



PRINCE ALBERT Est. 1887
CATHOLIC SCHOOL DIVISION
Learning for life through Catholic Education

Christ Be Our Light

*Prince Albert Roman Catholic
Separate School Division No.6*

**Return to School Fall 2020
COVID -19 Preparedness Plan**

August 1, 2020

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Introduction

The Prince Albert Roman Catholic Separate School Division celebrates over 132 years of operation and acknowledges that it is situated on Treaty 6 Territory and the Homeland of the Metis.

The Prince Albert Roman Catholic Separate School Division No. 6 has developed and submitted the *Return to School Fall 2020 COVID-19 Preparedness Plan* to the Ministry of Education which was reviewed by the Provincial Educational Response Planning Team (RPT). Feedback was provided to school divisions as they were continuing to work on their back-to-school plans as it relates to compliance of education sector mandates during the global pandemic.

It is important to note that the situation regarding COVID-19 in Saskatchewan is very fluid in each school division jurisdiction. It is anticipated the public health guidelines may change over the summer months and the coming months as directed by Saskatchewan's Chief Medical Health Officer due to the implication of the COVID-19 transmission rates. **Division plans will evolve as required by emerging health risk assessments.** The RPT will continue to work closely with the Chief Medical Health Officer to provide additional information to school divisions as it evolves and becomes available.

The Prince Albert Roman Catholic Separate School Division Board of Education would also like to acknowledge the efforts of all involved in ensuring the health and safety our entire educational community.

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



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Caring for self and others – Everyone has a role and responsibility.

Purpose

The purpose of this document is to provide details regarding the instructional and operational plan as pertains to the preparedness of returning to school for the 2020-2021 school year amid COVID-19 global pandemic.

The return to school plan provides expectations and guidelines respective to

- employee's roles and duties,
- parent roles and responsibilities,
- student roles and responsibilities.





Our School Division Plan will focus on supporting:

- *Quality Catholic Education and Learning opportunities,*
- *Health and Wellness,*
- *Engagement of students, families, and staff.*



Plan Review Process

In an effort to achieve a healthy learning and working environment for our educational community, our school division will aim to **minimize physical contact to reduce the risk of spread of COVID-19 while providing quality Catholic education.** Parent, student and staff feedback was used to develop a more comprehensive plan. School-based administration, school division managers, coordinators and consultants, superintendents, chief financial officer worked to establish the return to school plan.

The plan has been also reviewed by the Provincial Response Planning Team, the Board of Education, the Ministry of Education and by Prince Albert's Medical Health Officer Dr. K. Chokani for compliance with public health orders and best practices. This plan is subject to change and operational shifts will occur based on the Public Health Orders, Chief Medical Officer's Orders and relevant guidelines provided by the Ministry of Education and Board of Education.

Standard of Work Statement

This document is intended to communicate expectations to students, staff and parents as we navigate returning to school for fall 2020 with associated implications of COVID-19. These are unprecedented times that require unprecedented strategies. The plan will require all students, staff, and parents to adhere and align with protocols included in this document. Operations and instruction may require adaptations as provincial and local situation changes.

It is important to note that all School Board policies and current Standards of Work remain applicable.

Special Note of Acknowledgement

A special acknowledgement to the Board of Education, Superintendents, School-Based Administrators, Coordinators, Consultants, and School Division Managers for their assistance and support in developing a plan to operationalize procedures for the return to school fall 2020. Parent, student and staff input have been essential to striving to develop a more comprehensive plan.

Special thank you to Dr. K. Chokani
Prince Albert's Chief Medical Officer
and other medical and Saskatchewan Health Authority personnel for their
support and guidance in plan development.

Rejoice in the Lord always; again, I will say, Rejoice. Let your gentleness be known to everyone. The Lord is near. Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus. (Philippians 4: 4-7)

Background Information

March 16th, 2020, Premier Scott Moe representing the Government of Saskatchewan, along with the Chief Medical Officer, Dr. Saqib Shahab, announced "... all classes in Saskatchewan Pre K-12 Schools will be suspended indefinitely, effective March 20th, due to the ongoing COVID-19 pandemic." In the press release, Premier Scott Moe, also announced that "Every student will receive a final grade based on their current grade, and students will progress to their next grade level next year. Every student who is eligible to graduate from Grade 12 this year will graduate. The Ministry of Education and School Divisions will work with Saskatchewan Post-Secondary Institutions to adapt entry requirements for programs commencing in the next academic year."

The Provincial Government along with Ministry of Education officials, instituted a Response Planning Team (RPT) for the education sector. The RPT has provided and instituted guidelines for Corporate Services and Instructional Services for the Educational Sector.

Further, the RPT has released information for School Divisions over the week of March 23rd to March 27th, 2020. The Saskatchewan Education Response Planning Team, made up of education representatives, have been working on new ways to address the learning needs of students. As staff and school communities are focused on ensuring the safest and most appropriate way of offering education during the COVID-19 pandemic, some guidelines for school divisions were provided March 27th, 2020.

Update April 6th, 2020 -The RPT continues to advise and support education sector decision making as representatives in SSBA President, STF Executive Director, Assistant Deputy Minister, and LEADS Executive Director. As more information about managing COVID-19 becomes known, our school division may revisit and revise the expectations outlined in this document.

Government Announcement to Return to School

Announcement of June 9th, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. To help school divisions prepare for the return of students and staff, the guidelines below have been developed to inform local planning.

On Thursday, June 18th, 2020, under the direction of Saskatchewan's Chief Medical Health Officer, and with the help of the Education Response Planning Team (RPT), the Ministry of Education released the *Primary and Secondary Educational Institution Guidelines* for the return to classroom learning this fall.

The Primary and Secondary Educational Institutional Guidelines as well as the *Re-Open Saskatchewan Plan* guidelines were provided by the Government of Saskatchewan (found on Saskatchewan.ca/COVID-19 website). The Chief Medical Health Officer, the Ministry of Education, the Response Planning Team, and school division staff worked diligently to prepare a Return to School Plan for this fall and to do so in a safe, yet comfortable, environment for both students and school staff.

The safety and well-being of our educational community are paramount as we continue to navigate the evolving and changing impacts on education due to the COVID-19 pandemic. There are three elements upon which the plan is built. This includes supporting *learning strategies*, promoting *health and wellness*, and ensuring *engagement with students, parents and staff*.

The health and safety of our students, staff and families, while providing quality Catholic education, is our top priority. While a return to in-class learning is the goal for this upcoming fall, our school division will be working, under the support of the RPT and Chief Medical Officer, to ensure contingency plans are in place in the event of elevated risk.

An online survey (PACSD.CA) has been developed on our website for all students, parents and staff to share questions or concerns. Input is valued and will be used as our school division strives to develop a more comprehensive plan.



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PART A Ministry of Education Primary and Secondary Educational Institution Guidelines

On June 9th, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. To help school divisions prepare for the return of students and staff, the guidelines below have been developed to inform local planning.

For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead. The precautionary measures within these guidelines will be implemented to reduce risk, and include standards for cleaning and sanitization along with measures for general operations, facilities, transportation and programming.

To provide provincial-level direction on operational matters resulting from the pandemic, an education Response Planning Team (RPT) was formed with representation from the Ministry of Education, Saskatchewan School Boards Association, Saskatchewan Teachers' Federation, League of Educational Administrators, Directors and Superintendents, and Saskatchewan Association of School Business Officials. The RPT has developed additional information on operationalizing these guidelines, which will be made available for school division personnel.

As school-aged children return to regular activities, including programming and activities now allowable under the Re-Open Saskatchewan plan, these guidelines will help ensure that operators of provincial Prekindergarten to Grade 12 schools can plan for school to resume as previously scheduled this fall.

Classes will begin as early as September 1, depending on local school division calendars.

1. Guidelines for General Operation
2. Cleaning and Sanitation Guidelines
3. Guidelines for Illness in Care
4. Nutrition Programs
5. Mental Health and Social-Emotional Supports
6. Students with Intensive Needs
7. Transportation

1. Guidelines for General Operation

Hygiene

- Promote proper hand hygiene practices for staff and children. Practices must include using soap and water when hands are soiled and alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number) when visibly clean. Although general use containers need to be available, where possible, students and staff should have their own hand sanitizer. Supervise the use of hand sanitizer with young children.
- Except when in close contact with a sick student, masks and eye protection are not required, beyond those used by staff as part of their regular precautions for hazards normally encountered in the workplace. They should only be used when all other controls have been fully explored.

Limiting Physical Contact

- For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.
- Staff, parents and students must encourage and practice preventative measures, 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).
- Help younger children learn about minimizing personal contact 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.
- Modify procedures for entering the building to support minimize personal contact. Possible strategies include staggered entry into classes and schools, separate group entrances, limiting pickups and drop offs to one parent/guardian, etc.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Children from the same household (e.g. siblings) do not need to maintain physical distance from each other.

- Wherever possible, minimal personal contact should be maintained, even within the same group. Consider modifying room configurations (e.g. separating tables) to promote minimized personal contact.
- Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided.
- Groups of students and the staff members assigned to them should stay together throughout the day and not mix with other groups. Staff should remain with the same group whenever possible. Strive to minimize the number of different teachers and educational assistants that interact with groups of students throughout the day.
- Modifications may be needed for all shared spaces, including boot rooms, hallways, waiting areas, etc. Thought can be given to establishing visual cues and direction flow plans.
- Specific responses for Prekindergarten and Kindergarten environments will be developed by school divisions, considering the unique nature of the learning programs and student development.
- Where possible, school division administrators and staff should use telephone or video conferencing to meet with staff and parents.

Limiting Shared Materials and Equipment

- Establish clear protocols for bringing materials (i.e. bags, school supplies) into and out of schools.
- Where possible, remove or reduce play with toys that encourage group play in close proximity or increase the likelihood of physical contact. Keep toys that encourage individual play.
- Students and staff should not share food and drinks and other personal items. Label personal items with the student's name to discourage accidental sharing.
- Strategically limit the number of touch points per day on electronic devices.
- Classroom activities and recess times should not include equipment that might be touched by multiple students. Due to the increased cleaning required, it is best to decrease the number of toys/equipment available to children. Remove toys and other items that cannot be easily cleaned and disinfected.

Extra-Curricular

- Plans for extra-curricular activities and other gatherings will be developed in consultation with the Chief Medical Health Officer once the group/ gathering capacity limits for fall 2020 are known.

Facilities

- Consider modifying room configurations to promote minimized personal contact. Where practical, the use of physical barriers (i.e. engineered controls) may be established where distancing cannot be achieved.
- Ensure adequate soap and alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number) in each building, especially near entrances. Make disinfectant wipes available for wiping down frequently used surfaces.
- Signage may be used to remind parents and guardians not to enter the facility if they are sick. Signs should be posted at school entrances.
- Signs and markings in hallways should be considered to limit cross-exposure.
- Establish a plan to prevent mingling of groups in washrooms, and to minimize the number of shared surfaces.

2. Cleaning and Sanitation Guidelines

- Frequent cleaning and disinfection are important to prevent the spread of the disease.
- All disinfectants used must be approved by Health Canada (DIN). All label instructions for disinfectants, including contact time, should be followed.
- A school-wide plan for enhanced cleaning and disinfection should be established using the current provincial guidance. Roles and responsibilities, staff training where needed, and a maintenance schedule are recommended. Items/objects that cannot be effectively cleaned/disinfected daily or between classes should be removed for the time being.
- Increase cleaning and disinfection of commonly contacted areas.
- Any food contact surfaces, including water fountains/dispensing equipment, must be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.
- Garbage bins should be emptied frequently.
- Sanitation/cleaning procedures will need to be implemented to support multiple users accessing technology.
- Indoor shared spaces and structures that cannot be cleaned and disinfected between groups should not be used.

- Wear disposable gloves when cleaning blood or body fluids. Wash hands before wearing and after removing gloves. They must be changed after every interaction and when changing tasks. Beyond this situation, glove use is not required nor recommended.
- Ensure the school is well stocked with hand washing supplies at all times, including soap, paper towels, waste bins and, where appropriate, alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number).
- Store hand sanitizer out of the reach of young children and supervise its use.

3. Guidelines for Illness in Care

- Promote proper hand hygiene practices for staff and students. Practices must include using soap and water when hands are soiled and alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number) when visibly clean. Although general use containers need to be available, where possible, students and staff should have their own hand sanitizer. Supervise the use of hand sanitizer with young children.
- Checking temperatures, detailed screening or requiring COVID-19 testing of students and staff are not required or recommended at this time, based on current evidence.
- An illness administrative procedure with precautions specific to COVID-19 will be created by school divisions. Symptoms of illness that are not consistent with COVID-19 should continue to be managed per existing policies.
- Students and staff who are sick should be advised to stay home. Not all symptoms of illness need to be subject to this requirement (i.e. headaches, cramps, etc.). Staff would not be required to enter the school when sick to create plans for substitute teachers.
- All parents, guardians, students and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school. Instead, they must stay home and self-isolate. Students and staff can return to school once they are cleared by public health.
- Schools should identify an appropriate isolation area for anyone with COVID-19 symptoms who are not able to immediately leave the facility. If a student develops symptoms at school or upon arrival at school, the student should be isolated from other students and the parent or guardian should be notified to pick up the student immediately. Provision for supervision of the student must be in place.
 - If a separate room is not available, the student needs to be kept at least physically distanced away from other students and staff.

- If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child, and should try to avoid contact with the student's respiratory secretions.
- Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days.
- All staff must self-monitor for symptoms and use the online [Saskatchewan COVID-19 Self-Assessment Tool](#).
- Except when in close contact with a sick student, masks and eye protection are not required, beyond those used by staff as part of their regular precautions for hazards normally encountered in the workplace. They should only be used when all other controls have been fully explored.

4. Nutrition Programs

- Proper hand hygiene must be practiced before and after eating.
- School-supplied food should be delivered directly to the classroom. Students should eat lunches in their classrooms.
- 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.
- Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.
- Food from home must not be shared with other students and should be stored with the student's belongings.
- Students are not allowed to participate in food preparation.
- Further information provided in this document regarding food services guidelines.

5. Mental Health and Social-Emotional Supports

- Supports for the health and wellness of students and staff will be provided, including helping students understand the importance of preventative measures that are in place and practicing proper hand hygiene and coughing/sneezing etiquette.
- School division and school leaders are encouraged to implement trauma-informed practice to support students, staff and families. Trauma-informed

practice includes: providing inclusive and compassionate learning environments; understanding coping strategies; supporting independence; and helping to minimize additional stress or trauma by addressing individual student needs.

- The Ministry of Education will continue to offer supports for mental wellness, including but not limited to:
 - a resource posted on Saskatchewan.ca to assist parents and caregivers;
 - working with Kids Help Phone to promote their professional counselling services, which are available 24 hours a day via phone, online chat or text, as well as their database of local community resources;
 - working with SaskTel to prevent and respond to bullying, cyberbullying and promote healthy relationships through the [Be Kind Online](#) website, which includes a number of resources and tools;
 - providing a provincial license for Respect in Schools training for all staff; and
 - offering grants to school divisions to support mental health and student safety training initiatives.
- Saskatchewan's provincial curricula provide opportunities for students to learn about health, well-being and student safety.

6. Students with Intensive 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 needs in-person due to health and safety guidelines.

7. Transportation

- The following transportation protocols could be considered for implementation:
 - Students should be assigned seats and a record of this seating plan should be kept in order to assist with contact tracing in the case of a student being confirmed with a case of COVID-19. Students who live in the same household should be seated together.
 - Partitions around drivers can be considered.
 - Cleaning and sanitation of buses or other vehicles used to transport students is required between each run. Recreational travel requiring vehicles, such as field trips, is not permitted at this time.
 - Parents will be asked to transport their own children where possible.
 - Encourage pickup and drop off of students outside of the building, unless there is a need for the parent or guardian to enter the school.
 - If parents or guardians must enter the school, they should maintain physically distanced from staff and other children, and be reminded to practice diligent hand hygiene.



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PART B School Division Instructional and Operational Guidelines

The health and safety of our students, staff and educational community, while providing quality Catholic education, is our top priority. The following information and preparations are based the Primary and Secondary Educational Institutional Guidelines as well as the Re-Open Saskatchewan Plan as provided by Government of Saskatchewan (found on Saskatchewan.ca/COVID-19 website). Our school division is required to follow provincial and local health orders, and employee contracts while implementing return to school plans. Three informational elements are highlighted below for students, families and staff:

1. quality Catholic education and learning,
2. health and wellness,
3. engagement of students, parents and students.

Quality Catholic Education and Learning- Instructional Framework

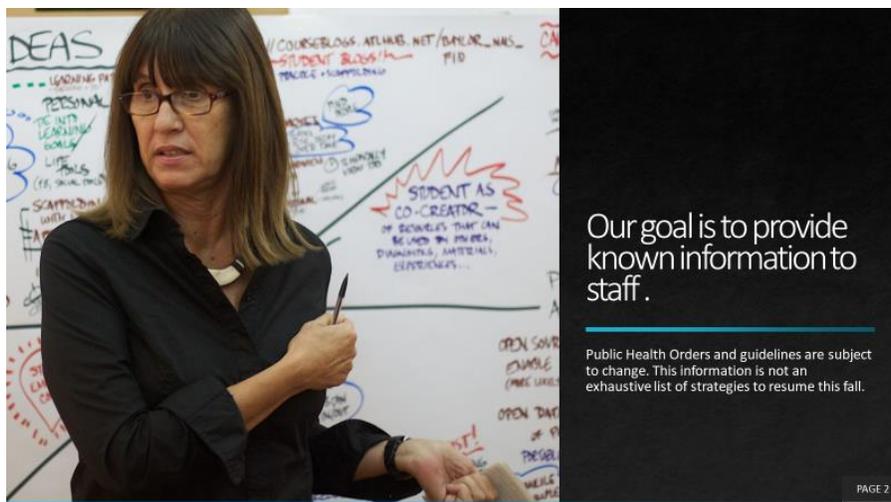
The following information and preparations are based the Primary and Secondary Educational Institutional Guidelines as well as the Re-Open Saskatchewan Plan as provided by Government of Saskatchewan (found on Saskatchewan.ca/ COVID-19 website). School division personnel have collaborated with local health officials to address school-specific plan.

Guiding Factors

- All students are required to participate in the educational process for 2020-2021 school year.
- All classes are planned to start in-person/ in- class learning on September 1st, 2020.
- The school division calendar can be found on our school division website (PACSD.CA). Pre-Kindergarten and Kindergarten calendars are also located on our website at PACSD.CA.
- All school-based activities and school division efforts, based on their local context, will follow health orders and directives. They will strive to minimize personal contact and will all follow health precautions

- Personal Protective Equipment is not required at this time. However, this is subject to change. Staff will be provided with protective equipment, in the event of working with a sick child or if for personal reasons.
- Students will be permitted to wear masks if they so choose but are not required.
- All efforts will strive to ensure there are equitable learning opportunities/access for all students.
- Our school division staff will work with families who decline to send their children to school.
- Our school division will work with immune-compromised staff and students. Student and staff health and well-being continue to be paramount. Consideration must be made in your school divisions plans for staff and students who have compromised immune systems, or other medical accommodations.
- All staff will be physically present in the school, even for remote provision of learning.
- Staff are to be physically present in school, but we acknowledge that in some contingency situations, that might not be possible.
- As communicated June 26th, 2020, the Minister of Education has stated that classroom teachers will not be expected to assume double-teaching responsibilities for students who choose not to return to school in the fall.
- Our school division will work with families to provide assurance children will be returning to safe classrooms.
- A purposeful approach to transition back to school for staff and students will be supported through a variety of methods. This includes but is not limited to professional development for staff to support students' transition back to school, support for students with an emphasis on literacy and numeracy skills, changes in teacher pedagogical approach and technical approach to support student learning as we acknowledge the experiences of both students and staff since March 2020.
- A contingency plan for learning remotely has been developed in the event of a public health order requirement. Other contingency plans such a modified school operation has been developed in the event of a provincial or local public health order. However, until such time, in-class learning will be the primary mode of operation with a priority on in-person learning and instructions.
- In the event of a public health order (provincial or local), the full Saskatchewan curriculum will be delivered and specialized therapies, professional assessments and unique transitions that can't be provided virtually may be provided face-to-face.

