

**South Shore Regional Centre for Education**

**Return to School Plan: September 2020**

Name of School: **New Ross Consolidated School**

Grade level configuration: **Grades PP-8**

Principal: **David O'Quinn**

Student enrollment Sept 2020: **99**

Total number of staff in the building: **19**

**Overview Guiding Principles:**

- Learning happens best when students are in schools with trained staff.
- All students will be back to school 5 days/week under Scenario #1.
- Safety of all students and staff is key. Honour the following themes:

**Skill Acquisition**

- Pre-screening of students and staff
- Familiarity with Covid-19 Daily Checklist
- Hand Hygiene
- Practice and implement mask protocols
- Implementing physical distancing
- Implementing good hygiene (hand washing/sanitizing)
- Implementing enhanced cleaning protocols
- Implementing contact tracing mechanisms
- Students/staff in cohorts with reduced interactions between cohorts
- Staggering of transitions/movement in/out and within schools

# COVID-19 Daily Checklist

It is important to closely monitor your health and the health of those you care for. Please consider these questions each day before leaving home and entering public spaces.

If you are feeling sick, you should **stay home or go home immediately, and follow the instructions below.**

1

## Are you feeling sick?

If yes, stay home and avoid public spaces, including work, school/child care, and shopping.

2

## Do you have any of these symptoms?



Fever  
(i.e. chills,  
sweats)



Cough or  
worsening of a  
previous cough



Sore throat



Headache



Shortness of  
breath



Muscle  
aches



Sneezing



Nasal congestion/  
runny nose



Hoarse voice



Diarrhea



Unusual  
fatigue



Loss of sense  
of smell or  
taste



Red, purple or blueish  
lesions (spots) on the  
feet, toes or fingers  
without clear cause

If yes, stay home and contact 811 to be screened for testing for COVID-19.

3

## In the last 14 days, have you travelled outside Atlantic Canada?

If yes, you must stay home. You are required by law to self-isolate for 14 days upon return to Atlantic Canada.

4

## In the last 14 days, have you had close contact (within 2 metres / 6 feet) with someone confirmed to have COVID-19?

If yes, you must stay home. You are required by law to self-isolate if you have been identified as a close contact of someone with COVID-19. If you haven't spoken with Public Health or been tested, you should contact 811 to be screened for testing for COVID-19.

5

## Are you waiting for results from a COVID-19 test?

If yes, stay home. You are required by law to self-isolate while awaiting COVID-19 test results. Please follow instructions given by Public Health.

Revised July 15, 2020

Pre-screening of Students, Staff and Visitors:

Screening of Students	Responsibility
<ul style="list-style-type: none"> <li>Daily Covid-19 Checklist (above) needs to be completed daily before coming to school.</li> </ul> <p><a href="https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf">https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf</a></p>	<ul style="list-style-type: none"> <li>The Principal will have the Admin Assistant send out the weekly reminder via group email.</li> <li>A pre-screening checklist will be sent home before the first day school and with each child on the first day of school. Parents can use this as a reference each morning or before their child comes to school.</li> <li>All Staff will be required, especially homeroom teachers, to remain vigilant for signs and symptoms of COVID-19 among their students each day.</li> </ul>

Screening of Staff	
Action	Responsibility
<p>Daily Covid-19 Checklist (above) needs to be completed daily before coming to school.</p> <p><a href="https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf">https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf</a></p>	<ul style="list-style-type: none"> <li>The Principal will be responsible to go over a COVID-19 Daily Checklist at the start up staff meeting.</li> </ul>

Screening of Visitors (A visitor is any staff member / volunteer who does not work full time in the building)	
Action	Responsibility
<ul style="list-style-type: none"> <li>Visitors are ALL individuals that are NOT part of the 'day to day' staff at a school. This includes: circuit teachers, itinerant regional staff, regional office staff, regional operations staff etc. This can also include non- staff supporting the essential 'operation' of the school.</li> <li>Visitors will be minimized to support the 'essential' programming for students and</li> </ul>	<ul style="list-style-type: none"> <li>A visitor area will be set up outside the main office in the school.</li> <li>Clear signage and markers for physical distancing will be used for this setup.</li> <li>An Administrator or Administrative Assistant will be responsible for supervision of the visitor area.</li> <li>All people entering the building will sign in at the entrance. Sign in includes a review of the</li> </ul>

