

**South East Cornerstone Public School Division Health and Safety Response Plan**



**Government of Saskatchewan**  
**•Primary and Secondary Educational Institution Guidelines•**



**South East Cornerstone Public School Division**  
**•Division Level Guidelines•**



**South East Cornerstone Public School Division**  
**•Individual School/Program Plans•**

1 **Education Delivery**

\*On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. This is the full working document as approved by the Ministry of Education on August 1, 2020.  
 \***UPDATE:** August 15, 2020 Government of Saskatchewan announced that the first student day will be September 8<sup>th</sup>. It was also announced that all schools will have their plans posted and communicated with staff and parents by August 26. Furthermore additional time would be allocated to staff training.  
 \***UPDATE:** September 8, 2020, Response Planning Team Update August 21, 2020: Thresholds for Levels 2-4 of the *Safe Schools Plan*: As announced within the Safe Schools Plan, there are four levels under Safe Alternatives including:

- Level 1: Return to school as close to normal as possible, with additional health measures and precautions.
- Level 2: Return to school with mask usage for students and staff, as per the guidance provided to school divisions by Saskatchewan’s Chief Medical Health Officer on August 11.
- Level 3: School capacity will be reduced. This may include establishing cohorts and hybrid learning models as considerations.
- Level 4: Implementing learning continuity plans, which means transitioning to mandatory remote learning.

As the risk of transmission varies around the province, decisions regarding a transition to different levels of the Safe School plan and mask-usage within schools will be determined by the local school divisions in consultation with the local Chief Medical Health Officers.

\*SECPD has developed two overarching guiding documents, *SECPD COVID Health and Safety Response* and *SECPD COVID Response Education Delivery*. Please note that all Administrative Procedures and processes remain in effect unless otherwise indicated.  
 \*Furthermore, all staff will continue to work in their assigned work environment consistent with non-COVID practices.  
 \***UPDATE:** August 18, 2020  
 \* Students will begin school on September 8<sup>th</sup> which will be a Day 5 in the six day cycle. We will have a staggered start. Thus one half of each cohort, Grade 1-12, will attend on September 8 and the other half on September 9. All students will attend on Sept. 10. Schools will communicate with families during the week of Sept 1-4 to advise parents of assigned attendance dates.  
 \* All schools will have their plans posted on their school websites by the end of day August 26<sup>th</sup>.  
 \* Staff will contact families regarding each child and class procedures/expectations to assure understanding of expectations for the first day back.  
 \* Staff will have the opportunity, from Aug. 26<sup>th</sup> – September 4<sup>th</sup>, to prepare and train for new procedures.  
 \***UPDATE:** October 2, 2020

Level One	Level Two	Level Three	Level Four
Return to school as close to normal as possible, with additional health measures and precautions.	Return to school with mask usage for students and staff, as per the guidance provided to school divisions by Saskatchewan’s Chief Medical Health Officer on August 11	School capacity will be reduced. This may include establishing cohorts and hybrid learning models as considerations.	Implementing learning continuity plans, which means transitioning to mandatory remote learning.
See SECPD Health and Safety Response Plan (Minus masks) and SECPD Return to School Learning Options	Level 2.0 SECPD Health and Safety Response Plan and Return to School Learning Options  Level 2.5 Increase mask usage to mandatory levels as per any possible new recommendations of the CMHO.	If there is an increased transmission of COVID in one or more of our communities or school environments, following consultation with Local Medical Health Officer and team, we will move to reducing class sizes by implementing a hybrid model to contain the transmission. Reducing class sizes will afford the ability to increase physical distancing. Masks as per Level 2 (2.5) are still required	In the event of cases in schools which are deemed by Health professionals as potential transmission within the school environment or transmission location is unknown then in consultation with LMO we will move to remote learning.  This will be full remote learning of all curricula for all students using Micro Soft Teams as the learning platform.

Ogema School will align best Educational Practices with the Provincial and School Division guidelines.  
 This is an “Evergreen Document” and will be revised when changes are required by the direction of the Saskatchewan Health Authority, Ministry of Education or South East Cornerstone Public Division (SECPD).  
 Our cohorts will be as follows:  
 K-2  
 3/4  
 5/6  
 7-9  
 10-12  
 K-2, 3/4 and 5/6 will have a maximum of 2 teachers plus support teachers.  
 7-9 and 10-12 will have a maximum of 3 teachers.  
 All of the above cohorts will be together for the duration of the school day. There will not be any mixing of cohorts within the school.  
 Scheduling has been done to minimize the contact cohorts have to staff members. EA’s and RTI/LST have been scheduled in such a way as to minimize

**\*UPDATE: November 13, 2020**

The Government of Saskatchewan is recommending that high schools with more than 600 students move to Level 3 of the Safe Schools Plan, which calls for reduced in-class learning.

Students will attend school, physically, on alternating days.

High density high schools (WCS and ECS) and schools with grade levels where students are a member of more than one cohort/day, typically grade 9 thru 12, will be considered for Level 3 prior to single cohort classrooms.

Cyber Stone Virtual School will continue as scheduled.

Teachers will continue to be responsible for planning, instructing, and assessing the curriculum for the students enrolled in their class prior to the move to Level 3.

Cohorts will be divided into half as per the staggered start. Schools will create cohorts and contact lists, so that they are ready to implement in a short turnaround should a move be required.

Schools will work to reduce the number of cohorts that a student is a part of if at all possible. Attempt to create pods within the cohorts.

Students with an intensive need designation will attend full-time.

If the full class is a single cohort of 14 or fewer, then there is not a requirement to divide into two cohorts.

Instruction, support and assessment will be provided on the in-class, face to face day for students. Assigned independent work and practice will be

Cyber Stone Virtual School will continue.

Focus on the 4 cores of ELA, Math, Science and Social Studies at the Grade 1 -9 level, and all courses at 10, 20 and 30 levels that were being instructed at the time of the move to remote learning.

Upon resuming face to face classes at the Gr. 1-9 level, the remaining courses and content will be addressed.

In the event of an extended period, beyond a month, then all curricula is required to be delivered through this format.

Programming for students who may require face to face support due to unique situations will be developed on an individual basis and implementation processes will be established if possible.

Student Services and structures would follow the same procedures as implemented during supplemental learning in the Spring of 2020.

There is an expectation that courses will be timetabled at specific times and will include some synchronous delivery as well as team/class meetings.

For families without access, we will attempt to support access by using data drops where possible.

If that is not possible, paper learning materials will be developed and distributed.

contacts as much as possible.

**We will have a staggered start to our School Year.** Only students who have last names from A-L will be in attendance on September 8<sup>th</sup>. Only students who have last names from M-Z will be in attendance on September 9<sup>th</sup>. \*You may be contacted by a classroom teacher to alter your start day. **All** students will be in attendance starting on September 10<sup>th</sup>.

The Ogema Staff will be contacting families during the week of September 1-4, 2020 to advise parents/guardians of assigned start-up dates and to share new class procedures/expectations and re-connect after 5 months of separation.

The Ogema School Staff will be working from August 26-September 4 to prepare and train for new school level procedures.

