



## Public Schools Branch

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

<b>Name of School</b>	Colonel Gray High School
<b>Grade level configuration</b>	10-12
<b>Principal</b>	Dominique Lecours
<b>Student enrollment Sept 2020</b>	892 (as of August 3, 2020)
<b>Total number of staff in the building</b>	85

## 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 be asked to wear a non-medical mask immediately, will leave the classroom and go to the sick room by the main office, supervised by a member of the admin team. They will take all their belongings with them.</p> <p>The admin assistants will call home, advise parents to call 811 or a healthcare provider and make arrangements for the students to be picked up by a parent/ guardian</p> <p>The cleaning staff will clean areas immediately.</p> <p>If the class needs to leave the room, they will be taken to an alternate location.</p> <p>All students and staff involved will be strongly recommended to wear a non-medical mask, and will 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 involved will be encouraged to wear non-medical masks. A substitute will be called by admin assistants to fill in the remainder of the day. The emergency sub plan could/ 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 an alternate location.</p> <p>All students and staff involved will be strongly recommended to wear a non-medical mask, and will 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>
<p>Declaration Reminder</p> <ul style="list-style-type: none"> <li>Will be permanently displayed on the school website's home page.</li> </ul>	<p>An administrator will send out a mass email prior to school start up to direct parents/guardians to visit the school website for the pre-screening checklist that parents will have to use at home to pre-screen their child before he/she departs for school. Parents will also be notified if any changes are made to the screening checklist throughout the year.</p>
<b>Pre-screening of Staff</b>	<b>Responsible for Record Maintenance</b>
<p>Declaration Reminder</p> <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>	<p>An administrator 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.</p>
<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>	<p>The Visitor Zone will be inside the main doors of the lobby. There will be a poster with directions to proceed to the main office. Visitors will be directed by the Administrative Assistants to sanitize their hands and sign a declaration form. Once this happens, visitors will be directed where they are to go.</p> <p>It will be strongly recommended that visitors wear non-medical masks.</p> <p>A list of who the visitors are there to see will be recorded and kept in the main office.</p> <p>Visitors will sign out when they are leaving the school.</p>

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

	<b>Situation</b>
<p><b>Students</b> When in areas where reasonable physical distancing is not possible, students and staff will wear non-medical 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><b>Other as applicable -</b></p> <p>Students will have their own non-medical masks and will wear non-medical masks when physical distancing cannot happen.</p> <p>Students will wear non-medical masks during fire drills, lockdown procedures or school evacuation.</p> <p>Students will wear non-medical masks while they are on the school bus.</p> <p>Students will sanitize/wash their hands when entering/leaving classrooms</p>
<p><b>Staff</b> When in areas where reasonable physical distancing is not possible, students and staff will 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><b>Other as applicable -</b></p> <p>Staff will have their own non-medical masks and will wear non-medical masks when physical distancing cannot happen.</p> <p>Staff will wear non-medical masks during fire drills, lockdown procedures or school evacuation.</p> <p>Staff will use PPE when necessary.</p> <p>Staff will sanitize/wash their hands when moving between classes.</p> <p>Staff will maintain their daily classroom attendance as well as a record of other students they may work with each day (i.e. clubs, extra help, etc).</p> <p>Other instances where the use of non-medical masks will be strongly recommended include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- Small group work with students</li> <li>- Bus evacuations</li> <li>- Transitioning to shared spaces like the staff room, teacher planning rooms, copier area, office, etc.</li> <li>- Bus duty</li> </ul>

- Working closely with children to support behaviours (NVC)

**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.

<b>Cohort Construction</b>	
<p><i>*When students are within their cohorts, physical distancing will still be encouraged when possible.</i></p> <p><i>*All teachers will be required to provide class seating charts to administration.</i></p>	
14 Grade 10 cohorts - 30 students or less (Block A homerooms)	Homeroom groups would be the cohort. When in other classes throughout the day, seating will be arranged so cohorts (Block A homerooms) are as physically distant as possible.
14 Grade 11 cohorts - 30 students or less (Block A homerooms)	Homeroom groups would be the cohort. When in other classes throughout the day, seating will be arranged so cohorts (Block A homerooms) are as physically distant as possible.
10 Grade 12 cohorts - 30 students or less (Block A homerooms)	Homeroom groups would be the cohort. When in other classes throughout the day, seating will be arranged so cohorts (Block A homerooms) are as physically distant as possible.

