

# Pre-Cam's Return to School Plan

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THE FOLLOWING PLAN IS DESIGNED FOR LEVELS 2 & 3 SCHOOL ENTRY AND WILL BE MODIFIED AS THE SCHOOL YEAR PROGRESSES. ANY CHANGES WILL BE COMMUNICATED TO STAKEHOLDERS.

**THE SCHOOL PLAN WILL EVOLVE AS  
REQUIRED BY EMERGING HEALTH  
RISK**



# Overview



This document will function as a back to school safety plan for Pre-Cam Community School amidst the 2020 Coronavirus pandemic. This plan was created in conjunction with the Ministry of Education's return to school plan [Primary and Secondary Educational Institution Guidelines](#) as well as the [Return to School Plan Fall 2020 Northern Lights School Division #113](#).

1. This is a living document revised on December 9, 2020. It will evolve as required by emerging health risk assessments.
2. Education will continue in the fall. It will not be voluntary learning.

# Staggered Start for Grades 1 - 6



## **For the week of September 8 - 17:**

For the first two weeks of school, classes will be split into two groups; each group would take turns attending class all day. The following cohorts will attend on these days:

- **September 8, 10, 14, 16 (Students whose last name starts with A – L attend)**
- **September 9, 11, 15, 17 (Students whose last name starts with M – Z attend)**

For the time in class, regular instruction would take place.

During students' education time at home, teachers will provide activities that will build on the events of the day. Student are also able to access IXL Math and IXL ELA.

# First Day of School



Pre-Cam will announce classroom lists to the community a week before school begins.

Multiple class lists for the school will be posted outside for parents and new students to view.

There will be an information table outside where unregistered students & families can check in.

Teachers will meet their new class outside, with a large sign indicating their name, grade, and classroom number. The teacher will have their class list present with them. Once they have gathered their class and feel it is a safe time, they will walk with their students to their classroom.

There will be an online assembly for all classes to view at 11:10 AM (from YouTube) reviewing some of the safety expectations of the school.

# Pre-K and Kindergarten



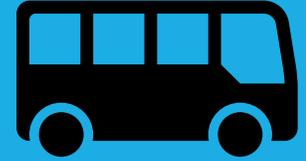
Following the school division's guidelines, the number of pre-k's will be no more than 16 and no more than 20 kindergarten students in each AM and PM class. Sanitizing of hands and doors knobs. The TA will focus on sanitizing.

- **September 8-11 (Orientation Week: Child's teacher will contact you)**
  - To start the school year in order to get oriented with their new classroom and meet their teacher, students can come with one parent only and meet the teacher. The teacher will contact parents to set-up a meeting time, hygiene and physical distancing protocols must be followed.

For the week of September 14-17, classes will be split into two groups; each group would take turns attending class in their regular AM or PM time. The following cohorts will attend on these days:

- **September 14, 16 (Students whose last name starts with A – L attend)**
- **September 15, 17 (Students whose last name starts with M – Z attend)**

# Busing



- The school division will work with bus contractors to ensure the following:

Cleaning and sanitation of buses between each run.

It is mandatory for all students to wear masks.

Adjust routes to allow time for cleaning and sanitization.

Seating plans for all runs.

Communication with parents/caregivers regarding hygiene and behavior expectations.

Drivers have appropriate PPE and supplies.

No field trips or extracurricular trips unless approved by the school division.

- To reduce the number of children on the bus, parents will be encouraged to have children walk, ride their bike, or be dropped off.
- Students will get off their bus and head to their designated playground. No students will enter the building.

# Recess



Classroom teachers will be required to take their students outside once in the AM and once in the PM for a 15 minute recess.