				<p>provided and expected to be completed on non-face to face days.</p> <p>At upper levels teachers may wish to incorporate a flipped classroom approach whereby instruction via recorded lessons or readings is completed at home and practice occurs at school.</p> <p>Schools will be prepared for a nimble move to Level 3 by ensuring technology accounts are established and students have access.</p> <p>The first day of the hybrid will be a prep day for staff in the school and a deep cleaning day for custodial staff. No students will attend.</p> <p>Students will attend on alternating days until the conclusion of Level 3 – either back to 2 or up to 4. We must ensure an even number of student days – return on an even day to ensure students are at the same place (counting the prep day as the first day, odd day)</p> <p>Student Services staff will work with students directly on the days they are scheduled to be in the buildings.</p>	<p>Technology will be offered to families who would benefit from access.</p> <p>Turnaround time will be situational. We anticipate a one-day turnaround however this will be dependent on the particular situation.</p>	
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2	<b>Personal Protection Equipment</b>	<p><b>*UPDATE:</b> August 11<sup>th</sup>, 2020 Government of Saskatchewan updated recommendations: Students in Grades 4 through 12 wear a mask in high traffic areas, such as in hallways and on buses. For those students in Grades 9 through 12, masks may be required in classrooms where it is not possible to maintain physical distancing or where students are outside of the cohort within their classroom, as well as all teachers and staff.</p> <p><b>*UPDATE:</b> September 8, 2020, Response Planning Team update August 21, 2020: Mask Protocol</p> <ul style="list-style-type: none"> <li>• If a school division makes a decision to move to Level 2 as part of the re-opening, the government has recommended mask use for staff and students in grades 4 through 12 in high-traffic areas such as hallways and buses.</li> <li>• Under Level 2, masks may also be required in the classroom for students in grades 9 through 12, as well as staff, where it is not possible to maintain physical distancing or if a student has to attend a class outside of their cohort.</li> <li>• It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric. Bandanas and gaitor masks are not recommended as appropriate face coverings.</li> <li>• All current evidence indicates that transmission in children 10 and under is very low. For these children, we will emphasize the importance of frequent handwashing and proper coughing or sneezing etiquette, as well as cohorting to a single class. If a child younger than Grade 4 chooses to wear a mask, they are able to.</li> <li>• The Ministry of Education has purchased six million masks to be distributed to school divisions for students and staff use. The first shipment of these masks will be distributed to school divisions-prior to the first day of school.</li> <li>• In addition to face masks, the province has obtained full-face shields which will be available for all staff. It is important to note, a face shield is not an equivalent substitute for a face mask, as the respiratory pathways are not adequately protected with a face shield alone.</li> <li>• Additional masking information is available in the Re-Open Saskatchewan plan here at <a href="http://www.saskatchewan.ca/re-open">www.saskatchewan.ca/re-open</a>.</li> </ul>	<p>*PPE has been ordered for Students Services to utilize when supporting personal care for students.</p> <p>*PPE has been ordered and will be required when supporting students who become ill while attending school.</p> <p>*The system has also ordered and will supply disposable masks.</p> <p>*Parents/visitors to schools will be limited and asked to remain only at entrance. In event of requirement to enter, disposable masks will be required and will be provided.</p> <p><b>*UPDATE:</b> August 12<sup>th</sup>, 2020.</p> <p>Level 2.0 All students grade 4-12 will wear masks on busses as well as when in high density areas as determined by the school. Schools will consider all areas where physical distancing is not possible and where there is the possibility of high congestion areas of students.</p> <p>* All students in 9-12 are required to wear masks at all times when physical distancing is not possible AND when they move outside of their cohort. Thus, masks are to be worn in classrooms with few exceptions due to size of class.</p> <p>* At this time students in Grades 4-8 that are cohorts will not be required to wear masks while in class.</p> <p><b>*UPDATE:</b> Effective Monday, November 16<sup>th</sup>, students in Grade 4-12 are required to wear masks while in classrooms. It is highly recommended that students in PreK-3 wear masks.</p> <p><b>*UPDATE:</b> Effective Friday, November 27<sup>th</sup>, all students, PreK-12 and staff will wear masks as directed in the Public Health Order Masking, November 26<sup>th</sup>, 2020.</p> <p>* When students are present, staff are required to wear masks in all school facilities and on buses. When students are not present, masks must be worn by staff only when they are unable to physically distance.</p> <p>* There may be some students who due to personal health and or developmental challenges for which masks are not appropriate. For intensive needs students this will be determined with the support of the child’s parent and full support team. For non-intensive needs students, medical documentation will be required for an exemption.</p> <p>*Level 2.5 - Adaptations from Level 2.0 will occur at the direction of the CMO and or local medical health officers and will be guided by transmission rates in the local region.</p>	<p>Mask use will be mandatory for grades 7-12 while in the building. Mask use for 4-6 will be necessary when social distancing cannot be accomplished.</p> <p>All students 4-12 will also be required to wear a mask when in the hallway, when using the washrooms and while riding the bus.</p> <p>Mask use is mandatory for all staff when working with students in the building. The exception is if they are in a room with no students and can physical distance from any other adults in the room.</p> <p>The division will be providing disposable masks for students who have forgotten their personal mask.</p> <p>We have PPE available for staff in the event that a student becomes ill and is showing symptoms. That student will be moved to our designated Illness room after which parents will be contacted to pick their child up immediately.</p> <p>All school doors will be locked, with the exception of the main entrance, once the students have arrived in the morning. If someone needs to enter, a phone call to the office will be necessary to gain access. Parents are asked to remain at the entrance. In the event that access is necessary a disposable mask will be required and will be provided.</p> <p>If students are going to be late, their cohort entrance will be locked. Parents or the student will need to contact the office and someone will let them into their cohort door. They will not enter the front entrance.</p> <p>-Ogema School staff will work with students to teach proper</p>
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		<p><b>*UPDATE: November 20, 2020</b></p> <ul style="list-style-type: none"> <li>While the province continues to recommend wearing masks whenever you are outside the home, wearing a non-medical mask will now be required in all indoor public spaces in Saskatchewan. Masking in school settings is described in the back to school plans as set out by the respective school divisions.</li> </ul> <p><b>*UPDATE: November 26, 2020: Public Health Order Masking</b></p>		<p>mask use and etiquette during the first week of school and then as required throughout the school year.</p> <p>- Information on proper mask use and etiquette will be distributed to all Ogema School families</p>
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3	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. Although general use containers need to be available, where possible, students and staff should have their own hand sanitizer. Supervise the use of hand sanitizer with young children.	*School staff will teach proper hand hygiene and other safety practices during Significant 72 (First days of school) and review as needed. *Schools are asked to post and share the handwashing protocol as provided by SECPSD in newsletters and on the websites. *School staff will add personal hand sanitizer to school supply lists.	Teachers will provide instruction on proper hand hygiene and washing procedures on the first day of attendance. - Classroom Doors will be left open and the lights left on throughout the day to minimize high touch areas in the classroom. - Signs will be posted and hand washing protocols will be shared on our Facebook page and see saw for parents to access
	Hygiene	*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).	*SECPSD will order containers of hand sanitizer dispensers and hand sanitizer to be placed in all learning spaces and entry ways in all schools and facilities. *SECPSD will design and order hand hygiene signage for schools and staff will be asked to post these in prominent locations. *Facilities staff will order centrally to ensure the hand sanitizer meets the requirements.	Teachers will explain the proper use of hand sanitizer and will supervise student use throughout the day.  Homeroom teachers will teach/review proper hand hygiene and other safety practices (ie. Avoid touching face, cough/sneeze into your arm etc.) during the first days of school (Significant 72)  Hand hygiene protocol signage provided by the school division will be posted throughout the school building. This information will also be posted to our Ogema School Facebook page, school website, through see saw and EDSBY.  Students are asked to purchase their own personal hand sanitizer (Approved for use against Covid-19 and low or no scent please)
	Hygiene	*Except when in close contact with a sick student, masks and eye protection are not required, beyond those used by staff as part of their regular precautions for hazards normally encountered in the workplace. They should only be used when all other controls have been fully explored. *UPDATE: As per provincial release on August 11 <sup>th</sup> , 2020, masks for Grade 4-12 students on buses and in high density areas are recommended as well as for Grade 9-12 students in classes when physically distancing is not possible. It is recommended all staff wear masks.		Hand Sanitizer dispensers will be placed in all learning spaces and at all entrances to the school.  Hand sanitizing/washing is required of all staff and students whenever they enter or re-enter the school building. Hand sanitizer dispensers have been placed at all entry ways and in all learning spaces for student and staff use.  Staff are familiar with the SDS sheets regarding the safe use of hand sanitizer and will supervise student use of hand sanitizer
4	Limiting Physical Contact	*For younger children, maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.		As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
	Limiting Physical Contact	*Staff, parents and students must encourage and practice preventative measures, such as limiting physical contact, throughout the school day (i.e. during instruction, recess, nutrition programs, extra-curricular) and avoiding close greetings (i.e. hugs, handshakes.)	*Staff will teach processes and practices to support physical distancing in the Significant 72. *This will be an on-going focus throughout the year. *Lessons can be developed within applicable curriculum.	Ogema School staff will work with students to teach processes and practices to support physical distancing during the first week of school and then as required throughout the school year.  Information on processes and practices that support physical distancing will be distributed to all Ogema School families.
	Limiting Physical Contact	*Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as 'two-arm lengths apart' and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.	*Staff is asked to incorporate into phys-ed classes or other appropriate curriculum, opportunities to teach non-contact activities/games that do not utilize shared equipment that students could play at recess/noon.	As part of our regular curriculum and while on the playground, staff will introduce students to a variety of non-contact activities/games that do not utilize shared equipment

