

Wesmor Public High School: Staff Re-Entry Plan Guidelines

Updated 09-18-2020



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***NOTE: Wesmor Public High School's Return to School Plan
and School Specific Plans will evolve as required by emerging
health risk assessments***

Introduction

The picture on the front page of our plan was taken on the day we left the school in March 2020. Since that day, **Wesmor Public High School staff** have continued to focus on maintaining our relationships with our students and families, but have been eager for the time we could all be back in the school learning together. Staff are excited and working hard to create a safe and joyful return to school. The intent of this plan is to outline how we may achieve this goal, as well as, to provide reassurance that Wesmor will be a safe learning community focused on making meaningful connections with our students, families and community.

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 **Wesmor Public High School** that align with the guidelines provided in [SRPSD Return to School Plan](#) and the [Re-Open Saskatchewan Primary and Secondary Educational Institution Guidelines](#).

Wesmor Public High 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 Students and Families
2. Students Supports and Safety
3. Staff Supports and Safety
4. Curriculum and Instruction
5. Supporting Students with Intensive Needs
6. Extracurricular activities
7. Access to School Facilities and External Services
8. Caretaking & Maintenance
9. Transportation
10. Parent Engagement & Support

1. Social-Emotional Supports for Students and Families

- a. Relationships are the foundation of education and the key to student learning and engagement at Wesmor. Our focus will be to make meaningful connections with students during the initial weeks of school in an effort to reassure students and determine social-emotions needs.
 - i. **Staff will be contacting all students during the week of August 31 to September 3 to check-in and advise students when their Back to School start date is.** Please contact the school if you have not heard from staff by September 3 because we may have outdated contact information for some students.
 - ii. Regular attendance in school supports students' growth academically, but may also have a positive impact on students' emotional and mental health. We are here to help, especially during these uncertain times.
- b. There are many social-emotional supports available to students at Wesmor. Students and families can contact any staff member to help them to connect with these supports or reach out directly to;
 - Guidance Counselors - Ms Lemire and Ms Bone
 - SK Health Addictions/Mental Health counselor - Ms LaChance
 - School Mentors - Mr Crain and Ms Haydukewich
 - Educational Support Teacher - Ms Fine
 - Staff Certified in Applied Suicide Intervention - Ms Lemire, Ms Bone, Ms Fines, Ms Sinoski, Mr Bergen
- c. Teachers are guided to address social-emotional needs through:
 - i. Following Their Voices - relational and cultural responsive classroom practices.
 - ii. Trauma-informed teaching
 - iii. Mental Health Literacy

2. Student Supports & Safety

- a. Students with [COVID-19 symptoms](#) are to remain home.(refer Appendix 1: STUDENT COVID-19 Self-Monitor and Self-Isolate)
- b. **Registration Process for ALL students on September 8th and 9th**

Be sure to practice hand hygiene, physically distance, and wear a health approved mask in all areas of the school.

 - **Staggered start school dates will follow schedule below:**
Students last names begin with A - L attend Sept 8 and 10
Students last names begin with M - Z attend Sept 9 and 11
 - All students will attend everyday starting September 14 unless extended staggered attendance has been discussed with Administrators.
 - Students will pick up their timetables outside in front of school. Tables will be labeled by grade level. Then, students will go directly to their assigned morning classroom

- Students who do not have timetables will go to the gym to complete a registration form and wait to have an intake interview with administration. Students may be accompanied by one caregiver only.
- Students will meet with guidance counsellors in the gym to complete their grad plan/timetable and then proceed to class.

c. Registration Process for NEW students beginning September 10th

- Students come to main office

d. Safety Procedures & Expectations

Instruction and signage to encourage the prevention of virus transmission and the learning of new COVID-19 protocols in school will focus on:

- i. Hand hygiene expectations
 - Students will sanitize hands when they enter the building, when they enter the classroom and when leaving the classroom.
- ii. Safe handling of learning resources (Appendix 2: Exchange of Materials Guidelines,
- iii. Physical distancing and plans to promote limiting contact in hallways, library and common areas.
- iv. Safety reminders:
 - water fountains have been disabled except for the bottle fill stations. Please bring your own personal water bottle.
- v. Masks for all students are required as per Saskatchewan Rivers Public School Division Return to School Plan. Parents/guardians wishing to provide their children with cloth masks to wear at school, are encouraged to do so (minimum 2 layer cloth mask recommended). See SRPSD Return to School Plan for full details.
 - Resource examples
 - a. <https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>
 - b. https://www.saskatoonhealthregion.ca/locations_services/Services/Germ-Smart/Pages/Germ-Smart-School.aspx
 - c. Red Cross:
 - i. <https://www.youtube.com/watch?v=rVHhPWbnUi0>
 - ii. <https://www.youtube.com/watch?v=cbChv7vg8gs>
- vi. Entrance plans for students at the start of the day
 - ENYR students will be dropped off at the back north/west door.
 - Life Skills and Transitions 9 students will be dropped off at the back north/west door and proceed directly to their classrooms.
 - Students will maintain physical distance when entering the front door and go directly to their classroom for the first week of school.
- vii. Departure plan at end of day
 - ENYR, Life Skills and Transitions students will be picked up at back north/west entrance