- Our school division will follow provincial and local contracts when creating and implementing return to school plans.



Learning Model Contingency Scenarios

As the implications of COVID-19 are evolving and fluid, the following information is based on [Learning Model # 1 Return to In-School Classes Plan](#). It is important to note that this plan is subject to change based on all health orders or public health guidelines. The plan was developed in consultation and under the guidelines of the local and provincial Medical Officers. Operational changes may also be determined on local school-based level and/or entire school division level. We will continue to follow the advice of the Chief Medical Officers, Saskatchewan Health Authority, and the Ministry of Education.

Also included in this document are two other contingency learning models that have been developed but are not in effect (Learning Model # 2 Partial In-Class Learning and Learning Model # 3 Remote Learning). The full Saskatchewan Curriculum will be delivered and specialized therapies, professional assessments and unique transitions that can't be provided virtually may be provided face-to-face.

It is also possible that we may have to transition between Learning Models during the school year. Health officials will work with school authorities to make the decision to transition to contingency plans, such as Learning Model #2 Partial In-class Learning or Learning Model #3 Remote Learning, if necessary. This decision will be based on many elements including public health orders, the number of COVID-19 cases in a school or area and the risk of ongoing transmission.

Our school division will be committed to communicate changes to parent/guardian/caregivers and students as necessary.

Commitment to Quality Catholic Education

The global pandemic has changed many things in our world around us, however, our school division remains committed to providing quality Catholic education. Our faith dimension supports students in understanding, even in uncertain times, that Christ is light to the world. This year, we will pray for Christ to be our light, our way and our truth. The pandemic does not lessen our desire for His love and special graces. Our faith provides hope.

Regardless of Learning Model this year, our staff will continue to permeate and educate our children about our Catholic faith. Celebrations and masses may be virtual or in small groups. Lessons across all school subjects and across all grades will include learning opportunities about our faith.

Teaching and Learning Details

- The full Saskatchewan curriculum will be delivered.
- Student-teacher contact time must be prioritized regardless of the delivery format.
- All students are required to participate in the educational process for 2020-2021 school year.
- All classes are planned to start in-person/ in- class learning on September 1st, 2020.
- Our school division staff will work with families who decline to send their children to school.
- Our school division will work with immune-compromised/medically fragile staff and students Student and staff health and well-being continue to be paramount. Consideration must be made in your school divisions plans for staff and students who have compromised immune systems, or other medical accommodations.
- Differentiation of instruction will be important due to the supplemental learning that occurred.
- The focus will be on teaching of outcomes, rather than amount of time per subject (a cross curricular approach is recommended).
- Focus on efficient learning opportunities and approaches that are conducive to flexible learning spaces and interaction time with teachers.

- Teachers are encouraged to continue to explore options for blended learning. Support from school divisions should be considered to enable this exploration.
- Curriculum and subject areas impacted by the implications of COVID-19 may require adaptation to physical environment, delivery approach, technical modification and must be delivered in a manner that considers best practices as it pertains to student and staff health and safety.
- Minimal personal contact and other health precautions will be followed according to the Chief Medical Health Officer's direction.
- As a means to engage all students, teachers should employ multiple modes of delivery as available to them and be supported in doing so.
- Regular Curriculum Program will focus on language/literacy and mathematics/numeracy development.
- A cross-curricular approach would be highly encouraged.
- Strategies and pedagogical approaches may require adjustments to support engagement of students.
- Our school division will follow provincial and local contracts when creating and implementing return to school plans.

Planning Efficiently

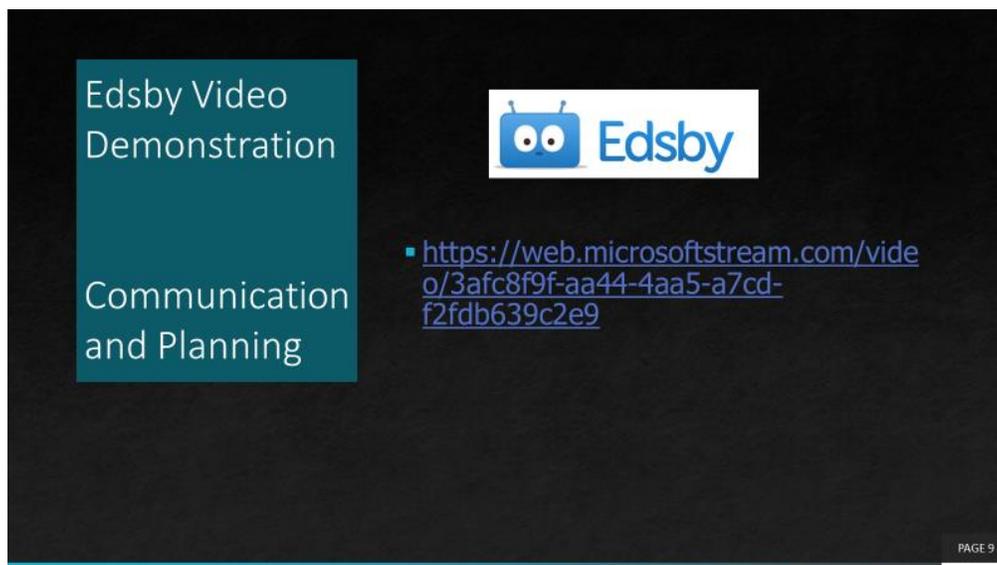
- All classes will be offered through learning opportunities using the Saskatchewan Curriculum for all students.
- Edsby will be our online platform and learning management tool along with the Microsoft office suite free for students.

Goal : Planning Efficiently
Idea : Plan lesson once not several times



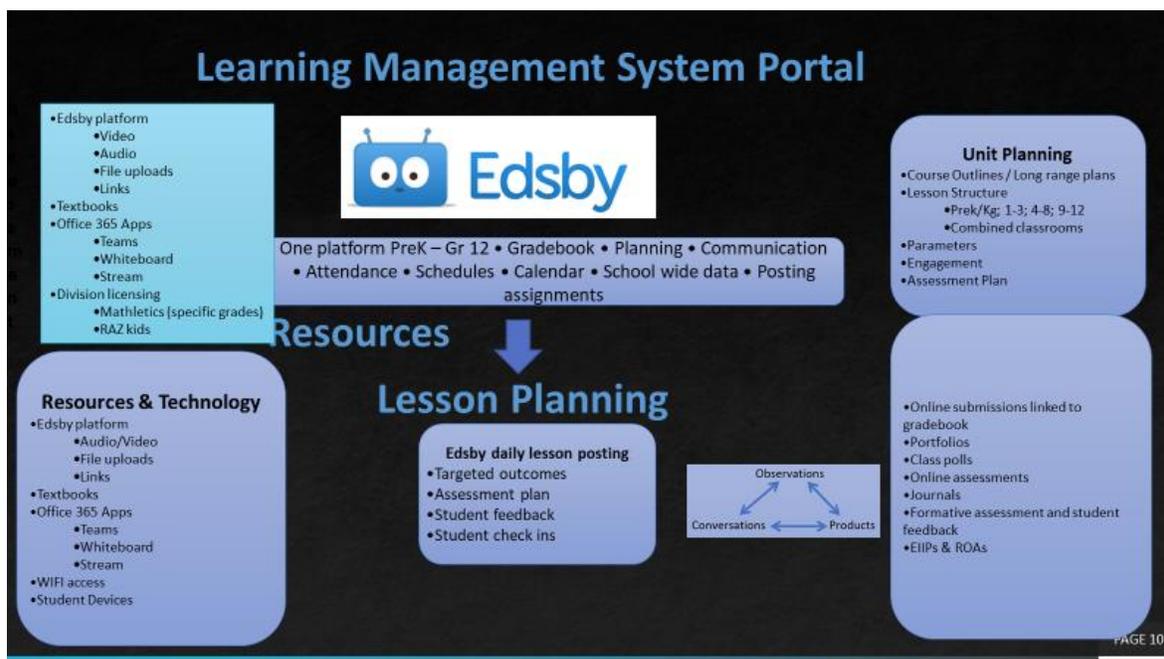
The diagram illustrates the Edsby Learning Management System Portal. At the top is the Edsby logo, which consists of a blue square with a white robot face and the word 'Edsby' in blue. Below the logo is the text 'Learning Management System Portal'. Underneath this is a blue rounded rectangle containing the text 'One platform PreK – Gr 12 • Gradebook • Planning • Communication • Attendance • Schedules • Calendar • School wide data • Posting assignments'. A large blue arrow points down from this box to the text 'Lesson Planning'. Below 'Lesson Planning' is the text 'Edsby daily lesson posting', followed by a bulleted list: 'Targeted outcomes', 'Assignments and Assessment plan', 'Opportunity for student submission of work', and 'Easily facilitates student check ins'. In the bottom right corner of the slide, it says 'PAGE 8'.

Teacher Demonstration Video for Daily/Lesson Information Posting



- Daily/Lesson and information posted by teachers for students to enable work to be completed.
- Edsby will be the learning management portal for students, staff and parents to communicate expectations and highlight expectations for student learning and achievement.
- School division will work with families who decline to send their children to school through several means including using the Edsby app to communicate and share the in-class activities and learning outcomes.
- The full SK curriculum will be delivered and specialized therapies, professional assessments and unique transitions that can't be provided virtually may be provided face-to-face.

Unit Planning, Resource Planning and Assessment



Assessment

- Teachers will use their professional discretion to determine the appropriate assessment practices within the current context.
- Teachers are encouraged to implement assessment strategies that do not require simultaneous full group participation.
- Appropriateness of large-scale school division assessments will need to be determined.

Reporting

- Reporting will occur as per Standard of Work and Teacher Assessment Handbook
- Education will continue in the fall with Regular Curriculum Program. It will not be optional and will not be the same instruction or reporting process that has transpired from March to June 2020.
- Saskatchewan curriculum will be taught by teachers. Families are not responsible for providing curriculum learning opportunities, but are invited to support the learning opportunities provided by teachers. Partnership between the school and home will be important for student success.
- Students will be physically in school.
- Staff will be physically in school even for remote provision of learning.
- Textbooks and other learning materials will be provided by the school.

- A school supply list was mailed with your child's progress report as well as calendar for the 2020-2021 school year. School begins September 1st, 2020 for grades 1 to 12.
- A new portal will be launched Edsby (mobile friendly free app) will be our primary communication tool for students who are not in school due to illness or for those who are absent. Edsby is a learning management portal for parents, students, and teachers to use to communicate and provide programming when absent from school.
- Purchase, rent and/or support technology will be required to support students, families and staff.

For Students and Parents

- Prince Albert Catholic Schools has secured a special pricing of computer laptops and/or iPads. Children who are ill will not be able to attend school. All students, parents, guardians, and staff who are confirmed to be COVID-19 positive and /or under mandatory self-isolation must not enter the school. Students and staff can return when cleared by public health.
- Prince Albert Catholic Schools has secured a special pricing of computer laptops and/or iPads. This pricing has been made available to purchase or rent.
- Our goal is to offer this opportunity to enhance communications and educational experiences for students in the event they have to be away from school for any reason, including illness.
- It is not an obligation to engage in any of the offers to buy or rent. The school division will not profit from the sale of these computer devices.
- A computer tool per family can be used by multiple school aged siblings.
- We are also launching a free computer application called EDSBY and Microsoft 365 (suite of applications video teams, forms, word, excel, etc.)
- Edsby is a portal for parents and students to use to learn about what is happening in the school each day
- Families who require assistance with learning materials who do not attend school will require discussions and a work plan agreement for students will be established.

EDSBY for Learning Opportunities

- Edsby is the location where parents and students can access lesson information each day if they are away from school or if they want to review the materials/lesson information from that day.
- Students will automatically be given an account from Pre-K to Grade 12.

- Edsby is a computer portal that will have the student's lessons posted, marks posted, progress reports and will be the location where students can submit their assignments to their teachers.

EDSBY for School Communications

- Edsby is a location for education announcements for the students and parents that the school will post. School announcements from the teachers to their students or groups they belong to will be posted (i.e. Choir, volleyball team, etc.) or school announcements about events happening in the schools.
- Parents can submit an email address to the school office to access Edsby. Edsby is also mobile friendly, and easy to use.

Prekindergarten

- Programming using the Play and Exploration Methodology with reduced clustering activities.
- Exploration invitations limited to ensure daily sanitizing of objects.
- Outdoor gross motor play and activity that encourages minimal personal contact.
- Teachers will connect with families using formats appropriate for the families they serve.
- Educators will communicate with families to share opportunities that encourage holistic learning including language and literacy, fine and gross motor skills and social emotional skills.
- Prekindergarten teachers and educational assistants opening school professional development occurring as scheduled.

Kindergarten to Grade 3

- Regular Curriculum Program
- As a means to engage all students, teachers should employ multiple modes of delivery as available to them and be supported in doing so.
- Regular Curriculum Program will focus on language/literacy and mathematics/numeracy development.
- A cross-curricular approach would be highly encouraged.
- Planning with reduced clustering activities.

Assessment

- Teachers will use their professional discretion to determine the appropriate assessment practices.
- Should students/families choose not to attend school communication of access to information about daily lessons will be posted on Edsby or through an established work plan.

Reporting

- Progress reporting as per assessment handbook procedures
- Student/Parent Portals will be point of access for the reporting of marks, incomplete assignments, posting of assignments, tracking of engagement etc.

Transitions

- Monitoring previous year's curriculum outcomes and competencies achieved to date are required for transition purposes.
- School entry assessment strategies for key outcomes may be required before transitioning to grade outcomes.

Communications

- As a means to engage all students, teachers should employ multiple modes of communication as available to them and be supported in doing so.
- Schools and teachers will use Edsby as communication tool for students and families to inform them about day to day learning occurrences.

Students with Additional Needs

- A learning plan will be created for students by the teacher, student support team and families as required.
- Record of Adaptations are required for documenting adaptations and to support academic success.

Grades 4-9

- Regular Curriculum Program
- As a means to engage all students, teachers should employ multiple modes of delivery as available to them and be supported in doing so.
- Regular Curriculum Program will focus on language/literacy and mathematics/numeracy development.
- A cross-curricular approach would be highly encouraged.
- Strategies and pedagogical approaches may require adjustments to support engagement of students.

- Academic texts and materials will be provided through safe distribution model.

Assessment

- Teachers will use their professional discretion to determine the appropriate assessment practices.
- Should students/families choose not to attend school communication of access to information about daily lessons will be posted on Edsby or through an established work plan.

Reporting

- Progress reporting as per assessment handbook procedures.
- Student/Parent Portals will be point of access for the reporting of marks, incomplete assignments, posting of assignments, tracking of engagement etc.

Transitions

- Monitoring previous year's curriculum outcomes and competencies achieved to date are required for transition purposes.
- School entry assessment strategies for key outcomes may be required before transitioning to grade outcomes.
- Student registration and tracking attendance as determined by school-based administration.
- Existing procedures will be followed for non-attenders. School-based incident tracking monitored by admin and staff.

Communications

- As a means to engage all students, teachers should employ multiple modes of communication as available to them and be supported in doing so.
- Schools and teachers will use Edsby as communication tool for students and families to inform them about day to day learning occurrences.

Students with Additional Needs

- A learning plan will be created for students by the teacher, student support team and families as required.
- Record of Adaptions are required for documenting adaptations

Grades 10-12

- Regular Curriculum Program
- As a means to engage all students, teachers should employ multiple modes of delivery as available to them and be supported in doing so.
- Course access to content as per curriculum for all courses (Language Arts, Mathematics, Science, Social Sciences, Health Education/Physical Education, Arts Education/Practical and Applied Arts)

Assessment and Evaluation

- Regular curriculum program for all subjects and teachers will provide formative assessment and other feedback.
- Assessment handbook procedures are applicable.
- School division template required for all course outlines (additional information provided on Edsby and absence procedures).
- Home-based students require administrative and school oversight.

Grading and Reporting

- As per assessment handbook and standards of work.
- Progress reporting as per assessment handbook procedures.
- Student/Parent Portals will be point of access for the reporting of marks, incomplete assignments, posting of assignments, tracking of engagement, etc.

Transitions

- Monitoring previous year's curriculum outcomes and competencies achieved to date are required for transition purposes.
- School entry assessment strategies for key outcomes may be required before transitioning to grade outcomes.
- Student registration and tracking attendance as determined by school-based administration.
- Existing procedures will be followed for non-attenders. School-based incident tracking monitored by admin and staff.

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Students with Additional Needs

- A learning plan will be created for students by the teacher, student support team and families as required.
- Record of Adaptions are required for documenting adaptations.

French Immersion Considerations for all grades

- While in school, the French Immersion program is centered around the development of oral language by being immersed in a French immersion classroom. Due to the complexity of having classes suspended, our goal will be to expose students to opportunities to maintain the language skills they have acquired up until now.
- Students will require clear and concise instructions on how to use resources that support language acquisition. Examples of resources that will benefit our immersion students include visual activities, online books and audio books, songs (comptines) websites, etc.
- We understand that online options will likely represent the majority of the resources available for supporting our French Immersion students while at home. However, while at school students should be encouraged to speak French.
- More, resources will be shared during the grade alike TEAM meetings. We are certain many French immersion teachers are aware or are using some online for students and/or online resources for teachers.
- In French Immersion, when should French be used and when should English be used. ex. Math activities: normally the concepts are taught in French; we should be able to provide instructions in French.
- New applications have been licensed for teachers and students to use.

Copyright: Staff must adhere to copyright laws

Information related to teachers and copyright information is located at the following website: <http://www.fairdealingdecisiontool.ca/>

Health and Wellness

Resource for Administrative Staff Planning for Use of The Guidelines for Re-Entry into Schools

Guidelines for Re-Entry into the School Setting During the Pandemic written by J. Kevin Cameron Dr. Marleen Wong Dr. William Pollack Patrick G. Rivard

Managing the Social-Emotional Impact as Students and Staff Return to School

The Ministry of Education will continue to offer supports for mental wellness, including but not limited to:

- a resource posted on Saskatchewan.ca to assist parents and caregivers;
 - working with Kids Help Phone to promote their professional counselling services, which are available 24 hours a day via phone, online chat or text, as well as their database of local community resources;
 - working with SaskTel to prevent and respond to bullying, cyberbullying and promote healthy relationships through the Be Kind Online website, which includes a number of resources and tools;
 - providing a provincial license for Respect in Schools training for all staff; and offering grants to school divisions to support mental health and student safety training initiatives.
- During the August school start up all staff will participate in Professional Development sessions. These sessions will consist of a combination of the Red Cross Psychological First Aid training and the strategies suggested in Kevin Cameron’s “Guidelines for Re-Entry into the School Setting During the Pandemic”.
 - Implementation of Kevin Cameron’s 5 Stage Process of Re-Entry will be reviewed:
 - *Stage 1 Safety and Building Preparedness*
 - Staff Safety Training
 - Scheduling that has been put in place to minimize physical contact while at school
 - Cleaning and sanitation guidelines
 - Division policy and practices that pre-existed the pandemic
 - *Stage 2: Teacher, faculty and Staff only days*
 - Staff will have the opportunity to meet as a group to discuss the impact of the pandemic. Psychological First Aid practices will be used.

