

École Thom Collegiate



Fall 2020 School Re-Opening Plan

Updated August 26, 2020

** to be used as an Appendix to the *Regina Public School Division Fall 2020 School Re-Opening Plan*

Introduction

Welcome to the 2020-2021 school year! We know things are different, but we are excited to see you all back. This document is the École Thom Collegiate school-specific plan for the return to in-school learning beginning on September 8, 2020. It is intended to be used as an appendix to the *Regina Public School Division Fall 2020 School Re-Opening Plan* (<http://bit.ly/reopenrbe>), and therefore is not intended to replace the RPSD document. Any notes included in this document are included for re-emphasis or in cases where there are additions or changes to the RPSD document for school-specific purposes.

At École Thom Collegiate we are committed to the safety and well-being of our students, staff, and community. This document will be updated as required by emerging health risk assessments.

School Operations

The first day of classes for students is delayed to the week of September 8, 2020. Our start will be staggered and during their assigned time, students will attend their TnT (advisory class) to allow time to learn and practice safety protocols, explore timetables, sign up for timetable changes, discuss credit counts, and ensure access to PowerSchool. Grade 9 students will also experience a modified tour of the building. **Regularly scheduled classes will resume Thursday, September 10, 2020.**

- Grade 9 students will attend on Tuesday, September 8th from 9:00-11:30am.
- Grade 10 students will attend on Tuesday, September 8th from 1:00-3:30pm.
- Grade 11 students will attend on Wednesday, September 9th from 9:00-11:30am.
- Grade 12 students will attend on Wednesday, September 9th from 1:00-3:30pm.
- VAP and FIAP families will be contacted by their teacher as to which day their student begins.

High schools will be implementing a modified timetable that will limit student contact to a maximum of two cohorts per day (versus 5 or more). This model is called the QUINT Model. As well, all CRP, Early Bird, and lunch classes have been cancelled. Students will be given opportunities for re-timetabling.

In order to alleviate pressures when students arrive and leave the building, half of the classes will begin at 9:00am and the other half will begin at 9:10am. Afternoon classes will begin at 12:45pm and 12:55pm.

Students who have a class in an odd number room (101 as an example) will start at the earlier time (9:00 or 12:45) and students who have a class in an even numbered classroom (204 as an example) will start at the later time (9:10 or 12:55).

	Quint 1	Quint 2	Quint 3	Quint 4	Quint 5
	Sept 8 – Oct 28	Nov 2 – Dec 18	Jan 5 – Mar 1	Mar 3 – May 3	May 5 – June 24
AM 160 minutes	1	2	3	1	3
Lunch 60 minutes	Students are encouraged to leave the school and go home for lunch. Students who stay at the school will be supervised and should practice physical distancing.				
PM 160 minutes	4	5	4	5	2

****Final Assessments will occur on the last day of each Quint. There will be NO incentives awarded this year.**

TnT (Advisory)

- Students will not be meeting with TnT teachers in person during an advisory period.
- TnT teachers will maintain contact with students and parents through phone, email, or using a Google Classroom.
- TnT teachers will communicate regarding student programing, attendance, school news.

Entering and Exiting the School

- Students should not come to school until 15 minutes before the start of class and should leave the school within 15 minutes after dismissal.
- Doors will be open prior to school starting. At 9:40 all but the main entrance and gym doors will be locked.
- If a student arrives early or is unable to leave in a timely manner, they will be required to remain in the front foyer.

Lunch Hour & Spares

- To reduce the number of students in the building, students are strongly encouraged to go home over the lunch hour.
- Students on spare are expected to go home during that time.

Assemblies

- At this time, there will be no assemblies or other large gatherings of students in order to limit student contact to two cohorts at a time. This may be re-evaluated in the future.
- Virtual assemblies, video presentations, and/or other creative methods may be used instead.

Extracurricular

- At this time, fall sports are “on pause” and other sports will be re-evaluated as the year progresses.

- If permitted to run, all activities must follow all protocols and procedures as laid out by public health officials.
- Other students clubs and organizations (SRC, GSA, etc) may be allowed to meet virtually.
- Procedures for these groups must be approved by school administration and be in accordance with all public health guidelines.

Transportation

- We will develop protocols to maximize physical distancing and movement of students as they are transported to and from school.
- Students using transportation, whether city/division, must adhere to the assigned staggered start time.

Visitors to the school

- Parents/caregivers are strongly encouraged to **not** visit the school and to use phone or email to contact teachers or the main office.
- Other guests, visitors, volunteers, and speakers (unless they are employed by Regina Public Schools) will not be entering our building. This includes, but is not limited to deliveries and food delivery (no food can be delivered to the school or school grounds for students and staff).
- Signage will be on the front door of the school advising that we are not allowing visitors and that anyone who is feeling unwell should not enter the building at all.
- If a guest or visitor absolutely must come in, they will be required to book an appointment and will be required to sanitize their hands, wear a mask, and register at the office.

Illness

All students who are ill are expected to stay home. Families can email thomcollegiate@rbe.sk.ca or call 306-523-3600.

Student Illness Beginning at Home

- Students should self-monitor for symptoms of COVID-19 and should stay home if they begin to experience any symptoms while not at school.
- **Self-monitoring** means paying attention to your health so you can identify signs of sickness. If you begin to exhibit symptoms of COVID-19, you should self-isolate and contact Healthline 811 for guidance regarding testing.
- **Self-isolation** means staying at home to prevent the spread of infection. If you are sick or have been in contact with someone who has COVID-19, you must self-isolate. The Ministry of Health recommends you self-isolate for 14 days.
- A student may return to school once cleared by public health.
- Administration will report any suspected case to public health officials and assist in providing records for contact tracing.

