



REOPENING LPSD SCHOOLS

2020/2021



Updated December 15, 2020

Division plans will evolve as required by
emerging health risk assessments

Message from the Director of Education

Lloydminster Public School Division (LPSD) has a goal within its Strategic Plan to enhance and promote the wellness of our students and staff. The safe re-opening of LPSD schools is the number one priority of the Board of Education and System Administration as the health and safety of all is foundational to wellness.

This document represents Lloydminster Public School Division's preliminary planning for the return to school of staff and students for the 2020/2021 school year. This plan incorporates and is built upon the Government of Saskatchewan and Response and Planning Team's guidelines.

In addition to the above guidelines, the plan also incorporates feedback gathered through Thought Exchanges with both staff and the community on their thoughts regarding the re-opening of our facilities which were conducted in the spring of 2020.

- Parent Exchange - May 21 - June 5, 2020:
What is working well with remote learning delivery and what could we improve if we are required to deliver education in this form during the 2020/2021 school year ?
1,128 Participants, 1,376 Thoughts and 33,257 Ratings from Parents
[Parent Thought Exchange Report](#)
- Staff Exchange - June 18-23, 2020:
What are some important things to consider as we plan for staff and students to return to school in September?
315 Participants, 392 Thoughts and 15,050 Ratings from Staff
[Staff Thought Exchange Report](#)

The focus of this plan is to create a safe, flexible and collaborative reopening of our schools and services based on the direction we have been provided to date.

The past few months have taught us that Covid-19 is constantly evolving and as such our plan needs to be flexible and responsive. We are committed to ensuring all members of the LPSD community are aware of important changes in provincial direction and our local response. We will be posting updates on our [LPSD Website](#), Social Media channels, and school newsletters along with emailing parents and staff directly to ensure everyone is current and aware of important updates.

The 2020/2021 school year is upon us and LPSD remains committed to providing a safe learning and working environment where all individuals can achieve personal excellence!

Context

On March 16, 2020, the Government of Saskatchewan announced an indefinite suspension of classes in all provincial schools in response to the global COVID-19 pandemic.

On May 7, 2020, the Response and Planning Team for the Ministry of Education announced that schools will remain closed for the remainder of the 2019/2020 academic year.

On June 9, 2020, the Government of Saskatchewan announced that students and teachers will be returning to school in September 2020.

On June 18, 2020 the Government of Saskatchewan released the [Primary and Secondary Educational Institution Guidelines](#) that provide direction to school divisions in preparing for the return of students and staff.

On June 30th, Lloydminster Public School Division submitted a “draft” of the Re-opening LPSD Schools Plan to the Ministry of Learning and Response and Planning Team for review.

On July 28th, Lloydminster Public School Division received feedback on the draft plan and direction to incorporate the feedback and resubmit for a final review by the Response and Planning Team by July 31st.

On August 17th, the Government of Saskatchewan announced that the first day back for students was pushed back to the Tuesday after Labour Day, September 8th. LPSD staff and teachers will use the additional time September 1-4th to engage in staff training to prepare for re-entry of students.

Guiding Principles

- The safety and wellness of students and staff are a priority.
- LPSD will attend to the protocols established by Saskatchewan Health for all aspects of educational programming
- Parents are the primary decision-makers with respect to what they believe is in the best interest of their children
- Students and staff who are vulnerable require attention to accommodations
- Students will have quality learning opportunities that are guided by the Saskatchewan Ministry of Education in all potential methods of delivery
- Staff will have access to the professional learning, collaboration, and support they need to grow instructional practice in all potential methods of delivery

Objectives

As a part of ensuring continuity of learning and educational outcomes during the COVID-19 pandemic, these guidelines are intended to support Lloydminster Public School Division employees, students, parents, caregivers, administrators, and school community members to:

- Be informed about public health measures and implement these to mitigate risk and ensure that all feel safe in schools.
- Understand their roles and responsibilities in maintaining and promoting public health and school safety.
- Maintain learning environments and experiences where a sense of belonging is emphasized and all students, staff, and parents are welcomed, cared for, respected and safe.
- Ensure continuity of learning through high quality design, instruction, and assessment

Ministry Direction

On June 18, 2020, the Government of Saskatchewan released the [Primary and Secondary Educational Institution Guidelines](#) that provide direction to school divisions in preparing for the return of students and staff. The key points from these Guidelines are summarized in the pages that follow, along with their specific application in Lloydminster Public School Division.

