



Introduction

The Ministry of Health and Ministry of Education have provided guidelines for the return to school that provide a framework for Saskatchewan Rivers Public School Division (SRPSD) to support schools in the development of their local school plans.

The purpose of this plan is to provide information regarding operations and procedures at **Won Ska Cultural School** that align with the guidelines provided in [SRPSD Return to School Plan](#) and the [Re-Open Saskatchewan Primary and Secondary Educational Institution Guidelines](#).

Won Ska Cultural School is committed to work with Saskatchewan Rivers Public School Division, provincial authorities and our families to support the health and safety of students, staff and all stakeholders with the resumption of classes.

This plan will be updated whenever new guidelines or directives are enacted by the school division or the province. All revisions of the plan will be communicated to parents and made available on the school's website.

Details on the school's processes and procedures are provided in each of the following sections:

1. Social-Emotional Supports for Staff and Students
2. Staff Supports and Safety
3. Student Supports and Safety
4. Early Learning (Prekindergarten and Kindergarten)
5. Curriculum and Instruction
6. Supporting Students with Intensive Needs
7. Extracurricular activities
8. Access to School Facilities and External Services
9. Caretaking & Maintenance
10. Transportation
11. Parent Engagement & Support

1. Social-Emotional Supports for Staff and Students

- a. Relationships are the foundation of education and the key to student learning and engagement. School attendance can be key to student learning. Building relationships with staff, being able to do hands on learning, and the availability of resources are important parts of school attendance.
- b. Prince Albert Outreach is a key to help students who may require social, economic and mental health needs. Prince Albert Outreach work out Won Ska School, and a readily available daily for student support.
- c. All instruction at Won Ska is based on the importance of relationships, and being able to make one on one connections. During these trying times we will continue our focus on:
 - .Primary focus on relationships
 - i.Trauma-informed teaching
 - ii.Mental Health Literacy teachings
 - iii.Other classroom-based resources

2. Student Supports & Safety

- a. 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.
- b. Employees are expected to keep workspaces and classrooms clean and free from clutter.
- c. 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.

d. All students, staff and visitors entering Won Ska Cultural School are required to wear an approved face mask during instructional time. 8:30 am until 3:00 pm daily. There are no exceptions. Students and staff are encouraged to bring their own face mask, those who can't or won't, disposable face masks will be provided.

- **The following resources show what an approved mask is and how it should be used properly:**
- <https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>
- https://www.saskatoonhealthregion.ca/locations_services/Services/Germ-Smart/Pages/Germ-Smart-School.aspx
- Red Cross:
<https://www.youtube.com/watch?v=rVHhPWbnUi0>
<https://www.youtube.com/watch?v=cbChv7vg8gs>

e. Students with **COVID-19 symptoms** are to remain home (see Appendix 2 of SRSD Re-entry Plan))

Students with COVID-19 related symptoms at school

i. Won Ska will isolate students with Covid – 19 symptoms in the back room.

ii. We will contact parents or guardians to pick up the isolated student.

iii. In the event that a parent/guardian cannot retrieve the student promptly, Won Ska will place the student in the designated isolation area to limit physical contact from others until retrieved.

iv. 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 mask and face shield during all interactions with the student to avoid contact. The student will also be provided with a mask, and requested to wear it if safe to do so. The student will be supervised at all times.

v. School Admin will call the Local Public Health contact to provide notification of the student being removed from the school as per Government of Saskatchewan directives. Public health will provide further directions to the school.

vi. Self-monitor and isolation definitions, processes and guidelines for students are outlined in Appendix 2 of SRSD Re-entry Plan.

f. All persons entering the building must enter from the 4th Avenue entrance. You will be required to hand sanitize and sign in. You will then be met by staff and directed to your assigned desk, or to the person you need to see.

Persons exiting the building must also leave by the 4th Avenue doors, hand sanitize, sign out and leave.