	Limiting Physical Contact	*Plan for reduced physical contact activities, and where possible, avoid activities that require clustering around a particular item or small area.	*Limit the use of school lockers and cubbies as these are areas that are difficult to social distance – encourage backpack use and keep backpacks at desk or on person at all times. *Continue the practice of single access point to the public. *Consider a varying format to circle time and cooperative learning groups – continue to use cooperative learning as it is an effective learning strategy – however, consider health and safety techniques that will allow for distancing.	At this time school lockers will not be utilized and students are asked to bring and use a backpack to transfer materials and place needed items under their desks.  Students are encouraged to carry the books and materials that they require for the day in their own personal backpack that can be hung on the back of their chairs while in class.  Teaching staff will work with students to help them to understand the new practices and procedures involved in this area during the first week of school and as required throughout the school year.  With the exception of the main entrance doors, all outside doors will be locked when the morning bell rings (9:00 am).  Access to the school building is restricted to students and staff unless circumstances require exception. All exceptions must be approved prior to entry by the school administrator.

	Limiting Physical Contact	<p>*Modify procedures for entering the building to support physical distancing. Possible strategies include staggered entry into classes and schools, separate group entrances, limiting pickups and drop offs to one parent/guardian, etc.</p> <p><b>UPDATE:</b> Government August 11, 2020</p> <p>* Staggered start times, breaks and end times, where possible.</p>	<p>*Stagger dismissals and entry into the building to ensure boot rooms are not congested. Communicate the plan with parents.</p> <p>*Mark entries to the school with tape, lines or x's, to show students how to distance while entering.</p> <p>*Designate cohort gathering spaces outside for recess and for return to the school. Use chalk/paint to designate areas.</p> <p>*Signs have been ordered for school use promoting physical distancing.</p> <p>*Schools will advise parents through back-to-school newsletters that buildings will be limiting access to one parent. Parents will remain outside when dropping students off or picking up.</p> <p>*Face to Face Teacher training for QBS, CPR and First Aid. (Postponed until further notice)</p>	<p>Students will enter and exit the building through designated entryways.</p> <ul style="list-style-type: none"> <li>- K/1/2 will enter through the main elementary doors.</li> <li>- 3 and 4 will enter through the east elementary doors first.</li> <li>- 5 and 6 will also enter through the east elementary doors after the 3 and 4's are gone.</li> <li>- 7/8/9's will enter through the doors by the Home Ec room.</li> <li>- 10-12's will enter through the south doors by Mr. Eden's room.</li> </ul> <p>If parents are dropping off, or picking up, their children off at the school, we ask the only one parent accompany them to the door, if necessary, and remain outside, as schools remain closed to the public.</p> <p>All grade 4-12 students are required to wear masks in entry ways and hallways.</p> <p>Homeroom teachers who share an exit will ensure one class has cleared before another class exits. Re-entry after recess will happen one classroom at a time.</p>
	Limiting Physical Contact	<p>*Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.</p>	<p>*Noon – request that children go home at lunch as much as possible.</p> <p>*Rearrange eating areas so that students remain in classroom cohorts when possible and remain in the same physical space where they were previous to lunch.</p> <p>*Discourage the use of microwaves.</p>	<p>We are requesting that students go home for lunch as much as possible. The students who remain will be eating within their classroom. Note: There will be no use of Microwaves at this time, so lunches need to be items that don't need to be heated. For younger students we request that food is sent in containers or packaging that students are able to open on their own with no assistance.</p> <p>If farm students choose to leave at lunchtime, they will not be readmitted into the school until 1:00.</p> <p>Students will use a placemat on their desk before eating as well as washing their hands.</p>
	Limiting Physical Contact	<p>*Children from the same household (e.g. siblings) do not need to maintain physical distance from each other.</p>		<p>As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines</p>
	Limiting Physical Contact	<p>*Wherever possible, physical distancing should be maintained, even within the same group. Consider modifying room configurations (e.g. separating tables) to promote physical distancing.</p> <p><b>UPDATE:</b> Government August 11<sup>th</sup>, 2020</p> <p>* Front-facing instruction for students, any exceptions will be identified for approval by public health</p>	<p>*Ensure all classrooms are de-cluttered, remove any soft fabric furniture or removable rug/carpet areas.</p> <p>*Arrange desks/tables with as much distancing as possible.</p> <p>*Arrange seating areas so that all are facing same direction as much as possible.</p> <p>*Mark all areas where students would congregate for a line into distancing spaces as much as possible with provided signage from SECPSD.</p> <p>*Use single file line up only.</p>	<p>All soft fabric furniture and removable rugs have been removed from classroom spaces.</p> <p>Lines and marking on the floor will be in place to direct student traffic within the school.</p> <p>Change rooms will not be accessible to students as this is a difficult area to properly supervise and keep sanitized.</p> <p>Students are asked to attend school in clothing that would be</p>



