

PRAIRIE SPIRIT SCHOOL DIVISION



Warman High 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 School Plan:

Dear Students, Parents, and Caregivers,

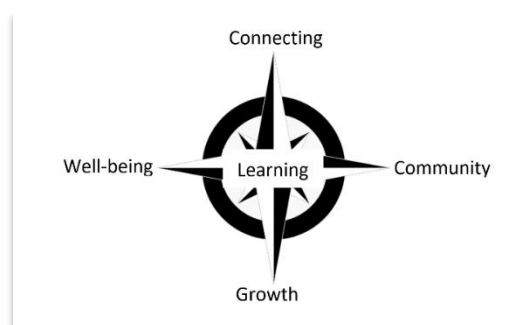
This Safe School Plan has been developed in accordance with the Guidelines from the Ministry of Health and Education. In these times of uncertainty we are committed to keeping our students safe and healthy, meeting their academic goals, and supporting their mental health and well being.

If you are wishing to make changes to your registration status please contact the school by Friday August 28th.

It has been a long time since we have seen our students and we are looking forward to seeing them all when they return!

Kind regards,

WHS Staff



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.

<input checked="" type="checkbox"/>	<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
<input checked="" type="checkbox"/>	<p>Communication</p> <ul style="list-style-type: none"> • Communication will happen through our website https://blogs.spiritsd.ca/warmanhigh/ • The Website will link to division information as well as our social media pages • The Safe School Site Plan will be continually updated • Important announcements will be emailed to parents and students, posted on our website, and posted on social media • Teachers will be communicating with parents and students through email and Google Classroom • Absences will be reported to the school including if the absence is due to illness • The school will be reaching out to registered families who are not attending school by September 14 • Division staff have access to our school, division, and Ministry plans
<input checked="" type="checkbox"/>	<p>Contact Information</p> <ul style="list-style-type: none"> • Parents are asked to update their contact information by September 4, 2020 • Starting on September 8, the school will begin contacting families for updated information
<input checked="" type="checkbox"/>	<p>Survey Feedback</p> <ul style="list-style-type: none"> • The survey feedback that was collected had been used to inform the back to school plan • The school will work to connect families to educational options in the event they are not returning to Warman High School
<input checked="" type="checkbox"/>	<p>Self-screening measures</p> <ul style="list-style-type: none"> • 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).
<input checked="" type="checkbox"/>	<p>Illness in Care Plan</p> <ul style="list-style-type: none"> • Parents will need to have a plan in the event that their child needs to leave the school due to illness • Students exhibiting worrisome symptoms will be removed from class by the principal/vice principal and moved to the self isolation room (Room B26) • Parents will be called to pick their child up immediately and will follow the protocols outlined by the Chief Medical Officer • Students will be supervised at all times • Once the student is picked up the room will be cleaned and the hygiene protocols will be followed • Please refer to Appendix B flowchart in the Covid-19 Illness in Care Guidelines provided by health around what happens if a student presents with symptoms consistent with COVID-19 at school, including if they test positive. • The school will work with our division School Health Support Facilitator in contacting Public Health, and following guidelines outlined in AP 410 Safety Appendix A)(COVID 19 and AP 432 Illness in Care.
<input checked="" type="checkbox"/>	<p>Staff Illness</p> <ul style="list-style-type: none"> • Staff members will stay home if they have Covid Symptoms • If a staff member develops symptoms of Covid-19 during the work day they will be required to leave the school and seek medical advice. The duties of the staff member

	<p>will be covered by the administrator, a substitute, or reassigned to another staff member. Staff members who are unable to transport themselves will be required to isolate until they can be picked up.</p> <ul style="list-style-type: none"> • Cleaning procedures will be followed upon the teacher leaving the school
✓	<p>Contact Tracing</p> <ul style="list-style-type: none"> • The school will cooperate with the Ministry of Health in their Contact Tracing Efforts
✓	<p>Mandatory Masks</p> <ul style="list-style-type: none"> • Masks will be mandatory for all students and staff when they are in high traffic areas (i.e. hallways) and in areas where it is impossible to maintain adequate social distancing. Students who forget or lose their mask will be provided with a disposable mask.

