



Public Schools Branch

Return to School September 2020

Name of School	St. Jean Elementary School
Grade level configuration	K-6
Principal	Maureen Cassivi
Student enrollment Sept 2020	102
Total number of staff in the building	26 St. Jean Staff Chances, Well-Being Team, A+, APSEA, HEAR and Autism Consultants have their own Staff
Last Updated	January 18, 2021

Overview

Guiding Principles:

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

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

Plan when student becomes sick during the school day	
Action	Location and person responsible

<ul style="list-style-type: none"> ● they will immediately put on a non-medical mask ● be taken to a supervised designated location for isolation ● the family is contacted to pick the child up ● Parents are to call 811 or their Health Care provider to arrange testing ● The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned. 	<ul style="list-style-type: none"> ● Students who are ill will immediately be taken to the office for supervision while a person is contacted to pick them up. ● Students must wear a non-medical mask unless the child is physically sick (vomiting) or having difficulty breathing. ● Administrative assistant and/or administrator will contact family member or advise them to call 811 or their health care provider. ● Staff supervising or assisting the sick student must wear a non-medical mask. ● Administrative assistant and/or administrator will monitor the child until pick up and will document the child's name, class, date and time of illness. ● The class the child came from will be escorted to a non-occupied room to allow for cleaning and sanitizing of the classroom (e.g. music room for K-3 and library for 4-6). Students and teacher must wear non-medical masks during the transport. Students and teacher will practice hand hygiene. ● Administrative assistant and/or administrator will contact the custodian to immediately clean the classroom. ● Custodian will notify the administrator when the classroom is ready for the students and teacher to return. Administrator/Administrative assistant will notify the teacher to return to the classroom. ● After the child has been picked up, the office sick area will be cleaned and sanitized. ● The student's absence will then be recorded in SAS
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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. 	<ul style="list-style-type: none"> ● Teacher/staff will immediately be asked to leave the classroom/work area and report to the administrator that they feel unwell and/or exhibiting symptoms of COVID-19. ● Teacher/staff must wear a non-medical mask unless the teacher/staff is physically sick (vomiting) or having difficulty breathing. ● A designated staff person will take over the class and escort the class to a non-occupied room to allow for cleaning and sanitizing of the classroom (e.g. music room for K-3 and library for 4-6). ● Designated staff person will remain with the class until a substitute teacher arrives. ● Students and staff person must wear a non-medical

	<p>mask during the transport. Students will practice hand hygiene.</p> <ul style="list-style-type: none"> • Administrator will check with the ill staff person to see if they are able to drive themselves home and/or advise them to call 811 or their health care provider. • Administrative assistant and/or administrator will contact the custodian to immediately clean the classroom. • Custodian will notify the administrator when the classroom is ready for the students and teacher to return. Administrator/Administrative assistant will notify the teacher to return to the classroom. • Administrative assistant and/or administrator will enter the teacher's absence in AESOP to document the illness. • Follow up with teacher/staff at the end of the day to see how they are doing. <p>NOTE: <u>All</u> 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>
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Pre-Screening of Students and Staff Refer to [Chapter 1](#) and [Chapter 11](#) in [PSB September 2020 Guidelines](#)

Pre-screening of Students	Responsible for sending it out
Declaration Reminder <ul style="list-style-type: none"> • Emailed via SAS weekly • Attendance 	<ul style="list-style-type: none"> • Pre-screening checklist will be sent home on the first day of school and will be required back the following day signed. • VP and/or designate will email via SAS every Sunday a scripted PSB reminder of wellness criteria that promotes handwashing, use of non-medical masks, physical distancing and staying home when ill. • Teachers will do regular daily wellness checks on students. • Teachers will notify administrators of any students who appear unwell. • Attendance will be completed daily within 10 minutes of the start of school day in SAS. • Administrative assistants will record any student attendance that is phoned in immediately in SAS.
Pre-screening of Staff	Responsible for Record Maintenance
Declaration Reminder	<ul style="list-style-type: none"> • Initial Declaration Document will be given to teachers

