



Public Schools Branch

Return to School September 2020 - Planning Template

Name of School	St. Louis Elementary
Grade level configuration	K-6
Principal	Marsha Costello
Student enrollment Sept 2020	112
Total number of staff in the building	29
Last Update:	February 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 will be asked to put on a non-medical mask and will be brought to the principal's office for isolation. The administrator present will supervise the child while Admin. Assistant contacts the family for pick up. - Office staff will notify custodians and the areas the student occupied will be cleaned immediately. - 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. library). Students and teacher will be strongly encouraged to wear non-medical masks during the transport. Students and teacher will practice hand hygiene. - Families will be asked to contact a screening clinic or their health care provider for testing.
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"> - The staff member will be asked to put on a non-medical mask, and notify the available administrator. - Staff member will proceed to the flex room beside the music room for isolation until they are ready to exit the building. - The Admin. Assistant will begin to find a substitute. - The class will be taken to the library in order for the custodian to begin sanitizing the classroom. - Students will be strongly encouraged to wear non-medical masks during the transport. Students will practice hand hygiene. - The available administrator will ensure that the class is supervised in the library until a substitute is found. - The flex room will be cleaned as soon as the teacher has left the building. - The students will return to the classroom once it has been sanitized. - Staff member will contact their health care provider or a screening clinic to arrange for testing. - The Employee will continue to let administration know each day the update of their condition and as to whether or not they have had to be tested for COVID-19. - Administrators will also do daily wellness checks with

each staff member each day. This can be for health issues or for stress related issues.

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 	<ul style="list-style-type: none"> Admin. or Admin Assistant will email weekly reminders. A checklist will be sent home with parents at the start of the year for parents to use for pre-screening every morning.
Pre-screening of Staff	Responsible for Record Maintenance
Declaration Reminder <ul style="list-style-type: none"> Declaration signed at first of the year Consent is understood upon arrival to the school building 	<ul style="list-style-type: none"> The Admin team will ensure that all staff are aware of the pre-screening protocols. The Admin. Team will ensure that all staff sign the declaration. Declarations will be stored in a secure location in the office.
Pre-screening of Visitors	Location, set up and person responsible
<ul style="list-style-type: none"> Identify and set up visitor area and maximum capacity Sign in form Supervision of Visitor area Visitors will practice hand hygiene before being escorted to their location in the building. 	<ul style="list-style-type: none"> A visitor area will be set up in the entrance lobby, with a maximum of 2 visitors at one time. A sign in form will be available and clearly marked in the lobby. Clear signage and markers for physical distancing will be used for this setup. Office staff will supervise the visitor area and direct visitors as to how to proceed as necessary. All people entering the building will sign in at this station and Visitors will be directed to appropriate areas if required. (ie Maintenance personnel, SST members, etc) Visitors will be required to wear a non-medical mask. A binder of the sign in sheets will be kept by the admin assistant.

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>Depending on regulations and suggestions from CPHO at the time, students will be expected to wear non-medical masks following those regulations.</p> <p>The current recommendation is that students in grades K-6 are strongly encouraged to wear non-medical masks when physical distancing cannot be maintained. Students in grades K-6 will be permitted to remove non-medical masks in classrooms if measures have been taken to reduce the risk of transmission.</p> <p>Students will be required to wear non-medical masks while on the school bus. Bus drivers will be asked to provide reminders to students as they enter/exit the bus.</p> <p>Currently, students will be encouraged to wear non-medical masks if/when:</p> <ul style="list-style-type: none"> -cohorts interact (e.g. small groups if necessary) or when leaving the classroom (drills, transitions). Teachers will encourage students to wear their masks. -close contact may be needed (e.g. if the child is injured, working one on one with support staff or members of student services). Teachers or staff members will encourage the child to wear his/her non-medical mask prior to leaving the classroom.

