

T.D. Michel Public School



Return to School Plan

Updated August 27th (blue italicized)

Updated September 4th (purple)

Updated September 11th (green highlight)

NOTE: T.D. Michel Public School's Return to School Plan will evolve as required by emerging health risk assessments and additional information.

Items in **green** relate specifically to T.D. Michel School and students.



Thank you for taking the time to read through T.D. Michel's returning to school plan. Please understand that this is a living document and is subject to change as required by emerging health risks and additional information. This plan follows guidelines from the Ministry of Health, Ministry of Education and Saskatchewan Rivers Public School Division. For additional details and information, please refer to the full SRPSD Return to School Plan at www.srsd119.ca.

I appreciate that you may have many questions and concerns at this time. I want to assure you that our local and division staffs are most concerned with the health and safety of our children, families, community and each other. Our focus is to re-open our schools, reunite our children and staff, and once again begin learning, while preventing the transmission of COVID-19. Many of our protocols have changed but with everyone's support and understanding, I know we can make this school year amazing!

Please do not hesitate to contact me at any time if you have any questions/concerns.

Sincerely,

Mrs. Nadine Bouchard

306-469-2128(w)

306-468-4434(c)

1. Social-Emotional Supports for Staff and Students:

A. SRPSD School Re-Entry Preparedness: Considerations for Principals will be referenced to guide school teams in preparing for resumption of classes.

B. Mental Health Supports and Resources available to school teams

- SRPSD School Social Workers – Once again, T.D. Michel is fortunate to have Nadine Peterson on staff as our Outreach Worker.

- SRPSD Intensive Supports Consultants and Coaches

- Mental Health Literacy

1. Teenmentalhealth.org resources

2. Go-To Educator training – T.D. Michel staff has been trained in Mental Health

Literacy.

3. Curriculum modules for middle and secondary years

- ASIST - Applied Suicide Intervention Skills Training

- SRPSD has two certified ASIST trainers who will continue to provide training sessions to school personnel throughout the school year.

- T.D. Michel has two staff members who have the ASIST training. (Mrs. Reed and Mrs. Bouchard)

- SRPSD Resource - Taking Charge of Your Worries

-Teacher resource for Kindergarten to Grade 3

- Healthy Mind, Healthy Body for elementary years

- Copies of the resource were distributed to each elementary school as part of the implementation of the SRPSD Mental Action Plan. T.D. Michel currently has this resource and will be incorporated in our Health programs.

- GoZen.com online mental health resources for classrooms
 - GoZen supports professionals in both K-12 educational settings and private practices by giving teachers stress management, resilience, and emotional intelligence tools in a medium that kids love: Animation.
 - SRPSD currently has 25 licenses available for students to access animations at any given time.

It is extremely important that social-emotional supports are also available for our staff. Our CUPE employees have access to the Employee Family Assistance Program, as well, our STF members have access to the STF Member and Family Assistance Program.

Additional supports available for staff, students and families include:

- Saskatchewan Health Line - 811
- Saskatchewan.ca/coronavirus website
- Canada.ca/coronavirus - Taking Care of Your Mental and Physical Health

Our staff at T.D. Michel will respond to any mental health needs, and identify the needs of support, ensure that the student is connected with the support required within the school, whether it be administration, Ed. Support, school counsellor, etc. Further connections to divisional or community supports will happen if needed.

2. Staff Supports & Safety:

- A. All employees are expected to self-monitor for COVID-19 symptoms. It is recommended employees use the online Saskatchewan COVID-19 Self-Assessment Tool at <https://public.ehealthsask.ca/sites/COVID-19/>
- B. If an employee has symptoms of COVID-19 illness they are to stay home. Not all symptoms of illness need to be subject to this requirement so employees are encouraged to consult www.saskatchewan.ca/coronavirus for information.
- C. Teachers will not be required to enter the school when sick to create plans for substitute teachers. There will still be an expectation to make a sub plan and send it in electronically.
- D. Masks for staff are required as per Saskatchewan Rivers Public School Division Return to School plan. Face shields are permitted as an alternative when there are learning specific requirements and when medical or safety concerns exist. **Health Canada recommends that non-medical face masks or face coverings should:**
 - i. allow for easy breathing
 - ii. fit securely to the head with ties or ear loops
 - iii. maintain their shape after washing and drying
 - iv. be changed as soon as possible if damp or dirty
 - v. be comfortable and not require frequent adjustment
 - vi. be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
 - vii. be large enough to completely and comfortably cover the nose and mouth without gaping

