

PRAIRIE SPIRIT SCHOOL DIVISION

LANGHAM ELEMENTARY SCHOOL



Langham Elementary School

Safe School/Site Plan

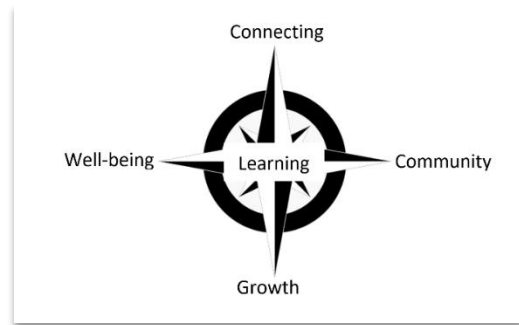
The following includes the details of our school specific safety plan. Our guiding principle continues to be ensuring schools are a safe, secure, and welcoming place for students and staff.

Our school plan template is based on the Ministry's Safe Schools [Plan](#) and uses the eight categories from the provincial plan as a framework for our planning.

Our students are our number one priority. We are working hard to create safe spaces that inspire learning. We will work together and embrace any of the challenges that lie ahead. If you have any questions, feel free to email or call the school for clarity or more information.

As this is a continually developing situation, the guidelines, division and school plans may be updated and adjusted depending on the impact of COVID-19. This will be done in consultation with the feedback of health and education partners in our province. We will let you know of any changes that are made to our plan.

We are so very excited to be back at school. We can't wait to welcome you back and make this a fantastic year for all!



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.

✓	See the PSSD Return to School Plan Communication (page 5) and <i>Guidelines for Illness in Care</i> (page 25) and the following procedures/protocols to develop your site plan: <ul style="list-style-type: none"> • AP-432 Illness in Care • COVID-19 Illness in Care Protocols
✓	Communicate protocols to students and families. Ensure school website is up to date with school level plans and protocols: <ul style="list-style-type: none"> • access to schools • protocols and expectations • hygiene • scheduling, etc. <p>Ensure all staff, including itinerant staff and substitutes, have access to these plans.</p>
✓	Update contact information for families, including Health information on seasonal/ environmental allergies and emergency contacts in case a student needs to be picked up.
✓	Consider using a range of social media to inform parents and community.
✓	Self-screening measures Parents and caregivers 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).
✓	Illness in Care Plan Identify a designated isolation area for any student or staff presenting COVID-19 symptoms who are not able to immediately leave their school facility.
✓	Identify a “designated school official” (DSO) to accompany a student from the classroom to the isolation space.
✓	Face mask available for staff and student, and face shield available for staff in addition to a mask in isolation space.
✓	Arrange for student to be supervised at all times.
✓	Plan in place to follow steps for contacting parents, Public Health, student pick up, and cleaning protocols.
✓	Plan in place for DSO to provide alternative arrangements for in-class instruction if teacher develops symptoms consistent with COVID-19. (Follow school cleaning and disinfection procedures upon teacher leaving the school facility.)
✓	Have seating plans and in-school transition routes developed and readily available for possible contact tracing by Saskatchewan Health Authority.

Langham Elementary School Plan for Safe Attendance is as follows:

- Parents/Caregivers are asked to monitor their children for signs and symptoms of COVID-19. If any symptoms are present, the student is to remain home (if unsure refer to the Saskatchewan COVID-19 Self-Assessment Tool) <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>
- Staff members will be monitoring for signs and symptoms. If symptoms are present, they are to remain at home.
- By Sept. 4th, parents/caregivers will be asked to update their contact information, allergies, and emergency contacts through PowerSchool
- Protocols will be shared with staff through email and will be available for review on school website and in staff handbook. They will be discussed and reviewed during staff meetings.
- Protocols will be available to Itinerant staff through email and available for review on school website.
- Protocols will be shared with substitutes in their sub handbook (which is given to a sub upon arrival at the school)
- Information will be communicated to parents/caregivers through email, on our website (<https://blogs.spiritsd.ca/les/>), as well as on SeeSaw
- Our Safe School Site Plan will be updated – parents and staff will be notified when changes occur.

Illness in Care

If a student is exhibiting one or more symptoms suggestive of COVID-19 (see [COVID Protocols](#) from AP-432 Illness in Care) at school, the student's teacher must notify the designated school official, **the principal** (alternative Grade 3 teacher), to accompany the student from the classroom to the school's isolation space, the **library office** (Room 109.1)

Designated school official will wear a medical mask and face shield during all interactions. The student will be provided with face shield and a medical mask (if the student is not wearing one) and providing the student is not in respiratory distress. The student will be supervised at all times.