- *Stage 3: Parent/Caregiver Consultation*
 - Students will only be as healthy as the adults around them (parents/caregivers and school staff) and students benefit from having the adults in their lives support them in a harmonized fashion (Kevin Cameron, page 12, “*Guidelines for Re-Entry into the School Setting During the Pandemic*”).
 - Parents and caregivers have had the opportunity to provide feedback through parent surveys.
 - Staff will continue to focus on making connections and building relationships with families and students.
- *Stage 4: Students Return*
 - PACSD recognizes that not all students will be ready to return to school at the start of September.
 - Psychological First Aid will assist in identifying reasons that students may not have returned to school. This information will guide the interventions that are put in place to support student return to school.
- *Stage 5: Restoration of all School Activities, Policies, Procedures and Programs*
 - Kids help phone and the SaskTel “Be Kind Online” will continue to be promoted with students and families via the division and school websites, our Facebook page, Newsletters, our Bully Prevention program and personal communications.
 - All staff will complete the Respect in Schools online training during a designated division Professional Development day.
 - The 2019-2020 Ministry of Education Mental Health grant will be used to train all administrators, teachers, Educational Assistants and School Associates in the Red Cross Psychological First Aid.
 - The PACSD will apply for the 2020-2021 Ministry of Education Mental Health grant to be used towards updating the Mental Health First Aid Course for in school administrators.
 - In-school administrators have current training in both Violence Threat Risk Assessment (VTRA) level 1 and level 2
 - All Student Support Services teachers, Educational Assistants, Prekindergarten and Kindergarten teachers participated in the Helping Children Rebound from Traumatic Experiences – Creating Classrooms that Support Recovery webinar found on the Saskatchewan Ministry of Education Blackboard Early Learning Portal in January of 2020. The trauma informed approach outlined in the webinar will be used to support our early learning students as they return to school.

- Our bully prevention program based on the Red Cross Beyond the Hurt program will continue to be used division wide to promote kindness and compassion towards others. Skills and concepts will be reinforced throughout the school year. Skills include identifying bullying, how to get help for self and others, empathy towards others, verbal and physical bullying, social bullying, cyber bullying, boundaries and healthy relationships.

Resources If Families Express Concern About Their Child's Wellbeing

Resources available by phone

- Saskatchewan Help Line - Dial 211 - This line is open 24/7 and it connects individuals to support and services in their community
- Saskatchewan Health Link - Dial 811
- Mental Health Services Prince Albert - Dial 306-765-6055
- Catholic Family Services - Dial 306-922-3202. Counselling services are available over the phone (Monday, Wednesday or Friday).
- Kids Help Phone - Dial 1-800-668-6868 or text "connect" to 6868
- Prince Albert Food Bank – Dial 306-763-5040

Online Resources

- Kids Help Phone www.kidshelpphone.ca
- Youth Space www.youthspace.ca
- For online crisis and emotional support text 7787830177
- Anxiety Canada www.anxietycanada.com

Communication with Families/Students Who Are English as an Additional Language

If a family/student requires interpretative services, this can be accessed in one of the following ways:

- SWIS- if the family is working with SWIS they can assist with translating letters that are sent home, getting messages to families or contacting families that we are unable to contact. Carlos can be reached by email at ccorrea@srsd119.ca . If administrators need an immediate response he can be reached on his cell at (306)-441-0587 between the hours of 0900 and 1600.

Over the phone Interpretive Services are offered free of charge for all schools in Saskatchewan. They can be reached at 1-888-990-9014 using our divisions access code 7520. Dial the 1-888 number, press 1 if you want to schedule a time and 2 for immediate services. Press 1 for Arabic, 2 for Spanish, 3 for Mandarin, and 4 for other languages. If you need further direction, please email your administrators and they will share a “how to” document with you.

School Day Structure Adjustments

- Efforts will be undertaken for the development and implementation of preventative measures throughout the course of the day (i.e., during instruction, recess, nutrition programs, extra-curricular activities, etc.).
- Plans for extra-curricular activities and other gatherings will be developed in consultation with the Chief Medical Health Officer (CMHO) once the group/gathering capacity limits for fall 2020 are known.

Students Support Services

- CMHO safety orders must be in place for students who require a more hands-on approach and have personal care needs.
- Appropriate goals based on time that has gone by/supplemental learning that occurred will be set
- Staff should be deployed appropriately in order to ensure curricular needs/IIP needs are met.
- Saskatchewan's provincial curricula provide opportunities for students to learn about health, well-being and student safety.
- Supports for students and staff health and wellness will be provided, including helping students understand the importance of preventative measures that are in place and practicing proper hand hygiene and coughing/sneezing etiquette.

Inclusive Education

As outlined by the Saskatchewan Ministry of Education, the Prince Albert Catholic School Division embraces inclusive education and its practices by:

- Providing individualized programming in the least restrictive environment.
- Following a needs-based approach that focuses on the strengths, interests and needs of each student to foster their learning, success and independence.
- Using the adaptive dimension to determine adaptations that can be made to the learning environment, instruction, resources and assessment to make learning meaningful and support student achievement.

- The full SK curriculum will be delivered and specialized therapies, professional assessments and unique transitions that can't be provided virtually may be provided face-to-face.

Specialized Support for Students with Intensive Needs

- Current CMHO safety orders will be followed for students who require a more hands-on approach and/or have personal care needs. This may include but not limited to wearing appropriate PPE.
- Appropriate goals based on individual needs and strengths will be set. Student growth during supplemental learning will be considered.
- Staff should be deployed appropriately in order to ensure curricular needs/IIP needs are met.
- Saskatchewan's provincial curricula provides opportunities for students to learn about health, well-being and student safety.
- Supports for students and staff health and wellness will be provided, including helping students understand the importance of the preventative measures that are in place and practicing proper hand hygiene and coughing/sneezing etiquette.

Occupational Therapy

- Updated assessment of student needs and training of appropriate staff will occur for students that require transfers and lifts before students attend in school classes.
- Existing standards of work will be followed for new and follow up assessments that are required.
- Ongoing support for our Prekindergarten and Kindergarten students will continue to be provided.

Educational Psychologist Assessments

- Existing referral processes that are in place will be followed
- Students will be prioritized according to need and purpose of the assessment. For example: assessments that are required to assist in determining program placement such as the Functional Integrated program will be prioritized.
- When appropriate school-based assessments such as informal assessments, GB+, Fountas and Pinnell Reading Benchmark Assessment System, Weschler Individual Achievement Test III, Division Common Math Assessments, Writing continuums and Reading continuums will be used.
- When appropriate, functional behaviour assessments will be used to help identify the supports and interventions needed to help students regulate in the classroom.

Speech and Language and Early Learning

- In class speech and language support will continue to be provided to students in Kindergarten and Prekindergarten.
- The Strive for 5 model will continue to be used in Prekindergarten and Kindergarten to assess language and communication development.
- Speech and Language updates will be provided to families. Additional supplemental supports for home use will be provided to families upon request.
- Standardized tools and observations will be used to determine language developmental levels and the supports required.
- Additional language assessments in grades 1-12 will occur as appropriate.
- EYE will continue to be used as a screening tool in Kindergarten to identify students that may require additional supports and interventions.
- In school administrators and teachers will work collaboratively with families and students to determine appropriate goals for students based on their current abilities and needs.
- Information gathered from a variety of sources such as conversations, observations, work samples, formal and informal assessments will be used as part of the process for determining goals.
- A strength-based approach will be used when identifying and planning interventions and supports.
- Each school is staffed with Student Support Services Teachers, Educational Assistants, and School Associates as additional supports for students with intensive needs.
- Talking partners teachers, Student Support Services teachers, Speech language Pathologist and classroom teachers work together to support English as an additional language learners and students who require additional supports in the area of communication.

Guidelines for the use of PPE

Following the CMHO safety orders, procedures will be developed and clearly communicated to staff and families. These procedures may change in the event that the CMHO indicates further directives.

- Guidelines for the proper and appropriate use of PPE will be communicated and followed using the following criteria:
 - “Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water) (page 33, Re-Open Saskatchewan Child Care Facilities Guidelines, Personal and Protective Equipment).

- Except when in close contact with a sick student, masks and eye protection are not required, beyond those used by staff as part of their regular precautions for hazards normally encountered in the workplace.
- They should only be used when all other controls have been fully explored. (pages 2, 6 of the “Saskatchewan Primary and Secondary Educational Guidelines”)
- Staff may choose to wear one of the provided masks or face shield at any time that they deem necessary.
- Personal care needs such as feeding and bathroom assistance.
- Diapering stations will be cleaned and disinfected after each use and disposable gloves and a disposable gown will be worn while assisting with personal care needs such as assistance with toileting. Staff will wash their hands before wearing and after removing gloves.

Medical Needs

- Staff will wear disposable gloves when assisting with feeding or GI tube feeds.
- Hands will be washed before and after gloving.
- Medical conditions such as seizures, diabetes, asthma, allergies, and dispensing of medications. When appropriate, emergency care plans will be developed and followed. If there is a possibility that staff will be in contact with blood or other bodily fluids staff will wear disposable gloves.
- As per page 7 and 8 of the Saskatchewan Primary and Secondary Educational Guidelines “health and safety measures will be in place and communicated with the relevant staff and family prior to the provision of the service”. “It may not be possible to support all students with intensive needs in-person due to health and safety guidelines”.

Additional Considerations

- In some cases, students may need to have an alternate return to school date until individual health and safety measures can be put in place. If this should occur synchronous and asynchronous curriculum programming will be provided for until such a date as the student can safely be accommodated at school.
- Guidance for students that require a more hands on approach will be provided using the CMHO orders and Nonviolent Crisis Intervention Training.
- Staff will minimize the frequency of direct contact with children. When direct contact is necessary, hand hygiene and coughing/ sneezing etiquette will be used as indicated on page 27 of the Reopen Saskatchewan, Childcare Facility Guidelines.

- In consultation with families and medical professionals, every effort will be made to safely accommodate students with compromised immunity.
- The following guidelines will be used when developing individual accommodation plans for students with Compromised immunity:
 - As outlined on page 8 of Saskatchewan Primary and Secondary Educational Guidelines, Alternate spaces, additional precautions and additional cleaning and sanitation will be considered.
 - As per page 43 of the Re-open Saskatchewan Plan, Primary and Secondary Educational Guidelines “other methods of providing service or additional precautions may be suggested for those with compromised immune systems in consultation with a medical professional.”
 - As per page 7 and 8 of the Saskatchewan Primary and Secondary Educational Guidelines “health and safety measures will be in place as communicated with the relevant staff and family prior to the provision of the service”. “It may not be possible to support all students with intensive needs in-person due to health and safety guidelines”.

Mental Health and Social-Emotional Supports

- A staff and student wellness plan including physical, emotional and spiritual health will be developed. Each month will focus on a different topic and wellness challenge.
- As a Faith Community our Catholic Faith will be used to support staff and student emotional and spiritual well-being. Our faith permeates our classroom lessons and guides how we approach students’ social and emotional needs.
- Social stories, visuals, videos, songs and rhymes will be used to help students understand the need and procedures for preventative measures. Care will be taken to communicate information in a caring and supportive manner so that students recognize the importance of the measure without inducing unnecessary fear or anxiety.
- Age appropriate common lessons will be developed to teach skills such as, but not limited to, hand hygiene, coughing/sneezing etiquette, recess play, manipulative use, using shared spaces, standing in a line, using a public washroom, riding the bus, eating at school, and filling a water bottle.

Red Cross Psychological First Aid *Caring for Self and Caring for Others*

The Red Cross Psychological First Aid *Caring for Self and Caring for Others*’ strategies will be shared during scheduled school opening Professional Development in August.

- These strategies will be additional tools that staff can utilize to help understand student coping strategies and to address individual student needs.
- Will give staff the tools necessary to recognize and understand how trauma effects themselves and others
- Will assist in the ability to recognize the signs and symptoms of trauma
- Kevin Cameron's work and the Red Cross Psychological First Aid will inform behaviours, language and programming.

Students who recently Travelled and International Students

- Consultation with health authorities required and decisions based on the current guidelines of the CHMO. Mandatory 14-day isolation periods are required for students who travelled outside of Canada.
- Schools and school division will consult with local health officials.
- Students returning from travel to areas with community spread of COVID-19 must follow guidance they have received from health officials and any mandatory isolation period prior to entering the school.

Program Partnerships and Community Support

- Staff will use a compassionate and faith-based approach to meeting student needs
- Bishop, Chaplain at St. Mary, Clergy and School Division Religious Education Coordinator are available for support.
- Relationships between school, families and students will continue to be strengthened through open and personal communication.
- Families will be referred to HUB to help access outside supports.
- Strengths-based approach to learning is used to help empower students, promote independence and minimize additional stress.
- Catholic Family Services
- Open Access Mental Health and Addiction Services

Engaging Student and Families and Staff

Startup Duties and Timeline

Handshake with Staff - Operational Re-establishment with Staff

- Principals to establish communication plan with staff within school.
- Principals share the procedures for leaves and absences.
- Principals to share and review school division policies.
- Principals establish student registration processes.
- Principals monitor and address attendance issues.
- Share and socialize the Instructional Framework with teachers.
- Teachers need to review and familiarize themselves with the Instructional Framework and remainder of this document.
- Teachers begin planning and preparations as per these guidelines aligned with the assessment handbook.
- Teachers are required to use Edsby for communication platform and use the Microsoft Office 365 apps for in class and learning product requirements (they are free for student use and all students have an established email).
- Teachers are required to use and adhere to Copyright procedures.
- Teachers and Admin to participate in TEAMS meeting as professional learning communities to collaborate on strategies.
- TEAMS app will be considered for meeting sessions i.e. (staff meetings, grade alike teachers/ departments) to reduce gatherings.
- The principal may call a face to face meeting as required as per Education act.
- Further direction on safety procedures to occur with support staff as opening weeks progress.
- Facility maintenance and caretaking, in consultation with director, will ascertain caretaker duties and procedure for the opening weeks. Plans communicated and developed with principals.
- If copier is required then plan to share the time with others and sanitize the touchpad before and after (sanitize hands/ wash hands before/ after).
- Emphasis for professional development which purposefully approach learning in a way that acknowledges the experiences of staff and students since March 2020.
- Support for changes to pedagogical approaches and technical requirements will be provided through training and professional learning opportunities.

- Human resource superintendent to contact all substitute staff to ensure the training module completion on relevant procedures to ensure up to date on procedures when they are requested to work.

Opening Week with Staff

Please see below the schedule for the opening week of the 2020-2021 school year. The hours of operation and schedules of events are as follows. Please note that all staff are expected to report to work (not work from home) as per your work schedules effective August 1, 2020.

Tuesday, August 25 - All Caretakers resume regular work schedule. Caretakers Annual Start Up meeting 9:00 to 11:00 session at St. Mary in person.

Wednesday, August 26

9:00 to 10:00 Virtual Mass*

10:00 to 10:45 Welcome, Introductions and Board Chair Address- Virtual*

Recognition of Service Awards Presentation at own school

10:45 to 11:00 Invitation to fellowship (coffee and muffins at own school)

11:00 to 12:00 Virtual Faith Staff *

12:00 to 1:00 Staff Appreciation BBQ

Provided and delivered to schools by the Board of Education

1:00 to 3:30 Caring for Ourselves Session

Thursday, August 27

8:45 to 11:30 Staff Meeting (School based for all elementary schools)

PD Session *Edsby Virtual High School Staff*

11:30 to 12:45 Lunch (staff provided time to go for lunch on their own)

12:45 to 3:30 PD Session *Edsby Virtual for Elem Teachers*

High School Staff Meeting

Friday, August 28

8:45 to 11:30 Caring for Others Session Virtual

11:30 to 12:45 Lunch (staff provided time to go for lunch on their own)

12:45 to 3:30 Safety Training Sessions (Safety for self and others)

Monday, August 31

8:45 to 11:30 ELEM PREP and High School EDSBY Training

11:30 to 12:45	Lunch (staff provided time to go for lunch on their own)
12:45 to 3:30	Assigned Teacher Duties/Optional PD Sessions

Tuesday, September 1- First day of school for all students follow school-based scheduling

Please note:

Support Staff schedules for start-up week will be distributed by the principals.

*Events with a notation are for all staff to attend.

Opening Weeks Handshake- Personnel Contact with Students and Families

- Every effort should be made to provide a caring and compassionate approach to communications
- School-based Administration to coordinate personnel contact students and families as per school safety procedures
- Planning and preparation as per Instructional Framework
- Training and support on Microsoft Office 365 and Edsby for parents and students (video support posted online).
- TEAMS sessions for grade alike teachers/ department (schedule to follow)
- Further direction to occur with support staff as week progresses
- Student and Staff Caring for Self and Caring for Others procedures expected

Communication Considerations

- Every effort should be made to provide a caring and compassionate approach to communications.
- Communications should not distress students or families further
- Safety protocols and procedures will be routinely emphasized
- Establish teacher work email or school phone number for general communications with parents
- Email must reflect professional standard of conduct
- Classroom management rules and parameters for in-class or online use of Edsby. This is a virtual learning environment. Expect all contributions to be respectful and appropriate. Encourage digital literacy and responsible digital literacy.

Elementary Outline for Student/Family Contact

- Welcome back comments focus on safety protocols and procedures will be routinely emphasized
- Describe expectations as it relates to future absences

- Share work email of teacher for communications/Edsby portal communication expectations

Highschool Outline for Student Contact

- Welcome back comments
- Using Course curriculum and course outline, and schedule review the final mark and assessment plan. New adjustments added to school division course outlines.
- Review Instructional Framework details
- Teachers must develop an assessment plan and communicate as per assessment handbook and course outlines.
- School-based administration become involved in areas of concern (attendance, lack of student engagement and other concerns as it pertains to the well-being of students and academic improvement).
- Teacher completed school division course outlines provided to students per subject area.

Part C: School Operational Framework

Basic Information adapted from Re-Open Saskatchewan Guidelines

COVID-19 Workplace Information

Businesses operating in Saskatchewan must operate according to the following COVID-19 response guidelines. This information will apply to all workplaces in Saskatchewan as restrictions are lifted and businesses are brought back into service.

- [General Workplace Information](#)
- [Cleaning, Disinfection and Personal Protective Equipment \(PPE\)](#)
- [Worker Health/Preventative Measures](#)

General Workplace Information

- Workplaces are exempt from the restriction on the size of indoor and outdoor gatherings. However, two-meter distancing between individuals should still be maintained. If this is not possible, other measures should be used, such as self-monitoring of personal health or supervision by Infection Prevention and Control or Occupational Health and Safety staff in the workplace.
- Operations may need to be altered or postponed to maintain distancing. Where this is not possible (i.e. for safety reasons, transport situations or production

lines), staff should wash hands often and practice good coughing/sneezing etiquette (e.g. coughing into elbow).

- Besides students, limit business-related visitors to essential services only. This may include tradespeople, pest control or compliance officers. Schedule visits to eliminate people gathering in reception areas.
- Students should be encouraged to use credit or debit cards for payment. Limit contact by allowing students to scan/tap/swipe their own cards.
- Employees who handle cash or credit cards should practice proper hand hygiene. When hands are not visibly soiled and between student interactions, alcohol-based hand sanitizers approved by Health Canada (DIN or NPN number) can be used. Employees should wash their hands with soap and water when hands are visibly soiled, before and after any breaks, at the beginning and end of their shift, and before preparing food.
- Conduct business remotely (e.g. conference calls, video conferences, email), whenever possible.
- Limit the exchange of papers (e.g. signing contracts). If documents must be exchanged, leave them on a clean surface while maintaining a two-metre distance. Avoid sharing pens and office equipment. Disinfect after each use.

Cleaning, Disinfection and Personal Protective Equipment (PPE)

- The COVID-19 virus can survive for several days on different surfaces. Frequent cleaning and disinfection are necessary.
- Commonly touched areas and shared equipment must be cleaned and disinfected at least twice daily, or when visibly soiled. These include light switches, door handles, toilets, taps, handrails, countertops, mobile devices and keyboards.
- Many chemicals used for COVID-19 cleaning and disinfecting are classified under the Workplace Hazardous Materials Information System (WHMIS) 2015. Look for WHMIS hazard symbols on your products. [Learn more about WHMIS 2015.](#)
- Assign staff to dedicated work areas as much as possible. Discourage them from sharing phones, desks, offices and other tools and equipment.
- Clothing and fabric items should be laundered and dried on the highest temperature setting possible. Ensure items are thoroughly dried.
- Cleaning and sanitizing information for public facilities is available and staff training will occur.

