

# Lloydminster Catholic School Division



## Reopening LCSD Schools 2020/2021

This document will be continually updated as direction is provided by the Chief Medical Officer and Ministry of Education in Saskatchewan. This document was last updated:

June 15, 2020  
June 18, 2020  
June 22, 2020  
August 1, 2020  
August 19, 2020

Division plans will evolve as required by emerging health risk assessments.

This document will be continually updated as direction is provided by the Chief Medical Officer and Ministry of Education in Saskatchewan. This document was last updated: July 31 2020.

## Forward

Lloydminster Catholic School Division (LCSD) looks forward to the safe re-opening of our schools. As we do, we continue to focus on planning for the health and safety of all students and staff.

This plan was built upon the Government of Saskatchewan and Response and Planning Team's guidelines. It is our preliminary plan for the return to school of staff and students for the 2020/2021 school year.

We have also heard from staff and parents over the last month about their thoughts and concerns as we move forward to school reopening in August. These thoughts, as well as surveys by parents completed in June, have informed the plan. What we have prepared is a culmination of the best practices and recommendations that are in place today with a caveat that this plan may change in the weeks to come as new information is shared. The focus is for us to reopen our schools in a new way, but a way that allows us to teach and learn in the best traditions of what we have always done *to nurture the spiritual, intellectual, social and physical development of each student in a faith-centered community.*

The past few months have taught us that Covid-19 is constantly evolving and as such our plan needs to be flexible and responsive. We are committed to ensuring that staff, parents and our community is aware of important changes in Provincial direction and our local response. We will be posting updates on our LCSD Website, Social Media channels, and school newsletters along with emailing parents and staff directly to ensure everyone is current and aware of important updates.

We look forward to the 2020/2021 school year. The year ahead will be full of new ways to teach and learn. As we look forward, you can be sure we are committed to a safe learning and working environment for everyone.

Thank you,

Nigel McCarthy  
Director of Education

## **Context**

On March 16, 2020, the Government of Saskatchewan announced an indefinite suspension of classes in all provincial schools in response to the global COVID-19 pandemic.

On May 7, 2020, the Response and Planning Team for the Ministry of Education announced that schools will remain closed for the remainder of the 2019/2020 academic year.

On June 9, 2020, the Government of Saskatchewan announced that students and teachers will be returning to school in September 2020.

## **Guiding Principles**

- The safety and wellness of students and staff are a priority.
- LCSD will attend to the protocols established by Saskatchewan Health for all aspects of educational programming.
- Parents are the primary decision-makers with respect to what they believe is in the best health interests of their children.
- Students and staff who are vulnerable or immune-compromised require attention to accommodations on a case by case basis.
- Students will have quality learning opportunities that are guided by the Saskatchewan Ministry of Education in all potential methods of delivery.
- Staff will have access to the professional learning, collaboration, and support they need to grow instructional practice in all potential methods of delivery.
- Return to school plans will follow Provincial and local contracts in place.
- Classroom teachers will not be asked to perform double teaching responsibilities.
- Staff will be physically present in the school, even for the remote provision of learning; school divisions will work with families who decline to send their children to school; all students are required to participate in learning.

## **Objectives**

As a part of ensuring continuity of learning and educational outcomes during the COVID-19 pandemic, these guidelines are intended to support Lloydminster Catholic School Division employees, students, parents, caregivers, administrators, and school community members to:

- Be informed about public health measures and implement these to mitigate risk and ensure that all feel safe in schools.
- Understand their roles and responsibilities in maintaining and promoting public health and school safety.
- Maintain learning environments and experiences where a sense of belonging is emphasized and all students, staff, and parents are welcomed, cared for, respected and safe.
- Ensure continuity of learning through high quality design, instruction, and assessment

## **Public Health Orders (June 22, 2020)**

- Classes in all primary and secondary educational institutions, both public and private are suspended.
- Except in the case of family members living in the same household, indoor private and public gatherings over 30 people, and outdoor private and public gatherings over 30 people are prohibited except in the following circumstances where 2-meter distancing between people can be maintained:
  - Settings where people are distributed into multiple rooms or buildings, and workplaces; and
  - Are a critical public service or an allowable business service.
- Visitors to long-term care homes, hospitals, personal care homes, and group homes shall be restricted to family or designates visiting for compassionate reasons.
- All persons that have been identified by a Medical Health Officer as a close contact of a person or persons with COVID-19 shall go into mandatory self-isolation for 14 days from the date of last having been exposed to COVID-19
- All persons that have traveled internationally shall go into mandatory self-isolation for 14 days from date of arrival back into Canada.
- All persons that become symptomatic while on mandatory self-isolation shall call Healthline 811 and follow Healthline directives; and
- All persons who are household members or contacts of a person with COVID-19 shall immediately go into mandatory self-isolation for 14 days and call Healthline 811 if they become symptomatic.
- All facilities that provide childcare services as defined in The Child Care Act, 2014, may operate in accordance with the applicable guideline found in the Re-Open Saskatchewan Plan posted on the Government of Saskatchewan website: Saskatchewan.ca.

