# 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.

**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and receiving a minimum 50% mark) implemented during the supplemental learning period from March 2020 to June 2020 are no longer in effect.

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.

Prairie South content management platforms will include Seesaw (Grades PreK-3), Google Classroom (Grades 4-12) and Moodle (Grades 10-12).

Prairie South conferencing platforms will include Zoom (all grades) or Google Meet (all grades).

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.

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.

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. All students will receive instruction from their teachers with support from other staff, regardless of whether they are learning at school or at home. Blended synchronous learning will be an expectation of all teachers.

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 at the end of the 2019-2020 school year and during LIT planning time in the 2020-2021 school year. Additional preparation consistent with the professional duties of teachers will also be required.

**CAC**

**SB Admin**

**Teachers**

- Staff access to Seesaw, Google Classroom, Moodle.
- Staff access to Zoom and Google Meet.
- Staff Professional Development materials related to remote learning and content management system use.
- Western Canadian Learning Network (WCLN) resources.
- Prairie South Virtual School resources.
- Prairie South Resource Bank resources.
- Classroom IT support to allow for blended synchronous learning.

**Effective Date:** June 15, 2020

**Completion Date:** June 30, 2021
# 2020-2021 Contingency Plan

**07 August 2020**

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

<table>
<thead>
<tr>
<th>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.</th>
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<tbody>
<tr>
<td></td>
<td>Division</td>
<td>School</td>
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<tr>
<td>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:</td>
<td>Prairie South will submit a draft learning plan to the Ministry of Education on June 30, 2020. 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.</td>
<td>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.</td>
<td>DoEd CAC SB Admin</td>
<td>Various documents and research from different jurisdictions where school has re-opened. Ministry of Education and Response Planning Team documents. Re-Open Saskatchewan documents. Public Health Orders as they are published by the Saskatchewan Health Authority.</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>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.</td>
<td>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. Saskatchewan’s provincial curricula provide opportunities for students to learn about health, well-being and student safety. Choral and Band curricula should be taught in large spaces to accommodate spacing as much as possible. Students with Additional Needs:</td>
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<td></td>
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<td>Supts of Ops SB Admin</td>
<td>Public Health Orders as they are published by the Saskatchewan Health Authority.</td>
<td>August 24, 2020</td>
</tr>
<tr>
<td>Sharing of learning resources, plans, services, etc. is encouraged among school divisions.</td>
<td>Prairie South is working collaboratively with several other school divisions to share planning documents and response strategies. Moodle courses previously developed will be available for all teachers to modify as needed for use in local contexts.</td>
<td>Prairie South has entered into a partnership with the Western Canadian Learning Network to develop Saskatchewan specific materials to add to that resource bank.</td>
<td>DoEd Supts of Ops Supt of Learning Supt of Business Supt of HR (role alike)</td>
<td></td>
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</tr>
<tr>
<td>Saskatchewan curriculum will be taught by teachers. Families are not responsible for providing curriculum learning opportunities.</td>
<td>Prairie South to provide direction as follows:</td>
<td>Teachers are responsible for curriculum delivery.</td>
<td>Supts of Ops SB Admin Teachers</td>
<td>Saskatchewan curriculum.</td>
<td>September 1, 2020</td>
</tr>
</tbody>
</table>

Supts of Ops CAC SB Admin Supts of Business Supt of HR (role alike)
### Guidelines

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### Responsibilities

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- but may support the learning opportunities provided by teachers. Partnership between the school and home is important for student success.
- **Student-teacher contact time must be prioritized regardless of the delivery format.**
- **The focus will be on teaching of outcomes, rather than amount of time per subject (a cross-curricular approach is recommended).**
- Teachers are encouraged to continue to explore options for blended learning. Support from the school division will exist to enable this exploration.
- **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.**
- **All health precautions will be followed according to the Chief Medical Health Officer’s direction.**
- **Appropriateness of large-scale school division assessments will be determined.**
- **Differentiation of instruction will be important due to the supplemental learning that occurred.**
- **Focus on efficient learning opportunities and approaches that are conducive to flexible learning spaces and interaction time with teachers.**
- **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.**
- **Reporting will occur as per school division processes.**