Student Illness at School

- If a student starts feeling ill while at school, families will be communicated with and the student is required to go home.

- Until the student is able to go home, they will be required to stay in our designated isolation area.
- Masks, gloves, and hand sanitizer will be available and a staff member will supervise the student until they are able to leave the building and go home.
- This isolation area will be disinfected after each use.

Staff Illness

- Staff are expected to self-monitor for symptoms and not attend work when they are symptomatic.
- If a staff member develops symptoms while at work, they are expected to go home.

Hygiene and Sanitation

Hand Washing

- All students will be encouraged to wash their hands regularly.
- Signage will be posted in bathrooms and other spaces detailing proper hand-washing technique.

Hand Sanitizer

- Bottles of hand sanitizer will be provided to teachers for use in the classroom, in shared spaces, and at entrances and exits throughout the building.
- Hand sanitizer will also be available in staff shared spaces such as the prep room.

Mandatory Mask Usage

- All staff, students, and permitted visitors must wear a mask in our building where physical distancing is not possible.
- Students should be prepared to wear a mask at all times.
- Students who refuse to comply with this policy will be sent home.
- While masks will be made available for students who do not have one, it is strongly recommended that students have one or more clean, reusable, non-medical masks.
- Scarves, bandanas, buffs, and face shields **do not** meet the requirement for masks.
- All students and staff using Regina Public Schools transportation will be required to wear non-medical masks while being transported.
- In order to apply for an exemption from this requirement, students and parent/guardians should contact the main office for details.

Cleaning & Sanitation Guidelines

- Vigorous cleaning procedures have been developed for all Regina Public Schools. We are using a product called vital oxide, a salt-based cleaning solution safe for surfaces and technology such as laptops.
- Procedures are being developed for the booking, use, and cleaning of shared technology, such as laptops, and shared spaces such as the library.
- Disinfectant sprays will be available in every classroom to facilitate the cleaning of shared items between uses. Disposable gloves will be available in every classroom for teacher use.

- The Head Facilities Officer and facilities staff will maintain the cleaning protocols laid out by the division including increased disinfecting of door handles, light switches, and other commonly touched surfaces.

Facilities

Traffic

- Students are expected to stay in classrooms as much as possible.
- Hallways are marked with arrows indicating to STAY TO THE RIGHT.
- Stairways are marked and students and staff are asked to STAY TO THE RIGHT

Washrooms

- Students should use the washroom closest to their designated classroom.
- The all-gender washrooms will remain available.
- To limit the number of students in the washrooms at any one time, only one student will be allowed out of each classroom at a time. Students may be required to sign-in and out of class in order to facilitate contact tracing.
- Washrooms will be closed twice each day for cleaning, once in the morning and once in the afternoon, and will be disinfected again at the end of day once students have left.

Water Fountains

- Water fountains will be turned off.
- Thom Collegiate has a limited number of water bottle filling stations for student and staff use.
- Students are required to bring a filled water bottle from home each day.

Lockers

- Hallway lockers will not be available to students unless needed to accommodate specific student needs.
- Students should have a bag or backpack with all items needed for the school day.
- Requests for a locker will be evaluated by school administration.
- Gym lockers will be made available to students taking courses that require students to change their clothing.
- If required, students will be supplied locks and the cost will be added to the student's fees.
- No items can be left in the gym lockers at the end of class as the locker room will be disinfected between classes.

Library, Computer Labs, & Laptop Carts

- The library will be closed as a learning space, but will remain open for students to sign out resources.
- A booking system is in place for teachers to arrange to use a computer lab or the laptop cart.
- Labs and carts will be disinfected after every use.

Staff Access to School

- All staff should exit the building prior to 6pm and shall not return to the school in the evening or on weekends, except when absolutely necessary. If staff must return to the building, please follow the sign in processes.

Instructional Programming

Seating Plans and Classroom Configuration

- Teachers are required to have a seating plan and input this into PowerSchool to assist with contact tracing if needed.
- Students are required to follow the seating plans as designated by the teacher.
- Tables and desks should be arranged to allow for as much physical distancing as possible. Chairs should face the front and maintain as much distance as possible.

Instructional Practices

- Teaching and learning will be restricted to the physical classroom space and hallway usage should be avoided.
- Instruction will be “face forward” as much as possible.
- Students will only interact with students in their own classroom and will stay in their own classroom throughout the period as much as possible.
- Students will not be physically placed in groups for collaborative learning. Teachers may opt to use virtual or digital methods in order to facilitate students working together.

Instructional Supports

- All learning support teachers and education assistants (LRT, EAL, DHH, SEP) will continue to support students by pushing into scheduled classes and pulling out students from cohorts as needed.
- Staff must wash or sanitize hands when entering and exiting classrooms.
- Guidance Counsellors and the Indigenous Advocate remain available to support students.

Lunch Hour

- Our school canteen will not be available until further notice.
- Microwaves will not be available.
- Vending machines are available and will be cleaned regularly.
- Students are strongly encouraged to go home for lunch.
- Students staying for lunch will be supervised and should practice physical distancing.