## **Wellness Resources**

LCSD trained 42 people in Psychological First Aid and made it available for others to take. We have a fully trained CIRT team with revised Administrative Procedure Psychological First Aid.

All staff have, and will continue to have, access to the Kids These Days online training.

Our counseling team developed an offsite response plan using [counselor@lcsd.ca](mailto:counselor@lcsd.ca) email check in for students/parents. Providing counseling support through face to face and virtual methods have been established. The LCSD counseling team has designed a resiliency course for our grade 9 students implemented in 2019 and scheduled for the fall of 2020.

Our MHC team, SHINE (Strong Healthy Individuals Navigating Emotions), has 72 research-based programs designed for healthy student responses including Worry Woes, Mind-Up, and Dealing with Our Emotions. These programs are delivered in all five elementary schools using four wellness coaches through face to face or virtual methods and include the classroom teacher in the delivery.

The most current more detailed information from the Government of Saskatchewan can be found at <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/primary-and-secondary-educational-institution-guidelines>  
<https://myhealth.alberta.ca/pages/emergency-phone-numbers.aspx>  
<https://www.albertahealthservices.ca/news/Page15439.aspx>

## **Key Messages on Learning**

- Specific responses for Prekindergarten and Kindergarten environments will be developed by school divisions, taking into account the unique nature of the learning programs and student development.
- School division staff will work with families who decide to not attend school in person. For students with underlying medical conditions or risk factors, parents should consult your child's physician to consider the health risks and make a decision that will best support your child. Please contact your child's school to discuss available options and supports. (Note: Front Office School Staff return to schools August 19.)
  - LCSD Learn at Home will be offered to students who wish to learn from home beginning in the fall of 2020. Details can be found at 5.9 of this document
  - Homeschooling, or home-based education, is a long-term commitment in which caregivers provide instruction at home. A Home-based education plan must be submitted to the Ministry of Education by September 15. More information can be found on the Lloydminster Catholic website [AP 270 HOME-BASED EDUCATION](#) or parents may call the division office directly to book an appointment with our home based education registrar (780-808 8585).
- Cohort Philosophy (see 4.2)
  - Elementary
  - High School
- All curriculum offered will be taught in its entirety

## **LCSD Health & Wellness Measures**

### **1. Staff Involvement and Training**

All LCSD Schools and Sites will create a School Relaunch Plan aligned to Division expectations. Feedback will be gathered from school/site leaders, teaching staff, support staff, custodial staff and SCC members. The plan will address operational issues and responsibilities for:

- Wellness of staff and students
- Delivery of Instruction
- Facility organization

In June 2020 all staff participated in training on Trauma Informed Practices in schools for teachers and for students. Trauma Informed Practices and Healthy return to school learnings have been supported by the Deputy Director of Education, CIRT team, and the Counselling team. Our staff has also participated in sessions with Jody Carrington in order to prepare for a trauma informed return to school.

Staff has been in schools from June 15, 2020 to June 30, 2020 for multiple sessions on reentry at the school wide and grade levels. Staff will be given sessions on re-entry during the first five days of PD learning in August in order to further this learning. New procedures will be reviewed by each Principal during the first five days with LCSD Question and Answer documents being updated throughout August and September.

Mental health supports to staff and students will continue to be a focus using trauma informed practices delivered by the Counsellor and CIRT teams.

In the first week of September, the substitute teacher team will receive training on new school processes and procedures this information will be distributed to all substitute teachers by the Deputy Director of Learning and available on the ILCSO website for viewing. For substitute staff teaching in multiple schools the Health declaration will be completed at each school each day of teaching in a new school.

## **2. Site-Based Occupational Health and Safety**

Occupational Health and Safety (OH&S) requirements state that all individuals are jointly responsible for their own safety and individuals are jointly responsible for their own safety and employees are required to:

- Follow applicable legislation
- Support and assist site-based administration regarding COVID-19 concerns brought forward by workers.
- Participate in COVID-19 related training
- Complete the Site-Based Checklist for COVID-19
- Complete Self-Assessment Checklist on a weekly basis

## **3. First Aid Attendants**

Administrators will identify a designated First Aid Attendant(s). The standard first aid treatment protocols have changed for COVID-19. The First Aid Attendants will be trained in Saskatchewan Health protocols for the isolation rooms and parent pickup procedures.

## **4. School / Site Environment**

School leaders and staff will utilize the following considerations to prepare classrooms and other LCSD learning and work environments.