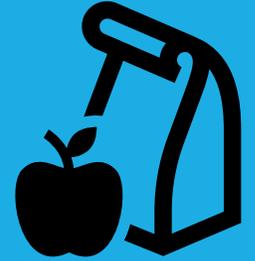
Students will be expected to maintain physical distancing as much as possible

In order that we limit contact with transitions, the division one (front playground) and division two (back playground) classes will sign up for one of three possible recess times in the AM and one of three in the PM. The three times will reduce the number of students on the playground and help students maintain physical distancing. (10-10:15, 10:25-10:40, 10:50-11:05), (2:00-2:15, 2:25-2:40, 2:50-3:05).

At the end of the 15 minutes, classes will line-up at designated areas before they come back into the building and are met by their teacher. In order for students to help maintain physical distancing, they will enter the school as a classroom.

Classes will use their regular entrance doors except for quad 4 will use the music room area entrance and rooms 3 and 4 will use the exit doors outside their classroom.

# Lunch Hour



In order that we reduce the amount of students at school over lunch, we will strongly encourage whenever possible, that students go home for lunch. For those going home for lunch they should leave straight from the school at 11:57 and not return until just before the 12:37 end of lunch bell.

For those students who are going home for lunch, teachers will stagger their dismissal times to avoid overcrowding in the hallways and boot rooms.

The students who do stay will eat in their classrooms. We will off-set our 40 minute lunch hour. Half the students will eat for 20 minutes and then go outside. The other half will go outside to play and then come inside to eat. (**Group 1**- odd rooms **3, 5, 7, 9, 11, 13, 15, 17, 19, 21** eat 11:57-12:17; recess 12:17-12:37), (**Group 2**- even rooms **4, 6, 8, 10, 12, 16, 18, 20, 22** recess 11:57-12:17; eat 12:17-12:37).

# Pre-K and Kindergarten Environment



Soft toys will be put away. Hard toys placed in buckets. The morning group will have a bucket of toys and put away at the end of morning. A new bucket will be put out for the afternoon group and will be put away at the end of the day.

Sanitation will take place over the noon hour to clean the classroom between the AM and PM groups.

# Classroom Environment



As we adhere to the provincial guidelines, we will keep classroom cohorts together to limit the crossover of physical interaction among students and staff.

Physical distancing and other health precautions will be followed according to the Chief Medical Health Officer's direction. **Front-facing instruction will be implemented.**

Classrooms will have to declutter and shelves may need to be removed to give more room to separate students. Shelves and cupboards need to be pushed against the walls to create more open space.

Classroom bathrooms will need to be sanitized (see sanitizing slide). Teachers will need to train students on how to properly wash their hands. Washing for at least 20 seconds and using paper towel to turn taps, light, and door knob.

Students remain in their desk or table area as much as possible.

# Outdoor Classrooms



Whenever the weather is cooperative, teachers will be strongly encouraged to utilize areas of the school playground as an outdoor classroom to deliver instruction.

If teachers wish to take their class beyond the school playground, they will need approval from administration and will need to notify parents of the plan.

Classrooms will not be encouraged to mix outside, maintaining a generous distance.

# School Office Spaces & Conference Room



Office Spaces need to be safe zones for employees who occupy those areas, therefore only the designated employee should utilize such spaces.

A plexiglass barrier will be installed at the front office to separate the secretary's desk from the public.

Unless an office is an appropriate size that can accommodate 2 meter spacing between individuals, groups will need to meet in the conference room (Maker Space Room). Staff will then need to sanitize and wipe down the area before leaving.

# Satellite Classes (Arts Ed. & Cree Culture and Language)



To reduce the amount of movement throughout the school, satellite teachers (arts ed. and Cree culture and language) will travel to each classroom to teach their class. Washing hands between groups and maintaining physical distancing will be a priority.

The act of singing in indoor settings may contribute to the transmission of COVID-19 when one of the participants is infected. Given that singing and choir may elevate COVID-19 transmission risk, there will be no singing or choir taking place indoors.

In order to limit the exposure to too many cohorts, classes will attend a satellite class for two weeks at a time (eg: room 3 attend Phys. Ed. every day for two weeks, then rotate to Cree Culture and Language for two weeks, and then Arts. Ed. for two weeks).