### 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.**
- **Provide sufficient hand sanitizer and wipes to ensure supply to November 30, 2020.**
- **Provide schools with process for ordering additional supplies.**
- **Post signage in buildings.**
- **Leave washroom and other doors open to reduce high touch situations.**
- **Review hygiene protection with staff, students, visitors.**
- **Create a plan for distribution of hand sanitizer with minimum physical contact.**
- **Monitor and maintain school inventories.**
- **Provide sufficient hand sanitizer and wipes to ensure supply beginning December 1, 2020.**

#### Hygiene

<table>
<thead>
<tr>
<th>Supt of Business Manager of Facilities SB Admin</th>
<th>Hand Sanitizer</th>
<th>Wipes</th>
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<tbody>
<tr>
<td>August 24, 2020</td>
<td>August 24, 2020</td>
<td>June 30, 2021</td>
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<td></td>
<td>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).</td>
<td>Manager of Facilities SB Admin</td>
<td>Hand sanitizer</td>
<td>August 24, 2020</td>
<td>June 30, 2021</td>
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<tr>
<td></td>
<td>Provide appropriate hand sanitizer</td>
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<td></td>
<td>Provide schools with process for ordering additional supplies.</td>
<td>Create a plan for ensuring home brought sanitizers meet Health Canada approval</td>
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<td></td>
<td>Limiting Physical Contact</td>
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<td></td>
<td>For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.</td>
<td>Supt of Business Supts of Ops SB Admin</td>
<td></td>
<td>June 30, 2020</td>
<td>June 30, 2021</td>
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<tr>
<td></td>
<td>Provide signage to inform staff, students and visitors of rules and directional requirements</td>
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<td></td>
<td>Provide back to school letter to parents messaging criteria for return to school</td>
<td>Create school procedures for moving around the building.</td>
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<td></td>
<td>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).</td>
<td>Supts of Ops SB Admin</td>
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<td></td>
<td>Provide Schools with information/guidance on how to best utilize all staff for supervision purposes.</td>
<td>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.</td>
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<td>Provide school with clarity on outdoor gathering numbers.</td>
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<td></td>
<td>Provide school clarity for cleaning requirements of playground equipment during the day.</td>
<td>Conditions of employment for employees Outdoor gathering criteria Playground equipment cleaning guidelines</td>
<td></td>
<td>August 24, 2020</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td></td>
<td>Plan for reduced physical contact activities and, where possible, avoid activities that require clustering around a particular item or small area.</td>
<td>Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.</td>
<td></td>
<td>August 24, 2020</td>
<td>June 30, 2021</td>
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<td></td>
<td>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.</td>
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<tr>
<td></td>
<td>Provide physical contact and other health precautions, according to the direction of the CMHO and Re-Open Saskatchewan.</td>
<td>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.</td>
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<td></td>
<td></td>
<td>Supts of Ops SB Admin</td>
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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.**

