



## Public Schools Branch

### *Return to School September 2020 - Planning Template*

<b>Name of School</b>	Vernon River Consolidated
<b>Grade level configuration</b>	K-9
<b>Principal</b>	Dave Wood
<b>Student enrollment Sept 2020</b>	194
<b>Total number of staff in the building</b>	20

### Overview

#### Guiding Principles:

- *Learning happens best when students are in schools with trained staff.*
- All students will be back to school 5 days/week.
- Safety of all students and staff is key. Honour the following themes:
  - Pre-screening of students and staff
  - Promotion of Physical Distancing
  - Enhanced Cleaning Protocols
  - Contact Tracing Mechanisms
  - Students/staff in cohorts with reduced interactions between cohorts
  - Staggering of transitions/movement in/out and within schools

**Student and Staff Wellness** Refer to Chapter 1 in PSB September 2020 Guidelines

Plan when <b>student</b> becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> <li>they will immediately put on a non-medical mask</li> <li>be taken to a supervised designated location for isolation</li> <li>the family is contacted to pick the child up.</li> <li>Parents are to call 811 or their Health Care provider to arrange testing</li> <li>The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned.</li> </ul>	<p>Student to put on a non-medical mask and will come to the main office.</p> <p>Admin assistant will make contact with the appropriate person and provide the family with information about next steps (call 811 or health care provider to arrange for testing).</p> <p>Student will remain in office until the parent arrives.</p> <p>Parent will call the school upon arrival, student will exit the building. Custodians will be contacted to clean and sanitize areas. Students in class may be moved as cleaning and sanitization is completed.</p> <p>Students and teachers will practice hand hygiene.</p>
Plan when <b>staff</b> becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> <li>they are to put on a non-medical mask immediately</li> <li>notify the office that they will need to leave,</li> <li>Proceed to a location for isolation, in conjunction with support from the office</li> <li>Area that was occupied is cleaned</li> <li>leave the building as soon as possible</li> <li>Staff member will call 811 to arrange testing.</li> </ul>	<p>Staff will put on a non-medical mask, self isolate in Network TPC until they are able to leave the building.</p> <p>Staff will be provided with information about next steps (call 811).</p> <p>Staff must have an emergency sub plan developed and ready to go in order to facilitate the expediency in leaving the building.</p> <p>Custodians will be contacted to clean and sanitize areas. Students in class may be moved as cleaning and sanitization is completed.</p> <p>Students will practice hand hygiene.</p>

**Pre-Screening of Students and Staff** Refer to Chapter 1 and Chapter 11 in PSB September 2020 Guidelines

Pre-screening of Students	Responsible for sending it out
Declaration Reminder <ul style="list-style-type: none"> <li>Emailed via SAS weekly</li> </ul>	Principal will send out weekly reminders.
Pre-screening of Staff	Responsible for Record Maintenance
Declaration Reminder	Staff Orientation Binder and procedure in September.

<ul style="list-style-type: none"> <li>• Declaration signed at first of the year</li> <li>• Consent is understood upon arrival to the school building</li> </ul>	<p>Staff must sign the declaration and return it the same day.</p>
<p><b>Pre-screening of Visitors</b></p>	<p><b>Location, set up and person responsible</b></p>
<ul style="list-style-type: none"> <li>• Identify and set up visitor area and maximum capacity</li> <li>• Sign in form</li> <li>• Supervision of Visitor area</li> <li>• Visitors will practice hand hygiene before being escorted to their location in the building.</li> </ul>	<p>Inside the main entry, will be designated with tape markings. Table will be set up for sign in forms. Admin Assistant will supervise and monitor the visitor area, when the administrator is not present. Visitors will be minimal with constant communication with home encouraging alternate forms of parental support. This zone is cleaned and sanitized regularly. With the square footage of our visitor zone, we can have a maximum of 5 people in this zone at one time. All visitors will read our signage upon entry, be responsible to review our guidelines, stand on identified floor markings and then sign the declaration sheet to log in before they begin their visit. All visitors will be strongly encouraged to wear a non-medical mask during their time at school.</p> <p>All visitors must practice hand hygiene before being escorted to their location.</p> <p>On conclusion of the visit, visitors will go back to the visitor zone, sign out and exit the school the same way they entered.</p>