Students and staff will use the LCSD Prevention with Purpose information to design classroom instruction on COVID-19 measures within the school. The LCSD Prevention with

Purpose is designed to have easily understood messaging for students before entering the schools through introductory videos, basic concept videos and classroom designed scripts.

#### **4.1. Physical Distancing**

The following distancing strategies should be implemented where possible.

- Where possible, school division administrators and staff should use telephone or video conferencing to meet with parents.
- Schools must develop procedures and plans for in-person learning that supports physical distancing where possible, and to separate cohorts to the greatest extent possible such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes).
- Groups of students and the staff members assigned to them will as far as is possible stay together throughout the day and not mix with other groups. Staff should remain with the same group whenever possible. Schools will minimize the number of different teachers and educational assistants that interact with groups of students throughout the day.
  - Teachers will be cohorted to a limited number of students and keep students in one cohort as much as possible;
  - In elementary schools, students' cohorts will be the classroom;
  - At Holy Rosary high school settings where cohorting is more complex, school divisions will be encouraged to find creative solutions to move students in cohorts where possible;
- Each school will modify procedures for entering the building to support physical distancing. Strategies include staggered entry into classes and schools, separate group entrances, limiting pickups and drop offs to one parent/guardian, etc.
- Children from the same household (e.g. siblings) do not need to maintain physical distance from each other.
- Where necessary to remain in cohorts Schools will stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Take students outdoors more often
  - Organize learning activities outside including snack time, place-based learning and unstructured time.
  - Take activities that involve movement, including those for physical health and education outside.
  - Reassure students, parents and caregivers that playgrounds are a safe environment, and encourage appropriate personal hygiene practices before, during, and after outdoor play.
- Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as 'two-arm lengths apart' and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.

- Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around a particular item or small area.
- Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided.
- Wherever possible, physical distancing should be maintained, even within the same group. Consider how to best address traffic flow throughout the school. This may include one-way staircases and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.
  - Manage flow of people in common areas, including hallways and bathrooms.
  - Floor decals and arrows for traffic flow and direction will be provided by the Division.
  - Re-stage seating in public areas to prevent gathering
  - Establish a plan to prevent mingling of groups in washrooms, and to minimize the number of shared surfaces.
- Parents and caregivers and other non-staff adults entering the school should be minimized. They should also be reminded to practice diligent hand hygiene and maintain physical distancing when they enter the school.
- In situations where physical distancing is not possible (e.g. buses, classrooms and some sporting activities) extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.
- Assemblies and other school-wide events must be held virtually to avoid large gatherings of people in one space.
- Schools, with the exception of the Vault where cleaning will reflect public facilities guidelines after school, must not be used for community related events: ie, user groups.
- Before & After School Program programming will address:
  - Increased cleaning measures
  - No food sharing
  - One entry for pick up and drop off procedures
  - Only one parent may do pick up/drop off in a given week.
- Outdoor activities and field rentals can occur.
- Students and Families will be encouraged to minimize materials brought into and out of schools. Students backpacks for lunches and books will be an extension of personal space. Materials brought into the school should be stored in desks at elementary school and not shared amongst classmates. Given the proximity concerns of students accessing lockers at the same time, backpacks should be used as mobile lockers and can be carried from class to class at the high school. Lockers at high school will be closed for the beginning of school. Staff will minimize paper materials going to and from the home by utilizing Applications such as Google Classroom and Seesaw.

- Students will not use lockers at Holy Rosary High School. At elementary schools no lockers will be shared. Further, even within the class cohort, access to lockers will be staggered to ensure minimal traffic in hallways.

#### **4.2. Masks in School**

Masks are a preventative measure that all students and staff will wear in high traffic areas while inside the school. For our students this is a new routine.

- Staff will each be provided with a clear plastic mask allowing students to see their faces, their smile and how they pronounce words. Masks will be worn when physical distancing is not possible.
- All students will be provided with 2 cloth masks upon return to school
- For Kindergarten to Grade 3 masks are optional.
- Masks will be worn in the hallway and when entering the classroom.
- Once seated at a desk for individual work with appropriate physical distancing, students can take off their masks.
- At recess students will be in their cohorts and are not required to wear their mask
- On School Busses all students will wear masks
- Most importantly, students will be taught how to wear a mask, how it helps them and others to stay healthy.

#### **4.3. Cohorting Philosophy**

As the risk of transmission of COVID-19 is reduced by limiting exposure to others, cohorts are recommended where possible. A cohort is defined as a group of students and staff who remain together.

Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak. For the purpose of contact tracing, assigned seating for students, within the classroom and on the school bus, is expected.

It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for disease transmission (i.e., spacing between desks).