### Guidelines

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<tr>
<td>Wherever possible, physical distancing should be maintained, even within the same group. Consider modifying room configurations (e.g. separating tables) to promote physical distancing.</td>
<td>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.</td>
<td>Supts of Ops SB Admin Teachers</td>
<td></td>
<td>August 24, 2020</td>
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</tr>
<tr>
<td>Activities that require physical contact should be avoided.</td>
<td>Avoid activities that require physical contact</td>
<td>Supts of Ops SB Admin Teachers</td>
<td></td>
<td>August 24, 2020</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>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.</td>
<td>Direct the requirement to create and maintain a specific seating plan.</td>
<td>Supts of Ops SB Admin Teachers</td>
<td></td>
<td>August 24, 2020</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>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.</td>
<td>Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.</td>
<td>Supts of Ops SB Admin Teachers</td>
<td></td>
<td>August 24, 2020</td>
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</tr>
<tr>
<td>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.</td>
<td>Wherever possible establish learning centres in the classroom with as much physical distancing as possible. Do as much outdoor as possible for as long as possible including regular lessons and gym time, even into the winter. Children adapt well to routines of entering the classroom and exiting as well as hallway walking – practice routines regularly. Young children can be harmed by too much emphasis or regimentation on the virus as</td>
<td>Supts of Ops SB Admin Prek and K teachers EAs</td>
<td>Cleaning supplies EA schedules Storage/coat racks for outside the classroom where cubby/locker space is not adequate within</td>
<td>August 24, 2020</td>
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<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>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 one at school. The adult preparing the snack must follow all Nutrition guidelines.</td>
<td>Reconsider carpet time as this brings children close together, reconsider the sand table and other play areas that bring several children into close contact.</td>
</tr>
<tr>
<td>Reconsider ‘show and tell’ and the bringing of other items from home. Perhaps parents can send a photo that can be displayed of their favorite item and the child can still develop language by talking about it.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>Reconsider ‘show and tell’ and the bringing of other items from home. Perhaps parents can send a photo that can be displayed of their favorite item and the child can still develop language by talking about it.</td>
</tr>
<tr>
<td>May need to set up an additional storage area right outside of the room for the children to hang their coats etc.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>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</td>
<td>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</td>
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Where possible, school division administrators and staff should use telephone or video conferencing to meet with staff and parents.

Model procedures expected of schools

Use telephone or video conferencing to meet with staff outside of your building or meeting numbers greater than recommended by the Health Authority.

CAC SB Admin

Conference calling platforms

August 24, 2020

June 30, 2021

### Limiting Shared Materials and Equipment

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

https://www.shapeamerica.org/advocacy/K-12_School_Reentry_Considerations.aspx

June 30, 2020

August 31, 2020
2020-2021 Contingency Plan  
07 August 2020

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<tr>
<td>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.</td>
<td>Assess future needs related to water bottle filling stations in each school. Encourage families to bring water from home. Provide school division communication.</td>
<td>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).</td>
<td>CAC SB Admin</td>
<td>Proper hand washing poster, other related posters</td>
<td>June 30, 2020</td>
<td>June 30, 2021</td>
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| 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. 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. | CAC SB Admin | | June 30, 2020 | June 30, 2021 |

| 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 use of math manipulatives or have students bring their own supply from home, if possible. Examine staggered recess Examine staggered lunch | CAC SB Admin | Re-Open Saskatchewan Saskatchewan Public Health Orders School Reentry Considerations: K-12 Physical Education, Health Education, and Physical Activity. COVID-19 Pandemic - Return to School: Canadian Physical and Health Education Guidelines. | June 30, 2020 | June 30, 2021 |
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<td>Division</td>
<td>Allow time to disinfect high touch areas between groups</td>
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<td>Limit PE activities to those that require less or little equipment</td>
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<td></td>
<td>Limit PE resources to the same group of students until the equipment can be disinfected</td>
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<td></td>
<td>Remove materials that cannot be cleaned properly (such as rugs, pillows and cushions to be removed)</td>
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<td></td>
<td>Advise students in grades K-6 to come dressed in appropriate clothing for participation in physical education, whether indoors or outdoors.</td>
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<td></td>
<td>Assign staff to school doors during recess to supervision students leaving and returning to ensure reduced physical contact.</td>
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### 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.

- 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
- CAC SB Admin All Staff
- June 30, 2020
- June 30, 2021

### Community Use

- 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

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## Responsibilities

### SD Lead & School Lead

- CAC
- SB Admin

### Resources Needed:

- School Access Tracking Form
- School Access Tracking Form

## Public Access

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

### Effective Date: June 30, 2020

### Completion Date: June 30, 2021

## Learning Activities Outside the School (Field Trips)

Provide clear direction to schools.

- Currently the directive is: Learning Activities outside the school requiring bus transportation access to other buildings are suspended

### Responsibilities

- Follow the directive provided by the School Division

- CAC
- SB Admin
- All Staff

### Effective Date: June 30, 2020

### Completion Date: June 30, 2021

## Before and After School Programming

**Before and After School Programs will not begin until September 14th (or later).**

<table>
<thead>
<tr>
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### Responsibilities

- Communicate start date to parents

- Supt of Ops
- SB Admin

### Resources Needed:

- Proper hand washing signage

### Effective Date: August 24, 2020

### Completion Date: June 30, 2020

The program will utilize one space. This space will be sanitized before and after its use.

