



## GLEN ELM COMMUNITY SCHOOL RETURN TO SCHOOL PLAN

FALL 2020

### REGISTRATION AND SCHOOL START

- 1. Registrations** – Glen Elm School will be closed on August 27. Online registration is preferable however, in person registrations will be accepted on August 28<sup>th</sup> and 29<sup>th</sup>.. We will have a basket of registration forms available outside the main doors for pickup, tables and chairs for families to fill them out and a box inside the main door to place them in when finished. If you must come into the school to register, please call the school office first at (306) 791-8588 to inform the office of your arrival. Masks are required.
- 2. Staggered Start** – There will be a staggered starting of Grades 1-8 students during the week of September 8-11.
  - Tuesday, September 8 and Thursday, September 10 will have students attend whose last name begins with letters A-K.
  - Wednesday, September 9 and Friday, September 11 will have students attend whose last name begins with letters L-Z.
- 3. Kindergarten Start** – Kindergarten will also be a staggered start.
  - Tuesday, September 8<sup>th</sup> – Kindergarten B class, students with last name A-K
  - Wednesday, September 9<sup>th</sup> – Kindergarten A class, students with last name A-K
  - Thursday, September 10<sup>th</sup> – Kindergarten B class, students with last name L-Z
  - Friday, September 11<sup>th</sup> – Kindergarten A class, students with last name L-Z
- 4. Prekindergarten Start** – First day of school is Monday, September 14<sup>th</sup>. Our PreK teacher will go through application forms to guide student selection and replace initial home/family visit by contacting families by phone, virtual, or electronic communication.
- 5. Transportation** – Students at Glen Elm are transported by three busses and several contracted taxi services. When parents drop off students, families are encouraged to drop off at least one block away from the school to reduce congestion in front of the school.

### HYGIENE

- 1. Handwashing** – Students will be encouraged to wash their hands often throughout the day. There are sinks in the primary classrooms and there will be a handwashing station in the portables for the Senior students. Proper handwashing posters will be posted by all of the sinks and in the bathrooms. Teachers will ensure that personal hygiene related components are taught first.



**2. Hand Sanitizer** – Hand sanitizer stations will be in each classroom. Teachers will ensure that students sanitize their hands upon coming into the classroom and between tasks that are carried out throughout the day. Hand sanitizer will also be available to staff in the office, prep room, staff room, etc. for when they are in those areas of the building.

**3. Mandatory Masks** – Masks are required for all staff, and students in grades 4-12 and are recommended for PreK to Grade 3. Teachers will instruct students on proper mask usage through videos and posters. All students and staff using Regina Public Schools transportation will be required to wear non-medical masks while being transported. Masks are required for the public when in the school. Masks are also required for any visitor entering the school.

**4. Staff Personal Responsibility**

- Staff will:
  - Take all reasonable actions to ensure their own safety and that of their colleagues.
  - Self-monitor for symptoms
  - Not attend work when they are symptomatic or required to self-isolate.
  - Regularly wipe down their personal workspaces (desktops, keyboards, laptops, etc.) using Division-supplied disinfecting wipes or spray.
  - Stay home if they are displaying COVID-19 like symptoms. Staff with symptoms will not be required to enter the school when sick to create plans for substitute teachers. \*It is the teacher’s responsibility to email plans to admin if daybook was not completed prior to leaving the day before or if additional plans are required. It is recommended for teachers to have 2-3 days of full lesson plans created in advance and available in their classroom.
  - Share suggestions or concerns directly with their supervisor and/or with the OHS Committee.

**5. Staff Illness**

- If you are feeling ill do not enter the building, even to get things ready for a sub. Day plans should be planned three days in advance. Please have a two-week emergency plan available in case you need to self-isolate at any time throughout the year.