# Satellite Classes (Phys. Ed.)



Phys. Ed. will take place outside as much as possible, especially in September when the weather is nice.

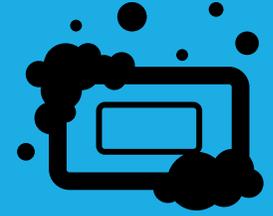
When in the gym, low impact activities will take place like yoga, stretching, circuits, etc. When planning activities, equipment will be designated according to classes.

Classes will show up on time and leave 5 min. early from class. The next group will show up five minutes later so that we eliminate the chance of groups passing each other.

The teacher will sanitize necessary handles, mats, etc. between each group.

Students would need to bring personal water bottles?

# Cleaning and Sanitation



One custodian will start at 10:00, will sanitize bathrooms once in the morning and once in the afternoon or twice during the day, plus one deep cleaning at the end of the day.

All classrooms will have disinfectant to help sanitize surfaces. Part of the daily routine for classrooms will be to have cleaning breaks, where the students are involved in tidying up the room to ensure that sanitation is efficient for custodians.

Teachers, EA's, TA's, other support staff will help sanitize when necessary.

# Wearing Masks



This refers to wearing non-medical masks (no bandanas or buffs) in the building (except when consuming food or beverage):

- Pre-K to Grade 6 students will be mandatory.

All staff are required to wear masks in the building.

Masks are mandatory for **all** students who ride the bus.

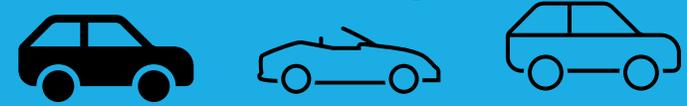
# Parent and Community Entry



Parents and community members will be discouraged to come into the building. They can drop children off, but whenever possible, not enter the building.

If they do come into the building, they need to check into the office, will be expected to wear a mask, sanitize their hands, and maintain a physical distance of 2 meters. Only one parent will be allowed in the building at a time. They will always need to remain in the office.

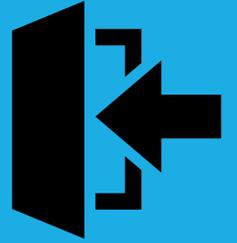
# Parent and Community Drop-off/Pick-up



With a likely increase of traffic, we are considering a drop-off and pick-up zone at the top of the hill, rather than the traditional parking arrangement. This will be explored after the first week.

Staff may be discouraged from parking against the school wall. Allowing for better bus spacing?  
This will be explored more after the first week.

# Zones of Entry



Pre-K will enter at the portable entrance.

Rooms 3 & 4 will line up apart and enter at their entrance door near their classroom.

Kindergarten will line up apart and enter kindergarten boot room one group at a time.

Rooms 5, 6, 7, 8, 9 will line up outside at their designated area and enter at the div. 1 entrance.

Rooms 10, 11, 12, 13 will line up outside the div. 2 entrance and enter from there.

Rooms 15, 16, 17, 18, 19 will line up outside the div 2 entrance and enter from there.

Rooms 20, 21, 22 will line up outside the music/gym entrance door and enter from there.

# Beginning and End of Day Expectations



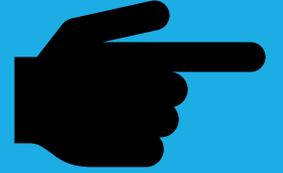
**Beginning of Day:** Parents will be encouraged to have children walk, ride their bike, or be dropped off.

No students will enter the building. When the bell rings, they will line-up at their designated spots and will be met by their teacher. Each class will enter the building one at a time so that the boot room is not overcrowded. They will enter in classroom groups, to maintain as much social distancing as possible.

**End of Day:** When leaving at the end of the day, classes will walk down with their teacher. They will stagger leaving. Those walking to Studer Street will use the back playground entrance door.

Students will maintain physical distancing whenever possible and are only allowed to head to their individual home.

