

## 2020-2021 Contingency Plan 04 September 2020

Prairie South's Contingency Plan will evolve as required by emerging health risk assessments.



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	Division	School				

Calendar						
The first day of school for students will be September 8, 2020.	Revise division calendars to reflect provincial mandate.		DofEd BoardofEd		August 24, 2020	June 30, 2021
Calendar days prior to September 8, 2020 will be used for staff training to prepare for re-entry of students.						
Teaching and Learning						
Education will continue in the fall. It will not be voluntary learning. The sector has transitioned from emergency remote learning to delivery of the provincial curriculum.	<p>Special considerations (such as increased special project credits available, all students progressing to the next grade and receiving a minimum 50% mark) implemented during the supplemental learning period from March 2020 to June 2020 are no longer in effect.</p> <p>In June 2020, Prairie South provided 10 planning days to all teachers in order to begin the development of content suitable for remote online delivery.</p> <p>Prairie South content management platforms will include Seesaw (Grades PreK-3), Google Classroom (Grades 4-12) and Moodle (Grades 10-12).</p> <p>Prairie South conferencing platforms will include Zoom (all grades) or Google Meet (all grades)</p> <p>All school-based staff will return to their place of work on the date in the fall that corresponds with their first day of work in the 2020-2021 school year.</p>	<p>A shift in pedagogy may be required. School divisions have a responsibility to leverage the professional and operational learning achieved during the supplemental learning period. The sector has a shared responsibility to provide support as teaching professionals continue to make significant shifts in their pedagogical practices. Multiple modes of delivery will be necessary as the full Saskatchewan curriculum is delivered in the current context.</p> <p>All teachers are required to have an online content management system in place for the start of school on September 1st to allow for smooth transitions from learning with students in school to learning with students at home.</p> <p>Grades 1-12 students who identify as virtual students will be registered through the Prairie South Virtual School. Registration implies commitment for the current reporting period, semester or block depending on the age and location of the student.</p>	CAC SB Admin Teachers	<p>Staff access to Seesaw, Google Classroom, Moodle.</p> <p>Staff access to Zoom and Google Meet.</p> <p>Staff Professional Development materials related to remote learning and content management system use.</p> <p>Western Canadian Learning Network (WCLN) resources.</p> <p>Prairie South Virtual School resources.</p> <p>Prairie South Resource Bank resources.</p> <p>Classroom IT support to allow for blended synchronous learning.</p>	June 15, 2020	June 30, 2021

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		<p>Students who identify as traditional students will be registered in their home school. Classroom teachers will be responsible for all aspects of student learning when traditional students are at school and also when they are away during the year due to illness or other factors.</p> <p>Teachers have the option of working in a collaborative group or as individuals to develop online materials to be shared with all Prairie South staff during LIT planning time in the 2020-2021 school year. Additional preparation consistent with the professional duties of teachers will also be required.</p>				
<p>The provincial education sector will be developing return to school plans based on the direction and phasing of the Re-Open Saskatchewan plan and the Chief Medical Health Officer (CMHO). School division plans will communicate elements to support:</p> <ul style="list-style-type: none"> <li>● learning;</li> <li>● health and wellness; and,</li> <li>● engagement of students, families and staff.</li> </ul>	<p>Prairie South will submit a draft learning plan to the Ministry of Education on June 30, 2020.</p> <p>The learning plan will be authored collaboratively by division and school staff and will reflect a variety of feedback from teaching and administrative staff. An updated version will be available on August 7, 2020 and a final version will be available on August 24, 2020.</p>	<p>In collaboration with school staffs, school-based administrators will develop site-specific plans in the areas directed by the Prairie South School and Division Operations Contingency Plan.</p>	<p>DofEd CAC SB Admin</p>	<p>Various documents and research from different jurisdictions where school has re-opened.</p> <p>Ministry of Education and Response Planning Team documents.</p> <p><i>Re-Open Saskatchewan</i> documents.</p> <p>Public Health Orders as they are published by the Saskatchewan Health Authority.</p>	<p>June 30, 2020</p>	<p>August 24, 2020</p>
<p>School divisions will work with school staff to address their local contexts, ensuring equitable learning opportunities at the school and community levels are provided to all students.</p>	<p>As requirements set by the Saskatchewan Health Authority evolve, CAC staff will work with individual schools to implement meaningful educational opportunities in a changing environment.</p>	<p>Saskatchewan's provincial curricula provide opportunities for students to learn about health, well-being and student safety.</p> <p>Students with Additional Needs:</p> <ul style="list-style-type: none"> <li>● Updated assessments may be required.</li> <li>● Appropriate goals based on time that has gone by/supplemental learning that occurred will be set.</li> </ul>	<p>Supts of Ops SB Admin</p>	<p>Public Health Orders as they are published by the Saskatchewan Health Authority.</p>	<p>August 24, 2020</p>	<p>June 30, 2021</p>

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		<ul style="list-style-type: none"> <li>● Staff should be deployed appropriately in order to ensure curricular needs/IIP needs are met.</li> </ul> <p><u>School Library Planning</u></p> <ul style="list-style-type: none"> <li>· Store away items that cannot be easily sanitized such as bean bag chairs, cushions, etc.</li> <li>· Only one cohort in the library at a time.</li> <li>· One-way flow patterns should be established, where possible. Entrances and exits should be organized to support one-way traffic flow, where possible.</li> <li>· Spread out seating to encourage physical distancing.</li> <li>· Between each cohort, clean and disinfect the check out station and any other surfaces used by staff or students.</li> <li>· Do not use helping hands that cannot be easily sanitized. Helping hands need to be sanitized between each use.</li> <li>· Follow COVID Daily Cleaning &amp; Sanitizing Priorities</li> </ul> <p><u>Return of Materials:</u></p> <ul style="list-style-type: none"> <li>-When possible, clean and disinfect all surfaces of the returns.</li> </ul>				
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		<p>- If items cannot be cleaned and disinfected, isolate items in a bin or on a cart (labelled with return date) for at least 24 hours before being returned to circulation shelves. Staff must wash their hands after handling returns.</p> <p><u>Students and staff:</u></p> <ul style="list-style-type: none"> <li>· Sanitize hands before entering the library.</li> <li>· Try to limit the number of books you touch.</li> <li>· Consider having students take out a larger quantity of books and storing them in a reading bag (reducing the number of trips to the library).</li> <li>· Teachers – add a variety of books from the school library to your classroom library. Rotate the collection as often as needed.</li> <li>· After exchanging your books, return to the classroom.</li> <li>· Students may take books home.</li> </ul>				
Sharing of learning resources, plans, services, etc. is encouraged among school divisions.	<p>Prairie South is working collaboratively with several other school divisions to share planning documents and response strategies.</p> <p>Moodle courses previously developed will be available for all teachers to modify as needed for use in local contexts.</p>	<p>Prairie South has entered into a partnership with the Western Canadian Learning Network to develop Saskatchewan specific materials to add to that resource bank.</p>	<p>DofEd Supts of Ops Supt of Learning Supt of Business Supt of HR (role alike)</p>		March 13, 2020	June 30, 2021