<ul style="list-style-type: none"> • Declaration signed at first of the year • Consent is understood upon arrival to the school building 	<p>on Orientation Day.</p> <ul style="list-style-type: none"> • Teachers/staff will sign the document and return it same day. • Reminders of consent of understanding will be added to Principal’s Memo (as directed PEITF/PSB plan/protocol). • Administrators will do regular daily wellness checks on staff. • Any staff exhibiting COVID-19 Symptoms (as outlined per CPHO guidelines) will be asked to go home
<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. 	<ul style="list-style-type: none"> • Visitor Welcome Area will be located in the lobby or school office with signage and floor markings. • Volunteer/Additional Hired Staff/Administrative Assistant will be responsible for screening of all visitors to the building and ensuring the visitor(s) sign the contact tracing log in/out with the declaration before proceeding into the school. • Visitors will be escorted to their location within the building to minimize interactions while maintaining appropriate physical distancing. • Visitors must wear a non-medical mask.

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

	<p>Situation</p>
<p>Students When in areas where reasonable physical distancing is not possible, it is a must 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 - Students must wear non-medical masks when:</p> <ul style="list-style-type: none"> • Riding the school bus • Fire Drills • School Evacuations • Bus Evacuations • Transitioning to specialists • Working in close proximity with resource staff, outside agency specialists, etc. • Transitioning to shared spaces like library, gymnasium and music, office • Lockdown drills

<p>Staff When in areas where reasonable physical distancing is not possible, it is a must 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> <ul style="list-style-type: none"> ● Small group work with students where physical distancing cannot not be maintained (RR, Classroom Support, Resource, EAL, Skills Group, Beh Resource, etc) ● Lockdown ● Fire drills ● Transitioning to specialists ● Transitioning to shared spaces like staff room, teacher planning rooms, storage closets, copier area, office, ● Bus Evacuations ● Covering off breaks (support staff) or when a staff person has to leave unexpectedly ● Working closely with children to support behaviors (NVCi) ● Student Dismissal ● Bus Duty ● Staff room ● Adult washrooms
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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.

<p>Cohort Construction</p> <p><i>*When students are within their cohorts, physical distancing will still be encouraged when possible.</i></p> <p><i>*All teachers will be required to provide class seating charts to administration.</i></p>	
<p>Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)</p>	<p>Zone(s) Where will this cohort be located and be able to travel with less restrictions (outside of this zone, enhanced protocol will be necessary) Entry and exit points</p>

<p>Non-medical mask wearing guidance</p>	<p>Students in Kindergarten to Grade 6 must wear non-medical masks inside school facilities when physical distancing cannot be maintained. Students may remove non-medical masks in classrooms if schools have implemented measures to reduce the risk of transmission (i.e. desk layout, barriers, etc.).</p> <p>Due to the close and sometimes prolonged contact on school buses, it is a must 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.</p> <p>It is a must that school staff and students in all grades wear non-medical masks on any occasion when different cohorts must interact.</p> <p>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.</p>
<p>K-3 Black Cohort (primary) 46 Students</p>	<p>K-3 Cohort - K/1, 1/2, and 2/3</p> <ul style="list-style-type: none"> ● Entrance/Exit will be the main doors of the school. ● Washrooms to be shared with both school cohorts (only one set of student bathroom facilities on the main floor) ● There is a change area available for students requiring toilet assistance. ● Playground area will be assigned with a duty schedule. ● Teachers in K-3 will supervise their designated area on the playground.
<p>3-6 Purple Cohort (elementary) 48 Students</p>	<p>3-6 Cohort - 3/4, 5/6, and 5/6</p> <ul style="list-style-type: none"> ● Entrance/Exit will be the 3-6 side doors of the school. ● Washrooms to be shared with both school cohorts (only one set of student bathroom facilities on the main floor) ● There is a change area available for students requiring toilet assistance. ● Playground area will be assigned with a duty schedule. ● Teachers in 4-6 will supervise their designated area on the playground.
<p>Gold Cohort 8 Students</p>	<p>Gold Cohort</p> <ul style="list-style-type: none"> ● Entrance/Exit will be either the main entrance or the side doors of the school. ● Washrooms to be shared with both school cohorts (only one set of student bathroom facilities on the main floor).

