

Updated: August 18th, 2020



École Holy Cross

School Specific Covid-19 Preparedness Plan

The following information is a quick reference for parents and students regarding school-based plans.

Introduction

Welcome back to a new school year! We hope that you are staying active and healthy and that everyone is enjoying the warmth of the summer sun! School is only a few weeks away with the first day being September 8, 2020. At Holy Cross, we continue to build a safe, caring and respectful community while modelling the teachings of Jesus Christ. The following information is intended to update parents and students with some of the details you will need to know or may want to know before the start of the 2020-2021 school year. Ensemble nous grandissons/Together we Grow building a safe and structured environment for this new year.

Provincial Guidelines

To begin, our school plan aligns with the following guidelines and school plans will evolve as required by emerging health risk assessments:

1. **Primary and Secondary Educational Institution Guidelines** set out by the Province of Saskatchewan and the Chief Medical Officer.
2. **Saskatchewan Safe School Plan** (available on Saskatchewan.ca website) which highlights safe school guidelines for general school operations as well as Safe Alternatives focuses on the contingency plans to ensure the continuation of education in a safe learning environment. There are four levels of education delivery contingency plans as set out by the Province of Saskatchewan and the Chief Medical Officer.

3. Information about the Coronavirus for parents with young and school-aged children available on the Saskatchewan.ca website

School Division Plans

The health and safety of our students, staff and families, while providing quality Catholic education, is our top priority. The school plan also aligns with instructional and operational guidelines as set out by the Prince Albert Roman Catholic School Division Plan. The following can be found on our PACSD.CA website:

1. Return to School Plan Fall 2020 – Updated August 16, 2020
2. Quick Reference Information for Students and Parents

School Specific Plans

It will be important for students, staff and parents/guardians to understand and follow our school procedures. The following information outlines specific information about our school operations during the global pandemic. These plans will evolve as required by emerging health risk assessments.

Please be assured the Ministry of Education, the Response Planning Team, the Chief Medical Health Officer, our local Medical Officer and school division staff are working diligently to have the return to the classroom this fall occur in a safe yet comfortable environment for both students and school staff.

Students and parents/guardians are expected to be review this material before the start of school.

Eight areas of focus of the school plan

The eight areas of focus of the Saskatchewan Safe Schools plan and our school are:

1. Safe Transportation – Protocols for students and drivers.
2. Safe Attendance – Do not come to school sick and testing available.
3. Safe Access – School level protocols for flow of students and staff.
4. Safe Facilities – Sanitization and cleanliness protocols for facilities.
5. Safe Classrooms – Limiting physical contact, hygiene.

6. Safe Supports – Mental health supports, intensive needs/immune-compromised protocols.
7. Safe Activities – Group activities, including extra-curricular.
8. Safe Alternatives – Contingency plans to continue education delivery.

1. Safe Transportation at Our School

All parents are asked to transport their own children where possible.

As per the Ministry of Education Guidelines Primary and Secondary Education Institution Guidelines released June 17, 2020, parents are asked to transport their own children to school where possible. All students, pre-kindergarten to grade 12, who ride the school bus, must wear a mask. (Accommodations for students with intensive needs, with pre-arranged plans with school-based administration, may be permitted if necessary.) A seating arrangement will be provided for all students riding the bus and same household and family members will be seated together.

- Parents are asked to pick up and drop their children in two different locations:
 - Parents may use 15th Avenue East or Muzzy Drive for pick up or drop off.
 - If using these two areas, please ensure that the children are using the controlled crosswalk.
 - Parents may use the new drive around visitor parking lot for pick up or drop off.
 - Students can only be picked up or dropped off using the sidewalk along the gymnasium wall.
 - Students will then need to proceed to the playgroup by walking up the East playground hill and around the school to reach the two designated playground areas.
- For the safety of students transported by bus, we ask that 14th Avenue East is not used during the hours that the busses are dropping off and picking up students. Please respect the posted signage.