Additional key messages from the Ministry include:

- Education will continue in the fall with the full curriculum and all students are required to participate.
 - Staff will be physically present in the school, even for remote provision of learning.
 - School divisions will work with families who decline to send their children to school.
 - School divisions will devise plans based on their local context, taking into consideration the directives for physical distancing and health precautions, as well as ensuring there are equitable learning opportunities/access for all students.
- The sector has transitioned from emergency remote learning to delivery of the provincial curriculum. Special considerations (such as increased special project credits available, all students progressing to the next grade and receiving a minimum 50% mark) implemented during the supplemental learning period from March 2020 to June 2020 are no longer in effect.
- A shift in pedagogy may be required. School divisions have a responsibility to leverage the professional and operational learning achieved during the supplemental learning period. The sector has a shared responsibility to provide support as teaching professionals continue to make significant shifts in their pedagogical practices.

- As a provincial education sector, we will be taking our cues and developing return to school plans based on the direction and phasing of the Re-Open Saskatchewan Plan and the Chief Medical Health Officer (CMHO).

LPSD Re-entry Plan

School Based Administration teams have reviewed the LPSD Return to School Plan and will be developing school specific plans that align to the direction provided within the LPSD Return to School Plan and direction provided by the CMHO.

Principals will share their site specific plans with staff at the first “all-staff” meeting in late August. The plan will be reviewed at subsequent staff meetings and staff will be provided the opportunity to collaborate with their school administration team to enhance or adjust the plan as required. School specific plans will be finalized, posted online and communicated to parents/guardians and students no later than August 26th.

As per provincial direction, the organizing of students into groups and limiting student exposure will be a primary focus. In working with our schools we have planned to implement a Cohort Philosophy. A cohort is defined as a group of students and staff who remain together. Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak.

1. School Organization:

Elementary - Schools will plan for:

- Organizing the school using a Homeroom format that reduces the number of student transitions required on a daily basis.
- A staggered entry/exit to the school for students
- Staggered lunch breaks
- Lunch to be eaten in homerooms
- Staggered recess times
- Minimizing student movement within the school.
 - Where a class requires access to more than one teacher for delivery of the provincial curriculum, the teacher will make the transition while students will remain in their homeroom cohort.
- Limiting multiple contacts with specialty teachers (phys. ed, for example)
- Using outdoor spaces for activities/classes
- Seating will be arranged so students are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle).
- For the purpose of contact tracing, assigned seating for students within the classroom and on the school bus is expected.

Middle School - Schools will plan for:

- Organizing the school using a Homeroom format that reduces the number of student transitions required on a daily basis.
- A staggered entry/exit to the school for students
- Minimizing student movement within the school.
 - Where a class requires access to more than one teacher for delivery of the provincial curriculum, the teacher will make the transition while students will remain in their homeroom cohort.
- Lunch to be eaten in homerooms
- The offering of option classes may happen through an online format
- Using outdoor spaces for activities/classes
- Seating will be arranged so students are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle).
- For the purpose of contact tracing, assigned seating for students within the classroom and on the school bus is expected.

High School - Schools will plan for:

- Organizing the school using a Block Schedule format that reduces the number of student transitions required on a daily basis
- A staggered entry/exit to the school for students
- The offering of optional classes through an online format
- The cohorting of Lunch breaks and encouraging students to go home for lunch.
- Minimizing student movement within the school.
 - Where a class requires access to more than one teacher for delivery of the provincial curriculum, the teacher will make the transition while students will remain in their homeroom cohort.
- Using outdoor spaces for activities/classes
- Seating will be arranged so students are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle).
- For the purpose of contact tracing, assigned seating for students within the classroom and on the school bus is expected.

Hygiene:

The School Division Will -

- Provide each school with a supply of masks, gloves and other PPE for use when required.
- Supply hand sanitizer and/or spray and paper towels in each classroom and other regularly used spaces as determined by the principal.
- Prepare a “how-to” video for washing hands, boarding school busses and conduct within schools that will be shared directly with students, their families and posted on social media.

- Ensure hand sanitizer is available in entrances, exits, classroom entrances, adjacent to high-touch equipment and high traffic areas.
- Proper hand washing reminders must be placed at all hand washing and sanitizing stations ([see Appendix A](#)).

