



Public Schools Branch

Return to School September 2020 - Planning Template

Name of School	Queen Charlotte Intermediate
Grade level configuration	7-9
Principal	K.J. White
Student enrollment Sept 2020	630
Total number of staff in the building	70

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	
<ul style="list-style-type: none"> ● they will immediately put on a mask ● be taken to a supervised designated location for isolation ● the family is contacted to pick the child up. ● The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned. 	<p>Student will put on a mask and go directly to the Health room on the grade 7 floor to isolate. Grade level administrator and cohort team leader will support student in isolation room, will call home and have parents pick up their child. GLA and/or CTL will walk student to the pick up area and sign student out of school with parents in the pick up area. GLA will follow up with phone call home. Custodian will be contacted to clean and sanitize areas. Students in class may be moved as cleaning and sanitization is completed.</p>
Plan when staff becomes sick during the school day	
Action	
<ul style="list-style-type: none"> ● they are to put on a mask immediately ● notify the office that they will need to leave, ● Proceed to a location for isolation, in conjunction with support from the office ● Area that was occupied is cleaned ● leave the building as soon as possible. 	<p>Staff member will put on a mask and go to the Guidance Area on the grade 7 floor to isolate and/or go directly home to isolate. Grade level administrator will enact emergency sub plan and will contact staff later in the day for follow up. Students in class may be moved as cleaning and sanitization is completed.</p>

Pre-Screening of Students and Staff Refer to Chapter 1 and Chapter 11 in PSB September 2020

Guidelines

<p>Pre-screening of Students</p>	
<p>Declaration Reminder</p> <ul style="list-style-type: none"> Emailed via SAS weekly 	<p>K.J. will send out mass e-mail each week to parents through SAS. PSB will create the scripted e-mail with support from principals and make any updates or changes as needed. PSB/Schools focus is safety and back to learning and we will highlight - Hand washing, proper use of hand sanitizer, physical distancing, and strongly encouraged to wear a mask (if not able to distance).</p>
<p>Pre-screening of Staff</p>	
<p>Declaration Reminder</p> <ul style="list-style-type: none"> Declaration signed at first of the year Consent is understood upon arrival to the school building 	<p>K.J., Trevor, & Maureen - Leadership Team - will have all staff sign declarations at the first staff meeting on the 1st day back to school on September 1st. Leadership team will walk through and review the declaration and consent form. Administrators will do daily wellness checks on staff during the day. All signed declarations and sign in sheets will be stored in the main office of the school.</p>
<p>Pre-screening of Visitors</p>	
<ul style="list-style-type: none"> Identify and set up visitor area and maximum capacity Sign in form Supervision of Visitor area 	<p>QC Leadership Team and QC staff will welcome all visitors in the supervised visitor reception zone located at the main entrance. This zone is cleaned and sanitized regularly. With the square footage of our visitor zone, we can have a maximum of 10 people in this zone at one time. All visitors will read our signage upon entry, be responsible to review our guidelines, stand on identified floor markings and then sign the declaration sheet to log in before they begin their visit. Visitors will talk to one of our QC staff members about the purpose of the visit and will escort the visitor to their destination within the school. All visitors will be strongly encouraged to wear a mask (if not able to distance) during their time at school. On conclusion of the visit, visitors will go back to the visitor zone, sign out and exit the school the same way they entered.</p>

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

<p>Students When in areas where reasonable social distancing is not possible, students and staff may be required to wear masks.</p> <ul style="list-style-type: none"> ● School Bus/Busses ● Fire drill ● Lockdown ● Transition between classes, if leaving cohort zone 	<p>Transitioning to the Library, Learning hub, Cafeteria, Phys. Ed, Specialists, Guidance, break, lunch, outside. Other areas as needed.</p>
<p>Staff When in areas where reasonable social distancing is not possible, students and staff may be required to wear masks.</p> <ul style="list-style-type: none"> ● Close contact with students ● Lockdown ● Fire drill ● Moving between cohorts <ul style="list-style-type: none"> ○ Practice good hand washing ○ Maintain records of cohorts visited ○ Wear PPE when necessary 	<p>Transitioning to the Library, Learning hub, Cafeteria, Phys. Ed, Specialists, Guidance, break, lunch, staff room, bus duty, washrooms, outside. When offering EA support, EAL support, YSW support, Admin assistant support, Leadership support. Other areas and support as needed.</p>

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.