<p>Staff When in areas where reasonable physical distancing is not possible, it is strongly recommended that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> ● Close contact with students ● Lockdown ● Fire drill ● 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>Guidelines set out by CPHO will be followed. The current recommendation for staff is to wear non-medical masks when physical distancing cannot be maintained. Staff are required to wear non-medical masks during transitions and safety procedures.</p> <p>- Some staff will need to transition between cohorts such as custodial staff, resource teacher and phys ed/music teacher. EAs, YSW, and guidance may also transition between cohorts. As shown in the opposite box, enhanced protocols will need to be followed with these staff members.</p>
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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.

Cohort Construction	
<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><i>Given the size of our school and our student population, we will be able to maintain cohorts within our classes. Most classes will be a stand alone cohort which may be separated throughout the day for instructional purposes. Our classes, and consequently cohorts, will be as follows:</i></p> <p><i>English K/1 (17)</i> <i>English 2/3 (20)</i> <i>English 4/5 (15)</i> <i>*** becomes 4F and 4/5E (23) in the afternoon</i> <i>English 5/6 (15)</i></p>

	<p><i>***becomes 5/6F and 5/6E (26) in the afternoon</i></p> <p><i>French K/1 (14)</i> <i>French 2/3 (12)</i> <i>French 4 (8)</i> <i>*** becomes 4F and 4/5E (23) in the afternoon</i> <i>French 5/6 (11)</i> <i>***becomes 5/6F and 5/6E (26) in the afternoon</i></p> <p><i>The following table describes locations these cohorts will be accessing as well as identifies which, if any, other cohorts will also have access to these areas at the same or different times.</i></p>
K/1 E and K/1 F	<p>Gym area washrooms West hallway to and from lobby and specialist classes K/1E will enter and exit the classroom through the rear door if/when the library is in use Sink in K/1 area K/1 E will use former K-3 playground (first break) K/1 F will use former K-3 playground (second break)</p>
2/3F, 4F and 4/5E	<p>Washrooms at the back of the school East hallway to and from lobby and specialist classes 2/3F will use sink in classroom 4/5E will use sink in back washroom 2/3F will use former 4/6 playground (second break) 4F and 4/5E will use back playground (first break)</p>
2/3E, 5/6E and 5/6F	<p>Washrooms beside VP office East hallway to and from lobby and specialist classes 5/6E will use 5/6 sink for handwashing 5/6F will use sink in the washroom 2/3 will use washrooms for handwashing 2/3 will use former 4/6 playground (first break) 5/6E and 5/6F will use back playground (second break)</p>

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

Classes (What cohorts will mixed)	What precautions will be taken?
Band Class	
Exploratory	
	<p>Our current model keeps K-3 cohorts separate throughout the day for all classes including specialist classes.</p> <p>In the afternoons the upper grades combine for English language</p>

	<p>arts as illustrated above. (4F joins 4/5E and 5/6F joins 5/6E). These cohorts will be together for English Language Arts, outdoor breaks, and specialist classes.</p> <p>Where cohorts must interact, seating for students who are in the same cohort can be near each other.</p> <p>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 will be strongly encouraged to wear a mask when cohorts share a classroom and/or when physical distancing cannot be ensured.</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 - Our busses arrive at approximately the same time. All four busses will be unloaded at the same time - one cohort at a time. Teachers and admin. will meet their students in the lobby and help them get to class as quickly as possible. Once the lobby is empty the next cohort will be called. This will be assisted with signage.</p> <p>This will be done from highest grade to lowest grade as the younger children will require more time in the lobby.</p> <p>Parent drop off- Parents will drop their children at the main student entrance between 8:30 and 8:40 a.m. The entrance area will be supervised by available staff and admin. and students will be directed to their classes. Parents will be asked to remain in their vehicles and to call the school when their child arrives.</p> <p>Walkers- n/a Student Drivers- n/a</p>
Departure	
*Staggering of times when possible	<p>Bus - Beginning at 2:45 p.m., students will come to the lobby area by cohort in order to board the bus. Once the lobby area is cleared,</p>