Schools Will -

- Teach and promote proper hand washing practices using soap and water when hands are soiled and hand sanitizer when visibly clean.
- Develop a regular schedule for routine hand hygiene beyond what is usually expected.
- Supervise the use of hand sanitizer.
- Establish where to store masks, gloves and other supplies so that access can be monitored.

Limit Physical Contact:

The School Division Will -

- Supply plexi-screens in administrative offices and similar spaces as needed.
- Supply and install signage within facilities to:
 - Support proper hand hygiene
 - Establish traffic flow within schools
 - Indicate expectations of physical distancing in school offices
 - Prompt the monitoring of symptoms prior to entering schools
- Where possible, school division administrators and other staff should use telephone or video conferencing to meet with staff.
- Collaborate with Saskatchewan Health to establish a [document](#) to guide the process for identifying and managing students or staff who require Covid-19 testing including the expectations for required isolation and communication within the school community.

Schools Will -

- Teach, encourage and practice preventative measures such as physical distancing and limiting contact throughout the school day.
- Where possible, school division administrators and other staff should use telephone or video conferencing to meet with staff.
- Limit public entry into the school and encourage electronic communication with parents and staff.
- When access by a parent or caregiver is required they must wear a mask, practice diligent hand hygiene and maintain physical distancing while in the school.
- Establish procedures for parents or caregivers who are granted access to the school to be required to check in at the office upon arrival.

- Parents/Guardians must remain outside of the school to drop off and pick up their children. They must not enter the school during high traffic times unless approved by the principal.
- A record (sign-in) of all visitors (*individuals who are not parents or caregivers*) who remain within the school must be kept.
 - When a visitor is invited into the school they should be asked to use the self screening tool ([see Appendix B](#)) before they enter the school. If a visitor answers NO to all of the questions, the individual may be admitted into the school.
 - Visitors must wear a mask, practice diligent hand hygiene and maintain physical distancing while in the school.
- Determine student entry points and staggered drop-off and pick-up schedules.
- Move or remove furniture to provide maximum physical distance, including configuring classroom desks to be arranged in rows.
- Develop procedures to mitigate crowding in common spaces such as washrooms and hallways during the day.
- Develop procedures to reduce the number of different users accessing technology devices and to sanitize shared technology and other equipment.
- Develop procedures for sanitizing classroom spaces during the day such as teacher and student desks.
- Space out desks in classrooms to the greatest extent possible. If excess furniture needs to be moved out of the school and stored this should be coordinated by the head caretaker in consultation with Division level facilities staff.
- Use signage in common spaces to encourage physical distancing.
- Designate a two metre distance from counters in administrative offices, concessions and other spaces to encourage people to maintain distance.
- Encourage individual activities or activities that encourage more space between students and staff and avoid activities that require physical contact.
- Take students outdoors more often
 - Organize learning activities outside including snack time, place-based learning and unstructured time.
 - Take activities that involve movement, including those for physical health and education outside.
- Help younger children learn about physical distancing and less physical contact by creating games that include basic principles such as 'two-arm lengths apart' and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as 'air fives' and waves.
- Avoid assemblies and large gatherings. Promote the use of technology to provide virtual assemblies.
- Designate an isolation area for anyone with Covid-19 symptoms.
- Consider preparing a short video walking through the school and explaining changes to routines, physical spaces and expectations to share with parents.

Limit Shared Materials and Equipment:

The School Division Will -

- Supply disinfectant wipes and/or spray and paper towels in classrooms.

Schools Will -

- Establish protocols for bringing materials (e.g., bags, school supplies) in and out of schools with the intent to restrict unnecessary materials being brought into the school, and to limit the movement of materials between the school and home.
- Where possible, remove or reduce play with toys that encourage group play in close proximity and keep toys that encourage individual play.
- Ensure staff and students do not share personal items (e.g. personal electronic devices, writing instruments, school supplies, food, food serving utensils, etc.).
- Encourage labelling of items with student names.
- Encourage students to bring their own water bottles and develop a plan for refilling during the day.
- Deploy technology to minimize sharing.
- Sanitization/cleaning procedures will be implemented to support multiple users accessing technology. Procedures can be found in [Appendix C](#).
- Remove any soft toys, pillows, blankets or rugs as these items cannot easily be sanitized.
- Sanitize toys and manipulatives daily using school division-provided sanitizer.
- Staff will bring their own lunch and eating utensils (no individuals delivering takeout may enter into the school).
- Staff may use the staff room and all appliances with proper physical distancing, however they must wash hands before and after each use. Staff must disinfect items touched before leaving.
- Photocopier room access will be limited to maintain physical distancing. Staff are asked to limit printing. Staff must disinfect items touched (copier buttons, hole punch, stapler, etc.) before leaving.
- Remind staff and students that it is good practice to wash their hands before and after handling printed material that is obtained from others.
- Have playgrounds remain open as long as the [Saskatchewan Guidelines for Playgrounds](#) document is followed.
 - Remind staff and students that Outdoor play structures are not sanitized, therefore hand hygiene after using these structures is essential.