Cohort Construction	
Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)	Cohorts created to move within zones
<i>Ex. Grade 7 Cohort - 7A, 7B, 7C, 7D</i>	<i>Grade 7 corridor North doors (entrance and exit) Grade 7 corridor bathrooms</i>
<i>Ex. Primary (Gr K,1,2,3)</i>	<i>Primary Bathroom, Primary Wing Soccer field and small playset Bus entrance and exit</i>
Grade 7 Cohorts (Will follow CPHO guidelines)	Grade 7 cohorts - will be divided as required by CPHO Grade 7 corridors, classrooms, and bathrooms Triple doors - entry and exit - Simmons Parking Lot (See school floor plan)
Grade 8 Cohorts (Will follow CPHO guidelines)	Grade 8 cohorts - will be divided as required by CPHO Grade 8 corridors, classrooms, and bathrooms Corner Door & Back door of school - entry and exit (See school floor plan)
Grade 9 Cohorts (Will follow CPHO guidelines)	Grade 9 cohorts - will be divided as required by CPHO Grade 9 corridors, classrooms, and bathrooms Front Door - entry and exit - North River Road (See school floor plan)

Cohorts Mixing for Instructional Reasons Refer to Chapter 1 in PSB September 2020 Guidelines

Classes (What cohorts will mixed)	Cohorts to move from one zone to another
<i>Band Class</i>	<i>Students from grade 7 and grade 8 in the same band class will be given separate zones within the classroom to remain in their cohort and isolated from the other cohort</i>
<i>Exploratory</i>	<i>Grade 7s are working on wood working and grade 8s in the metal shop</i>
<i>Specialists Classes</i>	Example - 7A and 7B - send students to Band - staggered walk to Band Room - 7A students on left side of Band Room, 7B students on right side of Band Room - 6 feet plus apart as following CPHO

	<p>guidelines. Cohorts - 7A and 7B did not mix. Exit Band Room - staggered walk back to class.</p> <p>Phys.Ed - The gym will be made up of 2 separate “zones” - Gym A and Gym B - each is located on one side of the gym curtain in the main gym. 9A on one side of gym curtain - Gym A and then 9B on the other side of gym curtain - Gym B - both 9A and 9B will enter their gym zones through different entry and exit points and will not cross cohorts. All equipment and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives for Phys.Ed. As each student enters and exits the gym zones, they will use hand sanitizer as the cohort moves from their designated cohort zone to another zone within the school.</p>
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Student Transitions Refer to Chapter 1, Chapter 4, Chapter 6, Chapter 8 and Chapter 9 in PSB September 2020 Guidelines

Arrival	
*Staggering of times when possible	<p>Buses will wait in the parking lot area and will wait with doors closed. Each bus will be called up to stop and open doors in the designated arrival area with K.J., Trevor, and Maureen. As each student exits the bus, they are strongly encouraged to wear a mask (if not able to distance). Each student will enter the school through their assigned door, will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and will physically distance upon entry. Each student will go to their cohort zone to start the day.</p> <p>Parent drop off - Parents will remain inside their vehicles at all times during student drop off. Each student will exit a vehicle, enter the school through their assigned door, will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and will physically distance upon entry. Each student will go to their cohort zone to start their school day.</p> <p>Walkers - Each student will enter the school through their assigned door, will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and will physically distance upon entry. Each student will go to their cohort zone to start their day.</p>
Departure *Staggering of times when possible	<p>Buses will wait in the parking lot area and will wait with doors closed. Each bus will remain stopped and doors closed in the designated departure area with K.J., Trevor, and Maureen.</p>