The cohort philosophy relies on group size at LCSD to limit transmission should cases arise in schools. Understanding that the primary cohort of each child is the family and highest transmission arises among family members, bussing and cohorting will look to

the family as a single unit that requires no physical distancing. Though the practice is different in each school, cohorting may involve altering recess, class change and lunch times, zoning playgrounds, limiting or spacing out transitions between classes and limiting teacher's rotation between classes. Hallway traffic will be monitored and taught formally by all schools and is supported by new signage and floor decals that are age appropriate. Interschool or intergrade programming will be limited and monitored.

As stated under 4.1, Groups of students and the staff members assigned to them will as far as is possible stay together throughout the day and not mix with other groups. Staff should remain with the same group whenever possible. Schools will minimize the number of different teachers and educational assistants that interact with groups of students throughout the day.

- Teachers will be cohorted to a limited number of students and keep students in one cohort as much as possible.
- In elementary schools, students' cohorts will be the classroom.
- At Holy Rosary high school cohorting is more complex. Students are being placed into classes in order to reduce the size of cohorts as much as possible. Further information will be available in the school based plan which will be released August 27<sup>th</sup>, 2020.

#### **4.4. Classrooms**

- Timetabling & Scheduling
  - Access to science classrooms is permitted, following physical distancing requirements for instruction. If physical distancing is not possible (ie: science experiments or dissection), a virtual option must be provided.
  - Use of shared items such as instruments will not be allowed.
  - Gym equipment use will be limited to items that are easily cleaned. LCSD will follow and implement Reopen Saskatchewan recommendations.
- At the end of the day, Classrooms must be left in a condition that the caretakers will be able to perform proper disinfecting protocols. (Classroom Cleaning Checklist)
  - Classrooms, desktops, and countertops must be decluttered of all non-essential items to allow for custodial cleaning. This will also provide a 'minimalist' type environment to accommodate space required for social distancing, limit frequently touched items and prevent sharing of spaces and items.
- School principals will remove unfixed furnishings that cannot be easily cleaned and disinfected.
- Employees and students must not be sharing personal items (e.g. personal electronic devices, writing instruments, school supplies, food, food serving utensils, etc.).
- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.

- Each classroom must determine the nearest handwashing/sanitation station that will have access to soap and paper towels.
- Classrooms will be organized to promote Front Facing Instruction with physical distancing between desks where possible.
- Where desks are not front facing, plastic barriers between students will be provided. These exceptions will be approved by the Area Medical Officer of Health - North
- Toys and Related Equipment in the classroom
  - Selected items must be easily cleaned. No stuffed toys or porous items.
  - Parents/guardians must not allow students to bring toys from home.

#### **4.5. Office, Staff Room and Shared Space Access**

- Access to the School & Division offices will be asked to maintain physical distancing in accordance with Chief Medical Health Officer directives.
- Staff will bring their own lunch and eating utensils (no individuals delivering takeout may enter the school).
- Staff may use the staff room and all appliances with proper physical distancing; however, they must wash hands before and after each use. Staff must disinfect items immediately after use.
- Photocopier room access will be limited to maintain physical distancing. Staff are asked to limit printing. Staff must disinfect items touched (copier buttons, hole punch, stapler, etc.) after each use.

#### **4.6. School Access Control**

- Schools will need to designate one entrance to be used for public access, all other access doors will be locked.
- Parent/Guardian access to the school should be limited.
  - Parents and Guardians will contact the school for appointments
  - Parents/Guardians will call the office upon arrival and will be admitted by the School Secretary for their appointment.
  - In cases where parents/guardians are dropping off items for students, the student should be asked to come to the office as opposed to the parent/guardian proceeding to the classroom.
- All Parents and Visitors will be required to wear a mask when they enter the school
- A record (sign-in) of all visitors who have entered the school must be kept.
  - When a visitor is invited into the school, they should be asked to use the self-screening tool available at every front office before they enter the school. If a visitor answers NO to all the questions, the individual will be admitted into the school.
- Authorized Maintenance and Operations Staff must wash/disinfect hands when entering a school and prior to entering the student area and only enter when the area is unoccupied or for emergency maintenance.

#### **4.7. Arrival/Pickup Protocol**

- Parents/Guardians must remain outside of the school to drop off and pick up their children. They must not enter the school during high traffic times unless approved by the principal.
- Each school will delineate its drop off and pick up areas which will be supervised by a member of the staff.
- School leaders will determine student entry points and if the drop-off and pick-up schedule needs to be staggered based on public health recommendations.
- Physical distancing and other health precautions will be followed according to the CMHO direction.
- Parents/Guardians of Learners with Intensive/Additional Needs will, as required, communicate prior to arrival any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please consult with the Student Services Personnel and administration if support is needed.