- Employees should be provided access to tissues, no-touch trash receptacles, hand soap, alcohol-based hand sanitizers approved by Health Canada (DIN or NPN number), disinfectants and disposable towels.
- If PPE is required, there must be protocols for donning and doffing the equipment, as well as instructions for disposing of it. Additional [COVID-19 PPE information](#) can be found at saskatchewan.ca/COVID-19.

Employee Health/Preventative Measures

- All employee must self-monitor for symptoms and use the self-assessment tool.
- Infection Prevention and Control or Occupational Health and Safety staff in the workplace can assist in monitoring employee symptoms and provide advice in line with the provincial public health order.
- Replacement employees and sub-list advertisements to reflect need for increased worker absences due to illness or isolation.
- Workplace Standard of Work 210 HR COVID-19 Guidelines – Administrative Handbook for illness policy. Human Resource Guidelines include:
 - Sick employees must stay home or be sent home from work;
 - Sick employees must use the Government of Saskatchewan's self-assessment tool for COVID-19 and follow the subsequent directions.
 - When employees go home sick, their work areas must be cleaned and disinfected.
- Practice minimal personal contact at work:
 - Remain physically distanced when practical (masks and shields are provided for staff when working with students who become ill).
 - Avoid large group or crowding, clustering or activities where sharing food.
 - Avoid handshakes and any other physical contact with others.
- Avoid unnecessary travel.
- Follow proper hand hygiene and coughing/sneezing etiquette:
 - Wash your hands frequently with soap and water. Scrub for 20 seconds.
 - If soap and water are not available, use an alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number).
 - Avoid touching your face, mouth, nose and eyes.
 - Cough/sneeze into the bend of your elbow and then wash your hands with soap and water.

Use of non-medical cloth masks or face coverings in workplace settings

- Non-medical masks or cloth face coverings are not considered personal protective equipment (PPE). PPE is not required at this point in time, except when caring for students who are ill. This may be subject to change. Masks are highly recommended.
- Recommendations for the use of personal protective equipment are based on risk assessments of specific environments and risk of exposure.
- There may be some non-healthcare work settings for which medical masks may be more appropriate than non-medical masks.
- Masks may not be suitable for all types of occupations. Employees should consult with their Occupational Health and Safety team, school operations superintendent or local public health to ensure safety.

Environmental Cleaning and Disinfection Guidelines Information for all Staff

Need to Know

- The COVID-19 virus can survive for several days on different surfaces and objects.
- Frequent cleaning and disinfection are important to prevent spread of the disease.
- Many common household and commercial disinfectant products will destroy the COVID-19 virus.
- Some disinfectants will have an eight-digit Drug Identification Number (DIN). These products are approved for use by Health Canada.

Need to Do

- Clean often. Classroom areas and areas visited by people should be kept clean and free from clutter.
- Commonly touched areas will be cleaned and disinfected daily or whenever visibly soiled. This includes light switches, door handles, toilets, taps, hand rails, counter tops, toys, touch screens/mobile devices and keyboards.
- Clothing and fabric items should be laundered and dried on the highest temperature setting possible. Ensure items are thoroughly dried.

Difference Between Cleaning and Disinfecting

- Cleaning products remove dirt, dust and oils, but don't always kill germs.
- Disinfectants are applied after cleaning to destroy germs.

- Cleaning is required prior to disinfection to remove soil and ensure the effectiveness of disinfection (unless otherwise indicated by manufacturer).
- Common disinfectants include bleach solutions, quaternary ammonium (QUAT), alcohol (70 per cent) and peroxide. Vinegar, tea tree oil solutions, etc. are not proven to be effective disinfectants.

What Else Can I Do to Prevent the Spread of the COVID-19 Virus?

- Reduce contact between people in your facility. When possible, provide extra space between clients.
- Wash your hands often with soap and water. Scrub for 20 seconds.
- Use hand sanitizer when hands are not visibly dirty and hand washing isn't available. Only use hand sanitizer approved by Health Canada (DIN or NPN number).
- Avoid touching your face, mouth, nose and eyes.
- Stay home and self-isolate if you are sick.
- Practice social distancing in general.
- Avoid close contact with others who are sick.
- Practice good respiratory hygiene. Cover your coughs and sneezes and then wash hands with soap and water.
- Avoid shaking hands.
- [COVID-19 Cleaning and Disinfection for Public Facilities - Updated April 3, 2020](#)

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures/guidance-for-health-care-facilities/cleaning-and-disinfecting-public-facilities>

Cloth Mask Guidelines

While the primary cause of COVID-19 transmission is people who are symptomatic, there is increasing evidence that some COVID-19 infected people never develop symptoms or are not yet sick and are able to transmit the virus.

Health officials have agreed that wearing a non-medical mask (e.g. cloth or other materials) – even if you have no symptoms – is an additional measure you may take to protect others around you, particularly in situations where the recommended physical distancing cannot be maintained, such as public transit.

Wearing a non-medical mask will not prevent you from getting sick. However, it is another way of covering your mouth and nose to prevent your respiratory droplets from contaminating others or landing on surfaces.

People should also be aware that masks can become contaminated on the outside or when touched by hands.

- Avoid moving the mask around or adjusting it often.
- Masks should not be shared with others.

A homemade mask does not replace proven public health measures. The best way to prevent the spread of COVID-19 is to continue to:

- stay home when sick,
- practice minimize personal contact,
- wash your hands for at least 20 seconds with soap and water, and
- cover your cough or sneezes with tissues or your sleeve then wash your hands.

Individuals choosing to wear a non-medical mask need to understand their limitations and how to safely use them. PPE is not required at this point in time, except when caring for students who are ill.

Daily School Procedures

(adapted from retail procedures on Re-Open Saskatchewan at Saskatchewan.ca)

Promote staff and students practicing proper hand hygiene and coughing/sneezing etiquette

- Washing hands often with soap and water for at least 20 seconds.
- Use hand sanitizer when hands are not visibly dirty and handwashing isn't available.
- Only use hand sanitizer approved by Health Canada (DIN or NPN number).
- Avoid touching your face, mouth, nose and eyes.
- Cough or sneeze into a tissue, then immediately dispose of the tissue and wash hands. If a tissue is not available, cough or sneeze into your elbow, not your hands.
- Ensure employee and student washrooms are always well stocked with liquid soap and paper towels, and that warm running water is available.
- Garbage bins should be emptied frequently.
- Antibacterial soap is not recommended and has no additional benefit in preventing the spread of COVID-19.

- Place alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number) in dispensers or soap and water hand washing stations near doors, pay stations and other high-touch locations for students and staff.
- Make wipes and trash bins available for wiping down areas and disposing of the wipes.

Promote minimizing personal contact while at school

- Use physical line controls, such as crowd control cordons at entrances and lines. Place markers and cues (e.g. tape or cones) to support minimal personal contact when needed (front office)
- Implement one-way aisles to minimize personal contact and communicate the information through signage and announcements in hallways or traffic areas.
- Remind students and encourage minimal personal contact when possible.
- Post clear signs in multiple locations indicating the maximum number of students and staff can accommodate at one time. i.e. (small offices capacity 2 or special rooms capacity size noted by entrance door).
- Use of mobile sneeze guards for 2-person activity or where required for management of supporting procedural activities (library scanning of book area)
- Consider monitoring the number of students and staff entering and leaving the rooms or school. Entrance and exits assigned for management of student movements.
- Glove use is not required. If staff are using gloves, they should be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water).
- Students or staff who arrive with cold, influenza or COVID-19-like symptoms (fever, cough or breathing issues) will be required to return home.
- All workers and students (where age appropriate), should self-monitor for symptoms and use the self-assessment tool available at saskatchewan.ca/COVID-1919.
- Poster development will occur to promote students to report illness to adult for student education purposes and will be posted in each class and school. Symbolic representation to be used with key messages.

Staff Supplies to Prevent the Spread of COVID-19

The following additional supplies will be made available:

- Non-surgical disposable masks for incidental use
- Cloth reusable and washable masks for staff (2 provided by school division)
- 1-litre bags/bottles of hand sanitizer and dispensers 70% Alcohol for classroom and offices
- 4-litre jugs of hand sanitizer to fill up hand pumps 70% Alcohol
- 315 ml – 500ml hand pump sanitizers 70% Alcohol
- Tubs of hand wipes 70% Alcohol
- Disposable aprons for toileting or managing bodily fluids.
- Electrostatic sprayers for classroom and bathrooms used by caretakers.
- Soap for handwashing and paper towels in classrooms.
- Additional handwashing stations at entry of schools.
- Face shields provided 1 per staff and 1 per substitute.
- Sneeze guards for main office reception, libraries, guidance, administrative offices, speech therapy, educational psychological assessments, canteen areas and additional moveable guards for incidental use where needed. These items will be provided and/or installed for each school.
- Supplies of nitrile gloves will be made available.

Caretakers Enhanced Cleaning Protocols

- Clean often. Areas visited by people should be kept clean and free from clutter.
- Commonly touched areas should be cleaned and disinfected twice daily or whenever visibly soiled.
- Commonly touched areas include light switches, door knobs, toilets, taps, hand rails, counter tops, toys, touch screens/mobile devices and keyboards.
- Clothing and fabric items should be laundered and dried on the highest temperature setting possible. Ensure items are thoroughly dried.
- Bathroom disinfectant daily with spray tool after cleaning.
- Classroom disinfectant daily with spray tool after cleaning.
- Playground maintenance as per protocols.
- Follow the enhanced environmental cleaning guide for prioritized areas to disinfect- main entrances, all interior doors, reception and office counters,

handrails and elevators, drinking fountains/ water bottle filling stations, washrooms, classrooms, library, computer labs, and staffroom.

- Training and review will occur prior to school start.

Delivery and Mail Guidelines

For general workplace guidelines, please refer to [COVID-19 Workplace Information](#). All businesses operating in Saskatchewan must follow these guidelines. The information below provides specific guidelines for delivery and mail services.

- Workers who handle mail and deliveries do not require special protection; however, they should wash their hands frequently with soap and water after handling all materials.
- Workers delivering products must minimize contact with people and surfaces at their delivery locations. Contactless drop-off procedures should be implemented.
- Delivery and transport vehicles should be cleaned and disinfected regularly.

Classroom and School Operation Guidelines

(adapted from Child Care Facilities Guidelines Re-Open Saskatchewan)

For general workplace guidelines, please refer to [COVID-19 Workplace Information](#).

COVID-19 infections in children tend to be mild and similar to other viral respiratory infections. Symptoms such as dry cough, fever and gastrointestinal concerns (e.g. nausea, vomiting, diarrhea) may be present. Skin changes and lesions are fewer common symptoms.

Groups of children and the staff members assigned to classroom spaces and every effort to stay in the assigned classroom is highly encouraged.

- Specialized classroom and learning spaces use must be minimized to using the room for only specific purposes (i.e. science labs or art rooms).
- Stay together throughout the day and do not mix with other groups if not necessary for instruction.
- Staff should remain with the same group (i.e. homeroom teachers for elementary as much as possible). More specifically the students will remain in their classroom and non-homeroom teachers will move to the cohort.
- Entrances and separate spaces assigned to minimize shared common areas.

Guidelines for General Operation

- Staff and parents must encourage and practice minimizing personal contact.
- Staff should minimize the frequency of direct physical contact with children and encourage children to minimize physical contact with each other.
- For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.
- Help younger children learn about minimizing personal contact and less physical contact by creating games that include basic principles such as 'two-arm lengths apart.'
- Children from the same household (e.g. siblings) do not need to maintain physical distance from each other.
- Avoid close greetings like hugs or handshakes, and encourage physically distant greetings such as 'air fives' and waves.
- Plan for reduced contact activities such as shadow tag and, where possible, avoid activities that require clustering around a particular item or small area.
- The use of play areas should be limited to one group at a time, unless minimized personal contact can be maintained at all times between groups and play areas are not being shared. This may include having a barrier in place. Ensure hand hygiene occurs for staff and children before, during and after outdoor play.
- Wherever possible, minimized personal contact should be maintained, even within the same group. Consider modifying room configurations (e.g. separating tables) to promote minimal personal contact. Incorporate more individual activities or activities that encourage more space between children and staff.
- Where possible, remove or reduce play with toys that encourage group play in close proximity or increase the likelihood of physical contact. Keep toys that encourage individual play.
- Minimize personal items (e.g. stuffed animals in classrooms).
- Children and staff should not share food, drinks, and other personal items.
- Label personal items with the child's name to discourage accidental sharing.
- Where possible, staff should use telephone or video conferencing when possible to meet with staff and parents.

Travel, Drop Off and Pickup Guidelines

- Checking temperatures, detailed screening or requiring COVID-19 testing of children and staff are not required or recommended at this time based on current evidence. However, parents, students and staff are expected to screen themselves for COVID-19 based on Saskatchewan.ca Screening Tool.

- Modify procedures for drop off and pickup that support minimal personal contact and separate groups to the greatest extent possible. Possible strategies include separate group entrances, limit pickups and drop offs to one parent/guardian, staggering entry or limiting the number of people in entry areas. Ensure parents are informed of all procedures.
- Where possible, the pickup and drop off of children may occur outside the school, unless there is a need for the parent or caregiver to enter the facility (e.g. very young children). If a parent must enter the facility, they should maintain in designated area and physical distance from staff and other children and be reminded to practice diligent hand hygiene.
- Parents and caregivers should use their own pens and avoid touching the sign in/out sheet directly for contact tracing purposes. They should practice hand hygiene before and after touching the sign in/out sheet.
- Parents picking up children from more than one group should not be allowed to intermingle with children in the groups.
- Place alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number) in dispensers or soap and water hand washing stations near doors for use by staff, parents and other essential visitors (cleaner will be provided to clean areas in between if necessary).
- Alcohol-based hand sanitizer dispensers should not be in locations that can be accessed by young children, as alcohol-based hand sanitizers are not generally recommended for use by young children.
- Vehicles used for transporting children should be cleaned and disinfected as per transportation guidance in the [COVID-19 Workplace Guidelines](#). Transportation should be limited to the transport of children to and from school.
- Recreational travel requiring vehicles, such as field trips, are not permitted at this time.
- Neighborhood walks are permitted as long as they are limited to a single group, with physical distancing being maintained from members of the public and if they align with out of school activity guidelines.
- No out of province travel permitted until further notice.
- Engagement in SHSAA dependent on Chief Medical Officer's direction.

Guidelines for Illness and Care

- Children who are ill are not permitted to attend school. Staff can remind parents and guardians of this at drop off to confirm that the child does not have symptoms of COVID-19. All parents, guardians, children and staff who are

under mandatory self-isolation must not attend school. Instead, they must stay home and self-isolate. Children can return to school once they are cleared by public health.

- Parents and caregivers must assess their children daily for symptoms of the common cold, influenza, COVID-19 or other infectious respiratory diseases before sending them to child care.
- Signage may be used to remind parents and guardians not to enter the facility if they are sick. Signs should be posted at the entrances to child care facilities.
- If a parent or guardian is unsure if they or a child should self-isolate, they should be directed to use the [online Saskatchewan COVID-19 self-assessment tool](#) or contact Healthline 811 prior to attending the child care facility.
- If a child develops symptoms at the school, the child should be isolated from other children and the parent or guardian should be notified to pick up the child immediately. If a separate room is not available, the child needs to be kept at least physically distanced (2m) away from other children.
- If the sick child is young and requires close contact and care, staff can continue to care for the child until the parent is able to pick the child. Staff must wear a shield and mask during all interactions with the sick child, and should try to avoid contact with the child's respiratory secretions.
- Once the child leaves, staff must wash their hands and ensure all areas that the sick child touched are cleaned and disinfected. All items used by the child while isolated should be cleaned and disinfected as soon as the child is picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from student use and stored in a sealed container for a minimum of three days.

Guidelines for Employees

- Non-essential visitors to school are not permitted at this time. Parents or guardians, essential services, and persons supporting school (e.g. referring professionals, inspectors, etc.) are permitted. No guest speakers only virtual guests.
- If staff are unable to maintain two-meter distancing from other staff, other measures should be used, such as self-monitoring of personal health, supervision by Infection Prevention and Control Officers or Occupational Health and Safety staff in the workplace, or implementing appropriate measures such as:
 - Staggering activities to limit the number of staffs in a confined area during the same period (staff room, copy rooms, etc.)
 - Moving activities to another room, wherever possible.

- Altering shift and break times to minimize the number of staffs working in close quarters.
 - Using markings or dividers in common areas to ensure minimize personal contact.
 - Wearing personal protective equipment when needed.
- Proper and frequent hand hygiene by staff and children is a vital component in preventing the transmission of illnesses. Ensure staff and children are practicing proper hand hygiene and coughing/sneezing etiquette. Parents and staff can teach and reinforce these practices.
 - Hand hygiene stations should be set up at the entrance, so that children can clean their hands when they enter. If a sink with soap and water is not available, provide alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number). Keep hand sanitizer out of the reach of very young children and supervise its use.
 - Incorporate additional hand hygiene opportunities into the daily schedule.
 - Ensure the child care facility is well stocked with hand washing supplies at all times, including soap, paper towels, waste bins and, where appropriate, alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number).
 - Children regularly forget about proper hand washing. Staff and children should practice often, with staff modelling washing hands properly in a fun and relaxed way.
- All workers must self-monitor for symptoms and use the [online Saskatchewan COVID-19 self-assessment tool](#).
- Infection Prevention and Control or Occupational Health and Safety staff in the workplace can assist in monitoring employee symptoms and provide advice in line with the provincial public health order.
- Review of employee illness policies to ensure staff are able to remain home when ill as required.
- COVID-19 admin procedure for leaves and absences to support adherence to the restrictions of isolation periods
- If employees go home sick, their group areas and any areas they had contact with must be cleaned and disinfected.

Cleaning and Sanitation Guidelines

- The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection are important to prevent spread of the disease.
- A cleaning schedule will be maintained to ensure staff are adequately assigned and trained for additional cleaning, sanitizing and disinfection required for COVID-19 transmission mitigation.
- Increased cleaning and disinfection of commonly contacted areas. Common touch areas include those accessed by children, parents and/or employees. Examples of common touch surfaces include table tops, light switches, telephones (including personal cell phones), door knobs, sink taps, toilet handles, kitchen counter tops, gates, hand rails, hand sanitizer bottles/dispensers, toys, sleep cots/mats.
- Due to the increased amount of cleaning required during an outbreak situation, it is best practice to decrease the number of toys or items available to children.
- Indoor shared spaces and structures that cannot be cleaned and disinfected between groups should not be minimized.
- Any food contact surfaces must be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.
- Ensure washrooms are cleaned and disinfected with increased frequency, always well stocked with liquid soap and paper towels, and that warm running water is available.
- Clean and disinfect staff assisted toileting areas after each use.
- Garbage bins should be emptied frequently.
- Remove toys and other items that cannot be easily cleaned and disinfected. Launder plush/stuffed toys following use.
- Wear disposable gloves when cleaning blood or body fluids using our blood cleaning kits (e.g. runny nose, vomit, stool, urine). Wash hands before wearing and after removing gloves.
- Programs that utilize out of school spaces with other user groups (e.g. programs in museums, community centers, etc.) must ensure the space is cleaned and disinfected before and after using the space and must have administrative approval beforehand.