			<p>*Changerooms will not be accessed, therefore changing out for PE will not be required at this time.</p> <p>*Fire Drills can be practiced by cohort, rather than school wide.</p> <p>*School lockdown processes should be reviewed and discussed but not practiced at this time.</p>	<p>conducive to attending classes and participating in PE classes.</p> <p>All classrooms will be arranged in a “Front facing” orientation.</p> <p>Fire drills and Lockdown procedures will be discussed, and practiced, in classrooms but will not be practiced as a whole school at this time.</p>
			<p>*Small group instruction – use alternate spaces to ensure as much physical distancing as possible or use engineered barriers as provided by SECPSD.</p>	<p>Classroom and student services teachers will use alternate spaces to ensure as much physical distancing as possible or use engineered barriers provided by SECPSD for small group instruction situations.</p>
	Limiting Physical Contact	<p>*Incorporate more individual activities or activities that encourage more space between students and staff. Activities that require physical contact should be avoided.</p>		<p>Addressed earlier in this section.</p>

<p>Limiting Physical Contact</p>	<p>*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.</p> <p><b>UPDATED:</b> Government on August 11, 2020.</p> <ul style="list-style-type: none"> <li>• Teacher and class cohorting, with a focus on cohorting teachers to a limited number of students and keeping students in one cohort as much as possible;</li> <li>• In elementary school settings, students' cohorts will be the classroom;</li> <li>• In high school settings where cohorting is more complex, school divisions will be encouraged to find creative solutions to move students in cohorts where possible;</li> </ul>	<p>*Cohorts:</p> <p>**Schedule high school classes with thought to cohorts.</p> <p>**Minimize movement in the hallways at any single time</p> <p>**Keep cohorts together as much as possible</p> <p>**Have teachers move when possible and not students</p> <p>**Use a homeroom structure for teacher assignment PreK-9</p> <p>**Keep cohorts at 28 or under. When there is an exception that cannot be avoided, schedule the class into a larger physical space to support distancing.</p> <p>**Schedule timetable for cohorts with same teacher back to back.</p> <p>**Large classes such as band/choir should be held in a large space where physical distancing can be actualized – multi-purpose rooms, gymnasium.</p> <p>**<b>UPDATE:</b> Band/Choir/Performing Arts will follow the guidelines in Re-Open Saskatchewan Performing Arts Guidelines. (Guidelines were updated on August 1<sup>st</sup>, 2020 and in them implement a 4 meter distance between participants. Thus SECPD will not be offering traditional Band or Choral until further notice.) This extends to classroom singing, general singing and playing of wind instruments (recorders) at all grade levels until further notice.</p> <p>**Block schedule/timetable for limited cohorts and teacher changes/day.</p> <p>**Minimize number of teachers with any cohort.</p> <p>**Stagger the breaks within the course.</p> <p>**Prep release needs to be blocked/scheduled in extended time slots to minimize the number of cohorts/day for the release teacher and also to reduce the number of adults with the student cohort for any given day.</p> <p>**Limit EA movement – stay with the class the child is typically in – limit the number of other cohorts the EA is working with.</p> <p>**LST/RTI – arrange into blocked time with cohorts of students when and where possible. Preference is to use a push in model, thus schedule longer periods of time with the cohort before moving on. Use an engineered barrier for this instruction. Use disinfectant as much as possible.</p> <p>*Consultants, Coordinators, Superintendents meet virtually as much as possible to support staff.</p> <p>*If supporting students meet face to face using distancing and engineered barriers.</p> <p>*Anyone who is not consistently timetabled is asked to track classes visited and times/dates for contact tracing purposes.</p> <p>*In school administrators – utilize physical distancing and hygiene practices throughout the day.</p>	<p>Our cohorts will be as follows:</p> <p>K-2 3/4 5/6 7-9 10-12</p> <p>K-2, 3/4 and 5/6 will have a maximum of 2 teachers.</p> <p>7-9 and 10-12 will have a maximum of 3 teachers.</p> <p>All of the above cohorts will be together for the duration of the school day. There will not be any mixing of cohorts within the school.</p> <p>Scheduling has been done to minimize the contact Cohorts have to staff members. EA's and RTI/LST have been scheduled in such a way as to minimize contacts as much as possible.</p> <p>For the time being their will be no singing or wind instruments utilized in the school.</p> <p>There will be a staggered dismissal for ¾ and 5/6 cohorts.</p>
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			<p>*SST meetings will continue to occur during the school day using physical distancing and scheduling cohorts consistent with limited movement.</p> <p>*SDST and Staff Meetings will still occur using a blend of face-to-face and on-line formats.</p> <p>*SCC meetings and AGMs will still occur and be conducted through Microsoft Teams format.</p> <p>*Calling/scheduling of Sub Teachers should be organized at the Admin level so that subs are consistent to limit cohort contact and school movement.</p> <p>*Substitute Staff will be briefed on procedures when they are requested to work. This will be a school level responsibility as all will vary slightly dependent on school size and structure.</p>	<p>SST meetings will occur during the school day and masks/physical distancing will be observed.</p> <p>SDST and staff meetings will be a mixture of online teams meetings and physical distanced meetings.</p> <p>Substitute teacher packages will be developed for each level so the substitutes are aware of the procedures and regulations.</p>
	Limiting Physical Contact	*Modifications may be needed for all shared spaces, including boot rooms, hallways, waiting areas, etc. Thought can be given to establishing visual cues and direction flow plans.	<p>*Stagger class/grade level movement in halls to avoid meeting other groups when and where possible.</p> <p>*This item has been addressed previously in this document.</p>	Separate areas for students will be established for outside break times. They will either be in the classroom or in their designated area outside during breaks. These areas may also be utilized for outside classroom experiences.
	Limiting Physical Contact	*Specific responses for Prekindergarten and Kindergarten environments will be developed by school divisions, taking into account the unique nature of the learning programs and student development.	<p>*Prek and K programs continue as normal as possible with a Play and Exploration philosophy.</p> <p>*Consider reorganizing and decluttering rooms and removing buckets of toys.</p> <p>Compartmentalize toys in packages for each student.</p> <p>*Have designated toys/equipment for AM and PM programs of Prek to allow for cleaning.</p> <p>*Utilize EA time to assist with cleaning toys/equipment.</p> <p>*SECPSD Early Learning Team will develop guidelines (reference daycare guidelines).</p>	<p>The kindergarten program at Ogema School will continue as normal as possible with a Play and Exploration philosophy.</p> <p>EA support will be utilized to assist with daily cleaning of toys/equipment</p> <p>All toys and equipment will be sanitized after use to ensure everything is safe to use.</p> <p>Ogema School will follow all guidelines provided by SECPSD.</p> <p>High touch areas will frequent cleaning.</p> <p>Toys and other learning materials will be rotated out of circulation for 72 hours or will be disinfected each day.</p> <p>Outdoor clothing and backpacks may be stored in individual cubbies.</p>
	Limiting Physical Contact	*Where possible, school division administrators and staff should use telephone or video conferencing to meet with staff and parents.	*Use Microsoft Teams video meeting capability when possible for MAPS meetings, student/parent/teacher meetings including Student Led Conferences, goal setting, etc.	<p>Ogema School will be using Microsoft Teams for MAPS meetings, Student Led Conferences, parent meetings in order to ensure that everyone feels comfortable in meeting when necessary.</p> <p>SCC meeting and the AGM will be occurring using Microsoft Teams as the meeting platform.</p>
5	<b>Limiting Shared Materials and Equipment</b>	*Establish clear protocols for bringing materials (i.e. bags, school supplies) into and out of schools	<p>*Develop school level guidelines/protocol for bringing materials into and out of school.</p> <p>*Avoid the use of lockers and cubbies (this will be revisited into the fall when winter begins to descend.)</p>	The use of lockers will not be permitted initially. As time goes on a plan will be created to allow partial use as the weather begins to change.
	Limiting Shared Materials and Equipment	*Where possible, remove or reduce play with toys that encourage group play in proximity or increase the likelihood of physical contact. Keep toys that encourage individual play.	<p>*Do not use shared/group pens, crayons, scissors, glue etc.</p> <p>*Develop no contact games/activities, teach them in class for students to engage in at recess.</p>	Shared use of any items will not occur. Playgroup equipment will not be shared in groups. No touch activities will be taught and used during recess times. Playground areas will be scheduled by cohort.

