

*****Please note this document is subject to change upon student re-entry*****

Focus Area Scenario 1	STAVELY SCHOOL'S APPROACH
<p style="text-align: center;">Physical Distancing, Hand hygiene/sanitation</p>	<p>Area rugs and soft furnishings that cannot be easily cleaned and disinfected should be removed.</p> <ul style="list-style-type: none"> ● All area rugs and soft furniture have already been removed to the storage shed (that are not permanent to the building). <p>Desk arrangement in classrooms. Students should be arranged so they are not facing each other.</p> <ul style="list-style-type: none"> ● All tables have been requested to be moved into storage and replaced with individual student desks. They will be in rows to social distance and students will not face each other. ● The teacher will be teaching from the front or side of classroom whenever possible. ● There will be a perimeter around the teacher's desk with bins for handing in assignments (if paper is used). ● Digital assignments will be utilized as much as possible. ● Myblueprint.ca = online portfolio and career education platform Stavelly School uses to showcase learning to teachers, students, parents. ● Stavelly teachers will be accessing new forms of assessments that focus on understanding the depth of the students' experience of learning such as personal student interviews, hermeneutic assessments and performance assessments whenever possible not only to reduce paper transfer but understanding that it is a higher, more in-depth form of assessment allowing students more control of sharing their depth of knowledge. ● If students need to work in groups, they will be using Google sharing OR social distancing outside. <p>Shared equipment</p> <ul style="list-style-type: none"> ● Tech: we are a 1-1 school so there will be no shared technology. ● Manipulatives: any teachers opting to use manipulatives will be creating individual packages (in ziploc bags or containers) for each student. We are also using on-line manipulatives for our math classes as well. <p>Auxiliary spaces and common rooms:</p> <ul style="list-style-type: none"> ● Breakfast program - students will get their single serve breakfast and eat it in their classroom, at their desk, with teacher supervision. ● Break out room - staff will have access to a Google form to book the room out and the schedule will be given to the caretaker who will then be able to sanitize it before the next cohort accesses the room. <p>Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom.</p> <p>Proper hand hygiene and respiratory etiquette should be promoted.</p>

	<ul style="list-style-type: none"> Teachers will review and practice (during the first week) proper hand washing and sanitizing, how to wear masks, how to store masks and any other health precautions necessary. <p>Consideration can be given to having students fill water bottles rather than having them drink directly from the mouthpiece of a fountain.</p>
<p>Cohorting</p>	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> We are cohorted by class: K, 1/2, 3/4, 5/6. Julaine Guitton and Kendra Blumhagen will switch classes for the ELA/math 4-6 rather than the students moving classes.
<p>In Person Learning</p>	<p>Please briefly describe your school's approach</p> <p>What are some strategies to support movement throughout the building?</p> <p>Consider how to best address traffic flow throughout the schools. This may include one-way hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.</p> <ul style="list-style-type: none"> We are installing boot shelves in the south east bootroom for the grade 4-6 students to minimize traffic in the north-west bootroom. North-west bootroom is designated for K and Grade 5/6 students. Bell times adjusted for staggered exit and entrances per cohort for all recesses and lunch hour. Signs were made and around the school reminding everyone to practice social distancing by staying to the right. <p>For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:</p> <ul style="list-style-type: none"> <i>Does the activity involve shared surfaces or objects frequently touched by hands?</i> <i>Can an activity be modified to increase opportunities for physical distancing?</i> <i>What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?</i> <ul style="list-style-type: none"> Staff will create all lesson plans with the above filters in mind. They will create lesson plans that can be completed outside as often as possible as well. <p>To align with physical distancing, field trips and activities requiring group transportation should be postponed at this time.</p> <ul style="list-style-type: none"> Done. <p>Stagger lunch/snack breaks to maintain physical distancing among children/students.</p> <ul style="list-style-type: none"> We are able to have our lunch breaks close to the same bell times because we eat in our classrooms. A new bell schedule has been developed to limit traffic in bootrooms. <p>Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering or shouting or playing wind instruments should be postponed at this time.</p>