<p>operation of the school.</p> <ul style="list-style-type: none"> <li>● Identify and set up the visitor area and maximum capacity.</li> <li>● Sign in form.</li> <li>● Visitors will follow the Public Health protocols, which includes; Daily Covid-19 Checklist (above)  <a href="https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf">https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf</a>, wearing a non-medical masks at all times and be expected to practice hand hygiene before entering the school.</li> </ul>	<p>COVID-19 Daily Checklist. Then be directed to appropriate areas if required. (For example: to perform maintenance in the ventilation room.) A binder of the sign in sheets will be kept by the admin assistant.</p> <ul style="list-style-type: none"> <li>● All visitors must wear a non-medical mask during their time at school.</li> </ul> <p>If a parent/guardian is coming to the school to pick up a sick child, they will remain outside and the student will be escorted to the exit, following Public Health protocols.</p>
---	--

Plan when a student becomes sick during the school day.	
Action	Responsibility
<p>The student will immediately put on a non-medical mask and be taken to an Isolation Space.</p> <p>The student and staff will sanitize hands and be provided a procedural mask if not available. A face shield may be used by staff supervising the sick room if unable to physically distance (p. 30).</p> <p>Cough and sneeze etiquette encouraged, staff and students perform frequent hand hygiene.</p> <p>The family is contacted to pick the child up immediately. Families are expected to pick up the child in a timely manner.</p> <p>Parents are to call 811 for assessment.</p>	<ul style="list-style-type: none"> <li>● Teacher notifies the office and the student is directed to put on their non-medical mask and will go there immediately.</li> <li>● The student will be directed to the isolation space by the designated individual present. If the space has a door, it should be closed. If the space has windows, they should be opened.</li> <li>● The child’s emergency contact will be immediately called by the Admin Assistant or the Administrator present and asked to come for pick up.</li> <li>● The child will remain in isolation in the sick room until their drive has arrived and will be supervised by the designated individual.</li> <li>● If the emergency contact is unable to pick up the child but are home, the school and the parents will come up with a plan on how to get the child home as quickly as possible.</li> </ul>

	<ul style="list-style-type: none"> <li>● Additional cleaning will take place of high touch surfaces in Isolation space and areas where the individual spent time.</li> </ul>
<b>Plan when staff becomes sick during the school day.</b>	
<b>Action</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>● The staff member is to put on a non-medical mask immediately and perform hand hygiene.</li> <li>● Notify the office that they will need to leave classroom. Administration will advise staff to leave immediately if they have transportation and should leave the building immediately.</li> <li>● If unable to leave the school, proceed to an isolation area, in conjunction with support from the office where a procedural mask will be provided if available.</li> <li>● Staff member will call 811 to arrange testing.</li> </ul>	<ul style="list-style-type: none"> <li>● The staff person feeling sick from any employee group will immediately notify the Principal of their condition.</li> <li>● The staff person will also be responsible to put their non-medical mask on at this time and avoid contact with other persons.</li> <li>● The Principal along with the Admin Assistant will immediately begin looking for a substitute teacher.</li> <li>● The Principal will make sure the class is supervised.</li> <li>● The class will continue working on the teachers' emergency substitute plan tasks.</li> <li>● The staff member will leave the building as soon as they have made arrangements to go home.</li> <li>● Staff will be provided with information about next steps (call 811).</li> <li>● The Employee will continue to let administration know each day the update of their condition and as to whether or not they have had to be tested for COVID-19.</li> <li>● Administrators will also do daily wellness checks with each staff member each day. This can be for health issues or for stress related issues.</li> </ul>

**The wearing of Masks is dependent upon regulations and recommendations from Nova Scotia Department of Public Health. These recommendations are subject to change based on the status of COVID 19 within the province. These are the recommendations as of August 26<sup>th</sup>, 2020.**

**Masks**

**Students (PP-3)**

PP-Gr3 masks are not required in class/cohort. Once bussed students have arrived in their cohort zone then students may continue to wear non-medical masks or may choose to remove them.

