

Perdue School Safe Return Plan

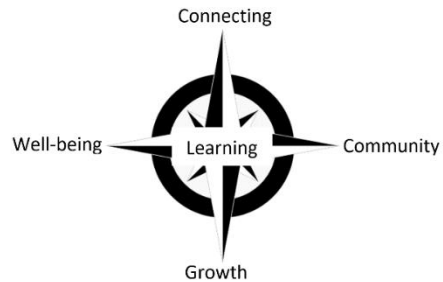
Perdue School K-12



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.

Kristal Mason and Jeff Chilibeck will be the Designated School Official and will retrieve from the classroom any child displaying flu, cold, or flu-like symptoms. The students will be moved immediately to the self-isolation room (Art Center #208A) and parents / caregivers will be called to pick up their child and will follow the protocols established in consultations with the Medical Health Officer regarding privacy, testing, isolation, and procedures for returning to school. Student will not be left alone during this time and will be supervised by the DSO.

Student Illness

- Parents and caregivers are asked to monitor their children for any signs or symptoms of illness (if unsure, please refer to the PSSD Guest COVID Self-Assessment tool ([link](#))).
- 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 immediately until safe transportation home can be arranged, as per Provincial and PSSD directives. Staff are not permitted to transport students

If a student presents COVID-19 symptoms, the following procedure will apply.
Please refer to the links below:

Illness in care - Plan for contacting parents, Public Health, student pick-up and cleaning protocols

COVID symptoms. Illness in Care Protocol [link](#)

COVID 19 Protocol Flowchart for Students [link](#)

Link to AP 410 – Safety [link](#)

Teacher/Staff Illness –

Principal /Vice Principal will provide alternative arrangements for in-class instruction if teacher develops symptoms consistent with COVID-19.

Another staff member will be placed in the classroom until a substitute teacher can fill the ill staff members position. We will follow school cleaning and disinfecting procedures upon teacher leaving the school facility.

If student or staff member has become ill at school, copies of seating arrangements and common area monitoring sheets will be used to identify contact tracing.

Copies of the plans will be kept in the main office.

Masks

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

Face masks are available for staff and students upon re, and face shield available for staff in addition to a mask in isolation space.

PreK-3 - are not required to wear masks on play structures

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

Safe 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.

Parents, caregivers will receive information regarding safe transportation protocols and routines by Friday, September 4th. The plans will be shared with individual families via email. The plans will include drop off and pick up times as well as protocols. Busing information will be posted on the school website. The safe bussing protocols will contain information determined through consultation with the Prairie Spirit Bus Garage, bus drivers, and school administration. Protocols and routines will describe expectations for seating, behaviours, expectations for masking and pick-up and drop off times and locations

- Busing
 - 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
 - cleaning and sanitation of buses or other vehicles used to transport students is required between each run.



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.

Perdue school will establish cohort groups to help limit overall group sizes, facilitate movement within the school and to allow for potential contact tracing.

Cohort	Grade Group	Entrance (Hand sanitizer provided at each entrance - however hand washing is preferred) Masks must be worn grades 4-12 before entering	Exit	Recess time (AM)	Recess time (PM)	Lunch	10 minute break (H.S. Only)	Area
1	K-1	South (Staff Room)	Bus Kids First, Town Kids Second (4)	10:30	1:50	11:56-12:35 Eat first, Play second		Weekly Rotating Areas (South Playground - includes Hill and Ball Diamonds & West Playground includes swings and soccer field)
2	Gr 2-3	West (Staggered entrance)	Bus Kids First, Town Kids Second (3)			Town students are encouraged to go home for lunch.		
3	Gr 4-5	West (Staggered Entrance)	Bus Kids First, Town Kids Second (2)	10:45	2:00	11:56 – 12:35 Play first, Eat Second		
4	Gr 5-6	West (Staggered Entrance) Oldest to Youngest	Bus Kids First, Town Kids Second (1)			Town students are encouraged to go home for lunch.		
5	Gr. 7-8	Doors will open at 8:40 for High School	Bus Kids First, Town	Students will be expected to stay in class during their 5 minute breaks -		Town students are	Alternating areas for	

		North Entrance	Kids Second (3)	unless they get permission for washroom, water, or outside.	encouraged to go home for lunch.	outside breaks.	
6	Gr.9-10	Doors will open at 8:40 for High School North Entrance	Bus Kids First, Town Kids Second (2)	High School teachers will do their best to provide outside mask breaks throughout the day.	Students in the building must stay in their classroom.		
7	Gr. 11-12	Doors will open at 8:40 for High School Front (shoe storage available)	Bus Kids First, Town Kids Second (1)	** Masks do not have to be worn if social distancing can be observed.			