	<ul style="list-style-type: none"> • Mrs. Schlaht, our music teacher, is researching a theory-based music/drama class.
<p>Expectations for shared use equipment</p>	<p>Please briefly describe your school’s approach</p> <p>PE Equipment</p> <ul style="list-style-type: none"> • EA assigned to help with the classes (to split them into smaller groups to accommodate the small gymnasium) and to clean equipment. • Each student will have their own PE supply bag to use throughout the year (items included are student’s own frisbee, skipping rope, bean bag, bubbles, sidewalk chalk, mini-mitts, tennis ball, etc.) <p>ART Equipment/Supplies</p> <ul style="list-style-type: none"> • We have a common ‘art cart’ so teachers can book out supplies they need and clean them prior to returning them. <p>MUSIC/DRAMA</p> <ul style="list-style-type: none"> • Mrs. Schlaht will focus on music theory, learning through videos where possible and exploring dramatic arts. <p>MATH MANIPULATIVES</p> <ul style="list-style-type: none"> • We are purchasing a license to on-line math manipulatives. • Any other manipulatives will be in a personal storage container for the students (not to be shared) and cleaned as per AHS recommendations in conjunction with our caretaker and EAs. <p>PERSONAL ITEM STORAGE</p> <ul style="list-style-type: none"> • I have emailed Laura to find out if we need to add additional coat hooks to adhere to social distancing regulations. • I have put in a work order to add boot shelves to the south-east entrance for grades 4-6 students. • Students have assigned cubbies for ‘not often used items’ and I have requested chair organizers for their ‘often used items’ to reduce traffic in the classroom.
<p>Auxiliary Spaces</p>	<p>Please briefly describe your school’s approach</p> <p>PE</p> <ul style="list-style-type: none"> • Will be outside as often as possible. • We are asking Stavely service groups for funds to purchase cross-country skis and snowshoes. • EA assigned to help the teacher to disinfect equipment after use; • Activities will include anything/everything that involves little contact between students and equipment; • We will use the Stavely Hall for gymnasium during inclement weather days. Thank you to the Stavely Hall Board for approval. <p>School assemblies or other large gatherings (e.g., concerts or dances) should be avoided virtual options should be offered</p>

	<p>instead of in person gatherings.</p> <ul style="list-style-type: none"> • There will be no in-person school assemblies. We will have either virtual assemblies and/or announcements instead.
<p>Office</p>	<p>Please briefly describe your school’s approach</p> <p>Depending on the size of the office a max occupancy number may be beneficial to ensure adequate spacing and limit the flow of traffic through the office.</p> <ul style="list-style-type: none"> • Maximum office capacity is 3 (including Twyla) and a sign will be posted. • Waiting area will be maximum capacity of 1 in the entrance. • If there are more parents, they will kindly be asked to wait in their vehicles or request a call-back when they are able to come in. <p>If the exterior doors are locked, post contact numbers on the front of the door so the visitors may access reception.</p> <ul style="list-style-type: none"> • Done. <p>Install plexiglass, plastic barriers or arrange for physical distancing measures.</p> <ul style="list-style-type: none"> • Spoke with Greg and maintenance is coming by to install plexiglass barriers to Twyla’s desk and the breakfast program. <p>Add lines and/or buttons on the floors to mark acceptable waiting distances.</p> <ul style="list-style-type: none"> • Signs were created to be placed on the floor with permission from the maintenance department. <p>A record of all visitors to the school must be kept for anyone in the school longer than 15 min.</p>
<p>Supervision</p>	<p>Please briefly describe your school’s approach</p> <p>Supervision schedules will be organized by school.</p> <ul style="list-style-type: none"> • Done and shared with staff. <p>Where possible, school staff should be responsible for supervising the students in their cohort at recess and lunch times according to a staggered schedule.</p> <ul style="list-style-type: none"> • Done. <p>Adequate number of staff will be available to ensure staff are able to take their breaks as needed.</p> <ul style="list-style-type: none"> • Done but may need to be revisited once the students are here. Everything is in theory right now so we will need to revisit how long everything takes once the children arrive.
<p>Arrival/Drop Off</p>	<p>Please briefly describe your school’s approach</p>

