

South Shore Regional Centre for Education

Return to School September 2020

Planning Template

Name of School: **Hebville Academy**

Grade level configuration: **PP-9**

Principal: **Stephen Johnson**

Student enrollment Sept 2020: **480**

Total number of staff in the building: **67**

Overview Guiding Principles:

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

Skill Acquisition

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

**Classroom P-3**

<b>What you can expect?</b>	<b>What you need to know?</b>
<p>Before entering the building or bus students will be screened by parents/guardians using Public Health protocols. Each week reminders through our Student Alert System will be sent out weekly to families, as well as a pre-screening checklist with each child on the first day of school for screening prior to their child entering school each morning.</p>	<p>Parents should review public health guidelines for returning to school with their children e.g. Covid-19 Daily Checklist. If a child is exhibiting any listed symptoms, he/she should not attend school. Parents/Guardians are asked to practice using masks regularly previous to school beginning and staff will be reviewing and practicing in class.</p>
<p>Students are expected to wear a mask before they board the bus and it is to remain in place until they enter the classroom.</p>	<p>Students can continue to wear their mask in the classroom if they choose. Students will practice mask protocols in the classroom. Masks to be stored in a clean place. Following direction from Public Health, pre-primary children and students in grades primary to 3 are not required to wear a mask while in school. Staff working with pre-primary to grade 3 students must wear a mask when interacting with students when they cannot physically distance</p>
<p>Hand sanitizing. Students are expected to wash and/or sanitize their hands upon entering the building or entering the classroom.</p>	<p>Hand sanitizing stations will be available in classrooms to help avoid the high volume of students needing handwashing at these times.</p>
<p>When 2 metres of physical distancing is not possible, at least 1 metre of separation is recommended.</p>	<p>Staff and visitors wear masks at all times unless 2 metres of physical distancing is available Staff moving from classroom to classroom are strongly advised to wear masks at all times regardless of physical distancing.</p>
<p>Students will not engage in sharing of classroom supplies, e.g. devices, school supplies, etc...</p>	<p>Where possible, students will have their own "individual supply" or "set" of materials rather than communal use. Where sharing is necessary, devices/objects will be disinfected or set aside for 72 hours.</p>
<p>Movement in classrooms will be limited to essential tasks as necessary.</p>	
<p>Teachers will wear a mask when physical distancing is not possible.</p>	<p>Best instructional practice may require students to be within 2 metres of the teacher at times. Teachers will model mask wearing protocols during these times.</p>

<b>Classroom 3/4 Split &amp; Grades 5-9</b>	
<b>What you can expect?</b>	<b>What you need to know?</b>
Before entering the building or bus students will be screened by parents/guardians using Public Health protocols. Each week reminders through our Student Alert System will be sent out weekly to families, as well as a pre-screening checklist with each child on the first day of school for screening prior to their child entering school each morning.	Parents should review public health guidelines for returning to school with their children e.g. Covid-19 Daily Checklist. If a child is exhibiting any listed symptoms, he/she should not attend school. Parents/Guardians are asked to practice using masks regularly previous to school beginning and staff will be reviewing and practicing in class.
Students are expected to wear a mask before they board the bus and it is to remain in place until they enter the classroom.	Teachers will work to provide opportunities to take students outside where they can have the opportunity to remove their masks, providing physical distancing. Students will practice mask protocols in the classroom.
Hand sanitizing. Students are expected to wash and/or sanitize their hands upon entering the building or entering the classroom.	Hand sanitizing stations will be available in classrooms to help avoid the high volume of students needing handwashing at these times.
When 2 metres of physical distancing is not possible, at least 1 metre of separation is recommended.	Staff and visitors wear masks at all times unless 2 metres of physical distancing is available Staff moving from classroom to classroom is strongly advised to wear masks at all times regardless of physical distancing
Students will not engage in sharing of classroom supplies, e.g. devices, school supplies, etc...	Where possible, students will have their own "individual supply" or "set" of materials rather than communal use. Where sharing is necessary, devices/objects will be disinfected or set aside for 72 hours.
Movement in classrooms will be limited to essential tasks as necessary.	
Teachers will wear a mask when physical distancing is not possible..	Best instructional practice may require students to be within 2 metres of the teacher at times. Teachers will model mask wearing protocols