Designated school official will call contacts to pick up child from the school. She will then follow established protocols and inform public health.

The student's classroom, washroom and other contact areas as well as the school's isolation area will be cleaned and disinfected.

If a teacher develops symptoms consistent with COVID-19, they must inform the designated school official to provide alternative arrangements for in-class instruction, as well as to notify their local Public Health contact. The teacher will then leave the school facility, and cleaning and disinfection procedures will take place.

The school will have record attendance, seating arrangements and in-school transition routes to support public health investigation and contact tracing.

- Please refer to Appendix B flow chart in the Prairie Spirit School Division Procedures [COVID Protocols](#) Illness in Care provided by Health around what happens if a student presents with symptoms consistent with COVID-19 at school, including if they test positive.

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.

<input checked="" type="checkbox"/>	See PSSD Return to School Plan, Transportation (page 38) to develop your site plan.
<input checked="" type="checkbox"/>	Create plans for students to access multiple entrances and bus parking in various locations.
<input checked="" type="checkbox"/>	Support bus drivers with creation of seating plans and behaviour expectations on buses.
<input checked="" type="checkbox"/>	Work with Transportation and bus drivers to develop drop-off and pick-up protocols that coordinate with school entry and dismissal practices.
<input checked="" type="checkbox"/>	Clearly communicate to students and parents/caregivers any new expectations for bus behaviour/ridership (i.e. wearing masks).
<input checked="" type="checkbox"/>	Communicate to students and parents/caregivers on bus drop-off and pick-up practices, and school entry and dismissal practices.

Langham Elementary School Plan for Safe Transportation is as follows:

- ALL drivers and bus students must wear a mask while on a PSSD bus
- Students will be required to use hand sanitizer as they enter the bus.
- Bus Seating Plans will be created. Family members will sit together. Seating plans will be determined by Sept. 4th

- Bus Loading and Unloading Zone will remain in front of the school.
- AM Unloading – Students MUST remain in their seat until the driver has indicated to them that they can exit the bus. Students will go directly to their drop off/pick area in the playground to wait for their teacher.

- **Division Update: August 25th:** PM Loading – At the 3:05 bell, bus students will put their mask on as they exit their classroom ~~leave the school utilizing their assigned school exit. Bus students will then line up on their bus line spot outside of their bus – social distancing – in bus drop off order. Bus drivers will call students on the bus. and~~ **go directly to their seat on the bus.**

- Students must remain seated, forward facing when W.W.Brown students are dropped off and picked up.
- Buses will be disinfected a minimum twice a day. Bus drivers have been trained on this procedure.

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.

<input checked="" type="checkbox"/>	<p>To develop your site plan, see PSSD Return to School Plan:</p> <ul style="list-style-type: none"> • <i>Limiting Physical Contact</i> (page 22) • <i>Limiting Physical Contact/Shared Materials and Equipment</i> (pages 22-24) • <i>Managing Guests, Volunteers and Visitors and Arrival, Dismissal and Movement of Students</i> (pages 28-30) • <i>Arrival, Dismissal and Movement of Students</i> (page 29) • <i>Noon Periods and Recesses</i> (page 30)
<input checked="" type="checkbox"/>	<p>Modify procedures for entering and leaving the building, parent drop offs.</p>
<input checked="" type="checkbox"/>	<p>Develop protocols to regulate the flow of students through the school considering:</p> <ul style="list-style-type: none"> • The layout of the school including the location of the gymnasium, library, washrooms, lockers, boot rooms, hallways, access to the playground and so on. • The number of different instructional spaces required to deliver each class' educational program. This will differ by program (elementary versus high school) and grade configurations. Existing computer labs will remain as is, procedures may need to be altered.
<input checked="" type="checkbox"/>	<p>Review current arrival and dismissal protocols and revise as necessary considering:</p> <ul style="list-style-type: none"> • the number of students arriving and departing at the same time. • the number of students who use each entry • increasing hours of supervision or number of supervisors for students
<input checked="" type="checkbox"/>	<p>Develop plan for arrival and dismissal (seek support from Learning Superintendent when needed). These will include:</p> <ul style="list-style-type: none"> • Arrival/departure times • Use of entrances/exits • Movement patterns through the building • Any timetable/schedule adjustments • Any proposed adjustments to busing
<input checked="" type="checkbox"/>	<p>Promote and practice the use of non-physical greetings.</p>
<p>Pages 28-29 <i>Managing Guests, Volunteers and Visitors</i></p>	
<input checked="" type="checkbox"/>	<p>Communication to parents/guests, volunteers, and visitors that they should only be entering the school or Division facility if there is a need that cannot be met another way. Plan should include the following for parent/visitor entrance:</p> <ul style="list-style-type: none"> • Clear signage at entrance (supplied by Facilities) • Visitor calls ahead of time to state their purpose for visiting • Visitor has "passed" the spiritsd.ca/COVID and shows the assessment results to the Administrative Assistant upon arrival • Administrative Assistant will need to keep records with names, dates, and times for when visitors entered the facility.

