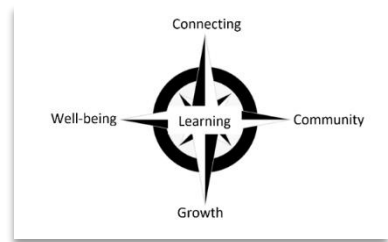


PRAIRIE SPIRIT SCHOOL DIVISION

Allan Composite School



Safe School/Site Plan

Our guiding principle continues to be ensuring schools are a safe place for students and staff.

As COVID-19 is a continually developing situation, the guidelines, Division, and school plans may be updated and adjusted depending on the impact of COVID-19 and the feedback of education partners in our province throughout the school year.

This document will be revised and updated as needed and/or required.

Safe Attendance



Safe Attendance focuses on the health of students and staff before and while they are at school. If students or staff are ill, they should remain at home.

If students or staff members become ill while at school, schools will ensure that they are properly isolated from the rest of the school until they are able to leave.

Parents Accessing the School

For the first six weeks of school, we will be refraining from having parents, volunteers and/or guest speakers entering the school. Parents/guests, volunteers, and visitors should only be entering the school if there is a need that cannot be met another way. All visitors will plan their visit in conjunction with school administration. All visitors must pass the [Prairie Spirit COVID screening test](#); the “green screen” will be shown to administrative assistant upon arrival.

Self-screening measures

Parents and caregivers are being asked to monitor their children for any signs or symptoms of illness. If any symptoms are present, the student is **to remain home** (if unsure refer to the [Saskatchewan COVID-19 Self-Assessment Tool](#)).

The principal, vice-principal, or acting administrator will be the Designated School Official (DSO) and will accompany and retrieve any student from the classroom displaying cold or flu-like symptoms. The students will be moved immediately to the sensory room (self-isolation room). Students will be given a mask if they do not already have one on and will be supervised by the DSO or DSO designate who will be wearing a mask and face shield. Parents/caregivers will be called by the Administrator or Administrative Assistant to immediately pick up their child, and parent/caregivers will follow the protocols established in consultations with the Medical Health Officer regarding privacy, testing, isolation, and procedures for returning to school.

Please see the following [flowchart](#) for guidance during suspected cases of COVID. It clearly outlines the strategy to be implemented if there is a possible case of COVID – 19 in the school.

After the student has been picked up from school, the isolation room will be thoroughly cleaned and sanitized by one of the caretakers.

Safety

We as a school will be adhering to Administrative Policies [410](#) and [432](#) . We use these policies to guide illness in care and other safety measures.

Protocols and Expectations

Students in grades 4-12 are required to wear a mask where social distancing of 2 meters cannot be attained. Teachers will be planning times for social distancing so students can have breaks from masks.

Pre-K to Grade 3 students are encouraged to wear masks, but this is not a requirement. Teachers will be working to limit the amount of contact among these students as well as social distancing as much as possible.

It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric. Bandanas and neck gaiters (buffs) are not recommended as appropriate face coverings.

Masks will be made available for students at the office.

Masks are to be worn in high traffic areas: hallways, entry ways and washrooms when social distancing is unattainable.

Students will be expected to practice social distancing whenever possible.

To support contact tracing, students must adhere to teacher's seating plans.

Hygiene

Teachers will be working with their classrooms to ensure proper and continual handwashing is completed by all students. Students and staff will be required to use hand sanitizer upon entry and exiting. All school entrances have had automatic hand sanitizers installed. Students are encouraged to bring hand sanitizer for their personal use. Division is supplying each classroom with sanitizer spray bottles. Please do not send sanitizing wipes of any sorts to the school.

Safe Transportation

Safe Transportation focuses on the safe movement of students to and from school. Where possible, the Ministry is encouraging parents to transport their own children to and from school.

School divisions are to follow the Re-Open Saskatchewan guidelines:



- assign seats and a record of this seating plan on school buses;
- students who live in the same household should be seated together;
- partitions around drivers can be considered; and,
- cleaning and sanitation of buses or other vehicles used to transport students is required between each run.

Students Accessing Bussing

Parents are encouraged to drive their children to school.

Buses will be disinfected twice per day. Face masks must be worn by all students riding a bus. Hand sanitizer pumps will eventually be installed by the front-loading door on all buses, and students will be required to use the pump before getting onto the bus.