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

<b>Classes</b>	<b>What precautions will be taken?</b>
<i>B block classes</i>	<p>Seating for students who were in similar homerooms can be near each other.</p> <p>Classroom seating will be divided into zones to ensure seating for students who are in different cohorts are spaced further apart (ideally 2m/6ft from other cohorts).</p>

	<p>Students will be assigned seating within classrooms to ensure students from the same cohort are placed together.</p> <p>It will be strongly recommended that students wear a non-medical mask when cohorts share a classroom and/or when physical distancing cannot be ensured.</p>
<i>C block classes</i>	See above
<i>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	<p><b>Students will be encouraged to wear non-medical masks during all arrivals.</b></p> <p><b>Bus</b> - buses currently arrive in a staggered format. Supervisors will ensure students maintain physical distancing while entering the school. Students will go to their first period class.</p> <p><b>Parent drop off</b>- parents are asked to drop students off between 8:30-8:55am in the Student Parking lot. Students will go to their first period class.</p> <p><b>Walkers</b>- walkers will be encouraged to arrive between 8:45-8:55am. Students will go to their first period class.</p> <p><b>Student Drivers</b>- students will be encouraged to arrive between 8:45-8:55am entering through the Library door. Students will go to their first period class.</p>
Departure	<p><b>Bus</b> - Class ends between 3:10-3:15pm. Students will exit through the main doors and go to the buses, will be encouraged to wear non-medical masks, and be physically distant as they go to and wait for their bus.</p> <p><b>Parent pick-up</b>- Class ends between 3:10-3:15pm. Students will exit through the Library door, will be encouraged to wear non-medical masks, and be physically distant as they go.</p> <p><b>Walkers</b>- Class ends between 3:10-3:15pm. Students will exit the building, will be encouraged to wear non-medical masks, and be physically distant as they walk home. Exit door should be the one nearest to where they end the day.</p>

	<p><b>Student Drivers-</b> Class ends at 3:10-3:15pm. Students will exit through the Student doors and go to their cars, and will be encouraged to wear non-medical masks.</p>
Class to class	<p>Students will sanitize/wash their hands when entering/leaving classrooms</p> <p>Students will be encouraged to wear non-medical masks when transitioning between classes following signage/arrows in hallways to maximize physical distancing.</p>
<p>Washrooms and Water Bottle Stations</p> <p>*Staggering of times when possible and limiting numbers</p>	<p>Water fountains will not be available for student use, however water bottle filling stations will be available. Students are encouraged to bring a personalized water bottle to school each day.</p> <p>Students will use bathrooms closest to their block class. Students will follow maximum occupancy listed on individual bathrooms.</p>
Hand Washing/Sanitizing	<p>Sanitizer locations:</p> <ul style="list-style-type: none"> <li>-each entrance</li> <li>-main office</li> <li>-classrooms</li> <li>-common areas</li> </ul>
Hallways	<p>Once students enter the classroom, they will remain in class for the first fifteen minutes. This will allow for movement in the hallways of classes that need to move to different areas (i.e. Phys Ed classes going outside, Science classes moving to lab, etc).</p> <p>Signage will be posted in hallways/stairways to indicate direction of travel for students to maximize physical distancing. Arrows and signage will be on the walls and the floors.</p>
Lockers	<p>Lockers will not be available at the beginning of the year to maximize physical distancing in the hallways but will be revisited at a later date.</p> <p>Students are encouraged to have a kit bag to carry all necessary school items.</p>
Breaks	<p><b>Breakfast Program</b> - Will be located in the Learning Center and will include Grab and Go items.</p> <p><b>Lunch</b> - Students will be allowed to leave school property at lunch time. Students will be encouraged to sit in their cohort groups and</p>

