

SHHS Return to School Plan

Fall 2020

August 26, 2020



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

What will return to school at Sacred Heart look like this year?

Screen for Symptoms Daily

- o Use the assessment tool to check every morning to see if your child has any symptoms.
- o If “yes” is answered to any of the questions, your child (and possibly siblings) must stay home and call 811 to be directed. A recommendation or a negative test will allow your child(ren) to return to school.
- o Please notify the school as soon as possible of a positive test for COVID-19.
- o All communications are confidential. If a case of COVID-19 is suspected or confirmed, the school will work with public health to determine appropriate responses and communications.
- o If a student has symptoms related to a pre-existing condition, the student is encouraged to be tested at least once before returning. If negative for COVID-19, these symptoms can be considered a baseline and no future testing is necessary unless symptoms change.

Promoting personal hygiene:

- o Handwashing with soap and water will be a primary strategy with the use of hand sanitizer as a supporting strategy. All washrooms and sinks will have signage to teach and support proper handwashing.
- o Staff will remind students the importance and techniques of proper hand hygiene and sanitizing. Hand sanitizer will be located throughout the school. Wall-mounted hand sanitizers will be located at entrance of each classroom, office, and learning space within the school.
- o Students are welcome to bring hand sanitizer & tissues for their personal use.
- o Students are asked to bring a full water bottle each day whenever possible to limit drinking fountain use.
 - The water bottle filling station is available to students and will be cleaned regularly.

Personal Protective Equipment:

- o Christ the Teacher Catholic School Division in consultation with public health has decided to begin the school year at Level 2 of the Safe Schools Plan which includes the use of masks:
 - All Grade 4-12 students are required to wear a mask when using CTTCS transportation.
 - Masks will be required for all students and staff in Grades 9 to 12 at Sacred Heart High School in high traffic areas and wherever physical distancing is not possible.
 - Students are welcome to bring their own masks.
 - It is recommended that students wear non-medical masks made using 2 or 3 layers of fabric.
 - As per Public Health Agency of Canada guidance, bandanas and gaiter masks, or masks with exhalation valves, are not recommended as appropriate face coverings. Additional masking information is available from [Public Health Agency of Canada](#) or the [Re-Open Saskatchewan Plan](#) .
 - Additional disposable masks will be made available to students when needed and required.
 - In some situations, wearing a mask may not be possible for a student. In these instances, staff members will work with parents/ caregivers to consider accommodations.
 - Staff will support students in the proper procedures to wear a non-medical mask or face covering.
 - In addition to masks, face shields will be available to all staff. Face shields are not recommended as a replacement for masks.
- o Staff will wear disposable gloves when cleaning blood or bodily fluids. Gloves must be changed after every interaction and when changing tasks. Hand hygiene must be performed between every glove change (hand sanitizer or handwashing with soap and water).
 - Other than the situations above, gloves are not required nor recommended.

Limiting Physical Contact

- Limit physical contact during instruction, breaks, and noon periods and avoid activities that may cause students to cluster.
- Reduce class size and maximize physical distancing within classrooms and other instructional spaces.
- Arrange classroom seating to permit front-facing instruction for students. Any exceptions will be identified for approval by Public Health.
- Minimize the number of teachers and support staff working with a specific group of students. Groups of students and the staff members assigned to them should stay together throughout the morning or afternoon and not mix with the other groups as much as possible.
- Focus on cohorting teachers to a limited number of students and keeping students in limited cohorts as much as possible. Students and staff will be assigned to a maximum of 2 cohorts (or 3 cohorts for students in Band, Rock Band or Soccer classes).
- Plexiglass barriers installed in office, library and on staff desks.

- **Commons Area**
 - Commons area use will be very limited. Tables and most seating will be removed from this space.

- **Washrooms**
 - Students are to maintain physical distance in the washrooms.
 - Avoid crowding or gathering in the washrooms.

- **Gym Changerooms**
 - Changeroom use may be limited or staggered.
 - Changeroom lockers will not be assigned at this time. Student belongings will be taken home each day.
 - Students may be asked to arrive in their Physical Education attire (if a morning class).

- **Assemblies**
 - No large school gatherings or assemblies at this time.
 - Virtual assemblies or faith gatherings may be developed.

- **Lockers/ Student Belongings**
 - Lockers will not be assigned to students at this time.
 - Students will be able to take their backpack, jacket, binder, etc. to their classrooms.
 - Students will take their belongings home with them after school.
 - Label personal items to avoid accidental sharing.

School Year Structure - Block Schedule

- Students will have a block schedule with 5 blocks. Each block will have a morning class and afternoon class.
- Each block will include two classes, one in the morning from 9 am until 11:30 am and then one in the afternoon from 12:30pm until 3pm. This will greatly cut down on the number of contacts each student will have.
- Dates for each block:
 - Block 1 - Sept. 8 - Oct. 28
 - Block 2 - Oct. 29 - Dec. 18

- Block 3 - Jan. 4 - Mar. 4
- Block 4 - Mar. 5 - May 4
- Block 5 - May 5 - June 28.