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Saskatchewan curriculum will be taught by teachers. Families are not responsible for providing curriculum learning opportunities, but may support the learning opportunities provided by teachers. Partnership between the school and home is important for student success.	Prairie South to provide direction as follows: <ul style="list-style-type: none"> <li>● Full Saskatchewan curriculum will be delivered.</li> <li>● Student-teacher contact time must be prioritized regardless of the delivery format.</li> <li>● The focus will be on teaching of outcomes, rather than amount of time per subject (a cross-curricular approach is recommended).</li> <li>● Teachers are encouraged to continue to explore options for blended learning. Support from the school division will exist to enable this exploration.</li> <li>● Subjects impacted by the physical environment will be delivered if the curriculum is able to be delivered using an approach that allows for flexible learning spaces and considers safety.               <ul style="list-style-type: none"> <li>○ Band and Choir Guidelines are outlined in the Reopen Saskatchewan Plan under Performing Arts.</li> </ul> </li> <li>● All health precautions will be followed according to the Chief Medical Health Officer's direction.</li> <li>● Appropriateness of large-scale school division assessments will be determined.</li> </ul>	Teachers are responsible for curriculum delivery. <p>Differentiation of instruction will be important due to the supplemental learning that occurred.</p> <p>Focus on efficient learning opportunities and approaches that are conducive to flexible learning spaces and interaction time with teachers.</p> <p>Rural and urban magnet programming that involves part or all of a cohort from one school travelling to a different school to learn with part or all of a different cohort is suspended.</p> <p><u>Choir/Group Vocals:</u> Due to the known fact that multiple confirmed and suspected outbreaks of the COVID-19 virus have been linked to choirs, choir and vocal groups in Prairie South will be suspended until further notice.</p> <p><u>Band - General</u></p> <ul style="list-style-type: none"> <li>● Students need to stay within their assigned cohort (homeroom for elementary or block for high school) - <b>no mixing of cohorts.</b></li> <li>● In elementary schools, instruction will take place in each cohort's classroom</li> <li>● Grade 6, 7 and 8 Band students will not practice/play their instruments at school</li> </ul>	Supts of Ops SB Admin Teachers	Saskatchewan curriculum.	September 1, 2020	June 30, 2021

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		<p>until further notice. Most of the curriculum outcomes for band can still be met without students playing wind instruments in class – the instrument is just a tool.</p> <ul style="list-style-type: none"> <li>● Students will practice and play their instruments at home with online support (videos, tutorials, etc.).</li> <li>● Instruments, music stands, and other items must not be shared between participants, unless cleaned and disinfected between uses. Items that cannot be disinfected (e.g. sheet music) must not be shared.</li> <li>● If a student brings an instrument to school for repairs: a designated area can be established when onsite cleaning or maintenance is absolutely necessary; however, the area must be used individually and cleaned/disinfected after each use.</li> </ul> <p><u>Suggestions: Elementary Band</u></p> <ul style="list-style-type: none"> <li>● Grade 6 - Introduce the students to the different instruments</li> <li>● Use the beginning of the school year to learn about the different instruments, notes, theory, etc.</li> <li>● Consider using no-wind instruments as the tool (i.e. percussion)</li> </ul>				
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		<ul style="list-style-type: none"> <li>Students will take their assigned instrument home and use online videos to learn, practice, and play. Online support would be provided through Google Classroom.</li> <li>Students record their play and upload it to Google Classroom for feedback.</li> <li>Use of apps that support instruction, practice, and play.</li> <li>Grade 7/8 Band – is usually a combination of students from a variety of classrooms/cohorts. Assign the Band teacher to provide Arts. Ed. prep coverage in the classrooms/cohorts that grade 7/8 band students are assigned to. The Arts. Ed. instruction, content and assessment can be differentiated to meet the varying interests of the students and to cover a variety of Arts Education outcomes from multiple strands.</li> </ul> <p><u>Suggestions: High School Band</u></p> <ul style="list-style-type: none"> <li>Virtual instruction. Our purchased Zoom accounts should allow you to use meeting rooms to place students in different rooms for different instructional/practice purposes. I.E. Sectionals.</li> </ul>				
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		<ul style="list-style-type: none"> <li>Students record their play and send it to the teacher for feedback and/or composition purposes.</li> <li>In person one on one or small groups - <b>following all the MOST CURRENT Performing Arts Guidelines</b> as described in the Reopen Saskatchewan Plan.</li> <li>Use of apps that support instruction, practice, and play.</li> </ul> <p>Teachers will use their professional discretion to determine the appropriate assessment practices within the current context.</p> <p>Teachers are encouraged to implement assessment strategies that do not require simultaneous full group participation.</p> <p>Reporting will occur as per school division processes.</p>				
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### Hygiene

Promote proper hand hygiene practices for staff and children. Practices must include using soap and water when hands are soiled and hand sanitizer when visibly clean.	Provide criteria (steps) and signs (posters).  Provide portable hand-washing stations for schools as required.  Provide hand sanitizer and paper towel dispensers.	Post signage in buildings.  Leave washroom and other doors open to reduce high touch situations.  Review hygiene protection with staff, students, visitors.	Supt of Business Manager of Facilities SB Admin	Hand sanitizers Paper towel dispensers Portable hand washing stations Proper hand washing/sanitizing posters	August 24, 2020	June 30, 2021
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.	Provide sufficient hand sanitizer and wipes to ensure supply to November 30, 2020.  Provide schools with process for ordering additional supplies.	Create a plan for distribution of hand sanitizer with minimum physical contact  Monitor and maintain school inventories	Supt of Business Manager of Facilities SB Admin	Hand Sanitizer Wipes	August 24, 2020	June 30, 2021



