

PIKE LAKE SCHOOL

“A Natural Place to Learn”

Safe School Plan 2020 – 2021



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Dear Pike Lake Families,

On behalf of the Pike Lake School staff, it is my pleasure to welcome you to the 2020-2021 school year. Back to school season is always a time of excitement and preparation, especially this year. Covid-19 has caused us all to adjust our routines and habits, find new ways to stay socially connected, and adapt to new safety measures in order to keep ourselves, our families and our communities safe and healthy.

The staff at Pike Lake School, with support and guidance from Prairie Spirit School Division and the Chief Medical Health Officer, have developed this Safe School Plan to provide direction and reassurance as we return to in-person teaching and learning.

We will continue to focus on connecting, community, growth, and well-being. These themes will frame our learning and help to ensure students find success and belonging in their return to school.

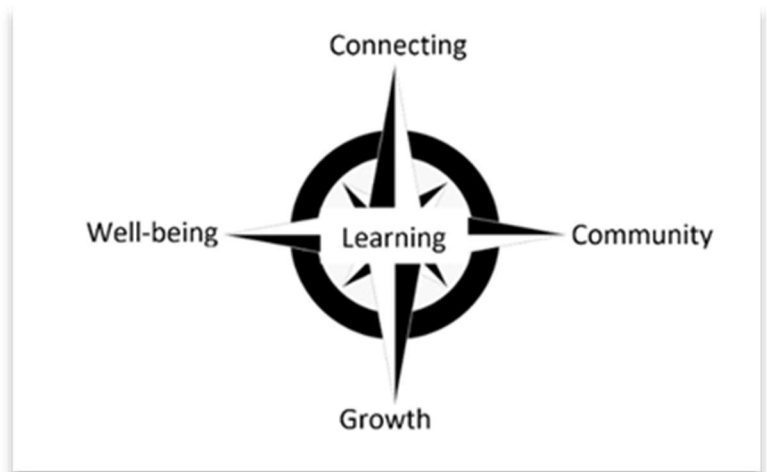
We are prepared to adapt our approach as we receive updated information and guidance. The plans and procedures contained in this document represent our current understanding. We will likely update these plans and procedures as the year progresses and will notify families through email and on our school website.

We look forward to welcoming students back to learn together in person and are taking all necessary precautions to keep everyone safe and healthy.

Sincerely,



Brian Knowles, Principal





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.

Our **School Plan for Safe Attendance** is as follows and will be made available to parents on our school website and communicated via PowerSchool.

- Parents and caregivers, please ensure contact and medical information is up to date by Sept 4th.
- For timely updates, please follow us on Twitter (@PikeLakeSchool). Also each class will have a SeeSaw account for parents to access.
- Please keep symptomatic children home. Covid-19 screening information and link to the self-screening tool will be posted on our school website by Friday September 4th.
- **Division Update Sept 2: All parents, guardian, student 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. A link is available on our school website.**
- Students in K-3 are encouraged to wear masks when physical distancing of 2m is not possible. Students in Gr. 4 and staff are required to wear masks when physical distancing of 2m 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.
- Seating plans will be made, updated when changed and kept in the staff shared folder. Due to the small size of our school, transition routes will not be necessary.

The following protocol is in place in the event that a student is symptomatic:

- The East boot room will be used if we need to isolate a symptomatic student or staff member. Before using the boot room, any items (boots/shoes) will be removed and a chair will be put in the room.
- Principal, Brian Knowles or the acting administrator will be the Designated School Official (DSO). The DSO will supervise the student.
- Necessary PPE will be stored at the front desk.
- ~~The administrative assistant or another staff member will:~~
 - ~~contact parents or caregiver of symptomatic student, inform them to **pick up their child using the East doors**~~
 - ~~contact the superintendent~~
 - ~~contact Public Health 306 655 0080, 1 833 445 0080 (toll free), or 811.~~