- Establish which space will be used.

- Supt of Ops
- SB Admin

### Resources Needed:

- Disinfectant materials

### Effective Date: June 30, 2020

### Completion Date: June 30, 2021
## 2020-2021 Contingency Plan
### 07 August 2020

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

### Guidelines

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<td></td>
<td>Supt of Ops</td>
</tr>
<tr>
<td>Who will sanitize the space before and after its use.</td>
<td>Maximum capacity will be based on limiting physical contact and adequate supervision needs.</td>
</tr>
</tbody>
</table>

### Facilities

- **Consider modifying room configurations to promote physical distancing. Where practical, the use of physical barriers (i.e. engineered controls) may be established where distancing cannot be achieved.**
  - Determine guidelines for the number of students to be placed in a room according to current direction from the Saskatchewan Health Authority.
  - Current guideline is that all students may return and that physical distancing should happen where practical.
  - 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.
  - Establish visual cues and direction flow plans.

- **Ensure adequate soap and hand sanitizer in each building, especially near entrances. Make disinfectant wipes available for wiping down frequently used surfaces.**
  - 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.
  - Establish a hand sanitizer distribution process to ensure supply management.
  - Teachers to oversee students and ensure regular sanitization of their spaces.

- **SD Lead & School Lead**

- **Resources Needed:**
  - Supt of Ops
  - SB Admin
  - Program Staff

- **Effective Date:**
  - June 30, 2020
  - June 30, 2021

- **Completion Date:**
  - June 30, 2020
  - June 30, 2021
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- Establish a policy that anyone entering a building must sanitize.
- Provide hand sanitizers stations at each entrance and washroom entrance.
- Establish a requisition process to ensure schools have the necessary supplies.
- Define who orders supply
- Caretaking staff will be in the building at all times when students are present
- Elimination of hand dryers and use paper towels instead.
- Caretakers have a high touch schedule of cleaning.
- Ensure clear communication of who is doing what so nothing is missed.
- Establish classroom and shared space expectations.
- All Staff
- PD for those who are ordering supplies on when to order or why.

---

### Signage

- 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.
- The public is allowed into the school following the procedures and protocols established at the school.
- The public should not enter the school if they are ill.
- Parents/guardians can attend the school if they are required.
- Delivery services for students and individual staff are not permitted.
- When a visitor arrives at the school they shall self-screen before they enter the school.
  - If a visitor answers YES to any of the questions, the individual must not enter the school.
- A record of all visitors should be kept including service providers, delivery drivers and independent contractors.
- Ensure that signs are posted at the appropriate places, ie entrances
- Processes to ensure people sign in as they enter the school
- Communication to parents on expectations upon entering.
- Establish drop off process for school deliveries.
- Supts of Ops
- Manager of Facilities
- SB Admin
- Signs
- August 24, 2020
- June 30, 2021
## Guidelines

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| Establish list of mandatory signs:  
- please sanitize  
- self monitoring signs  
Provide guidelines for record retention.  
Develop consistent messaging to parents. | SD Lead & School Lead | Resources Needed: |
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<td>Signs and markings in hallways should be considered to limit cross-exposure.</td>
<td>SD Lead &amp; School Lead</td>
<td>Effective Date:</td>
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<tr>
<td>Provide initial materials for hallway signage.</td>
<td>School</td>
<td>Completion Date:</td>
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### Responsibilities

**Division:**
- Establish list of mandatory signs:
  - please sanitize
  - self monitoring signs
- Provide guidelines for record retention.
- Develop consistent messaging to parents.

**School:**
- Signs

### Effective Date:
- August 24, 2020
- June 30, 2021

### Completion Date:
- August 24, 2020
- June 30, 2021

### Signs and markings in hallways should be considered to limit cross-exposure.

- Provide initial materials for hallway signage.
- 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:
  - Staggering start and end-times for classes to avoid crowded hallways.
  - Posting signs, using stanchions and marking floors.
  - Removing and restaging seating in public areas to prevent gathering.