	<ul style="list-style-type: none"> • There is a change area available for students requiring toilet assistance. • Playground area will be assigned with a duty schedule. • EAs/Teachers will supervise their designated area on the playground.
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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>
	<p>No cohorts will be mixed for instruction - some homerooms within the cohorts could be mixed.</p> <p>In such cases, classroom seating will be divided into zones to ensure seating for students who are in different cohorts are spaced further apart (ideally 2m/6ft from other cohorts).</p> <p>Students will be assigned seating within classrooms to ensure students from the same cohort are placed together.</p> <p>Students must wear a mask when cohorts share a classroom and/or when physical distancing cannot be ensured.</p> <p>Homerooms mixed:</p> <ul style="list-style-type: none"> • Black Cohort (primary) - Recess & Breakfast Program • Purple Cohort (elementary)- Recess & Breakfast Program • Gold Cohort - Recess & Breakfast Program

Student Transitions Refer to [Chapter 1](#), [Chapter 4](#), [Chapter 6](#), [Chapter 8](#) and [Chapter 9](#) in [PSB September 2020 Guidelines](#)

Arrival	
*Staggering of times when possible	<p>Bus -</p> <ul style="list-style-type: none"> • Staggered drop off begins at 8:10, students must wear non-medical masks when leaving the bus, exit the bus

<p>Students will hand sanitize outside with staff support upon arrival to school daily.</p>	<p>doors and go directly to their cohort for breakfast in the gym or their play area outside. Administration to do bus duty.</p> <p>Parent drop off -</p> <ul style="list-style-type: none"> ● Breakfast Program - Stewart Street drop off by parents go from 8:00-8:15 ● Spring Park drop-off from 8:05-8:20 - Cars drive down the street and drop students off in marked areas, students will then play outside in their cohorts. Staff will be supervising the two cohort areas. <p>Walkers -</p> <ul style="list-style-type: none"> ● Walkers will enter the main entrance of the school at staggered times starting at 8:05 to 8:20 and go directly to their cohort play areas.
<p>Departure</p>	
<p>*Staggering of times when possible</p>	<p>Bus-</p> <ul style="list-style-type: none"> ● Sanitize hands and must wear a non-medical mask before they go on the bus. ● K-3 Black Cohort will exit doors at 2:28. ● 3-6 Purple Cohort will exit doors at 2:25. ● Gold Cohort - no one takes the bus, exit main doors for pick up ● Bus leaves at 2:30. ● Administration on duty. <p>Parent Pick up -</p> <ul style="list-style-type: none"> ● Zones will open up after the buses depart. ● Parents will begin pick up at 2:30. ● Parents will be asked to pull into the student drop off/pick up area off of Bayfield Street. ● Students waiting to be picked up will be in clearly marked pick up areas on the walkway. ● Staff will remain with students until all students are picked up. ● Parents are not permitted inside the school. ● Parents must remain in their vehicle during pick up where possible. ● Administration on duty. <p>Walkers -</p> <ul style="list-style-type: none"> ● Leave after the buses at 2:30 - safety considerations to be determined if there are any traffic concerns. ● Parents waiting to walk students home will wait outside of the main doors of the school in clearly marked waiting