	during these times.
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<b>Specialists</b>	
<p><b>Music teachers will refer to the new COVID 19 curriculum document for specific details.</b></p> <p>Music teachers will be traveling to the classroom. Music teachers will reference the new music curriculum. Music teachers will wear non-medical masks at all times and sanitize/wash hands between classes.</p>	<p>P-3 students can participate in music class within their cohort without a mask. Physical distancing will be encouraged.</p> <p>3/4 Split students must wear a mask during French class unless 2 metre physical distancing is possible. Classes will be encouraged to go outside when possible.</p> <p>4-6 students must wear a mask during music class unless 2 metre physical distancing is possible. Classes will be encouraged to go outside when possible.</p>
<p>French teachers will be traveling to the classroom. French teachers will wear non-medical masks at all times and sanitize/wash hands between classes.</p>	<p>P-3 students can participate in French class within their cohort without a mask. Physical distancing will be encouraged.</p> <p>3/4 Split students must wear a mask during French class unless 2 metre physical distancing is possible. Classes will be encouraged to go outside when possible.</p> <p>4-9 students must wear a mask during French class unless 2 metre physical distancing is possible. Classes will be encouraged to go outside when possible.</p>
<p><b>PE teachers will refer to the new Covid-19 PE curriculum document for specific details.</b></p> <p>PE teachers will wear non-medical masks at all times and sanitize/wash hands between classes. Students will be travelling to PE classes - escorted by classroom teachers.</p> <ul style="list-style-type: none"> <li>● Outdoor activities are encouraged whenever possible</li> <li>● Have ready to go equipment kits for P-8 students. No sharing of materials should take place. Equipment should be cleaned</li> </ul>	<p>Students need to practice good hand hygiene before and after classes.</p> <ul style="list-style-type: none"> <li>● Masks do not need to be worn during indoor physical activity where a mask cannot be worn.</li> <li>● Masks do not need to be worn outside</li> <li>● Masks need to be worn to and from class</li> </ul> <p>Masks are to be stored in a clean place.</p>

and disinfected between cohorts	
<p>Learning Support Teachers and School Based Interventionists (RR, ELI) and School Counsellors</p> <ul style="list-style-type: none"> <li>• These staff must wear a mask at all times when working with students.</li> <li>• Schedule within cohorts whenever possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Please refer to SSRCE Student Services document</li> </ul>
Family Studies Program/ Tech Ed Electives	<p>Students will be asked to wash hands upon entry, wear masks when cooking and handling food. Maintaining the physical distancing (2 m) whenever possible.</p> <p>One half of the homeroom cohort will go to Family Studies and the other half of the homeroom cohort will go to Tech Ed.</p>
<p>Band Program:</p> <p><b>Band teachers will refer to the new Covid-19 Music Education document for specific details</b></p>	<p>Carts will be utilized as much as possible, and we are still maintaining the programming. It will look differently based on protocols outlined in the DEECD Music Education P-12 document. Rehearsals and Concerts will not take place.</p>

<b>Plan when student becomes sick during the school day</b>	
<b>Action</b>	<b>Location and person responsible</b>
<ul style="list-style-type: none"> <li>• The student 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 their Health Care provider to arrange Testing.</li> <li>• The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher notifies the office and the student is directed to put on their non-medical mask and go there immediately.</li> <li>• Upon arrival at the office the student will put on a procedural mask and will be taken to the sick room by the Admin Assistant or the Administrator present. The sick room will be located in Room 103 of the PP-4 building and the work room of the main office in the 5-9 building.</li> <li>• The child's parents will be immediately called by the Admin Assistant or the Administrator present and asked to come for pick up.</li> <li>• Parents will be provided with information about next steps (call 811).</li> <li>• The child will remain in isolation in the sick room until their drive has arrived and will be supervised by the Admin Assistant or the Administrator present.</li> <li>• If the parents are unable to pick up the child but are home, the school and the parents will come up with a plan on how to get the child home as quickly as possible.</li> </ul>
<b>Plan when staff becomes sick during the school day</b>	
<b>Action</b>	<b>Location</b>