- 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.

### 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.
- Considering limiting bathroom occupancy at any one time. staggering lunch/snack breaks to maintain physical distancing among children/students.
- Bathroom cleaning schedule and log.

### 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

### Resources Needed:

- Supts of Ops
- Signs

### Effective Date:

- August 24, 2020
- June 30, 2021

### Completion Date:

- August 24, 2020
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<tr>
<td>All disinfectants used must be approved by Health Canada (DIN). All label instructions for disinfectants, including contact time, should be followed.</td>
<td>Until November 30th, central purchase of hand sanitizer and wipes.</td>
<td>After start up, school will monitor and maintain in school inventories.</td>
<td>Supt of Business (Startup) SB Admin</td>
<td>Hand Sanitizer, prepackaged wipes, or wipe system. Schools will receive start up inventories through to November 30th.</td>
<td>August 24, 2020</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
<td>SB Admin leads development of individual school/classroom-based plan. SB Admin works with custodial staff to create a plan to ensure all touchpoints are cleaned minimum twice a day. SB Admin reinforces responsibility of students and teachers to take responsibility for cleaning as part of pandemic citizenship.</td>
<td>Supt of Business Supts of Ops SB Admin</td>
<td>Seating solution for young children if carpets are not safe. (Individual mats/other) Grade specific bathroom protocol required.</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Any food contact surfaces, including water fountains/dispensing equipment, must be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.</td>
<td>Students are to bring filled water bottles to school.</td>
<td>SB Admin ensures food safe practices and reinforces water bottle strategy.</td>
<td>Supt of Business Supts of Ops SB Admin</td>
<td></td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Garbage bins should be emptied frequently.</td>
<td></td>
<td>SB Admin creates garbage schedule as a component of overall cleaning schedule.</td>
<td>SB Admin HFO</td>
<td></td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Sanitation/cleaning procedures will need to be implemented to support multiple users accessing technology.</td>
<td></td>
<td>SB Admin will assess school needs and implement usage and cleaning plan accordingly.</td>
<td>SB Admin HFO</td>
<td>Appropriate cleaning tools for technology. Follow directives from IT.</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Indoor shared spaces and structures that cannot be cleaned and disinfected between groups should not be used.</td>
<td></td>
<td>Division will provide directive.</td>
<td>DoEd SB Admin</td>
<td></td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td>SB Admin will develop school-based plan complying with directive based on local facilities</td>
<td>SB Admin All Staff</td>
<td></td>
<td>August 24, 2020</td>
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*See Guidelines for Illness in Care below. Follow existing protocols.*
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<tr>
<td>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).</td>
<td>School Division will ensure paper towels are installed.</td>
<td>Schools will monitor inventories, communicate with facilities and order as needed.</td>
<td>Manager of Facilities SB Admin</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Store hand sanitizer out of the reach of young children and supervise its use.</td>
<td>Extra inventory will be housed at each school for emergencies</td>
<td>Establish a hand sanitizer distribution process to ensure supply management.</td>
<td>SB Admin HFO</td>
<td>June 30, 2020</td>
</tr>
</tbody>
</table>

Guidelines for Illness in Care

- 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.
- DoEd SB Admin

- 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.
- All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool.
- Create a COVID 19 AP for students.
- Create a COVID 19 AP for staff.
- 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
- DoEd Supt of HR SB Admin
- Communicated to parents and staff (newsletters, digital platforms, etc.)
- Ensure that staff are familiar with the AP prior to school beginning
- Post Screening Tool Checklist in staff common areas (washroom, staffroom, workroom)
- Supt of HR SB Admin

- 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.).
- Create a COVID-19 AP for students.
- Create a COVID-19 AP for staff.
- Schools to post common messaging on school website, social media, monthly newsletter.
- Supt of HR SB Admin

- 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.).
- Create a COVID-19 AP for students.
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- Supt of HR SB Admin