✓	When possible, reduce access to everyone who is not necessary for the learning and safety of students - consider virtual meetings										
✓	Ensure hand sanitizer is available.										
✓	Reduce access to school-based areas such as libraries and gymnasiums for shared use clients.										
✓	Work with childcare centers and before and after school programs to limit visitors to the school area.										
✓	For the first 6 weeks of school: no parent volunteers, guest speakers/performers.										
	<p><u><i>Lanqham Elementary School Plan for Safe Access is as follows:</i></u></p> <p>-All students will learn within their classroom and with their classmates throughout the school day. Times will be scheduled for students to learn and play outdoors throughout the day. Gym periods may be scheduled as well.</p> <p>-Groups of students and the staff members assigned to them will stay together throughout the school day to help limit group sizes, facilitate movement within the school and to allow for potential contact tracing. Our school has been divided into two groups – these groups will have different recess times and lunch breaks.</p> <p>Group one – Grade ½, Grade 2, Grade 4/5 and Grade 5 Group two – Kindergarten, Grade 1, Grade 3 and Grade 4</p> <p>-Our start and end times will remain the same; however, our bell schedule throughout the day for the two groups will be different. Bell Schedules are as follows: 8:35 AM –Students arrive at School and head to their classroom pick up/drop off area 8:43 Warning Bell for Classes to begin</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Group One</td> <td style="width: 50%;">Group Two</td> </tr> <tr> <td>10:25- 10:37 Recess</td> <td>10:03 – 10:15 Recess</td> </tr> <tr> <td>12:05-12:25 Lunch</td> <td>11:32 – 11:52 Lunch</td> </tr> <tr> <td>12:25 -12:50 Lunch Recess</td> <td>11:52 – 12:17 Lunch Recess</td> </tr> <tr> <td>2:08-2:20 Recess</td> <td>1:34-1:46 Recess</td> </tr> </table> <p>3:07 Dismissal for Bus students – from their classroom 3:12 Dismissal for Town students – from pick up/drop off area</p> <p>-Our playground will remain divided for K-Grade 2 and Grade 3-5. Within the groups, two classrooms will be outside at each break. Staggering dismissal and entry for recess will limit the amount of students utilizing the in and out doors.</p> <p>-Classrooms will be configured to promote physical distancing and focus on minimizing physical contact and sanitization -Front-facing instruction will occur within the classroom -Extra Items will be removed from the classroom -Individual supplies will be utilized by students -In and out doors will be established and students will be taught directional flow in the hallway (one way flow on each side of the hallway).</p>	Group One	Group Two	10:25- 10:37 Recess	10:03 – 10:15 Recess	12:05-12:25 Lunch	11:32 – 11:52 Lunch	12:25 -12:50 Lunch Recess	11:52 – 12:17 Lunch Recess	2:08-2:20 Recess	1:34-1:46 Recess
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Pick Up/Drop Off Areas

-Students will meet outside the school in their designated classroom area on the playground in the morning and at the end of the day.
- Students will be led into the school by their classroom teacher or an EA. Teachers or EAs will ensure that no other class is entering the school at the same time. All items (including their shoes and book bags) will be brought into the classroom and stored in the student's designated spot.

- **School Update: Oct. 13th** - ~~The boot rooms will not be utilized at this time.~~ Students will be given a labelled spot to store their outdoor footwear. Teachers will monitor the number of students within the boot room. Only one classroom will utilize the boot room at a time.

Division Update: Oct. 2nd Usage of lockers is permitted within current guidelines, including social distancing.