Two cohorts can have simultaneous recess / lunch times as they will use separate entrance / exits and play in different areas. Teacher supervision will be in place for all break times. Upon arrival all four cohorts will be arriving off the buses around the same time, therefore our playground will be set up with four designated areas for each cohort to maintain social distancing.

Flow Protocols

Protocols to regulate the flow of students through the school will be taught to students during the week of September 8-12. These will include the gymnasium, library, washrooms, lockers, boot rooms, hallways, computer lab and access to the playground and so on.

All classrooms will be front-facing and students in grades 4 – 12 will be wearing masks when it is impossible or impractical to maintain physical distancing. Students will not share school supplies.

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

Division Update August 31 - Lockers in classrooms, commonly referred to as cubbies, are appropriate for use because they exist within a common cohort space. We will be using our cubbies in the classroom for all Gr K-12 students to store their materials.

Cubbies in the classroom can be used and shared if necessary

~~Lockdown and fire drills – no procedural lockdowns or fire drills at this time.~~

Division Update August 31 - Fire drills:

Full school fire drills are on hold at this time.

Teachers must review the exit routes and run a drill or two, with their class, during these first two months. (A walk from the classroom to their meeting location outside)

Teachers will communicate with admin when they are planning to conduct a classroom drill

Lockdown:

Full school lockdown drills are on hold at this time.

Teachers must review lockdown procedures with their students.

Schools may wish to play the 'lockdown drill announcement' so students are familiar with it.

Hold and Secure:

Hold and Secure drills are non-disruptive to classroom routines therefore drills may be conducted.

Transitions between teachers and classes will be reduced by implementing cohorts and teachers moving to different classrooms and students staying in assigned homerooms.

Teachers will:

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

Visitors and guests in schools

Schools will not have guests or visitors in the school for the first 6 weeks.

Parents/guests, volunteers, and visitors should only be entering the school or Division facility if there is a need that cannot be met another way (phone, online, etc.).

- All visitors will need to have passed the PSSD - Guest COVID screening tool; 'green screen' will be shown to administrative assistant upon arrival.
- All members of the public who enter the school must first complete the PSSD – Guest COVID screening tool and present the results to school administration.

If you would like to pick up/drop off your student do so at your child's designated entrance/exit as you will not be allowed into the building.

If wanting to book a meeting with parent/guardians, it must be done over the phone/Teams. If there is a need to enter the school that cannot be met in another way, parents and other

members of the public are asked to submit their request to school administration for consideration. All members of the public who enter the school must first complete the PSSD COVID Self-Assessment tool and present the results to school administration.

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.

Hygiene

Staff will teach proper hygiene and hand sanitizing the week of Sept. 8-12th.

Each classroom will be equipped with a refillable litre bottle of hand sanitizer for classroom use. As per the guidelines it is recommended that each student bring from home their own personal hand sanitizer to keep with them.

When entering the school or after play or learning outside or when hands are visibly soiled, students and staff will practice handwashing techniques or use hand sanitizer. Schedules for hand washing will be determined by the teachers before September 4. Proper technique will be taught upon return to school.

Classroom configurations will be set up to best meet physical distancing techniques. Masks are required grades 4-12 if you cannot socially distance and encouraged for K-3.

Lockers:

In order to limit crowding and support cleaning, students are asked to bring what they need for the day packed in their bag. **Students should bring lunch (if staying for lunch), hand sanitizer, water bottle and masks to school daily.**

- There is NO locker access at this time for everyone
- Individual classrooms will develop plans for storage of student materials.

Sanitizing High Touch Surfaces:

- Custodians will work with the Administration to create a schedule to sanitize high touch surfaces.

- Each classroom will be equipped with disinfectant for times when the care-taking staff are not available.
- Chrome Books will be equipped with special wipes to use after use. Perdue school is close to having a 1-1 Chromebook ratio.
- The computer lab will be open and will be cleaned after each use.

Water Fountains:

- Water fountains are not in use during this time
- Water fill stations are currently backordered, but water and cups will be provided if necessary

Washrooms:

Designate washrooms to specific cohorts - they are only to use designated washrooms, regardless of what space they are using (they may have to walk from the gym to the designated washroom).

