



Public Schools Branch

Return to School September 2020 - Planning Template

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| Name of School | Westwood Primary School |
| Grade level configuration | K-3 |
| Principal | Sherry Flynn |
| Student enrollment Sept 2020 | 570 |
| 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 | |
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| Action | Location and person responsible |
| <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. | <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 will wear a mask unless the child is physically sick (vomiting) or having difficulty breathing. ● Administrative assistant will contact family member or emergency contact person to pick up the student. ● Staff supervising or assisting the sick student will wear PPE. ● 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. multi-purpose room). Students and teacher will be strongly encouraged to wear masks during the transport. ● 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 |

| Plan when staff becomes sick during the school day | |
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| Action | Location and person responsible |
| <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. | <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. ● Teacher/staff will wear a 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. multi-purpose room). ● Designated staff person will remain with the class until a substitute teacher arrives. ● Students and staff person will strongly be encouraged to wear a mask during the transport. ● Administrator will check with the ill staff person to see if they are able to drive themselves home or if they need to have a family member called to pick them up or be driven home. ● 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> |

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 |
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| Declaration Reminder <ul style="list-style-type: none"> ● Emailed via SAS weekly | <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 |

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| <ul style="list-style-type: none"> Attendance | <p>day signed.</p> <ul style="list-style-type: none"> Administrative assistant will send out SAS weekly reminder of wellness criteria (Covid Symptoms and travel/isolation reminders as directed by CPHO). 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. |
| <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 | <ul style="list-style-type: none"> Initial Declaration Document will be given to teachers on Orientation Day. 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 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 | <ul style="list-style-type: none"> Visitor Welcome Area will be located in the lobby or school office with signage. 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 will be strongly encouraged to wear a mask. |

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

| | Situation |
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| <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 ● Fire drill ● Lockdown ● Transition between classes, if leaving cohort zone | <p>Other as applicable -</p> <p>Students will be strongly encouraged to wear 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 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>Other as applicable -</p> <ul style="list-style-type: none"> ● Small group work with students where social distancing cannot not be maintained (IPLE, RR, Literacy Support, Reach Back, 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 |

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 | |
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| 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 |
| Mask Wearing Guidance | <p>Students in Kindergarten to Grade 6 may wear 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 strongly recommended that bus drivers and students in all grades wear non-medical masks when on a school bus, when transferring from a school bus to a school, and when transferring from one school bus to another school bus.</p> <p>It is strongly recommended 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> |
| Green Hollow - 4 Cohorts Classes within this area: KA, KJ, KD, KG, KF, KH, KI, KB | English - KA, KB, KD, KF French Immersion KG, KH, KI, KJ <ul style="list-style-type: none"> ● Entrance/Exit will be the front door of the school. ● There is a washroom shared between every two classes. ● There is a change area available for students requiring toilet assistance. |

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| | <ul style="list-style-type: none"> ● Playground area will be assigned with a duty schedule. ● Teachers will supervise their own cohort on the playground. |
| Red Hollow - 4 Cohorts Classes within this area: 1H, 1B, 1C, 1D, 1E, 1F, 1G, 1A | English - 1A, 1B, 1C, 1D French Immersion 1E, 1F, 1G, 1H <ul style="list-style-type: none"> ● Entrance/Exit will be at the end of the red hollow wing off of the playground. ● There is a public boys and girls washroom in the hallway. ● Playground area will be assigned with a duty schedule. ● Teachers will supervise their own cohort on the playground. |
| Yellow Hollow - 3 Cohorts Classes within this area: 2A, 2B, 3B, 3C, 3H | 2A - English, 2B - English, 3B - English, 3C - English, 3H - English <ul style="list-style-type: none"> ● Entrance/Exit will be at the end of yellow hollow wing off of the walkway by the bus area. ● There is a public boys and girls washroom in the hallway. ● There is a change area available for students requiring toilet assistance. ● Playground area will be assigned with a duty schedule. ● Teachers will supervise their own cohort on the playground. |
| Cohort Blue Hollow - 4 Cohorts Classes within this area: 3A, 2E, 3E, 2H, 2C, 2G, 2F, 3G | 2E - English, 2C - English, 2F - French Immersion, 2G - French Immersion, 2H - French Immersion, 3A - French Immersion, 3E - French Immersion, 3G - French Immersion <ul style="list-style-type: none"> ● Entrance/Exit will be to the side of the blue hollow wing off of the back area of the school close to the back play structure. ● There is a public boys and girls washroom in the hallway. ● Playground area will be assigned with a duty schedule. ● Teachers will supervise their own cohort on the playground. |