School Update: Oct 19th - ~~Lockers will not be utilized at this time.~~ We will be utilizing the lockers/hooks in the classroom to store our belongings. Students will be assigned a locker space/hook, which will be labelled. To ensure social distancing, teachers will monitor that only one student is at the locker space at a time. Lockers are shared among multiple students in all grades except Kindergarten (individual hooks are used) and Grade 3 (individual lockers and hooks are used). Locker groupings will be created so that only ever other locker/hook will be utilized at one time when gathering and storing belongings.

Lockers will not be utilized at this time.

-If parents are picking up or dropping off, please park in front of the rink or on third avenue and arrange a place to meet your child outside the playground.

-If a student arrives outside of the normal start time or needs to be picked up early, parents/caregivers must notify the school by phone and the student will be met at or brought to the front entrance

-Doors will be labelled in and out. Kindergarten to Grade 2 will use the south entrance throughout the day. Grade 4 and 5 will use the east entrance. The Grade 3 class will be located in the outside portable. Social distancing will be monitored as they enter and exit their classroom.

-**School Update: Sept. 1** - Groups will be assigned a washroom to utilize. Social distance marking will be placed on floor ~~inside and~~ outside of the washroom. Staff members will monitor number of students utilizing the washroom at the same time. Washrooms will be cleaned and disinfected at regular intervals.

- Classrooms will promote and practice the use of non-physical greetings

Managing guests, volunteers and visitors in schools

- Parents/guests, volunteers, and visitors are asked to not be within the school at this time unless there is a need that cannot be met another way.

Before entering the school:

- Visitor will call school ahead of time and gain approval for visiting
 - Visitor will wear a mask and utilize hand sanitizer upon entry
 - Visitor will complete the spiritsd.ca/COVID and show the “passed” assessment results to admin. assistant upon arrival
 - Admin. Assistant keeps records with names, dates, and times for when visitors entered the facility.
 - Visitors must maintain physical distance and practice diligent hygiene
- Telephone or video conferencing will be used to meet with parents and staff whenever possible
- PSSD Protocols have been shared with the Boys and Girls Club, who run the before and after school program in the gym. This division document has been created to ensure safety while running the before and after school program in PSSD facilities.
- At this time, all SCC meetings will be conducted virtually. Minutes will be available upon request.

Noon Hour and Recess Breaks

- We encourage families to have their children come home for lunch break whenever possible.
 - Students who need to eat lunch at school will stay in their classroom and will eat at their learning spot.
 - Students will wash their hands or use sanitizer before eating lunch and snacks
 - All recycling items will be packed and returned home in lunch bag.
 - Food must not be shared among students
 - Groups of students and the staff members assigned to them will stay together throughout the school day. Our school has been divided into two groups – these groups will have different recess times and lunch breaks
 - Teacher supervision will be in place for all break times. Teachers will be wearing a mask during supervision times.
 - After eating, students will remain in their desks until dismissed by a supervisor who will remind them to sanitize their hands and (if in grade 4 or 5) put their mask on when in the hallway/common space or not physical distancing.
 - Hot Meal Program will be suspended at this time.
- No parent volunteers or guests within the school for the first six weeks
- The library and computer lab will not be available for the first six weeks

	-Procedures for Lock Down and Fire Drills will be shared with students. At this time, drills for these events will not occur.
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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.

- To develop your site plan, see [PSSD Return to School Plan](#), *Hygiene* (page 21), *Facilities* (page 34) and *Cleaning and Sanitation Guidelines* (pages 35-37). Support provided from Facilities, when needed.

Hygiene

- Develop procedures to support handwashing. Recommend that students and staff have their own Health Canada approved hand sanitizer.
- Teach students the importance and techniques of proper hand hygiene and sanitizing.

Facilities and Cleaning and Sanitation Guidelines

- Consider room configurations that promote physical distancing.
- Signage at front entrances of schools with a consistent PSSD message (provided by Facilities) regarding not entering if sick, waiting in the front entrance and not proceeding throughout the school.
- Additional signage and floor markers at water fountains and washrooms may be considered.

<input checked="" type="checkbox"/>	Work with Facilities and caretaker to monitor frequency of cleaning and disinfecting of commonly touched surfaces, and emptying of garbage bins to ensure expectations are met.
<input checked="" type="checkbox"/>	Establish clear protocols for bringing materials (i.e., bags, school supplies) into and out of schools.