<ul style="list-style-type: none"> <li>● The staff member is to put on a non-medical mask immediately and perform hand hygiene.</li> <li>● Notify the office that they will need to leave the classroom. Administration will advise staff to leave immediately if they have transportation</li> <li>● If unable to leave the school, proceed to an isolation area, in conjunction with support from the office where a procedural medical mask will be provided if available Leave the building as soon as possible.</li> <li>● Staff member will call 811 to arrange testing.</li> </ul>	<ul style="list-style-type: none"> <li>● The staff person feeling sick from any employee group will immediately notify the Principal or Vice Principal of their condition.</li> <li>● The staff person will also be responsible to put their non-medical mask on at this time and avoid contact with other persons.</li> <li>● The Principal or Vice Principal along with the Admin Assistant will immediately begin looking for a substitute teacher.</li> <li>● The Principal or Vice Principal will make sure the class is supervised.</li> <li>● The class will continue working on the teachers' emergency substitute plan tasks.</li> <li>● The staff member will leave the building as soon as they have made arrangements to go home.</li> <li>● Staff will be provided with information about next steps (call 811).</li> <li>● The Employee will continue to let administration know each day the update of their condition and as to whether or not they have had to be tested for COVID-19.</li> <li>● Administrators will also do daily wellness checks with each staff member each day. This can be for health issues or for stress related issues.</li> <li>● If a parent/guardian is coming to the school to pick up a sick child, they will remain outside and the student will be escorted to the exit, following Public Health protocols.</li> </ul>
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<b>Screening of Students</b>	<b>Responsibility</b>
<ul style="list-style-type: none"> <li>● Daily Covid-19 Checklist needs to be completed daily before coming to school.</li> <li>● Attendance</li> </ul>	<ul style="list-style-type: none"> <li>● The Principal will have the Admin Assistant send out the weekly reminder via group email.</li> <li>● A pre screening checklist will be emailed home before the first day school and with each child on the first day of school. Parents can use this as a reference each morning.</li> <li>● All Staff will be required, especially homeroom teachers, to remain vigilant for signs and symptoms of COVID-19 among their students each day.</li> </ul>

<b>Screening of Staff</b>	
<b>Action</b>	<b>Responsibility</b>
Daily Covid-19 Checklist needs to be completed daily before coming to school. Any other procedures communicated by HR	<ul style="list-style-type: none"> <li>● The Principal will be responsible to go over a COVID-19 Daily Checklist at the start up staff meeting.</li> </ul>

<b>Screening of Visitors (A visitor is any staff member / volunteer who does not work full time in the building)</b>	
<b>Action</b>	<b>Responsibility</b>

<ul style="list-style-type: none"> <li>● Visitors will be limited and there will be no congestion or group gatherings when entering the school at any time. As per public health protocols and requirements, visitors who arrive at the school will be expected to sign in and sanitize hands upon entry. The entry area will be limited to three as per physical distancing requirements. All other visitors will be required to remain outside of the building until able to enter school safely.</li> <li>● Visitors will practice hand hygiene before being escorted to their location in the building.</li> </ul>	<ul style="list-style-type: none"> <li>● A visitor area will be set up outside the main office in the school.</li> <li>● Clear signage and markers for physical distancing will be used for this setup.</li> <li>● An Administrator or Administrative Assistant will be responsible for supervision of the visitor area.</li> <li>● All people entering the building will sign in at the entrance. Sign in includes a review of the COVID-19 Daily Checklist. Then be directed to appropriate areas if required. (For example: to perform maintenance in the ventilation room.) A binder of the sign in sheets will be kept by the admin assistant.</li> <li>● All visitors must wear a non-medical mask during their time at school. <ul style="list-style-type: none"> <li>● If a parent/guardian is coming to the school to pick up a sick child, they will remain outside and the student will be escorted to the exit, following Public Health protocols.</li> </ul> </li> </ul>
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**Wearing of PPE Refer to COVID Update August 14, 2020**