	Limiting Shared Materials and Equipment	*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.	*Students and staff should be encouraged to bring their own, labelled water bottle. *Request that all belongings are labelled and not shared usage. *Individualized lunches – no buffet, communal meal serving for students or staff. *Pay attention to staff room equipment – clean hands after coffee maker usage, water dispenser use, etc. Ensure physical distancing in this space as well.	Staff and students should bring individually labelled water bottles and other personal items should also be labelled.  Water fountains will be allowed and hand cleaning will occur before and after use of the fountain. People are encouraged to use the bottle fill feature of the water fountains to minimize physical contact with the fountain.
	Limiting Shared Materials and Equipment	*Strategically limit the number of touch points per day on electronic devices.	*Limit the number of touch points per day on electronic shared devices – ensure proper wiping after and before usage. *Consider distributing technology/carts of laptops to stay in the classroom instead of moving between different classrooms.	Laptops and Ipads will be staying within the classrooms and will be distributed to cohorts. Technology items will be disinfected before and after use using supplies that have been provided by SECPSD.  The use of personal technology will be acceptable. However, public WIFI is limited in the school and all use must adhere to the School Division's acceptable use policy. Note: Phone use will be monitored for acceptable use.

	Limiting Shared Materials and Equipment	<p>*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.</p>	<p>*Remove playground equipment that is typically shared usage that is taken out to the playground (box of equipment in the entry).          *Due to the limit of movement, classes will not be going to the library at this time. Develop a process whereby the library books or resources are circulated through the classrooms.          *When resources are returned to the library, they shall be held for 24 hour before returning to circulation.          *PAA courses will be schedule as per timetable using block scheduling. Increase hand hygiene practices and ensure before, during and after class cleaning. Use disinfectant wipes to clean tools and equipment. If possible, encourage individualized too kits.          *Commercial cooking programs must adhere to the Gov't of SK Restaurant &amp; Licensed Establishment Guidelines.</p>	<p>Playground toys and sports equipment will not be used at the time.</p> <p>The library will remain closed to students. A process by which teachers will request the Library Tech to make books available to circulate in the classrooms.</p> <p>When library books are returned to the library after use they will be held in a container for 24 hours before being released back into circulation.</p>												
6	Extra-Curricular	<p>*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.          UPDATE: October 2, 2020          The guidelines for returning to school sport developed by SHSAA were approved by the Provincial Business Response Team</p>	<p>*To be developed in the Fall following further direction and guidelines as set out in Re-Open Saskatchewan and consistent with SHSAA.          UPDATE: October 2, 2020</p> <ul style="list-style-type: none"> <li>• Extra-Curricular activities may be offered when schools are operating at Level One or Two of the SECPD Health and Safety Response Plan.</li> <li>• Activities will resume in a phased approach.</li> <li>• All activities require staff supervision. SECPD recognizes and supports that these are voluntary activities.</li> <li>• Phase One has been initiated. Movement to phases will be determined at the system level.</li> <li>• Students may participate concurrently in one arts extra-curricular activity and one sports activity.</li> <li>• Schools may choose to implement Phase One, 2A and 2B effective immediately.</li> <li>• Any move to Phase 3A will be a system decision and directive.</li> </ul> <p>UPDATE: November 27<sup>th</sup>. All face-to-face extra curricular activities are suspended until further notice but not prior to January 4<sup>th</sup>, 2021</p> <p><b>Sport Activities</b></p> <table border="1" data-bbox="1069 1360 2334 1842"> <thead> <tr> <th>Phase One</th> <th>Phase 2A</th> <th>Phase 3A</th> <th>Phase 4</th> </tr> <tr> <th>Phys Ed and Recess Activities</th> <th>Local School Intramural Program</th> <th>Interschool, SEDAA Play</th> <th>Interdivisional Play</th> </tr> </thead> <tbody> <tr> <td>Establish PLC to develop processes and guidelines to safely resume activities in classes and at recess times</td> <td>Following guidelines, students will have opportunities to participate within their own cohort of students. ** ECS and WCS cohorts will be defined by grade level at the Grade 9 thru 12 level.</td> <td>Following guidelines, teams may be formed at the school level and practices may be initiated. *CSVs and Home-School students are welcome to join with their base/originating school to participate.</td> <td>Following guidelines, teams may be approved to compete against teams from other jurisdictions.</td> </tr> </tbody> </table>	Phase One	Phase 2A	Phase 3A	Phase 4	Phys Ed and Recess Activities	Local School Intramural Program	Interschool, SEDAA Play	Interdivisional Play	Establish PLC to develop processes and guidelines to safely resume activities in classes and at recess times	Following guidelines, students will have opportunities to participate within their own cohort of students. ** ECS and WCS cohorts will be defined by grade level at the Grade 9 thru 12 level.	Following guidelines, teams may be formed at the school level and practices may be initiated. *CSVs and Home-School students are welcome to join with their base/originating school to participate.	Following guidelines, teams may be approved to compete against teams from other jurisdictions.	<p>*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.          UPDATE: October 2, 2020          The guidelines for returning to school sport developed by SHSAA were approved by the Provincial Business Response Team</p>
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				*Community Coaches may be engaged with teams.	
		Increase access to shared equipment and develop processes	<b>Phase 2B</b>	<b>Phase 3B</b>	
		Review Governing Sport Body, study SHSAA, study Re-Open Documents	Following guidelines, cohorts may begin to play against other cohorts within the same school.	Interschool Mini-Leagues may be established and must follow the guidelines. *Students may only participate in one sport/event at any given time.	
<b>Arts Extra-Curricular (Drama, Choral, Band)</b>					
			<b>Phase One</b>	<b>Phase Two</b>	<b>Phase Three</b>
			<b>Research</b>	<b>Local School Engagement</b>	<b>Interschool – activities within the school division</b>
		Establish a PLC to study gradual return to Arts Extra Curricular activities. Must follow the Re-Open Saskatchewan plans including the Performing Arts Guidelines	Following guidelines, participants engaged in the activity must be from the same cohort.  ** ECS and WCS cohorts will be defined by grade level at the Grade 9 thru 12 level.	Following guidelines, groups can be formed comprised of students from mixed cohorts.  *CSVS and Hone-school students are welcome to join activities with their base/originating school.  *Community Directors may be engaged	Following guidelines, groups may be approved to perform in other jurisdictions beyond SECPD.
			<b>Phase 2B</b>	<b>Phase 3B</b>	
			Following guidelines, participants may be from a mix of cohorts within the same school.	Interschool activities may be established and must follow developed guidelines.	