	<p>Identify the need for staggered drop-off times, and multiple drop-off locations.</p> <ul style="list-style-type: none"> • Students will be dropped off at their designated entrance. • There will be a supervisor at each entrance who will direct traffic flow to accommodate social distancing. <p>Parents will be instructed to drop their child/children off between identified times.</p> <ul style="list-style-type: none"> • An email will be sent out with recommended drop off times according to surname. • Students with a surname beginning between A - M - drop-off at 8:15 a.m. • Students with a surname beginning between N - Z - drop-off at 8:20 a.m. <p>Parents should not be dropping off children earlier or later than this drop off window. Parents/guardians should only enter the school with prior approval.</p> <ul style="list-style-type: none"> • This will be indicated in an email as well. <p>It is expected that when students arrive at school, they have completed their screening check with parents before attending school.</p> <ul style="list-style-type: none"> • This will be indicated in the email. <p>If a student displays symptoms they would remain in an isolation area until the parent is able to pick them up.</p> <ul style="list-style-type: none"> • Any students or staff displaying symptoms will be isolated in the conference room and The Rapid Response Manual will be followed. <p>The school administrator will be on supervision and will have the duty to re-evaluate students as necessary and make the final call as to whether or not the student would be able to attend school if there are any concerns about symptoms.</p> <p>Students are to store their personal items at their assigned desks. If a school can develop a plan whereby physical distancing is possible, lockers/cubbies/coat hooks can be available for student use.</p> <ul style="list-style-type: none"> • Students will keep their coats and backpacks on the back of their chairs in Grades 1-6 room. Alternate social distance arrangements will be made for the K students. • Students will keep their personal belongings in cubbies underneath their desks. • Students inside shoes will be kept on their chair after school. • Masks will be kept in a ziploc bag taped to the side of their desk. <p>Note: Students who are late shall report to the main doors for entry. Parents will be required to contact the school ahead of time to ensure staff member is there to meet them</p>
<p>Dismissal/Pick-Up</p>	<p>Please briefly describe your school’s approach</p> <p>To avoid the congregation of families around the school at the end of the day each school is encouraged to consider arranging</p>

	<p>for staggered pick-up times. For example, those students walking home can leave a few minutes earlier than the bus students.</p> <ul style="list-style-type: none"> • Town students or students being picked up by parents will be dismissed at 3:35 p.m.- to be discussed with staff. There are staggered exit times to accommodate social distancing and congestion in the boot rooms already. <p>Staff and students should wash their hands before leaving the school.</p> <p>Encourage social distancing as students wait for pick-up or while boarding the bus.</p> <p>Students walking should be directed to leave for home immediately.</p>
<p>Lunch/ Recess</p>	<p>Please briefly describe your school’s approach</p> <ul style="list-style-type: none"> • A new bell schedule will be attached to this document showing times each class will be in their assigned boot room. • Adequate time provided for students to wash/sanitize their hands after lunch recess. • Classes shall eat together in their cohort groups in their classroom. • Students will eat at their desks. • Students will not share food, cutlery or condiments. • With 77 students and a very large playground, we can still have recess at one time with staggered entrances and exit times (attached below).
<p>Staff Room</p>	<p>Please briefly describe your school’s approach</p> <ul style="list-style-type: none"> • Signs will be posted with maximum occupancy numbers. • Staff will sanitize their hands before and after they enter. • Excess furniture has been removed. • Staff will disinfect anything they touch.
<p>Physical Education</p>	<ul style="list-style-type: none"> • PE will be outside whenever possible. • PE will be at the Stavely Community Hall on inclement weather days (without equipment upon their request) with their approval.. • There will be an EA to help sanitize equipment between classes. • Each student will have their own PE supply bag with sanitized equipment in it. • Circuit training, yoga, running, cross-country skiing, snowshoeing, walking, hiking, pilates, functional fitness will be the focus.
<p>Hallways</p>	<p>Please briefly describe your school’s approach</p> <ul style="list-style-type: none"> • Staff, students and parents will be briefed on hallway etiquette and students can practice prior to ‘busy times’ such as recess. • Signs have been made up and placed around the school
<p>Music, Dance & Drama</p>	<p>Please briefly describe your school’s approach</p> <ul style="list-style-type: none"> • As mentioned above, music class will now focus on music theory, bells, string instruments.