A great website for additional information on masks is <https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>

- E. Proper hand hygiene practices are recommended over use of gloves. Each time an employee or student enters a classroom, it is expected that hand sanitizer will be used to sanitize the employee and students hands. **Additional hand sanitizer dispensers have been installed throughout T.D. Michel. Every classroom will have the means needed to wash hands/use hand sanitizer upon entering and leaving the classroom.**
- F. Staff who handle exchange of materials, cash, credit cards, etc. should practice proper hand hygiene. When hands are not visibly soiled and between student, parent or other staff interactions, hand sanitizers can be used. Staff should wash their hands for at least 20 seconds with soap and water when hands are visibly soiled.
At T.D. Michel, the classroom teacher will handle all money brought to school for whatever reason. Students will no longer be able to hand money in at the office.
- G. To keep track of itinerant employees and contractors entering our building, protocol will be that they report to the office at the school, where they will be required to sign in. In addition, they are to limit the amount of locations they visit each day and keep documentation of where they have been.
- H. Employees shall follow SHA guidelines in regards to travel.
- I. If carpooling, masks shall be worn by individuals, in addition to the limit of two individuals per vehicle
- J. Staff, in their work capacity, will not enter into private residences or provide personal transportation.
- K. Self-monitor and isolation definitions, processes and guidelines for staff are outlined in Appendix 1.
- L. For updated restrictions (i.e. travel over summer) information please refer to: Saskatchewan Chief Medical Health Officer's Public Health Order

3. Student Supports & Safety:

- A. Students with COVID-19 symptoms are to remain home (see Appendix B SRPSD re opening plan)
- B. Students with COVID-19 related symptoms at school:
 - i. Schools are to designate an isolation area within the school for students who are displaying COVID-19 related symptoms. The student will be isolated until picked up by parent or guardian. **At T.D. Michel, we have designated a room very near to the office, with plenty of space for 1 or more students to wait. A staff member will be designated to supervise this room if need be. The room is fully equipped with medical masks, gloves and hand sanitizer as well as enough room for distancing.**
 - ii. Physical distancing between the student who is exhibiting symptoms of COVID- 19 and the staff member should be maintained as much as feasible at all times. Staff must wear a medical mask and face shield during all interactions with the student to avoid contact. The student will also be provided with a medical mask, and requested to wear it if safe to do so. The student will be supervised at all times.
- C. Self-monitor and isolation definitions, processes and guidelines for students are outlined in Appendix 2 (SRPSD re opening plan)

D. Schools are to develop and communicate orderly entrance plans for students at the start of the day and departure plans for the end of the day to minimize physical contact and prevent congestion of common or shared areas within the school. The entrance plan for T.D. Michel will be as follows: as students arrive in the morning, they will gather in the playground in designated areas by grade. (this refers to all students, whether they are walking, are dropped off by personal vehicle or by bus) At 8:40 (1st bell), teachers will escort their students to their classroom. This protocol will allow for 1 classroom to enter the boot room at a time. The procedure for the end of the day will still allow bus students to exit the building first, followed by the town students & students being picked up. This will be done by grade. We ask that all student drop offs and pick-ups happen in the east parking lot. We will have additional supervisors to make sure your child gets to their designated area safely.

E. Student Masks and Hand Hygiene:

i. Masks for students grades 4-12 are required as per Saskatchewan Rivers Public School Division Return to School plans. Parents/guardians wishing to provide their children with cloth masks to wear at school, are encouraged to do so. Health Canada recommends that non-medical face masks or face coverings should (see Appendix C Infographic SRPSD re opening plan). Masks are recommended but optional for Pre K-grade 3.