	<p>As each student leaves the school, they will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and will physically distance as they leave the school through their assigned door. Each student will go directly to their assigned bus and sit in their assigned seat.</p> <p>Parent pick up - Parents will remain inside their vehicles at all times during student drop off and pick up. As each student leaves the school through their assigned door, they will hand sanitize, will be strongly encouraged to wear a mask (if not able to distance), and will physically distance as they go directly to their vehicle. All students and parents will remain inside vehicles to prepare for disembarkation from the parking lot.</p> <p>Walkers - As each student leaves the school through their assigned door, they will hand sanitize, will be strongly encouraged to wear a mask (if not able to distance) and will physically distance as they leave the school grounds. Each student will leave the school grounds and walk home.</p>
<p>Class to class *Staggering of times when possible</p>	<p>We will have all students and staff within a cohort. During times when a student, group of students, staff, and/or a visitor are moving from one cohort to another, we will stagger the arrival and departure of a "Cohort" from one zone to another zone. During these transitions, each cohort will hand sanitize and/or hand wash, are strongly encouraged to wear a mask (if not able to distance) , and will physically distance when moving from one zone to another zone.</p>
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p>We will have all students and staff within a cohort. During times when a student, group of students, staff, and/or a visitor are moving within their own cohort and/or to another, we will stagger the arrival and departure of a "Cohort" from one zone to another zone, to and from the washroom, between classes, and to and from water bottle filling stations. During these transitions, each cohort will hand sanitize and/or hand wash, are strongly encouraged to wear a mask (if not able to distance), and will physically distance when moving within their cohort zone.</p> <p>This will be the same for going to the washroom - as you leave class, hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and will physically distance as you go to the washroom. Ensure proper hand washing techniques after you use the washroom, as you leave the washroom, are strongly</p>

	<p>encouraged to wear a mask (if not able to distance), continue to physically distance, and upon entry back to class, hand sanitize before you return to your assigned seat.</p> <p>Reminder - Each cohort will have assigned and designated washrooms available. Washrooms will be cleaned and sanitized throughout the day.</p>
Hand Washing/Sanitizing	<p>During the school day, we will have all students and staff hand sanitize and/or hand wash when entering and exiting school, going to and from the washroom/water filling stations, transitioning with their cohort, and moving from one zone to another zone.</p>
Hallways *Staggering of times when possible	<p>During the school day, we will have all students and staff within a cohort. During times when a student, group of students, staff, and/or a visitor are moving within their cohort and/or another zone, we will stagger the arrival and departure of a "Cohort" from one zone to another zone. During these transitions, each cohort will hand sanitize and/or hand wash, are strongly encouraged to wear a mask (if not able to distance), and physically distance when moving from one zone to another zone.</p>
Lockers	<p>During the school day, we will have all students within a cohort. We will have assigned times and stagger students within cohorts to move to and from their lockers during the school day. During these transitions, each cohort will hand sanitize and/or hand wash, are strongly encouraged to wear a mask (if not able to distance), and physically distance when moving to and from their lockers to a classroom or assigned area within their cohort.</p>
Breaks *Staggering of times when possible	<p>Breakfast Program - When a student enters the BP, each student will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance, as they go to an assigned cohort area within the cafeteria. Each student will remain in their assigned area until it is time to go to class at the beginning of the school day. As each student exits the cafeteria through an assigned exit door, each student will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance, as they go directly to their Cohort zone.</p> <p>Break - During break time, each student will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance, as they leave their classroom to go to an assigned cohort area(s) within the school. (These areas may include an assigned classroom, and/or another designated area within the school). Each student will remain in their assigned area until it is time to go back to class after break. As each student goes back to class, as they enter their class, each student will</p>