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		Provide sufficient hand sanitizer and wipes to ensure supply beginning December 1, 2020.				
Hand sanitizer must be approved by Health Canada (DIN or NPN number) and listed as effective for use against COVID-19 (per Health Canada website).	Provide appropriate hand sanitizer  Provide schools with process for ordering additional supplies.	Create a plan for ensuring home brought sanitizers meet Health Canada approval	Manager of Facilities SB Admin	Hand sanitizer	August 24, 2020	June 30, 2021
On August 11, 2020, the Chief Medical Health Officer together with the Minister of Education recommended masks in some situations as a school start-up measure.	Provide clear direction for the extent and duration of mask use.  Provide masks for staff to bolster personal masks.  Provide an initial supply of disposable masks for schools to use when students forget or lose their masks.	Enforce school division mask protocols.	Supt of Business SB Admin	Reusable Masks Disposable Masks Prairie South Schools Mask Protocol	August 24, 2020	June 30, 2021
<b>Limiting Physical Contact</b>						
For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.	Provide signage to inform staff, students and visitors of rules and directional requirements  Provide back to school letter to parents messaging criteria for return to school	Create school procedures for moving around the building.  Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as 'two-arm lengths apart' and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.	Supt of Business Supts of Ops SB Admin	Sign Directional arrows Parent letter	June 30, 2020	June 30, 2021
Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, transitioning from/to classes, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes).	Provide Schools with information/guidance on how to best utilize all staff for supervision purposes.  Provide school with clarity on outdoor gathering numbers.  Provide school clarity for cleaning requirements of playground equipment during the day.	Create procedures to limit physical contact and practice these preventive measures. For example, stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.	CAC SB Admin	Conditions of employment for employees  Outdoor gathering criteria  Playground equipment cleaning guidelines	August 24, 2020	June 30, 2021

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Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around a particular item or small area.		Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.  <b>Guided Reading, SST Support, Interventions for Prek to Grade 12:</b>  <ul style="list-style-type: none"> <li>· SSTs and students need to stay within their assigned cohort (homeroom). <b>No mixing of cohorts.</b> For elementary each homeroom is a cohort, this will be different for the high schools. I.E. - Mrs. Smith's grade 1 class is its own cohort. If you are helping Mrs. Smith with grade 1 guided reading, you would take a small group and do guided reading with students ONLY from Mrs. Smith's classroom. If you are helping students in grade 9 math at CCI you would plan to go to their classroom rather than pull out a group of grade 9s from various classrooms.</li> <li>· If you are taking a small group to your SST room or another area such as the library, that area needs to be properly sanitized before and after.</li> <li>· When doing guided reading, keep the same students and adult with the group for a block of time (i.e. – 2 – 3 weeks minimum). We realize that some students will be ready to move on earlier, but it does not hurt them to stay within that group and continue to build on those skills.</li> </ul>	Supts of Ops SB Admin		August 24, 2020	June 30, 2021

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		<ul style="list-style-type: none"> <li>· Guided reading, small group interventions and individual interventions can be done safely without a plexiglass shield. Students need to remain front facing. The adult may choose to stand, use a pointer to minimize direct contact, consider preparing a few books and any other materials need for 2 or 3 lessons for each student and placing them in a Ziploc bag to minimize distributing and touching books.</li> <li>· Adults should remember to properly wash their hands before and after each guided reading, small group, intervention, etc.</li> </ul>				
Modify procedures for entering the building to limit physical contact. Possible strategies include staggered entry into classes and schools, separate group entrances, limiting pickups and drop offs to one parent/guardian, etc.	Provide physical contact and other health precautions, according to the direction of the CMHO and Re-Open Saskatchewan.	Create procedures to limit physical contact and practice these preventive measures. For example, stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.	Supts of Ops SB Admin		August 24, 2020	June 30, 2021
Wherever possible, physical distancing should be maintained, even within the same group. Consider modifying room configurations (e.g. separating tables) to promote physical distancing.		Configure spaces to maximize physical distancing within the context of each building. Incorporate more individual activities or activities that encourage more space between students and staff.	Supts of Ops SB Admin Teachers		August 24, 2020	June 30, 2021
Activities that require physical contact should be avoided.		Avoid activities that require physical contact	Supts of Ops SB Admin Teachers		August 24, 2020	June 30, 2021
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	Direct the requirement to create and maintain a specific seating plan.	Attempt to keep students in cohorts with teachers moving as much as possible. In elementary school settings, student cohorts will be the classroom group. In high school settings, strategies to reduce contact between cohorts will be implemented.	Supts of Ops SB Admin Teachers		August 24, 2020	June 30, 2021

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educational assistants that interact with groups of students throughout the day.		<p>Limit all staff to a group of students when possible. For example, EA's assigned to the same students.</p> <p>Create protocols for students accessing lockers and storage areas.</p>				
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.		<p>Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.</p> <p>Ensure front-facing instruction for students.</p>	Supts of Ops SB Admin		August 24, 2020	June 30, 2021
Specific responses for Prekindergarten and Kindergarten environments will be developed by school divisions, taking into account the unique nature of the learning programs and student development.	<p>Wherever possible establish learning centres in the classroom with as much physical distancing as possible.</p> <p>Do as much outdoor as possible for as long as possible including regular lessons and gym time, even into the winter.</p> <p>Children adapt well to routines of entering the classroom and exiting as well as hallway walking – practice routines regularly.</p> <p>Young children can be harmed by too much emphasis or regimentation on the virus as well as being chastised for not physical distancing. Be cautious about the language used and how children are redirected positively and reminded of good hand hygiene, covering their nose and mouth when coughing, keeping their hands to themselves as much as possible.</p> <p>Sharing of cubbies/lockers – this should be discouraged if possible. Snack time – children will need to bring their own snack and only those who cannot do so will be provided with</p>	<p>During the staggered start days the first week of school take advantage of smaller numbers to teach and practice washing hands in the bathroom at the sink or the classroom sink however it will go faster in the bathroom with more sinks available. This is a life skill they need for times when they are not at school and sanitizer/wipes are not available.</p> <p>Schedule hand washing breaks 5 times per day for as long as needed – all year perhaps!</p> <p>Reconsider carpet time as this brings children close together, reconsider the sand table and other play areas that bring several children into close contact.</p> <p>When assigning children to play areas try to keep the same children together for many days in a row and keep track of who was with who – this will help in contact tracing should someone get sick.</p> <p>Reconsider 'show and tell' and the bringing of other items from home. Perhaps parents</p>	Supts of Ops SB Admin Prek and K teachers EAs	<p>Cleaning supplies</p> <p>EA schedules</p> <p>Storage/coat racks for outside the classroom where cubby/locker space is not adequate within</p>	August 24, 2020	June 30, 2020

