

PRAIRIE SPIRIT SCHOOL DIVISION

Lord Asquith School

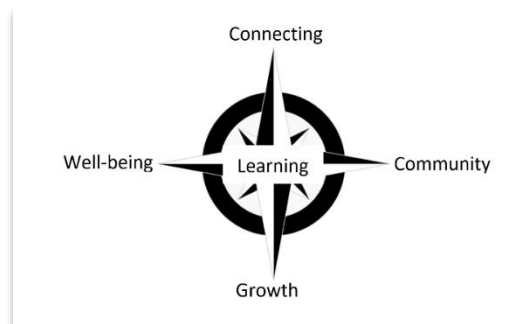
(name of school)

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 prior to the beginning of the school year.

The 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 school-level planning.



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.

✓	<p>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:</p> <ul style="list-style-type: none"> • AP-410 Safety, Appendix A • AP-432 Illness in Care • COVID-19 Illness in Care Protocols
✓	<p>Communicate protocols to students and families. Ensure school website is up to date with school level plans and protocols:</p> <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> <p><i>Please see Page 17 of the LAS 2020-2021 Return to School Handbook</i></p>
✓	<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.</p> <p><i>Please see Page 17 of the LAS 2020-2021 Return to School Handbook</i></p>
✓	<p>Consider using a range of social media to inform parents and community.</p> <p><i>Please see Page 17 of the LAS 2020-2021 Return to School Handbook</i></p>
✓	<p>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).</p> <p><i>Please see Page 17-18 of the LAS 2020-2021 Return to School Handbook</i></p>
✓	<p>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.</p> <p><i>Please see Page 17 of the LAS 2020-2021 Return to School Handbook. The designated isolation area will be the Sensory Room in the library.</i></p>
✓	<p>Identify a “designated school official” (DSO) to accompany a student from the classroom to the isolation space.</p>

	<i>Brett Kirk, Principal</i>
✓	Face mask available for staff and student, and face shield available for staff in addition to a mask in isolation space. <i>Quarantine Response Kit, found in designated quarantine area.</i>
✓	Arrange for student to be supervised at all times. <i>Please see Page 27-29 of the LAS 2020-2021 Return to School Handbook</i>
✓	Plan in place to follow steps for contacting parents, Public Health, student pick up, and cleaning protocols. <i>Please see Page 27-29 of the LAS 2020-2021 Return to School Handbook</i>
✓	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.) <i>Please see Page 27-29 of the LAS 2020-2021 Return to School Handbook</i>
✓	Have seating plans and in-school transition routes developed and readily available for possible contact tracing by Saskatchewan Health Authority. <i>Please see Page 22 and 22 of the LAS 2020-2021 Return to School Handbook</i>

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:



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- 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 required between each run.

☑	See PSSD Return to School Plan, Transportation (page 38) to develop your site plan.
☑	Create plans for students to access multiple entrances and bus parking in various locations. <i>Please see Page 21 of the LAS 2020-2021 Return to School Handbook</i>
☑	Support bus drivers with creation of seating plans and behaviour expectations on buses. <i>Please see Page 22-23 of the LAS 2020-2021 Return to School Handbook</i>
☑	Work with Transportation and bus drivers to develop drop-off and pick-up protocols that coordinate with school entry and dismissal practices. <i>Please see Page 22-23 of the LAS 2020-2021 Return to School Handbook, to be further developed the week of Sept. 1-4</i>
☑	Clearly communicate to students and parents/caregivers any new expectations for bus behaviour/ridership (i.e. wearing masks). <i>Will be communicated no later than Sept. 4.</i>
☑	Communicate to students and parents/caregivers on bus drop-off and pick-up practices, and school entry and dismissal practices. <i>Will be communicated no later than Sept. 4.</i>


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.

	<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)
☑	<p>Modify procedures for entering and leaving the building, parent drop offs.</p> <p><i>Please see Page 21-22 of the LAS 2020-2021 Return to School Handbook.</i></p>
☑	<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. <p><i>Please see Page 19-21 of the LAS 2020-2021 Return to School Handbook.</i></p>
☑	<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 <p><i>Please see Page 20-21 of the LAS 2020-2021 Return to School Handbook.</i></p>
☑	<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 <p><i>Please see Page 19-22 of the LAS 2020-2021 Return to School Handbook.</i></p>
☑	<p>Promote and practice the use of non-physical greetings.</p>

	<i>Please see Page 18 of the LAS 2020-2021 Return to School Handbook.</i>
Pages 28-29 Managing Guests, Volunteers and Visitors	
✓	<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 Saskatchewan COVID self-assessment 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. <p><i>Please see Page 22 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>When possible, reduce access to everyone who is not necessary for the learning and safety of students - consider virtual meetings</p> <p><i>Please see Page 21-22 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Ensure hand sanitizer is available.</p> <p><i>Please see Page 18 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Reduce access to school-based areas such as libraries and gymnasiums for shared use clients.</p> <p><i>Please see Page 21-20 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Work with childcare centers and before and after school programs to limit visitors to the school area.</p> <p>N/A</p>
✓	<p>For the first 6 weeks of school: no parent volunteers, guest speakers/performers.</p> <p><i>Please see Page 22 of the LAS 2020-2021 Return to School Handbook.</i></p>
Safe Facilities	
<p>Safe Facilities focuses on the cleaning and sanitation of school buildings.</p>	
<p> 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.</p>	
<p>Schools will work to ensure that particular attention is given to the increased cleaning and sanitation of high-touch surfaces.</p>	
✓	<p>To develop your site plan, see PSSD Return to School Plan, <i>Hygiene</i> (page 21), <i>Facilities</i> (page 34) and <i>Cleaning and Sanitation Guidelines</i> (pages 35-37). Support provided from Facilities, when needed.</p>