- ~~contact the school caretaker to let them know the isolation room has been used~~
- **Division Update Sept 2:** In all interactions with the student, staff members shall:
 - Maintain physical distancing from the student as much as possible;
 - Wear a medical mask and face shield;
 - Avoid contact with the student's respiratory secretions;
 - Provide the student with a face shield and request the student to wear it;
 - 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;
 - Wash their hands adequately with soap and water or use hand sanitizer before and after attending to the student;
 - Dispose of disposable Personal Protective Equipment (PPE) and arrange for non-disposable PPE (i.e. face shield) to be cleaned and disinfected.
- The principal or designate shall, as soon as reasonably possible:
 - Call parents or caregivers to pick up (at the East doors) 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;
 - 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;
 - 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.
 - Advise the Director or designate.
- School caretaker will notify the principal when the room has been cleaned and disinfected.

If a staff member is symptomatic:

- **School Update Sept 2:** The staff member will leave the school and move to a location where they may self-isolate as soon as possible. Staff will call 811.
- Students will be kept out of the classroom the ill staff member has spent time in until it can be properly disinfected.
- Students will be placed in one or two groups depending on the number of teachers remaining.
- Administrative assistant will contact the superintendent.
- Administrative assistant will contact the school caretaker to let them know the isolation room has been used.
- School caretaker will notify the principal when the room has been cleaned and disinfected.

For more information, please see [PSSD Administrative Procedures: 432 – Illness in Care](#)



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.

Students will enter and exit the school through the following doors:

- Main doors: Kindergarten, Gr. 3 and Gr. 4 (Ks enter and exit first)
- East doors: Gr.1 and Gr. 2 (unless isolation room is used)

New expectations for bus behaviour include:

- Face masks must be worn by all students riding a bus.
- Students must sanitize their hands before boarding the bus. Hand sanitizer pumps will be installed on the bus, though these may not be in place for Sept 8th. Parents are encouraged to send children with Health Canada approved hand sanitizer.
- Students must follow the seating plan provided by the bus driver.

Bus drop-off and pick-up practices and school entry and dismissal practices are as follows:

Drop-off

- Students must stay in their seat until the bus driver indicates it is their turn to leave.
- Students will keep their masks on while waiting on the playground where their teacher will help them to line up before entering the school.

Pick-up

- Teachers will help students line up in front of the school with their masks on.
- The bus driver will call out students' names when it is their turn to board the bus.
- Students will sanitize their hands and sit in their designated seat.

A copy of the bus seating plan will be kept at the office (for contact tracing, if necessary) by Sept 4th.



Safe Access

Safe Access focuses on the daily flow of students and staff within the building.

Parent Drop-off/Pick-up

- Parents may use the Pike Lake Hall parking lot for drop-offs and pick-ups. Please do not park in the bus loop or staff parking lot.
- Parents and caregivers should only enter the building if there is a need that cannot be met another way. If a parent must enter the building, they will complete the PSSD

Covid-19 screening tool (www.spiritsd.ca/covid) and show a “green screen” to the administrative assistant, who will record their name in our guestbook. Masks will be provided.

Safe Access to Shared Spaces

- **Pike Lake Hall:** ~~at this time, we will not be using the Pike Lake Hall.~~ **School Update Sept 2: We will be using Pike Lake Hall for lunch and Phys. Ed.**
- **Library:** at this time, the library will be used as a breakout space. Students will not be able to sign out or exchange books; teachers may sign out books from the library to use in their classrooms.
- **Washrooms:** K-3 students should wear masks in the washrooms; Gr. 4 students must wear masks in the washrooms. Two students per washroom at a time.
- **Boot rooms:** K-3 students should wear masks in boot rooms; Gr. 4 students must wear masks in the boot rooms. **School Update Sept 18: Four** Two students are allowed in the boot room at a time. Staff will help monitor.
- **Hallways:** K-3 students should wear masks when in the hallway; Gr. 4 students must wear their masks while in the hallway.
- **Playground:** Students will sanitize their hands before and after using the playground. K-3 students are encouraged to wear masks on play structures; Gr. 4 students are required to wear masks on the playground equipment if they cannot maintain 2m distance.
- **Computer lab:** half of the computers will be placed in storage to allow for distancing. One student will be assigned to a computer each day. Our caretaker will disinfect the computer stations at the end of each day.
- **Classrooms:** we will primarily use the two largest classrooms. Students should wear masks in the classrooms and hallway, unless seated in a designated “mask break” spot.