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	<p>one at school. The adult preparing the snack must follow all Nutrition guidelines.</p> <p>Make teaching about physical distancing and safety the first lesson of the year and repeat as necessary (use social stories etc). Work with parents to reinforce the same language and messages at home about behavior at school to reduce anxiety for the adults working closely with the children.</p>	<p>can send a photo that can be displayed of their favorite item and the child can still develop language by talking about it.</p> <p>Consider putting 5-10 library books in a bag for individual children, they only have access to that bag of books for the week. At the end of the week the books are sanitized and books are reselected. Books should be chosen based on student interest.</p> <p>May need to set up an additional storage area right outside of the room for the children to hang their coats etc.</p> <p>Children can still have snack together – perhaps half have snack at the tables with some distance while the others engage in looking at books and then switch.</p> <p>Toys: – the only toys out should be ones that are easily washed and wiped at least daily. If this is going to be too onerous to do at least every day consider which toys need to be put away for the time being. For those toys that are used, establish a cleaning protocol with a toy washing and sanitization station.</p> <p>Unused toys should not be visible to children, they should be tucked away and out of sight.</p> <p>As much as possible have the same adult/EA supporting the classroom at all times rather than switching out during the day.</p>				
Where possible, school division administrators and staff should use	Model procedures expected of schools	Use telephone or video conferencing to meet with staff outside of your building or	CAC SB Admin	Conference calling platforms	August 24, 2020	June 30, 2021

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telephone or video conferencing to meet with staff and parents.		meeting numbers greater than recommended by the Health Authority.				
<b>Limiting Shared Materials and Equipment</b>						
Establish clear protocols for bringing materials (i.e. bags, school supplies) into and out of schools.	Provide school division communication.	Administer school division plan and further share with the school community through social media, school newsletter, emails, and post in school.  Provide initial school supplies for each student to prevent large volumes of materials being brought to school.	CAC SB Admin		August 24, 2020	June 30, 2021
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.	Provide school division communication.	Have teachers take home all personal items by June 30, 2020.  Ensure all students have picked up personal items by June 30, 2020.	CAC SB Admin	School Reentry Considerations: K-12 Physical Education, Health Education, and Physical Activity <a href="https://www.shapeamerica.org/advocacy/K-12_School_Re-entry_Considerations.aspx">https://www.shapeamerica.org/advocacy/K-12_School_Re-entry_Considerations.aspx</a>	June 30, 2020	August 31, 2020
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.	Assess future needs related to water bottle filling stations in each school.  Encourage families to bring water from home.  Provide school division communication.	Work with students to ensure sharing of personal items and food is not shared  Reinforce school division communication by including in school's social media, newsletter and emails.  Ensure students are following proper hand hygiene  Have staff and students take personal items home at the end of each day.  Encourage students to bring their own labelled water bottle (and ensure it goes home at the end of the day)	CAC SB Admin	Proper hand washing poster, other related posters	June 30, 2020	June 30, 2021
Strategically limit the number of touch points per day on electronic devices.	Provide protocol for disinfection of electronic devices.	Ensure students are working on their own devices	CAC SB Admin		June 30, 2020	June 30, 2021

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		Ensure laptops and keyboards are sanitized using a cloth or disinfecting wipe (do not directly spray sanitizer on devices or keyboards)  Ensure photocopiers are sanitized regularly				
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.	Collaborate with schools to develop bus arrival and departure times to facilitate staggered arrival at school.	Have teachers take home all personal items by June 30, 2020.  Ensure all students have picked up personal items by June 30, 2020  Reduce sharing of math and other manipulatives by creating individual manipulative kits that are not shared.  Examine staggered recess  Examine staggered lunch  Allow time to disinfect high touch areas between groups  Limit PE activities to those that require less or little equipment  Limit PE resources to the same group of students until the equipment can be disinfected  Remove materials that cannot be cleaned properly (such as rugs, pillows and cushions to be removed)  Advise students in grades K-6 to come dressed in appropriate clothing for	CAC SB Admin	<i>Re-Open Saskatchewan</i>  Saskatchewan Public Health Orders  <i>School Reentry Considerations: K-12 Physical Education, Health Education, and Physical Activity.</i>  <i>COVID-19 Pandemic - Return to School: Canadian Physical and Health Education Guidelines.</i>	June 30, 2020	June 30, 2021

## 2020-2021 Contingency Plan 04 September 2020

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	Division	School				
		participation in physical education, whether indoors or outdoors.  Assign staff to school doors during recess to supervision students leaving and returning to ensure reduced physical contact.				
<b>Extra-Curricular</b>						
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.	Provide clear direction to schools.  Currently the directive is: All fall extra-curricular activities are cancelled effective 30 June 2020. Re-evaluation of programming will occur in late August.	Follow the directive provided by the School Division  Schools can tentatively book facilities for the 2020-21 school year	CAC SB Admin All Staff		June 30, 2020	June 30, 2021
<b>Community Use</b>						
	Provide clear direction to schools.  Currently the directive is: All Community Use Programs in Prairie South have been suspended	Follow the directive provided by the School Division	CAC SB Admin All Staff		June 30, 2020	June 30, 2021
<b>Public Access</b>						
	Provide clear direction to schools.  Currently the directive is: Access to the building should be for essential work only.  Provide schools with a School Access Tracking Form.	Create a plan to monitor and control access to the building  Complete Access Tracking Form	CAC SB Admin	School Access Tracking Form	June 30, 2020	June 30, 2021
<b>Learning Activities Outside the School (Field Trips)</b>						
	Provide clear direction to schools.  Currently the directive is: Learning Activities outside the school requiring bus transportation access to other buildings are suspended	Follow the directive provided by the School Division	CAC SB Admin All Staff		June 30, 2020	June 30, 2021