Hygiene	
<input checked="" type="checkbox"/>	<p>Develop procedures to support handwashing. Recommend that students and staff have their own Health Canada approved hand sanitizer.</p> <p><i>Please see Page 18 of the LAS 2020-2021 Return to School Handbook.</i></p>
<input checked="" type="checkbox"/>	<p>Teach students the importance and techniques of proper hand hygiene and sanitizing.</p> <p><i>Please see Page 18 of the LAS 2020-2021 Return to School Handbook.</i></p>
Facilities and Cleaning and Sanitation Guidelines	
<input checked="" type="checkbox"/>	<p>Consider room configurations that promote physical distancing.</p> <p><i>Please see Page 18 of the LAS 2020-2021 Return to School Handbook.</i></p>
<input checked="" type="checkbox"/>	<p>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.</p> <p><i>To be completed the week of Sept 1-4.</i></p>
<input checked="" type="checkbox"/>	<p>Additional signage and floor markers at water fountains and washrooms may be considered.</p> <p><i>To be completed the week of Sept 1-4.</i></p>
<input checked="" type="checkbox"/>	<p>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.</p> <p><i>A supervision plan will be developed the week of Sept 1-4.</i></p>
<input checked="" type="checkbox"/>	<p>Establish clear protocols for bringing materials (i.e., bags, school supplies) into and out of schools.</p> <p><i>Please see Page 21 of the LAS 2020-2021 Return to School Handbook.</i></p>

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, Learning (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. <i>Please see Page 23 of the LAS 2020-2021 Return to School Handbook.</i>
✓	Work with teachers to develop consistent assessment practices and ensure next steps in learning for students are determined by individualized, authentic assessments. <i>Please see Page 23 of the LAS 2020-2021 Return to School Handbook.</i>
✓	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.) <i>Plans to be developed the week of Sept. 1-4.</i>
✓	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. <i>Families will be contacted no later than Sept. 4.</i>
✓	Consider a level of standardization for families in terms of choice of remote learning platforms. <i>Plans to be developed the week of Sept. 1-4.</i>
✓	Plan for use of technology to support blended learning. <i>Plans to be developed the week of Sept. 1-4.</i>
✓	Address issues of equity of access for students learning from home. <i>Plans to be developed the week of Sept. 1-4.</i>
✓	Develop a strategy to increase teacher capacity in blended learning (see PSSD MPSC Classroom Learning Supports). PD to occur the weeks of Aug. 24 - Sept. 4.
✓	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).

	<i>Not applicable at this time.</i>
✓	Learning Facilitators will be available to support side-by-side learning at the school level (in person and remotely). <i>Plans to be developed the week of Sept. 1-4.</i>
✓	Minimize the number of teachers and support staff working with a specific group of students. <i>Please see Page 23 of the LAS 2020-2021 Return to School Handbook.</i>
✓	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. <i>Please see Page 23 of the LAS 2020-2021 Return to School Handbook.</i>
✓	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. <i>Please see Page 19-20 of the LAS 2020-2021 Return to School Handbook.</i>
✓	No travel between schools for curricular programming (PAA, Music/Band, Phys Ed) - create plan for course delivery.
✓	Precautions taken in PAA programming must follow the direction of the Chief Medical Health Officer and Re-Open Saskatchewan Plan. <i>Please see Page 22 of the LAS 2020-2021 Return to School Handbook.</i>
✓	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. <i>Please see Page 22 of the LAS 2020-2021 Return to School Handbook.</i>
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. <i>Please see Page 20 of the LAS 2020-2021 Return to School Handbook.</i>
✓	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. <i>Please see Page 20 of the LAS 2020-2021 Return to School Handbook.</i>
✓	Consider options for physical distancing within classrooms and other instructional spaces. <i>Please see Page 20 and 27 of the LAS 2020-2021 Return to School Handbook.</i>

<input checked="" type="checkbox"/>	<p>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.</p> <p><i>Please see Page 20 of the LAS 2020-2021 Return to School Handbook.</i></p>
<input checked="" type="checkbox"/>	<p>Strategically limit the number of touch points per day on electronic devices and common surfaces.</p>
<input checked="" type="checkbox"/>	<p>Develop sanitation plans in consultation with facilities and caretaking when spaces must be utilized by multiple student groups (i.e. PAA labs).</p> <p><i>Plans to be developed the week of Sept. 1-4.</i></p>
<input checked="" type="checkbox"/>	<p>Ensure students have individual school supplies rather than shared.</p> <p><i>Please see Page 21 of the LAS 2020-2021 Return to School Handbook.</i></p>
<input checked="" type="checkbox"/>	<p>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.</p> <p><i>Plans to be developed the week of Sept. 1-4.</i></p>
<input checked="" type="checkbox"/>	<p>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.</p> <p><i>Plans to be developed the week of Sept. 1-4.</i></p>
<input checked="" type="checkbox"/>	<p>Develop sanitation plans in consultation with facilities and caretaking when spaces must be utilized by multiple student groups (e.g. PAA labs).</p> <p><i>Plans to be developed the week of Sept. 1-4.</i></p>
<p>Page 30 Noon Periods and Recesses and page 32-33 Nutrition Programs</p>	
<input checked="" type="checkbox"/>	<p>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.</p> <p><i>Please see Page 19-20 of the LAS 2020-2021 Return to School Handbook.</i></p>
<input checked="" type="checkbox"/>	<p>Communicate with parents to encourage students go home for lunch whenever possible.</p> <p><i>Please see Page 19-20 of the LAS 2020-2021 Return to School Handbook.</i></p>
<input checked="" type="checkbox"/>	<p>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.</p> <p><i>Please see Page 19-20 of the LAS 2020-2021 Return to School Handbook.</i></p>
<input checked="" type="checkbox"/>	<p>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.</p>