Students will continue to have designated seating according to the bus route to minimize student contact on the bus, and family members will sit together. Bus seating plans will be shared with school administration.

Pre-K students will continue to be buckled in by their parent/caregiver, but the parent/caregiver must present their phone to the driver showing the “green screen” from the [Prairie Spirit COVID screening test](#) and parents must wear a mask while on the bus.

Drop off/Pickup areas will remain the same.

Drop off – Upon arrival at school, students will exit the bus following the instruction of the bus driver and will unload the bus in the order of front to back. Staff members will be assigned to assist with unloading Pre-K students. **Students will no longer meet with their classroom teacher on the school playground. Students are to use their assigned entrances and enter the building as they arrive between the times of 8:45am and 8:55am. It is very important students do not arrive to the school before 8:45am. Teachers may choose to start the day outside.**

Pick-up - At the end of the school day, students will be escorted outside by their teacher. Teachers will then dismiss bus students. Once dismissed, students will line up outside their bus in the order of their route (last stop on the route will be at the back of the bus, and first stop will be at the front of the bus). Students will load the bus following the instructions of the bus driver.

Safe Access



Safe Access focuses on the daily flow of students and staff within the building. Safe access includes school-level considerations such as:

- dedicated entrances; staggered start times; and,
- controlled flow of students, staff, guests/visitors in common areas.

Staff members will welcome students on the school playground according to their homeroom. They will then proceed to their entrance, sanitize their hands and from there, proceed directly to their classroom. Students will not be allowed to spend time on the playground or in the school yard prior to school.

Students will use the following entrances/exits:

- PreSchool – gym doors
- Pre-K, 1/2 Scharback – Southwest Entrance (Mrs. Scharback’s Door)
- K, 2/3 Robinson– Mini Gym Entrance
- 4, 5, 6 – Southeast Entrance (Mrs. Rault’s Door)
- 7,8, 11, 12 – Gym Doors
- 9, 10 – Main Entrance by office

For morning recess and lunch recess, students will be cohorted to help limit overall group sizes, facilitate movement within the school, and to allow for potential contact tracing.

Time	Event	Gr 1- Gr 6 Homerooms	Supervisors
8:50	Warning Bell		
8:55	Class Start Bell		
10:00 -10:15	Recess 1	K	1 outside
10:20-10:35	Recess 2	1/2 & 2/3	1 outside
11:00-11:15	Recess 3	4, 5/6	1 outside
11:30	Recess 4	PreK	1 outside
12:05 – 12:47	Noon	K-3 Eat first then outside 4-6 Outside first then eat	1 outside, 1 inside
12:52	Afternoon Class Resumes		
3:09	Class End Bell		
Time	Event	Gr 7-12 Homerooms	Supervisors
8: 50	Warning Bell		
8:55	Class Start Bell		
10:52 – 11:07	Recess 1	Gym Schedule: Days A, D – 7/8, Days B, E – 9/10, Days C, F – 11/12	1 gym, 1 hallways
12:05-12:47	Noon	Gym Schedule: Days A, D – 9/10, Days B, E – 11/12, Days C, F – 7/8	1 gym, 1 hallways
12:52	Afternoon Classes Resume		
3:09	Class End Bell		

No lockers at this time - a student may ask for a locker for a compelling reason (e.g. medical reason such as storing medical equipment safely)

Lockdown and fire drills - no procedural lockdowns or fire drills at this time, school will review instructions and processes rather than practice.

Safe Facilities

Safe Facilities focuses on the cleaning and sanitation of school buildings.



Schools have been asked to increase sanitation measures and continue to promote proper hygiene practices. This includes the availability of hand sanitizer wherever possible and establishing clear protocols for bringing supplementary school materials, such as backpacks and school supplies, in and out of schools.

Schools will work to ensure that particular attention is given to the increased cleaning and sanitation of high-touch surfaces.

When students use the hallways, they will follow left/right traffic flow. When students need to use the washroom or leave the classroom for another reason, they will need to wear a mask if they are in Gr. 4 – 12 and unable to physically distance from other students, and all students will need to physically distance from other students.