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 2 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping

Please refer to the following link for more information on masks/face coverings

<https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>

ii. Masks for students in Pre-K to Grade 3 are optional

iii. Students will be provided with a mask at the school if they do not bring their own for grades 4-12 and for Pre K-Grade 3 students wishing to wear one. At T.D. Michel, if your child is in grade 3, he/she is required to wear a mask, because of the 3/4 split situation.

iv. Students are required to wear masks while at school (indoor school spaces and when physical distancing is not possible outside) as well as during bus transportation.

v. Gloves are not recommended over proactive hand hygiene practices. However, at T.D. Michel we have a large supply of gloves and they will be used if needed.

vi. Each time a student enters the classroom it is expected that they will use hand sanitizer.

vii. Hand sanitizer, in bulk format, will be provided for students at schools. However, if able, we encourage our students to have their own individual bottles of sanitizer as well.

viii. Proper Hand washing practices will be encouraged in schools through communication, signage and instruction. SHA Handwashing: <https://paphr.ca/services/public-health-services/communicable-disease/handwashing> (see Appendix D SRPSD re opening plan). At T.D. Michel, teachers will take the necessary time needed at the beginning of the school year to educate their students on proper hand washing practices.

F. Student lockers:

- i. Schools will determine locker access in their individual school, assign lockers, and develop instructions for the efficient flow of students and locker access.
- ii. Student lockers are not to be shared. Students are only allowed to touch their assigned locker.
- iii. Masks are to be worn in locker areas as per SRPSD non-medical mask requirements.
- iv. Hand hygiene expectations are to be followed before and after lockers.

At T.D. Michel, classroom space is very limited. We will be assigning lockers and the spaces within will have to be shared. However, we plan for an efficient and strategic flow of students as they enter and use their locker spaces.

*** Student lockers will not be shared. Students will each be assigned a rubber maid tub to store supplies traditionally kept in locker spaces.**

G. Signage designed and printed by schools should be displayed in prominent areas with the school and will outline student flow to limit physical contact, ensure proper hand hygiene practices, manage washroom capacity, and reminding students to stay home if unwell.

H. School and Divisional communications with families will reiterate expectations for COVID responsiveness (minimize physical contact, hand hygiene, staying home if unwell)

I. Schools are to develop or enhance current procedures to support students with mental health needs. All school staff are to be prepared to respond to these student mental health needs and follow school based procedures to provide this support.

J. Schools are to develop nutrition distribution/program plans in accordance with Ministry guidelines.

- i. Proper hand hygiene must be practiced before and after eating.
- ii. 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.
- iii. Utensils should be used to serve food items. Reusable utensils must be cleaned and sanitized after each use.
- iv. Food from home must not be shared with other students and should be stored with the student's belongings.
- v. Students are not allowed to participate in food preparation.
- vi. Students may be involved in the sale/operation of canteens. **T.D. Michel students will not be involved in the sale of milk at this time.**
- vii. Lunch should be eaten within designated classrooms or areas only. **At T.D. Michel, students will eat lunch within their classrooms. Homeroom teachers will remain in the classroom for the duration students are eating.**
- viii. School supplied nutrition for nutrition programs (i.e. emergency lunches, breakfast programs) are to be managed, prepared and delivered by designated staff members. **At T.D. Michel, the breakfast program will continue, managed so that breakfast is delivered and handed out by one staff member.**

K. Schools are to develop and plan to minimize large gatherings during recess and in common areas during the school day (including lunch hours).

- i. Schools are to audit recess and lunch schedules to limit physical contact during breaks and common areas can be maintained (i.e. staggered recess or lunch breaks). **At T.D. Michel, recess and lunch schedules have been developed and staggered to ensure that only two**

classrooms are outside at once time. Microwaves **will not** be accessible until further notice. Please do not send anything with you child that needs to be heated.