## 2020-2021 Contingency Plan 04 September 2020

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	Division	School				

Before and After School Programming						
	Before and After School Programs will not begin until Oct. 13th (or later).	Communicate start date to parents	Supt of Ops SB Admin		August 24, 2020	June 30, 2020
	Drop off and pick up routines will be established and adhered to at all times.	Develop a detailed plan for drop off and pick up procedures  Communicate the plan with program parents  Drop off - EA to greet students at the door, have them wash their hands prior to heading to the program space, where to place materials.  Pick up - EA to greet parents at the door. Go and get the child from the program space. Release to parent/guardian at the front door	Supt of Ops SB Admin	Proper hand washing signage  Before and After School Program drop off and pick up protocol (copy to parents, copy posted on the door used for program entrance)	August 24, 2020	June 30, 2020
	The program will utilize <u>one</u> space. This space will be sanitized before and after its use.	Establish which space will be used. Who will sanitize the space before and after its use.	Supt of Ops SB Admin	Disinfectant materials	June 30, 2020	June 30, 2021
	Each program will have a maximum capacity number based on space and staff supervision. This capacity will be determined by the school division.  Registration for the program will be required. Initial registration will be open from Sept. 14th - 25th.  The program is open to students in Kindergarten to age 12 (unless the program involves nutrition). Parents will be notified on Sept. 8th whether or not their child(ren) has a spot in the program.	Maximum capacity will be based on limiting physical contact and adequate supervision needs.  Create a registration form that clearly communicates program expectations  Attendance must be taken daily.  All students and staff will limit physical contact (see guidelines for limiting physical contact).  Create individualized student kits (I.E. - crayons, pencil, paper, colouring sheets, books of interest, play doh, etc.).	Supt of Ops SB Admin Program Staff	Program registration form Materials for kits XLarge Ziploc bag or small container	June 30, 2020	June 30, 2021

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	Division	School				
	Once the program is at capacity, additional students will be placed on a waiting list.	Assigned seating arrangements will be used.				
<b>Facilities</b>						
	<p>Determine guidelines for the number of students to be placed in a room according to current direction from the Saskatchewan Health Authority.</p> <p>Current guideline is that all students may return and that physical distancing should happen where practical.</p>	<p>Consider using auxiliary space such as gyms and libraries to deliver education programs to aid in physical distancing. Modifications may be made to classrooms and to all shared spaces, including boot rooms, hallways, waiting areas, etc. if practical.</p> <p>Establish visual cues and direction flow plans.</p>	Supts of Ops SB Admin Teachers	Samples of room set ups from other provinces	June 30, 2020	June 30, 2021
	<p>Ensure adequate soap and hand sanitizer in each building, especially near entrances. Make disinfectant wipes available for wiping down frequently used surfaces.</p>	<p>Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, and users should perform hand hygiene before and after each use.</p> <p>Establish a policy that anyone entering a building must sanitize. Provide hand sanitizers stations at each entrance and washroom entrance.</p> <p>Establish a requisition process to ensure schools have the necessary supplies.</p> <p>Define who orders supply</p> <p>Caretaking staff will be in the building at all times when students are present</p> <p>Elimination of hand dryers and use paper towels instead.</p>	<p>Establish a hand sanitizer distribution process to ensure supply management.</p> <p>Teachers to oversee students and ensure regular sanitization of their spaces.</p> <p>Caretakers have a high touch schedule of cleaning.</p> <p>Ensure clear communication of who is doing what so nothing is missed.</p> <p>Establish classroom and shared space expectations.</p>	<p>Supt of Business Supts of Ops Manager of Facilities SB Admin All Staff</p>	<p>Hand sanitizing stations</p> <p>Signs that show how to sanitize and hand wash properly</p> <p>PD for those who are ordering supplies on when to order or why.</p>	<p>August 24, 2020</p> <p>June 30, 2021</p>

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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.	<p>The public is allowed into the school following the procedures and protocols established at the school.</p> <p>The public should not enter the school if they are ill.</p> <p>Parents/guardians can attend the school if they are required.</p> <p>Delivery services for students and individual staff are not permitted.</p> <p>When a visitor arrives at the school they shall self-screen before they enter the school.</p> <ul style="list-style-type: none"> <li>● If a visitor answers YES to any of the questions, the individual must not enter the school.</li> </ul> <p>A record of all visitors should be kept including service providers, delivery drivers and independent contractors.</p> <p>Establish list of mandatory signs: -please sanitize -self monitoring signs</p> <p>Provide guidelines for record retention.</p> <p>Develop consistent messaging to parents.</p>	<p>Ensure that signs are posted at the appropriate places, ie entrances</p> <p>Processes to ensure people sign in as they enter the school</p> <p>Communication to parents on expectations upon entering.</p> <p>Establish drop off process for school deliveries.</p>	Supts of Ops Manager of Facilities SB Admin	Signs	August 24, 2020	June 30, 2021
Signs and markings in hallways should be considered to limit cross-exposure.	Provide initial materials for hallway signage.	<p>Schools should institute controls to promote physical distancing between all attendees in areas in and outside of the classroom, including hallways, washrooms, and common areas. This may include:</p> <ul style="list-style-type: none"> <li>● Staggering start and end-times for classes to avoid crowded hallways.</li> <li>● Posting signs, using stanchions and marking floors.</li> </ul>	Supts of Ops SB Admin	Signs	August 24, 2020	June 30, 2021

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		<ul style="list-style-type: none"> <li>Removing and restaging seating in public areas to prevent gathering.</li> </ul> <p>Consider how to best address traffic flow throughout the schools. This may include one-way hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.</p>				
Establish a plan to prevent mingling of groups in washrooms, and to minimize the number of shared surfaces.	Provide guidelines for washrooms (Number of students for each space) Ex. 1 student per toilet or sink.	<p>Considering limiting bathroom occupancy at any one time.</p> <p>Stagger lunch/snack breaks to maintain physical distancing among children/students.</p> <p>Bathroom cleaning schedule and log.</p>	Supts of Ops SB Admin	Potential of extra supervisors for noon	August 24, 2020	June 30, 2021