Students will bring their backpacks and outdoor clothing to their classrooms, where they will either store them close to where they are sitting, or they will be stored in a way that limits contact with other students' materials and outdoor clothing. Teachers will develop plans for their individual homerooms.

Students desks/tables will be arranged to promote physical distancing and students will be forward facing.

A detailed document of our cleaning and disinfection plan has been prepared by PSSD and it includes method and frequency of disinfection and locations to be disinfected. Hand sanitizer will be available at each entrance to the school and in every classroom/space in the school. Disinfectant spray bottles will also be available in each classroom.

Students are strongly encouraged to bring water bottles from home, but disposable water cups will be available at each water fountain.

All mechanical equipment has been maintained and readied for operation. Additional contracted services have been procured to calibrate our pneumatic control systems to maximize outside fresh air into the buildings. Filter change schedules will be enhanced, and all styles of filters reviewed to ensure we are installing filters with maximum filtration. PSSD is reviewing options for additional air filtration such as standalone HEPA filtration.

COVID-19 information and handwashing signage will be posted where appropriate.

PreK-3 - are not required to wear masks on play structures. Grade 4-12 are required to wear masks on play structures if they cannot maintain social distance.

Safe Classroom/Common Spaces



Safe Classrooms focuses on the measures to ensure the safe sharing of space in the classroom between students and staff.

These measures include: increased personal sanitation measures and proper hygiene practices; and minimizing contact among students and staff, as much as possible.

All classrooms will be front-facing and students in Grades 4 – 12 will be required to wear masks when it is impossible or impractical to maintain physical distancing. Students in Pre-K – Gr. 3 will be encouraged to wear masks when it is impossible or impractical to maintain physical distancing. Student desks and tables will be arranged to promote physical distancing. Students will not share school supplies.

Students will not have access to the school library for the first six weeks. Teachers will provide students with books and will follow a weekly schedule. At the end of each week, books that need to be “returned” will be placed in isolation for 72 hours, and then be available to other students.

Staff will remain with the same group of students as much as possible, and the number of staff members who interact with groups of students throughout the day will be minimized.

Students in Gr. 1 – 12 will be asked to bring their own Health Canada approved hand sanitizer. Staff members working with Pre-K and Kindergarten students will use hand sanitizer provided by the school division and will administer it to the students as necessary.

Students will be given access to technology and will either be assigned a specific piece of technology, or they may have to share it with one other student. If students need to share technology, proper disinfecting procedures will be followed in between different students using the technology.

Students will either bring their own personal school supplies, or personal supplies will be provided by the classroom teacher. Student school supplies will be either stored in student desks or in individual storage containers.

Physical Education teachers will provide learning opportunities that limit common touch items and allow for physical distancing and prioritize individual pursuits over traditional team activities. If equipment is shared, it will be properly cleaned or sanitized before other students use it.

Teachers will:

- Teach and review standard protocols and routines for good hygiene practices during the school day.
- Teach and monitor standard protocols and routines for use of technology (Chromebooks, computers, iPads, etc.) regarding sanitization and cleaning after use.
- Teach and monitor standard protocols and routines for student entrances, exits, and movement within the classroom.

Students will eat lunch in their classrooms or outdoors.

Itinerant staff members, such as Learning Support Services (LSS), will use the staff room unless a need for privacy exists, they will use admin office.

Additional planning for Pre-K and Kindergarten programming will be as follows:

- No home visits will be scheduled, but staff will meet with families individually or in small groups in an outdoor environment prior to the start of full student classes.
- Kindergarten will use a staggered start from September 8th to 18th. Regular kindergarten classes will begin on the week of September 21st. The schedule will be sent out to all kindergarten families by the kindergarten teacher.
- Pre-K will schedule outdoor family meetings for the week of September 8 – 11, and smaller groups of 4 Pre-K will be scheduled for the week of September 15 – 18. Small groups of 8 for the week of Sept 17-18. Full capacity Pre-K will begin on Monday, September 28, and regular programming will be offered from Monday – Thursday, 8:55 a.m. – 12:00pm Staff will help younger children learn about physical distancing and proper hygiene.

- Staff will wash all learning materials before offering the materials to children or placing in learning centres and will also provide individual buckets or materials/mini invitations for learning for children to use.
- Classrooms will use carpet squares/tiles to define personal space and where children can sit during discussions.
- Designated entrances/exits (see Safe Access) for Pre-K and Kindergarten to make picking up and dropping off easier and safer, and without the need for parents/caregivers to enter the building.