	<p>the next cohort will come. We will proceed in this manner until all students have exited the building. Buses will depart at 2:55 p.m.</p> <p>Parent Pick up- Student pick-up will occur between 2:30 and 2:45 p.m. Parents will be asked to park in the main parking lot, and call the school to ask that their child be sent out. An available staff member or administrator will supervise the child as they exit the building and proceed to the parking lot.</p> <p>Walkers- n/a Student Drivers- n/a</p>
<p>Class to class *Staggering of times when possible</p> <p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p>-Specialist teachers will pick up the class in their homerooms at the scheduled time and return them back to their homeroom before picking up the next scheduled class. This will avoid classes waiting in hallways for the specialist class to begin and will reduce unnecessary contact between cohorts. This will also provide time to sanitize specialist areas between classes as necessary.</p> <p>- Specialist teachers will assist in handwashing and/or sanitizing before and after their time.</p> <p>-Resource, guidance and outside agencies will also directly pick up students this year if they need them to go to a location other than their homeroom class.</p> <p>-Class washroom breaks will be scheduled, with time for cleaning in between.</p> <p>-Signs will be posted for handwashing in all washrooms and beside all classroom sinks.</p> <p>-Students will return to class immediately following each washroom break.</p> <p>-If a student needs the washroom outside of the scheduled class time, teachers will only allow one student per class to leave at a time to use the washroom.</p> <p>-The number of students permitted in the washroom at any given time will be determined by the number of bathroom stalls. There will be maximum capacity signs located beside each washroom.</p> <p><u>Washroom usage areas:</u></p>

	<p>-The 2/3F, 4F and 4/5E cohorts will use the washrooms located at the back of the school.</p> <p>-Grade 2/3E, 5/6E and 5/6F will use the washrooms located near the main lobby. Washroom breaks will be scheduled with time for cleaning in between.</p> <p>-K/1E and K/1F will use the washrooms in the gym area.</p>
Hand Washing/Sanitizing	<p>Students/staff will be regularly reminded of the importance of handwashing/sanitizing.</p> <p>-Students in 2/3E will use the washroom for handwashing.</p> <p>-Students in 2/3F will use the sink in the 2/3F area for handwashing.</p> <p>-Students in 4F and 4/5E will use the back washroom for handwashing.</p> <p>-Students in K/1F will use the sink in the gym washroom.</p> <p>-K/1E will use the sink in the 1E area for handwashing.</p> <p>-Students in 5/6E will use the sink in the 5/6E area for handwashing.</p> <p>Students in 5/6F will use the washroom near the lobby</p>
Hallways *Staggering of times when possible	<p>- Students will be strongly encouraged to wear non-medical masks during hallway interactions. Staff are required to wear non-medical masks in the hallways. CPHO guidelines will be followed.</p> <p>-Markings will be used to show proper directionality or traffic flow in the hallways.</p> <p>-Scheduled Washroom Breaks, Assigned hallways and Specialist Teachers picking up classes will help to reduce the number of people in hallways at the same time.</p>
Lockers	<p>-Lockers/change rooms in the gym area will not be used for the 2020-2021 school year.</p> <p>-Students will use the boot racks in the main lobby. Boots/shoes will be organized by cohort and only one cohort will be permitted in the boot rack area at a time.</p>

Breaks

*Staggering of times when possible

Breakfast Program -

Breakfast program will be run by volunteers who will follow all CPHO screening protocols and guidelines. Volunteers will sign in each time they are at the building and will be required to wear non-medical masks and gloves. They will deliver food to each class and set the tray of food for that class at the doorway. Once they leave the area the teacher can take the tray into the classroom.

Volunteers will be required to wear a non-medical mask.

Snack -

Snack program has always been run as a “grab n go” bin. Individual grab n go bins can be created for each class if the snack program continues. These bins will be put together by volunteers following the same protocols outlined in the breakfast program section above.

Recess -

-There will be three designated play areas - K/1, 2/3, and 4-6 (separated as 4/5 on the first break and 5/6 on the second break to align with afternoon cohorts).

K/1E, 2/3E, 4F and 4/5E will have recess from 10:10-10:25

K/1F, 2/3F, 5/6F and 5/6E will have recess from 10:30-10:45.

-Teachers will walk their classes to the boot rack and help them to get outside as quickly as possible.