2. Instructional Programming:

The School Division will:

- Form working groups to develop program modifications to practical and applied arts, physical education, band and arts education programs to allow for physical

distancing and communicate the planning teams' recommendations for the classroom environment and instruction for students.

- Create a remote learning team to organize and facilitate both a blended approach as well as a full remote learning approach. This team will work with staff and families around the provision of remote learning.
- Provide professional development opportunities that were identified as needs during the supplemental learning period, and as identified by the parent survey.
- Have remote learning platforms available for staff and students in place.
- Use Edsby to communicate assessment and evaluation information.
- Continue to follow the LPSD assessment reporting schedule that is in place.

Schools will:

- Provide curriculum to and assess all Pre-K to Grade 12 students.
- Work with their school communities/families to determine who will need the support of the divisions' remote learning team.
- Implement the working group recommendations and templates for practical and applied arts, physical education, band and arts education programming when developing their own school-based plans for instruction.
- Provide the following criteria for choosing student activities:
 - Does the activity involve shared surfaces or objects frequently touched by hands?
 - Can the activity be modified to increase opportunities for physical distancing?
 - What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?
 - Activities that would be deemed higher risk through the above criteria, require approval of the School Principal.
- Plan for their own site-specific needs.

3. Learners with Intensive/Additional Needs:

The School Division will:

- Collaborate with the professional governing body of staff who are providing support for students with Intensive/Additional needs.
- Strive to support all learners. In cases where it may not be possible to support a student due to health and safety guidelines the school division will collaborate with families on implementing other forms of support.
- Work with schools on a case by case basis to determine levels of support required to safely bring students into the school environment.

Schools will:

- Consult [Appendix D: Students Requiring Individualized Support](#) when considering programming for students with intensive/additional needs.
- Continue to screen students case by case to determine levels of support required to safely bring students into the school environment. Specialized support will be noted in the
 - Inclusion and Intervention Plan (IIP)
 - Individualized Supervision Plan (ISP)
 - Behaviour Intervention Plan (BIP)
 - Medical Plan
- Ensure assessments and goals for students with additional needs are updated .
- Ensure staff working with students that have individualized plans in place review these plans prior to working with the child.
- Ensure conditions are created that allow for the provision of support within a safe and secure environment, which may include the school setting or other appropriate spaces.
- Require staff working with Learners with Intensive/Additional Needs to clean high touch areas throughout the day as needed.
 - Staff working with Learners with Intensive/Additional Needs will have access to disinfectant sprays and paper towels.
- Ensure support spaces are left neat and uncluttered at the end of the day.
- Pursue other methods of providing service or additional precautions when required for those with compromised immune systems, in consultation with a medical professional.
 - Ensure health and safety measures are in place and communicated with the relevant staff and family prior to the provision of the service.
 - Ensure engagements occur in a supervised setting, which may include the school or other appropriate spaces.
 - Ensure staff do not enter into private residences or provide personal transportation.
- Establish procedures for parents/caregivers of learners with Intensive/Additional needs to communicate prior to arrival at school, any additional information that may be needed regarding supporting their child (how the morning went, etc.).

4. Pre-K, Kindergarten and Before & After School Care Programming:

The School Division Will:

- Form a working group to develop program modifications to Pre-K and Kindergarten programs and communicate the recommendations for the classroom environment and instruction for students.
- The offering of Before School Care will be postponed until further notice.
- After School Care will be made available in elementary schools.

Schools Will:

- Use the division's working group recommendations to develop their own school-based plans for their classrooms and the provision of instruction.
- Plan for their own site specific needs.