The current recommendation is that students in grades PP-3 may, but are not required to wear non-medical masks in school. Masks are not required during outside activity. Students will be encouraged to maintain physical distancing and remain in their cohort.

**Students (4-8)**

Masks are mandatory in hallways, common areas, classrooms or cohorts unless physical distancing can be maintained and desks facing same direction.

The current recommendation is that students in grades 4-8 will wear non-medical masks when physical distancing cannot be maintained. Students in grades 4-8 will be permitted to remove non-medical masks in classrooms if physical distancing can be maintained and desks are facing same direction. Masks are not required during outside activity. Students will be encouraged to maintain physical distancing and remain in their cohort.

**Staff (P-8)**

When in areas where physical distancing is not possible, staff must wear non-medical masks.

The current recommendation requires staff to wear non-medical masks when physical distancing cannot be maintained.

- Some staff will need to transition between cohorts such as custodial staff, resource teacher, music and Phys Ed teacher.
- Staff will sanitize/wash their hands when moving between cohorts.
- Staff will maintain their personal record of cohorts they work with each day.

Classrooms P-3	
What you can expect?	What you need to know?
<p>Before entering the building or bus, <b>students</b> are to be pre-<b>screen</b> by parents using Public Health protocols.</p> <p><a href="https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf">https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf</a></p>	<ul style="list-style-type: none"> <li>● Parents/Guardians will be provided a copy of COVID-19 daily checklist and a review of requirements at beginning of year, and frequent reminders to self-screen. This is a skill that schools will be reviewing and practicing in class.</li> <li>● Copies of checklist to be at office and any designated drop-off areas.</li> <li>● Reminders will be sent to families via SwiftK12.</li> </ul>
<p>Students are expected to wear a mask before boarding the bus and it is to remain in place until they enter their classroom.</p>	<ul style="list-style-type: none"> <li>● Students can continue to wear their mask in the classroom if they choose.</li> <li>● Students will practice mask protocols in the classroom.</li> <li>● Masks to be stored in a clean place.</li> <li>● Following direction from Public Health, pre-primary children and students in grades primary to 3 are not required to wear a mask while in school.</li> </ul>
<p>Hand sanitizing. Students are expected to wash and/or sanitize their hands upon entering the building and/or entering the classroom.</p>	
<p>When 2 metres of physical distancing is not possible, at least 1 metre of separation is recommended.</p>	<ul style="list-style-type: none"> <li>● Staff and visitors wear masks at all times unless 2 metres of physical distancing is possible.</li> <li>● Staff moving from classroom to classroom are strongly advised to wear masks at all times in classrooms, regardless of physical distancing.</li> </ul>
<p>Students will not engage in sharing of classroom supplies, e.g. devices, school supplies, etc...</p>	<ul style="list-style-type: none"> <li>● Where sharing is necessary, devices/objects will be disinfected or set aside for 72 hours before being used by another student.</li> </ul>
<p>Movement in classrooms will be limited to essential tasks as necessary.</p>	<ul style="list-style-type: none"> <li>● Teachers will provide necessary items to the students.</li> </ul>

Teachers will be wearing a mask at all times when they cannot ensure 2 metres of social distancing.	<ul style="list-style-type: none"> <li>Best instructional practice may require students to be within 2 metres of the teacher at times. Teachers will model mask wearing protocols during these times.</li> </ul>
---	--

