



## Public Schools Branch

### *Return to School September 2020 - Planning Template*

<b>Name of School</b>	Kinkora Regional High School
<b>Grade level configuration</b>	9-12
<b>Principal</b>	Ryan McAleer
<b>Student enrollment Sept 2020</b>	143
<b>Total number of staff in the building</b>	21 (+2 kitchen staff)
<b>Last Updated</b>	January 25, 2021

## Overview

### Guiding Principles:

- *Learning happens best when students are in schools with trained staff.*
- All students will be back to school 5 days/week.
- Safety of all students and staff is key. Honour the following themes:
  - Pre-screening of students and staff
  - Promotion of Physical Distancing
  - Enhanced Cleaning Protocols
  - Contact Tracing Mechanisms
  - Students/staff in cohorts with reduced interactions between cohorts
  - Staggering of transitions/movement in/out and within schools

**Student and Staff Wellness** Refer to [Chapter 1](#) in [PSB September 2020 Guidelines](#)

Plan when <b>student</b> becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> <li>they will immediately put on a non-medical mask</li> <li>be taken to a supervised designated location for isolation</li> <li>the family is contacted to pick the child up.</li> <li>Parents are to call 811 or their Health Care provider to arrange testing</li> <li>The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned.</li> </ul>	<p>A student who becomes ill will immediately put on a mask, leave the classroom and go to the sick room in the main office, supervised by a member of the admin team. They will take all their belongings with them.</p> <p>The admin assistant will call home.</p> <p>The cleaning staff will clean areas immediately.</p> <p>If the class needs to leave the room, they will be taken to the <b>cafeteria</b>.</p> <p>All involved will be encouraged to wear non-medical masks and practice hand hygiene.</p>
Plan when <b>staff</b> becomes sick during the school day	
Action	Location and person responsible
<ul style="list-style-type: none"> <li>they are to put on a non-medical mask immediately</li> <li>notify the office that they will need to leave</li> <li>Proceed to a location for isolation, in conjunction with support from the office</li> <li>Area that was occupied is cleaned</li> <li>leave the building as soon as possible</li> <li>Staff member will call 811 to arrange testing.</li> </ul>	<p>The admin team will cover the class, and the staff will immediately put on a mask and leave. A substitute teacher will be called by the admin assistant to fill in the remainder of the day. The emergency sub plan would be used.</p> <p>The cleaning staff will go to the classroom first to sanitize. If the class needs to leave the room, they will be taken to the cafeteria.</p> <p>All involved will be encouraged to wear non-medical masks and practice hand hygiene.</p>

**Pre-Screening of Students and Staff** Refer to [Chapter 1](#) and [Chapter 11](#) in [PSB September 2020](#)

[Guidelines](#)

<b>Pre-screening of Students</b>	<b>Responsible for sending it out</b>
Declaration Reminder <ul style="list-style-type: none"> <li>• Emailed via SAS weekly</li> <li>• Attendance</li> </ul>	Ryan (or Matt) will send out a mass email each week reminding parents and students of the declaration, physical distancing, and hand-washing techniques. Reminders of expectations to notify the school about illness and travel will be included. Also, parents and students will be reminded to use the pre-screening checklist each morning.
<b>Pre-screening of Staff</b>	<b>Responsible for Record Maintenance</b>
Declaration Reminder <ul style="list-style-type: none"> <li>• Declaration signed at first of the year</li> <li>• Consent is understood upon arrival to the school building</li> </ul>	Ryan (or Matt ) will have staff sign declaration at the first staff meeting. Frequent reminders to self-monitor for symptoms will be shared. Admin team will do daily wellness check-ins with staff.
<b>Pre-screening of Visitors</b>	<b>Location, set up and person responsible</b>
<ul style="list-style-type: none"> <li>• Identify and set up visitor area and maximum capacity</li> <li>• Sign in form</li> <li>• Supervision of Visitor area</li> <li>• Visitors will practice hand hygiene before being escorted to their location in the building.</li> </ul>	The Visitor Zone will be inside the main entrance and will allow for 2 visitors at any one time. Signs outside of the main entrance will notify school visitors to call the main office. Visitors will be directed to sanitize their hands and sign declaration form by school staff. Once this happens, visitors will be triaged where they are to go. KRHS Staff/Admin will escort visitors to their destination in the building.  A list of who the visitors are there to see will be recorded and kept in the main office.  Visitors will wear non-medical masks.  Visitors will sign out when they are leaving the school.