5. Extra-curricular Activities and Field Trips:*The School Division Will:*

- Implement the provincial direction provided by the Chief Medical Health Officer.
- LPSD will follow the guidelines set out in Re-Open Saskatchewan.
- Cancel all Field trips and activities requiring group transportation.
- Cancel all International and out of province trips for the 2020/21 School Year.
- For guidance on outdoor activities and recreation, refer to the [Guidance for Outdoor Recreation](#).

Schools Will:

- Plan for the offering of Extra-curricular activities that are approved by the province.

6. Nutritional Services:*The School Division Will:*

- Work with school principals to ensure adequate staffing is in place.

Schools Will:

- Ensure food distribution follows the Saskatchewan Health [restaurant guidance posted here](#).
- Deliver school-supplied food directly to the classroom in individual portions to each student.
- Organize students to eat their lunch in their own classroom and use signage in common spaces to encourage physical distancing.
- Proper hand hygiene must be practiced before and after eating.
- Food from home must not be shared with other students and should be stored with the student's belongings.
- Students must not share utensils, dishes, and water bottles or drink containers.
- There will be no microwaves available for student use.
- Water fountains will be closed, water bottle fill stations will be used rather than having students drink directly from the mouthpiece of a fountain.
- Encourage High School students to go home for lunch.
- For classroom meals and snacks:

- No self-serve or family-style meal service. There should be no common food items. Food should be served in individual portions to each child by a designated staff member.
- If a school is using a common lunchroom and staggering lunch times, ensure that all surfaces are cleaned and disinfected after each use.
- Classes that teach food preparation may occur.
- Public vending machines will not be available.
 - Staffroom vending machines will be available, staff must sanitize after use..
- Food Service Programs (Breakfast Programs, Cafeteria & Nutrition Programs)
 - Do not use self-serve buffets. Instead, switch to pre-packaged meals or meals served by staff.
 - Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.
 - Dispense cutlery, napkins and other items to students rather than allowing them to pick up their own items.
 - Students are not allowed to participate in food preparation.
- Hot Lunch Programs will not be allowed until further notice.

7. Facility Operations:

The School Division Will:

- Supply hand soap and paper towels, hand sanitizer, disposable gloves and non-medical masks.
- Provide specific cleaning and sanitizing expectations to facility staff and, where necessary, training. LPSD locations will be cleaned and disinfected in accordance with the [Enhanced Cleaning Procedure](#).
- Caretaking staff schedules will be adjusted during the COVID-19 pandemic to facilitate the enhanced daily cleaning requirements in schools. At least one caretaker will be present at all times during the school day for disinfection of high traffic touch points, as well as to fulfill the typical duties required for normal school operations. [See Appendix E](#).
- Recruit and hire additional caretaking staff if required to adhere to provincial sanitization expectations.
- Prohibit the rental of school indoor facilities to community user groups. Community rentals of outdoor spaces such as fields and tracks is permitted.
- Maintenance and operations staff must keep their vehicles and equipment clean as per the Facilities and Transportation Procedure. [See Appendix F](#)

Schools will:

- Ensure classrooms are left in a condition that allow caretakers to perform proper disinfecting protocols. (Classroom Disinfection Readiness Checklist. [See Appendix G](#))

- Classrooms, desktops, and countertops must be decluttered of all non-essential items to allow for custodial cleaning. This will also provide a 'minimalist' type environment to accommodate space required for social distancing, limit frequently touched items and prevent sharing of spaces and items.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected must be removed.
- The school will be cleaned thoroughly every evening after the school is closed.
- High touch points will be cleaned multiple times during the day. Supplies will be provided for additional cleaning within the classroom during the day.
- Supplies (paper towels, soap and spray bottles) will be checked daily when the area is unoccupied.
- If supplies are low contact the custodian or school administration.
- The following surfaces are disinfected daily by Custodial staff according to the enhanced cleaning procedure. [See Appendix H:](#)
 - Classrooms (Daily): desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers
 - Hallways and Corridors (Multiple times during the day): Light switches, elevator buttons, stair railings, water fountain bottle filler, entrance door handles, alarm panels, inside handicap door buttons
 - Washroom (Multiple times during the day): All surfaces
 - Offices/Staffroom (Daily): Desks, chairs, telephones, light switches, doorknobs, copier
- Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
- Daily, the principal and head caretaker will discuss and address any areas of concern.