Safe Supports



Safe Supports focuses on the protocols in place to support the learning needs of intensive needs/immune-compromised students, as well as protocols in place to support the mental health of staff and students.

Before September 8, 2020, the SERT will contact all families who have a student with intensive needs. In consultation with families, the school will develop individual student transition plans to facilitate the re-entry of students with intensive needs back to the school environment and to meet individual student needs. If resources for safe programming are not immediately in place, it may delay a student's return to school.

Schedules will be arranged so that students will work with the same staff member as much as possible.

Health and safety measures will be in place and communicated with the family and relevant staff members prior to the provision of the services. Personal Protective Equipment (PPE) will be provided for staff according to provincial guidelines.

Services, additional precautions, and specialized places for instruction may be suggested for students with compromised immune systems. Consultation will be made with the school division's School Health Support Facilitator, Trevor Belyk, or other medical professional to ensure students feel included and safe.

Mental Health Literacy will be taught to our grade 9 & 10 students. Our mental health literacy team will continue to support staff and students. Regular check-ins with staff, providing targeted and specific resources to meet the needs of the students and assisting teachers to identify students who are finding coping with COVID challenging.

Safe Activities



Safe Activities focuses on the protocols and policies governing group activities including:

- extra-curricular club activities; participation in athletic events/competitions; and,
- school assemblies

No school assemblies will be scheduled at this time.

At this time, all in-person extra-curricular activities are on hold. Schools will be notified when extra-curricular activities are approved to commence (in accordance with the CMHO guidelines).

Staff will conduct parent-teacher-student conferences as needed using a digital platform on an as-needed basis with their classes.

Safe Alternatives

Safe Alternatives focuses on the contingency plans to ensure the continuation of education in a safe learning environment. There are four levels of education delivery:

Level 1: Primary and Secondary Educational Guidelines – As close to “normal” as possible, with some additional measures.



Level 2: will involve mask usage as determined by the Chief Medical Health Officer.

Level 3: will involve reducing classroom capacity. This may include establishing cohorts and hybrid learning models as considerations.

Level 4: would take us back to suspending in-class learning, and moving back to a similar model we saw this past spring, with divisions working at the local level to ensure learning continues. In this model, school would continue to be mandatory, albeit remotely.

These levels would be put in place by Saskatchewan’s Chief Medical Officer and we will continue to work closely with him, and his team, on all Safe Saskatchewan planning.

Prairie Spirit announced a move to Level 2 on August 12.

At this level, masks will be required for students in Grades 4 through 12 where physical distancing is not possible (e.g., hallways and buses). Pre-Kindergarten to Grade 3 students are encouraged to wear masks. Prairie Spirit staff members will be expected to wear masks when social distancing is not possible. Please see the [communication to Prairie Spirit families](#), dated August 12.

Students will be provided with the following options:

Learning at School

- Attending Allan Composite School.
- Staff will be closely following the provincial and Prairie Spirit guidelines for sanitizing and minimizing contact.
- We will offer the full provincial curriculum.

Learning at Home

- For families requesting remote learning for a medical accommodation:
 - Register or remain registered with Allan Composite School.
 - Refer to AP 617 – Homebound Students.
- For families wishing to begin the school year with learning at home or for students required to stay at home **for a short period of time:**
 - Efforts will be made to connect your child to a teacher from Allan School but, based on the demand, they may be connected to another Prairie Spirit teacher.
 - Children can resume attending at their local school as soon as they feel ready.
 - Learning at home will be a blend of connecting online and materials provided by a teacher to work on independently.
 - This is intended as a temporary arrangement. Families wishing to register for full online learning for the year should contact **Spirit eLearning**, Prairie Spirit’s online school (Peggy Mattila-Bains, Coordinator).

We will follow up with registered families where students are not attending by the end of the first week of school to determine what supports are required.

Teachers will agree to a standardization of remote learning platforms for families.

Teachers will plan for and seek professional development in the area of blended learning.

Regardless of what level of education delivery, the full Saskatchewan Curriculum will be delivered, all students are required to participate, and staff will be physically present at school.