



Public Schools Branch

Return to School September 2020 - Planning Template

Name of School	Sherwood Elementary School
Grade level configuration	K-6
Principal	Jean Boudreau
Student enrollment Sept 2020	525
Total number of staff in the building	60

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. 	<p>Classroom, hallway and then the main office. Students who are identified by staff as being ill shall place a non medical mask on their faces and be sent to the office immediately.</p> <p>Depending on the age of the student, they may be escorted by an adult.</p> <p>Office staff which may include admin assistants or administration will make contact to parents/guardians.</p> <p>Staff remaining with the ill student until he/she is picked up will wear PPE.</p> <p>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.</p> <p>Daytime custodian will be asked to go to the classroom and to clean up the classroom space or other (Office, holding area) as required.</p>
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 ● leave the building as soon as possible. ● Staff member will call 811 to arrange testing. 	<p>Staff will contact the office and we will arrange for another staff to go relieve that teacher in the classroom immediately. The staff member not feeling well will put on a non-medical mask.</p> <p>All teachers will be expected to have an emergency sub plan in place in the event that they become sick at any point during the school day.</p> <p>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.</p> <p>Daytime custodian will be asked to report to the classroom to clean required areas.</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>Responsible for sending it out</p>
<p>Declaration Reminder</p> <ul style="list-style-type: none"> ● Emailed via SAS weekly ● Attendance 	<p>The school principal will send out weekly messages to parents. In the absence of the principal, the vice principal will do this.</p> <p>Teachers will monitor for students who become ill throughout the day. Principal or vice-principal will send out regular reminders regarding screening protocols.</p> <p>Attendance will be completed daily within 10 minutes of the start of school day in SAS. Administrative assistants will enter the information for substitute teachers.</p>
<p>Pre-screening of Staff</p>	<p>Responsible for Record Maintenance</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>Declarations will be completed at the orientation meeting for staff.</p> <p>All staff will sign the declaration stating that they understand these protocols at the orientation meeting. The Principal will be responsible for record maintenance of these declarations and for regular reminders about staff self-screening.</p> <p>Daily attendance records of staff will be maintained by AESOP.</p>
<p>Pre-screening of Visitors</p>	<p>Location, set up and person responsible</p>
<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. 	<p>Sign in and hand sanitizer will be available in the main office as visitors enter. Signs will ask for them to clean their hands and then Admin assistants or administration will remind visitors of the importance if needed.</p> <p>All visitors and substitutes must complete the screening questions.</p> <p>It will be strongly recommended that visitors wear non-medical masks.</p> <p>The visitor area is in the main office.</p>

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

	Situation
<p>Students</p> <p>When in areas where reasonable physical distancing is not possible, it is strongly recommended that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> ● School Bus ● Fire drill ● Lockdown ● Transition between classes, if leaving cohort zone ● Transition between school buses 	<p>Other as applicable -</p> <p>The guiding principle is that when cohorts cannot be maintained in enclosed spaces such as passing each other in the hallway, students will be strongly encouraged to wear a non- medical mask.</p> <p>Students will be required to wear non-medical masks when:</p> <ul style="list-style-type: none"> ● Riding the school bus ● Bus Evacuations <p>Students are strongly recommended to wear a non medical mask when:</p> <ul style="list-style-type: none"> ● Working in close proximity with resource staff, outside agency specialists, etc. ● Transitioning to the gym, office, resource, counsellor
<p>Staff</p> <p>When in areas where reasonable physical distancing is not possible, it is strongly recommended that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> ● Close contact with students ● Lockdown ● Fire drill ● Moving between cohorts <ul style="list-style-type: none"> ○ Practice good hand washing ○ Maintain records of cohorts visited ○ Wear PPE when necessary 	<p>Other as applicable -</p> <p>The school will identify, provide and instruct staff on the use and availability of PPE. All staff must be made aware of availability and location. It is strongly encouraged that staff wear a mask when physical distancing can not be maintained, as in cases indicated in the box to the left.</p> <p>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 (NVCi).</p>

Physical Distancing and Cohort Considerations [Refer to Chapter 1 in PSB September 2020 Guidelines](#)

*Cohort - A subgroup of the school that will, whenever possible, remain isolated from other cohorts. The cohort concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own cohort group. These groups are defined for our purposes in order to better organize our students into recognizable groups that will facilitate contact tracing as well as mitigate the unnecessary cross-contamination throughout the overall student body. Cohorts may be organized or look different from school to school based on the physical and structure limitations of the building and human resources.