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

<b>Masks</b>	
<p><b>Students (P-3)</b></p> <p>PP-Gr3 masks are not required in class/cohort. Once bussed students have arrived in their cohort zone then students may continue to wear non-medical masks or may choose to remove them.</p> <p><b>Students (3/4 Split &amp; Grade 5-9)</b></p> <p>Masks are mandatory in hallways, common areas, classrooms or cohorts unless physical distancing can be maintained and desks are facing same direction.</p>	<ul style="list-style-type: none"> <li>●The current recommendation is that students in grades P-3 may, but are not required to wear non-medical masks in school.</li> <li>●Masks are not required during outside activity.</li> <li>●Students will be encouraged to maintain physical distancing and remain in their cohort.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>● All students in a Grade 3/4 split &amp; 5-9 classes will wear non-medical masks when physical distancing cannot be maintained.</li> <li>● Students in grades 3/4 split &amp; 5-9 classes will be permitted to remove non-medical masks in classrooms if physical distancing can be maintained and desks are facing the same direction.</li> </ul>

	<ul style="list-style-type: none"> <li>● Masks are not required during outside activity. Students will be encouraged to maintain physical distancing and remain in their cohort.</li> </ul>
<p><b>Staff (P-3, 3/4 split and Grade 5-9 classes)</b> When in areas where physical distancing is not possible, staff must wear non-medical masks.</p> <ul style="list-style-type: none"> <li>● In classroom</li> <li>● School Bus</li> <li>● Fire drill</li> <li>● Lockdown</li> <li>● Transition between classes,</li> <li>● Leaving cohort zone,</li> <li>● Transition between school buses and classroom</li> <li>● Other as applicable</li> </ul>	<p><b>The wearing of PPE is dependent upon regulations and recommendations from Nova Scotia Department of Public Health. These recommendations are subject to change based on the status of COVID 19 within the province.</b></p> <ul style="list-style-type: none"> <li>● The current recommendation requires staff to wear non-medical masks when physical distancing cannot be maintained.</li> <li>● Some staff will need to transition between cohorts such as custodial staff, resource teacher music and Phys Ed teacher.</li> <li>● Staff will sanitize/wash their hands when moving between cohorts.</li> <li>● Staff will maintain their personal record of cohorts they work with each day.</li> </ul>

**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.

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.**

<b>Physical Distancing and Cohort Considerations (Pre Primary to Grade 4 Building)</b>	
<b>Class</b>	<b>(Entry/Exit points)</b>
Fredericks/MaGee Ramsay/Bufnett Scott Kilfoil Pre Primary  5-9 Students	<ul style="list-style-type: none"> <li>● Front Door near Main Office</li> <li>● Front Door near Ms. Ramsay's Room</li> <li>● Back Door near Ms. Scott's Room</li> <li>● Back Door near Mr. Bird's</li> <li>● Front Door near Ms. Ramsay's Room</li>   <li>● Enter through main entrance</li> <li>● Exit through same protocol as Fire Drills</li> </ul>
<b>Class</b>	<b>Washrooms</b>
Grade Pre-Primary to Grade 9	<ul style="list-style-type: none"> <li>● Appropriate washroom located closest to classroom</li> </ul>
<b>Class</b>	<b>Playground</b>