### Cleaning and Sanitation Guidelines

Frequent cleaning and disinfection is important to prevent the spread of the disease.	Ensure protocols are established in alignment with Saskatchewan Health Authority requirements.		Supt of Business Manager of Facilities SB Admin			
All disinfectants used must be approved by Health Canada (DIN). All label instructions for disinfectants, including contact time, should be followed.	Until November 30th, central purchase of hand sanitizer and wipes.	After start up, school will monitor and maintain in school inventories.	Supt of Business (Startup) SB Admin	Hand Sanitizer, prepackaged wipes, or wipe system. Schools will receive start up inventories through to November 30th.	August 24, 2020	November 30, 2020 (startup) June 30, 2021
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.	School Division provides expectations including examples of what can and cannot be left in a classroom, what has to be cleaned daily and what has to be cleaned after every use.	<p>SB Admin leads development of individual school/classroom based plan.</p> <p>SB Admin works with custodial staff to create a plan to ensure all touchpoints are cleaned twice a day.</p> <p>SB Admin reinforces responsibility of students and teachers to take responsibility for cleaning as part of pandemic citizenship.</p>	Supt of Business Supts of Ops SB Admin	<p>Seating solution for young children if carpets are not safe. (Individual mats/other)</p> <p>Grade specific bathroom protocol required.</p>	June 30, 2020	August 24, 2020

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Any food contact surfaces, including water fountains/dispensing equipment, must be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.	Students are to bring filled water bottles to school.	SB Admin ensures food safe practices and reinforces water bottle strategy.	Supt of Business Supts of Ops SB Admin		June 30, 2020	August 24, 2020
Garbage bins should be emptied frequently.		SB Admin creates garbage schedule as a component of overall cleaning schedule.	SB Admin HFO		June 30, 2020	August 24, 2020
Sanitation/cleaning procedures will need to be implemented to support multiple users accessing technology.		SB Admin will assess school needs and implement usage and cleaning plan accordingly.	SB Admin HFO	Appropriate cleaning tools for technology. Follow directives from IT.	June 30, 2020	August 24, 2020
Indoor shared spaces and structures that cannot be cleaned and disinfected between groups should not be used.	Division will provide directive.	SB Admin will develop school based plan complying with directive based on local facilities	DofEd SB Admin		June 30, 2020	August 24, 2020
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.	See <i>Guidelines for Illness in Care</i> below. Follow existing protocols.	Follow existing protocols.	SB Admin All Staff		August 24, 2020	June 30, 2021
Ensure the school is well stocked with hand washing supplies at all times, including soap, paper towels, waste bins and, where appropriate, hand sanitizer with a minimum of 70 percent alcohol approved by Health Canada (DIN or NPN number).	School Division will ensure paper towels are installed.	Schools will monitor inventories, communicate with facilities and order as needed.	Manager of Facilities SB Admin		June 30, 2020	August 24, 2020
Store hand sanitizer out of the reach of young children and supervise its use.	Extra inventory will be housed at each school for emergencies	Establish a hand sanitizer distribution process to ensure supply management.	SB Admin HFO		June 30, 2020	August 24, 2020
<b>Guidelines for Illness in Care</b>						
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.	Protocols communicated to parents and staff. Staff are not to be taking student temperatures.	Protocols communicated to parents and staff	DofEd SB Admin		August 24, 2020	June 30, 2021
An illness administrative procedure with precautions specific to COVID-19 will be created by school divisions. Symptoms of	Create a COVID 19 AP for students.  Create a COVID-19 AP for staff.	Communicated to parents and staff (newsletters, digital platforms, etc.)	DofEd Supt of HR SB Admin	Ensuring that hand soap, sanitizer, wipes, other disinfectants are readily available at all times.	August 24, 2020	June 30, 2021

## 2020-2021 Contingency Plan 04 September 2020

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illness that are not consistent with COVID-19 should continue to be managed per existing policies.  All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool.  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.	Communicate to parents and staff (back to school announcement - how school may look different in the fall)  Consistent messaging  Provide August 11 communication to families  Embed procedures in August professional activities  Provide content for September school newsletters  Provide signage	Ensure that staff are familiar with the AP prior to school beginning  Post Screening Tool Checklist in staff common areas (washroom, staffroom, workroom)		Hand washing signage  Cleaning guidelines - <a href="https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/environmental-cleaning-and-disinfection-guidelines">https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/environmental-cleaning-and-disinfection-guidelines</a>  Self Screening Checklist		
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.  It is anticipated there will be a shortage of substitute and casual staff.	Create a COVID-19 AP for students.  Create a COVID-19 AP for staff.  Provide a common message about when students need to stay home.  Substitute and casual staff will be assigned based on need in terms of the restrictions in place at the time.	Schools to post common messaging on school website, social media, monthly newsletter.  Symptom-free siblings are not required to leave the school when another sibling is identified with symptoms of COVID-19.  SB Admin will ensure teacher sub plans are created and readily available electronically for substitute teachers.  Teachers are encouraged to have adequate advance planning completed in order to mitigate unexpected absences.  SB Admin will ensure a contingency plan is in place when substitute and casual staff are unavailable.	Supt of HR SB Admin		August 24, 2020	June 30, 2021
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	Communication to students, parents, staff.	Communication to students, parents, staff.	DofEd SB Admin	Signage on entrances	August 24, 2020	June 30, 2021

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home and self-isolate. Students and staff can return to school once they are cleared by public health.		Drop off and pick up procedures so that people are not entering the building unnecessarily to eliminate this risk.				
<p>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.</p> <ul style="list-style-type: none"> <li>o If a separate room is not available, the student needs to be kept at least two metres away from other students and staff.</li> <li>o 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.</li> </ul>	<p>COVID-19 AP for students</p> <p>Provide schools with the Sick Kid Kit</p> <p>Ensure that PPE is available (ongoing)</p>	<p>Student verification forms need to be sent home on Day 1 (Sept. 1). Teachers emphasize the importance of these being returned on Day 2 or 3 (Sept. 2 and 3).</p> <p>Teachers verify primary phone numbers by a welcome back to school phone call on the second week (week of September 8th)</p> <p>Verification forms to be sent home more than once a year.</p> <p>All monthly newsletters include a message about ensuring your contact information is up to date.</p> <p>Determine the isolation space. Consider the privacy aspect. Declutter the space.</p> <p>Ensure that the student is supervised (from a distance if possible).</p> <p>Sick Kid Kit (Rubbermaid): -Gloves (8) -Masks (4) -Eye protection (1) -Hand sanitizer -Disinfectant wipes -Garbage bags (for bagging used items that cannot be cleaned, i.e. gloves and masks) (4)</p> <p>Ensure Sick Kid Kit is restocked regularly.</p>	<p>Supts of Ops SB Admin</p>	<p>Sick Kid Kit (Rubbermaid): -Gloves -Masks -Eye protection -Hand sanitizer -Garbage bags -Disinfectant wipes</p>	<p>Isolation area location June 30</p> <p>Kits complete July 2020</p> <p>Verification forms sent home September 1 and returned by September 3</p>	