Cohort Construction

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

Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)	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
	Currently, all class cohorts have a designated entry door where groups gather to prepare to come into the school. There are 5 designated entrances for students. Prior to entry, students line up with their cohort in designated areas. These are marked on the pavement at the beginning of the year. Classes are asked to come through the doors one group at a time and are supervised during this time
	Cohorts are based on home room location and the doors they use to enter/exit school: KA, KB (33) Mobile Doors group 1, Gym washrooms KC, KD, 2A (44) Mobile Doors group 2, Gym Washrooms 1A, 1B (38) Gym Doors group 1, Gym Washrooms 1C, 1D (35) Gym Doors group 2, Gym Washrooms 2C, 2D, 3C (53) Garden Doors group 1, Library Washrooms 2B, 3A (41) Garden Doors group 2, Library Washrooms 3B, 4Z (38) Cage Doors group 1, Library Washrooms 4A (20) Main Office Doors group 1, Music Washrooms 4B, 4C (38) Main Office Doors group 2, Music Washrooms 5A, 5B (42) Cage Doors group 2, Music Washrooms 5C, 5D (44) Pine Street Doors group1, Music Washrooms 6A, 6B (34) Pine Street Doors group 2, Music Washrooms 6C, 6D (48) Main Office Doors group 3, Music Washrooms

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

Classes (What cohorts will mixed)	What precautions will be taken?
<i>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>
	Curtain will be used to divide the gym into two separate spaces and where possible classes from the same cohort will have the same Phys. Ed. teacher. Each half of the gym is accessible by a separate entrance so cohorts will be kept separated. Equipment

	<p>will be kept to a minimum and not shared. Classes will be held outdoors as much as possible. No book buddy classes.</p> <p>Music classrooms do not have any desks. Chairs will be placed 6 feet apart when possible. Classes from the same cohort will have the same music teacher where possible. Singing will not be permitted in Music class unless singers can maintain 3.5m/12ft distance.</p> <p>Library classes scheduled with cohorts in mind. (Classes from the same cohort on the same day of the cycle.)</p> <p>Students travelling to specialist classes will proceed in one direction. Although hallways are narrow, visibility is good and the right of way will be given to the class already occupying the hall. If another class needs to access the hall, they will wait at the intersecting point until the class passes. Classes with common specialist times will be given staggered departure times 2 minutes apart, to be determined at staff orientation. Masks will be strongly encouraged in hallways.</p> <p>Additional discussions with staff around transitions may result in changes if more effective procedures are identified.</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>Bus - Busses are always greeted by a staff member and students proceed directly to their designated entry. One bus at a time will be unloaded in the morning upon arrival. Students disembarking will proceed to their designated outdoor area if arrival time is prior to the first bell, students arriving on busses that arrive after the first bell will proceed directly to their classrooms using their designated entry. Designated outdoor areas and entries will be supervised by school staff. The duration of bus arrival time is 45 minutes (8:00-8:45) with staggered arrival times. Students begin entering the building via their designated entries at 8:25 on a staggered basis, by cohort. Classes begin at 8:45.</p> <p>Parent drop off- Parent drop off is at the Cody Banks arena. They are greeted by a staff member. Most students exit their vehicle and go directly to their designated entry door. Some parents park and escort the children to the designated door and leave. This year there will be a lot less hanging on for the parents. They will need to leave promptly. Drop off time is 8:15-8:40.</p> <p>Walkers-</p>

	<p>Walkers or bikers arrive at school 8:20-8:40 and proceed to their designated entry.</p> <p>Student Drivers-</p> <p>Not applicable</p>
Departure	
*Staggering of times when possible	<p>Bus - Younger cohorts are escorted by teachers to their busses after school. Students continue to use designated exits. Dismissal times will be staggered. Due to the volume of students travelling by bus, early dismissal will be necessary for students in kindergarten - grade 2. Students in K-2 will dismiss beginning at 2:30 in 2 minute intervals. Regular dismissal begins at 2:40. Students in grades 3-6 will dismiss in 2 minute intervals.</p> <p>Parent pick up- There is a designated area where parents can greet students as they exit the school. This is a large area that can allow parents to distance. Once parents are in control of the children, they are responsible for physical distancing as needed.</p> <p>Walkers- Leave the school but do not gather prior to departure. Students in K-2 will dismiss beginning at 2:30 in 2 minute intervals. Regular dismissal begins at 2:40. Students in grades 3-6 will dismiss in 2 minute intervals beginning at 2:40. Younger students waiting for an older sibling to walk home with will wait in the designated meeting area for walkers, outside near the bike racks.</p> <p>Student Drivers-</p> <p>Not applicable</p>
Class to class *Staggering of times when possible	<p>Ex. No movement of classes outside of the cohort zone except for specialist-</p> <p>This is established practice at Sherwood.</p> <p>Students will travel to Phys Ed, Music, and Core French classes at staggered times and cohorts will not be mixed. Staggered times will be determined by teachers with the same specialist time on Orientation Day</p> <p>Students receiving resource support will be grouped with students</p>