<p>Pre Primary</p> <p>Fredericks/Buffett/Kilfoil cohort Magee/Ramsay/Scott cohort</p> <p>Grade 5-9 students</p>	<ul style="list-style-type: none"> <li>● Pre Primary play area in woods behind PP-4 building.</li> <li>● Rotate cohorts weekly through 3 designated areas; <ul style="list-style-type: none"> <li>➤ Little Playground between both schools</li> <li>➤ Gaga Pit/Basketball Court/ Tire Area</li> <li>➤ Big Playground &amp; Soccer Field Area</li> </ul> </li> <li>● Rotate cohorts weekly through 8 designated areas; <ul style="list-style-type: none"> <li>➤ Gaga Pit/ basketball area in back of PP-4 building.</li> <li>➤ Little playground between both buildings.</li> <li>➤ 5-9 Basketball courts x 2</li> <li>➤ 5-9 soccer fields x 2</li> <li>➤ Field area in front of 5-9 building x 2</li> </ul> </li> </ul>
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<p><b>Cohorts Mixing for Instructional Reasons</b></p> <p>Cohorts at the P-6 level will not be combining except for individual programming purposes. Attention will be made as much as possible to scheduling individual cohorts e.g. resource room, learning centre, literacy interventions and supports, etc...</p>
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<p><b>Arrival</b></p>	
<p><b>Pre Primary to Grade 9 Busses and Parent Drop off</b></p>	
<p>PP to Grade 9 students will be dropped off when Parents &amp; buses arrive.</p>	<ul style="list-style-type: none"> <li>➤ PP- 4 Between 7:35 &amp; 8:55</li> <li>➤ 5-9 from 8:40-9:50</li> <li>● All students PP to 9 will wear masks and social distance when exiting the bus and entering the school.</li> </ul>

<p><b>Departure</b></p>
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<b>Pre Primary to Grade 4</b>	
<p>Pre Primary, Fredericks, Buffett, Scott cohort</p> <p>MaGee/Ramsay/Kilfoil cohort</p> <p>Grades 5-9</p>	<ul style="list-style-type: none"> <li>● 1:45 pm</li> <li>● 1:50 pm</li> <li>● 2:55 – Grades 8 &amp; 9 (provided all buses have arrived)</li> <li>● 3:00 – Grades 5, 6 &amp; 7 provided all buses have arrived)</li> <li>● All students will depart through cohort designated doors.</li> <li>● Walkers &amp; students being picked up will leave with their class and be met by Parents/Guardians waiting outside.</li> <li>● Parents/Guardians will wear masks and social distance as much as possible</li> </ul>
<b>Grade 5 to Grade 9</b>	
<p>Students moving from cohort classroom to a specialist class</p> <ul style="list-style-type: none"> <li>● Staggering of times when possible</li> <li>● No movement of classes outside of the cohort zone except for specialist</li> </ul>	<ul style="list-style-type: none"> <li>● Physical Education – Teachers will collect and return students from the homeroom classes. Students will enter the gym through designated doors.</li> <li>● Family Studies &amp; Industrial Arts – Teachers will collect and return students from the homeroom classes. Students will enter through designated doors.</li> <li>● Core French/Music - Classes will be instructed in Core French/Music in their classroom. The Core French and Music teacher will travel to the class, following the appropriate guidelines: <ul style="list-style-type: none"> <li>● Practice good handwashing upon leaving one cohort and before entering another.</li> <li>● Maintain a record of which cohorts they visited each day</li> <li>● Wear personal protective equipment (PPE) when necessary.</li> <li>● No singing in music class unless students can maintain 3.5m/12ft. distance.</li> </ul> </li> <li>● Resource, Behavioral Resource, and outside agencies will also directly pick up students this year if they need them to go to a location other</li> </ul>