Classrooms 4-8	
What you can expect?	What you need to know?
Before entering the building students will be screened at home using public health protocols. <a href="https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf">https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf</a>	<ul style="list-style-type: none"> <li>Parents to be provided COVID-19 daily checklist and a review of requirements at beginning of year, and frequent reminders to self-screen. This is a skill that schools will be reviewing and practicing in class. Copies of checklist to be at office and any designated drop-off areas.</li> </ul>
Students are expected to wear a mask before boarding the bus and it is to remain in place until they are able to physically distance 2 metres in the classroom.	<ul style="list-style-type: none"> <li>Teachers are encouraged to integrate multiple opportunities to take students outside where they can have the opportunity to remove their masks. Students will practice mask protocols in the classroom.</li> </ul>
Hand sanitizing. Students are expected to wash and/or sanitize their hands upon entering the building or the classroom.	
In situations where students are able to physically distance at 2 metres and desks face the same direction, masks can be removed.	<ul style="list-style-type: none"> <li>Masks mandatory in hallways, common areas, classrooms or cohorts unless physical distancing can be maintained and desks facing same direction. Masks are not required if eating or participating in physical activity.</li> </ul>
Students will not engage in sharing of classroom supplies, e.g. devices, school supplies, etc...	<ul style="list-style-type: none"> <li>Where sharing is necessary, devices/objects will be disinfected or set aside for 72 hours.</li> </ul>
Movement in classrooms will be limited to essential tasks as necessary.	<ul style="list-style-type: none"> <li>Best instructional practice will require students to be within 2 metres of the teacher at times. Teachers will model mask wearing protocols during these</li> </ul>



	times.
--	--------

Specialists	
<p>Music teachers will refer to the new COVID 19 curriculum document for specific details. Music teachers will be traveling to the classroom. Music teachers will wear non-medical masks at all times and sanitize/wash hands between classes.</p>	<ul style="list-style-type: none"> <li>● P-3 students can participate in music class within their cohort without a mask. Physical distancing will be encouraged.</li> <li>● 4-8 students must wear a mask during music class unless 2 metres physical distancing is possible. Classes will be encouraged to go outside when possible.</li> </ul>
<p>French teachers will be traveling to the classroom. French teachers will wear non-medical masks at all times and sanitize/wash hands between classes.</p>	<ul style="list-style-type: none"> <li>● 4-8 students must wear a mask during French class unless 2 metres physical distancing is possible. Classes will be encouraged to go outside when possible.</li> </ul>
<p>PE teachers will refer to the new Covid-19 PE curriculum document for specific details. PE teachers will wear non-medical masks at all times unless they are outside and sanitize/wash hands between classes. Students will be travelling to PE classes, escorted and transitioned by the PE teacher.</p> <ul style="list-style-type: none"> <li>● Outdoor activities are encouraged whenever possible</li> <li>● Have ready to go equipment kits for P-8 students. No sharing of materials should take place. Equipment should be cleaned and disinfected between cohorts or is placed in isolation for 72 hours if it cannot be disinfected.</li> </ul>	<p>Students need to practice good hand hygiene before and after classes.</p> <ul style="list-style-type: none"> <li>● Masks do not need to be worn during indoor physical activity where a mask cannot be worn.</li> <li>● Masks do not need to be worn outside</li> <li>● In grades 4-8 masks need to be worn to and from class</li> </ul>
<p>Learning Support Teachers and School Based Interventionists (RR, ELI) and School Counsellors</p> <ul style="list-style-type: none"> <li>● These staff must wear a mask at all times when working with students.</li> <li>● Schedule within cohorts whenever possible.</li> <li>● Please refer to SSRCE Student Services document</li> </ul>	



	<ul style="list-style-type: none"> <li>● Core French/Music - The Core French and Music teacher will travel to the class, following the appropriate guidelines: <ul style="list-style-type: none"> <li>○ Practice good handwashing/sanitizing upon leaving one cohort and before entering another</li> <li>○ Maintain a record of which cohorts they visited each day</li> </ul> </li> <li>● Resource, Behavioral Support, RR, and outside agencies will also directly pick up students this year if they need them to go to a location other than their homeroom classroom.</li> </ul>
--	--