	<p>areas on the walkway.</p> <ul style="list-style-type: none"> ● Staff will remain with students until all students are picked up. <p>Chances Smart Play (Upstairs at St. Jean) -</p> <ul style="list-style-type: none"> ● Chances staff will pick up students in the lobby area beside the stairs. ● Chances staff who do absentee check in the office must wear a non-medical mask. ● Students will be strongly encouraged to wear their non-medical mask until in their after school classrooms upstairs. <p>KidsFit After School Program (Outside of St. Jean) -</p> <ul style="list-style-type: none"> ● KidsFit staff will pick up students on the lawn area outside the front doors of the school. ● Staff who do absentee check in the office must wear a non-medical mask inside the school and document sign in/out the contact tracing log & declaration at the visitor reception area. ● Students must wear their non-medical mask until off school property at which time they will follow the guidelines and protocols of the KidsFit plan.
<p>Class to class *Staggering of times when possible</p>	<p>Ex. No movement of classes outside of the cohort zone except for specialist-</p> <ul style="list-style-type: none"> ● No movement of classes outside of the cohort zone except for specialist classes. ● Music - Teacher will come to the class to pick up classes in K-6 and drop them back to their class when finished. ● PE - Teacher will come to the classes to pick up classes in K-6 and drop them back to the class when finished. ● Students must wear non-medical masks in the hallway
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p>Things to consider - water bottle filling station</p> <ul style="list-style-type: none"> ● Students encouraged to fill their water bottle at home. ● No fountains. ● 1 water bottle filling station open; staggering times arranged in each cohort. ● Shared bathrooms with K-6 cohorts downstairs; staggering times arranged in each cohort. ● Shared student bathrooms upstairs with Chances and A+. ● Staff to use only the staff bathrooms. ● Capacity posted on the door. ● Physical Distancing stickers in the hallway. ● No whole-class trips to the washroom.
<p>Hand Washing/Sanitizing</p>	<ul style="list-style-type: none"> ● Handwashing before and after recess. ● Handwashing before and after eating.

	<ul style="list-style-type: none"> ● Handwashing at the beginning of each day. ● Hand sanitizer in each classroom. ● Frequent presentations/videos on handwashing. ● Handwashing anytime you move out of the cohort zone.
<p>Hallways *Staggering of times when possible</p>	<ul style="list-style-type: none"> ● Limit the need to transition in the hallways for classes. ● Stagger times for multiple classes in the hallway. ● Wear a non-medical mask as needed. ● Physical distancing. ● Stay in the cohort zone with the exception of PE. ● Directionality signs on the floor.
<p>Lockers</p>	<p>We do not have lockers, student belongings are managed this way:</p> <ul style="list-style-type: none"> ● Student coats, kit bags and belongings will be stored inside of their classrooms. ● Boots will be lined up outside the classroom on a shelf outside their class for safety reasons. Students will bring footwear into the classroom to get ready for recess times and end of day dismissal.
<p>Notes/Forms/Information</p>	<ul style="list-style-type: none"> ● Administrative assistant/leadership students will collect returned forms or paperwork from classes. ● Staff/leadership students will follow enhanced cleaning protocol prior to and immediately after deliveries are made to each cohort zone. ● All departure/arrival information for students MUST be phoned into the office or emailed to the classroom teacher before 8:00 a.m. We will not be accepting notes from home.
<p>Breaks *Staggering of times when possible</p>	<p>Breakfast Program -</p> <ul style="list-style-type: none"> ● Individual portions will be prepared and delivered to each cohort in the gym. ● Volunteers and/or accompanying staff, will follow enhanced cleaning protocol prior to and immediately after deliveries are made to each cohort zone. ● There will not be any crossing over cohort zones without enhanced cleaning protocol. ● The volunteers and/or accompanying staff must wear non-medical masks during their delivery duties. (Gold Cohort to eat in Classroom) <p>Snack -</p> <ul style="list-style-type: none"> ● Students will bring their own snack from home. ● Students eat snacks in their homeroom - hand wash prior to eating. ● No sharing of food. ● Eat at your own desk. ● Teachers will have extra snacks in their homeroom for

	<p>students without a snack.</p> <ul style="list-style-type: none"> ● Students will be expected to wipe down and sanitize their own desk surface after eating <p>Recess -</p> <ul style="list-style-type: none"> ● Stay in the cohort. ● Supervision from a teacher in that cohort. ● Separate play areas for each cohort. ● Staggered exit and re-entry. ● Handwashing. ● Physical distancing promoted. <p>Lunch without Cafeteria-</p> <ul style="list-style-type: none"> ● Black, Purple and Gold Cohorts to eat in their classroom. ● Students will bring their own lunch from home. ● Handwashing. ● Eat at your own desk. ● Students will be expected to wash their hands prior to eating (or sanitize their hands with hand sanitizer). ● Students will be expected to wipe down and sanitize their own desk surface after eating. ● If students participate in the HotLunch program lunches will be placed in the office and handed out to classroom helpers by the office staff.
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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
Shared Work Spaces (Eg tables versus desks)	<ul style="list-style-type: none"> ● Students will be instructed on how to safely sanitize their own desks.
Chromebooks	<ul style="list-style-type: none"> ● When possible chromebooks will be assigned to students in a class. ● Chromebooks don't leave that cohort. ● Students wipe with cleaning wipe at the end of each day.
Sporting Equipment	<ul style="list-style-type: none"> ● Limit the use of sporting equipment. ● Wash hands before and after each use. ● Any equipment that is used needs to be sanitized before another class can use it or quarantined for an appropriate time.