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		Ensure that any guest staff members are aware of protocols.				
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. Staff who were in close contact must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool.		HFO/FO/Admin/EA - to sanitize the isolation area as well as anything the student touched. Items that cannot be sanitized need to be stored in a large Rubbermaid container.  Documentation of staff in contact with student - staff members name, date, student they were supervising, etc.  Self-Assessment checklist posted in staff common areas.	SB Admin HFO	Self -Assessment Tool <a href="https://public.ehealthsask.ca/sites/COVID-19/">https://public.ehealthsask.ca/sites/COVID-19/</a>  Rubbermaid containers to store items in that cannot be sanitized  Hand soap  Proper handwashing signage by all sinks  Hand sanitizer  Disinfectant supplies	30 June 2020	30 June 2021
When in close contact with a sick student, masks and eye protection are required,	Prairie South will provide reusable masks for each staff member.	If staff (or students) are wearing PPE - clearly communicate with students the why - transparency. Help eliminate fears, ensure students understand that everything is okay.		Kit for each staff member: A ziploc bag with a pair of gloves and a mask.  Sick Kids Hospital ( <a href="https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf">https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf</a> ) and Kevin Cameron ( <a href="https://www.nactatr.com/news/guidere-entry.html">https://www.nactatr.com/news/guidere-entry.html</a> ) Resources		
<b>Nutrition Programs</b>						
Proper hand hygiene must be practiced before and after eating.	School division provide portable hand wash stations for greater accessibility as required.	SB Admin develop and administer processes for proper hand washing practices.  Consider creating a schedule for classrooms and students to wash hands that avoids crowds in the washroom.  Post proper handwashing posters.	Supts of Ops SB Admin	Proper handwashing posters	August 24, 2020	June 30, 2021
School-supplied food should be delivered directly to the classroom. Students should eat lunches in their classrooms.	Students are not allowed to participate in food preparation.	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.	Supts of Ops SB Admin		August 24, 2020	June 30, 2021



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	<p>School division examine the possibility of staggered start times, lunch times and dismissal times for the same school in the city of Moose Jaw. This would allow for staggered lunch times and recess times.</p> <p>Provide parent communication requesting that all students who are able to go home for lunch do so.</p> <p>School division and schools examine longer lunch breaks so students would have more time to go home for lunch.</p>	<p>Encourage students who can go home for lunch to do so.</p> <p>Nutrition program snacks should be placed in individual bags.</p>				
Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.	Include in school division communication that the school is not responsible for providing reusable utensils.	<p>Communicate with the home that students are responsible for bringing their own reusable utensils.</p> <p>Ensure students do not share reusable utensils.</p> <p>Ensure students dispose of reusable utensils or take them home with them at the end of the day.</p>	Supts of Ops SB Admin		August 24, 2020	June 30, 2021
Food from home must not be shared with other students and should be stored with the student's belongings.	Include in school division communication plan.	SB Admin ensures procedures are in place to support guidelines.	Supts of Ops SB Admin		August 24, 2020	June 30, 2021
<b>Mental Health and Social-Emotional Supports</b>						
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 practising proper hand hygiene and coughing/sneezing etiquette.	<p>Refer to the hygiene section for signage to be placed around the school.</p> <p>Create message/video to be shared with all staff and parents</p> <p>Develop messaging about caring for self related to mental wellness.</p>	<p>Schools to ensure that signage is posted adequately.</p> <p>Share information with parents, students and all staff about the expectations for hygiene - video?</p> <p>Inform staff regarding counselling supports available</p>	DofEd Supts of Ops SB Admin	<p>Division video considering all the different ways we can put forward expectations so that it reaches all kinds of people</p> <p>Links on website for self care for adults, links about nutrition, where to seek counselling supports etc for adults</p>	August 24, 2020	June 30, 2021

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		<p>Teachers will contact individual families in late August to welcome students back to school and answer questions that families have about return to school.</p> <p>Share ideas for self care with staff</p>				
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.	<p>Discussion guide has been developed for admin to lead with teachers regarding the impact of the pandemic as well as providing a list of resource for support</p> <p>Discussion guide has been developed for teachers to lead with students</p> <p>Division to make counselling supports available for students who have been impacted by trauma during the pandemic</p> <p>Opportunity for community based service providers to update and share information on families and children that have experienced a crisis, loss or breakdown of family or health from March to August. Agencies include school divisions, local police, RCMP, social services, justice, housing and health representatives. Confidentiality and sharing of information practices will be in place.</p> <p>VTRA community team to meet and share information</p>	<p>Develop a steering committee at each school to spearhead information sharing on trauma informed practice</p> <p>School leaders use discussion guide at school start up to engage staff in assessing their personal impact from the pandemic</p> <p>School administration to request counselling supports for students impacted by trauma - referral/request process as per past practice.</p> <p>Teachers to use discussion guide to engage learners to assess their personal impact from the pandemic.</p> <p>School administration are made aware of any students who may have experienced a crisis, loss or breakdown of family or health.</p> <p>School administration will support learners who need additional support in various ways including touching base regularly with trusted adult, encouraging self care. strategies, engaging families in supportive conversations.</p>	<p>Supt of Learning Student Services Coordinator Learning Dept Staff SB Admin</p>	<p>The Ministry of Education will continue to offer supports for mental wellness, including but not limited to:</p> <ul style="list-style-type: none"> <li>o a resource posted on saskatchewan.ca to assist parents and caregivers;</li> <li>o 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;</li> <li>o 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;</li> <li>o providing a provincial license for Respect in Schools training for all staff; and,</li> <li>o offering grants to school divisions to support mental health and student safety training initiatives.</li> </ul> <p>MJ Police School Liaison team and contacts with rural RCMP to support students and their individual challenges</p> <p><a href="http://www.drjodycarrington.com/">http://www.drjodycarrington.com/</a></p> <p><a href="https://nactatr.com/index.html">https://nactatr.com/index.html</a></p>	August 24, 2020	June 30, 2021
<b>Students with (Specialized Therapy) Intensive Needs</b>						
Students with additional needs may require assessments and/or individualized therapy	Individual assessments and therapy will be conducted using guidelines provided by the CMHO and licensing bodies. Specialized	Individual assessments and therapy are conducted following safe hygiene practices	Supt of Learning	Sanitation supplies Guidelines from licensing bodies	August 24, 2020	June 30, 2021

## 2020-2021 Contingency Plan 04 September 2020

Prairie South's Contingency Plan will evolve as required by emerging health risk assessments.



