, etc.) but to only use containers with a lid.

Substitutes in Schools

Substitute staff will be reminded to bring a personal, non-medical mask daily. They will need to report to work early to review school guidelines and sign the contract tracing log which will include a declaration and statement upon arrival.

Shared Staff Spaces

Staff will be asked to maintain reasonable physical distancing in common workspaces such as copier rooms, teacher planning centres, etc. When not possible, they will be encouraged to wear a mask.

Staff Who Support Multiple Schools

Staff who service multiple schools will be reminded to bring a personal, non-medical mask, report to the school office to review school guidelines and sign the contracting tracing log which will include a declaration and statement upon arrival.

Meetings with and Between Staff

When possible, meetings with and between staff will occur provided physical distancing is maintained. Depending on the type of meeting, either the [multiple gatherings guidelines](#) or the [restaurant guidelines](#) will be followed. The size of the group will dictate the size of the room needed (e.g. full staff meetings may be held in the gym; small collaborative grade level meetings may be held in the conference room). Videoconferencing and teleconferencing will be encouraged when it is possible.

Administrative Assistants Reception Area

Reception areas will be evaluated for shape and space, and plexiglass screens may be provided. Staff working in these spaces will maintain physical distancing when possible. The number of visitors/staff permitted in these areas at one time will be dependent on the size of the zone. If the number of visitors/staff exceeds the space, visitors/staff will have to remain outside until space allows for entry.

Chapter 11 - Access to Buildings

School Access Throughout the Day (non-student/non-regular staff)

All non-staff and non-student personnel will be required to enter the school via the main entrance. A “visitor zone” will be designated at each school which will consist of a space where visitors are permitted. The number of visitors permitted in this zone at one time will be dependent on the size of the zone - decals will be provided for the floor of the visitor zone. If the number of visitors exceeds the space, visitors will have to remain outside until space allows for entry. Minimal non-staff personnel will be permitted beyond the “visitor zone” in the main entrance and will be determined “as needed”.

Any visitor permitted inside the school, will be required to sign-in and acknowledge the screening declaration.

The “visitor zone” must be supervised appropriately. This will be a school based decision as determined by the administration. As visitors arrive, a staff person or volunteer will direct their visit appropriately.

Unless urgent or an emergency (as determined by the school), parents will not be permitted beyond the visitor zone and a staff person will manage all parent requests. This includes drop-offs of late students, early pick-ups, forgotten lunches/items, etc. Parents will be asked to minimize/eliminate the need to visit the school during the day.

Unless physically not possible, deliveries will be left at the “visitor zone” for the custodian (or relevant personnel) to receive and distribute.

Community Use of Facilities

PSB schools will continue to operate as community facilities. The vast majority have been used heavily on a daily basis by groups not directly affiliated with the school system. Consideration of community use of PSB facilities will continue, but will be contingent upon the community group providing an operational plan which clearly outlines how it intends to operate while complying fully with the [CPHO recommendations and guidelines](#) in place at that time. These plans must be approved by CPHO. Principals will ensure that if multiple groups are accessing the school, they remain separate and follow all school guidelines. Key considerations must include:

- Activities must conclude at an agreed upon time so that areas used can be sanitized before the next school day.
- Physical distancing
- Community groups must bring their own equipment or sanitize what was used before leaving.
- Active initial screening of participants (e.g. to ensure no one in their household is in self-isolation, feeling unwell, etc.)
- Limited number of participants - not to exceed defined CPHO limits
- Assurance that commonly touched surfaces are regularly cleaned and disinfected
- A log is kept of participants
- Indoor participants should show up changed, such that we have minimal use of change rooms and as many areas as possible.

Volunteers

Volunteers play a key role in the operation of many of our school programs. Should volunteers assist at our schools, a log of their attendance must be maintained. All expectations, procedures, and protocol that would apply to regular PSB staff, as outlined in this document, would extend to volunteers as well.

It is the responsibility of school administration to ensure that all volunteers are familiar with school protocol, including that relating to COVID-19.

Glossary - COVID-19 Dictionary

Close, prolonged contact

For the purposes of contact tracing and COVID-19 exposure risk, close prolonged contact is considered to be within 2 metres for at least 15 minutes. Risk of transmission increases with longer time durations and close contact in closed (indoor) spaces.

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.

Contact Tracing

Contact tracing is conducted by Public Health Nursing in conjunction with the CPHO. The objective of contact tracing is to rapidly identify new cases and to reduce the spread of COVID-19 to others. Specifically, contact tracing efforts should consider all individuals with whom a case had contact with while potentially infectious. Given that both pre-symptomatic and asymptomatic transmission can occur, contact tracing should include:

- identifying people who were in contact with a symptomatic case starting 48 hours prior to the case developing a symptom of COVID-19.
- identifying people who were in contact with a laboratory confirmed, asymptomatic case starting 48 hours prior to the day their positive specimen was collected.

Immuno-compromised

Someone who is immunocompromised has a weakened immune system that does not respond properly to invading infections or pathogens. Meaning your body cannot fight off things like the coronavirus as well as a person with a fully functioning immune system.

A person can be immunocompromised for many reasons. Some of the factors that may play into a weakened immune system are: recent surgeries, age, genetics, having a chronic illness or by taking certain medications.

[\(https://cdhf.ca/health-lifestyle/coronavirus-covid-19-and-the-immunocompromised/\)](https://cdhf.ca/health-lifestyle/coronavirus-covid-19-and-the-immunocompromised/)

Non-medical mask

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

Organized Recreational Activities and Team Sports Guidance

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

Physical Distancing

Physical distancing is how we can all help reduce the spread of COVID-19 in our communities, and within the Province. The recommendations for physical distancing is that people stay at least two (2) meters, or six (6) feet apart and to avoid unnecessary close personal contact.

Visitors

All non-regular employees in the school, such as substitutes, board-based employees, SWBT, volunteers, parents, maintenance staff, delivery services, coaches, consultants, etc.