Resource Rooms Beh Resource	<ul style="list-style-type: none"> ● Resource teacher will work with small groups of students from the same cohort. ● Resource teacher and students must wear a non-medical mask when working together when physical distancing cannot be maintained and for periods of close prolonged contact. ● Scheduling of groups will be groups from the same cohort on the same cycle day where possible. ● All books/learning materials that can be cleaned without damaging the book/material will be cleaned. Otherwise, books/materials will be removed and stored away (quarantined) for a period of 72 hours before being returned to active circulation ● All work surfaces must be cleaned and sanitized between cohort groups.
Library Space	<ul style="list-style-type: none"> ● All books that can be cleaned without damaging the book will be cleaned. Otherwise, books will be removed and stored away (quarantined) for a period of 72 hours before being returned to active circulation ● Students will not be taking on the roll of library monitors this year (going class to class to pick up books). ● The 4-6 Cohort will return their books on the day their class is scheduled to go to the library. K-3 Cohort will have books collected and returned by the classroom teachers. ● The library space will be thoroughly cleaned and sanitized at the end of each day.

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

Activities	Planning needed
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	
Intramurals (gr. 4-6)	<ul style="list-style-type: none"> ● Held outdoors when possible. ● Similar process to PE. ● Intramural activities to remain within cohorts.
Student Leadership	<ul style="list-style-type: none"> ● Will help promote handwashing, non-medical masks and physical distancing. ● Promote virtual activities and meetings. ● No mixing of cohorts.
Chances EYCs (Operational Plan	<ul style="list-style-type: none"> ● Limited interaction between EYCs and the rest of the

<p>approved by CPHO)</p>	<p>school; classrooms are upstairs.</p> <ul style="list-style-type: none"> ● Shared washrooms upstairs and breezeway entrance. ● Will inform St. Jean administration of any staff with COVID-19 symptoms. ● Classroom cleaning is supported by their own custodian throughout the day and school custodians maintain cleaning of common spaces. ● Staff must wear a mask when collecting mail for the main office.
<p>Chances Smart Play After School Program (Operational Plan approved by CPHO)</p>	<ul style="list-style-type: none"> ● Held outside when possible. ● Located upstairs in two classrooms. ● Shared washrooms upstairs. ● Handwashing before and after. ● Will inform St. Jean administration of any staff with COVID-19 symptoms. ● Cleaning is supported by our custodians.
<p>KidsFit - After School Program (Outside of the school)</p>	<ul style="list-style-type: none"> ● KidsFit staff will pick up students on the lawn area outside the front doors of the school. ● Staff who do absentee check in the office must wear a non-medical mask inside the school and document sign in/out the contact tracing log & declaration at the visitor reception area. ● Students must wear their non-medical mask until off school property at which time they will follow the guidelines and protocols of the KidsFit plan.
<p>A+ (Follow their own CPHO approved Operational Plan)</p>	<ul style="list-style-type: none"> ● Enter/Exit grades 3-6 doors off of Bayfield Street. ● Located upstairs in two classrooms. ● Hand cleaning before and after. ● Shared washrooms upstairs. ● Will inform their supervisor and St. Jean administration of any staff with COVID-19 symptoms. ● Staff must wear a mask when collecting mail for the main office. ● Cleaning is supported by our custodians.
<p>Well-Being Team (Follow their own CPHO approved Operational Plan 10-12 employees)</p>	<ul style="list-style-type: none"> ● Located upstairs in two classrooms. ● Hand cleaning before and after. ● Shared washrooms upstairs. ● Will inform their supervisor and St. Jean administration of any staff with COVID-19 symptoms. ● Staff must wear a mask when collecting mail for the main office. ● Cleaning is supported by our custodians.
<p>APSE (5 employees), HEAR (4 employees) and Autism Consultants (5 employees)</p>	<ul style="list-style-type: none"> ● Enter/Exit grades 3-6 doors off of Bayfield Street at staggered times except during these time frames: 8:00-8:30 a.m. and 2:15-2:45 p.m.