Program Guidelines

- No self-serve or family-style meal service. There should be no common food items (e.g. salt and pepper shakers). Meals should be served in individual portions to each child by a designated staff member.
- Utensils should be used to serve food items (not fingers).
- If meals or snacks are provided, ensure all children have their own individual meals or snacks. Reusable utensils must be cleaned and sanitized after each use.
- Food provided by the family should be stored with the child's belongings or, if refrigeration is required, should be kept in an area designated for the child's group and should not be handled by staff from other groups. Food from home must not be shared with other children.
- Children are not allowed to participate in food preparation who do not have food handling course.
- Where possible, children should practice minimizing personal contact while eating. Consider staggering snack or meal times to allow spacing between children during meals if necessary.
- Consider using books and individual games as a part of learning, so children can sit independently and distanced from each other.
- Where possible, sensory play should be discontinued. If necessary, sensory play should be conducted as an individual activity (e.g. each child gets a ball of playdough and tools, one at a time at the sand table). Handwashing must occur before and after using shared sensory items, children must be supervised and discouraged from touching their faces, and items must be disinfected or discarded between uses by different groups.
- Sensory activities will occur on individual basis.
- When possible, increase the distance between nap mats. If space is tight, place children head to toe.
- Each group should have designated equipment (e.g. balls, loose equipment) or clean and disinfect equipment between group uses.
- Establish a plan to prevent mingling of groups in washrooms, and to minimize the number of shared surfaces in washrooms.

Personal Protective Equipment

- Except when in close contact with a sick child, masks and eye protection are not required in the school setting, beyond those used by staff as part of their regular precautions for hazards normally encountered in the workplace. They should only be used when all other controls have been fully explored.

- PPE is not required at this point in time, except when caring for students who are ill.
- Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine). Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or hand washing with soap and water).
- Other than the above situations, glove use is not required nor recommended.
- Staff will be provided with face shields, masks, gloves and other materials for their classrooms or workspaces.



Performing Arts

- If you are able to run these programs in a facility that will limit physical contact/promote minimizing personal contact, that will be cleaned according to best practice guidelines, then you may offer these programs, have students use wind instruments and permit student travel to other schools for music/rehearsals.
- 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>.
- Percussion or handbells recommended to start conceptual instruction for students. Further elements being considered for effective band/choir/music classes.

Gyms and Workout Room Guidelines

The information below provides specific guidelines for operators of gyms and fitness facilities. The following information has been adapted from the Gyms and Fitness Facilities Guidelines as included in Phase 3 of Re-Open Saskatchewan.

General Information

- Use under the following condition:
 - Re-opening gyms and fitness high school workout room promotes physical and mental wellness. Minimal personal contact must be maintained and stringent cleaning and disinfecting protocols must be fulfilled.
 - Gym curtains or group separation partitions (pylons) for two groups using gym is required to define space and reduce mingling of groups.
- Gyms and fitness centers must only be open when at least one staff member is present. If it is not possible to ensure minimal personal contact rules are followed or disinfection of equipment is being performed after each use. Twenty-four-hour unrestricted access without staff present must be suspended.
- Users should be screened upon arrival by asking if they are sick or symptomatic. If they answer in the affirmative, they should not be allowed to enter.
- Anyone with COVID-19 symptoms should go straight home and contact Healthline 811 for further guidance. If a student is severely sick (e.g. difficulty breathing, chest pain, etc.), call 911.
- Staff experiencing symptoms of the illness (fever, cough or difficulty breathing) must be sent home.
- Exception- Band rooms for curricular programming can have groups intermingling but start of band may be delayed in start of school year (phased in approach).

Minimize personal contact

- The number of students allowed into the facility at one time should be limited to:
 - Ensure there is sufficient space to minimize personal contact
 - Prevent congregating; and
 - Allow staff time to clean and disinfect equipment and other surfaces frequently.

- Consider using a booking system that allows a limited number of patrons to book and attend a specified time slot. Ensure there is sufficient time between time slots for cleaning and disinfection of the facility and equipment, as well as to reduce crowding (e.g. at check-in counter).
- Limit the number of students in the work out area at one time. Only people working out should be in the room.
- Signage should be on display throughout the facility reinforcing key messages of physical distancing and minimizing personal contact, wiping equipment and hygiene protocols.
- Consider directing traffic within the facility with one-way flow (where possible) using floor markers/stickers (i.e. running track). Clearly mark entrances and exits.
- Minimized personal contact must be observed at all times. Equipment should be spaced to minimize physical contact to reduce spread of COVID-19. Removal of equipment or limited use may be required.
- To ensure people maintain appropriate separation, use tape, markers, paint and signage. When possible, offer these services online or in an outdoor space. If group classes are offered, they should be scheduled to allow staff enough time to disinfect equipment and surfaces between classes.
- Promote minimizing physical contact whenever possible and discourage congregating.
- Equipment regulations to be provided as per CMHO instruction for sport
- Postpone or cancel events that encourage people to congregate as required by CHMO instruction.
- No use of showers permitted. Locker rooms to change only is permitted; however, teams can be encouraged to arrive in their workout clothes.
- Food and beverage services are permitted subject to the guidelines provided or as directed by CMHO.
- Close drinking fountains. Water bottle filling stations are acceptable and must be frequently sanitized.
- Hand washing stations and/or approved hand sanitizers should be available and students should be encouraged to use them upon entering and exiting. They should also be available throughout the school facility and gym facilities. Alcohol-based hand sanitizer must be approved by Health Canada (DIN or NPN).
- Essential shared facilities, such as telephones, computers, washrooms and laundry rooms, will receive increased cleaning and disinfection.

Cleaning and Disinfection

- The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection are important to prevent spreading the disease.
- Commonly touched surfaces and shared equipment should be cleaned and disinfected after contact between individuals, even when not visibly soiled. This includes fitness equipment and machines, door handles, etc.
- Display operational signs such as a 'disinfected' sign on equipment so teachers and students can be confident it's ready for use for equipment
- Disinfectant used in the facility is adequate for the elimination of viruses.
- Resources such as tissues, no-touch trash receptacles, hand soap, alcohol-based hand sanitizers, disinfectants and disposable towels to promote a safe and hygienic work environment.

Outdoor Sports and Activities Guidelines

The information below provides guidelines for outdoor sports and activities and has been adapted from the Re-Open Saskatchewan Guidelines.

Recess

- Provide cohorts an assigned play area (i.e. grade 2 student play on swing, grade 3 on soccer field and so on). A rotation for play equipment to reduce numbers and restrict access to a cohort is advised. Handwashing or sanitizing before recess and after.

Group Activities

- Each sports activity must establish a plan for how to minimize physical contact and the risk of COVID-19 transmission between participants.
- Group activities and teams will be approved on sport season by sport season basis as per school division approval, medical officer's advice and SHSAA parameters.
- Outdoor sports and recreational activities for children and adults may resume, including activities taking place on soccer fields, volleyball and basketball courts, baseball diamonds, lawn bowling greens and football fields as per medical advice of medical officers.
- COVID-19 droplet transmission is much more likely when individuals are in close contact. The likelihood of transmission between individuals participating in

sport, physical activity and recreation in an indoor setting is significantly higher. Transmission is less likely in an outdoor setting, where air flow is greater and there is more space for individuals to minimize physical contact

- COVID-19 can also be transmitted if someone touches a contaminated surface and then touches their face without washing their hands. Many activities involve shared equipment among participants, coaches/staff, instructors, officials or volunteers (e.g. shared baseballs, basketballs, volleyballs).
- The virus does not enter the body through skin; it enters through the eyes, nose or mouth when an individual touch their face. This is why regular hand hygiene and cleaning of high-touch surfaces are so important.
- The guidance should align with provincial and national sporting bodies for each activity and be at least as restrictive as provincial guidelines.
- Instructions must be provided to caution players about the risks of COVID-19 and how they can minimize transmission.
- Encourage participants to arrive no more than five to 10 minutes before the scheduled activity to reduce people gathering in groups.
- Parents and other spectators must not total more than the maximum gathering limits per the public health order per team at each game, and must ensure minimize personal contact between non-household members.
- Request minimal spectators attend events. Discourage gatherings.
- Once spectators are permitted, they must maintain distancing of at least physically distanced (2m) from others. Spectators will only be permitted at the advice of medical officers. No guests permitted at this time.
- Spectators (excluding parents and guardians where necessary for player support) should be kept out of participant spaces (e.g. fields of play, courts).
- Guests and spectators not permitted at this time.

Competition and Game Play

- Physical and Health Education (PHE) Canada and Saskatchewan High Schools Athletics Association (SHSAA) Guidelines exists however note that the direction for Saskatchewan is to follow the guidelines set out in Re-Open Saskatchewan and any relevant health orders.
- More direction and details will be forthcoming about high school athletics however the following are current parameters for competition and game play as of June 28th, 2020 are included below. Decisions are currently being considered. ALL public health orders must be followed.

- If minimal personal contact is possible, certain organized sports, physical activities and recreation activities may proceed as normal (programming, training, practice and competition). Tournaments and interprovincial competition are not permitted.
- For sports or activities where participants are unable to adhere to physical distancing , groupings (mini-leagues) should be formed. Mini-leagues can be comprised of multiple teams, but no more than 50 individuals.
- Mini-leagues allow sports teams to return to a safe level of play, and will help mitigate the risk of widespread transmission by limiting the number of athletes that come in close contact with each other.
- Teams need to be separated while on the sidelines and players cannot exceed gathering limits during games, practices or training.
- Mini-leagues must be comprised of individuals within the same neighborhood, community or local geographical region (e.g. within a rural municipality, town, quadrant of a city or nearest community).
- Mini-leagues should remain together until restrictions are further relaxed.
- Game play can resume between teams in a mini-league and must be limited to teams within the same mini-league.
- Teams in different mini-leagues should not play each other.
- Minimized personal contact and distancing should be maintained between all individuals, except members of the same household, when off the field of play (e.g. on benches, during intermission).
- Contact must be minimized whenever possible.
- Tournaments and interprovincial travel are not permitted.
- If physical distancing cannot be maintained or is unpredictable, a mask should be worn by those not participating in the activity (i.e. coaches, volunteers, etc.).

Participant Health and Wellness

- Students who are sick or symptomatic must not enter/ participate. Participants, spectators and volunteers should use the Government of Saskatchewan's self-assessment tool for COVID-19 and follow the subsequent directions.
- Players whose activities involve being within minimal personal contact of other players should self-monitor after play and will not be permitted to be at school when ill with symptoms of COVID-19.
- Consideration of the following may occur based on CMHO direction. Direction may include and is not restricted to:

- Organizers must keep a record of attendees. All players, spectators, staff and volunteers must sign in on arrival with name and phone number and/or email to facilitate contact tracing, if necessary, and keep attendance records for a minimum of one month. Where possible, do not use a common pen. Providing this information is voluntary for attendees and can only be used for the purposes of COVID-19 contact tracing.
- If a person becomes sick, they should immediately stop participating and return home.
- If a person becomes sick or injured, and first aid or further care is required:
 - Try to limit the number of individuals in contact with the sick person.
 - Place a mask over the individual's mouth and nose if they are not able to do so. Maintain a safe distance until the mask is in place.
 - First aid providers caring for people should follow standard precautions. Those who provide direct care requiring close or direct contact should wear a mask.
 - Following care, first aid providers should discard the mask and gloves following standard procedures and perform hand hygiene.

Minimizing personal contact

- Minimizing personal contact must be observed at all times when practical.
 - Players on the same team grouping may be within minimal personal contact during play/drills. Intentional contact should be minimized where possible.
- Once spectators are permitted or for student use, areas of congregation (e.g. team benches, bleachers) must be set up and used in a way that adheres to minimize personal contact requirements (i.e. only allow every other row in bleachers, use visual cues, etc.).
- Pylons or other markers should define the group space.
- Schedules should be staggered to promote minimal personal contact and allow for adequate cleaning and disinfection between uses.

Cleaning, Disinfection and Hand Hygiene

- Encourage participants to bring their own equipment (i.e. badminton racquets).
- Participant-owned equipment, including sport gloves, should be visibly clean.

- Shared equipment (e.g. tennis balls, basketballs, bats, etc.) must be cleaned and disinfected frequently.
- Hand hygiene should be performed prior to play and contacting shared equipment, as well as through the duration of the activity (i.e. intermissions, breaks, etc.) and at the end.
- All frequently touched surfaces should be cleaned and disinfected prior to a new group being provided access to space, including benches, bleachers, railings, etc.

Conduct

- Spitting (includes seeds, tobacco and fluids) and other similar activities increase the risk of transmission of COVID-19 and are not permitted.
- Individuals must not share personal items (i.e. equipment or beverage containers).
- Congratulatory gestures such as high fives and handshakes are not permitted.
- Spectators, participants and players, staff, coaches and volunteers should try to minimize spitting to control the spread of COVID-19.
- Consider how to adapt activities to take place outdoors and modify play to decrease physical contact, whenever possible.
- Intentional contact during sport or activity must be limited. Modifications to activities that limit physical contact are recommended.

Facilities

- Washrooms may be open, but increased cleaning and disinfection must take place. Handwashing facilities (soap and water or an alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number) must be provided.
- Food and beverage services are permitted subject to the guidelines provided or as directed by CMHO.
- Locker rooms are permitted, but players are encouraged to arrive ready for play and limit use of locker room facilities.
- Locker rooms must be organized to support minimized personal contact and limit gathering. Increased frequency of cleaning and disinfection, especially of common touch surfaces, is required.
- Close drinking fountains. Water bottle filling stations are acceptable if appropriately and frequently sanitized. Participants must bring their own water bottles and not share with other participants.
- Trash containers must be emptied regularly, at least daily.

Individual Activities

- Members who are sick or symptomatic must not enter/participate.
- Indoor activities are restricted until the second part of Phase Four of Re-Open Saskatchewan.
- Instruction is permitted with no contact and appropriate minimal personal contact.



Libraries

- Encourage students and staff to consider other options for borrowing materials, such as:
 - Schedule library times per class to select and return books then return to class
 - Browsing library catalogues
 - Using holds to reserve materials, reducing the amount of time people spend in the library.
- Consider offering curbside pickup items for teacher guides and materials
- Maintain minimal personal contact library time. This might include identifying a drop zone for books.
- For item returns:
 - When possible, clean and disinfect all surfaces of the returns.
 - If items cannot be cleaned and disinfected, isolate items in a separate bin (labelled with return date) for at least 72 hours before being returned to circulation shelves. Employees must wash their hands after handling returns.
- Student wait stations should be rearranged to ensure minimized personal contact. For example, stay on this spot until librarian is ready to serve or scan book.
- Sanitizer provided in each library for use.



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Nutrition and Food Service Programs

- Nutrition Programs and Commercial Cooking/Food Studies
 - School divisions may choose to continue to offer the PAA Commercial Cooking and Food Studies programs. Within the context of Commercial Cooking and Food Studies, students learn about safety and sanitation in the preparation and storage of food, and Commercial Cooking may involve students participating in the preparation and service of the school cafeteria. The precautions taken must follow the direction of the Chief Medical Health Officer and Re-Open Saskatchewan, including the Restaurant and Licensed Establishments Guidelines as applicable for their facility.
 - The Nutrition Programs referenced in the Primary and Secondary Educational Institution Guidelines would apply to programs such as breakfast programs, school hot lunches, snack programs, etc. Food for such programs should not be prepared by students, unless the students are participating in Commercial Cooking and/or Food Studies and are learning about safety and sanitation in the preparation, storage and service of food.

- Proper hand hygiene must be practiced before and after eating.

- School-supplied food should be delivered directly to the classroom. Students should eat lunches in their classrooms.

- 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.

- Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.

- Food from home must not be shared with other students and should be stored with the student's belongings.

- Students are not allowed to participate in food preparation.

Every effort to reduce clustering and use of safe food handling procedures for the following:

1. Canteens Procedures as per health authority procedures
2. Food service cafeteria Procedures as per health authority procedures
3. Lunch programs Procedures as per health authority procedures
4. Snack programs Procedures as per health authority procedures

The following was adapted from Restaurants and Licensed Establishments Guidelines.

Cafeterias and other similar facilities are allowed to re-open in Phase 3 at up to 50 per cent of regular seating capacity. The reduced seating capacity is intended to limit the size of gatherings and promote minimize personal contact. These guidelines apply to indoor and outdoor seating areas. In addition to these guidelines, all other applicable provincial regulations and standards must be followed.

Guidelines for General Operation

- Seating must be limited to 50 per cent of maximum capacity and set up in a way to maintain a sense of minimized personal contact.
- Aisles must be wide enough to allow room for people to maintain minimized personal contact. Consider using one-way traffic flow to help maintain distancing.
- Promote minimized personal contact wherever possible – for students and staff – including waiting areas, food pick-up areas and payment lines.
- Use physical line controls when possible, such as crowd control cordons at entrances and pick-up lines. Place markers (e.g. tape or cones) as visible cues to support minimize personal contact.

Guidelines for Food Services Employees

Whenever possible, staff must maintain minimize personal contact of separation from other staff and students. However, minimize personal contact in certain work environments may be difficult, such as kitchens. If staff are unable to maintain minimize personal contact away from coworkers, other actions may be necessary, including self-monitoring of personal health, supervision by Infection Prevention and Control or Occupational Health and Safety staff in the workplace or implementing measures such as:

- Staggering activities to limit the number of staffs in a confined area during the same period.
- Moving activities to another space whenever possible. For example, separating duties into unused dining areas may be an option for preparation and packaging.
- Altering shift and break times to minimize the number of staffs working in close quarters.
- Using markings or tape in the kitchen to ensure minimized personal contact.

- Considering directional arrows on the floor in the kitchen to control the flow of traffic, and clearly mark exit and entrance doors from the kitchen to service areas.
- Wearing personal protective equipment and food preparation equipment as prescribed by CMHO.

Proper and frequent hand hygiene by staff is a vital component in preventing the transmission of illnesses. Ensure staff are practicing proper hand hygiene and coughing/sneezing etiquette, including:

- Washing hands often with soap and water for at least 20 seconds.
- Using hand sanitizer only when appropriate in a food service situation.
- Only using hand sanitizer approved by Health Canada (DIN or NPN number).
- Avoiding touching their faces, mouths, noses and eyes.
- Coughing or sneezing into a tissue, then immediately disposing of the tissue and washing hands. If a tissue is not available, cough or sneeze into the elbow – not the hands.
- Servers, hosts and other staff not able to maintain minimized personal contact of distance from students must wear a non-medical mask (e.g. cloth or other materials) or procedural/surgical mask as provided.
- It is recommended that older staff/seniors or those with a weakened immune system wear a procedural/surgical mask/ or face shield.
- If staff are using gloves, they must be changed after every interaction, as well as when changing tasks. Hand hygiene must be performed between every glove change. This includes hand washing with soap and water or an alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number).
- All workers, especially those in constant contact with the public or students, should self-monitor for symptoms and use the [self-assessment tool](#) available at saskatchewan.ca/COVID-19.
- A workplace illness policy. Policies aligned with COVID-19 recommendations for workplaces should ensure that all sick employees must stay home or be sent home from work.
- If employees go home sick, their work areas and any areas they had contact with must be cleaned and disinfected.

Cleaning and Sanitation Guidelines for Food Services

- The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection are important to prevent the spread of the disease.
- Maintain a cleaning schedule and ensure staff are adequately assigned and trained for additional cleaning, sanitizing and disinfection duties to help reduce transmission of COVID-19.
- Place an alcohol-based hand sanitizer approved by Health Canada (DIN or NPN number) in dispensers or soap and water hand washing stations near doors, pay stations, washrooms and other high-touch locations for students.
- Students and staff should be encouraged to wash or sanitize their hands prior to and following eating.
- Increase cleaning and disinfection of commonly contacted areas, including doorknobs, handles, counters, chairs, payment machine terminals and/or self-pay stations, and light switches. Common touch areas include those accessed by students and employees.
- Ensure the disinfectant used in the facility is adequate for the elimination of viruses and approved by Health Canada (DIN).
- Thoroughly clean and sanitize tables after each student. No Tablecloths. Any food contact surfaces must be sanitized as per the Provincial Public Eating Establishment Standards (100 ppm bleach, 200 ppm QUAT) or immediately rinsed following disinfection.
- Remove common touch items from tables, including condiments, salt, pepper, napkin holders, menus and special displays/decor.
- Ensure employee and public washrooms are cleaned and disinfected with increased frequency, are always well stocked with liquid soap and paper towels, and that warm running water is available. Garbage bins should be emptied frequently.