Langham Elementary School Plan for Safe Access is as follows:

- Students will be taught proper hand hygiene and sanitizing by classroom teachers the week of Sept. 8th-12th. Teachers will monitor and review protocols and routines for good hygiene practices during the school year. Hand washing signs will be posted by all sink areas.
- Students and staff are encouraged to supply their own scent-free, Health Canada approved hand sanitizer.
- Hand sanitizing stations will be located at each entrance and sanitizer will be available within the classroom and common areas within the school for use.

- Classrooms will be configured to promote physical distancing and focus on minimizing physical contact
- Front-facing instruction will occur within the classroom
- Extra Items will be removed from the Classroom
- Groups will be assigned washroom spaces to utilize

- PSSD signage will be visible at the entrance will be placed on the hallway floors
- PSSD cleaning and disinfecting procedures will be followed by caretaker and staff throughout the day.

Bringing Materials into the School:

- Students will bring needed items for the day within their backpack. These will include: filled water bottle, lunch kit (if there is a need to stay at the school) and jacket. These items will be stored and will stay within their designated spot and can not be shared with others.

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.

✓	To develop site plan, see PSSD Return to School Plan , <i>Learning</i> (pages 6-16), <i>Limiting Physical Contact</i> (page 22), <i>Noon Periods and Recesses</i> (page 30) and <i>Nutrition Programs</i> (pages 32-33).
✓	<i>My Prairie Spirit Classroom</i> will continue to guide learning in Prairie Spirit School Division.
✓	Work with teachers to develop consistent assessment practices and ensure next steps in learning for students are determined by individualized, authentic assessments.
✓	Follow Division procedures and guidelines for reporting and adapt practices to ensure parents are informed of their child's academic progress (e.g., portfolios, conferences, etc.)
✓	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.
✓	Consider a level of standardization for families in terms of choice of remote learning platforms.
✓	Plan for use of technology to support blended learning.
✓	Address issues of equity of access for students learning from home.
✓	Develop a strategy to increase teacher capacity in blended learning (see PSSD MPSC Classroom Learning Supports).
✓	Collaborate with itinerant staff in the creation of schedules to limit the number of facilities visited where possible, and appropriate use of available workspaces, knowing that itinerant staff will continue to visit our schools, as necessary. Work with itinerant staff to determine guidelines and scheduling (e.g., Music/Band require 2-4 metre separation between patrons).
✓	Learning Facilitators will be available to support side-by-side learning at the school level (in person and remotely).
✓	Minimize the number of teachers and support staff working with a specific group of students.
✓	Minimize switches for teachers. Pre-K to Grade 8 teachers should have a homeroom approach as much as possible. Exceptions can only be made for specialized subjects/prep release.
✓	Keep students in one cohort as much as possible. Consider creative solutions to: <ul style="list-style-type: none"> • keep groups from mixing at break times; • limit group sizes to 60 or less in high school, such as block scheduling. In elementary school settings, students' cohorts will be the classroom.
N/A	No travel between schools for curricular programming (PAA, Music/Band, Phys Ed) – create plan for course delivery.

N/A	Precautions taken in PAA programming must follow the direction of the Chief Medical Health Officer and Re-Open Saskatchewan Plan.
✓	Food for snack programs, hot lunch programs and breakfast programs should not be prepared by students, unless the students are participating in Commercial Cooking and/or Food Studies and are learning about safety and sanitation in the preparation, storage and service of food.
Pages 22-25 Limiting Physical Contact/Shared Materials and Equipment	
✓	Masks will be required for students in Grades 4 - 12 where physical distancing is not possible (e.g. hallways). Pre-K - 3 students are encouraged to wear masks. Children from the same household do not need to maintain physical distance from each other.
✓	Consider modifying room configurations (e.g. separating tables) to promote physical distancing. Front-facing instruction for students should be established in all settings, unless protection barriers can be utilized. For younger children, the focus should be on minimizing physical contact instead of physical distancing.
✓	Consider options for physical distancing within classrooms and other instructional spaces.
✓	Classroom considerations should include reducing those items not critical in the classroom to allow for more space to spread out the existing tables and chairs or add tables and chairs to give more space to students at each table. Examples of additional furniture to be removed include couches and soft seating. Store items that aren't critical to classroom instruction.
✓	Strategically limit the number of touch points per day on electronic devices and common surfaces.
✓	Develop sanitation plans in consultation with facilities and caretaking when spaces must be utilized by multiple student groups (i.e. PAA labs).
✓	Ensure students have individual school supplies rather than shared.
✓	Physical Education teachers should consider planning learning opportunities that limit common touch items and allow for physical distancing, and prioritizing individual pursuits over traditional team activities.
✓	See pages 9-11 <i>Early Learning Plan</i> to support teachers in Early Years classrooms (e.g. staggered entries, providing bins for storage, cleaning schedules). Facilities will work with schools on finding appropriate storage methods and locations.
✓	Develop sanitation plans in consultation with facilities and caretaking when spaces must be utilized by multiple student groups (e.g. PAA labs).
Page 30 Noon Periods and Recesses and page 32-33 Nutrition Programs	
✓	Students should eat lunch in their classrooms. High schools should consider grade cohort groupings and unique locations at noon periods and recesses to limit mixing.
✓	Communicate with parents to encourage students go home for lunch whenever possible.
✓	Examine recess and noon schedules as well as entrance and exit procedures in order to determine the structure that offers students break periods while best promoting physical distancing in hallways and playgrounds.