	<ul style="list-style-type: none"> ● Classrooms are located upstairs in three different cohorts. ● Hand cleaning before and after. ● Sign in daily (top of stairs) ● Staff feeling ill will immediately leave and go home. ● Staff will inform their supervisor (s) of any COVID 19 symptoms and St. Jean administration will be informed. ● Staff must wear a mask when collecting mail for the main office. ● Cleaning is supported by our custodians.
Assemblies	<ul style="list-style-type: none"> ● Cohort only. ● Promote physical distancing.
Parent Nights	<ul style="list-style-type: none"> ● Virtual Options. ● Small group meetings for Home and School. ● Videos. ● Google Meet.
Chess Club/Games Club	<ul style="list-style-type: none"> ● Chess/Games club will be scheduled for students within a cohort. ● Students must wash their hands before and after chess/games club. ● Game pieces and boards to be cleaned before next session. ● Teacher/volunteer supervising chess club must wear a non-medical mask when physical distancing cannot be maintained and observe safe handwashing practices.
Yoga Club	<ul style="list-style-type: none"> ● Yoga club will be scheduled for students within a cohort. ● Students must wash their hands before and after yoga club. ● Teacher and students must wear a non-medical mask when physical distancing cannot be maintained and observe safe handwashing practices.
Art Club	<ul style="list-style-type: none"> ● Art club will be scheduled for students within a cohort. ● Students must wash their hands before and after. ● Teacher and students must wear a non-medical mask when physical distancing cannot be maintained and observe safe handwashing practices.
School Sports	<ul style="list-style-type: none"> ● Guidelines set by PEISAA

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

	How will this be addressed
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Staff Breaks	<ul style="list-style-type: none"> ● Staff room will have a capacity limit. ● Staff are encouraged to break in their cohort area. ● Regular cleaning of common areas. Staff will be expected to clean up after themselves and dishes may not be left in the sink or on counters. ● Model handwashing, physical distancing and non-medical mask use.
Staff Materials	<ul style="list-style-type: none"> ● Limit the use of shared materials.
Substitutes	<ul style="list-style-type: none"> ● Sign in and out. ● Substitute staff must bring a non-medical mask, report to work early to review school guidelines and sign the contact tracing log which will include a declaration and statement upon arrival. ● Aware of the COVID-19 protocols and school guidelines.
Shared Staff Spaces	<ul style="list-style-type: none"> ● Limit to cohorts when possible. ● Increased cleaning. ● Physical distance.
Meetings between and with	<ul style="list-style-type: none"> ● Meetings will be held in areas where physical distancing can be maintained in small groups. ● All participants within a meeting space that are not within a cohort must wear non-medical masks and maintain physical distance guidelines. ● All participants will be asked to wash hands/social distance before entering the meeting space. ● If a suitable space can not be used to safely physical distance meeting participants, the meeting will take place through an online platform (E.g. Google Meet, WebEx).
Staff support multiple schools	<ul style="list-style-type: none"> ● Support staff and visitors arriving to the school will be expected to check into the Visitor Welcome area. ● Support staff and visitors will be expected to sign the contact tracing log in/out with the declaration before proceeding into the school at the visitor area and hand sanitize. ● Support staff and visitors will review the guidelines and protocols of the school presently in place with the visitor welcome staff. ● Support staff and visitors must wear a non-medical mask and maintain physical distancing guidelines while in our school.
Visitor/Presenters/ Contractors/Trades People	<ul style="list-style-type: none"> ● Anyone planning to come to the school will be asked to contact the school and make an appointment to ensure that we have a workspace available. ● All visitors to the school must be free of COVID-19 Symptoms and sign contact tracing log in the visitor area.

- Visitors to the school must wear a non-medical mask while in the building.