	<ul style="list-style-type: none"> • Music and drama will be blended. • Physical distancing practices will be implemented. • Masks will be worn when students are out of their desks.
Washrooms	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> • Maximum occupancy signs for washrooms will be put up; • Caretaker will sanitize; • Caretaker will empty garbages; • AHS will review handwashing practices with students and teachers will also review handwashing practices with students weekly/monthly as necessary.
Food Services	<p>Please briefly describe your school's approach</p> <p>Breakfast Program</p> <ul style="list-style-type: none"> • Will be cooked/prepared by Nutrition Coordinator, Mel Biever or another staff member when she is unavailable.. • Single serve meals will be prepared by Mel, students will pick them up adhering to social distancing protocol and then taken to their classroom to eat at their desk. • Dishes will be collected outside the breakfast program area with students adhering to social distancing protocol. <p>Lunch Program</p> <ul style="list-style-type: none"> • Lunches will be kept in students' backpacks (which are kept on the back of their chairs to reduce any traffic in the classroom). • Students eat lunches in their classrooms. • Hot lunches will be prepared by approved volunteers who follow AHS food preparation regulations. • All hot lunches will be single-serve for students.
Learning Commons	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> • Students will sign books out online whenever possible. • There will be a hand sanitizer outside the library. • Only 15 students will be permitted to the learning commons at one time and they will adhere to social distance practices, wear masks, sanitize upon entry and leaving.
Playgrounds	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> • Students will sanitize/wash before and after recess. • See attached bell schedule. • Encourage students to use the entire playground, not to congregate in one area. • Students must adhere to social distancing protocols OR wear a mask when they are outside. • No small equipment/toys will be outside unless it can be sanitized afterwards.

Classrooms	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> • Minimal furniture, belongings so classrooms are easy to sanitize. • Sanitizer at entrance and exit of classroom OR wash hands if there is a sink in the room. • Student belongings are under their desk, on the back of their chair. • Manipulatives are designated to each student - no sharing. • Lessons will be outside whenever possible. • Minimal paper transfer, maximum digital output. • Requesting grade 3 students also wear masks as it is a combined class.
PPE plexiglass barriers, physical distance, masks, shields, hand sanitizers,	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> • Hand sanitizers will be made available both in the classroom and outside the room. • PPE plexiglass barriers at the breakfast program area and Twyla's desk. • Tape down the hallway with arrows indicating traffic flow. • Signs on the doors for traffic direction. • Extra masks made available for walk-in traffic/parents.

2020 - 2021 Bell Times

Northwest Bootroom (1) = Kindergarten and Grade 5/6

Southeast Bootroom (2) = Grade 1/2 and Grade 3/4

Class	Begin Recess 1	End Recess 1	Begin Recess 2	End Recess 2	Begin Recess 3	End Recess 3	End of Day
K	9:55 a.m.	10:00 a.m.	11:40 a.m.	12:00 p.m.	2:00 p.m.	2:15 p.m.	3:35 p.m.
1/2	9:55 a.m.	10:00 a.m.	11:40 a.m.	12:00 p.m.	2:00 p.m.	2:15 p.m.	3:35 p.m.
3/4	10:00 a.m.	10:15 a.m.	11:45 a.m.	12:05 p.m.	2:05 p.m.	2:20 p.m.	3:40 p.m.
5/6	10:00 a.m.	10:15 a.m.	11:45 a.m.	12:05 p.m.	2:05 p.m.	2:20 p.m.	3:40 p.m.

Additional Notes:

- Please note this is subject to change upon student re-entry
- Students will be given adequate time to wash their hands and/or sanitize before beginning classes.
- Students will be given adequate time to sanitize prior to recess.