# Signage for Inside School



We will post a sign asking parents and community members to limit their entering the school.

Signs will be posted around the school encouraging physical distancing and sanitizing expectations.

We will close the water fountains and post arrows on the floor encouraging right side flow of traffic in hallways.

# TEAMS Format



Teachers will make it a priority to train their students on the use of TEAMS.

Within their own classroom TEAM, teachers will use the Classroom Notebook for planning and for students to keep their own notes. Assignments will be posted in the TEAM as well.

Acquainting students with Microsoft Teams will be utilized in the event that we need to move to remote learning instruction. TEAMS will also be available for students and classes who require a hybrid school model, where they are unable to attend school for safety reasons.

Microsoft Teams is not used for Homeschooling. For more information on this option for your child, please refer to [Saskatchewan's Homeschooling Program](#).

# Technology Devices



Pre-Cam will have 120 Chromebooks, 30 WinBooks, 30 laptops, and 28 iPads.

Two iPads are assigned to each pre-k to grade 2 classroom that are used for classroom café activities and learning centers.

As teachers take the devices in, they will sanitize all of them after use.

There is an opportunity for students to BYOT (Bring Your Own Technology) to school. Please refer to: [Administrative Procedure 143](#) on expectations for principals, teachers, and students.

# Library/Maker Space



The library will be used once every six-day cycle. Students will borrow one book and return to their classrooms. Books are not easily cleaned, so library books must be kept at school.

Books will be returned and kept in a container for two days before they are reshelved.

There will be no Maker Space offered, but teachers can sign out electronic devices (Ozobots, Edisons, etc.), sanitizing them before returning them from their rooms.

Maker Space area will be used by specialists who come in to work with students, OR staff wishing to meet privately in a safe environment.

# Special Education



Whenever possible, students will remain with their core classroom.

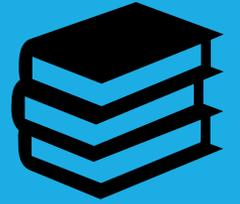
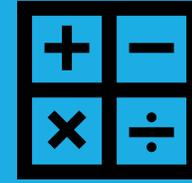
The special ed room will be used and physical distancing will be maintained.

Toys will be limited and those used will be sanitized by the EA or resource teacher after each use.

Student and staff safety will be a priority. If students are not maintaining a safe environment, we will meet as a team (admin, spec. Ed, superintendent, central office, teacher, parent) to devise a plan.

Mask usage for grades 4-6 are mandatory.

# LNC (Literacy & Numeracy)



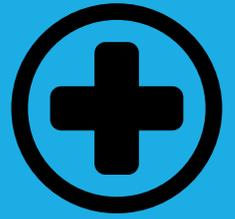
LNC (Literacy and Numeracy Catalyst Teachers) will work with small groups and wash their hands before working with each group.

Students will wash hands upon entering the room or before handling books.

After each group, tables & chairs will be sanitized

Facemasks with plastic barrier shields will be used to help maintain physical distancing.

# Self-isolation Room



It will be made clear to families at the beginning of the year that students exhibiting signs of being sick should not be attending school, and any students coming to school with symptoms will be sent home.

In the event that a child or staff member is not feeling well and present the symptoms of COVID-19, the office will be called and an office member will assist the child/adult in the classroom. The staff member responding will wear PPE and put a mask on the patient. If the child or staff member cannot leave the school immediately, they will be brought to the Sensory Room #2. They will wait there until transportation is available. For a student they will wait for a parent/caregiver to pick them up.

Custodial staff will be asked to complete a deep clean of the classroom area that the staff member or student were working in. The self-isolation room will also receive a deep cleaning.

# Assemblies and Large Public Gatherings



Due to the risk of contamination and passing of the virus, no large physical gatherings for assemblies, attendance or other award recognition will occur.

Any special assemblies such as Halloween, Remembrance Day, Christmas Concert, Valentine's Day, and our Year End Assembly will be delivered in an online format.