Safe Arrivals and Departures

To avoid crowding, students will enter using their assigned entrance (see above) in small groups that correspond to their locker colour (blue, grey, red). For example, the blue group will enter the school with masks on, put belongings in their lockers, sanitize their hands and move to their seat before the next group enters. Hand sanitizing stations will be placed at each entrance and a bottle of hand sanitizer will be in every classroom.

One staff member will supervise outside, while the others will control the flow of traffic inside. A similar process will be used at breaks and dismissal.

- The bus arrives at 8:40 am.
- One teacher will be outside on supervision from 8:35 to 8:48.
- With masks on, students will line up in their class groupings (K, Gr.1/2, Gr.3/4) by their assigned door).
- Kindergarten, Gr. 3 and Gr. 4 will enter through the main doors, with Kindergarten entering first. Outdoor supervisor to monitor.
- Gr.1 and Gr. 2 will enter through the East doors. Teacher inside to monitor.
- Dismissal at 3:00, teachers will stagger the exit of students by locker colour to avoid crowding.

There will be no procedural lockdowns or fire drills, at this time; however, we will still plan dates in our Emergency Response Plan to review instructions and processes with students, rather than practise.



Safe Facilities

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

Hygiene

- Students and staff will wash hands before and after lunch and when visibly dirty, and use hand sanitizer throughout the day.
- Staff will dispense hand sanitizer at the start of the day, before and after recess, and at the end of the day, and as needed throughout the day.
- There are five sinks available to students (one in each washroom and one in each classroom).
- Proper hand washing and sanitizing techniques will be included in lessons the week of Sept 8th -12th and will be revisited regularly. Posters will be displayed at each sink.

Facilities, Cleaning and Sanitation Guidelines

- Unnecessary furniture will be removed from the classrooms to allow for spacing of desks and tables.
- Staff will follow Prairie Spirit's cleaning and disinfecting protocols.
- Students will use their assigned lockers. To avoid crowding, students will access their lockers in small groups that correspond to the alternating locker colours (blue, grey, red).



Safe Classrooms

Safe classrooms/common spaces focuses on the measures to ensure the safe sharing of space in the classroom between students and staff.

Teaching and Learning

- *My Prairie Spirit Classroom* will continue to guide our learning at Pike Lake School. Staff will find new opportunities for collaboration and side-by-side learning that promote health and well-being. Learning outdoors will also continue to be an important part of each day.

Assessment and Reporting

- Teachers will use pre-instruction assessments to establish each student's starting point in reading, writing and math. Post-instruction assessments will be used to identify growth.

- We are considering issuing three progress reports this year, instead of one at the end of the year.
- Teachers and students will use SeeSaw to share examples of learning throughout units of study.
- Meetings with parents and caregivers will be done over the phone, online, or socially distanced in person.

Blended Learning

- Blended learning provides opportunities for students to learn in person and/or online.
- **School Update Sept 18:** Teachers have ~~will~~ **connected** with registered families where students are not attending ~~by Sept 15th.~~
- Teachers will use Seesaw, MS Teams and our school website to support blended learning.
- ~~Teachers will explore options for allowing students who are not at school to participate in class through video conference using MS Teams.~~
- To ensure equity of access, where possible, the school will loan devices to families, and/or connect over the phone and send learning packages home. Any learning packages sent home will be support by regular teacher contact.
- Teachers will use time at the beginning of the year to become familiar with the MPSC Classroom Learning Supports. Our learning facilitator will support teachers throughout the year.