<p>Safe Transportation</p> <p>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.</p> <p>School divisions are to follow the Re-Open Saskatchewan guidelines:</p> <ul style="list-style-type: none"> • 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. 	
☑	<p>See PSSD Return to School Plan, Transportation (page 38) to develop your site plan.</p>
✓	<p>Parent Drop Off</p> <ul style="list-style-type: none"> • Parents are encouraged to transport their students to school. Drop off will be done at the South Doors. Private Vehicles should not enter the bus lane in front of the school.
✓	<p>Student Drivers</p> <ul style="list-style-type: none"> • Student Drivers should park in the students parking lot. • Students with a class in A-wing are asked to enter through the main doors • Students with a Class in B-wing are asked to enter through the Conference Center Doors • The Doors will be labelled
✓	<p>Bussing</p> <ul style="list-style-type: none"> • Prairie Spirit Busses will operate under stringent guidelines. These include mandatory masks, seating plans, frequent disinfecting, and loading and unloading procedures. Busses will do all drop offs and pick-ups in the bus loading zone. • Students will remain seated until the bus has stopped upon arriving at the school. • The driver will indicate to students when it is their turn to leave the bus (to ensure groups of students from other buses are dispersed before unloading). • Driver will dismiss by unloading from front to back (so that students do not have to pass another that is sitting down) • Students with a class in A-wing are asked to enter through the main doors • Students with a Class in B-wing are asked to enter through the Conference Center Doors • The Doors will be labelled

	<ul style="list-style-type: none">• At the end of the day Students will ensure their mask is on (masks must always be worn by all students on the bus, regardless of grade level.)• Students will exit the school by the nearest exit• Buses will need to have students waiting or lined up (or a controlled grouping socially distant) with masks on outside of their bus. Drivers will have a student list and call out the names that they want on the bus first. They will have to load their bus in route order. (Last off on the route is first on the bus) We will need school support to explain/remind students that this is the new norm for the time being. They must listen to the driver and load as quickly as they can and take the seat that is designated to them by the driver.• Seating plans will be maintained on the bus and kept at the office
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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>Entering and Exiting the Building</p> <ul style="list-style-type: none"> • Students who drive or are on the bus are asked to enter based on the location of their first class. A-wing classes through the main doors and B-wing classes through the Conference Center Doors • Students who are dropped off by their parents will enter through the south doors • Students are asked to arrive as close to their bell time as possible
✓	<p>Inside the School</p> <ul style="list-style-type: none"> • Students should walk on the right-hand side of the hallways and proceed efficiently to their classroom • In common areas distancing will be observed
✓	<p>Guests and Visitors</p> <ul style="list-style-type: none"> • Parents and community members are asked to not enter the building for the first six weeks of the year • Meetings and visits should be accomplished by phone or virtually • If a meeting needs to take place in person arrangements will be made with a school administrator
✓	<p>Breaks and Lunch</p> <ul style="list-style-type: none"> • Short Breaks will be staggered throughout the day • Breaks will be teacher assigned and students are expected to maintain distancing and avoid contact • Staggered lunch breaks will be used • Students are encouraged to go home for lunch when they are able • Students who stay at the school will eat their lunch in their classroom and will be able to go outside if they wish • Students will clean their lunch area when they are finished eating • At this time the gym will not be open at lunch for student use

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.

<input checked="" type="checkbox"/>	<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>
<p>Hygiene</p>	
<input checked="" type="checkbox"/>	<p>Hand Hygiene</p> <ul style="list-style-type: none"> • Students are expected to practice good hand hygiene including frequent washing and the use of hand sanitizer • Students are recommended to have their own scent-free sanitizer
<p>Facilities and Cleaning and Sanitation Guidelines</p>	
<input checked="" type="checkbox"/>	<p>Classroom Configurations</p> <ul style="list-style-type: none"> • Classrooms will be aligned to maximize distancing and minimize contact • Desks will be facing forward, and rows are recommended • Seating plans must be maintained for contact tracing • Extraneous furniture will be removed from the classroom
<input checked="" type="checkbox"/>	<p>Water Fountains</p> <ul style="list-style-type: none"> • Students should bring a refillable water bottle • Filling stations will be installed • Water dispensers will be provided until filling stations are installed
<input checked="" type="checkbox"/>	<p>Class Materials</p> <ul style="list-style-type: none"> • Students should bring their own basic academic materials. These can be found on the supply list • Students will carry all their belongings with them to and from class • Materials provided in the classroom will be cleaned after use
<input checked="" type="checkbox"/>	<p>Cleaning and Disinfecting</p> <ul style="list-style-type: none"> • Our school will follow PSSD Facilities procedures document for cleaning and disinfecting of commonly touched surfaces, emptying garbage bins, cleaning technology, etc. which will include locations to be disinfected, person responsible for disinfection and the method of disinfection using approved DIN number disinfectants • Caretaker training will be provided through PSSD’s Facilities Department
<input checked="" type="checkbox"/>	<p>Heating and Ventilation Systems</p> <ul style="list-style-type: none"> • All mechanical equipment has been maintained and readied for operation throughout the Division • Additional contracted services have been procured to calibrate our pneumatic control systems to maximize outside fresh air into the buildings • Filter change schedules will be enhanced, and all styles of filters reviewed to ensure we are installing filters with maximum filtration • PSSD will review options for additional air filtration, such as standalone HEPA filtration