**Personal Protective Equipment** Refer to Chapter 1 in PSB September 2020 Guidelines

	<p><b>Situation</b></p>
<p>Students When in areas where reasonable physical distancing is not possible, it is <b>strongly recommended or required (depending on the situation and grade)</b> that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> <li>• School Bus</li> <li>• Fire drill</li> <li>• Lockdown</li> <li>• Transition between classes, if leaving cohort zone</li> <li>• Transition between school buses</li> </ul>	<p><b>Other as applicable</b> - Such as guidance room or resource room or gymnasium.</p> <p>Masks will be required for all students K-12 while riding the bus</p> <p>Masks will be required for students in Grades 7-9 during transitions and emergency procedures;</p>
<p>Staff When in areas where reasonable physical distancing is not possible, it is <b>strongly recommended or required (depending</b></p>	<p><b>Other as applicable</b> - Phys. Ed, Specialists, Guidance, break, lunch, staff room, bus duty, washrooms. When offering EA support, EAL support, YSW support, Admin</p>

<p><b>on the situation and grade)</b>that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> <li>● Close contact with students</li> <li>● Lockdown</li> <li>● Fire drill</li> <li>● Moving between cohorts <ul style="list-style-type: none"> <li>○ Practice good hand washing</li> <li>○ Maintain records of cohorts visited</li> <li>○ Wear PPE when necessary</li> </ul> </li> </ul>	<p>assistant support, Leadership support. Other areas and support as needed.</p> <p>Masks will be required for staff teaching Grades 7- 9 during transitions and emergency procedures</p>
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**Physical Distancing and Cohort Considerations** Refer to Chapter 1 in PSB September 2020  
**Guidelines**

\*Cohort - A subgroup of the school that will, whenever possible, remain isolated from other cohorts. The cohort concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own cohort group. These groups are defined for our purposes in order to better organize our students into recognizable groups that will facilitate contact tracing as well as mitigate the unnecessary cross-contamination throughout the overall student body. Cohorts may be organized or look different from school to school based on the physical and structure limitations of the building and human resources.

<b>Cohort Construction</b>	
<p><i>*When students are within their cohorts, physical distancing will still be encouraged when possible.</i></p> <p><i>*All teachers will be required to provide class seating charts to administration.</i></p>	
Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)	Zone(s) <b>Where will this cohort be located and be able to travel with less restrictions (outside of this zone, enhanced protocol will be necessary)</b> <b>Entry and exit points</b>
<i>Ex. Grade 7 Cohort - 7A, 7B, 7C, 7D</i>	<i>Grade 7 corridor North doors (entrance and exit) Grade 7 corridor bathrooms</i>
<i>Ex. Primary (Gr K,1,2,3)</i>	<i>Primary Bathroom, Primary Wing Soccer field and small playset Bus entrance and exit</i>
Primary (KA, KB) (25 Students)	K classroom space. Primary Bathrooms. Bus Entrance/Exit for playground Playground zone will be the large play structure and small soccer field (Breaks will be staggered)
Grade 1 and 2	Grade 1 and 2 classroom

(40 Students)	Primary bathrooms Custodian hallway for entrance and exit for playground (staggered break times) Playground zone will be the large play structure and small soccer field, paved area and a ball hockey court (Breaks will be staggered)
Grade 3 and 4 (42 Students)	Grade 3 and 4 classroom and corridor Gym Bathrooms. Bus Entrance/Exit for playground (staggered break times) Playground zone will be the small playground structure and lower swingset and climbing structure areas (Breaks will be staggered)
Grade 5 and 6 (37 Students)	Grade 5 corridor and classroom Entrance/Exit by Custodian room(staggered break times) Gym Bathrooms Playground zone will be the small playground structure and lower swingset and climbing structure areas (Breaks will be staggered)
	Grade 6 corridor and classroom Bathroom by bus door entrance Bus Entrance/Exit for playground (staggered break times) Playground zone will be the small playground structure and lower swingset and climbing structure areas (Breaks will be staggered)
Intermediate (7, 8, 9) (50 students)	Staggered Break Bus Entrance/Exit for playground - paved area, large playset and large swing set, small soccer field and ball hockey court. Bathrooms by bus entrance/exit

**Cohorts Mixing for Instructional Reasons** Refer to Chapter 1 in PSB September 2020 Guidelines

Classes (What cohorts will mixed)	What precautions will be taken?
<i>Band Class</i>	<i>Students from grade 7 and grade 8 in the same band class will be given separate zones within the classroom to remain in their cohort and isolated from the other cohort</i>
<i>Exploratory</i>	<i>Grade 7s are working on wood working and grade 8s in the metal shop</i>
<i>Break time</i>	Break times will be staggered in order to ensure that contact between cohorts will be minimized.