- ii. In the event of an indoor recess due to inclement weather, students must remain in their assigned classroom.
- iii. Schools are to manage student washroom breaks to minimize gatherings of students at washrooms.
- iv. Large gatherings at schools, such as assemblies, are postponed until further notice.

SK Public Health order:

- 1. I hereby ORDER and DIRECT that in the Province of Saskatchewan:**
 - a. Indoor private and public gatherings of over 30 people, and outdoor private and public gatherings over 30 people are prohibited except in the following circumstances where 2 meter distancing between people can be maintained:**
 - i. Settings where people are distributed into multiple rooms or buildings, and workplaces; and**
 - ii. Are a critical public service or an allowable business service.**

- L. Exchange of Materials / Materials from home (see appendix E SRPSD re opening plan)
 - i. Materials brought from home by students are to be limited to essentials for school (examples may include but are not limited to: backpacks, lunch kits, outdoor clothing, learning resources as required by the teacher) and students should not be permitted to share resources brought from home with other students. *AT T.D. Michel, we are encouraging students only bring the essentials for school. We will not allow students to bring toys, trinkets, etc. from home. There will be an exception for Pre K and that will be communicated with families.*
 - ii. Whenever possible, have students store personal belongings separately from others. *At T.D. Michel, specific areas within the classroom and entrances for student's belongings will be identified and managed to ensure belongings are stored safely.*
 - iii. Classroom resources are to be managed to reduce sharing between students. Common or high touch resources will follow health and facility guidelines for sanitization. SHA recommendation is that surfaces/objects be disinfected between users. *At T.D. Michel, staff will strategically manage classroom resources in a way that reduces sharing between students.*
 - iv. *The practice of daily at home reading is essential for students to grow in literacy. The process that has been traditionally used will need to adjust to comply with the sanitization and quarantine of materials. Teachers will be encouraged to send home packages/reading bags/books that goes home for several days and is returned to school where it can be quarantined for 72 hours.*
 - v. Student First Aid - students requiring first aid treatment are to be assisted by a trained staff member. Staff are to follow any PPE first aid guidelines as outlined by Health (i.e. gloves when body fluids are present)

M. All other communicable disease information can found on SHA Parkland Health Area Website - <https://paphr.ca/services/public-health-services/communicable-disease>.

N. Under the direction of the Health Authority, all water fountains will be covered. The fill function of the water bottle fill fountain will remain in use.

O. Choir and singing is not allowed and Band has increased restrictions.

This is a new direction from our local MHO and I think most Band and Choir teachers have already made plans in line with these new directions by choice. However, it is no longer a choice and Dr. Chokani expects we will comply with this for the next 4-6 weeks. The language is in the Appendix G in the SRPSD plan, but here it is for your information:

Band/Music Information

1. Extracurricular band is not permitted at this time.
2. Initial Ministry guidelines for curricular Band/Music are changing and traditional band is not permitted at this time. Band will be phased in at a future date.
3. Curricular Band/Music classes can be permitted only under these circumstances
 - a. Classroom cohorts cannot be co-mingled
 - b. Use of wind instruments or other aerosol generating instruments is not permitted at this time
 - c. Until a broader range of instruments can be used, when band/music classes occur they will
 - i. Avoid use of any aerosol-generating instruments or activity (singing, chanting, etc. are not permitted)
 - ii. Use alternative instruments such as drums, stringed instruments, hand bells, and other standard or improvised instruments that are non-aerosol generating
1. Participants must adhere to hand sanitation requirements
2. Instruments, drum sticks/mallets, music stands and other items must not be shared between participants, unless cleaned and disinfected between uses. Items that can't be disinfected (e.g. sheet music) must not be shared.
 - iii. Focus on music theory, history, appreciation, analysis, the cultural importance of music and other alternative learning activities that address outcomes in Band and Music without the use of aerosol-based instruments.