			<b>** Clubs may be established and must follow the general guidelines of the phased approach.</b>	
7	<b>Facilities</b>	*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.	*SECPSD will provide portable table-top partitions for schools to be used in small group instruction (need for RTI, Counsellors, etc.) based on enrolment: <100:5 partitions; 100-299: 10 partitions; >300: 15 partitions. *Provide partitions for Admin Assistants where requested or signage at door – seek from Principals.	Partitions will be available in the elementary classrooms and in the 7-9 classroom, to be used in small group instruction and for extra support from the LST teacher, RTI teacher and any division consultant/counsellors.
	Facilities	*Ensure adequate soap and hand sanitizer in each building, especially near entrances. Make disinfectant wipes available for wiping down frequently used surfaces.	*SECPSD will provide hand sanitizer for each learning space and all entrance ways. *Students shall be taught to use hand sanitizer for all transitions. *Schools shall provide disposable placemats/paper towels for desks when students are eating lunch. *At the conclusion of all classes where a student transition will occur, desks must be cleaned and disinfected. SECPSD will provide spray and microfiber cloths for this. *Following the usage of technology, the keyboard, mouse and touch screen must be wiped with disinfectant. SECPSD will provide spray and microfiber cloths for this.	Hand sanitizer will be available in all learning spaces and at all entrances to the building. Students will be instructed on the proper use.  Students will use hand sanitizer when entering or leaving the classroom.  Technology will be wiped with a disinfectant before and after each use.  Shared eating tables will be sanitized before and after eating lunch. (Cleaning supplies will be provided.)  Placemats or paper towels will be used to cover the table surface while students are eating.
	Facilities	*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.	*SECPSD will provide signs for all school entrances regarding illness, physical distancing and hand hygiene. These will be delivered at the August admin meeting.	There will be numerous informational signs throughout the building that will help students.
	Facilities	*Signs and markings in hallways should be considered to limit cross-exposure.	*Schools should identify traffic flow that best supports physical distancing. Signs have been ordered by SECPSD and will be delivered at the August admin meeting.	Directional arrows will be used in the hallways, and marking outside to help organize entry into the building will be used.
	Facilities	*Establish a plan to prevent mingling of groups in washrooms, and to minimize the number of shared surfaces.	*Schools should develop procedures for limiting the congregation of people/clustering. *Schools shall consider staggered/scheduled washroom breaks and increased surveillance of the areas.	Washroom breaks will be closely monitored, and we will ensure as a staff to limit the possibility of multiple students in the washrooms at the same time.  Procedures are in place for single use spaces.

8	<b>Cleaning &amp; Sanitation Guide</b>	*Frequent cleaning and disinfection are important to prevent the spread of the disease.	*Custodial staff shall provide frequent cleaning (twice/day) of washrooms, door knobs, light switches which shall be documented to ensure completion. *HR shall work with the unions to adjust custodial schedules so that caretakers are in the building when students/staff are in the buildings.	- High touch areas will be sanitized twice daily and will be documented. Hand washing and use of hand sanitizer will help minimize any risk of touching these high touch areas.
	Cleaning & Sanitation Guide	*All disinfectants used must be approved by Health Canada (DIN or NPN number). All label instructions for disinfectants, including contact time, should be followed.	*SECPSD facility staff will provide and ensure requirements are met.	As per SECPSD directions in the column to the left. As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
	Cleaning & Sanitation Guide	*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.	*SECPSD facility staff will provide *Custodial staff is being supported by facility staff	As per SECPSD directions in the column to the left. As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
	Cleaning & Sanitation Guide	*Increase cleaning and disinfection of commonly contacted areas.	*Leave lights on and classroom doors open throughout the day to reduce contact. *Increased cleaning of these areas as above. *When possible, prop outside doors open when there are groups of people entering or leaving the building.	Classroom doors will remain open and the lights on throughout the day to minimize the amount of times that they are touched.
	Cleaning & Sanitation Guide	*Any food contact surfaces, including water fountains/dispensing equipment, must be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.	*Encourage students and staff to bring their own water bottles. *Water fountains will have hand sanitizer readily available for use before and after accessing the fountain. *Clean these areas regularly. *Classroom cleaning if used for lunches. * SECPSD will provide spray and microfiber cloths for this.	All Staff and students should have a labelled refillable water bottle to use.  Water fountains will have hand sanitizer available to be used before and after use of the fountain.  Water fountains are high use areas and will be regularly cleaned.
	Cleaning & Sanitation Guide	*Garbage bins should be emptied frequently.		As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
	Cleaning & Sanitation Guide	*Sanitation/cleaning procedures will need to be implemented to support multiple users accessing technology.	*Wipes will be provided to clean technology – put on carts, station, and in the labs.	As per SECPSD directions in the column to the left. As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
	Cleaning & Sanitation Guide	*Indoor shared spaces and structures that cannot be cleaned and disinfected between groups should not be used.	*Restrict access to student lounges and gathering places unless cleaning can be promptly provided between student use.	As per SECPSD directions in the column to the left. As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines  Multiple user spaces will be disinfected after each use.
	Cleaning & Sanitation Guide	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.	*Products have been purchased through Learning Support Team.	As per SECPSD directions in the column to the left. As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines



	Cleaning & Sanitation Guide	*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 per cent alcohol approved by Health Canada (DIN or NPN number).	*SECPSD facilities department will provide to ensure quality and specifications are met. May purchase through Central Purchasing if it can be timely and meet our needs.	As per SECPSD directions in the column to the left. As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
	Cleaning & Sanitation Guide	*Store hand sanitizer out of the reach of young children and supervise its use.		As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
9	<b>Guidelines for Illness in Care</b>	*Promote proper hand hygiene practices for staff and students. Practices must include using soap and water when hands are soiled and hand sanitizer when visibly clean. Although general use containers need to be available, where possible, students and staff should have their own hand sanitizer. *Supervise the use of hand sanitizer with young children.	*As previously explained.	As described in Section 3. See Hygiene.

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.		As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
Guidelines for Illness in Care	*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.	*AP has been developed and is in the process of being approved – possible Appendix addition per provincial HR group specific to COVID-19.	We will follow the AP as developed by the school division. It can be found at the following link. <a href="https://www.secpsd.ca/DivisionInformation/policiesprocedures/Administrative%20Procedures/AP%20315%20-%20Appendix%20A%20-%20Students%20with%20COVID-19%20Symptoms.pdf">https://www.secpsd.ca/DivisionInformation/policiesprocedures/Administrative%20Procedures/AP%20315%20-%20Appendix%20A%20-%20Students%20with%20COVID-19%20Symptoms.pdf</a>
Guidelines for Illness in Care	*Students and staff who are sick should be advised to stay home. Not all symptoms of illness need to be subject to this requirement (i.e. headaches, cramps, etc.) Staff would not be required to enter the school when sick to create plans for substitute teachers.	*Develop a reporting process and a communication protocol with Public Health (AP) to be shared with schools.	As per the provincial guidelines.
Guidelines for Illness in Care	*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.	*Require clearance from Public Health before returning. We will work with our regional health officials to develop this process.	As per the provincial guidelines.
Guidelines for Illness in Care	*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.	*Government guidelines are explicit and to be followed.	Our isolation room will be located close the school office. All necessary PPE will be in the room. If contacted to pick up their child a parent must come as soon as possible. The parent will be encouraged to contact 811 and follow the directions given by the SHA.
Guidelines for Illness in Care	*If a separate room is not available, the student needs to be kept at last two metres away from other students and staff.		As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
Guidelines for Illness in Care	*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.		As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
Guidelines for Illness in Care	*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.		As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
Guidelines for Illness in Care	*All staff must self-monitor for symptoms and use the online Saskatchewan COVID-19 Self-Assessment Tool.	*Use social media to encourage use and access to the Sask COVID Self Assessment Tool. Add a link to documents on all media sites. *Have a questionnaire landing page appear when logging into computers.	All staff will complete a Self assessment when logging into the school computer in the morning.  Monthly newsletters will include reminders about masks, social distancing and so on.