School Day Structure - Bell Schedule

8:55 -Warning Bell
 8:58 - O Canada & Period 1
 11:30 - Lunch Hour
 12:25 - Warning Bell
 12:30 - Period 2
 3:00 - Dismissal

Lunch Hour - 11:30am-12:30pm

- Students are asked to go home for lunch whenever possible.
 - Students who leave for lunch will proceed directly to their classroom when they return to school.
- Students who stay for lunch will eat and spend their lunch break in their period 2 classroom at their desk.
- Classroom desks will be cleaned between cohorts/users prior to eating lunch.
- Food from home must not be shared with other students and should be stored with the student's belongings.

Transportation

- Families are strongly encouraged to transport their own children when possible.
- We would ask that students arrive no earlier than 8:45am.
- When students arrive, they are to proceed directly to their classroom.
- For students who require transportation to/from school, the following guidelines will be in place:
 - All Grade 4-12 students are required to wear a mask when using CTTCS transportation.
 - Students will be assigned seats.
 - Family members may be required to sit together.
 - All surfaces will be sanitized between trips.
- As students arrive off of their buses in the morning (after 8:45am), they are to go directly to their classrooms.
- If students' buses arrive prior to 8:45am, they are to go directly to the library and sit in the designated areas. At 8:45am, they are to move directly to their classroom.
- When the school day ends, students are asked to proceed home as soon as possible and avoid gathering.
- If waiting for buses after school, students can wait outside of the school while respecting physical distancing.
 - In inclement weather, students can wait in marked, physically distanced seating in the commons.
- Staff will not provide transportation in personal vehicles.

Student Drop Off/Pick Up

- Students are to be dropped off in the parking lot or outside of the school. Please avoid bus lanes.
- Parents/family members are to remain in their vehicles during drop off or pick up.
- If picking up your child, please do not enter the school to retrieve your child. Please phone the office and we will be happy to assist you.

Transitions During the School Day

- **Entering and Exiting the School**
 - Students will enter the main entrance of the school and proceed directly to their classroom.

- Students will exit the wing doors (or the nearest exit as instructed by staff).
- Hallways will be one directional, with signage to indicate direction.
- Students will avoid gathering or crowding in doorways.
- **Dismissal**
 - Dismissal at the end of period 1 and the end of the day will be staggered.
 - Students will proceed directly to their next classroom or proceed directly home without gathering
 - Hallways will be one directional, with signage to indicate direction. This may mean that students have to exit the school and re-enter the front doors to access their next classroom.
 - Students will avoid gathering or crowding in doorways.

Transitions

- **Student Registration for Fall 2020**
 - Registration forms are available online at <https://www.christtheteacher.ca/ctcs/sacredheart/registration/> . Forms can be submitted via email, mail or arrangements made to be dropped off at the school (outside).
 - Registration meetings will take place via telephone or virtually.
 - Arrangements can be made for virtual school tours for new students.
- **Student Timetables & Course Selection**
 - Student timetables will be sent via email.
 - Timetable changes and course selections will be done via email, telephone or virtually.
- **Students Considering Not Attending In Person Classes**
 - Families are to contact the school office to discuss arrangements for online schooling options.
- **School Year Start - First day of Classes - September 8, 2020**
 - **Staggered Start on First Day of Classes** - To assist students in transitioning back into school at Sacred Heart, students will arrive in a staggered manner throughout the morning.
 - **September 8th Schedule**
 - Grade 9's - arrive between 8:45am-9:00am
 - Grade 10's - arrive between 9:30-9:45am
 - Grade 11's - arrive between 10:15-10:30am
 - Grade 12's - arrive between 10:45-11:00am
 - *Bus students- parents are asked to transport students whenever possible. Students who normally take the bus are asked to follow this schedule on September 8th if possible. If this is not possible, please contact the office to make arrangements.*
 - Noon hour and afternoon schedule will proceed as normal.
 - **First day procedures for students**
 - Please bring a copy of your timetable (or have it saved to your phone).
 - Arrive at the indicated time for your grade.
 - Students will enter through the front doors.
 - Students will be asked to sanitize hands, follow the mask procedures and proceed directly to their classroom with all of their personal belongings.
 - Staff will be available to support students in finding their room.

Visitors

- Although parents, families, and volunteers in schools are important to the success of our students, at this time, the health and safety of the students and staff will take precedence, so parent engagement will look different.

- To reduce exposure, all parents, guardians, and visitors are asked to avoid entering schools.
- Meetings will be held virtually or via phone wherever possible.
- If a visit is necessary, please schedule a meeting in advance.
 - If a visit is required, you will be asked to complete the covid self-assessment, to wear a mask, use hand sanitizer upon entry, sign in and provide contact details and to remain in limited areas of the facility.
 - Visitors are not to enter the school if ill.
 - When you arrive for your scheduled meeting, please remain in your vehicle and call the office. Office staff will direct you on entrance procedures and location of the meeting.
- Community access / rental of facilities will be restricted.

Food Service and Nutrition Programs

- Lunch sales from the canteen are currently paused. Students are asked to bring their own lunch if they are not going home to eat.