#### **4.8. Food and Nutrition Services**

- Students are to eat lunch in classrooms.
- Proper hand hygiene must be practiced before and after eating.
- Food from home must not be shared with other students and should be stored with the student's belongings.
- Parents/guardians will be asked to have student food provided in clean containers with their own utensils.
  - Containers water bottles and utensils must be taken home daily.
- Students must not share utensils, dishes, and water bottles or drink containers.
- There will be no microwaves available for student use.
- For classroom meals and snacks:
  - No self-serve or family-style meal service. There should be no common food items. Food should be served in individual portions to each child by a designated staff member.
  - Food preparation areas remained closed to non-designated students, staff, or visitors.
  - Students should practice physical distancing while eating.
  - There must be no common food items (e.g., salt and pepper shakers, ketchup)
  - If a school is using a common lunchroom and staggering lunch times, ensure that all surfaces are cleaned and disinfected after each use.
  - Classes that teach food preparation may occur if students do not share the food they prepare with other students or staff. Within the context of Commercial Cooking and Food Studies, students will learn about safety and sanitation in the preparation and storage of food, and Commercial Cooking under pandemic guidelines.

- Food Service Programs (Breakfast Programs, Cafeteria, Hot Lunch & Nutrition Programs)
  - Food service establishments must follow the Saskatchewan Health [restaurant guidance posted here.](#)
  - School Cafeterias must implement alternate processes to reduce the number of people dining together at one time:
    - Remove / rearrange dining tables to maintain physical distancing.
    - Stagger meal service times to reduce the number of people present at any one time.
  - Do not use self-serve buffets. Instead, switch to pre-packaged meals or meals served by staff.
  - Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.
  - Hot Lunches will not be allowed until further notice.
  - Dispense cutlery, napkins and other items to students rather than allowing them to pick up their own items.
  - Students are not allowed to participate in food preparation.
- An in-service training session regarding safe food handling will be provided to all food services staff (employee & contractors) prior to the start of the school year.

#### **4.9. Hand Washing/Sanitizing**

- Proper hand washing reminders must be placed at all hand washing and sanitization stations.
- Hand sanitizer must be available in entrances, exits, classroom entrances, other high-touch equipment and high traffic areas.

#### **4.10. Isolation Area**

Every school will be required to designate two Isolation Areas in their school for students to be moved to if they present COVID-19 related symptoms. The Isolation area must not be used for general first aid purposes.

- Physical distancing must be maintained for staff and students within the Isolation Area.
- The selected area will, ideally, have a sink for hand washing or hand sanitizer available and a waste receptacle. If no sink is possible the room shall contain hand sanitizer.
- If possible, the room should have a window so staff can monitor from outside the room.
- The room must have an “Isolation Area - Do Not Enter” sign that can be posted when the room is in use.
- The room will need to be decluttered and all non-essential items to be removed to allow for ease of cleaning.
- Administrative Procedure for Illness in Care is in place for all schools.

- After the infirmary room is used, custodial staff will be notified so an enhanced cleaning as per the Enhanced Cleaning SWP COVID-19 can be conducted. Specific cleaning protocols for LCSD are available here.

#### **4.11. Water Fountains**

Water fountains will be closed, water bottle fill stations will be used rather than having them students directly from the mouthpiece of a fountain.

Students are encouraged to bring their own refillable water bottles.

#### **4.12. Playgrounds**

Playgrounds can remain open as long as the [Saskatchewan Guidelines for Playgrounds](#) document is followed.

#### **4.13. Practice Fire Drills, Lockdown, and Hold & Secure**

Each site must review current security processes to determine if changes need to occur due to COVID-19 safety guidelines/Safe Work Procedures. On-site staff must be made aware of any changes to security procedures as per the Staff Orientation Checklist. [See Appendix E.](#)

### **5. Program & Activity Guidelines**

Any changes in the school re-entry scenario will be determined by Saskatchewan Ministry of Education with information on local school-based and community information. We will remain in communication with public health authorities and will continue to follow their advice.

Saskatchewan Ministry of Education has indicated that Lloydminster Catholic School Division has the autonomy to react to COVID-19 issues regarding learning and instruction. We will communicate clear expectations if/when a change to scenario occurs. The focus of instruction will be on teaching of outcomes, rather than amount of time per subject. A cross curricular approach will be utilized where possible to ensure that outcomes are covered and achieved.

During the first five days of staff training in August staff will be supported in changes to the pedagogical approaches appropriate to a focus on outcomes and a cross curricular approach. This work which was already undertaken in the March to June 2020 period will be continued with the students learn from home mandate for teachers. In addition, LCSD has also planned its contingency for blended learning options if required during the 2020-2021 school year.

Families will be informed through multiple modes of ongoing communication. For schools this includes Mad Mimi, traditional messaging from teachers, email and phone calls. Schools have standardized modes of communication such as Seesaw, Remind 101 and Google Classroom through the pandemic period and will continue to utilize these platforms in order

to ensure that communication continues and that LCSD is prepared should a period of time arise where students are working from home.