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

| Classes (What cohorts will mixed) | What precautions will be taken? |
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| Library 1 full time teacher | <ul style="list-style-type: none"> ● Students transitioning to the library will be encouraged to wear a mask, as well as the staff person walking them to the library in the event of mixing of cohorts or physical distancing cannot be maintained. ● Students from one cohort will be scheduled on specific cycle days (For example Red Hollow on Day 1) once per 6 day cycle. ● Teacher librarian will select reading materials based on a student interest inventory completed by the students, for them to select from. ● Students will not be permitted to browse the entire library, |

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| | <p>only materials selected for the group that will be laid out on several tables for the students to choose from.</p> <ul style="list-style-type: none"> ● From the selected reading materials set out by the teacher librarian, the books that were <u>not</u> chosen by students, those books will be sanitized if possible and placed in a bin and/or set aside (quarantined) for a period of 72 hours before being returned to circulation. ● Teacher librarian will hand wash before and after each group and will be strongly encouraged to wear a mask if physical distancing cannot be maintained. ● Thorough cleaning of the library will take place at the end of the day to ensure it is clean for the next cohort the next day. |
| <p>Physical Education 2 full time teachers</p> | <ul style="list-style-type: none"> ● Physical Education will be offered outside as much as possible. ● Gymnasium is divided by a full curtain into two smaller gym sections. ● Each section has its own entrance. ● Each physical education teacher will teach specific cohorts. (Eg. Teacher A will teach to Cohort Red and Green, Teacher B will teach to Cohort Yellow and Blue) ● Cohorts travelling to the gymnasium will have staggered start times and end times to ensure that students are not meeting in the hallways. ● Students transitioning to the Gymnasium will be encouraged to wear a mask, as well as the staff person walking them to the gymnasium in the event of mixing of cohorts or physical distancing cannot be maintained. ● Each student will be expected to bring their own water bottle. ● Students from one cohort will be scheduled on specific cycle days (For example Red Hollow on Day 2 in the PM) three times per 6 day cycle. ● Phys. Ed teachers will have equipment selected for each cohort to use. ● Students will not be permitted to share equipment across cohorts. ● At the end of each class any equipment use will be placed in a bin to be cleaned and sanitized before being returned to the equipment room. ● Physical Education teachers will wash hands after working with each class in a cohort. ● Cleaning of the gymnasium will take place at the end of the day or end of cycle use. |

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| <p>Music 2 full time teachers</p> | <ul style="list-style-type: none"> ● Music teachers will be using carts and traveling to cohorts. ● Each Music teacher will teach to specific cohorts. (Eg. Teacher A will teach to Cohort Red and Green, Teacher B will teach to Cohort Yellow and Blue) ● Music teachers will be expected to wash hands thoroughly before entering each classroom. ● Students from one cohort will be scheduled on specific cycle days (For example Red Hollow on Day 3 in the AM) three times per 6 day cycle. ● Music teachers will have equipment selected for each cohort to use. ● Students will not be permitted to share equipment across cohorts. ● Students will not be permitted to touch the Music cart. ● Teachers will follow an enhanced curriculum such as rhyming, chanting, movement, dramatization, puppetry. ● At the end of each class any equipment used will be placed in a bin to be cleaned and sanitized before being returned to the music cart. ● Music teachers will be strongly encouraged to wear a mask if physical distancing cannot be safely maintained. ● Music teachers will wash hands after working with each class in a cohort. ● Cleaning of the music equipment will take place at the end of the day or end of the cycle use. |

Student Transitions Refer to Chapter 1, Chapter 4, Chapter 6, Chapter 8 and Chapter 9 in PSB September 2020 Guidelines

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| <p>Arrival</p> | |
| <p>*Staggering of times when possible</p> | <p>There will be two staff/administrators on duty. One will be assigned to the Student Bus Drop Off area. The other will be assigned to the Parent Student Drop Off Area. Teachers will be in their classrooms to receive students as they arrive.</p> <p>Bus</p> <ul style="list-style-type: none"> ● All buses arriving at the school will remain parked with doors closed until administrator/staff on duty instructs the bus to open doors. ● Staff on bus duty will be strongly encouraged to wear masks while on duty. |