	<i>Plans to be developed the week of Sept. 1-4.</i>
✓	<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> <p><i>Please see Page 22 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>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.</p> <p><i>Please see Page 22 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Food from home must not be shared with other students and should be stored with the student’s belongings.</p> <p><i>Please see Page 22 of the LAS 2020-2021 Return to School Handbook.</i></p>

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.

<input checked="" type="checkbox"/>	To develop your site plan, review the PSSD Return to School Plan , <i>Students with Additional Needs</i> (pages 17-18) and <i>Mental Health, Well-being and Social-Emotional Supports</i> (pages 19-20).
Pages 17-18: Students with Additional Needs	
<input checked="" type="checkbox"/>	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. <i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i>
<input checked="" type="checkbox"/>	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.) <i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i>
<input checked="" type="checkbox"/>	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. <i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i>
<input checked="" type="checkbox"/>	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). <i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i>
<input checked="" type="checkbox"/>	Deploy staff to limit the number of different student/staff contacts while meeting health/safety and curricular/IIP needs of students. <i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i>
<input checked="" type="checkbox"/>	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. <i>Plans to be developed the week of Sept. 1-4.</i>
<input checked="" type="checkbox"/>	Provision of necessary training for staff working with students with intensive needs. <i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i>
<input checked="" type="checkbox"/>	Ensure staff do not enter into private residences or provide personal transportation.

✓	<p>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.</p> <p><i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Have one designated area in the school for LSS to use whenever possible.</p> <p><i>The designated LSS space will be Ms. Vancaesele's office.</i></p>
✓	<p>Where possible, school division administrators and staff should use telephone or video conferencing to meet with staff and parents.</p> <p><i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Specialized therapies, professional assessments and unique transitions that cannot be provided virtually may be provided face-to face.</p> <p><i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i></p>
<p>Pages 19-20 Mental Health, Well-being and Social-Emotional Supports</p>	
✓	<p>Continue to focus on wellbeing, connections and relationships to support students and families.</p> <p><i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Continue with school planning (from end of June) using NACTATR <i>Guidelines for Re-entry into the School Setting During the Pandemic</i></p> <p><i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Continue to use their Mental Health Literacy Teams to lead and implement schoolwide mental health initiatives.</p> <p><i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Continue to offer Mental Health Literacy modules and classes (Dr. Stan Kutcher) for all Grade 9 students.</p> <p><i>Ongoing. To be conducted in Grade 9 Health classes.</i></p>
✓	<p>School Counsellor will access division supports as needed listed in PSSD's <i>Comprehensive School Mental Health Framework</i>.</p> <p><i>Please see Page 26 of the LAS 2020-2021 Return to School Handbook.</i></p>
✓	<p>Consider creating school level wellness initiatives. (p.39 <i>Human Resources</i>)</p> <p><i>Plans to be developed the week of Sept. 1-4.</i></p>

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

- ✓ To develop your site plan, review the [PSSD Return to School Plan](#), *Limiting Physical Contact* (page 22) and *Extra-Curricular* (page 27).

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

- ✓ 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.

Plans to be developed the week of Sept. 1-4.

- ✓ Provide students with alternatives to activities that require physical contact with other students. Student play during Physical Education and recesses are primary considerations

Please see Page 26 of the LAS 2020-2021 Return to School Handbook.

- ✓ 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.

Please see Page 26 of the LAS 2020-2021 Return to School Handbook.

Page 27 *Extra-Curricular*

- ✓ 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).

Please see Page 17 of the LAS 2020-2021 Return to School Handbook.

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.

Please see Page 17 of the LAS 2020-2021 Return to School Handbook.

Follow up with registered families where students are not attending to see how they are accessing learning.

Please see Page 23 of the LAS 2020-2021 Return to School Handbook.

Consider a level of standardization for families in terms of choice of remote learning platforms.

Plans to be developed the week of Sept. 1-4.

Plan for use of technology to support blended learning.

Plans to be developed the week of Sept. 1-4.

Address issues of equity of access for students learning from home.

Please see Page 25 of the LAS 2020-2021 Return to School Handbook.

Consider using a range of social media to inform parents and community.

Please see Page 17 of the LAS 2020-2021 Return to School Handbook.

Page 44 Division Contingency Plan - Level 4

All students are required to participate.

