



Thomson Community School

Return to School Plan - Fall 2020

Please note: *This plan is a fluid document - Thomson Community School Staff will revisit this plan, as necessary. Adjustments, as well as introducing additional spaces and transitions will be considered at the end of every month. *Provincial Ministry information from education and health will supersede division planning as required.*

We are very excited to return to school this fall! The health and safety of all our school community is extremely important and working together is a priority.

All members of the school community will:

- Take all reasonable actions to ensure their own safety and that of their fellow school family members.
- Self-monitor for symptoms and use the online [Saskatchewan COVID-19 Self-Assessment Tool](#).
- Not attend school when symptomatic or required to self-isolate.
- Follow guidelines for building traffic flow, physical distancing, and personal hygiene.

Return to School Procedures

- **Staggered Start** – Regina Public Schools is instituting a staggered start for students in grades 1-8. On Tuesday, September 8th and Thursday, September 10th, students with a last name that starts with A-K will return to school. On Wednesday, September 9th and Friday, September 11th, students with a last name that starts with L-Z will return to school. On Monday, September 14th, all students will return full time.
 - Teachers will be contacting families September 1st and 2nd.
- **Kindergarten** – Families will be contacted by Ms. Alexander to discuss start dates and information
- **Pre-Kindergarten** – Staggered start is still to be determined by the division and will be communicated with families.
- **Registrations** – at the beginning of the school year we see many in-person registrations. This year, a registration table will be set-up outside. Families will not be permitted into the school. In the case of incremental weather, registration will be set up in the gym using the tunnel door only.



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Hygiene

- 1. Hand Washing** – All students will be encouraged to wash their hands regularly. Teachers will teach proper hand washing in the first week. Proper hand washing signage will also be added to all sinks. Most classrooms have a sink and will be provided with soap and paper towels. Those that do not have a sink will use the washrooms or hand-washing station.
- 2. Hand Sanitizer** – Bottles of hand sanitizer will be provided to teachers for use in the classroom. As students come in, teachers will provide an appropriate amount of hand sanitizer to each student. Hand sanitizer will also be found at the main entrance and shared spaces (teacher prep room, for example).
- 3. Mandatory Mask Usage** – All staff and students in grades 4-8 must wear a mask in our building and will be provided with one reusable mask. Classroom teachers will instruct and help students on proper mask usage. Videos and posters will be available to help. Masks should go home each night and be washed. Families are encouraged to purchase additional masks. Students in grades K-3 are encouraged to wear masks.
- 4. Preventative Measures** – Many of the proper hand hygiene and coughing/sneezing etiquette will need to be directly taught in the classroom. Additionally, signage reminders will be placed in each classroom.

Limiting Physical Contact

- 1. Assemblies/Community Gatherings** – All gatherings (Bring Your Backpack Night, BBQ, etc...) and assemblies are paused at this time. All meetings with parents or caregivers need to be done by phone or digitally. Parents wishing for a remote meeting can contact the office to set a time.
- 2. Limiting Physical Contact Lessons** – Teachers will routinely discuss physical contact and physical distancing.



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3. **Seating Plans** – A seating plan will be developed for each classroom. Students will be seated facing forward. A copy of this seating chart will be stored in both the office and in the classroom for tracking purposes.
4. **Lockers** – Lockers will not be used at this time. Backpacks and coats will hang on the back of each chair.
5. **Entering the Building (Guests and Visitors)** – Guests, visitors, volunteers, speakers (unless employed by Regina Public Schools) will not be entering our building at this time. Signage will be on the front door of the school advising that we are not allowing visitors and that anyone who is feeling unwell should not enter the building at all. If a guest or visitor is required to enter the building, they will be escorted by administration and required to sanitize their hands, wear a mask, and check in at the office.
6. **Entering the Building (Students)** – Students will now enter through designated entrances/exits. Each class will assemble on the playground in cohort groups in order to physically distance the students. Only 1 class will be brought through the door at a time and the next class will not enter until the previous class is out of the stairwell.
7. **Exiting the Building** – At the end of the day, teachers will escort their students to the playground. To avoid congestion in the hallways, classes will exit the school one at a time.
8. **Grouping of Students or Cohorts** – Students will only interact with students in their own classroom and will stay in their own classroom throughout the school day. All other areas of the school are closed – gym, library, movement room, kitchen, etc. We will work to minimize the number of educational assistants and teachers that interact with each classroom of students.
9. **Specialist Teachers** – Specialist teachers will go into the homeroom classrooms instead of the students transitioning to another space.
10. **Classroom Modifications** – Classroom furniture will be limited to tables/desks, chairs and a teacher desk. All “soft” items will be removed –



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rugs, furniture, stuffed animals, anything made of fabric.