- Students will exit through the door closet to their classrooms.
- viii. Breaks
 - Cohort groups will have staggered breaks.
 - Students can go to the canteen, be in the kiosk, go outside, or stay in their classroom. They may not hang out in the hallways as other classes are still going on.
- ix. Lunch 45 minute Break
 - All students will eat lunch in their classrooms from 11:45-12:00.
 - Hot lunch will be delivered to the classrooms.
 - Increased supervision in place to support safe behaviors. that minimization of large gatherings in common areas.
 - Students will be encouraged to spend noon hours outside in the south field.
 - Students that go home for lunch can do so but will leave at 11:45 and return at 12:30.
- x. Breakfast program - students will pick up breakfast in Kiosk and go directly to morning class when arriving at school.
 - Library will not be open during the breakfast program.
- xi. Breakfast program, canteen and lunch program will begin September 10. Details will be outlined to students and updated in this plan before that date.
- xii. Limit bringing personal belongings to school. Lockers will not be assigned to students in Blk 1 in an effort to ensure safe physical distancing.
 - Materials brought from home by students should 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)
 - Students will not be permitted to share resources brought from home with other students.
- e. Students displaying COVID-19 related symptoms at school will be isolated until they can be picked up by parents or caregivers.
 - i. Student Mentor will supervise the isolation room.

3. Staff Support & Safety

- a. Reminder - 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/>. (Appendix B)
- b. Reminder- 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. Employees will request their sick leave absence using the normal process established at the school level and enter the absence online for approval/denial.
- 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, if a teacher is sick and cannot enter the school. It is recommended to have 2 weeks planned ahead of time in case self isolation occurs.
- 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. Staff wishing to provide their own masks or face shields, are encouraged to do so. 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
 - viii. <https://www.canada.ca/en/public-health/services/video/covid-19-wear-non-medical-mask-face-covering-properly.html>
 - ix. Staff will be provided with a mask or face shield if required.
 - x. Staff are required to wear masks in indoor school spaces and during bus transportation on instructional calendar days. Exceptions to mask use may include, but are not limited to, where physical distancing can be ensured during outdoor physical activities and band class.
- e. Casual employees:
- i. Will receive guidelines outlined by the school division
 - ii. Will report to office at the school (school based staff only)
 - iii. May receive additional guidelines specific to their assignment
- f. Employees shall follow SHA guidelines in regards to travel. (ie. out of province travel)
- g.** Carpooling
- i. masks shall be worn by all individuals in the vehicle
 - ii. carpooling will be limited to two individuals per vehicle
- h. Staff, in their work capacity, will not enter into private residences or provide personal transportation.
- i. Self monitor and isolation definitions, processes and guidelines for staff are outlined in the division plan.
- j. For updated restrictions (ie. travel over summer) information please refer to: [Saskatchewan Chief Medical Health Officer's Public Health Orders](#)
- k. Increase in noon hour supervisors- details to follow, but it's reassurance for parents.
- l. Breaks will remain as 10 min in the morning or afternoon but staggered between cohorts. Staff will all be required to supervise, before and after school for 15 min and during some breaks. Schedule to follow.
- m. Practice proper hand hygiene practices which are recommended over use of gloves. Each time staff enters and exits a classroom, it is expected that hand sanitizer will be used to sanitize hands.

- n. Staff are expected to keep workspaces and classrooms clean and free from clutter.
- o. 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.