2. Safe Attendance at our School

- **Elementary School Staggered Entry Plans**

- Our elementary school will be staggering start dates for students.
- Each class will be divided in approximately half, using an alpha range method to allow small groups to attend.
- This staggered entry will provide teachers and students time to review the new procedures and guidelines such as handwashing lessons, exit and entry procedures, washroom procedures, etc.
- This staggered entry will allow more time to reconnect with our students in a more intimate way and help reduce the anxiety of returning to school.
- **Each family will receive a letter for the students in your household articulating the start dates for your children.**
- There will be two groupings:
 - Group A will begin school September 8th and 9th
 - Group B will begin school September 10th and 11th
- **All students will be required to attend school Monday, September 14, 2020**

- **Start Times, Break Times and End Times of School Day**

Effective August 11, 2020 Staggered start times, breaks and end times, where possible, as per Chief Medical Officer will be implemented.

Saskatchewan's Chief Medical Health Officer has also directed the following additional measures to be included in all division plans staggered start times, breaks and end times, where possible. All schools will be staggering their recess and break times within the school schedule. Entry into school will be staggered.

The following schedule will be used for our school:

School Schedule

Group A: Homerooms: TBD

Group B: Homerooms: TBD

Comments: Schedule may change depending on the provincial guidelines

8h35	Doors open: Students enter put boots away, head up and stow coats and book bags in lockers and go to homeroom where they will sanitize their hands				
8h50 – 9h26					
9h26 – 10h02					
10h02 – 10h17	Recess: Group A (Homeroom Group B)				
10h17 – 10h32	Recess Group B (Homeroom Group A)				
10h32 – 11h08					
11h08- 11h44					
11h44 – 12h09	Lunch: Group A	Recess: Group B			
12h09 - 12h34	Recess: Group A	Lunch: Group B			
12h34 – 13h09					
13h09 – 13h44					
13h44 – 13h59	Recess: Group A (Homeroom Group B)				
13h59 – 14h14	Recess: Group B (Homeroom Group A)				
14h14 – 14h49					
14h49 – 15h25					

- Students will always be required to wear masks as per the Provincial guidelines
- Designated play areas will be established for each cohort

Assembly areas when entering and exiting the building will be established to respect cohort grouping

- **Bus and Drop off Coordination**
 - Parents are encouraged to transport their own children. However, guidelines have been established when students are using the bus as their main mode of transportation.
 - Busses will use 14th Avenue East and 15th Avenue East when dropping off and picking up students.

- Parents are asked to plan with their children at the beginning of the day, before school starts, as to whether they are taking the bus or being picked up.
- Parents may use the areas for drop off as previous outlined in 1. Safe Transportation at Our School

• **Non-Medical Mandatory Masks**

Non-Medical Masks will be mandatory for all students grade 4 to 12 during classes, in school busses, in hallways, breaks and recesses in and common areas of the school as announced August 10th, 2020.

Both the Board of Education and Provincial Chief Medical Officer have mandated masks. All students Grades 4 to 12 will be provided one reusable mask and guidelines will be reviewed with students upon school start. It is highly recommended that parents/guardians and students begin the process of having students begin to get used to wearing masks starting with short periods of time and moving to longer periods of time. (Please note students will be permitted to remove masks in a controlled manner, under the direction of school personnel, during the school day.) Accommodations for students with intensive needs may also occur as well. All staff will be required to wear masks and will also be permitted to remove the mask under certain conditions.

Any student who does not have a mask will be provided a disposable mask.

Students from Prek to grade 3 are strongly encouraged to wear their own masks.

If students forget or lose their masks, they should let a staff member know as soon as possible. At which time, a disposable mask will be provided for the child for the remainder of the day.

3. School Access at our School

- Parents are expected to use self-assessment tool (as per Saskatchewan.ca website) to screen students prior to school each day.
- All visitors in the school must sign in at the main office and shall not enter other parts of the school without administration approval.
- Do not come to school sick.
- Parent/guardian/caregivers will only be permitted to enter the main office area if required and will not be permitted to enter other parts of the school.