- 11. Office Procedures** – Arriving late or coming and going for appointments should be limited as much as possible. Students arriving late must check in at the office. The floor will be marked for distancing. Students from the same family do not need to distance if waiting for a late slip. Parents/guardians will call the office to pick up a student for an appointment and meet the student outside of the school (with a staff member).
- 12. Lunch** – Students are encouraged to go home for lunch if possible. Others will stay in their own classroom for lunch, seated at their regular desk. Hand washing or the use of hand sanitizer will occur before and after eating.
- 13. Lunch Recess Procedures** – Students will exit the school by class to avoid congestion in the hallway. Entry back into the school will be through their assigned doors. All students will wash their hands/use sanitizer once back into the school.

Limiting Shared Materials and Equipment

- 1. Materials into the School** – Student backpacks will be placed on the back of their classroom chairs, as well as coats.
- 2. Student Manipulatives** – Some items are necessary in teaching and learning. Manipulatives (counting blocks, dice, etc.) will be individualized and labelled with the child's name. Items that are not able to be disinfected will be put into storage.
- 3. School Supplies** – Students will not be sharing supplies – this includes markers, pencils, scissors, etc. All of these items need to be labeled with each individual child's name.
- 4. Technology** – All computers/iPads will be wiped down after each use by an adult. Only teachers will be allowed in rooms where device charging carts are stored.



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- 5. Physical Education** – Physical education will be done outside, when possible, and will involve more individual activities that allow students to physically distance themselves from others. The gym is closed for now.
- 6. Playground** – Any equipment (balls, skipping ropes, etc.) will be disinfected after use by the teacher or senior students. Playground structures will not be disinfected.
- 7. Library Books** – The library is closed for now but our teacher-librarian will work with teachers to ensure that books are provided for classroom use. No library books will be going home in September. We will reevaluate lending in October.
- 8. Textbooks/Guided Reading Books** – There are circumstances where multiple students will need to use a book on the same day. During these times, teachers will have students use hand-sanitizer before handling the book. Students in grades 4-8 are encouraged to make use of Pearson e-textbooks.

Curricular and Extra-Curricular

- 1. Assessment** – Teachers will assess, anticipate, and develop a plan for meeting outcomes and filling learning gaps, if required, before moving on to current outcomes.
- 2. Curricular Focus** – Teachers will focus primarily on Literacy, Numeracy and Wellness (safety, re-engagement, mental health, etc.) to start our learning journey this year.
- 3. Digital Learning Platform** – Teachers will set up an online learning platform (Seesaw or Google Classroom) to prepare for possible student illnesses, interruptions to face-to-face learning or a transition to other provincial phases, if needed.
- 4. Extra-Curricular Activities** – Clubs, teams, sports, field trips, outings, presenters, etc., are on pause for now. This is standard for all Regina Public schools.



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Facilities

1. **Entering the Building** – Hand sanitizing stations will be located at each entrance to the school.
2. **Hand Sanitizer** – Hand sanitizer will be available in every classroom (to use with supervision from a staff member), office, and shared use areas.
3. **Signage** – Signage will be posted at all entrances reminding parents and guardians not to enter. Signage will be posted outside of the office, along with stickers on the floor for distancing. Signage will be posted in hallways reminding people to physically distance while in hallways. Arrows will indicate traffic flow.
4. **Washroom Usage** – To limit the amount of students in the washroom at one time, classroom teachers will only allow 1 student out of their classroom at a time. PreK and Kindergarten classrooms have their own washrooms.