No Back to School BBQ's or meet the teacher nights will take place, but online alternatives will be offered.

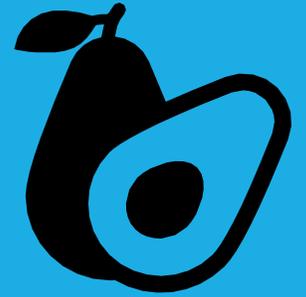
# Building Hours & Extra-Curricular Activities



All NLSD school buildings will be closed at 5:00 pm to staff and the public. Exceptions will include caretaking, facilities, and IT staff.

Although the benefits of extra curricular activities on students is considerable, at this time, no extra-curricular activities will take place. We will reassess event start up as the school year progresses.

# Breakfast/Snack Program



Snack will be prepared by our nutrition coordinator

Snack will be delivered to each classroom by our coordinator and picked up by our coordinator.

Teacher and students will wash hands before snack.

The teacher will hand out snack. Students will eat their snack at their desks. Any dishes will be rinsed by each student and returned to the plastic bin. Students will wash hands after rinsing.

Our nutrition coordinator will gather dishes and bring to the kitchen. Dishes will be rinsed, washed, and sanitized after each use.

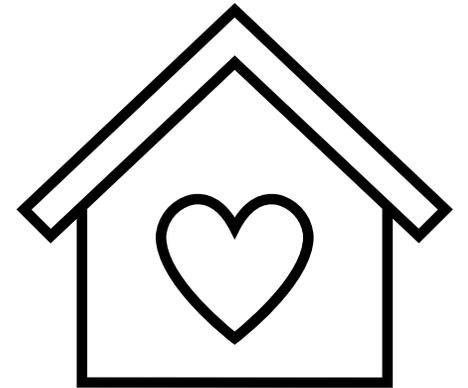
# What Can You Do Outside of School Hours?

**Self-monitor your children.** IF they present any symptoms such as a runny nose or cough, do not send them to school.

Ensure your phone, email, and home address information is up to date with our school in the event of an emergency.

Reinforce and model everyday preventative Covid-19 practices with your child at home such as washing your hands frequently, wearing a mask in public, and physical distancing.

Limit contact with multiple sources outside of your child's classroom. The classroom is your child's cohort and it will be best to stay within this circle outside of school when possible.



# Self-monitor Your Children



## How do you feel today?

Every morning before your child leaves for school check to see if they are experiencing any of these symptoms:



Fever or chills



Cough



Headache



Aches and pains



Sore throat



Runny nose or congestion



Loss of taste or smell



Shortness of breath or difficulty breathing



Fatigue



Nausea or vomiting



Diarrhea

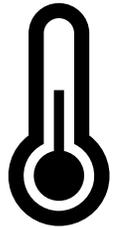


Conjunctivitis



Dizziness

If your child is experiencing any of these symptoms, do not send your child to school and limit their contact with others. Contact Healthline 811 for assistance.



# Symptoms of COVID-19



Symptoms of COVID-19 can vary from person to person. Symptoms may also vary in different age groups. Some of the more commonly reported symptoms include:

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

Children have been more commonly reported to have abdominal symptoms, and skin changes or rashes. Symptoms may take up to 14 days to appear after exposure to COVID-19.

# Student Transition to Full Days



**Pre-Cam will follow the following staggered schedule to bring students back to full attendance.**

- Pre-K to grade 3 students will return to a regular schedule beginning September 28<sup>th</sup>
- For the week of September 28 to October 2, grades 4-6 will continue their staggered schedule:
  - Sept. 28 students with last names A-L
  - Sept. 29 students with last names M-Z
  - Sept. 30 students with last names A-L
  - Oct. 1 students with last names M-Z
  - Oct. 2 students with last names A-L (Due to 11:57 dismissal, there will be no Pre-K or K)
- All students, including grades 4 to grade 6 will return to a regular schedule beginning Monday, October 5<sup>th</sup>