- Vendors/sales representatives will not be permitted into school. Contact school by phone only.
- Any parent/guardian/caregivers experiencing any symptoms of illness are not permitted in the school.
- Any parent/guardian/caregivers and students who travelled internationally (within 14 days) must not enter any school.
- Parent/guardian/caregivers will be encouraged to pick up their children outside the school. Staff will support younger aged students to connect with their parent/guardian/caregivers at the end of the day and will guide students to their classes in the morning.
- Anyone who has been in close personal contact with some who has COVID-19, symptoms or is being tested must not enter the school premises.
- Parent/guardian/caregivers, volunteers, school partners and other adults entering schools must report to the office and should be minimized to essential services.
- Anyone entering a school cannot be admitted if they are feeling unwell. They must consider the implications of COVID-19 and are directed to use the self-screening tool prior to entering the school if feeling ill. 6
- All parent/guardian/caregivers are asked to practice diligent hand hygiene and maintain physical distancing throughout their time at the school.
- Parent/Student/Teacher Conferences will occur over the phone.
- Contact with staff may occur via phone.
- School or teacher communications and updates will be posted on the Student/Parent Portal (EDSBY). More information will be forthcoming. Edsby is a free mobile friendly app for our students and parents where teachers will post what students need to know about assignments, or missed classes.
- Fee payments can occur by e-transfer holycross@pacsd.ca Students/parents should be advised to include the student's name and the purpose of the payment in the eTransfer message field.

School level protocols for flow of students and staff

At our school

- Signage indicating appropriate wait spots and line up areas will be reviewed throughout the school year.
- Arrows may be used in hallways to support directionality and flow for migration of students from one area to the other.
- Students will have a consistent meeting place assigned to them when arriving in the morning and during recess times.
- Students will be permitted into the boot room one cohort group at a time.
- Students will be assigned to certain play structures daily.
- Students will be dismissed one cohort at a time during recess times.
- Handwashing protocol will be established after each new entry into the school.
- Staff will monitor the flow of all cohort groups.
- Staff will follow handwashing protocol upon each new entry into the school.
- Staff will communicate with cohort groups their assigned play area and meeting area daily
- All procedures for entering or exiting the building will be reviewed by the homeroom teacher
- After school procedures will include the exiting of one cohort group at a time
- Signage indicating appropriate wait spots and line up areas will be reviewed throughout the school year.
- Arrows may be used in hallways to support directionality and flow for migration of students from one area to the other.

4. Safe Facilities

- Sanitization and cleanliness protocols for facilities include daily disinfecting of all student desks, locker doors, bathrooms, counters and tables.
- High touch areas (rails, handles, push plates, bathrooms, sinks and faucets, etc.) cleaned frequently throughout the day

- Each classroom is equipped with Soap and water bottles, hand sanitizer and sanitizing cleaning agent for incidental cleaning of desks or classroom areas.
- Students will be involved in learning strategies to maintain clean desk and locker areas.
- Water fountains will be closed for student use however the use of a water bottles is strongly encouraged. Water bottle filling stations will be permitted for use as well as use sinks and faucets in classrooms or school.
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- High touch areas (rails, handles, push plates, bathrooms, sinks and faucets, etc.) cleaned frequently throughout the day
- Each classroom is equipped with Soap and water bottles, hand sanitizer and sanitizing cleaning agent for incidental cleaning of desks or classroom areas.
- Our school gym will not be used by outside organizations.
- Gym equipment will be cleaned after each class/cohort use.
- The library will be closed during the first two weeks of school.
- Only one cohort group will be allowed to use the library at a time.
- All returned library books will be wiped down.
- The kitchen will not be used during the first month of school.
- There will be no microwave usage allowed at the beginning of the school year.
- The Canteen will be open for the junior high students on a rotating schedule for cohort groups.
- As usual, lunches will be provided for students that may forget their lunch at home.
- There will be no hot lunches at the beginning of the year.