	<i>Please see Page 23 of the LAS 2020-2021 Return to School Handbook.</i>
✓	Staff will be physically present in school. <i>Ongoing.</i>
✓	School day structure will maximize learning for all students. <i>Please see Page 23-24 of the LAS 2020-2021 Return to School Handbook.</i>
✓	Full Saskatchewan curriculum will be delivered. <i>Please see Page 24 of the LAS 2020-2021 Return to School Handbook.</i>
✓	Student-teacher contact time must be prioritized regardless of the delivery format. <i>Please see Page 23-24 of the LAS 2020-2021 Return to School Handbook.</i>
✓	Differentiation of instruction will be important. <i>Please see Page 25-27 of the LAS 2020-2021 Return to School Handbook.</i>
✓	The focus will be on teaching of outcomes, rather than amount of time per subject (a cross- curricular approach is recommended). <i>Please see Page 25-27 of the LAS 2020-2021 Return to School Handbook.</i>
✓	Focus on efficient learning opportunities and approaches that are conducive to flexible learning spaces and interaction time with teachers. <i>Please see Page 23-26 of the LAS 2020-2021 Return to School Handbook.</i>
✓	Multiple modes of delivery should be considered to accommodate all students (i.e., pencil/paper, technology, asynchronous, synchronous, etc.). <i>Please see Page 25-26 of the LAS 2020-2021 Return to School Handbook.</i>
✓	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. <i>Please see Page 23-26 of the LAS 2020-2021 Return to School Handbook.</i>

Lord Asquith School 2020-2021 Return to School Handbook

The purpose of this document is to outline the school-specific planning that has been done to ensure a safe and orderly return to school. These plans have been created based on the guidelines given to us by the Ministry of Education and Prairie Spirit School Division. Like everything else nowadays, this is the plan “at this time” and may change based on evolving information, but we will do everything we possibly can to ensure that our students and safe have a safe and healthy learning environment.

1. General Information

- On August 17, the Government of Saskatchewan announced that classes will resume on September 8 for Saskatchewan students. Updated PreK and Kindergarten calendars will be distributed to parents.
- Because of the unpredictable nature of the pandemic, we have been encouraged by the Government and School Division to plan in 6-week blocks of time. The plans that we have created will be evaluated in mid-October and will be adjusted if needed.
- Communication
 - Ongoing communication between the school and home is essential.
 - Information updates will be provided on our school website (<https://blogs.spiritsd.ca/lordasquithschool/>), our school Facebook page (Lord Asquith School Official), and through email.
 - Please check PowerSchool to ensure that your contact info, child’s health information, emergency contacts, etc. is accurate. Information on how to do this will be sent out in the first week of school. Please have this information updated by Sept. 4.
 - If you have questions or concerns, please feel free to contact the school (306-329-4331), Mr. Kirk (brett.kirk@spiritsd.ca) or Mr. Karras (michael.karras@spiritsd.ca), or your child’s teacher (firstname.lastname@spiritsd.ca)
- Extra-Curricular
 - At this time, Prairie Spirit and many other school divisions continue to be “on hold” with regards to the 2020 - 2021 extra-curricular sports season. Events and activities related to extra-curricular sports (such as practices and games) are not to take place until further notice. This decision will be reevaluated in early September and communicated to parents and students.

2. Health and Safety

- Student/Staff Illness
 - Parents and caregivers are asked to monitor their children for any signs or symptoms of illness (if unsure, please refer to the Saskatchewan COVID Self-Assessment tool [link here](#)).
 - As per Provincial and PSSD directives, ALL STUDENTS AND STAFF ARE INSTRUCTED TO STAY HOME IF THEY ARE SICK. Those individuals experiencing COVID-19 symptoms are to follow the protocols determined by the province.

- If a student or staff member displays COVID-19 symptoms while at school, they will be quarantined (in the Sensory Room in the library) immediately until safe transportation home can be arranged, as per Provincial and PSSD directives. Staff are not permitted to transport students with COVID symptoms. Please see the attached AP-432 - [COVID-Protocols for Illness in Care](#).
- In the event of a positive COVID test in the school, all close contacts of the individual (anyone who was within 2m) will be instructed Sask Health to self-isolate for 14 days.
- **Masks**
 - Physical distancing is the preferred method of prevention, and will be utilized as much as possible.
 - As per Provincial and Division directives, masks will be required for students in Grades 4 - 12 where physical distancing is not possible (e.g. buses, hallways, some classroom contexts, etc.).
 - Pre-K - 3 students are encouraged to wear masks where physical distancing is not possible.
 - All Prairie Spirit staff members will be expected to wear masks when social distancing is not 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.
- **Sanitation**
 - Classrooms will be cleaned and sanitized on a regular basis.
 - High contact areas (i.e. door handles, bathrooms, etc.) will be cleaned and sanitized several times throughout the day.
 - Frequent handwashing is strongly encouraged for all students and staff.
 - Hand sanitizer will be available at every school entrance, as well as in every classroom and bathroom. Students will be directed to sanitize on a regular basis.
 - It is recommended that students and staff have their own Health Canada approved hand sanitizer.
 - The week of Sept. 8-12 will include directed instruction and practice of proper hygiene and sanitation procedures.
- **Physical Distancing**
 - Students and staff will practice physical distancing (2m separation) as much as possible, both in class and during breaks/recesses.
 - 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.
 - Classrooms are being restructured to promote physical distancing as much as possible.

- Student Cohorts
 - To minimize contamination in the event of a COVID outbreak, we have been instructed to place student in cohort groups of no more than 60 students.
 - Individual classes will be assigned designated playground areas.
 - Individual classes will be isolated from each other as much as possible throughout the day.
 - Each cohort will have designated washroom facilities.