**Personal Protective Equipment** Refer to [Chapter 1](#) in [PSB September 2020 Guidelines](#)

	<b>Situation</b>
Students When in areas where reasonable physical distancing is not possible, it is mandatory that students and staff wear non-medical	<b>Other as applicable -</b>  Students will have their own non-medical masks and will wear non-medical masks when physical distancing cannot

<p>masks.</p> <ul style="list-style-type: none"> <li>● School Bus</li> <li>● Fire drill</li> <li>● Lockdown</li> <li>● Transition between classes, if leaving cohort zone</li> <li>● Transition between school buses</li> </ul>	<p>happen.</p> <p>Students will wear non-medical masks during fire drills, lockdown procedures, and bus evacuation drills.</p> <p>Students will wear non-medical masks while they are on the school bus.</p>
<p>Staff</p> <p>When in areas where reasonable physical distancing is not possible, it is mandatory that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> <li>● Close contact with students</li> <li>● Lockdown</li> <li>● Fire drill</li> <li>● Moving between cohorts <ul style="list-style-type: none"> <li>○ Practice good hand washing</li> <li>○ Maintain records of cohorts visited</li> <li>○ Wear PPE when necessary</li> </ul> </li> </ul>	<p>Staff will wear non-medical masks when physical distancing cannot happen.</p> <p>Staff will wear non-medical masks during fire drills, lockdown procedures, and bus evacuation drills.</p> <p>Staff will use PPE when necessary.</p> <p>Staff will sanitize/wash their hands when moving between cohorts.</p> <p>Staff will maintain their personal record of cohorts they work with each day.</p>

**Physical Distancing and Cohort Considerations** Refer to [Chapter 1 in PSB September 2020 Guidelines](#)

\*Cohort - A subgroup of the school that will, whenever possible, remain isolated from other cohorts. The cohort concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own cohort group. These groups are defined for our purposes in order to better organize our students into recognizable groups that will facilitate contact tracing as well as mitigate the unnecessary cross-contamination throughout the overall student body. Cohorts may be organized or look different from school to school based on the physical and structure limitations of the building and human resources.

**Cohort Construction**

*\*When students are within their cohorts, physical distancing will still be encouraged when possible.  
\*All teachers will be required to provide class seating charts to administration.*

<p>Classes (What groups will make up each Cohort - Teachers, students, EAs,</p>	<p>Zone(s) <b>Where will this cohort be located and be able to travel with less restrictions (outside of this zone, enhanced protocol will</b></p>
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custodians, etc)	<b>be necessary)</b> <b>Entry and exit points</b>
Grade 9 - 21 students	Grades 9 students will make up one cohort. They will use the main floor washrooms. If they need to access the second floor (e.g., library, school counselor, gender neutral washroom) they will use the front entrance stairwell.
Grade 10 - 38 students	Grades 10 students will make up one cohort. They will use the main floor washrooms. If they need to access the second floor (e.g., library, school counselor, gender neutral washroom) they will use the front entrance stairwell.  A few grade 10 students may be in other classes throughout the day with the grade 11/12 cohorts. If so, seating will be arranged so cohorts are as physically distant as possible.
Grade 11 - 39 students	Grades 11 students will make up one cohort. They will use the second floor washrooms. If they need to access the main floor (e.g., cafeteria, gymnasium) they will use the front entrance stairwell or the rear entrance stairwell.  The grade 11/12 cohorts may be in other classes throughout the day with a few grade 10 students. If so, seating will be arranged so cohorts are as physically distant as possible.
Grade 12 - 45 students	Grades 12 students will make up one cohort. They will use the second floor washrooms. If they need to access the main floor (e.g., cafeteria, gymnasium) they will use the front entrance stairwell or the rear entrance stairwell.  The grade 11/12 cohorts may be in other classes throughout the day with a few grade 10 students. If so, seating will be arranged so cohorts are as physically distant as possible.

**Cohorts Mixing for Instructional Reasons** Refer to [Chapter 1 in PSB September 2020 Guidelines](#)

Classes (What cohorts will mixed)	<b>What precautions will be taken?</b>
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<i>A Block Classes</i>	<p>Seating for students who are in similar cohorts can be near each other.</p> <p>Seating for students who are in different cohorts will be spaced further apart.</p> <p>The use of non-medical masks will be enforced when physical distancing cannot be ensured.</p>
<i>B, C, and D Block Classes</i>	See above

**Student Transitions** Refer to [Chapter 1](#), [Chapter 4](#), [Chapter 6](#), [Chapter 8](#) and [Chapter 9](#) in [PSB September 2020 Guidelines](#)