**6. Division Provided PPE**

| PPE<br>Division Fall 2020 Re-Opening Plan page 5-6 | Amount supplied to schools      |
|--|---------------------------------|
| Teacher reusable masks                             | 1 per staff member              |
| Student reusable masks                             | 1 per student                   |
| Disposable masks                                   | Available through school office |
| Face Shields                                       | 1 per staff member              |
| Disposable Gloves                                  | Available through school office |



|                                  |   |
|----------------------------------|---|
| Hand sanitizer                   | 1 bottle/room                             |
| Disinfectant Spray (vital oxide) | 1 spray bottle/room                       |
| Plexiglass screens               | 4-5/school initially and then as required |
| No contact thermometer           | 1 per school                              |

## 7. Disinfecting Spray – Vital Oxide Disinfectant

- Washrooms will be disinfected to begin the day and then will be disinfected between 10:00 – 10:30 and 1:15 – 1:45 (it only requires 10 minutes for the disinfectant to be effective and the area safe for continued use). There will always be an alternate washroom available for student use.
- Disinfecting of entire school will happen each evening, safe for technology, papers, toys, etc. Signs will be placed on doors to signal that room has been disinfected.
- Classroom spray bottles will contain vital oxide solution as well and can be misted on desks and left for 10 minutes while teachers/students are out of the classroom if further disinfecting is wanted during the day.

## LIMITING PHYSICAL CONTACT

1. **Minimizing Physical Contact** - Teachers will teach, encourage and practice preventative measures such as physical distancing and no contact throughout the school day and wearing masks.
2. **Dropping Off/Picking Up Students** – As a Division, we are encouraging children to “Stride over to School” by getting to school safely and in a physically distant way by walking, biking, running and striding over to school. If students are unable to walk, please help us avoid car congestion around schools by dropping off and picking up your children outside of the playground area. Plan a meeting spot away from the building.
3. **Entering Building (Students)** – There will be lines spray painted on the playground to designate where classes will line up. Each class will be called to enter the building one class at a time to prevent crowding. Teachers must meet their students at the entrance and walk them to their classroom. Once students are in their classroom, they will remain within their own space for the day. Students will sanitize hands upon entry to the school.
4. **Entering Building (Parents/Public/Volunteers/Community Members, etc.)** – Public entry to the building **will not be allowed** at this time. We would like to encourage parents to use electronic communication with staff. If you must come into the building, please phone the main office at (306) 791-8588 to request permission to access the school. Masks will be mandatory upon entry. The front door of the school will be left open for student safety but please do not enter without notifying the office. If you are



picking up children for an appointment, please call the office prior to appointment so children can meet you outside the main school entrance.

5. **Grouping of Students** – Students will only interact with students in their own classroom and will stay in their own classroom throughout the school day.
6. **Math Groups** – Previously, students were divided into straight grade Math groups. As students must remain in their own classrooms throughout the day, there will be no straight grade math groups. Grade-level Math will be taught in each individual classroom.
7. **Itinerants/Specialists** – Itinerant and specialist teachers will provide their instruction in the students' classrooms. They must sanitize hands upon entry and exit.
8. **Education Assistants/Teacher Associates** – We will aim to have our EAs and TAs in consistent classrooms for blocked periods of time so as to reduce movement.
9. **Assemblies/Gym/Resource Centers/School Gatherings** – All gatherings as of right now are cancelled. Students will participate in their Physical Education classes outside for the month of September and we will reassess in October. The Resource Center will be closed to individual/classroom access in September, which will also be revisited in October. Teachers will be able to access resources for their students and we will develop a process for borrowing of resources including providing buckets/carts of classroom resources. All borrowed resources will be cleaned and sanitized upon return.
10. **Exiting the Building (Grades 1-8)** – Teachers will line up their classrooms ensuring physical distancing is occurring in the line-up. They will then lead their classes, one at a time, to exit the building. We will stagger exit times so students can ensure physical distancing.
11. **Daily School Supplies** – Please ensure that students bring what they need to get through the day so that parents are not bringing items to school for drop off. For example:
  - Lunch
  - Filled water bottle - Water fountains will be turned off therefore students need to bring a filled water bottle to school every day
  - Keys
  - Etc.
12. **Classroom Configurations** – Tables and desks will be arranged to ensure as much physical distancing as possible. Teaching and learning will be front facing. All soft items, such as toys, rugs, pillows, etc., must be removed from the classroom.
13. **Student Belongings** – If students bring bags into the school they will be hung on the back of their chairs during the day. All student materials will be kept in buckets underneath their desk. Students will not share their materials with other students. Lockers will not be used during the month of September, but we will reassess in October.