Choir and other Singing Activities

1. This includes singing in classrooms such as singing rhymes together, singing O Canada and “singing response” type of learning activities.
2. The deeper breathing and voice projection involved in singing is a much greater risk of generating and dispersing aerosols that can transmit COVID-19
3. Initial Ministry Guidelines are changing which means singing indoors is not permitted at this time. Choir and singing will be phased in at a future date.
4. Singing outside can only occur under the following conditions:
 - a. All participants are wearing masks and a minimum of 2m from each other in all directions
 - b. Choir members all face forward
 - c. Conductor is 4m from the nearest participant and is wearing a mask and face shield.

4. Early Learning (Prekindergarten / Kindergarten):

A. Home Visits

This fall home visits will not be possible. However, the importance of connecting to the family, to learn about the child and make decisions around placement are an essential component of early learning programming. Options to consider instead of home visits include:

- i. Front Yard or Playground Visits
- ii. Telephone Calls
- iii. Online video conference Meetings

We acknowledge the important of these visits to meet your family and learn about your child, however home visits will not be an option. At T.D. Michel, families will be contacted by teacher. Collaboratively, a plan will be made to ensure that the option to meet works for everyone involved.

B. Extended Staggered Start:

Schools may extend their staggered start for prekindergarten students this fall. T.D. will not be staggering Pre K start times. However, the Pre K day will begin outside in their designated playground area. On Pre K mornings, we ask that you drop your child off at the playground where you are also invited to stay and play for a while if you would like. To limit the amount of traffic into our building, we ask that you do not enter the school with your child.

C. Classroom Environment:

i. Ensuring healthy hygiene behaviors and practices are established through teaching protocols and procedures to students (handwashing; covering coughs and sneezes; avoiding touching the face).

ii. Supporting students with limiting physical contact (hugs and handshakes etc.) and instead encouraging “air high fives”, waves, winks, saying hello in sign language, giving the peace sign etc. Remember that young children are by nature physical and social beings.

iii. Rather than free play and movement throughout the classroom limit play by creating small, consistent groups with procedures for students to move from one area of the room to another. *i.e. Create smaller play groups that move at a time determined by the teacher from one area to another in the classroom.* Handwashing should occur before entering each play area.

iv. Utilizing outdoor play spaces as much as possible.

v. Utilizing materials that delineate individual spaces to sit. (i.e. carpet squares, hoola hoops, tape on the floor, assigned chairs etc.)

vi. Reducing the number of toys available. Remove toys which are hard to sanitize or clean. This includes soft toys for example. Many materials and games can remain in use if children are instructed to wash their hands before and after use. Instruct children to avoid putting toys/ materials in their mouths.

vii. Practicing physical distancing at snack and lunch times. Children are not allowed to participate in food preparation. Food from home must not be shared with other children.

viii. Creating bins/baggies of supplies for each student. Markers, scissors, crayons, playdough etc. should all be individualized to one student and not shared between children.

ix. When possible, increase the distance between nap mats. Nap mats should be wiped down after each use.

x. Creating a cleaning schedule for the classroom to ensure that surfaces and toys are cleaned regularly.

xi. Please refer to Appendix F for more detailed information.

D. Family days can be hosted virtually or in-person in a community space on one day a month for October, November and December in small 30 minute sessions (four families at a time if in-person); duration and occurrence of Family Days for the rest of the school year, will be determine at the school level. You will be contacted by your child’s teacher.

5. Curriculum and Instruction:

1. All students are required to participate in classroom-based learning.

2. If you are unsure/have questions about your child(ren) returning to school, please contact Mrs. Nadine Bouchard at T.D. Michel at 306-469-2128. This conversation can assist in developing meaningful learning opportunities for your child(ren).
3. Classroom schedules have been developed so that students will remain with their classmates for the entire day. Their 'cohort' will learn together, eat together and play together.
4. Teachers will begin to assess students upon re-opening. Fair and effective diagnostic assessment strategies will be used to identify a starting point and priorities.
5. Learning opportunities will be provided in all curriculum areas following the Saskatchewan curriculum.
6. Differentiated instruction will be used in all classrooms to meet the needs of all students.
7. An online platform such as Seesaw will be used by all classroom teachers as a communication and learning tool for students and caregivers.
8. Physical Education classrooms will follow guidelines based on the Re-Open Saskatchewan Guidelines.
9. *We will have a staggered start through the week of Sept. 8-11th. With the exception of Kdg, your child will attend 2 of the 4 days. Classroom teachers will contact each family on Friday, August 28th with this information.*