**Student Transitions** Refer to Chapter 1, Chapter 4, Chapter 6, Chapter 8 and Chapter 9 in PSB September 2020 Guidelines

Arrival	
*Staggering of times when possible	<p><b>Bus</b> - One bus will be unloaded at a time. Each student will exit the bus, strongly encouraged to be wearing a non-medical mask and will enter the school through their assigned door entry point and will hand sanitize, while being strongly encouraged to wear a non-medical mask, and physically distance upon entry. Each student will go to their cohort zone to begin the school day.</p> <p><b>Parent drop off</b> - Students will disembark the vehicle that they have arrived in and proceed into the school. Students will wait in the lobby in designated areas, following physical distancing, until they are permitted into the classroom area.</p> <p><b>Walkers/SMART Play</b> - Students will wait in the lobby in designated areas, following physical distancing, until they are permitted into the classroom area.</p> <p><b>Student Drivers</b>-N/A</p>
Departure	
*Staggering of times when possible	<p><b>Bus</b> - Classes will be dismissed based on cohort. As each student leaves the school, they will hand sanitize, while being strongly encouraged to wear a non-medical mask, and physically distance as they leave the school through their assigned door. Each student will go directly to their assigned bus and sit in their assigned seat.</p> <p><b>Parent pick-up</b> - Students will be dismissed based on cohort previous to bus dismissal. As each student leaves the school, they will hand sanitize, while being strongly encouraged to wear a non-medical mask, and physically distance as they leave the school.</p> <p><b>Walkers/SMART Play</b> - Students will be dismissed based on cohort previous to bus dismissal. As each student leaves the school, they will hand sanitize, wear a non-medical mask, and physically distance as they leave the school through their assigned door.</p> <p><b>Student Drivers</b>-N/A</p>
Class to class *Staggering of times when possible	<p><b>Ex. No movement of classes outside of the cohort zone except for specialist-</b> One way traffic will be enforced in the hallway and staggered break and class times to reduce the opportunity for cross-cohort mixing.</p>

	<p>During these transitions, each cohort will hand sanitize and/or hand wash, while being strongly encouraged to wear a non-medical mask, and practice physical distancing when moving out of their cohort zone and/or to another zone.</p> <p>Music/Band class time will be staggered with French class times to ensure that the shared hallway does not have 2 different cohorts in the hallway at the same time.</p> <p>Movement to the gymnasium will follow the ONE WAY traffic. To ensure that cohorts do not meet, class times will be staggered.</p>
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p><b>Things to consider - water bottle filling station</b></p> <p>Full class trips to the washroom will not be permitted. Students will be permitted to use the bathrooms assigned to their cohorts. If the maximum capacity of the washroom has been met, students will have to wait outside the bathroom, practicing proper physical distancing.</p> <p>Students will be encouraged to take their own full water bottle from home. In the event they need to fill their water bottle, there will be scheduled times for cohorts to use the water bottle filling station throughout the day.</p> <p>Reminder - Each cohort will have assigned and designated washrooms available. Washrooms will be cleaned and sanitized throughout the day.</p>
<p>Hand Washing/Sanitizing</p>	<p>Students will be encouraged to wash hands frequently.</p> <p>Must wash hands or sanitize before going outside to break, coming in from break, before food consumption and movement between cohorts.</p>
<p>Hallways *Staggering of times when possible</p>	<p>Hallways will be assigned to specific cohorts.</p> <p>Class times will be staggered for movement to specialists periods. Hallways will have established traffic one way flow in the classroom areas (around the library).</p>
<p>Lockers</p>	<p>N/A</p>