-Classes will be sent out and brought in one cohort at a time. As our line of vision allows cohorts to see one another and/or the lobby, teachers will be able to indicate to one another when the lobby is clear. If necessary an administrator can assist with this.

- Cohorts will enter the building one at a time allowing for the quickest turn over.

- Duty teachers will have their classes ready and outside prior to the bell.

-Snack and washroom times will be scheduled when the other group is on recess.

Lunch with Cafeteria - N/A

Lunch without Cafeteria-

Students will each lunch in their homeroom classes. Outside lunch time as well as eating and washrooms will occur in the same manner as outlined under recess. Lunch times will be 11:55-12:25 and 12:30-12:50.

Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces Refer to [Chapter 2](#) and [Chapter 3](#) in [PSB September 2020 Guidelines](#)

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

What needs enhanced cleaning protocols	How will this be addressed
Ex. HS - Shared desks (Period A and then Period B class)	<ul style="list-style-type: none"> Shared desks will only occur in our music class. These desks will be sanitized by custodians between classes as outlined below.
Chromebooks	<p>-Will occur based upon protocols as outlined by the Public Schools Branch.</p> <p>The Chromebooks and cart will be wiped down after each use.</p>
Sporting Equipment	<p>-CPHO guidelines will be followed.</p> <p>-Gym lockers and change rooms will not be used at this time.</p> <p>-Phys Ed classes will be encouraged to be outside when possible and will be directed to use as little equipment as possible. We will also explore the idea of separate equipment by cohort for blocks of time to eliminate cross-contamination.</p> <p>- Equipment may need to be sanitized between cohorts. We have some time built into the schedule for sanitizing equipment between classes as the teacher will be picking students up from their homeroom classrooms and taking them back after class.</p> <p>-Any equipment needing to be sanitized will be placed in a designated location for easy identification.</p>
Musical Equipment	<p>-Students will be assigned seats. Seating plans will be kept in the COVID files in the office. Desks will be sanitized between classes.</p> <p>-Music classes will be encouraged to use as little equipment as possible for the 2020/2021 school year.</p> <p>-If equipment is used, it will have to be sanitized in between cohorts. Guidelines include 6 ft between each instrument - and instruments will not be shared.</p> <p>-We have some time built into the schedule for sanitizing equipment between classes as the teacher will be picking students up from their homeroom classrooms and taking them back after class.</p>

	<p>-Any equipment needing to be sanitized will be placed in a designated location for easy identification.</p> <p>-Singing will not be permitted unless singers can maintain a 6ft. distance while wearing masks, or a 12ft. distance without masks.</p>
Home Ec	N/A
IA Lab	N/A
Science Lab Materials	N/A
Maker Cart	<p>Our maker cart can be signed out using a calendar which will be located on the cart. The maker cart can be signed out on any given day/time provided there is a three day (72 hour) buffer between usage times.</p> <p>If only a portion of the materials on the cart are used/touched, these can be set into a quarantine bin for 72 hours. Items placed in the bin will need to be dated - there will be a sheet attached to the bin for documenting/dates.</p>
<p>Library Space</p> <p>*Items returned have to be quarantine for 72 hours</p>	<ul style="list-style-type: none"> - The librarian will create book bins for each class (upon request) for a two week period. Bins will sit for 72 hours (quarantine) prior to reshelving. -Any books used from the library for whatever reason (admin read aloud etc) (touched by staff or students) which are not checked out must be placed in a quarantine bin for 72 hours. - Any books returned to the library must also be placed in the quarantine bin. -Any teacher wanting to take their students to the library must ensure all above protocols are followed. In addition to this, the teacher must ensure the furniture is wiped down before/after use. In the event that the custodians are unable to meet this request on a given day the teacher can reschedule or chat with administration for other options. -Staff who are reshelving books would need to wash their hands before and after reshelving.