- Self Screening Checklist
# 2020-2021 Contingency Plan

**07 August 2020**

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

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</tr>
<tr>
<td><strong>Staff would not be required to enter the school when sick to create plans for substitute teachers.</strong></td>
<td>Provide a common message about when students need to stay home.</td>
<td>Symptom-free siblings are not required to leave the school when another sibling is identified with symptoms of COVID-19.</td>
<td>SB Admin will ensure teacher sub plans are created and readily available electronically for substitute teachers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>It is anticipated there will be a shortage of substitute and casual staff.</td>
<td>Substitute and casual staff will be assigned based on need in terms of the restrictions in place at the time.</td>
<td>Teachers are encouraged to have adequate advance planning completed in order to mitigate unexpected absences.</td>
<td>SB Admin will ensure a contingency plan is in place when substitute and casual staff are unavailable.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>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.</strong></td>
<td>Communication to students, parents, staff.</td>
<td>Communication to students, parents, staff.</td>
<td>DoEd SB Admin</td>
<td>Signage on entrances</td>
<td>August 24, 2020</td>
</tr>
<tr>
<td></td>
<td>Drop off and pick up procedures so that people are not entering the building unnecessarily to eliminate this risk.</td>
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</tr>
<tr>
<td><strong>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.</strong></td>
<td>COVID-19 AP for students</td>
<td>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). Teachers verify primary phone numbers by a welcome back to school phone call on the second week (week of September 8th)</td>
<td>Supts of Ops SB Admin</td>
<td>Sick Kid Kit (Rubbermaid): -Gloves -Masks -Eye protection -Hand sanitizer -Garbage bags -Disinfectant wipes</td>
<td>Isolation area location June 30</td>
</tr>
<tr>
<td>Provide schools with the Sick Kid Kit</td>
<td>Ensure that PPE is available (ongoing)</td>
<td>Verification forms to be sent home more than once a year.</td>
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<td></td>
<td>Verification forms sent home September 1 and returned by September 3</td>
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### SD Lead & School Lead

#### Resources Needed:
- Effective Date: 
- Completion Date: 

#### Responsibilities

- All monthly newsletters include a message about ensuring your contact information is up to date.
- Determine the isolation space. Consider the privacy aspect.
- Declutter the space.
- Ensure that the student is supervised (from a distance if possible).
- 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)
- Ensure Sick Kid Kit is restocked regularly.
- Ensure that any guest staff members are aware of protocols.

#### 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

- Self-Assessment Tool:
  - [https://public.ehealthsask.ca/sites/COVID-19/](https://public.ehealthsask.ca/sites/COVID-19/)
- Rubbermaid containers to store items in that cannot be sanitized
- Hand soap
- Proper handwashing signage by all sinks
- Hand sanitizer
- Disinfectant supplies

---

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.

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.

2020-2021 Contingency Plan
07 August 2020

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### Guidelines

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**Resources Needed:**

- Kit for each staff member: A ziploc bag with a pair of gloves and a mask. To be used when limiting physical contact is not an option
- Sick Kids Hospital [link](https://www.sickkids.ca/PDFs/About-SickKids/81407-COVID19-Recommendations-for-School-Reopening-SickKids.pdf) and Kevin Cameron [link](https://www.nactatr.com/news/guidere-entry.html)

### Nutrition Programs

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

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<tr>
<th>School division</th>
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<th>Supts of Ops</th>
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<tbody>
<tr>
<td>School division provide portable hand wash stations for greater accessibility as required.</td>
<td>SB Admin develop and administer processes for proper hand washing practices.</td>
<td>Proper handwashing posters</td>
</tr>
<tr>
<td>Consider creating a schedule for classrooms and students to wash hands that avoids crowds in the washroom.</td>
<td>Post proper handwashing posters.</td>
<td></td>
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</table>

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

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<td>Students are not allowed to participate in food preparation.</td>
<td>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.</td>
<td>Proper handwashing posters</td>
</tr>
<tr>
<td>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.</td>
<td>Encourage students who can go home for lunch to do so.</td>
<td></td>
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<tr>
<td>Provide parent communication requesting that all students who are able to go home for lunch do so.</td>
<td>Nutrition program snacks should be placed in individual bags</td>
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</table>