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), *Limiting Physical Contact* (page 22), *Noon Periods and Recesses* (page 30) and *Nutrition Programs* (pages 32-33).



Learning

My Prairie Spirit Classroom will continue to guide learning.

- Our school staff will focus on learning and growth. Students will come to school with varying strengths, needs and goals and staff will work alongside students and families to meet them where they are at, differentiate, start slow and grow.
- Staff are familiar and will continue to receive professional learning opportunities to best support learning in a blended learning environment.
- 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.

Options available to families in Prairie Spirit:

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 please register or remain registered 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. Please note: This is intended as a temporary arrangement. Families wishing to register for full online learning for the year should contact Spirit eLearning, Prairie Spirit's online school (Peggy Mattila-Bains, Coordinator).

Online Learning – K-12: Spirit eLearning:

Prairie Spirit's online school is Spirit eLearning.

	<p>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.</p> <p>Immune compromised and medically fragile students who need to learn at home may register with Spirit eLearning.</p> <p>Instruction will be provided by teachers within Prairie Spirit and, possibly for certain electives, from across the province.</p> <p>Depending on demand, course enrollment may be managed.</p> <p>Students registering with Spirit eLearning are committing to at least one semester of learning online.</p> <p>**Online learning is not a good fit for all students. Contact your school principal or Peggy Mattila-Bains, Coordinator, to discuss this further.</p> <p>***Please Note: If families have already paid a deposit to another online provider but want to remain with Prairie Spirit, Prairie Spirit will work with other online providers to secure a refund.</p> <p>Home-Based Learning</p> <p>Contact Home-Based Education Facilitator - Janet Jeffries.</p> <p>All instruction, planning and assessment is done by the parent.</p> <p>Parents are required to submit a learning plan.</p> <p>Home-based learning courses in grades 10-12 do not meet the criteria for grade 12 graduation.</p>
<p>✓</p>	<p>Assessment and Reporting</p> <ul style="list-style-type: none"> • Our Assessment Practice continues to be guided by the Prairie Spirit Quality Assessment Practices Document • Teachers will develop consistent assessment practices including grade calculation and clear learning objectives. Department heads will be leading the assessment work and will be the first point of contact for teachers. Further assessment support can come from colleagues, administration, or division office. All classes will have a mid-term and final grade reported through the online report card. A list of dates will be distributed.
<p>✓</p>	<p>Coco Café</p> <ul style="list-style-type: none"> • The Coco Café will only operate while commercial cooking is on the timetable, two morning blocks of the year. Every student in the class will complete their Food Safe Course and will be adequately supervised. Arrangements will be made for on-line ordering and payment to limit congestion and the use of cash. • The Coco Café is held to a higher standard than restaurants
<p>✓</p>	<p>Lunch Periods</p> <ul style="list-style-type: none"> • Students are encouraged to go home for lunch. Students who stay for lunch will eat in the classroom they are in. Students will be responsible to clean up after themselves but will need to be shown the expectation for cleaning and disinfecting. Noon supervisors will move between rooms and encourage proper cleaning. Eating in common areas is not permitted at this time. Students may eat outside if they choose.
<p>✓</p>	<p>Learning Platform</p> <ul style="list-style-type: none"> • Warman High School will be using Google Classroom as the primary learning platform • Students will be able to remotely access classwork for every class • Students will be able to communicate with their teachers, access assignments, and hand in their work all through this learning platform

	<ul style="list-style-type: none"> • Google Classroom will be a widely used tool for communication
✓	Cohorts <ul style="list-style-type: none"> • To minimize contacts students will be in cohorts of 60 students • Block Schedules will be used to minimize the number of contacts that occur in the school • Cohorts are recommended by the CMO as a method of reducing contacts and aiding in possible contact tracing
✓	Library <ul style="list-style-type: none"> • At this time access to the library will be limited • The circulation desk will be closed and borrowing from the library collection will not take place
✓	Gymnasium <ul style="list-style-type: none"> • The gymnasium will be used for classes • The gym will be closed to students at the lunch break for the time being
✓	Shared Technology <ul style="list-style-type: none"> • Classrooms will limit the number of touch points per day on electronic devices and common surfaces. • If/when technology is shared between grades/classes, a schedule will be created and cleaning/sanitation will occur between all uses.
✓	Lockers <ul style="list-style-type: none"> • At this time Lockers will not be used • Students will carry their materials with them