Guidelines: Guidelines highlighted in yellow are required only in the event that students are present at school. All other guidelines are required at all times.	Responsibilities		SD Lead & School Lead	Resources Needed:	Effective Date:	Completion Date:
	Division	School				
	<p>therapies, professional assessments and unique transitions may be provided face-to-face.</p> <p>Supplies for sanitization provided to counsellors, psychs, and SLPs, SLPAs</p> <p>The use of materials in therapy sessions should be limited to those that are easily sanitized.</p>	<p>and using division provided supplies to ensure sanitation between sessions.</p>	<p>Division Service Providers SB Admin</p>			
<p>with considerations to the directions from the Chief Medical Health Officer.</p> <p>For individual interactions, conditions must be created to allow for the provision of supports within a safe and secure environment.</p> <p>Consideration will be given to the directions given by the professional governing body of the staff providing the support, assessment or therapy.</p>	<p>Individual sessions with students will follow proper hygiene protocols as developed by the division.</p> <p>All actions must align with the current direction of the Chief Medical Health Officer and are subject to frequent change. Consideration must be given to recommended Covid-19 restrictions and current Public Health Orders.</p> <p>All measures should be in place and communicated with the relevant staff and the family prior to the provision of service as part of the informed consent process.</p> <p>Service providers to inform the school of their schedule so that proper cleaning can be in place prior to their arrival.</p> <p>Coordinate service provision with other agencies who provide support and connection within the school including Mental Health and Addictions workers, social services, probations, MJ City police, RCMP following guidelines from their agencies that fit within the school division guidelines.</p>	<p>To ensure that spaces for individual assessments and therapy are cleaned prior to use.</p> <p>When possible, if a child is ill the service provider will be notified by the school or parent prior to their arrival at school.</p>	<p>Supt of Learning SB Admin Division Service Providers</p>	<p>Letter to parents outlining precautions taken when working with individual students</p> <p>Coordination with other agencies (Lori to lead)</p>	<p>August 24, 2020</p>	<p>June 30, 2021</p>

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It may not be possible to support all students with intensive needs in-person due to health and safety guidelines or students with compromised immunity.	Speech and counselling services may be provided via technology where appropriate.  Student Support Consultants provide guidance from division level to help planning and implementation of IIP goals that support the student's overall goals.	To inform service provider when a student is unable to attend due to compromised immunity  Other learning opportunities may be offered where appropriate.  SST collaborate to support students' IIP goals in an alternate setting for students who have compromised immunity and cannot attend school as per their medical service provider.	Supt of Learning Student Services Coordinator SLPs Psychs SSCs Counsellors SB Admin SSTs	Adequate tech available for both staff and students.	August 24, 2020	June 30, 2021
	Some students with intensive needs require a constant physical presence from an adult and are unable to comprehend the need for social distancing and hygiene.  Consideration needs to be given for the health and safety for the students and the adults which may include wearing masks and gloves.	Equipment used to support students must be sanitized after each use. Protocols found in the hygiene section.  Materials that are not easily sanitized should be avoided unless they are an essential part of the students goal and cannot be accomplished without their use.  Individual plans to be developed for each case by the school based team. Students may have a Health and Safety goal written in their IIP that outlines the plan and who is responsible for each area of the plan.	Supt of Learning SB Admin Teachers SSTs EAs		August 24, 2020	June 30, 2021
<b>Transportation</b>						
The following transportation protocols could be considered for implementation:  o 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.	School Division will create the seating plan for each route. (Back to front loading)  Buses will be unloaded front to back. Route will be designed with slower loading times in mind.  Buses will have a sign attached advising of current protocols.	The seating plans will be provided to the Administration before being finalized to allow for any necessary changes.  Admin will organize loading to permit back to front loading, last off first on, at the schools.  Admin will consider alternate parent pick up location for certain student groups.	Supt of Business Manager of Transportation SB Admin	Signage on seats Signage on buses	September 1, 2020	June 30, 2021

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<ul style="list-style-type: none"> <li>o 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.</li> <li>o Parents will be asked to transport their own children where possible.</li> <li>o 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.</li> <li>o If parents or guardians must enter the school, they should maintain physical distancing from staff and other children, and be reminded to practice diligent hand hygiene.</li> </ul>	<p>No extra riders will be allowed on any bus.</p> <p>Transportation Dept will arrange to have buses sanitized between every use, including double runs and shuttle activity. Drivers will have hand sanitizer available.</p> <p>Division and schools will ask parents to help by driving their own kids. This will help timing, reduce contact and maximise instructional time.</p>	Admin will ensure every entrance has appropriate signage.				
<b>Human Resources</b>						
Ensure HR Processes are embedded in all areas of the plan.	<p>Develop required APs related to COVID-19.</p> <p>Provide an HR Frequently Asked Questions Resource.</p>	Share emerging AP documents with all school staff.	Supt of HR SB Admin		August 24, 2020	June 30, 2021
Itinerant, casual and substitute staff will follow guidelines developed by the school division to ensure sanitization and contact tracing processes.	<p>Provide a schedule to SB Admin prior to attending the school.</p> <p>Ensure proper hygiene and hand washing protocols are available.</p> <p>Minimize the number of buildings visited per day – use technology to meet where possible especially where the meeting is with adults only.</p> <p>Keep an accurate log of schools visited and contacts to ensure accurate contact tracing if necessary.</p>	Where possible one room should be used by all itinerants so that it can be properly cleaned before and after visits.	Supt of HR Supt of Learning Itinerant, casual and substitute staff		August 24, 2020	June 30, 2021

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	Provide professional development opportunities to substitute teachers re: online learning platforms.					
<b>Central Office Business Operations</b>						
Central office business operations, with the exception of reception coverage, will continue to perform work both at the office and remotely.	Develop remote working guidelines AP.		Supt of Business Supt of HR Manager of Business		June 30, 2020	Reassessed by September 30, 2020