Breaks *Staggering of times when possible	<p><b>Breakfast Program</b> - Individual portions will be prepared and delivered to each class. The leadership students and/or accompanying staff, will follow enhanced cleaning protocol prior to and immediately after deliveries are made to each cohort zone. There will not be any crossing over cohort zones without enhanced cleaning protocol. The leadership student and/or accompanying staff will wear masks during their delivery duties.</p> <p><b>Snack</b> - Snack will be self-contained within their own class.</p> <p><b>Recess</b> - Cohorts will be assigned playground areas - see above. This also includes their entry and exit points - see above.</p> <p><b>Lunch with Cafeteria</b> - N/A</p> <p><b>Lunch without Cafeteria</b> - All lunches will be in class. Each student will remain in their assigned area during lunch.</p> <p><b>Hot lunch/Milk deliveries</b> - On days when hot lunch or milk is provided, the individual assigned lunches will be delivered to each class based on each cohort grouping. The leadership students and/or accompanying staff, will follow enhanced cleaning protocol prior to and immediately after deliveries are made to each cohort zone. There will not be any crossing over cohort zones without enhanced cleaning protocol. The leadership student and/or accompanying staff will be strongly encouraged to wear non-medical masks during their delivery duties.</p>
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**Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces** Refer to Chapter 2 and Chapter 3 in PSB September 2020 Guidelines

\*Shared Chromebooks, sporting equipment, home ec, shop tools etc.

What needs enhanced cleaning protocols	<b>How will this be addressed</b>
Ex. HS - Shared desks (Period A and then Period B class)	1. At end of class each student will be provided paper towel, teacher will apply disinfectant to each desk and student will wipe down desk top and properly dispose of paper towel
Chromebooks	Chromebook carts will be assigned to cohorts. There will not be any sharing of Chromebooks between cohorts.
Sporting Equipment	Sporting equipment will be used at a minimum in Phys Ed classes. In the event that equipment is necessary, equipment will be shared only within the same cohort.
Home Ec	N/A
IA Lab	N/A



Science Lab Materials	N/A
Library Space *Items returned have to be quarantine for 72 hours	All items within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives to use the library. Students will wash or sanitize their hands before entering the library and then after leaving the library.
Band/Music	Students will practice physical distancing while in the Music/Band class. There will not be any mixing of cohorts. Custodian will provide increased cleaning and sanitizing times for this class. Any instruments will be cleaned after use and or contained within their cohort.

**Extra Curricular** Refer to Chapter 5 in PSB September 2020 Guidelines

Activities	<b>Planning needed</b>
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	Intramurals will be within a cohort, in a designated zone in the gym and/or outside. We will follow the provincially organized recreational guidelines: <a href="#">Organized Recreational Activities and Team Sports Guidance</a>
Assemblies	Whole school assemblies will be postponed until clearance is granted from CPHO. In the meantime Student of the Month Assemblies will be hosted within the class at scheduled times.

**Staff Considerations** Refer to Chapter 10 in PSB September 2020 Guidelines

	<b>How will this be addressed</b>
Staff Breaks	Staff will hand sanitize, be strongly encouraged to wear a non-medical mask, and physically distance as they leave their classroom/zone/cohort to go to their assigned cohort area(s) within the school for breaks. (These areas may include an assigned classroom, staff zone, TPC and/or another designated area within the school). Staff will remain in their assigned area until it is time to go back to their next assigned class.(Masks are required for teachers that teach grades 7-9)
Staff Materials	For staff outside of the assigned cohort, items used by each staff member will be cleaned and sanitized before the next staff member uses the materials.
Substitutes	Each substitute will sign in and out at the main door of the school they are working in for the day. Substitutes will follow all CPHO guidelines and sign the declaration. In school, substitutes will be assigned a cohort for the day and will follow all cohort schedules

	and zones.
Shared Staff Spaces	Enhanced cleaning protocol will be enforced in these areas where staff members must wash hands or hand sanitize before they enter the shared space and again when they leave.
Meetings between and with	We will limit the amount of meetings and when we meet we will meet within staff cohorts and follow CPHO guidelines for multiple gatherings. Virtual meetings will continue.
Staff support multiple schools	Staff that travel between multiple schools will hand sanitize and/or hand wash, while being strongly encouraged to wear a non-medical mask, and physically distance as they travel between schools. Each staff will sign in and sign out of each school upon entry and exit per school.