In case of emergency, all persons would leave by the closest exit in an orderly fashion and muster in the field to the west of the building.

g. Movement within the building during the day will be limited. Students participating in Food Studies or Commercial Cooking, will work in the kitchen area only. All other students will be assigned a seat at a table in one of the three classrooms. Students should remain at their assigned work space unless, they are going to the washroom, going out for break, lunch or leaving for the day. At all times appropriate social distancing will be adhered to. At all times we should keep to the right, move around classrooms and all areas in a counter clockwise direction.

h. At this time we hope to continue with our lunch program. The Commercial Cooking program will be preparing lunch on most days. The safety procedures that they are learning will

be put in to use immediately. Food will be prepared in a safe and hygienic manner, it will be served to students in a way as to limit student contact and promote social distancing.

j. Exchange of Learning Materials, as per the SRSD Re-entry Plan

Exchange of Materials Guidelines

Document developed with guidance from Saskatchewan Health Authority

Learning Resources:

- Minimize materials/assignments coming back to schools.
- o If online exchange of resources is not possible, explore other alternatives i.e. take a picture of completed outcome, etc. before relying on paper resources
- o Students are to only return resources requested by classroom teacher
- Wash/sanitize hands before, and frequently while, handling learning resources. It is unknown how long the coronavirus can live on any surface. Washing hands is essential to reduce transmission
- When it is required to receive learning resources from students, identify a designated location within the classroom for the return of learning resources.
- Organize students to hand in resources in a manner that limits physical contact
- Discard any packaging (i.e. paper or plastic bags) that may have been used to deliver the learning resources
- Returned materials are to be left for 72 hours before handling
- If resources are to be re-distributed, (i.e. books) ensure that resources are not re-distributed within 72 hours. Disinfect resources that are to be re-distributed between users

Non-learning Materials:

- Personal materials brought from home should be limited to essentials required for school
- Students are not permitted to share materials
- Personal belongings are to be stored separately from other students' belongings (i.e. lockers, cubicles)
- Lockers or cubicles are not to be shared

3. Curriculum and Instruction

Since March of 2020 education has taken on a new look. Many students have thrived during this time and others have suffered. Access to materials has not always been easy. People who do not have regular access to technology may have suffered the most. Won Ska made available school materials on a once a week pick up service, allowing students to pick up and drop off printed materials. As all of our classes are in a printed format that was the only way to provide materials. A couple of students took advantage of that service and attained credits for completed work, some leading to graduation.

- a. If students are going to be absent this school year, they are encouraged to contact the school so that we can make arrangements to get work dropped off or picked up. We will continue with our access of teachers and E.A.'s via telephone or online services, during the school day. It remains our goal to make sure students are getting credits.

- b. Students who choose to work from home are encouraged to keep in constant and regular contact with the school. Arrangements can be made for, one on one time, if needed, in person or remotely.

4. External Services - Access to School Facilities

- A. All persons connected with or visiting Prince Albert Outreach, will enter from the 4th Avenue entrance. Hand sanitize, sign in, then keeping to the right make their way to P.A. Outreach offices.
- B. All other external services will be cancelled at this time.
- C. All building rentals are also cancelled at this time.

5. Caretaking & Maintenance

- a. School Administration will communicate with Caretaking staff when disinfecting of an area in addition to their regular routine is required i.e. students occupy an area they are not normally in.
- b. All cleaning and disinfecting products are Health Canada approved.

6. Transportation

- a. Walking, biking or providing other transportation to school whenever possible is advisable.
- b. Alternatives to using the bus service can help minimize exposure to viruses and increase student health and fitness. There is an option on the SRSD city school bus for a ride to school. Space is limited, if interested please ask at the school for information.
- c.
 - i. Busing will only be provided for the delivery of students to and from school or school programs.
 - ii. No field trips or extra-curricular trips will be supported until the School Division grants permission.
 - iii. No guest ridership will be permitted.
 - iv. Bus drivers will create and enforce seating plans that group together students who live in the same household.
 - v. Regular cleaning and sanitization of buses will occur in accordance with SRPSD transportation sanitization plans.
 - vi. Masks or Face Shields will be worn by bus drivers
 - vii. Masks are required for students in grades 4-12 during bus transportation. Masks for students in Pre-K to Grade 3 are optional. Refer to SRPSD Return to School Plan for more details

7. Parent Engagement & Support

To reduce the amount of traffic in the school we would ask parents to contact the school by telephone(306-763-3552) or email. (imacdougall@srsd119.ca)

During registration, parents may need to meet with school staff in person. Please follow all Covid protocols when entering the school. (Hand sanitizing, face masks, social distancing)

Parents should check our website regularly as this document may change as we move through this pandemic. Changes from the Ministry of Health, Ministry of Education and our own changes will be reflected on the SRSD website and ours. Should families wish to work with or need support from Prince Albert Outreach please feel free to contact the school or PA Outreach directly. Outline process to maintain strong connections and provide your school plan to SCCs. Plan School Community