Safe Supports



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

✓	To develop your site plan, review the PSSD Return to School Plan , <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	
✓	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. <ul style="list-style-type: none"> • SERTs will develop re-entry plans with parents in consultation with classroom teacher to support the unique needs of students when the return to school before the student starts back
✓	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.) <ul style="list-style-type: none"> • Learning plans for students will be communicated to parents including the scheduled dates of assessments
✓	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 <ul style="list-style-type: none"> • Student goals will be updates to reflect their current situations • Learning plans will specify the health and safety requirements of students
✓	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). <ul style="list-style-type: none"> • Wherever possible the same staff member will remain with a group of students • Students who are at a higher risk for COVID related illness will be prioritized to reduce contacts
✓	Deploy staff to limit the number of different student/staff contacts while meeting health/safety and curricular/IIP needs of students.

	<ul style="list-style-type: none"> Using the block schedule will greatly reduce the number of contacts that students encounter Students will experience the fewest contact possible while maintaining a high standard of care
✓	<p>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.</p> <ul style="list-style-type: none"> Staff will be trained in the use of adequate PPE
Pages 19-20 Mental Health, Well-being and Social-Emotional Supports	
✓	<p>Mental Health, Well-Being and Social-Emotional Supports:</p> <ul style="list-style-type: none"> All staff will continue to focus on wellbeing, connections, and relationships to support students and families All staff will continue learning and planning using NACTATR Guidelines for Re-entry into the School Setting During the Pandemic Our School-based Mental Health Literacy Team will lead and implement schoolwide mental health initiatives. Focuses will be on awareness, prevention, early identification, supports, strategies, etc Our counsellor will be at the school full time supporting students, staff and helping access division supports as needed PSSD's My Prairie Spirit Classroom (MPSC) will continue to guide our pedagogy and culture of engagement, relationship- building, and support for all students
✓	<p>Health and Safety Measures</p> <ul style="list-style-type: none"> We will ensure access and use of personal care materials such as masks and gloves for those who require a hands-on approach to support. We will sanitize personal care spaces and equipment between uses 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 Staff will not enter private residences or provide transportation PPE will be provided as defined by the provincial guidelines Training will be provided, as necessary, for staff working with students with intensive needs. Specialized therapies, professional assessments and unique transitions that cannot be provided virtually may be provided face-to face, following safety guidelines

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).



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).

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*

<input checked="" type="checkbox"/>	Consistently communicate with families. <ul style="list-style-type: none"> The school website will be updated Important information will be sent to parents and students via email and on various social media including Facebook, Instagram, and Twitter The safe school plan will be updated as needed
<input checked="" type="checkbox"/>	Follow up with registered families where students are not attending to see how they are accessing learning. <ul style="list-style-type: none"> Families who are registered with Warman High School but who are not accessing their academic program will be contacted by members of the student services team to assess the barriers to attendance by September 14, 2020 The team will work with families to access education successfully
<input checked="" type="checkbox"/>	Consider a level of standardization for families in terms of choice of remote learning platforms. <ul style="list-style-type: none"> Warman High School will be using Google Classroom as its Learning Platform Every class will have a Google Classroom where course materials can be accessed This will also be how information is sent to students
<input checked="" type="checkbox"/>	Division Contingency Plan: <ul style="list-style-type: none"> In the event that the CMHO directs schools to move to full remote learning: All students would be required to participate. Staff would be physically present in school. The school day would be structured to maximize learning for all students. Our full Saskatchewan curriculum would be delivered. Student-teacher contact time would be prioritized regardless of the delivery format. Differentiation of instruction would be important and a focus on teaching of outcomes, rather than amount of time per subject (a cross-curricular approach. A focus on efficient learning opportunities and approaches that are conducive to flexible learning spaces and interaction time with teachers would be utilized. Multiple modes of delivery would be considered to accommodate all students (i.e., pencil/paper, technology, asynchronous, synchronous, etc.). Subjects impacted by the physical environment would be delivered if the curriculum was able to be delivered using an approach that allowed for flexible learning spaces and considered safety.