<p>Washrooms:</p> <ul style="list-style-type: none"> <li>● Staggering of times when possible and numbers will be limited</li> <li>● Waiting spots will be marked</li> <li>● Stalls and sinks will be spaced</li> </ul>	<ul style="list-style-type: none"> <li>● Upper Cohort and Lower Cohorts will use the washroom and water bottle filling stations that are located on their cohort floor.</li> <li>● Students are encouraged to bring a filled water bottle to avoid congestion in the water filling station.</li> <li>● Each class will be scheduled into washroom breaks before or after recess.</li> <li>● When an individual student needs to use a washroom, they will be asked to go directly to their cohort washroom and only enter when it is not at its maximum. If there is a line, with no waiting spaces they will be taught to return to class and try going again at a later time.</li> </ul>
--	--

<p>Hand Hygiene Skill: We recognize that this is an important skill to be taught, modelled and prioritized in direct teaching.</p>	<ul style="list-style-type: none"> <li>● Hand Hygiene - washing with soap and water, or 60% alcohol-based hand sanitizer when not readily available will occur frequently.</li> <li>● Hand Hygiene is extremely important at any times during the day, but especially <b>before</b> entering the school and/or classrooms, before eating/drinking/handling food, and outdoor activities. <b>Also after</b> sneezing/coughing/blowing nose, outdoor activities, eating/drinking/using</li> </ul>
--	---

	<p>the washroom. Washroom/ hand hygiene breaks must be scheduled for each class.</p> <ul style="list-style-type: none"> <li>● Hand sanitizer will be available in classrooms to help avoid the high volume of students needing to go to the washroom at once. Hand sanitizer is to be used with supervision. Staff will supervise the use of hand sanitizer. Teachers will encourage and teach proper technique.</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>● Students will be scheduled to reduce travel and sharing hallway space and therefore reducing significantly the opportunity for cohort mixing.</li> <li>● Staff will wear a non-medical mask during hallway interactions.</li> </ul>
Coat Hooks	<ul style="list-style-type: none"> <li>● Students can use hooks outside of classroom.</li> <li>● Students will be sent to retrieve their items in a staggered manner if necessary; book bags are encouraged to be kept in the classroom if possible to reduce the need to be in the hallway.</li> </ul>

<b>Cohorts Mixing for Instructional Reasons</b>	
<p>Cohorts at the P-8 level will not be combining except for individual programming purposes. Attention will be made as much as possible to scheduling individual cohorts e.g. resource room, learning centre, literacy interventions and supports.</p>	

<b>Arrival</b>	
Bus Drop Off	<ul style="list-style-type: none"> <li>● The first bus to arrive in the lineup will</li> </ul>

	<p>unload beginning at 8:05.</p> <ul style="list-style-type: none"> <li>● Those buses that may arrive while another is unloading will wait until the other bus is finished in order to avoid congestion at the entrance.</li> <li>● Students will keep their masks on and proceed directly to their classroom.</li> </ul>
Parent Drop Off	<ul style="list-style-type: none"> <li>● <b>All parents are required to drop off outside the school and are not permitted to enter the school.</b></li> <li>● Parent drop off will occur beginning at 8:05 with parents parking in the designated drop off section of the parking lot.</li> <li>● The students will line up in front of the school (markers to social distance) to the front door. Students will sanitize and enter one at a time and proceed directly to their classroom.</li> <li>● Walkers will follow the same process.</li> </ul>

End of Day Departure	
	<ul style="list-style-type: none"> <li>● Cohorts will be dismissed one cohort at a time. Students will social distance in line and proceed to the busses or to main door for pick up outside. All other Cohorts will remain in class to await dismissal call.</li> <li>● Walkers and/or Day care students will be dismissed with their cohort and will proceed to the main entrance to be picked up outside by Day care staff and/or parents.</li> </ul>

Breaks	Recess:
--------	---------

Areas of play/times/entrances and exits are designated to different cohorts.

- Cohorts will go out through their designated exit and once outside, each cohort will go to a designated area of the playground and there will be no mixing of cohorts.
- The designated areas will be rotated each week.
- Teachers will follow a duty schedule as agreed upon.