In this academic year full Saskatchewan curriculum will be delivered and assessment offered; multiple modes of delivery; specialized therapies, professional assessments and unique transitions that can't be provided virtually may be provided face-to-face.

In the event that schools are closed for a period of time due to COVID 19 outbreaks or clusters in the community school standardized platforms will form the basis of continued instruction for students. In this case, the curriculum will continue to be delivered and cross curricular approaches which focus on outcomes will continue to guide instruction.

### **5.1. Staggered Return to School**

LCSD Schools will have use a staggered return to school in the fall of 2020. This will enable parents and students to become accustomed to drop off and pick up protocols, the use of masks, cohorts and transitions between classrooms. In the staggered entry days, there will be a focus on practicing routines and supporting our students.

The return dates are:

**Last name: A-L on Tuesday, September 8th, 2020.**

**Last name: M-Z on Wednesday, September 9th, 2020.**

**Last name: A-L on Thursday, September 10th, 2020.**

**Last name: M-Z on Friday, September 11th, 2020.**

**Regular classes begin on September 14th, 2020.**

### **5.2. Activity Planning**

For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:

- Does the activity involve shared surfaces or objects frequently touched by hands?
- Can the activity be modified to increase opportunities for physical distancing?
- What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?

Activities that would be deemed higher risk through the above criteria, approval must be obtained by the School Principal.

### **5.3. Music Programs**

These programs will run ensuring minimal contact between students occurs.

Band and Performing arts programs will limit physical contact/promote physical distancing and will be cleaned according to best practice guidelines. Within these limitation students may use wind instruments and student travel to other schools for music/rehearsals is permitted.

Please consult Re-Open Saskatchewan's Performing Arts Guidelines for additional details and instructions. <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/re-open-saskatchewan>.

#### **5.4. Field Trips**

Field trips and activities requiring group transportation should not be scheduled; they remain cancelled at this time. International and out of province trips will be cancelled and should not be planned for the 2020/21 School Year.

#### **5.5. Gymnasiums**

Gymnasiums can be used to deliver physical education programming.

- When possible, physical education should be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. Follow the Guidance for Outdoor Recreation as relaunch progresses.
- Administrators and teachers should choose activities or sports that support physical distancing and reduced physical contact (e.g., badminton over wrestling).
- Use of shared items or sports equipment is discouraged. Equipment that is shared must be cleaned and disinfected before and after each class, and users must perform hand hygiene before and after each use.
- Large gatherings such as concerts, masses or dances will not be permitted until further notice and virtual options should continue to be offered instead of in person gatherings.

#### **5.6. Extracurricular Activities**

Lloydminster Catholic School Division has cancelled all extra-curricular activities until further notice.

This decision will be re-considered throughout the year once guidance for extra-curricular activities and other gatherings has been developed in consultation with the Chief Medical Health Officer once the group/gathering capacity limits for fall 2020 are known.

For guidance on outdoor activities and recreation, refer to the [Guidance for Outdoor Recreation](#). Direction for Saskatchewan is to follow the guidelines set out in Re-Open Saskatchewan.

### **5.7. Work Experience**

Work experience may resume as long as the risk of infection is mitigated for all participants and students are able to provide their own transport or LCSD bussing is provided. No students will ride in staff vehicles and staff cannot transport students.

### **5.8. International Students**

Once Canada lifts travel restrictions and non-essential international travel resumes, international education programs in Saskatchewan can resume if quarantine requirements and [public health orders](#) are followed.

### **5.9. LCSD at Home Learning**

- Learn at Home programming is designed for students that may be homebound for varying reasons. Students that can experience face to face instruction are encouraged to do so before selecting Learn at Home.
- LCSD Learn at Home is for LCSD students and requires that the student be registered at one of our LCSD schools. Every student will still be assigned a home school and home classroom teacher for their return to the school, if possible.
- The Learn at Home teacher will be a fully qualified LCSD teacher but may not be your child's home school classroom teacher. There may be times that the LCSD Learn at Home Teacher uses materials and resources provided by other LCSD teachers.
- Learn at Home Teachers will be assigned to student cohorts. Other staff can provide support in locating and finding resources, designing digital tools, and possibly supporting the technology for effectiveness.
- There will be online timeframes for instruction and student questions. These times will be set once the cohorts have been determined.
  - K - Between 30 & 45 minutes, three times per week
  - Grades 1-3 - Maximum 60 minutes per day
  - Grades 4 - 7 - Maximum of 90 minutes per day
  - Grades 8 - 12 - As determined by their individual program
- Final exams for 10, 20 and 30 level programs will be face to face with accommodations in place regarding COVID 19 measures where applicable.
- The assigned teacher will communicate:
  - the online communication tool for the program and ensure the students and parents have access;
  - online session times where the teacher facilitator will be present;
  - Provide appropriate outcomes for the week with the scope and sequence appropriate for the grade level and curriculum;
  - Determine the instruction to be delivered such as what text will be read, what math tools will be used, etc;
  - Assign, collect and assess the student's work on a regular basis; and
  - Provide feedback and end of term or semester report card evaluation.