Shared Materials

- Eliminating or limiting the use of materials that encourage group interactions.
- Limit the number of students who use individual technology devices including Chromebooks, computers, iPads, and SMART Boards.
- Shared materials and equipment will be cleaned between users/cohorts.
- Use of non-standard furniture that is not easily disinfected is discouraged (e.g. cloth material).

Library

- Library use may be limited to class cohorts at this time.
- Students may browse/request library materials electronically.
- Library materials may be delivered to student's classrooms to avoid gathering/crowding and mixing of cohorts.
- When possible, clean and disinfect all surfaces of the library items. If library items cannot be cleaned and disinfected, isolate items in a separate bin (labelled with return date) for at least 24 hours before being returned to circulation shelves (as per [Library Guidelines](#).) Employees must wash their hands after handling returns.

Extra-Curricular Activities & Field Trips

- Field trips & extra-curricular activities and travel are currently on hold.
- Plans for extra-curricular activities and other gatherings will be developed in consultation with the Chief Medical Health Officer
- Guidelines for the resumption of extra-curricular programs will align with those set out in the [Re-Open Saskatchewan Sports and Activities Guidelines](#).

Facilities and Cleaning / Sanitation

- Continue to follow provincial and Sask Health Authority products and protocol regarding cleaning and disinfection frequency and high touch points.
- Shared spaces, surfaces and equipment (including desks) will be cleaned between cohorts/users.
- Enhanced and frequent cleaning and disinfection throughout the school.

Instruction

- Participation in the academic program is compulsory.
- Full Saskatchewan curriculum will be delivered at all grade levels.

- Differentiation of instruction will be important due to the supplemental learning that occurred.

- **PAA, Fine Arts & Physical Education Courses**
 - Band and Rock Band will delay starting until Block 4.
 - Initial focus on theory vs. performance.
 - Restrict Full Band programming until later date.
 - Band and Rock Band guidelines will align with the [Orchestra/Band guidelines in the Re-Open Saskatchewan Plan](#)
 - Choir classes are currently paused.
 - Practical Applied Arts courses/modules will be adjusted to limit group interactions and sharing of equipment/materials.
 - Practical Applied Arts courses will focus on individual projects vs group projects and encourage physical distancing.
 - Practical Applied Arts courses/modules that involve the preparation and serving of food are currently paused.
 - Encourage Physical Education programs to be outdoors as much as weather permits
 - Physical Education program to focus on individual skill development vs. team play and to limit sharing of equipment.
 - Drama classes to encourage physical distancing and limit group interaction, in addition to aligning with drama/theatre guidelines in the [Re-Open Saskatchewan Plan](#)

Student Attendance

- Attendance at school and participation in the academic program is compulsory.
- Teachers will take period attendance
- Families will be contacted via SchoolMessenger to verify the whereabouts of students in the event of unexcused absences.
- If a student absence is the result of student compromised immunity or anxiety stemming from COVID-19, the school shall work with the student and family to determine necessary accommodations.

Illness and Care

- Students, parents, or family members must not enter the school if they:
 - Feel sick or have symptoms of COVID -19
 - Had close contact with someone who is ill with a cough and/or fever
 - Have anyone in the household who has been in close contact in the last 14 days with someone who is being investigated or confirmed to have COVID-19.
 - Have traveled outside of Canada in the last 14 days.
 - Had close contact with someone who has travelled outside of Canada in the last 14 days and who is ill.
- If a student develops symptoms at school or upon arrival at school, the student should be isolated in a separate room (canteen) from other students and the parents or guardians should be notified to pick up the student immediately.
 - 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.

Practical Applied Arts Elementary Students

- Grade 7 & 8 elementary students attending SHHS for Practical Applied Arts classes (block schedule) will be transported by buses to SHHS.
- Students will be asked to enter and exit specific entrances, and will proceed directly to their classrooms. Students will be asked to wear their mask on the buses and until they are seated in their designated classroom.
- Elementary students will be limited to specific areas of the school (classroom space and designated washrooms).
- Upon dismissal, elementary students will exit the classroom while wearing their masks from the designated exit and proceed directly to their bus.
- Practical Applied Arts modules will be adjusted to limit group interactions and sharing of equipment/materials.
- Practical Applied Arts courses will focus on individual projects vs group projects and encourage physical distancing.
- Practical Applied Arts modules that involve the preparation and serving of food are currently paused.

Mental Health and Social-Emotional Supports

- Students and staff returning to school do so with a varying range of emotions. SHHS is preparing to welcome students back with a focus on the social and emotional needs of students. Strategies to support self-regulation, manage anxiety, and build resilience will be shared with staff and students.
- Student support services and counsellors will be available.

Students with Intensive Needs

- Transition plans are developed to meet students' individual needs.
- Review the Inclusion and Intervention Plans (IIP) for students with intensive needs and revise goals as required to ensure student health and safety.
- Ensure supports and health and safety measures are in place and communicated with the relevant staff and family prior to the provision of the service.

Communication

- Consistently communicate with families regarding school and division plans.
- Ensure all staff, including itinerant staff and substitutes, have access to school plans.
- Remain engaged with the SCC regarding COVID-19 planning and SCC priorities.