Food and Beverage Service Guidelines

- Post signs indicating waiting protocols and best practices.
- Use markings or one-way traffic flow where possible.
- Develop measures for servers to limit contact with students, including:
 - Have staff pre-pour beverages before serving them or juice boxes
 - Providing pre-packaged food
- Trays must be disinfected with QUAT cleaning product. All food related items must be rinsed after cleaning with QUAT.

- Buffets and self-serve food lines not permitted.
- Do not provide open self-serve food to students (including refill stations, condiment stations, etc.)
- Pre-packaged foods are acceptable, but must be handled by employees only.
- Cafeteria-style food facilities, where staff serve to students, are allowed. Food must be protected from student and staff contact and cross-contamination.
- If food preparation area is open to seating areas or any student all utensils must be minimized personal contact away from students or others and must be protected from cross-contamination.
- Staff should maintain minimized personal contact whenever possible and wear a non-medical mask (e.g. cloth or other materials) or surgical/procedure mask/shield when that is not possible.
- All items behind the barriers (e.g., dishware, cutlery) must be protected from exposure to students and cross-contamination. Physical barriers may be an appropriate measure.
- Where possible, use rolled silverware where napkins cover utensils. Staff should hand out tableware or utensils to students.
- Staff and students who are sick or on self-isolation must not be admitted to food preparation area, and eating areas.

Celebrations and Church Guidelines

(The information below provides specific guidelines for places of worship and are adapted for school division uses).

The Government of Saskatchewan, in consultation with leaders from faith communities in the province, developed guidelines for places of worship to resume service. These guidelines apply to indoor and outdoor gatherings.

These guidelines are intended to support a return to in-person services for places of worship. Further guidelines will be forthcoming to address additional faith-based institutions in Saskatchewan. The initial guidelines are intended to allow places of worship that choose to return to service to do so safely and guard against the transmission of COVID-19.

At this time celebrations will be held in small cohort groupings or class groupings and will be held virtually. No guests permitted. This will be revisited.

- When possible, it's recommended that services are delivered virtually

- Access to washroom facilities must be limited. Where washroom access is provided, frequent cleaning and disinfection must take place throughout the event.
- No food or beverage service is allowed.
- Anyone who is feeling sick or symptomatic must remain at home.
- The total number of people participating in the services cohorts only.
- To safely support larger groupings of individuals – and where seating area allows adequate minimized personal contact. These groups must be separated by minimizing personal contact, unless they are part of the same family.
- These guidelines apply to all worship services, including celebrations.
- No guests or parents.
- Use visual cues to support minimize personal contact.
- Implement one-way traffic flow to promote minimal personal contact (i.e. enter through one door and exit through another).
- Attendees who are medically vulnerable are strongly encouraged to delay their return to celebrations and continue to participate in celebrations virtually online, where possible.
- Attendees, employees and volunteers are required to stay home if sick or symptomatic.
- Promote minimized personal contact by marking the directional flow of people through buildings and areas. Mark seating areas and post visual reminders to observe minimal personal contact.
- If multiple gatherings are held on a single day, the start and end times must allow those who attend one gathering to exit safely, avoiding contact with those arriving for the next gathering. Time is needed to clean and disinfect common surfaces between celebrations
- Dismissal of gatherings should be done in a way that supports minimal personal contact.
- All ancillary events, such as social events, should be postponed for the immediate future.

Celebration Details

- Place an alcohol-based hand sanitizer in dispensers or provide hand washing stations near doors and other high-traffic areas.
- All physical contact, such as handshaking or passing objects between individuals, is not permitted. Ushers, greeters or other guest services must maintain social distancing and avoid physical contact with students and staff.
- Microphones cannot be shared between individuals due to the difficulty of cleaning and disinfecting these devices. Minimize the number of attendees

providing readings or performing other activities that would require the use of a microphone.

- Singing is a high-risk activity because the virus can be transmitted through saliva or respiratory droplets. One documented COVID-19 outbreak resulted in the spread of the virus to 87 per cent of choir attendees from one infected person. Therefore, singing is not recommended at this time.
- Although not recommended, when singing, participants must wear masks.
- The use of woodwind and brass instruments may also increase the risk of spreading the COVID-19 virus due to the aerosolized respiratory fluids. As such, they are not recommended at this time.
- Where leaders of services are required to sing, they must increase the distance between the congregation to prevent transmission of respiratory droplets and/or wear a mask.
- Ceremonies or rituals that involve physical contact between individuals, such as the handling bible and where minimal personal contact is not possible, participants will be required to mitigate the risk by wearing personal protective equipment and increased hand hygiene.
- The celebration of communion raises specific challenges because of the possibility of inadvertently transmitting the virus. A communion ritual must exercise extreme caution if they wish to proceed with offering communion. Denominations or families of churches wishing to offer communion at this time will be required to develop protocols by which the communion can be offered in a way that safeguards the health of the communicants and celebrant. The use of a common cup is not permissible.
- Passing of offering baskets will not be permitted.
- Books and other common-use items should be removed from use, if possible. Projecting materials or distribution of single-use materials can be considered.
- Food and beverage service must be suspended at this time.

Computer Use and Mobile Lab Use

Mobile lab use will be permitted. Students will need to sanitize or wash hands and wipe keyboard before and after use. The users are responsible before and after to wipe using wipes. Periodical cleaning, at the advice of health officer, will occur.

COVID-19: Cleaning Computers and Electronics for All Users

(Taken directly from Yale Environmental Health and Safety Guidelines June 9, 2020)

- The following information provides guidance on how to clean high-touch electronics. Examples include computers, computer accessories, touchscreen devices, printers and copiers (hereinafter referred to as “electronics”).
- All electronics in shared and public locations should be frequently cleaned and disinfected.
- When cleaning electronics it is important to follow the manufacturer recommendations for specific cleaning requirements.
- The guidance below was adapted from the CDC: Cleaning & Disinfecting Schools, Apple “How to Clean your Apple Products”, and Microsoft “Clean and Care for your Surface”. General cleaning tips
 - Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.
 - Avoid excessive wiping and submerging item in cleanser to avoid damage.
 - Unplug all external power sources and cables.
 - Do not use aerosol sprays, bleach or abrasive cleaners.
 - Ensure moisture does not get into any openings to avoid damage.
 - Never spray cleaner directly on an item.
 - Approved COVID-19 disinfectants safe for computers, accessories and electronics
 - Using a Clorox disinfectant wipe or a wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, touchscreen keyboard, mouse and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer’s recommendations and warning label.
 - When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.
 - Do not use fabric or leather surfaces on items, as this can scratch or damage to the items.
 - Do not use bleach to disinfect computers and electronics. Resources • CDC: Cleaning & Disinfecting Schools
 - Apple: How to Clean your Apple Products • Microsoft: Clean and Care for your Surface

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PART D: School Preparation for Outbreaks

CDC Interim Guidance for Administrators of K-12 Schools and Child Care Programs

Taken directly from Centers for Disease Control and Prevention and adapted context. This section is anticipated to be replaced by CMHO guidelines and protocols.

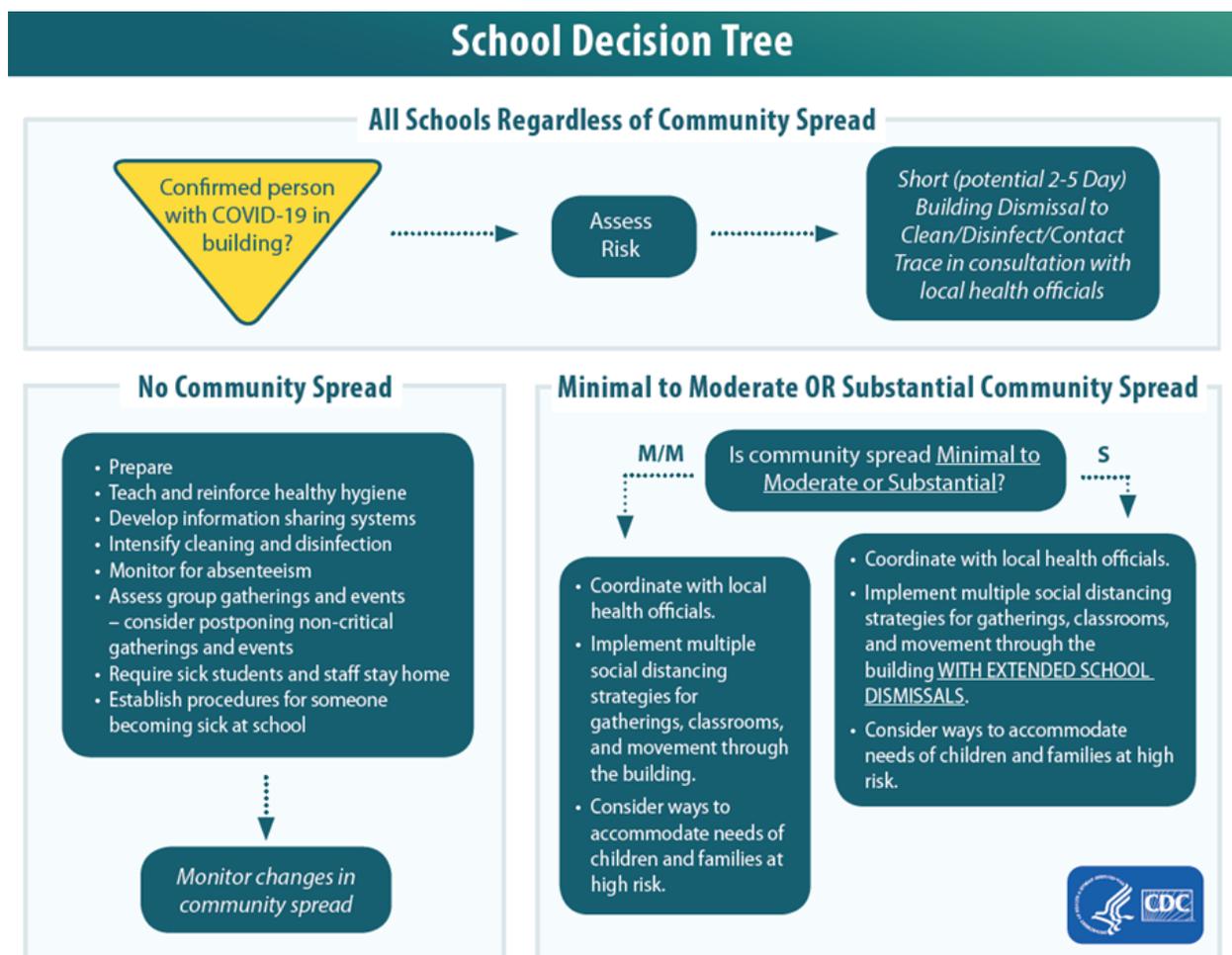
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html#confirmed-case>

Schools should be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission, for example a case associated with recent travel to an area with sustained COVID-19 transmission. The following decision tree is an example of what can be used to help schools determine which set of mitigation strategies may be most appropriate for their current situation. All orders and advice from public and health medical officers will be adhered to in the decisions to resolve or navigate outbreaks.

Confirmed Case Has Entered A School

When a confirmed case has entered a school, regardless of community transmission any school in any community may need to implement short-term procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures regardless of the level of community spread:

- **Coordination with local health officials.** Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for their child care programs or schools.
- **Potential dismissal of some or selected students and staff for a determined period of time.** This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.



- Local health officials’ recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

Communicate with staff, parents, and students

Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community should align with the communication plan in the school’s emergency operations plan.
- Plan to include messages to counter potential stigma and discrimination.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by privacy act.

1. Clean and disinfect thoroughly.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.)

2. Make decisions about extending the school dismissal

Temporarily dismissing child care programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities.

- During school dismissals (after cleaning and disinfection), child care programs and schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
- **Child care and school administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions.** Schools are not expected to make decisions about dismissal or canceling events on their own. School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well

but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

3. Strategies to continue education and related supports for students.

- Ensure continuity of education.
- Review continuity plans, including plans for the continuity of teaching and learning. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.
- Determine, in consultation with school division officials or other relevant partners.
- Ensure continuity of meal programs.
- Consider ways to distribute food to students. If there is community spread of COVID-19, design strategies to avoid distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.

4. When there is no community transmission (preparedness phase)

The most important thing to do now is plan and prepare. Administrators should reinforce healthy practices among their students and staff. As the global outbreak evolves, schools should prepare for the possibility of community-level outbreaks. Schools need to be ready if COVID-19 does appear in their communities. Here are some strategies:

Review, update, and implement operations plans

This should be done in collaboration with local health authorities and other relevant partners.

- Ensure the plan includes strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). This includes strategies for social distancing and school dismissal that may be used to stop or slow the spread of infectious disease. The plan should also include strategies for continuing education, meal programs, and other related services in the event of school dismissal.
- Ensure the plan emphasizes everyday preventive actions for students and staff. For example, emphasize actions such as staying home when sick; appropriately covering coughs and sneezes; cleaning frequently touched surfaces; and washing hands often.

Develop information-sharing systems with partners.

- Information-sharing systems can be used for day-to-day reporting (on information such as changes in absenteeism) and disease surveillance efforts to detect and respond to an outbreak.
- Local health officials should be a key partner in information sharing.

Teach and reinforce healthy hygiene practices.

- Train staff on healthy hygiene practices so they can teach these to students.
- Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Intensify cleaning and disinfection efforts.

- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. For disinfection most, common EPA-registered household disinfectants should be effective.
- Provide disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.
- Ensure adequate supplies to support cleaning and disinfection practices.

Monitor and plan for absenteeism.

- Review the usual absenteeism patterns at your school among both students and staff.
- Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19).
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Discourage the use of perfect attendance awards and incentives.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.

- Determine what level of absenteeism will disrupt continuity of teaching and learning.

Assess group gatherings and events. Consider postponing non-critical gatherings and events.

- Ensure you have a clear understanding of all upcoming gatherings and large events for your school community (e.g., assemblies, field days, spirit nights, athletic events). Give special consideration to events that might put students, staff, or their families in close proximity to others from communities that may have identified cases of COVID-19.
- Consider whether any of these events should be canceled. Speak with local health officials to help determine the best approach.

Create and test communications plans for use with the school community.

- Include strategies for sharing information with staff, students, and their families.
- Include information about steps being taken by the school or child care facility to prepare, and how additional information will be shared.
- Test communication capacity, and reiterate steps staff, students, and families can take to stay healthy and guidance that they should stay home if sick.

Child care and K-12 administrators can support their school community by sharing resources with students (if resources are age-appropriate), their families, and staff. Coordinate with local health officials to determine what type of information might be best to share with the school community.

General Saskatchewan Health fact sheets to help staff and students' families understand COVID-19 and the steps they can take to protect themselves:

- *What you need to know about coronavirus disease 2019 (COVID-19)*
- *What to do if you are sick with coronavirus disease 2019 (COVID-19)*
- *Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19*

5. When there is minimal to moderate community transmission

If local health officials report that there are multiple cases of COVID-19 in the community, schools may need to implement additional strategies in response to prevent spread in the school, but they should continue using the strategies they implemented when there was no community transmission. These additional strategies include:

- **Coordinate with local health officials.** This should be a first step in making decisions about responses to the presence of COVID-19 in the community. Health officials can help a school determine which set of strategies might be most appropriate for their specific community's situation.
- **Implement multiple social distancing strategies.** Select strategies based on feasibility given the unique space and needs of the school. Not all strategies will be feasible for all schools. For example, limiting hall movement options can be particularly challenging in secondary schools. Many strategies that are feasible in primary or secondary schools may be less feasible in child care settings. Administrators are encouraged to think creatively about all opportunities to increase the physical space between students and limit interactions in large group settings. Schools may consider strategies such as:
 - **Cancel field trips, assemblies, and other large gatherings.** Cancel activities and events such as field trips, student assemblies, athletic events or practices, special performances, school-wide parent meetings, or spirit nights.
 - **Cancel or modify classes where students are likely to be in very close contact.** For example, in physical education or choir classes, consider having teachers come to classrooms to prevent classes mixing with others in the gymnasium or music room.
 - **Increase the space between desks.** Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
 - **Avoid mixing students in common areas.** For example, allow students to eat lunch and breakfast in their classrooms rather than mixing in the cafeteria. If it is not possible to suspend use of common areas, try to limit the extent to which students mix with each other, and particularly with students from other classes (e.g., stagger lunch by class, segregate lunch and recess area by class, send a few students into the library to pick out books rather than going as a class, suspend the use of lockers). Restrict hallway use through homeroom stays or staggered release of classes. Try to avoid taking multiple classes to bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess). In child care or elementary school settings, consider staggering playground use rather than allowing multiple classes to play together, and limit other activities where multiple classes interact.
 - **Stagger arrival and/or dismissal times.** These approaches can limit the amount of close contact between students in high-traffic situations and times.

- **Reduce congestion in the health office.** For example, use the health office for children with flu-like symptoms and a satellite location for first aid or medication distribution.
- **Limit nonessential visitors.** Limit the presence of volunteers for classroom activities, guest speakers, guest readers, cafeteria support, and other activities.
- **Limit cross-school transfer for special programs.** For example, if students are brought from multiple schools for special programs (e.g., music, robotics, academic clubs), consider using distance learning to deliver the instruction or temporarily offering duplicate programs in the participating schools.
- **Teach staff, students, and their families to maintain distance from each other in the school.** Educate staff, students, and their families at the same time and explain why this is important.

Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19. Consider if and how to honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home.

6. When there is substantial community transmission

Additional strategies should be considered when there is substantial transmission in the local community in addition to those implemented when there is no, minimal, or moderate transmission. These strategies include:

- **Continue to coordinate with local health officials.** If local health officials have determined there is substantial transmission of COVID-19 within the community, they will provide guidance to administrators on the best course of action for child care programs or schools. These strategies are expected to extend across multiple programs, schools, or school districts within the community, as they are not necessarily tied to cases within schools or child care facilities.
- **Consider extended school dismissals.** In collaboration with local health officials, implement extended school dismissals (e.g., dismissals for longer than two weeks). This longer-term, and likely broader-reaching, dismissal strategy is intended to slow transmission rates of COVID-19 in the community. During extended school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events). Remember to implement strategies to ensure the continuity of education (e.g., distance learning) as well as meal programs and other essential services for students.



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References

The following information and preparations are based the following documents or postings:

1. Primary and Secondary Educational Institutional Guidelines as provided by Government of Saskatchewan (found on Saskatchewan.ca/COVID-19 website)
2. Re-Open Saskatchewan Plan as provided by Government of Saskatchewan (found on Saskatchewan.ca/COVID-19 website)
3. Guidelines for Re-Entry into the School Setting During the Pandemic written by J. Kevin Cameron Dr. Marleen Wong Dr. William Pollack Patrick G. Rivard
4. *Yale Environmental Health and Safety Guidelines website* <https://ehs.yale.edu/>
5. CDC website <https://www.cdc.gov/>
6. SICK KIDS COVID-19: Guidance for School Reopening <https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf>
7. Ontario school reopening plan <https://news.ontario.ca/opo/en/2020/07/ontario-releases-plan-for-safe-reopening-of-schools-in-september>
8. BC School Return to School Plan <https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>
9. Alberta K to 12 School Re-entry Plan <https://www.alberta.ca/k-to-12-school-re-entry-2020-21-school-year.aspx>
10. CDC https://wwwnc.cdc.gov/eid/article/26/10/20-1315_article

Appendix A: Summary of Highlights

This information was shared with Students, Parents and Staff on June 25, 2020

Learning Strategies

- Education process for fall will not be optional Supplemental Learning Program.
- Saskatchewan curriculum will be taught by teachers.
- Textbooks and other learning materials will be provided to students as per each year.
- The Edsby portal will be launched. The mobile friendly free app will be our primary communication tool to students and families for important information.
- Edsby will also be the learning management portal/platform in our school division for all teachers to use to communicate lessons, goals and assignments along with associated class information on a daily basis.
- Edsby will replace licensing costs and use for Seesaw and Class Dojo as they have same features.
- Technology acquisition options are being developed for families (example Jordan's Principle, grants, rentals).
- A school supply list and calendars will be mailed out.
- First day for students is September 1st, 2020.
- Efficient planning strategies will be highly recommended to support potential absenteeism.