5. Safe Classrooms

- Limiting physical contact during activities.
- Desk spacing will reflect minimizing physical contact.
- Hygiene lessons and procedures for personal hygiene will be provided.
- Each student is to have sanitizer.
- Students grades 4 to 12 will be required to wear masks in class and will be permitted to removed in controlled settings such as outings outside where student remain physically distanced.
- Teacher and class groups/cohorts, with a focus on grouping/cohorting teachers to a limited number of students and keeping students in one cohort as much as possible; In elementary school settings, students' cohorts will be the classroom.
- All classroom set up will include front-facing instruction for students, any exceptions will be identified for approval by public health. All classroom configurations will include front-facing instruction for students where physical distancing is not possible or where physical barriers are not provided.
- Movement in the classroom will happen under in an organized fashion as to avoid clustering of students at individual spots.
- Shoulder to shoulder activities are not recommended and alternative methods must be used when doing group instruction or demonstrations.

• Lunch Procedures

- Students will eat lunch in the own homerooms\cohorts.
- Students will sanitize\wash hands before eating.
- Desk surfaces will be cleaned after eating lunch.
- Lunch time and noon recess will work on a flipped procedure:
 - Group A will eat lunch and group B will go outside for recess.
 - Group B will eat lunch and group A will go outside for recess.
- Supervision will be provided to all students whether inside or outside.
- Microwaves will not be permitted in September and the decision to bring them back into service will be reviewed on a monthly basis.

6. Safe Supports for Students

- Mental health supports, intensive needs/immune-compromised protocols please discuss with teacher, student support services teacher or school-based administration.
- Students and parent/guardians are encouraged to notify the teacher and /or school-based administration for accommodations and students support services.
- Announced on August 15th by Premier Scott Moe, aggressive new testing strategy focused on voluntary testing for teachers and students will be available. Details from Health Authority and/or Saskatchewan Government will be forthcoming

7. Safe Activities

- Extra-curricular activities will be announced based on transmission rates, level of risk with activity
- Extra curricular activities are currently on hold, but announcement will be forthcoming.
- Group activities will be restricted to cohort or homeroom groups.
- PAC athletic sports activities will be reviewed monthly:
 - Parents and students will be advised if an activity is permitted
 - Guidelines will be outlined to all parents and students
- Canteen operations are continuing using a specific schedule as previously outlined.

8. Safe Alternatives

The school will be operating under the advisement of the Provincial and Local Medical Officers to determine which of the four levels will be implemented to ensure continued safe learning during pandemic. It is important for parents to prepare for any and all of the four possible safe alternatives.

The four include:

- Level 1 – Full in-class learning with some additional measures to ensure student and staff safety.
- Level 2 – Full in-class learning – Mask usage for students and staff, as determined by the Chief Medical Health Officer.
- Level 3 – Reduced in-class learning.
- Level 4 – In-class learning suspended – Alternative learning opportunities offered by divisions.

Safe Alternative when need to be away from School

Edsby Portal Learning Platform

Our School Division will be using an Edsby Portal as our learning management system to help monitor and provide communication and feedback between students/families and teachers.

The Edsby portal will allow students access to their own attendance, class assignments, assessments, results, and calendar of school events and activities.

- Attendance is recorded every day
- Daily class activities, assignments & assessments will be posted
- Assessment results will be updated on Edsby regularly
- If you are/will be absent:
 - Please contact the office about your absence
 - Log into Edsby for missed class expectations/assignments/updates

- Follow up with your teacher either through Edsby or upon returning to school

How do I obtain an Edsby account?