Each month, an in school administrator of the assigned school will communicate with families to determine if a return to school plan should be put in place. Students will stay in Learn at Home for the duration of the term or reporting period.

#### **5.10. Assessment and Reporting**

Assessment will continue following the LCSD Way and division administration procedures. Report cards and school updates from teachers will continue to be offered in a timely way. This return to normal practices may be impacted should a school or a classroom be closed by the Chief Medical Health Officer.

#### **5.11. Kindergarten and Pre Kindergarten**

Kindergarten and Pre-Kindergarten programs will continue in all elementary schools. Kindergarten will follow guidelines in place for typical classrooms. Some changes in centers to minimize contact between students will be made. Students will be taught fundamentals of hand washing and age appropriate trauma informed self-care. Changes will be made to classroom practice in order to ensure that students have reduced contact within and between classes.

### **6. Student & Staff Health**

If students or staff are ill with any common cold, influenza or COVID-19 like symptoms they must stay home and contact Healthline 811 for guidance or complete the Self-Assessment.

All parents, staff and students who are confirmed COVID-19 positive are not allowed to enter the school. Staff and students may return to school once cleared by Saskatchewan Health.

Staff must advise their administrator if they are unable to attend work due to illness and log the absence accordingly with the school.

#### **6.1. Students Requiring Individualized Supports**

Students are screened case by case to determine levels of support required to safely bring students into the school environment and any specialized support will be noted in the IIP, Medical Plan and/or BIP. Staff working with students that have individualized plans in place must review these plans prior to working with the child.

#### **6.2. Learners with Intensive/Additional Needs**

- Students with additional needs may require updated assessments and revised individual goals.
- For personal interactions, conditions must be created to allow for the provision of supports within a safe and secure environment, which may include the school setting or other appropriate spaces.

- All health and safety measures must be in place and communicated with the relevant staff and family prior to the provision of the service.
- All engagements will occur in a supervised setting, which may include the school or other appropriate spaces, and staff will not enter into private residences or provide personal transportation.
- Other methods of providing service or additional precautions may be suggested for those with compromised immune systems, in consultation with a medical professional.
- Consideration will be given to the directions given by the professional governing body of the staff providing the supports.
- It may not be possible to support all students with Intensive/Additional needs in-person due to health and safety guidelines.

## **7. Personal Protective Equipment (PPE)**

Masks are a preventative measure that all students and staff will wear in high traffic areas while inside the school. For our students this is a new routine.

Staff will each be provided with a clear plastic mask allowing students to see their faces, their smile and how they pronounce words. Masks will be worn when physical distancing is not possible.

All students will be provided with 2 cloth masks upon return to school

For Kindergarten to Grade 3 masks are optional. In Grades 4-12, they are mandatory in high traffic areas. On the bus all students and staff will wear masks.

Masks will be worn in the hallway and when entering the classroom.

## **8. Cleaning Protocols**

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. LCSD locations will be cleaned and disinfected in accordance with the [Canadian Advisory](#).

### **8.1. Cleaning Schedules**

School Administration will be expected to communicate regularly with the caretaking staff regarding the expectations for disinfecting/cleaning of the school.

- Each school will have caretakers on site throughout the day.
- The school will be cleaned thoroughly every evening after the school is closed.
- High touch points will be cleaned multiple times during the day. Supplies will be provided for additional cleaning within the classroom during the day.
- Supplies (paper towels, soap and spray bottles) will be checked daily when the area is unoccupied.

- If supplies are low contact the custodian or school administration.
- Custodial staff must be made aware if the isolation area has been occupied. Cleaning is required prior to next use.
- The following surfaces are disinfected daily by Custodial staff:
  - **Classrooms (Daily):** desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers, SMART board
  - **Hallways and Corridors (Multiple times during the day):** Light switches, elevator buttons, stair railings, water fountain bottle filler, entrance door handles, alarm panels, inside handicap door buttons, crashbars, common benches
  - **Washroom (Multiple times during the day):** All surfaces
  - **Offices/Staffroom (Daily):** Desks, chairs, telephones, light switches, doorknobs, copier, phones.

Staff who wish to enhance this level of cleaning are encouraged to use the following [recommended cleaning and sanitizing solutions](#) guidelines.

## 8.2. Facilities and Maintenance Operations

- Maintenance and operations staff must keep their vehicles and equipment clean. PPE should be kept in all vehicles for the period of the pandemic.