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| | <ul style="list-style-type: none"> ● Duty staff will board bus and strongly encourage students to wear their masks and go directly to their cohort doors. ● Masks can be removed once a student arrives at their class. ● Staggering of disembarking of buses will take place and will be directed by the duty person. ● All students on all buses will be assigned a seat by the bus driver. <p>Parent drop off</p> <ul style="list-style-type: none"> ● All cars arriving at the school will remain parked at the curb side until they are instructed to move by the admin/staff person on duty. ● All parents will be asked to remain in their vehicles during the student drop off. ● Duty staff will be strongly encouraged to wear a mask while on duty. ● Duty staff will remind students will be strongly encouraged to wear their masks and go directly to their cohort doors. ● Masks can be removed once a student arrives at their class. ● Once all the students have exited their cars and are making their way to their cohort doors, the cars will be permitted to leave the drop off area and the next group of cars can move in. |
| Departure | |
| *Staggering of times when possible | <p>Bus</p> <ul style="list-style-type: none"> ● Students will be dismissed by cohorts at staggered times. ● All students and staff will be wearing masks. ● All teachers will walk ALL students to their buses. ● Teachers will then take pick up students from their classes to a designated area OUTSIDE the school for pick up by parents. ● Parents are not permitted in the bus area at any time. <p>Parent Pick Up</p> <ul style="list-style-type: none"> ● Parents will be asked to pull into the student drop off/pick up area. ● Students waiting to be picked up will be in clearly marked pick up areas on the walkway in the front of the building. ● 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 |

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| | <p>possible.</p> <p>Montessori Pick Up</p> <ul style="list-style-type: none"> ● Montessori staff will pick up students on the lawn area outside the front doors of the school. ● Montessori staff who do absentee check in the office will be strongly encouraged to wear a mask inside the school and document sign in/out the contact tracing log & declaration at the visitor reception area. ● Students will be strongly encouraged to wear their mask until off school property at which time they will follow the guidelines and protocols of the Montessori plan. <p>After School Hangout</p> <ul style="list-style-type: none"> ● Students will proceed directly to their designated area with their mask on when their cohort is dismissed at the end of the day. ● All student belongings must be kept inside the room. ● Students attending the hangout will have access to the blue hollow washrooms only. ● If The Hangout uses the playground equipment they must exit and enter through the front door. ● Parents must phone into The Hangout when they arrive to pick up their child. ● The child will meet them outside the school. Parents are not permitted into the school. ● The gymnasium will not be accessible. |
| <p>Class to class *Staggering of times when possible</p> | <ul style="list-style-type: none"> ● Music will be travelling to the classes in the different cohorts. Scheduling will be such that specialist visits will be with one cohort per day. ● Students will be traveling to the library for their class. Students and teachers will be encouraged to wear masks when transitioning in the hallways. Scheduling will be such that specialists will be with one cohort per day. ● Students will be travelling to the gym for physical education. Students and teachers will be encouraged to wear masks when travelling in the hallways. Two classes at a time will be scheduled, however start times and end times for the two classes scheduled will be staggered. Teachers will be expected to be on time to eliminate any contact during transitions between cohorts. |
| <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 (and parents) will be encouraged to bring a filled water bottle to school each day. ● A water bottle filling station will be available for students to |

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| | <p>fill their bottles.</p> <ul style="list-style-type: none"> ● Fountains will not be available for student or staff use. ● Classes within a cohort will make planned washroom visits when they can for hand washing and toileting. ● Teachers will be required to monitor washroom usage by students to limit the numbers in the washrooms. |
| Hand Washing/Sanitizing | <ul style="list-style-type: none"> ● Classes within a cohort will be make planned washroom visits for hand washing. ● If children are unable to access sinks for handwashing in a timely manner, hand sanitizer can be used. <p>Students will be expected to wash hands:</p> <ul style="list-style-type: none"> ● Before eating ● Before and after physical education ● Before and after recess ● When hands are soiled ● After using the bathroom <p>Classrooms with sinks - Students are encouraged to use the sinks in their rooms to free up access to sinks in washrooms.</p> |
| Hallways *Staggering of times when possible | <ul style="list-style-type: none"> ● Any travel required in hallways by cohorts will be staggered. This will be built into the time table for classes/cohorts/programs/staff. |
| Lockers | <p>We do not have lockers at the primary level, however student belongings are managed:</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 against the wall outside their class for safety reasonsStudents will bring footwear into the classroom to get ready for recess times and end of day dismissal. |
| Notes/Forms/Information | <ul style="list-style-type: none"> ● Administrative assistants will collect returned forms or paperwork from classes. ● All departure/arrival information for students MUST be phoned into the office. We will not be accepting notes from home. |
| Breaks *Staggering of times when possible | <p>All students and staff will wash hands before eating.</p> <p>Breakfast Program</p> <ul style="list-style-type: none"> ● All students will have access to a breakfast program in their own classrooms. ● The menu will need to be adjusted to allow for this program change to happen. ● Food will be stored in TPC cupboards (one in each cohort) |

in each cohort area for teachers to access for their class.

Snack

- Children will bring their own snack item from home.
- Students will be expected to wash their hands prior to eating.
- Students will be expected to wipe down and sanitize their own desk surface after eating

Recess

- Students will be expected to wash their hands prior to going outside for recess and coming inside from recess.
- There will be different recess times scheduled to minimize the amount of children on the playground at one time.
- Morning in-class movement breaks will be scheduled following morning snack break.
- Students will dismiss to recess and return through their cohort doors.
- Different cohorts will be assigned different playground areas/zones on different days. (E.g Day 1 Back Play Area - Red Hollow, Middle Play Area - Green Hollow)
- Supervision of recess will be by teachers from their own cohorts.