Students K-6 will use

Boys #110

Girls # 108

Students Grades 7-12 will use

Boys # 204

Girls #202

Staff will monitor washroom facilities – no more than 4 students in each washroom at a time

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.

Access to Learning:

- Full SK Curriculum will be offered this year
- Differentiation of instruction will be important.
- Grades K-6 – will having three reporting periods November 6, March 12, June 28
- Gr. 7-12 will have four reporting periods November 6, February 3, April 16, June 29
- My Prairie Spirit Classroom will continue to be an emphasis in our learning.
- Standardized platforms will be used for Elementary and High School
- Any student who is not able to be at school will have access to a variety of learning options, **please** contact the school more information.

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:
 - o Register with your local Prairie Spirit school.
 - o 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:
 - o Contact your local Prairie Spirit school.
 - o 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.
 - o Children can resume attending at their local school as soon as they feel ready.
 - o 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.
- Provincial guidelines; Division procedures.

Masks:

- As we are in Level 2 of planning, students in grades 4-12 will bring their own masks from home. Upon request, disposable masks will be provided.
- Grades 4-12 students will be required to put on their masks before entering the school.

- Masks will be worn when physical distancing is not possible on buses and on the playground, in classrooms and hallways.
- Pre-K to grade 3 students are encouraged to bring and wear masks.
- Staff members will also be required to wear masks when a 2m radius cannot be maintained.

Cohorts:

- Students will not be switching classrooms and cohorts will not be mixed at **any point** during the day.
- Students will have a seating plan in their classroom for contact tracing as required by Health
- At this current time, students will not be travelling to Asquith for PAA. PAA will be offered to students in Perdue School.

Itinerant Staff:

- Staff members will not be allowed to be in more than 2 PSSD schools in one day.

Food:

- There will be no Booth or Commercial Cooking at this time
- There will be **no access** to microwaves - **NO WARM-UPS**
- No hot lunches, no shared snacks (birthday treats)
- There will be no access to spoons/cutlery at the school
- Please make sure that your child can open all packages/containers in their lunch independently
- **This will diminish staff having to sanitize after having to open things and will also diminish cross-contamination
- Students are encouraged to go home for lunch if possible.
 - Students who stay at the school will be provided with a space where they can socially distance.

Library:

- The library, at this time, is closed. Bookshelves are off limits, but the library space can be used, if you like.
- There will be borrowing books for students
- Classroom libraries will be available to students
- Classroom teachers will setup classroom protocols for borrowing (example students will choose books from classroom library on Monday and return to a basket on Friday books, will sit for the weekend and then be re-shelved)
- Books will be quarantined before going back into circulation (48 hours).

Technology:

Students grades 7-12 may bring their own laptop or tablet to complete their schoolwork. No other students could touch these.

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.

Students with Additional Needs

- Supports for these students will be continued
- Individual plans will be created for these students.
- 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.
- Any meetings between staff and parent/guardians, will be done over the phone or online.

Mental Health of Staff & Students

- At the beginning of the year, our focus will be on connections, relationships and establishing routines.
- The week of September 8-12 (soft landing) will provide staff with time to reconnect with students
- Students are encouraged to talk with staff members
- Counselling services will be provided for any Perdue School student, regardless of if they are in the building.
- Staff meeting on September 14 admin will focus on mental health pd and check in

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

General:

- Staff realizes that maintaining physical distance is less practical, especially with younger students and we will concentrate on minimizing this contact Ex: during instruction, recess, extracurricular, Phys. Ed
- Staff will decrease the number of toys/equipment available to children. Removal of toys and other items that cannot be easily cleaned and disinfected.
- Staff will do their best to provide mask break

Phys. Ed/ Recess:

- The Division will be working with schools to offer appropriate activities for physical education during this time.

Extra Curricular:

- As of right now, all extra-curricular activities have been suspended.

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.



Communication:

- Outgoing communication is essential. Updates will be provided on our school website, through email, and Twitter.
- Classroom teachers will be providing updates regularly when new information is provided, or things change.
- Admin will contact families in the Blended learning and eLearning option by September 15
- Please contact the school to ensure that your contact information is up to date and accurate. If you have any questions or concerns, please contact the school.
 - Phone: 306 237 4311
 - Email: perdueschool@spiritsd.ca, jeff.chilibeck@spiritsd.ca, kristal.mason@spiritsd.ca

Contingency Plan:

- Perdue School will provide access to technology for equitable access
- *In the 2020-21 school year, the full Saskatchewan curriculum will be presented, and participation is mandatory for all students regardless of the mode of delivery. *