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

Activities	Planning needed
<p>Ex. Intramurals, Student committees, Mass gatherings/ assemblies</p>	<p>-We are considering how to alter intramurals this year in order to follow all guidelines.</p> <p>-As the year progresses we may consider offering groups/clubs to students from within same cohorts. If we progress in this manner CPHO guidelines will be followed.</p> <p>-Assemblies can be done outside (when weather permits) as there is enough space for cohorts to spread out. Assemblies can also be done via PA system and/or google meet with teachers logging on in their classrooms as needed.</p> <p>-It will be important to keep spirits up and continue to do fun (“normal”) things. We will just need to find new ways to do them. Any gathering/assembly will be conducted in a way which fits within the CPHO guidelines (such as the suggestions above).</p> <p>-Additional ideas/activities that come up during the year (ie Christmas Concert) would follow CPHO guidelines.</p>

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

	How will this be addressed
<p>Staff Breaks</p>	<p>-Staff will need to maintain physical distancing during breaks.</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. However given the need for staff on duty to have time away from students for lunch they can eat in the staff room provided they maintain physical distancing and do not “linger”.</p> <p>-Given our separate recess/lunch schedules and the fact that we are a small staff with a large staff room physical distancing is possible.</p> <p>There will be a maximum of 10 staff allowed to eat in the staff room at the same time (6 at the table, 3 at the couch area, and 1 on the rocking chair). If required, the “book room” could be used as a second space for duty staff to eat. The book room would have a maximum of 6 people.</p>

	<ul style="list-style-type: none"> - Both spaces would be cleaned/sanitized after lunch. -Staff will be required to wash their hands when entering and exiting the staff room. -Staff who have their own classrooms/offices/spaces free of students will be encouraged to eat in those areas. <i>(Given the importance of social interaction/connection to mental health we will need to remain mindful of ensuring staff have a means to connect with others and do not feel isolated by protocols. This may mean that staff with their own offices/spaces may at times need to eat in the staff room/book room so long as physical distancing is maintained and the maximum number of people allowed in that space is not exceeded.)</i> -The staff room fridge can be used for storage and the kitchen can be used for preparation of lunch items. Teachers must clean up after themselves. Dishes cannot be left in the sink. -Reminder to staff (visually and verbally) about the need for hand washing/sanitizing before activities like preparation of food at break time.
Staff Materials	<ul style="list-style-type: none"> -Teachers will be encouraged to clean classrooms of clutter or extra items prior to students beginning the school year. -Staff will store personal items like coats, boots, etc. in their actual workspace this year. -Staff will be asked to keep open beverage containers such as cups out of their class this year. All drinking containers require covers/lids.
Substitutes	<ul style="list-style-type: none"> -Substitutes will receive reminders from AESOP and the PSB about protocols that are in place. -Substitutes will be asked to arrive early enough to become familiar with school plans and protocols. -Substitutes will be encouraged to bring PPE with them. -Substitutes will need to sign in and will also have to sign a declaration form upon arrival. The Admin Assistant will look after the collection of these.
Shared Staff Spaces	<ul style="list-style-type: none"> -Staff will be asked to eliminate as many touch points as possible. -Staff will need to practice physical distancing in shared areas

	<p>such as the main office, photocopy rooms, supply areas and so on.</p> <p>-Staff will be required to wash/sanitize their hands as often as possible upon entry/exit of spaces outside their classroom.</p>
Meetings between and with	<p>-Again, being mindful of the positive impact of interaction on mental health we will continue our monthly staff meetings - but will do so in the open area so there is enough space for physical distancing. (This will also allow for special lighting accommodations for one staff member as she could participate from the library which has already been accommodated with the required lighting).</p> <p>-We will continue our weekly emails to keep everyone updated between monthly meetings.</p> <p>-SST meetings will continue on a monthly basis with physical distancing between participants.</p> <p>-Some meetings may need to happen electronically, or some team members may choose to join electronically versus in person where possible.</p> <p>-There had been meetings called “in the moment” to share time sensitive info as quickly as possible. These had been held in the office to maintain confidentiality - this will not be possible with the COVID-19 regulations. In these instances administrators may visit each class (depending on the nature of the content) or may send something electronically and announce for teachers to check at their earliest convenience. These will be addressed in the best way possible as they arise.</p>
Staff support multiple schools	N/A