4. Curriculum and Instruction

- a. Wesmor will continue to follow the Block system and offer the same curriculum with an increased focus on ensuring students are staying in the same cohorts to eliminate contact with others.
- b. All students are encouraged to participate in classroom based learning. Full Saskatchewan Curriculum will be delivered. Students will be expected to engage in ongoing learning and outcomes achievement in classrooms and in the event we are directed to suspend classes and start remote learning.
- c. Short-term Absence Supports
 - i. In the event that a student will be absent from school for a determined, short, period of time, the school team and parents shall collaborate to support the student's continued growth in all subject areas during the absence in anticipation of the student's return to the classroom.
 - ii. In the event that a school's accommodation plan for a student determines that remote learning best aligns with the student's needs, the school team, division personnel and parents shall collaborate to implement a remote learning plan that ensures continued focus on the achievement of outcomes as identified in the student's Inclusion and Intervention Plan.
- d. In the case of a student missing school due to being sick, teachers will continue to work with the student to ensure they have the support to complete work while being absent for a short period.
- e. The teaching of safety routines and plans will be prioritized. Teachers will be devoting additional instructional time to the teaching of hand hygiene, mask wearing, routines, and strategies to support students in maintaining physical distancing.
- f. Parents/caregivers can be assured that teachers will be assessing students in order to determine a starting point for instruction. This will guide teachers when making decisions about how much review of the previous years or prerequisite curriculum is required before introducing new curriculum outcomes.
- g. Wesmor staff will continue to use Google Classroom as a tool to support in-class learning.
- h. Teachers will ensure that all materials used for instructional purposes will be sanitized.

5. Supporting Students with Intensive Needs

- a. Additional support from the school team and the division's Intensive Supports team will continue to be available to respond to student needs.

- b. Contact Ms Fines to share concerns regarding your students needs and accessing additional supports.
- c. Ms Fines or classroom teachers will contact parents and caregivers to review existing student safety plans
- d. The accommodation process for students who cannot safely attend school for medical reasons are;
 - i. Remote learning may be considered for students whose medical restrictions make it unsafe for them to attend classes in the school setting. Contact the principal to discuss the accommodation process and determine next steps.
 - ii. It may not be possible to support all students with intensive needs in person due to health and safety guidelines or with remote learning due to the nature of the student's educational program. In such cases [AP 154 - Temporary Exclusion of Students for Safety or Medical Reasons](#) shall be followed.

6. Extracurricular activities

- a. At this time all in-person extra-curricular activities are on hold until further notice as per SRPSD Return to School Plan. Extracurricular activities will resume in compliance with the Saskatchewan: Sports and Activity Guidelines, Chief Medical Officer guidance, public health order directives as well as guidance from SHSAA return to sport protocols. .

7. External Services - Access to School Facilities

- a. Wesmor Community High School Teen Facility Daycare
 - i. Daycare parents will enter and leave daycare through the north school entrance.
 - ii. Daycare parents will comply with PPE requirements outlined in section 2 of plan
 - iii Daycare workers will limit any contact with Wesmor students
- b. Wesmor parents, and caregivers are expected to limit their physical presence in school to situations that are essential.

Caretaking & Maintenance

- c. Caretaking staff has been supplied with cleaning and disinfecting products that are Health Canada approved and will implement a daily routine to ensure that all high touch areas are disinfected regularly.
- d. The school environment will also be set up in a way to minimize students in common areas to reduce gathering.

8. Transportation

- a. We encourage parents to support their children 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. If you intend to ride the city bus you must register online at [.https://www3.srsd119.ca/busgarage/transport/request.php](https://www3.srsd119.ca/busgarage/transport/request.php) There will only be one bus

servicing Wesmor. Updated bus route will be attached in the appendix when available. There you will find pickup times, stop locations, and bussing guidelines.

- c. Parents dropping off and picking up their child are asked to do so at the front doors. There will be specific drop off spots for certain students/groups-see section 2 for drop off locations.
- d. Parents will not be able to enter the school when dropping or picking up their children.
- e. Key points for Parents:
 - 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