	Guidelines for Illness in Care	<p>*Except when in close contact with a sick student, masks and eye protection are not required, beyond those used by staff as part of their regular precautions for hazards normally encountered in the workplace. They should only be used when all other controls have been fully explored.</p> <p>*<b>Update:</b> As per provincial release on August 11<sup>th</sup>, 2020, masks for Grade 4-12 students on buses and in high density areas are recommended as well as for Grade 9-12 students in classes</p>	<p>*Schools should develop a PPE kit (gloves, masks, eye coverage) to have available for staff during times when students are sick.</p> <p>*SECPSD will provide masks.</p>	All required PPE will be available in the isolation room.
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		when physically distancing is not possible. It is recommended all staff wear masks.		
10	<b>Nutrition Programs (Breakfast &amp; Lunch Programs – including hot lunches)</b>	*Proper hand hygiene must be practiced before and after eating.	*Teach hand washing hygiene in the Significant 72 (K-12). Remind as needed. Monitor and model.	Not applicable for Ogema School. As described in section 3 Hygiene
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*School-supplied food should be delivered directly to the classroom. Students should eat lunches in their classrooms.	*This applies to breakfast and lunch programs (nutrition programs) *Schools purchase disposable placemats or use paper towels to cover surface *Lunches to be eaten in classrooms in student’s desk	Not applicable for Ogema School
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*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.	*Food should be served in individual portions to each child by a designated staff member.	Hot lunches will be discontinued for the time being but may be attempted in the future.
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.		Not applicable for Ogema School
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*Food from home must not be shared with other students and should be stored with the student’s belongings.		No class food items from home can come into the school ie. Birthday cupcakes  Bravo cupcakes will not be distributed until further notice.
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)		*This applies to breakfast and lunch programs (nutrition programs) – does not apply to commercial cooking. The coordinator/lead must have their Food Safe Certificate. Schedule volunteers by cohort and limit their access to only the places they need to be in the building. *Ensure all food preparation safety guidelines are followed (including sanitation and cleaning of the space).	Not applicable for Ogema School
	Nutrition Programs (Breakfast & Lunch Programs – including hot lunches)	*Students are not allowed to participate in food preparation.	*Commercial Cooking Course and Associated Cafeterias. Precautions taken must follow the direction of the CMHO and Re-Open Saskatchewan including the Restaurant & Licensed Establishments Guidelines as applicable.	Not applicable for Ogema School
11	<b>Mental Health and Social-Emotional Supports</b>	*Supports for the health and wellness of students and staff will be provided, including helping students understand the importance of preventative measures that are in place and practicing proper hand hygiene and coughing/sneezing etiquette.	*as previously outlined	As a school we will follow the recommendations put forth from the School Division and the province to keep us up to date on the supports that are available and that we can provide as a staff.

	Mental Health and Social-Emotional Supports	*School division and school leaders are encouraged to implement trauma-informed practice to support students, staff and families. Trauma-informed practice includes: providing inclusive and compassionate learning environments: understanding coping strategies; supporting independence; and helping to minimize additional stress or trauma by addressing individual student needs.	<p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>*All teaching staff will participate in Resilient Learners book study.</li> <li>*All teaching staff will participate in two-day trauma workshop (June 29 &amp; 30).</li> <li>*All school staff participate in self care module (May 25, 2020).</li> <li>*All RTI staff participating in a book study.</li> <li>*Participating in learning opportunities and following the work of Jodi Carrington and Kevin Cameron.</li> <li>*Access to EFAP for all employees.</li> </ul> <p><b>Students/Families:</b></p>	<p>Ogema School staff participated in a two-day trauma workshop at the end of June 2020 and a Self-Care Module on May 25, 2020.</p> <p>Staff will be working alongside division team leaders to complete the Resilient Learners book study over the course of the 2020-2021 school year as well as receiving PD that follows the work of Jody Carrington and Kevin Cameron. Staff will apply the strategies as needed.</p> <p>All SECPSD employees can access mental health support through EFAP</p>
			<ul style="list-style-type: none"> <li>*Student Services Counsellors prepared and delivered self help modules, “kitchen talk,” and continue to support students through virtual counselling sessions.</li> <li>*Resources posted to SECPSD website.</li> <li>*Mental Health Consultant position approved by Board of Education and has been hired. Created above modules.</li> <li>*Continued leadership in VRA and HUB.</li> <li>*Student Services Counsellors also have a Family Liaison role to support families.</li> <li>*SECPSD will continue to use ThoughtExchange to collect feedback from families and stakeholders.</li> </ul>	<p>Student services counsellors will continue to support students and families at Ogema School through virtual counselling sessions.</p>
	Mental Health and Social-Emotional Supports	<ul style="list-style-type: none"> <li>*The Ministry of Education will continue to offer supports for mental wellness, including but not limited:</li> <li>*a resource posted on Saskatchewan.ca to assist parents and caregivers</li> <li>*working with Kids Help Phone to promote their professional counselling services, which are available 24 hours a day via phone, online chat or text, as well as their database of local community resources</li> <li>*working with SaskTel to prevent and respond to bullying, cyberbullying and promote healthy relationships through the Be Kind Online website, which includes a number of resources and tools</li> <li>*providing a provincial license for Respect in Schools for all staff, and</li> <li>*Offering grants to school divisions to support mental health and student safety training initiatives</li> </ul>	<ul style="list-style-type: none"> <li>*Links to the Ministry of Education supports can be found on SECPSD website and are pushed out to school level websites</li> <li>*Respect in Schools module will be placed on the PD Hub and will be made available to all staff.</li> <li>*Teach Mental Health and Bringing Mental Health to Schools is available and promoted on our PD hub.</li> <li>*SECPSD will continue to access the grants provided to support on-going training – specifically VTRA.</li> </ul>	<p>Links to the Ministry of Education supports can be found on SECPSD website and are pushed out to school level websites</p> <p>Staff has been trained in VTRA protocols (Level 1 and Level 2)</p>
	Mental Health and Social-Emotional Supports	*Saskatchewan’s provincial curricula provide opportunities for students to learn about health, well-being and student safety.	<ul style="list-style-type: none"> <li>*Mind Up and Teen Mental Health, student resources, will continue to be used by SECPSD to supplement the provincial curriculum</li> <li>*A Mental Health Consultant has been hired to support the leadership of this work.</li> </ul>	<p>Mind-up and Teen Mental Health student resources will continue to be used by the staff at Ogema School to supplement the provincial curriculum.</p>
12	<b>Students with Intensive Needs</b>	*Students with additional needs may require updated assessments and revised individual goals.	*This aligns with SECPSD’s current practice (see Learning Support Calendar).	As per SECPSD directions in the column to the left.