Cleaning and Sanitation Guidelines

1. **Disinfecting Procedure for Regina Public Schools** – Vigorous cleaning procedures have been developed for Regina Public Schools. We are using a product called *Vital Oxide*. This is a salt-based cleaning solution for spray bottles and misting machines.

Disinfection of the entire school will happen each evening. This product is safe for technology, papers, toys, etc. and disinfects after 10 minutes of drying time on surfaces. Once a room has been disinfected, the room will be closed and signage will be put on the door to indicate that the room is disinfected. These doors will remain closed until morning. The Safety Data Sheet for Vital Oxide is available upon request.

2. **Washroom Disinfecting** – In all Regina Public schools, washrooms will be closed in a staggered routine from 10-10:30 a.m. and again from 1:15-1:45



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p.m. to perform a disinfecting procedure. Any individual washroom will be closed for a maximum of 10 minutes.

- 3. Head Facilities Technician** – Our Head Facility Technician (HFT) will maintain cleaning protocols laid out by the school division including increased disinfecting of door handles, light switches and all shared areas.
- 4. Nutrition Program** – Safe-food handling is a priority and staff will ensure food safety protocols are followed. Only essential staff will have access to the kitchen and the kitchen will be cleaned and sanitized after each use.
- 5. General Staff** – Disinfectant wipes will be available in every classroom to wipe down items/objects between each use. Disposable gloves will be available in every classroom for teacher use. Spray bottles containing Vital Oxide will also be available in the classroom for adult use to disinfect surfaces.

Guidelines for Illness in Care

- 1. Isolation Area for COVID-19 Symptoms** – A space has been created for students who are feeling ill or showing symptoms. Masks, rubber gloves and hand sanitizer are available. Parents/guardians will be called and must pick up their child immediately. A staff member will be assigned to supervise the student until they have been picked up. Once the student has gone home, this space will be disinfected. All areas touched by the ill child will be cleaned and disinfected and any items touched by the child that cannot be cleaned and disinfected will be removed and stored in a sealed container for a minimum of three days. [Saskatchewan Government Safe Attendance Procedures](#).
- 2. COVID-19 Symptoms** – 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.



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Nutrition Program

1. **Water** – All regular water fountains will be off limits. Students will be provided with one reusable water bottle, labeled with their name. Water bottles will be filled by an adult.
2. **Daily Breakfast Program** – Students participating in the breakfast program will eat in their own classroom. Individually packaged breakfast items will be served. There will be no sharing of food items. All students will wash their hands before being served breakfast.
3. **Lunch Program** – The Salvation Army will continue to provide lunch for those students accessing the lunch program. Lunches will be individually packaged and served in the classroom.

Mental Health and Social-Emotional Supports

1. **Wellness** – Teachers will schedule wellness breaks and lessons throughout the day.
2. **Professional Development Focus** – All staff will participate in trauma informed practices and mental wellness prior to school start-up.
3. **Culture** – Staff will continue to focus on creating a culture in the school that is inclusive, positive and compassionate.

Transportation

1. **Arrival of Bused Students** – Bus supervisors will be on site to assist students. Once students arrive in the morning they will go to their cohort areas on the



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playground. Students accessing the breakfast program at 9:08 am will be supervised in their classroom.

- 2. Physical Distance** – Bus drivers will develop seating plans and distance students as much as possible. Siblings will be seated together. Bus drivers will be wearing masks and a visor. Hand sanitizer will be made available. Buses will be thoroughly cleaned after all runs.
- 3. Safety** – The bus driver will be focusing on the road so students have the responsibility to face forward, stay seated and wear a mask at all times. Students not able to adhere to these safety rules will be asked to find alternate transportation.

eSchool

- 1. Remote learning option** – Students remain members of our school community regardless of their chosen learning format but our division has added an eLearning opportunity for students needing or wanting to learn at home.
- 2. Information** – Questions can be forwarded to eschool@rbe.sk.ca if you require more information than what is currently available on our division or school website (https://thomson.rbe.sk.ca/eschool_learning)
- 3. Transitions** – Although families are encouraged to only make transitions from eLearning to face-to-face (or vice versa) at 'ideal' transition times (end of Term 1 for example), registration for eLearning will remain open at all times.
- 4. Registration** – To register for eSchool please [click here](#).