8. Transportation Operations:

The School Division will:

- Continue to provide regular morning and afternoon transportation service.
- Communicate to parents/guardians prior to the start of the year, including:
 - Assurance that transportation services will be available in the fall
 - A request that parents transport their own children where possible
 - A request that parents unable to transport their children register child(ren) for bus service in the fall.
 - An explanation of the cleaning and sanitation process for school buses.
 - A request to not send their child on the bus if they are showing any signs or symptoms of illness. If a student shows signs of illness, dispatch will notify the school immediately.
 - A request that parents review behaviour expectations and note that students are expected to comply with these expectations (i.e., there will be

less tolerance for non-compliance to the set safety protocols). Drivers will monitor behaviour over the first few weeks; might need to consider monitors on certain buses to reinforce expectations.

- Physically distance riders to the extent possible.
- Require students to wear a face mask while on the bus.
- Assign seats to students and a record of this seating plan will be kept in order to assist with contact tracing.
 - Students who live in the same household will be seated together, where possible
- Student loading, unloading, and transfer procedures will be established that support physical distancing of all persons (except household members), when possible and will include:
 - Students start loading from the back seats to the front of the bus.
 - Where feasible, limit the number of students per bench unless from the same household.
 - Students from the same household will be expected to share seats.
 - Students start unloading from the front seats to the back of the bus.
- Collaborate with school principals to develop drop off and pick up protocols that coordinate with school operational protocols.
- Continue to operate triple routes. Arrival times may be delayed to accommodate sanitation of the bus.
- Drivers are required to wear a face mask, with the choice to wear additional PPE.
 - The personal choice of PPE must not interfere with the driver's ability to access the vehicle controls, or hinder or distort the driver's view - directly or through mirrors.
- Supply each driver with reusable masks, hand sanitizer, safety glasses and gloves.
- Sanitize buses between runs, and following the morning and afternoon routes using school division approved products and applicators.
- Ensure all drivers have completed WHMIS 2015.
 - Provide Material Safety Data Sheets to the school division for all chemicals used.
 - Hold a Driver Orientation the week of August 17 to 21, 2020 in sessions to accommodate the distancing guidelines. The orientation will include:
 - Cleaning and sanitation of buses or other vehicles used to transport students is required between each run. Cleaning Checklist included in [Appendix I](#).
 - A vehicle cleaning log must be kept.
 - Safe use of PPE (masks, gloves, hand sanitizer and safety glasses).
 - Seating chart requirement and expectations for completion deadline.
 - Student management guidelines relating to new safety protocols.
 - Self monitoring and illness reporting and protocol, including: Bus drivers who start to experience symptoms after completing a trip

must stay home, self-isolate, and advise their supervisor so the additional steps can be taken to protect other drivers using the school bus.

- A Question and Answer session.
- Collaborate with transportation partners (Lloydminster Handivan) to ensure that sanitization practices meet LPSD standards.

9. Human Resource Management:

Establishing a Respectful Workplace

Staff will:

- Take all reasonable actions to ensure their own safety and that of their colleagues.
- Complete the [Daily Employee COVID-19 Self Assessment](#).
- Not attend work when they are symptomatic or required to self-isolate.
- Stay home if they are displaying symptoms. Staff with symptoms will not be allowed to enter the school to create plans for substitute teachers, this is to be done remotely.
- Staff must advise their administrator if they are unable to attend work due to illness and log the absence accordingly in Powerschool.
- Become familiar with the “Illness In Care” Administrative Procedure with precautions specific to COVID-19 that will be implemented for the 2020/2021 school year.
- Manage symptoms of illness that are not consistent with COVID-19 through existing policies.
- Follow guidelines for building traffic flow, social distancing, personal hygiene and deploy alternative ways of doing business that reduce risks such as using electronic communication.
- Be respectful and courteous in all interactions between colleagues and take into account that employees may view or perceive the same situation differently. This includes respecting the privacy of co-workers and maintaining confidentiality.
- Support and assist site-based administration regarding COVID-19 concerns brought forward by others.
- Share suggestions or concerns directly with their supervisor and/or with the OHS Committee.
- Regularly wipe down their personal work spaces (desktops, keyboards, laptops, etc.) using disinfecting wipes or spray. Each classroom and office space will be supplied with disinfecting products and facilities staff will refill disinfectant spray bottles regularly. (Specifics of disinfecting product will be provided).

The School Division will:

- Create and implement an “Illness In Care” Administrative Procedure with precautions specific to COVID-19 that will be implemented for the 2020/2021 school year.