	Students with Intensive Needs	*For personal interactions conditions must be created to allow for the provision of supports within a safe and secure environment, which may include the school setting or other appropriate spaces.	*With the opening of schools, programs will be delivered in schools within an appropriate setting for all students that are able to physically attend. *For students who are unable to physically attend, their IIP will include planning for an appropriate learning environment. *Community based interactions are not approved at this time (i.e. bowling, work experience, grocery shopping)	IIP's will be updated as necessary as per SECPSD directions in the column to the left.
	Students with Intensive Needs	*All health and safety measures must be in place and communicated with the relevant staff and family prior to the provision of the service.	*Health and safety measures for personal hygiene for IN students and staff supporting will be developed and communicated to staff and families by LST.	As per SECPSD directions in the column to the left.
	Students with Intensive Needs	*All engagements will occur in a supervised setting, which may include the school or other appropriate spaces, and staff will not enter into private residences or provide personal transportation.	*Seeking clarification on personal transportation. As this is stated, it is problematic.	Waiting on clarification
	Students with Intensive Needs	*Other methods of providing service or additional precautions may be suggested for those with compromised immune systems, in consultation with a medical professional.	*IIPs will be updated for students who are unable to attend physically which may include alternate delivery (Home Bound).	As per SECPSD directions in the column to the left.
	Students with Intensive Needs	*Consideration will be given to the directions given by the professional governing body of the staff providing the supports.		As per Government of Saskatchewan Primary and Secondary Educational Institution Guidelines
	Students with Intensive Needs	*It may not be possible to support all students with intensive needs in-person due to health and safety guidelines.	*IIPs will be updated for students who are unable to attend physically which may include alternate delivery (Home Bound). *Schedule EA support to limit exposure so that the student is supported by the same person consistently. In order to facilitate break-times for EA's that work with students who need supervision during recess and noon hours limit the coverage to a single EA (2 EA's for the single student) and record for contact tracing. *Limit the number of rooms the student and the EA are accessing. *Designated technology for the student. *Prepare sensory kits/buckets specific for each student and schedule access to sensory rooms (ensure cleaning and sanitization in between students).	IIPs will be updated in consultation with parents and the student services team for students who are unable to attend physically or may require alternate delivery.  EA support will be scheduled to limit exposure. Whenever possible, EA support will be scheduled so that the student is supported by the same person consistently  In order to facilitate break-times for EA's that work with students who need supervision during recess and noon hours, the same coverage EA will be scheduled for all breaks.  Technology/student specific Tech will be sanitized using the same procedures outlined for laptop/ipad use, and will only be used by the designated student.
13	<b>Communication Plan and Process</b>	*Multiple modes of communication will be utilized.	*A variety of modes of communication will be used. *We will use our system level webpage at < <a href="http://www.secpsd.ca">www.secpsd.ca</a> > to post updates and information. These communications are automatically pushed out to each individual school website. *We will use our system Twitter <@SECPSD>. *We will use our system Facebook page at <South East Cornerstone Public School Division>. *We also use School Messenger, both voice and email, to communicate directly into homes. We have established texting through School Messenger for many families as well. *A communication plan will be developed in the first week of August and implemented at that time. *We also use ThoughtExchange to gather information and feedback to assist in identifying needs.	We will post the school plan and its subsequent updates on our school webpage found at:  <a href="https://www.secpsd.ca/school/ogema/Pages/default.aspx#/=">https://www.secpsd.ca/school/ogema/Pages/default.aspx#/="</a>  Notifications will be posted to our school Facebook page indicating when there are updates to be found.

14	<b>Transportation</b>	*The following transportation protocols could be considered for implementation:	*Email communication to bus parents at the beginning of August outlining all SECPD protocols with an ask to advise if they are going to opt out of ridership. *In-town buses will be moved to a 1 km ridership. *Sacred Heart and St. Mary's routes from Spruce Ridge becomes responsibility of Holy Family to limit multiple uses of same bus on routes. *If switching/altering routes, will need to work with HR and unions.	Recreational travel requiring vehicles, such as field trips and extracurricular travel are not permitted at this time.  Parents are encouraged to provide transportation to school for their children. If possible, we ask that students be dropped off as close to the bell as possible (8:50am).
	Transportation	-Student 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.	*Seating plans will be developed for both rural and urban routes. *Load from back to front with families sitting together. *Guest Rider clause will not be available for this year. *Develop process to take attendance on the bus. *If switching/altering routes work with HR and unions.	Buses will require riders from grades 4-12 to wear a mask while on the bus. Students will be seated from the back of the bus to the front of the bus in the order that they are picked up. The bus drivers will follow a seating plan in which the students will sit in the same seat each day. Family members must sit together while riding on the bus.  Attendance will be recorded by bus drivers to allow for easier contact tracing in the event that this is required.  Guest riders will not be permitted for the 2020-2021 school year.
			*Share SECPD protocols with First Student, Pheasant Rump and Ocean Man.	Not applicable to Ogema School.
	Transportation	-Partitions around drivers can be considered.	* <b>Update:</b> All drivers are asked to wear masks. All students in Grade 4-12 will wear masks when on the bus. *Due to structure of buses and insurance we will not install partitions.	All SECPD bus drivers will wear masks while transporting students. Students in grades 4-12 are required to wear masks while on the bus.
	Transportation	-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.	*Transfer buses need to be wiped with provided disinfectant before they are reloaded and will also require seating plans. *Cleaning products will be provided by SECPD for all student transportation. *Double runs have been eliminated.	Cleaning and sanitation of buses used to transport students is required between runs
	Transportation	-Parents will be asked to transport their own children where possible.	*If parents are bringing children to school and if there are more children walking, there will be a need to revisit safety patrol processes.	Parents are encouraged to provide transportation to school for their children. If possible, we ask that students be dropped off as close to the bell as possible (8:50am).
	Transportation	-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.	*Remind families that are providing transportation to remain outside of the school facility.	Parent pick-up and drop off of students will occur outside the building. Even on the first day of school, students will have to enter the building on their own without parent/guardian escort. Staff will be present to help welcome students and make them feel comfortable.

	Transportation	-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.	*Signs will be provided by SECPSD for all entrances to the schools.	Parent/guardian access to the school is currently restricted. If situations arise that require parents/guardians to enter the building, they will be required to wear a mask, sanitize their hands using the provided hand sanitizer and report directly to the office.
	<b>Fall Activities</b>	<b>UPDATE October 21</b> , Fall Activities Guidelines On September 25 <sup>th</sup> the Re-Open Saskatchewan Guidelines were revised to include a section on Fall Activities. There are now specific guidelines including the following that may be of specific interest to schools: Fall/Fowl Suppers and Similar Events, Halloween Trick-or-Treating, Mall/Retail Trick-or-Treating, Haunted Houses, and Remembrance Day Ceremonies. The link to the this section is < <a href="https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/fall-activity-guidelines#trick-or-treating">https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/fall-activity-guidelines#trick-or-treating</a> >	Schools are encouraged to ensure they have reviewed the guidelines prior to engaging in any discussion or planning for activities. All guidelines <b>must</b> be followed to ensure a safe learning and workspace for all.	
	<b>Fundraising</b>	<b>UPDATE October 21</b> , Fundraising There are several places within the guidelines that pertain to activities associated with fundraising.	Schools are reminded that all fundraising events must adhere to the Re-Open Saskatchewan Guidelines. Please be reminded that for all fundraising processes, dollars raised must be expended for the purpose for which they were raised. Thus, during this school year, fundraising may be best deferred.	