Health and Wellness

- Minimize personal contact and other health precautions will be followed at the direction of the Chief Medical Health Officer. The current details are outlined in the Primary and Secondary Educational Institutional Guidelines and Re-Open Saskatchewan. The guidelines are subject to change.
- Students will need to provide their own sanitizer (unscented recommended). Sanitizer will be provided in general use areas.
- Parents and caregivers are to monitor their children for any signs or symptoms of illness. If any symptoms are apparent, we ask that both students and school staff remain home.
- Parents/Guardians will be required to plan to pick up their children if any of the above symptoms present themselves while at school.

- Additional handwashing and other routines will be provided to students (doors to enter, hallway procedures, recess procedures, etc.)
- Masks and eyewear are not required for students but will be permitted. Staff will be provided optional non-medical shields/masks. Protocols will be provided to staff if and when necessary to wear.
- Children and staff will not be permitted to share food.
- Fountains will not be used. Water bottles are required for all staff and students.
- Schools will increase sanitation measures and continue to promote proper hygiene practices.
- All staff (teachers, secretaries, caretakers, educational assistants, etc.) will be provided training on associated COVID-19 protocols as it pertains to employee roles.
- Signage, hand washing stations and other tools are being assessed to help prevent the spread.

Engagement of Students, Parents and Staff

- All parents, guardians, student and staff who are confirmed to be COVID-19 positive and/or under mandatory self-isolation must not enter the school. Students and staff can return when cleared by public health.
- Parents will need to provide an email to access Edsby portal. Edsby will be used as platform to communicate programming when student absent from school.
- Hugs, handshakes, and other close greetings should be avoided.
- Where possible, school division staff will use telephone or video conferencing to meet with parents. Calls to school office or email will be required to set up conference or to have staff return calls.
- Plans for extra-curricular activities and other gatherings will be developed in consultation with the Chief Medical Officer once capacity limits for fall are known.
- Precautionary measures to reduce the risk and spread of COVID-19 will include training and standards for cleaning, sanitation, along with other measures for general operations, facilities.
- For younger children, maintaining physical distancing is less practical and a focus on minimizing physical contact will be required.
- Student and staff health and well-being continue to be paramount. Consideration will be made for staff and students who have compromised immune systems, or other medical accommodations.
- Students transportation is optional as it is at the request of parents/guardians to have their children use school bus transportation within the school attendance

area. Please note-First Student is committed to daily sanitizing busses and is providing training to their drivers on operational protocols. Students will be assigned seating with their siblings/or same household family members as much as possible.

- Families are not responsible for providing curriculum learning opportunities, but are invited to support the learning opportunities provided by teachers. Partnership between the school and home will be important for student success.

Mental Health and Social-Emotional Supports

- Supports for the health and wellness of students and staff will be provided, including helping students understand the importance of preventative measures that are in place and practicing proper hand hygiene and coughing/sneezing etiquette.
- School division and school leaders are encouraged to implement trauma-informed practice to support students, staff and families. Trauma-informed practice includes: providing inclusive and compassionate learning environments; understanding coping strategies; supporting independence; and helping to minimize additional stress or trauma by addressing individual student needs.
- The Ministry of Education will continue to offer supports for mental wellness, including but not limited to:
 - a resource posted on saskatchewan.ca to assist parents and caregivers;
 - working with Kids Help Phone to promote their professional counselling services, which are available 24 hours a day via phone, online chat or text, as well as their database of local community resources;
 - working with SaskTel to prevent and respond to bullying, cyberbullying and promote healthy relationships through the [Be Kind Online](#) website, which includes a number of resources and tools;
 - providing a provincial license for Respect in Schools training for all staff; and
 - offering grants to school divisions to support mental health and student safety training initiatives.
- Saskatchewan's provincial curricula provide opportunities for students to learn about health, well-being and student safety.

Appendix B: Disinfecting Solution

- Always read product labels and follow the manufacturer's directions. Do not use expired products.
- Use only school division approved disinfecting solutions and all must be used according to Health Canada guidelines,
- Do not mix soap or other cleaners into the bleach and water solution.
- Apply the disinfecting solution using a spray bottle or a clean wiping cloth.
- Always use appropriate PPE for working with any solutions and protective gloves may be necessary
- Food contact surfaces should be rinsed with fresh water after disinfecting.
- Toys that children may put in their mouths must be thoroughly rinsed after disinfecting.
- If using disinfectant wipes, the manufacturer's recommended contact time (i.e. how long the surface remains wet) must be met. Disinfectant wipes are not recommended for heavily soiled surfaces.

Appendix C: COVID-19 Cleaning and Disinfection for Public Facilities

Taken from Saskatchewan.ca/COVID-19

- The COVID-19 virus can survive for several days on different surfaces and objects.
- Frequent cleaning and disinfection are important to prevent spread of the disease.
- Many common household and commercial disinfectant products will destroy the COVID-19 virus.
- Some disinfectants will have an 8-digit Drug Identification Number (DIN). These products are approved for use by Health Canada.
- Many chemicals used for cleaning and disinfecting are classified under the Workplace Hazardous Materials Information System (WHMIS) 2015. Look for the WHMIS hazard symbols on your products. [Learn more about WHMIS 2015.](#)



Appendix D: Information Highlights

Enhanced Personal Hygiene

- Schools will promote proper hygiene for staff and students.
- Handwashing with soap and water will be a primary strategy with the use of hand sanitizer as a supporting strategy.
- All washrooms and staffrooms will have signage to teach and support proper handwashing.
- Schools and classrooms will develop procedures to support handwashing.
- Schools and teachers will teach students the importance and techniques of proper hand hygiene and sanitizing. Hand sanitizer will be located as appropriate throughout the school (numbers and locations to be determined) at entrances, numbers to be determined by school admin.

School and Class Supplies

- Sanitizer (must secure dispensers)
- Wipes
- Caretaker supplies – disinfectant cleaning products
- Masks and gloves
- Schools should list the following supplies as on students' supply lists (for personal use):
 - Personal hand sanitizer
 - Water Bottle
 - Pencil Cases
 - Kleenex

Limiting Physical Contact

- Schools will limit physical contact during instruction, recess and noon periods and avoid activities that require clustering of students.
- Whenever possible, seating arrangements in classrooms should be developed where students are not facing each other.
- Minimize the number of teachers and support staff working with a specific group of students.
- Modify the use of shared spaces including shared instructional spaces, bathrooms, change rooms, boot rooms, hallways.
- Existing computer labs will remain as is. Class cleaning procedures will be required. There may be a need for altered cleaning procedures for laptop carts.
 - Pre-K to 2: Use carts on assigned days and teachers will clean all devices at the end of the day.
 - 3 to 7: Students will clean devices after each use.
 - 8 to 12: Students will clean devices after each use.

- Modify procedures for entering and leaving the building, parent drop offs.
- Consider the need to stagger recess, noon period and other school day transition.
- Provide students with alternatives to activities that require physical contact with other students.
- Student play during physical education and recesses are primary considerations.
- Promote and practice the use of non-physical greetings.
- If directional flow is recommended at the schools, logistics and code compliance is required for signage (paper on walls, consider fireproof signage)

Limiting Shared Materials and Equipment

Schools will establish procedures for:

- Bringing materials into and out of the schools. Students will only be permitted to bring backpacks, lunch kits, water bottles and outerwear between home and school.
- Use of lockers is permitted. Where possible, ensure bags and backpacks are kept apart.
- Consider having groups of students gather their belongings at different times.
- Controlling and limiting the shared use of school materials and equipment including:
 - Eliminating or limiting the use of materials that encourage group interactions or play. Keep materials that promote individual exploration. Consider decreasing the amount of equipment that is available to students.
- Limit the number of students who use individual technology devices including laptops and other individual devices.
SMART Boards and other instructional presentation devices will be used by the teacher only.
- Students will have equal access to technology if required at home and at school (where possible).
 - Students who bring cellphones to school will be required to place them face-down on their desks. Phones may not be gathered in group bins/baskets and shall not be shared with other students.
 - Personal devices remain the sole responsibility of the student and therefore that student is in charge of maintaining possession of and cleaning their device.
 - Assistive technology is not to be transported from school to home unless it is a personal device. Those students who remain at home for learning will be required to return their device to school for cleaning prior to returning to the classroom.

- Engaging staff and students to support increased cleaning of shared materials and equipment.
- Extra-Curricular Activities
 - Extra-curricular activities are currently on hold.
 - Plans for extra-curricular activities and other gatherings will be developed in consultation with the CMHO once the group/gathering capacity limits for fall 2020 are known.

Facilities and Cleaning/Sanitation

The School Division will:

- Continue to follow provincial and SHA products and protocol regarding cleaning and disinfection frequency and high touch points.
- Ensure adequate soap, paper towels, and hand sanitizer in each building, especially near entrances.
- Signs and markings in hallways should be considered to limit cross-exposure. Provincial resources are available for school use.
- Provide schools with information regarding proper cleaning protocols for shared spaces and food contact areas, with consideration for water fountains.
- Review the caretaker roles and responsibilities:
 - Revise and prioritize, if necessary, to enhance critical cleaning and sanitation.
 - Communicate any changes to caretakers and school administration.
- Community use, shared use, joint use considerations. Communication will be required.
- Collaborate with schools with respect to caretaker availability and scheduling
- Schools will post signs reminding parents and guardians not to enter the facility if they are sick.
- Signs should be posted at school entrances.
- Empty garbage bins frequently.
- Establish a plan to prevent mingling of groups in washrooms and to minimize the number of shared surfaces. Limit of one person permitted to go to the washroom per class at a time and restrict bathroom access after recess for cleaning purposes.
- Consider modifying room configurations to minimize physical contact.
- Establish procedures for:
 - Cleaning shared use spaces between user groups during the school day.
 - Cleaning food contact areas and eating locations immediately following use.

Transportation of Students

- School Division transportation services are to be used for delivering students to and from school or school programs. No field trips or extra-curricular trips will be supported until permission is granted by the School Division. No guest ridership will be permitted.
- The School Division will work with schools and bus drivers to develop drop-off and pick-up protocols that coordinate with school entry and dismissal procedures.
- Schools will support bus drivers with enforcing seating plans and student behavior expectations on buses.
- Work with the bus drivers to develop drop-off and pick-up protocols that coordinate with school entry and dismissal procedures (below).
- Teach students drop-off and pick-up procedures and school entry and dismissal procedures.
- Develop and teach parent and guardian pick-up and drop-off protocols:
 - Encourage pickup and drop-off of students outside of the building
 - If parents or guardians must enter the school, they should maintain physically distanced (2m) from staff and other children. They should be reminded to practice diligent hand hygiene.
 - Bus Drivers will:
 - Create and enforce seating plans that group together students who live in the same household.
 - Work with school administration and bus drivers to develop drop-off and pick-up protocols that coordinate with school entry and dismissal procedures (below).
- Clean and sanitize buses following each run.
- Re-communicate student behavior expectations to families and students
- Arrival, Dismissals and Movement of Students
- Review current arrival and dismissal protocols and revise as necessary considering:
 - the number of students arriving and departing at the same time.
 - the number of students who use each entry.
 - increasing hours of supervision or number of supervisors for students.
- Develop protocols to regulate the flow of students through the school considering:
 - The layout of the school including the location of the gymnasium, library, washrooms, lockers, access to the playground and so on.
 - The number of different instructional spaces required to deliver each class' educational program. This will differ by program (elementary versus high school) and grade configurations.

Noon Periods and Recesses

The School Division will:

- Review noon supervision allocations in collaboration with school-based
 - administrators.
 - Schools will:
 - Examine recess and noon schedules as well as entrance and exit procedures in order to determine the structure that offers students break periods while best minimizing physical contact in hallways and playgrounds.
- Revise student eating locations, if necessary, to ensure that students are eating in their classrooms.
- Review and revise duties of noon supervisors and students to facilitate cleaning of eating surfaces and emptying of garbage bins.
- Attempt to limit the number of external noon supervisors used to provide supervision services.
- Schools will need to consider planning for courses where close interactions occur among students, and make plans to minimize contact, enhance cleaning procedures, etc. This includes:
 - Choir and Band
 - Physical Education
 - Classes conducted in shops

Food Service and Nutrition Programs

- Students participating in those programs must be taught and follow safe food handling protocols as indicated in the respective curricula.
- Food produced in the PAA programs may not be served to the general population through serveries.
- Regardless of the use of a nutrition program or school server, proper hand hygiene must be practiced before and after eating.

School nutrition programs and serveries:

- School-supplied food should be delivered directly to the classroom at the elementary level.
- Students should eat lunches in their classrooms.
- 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.

- Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.
- Food from home must not be shared with other students and should be stored with the student's belongings.
- Students are not allowed to participate in food preparation.

Student Care and Attendance

Student attendance at school is not optional.

Schools will monitor daily student attendance using existing protocols.

Teachers will take am/pm or period attendance depending on elementary or high school programming.

Review existing school-level follow up procedures and revise as necessary.

Implement follow-up procedures to ensure student safety.

If a student absence is the result of student compromised immunity or anxiety stemming from COVID-19, the school shall work with the student and family to determine necessary accommodations.

The school division will support student attendance through division-level follow-up procedures will continue to be implemented in support of the efforts of schools to resolve chronic non-attendance.

Appendix E: Microsoft Office for Students

All students that attend Prince Albert Catholic Schools can install Microsoft Office on their personal computer for free!

Login to your Office 365 email account using the following URL.

<https://portal.office.com/account/?ref=MeControl#home>

Click on the link for **Install Office**

↓ Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office

View apps & devices

This will install office on your personal computer/laptop.

Free anti-virus software for your personal computer

There are several free anti-virus options for your home computer. One such option is Avast free anti-virus. To install this protection on your computer, go to the following URL

<https://avast.com/>

and click on the link for **Download Free Protection**.

This will guide you through the process of installing this software on your computer.

Appendix F: Quick Reference Guide for Students and Parents Return to School Fall 2020



Quick Reference Guide for Students and Parents Return to School Fall 2020



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Pre-K to 12 Guide of What to Expect When Returning to School - Fall 2020

Prince Albert Roman Catholic Separate School Div.#6
August 1, 2020

Quick Reference Guide for Students and Parent/guardian/caregivers

Background Information

On June 9th, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. All schools, within the Prince Albert Catholic School Division, will operate in-person classes for all grades effective September 1st. The Saskatchewan Curriculum will be taught as per Ministry of Education Guidelines. On Thursday, June 18th, 2020, under the direction of Saskatchewan's Chief Medical Health Officer, and with the help of the provincial education Response Planning Team (RPT), the Ministry of Education released the *Primary and Secondary Educational Institution Guidelines* for the return to in-person learning this fall.

The Primary and Secondary Educational Institutional Guidelines as well as the *Re-Open Saskatchewan Plan* guidelines were provided by the Government of Saskatchewan (found on Saskatchewan.ca/COVID-19 website) and were used to develop our school division's *Return to School Plan* (see our website for plan at PACSD.ca). Our operational aim is health and safety while providing quality Catholic education. The goal in schools(at this time)is to minimize physical contact and reduce the risk of spread of COVID-19. This plan has been reviewed by Ministry of Education, RPT, our Medical Officer and is subject to change. Division plans will evolve as required by emerging health risk assessments.

The following information is intended to provide a quick reference guide for students and parent/guardian/caregivers as we return to school this fall for in-person learning. For a more comprehensive and detailed description, please reference our complete Return to School Plan on our division website at PACSD.CA.

The Prince Albert Roman Catholic Separate School Division remains committed to providing quality Catholic education within a healthy learning environment and we are looking forward to having our students back to school!

Learning Models

As the implications of COVID-19 are evolving and fluid, the following information is based on Learning Model # 1 Return to In-School Classes Plan. It is important to note that this plan is subject to change based on all health orders and public health guidelines. The plan was developed in consultation with and under the guidelines of the local and provincial Medical Officers. Operational changes may also be determined on local school-based level and/or entire school division level. We will continue to follow the advice of the Medical Officers, Saskatchewan Health Authority, and the Ministry of Education.

Also included in this document are two other contingency learning models that have been developed but are not in effect at this time (Learning Model #2 Partial In-Class Learning and Learning Model #3 Remote Learning).

It is possible that we may have to transition between Learning Models during the school year. Health officials will work with school authorities to make the decision to transition to contingency plans, such as Learning Model #2 Partial In-class Learning or Learning Model #3 Remote Learning, if necessary. This decision will be based on many elements including public health orders, the number of COVID-19 cases in a school or area and the risk of ongoing transmission. Division plans will evolve as required by emerging health risk assessments.

Our school division will be committed to communicate changes to parent/guardian/caregivers and students as necessary.

Commitment to Quality Catholic Education

The world pandemic has changed many things in our world around us however our school division remains committed to providing quality Catholic education. Our faith dimension supports students in understanding, even in uncertain times, that Christ is light to the world. This year, we will pray for Christ to be our light, our way and our truth. The pandemic does not lessen our desire for His love and special graces. Our faith provides hope.

Regardless of Learning Model this year, our staff will continue to permeate and educate our children about our Catholic faith. Celebrations and masses may be virtual or in small groups. Lessons across all school subjects and across all grades will include learning opportunities about our faith.

Learning Model #1 Return to In-Person Classes

The following information is a quick reference guide for parent/guardian/caregivers and students regarding Learning Model #1 Return to In-Person Classes effective September 1, 2020.

Health and Safety Priority – Reduce the risk of transmission and reduce the spread of COVID-19

- The aim is to have students return to in-person classes this fall as well as minimize physical contact.
- Enhanced cleaning, increased hand washing protocols, and other operational protocols will be expected.

Daily Screening

Parent/guardians and other caregivers will be expected to assess their children for any symptoms of illness related to COVID-19 or other symptoms of illness. All are expected to use the Saskatchewan Health Authority's Screening tool (available on the Saskatchewan.ca website at <https://public.ehealthsask.ca/sites/COVID-19/>) when their children are ill. This tool will include an assessment of symptoms to watch out for and will include instructions on what to do **if your child is not feeling well**. Examples of items to assess daily before sending your child to school include:

- symptoms of common cold,
- influenza,
- COVID-19,
- or other infectious respiratory disease.

Any student or staff showing any symptoms listed on the screening checklist will be expected to stay to home and seek medical advice from the 811 Health line or their family doctor.

Handwashing

- Expectation and instruction on frequent handwashing will be in effect.
- Handwashing with soap and water is the best practice when facilities are available. If unavailable, hand sanitizer will be provided.
- All people entering the building are required to use hand sanitizer or use handwashing stations.
- Proper hand washing lessons in classes will occur and visual reminders will be placed at all hand washing and sanitization stations.
- Hand sanitizer will be provided and available in entrances, exits, classroom entrances, near high-touch equipment such as microwave ovens and vending machines, and in other high traffic areas.

Student hand-washing requirements

Before leaving home, on arrival at school, and before leaving school.

- After using the toilet.
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, etc.).
- After sneezing or coughing.
- Before and after breaks and sporting activities.

- Before and after eating any food, including snacks.
- Before touching face (nose, eyes or mouth).
- Whenever hands are visibly dirty.

Staff hand-washing requirements are similar with added expectations such as:

- food handling or serving,
- administration of medications,
- tube feeding,
- working hand-over-hand with students with special needs,
- after contact with body fluids (e.g. runny noses, spit, vomit, blood),
- when donning and doffing gloves,
- and after handling garbage.