<input checked="" type="checkbox"/>	Review and revise duties of noon supervisors and students to make a plan for supervision using existing resources. Consult with the Learning Superintendent if there is a need for additional resources.
N/A	<p>Nutrition program plans and distribution models must align with recommendations of Chief Medical Health Officer and Re-Open Saskatchewan. Schools with “canteen or cafeteria” options must align with the Restaurant and Licensed Establishments Guidelines as applicable for their facility.</p> <p>The Nutrition Programs referenced in the government’s Primary and Secondary Educational Institution Guidelines would apply to programs such as breakfast programs, school hot lunches, snack programs, etc. Food for such programs should not be prepared by students, unless the students are participating in Commercial Cooking and/or Food Studies and are learning about safety and sanitation in the preparation, storage and service of food.</p>
<input checked="" type="checkbox"/>	School-supplied food should be delivered directly to the classroom. Students should eat lunches in their classrooms. Food should be served using utensils and in individual portions to each child by a designated staff member.
<input checked="" type="checkbox"/>	Food from home must not be shared with other students and should be stored with the student’s belongings.

Langham Elementary School Plan for Safe Classroom/Common Space is as follows:

- My Prairie Spirit Classroom will continue to guide the learning work within the school. Teachers will develop classroom activities and assessment practices based on the curriculum outcomes and the MPSC philosophy.
- By Sept. 4th, all families will be contacted to determine learning options for the school year.
- Classrooms will utilize SeeSaw as our means of communication with parents, as well as a way to share learning outcomes.
- Classrooms may also utilize Google Classroom as a means to blend the learning process.
- iPad, Chromebooks and laptops will be utilized in the classroom. These will be cleaned and disinfected after each student use – as outlined by the PSSD cleaning protocols
- Technology may made available to those that will require them for at-home learning.
- Staff members will be encouraged to explore MPSC Classroom Learning Supports website as well as attend the Blended Learning PD opportunities
- Workspaces (Room 101) will be established for itinerant staff as well as communication of schedules will be predetermined before school entry.
- Workspaces will be established for teachers to utilize during prep times.
- Learning Facilities will support staff as needed – with focus on blended learning, mental health and outcome-based learning to begin with
- Groups of students and the staff members assigned to them will stay together throughout the school day – homeroom approach will be used. See Safe Access section for cohort groupings and staggered recess/lunch times

- Hot Lunches and food program will not occur at this time

Masks

- Masks will be required for students in Grades 4 and 5 where physical distancing (2 meter in proximity) is not possible. Kindergarten to Grade 3 students are encouraged to wear masks.
- Prairie Spirit staff members will be expected to wear masks when physical distancing is not possible.
- Disposable mask will be made available if needed
- It is recommended that students wear their own non-medical cloth mask, made using two or three layers of fabric. Bandanas and neck gaiters (buffs) are not recommended as appropriate face coverings.
- Grade 4-5 are required to wear masks on play structures if they cannot maintain social distance

- Classrooms will be configured and routines established to promote physical distancing and focus on minimizing physical contact and sanitation
- Front-facing instruction will occur within the classroom
- Classrooms routines will include individual use of supplies, sanitation practices, directional movement, hand hygiene schedules, and non-contact greetings.
- Extra Items will be removed from the Classroom
- Outdoor learning opportunities will be scheduled
- Library and Computer Lab will not be utilized for the first 6 weeks.