## 8.3. Cleaning by Staff Supporting Learners with Intensive/Additional Needs

- Staff working with Learners with Intensive/Additional Needs must be prepared to clean high touch areas throughout the day as needed.
- Staff working with Learners with Intensive/Additional Needs will have access to disinfectant sprays and paper towels.
- These spaces need to be left neat and uncluttered at the end of the day.

## 8.4. Keyboards - Electronic devices - Interactive Displays

Schools should strategically limit the number of touchpoints for computer devices through the course of the day. (e.g. booking multiple days at a time vs. period at a time; essential use only or program specific).

Sanitization/cleaning procedures will be implemented to support multiple users accessing technology. Cleaning of each device will be done after each use.

## 9. Transportation

Buses used for transporting students must be cleaned and disinfected according to the guidance provided in the [Cleaning and Disinfectants for Public Settings document](#).

Parents will be asked to transport their own children where possible.

For Contact tracing purposes students will be assigned seats and records of the assignments will be kept.

### **9.1. Cleaning/Sanitizing High-Touch Surfaces in the School Bus**

- Cleaning and sanitation of buses or other vehicles used to transport students is required between each run.
- A vehicle cleaning log must be kept.
- The following equipment will be available for cleaning:
  - Personal protective equipment (as required by the operator's health and safety protocol);
  - Paper towels and absorbent materials;
  - Waste disposal bags and tape; and
  - Cleaning agents / disinfectants.
- Cleaning is a critical first step for disinfecting affected surfaces. In general, when cleaning school bus interiors:
  - Put on disposable, water-proof gloves and a mask. Avoid hand contact with the face, especially the nose and eyes. Direct contact with contaminated areas should be avoided.
  - For routine cleaning and disinfection, and for areas potentially contaminated with COVID-19, a hard-surface disinfectant authorized by Health Canada is recommended. For a list of hard-surface disinfectants for use against coronavirus (COVID-19), please see Health Canada's website.
  - Follow the manufacturer's instructions for the recommended dilution rates, contact times and conditions specific to the surface.
  - Avoid bleach except on simple plastics.
  - Don't use solvents.
- High touch surfaces in school buses that must be regularly cleaned are
  - Seats, backs, tops and bottoms.
  - Inside hand railing
  - Wall section below passenger windows and bottom frame of windows
  - Any other parts that are commonly used and that may have been touched.
- Dispose of soiled disinfection cloths, disposable gloves and any other items in contact with contaminated surfaces in a waste disposal bag. Seal the waste disposal bag and discard in a lined trash bin.
- Wash or Sanitize hands when finished using proper hand washing techniques.
- In addition to regular cleaning of school bus interiors, Drivers will minimize sharing of busses. Each bus should remain on its route unless there is a breakdown in that bus. The number of drivers per vehicle will be limited to ensure that the same drivers use the same vehicle and keep the same work schedules in order to limit contacts as much as possible.

## 9.2. While Travelling on a School Bus

Students will be registered in order to ride on the bus.

- Students will be assigned seats and a record of this seating plan must be kept in order to assist with contact tracing in the case of a student testing positive for COVID-19. Students who live in the same household should be seated together.
- Student loading, unloading, and transfer procedures must be established that support physical distancing of all persons (except household members), when possible and should include:
  - Where feasible, limit the number of students per bench unless from the same household/ daycare and or dayhome.
  - Students from the same household daycare or dayhome will be expected to share seats.
  - Accommodations may be made for parents who request to seat relatives or friends who interact regularly outside of school. Written consent from all parents is required in this case.
  - Students start unloading from the front seats to the back of the bus.

## 9.3. Personal Protective Equipment - TBD

- School bus drivers will wear a face mask or face shield and other personal protective equipment including gloves or safety glasses as recommended in [Transport Canada's Guidance](#) Personal protective equipment and their uses by Commercial Vehicle Drivers.
- The choice of PPE must not interfere with the driver's ability to access the vehicle controls or hinder or distort the driver's view - directly or through mirrors - of the road, students around the bus or of passengers.

## 9.4. After Travelling on a School Bus

- Repeat a thorough cleaning of high-touch surfaces with appropriate disinfectants as described above.
- Bus drivers who start to experience symptoms after completing a trip must stay home, self-isolate, and advise their supervisor so the additional steps can be taken to protect other drivers using the school bus.

### Have a question?

Have a question that has not been answered? Contact your Principal or Central office at 780-808-8585 Wendy will direct you to the appropriate person to help.

## **Appendix**

[Appendix A – Enhanced Cleaning Procedure COVID-19](#)

Appendix B – Daily Health Checks for Students COVID-19 – coming in August

[Appendix C – AP 137 Illness In Care](#)

[Appendix D – Administering First Aid Procedure COVID-19](#)

[Appendix E – Staff Orientation Checklist](#)

[Appendix F – School Leader Checklist COVID-19](#)