School Access

- All visitors in the school must sign in at the main office and shall not enter other parts of the school without administration approval.
- Parent/guardian/caregivers will only be permitted to enter the main office area if required and will not be permitted to enter other parts of the school.
- Vendors/sales representatives will not be permitted into school. Contact school by phone only.
- Any parent/guardian/caregivers experiencing any symptoms of illness are not permitted in the school.
- Any parent/guardian/caregivers and students who travelled internationally (within 14 days) must not enter any school.
- Parent/guardian/caregivers will be encouraged to pick up their children outside the school. Staff will support younger aged students to connect with their parent/guardian/caregivers at the end of the day and will guide students to their classes in the morning.
- Anyone who has been in close personal contact with someone who has COVID-19, symptoms or is being tested must not enter the school premises.
- Parent/guardian/caregivers, volunteers, school partners and other adults entering schools must report to the office and should be minimized to essential services.
- Anyone entering a school cannot be admitted if they are feeling unwell. They must consider the implications of COVID-19 and are directed to use the self-screening tool prior to entering the school if feeling ill.
- All parent/guardian/caregivers are asked to practice diligent hand hygiene and maintain physical distancing throughout their time at the school.
- Parent/Student/Teacher Conferences will occur over the phone.
- Contact with staff may occur via phone.
- School or teacher communications and updates will be posted on the Student/Parent Portal (EDSBY). More information will be forthcoming. Edsby is a free mobile friendly

app for our students and parents where teachers will post what students need to know about assignments, or missed classes.

Expectation for Students and Staff to Stay Home If Sick

- If students or staff are experiencing symptoms, they need to contact 8-1-1 for guidance regarding medical support or COVID-19 testing.
- Staff and students are expected to use the Saskatchewan Health's Self-assessment tool at <https://public.ehealthsask.ca/sites/COVID-19> when ill before they come to school.
- All student absences must be reported to school by parent/guardians.
- Students and employees who are ill or exhibiting symptoms of COVID-19 must stay home until they have been assessed by a health care provider to rule out COVID-19 or other infectious diseases. They may return when the illness is resolved.
- If you or your child have been tested for COVID-19 and are confirmed to have COVID-19 or other infectious disease, re-entry into the school will occur upon medical clearance and the symptoms are resolved.
- Our school division will work with immune-compromised staff and students as our student and staff health and well-being continue to be paramount. Students and staff accommodations will be considered for those who have compromised immune systems, or other medical needs.
- Our school division staff will work with families who decline to send their children to school.

Students Exhibiting Signs of Illness while at School

- Students exhibiting signs of illness will be moved to a supervised, designated area in the school.
- The area should have the ability to maintain physical distancing from other students.
- Staff that are supporting the students will be required to wear mask and shield provided.
- Parent/guardian/caregivers will be notified and advised to pick up their child immediately, within one hour.
- Parent/guardian/caregivers must designate an emergency contact for student pick up if they are unable to pick up their child.
- After the student is picked up by parent/guardian/caregivers, the area must be cleaned. Custodial staff will then provide disinfectant cleaning to the area.
- If a confirmed case of COVID-19 results, then information and communication will be distributed, as per Public Health's notification protocol. Student privacy will be respected and identification of the student will not be included in the communications.
- All families will be expected to adhere to the protocols as per public health and school division direction.

- The desk/locker surfaces of the student will be disinfected after the student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) will be stored in the desk/locker/container or Ziplock for a period of time as determined by public health officials.

Confirmed Cases of COVID-19

- If there are cases of COVID-19 identified within school settings, the local Health Authority and Medical Officer will work directly with the school division and school administration to provide follow-up, recommendations and information for staff, parent/guardian/caregivers, and students.
- The decision to send a class or group home or to close a school will be made in consultation with the local medical office or chief medical officer.
- If students are required to self-isolate, the school will support students to learn or work from home using the EDSBY learning management online platform and free application of Microsoft Office for students.

Masks and Personal Protective Equipment

Personal protective equipment such as masks are not required at this time however this may be subject to change. It is voluntary for students to provide and wear their own masks. Staff will have protocols to wear a mask/shield when:

- working with students exhibiting symptoms or illness
- working closely with immune-compromised students
- working with students with intensive needs
- and when staff feel they need to protect themselves and those around them.

Guidelines and information regarding mask use can be found on the [Saskatchewan.ca](https://www.saskatchewan.ca) website.

Protective equipment guidelines *may be subject to change* as per the public health requirements or guidelines provided by the Chief Medical Officer/ Medical Officer. Families may consider having their child wear a mask however it is voluntary at this time.

Physical Set-up of Schools

The aim of the physical set up of schools is to minimize physical contact and reduce the risk of spread of COVID-19 and other infectious disease.

As it is challenging in a K-12 school setting, particularly with younger students to physically distance, the aim will be to minimize personal contact. Staff will establish different expectations for varying age levels and activities to maintain the goal of minimizing personal contact. For example, younger students should be supported to have minimized physical contact with one another, while older students can be expected to maintain a safe physical distance whenever possible.

All guests/parents/guardians/caregivers entering school division facilities will be expected to physical distance (e.g. maintaining a distance of 2 meters between two or more people). Students and staff will be expected to minimize physical contact with two or more people.

Only preapproved service providers and workers will be permitted to be in the schools. All service providers and workers such as plumbers, electricians and educational service providers will be expected the physically distance (2 m distancing) from staff and students.

All preapproved service providers and workers will be expected to sign in to school office for contact tracing purposes and must not enter if ill or travelled internationally within 14 days.

Class/Group Organization

- As the risk of transmission of COVID-19 is reduced by limiting exposure to others, cohorts will occur where possible. A cohort is defined as a group of students and staff who remain together.
- Where possible, schools will organize students into groups (cohorts) that stay together throughout the day.
- Students will be organized by class and grade. Students will remain with their own cohort throughout the day as much as possible. Elementary students will be assigned a home room and will be working predominately in the room throughout the day.
- Special educational spaces such as libraries, computer rooms and gyms will have protocols for use.
- Where possible, students will be organized with minimizing physical contact with other students and other groups.
- We will try to minimize the number of different teachers and educational assistants that interact with groups of students throughout the day.
- Schools may stagger lunch/snack breaks/recess to minimize physical contact among students.
- Schools may utilize outdoor learning spaces more frequently as weather permits.
- Ventilation may be increased and windows opened where appropriate.
- Recess equipment and/or climbing apparatus rotations by cohort grouping will be developed and students will be assigned designated play areas within school yard.
- Elementary students will remain with their cohort for lunch. High school lunch hour will be distributing the cohorts for lunch hour and cafeteria seating will be reduced to approximately half.
- Teachers will have seating plans for all classes.

Classroom Set-up

Classrooms will be decluttered of all non-essential items to allow for cleaning. All desk tops and countertops must remain clear of materials at the end of each day.

Area rugs and soft furnishings that cannot be easily cleaned and disinfected will be removed. Teachers and students must not share personal items (e.g. electronic devices, writing instruments, school supplies, etc.).

Workspaces/desks/tables will be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups or a semi-circle).

Desks should be set up around the perimeter of the room leaving the central area open for adequate emergency route exit and regular entry of the classroom.

Hand sanitizer will be provided and available in entrances, exits, classroom entrances and near high-touch equipment.

Each room will be equipped with spray bottle of disinfectant and bar wipes to provide for incidental and/or cleaning procedures.

Work Spaces or Waiting Areas

- Workspaces and desks will be separated from each other where and when possible. Desks/tables/students should be arranged in rows with distance between students.
- Seating will be removed or rearranged in more public areas of school to prevent clustering. No shoulder to shoulder activities permitted.
- Portable sneeze guards may be placed between individuals from time to time.
- Assemblies and other school-wide events must be held virtually or at classroom level to avoid large gatherings of people in one space.
- Occupancy may be limited in some smaller rooms such as offices, reading rooms, etc.

Movement in Building

Signage and directional arrows on walls and/or floors will guide movement in common areas and hallways. This may include one-way hallways and designated **cohort** entrance and exit doors. Staff will support students upon entry of school in morning or at recess to encourage orderly and same directional flow with separation between groups. Staggered entry and exit will occur to minimize physical contact.

Cleaning Schedules

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. All school division disinfectants have been reviewed and approved by Public Health.

Schools will be cleaned thoroughly daily. The following surfaces will be disinfected daily by facility staff:

- High-touch points - light switches, and doorknobs
- Classrooms: desks, chairs and sinks
- Washrooms: All surfaces.
- Offices: countertops, desks, chairs, telephones,

- High-touch points will be cleaned during the day as well as daily: bathrooms, water refill stations, countertops, telephones, doorknobs, light switches, sink faucets, rails, doors.

Students will be involved in sanitizing their own desk for lunchtime, before and after each use.

Hands-free garbage bins with removable **bags** will be placed locations that require a garbage. Each classroom will be equipped with cleaning materials to use when necessary.

Shared Equipment

- Students will be involved in cleaning and sanitizing after their use of shared equipment. Taking care of self and others will be an educational focus throughout the year.
- Phones, Chromebooks, computers, and other frequently touched electronics like tablets, remotes including keyboards, mice, earbuds, and other devices must be cleaned and disinfected regularly by the user, using supplied disinfectant wipes before and after each use.
- Use of shared items or sports equipment will be minimized. Equipment that is shared must be cleaned and disinfected before and after each use, and users must perform hand hygiene before and after each use.
- Math manipulatives, and other non-technological instructional materials will be organized per student as much as possible or have cleaning protocol.
- Parent/guardian/caregiver must not allow students to bring toys from home.
- Water bottle filling stations will be cleaned several times throughout the day by caretakers.
- It is highly recommended that parent/guardian/caregivers send their child to school with a filled water bottle that can be refilled at water bottle filling stations.
- Signage will be placed around water refilling stations to remind students to use water bottles, and to minimize physical contact.
- Sports equipment and gym equipment cleaning protocol will be expected as per public health guidelines.

Daily Operation of Schools

- Parent/guardian/caregivers will be asked to provide students with their own school supplies and must label them.
- Parent/guardian/caregivers must remain outside the school to pick-up and drop off their children.
- Schools will determine student entry and exit points and if the drop-off and pick-up schedule needs to be staggered based on factors such as transportation arrivals.
- Lunch and recess breaks may be staggered.

- Minimizing physical contact protocols will be observed during teacher directed staggered entry and exit, as well as, transitioning between classes, lunch, as well as recess to further mitigate congestion.
- Seating plans will be established. No changing of desks in elementary setting. Highschool procedures for disinfecting will be established before and after use. Minimizing physical contact guide use of classrooms/desk use.
- Desks and tables that are used during lunchtime will be sanitized before and after each use. Students will be involved in the management and care of own desk and workspace.
- Students will predominately remain with their grade group or class all day.
- Students are expected to provide, label and use own supplies. No sharing of supplies permitted.

Playgrounds

- Playgrounds will remain open. Student group use will be on a rotational basis established by grade groupings.
- Caretakers will be expected to complete regular checks and cleaning protocols.
- Handwashing or hand sanitizing will be implemented after play on recess equipment.

Food & Nutrition Program

- No food or drink sharing between staff or students. Everyone will be required to bring their own lunches every day.
- Parent/guardian/caregivers will be asked to provide students with their own utensils.
- Students must not share utensils, dishes, or water bottles/drink containers.
- Information regarding elementary canteens and high school cafeteria will be established in the opening weeks regarding start up dates.
- Markings may be placed on floor to support physical distancing.
- Meal service times may be staggered to reduce the number of people present at any one time. Nutrition workers and/or associates and school workers may be assigned to deliver snack programs to cohorts.
- Classes that teach food preparation may occur, but students should not share the food they prepare with other students or staff.
- If vending machines remain operational, hand sanitizer must be available near them.
- Food service must follow all applicable service information from the Saskatchewan.ca for all food preparations and safe handling.

Programs and Classes

- All classes will be offered using the Saskatchewan Curriculum for all students.
- Edsby will be our online platform and learning management tool as well as Microsoft Office free application for students.
- Highschool scheduling will reflect reduced cohort movement per class.

- Practice, rehearsals, and instruction of dance, music, and theatre may proceed as long as the guidance for live music, dance, and theatre is followed.
- Athletic, music, dance and theatrical performances are not permissible at this time.
- Consideration to alternatives may be considered such as:
- *Recording or live-streaming individual performers in separate locations.*
- *Including more lessons focused on music appreciation or music theory.*
- *Choosing to play instruments that are lower risk (e.g. percussion or string instruments over wind instruments).*
- More information will be provided by specialist teachers (band, choir, etc.) as schools open.
- Access to science classrooms is permitted, following established minimizing physical contact requirements, for instruction. A virtual option is recommended.
- Gym equipment use will be limited to items that are easily cleaned.
- Information will be forthcoming regarding Saskatchewan High School Athletic Association (SHSAA) protocols, sport, season schedule, competition.
- Information will be coming regarding Elementary PAC Athletics Extracurricular activities.
- When possible, physical education will be done outside instead of inside while weather permits.
- Auxiliary spaces may be used from time to time to support instructional spacing or instructional special interest areas such as science labs.
- Priority must be given to use gym space for physical education programming.
- Use of shared items or sports equipment is discouraged. Equipment that is shared must be cleaned and disinfected before and after each use, and users must perform hand hygiene before and after each use.
- In-person school assemblies or other large gatherings (e.g. concerts or dances) must be avoided until further notice.
- Elementary Band will begin after the first two or three weeks of school.

Field Trips and Extra-Curricular Activities

- Fieldtrips requiring transportation is not permitted until further notice. This will be assessed on an on-going basis.
- No out of city, province or out of country trips will be approved until further notice. This will be assessed on an on-going basis.
- Walking field trips can proceed as per policy and with administrative approval as long as schools are able to ensure that guidelines for eating, use of shared equipment, and hand washing protocols can be followed.
- Extra-curricular activities will be determined on a case by case basis. Consultation with Medical Officer will occur. Levels of engagement, type of activity and group size may vary throughout the year.

Work Experience

- Work experience may proceed as long as the risk of infection is mitigated for all participants. If the work experience placement is in a workplace, the student is expected to follow health rules set out by the workplace which should comply with the Workplace provincial expectations. Highschool administration will assess the locations and plans and all work experiences will be assessed on a case by case basis.

International Travel

- International Student and staff who travel internationally require mandatory 14-day quarantine period and are not permitted to be on school board property until quarantine is complete.
- All students and staff who travel out of country must follow quarantine requirements and public health orders. Currently a 14-day quarantine process is required.

School Community Councils

- We recommend that school councils and principals meet online.
- If meetings are held in-person, participants must review the self-screening questionnaire before entering the school, and all rules for physical distancing and health measures for indoor gatherings must be followed.
- Numbers for groups indoors must be adhered to.

Before & After School Care

Before and after school care programs in schools plan to re-open in September. Program delivery specifics will depend on government re-entry guidelines specific to the child-care sector.

Current permissions for childcare allow for maximum cohort groups.

Protocols for verifying student wellness checklists, parent/guardian/caregiver must pick-up student outside of the school building, as well as handwashing and sanitizing protocols will be expected to be implemented.

School and site-based information will be forthcoming regarding Before and After school programming.

The before and after school programming is subject to changes as per public health guidelines.

Contingency Learning Model #2 and #3

The following learning models are not in effect at this time. They may be instituted on an as need basis throughout the year as determined by Chief Medical Officers at the provincial and local level. Parent/Guardians are encouraged to have a plan if one of the following Learning Models become in effect.

Learning Model #2 – Contingency Plan for a Partial In-Class Learning Model

The province announced on June 9th, 2020 that all in-class learning will resume fall of 2020. This Learning Model #2 Scenario is not in effect.

Due to the evolving nature of the COVID-19 pandemic, health officials will work with school authorities to make the decision whether to transition to partial in-class learning model scenario or remote learning model scenario will be based on multiple factors including the number of COVID-19 cases in a community or school and the risk of ongoing transmission.

Any changes in the school re-entry scenario will be determined by Saskatchewan Chief Medical Officer, School Board authorities and other Ministry personnel. The decision will be based on school and/or community information and rates of transmission.

Multiple factors will be considered in the decision. We will remain in communication with public health authorities and will continue to follow their advice.

Learning Model #2 – Contingency Plan for a Partial In-Class Learning Model is based on premise of reduction of cohort and/or group exposures for periods of time.

School and class cohorts will be created based on a partial day and/or week schedule as it pertains to safe operating procedures determined by health authority, public health orders, and chief medical officers. The student population potentially may be split into two groups or may be required to attend partial days. An example could include, but is not limited to, groupings created by alphabetically by surname, to attend on alternating days or partial day modelling. Schools will work with families to match assigned cohort days to siblings, where possible. This option will aim to include:

- All classes being offered using the Saskatchewan Curriculum for all students.
- Edsby will be our online platform and learning management tool along with the Microsoft office suite free for students.

Other permutations of this contingency model may be considered as deemed necessary.

More information will be provided if this scenario is required or deemed necessary.

Learning Model # 3 – Contingency Plan for Remote Learning

The province announced on June 9th, 2020 that all in -class learning will resume fall of 2020. This Learning Model # 3 scenario is not in effect.

Due to the evolving nature of the COVID-19 pandemic, health officials will work with school authorities to make the decision whether to transition to partial in-class learning model scenario or remote learning scenario will be based on multiple factors including the number of COVID-19 cases in a community or a school and the risk of ongoing transmission.

Any changes in the school re-entry scenario will be determined by Saskatchewan Chief Medical Officer, School Board authorities and other Ministry personnel. The decision will be based on school and/or community information and rates of transmission. Multiple factors will be considered in the decision. We will remain in communication with public health authorities and will continue to follow their advice.

During this scenario:

All classes will be offered through a remote learning opportunity using the Saskatchewan Curriculum for all students.

Edsby will be our online platform and learning management tool along with the Microsoft office suite free for students.

Other permeations of this contingency model may be considered as deemed necessary. More information will be provided if his scenario is required or deemed necessary.

Appendix G: Government of Saskatchewan COVID-19 Screening Tool

Parent/guardian/caregivers, students and staff are expected to use the Government of Saskatchewan Screening Tool, which can be found on Saskatchewan.ca at <https://public.ehealthsask.ca/sites/COVID-19/>

Below is sample of the questions on the screening tool approved by Medical Officer. It is the expectation of the Prince Albert Catholic Schools that students, staff and parent/guardian/caregivers use the assessment tool if ill prior to entering schools.

It is important to take care of yourself and others. Everyone has the responsibility.

Sample questions include - If you answer yes to any of these questions, please have your child/children remain at home.

Parent/guardian/caregivers/guardians/students are expected to use Saskatchewan.ca Screening Tool to decide if their child should attend school if they are not well.

1. Do you or your child or anyone in your household have any of the following symptoms?
 - Fever
 - Cough
 - Headache
 - Muscle and/or joint aches and pains
 - Sore throat

- Chills
 - Runny nose
 - Nasal congestion
 - Conjunctivitis
 - Dizziness
 - Fatigue
 - Nausea/vomiting
 - Diarrhea
 - Loss of appetite (difficulty feeding for children)
 - Loss of sense of taste or smell
 - Shortness of breath
 - Difficulty breathing
2. Did you or your child travel outside of Canada within the last 14 days?
 3. Did you or your child come in contact with someone who has travelled outside Canada in the last 14 days?
 4. Did you or your child come in contact that has tested positive for COVID-19 in the last 14 days and/or is still sick or recovering?

You can obtain a referral to a community testing centre by phoning:

- HealthLine 811, your family physician or your nurse practitioner

Please call HealthLine by dialing 811. If you have questions regarding COVID-19 and your health. HealthLine 811 can help you with screening for COVID-19 to determine if a test is recommended for you and refer you for testing.

All students and families should be familiar with self-monitoring and self-isolation precautions, in order to keep you and those around you safe.

To protect yourself while out in public, wash your hands frequently and maintain a safe distance from others.

If you answered yes to any of the questions do not send your child to school and please contact your physician to seek advice or contact the 811 Healthline for advice. Self-Monitoring Tools and Isolation guidelines are provided on the Saskatchewan.ca Website.

On behalf of the Board of Education, our staff and all our students, thank you for your cooperation and support in keeping our educational community healthy.