For students:

- Every student registered with Prince Albert Catholic has a division email address (firstname.lastname@pacatholic.ca)
- Gr. 3 to 12 students will receive a link and will be expected to create their Edsby account through their school division email. This will allow for daily access.
- This will provide all the access to the Edsby portal information as listed above

For parents:

- Parents for all Prek-Gr. 12 students will receive an Edsby account from their child's school through a special invitation email if an email was provided on the online registration form.
- If you have not received an email link to set up Edsby or you would like to add a second parent email, please contact your child's school to provide your email address.
- Parent accounts will be set up after the student Edsby accounts have been established. This will be done as soon as possible.
- Parents can associate any number of students with their Edsby parent login. That means parents only need to log into their single account to view all of their children's academic progress.

Additional Edsby parent information can be found at: <https://www.edsby.com/how-edsby-helps/parent/>





Edsby for Parents

Edsby for Parents - How Edsby helps parents

Edsby for parents: Edsby lets parents see what's happening with their kids at school, and helps them play a more active part in their childrens' education.

www.edsby.com

Safe Schools Plan: Safe Attendance Procedures For Illness In Care

Released on August 10, 2020 by Saskatchewan Chief Medical Officer

To ensure all members of Saskatchewan's school communities attend classes safely this fall, local administrative procedures have been developed for students exhibiting signs and symptoms <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/about-covid-19#symptoms> consistent with COVID-19 under the Saskatchewan Safe Schools Plan.

All schools must identify a designated isolation area for any student or staff presenting COVID-19 symptoms who are not able to immediately leave their school facility. If a student is exhibiting symptoms consistent with COVID-19 at school, the students' teacher must notify the designated school official to accompany the student from the classroom to the school's pre-identified isolation space.

Physical distancing between the student who is exhibiting symptoms of COVID-19 and the staff member should be maintained as much as feasible at all times. Staff must wear a medical mask and face shield during all interactions with the student to avoid contact. The student will also be provided with a medical mask, and requested to wear it if safe to do so. The student will be supervised at all times.

The designated school official will call parents or caregivers immediately to pick up and remove their child from the school. They will then call their local Public Health contact to provide notification of the student being removed from the school.

Public Health will then conduct an initial assessment and provide direction to the school. Arrangements will be made for the student to be transported appropriately from school by the student's parent(s) or emergency contact. School staff will not transport the student home. Once the student has exited the school facility, staff must wash their hands adequately with soap and water and ensure high touch areas are cleaned and disinfected.

The school's isolation area must be cleaned and disinfected by non-teaching staff. The designated school official will arrange for the timely cleaning and disinfection of the student's classroom and, in particular, the student's desk and surroundings desks as well as any other common touch items in the classroom and/or other school facilities to which the student would have had access that school day, such as washrooms.

If a teacher develops symptoms consistent with COVID-19, they must inform their designated school official to provide alternative arrangements for in-class instruction, as well as to notify their local Public Health contact to conduct an initial assessment and provide direction to the school. Once the teacher has notified their designated school official, they should immediately leave the school facility, and the school cleaning and disinfection procedures will take place.

If a case of COVID-19 is confirmed by the Saskatchewan Health Authority (SHA), the school will be notified by SHA Public Health on the next steps that would be required. These may include self-isolation or self-monitoring, contact tracing, testing and appropriate communication.

The school shall have record keeping of attendance and seating arrangements to support public health investigation and contact tracing. School divisions will have alternative learning opportunities in place for students who are unable to attend school for medical reasons. This will ensure students have continued delivery of education.

Self-monitoring practices are also being encouraged in schools as a preventative measure. Parents and caregivers are asked to monitor their children for any signs or symptoms of illness. If a student or staff member exhibit any symptoms, they are to remain home and self-isolate. For those who are unsure if they present symptoms or may need to be tested for COVID-19, they should refer to the Saskatchewan COVID-19

Self-Assessment Tool at <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>.

Resources for Parents and Students

- [Information about the Coronavirus for parents with young and school-aged children](#)
- Saskatchewan.ca
- Prince Albert Catholic Schools website lists many other sources for additional support.

We invite you to be informed of the developments by familiarizing yourself with the Saskatchewan.ca/covid website and by reading the highlights of information provided.

We thank all students and parents/guardians for their support and cooperation.