Technology

- Touch points per day on electronic devices will be limited
- All laptops, Chrome books and iPads will be cleaned and disinfected after each use

Physical Education

- Physical Education class will occur outside as much as possible. Teachers will plan learning opportunities that limit common touch items and allow for physical distancing, and prioritize individual pursuits and social distancing activities.
- Classroom activities should not include equipment that might be touched by multiple students. When gym equipment is utilized by individual students, it will need to be cleaned and disinfected after use.

School supplies

- School supplies will be purchased by the school. Students will receive their own items to use throughout the school year. These will be labelled, will be used only by the owners of the items.
- Families will be asked to send Health Canada approved, non-scented hand sanitizer, non-marking runners and filled water bottles.
- Students may bring a backpack with their needed items for the day. This will include: filled water bottle, lunch (if they are needing to stay for lunch), jacket, etc. Backpacks will stay within their learning space.

Kindergarten

- Staggered Start will be utilized as outlined in PSSD Return to School Planning Document
- Individual supplies and cleaning practices, as outlined for the school, will be utilized in the Kindergarten classroom

- PSSD Cleaning and disinfection protocols will be followed throughout the school

- See Safe Access for Noon hour and Recess details

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.

- To develop your site plan, review the [PSSD Return to School Plan](#), *Students with Additional Needs* (pages 17-18) and *Mental Health, Well-being and Social-Emotional Supports* (pages 19-20).

Pages 17-18: *Students with Additional Needs*

- 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.
- Schools will communicate plans for return to school with families. (Assessment information needs to be current and relevant, therefore, updated assessments may be required to ensure appropriate programming is in place, which might delay a student's return to school.)
- Review the Inclusion and Intervention Plans of all students with intensive needs and revise/adjust goals as required to ensure student health and safety and as appropriate based on time that has gone by/supplemental learning that occurred at home.
- Ensure that the provision of supports for all students can be accomplished within a safe, secure and supervised environment (may include the school setting or other appropriate spaces).
- Deploy staff to limit the number of different student/staff contacts while meeting health/safety and curricular/IIP needs of students.
- Ensure health and safety measures are in place and communicated with the relevant staff and family prior to the provision of the service. Provide PPE as defined by the provincial guidelines.
- Provision of necessary training for staff working with students with intensive needs.
- Ensure staff do not enter into private residences or provide personal transportation.
- Services or additional precautions, specialized places for instruction may be suggested for students with compromised immune systems, in consultation with a medical professional, and to ensure students feel included and safe.
- Have one designated area in the school for LSS to use whenever possible.
- Where possible, school division administrators and staff should use telephone or video conferencing to meet with staff and parents.
- Specialized therapies, professional assessments and unique transitions that cannot be provided virtually may be provided face-to face.

Pages 19-20 *Mental Health, Well-being and Social-Emotional Supports*

- Continue to focus on wellbeing, connections and relationships to support students and families.

<input checked="" type="checkbox"/>	Continue with school planning (from end of June) using NACTATR <i>Guidelines for Re-entry into the School Setting During the Pandemic</i>
<input checked="" type="checkbox"/>	Continue to use their Mental Health Literacy Teams to lead and implement school-wide mental health initiatives.
N/A	Continue to offer Mental Health Literacy modules and classes (Dr. Stan Kutcher) for all Grade 9 students.
<input checked="" type="checkbox"/>	School Counsellor will access division supports as needed listed in PSSD's <i>Comprehensive School Mental Health Framework</i> .
<input checked="" type="checkbox"/>	Consider creating school level wellness initiatives. (p.39 <i>Human Resources</i>)

Langham Elementary School Plan for Safe Supports is as follows:

- Students with additional needs will be contacted by a staff member by Sept.1st
- Individual transition plans will be created based on discussion and individual 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 the school. Transition plans will be shared with parents before Sept. 8th.
- Updated assessments may be required for appropriate programming to be in place.
- Revision of Inclusion and Intervention Plans will occur – as outlined by PSSD. Individual goals will be revised or created as needed.
- Cohorts of students and staff have been created and will be utilized as much as possible for supervision of students with additional needs
- Appropriate training and health and safety measures will be in place for staff and students. Personal and protective equipment will be available. Details will be shared with staff and parents/caregivers.
- Services or additional precautions may be suggested for students with compromised immune systems (in consultation with medical professionals).
- Designated space (Room 101) will be provided for LSS staff within the school.
- Telephone calls and video conferencing will be utilized for training, consultations and meeting with LSS staff, parents and others involved with supporting the student. Specialized therapies and professional assessments that cannot be provided virtually may be provided face-to-face.
- Staff members will NOT enter the private residences or provide personal transportation