- 14. Staff Planning** – Staff will be encouraged to complete planning while they are at the school during the day in order to limit staff in the building during evenings and weekends. Facilities will disinfect the school each evening in preparation for the following day. Signs will be left on to indicate when rooms have been disinfected.
- 15. Furniture** – Furniture that cannot be cleaned and sanitized, including laundering easily and daily will be removed.
- 16. Technology** – All computers will be sanitized prior to storing for the next user. It is the responsibility of the teacher using the cart to ensure all computers are sanitized before returning to the computer room. Vital Oxide in spray bottles can be used to mist over technology between uses by the teacher. There will be a card that will go on top of the cart that says “Sanitized” and is to be placed there once computers are cleaned.
- 17. Office Procedures** – Plexiglass will be around the administrative assistant’s desk. Students will be required to wait on the physical distancing floor decals outside of the office for one-at-a-time entry.

*\*Please be cognizant that we are doing everything we can to keep our staff and students safe. Having students come prepared for their day will help eliminate item drop-offs and unnecessary entrance into the building. We are all in this together so let’s work as a team to keep everyone safe and healthy!*

## INSTRUCTIONAL PROGRAMMING

- 1. Safety** – Safety is a priority above all else.
- 2. Filling the Gap** - Teachers will collaborate with colleagues to identify outcomes not completed prior to mid-March, end of June, and engagement in supplemental learning. Teachers will develop a plan for meeting outcomes and filling learning gaps if required before moving on to current outcomes.
- 3. Instructional Focus** – The starting focus will be on literacy, numeracy and health.
- 4. Online Instructional Presence for Teachers** – Teachers will set up online learning platforms with their classes to prepare for possible student illnesses, interruptions in face-to-face learning or a transition to other provincial phases if needed. Teachers are asked to communicate/share day-to-day learning through PowerSchool, Google Meets, SeeSaw and Google Classroom.
- 5. Body Breaks** – Teachers and staff may be taking classrooms out onto the playground for outdoor body breaks.
- 6. E-School** – E-School will be available as an option for students who would prefer to learn remotely. The website and the registration form have an email [eschool@rbe.sk.ca](mailto:eschool@rbe.sk.ca) for questions.



- a. *“The 2020-21 school year is divided into multiple terms or reporting periods. Transitions to and from online learning can adversely affect student success, so students are asked to commit to online learning. Registration and enrolment commitments are critical in order to allocate staffing resources to meet the needs of students.*

*Families are asked to make a fully informed decision to participate and commit to online learning. Full participation also includes being prepared to engage in daily online instruction.”*

## NUTRITIONAL SERVICES

1. **Morning Nutrition** – EAs will pick up the morning snack and deliver to classrooms. Only the teacher and/or EA will distribute snacks. Gloves and masks must be worn.
2. **Lunchroom Procedures** – Students will stay in their own classrooms for the lunch hour. Students that stay for lunch will be given a 15 minute recess during the lunch hour and will follow all school safety protocols when exiting and re-entering the building.
3. **Food Deliveries** – There will be no outside food deliveries to schools (ie: Skip the Dishes, pizza lunches, etc.) in order to eliminate unnecessary external personnel at schools.
4. **Water** – All water fountains in the building will be shut off. Please ensure that your child brings a filled water bottle to school every day. We will be receiving water filling stations for students to refill water bottles if needed, but they have not arrived yet so students need to come with a filled water bottle. Water bottles will be sent home at the end of the school day. Please make certain they are cleaned on a regular basis.

## CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

1. **On Pause for Now** – This includes all clubs, teams, sports, field trips, outings. This is standard for all Regina Public Schools.
2. **Elementary Band** – Planning team is meeting to determine guidelines. We will let you know as more information becomes available.