	Classes	Total Student Numbers
Cohort 1	Kindergarten (9) Grade 1 (21) Grade 2 (18)	48
Cohort 2	Grade 3 (19) Grade 4/5 (26)	45
Cohort 3	Grade 6/7 (24) Grade 7/8 (22)	46
Cohort 4	Grade 9 (16) Grade 10 (14)	30
Cohort 5	Grade 11 (14) Grade 12 (13)	27

- Bell Schedule
 - We have adjusted our bell schedule to minimize congestion in the hallways and commons areas, and to discourage interactions between the different cohort groups.
 - There has been no change to instructional hours, or to the school start and end times.

LAS Bell Schedule 2020-2021 (Kindergarten - Grade 5)	
8:45	Warning Bell
8:50-9:48	Period 1
9:50-10:48	Period 2
10:30-11:03 Flex Time	10:30 - 10:45 • K-2 Recess 10:48 - 11:03 • 3-5 Recess
11:07-12:05	Period 3
12:05-12:45	12:05 - 12:25 • K-2 Lunch • 3-5 Recess 12:25 - 12:45 • K-2 Recess • 3-5 Lunch
12:49-1:47 Flex Time	Period 4 1:47- 2:07 • Kindergarten - Grade 2: Reading Break • Grades 3-5: Recess 2:07 - 2:22 • Kindergarten - Grade 2: Recess • Grades 3-5: Reading Break
2:12-3:12	Period 6
	312 Minutes

LAS Bell Schedule 2020-2021 (Grades 6-12)	
8:45	Warning Bell
8:50-9:48	Period 1 (58 mins)
9:50-10:48	Period 2 (58 mins)
10:48-11:03 Flex Time	Recess • Grades 6-8 Reading Break/Homework Time • Grades 9-10 • Grades 11-12
11:07-12:05	Period 3 (58 mins)
12:05-12:45	Lunch
12:49-1:47 Flex Time	Period 4 (58 mins) Reading Break/Homework Time • Grades 6-8 Recess • Grades 9-10 • Grades 11-12
2:12-3:12	Period 6 (60 mins)
	312 Minutes

- Noon Hour and Recesses
 - Town students are encouraged to go home for lunch whenever possible.
 - Students are not to share food brought from home with other students.
 - Kindergarten - Grade 5
 - Students will eat their lunch in their desks, and will sanitize their hands before and after eating.
 - Students will remain in their desks until they are given permission to go outside by their teacher or supervisor.
 - Students will enter/exit the building through their designated entrance (Kindergarten - Grade 2 will go through the East Doors; Grades 3-5 will go through the North Doors).

- At the end of recesses, the students will remain outside in their designated meeting area until their teacher comes to get them to bring them inside.
- PreK-3 students are not required to wear masks on play structures. Grades 4-5 students will be required to wear masks on the plays structures if they are within 2m of each other.
- Grades 6 - 12
 - Students will eat their lunch in their desks, and will sanitize their hands before and after eating.
 - To minimize hallway congestion, all students must obtain permission from school staff to leave the classroom. Students are expected to follow the instructions of staff, even during break times.
 - Physical distancing is to be maintained during breaks.
 - During Recesses and Noon Hour, students will either remain in their classrooms, or leave the school for the duration of the break (Grades 6-8 must remain on the school grounds unless a permission note has been provided by the parents).
 - Students are not to be using commons areas during this time (i.e. gym, front lobby, hallways, computer lab).
 - ALL students must remain in their classrooms during Reading Break/Homework Time.
- Designated Classrooms
 - To minimize contamination and to aid in contact tracing in the event of an outbreak, students will be assigned a designated desk/work area and will be expected to remain in that space for the duration of the day (exceptions may occur at the discretion of the teacher). Daily/weekly seating plans will be developed by the teachers and submitted to the office.
 - All LAS classrooms will set up to be forward facing with students facing the same direction.
 - To minimize student movement and interaction/contamination between cohorts, students will remain in their designated classrooms for the majority of the day (with the exception being specialized classes, such as Phys Ed, IA, Info Pro, Home Ec, etc.).
 - The Kindergarten - Grade 8 classes will remain in their homerooms.
 - Grades 9-12 will be assigned designated classrooms for the bulk of the day:
 - Grade 9 - Sr. Flex Room
 - Grade 10 - Mr. Walker's Room
 - Grade 11 - Science Lab
 - Grade 12 - Ms. Braun's Room

Grades 9-12 Room Assignments					
	<i>Sr. Flex Room</i>	<i>Walker</i>	<i>Science Lab</i>	<i>Braun</i>	<i>Kirk</i>
Period 1	ELA 9	ELA A10	Health Sci 20	PreCalc 30	WAM 20/30
Period 2	French 9	WAM 10	EnviroSci 20	ELA/Hist30	
Period 3	Science 9		PhysSci 20	ELA/Hist 30	

Period 4	Arts 9		Foundations 20/30	LifeTrans 30	
Period 6	Math 9		ELA 20		

- Lockers
 - To further minimize the congestion of students in the hallway, lockers for Grades 6-12 students will be available only upon request for a compelling reason such as medical needs, storing of personal equipment. Distancing of lockers will be maintained. Students are encouraged to bring everything they need with them for the day in their backpacks, and take their backpacks with them to class.
 - Kindergarten - Grade 5 teachers will develop plans for the storage of student materials in their classrooms.
 - Due to limited storage space in classrooms, parents are asked to send only the school supplies/books that students will need for each day.
- Shared Materials
 - Any materials that cannot be easily cleaned will be removed from the classroom.
 - Students will have individual learning supplies. In K-5 classrooms, these supplies will be provided by the school and managed by the classroom teacher.
 - Textbooks and books in classroom libraries will be put in quarantine for 3-5 days.
- Designated Entrances and Exits to the School
 - To minimize congestion and interaction between students in different cohorts, each cohort will have a designated door to enter and exit the school:



- The K-2 Cohort will enter and exit the building through the playground door on the east end of the school.
- The Grades 3-5 Cohort will enter and exit through the northeast door in the front of the school.
- The Grades 6-8 Cohort, along with the Grade 9's will enter and exit through the northwest door in the front of the school by the weight room.
- Grades 10-12 students will enter through the south doors by Mr. Walker's room.
- The main doors will be closed to the students and public.

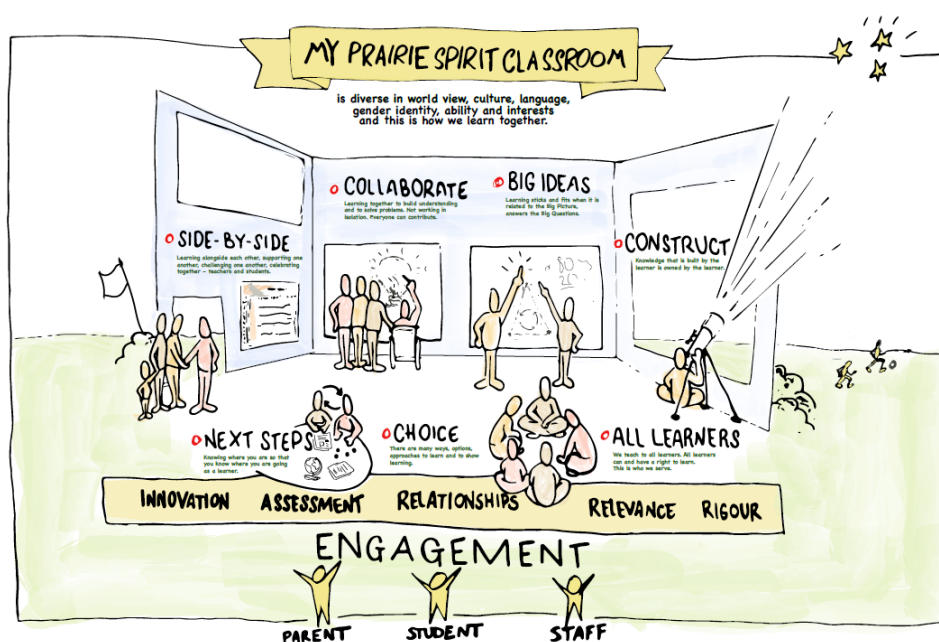
- Parent Drop-Off/Pick-up Procedures for Students
 - At this time, parents are not permitted to enter the school building and are asked to remain outside the school when dropping off and picking up students.

- Parents are encouraged to call the school or communicate with the classroom teacher to request students for pick-up.
- Beginning of the Day Entrance Procedures
 - To minimize the congregating of students in common areas, students will not be allowed to enter the school until 8:35.
 - K-2 and Grades 3-5 Cohorts
 - The Elementary Cohorts will alternate between staying on the playground, and going directly to their classrooms. This schedule will alternate either daily or weekly, and our K-5 teachers will communicate this to their students and parents.
 - Grades 6-8, 9-10, and 11-12 Cohorts
 - All Grades 6-12 students will enter the school through their designated entrances and proceed directly to their classrooms.
- Hometime Procedures
 - All students are to remain in their classrooms until they are dismissed by their classroom teachers.
 - At the discretion of the classroom teachers, all bus students will be dismissed first, and town students will be asked to remain in the classrooms until the hallways are clear.
 - Under the direction of the classroom teachers, bus students from Grades 1, 3, 6/7, 10, and Kindergarten will be dismissed before the bell, but must proceed immediately to their buses.
- School Visitors
 - In accordance with Ministry of Education and PSSD directives, access to the school will be restricted to the public (including parents and community rentals) for the first six weeks of school.
 - If there is a need to enter the school that cannot be met in another way, parents and other members of the public are to be asked to submit their request to school administration for consideration.
 - Parent-teacher meetings will be held virtually whenever possible.
 - All members of the public who enter the school must first complete the PSSD COVID-19 screening tool (www.spiritsd.ca/COVID) and present the results to Mrs. Rousell or school administration.
 - To aid in contact tracing, a record will be kept of all members of the public who enter the school (including names, dates, times, etc.).
 - Parent-staff meetings will be held virtually whenever possible.
- Breakfast Program/Canteen/Hot Lunch
 - The school's breakfast program and canteen will proceed under COVID restrictions, including:
 - Only food prepared by staff or safety trained students will be provided
 - Individual breakfasts will be delivered to the students in their classrooms.
 - A mobile canteen will be accessible to students in their classrooms.

- The Hot Lunch program will not be proceeding at this time.
- Busing
 - 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.
 - ALL PreK-12 students will be required to wear masks on the bus.
 - Copies of bus seating plans will be kept at the office for contact tracing if necessary. These will be in place no later than Sept. 4.
- Lockdowns and Fire Drills
 - There will be no lockdown or fire drills at this time.