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

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</thead>
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<tr>
<td>Include in school division communication that the school is not responsible for providing reusable utensils</td>
<td>Communicate with the home that students are responsible for bringing their own reusable utensils.</td>
<td></td>
</tr>
<tr>
<td>Reusable utensils must be cleaned and sanitized after each use.</td>
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**Resources**

- August 24, 2020
- June 30, 2021
### 2020-2021 Contingency Plan
07 August 2020

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<tr>
<td></td>
<td>Ensure students do not share reusable utensils.</td>
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</tr>
<tr>
<td></td>
<td>Ensure students dispose of reusable utensils or take them home with them at the end of the day.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Food from home must not be shared with other students and should be stored with the student’s belongings.</td>
<td>SB Admin ensures procedures are in place to support guidelines.</td>
<td>Supts of Ops SB Admin</td>
<td>August 24, 2020</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td></td>
<td>Include in school division communication plan.</td>
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### 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 practising proper hand hygiene and coughing/sneezing etiquette.

- Refer to the hygiene section for signage to be placed around the school.
- Create message/video to be shared with all staff and parents
- Develop messaging about caring for self related to mental wellness.

- Schools to ensure that signage is posted adequately.
- Share information with parents, students and all staff about the expectations for hygiene - video?
- Inform staff regarding counselling supports available.
- Teachers will contact individual families in late August to welcome students back to school and answer questions that families have about return to school.
- Share ideas for self care with staff.

- Division video considering all the different ways we can put forward expectations so that it reaches all kinds of people
- Links on website for self care for adults, links about nutrition, where to seek counselling supports etc for adults

- DofEd Supts of Ops SB Admin

### 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.

- 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
- Discussion guide has been developed for teachers to lead with students
- Division to make counselling supports available for students who have been impacted by trauma during the pandemic

- Develop a steering committee at each school to spearhead information sharing on trauma informed practice
- School leaders use discussion guide at school start up to engage staff in assessing their personal impact from the pandemic
- School administration to request counselling supports for students impacted by trauma - referral/request process as per past practice.

- Supt of Learning Student Services Coordinator Learning Dept Staff SB Admin

- The Ministry of Education will continue to offer supports for mental wellness, including but not limited to:
  - o a resource posted on saskatchewan.ca to assist parents and caregivers;
  - 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;
  - o working with SaskTel to prevent and respond to bullying, cyberbullying and promote healthy relationships through

- August 24, 2020 | June 30, 2021
| 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. |
|---|---|---|---|---|
| Division | School | SD Lead & School Lead | Resources Needed: |
| 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. VTRA community team to meet and share information | Teachers to use discussion guide to engage learners to assess their personal impact from the pandemic. School administration are made aware of any students who may have experienced a crisis, loss or breakdown of family or health. 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 | the Be Kind Online website, which includes a number of resources and tools; o providing a provincial license for Respect in Schools training for all staff; and, o offering grants to school divisions to support mental health and student safety training initiatives. MJ Police School Liaison team and contacts with rural RCMP to support students and their individual challenges. http://www.driodycarrington.com/ https://nactatr.com/index.html |

Students with (Specialized Therapy) Intensive Needs

Students with additional needs may require assessments and/or individualized therapy with considerations to the directions from the Chief Medical Health Officer.

- Individual assessments and therapy will be conducted using guidelines provided by the CMHD and licensing bodies. Specialized therapies, professional assessments and unique transitions may be provided face-to-face. Supplies for sanitization provided to counsellors, psychs, and SLPs, SLPAs. The use of materials in therapy sessions should be limited to those that are easily sanitized.

- Individual assessments and therapy are conducted following safe hygiene practices and using division provided supplies to ensure sanitation between sessions.