6. Supporting Students with Intensive Needs:

A. Inclusive education practices in alignment with Saskatchewan's needs-based model shall continue to determine appropriate interventions based on the assessed needs of students requiring intensive supports.

i. Students with intensive needs may require:

- classroom adaptations and accommodations;
- individualized planning;
- a safety plan;
- updated assessments;
- a revised Inclusion and Intervention Plan.

B. Intensive Supports coaches and consultants continue to be available to support school teams in identifying student needs and developing an appropriate educational plan. They are expected to follow all safety protocols within the school.

C. Where possible, collaborative meetings involving division personnel, school team and parents will occur via telephone or remote communication platform.

D. In consultation with a medical professional, accommodations may be provided for students with compromised immune systems.

E. It may not be possible to support all students with intensive needs in person due to health and safety guidelines. In such cases AP 154 - Temporary Exclusion of Students for Safety or Medical Reasons shall be followed. All health and safety measures must be in place and communicated with the relevant staff and family prior to the provision of the service.

F. All interventions will be provided in a supervised setting. Staff will not enter into private residences or provide personal transportation.

G. For more detailed directives regarding specific supports for students with intensive needs. (Please refer to Appendix G SRPSD re-opening plan)

7. Extracurricular Activities:

A. At this time, all in-person extra-curricular activities are on hold until future notice.

B. Extra-curricular plans will be developed once school startup has occurred and return to school safety has been reviewed and evaluated. Plans will be developed in consultation with schools and Superintendent in charge of extracurricular/athletics

C. Extracurricular plans will follow Re-Open Saskatchewan activity guidelines, SHSAA return to sport protocols, PHE Canada and in consultation with the Chief Medical Health Officer. (Please refer to Appendix H SRPSD re-opening plan)

8. Access to School Facilities and External Services:

A. Community use of facility rentals are postponed until further notice.

B. Third party partners will have access to the buildings where we have active partnerships or agreements in place (examples include but are not limited to: Health Immunizations, Health Counselling services, Childcare providers, Kids First, PA Outreach.). All staff members of partner organizations must follow divisional procedures found in our return to school plan (i.e. wearing masks). Existing partnerships will be allowed to continue to provide services in our schools, any new school partnership developments are postponed until further notice.

C. External community programs providing direct, in-person support services for students are required to provide these services virtually or off site until future notice.

D. Parents, caregivers are expected to limit their physical presence in school to situations that are essential. When parents and caregivers are required in person, prior notification is encouraged and individuals, rather than pairs or groups of caregivers, are encouraged. **Please call T.D. Michel at 306-469-2128 to provide prior notification if it is essential that you must enter the school. *If you are unable to provide prior notification, you will be met in the main school entrance by a staff member to discuss the nature of your visit. All adults and visitors to our school are required to wear a mask upon entrance. Disposable masks will be available if needed.***

E. At this time, T.D. Michel **will not** host Awana or Creative Kids lessons.

F. We strongly encourage that you send school lunches with your child in the morning. However, if you need to drop lunch off, you will be asked to leave in a designated area in the main entrance.

G. We will no longer be providing a public service for photocopying or faxing.

9. Caretaking & Maintenance:

A. COVID-19 posters and protocol will be made up and delivered to all schools and support facilities. These will be put up at all school and support facilities entrances. This will ensure

consistent message to all facilities. Upon entering T.D. Michel, you will be required to sign in, disinfect your hands and wear a mask.