	than their homeroom class.
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<p>Washrooms Things to consider Staggering of times when possible and limiting numbers</p>	<ul style="list-style-type: none"> <li>● Cohorts will use the washroom and water bottle filling stations that are located near their classroom.</li> <li>● Each class will be scheduled into washroom breaks before or after recess.</li> <li>● When an individual student needs to use a washroom, they will be asked to go directly to their cohort washroom and only enter when it is not at its maximum. If there is a line, they will be taught to return to class and try going again at a later time.</li> </ul>
<p>Hand Hygiene Skill - we recognize that this is an important skill to be taught, modelled and prioritized in teaching.</p>	<ul style="list-style-type: none"> <li>● Hand Hygiene - washing with soap and water, or 60% alcohol-based hand sanitizer when not readily available.</li> <li>● Hand Hygiene is extremely important any time during the day but especially before entering the school and classrooms, eating/drinking/handling food, and outdoor activities. Also after sneezing/coughing/blowing nose, outdoor activities, eating/drinking. Washroom/ hand hygiene breaks must be scheduled for each class.</li> <li>● Hand sanitizer will be available in classrooms to help avoid the high volume of students needing to go to the washroom at once. Hand sanitizer is to be kept out of reach of children, and used with supervision. With young children (under 12), staff should dispense in the child's hand and observe while the child rubs in the sanitizer. Encourage proper technique.</li> </ul>
<p>Hallways Staggering of times when possible</p>	<ul style="list-style-type: none"> <li>● Students are divided into Cohorts which allow for social distancing.</li> <li>● Students in 3/4 split and Grade 4-9 will wear a non-medical mask during hallway interactions. Staff will wear a non-medical mask during hallway interactions.</li> </ul>
<p>Coat Hooks &amp; Lockers</p>	<ul style="list-style-type: none"> <li>● Students can use hooks outside of classroom, if available.</li> <li>● Students will be sent to retrieve their items in a staggered manner.</li> <li>● Lockers will not be available for use.</li> </ul>

Breaks *Staggering of times when possible.	
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<p>Additional breaks and time outside is encouraged.</p>	
<p><b>Breakfast Program/Snacks/Recess/Lunch</b></p>	<p><b>Breakfast Program</b></p> <ul style="list-style-type: none"> <li>● For the 2020/2021 School Year, Breakfast Program Volunteers will complete the pre-screening each day that they are in the building</li> <li>● All Breakfast program food items will be delivered to homeroom classes instead of students picking them up each day.</li> <li>● Volunteers will wear a non-medical mask.</li> </ul> <p><b>Snacks</b></p> <ul style="list-style-type: none"> <li>● Students will bring their own snacks and will eat them in their classroom before or after morning recess depending on their schedule. Snacks will be available for those in need.</li> <li>● Students will have been provided a scheduled washroom/hand washing break prior to their snack time.</li> <li>● All students will be able to remain in classrooms during snack time.</li> </ul> <p><b>Recess</b></p> <ul style="list-style-type: none"> <li>● PP-4 <ul style="list-style-type: none"> <li>➤ Two separate recesses with 3 designated areas of play assigned to cohorts on a weekly rotating basis.</li> </ul> </li> <li>● 5-9 <ul style="list-style-type: none"> <li>➤ Three separate recesses with 6-8 designated areas of play assigned to cohorts on a weekly rotating basis</li> </ul> </li> </ul> <p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>● All PP-9 students will remain in their classrooms. Lunch orders will be delivered to students.</li> <li>● Microwaves are not available for heating student's lunches (no exceptions)</li> </ul>

**Custodian Cleaner and staff disinfecting- Enhanced Cleaning and Disinfection of Shared Areas and Surfaces**

<b>*Shared Chromebooks, iPads, electronics, sporting equipment, home, etc., shop tools etc.</b>	
<b>What needs enhanced cleaning protocols</b>	<b>How will this be addressed</b>
Shared desks	<ul style="list-style-type: none"> <li>● At end of class each student will be provided paper towel, teacher will spray the paper towel with disinfectant and student will wipe down desk top and properly dispose of paper towel</li> </ul>
Chromebooks. iPads, Electronics	<ul style="list-style-type: none"> <li>● Chromebooks, iPads and Electronics will be shared as needed.</li> <li>● Students with designated Chromebooks, iPads and/or electronics needed for programming will be provided. (Assistive Technology, LD )</li> <li>● Students will wipe down and disinfect their Chromebooks after each use.</li> </ul>
Family Studies/IA Lab/Science Materials	<ul style="list-style-type: none"> <li>● All desks, work surfaces and necessary equipment will be disinfected before next cohort arrives</li> </ul>