Arrival	
*Staggering of times when possible	<p><b>Bus</b> - Buses currently arrive in a staggered format. Admin will ensure one bus unloads at a time. All students will unload at the two back doors, wearing their non-medical masks. Students will then move to their A Block class wearing their non-medical masks.</p> <p><b>Parent drop off</b> - Parents will be encouraged to drop students off between 8:00-8:15am. Students will then move to their A Block class wearing their non-medical masks.</p> <p><b>Walkers</b> - Walkers will be encouraged to arrive between 8:00-8:15am. Students will then move to their A Block class wearing their non-medical masks.</p> <p><b>Student Drivers</b> - Students will be encouraged to arrive between 8:00-8:15am. Students will then move to their A Block class wearing their non-medical masks.</p>
Departure	
*Staggering of times when possible	<p><b>Bus</b> - Class ends at 2:55 pm. Students will exit through the two back bus doors and go to the buses and be physically distant as they go to, and wait for their bus. Students will be wearing their non-medical masks.</p> <p><b>Parent pick up</b>- Class ends at 2:55 pm. Students will exit through the front doors and be physically distant as they go to their pick up. Students will be wearing their non-medical masks.</p>

	<p><b>Walkers-</b> Class ends at 2:55 pm. Students will exit through the front doors wearing their non-medical masks and be physically distant as they walk home.</p> <p><b>Student Drivers-</b> Class ends at 2:55 pm. Students will exit through the front doors and go to their cars wearing their non-medical masks.</p>
Class to class	<p>Given the size of our student population, staggered times will not be used. Directional arrows and signage exist in the hallways and stairwells to minimize mixing of students during transitions from class to class. Students will wear non-medical masks during class to class transitions.</p>
Washrooms	<p><b>Things to consider - water bottle filling station</b>  Grades 9/10 cohorts: downstairs washroom  Grades 11/12 cohorts: upstairs washroom</p> <p>Second floor gender neutral washroom: as needed by both cohorts.</p> <p>Capacity number posted on washrooms, students will need to self-monitor and wait outside or come back at another time.</p> <p>Students are encouraged to come to school with personal water bottles already filled. Two water bottle filling stations are available and can be used throughout the day, however they are both on the main floor. Signage will be added to ensure physical distancing.</p>
Hand Washing/Sanitizing	<p>Sanitizer locations:</p> <ul style="list-style-type: none"> <li>- main entrance</li> <li>- back entrance</li> <li>- main office</li> <li>- classrooms</li> </ul>
Hallways	<p>Once students enter the classroom, they are not permitted to leave class for the first fifteen minutes and last fifteen minutes of class time. This will allow for movement in the hallways of classes who need to move to different areas (e.g., Phys Ed classes going outside). Individual washroom breaks may be granted by teachers during class time, which would alleviate crowds in the washrooms at break times.</p>

	<p>Hallways will be two-direction with direction arrows on the floor. Arrows and signage will be on the walls and the floors.  Left main stairs: down for all grades  Right main stairs: up for all grades  Back stairs: grades 11/12 cohort  Classrooms: as per the hallway direction</p> <p>It will be mandatory for all students to wear non-medical masks when in the hallways.</p>
Lockers	<p>Lockers will be accessed in the morning, at lunch, and at the end of the day - if necessary. It would be acceptable for students to carry all items in their backpack in lieu of using their locker.</p> <p>When students are assigned lockers, they will be kept within their cohort in any given area.</p> <p>It will be mandatory for students to wear non-medical masks when accessing their lockers.</p>
Change Rooms	<p>KRHS has (2) change room areas for both men and women. Given the current dimensions of the room, our change rooms can allow up to 7 students at one time while maintaining social distancing and wearing masks.</p> <p>Once students enter the gymnasium, they will sit in their designated area. Under teacher direction and supervision, 7 students at a time will enter each change room while the other students wait. Students will be required to wear their masks when entering, while changing, and exiting the change room. Once the change room is empty, another 7 students will enter. This process will continue until all students have been changed. All lockers in the changing area will be locked and will not be accessible. Students will not have the opportunity to leave their belongings in the change room area.</p>
Breaks	<p><b>Breakfast Program</b> - There will be grab and go items available at two locations, one in the cafeteria on the main floor and one in the TPC on the second floor. Students will wear non-medical masks when picking up items. Items will be eaten in students' A block class.</p> <p><b>Breaks</b> - Grade 11/12 cohorts will be on the second floor of the building. Grade 9/10 cohorts will be on the main floor of the building. Groups of benches will be positioned to encourage cohorts to have a break area away from other cohorts. Students will wear non-medical masks during breaks.</p> <p><b>Lunch with Cafeteria</b> - Students will be allowed to leave school</p>



	property at lunch time. Students eating in the cafeteria will be expected to sit in their cohort groups and there will be capacity limits per table. Students will be encouraged to keep their social circles small.
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**Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces** [Refer to Chapter 2 and Chapter 3 in PSB September 2020 Guidelines](#)

\*Shared Chromebooks, sporting equipment, home ec, shop tools etc.