	<p>hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance, as they go to their seat.</p> <p>Lunch with Cafeteria - When a student enters the cafeteria, each student will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance, as they go to an assigned cohort area within the cafeteria. Each student will remain in their assigned area during lunch. As each student exits the cafeteria through an assigned exit door, each student will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance, as they go directly back to their Cohort zone.</p> <p>Lunch without Cafeteria - When a student leaves the school for lunch (grade 8 & 9 students only) each student will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance, as they go to an assigned cohort exit door, as they leave school property to go for lunch. As each student returns from lunch, they will follow the same procedure as when they left the school. Each student will enter the school through their assigned door, will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance, as they go directly to their cohort zone. All students are encouraged to stay with friends from their own cohort during lunch.</p>
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Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces Refer to Chapter 2 and Chapter 3 in PSB September 2020 Guidelines

*Shared Chromebooks, sporting equipment, home ec, shop tools etc.

What needs enhanced cleaning protocols	
Ex. HS - Shared desks (Period A and then Period B class)	<ol style="list-style-type: none"> At end of class each student will be provided paper towel, teacher will spray each desk with disinfectant and student will wipe down desk top and properly dispose of paper towel
Chromebooks	<p>During the school day, each student will wipe down the chromebook that they are using before the next user. Each student will follow PSB cleaning practices when taking and replacing a chromebook in a chromebook cart. Only one student at a time will be at the cart.</p>

Sporting Equipment	Sporting equipment and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives for Phys.Ed. and/or to use the equipment.
Home Ec	Home Ec. equipment and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives for Home Ec.
IA Lab	IA Lab equipment and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives for IA.
Science Lab Materials	Equipment, materials, and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives to use any Science Lab Materials.
Library Space *Items returned have to be quarantine for 72 hours	All items within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives to use the library. We will follow provincial library guidelines when and if we can use items and how often they can be used.

Extra Curricular Refer to Chapter 5 in PSB September 2020 Guidelines

Activities	
Ex. Intramurals, Student committees, Multiple gatherings/assemblies	We will follow the most current CPHO guidelines for planning these activities as we return to school. Intramurals will be within a cohort, in a designated zone in the gym and/ or outside. We will follow the provincially organized recreational guidelines: Organized Recreational Activities and Team Sports Guidance Other student activities will be introduced and staggered upon our September return to school plan.

Staff Considerations Refer to Chapter 10 in PSB September 2020 Guidelines

Staff Breaks	Staff will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance as they leave

	<p>their classroom/zone/cohort to go to their assigned cohort area(s) within the school for breaks. (These areas may include an assigned classroom, staff zone, TPC and/or another designated area within the school). Staff will remain in their assigned area until it is time to go back to their next assigned class. As each staff member completes their break, as they enter a class, staff will hand sanitize, are strongly encouraged to wear a mask (if not able to distance), and physically distance as they begin to instruct and support student learning.</p>
Staff Materials	<p>Items within each zone used by each staff member will be cleaned and sanitized before the next staff member uses the materials. As staff may need to use multiple materials within a cohort, we will follow guidelines as required.</p>
Substitutes	<p>Substitutes - Each substitute will sign in and out at the main door of the school they are working in for the day. Substitutes will follow all guidelines and sign the declaration. In school, a substitute will be assigned a cohort for the day and will follow all cohort schedules and zones.</p>
Shared Staff Spaces	<p>All items and the shared space used by staff cohorts will be cleaned and sanitized before the next staff member uses the shared space. As staff may need to use multiple shared spaces we will have each space cleaned and sanitized where applicable for each school day. We will follow guidelines.</p>
Meetings between and with	<p>We will limit the amount of meetings and when we meet we will meet within staff cohorts and follow guidelines for multiple gatherings. Virtual meetings will continue.</p>
Staff support multiple schools	<p>Staff that travel between multiple schools will hand sanitize and/or hand wash, are strongly encouraged to wear a mask (if not able to distance), and physically distance as they travel between schools.</p>