9. Parent Engagement & Support

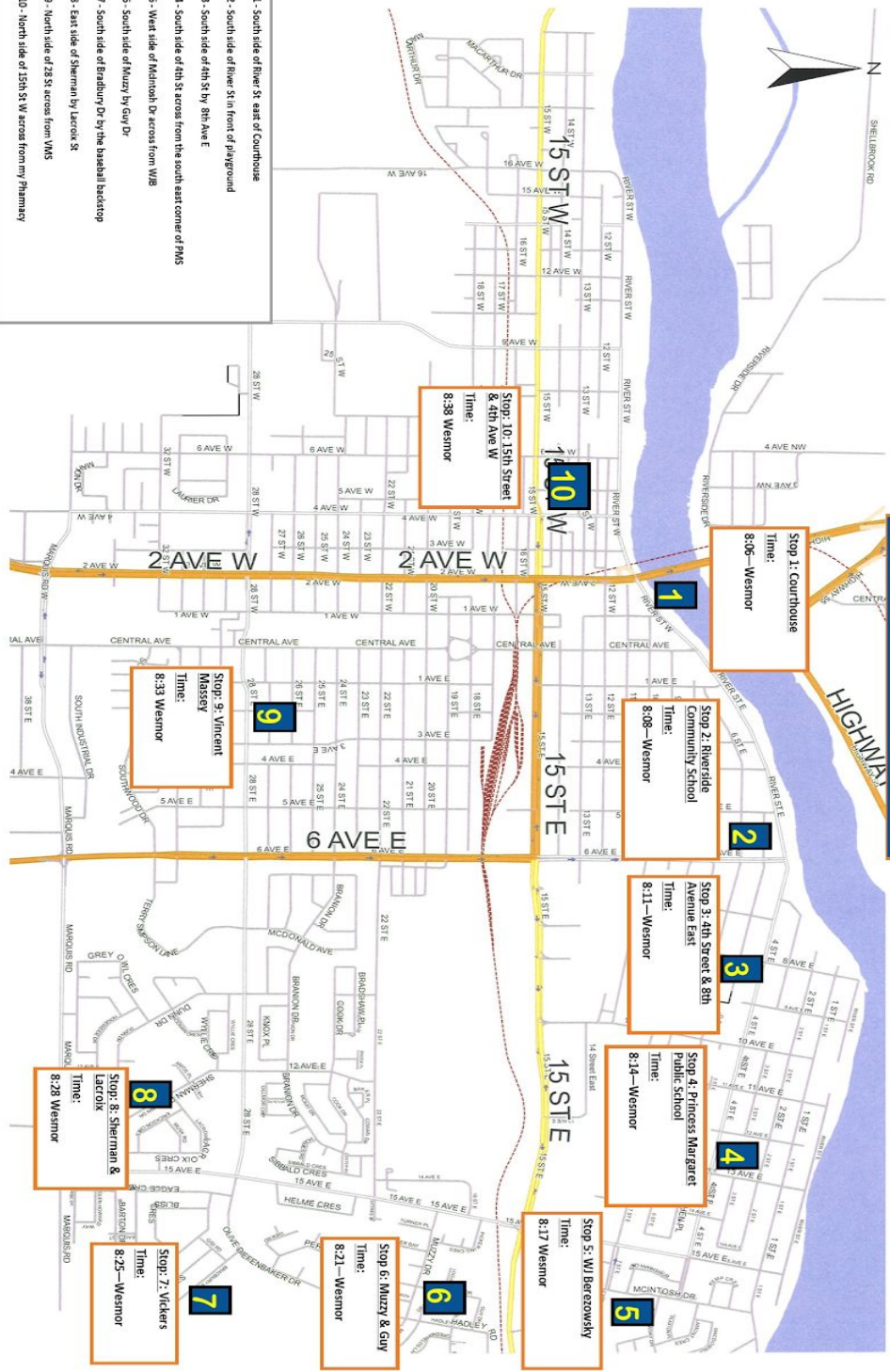
- a. Parents/guardians are asked to call the school if they have any questions or concerns.
- b. Parents/guardians are also asked to call the school if they would like to meet with a teacher or administrator to schedule a time.
- c. Wesmor will be communicating any information or updates through our webpage, school messenger, student gmail accounts, and through our social media platforms.
- d. Teachers will be contacting all registered students during the week of August 31 - Sept 4. Later in September watch for information about BLK 1 Mid-term Student-led conferences.
- e. For Local supports in Prince Albert please visit <https://www.pauic.com/>
- f. Parents and community members interested in becoming a member of our School Community Council, please contact Ms Sinoski. Watch for details around our annual general meeting in Blk 1.

Appendix:

- A. Bussing guidelines/schedule
- B. STAFF COVID-19 Self-Monitor and Self-Isolate
- C. STUDENT COVID-19 Self-Monitor and Self-Isolate
- D. Exchange of Materials Guidelines,

Appendix A:

- Stop 1 - South side of River St east of Courthouse
- Stop 2 - South side of River St in front of playground
- Stop 3 - South side of 4th St by 9th Ave E
- Stop 4 - South side of 4th St across from the south east corner of PMS
- Stop 5 - West side of Main St across from WAB
- Stop 6 - South side of Muzzy by Guy Dr
- Stop 7 - South side of Brandy Dr by the baseball backstop
- Stop 8 - East side of Sherman by Leroux St
- Stop 9 - North side of 28 St across from VMS
- Stop 10 - North side of 12th St W across from my Pharmacy



**Weshmor
Bus Route**

Appendix B: STAFF COVID-19 Self Monitor and Self Isolate Scenarios

Self-Monitor: monitor yourself for symptoms of respiratory illness, such as fever, cough, sore throat and difficulty breathing. Avoid crowded places and increase your personal space from others when possible.