3. Student Learning

- Our goal as a school is to keep the students physically safe and healthy, but also to keep them learning in a fun and socially-emotionally healthy manner.
- As per Ministry of Education directives, this fall will see a return to full implementation of Saskatchewan curriculum. Participation is mandatory for all students.
- *My Prairie Spirit Classroom* will continue to guide learning in Prairie Spirit School Division.
- The number of teachers and support staff that interact with a specific group of students will be minimized as much as possible.
- Considerations have been made in school planning to minimize the number of classroom switches teachers will make, and Kindergarten - Grade 8 students will spend most/all of their day with their homeroom teachers, with the exception being specialized subjects (such as Arts, PhysEd, PAA, IA, etc.), and prep coverage for teachers.



- Learning Options for Students

- Below is a list of options that parents and students have for delivery of education. Please feel free contact the school to discuss these options with school administration so that our students and families can make the best decisions possible for their individual contexts.
- Parents are encouraged to call Mr. Kirk at the school to discuss these options if interested.
- Parents choosing to opt-out of in-person schooling will be contacted by the school no later than Sept. 8.
- **Overview:**
 - In Prairie Spirit, we believe that the best place to learn, for most students, is in our schools, with their teacher. We also recognize the unique needs of students and their families that mean that families may be looking for other options either for the short-term, or for longer periods.
- **Blended Learning**
 - Blended Learning allows for students to learn at school or at home and permits flexibility to move between learning at school and learning at home. Wherever possible, we recommend that families remain with their local school for blended learning.
- **Learning at School**
 - Attending at your local Prairie Spirit school.
 - Staff will be closely following the provincial and Prairie Spirit guidelines for sanitizing and minimizing contact.
 - Schools will offer the full provincial curriculum.
- **Learning at Home**
 - For families requesting remote learning for a medical accommodation:
 - Register with your local Prairie Spirit 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:
 - Contact your local Prairie Spirit school.
 - Efforts will be made to connect your child to a teacher from their local 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.**
- **Online Learning - *Spirit eLearning***
 - Prairie Spirit's online school is *Spirit eLearning*.
 - Online learning includes synchronous (live) and asynchronous (self-directed) instruction.
 - Families of students in **Grades K-12** may choose to register with *Spirit eLearning*, Prairie Spirit's online school.

- Immune compromised and medically fragile students who need to learn at home may register with Spirit eLearning.
 - Instruction will be provided by teachers within Prairie Spirit and, possibly for certain electives, from across the province.
 - Depending on demand, course enrollment may be managed.
 - Students registering with Spirit eLearning are committing to at least one semester of learning online.
 - Students registered with Spirit eLearning have access to some services and opportunities at their local school, where offered, including: PAA, Band, Driver Education and extra-curricular activities.
 - Online learning is not a good fit for all students. Contact your school principal or [Peggy Mattila-Bains](#), Coordinator, to discuss this further.
 - ***If families have already paid a deposit to another online provider, Prairie Spirit will work with other online providers to secure a refund.***
 - **Home-Based Learning**
 - Contact Home-Based Education Facilitator - [Janet Jeffries](#).
 - All instruction, planning and assessment is done by the parent.
 - Parents are required to submit a learning plan.
 - Home-based learning courses in grades 10 - 12 do not meet the criteria for grade 12 graduation.
- **Remote Learning**
 - Should the need arise, our teachers are prepared to pivot to the delivery of remote learning for all LAS students. This would occur if the Province or Division makes the decision to move to Level 3 or 4 of the provincial Safe School's Plan.
 - All students that are required to remain home for illness, self-isolation, etc. will be supported in their continued learning by their LAS teachers.
 - Teachers have been asked to assess the curricular outcomes for each course, and prioritize the ones that must be explored in an in-school setting. Outcomes that are more easily addressed through remote, online, or at-home learning will be left for later in the year, or will become a focus in the event that we need to pivot to remote learning. Because of this, teacher's year plans may look a little differently than normal.
 - In the event of a remote learning situation, Grades 10-12 classes will pivot to a block system, with students and teacher focusing on 2-3 courses at a time.
 - In the event of a pivot to remote learning, full curricular engagement would be mandatory for all students.
 - **Learning Technology**
 - The school will support families with technology needs in the event of remote learning. Please contact the school if needed.
 - If a student chooses or is required to learn from home, school administration will be in contact to discuss technology needs and develop plans for the continuation of student learning.
 - Students with the ability to do so are encouraged to bring their own technological learning devices to school.

- Outdoor Education
 - LAS PreK-Grade 8 teachers are encouraged to spend at least a portion of the day outside, using the community and environment as a classroom and learning resource. This would allow for greater ability for students and staff to maintain social distancing, and reduce the need for extended mask use.
 - Please see the following link for more information: [Link](#)

- Synchronous vs. Asynchronous Learning
 - Teaching and learning in schools is often done in a synchronous manner, with a group of students engaged in the same learning activity at the same time.
 - Asynchronous learning refers to outcome-based, individualized learning that can happen anywhere, at anytime, and involves student choice, flexibility, student needs and interests, etc.
 - Teachers will be planning learning that is both synchronous and asynchronous. This will allow for greater flexibility for in-school learning and remote learning from home if needed.
 - Please see the following link for more information: [Link](#)

- Students with Additional Needs
 - Before September 8, 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. Individual transition plans for students with additional needs will be developed in consultation with parents, Ms. Vancaeseele, Mr. Kirk, Mr. Karras, and possibly classroom teachers and EA's.
 - Parent meetings (ROA, IIP, etc.) will be conducted virtually whenever possible.
 - Support staff will be limited in the number of staff and students they work with throughout the day.