Limiting Physical Contact/Shared Materials and Equipment

- Students in K-3 are encouraged to wear masks when physical distancing of 2m is not possible. Students in Gr. 4 and staff are required to wear masks when physical distancing of 2m 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.
- Staff will work with students to help them get used to masks and wear them effectively.
- Unnecessary furniture will be removed from the classrooms to allow for spacing of desks and tables.
- Teachers will use our outdoor learning spaces when possible.
- Priority will be given to spread out, individual seating. All classrooms will be set up forward facing.
- Teachers will assign students to electronic devices for a period of time, after which they will be sanitized.
- Parents and caregivers have been asked to purchase individual school supplies for the first six weeks.
- Our classrooms have space for individual storage of student materials.
- At this time, shared toys will not be used.
- Students will enter the school in staggered groups to promote distancing in the hallway and at the lockers.

Food

- **School Update Sept 2:** Student will use the Pike Lake Hall for lunch in two shifts: K-3 will have lunch recess from 12:00 to 12:20, while Gr.3 and 4 students eat in the hall.

At 12:20, K-3 students will eat lunch in the hall while Gr.3 and 4 students have lunch recess. We will provide staggered seating so students can maintain 2m distance and not sit a spot previously used by another student. ~~Students will spread out as much as possible to eat lunch.~~ We will use outdoor space when the weather permits.

- Students are not to share food.
- Our snack program will be prepared by a staff member and consist of pre-packaged snacks, as much as possible.



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

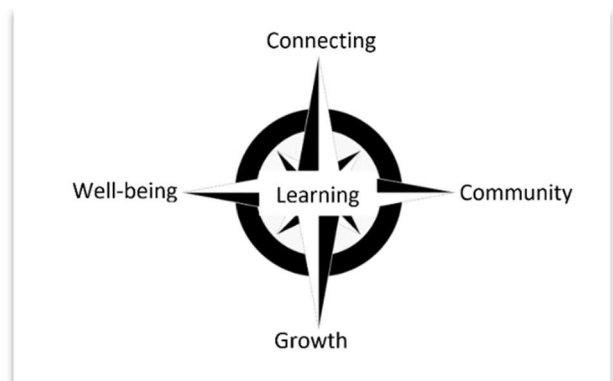
- Staff began work with families and our Special Education Resource Teacher (SERT) to prepare individual transition plans on Aug 24th. This work includes a review of inclusion and intervention plans.
- If resources for safe programming are not immediately in place, it may delay a student's return to school.
- School Staff, SERT and other Learning Support Services staff will use the library.

Mental Health, Well-being and Social-Emotional Supports

Pike Lake School will continue to be PSSD's guiding compass to center learning in a safe and caring environment. Staff will access relevant supports, including the NACTATR *Guidelines for Re-entry into the School Setting During the Pandemic*. We know this may be a difficult transition for many students and will work to help students feel safe and comfortable in school.

Students may also receive support from a PSSD counsellor.

Staff will meet the week of Sept 21st to review how students have transitioned back to school and engage in professional development around trauma informed schools.





Safe Activities

Safe activities focuses on the protocols and policies governing group activities.

Physical Activities

- Students should wear a mask while participating in activities that do not allow for 2m distance.
- Teachers will lead games that minimize physical contact and shared equipment.
- Staff will use outdoor learning spaces as much as possible.
- Mask break locations will be set up outside.

Division Update Sept 2: Guidelines for physical education, recess activities and wellness have been created by PSSD and are available on our school website.



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.

We hope to continue to have students learning in school; however, if that is not possible, we will continue to support students remotely. In September teachers will help families sign up

for and use Seesaw as a means of connecting to their child's learning. The school will share updates on our website and through email, as well as on Twitter. These methods of communication will be useful if we need to transition to remote learning, either in part or in full.

Also in September, we will ask families to share their preferences and needs, should distance learning be required in the future. This information will help staff plan and secure additional resources.

Staff will connect with registered families of all students who are not attending by Sept 15th to offer support.