	<p>from the same cohort.</p> <p>Arrival and dismissal times will be staggered as noted above.</p>
<p>Washrooms</p> <p>*Staggering of times when possible and limiting numbers</p>	<p>Things to consider - water bottle filling station</p> <p>Students must bring their own water.</p>
<p>Hand Washing/Sanitizing</p>	<p>Hand washing facilities are provided in our washrooms. A schedule for washroom breaks, by cohort, will be determined by teachers on orientation day.</p> <p>Office will have a hand sanitizing station.</p> <p>Washroom breaks for hand washing will be scheduled by cohort to their assigned washroom.</p> <p>Hand sanitizer will also be available in all classrooms.</p>
<p>Hallways</p> <p>*Staggering of times when possible</p>	<p>Staff will discuss and plan for hallway movement during orientation meetings.</p> <p>Students travelling to specialist classes will proceed in one direction. Although hallways are narrow, visibility is good and the right of way will be given to the class already occupying the hall. If another class needs to access the hall, they will wait at the intersecting point until the class passes. Classes with common specialist times will be given staggered departure times 2 minutes apart, to be determined at staff orientation. Masks will be strongly encouraged in hallways.</p>
<p>Lockers</p>	<p>Not applicable</p>
<p>Breaks</p> <p>*Staggering of times when possible</p>	<p>Breakfast Program - We will provide additional tables and assign cohorts to them. The program has a separate entrance and exit.</p> <p>Snack - Students have snack in their own classrooms.</p> <p>Recess - Students have designated areas outdoors for certain cohorts.</p> <p>Four designated play areas have been identified. Due to our population, cohorts will have to be combined for outdoor play, however, physical distancing is possible. Entry and exit for recess will be staggered at two minute intervals and students will wash their hands before and after recess.</p> <p>The areas include K-2 Playground equipment/field, K-2 pavement/picnic areas, 3-6 Playground area, and 3-6 Pine Drive area. Three Cohorts will share an area at a time and will be</p>

	<p>assigned to a specific area on an alternating basis (days 1,3, 5 & 2,4,6).</p> <p>Lunch with Cafeteria - Not applicable</p> <p>Lunch without Cafeteria-</p> <p>Lunch is always in the classroom. Outside food coming in is individually boxed by cohort.</p>
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Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces Refer to [Chapter 2](#) and [Chapter 3](#) in [PSB September 2020 Guidelines](#)

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

What needs enhanced cleaning protocols	How will this be addressed
Ex. HS - Shared desks (Period A and then Period B class)	Not applicable. There are no desks in our music classes.
Chromebooks	Each cohort has a designated cart for chrome books. The cohort carts will be stored in a cohort classroom. Chrombooks will be cleaned regularly and will not be shared across cohorts.
Sporting Equipment	Cohorts will have their own equipment.
Home Ec	Not applicable
IA Lab	Not applicable
Science Lab Materials	Not applicable
Library Space *Items returned have to be quarantine for 72 hours	72 hour quarantine will be implemented. Cleaning between classes from different cohorts

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

Activities	Planning needed
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	Intramurals will need to be looked at and either approved or cancelled depending on the nature of the activity. Normally, intramural sports are with cohorts only.

Staff Considerations Refer to [Chapter 10](#) in [PSB September 2020 Guidelines](#)

	How will this be addressed
Staff Breaks	<p>Limit of 15 persons in the staff room.</p> <p>Teachers from different cohorts will need to remain as separate as possible for the 2020/2021 school year.</p> <p>Teachers will be encouraged to take breaks in their workspaces as much as possible.</p> <p>The staffroom will not be the recommended area for breaks for the 2020/2021 school year.</p> <p>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.</p>
Staff Materials	<p>Sharing of staff materials is minimal. Staff will ensure good hand washing before and after sharing any materials.</p>
Substitutes	<p>A protocol package will be provided for sub teachers so that they can be aware of how our school operates. Mentor teachers will be assigned.</p> <p>Substitutes will be asked to arrive early enough to become familiar with school plans and protocols.</p> <p>Substitutes will be required to bring PPE with them as required.</p> <p>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.</p>
Shared Staff Spaces	<p>Numbers of persons in a space will be determined.</p> <p>Staff will be asked to eliminate as many touch points as possible and to practice good hand hygiene.</p> <p>Staff will need to practice physical distancing in shared areas such as the main office, photocopy rooms, supply areas and so on.</p>
Meetings between and with	<p>Limited to 6 persons in our conference room where there is room to physical distance. Strongly encourage non-medical masks.</p>
Staff support multiple schools	<p>We currently do not have staff that support multiple schools, however, if part time staff are substituting they will be reminded to have a non-medical mask and be asked to sign contact tracing</p>

log before proceeding to their designated workspace.