Mental Health

- Connections with classroom families will happen before Sept. 4th.
- Relationships, well-being and reconnecting will be school-wide focus for the school year
- Creation of a Mental Health Literacy team will be created the week of Aug. 31^s. This team will work with staff and students to establish strategies and support systems.
- Review the NACTATR Guidelines for Re-entry during the week of Aug. 31st and continue with school-wide planning
- School counsellor will access division supports and will be available for students and families
- Time within the school day will be set with our students through:
 - modelling
 - check ins
 - connecting time
 - Mental Health Platter

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

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | To develop your site plan, review the PSSD Return to School Plan , <i>Limiting Physical Contact</i> (page 22) and <i>Extra-Curricular</i> (page 27). |
|-------------------------------------|--|

Pages 22-25 *Limiting Physical Contact/Shared Materials and Equipment*

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Limit physical contact during recess and noon periods and avoid activities that require clustering of students. For younger children, the focus should be on minimizing physical contact instead of physical distancing. |
| <input checked="" type="checkbox"/> | Provide students with alternatives to activities that require physical contact with other students. Student play during Physical Education and recesses are primary considerations |
| <input checked="" type="checkbox"/> | Classroom activities and recess times should not include equipment that might be touched by multiple students. Due to the increased cleaning required, it is best to decrease the number of toys/equipment available to children. Remove toys and other items that cannot be easily cleaned and disinfected. |

Page 27 *Extra-Curricular*

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 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). |
|-------------------------------------|--|

Langham Elementary School Plan for Safe Activities is as follows:

- Students will be assigned a playground area to utilize as a classroom during the recess and noon periods
- Students will be shown games and activities that limit contact with one another. Staff will utilize the PSSD guide to Physical Education, Recess activities and Wellness.
- Outdoor balls and other equipment (skipping ropes, holla hoops) will be made available to students for individual use – and will be cleaned and disinfected after use
- Toys and equipment that can not be cleaned will be removed from the classroom
- No extra-curricular activities will be available at this time
- We will take part in virtual assemblies and virtual tours throughout the school year.

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.

To develop your site plan, review the [PSSD Return to School Plan, Communication](#) (page 5), *Transitions* (page 15) and *Division Contingency Plan* (page 44).

Page 5 *Communication* and page 15 *Transitions*

- Consistently communicate with families.
- Follow up with registered families where students are not attending to see how they are accessing learning.
- Consider a level of standardization for families in terms of choice of remote learning platforms.
- Plan for use of technology to support blended learning.
- Address issues of equity of access for students learning from home.
- Consider using a range of social media to inform parents and community.

Page 44 *Division Contingency Plan – Level 4*

- All students are required to participate.
- Staff will be physically present in school.
- School day structure will maximize learning for all students.
- Full Saskatchewan curriculum will be delivered.
- Student-teacher contact time must be prioritized regardless of the delivery format.

✓	Differentiation of instruction will be important.
✓	The focus will be on teaching of outcomes, rather than amount of time per subject (a cross-curricular approach is recommended).
✓	Focus on efficient learning opportunities and approaches that are conducive to flexible learning spaces and interaction time with teachers.
✓	Multiple modes of delivery should be considered to accommodate all students (i.e., pencil/paper, technology, asynchronous, synchronous, etc.).
✓	Subjects impacted by the physical environment will be delivered if the curriculum is able to be delivered using an approach that allows for flexible learning spaces and considers safety.

Langham Elementary School Plan for Safe Alternatives is as follows:

- Communication with families will be ongoing and through multiple avenues (email, website, SeeSaw)
- Connections with classroom families will happen before Sept. 4th
- PSSD learning options were shared with families on Aug.20th through PSSD email
- Follow up with registered families of all students not attending school will occur by Sept. 15th.
- Technology may be made available to those that will require them for at-home learning to ensure all have access.
- PSSD Division Contingency Plan (p.44 of Return to School Planning Document) will be reviewed and discussed before Sept. 4th