Lunch -

- Cohorts will eat with their teacher during their scheduled time and be dismissed as a cohort through their designated exit.
- Cohorts will go out through their designated exit and once outside, each cohort will go to a designated area of the playground and there will be no mixing of cohorts.
- Cohorts will line up social distanced and await their time to enter the school.
- Students who are receiving lunch from the kitchen will have it delivered to their classroom.

Breakfast Program

Breakfast Program

- All Breakfast program food items will be delivered to homeroom classes instead of students picking them up each day.
- Volunteers, if needed, will wear a non-medical mask and be required to complete the pre-screening checklist.

Snack

- Students will eat snacks in their classroom before or after morning recess depending on their schedule.
- As mentioned above, students will have been provided a scheduled washroom/hand washing break prior to their snack time.
- All students will remain in classrooms during

	snack time.
--	-------------

Enhanced Cleaning and Disinfection of Shared Areas and Surfaces	
What needs enhanced cleaning protocols	How will this be addressed
Student desks	<ul style="list-style-type: none"> <li>● Custodian will clean the assigned student desks twice during the day.</li> </ul>
Devices	<ul style="list-style-type: none"> <li>● Devices will be assigned to each cohort exclusively where possible.</li> <li>● Students will be assigned where possible to specific Devices.</li> <li>● Teachers and/or students will wipe down and disinfect their devices after each use.</li> </ul>

Class Libraries	
Library Space *Items returned have to be quarantine for 72 hours	<ul style="list-style-type: none"> <li>● Books will be transported to the students for their selection or pre-packaged by the teacher</li> <li>● All books returned will have to be quarantined for 72 hours before going back to other students. ○ Staff that are re-shelving books will need to wash hands or sanitize, prior to this activity.</li> </ul>

Staff Considerations	
Staff Breaks	<ul style="list-style-type: none"> <li>● Staff from different cohorts will need to remain as separate as possible for the 2020/2021 school year.</li> <li>● Staff will be encouraged to take breaks in their workspaces as much as possible.</li> <li>● The staffroom kitchen can be used for</li> </ul>

	<p>storage and preparation of lunch items.</p> <ul style="list-style-type: none"> <li>● Staff must clean up after themselves. Dishes cannot be left in the sink.</li> <li>● Reminder to staff about the need for hand washing / sanitizing before activities like preparation of food at break time.</li> <li>● Staff from the different cohorts will have their lunch breaks at different times as much as possible.</li> </ul>
<p>Staff Materials</p>	<ul style="list-style-type: none"> <li>● Teachers will be encouraged to clean classrooms of clutter or extra items prior to students beginning the school year.</li> <li>● Staff will store personal items like coats, boots, etc. in their actual workspace this year or other assigned area.</li> </ul>
<p>Substitutes</p>	<ul style="list-style-type: none"> <li>● Substitutes will be required to wear non-medical mask.</li> <li>● Substitutes will receive reminders from AESOP</li> <li>● Substitutes will be asked to arrive early enough to become familiar with school plans and protocols.</li> <li>● Substitutes will be required to bring PPE with them as required.</li> <li>● Substitutes will need to sign in and will also have to sign a declaration form upon arrival. The Admin Assistant will look after the collection of these.</li> </ul>
<p>Shared Staff Spaces</p>	<ul style="list-style-type: none"> <li>● Staff will be asked to eliminate as many touch points as possible.</li> <li>● Staff will need to practice physical distancing in shared areas such as the main office, photocopy rooms, and supply areas and so on.</li> <li>● Meetings will need to be thought about strategically this year to evaluate the best medium for it to happen.</li> </ul> <p>Questions to consider would be:</p> <ul style="list-style-type: none"> <li>○ Can they be held virtually?</li> </ul>



	<ul style="list-style-type: none"><li>○ Are all participants necessary?</li><li>○ If held in person, can physical distancing happen?</li><li>○ Are enhanced protocols necessary, such as PPE? Staff support multiple schools<ul style="list-style-type: none"><li>● Staff who service multiple schools will be reminded to bring a personal, non-medical mask, log in at the school office, review COVID-19 checklist and to review school procedures</li></ul></li></ul>
--	---