- Mental Health, Well-being, and Social-Emotional Supports
 - Supporting the mental health of our students is always a top priority at LAS, but it is even more so now given the current situation.
 - We are striving to balance the students' physical, social, emotional, and mental health needs.
 - Our staff members have spent time learning about Trauma-informed teaching and learning, as well as other mental health supports.
 - Our school reopening plan follows the North American Center for Threat Assessment and Trauma Response (NACTATR) *Guidelines for Re-entry into the School Setting During the Pandemic*, as does the PSSD Safe Schools plan. School staff have been involved with training and planning in this area.
 - School staff will be taking part in Trauma-Informed School Re-entry during the week of Sept-8-12, as well as into the school year.
 - Mental health and social-emotional learning will remain an important part of instruction and school culture.

- Counsellors will be available for students and staff as usual.



COVID-19 Protocols for AP-432 Illness in Care

Prairie Spirit School Division is committed to ensuring the health and safety of all its employees. On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020/21 school year. To help Division staff prepare for the return of students and staff, provincial guidelines have been put in place. Please refer to Return to School Planning Document 2020-21. These procedures have been created to ensure a safe return to the workplace for all staff. These protocols will continue to be adjusted as necessary following the direction of the Chief Medical Health Officer of Saskatchewan. COVID-19 is a communicable disease.

- Promote proper hand hygiene practices for staff and students. Practices must include using soap and water when hands are soiled and hand sanitizer when visibly clean. Although general use containers need to be available, where possible, students and staff should have their own hand sanitizer. Supervise the use of hand sanitizer with young children. Please refer to Return to School Planning document 2020-21 for more information on preventative measures.
- Based on current evidence, checking temperatures, detailed screening or requiring COVID-19 testing of students and staff are not required or recommended at this time.
- Students and staff who are sick should be advised to stay home. Not all symptoms of illness need to be subject to this requirement (i.e. headaches, cramps, etc.).
- All parents, guardians, students and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school. Instead, they must stay home and self-isolate. Self-isolation requirements are determined by Saskatchewan Health Authority (SHA) guidelines. Schools should include a link to these [guidelines](#) on their website.

If a student is exhibiting symptoms suggestive of COVID-19 (see Appendix A), the following steps should be taken in order to minimize the risk of exposure to others:

- 1) If, while at a school, a staff member identifies a student exhibiting one or more of the symptoms of COVID-19 (as set out in Appendix A), a staff member shall:
 - a) Start self-isolation immediately: student's teacher notifies the Designated School Official (DSO) to accompany the student from the classroom to the school's pre-identified isolation space where the student will be supervised at all times.
- 2) In all interactions with the student, staff members shall:
 - a) Maintain physical distancing from the student as much as possible;
 - b) Wear a medical mask and face shield;
 - c) Avoid contact with the student's respiratory secretions;
 - d) Provide the student with a face shield and request the student to wear it;

- e) Provide the student with a face mask if the student is not wearing one, and request the student to wear it provided the student is not in respiratory distress;
 - f) Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student; and
 - g) Dispose of disposable Personal Protective Equipment (PPE) and arrange for non-disposable PPE (i.e. face shield) to be cleaned and disinfected.
- 3) The principal or designate shall, as soon as reasonably possible:
- a) Call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible;
 - b) Arrange for the cleaning and disinfection of the isolation room as soon as reasonably possible, the student's classroom and, in particular, the student's desk and surrounding desks and any other common touch items in the classroom and/or other school facility (i.e. washroom) to which the student would have had access that school-day by custodial staff; and,
 - c) DSO or designate will record symptoms reported or observed and the date/time the school became aware/isolated the individual to include in required daily communication to Public Health.
 - d) Advise the Director or designate.
- 4) If a case of COVID-19 is confirmed by the Saskatchewan Health Authority (SHA), the Director or designate will arrange for any other steps that may be required by SHA Public Health.
- 5) Any and all communications regarding the student or further action that might need to be taken by the staff, students or school must be done only by or with the approval of the Director or designate in consultation with Public Health.
- 6) In consultation with the Learning Superintendent, each school shall:
- a) Set up a designated isolation room in the school;
 - b) Ensure that appropriately sized medical face masks, face shields and hand sanitizer are readily available in all classrooms in the school;
 - c) Keep accurate and up-to-date records of attendance and seating arrangements to support public health investigation and contact tracing;
 - d) Establish standardized procedures for cleaning and disinfecting classrooms and high touch surfaces and student work stations, including designating the employees who shall be responsible for these tasks, noting that all requirements associated with the increased sanitization and disinfection of facilities including common areas will be completed by custodial staff throughout the day; and
 - e) Establish standardized procedures for the disposal of PPE.

Appendix A – [COVID-19 Symptoms](#)

Testing is available and recommended if someone has unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following:

- Fever
- Cough
- Headache
- Muscle and/or joint aches and pains
- Sore throat
- Chills
- Runny nose
- Nasal congestion
- Conjunctivitis
- Dizziness
- Fatigue
- Nausea/vomiting
- Diarrhea
- Loss of appetite (difficulty feeding for children)
- Loss of sense of taste or smell
- Shortness of breath
- Difficulty breathing