Lunch in Classrooms (No Cafeteria)

- Children will bring their own lunch from home.
- 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 (online ordering of their lunch) lunches will be delivered to the cohort by the office staff/volunteer.
- Milk carts will also be delivered to cohorts by the office staff/volunteer.

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 |
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| 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. |

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| Chromebooks | <ul style="list-style-type: none"> ● Instructions will be provided from PSB on how to safely clean all electronic equipment such as chrome books, tablets, FM system, etc. |
| Physical Education Equipment | <ul style="list-style-type: none"> ● All PE equipment used each day will be cleaned and sanitized and returned to the equipment room as required or at the end of cycle use. |
| Music | <ul style="list-style-type: none"> ● All Music equipment used each day will be cleaned and sanitized and returned to the Music cart or classroom. ● Carts must be cleaned at the end of each day, prior to moving to a new cohort. |
| Library | <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). Cohorts will return their books on the day their class is scheduled to go to the library. ● The library space will be thoroughly cleaned and sanitized at the end of each day. ● Students from one cohort will be scheduled on specific cycle days (For example Red Hollow on Day 2) once per 6 day cycle. |
| Resource Rooms Reach Back Reading Recovery 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 will be strongly encouraged to wear a 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. |

Extra Curricular Refer to Chapter 5 in PSB September 2020 Guidelines

| Activities | Planning needed |
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| Intramurals | <ul style="list-style-type: none"> ● Intramurals will be scheduled by cohorts with the Physical Education Teacher that is assigned to that cohort. ● Intramurals will be scheduled during recess time and not on the same cycle day as Chess or Music Adventures. ● Students transitioning to the gym will be strongly encouraged to wear a mask in the event of mixing of cohorts or physical distancing cannot be maintained. ● Students must wash their hands prior to going to intramurals and after before entering the classroom |
| Chess Club | <ul style="list-style-type: none"> ● Chess club will be scheduled for students within a cohort. ● Students must wash their hands before and after chess club. ● Chess club will be scheduled once per week and not on the same cycle day as Intramurals or Music Adventures. ● This will allow for the game pieces and boards to be cleaned before next session. ● Teacher/volunteer supervising chess club will be strongly encouraged to wear a mask when physical distancing cannot be maintained and observe safe handwashing practices. |
| Music Adventures | <ul style="list-style-type: none"> ● Music adventures will be scheduled once per week and not on the same cycle day as Intramurals or Chess Club. ● Music adventures will be scheduled by cohorts with the Music Teacher that is assigned to that cohort. ● Music adventures will consist of rhyming, chanting, movement, dramatization, puppetry - no singing ● There will not be any concerts or presentations this year |

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 will take breaks within their cohort area. ● Staff can access the fridge and appliances necessary to heat up their lunches in the staff room. Staff can sit in designated cohort table areas. ● Teachers must clean up after themselves after eating. ● Dishes cannot be left in the sink and/or mailboxes. You must take them back to your class or put them inside your lunch box/bag/can and bring it back to your |

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| | <p>classroom or work area.</p> <ul style="list-style-type: none"> ● Teachers can bring beverages back to their classrooms but must be in a closed lid container. |
| Staff Materials | <ul style="list-style-type: none"> ● Staff must use their own materials and are encouraged to not share across classes. ● Manipulatives can be shared between/amongst a cohort as per direction of guidelines. |
| Substitutes | <ul style="list-style-type: none"> ● Substitute staff will be reminded to bring a non-medical mask, report to work early to review school guidelines and sign the contract tracing log which will include a declaration and statement upon arrival. ● Substitutes will follow the daily protocol of all staff working inside the school. |
| Shared Staff Spaces | <ul style="list-style-type: none"> ● Staff cohort spaces will be cleaned and sanitized after each use as per guidelines. ● Shared spaces will be cleaned more frequently ● Staff are encouraged to not linger in TPCs or Copier areas. |
| Meetings between and with | <ul style="list-style-type: none"> ● Meetings will be held in areas where physical distancing can be maintained in groups no larger than 50. ● All participants within a meeting space that are not within a cohort will be asked to wear 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). ● Meeting areas will be thoroughly cleaned and sanitized immediately after the meeting. |
| 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 will be strongly encouraged to wear a mask and maintain physical distancing guidelines while in our school. |

Visitor/Presenters/
Contractors/Trades People

- 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 Symptoms and sign contact tracing log in the visitor area.
- Visitors to the school will be strongly encouraged to wear a mask while in the building.