Employee Engagement

The School Division will:

- Review the Reopening LPSD Schools plan with the Admin Council, Lloydminster Public Advisory Group (LPAC) and Support Staff Committee to solicit feedback and recommendations.
- Commit to ongoing consultation with employee groups to assess progress and ensure concerns are identified and acted upon in a timely and appropriate manner.

Principals and Supervisors will:

- Engage Occupational Health and Safety Committees in the implementation, monitoring and refinement of their school safety protocols.
- Inform employees of the membership and role of the Occupational Health and Safety Committee in their school.
- Ensure employees are educated on what COVID-19 is, the different ways COVID-19 can enter the body, signs and symptoms of being infected with COVID-19, and the risks associated with infection. [See Appendix P.](#)
- Provide Committee members with reasonable time and training to ensure they can be engaged and responsive.
- Communicate and reinforce safety protocols to all staff including substitute teachers and educational assistants who are working in their respective schools.
- Be the first to receive, consider and respond to concerns from employees and refer issues that cannot be resolved at their level to the appropriate person, committee, or department.

Personal Protective Equipment (PPE)

- All students and staff in LPSD will receive two reusable cloth face masks when they arrive at their school on September 8th. The provision of two masks will allow students to have one at school while their second mask is being cleaned at home.
- All students in grades 4-12 will be required to wear their masks where physical distancing is not possible. This means masks must be worn upon entry to or exit from the school, in classrooms, hallways or common areas. However, students and staff may remove their masks once they are seated in their classroom and engaged in individual work.
- Masks are not required for outside activities or play.
- Students in pre-kindergarten to grade 3 will be provided with masks and encouraged to wear them while in the areas mentioned above, but not required to do so.
- All LPSD students who require transportation, regardless of age will be required to wear a face mask while on the school bus.
- Students who require a medical exemption from wearing a mask may make an application to the school principal to do so. [See Physician Report Request Form](#)
- All parents/caregivers and visitors to LPSD schools will be required to wear a mask.

- Students who choose to wear a face mask, regardless of age, while in the classroom will be allowed to do so.
- Families who choose to enhance their level of protection are to supply their own PPE.
- LPSD staff will be required to wear masks where physical distancing (2 Metres) is not possible. This means masks must be worn upon entry to or exit from the school or LPSD building, while in classrooms, hallways or common areas, including the staff room. See [Appendix M - Masking Guidelines for Staff](#).
- PPE used prior to COVID-19 should continue to be used in the same manner, for example, protective gloves when handling body fluids.
- Each school will receive a supply of:
 - Sanitizing wipes and/or spray in each classroom for disinfecting surfaces, toys, technology during the school day.
 - Hand sanitizer in each classroom for use by staff and students.
 - Disposable gloves and non-medical face masks.
 - Plastic visors for use in specialized programs.
- Staff may bring their own hand sanitizer.

Safety Training

The School Division will:

- Provide training as required including hand hygiene, safe use of disinfectants, COVID-19 health screening and self monitoring, use and proper handling of medical and non-medical masks, safe use and removal of protective gloves. Training will be conducted in a safe manner taking into account social distancing and other requirements.
- All staff will implement the training and ask their direct supervisor for support or assistance if they have questions.

Schools will:

- Each site must review current security processes for Fire Drills, Lockdown and Hold & Secure to determine if changes need to occur due to COVID-19 safety guidelines.
- Administrators will identify a designated First Aid Attendant(s). The standard first aid treatment protocols have changed for COVID-19. [See Appendix J](#)

Mental Health and Emotional Supports

The School Division Will:

- Collaborate with the School Counselor Committee and School Based administrators to develop a Mental Health action plan.

- Engage School Based Administrators in professional development and planning focused on a Trauma Informed Return to School Plan.
- Communicate with staff, students and families the many supports available with Lloydminster Public School Division to support Mental Health.

Staff:

- Homewood Health Employee & Family Assistance Program
 - www.myresilience.com
- Member & Family Assistance Plan
 - <https://www.stf.sk.ca/pension-benefits/teacher-well-being>
- Lloydminster Mental Health Navigation Tool “Project Sunrise”
 - www.lloydminstermentalhealth.ca

Students:

- School Based Counsellors in each LPSD School
- Home-School Liaison
- SHINE Workers (Strong Healthy Individuals Navigating Emotions) available in K-6
- [Kids Have Stress Too](#)
- [LPSD Resources for Students and Parents](#)

What to do if Employees Have Safety Concerns

The School Division will:

- Prepare posters for staff rooms to direct employees on what to do if they have concerns or questions that will include:
 - The names of all Occupational Health and Safety Committee members.
 - a link to the Re-Opening LPSD Schools plan
 - A Question and Answer document to support the reentry of staff.
- Provide OHS level 1 and 2 training for committee co-chairs.