- Supt of Learning Division Service Providers SB Admin

- Sanitation supplies Guidelines from licensing bodies

For individual interactions, conditions must be created to allow for the provision of supports within a safe and secure environment. Consideration will be given to the directions given by the professional governing body of

- Individual sessions with students will follow proper hygiene protocols as developed by the division. 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

- To ensure that spaces for individual assessments and therapy are cleaned prior to use. When possible, if a child is ill the service provider will be notified by the school or parent prior to their arrival at school.

- Supt of Learning SB Admin Division Service Providers

- Letter to parents outlining precautions taken when working with individual students

Coordinator with other agencies (Lori to lead)

Effective Date: August 24, 2020

Completion Date: June 30, 2021
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<td>the staff providing the support, assessment or therapy.</td>
<td>recommended Covid-19 restrictions and current Public Health Orders.</td>
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<td>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.</td>
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<td>Service providers to inform the school of their schedule so that proper cleaning can be in place prior to their arrival.</td>
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<td>Coordinate service provision with other agencies who provide support and connection within the school including Mental Health and Addictions workers, social services, probations, MI City police, RCMP following guidelines from their agencies that fit within the school division guidelines.</td>
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<td>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.</td>
<td>Speech and counselling services may be provided via technology where appropriate.</td>
<td>To inform service provider when a student is unable to attend due to compromised immunity</td>
<td>Supt of Learning Student Services Coordinator SLPs Psychs SSCs Counsellors SB Admin SSTs</td>
<td>August 24, 2020</td>
<td>June 30, 2021</td>
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<td></td>
<td>Student Support Consultants provide guidance from division level to help planning and implementation of IIP goals that support the student's overall goals.</td>
<td>Other learning opportunities may be offered where appropriate.</td>
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<td>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.</td>
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<tr>
<td>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.</td>
<td>Equipment used to support students must be sanitized after each use. Protocols found in the hygiene section.</td>
<td>Supt of Learning SB Admin Teachers SSTs EAs</td>
<td></td>
<td>August 24, 2020</td>
<td>June 30, 2021</td>
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<td></td>
<td>Consideration needs to be given for the health and safety for the students and the</td>
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<td>Adequate tech available for both staff and students.</td>
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2020-2021 Contingency Plan
07 August 2020
Prairie South’s Contingency Plan will evolve as required by emerging health risk assessments.
### Guidelines

**highlighted in yellow are required only in the event that students are present at school. All other guidelines are required at all times.**

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- **SD Lead & School Lead**
  - 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.

### 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.
- 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 physical distancing from staff and other children, and be reminded to practice diligent hand hygiene.

**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.
- No extra riders will be allowed on any bus.
- Transportation Dept will arrange to have buses sanitized between every use, including double runs and shuttle activity. Drivers will have hand sanitizer available.

**SD Lead & School Lead**

- 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.
- Admin will ensure every entrance has appropriate signage.

**Supt of Business Manager of Transportation**

- Signage on seats
- Signage on buses

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<th><strong>Effective Date:</strong></th>
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## 07 August 2020

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

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<td>Ensure HR Processes are embedded in all areas of the plan.</td>
<td>Develop required APs related to COVID-19. Provide an HR Frequently Asked Questions Resource.</td>
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<td>Share emerging AP documents with all school staff.</td>
<td>Supt of HR SB Admin</td>
</tr>
<tr>
<td>Itinerant, casual and substitute staff will follow guidelines developed by the school division to ensure sanitization and contact tracing processes.</td>
<td>Provide a schedule to SB Admin prior to attending the school. Ensure proper hygiene and hand washing protocols are available. Minimize the number of buildings visited per day – use technology to meet where possible especially where the meeting is with adults only. Keep an accurate log of schools visited and contacts to ensure accurate contact tracing if necessary. Provide professional development opportunities to substitute teachers re: online learning platforms.</td>
</tr>
<tr>
<td>Where possible one room should be used by all itinerants so that it can be properly cleaned before and after visits.</td>
<td>Supt of HR Supt of Learning Itinerant, casual and substitute staff</td>
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<td>Central office business operations, with the exception of reception coverage, will continue to perform work both at the office and remotely.</td>
<td>Develop remote working guidelines AP.</td>
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<td>Supt of Business Supt of HR Manager of Business</td>
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