	<p>there will be capacity limits per table.. Alternate/Overflow eating areas will be available to allow students to have lunch at school.</p> <p>There will be no vending machines this year.</p>
Phys. Ed Locker Rooms	<p>Personal Hygiene and Physical Self Care are essential parts of Personal Wellness (PE 401) and Physical Literacy (PE801). In keeping with these curricular outcomes, as well as maintaining the safety of students and staff, during engagement in physical activity, students are encouraged to wear proper attire during that time. This would give students the opportunity to change into comfortable attire prior and after engaging in physical activity.</p> <p>The change rooms at Colonel Gray are designed so that in each of the men's and women's change areas there are 3 change rooms and 1 bathroom with 4 stalls.</p> <p>Maximum 3 people allowed in each of the rooms with signs placed on each door stating the room's capacity. An "X" will be marked on the floor indicating where the student should stand to change.</p> <p>Staff will stand at the doorway to the locker rooms to monitor numbers entering and exiting the change room. Students will take their personal items with them into the gym to store in the first row of the bleachers.</p> <p>Students will wear their masks while in the change area and will sanitize their hands upon entering and leaving the changing areas.</p>

**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.

Overall guidelines	<ol style="list-style-type: none"> <li>1. At the end of class each student will disinfect their work area.</li> <li>2. Students will wash/sanitize hands when they enter/exit the classroom.</li> <li>3. High touched surfaces/ common used areas will be regularly cleaned throughout the day by custodial staff.</li> </ol>
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Chromebooks	At the end of each class, students will disinfect desks and wipe down any electronics they used during class.
Sporting Equipment	Students will disinfect sporting equipment at the end of each class as directed by their teacher. When applicable, students will be encouraged to use their own equipment.
Foods Lab	Students will wash/sanitize hands at the beginning and frequently during class. Students will disinfect culinary equipment at the end of each class as directed by their teacher.
The Trades Area	Similar to sporting/culinary equipment, students will sanitize the tools used at the end of class as directed by their teacher.
Science Lab Materials	Similar to sporting/culinary equipment, students will sanitize the equipment used at the end of class as directed by their teacher. Students will wash hands before leaving the lab.
Library Space *Items returned have to be quarantine for 72 hours	If they use any technology, they will sanitize it when they are finished. As per Provincial Library guidelines, books will be quarantined for 72 hours in between use. If students are using break out rooms, they will be responsible to sanitize any touched surfaces.
The Art Room	Similar to sporting/culinary equipment, students will sanitize the tools used at the end of class as directed by their teacher.

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

School Sports	School sports will be “paused” during school start up. PEISAA, PSB and DELL will collaborate to determine when school sports will resume and we will follow their guidelines.
Intramurals	Students will wash/sanitize hands at the beginning and end of intramurals. A maximum capacity determined by CPHO will be posted on the gym door. Students will enter the gym through the gym hallway door, and exit via the doors close to the cafeteria. When possible, students will use their own equipment. At the end of intramurals, students will sanitize the equipment they used.
Student committees	Scheduled meetings will take place during lunch breaks in a designated area. Students will be encouraged to wear non-medical masks.
Assemblies	When possible, assemblies will be via Google Meet and students will watch in their Block class. If a larger group assembly needs to take place, cohorts would be physically distanced, CPHO guidelines would be followed, and all participants would wear a

	mask.
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](#)

Staff Breaks	Staff members will be encouraged to use the TPC close to their assigned classroom. Staff are encouraged to maintain physical distancing when in common workspaces and staff room. Staff will be encouraged to wear a non-medical mask.  Staff will be expected to clean up after themselves and ensure dishes are not left in the sink or on counters.
Staff Materials	Staff members will be encouraged to follow all proposed measures to minimize the risks of infection when sharing materials, resources and equipment. All staff members will be asked to create a detailed emergency sub plan and submit it to their Department Head.
Substitutes	Substitutes will be asked to be aware of cleaning and non-medical mask wearing protocols and to arrive at the school earlier than their teaching time to ensure they are screened in properly. The classes they work with will be recorded in the office for contact tracing purposes.
Shared Staff Spaces	When sharing work spaces or TPC rooms, staff members will be asked to practice physical distancing and good hand hygiene.
Staff Meetings	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.