Staff will:

- Share concerns or suggestions with their direct supervisor and/or an OHS Committee representative.
- Call the 811 Health line immediately if they are experiencing symptoms or are concerned they have been exposed to COVID-19, to share the specifics of the situation and follow instructions provided.

Leaves and Accommodations

- Employees may require leaves or consideration of accommodations due to personal health or family situations. Employees are encouraged to contact their supervisor directly to initiate consideration of their request. Documentation may be required to inform the discussion around potential leaves or accommodations.

- Accommodation arrangements may be worked out at the school-level in some situations. Human Resources and a representative from the Saskatchewan Teachers Federation may become involved if the accommodation goes beyond what can be facilitated at the work unit or school level.

10. Contingency Planning

The school division will:

- Create an “Illness in Care” administrative procedure for the 2020-2021 school year with precautions specific to COVID-19. See [Appendix K](#)
- Follow all provincial health guidelines in the event of an outbreak in or connected to a school.
- Schools will follow the provincial protocol for anyone with COVID-19 symptoms who is not able to immediately leave the facility.
 - If a student develops symptoms at school or upon arrival at school, the student should be isolated from other students and the parent or guardian should be notified to pick up the student immediately. Provision for supervision of the student must be in place.
 - If a separate room is not available, the student needs to be kept at least two metres away from other students and staff.
 - If the student requires close contact and care, staff must wear a procedural/surgical mask and eye protection during all interactions with the sick child, and should try to avoid contact with the student’s respiratory secretions.
 - The room must have the capability to house more than one student.
 - The room will need to be decluttered and all non-essential items to be removed to allow for ease of cleaning.
 - Once the student leaves, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected. Items that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days.
 - After the infirmary room is used, custodial staff will be notified so an enhanced cleaning as per the Enhanced Cleaning Procedure COVID-19 can be conducted. [See Appendix K.](#)
- The school division will share [Covid-19 Guidance For Schools](#) with the school community to guide the process for identifying and managing students or staff who require Covid-19 testing including the expectations for required isolation and communication within the school community.
- As per Ministry of Education guidance, if there is a direction from the Chief Medical Health Officer to move to full remote learning, school divisions will:
 - Require all students to participate
 - Require staff to be physically present in the school, even for provision of remote learning.

- The full provincial curriculum will be delivered utilizing multiple modes of delivery.
- Specialized therapies, professional assessments and unique transitions that can't be provided virtually may be provided face to face.
- Student-teacher contact time must be prioritized regardless of the delivery format and the focus will be on the teaching of outcomes rather than an amount of time per subject. Cross-curricular approaches will be encouraged.
- Teachers will use their professional discretion to determine the appropriate assessment practices within the current context.

This document will be continually updated as direction is provided by the Chief Medical Officer and Ministry of Education in Saskatchewan. This document was last updated: August 12, 2020.

Have a question?

Have a question that has not been answered? Ask us by emailing contact@LPSD.ca

Appendix

[Appendix A - Posters and Floor Stickers](#)

[Appendix B - Daily Health Checks for Adults Procedure COVID-19](#)

[Appendix C - Technology](#)

[Appendix D - Students Requiring Individualized Support Considerations COVID-19](#)

[Appendix E - Caretaker Schedule](#)

[Appendix F - Facilities / Maintenance Procedure COVID-19](#)

[Appendix G - Classroom Disinfection Readiness Checklist](#)

[Appendix H - Enhanced Cleaning Procedure COVID-19](#)

[Appendix I - Transportation Safety Guide](#)

[Appendix J - Administering First Aid Procedure - COVID-19](#)

[Appendix K - Isolation Room Cleaning Procedure COVID-19](#)

[Appendix L - Administrative Procedure 407 Illness in Care](#)

[Appendix M - Masking Guidelines for Staff](#)

[Appendix N - Physician's Report Student Masking](#)

[Appendix O - COVID -19 GUIDANCE FOR SCHOOL](#)

[Appendix P - What is COVID -19](#)