## FACILITY OPERATIONS

1. **Disinfecting Procedures for Regina Public Schools** – Vigorous cleaning procedures have been developed for Regina Public Schools. We are using a product called Vital Oxide Disinfectant, which is a salt-based cleaning solution for spray bottles and misting machines.
2. **Hand sanitizing** – Hand sanitizing stations are at the front door and side door. Each classroom also has hand sanitizer stations.



3. **Soap and paper towels are provided in each primary classroom** – Handwashing will be encouraged frequently.
4. **Hand washing station in Senior end** – The senior portable will have a handwashing station for student use.
5. **Washrooms** – There will only be two students allowed in the washrooms at a time. The back door to the bathrooms (closest to the gym) will be locked. Entrance will be in front hallway with floor decals marking physical distance while waiting. Students will bring a sticky note with their name on it to the bathroom and place it on the door upon entry and throw it in the garbage can outside of the bathroom when leaving. If there are two sticky notes on the door, students must wait outside of bathroom (on floor decals) until a spot is free.
6. **Washroom Disinfecting** - Washrooms will be disinfected with Vital Oxide to begin the day and then will be disinfected between 10:00 – 10:30 and 1:15 – 1:45 (it only requires 10 minutes for the disinfectant to be effective and the area safe for continued use). There will always be an alternate washroom available for student use.
7. **Commonly Touched Spaces** – Areas throughout the school that are commonly touched spaces (such as door handles, toilet handles, photocopiers, telephones, laminators, washroom doors, etc.) will be regularly disinfected.
8. **Monthly COVID Planning Staff Meetings** – Our Head Facilities Officer will attend the COVID planning component of our monthly staff meetings. Any successes/challenges can be collaboratively shared or planned for, and any addition concerns can be brought forward to Facilities if required.

## GUIDELINES FOR STUDENTS WITH ILLNESS

1. **Isolation Area for COVID-19 Symptoms** – We have designated the front meeting room in the building for any student who is displaying COVID-19 symptoms. We will keep a COVID kit in the room that contains a shield, masks, gloves, no contact thermometer, hand sanitizer, etc. The room will have plexiglass to provide barriers in order to accommodate two students if needed. **Please ensure you have given the office an updated phone number that you can be reached at if we need to get a hold of you in an emergent situation.** Our facility staff will be notified when disinfecting of space is required. Any child needing to go to the Isolation room, will be supervised by a staff member until a parent/guardian arrives.
2. **COVID-19 Symptoms** – All parents, guardians, students and staff who are confirmed to be positive and/or under mandatory self-isolation, must not enter the school. Instead, stay home and self-isolate. Staff and students may return to the building once they have been cleared by public health. Any suspected cases will be reported to public health.



## MENTAL HEALTH AND SOCIAL-EMOTIONAL SUPPORTS

1. **Staff** – Staff will focus on creating a culture in the school that is inclusive and compassionate. Be Kind, Work Hard, and Wash your Hands will be our daily announcement motto!
2. **Cultivating a Culture of Belonging** – As a school we will continue to focus on the development of the virtues of the Grandfather teachings and the Circle of Courage. Virtue awards will be given out monthly at our Virtual Assemblies.
3. **Student Mental Health** – If a young person in your life needs support, they can connect confidentially with Kids Help Phone at 1-800-668-6868 or by texting 686868. KidsHelpPhone.ca has a wide range of tools, resources and information that help support a young person.

## REGINA PUBLIC SCHOOL PARENT/CAREGIVER HANDBOOK

The Regina Public School Division is in the process of creating a parent/caregiver handbook as well as a quick reference brochure. This will be sent to school as well as uploaded onto school websites. This information would include, but is not limited to:

- Adjusted school day schedule
- September 8 Transportation schedule
- Water bottles
- Limited access to schools
- Parent drop off expectations
- Having students prepared for the entire day (ie. lunches, water bottles, keys, etc.)

Tentative date for handbook and brochure is the week of August 24-28.

GLEN ELM KNIGHTS...

*WE'VE GOT THIS!!!*