What needs enhanced cleaning protocols	How will this be addressed
Shared desks	At the end of class each student will wipe down their desk.
Chromebooks	Students will wash/sanitize hands at the beginning and end of each class. At the end of each class, students will also clean any electronics they used during class as per manufacturer's directions.
Sporting Equipment	Sporting equipment will be cleaned properly between uses. When possible, students will use their own equipment during class.
Culinary / Foods	Students will wash/sanitize hands at the beginning and frequently during class. When possible, students will use their own tools during class. Culinary / Foods equipment and surfaces will be cleaned properly between uses.
Science Lab Materials	Students will wash/sanitize hands at the beginning and end of class. Similar to chromebooks, when possible, students will use their own tools during class and will sanitize the tools regularly. Labs will be cleaned properly between uses by different cohorts.
Library Space *Items returned have to be quarantine for 72 hours	Students will wash/sanitize hands at the beginning and end of their time in the library. If they use any technology, they will sanitize it when they are finished. The library will be cleaned properly between classes. Books will be quarantined for 72 hours in between use.
Art Room	Students will wash/sanitize hands at the beginning and end of class. When possible, students will use their own tools during class. Tools and desks will be cleaned regularly. The Art Room will be cleaned properly between classes.

**Extra Curricular** Refer to [Chapter 5 in PSB September 2020 Guidelines](#)

Activities	Planning needed
Intramurals	Intramurals will be organized by cohorts. When physical distancing cannot be ensured, non-medical mask use will be strongly encouraged. Students will wash/sanitize hands at the beginning and end of intramurals. When possible, students will use their own equipment. At the end of intramurals, equipment will be sanitized.
Student committees	Scheduled meetings will take place during lunch breaks in areas where students can be physically distant, yet still involved. Non-medical mask use will be strongly encouraged.
Assemblies	When possible, assemblies will be via Google Meet and cohorts will watch/take part from their classrooms. If a larger group assembly needed to take place, cohorts would be physically distanced, CPHO guidelines would be followed, and all non-medical mask use would be strongly encouraged.
School Sport	Will follow the protocols set by the PEISAA.
Band	Will follow the protocols set by the PSB/DELL. Seating will ensure physical distance. Singing will not be permitted unless singers can maintain 3.5m/12ft distance.

**Staff Considerations** Refer to [Chapter 10 in PSB September 2020 Guidelines](#)

	How will this be addressed
Staff Breaks	Staff members will be encouraged to use the TPCs or their own classrooms for breaks and prep. Lunch storage and food reheating will still occur in the staff room but capacity limits and physical distancing will be set. Staff will be required to clean up after themselves and ensure dishes are not left in the sink or on counters.
Staff Materials	Staff members will practice good hand hygiene and minimize sharing any materials with other staff/substitutes. All staff members will be asked to create a detailed emergency sub plan in their sub folder.

Substitutes	Substitutes will be asked to arrive at the school earlier than their teaching time to ensure they are screened in properly. They also need time to review the sub plan and school expectations. The classes they work with will be recorded in the office as well, for contact tracing purposes.
Shared Staff Spaces	There will be minimal sharing of work spaces. When sharing work spaces is required, staff members will be asked to practice physical distancing.
Meetings between and with	Staff meetings will take place as per our usual schedule, and will be arranged to ensure physical distancing or Google Meet will be used. Non-medical masks will be worn when necessary.
Staff support multiple schools	When staff members are working at two different schools, they will ensure proper hand washing before and after leaving each workplace. Also, staff will keep a record of where they have been, will be encouraged to wear non-medical mask, and will sign in at each school.

## Appendix A: Daily Schedule

Arrival: once a student arrives at KRHS (by bus, car, or walking) they will enter the appropriate doors, sanitize their hands and have the option of picking up a grab-and-go item at the Breakfast Program. They will then go to their lockers and to their A block class. All students will be in their A block class by 8:35am.

	Grade 9	Grade 10	Grade 11	Grade 12
8:30 Students depart for trades, CWS, Transitions				
A block	8:35-9:53	8:35-9:53	8:35-9:53	8:35-9:53
Break	9:53-10:03	9:53-10:03	9:53-10:03	9:53-10:03
B block	10:05-11:20	10:05-11:20	10:05-11:20	10:05-11:20
Lunch	11:20-12:12	11:20-12:12	11:20-12:12	11:20-12:12
C block	12:15-1:31	12:15-1:31	12:15-1:31	12:15-1:31
Break	1:31-1:38	1:31-1:38	1:31-1:38	1:31-1:38
D block	1:40-2:55	1:40-2:55	1:40-2:55	1:40-2:55

Dismissal: When students are dismissed, they have the option of going to their locker, then they leave the school according to their mode of transportation:

Walkers: out front doors  
 Picked up: out front doors  
 Drivers: out front doors  
 Bus: out rear doors to bus