- B. Decals/warning tape will be provided to assist in safe distancing at office areas.
- C. Each school will receive Lexan barriers where required i.e. main office counter.
- D. Hand sanitizer dispensers will be increased in number and will be accessible in entrance ways and high traffic areas. We have increased sanitizer dispensers at T.D. Michel. They can be found throughout our hallways, in all high traffic areas and in all classrooms.
- E. The Facilities Department will purchase all hand sanitizer, masks and other PPE.
- F. Current disinfecting processes will be reviewed and enhanced where needed. We will use the SHA guidelines as a minimum. Caretakers will receive additional training if necessary.
- G. Maintenance staff working in schools will report to office, use hand sanitizer and sign in when working in schools and support facilities.
- H. Contractors working in schools and support facilities are required to provide their COVID-19 protocol to Facilities Department prior to working in schools.
- I. Contractors must report to the office and sign in and use hand sanitizer before work commences.
- J. School Administration may want to consider removing furniture/equipment that may encourage student contact i.e. couches, carpets etc. At T.D. Michel, all classroom carpets and extra furniture from the foyer have been placed in storage.

10. Transportation:

- A. If able, you are encouraged to support your child in walking, biking or providing other transportation to school whenever possible. Alternatives to using the bus service can help minimize exposure to viruses and increase student health and fitness.
- B. Busing will only be provided for the delivery of students to and from school or school programs.
- C. No field trips or extra-curricular trips will be supported until the School Division grants permission.
- D. No guest ridership will be permitted.
- E. Bus drivers will create and enforce seating plans that group together students who live in the same household.
- F. Regular cleaning and sanitation of buses will occur as required.
- G. Students grades 4-12 are required to wear masks during bus transportation. Masks for students in Pre-K to Grade 3 are optional.
- H. Bus drivers are required to wear masks or face shields during bus transportation.
- I. School start and end times, or student arrival and departure times, may need to be adjusted. School start and end times will remain the same at T.D. Michel. Buses drop off students at 8:38, therefore we ask that students who are being dropped off by families or are walking to school, to do so by 8:38.
- J. Communicate with schools and families the new expectations/guidelines for transportation.

11. Technology:

At T.D. Michel, technology will be used to assist learning and classroom activities. Students will use hand sanitizer prior to and after each use. The devices will also be disinfected at the end of usage. Smart boards will not be touched by students.

12. Communication:

- A. Division will primarily use existing communications channels:
 - i. Division email is the primary source for internal communication.
 - ii. School Messenger, web page/splash page, local media, social media (Facebook & Twitter), phone (text and voice), and other channels will be used as appropriate.
 - iii. In-person conversations/events/gatherings will only occur when virtual meetings cannot meet the need for communications.
- B. Division will rely on normal communication practices:
 - i. Division communicates to Principals and Supervisors who share the messages with their staff (and students and families as appropriate)
 - ii. Division will provide updates as required directly to families or directly to staff.
- C. Principals will determine communication channels and practices that ensure communication to students, staff and families is regular, clear and consistent with Health, Ministry and Division information.
- D. Non-school Supervisors will ensure communication to staff and vendors/suppliers/contractors is clear and consistent with Health, Ministry and Division information.
- E. Content of communication messages will consider:
 - i. Ensuring information is fact-based, guided by Health directives when related to COVID-19 and consistent with Division messages
 - ii. Providing clarity, calmness and assurance when potential anxiety or stress may ensue from messages related to COVID-19. North American Centre for Threat Assessment and Trauma Response (NACTATR) guidelines are helpful in considering messaging content and purpose.
 - iii. Encouraging relationships and two-way communication (provide avenues for questions, comments and feedback whenever possible).
 - iv. Messaging to students and families to provide clarity on the full implementation of curriculum, instruction and assessment in this learning environment (we are not in supplemental learning mode anymore).
- F. T.D. Michel believes in clear, consistent, ongoing communication. This year, we will be limiting the amount of paper being sent home. Our communication formats will include, email, school messenger, Facebook, our school/division website, phone (text and voice) and new to this year, Seesaw for Pre K-grade 6.

13. Parent Engagement & Support

We have had some very successful family/parent engagement opportunities over the last few years. COVID has dealt us some challenges with this for the time being. However, be assured that we will connect with you and we appreciate all of the support we have received during this

time. As soon as we are able to host events within our school to bring our families together, we will.