<b>Library</b>	
Library Space *Items returned have to be quarantine for 72 hours	<ul style="list-style-type: none"> <li>● Books will be transported to the students for their selection</li> <li>● All books returned will have to be quarantined for 72 hours before going back into circulation. Staff that are re-shelving books will need to wash hands or sanitize, prior to this activity.</li> <li>● Grade 5-9 students will not have access to the library at this time.</li> </ul>

<b>Extra Curricular</b>	
All P-9 Extra Curricular are on hold at this time	

<b>Staff Considerations</b>	
Staff Breaks	<ul style="list-style-type: none"> <li>● Teachers from different cohorts will need to remain as separate as possible for the 2020/2021 school year</li> <li>● Teachers will be encouraged to take breaks in their workspaces as much as possible.</li> <li>● The staffroom will not be the recommended area for breaks for the 2020/2021 school year.</li> <li>● The staffroom kitchen can be used for storage and preparation of lunch items.</li> <li>● Teachers must clean up after themselves.</li> <li>● Dishes cannot be left in the sink.</li> </ul>

	<ul style="list-style-type: none"> <li>● Reminder to staff about the need for hand washing / sanitizing before activities like preparation of food at break time.</li> <li>● Staff from the different cohorts will have their lunch breaks at different times as much as possible.</li> </ul> <p>Staff</p> <ul style="list-style-type: none"> <li>● <b>Shared coffee maker/Keurig:</b> <ul style="list-style-type: none"> <li>➤ Signage must be posted with wash your hands before and after touching the handle, spigot/lever</li> <li>➤ Pot is to be well washed in between uses.</li> <li>➤ Staff will be asked to keep open beverage containers such as cups out of their class this year.</li> </ul> </li> </ul> <p><b>Microwave;</b></p> <ul style="list-style-type: none"> <li>➤ Signage must be posted with hand washing before and after microwave use</li> <li>Microwave must be wiped after each use.</li> <li>➤ <b>Staff CAN NOT heat items for students no exceptions.</b></li> </ul>
Staff Materials	<ul style="list-style-type: none"> <li>● Teachers will be encouraged to clean classrooms of clutter or extra items prior to students beginning the school year.</li> <li>● Staff will store personal items like coats, boots, etc. in their actual workspace this year.</li> <li>● Staff will be asked to keep open beverage containers such as cups out of their class this year.</li> </ul>
Substitutes	<ul style="list-style-type: none"> <li>● Substitutes will be required to wear a non-medical mask.</li> <li>● Substitutes will receive reminders from AESOP</li> <li>● Substitutes will be asked to arrive early enough to become familiar with school plans and protocols.</li> <li>● Substitutes will be required to bring PPE with them as required.</li> <li>● Substitutes will need to sign in and will also have to sign a declaration form upon arrival. The Admin Assistant will look after the collection of these.</li> </ul>
Shared Staff Spaces	<ul style="list-style-type: none"> <li>● Staff will be asked to eliminate as many touch points as possible.</li> </ul>

	<ul style="list-style-type: none"><li>● Staff will need to practice physical distancing in shared areas such as the main office, photocopy rooms, supply areas etc., and in meetings between and with various individuals/groups.</li><li>● Meetings will be held virtually when possible. If not possible, masks and social distancing will be required.</li><li>● Staff who service multiple schools will be reminded to bring a personal, non-medical mask, log in at the school office, review COVID-19 checklist to review school procedures</li></ul>
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