Self-Isolate: stay at home, monitor yourself for symptoms for 14 days, avoid all contact with others and follow local public health authority advice.

Close contact: provided direct care to someone or had direct contact with infectious body fluids of a person without consistent and appropriate use of recommended PPE, lived with or had prolonged contact with a probable or confirmed case.

Casual contact: being in the presence of or having limited direct contact for minimal period/s of time.

Substitute Teachers that have questions can connect with Neil Finch at nfinch@srsd119.ca.

Non teachers substitutes that have questions can connect with Jamie Henry at jhenry@srsd119.ca.

This is a guide only; the specifics of each case may result in different decisions upon review by HR. Leave Guidelines and Admin Procedures with respect to accommodation, sick leave and other leaves remain in effect.

This document may continue to be updated as we learn more. Any hours or days referenced below are subject to change, as Public Health updates their guidelines

<p>You should Self-Monitor if:</p>	<p>Employee Information</p>
<p>You have no symptoms, and</p>	
<ul style="list-style-type: none"> • You are/were in casual contact with someone who may have been exposed to COVID-19 in the last 14 days • You are/were in casual contact with someone who has symptoms of COVID-19 • You are/were in casual contact with older adults/people who are medically vulnerable • You have been asked to self-monitor by the local health authority • You have travelled outside of Saskatchewan within 14 days 	<p>Employee can remain at work, no leave request required</p> <p>Self-monitor for 14 days</p>
<ul style="list-style-type: none"> • You have come into close contact for a short period of time with someone diagnosed with COVID-19 	<p>Self-monitor for 14 days.</p>
<ul style="list-style-type: none"> • You live with someone or have been in close contact with someone for a prolonged period of time who has symptoms of COVID-19 and is waiting for laboratory test results 	<p>If your close contact does not test or they are waiting for results of their test – remain at work and self-monitor if you have no symptoms.</p> <p>If you have symptoms, follow the process outlined below</p> <p>If negative test results for the other individual–remain at work and self-monitor</p> <p>If positive test results for the other individual–leave work immediately and contact Public Health who will advise on the mandatory self-isolation process. Public Health will advise you when you can return to work.</p> <p>Contact HR to discuss leave options.</p>

<ul style="list-style-type: none"> • You are over the age of 70, or have a preexisting health condition resulting in a higher chance for you to be at risk 	<p>Remain at work and self-monitor. A doctor's note is not necessary if following preventative measures outlined by SHA and Sask Rivers Re-entry plan. Contact HR if you need to discuss a work plan according to restrictions outlined by a doctor.</p>

<p>You should Self-Isolate if:</p>	<p>Employee Information</p>
<p>You have unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following::</p> <ul style="list-style-type: none"> • Fever • Cough • Headache • Muscle and/or joint aches • Sore throat • Chills • Runny nose • Nasal congestion • Conjunctivitis • Dizziness • Fatigue • Nausea/vomiting • Diarrhea • Loss of appetite • Shortness of breath • Loss of sense of taste or smell • Difficulty breathing <p>Or have been advised by Public Health to be tested</p>	<p>Request sick leave</p> <p>If symptomatic, you should be tested, call 811. If you choose not to test, you should follow the mandatory self-isolation guidelines from Public Health.</p> <ul style="list-style-type: none"> • If negative test results – provide a note from a doctor of fitness to return to work or return to work 48 hours after symptoms disappear • If positive test results – Contact HR to discuss leave options. Provide note from Public Health of fitness to return to work.
<ul style="list-style-type: none"> • You have come in close contact for a prolonged period of time with someone diagnosed with COVID-19 	<p>Follow the mandatory self-isolation guidelines from Public Health, regardless of symptoms. If symptoms develop, you remain in isolation until they have been gone for 48 hours or 14 days, whichever is longer.</p> <p>If positive test results – Contact HR to discuss leave options. Provide note from Public Health regarding the mandatory self isolation period or a note regarding fitness to return to work.</p>
<ul style="list-style-type: none"> • You have travelled outside of Canada within last 14 days. 	<p>You need to self-isolate for 14 days upon return to Canada. If symptomatic, call 811.</p> <p>Extended Leave Without Pay - Contact HR</p> <p>14 days – extended leave preapproval required</p>

Appendix C: STUDENT COVID-19

Self-Monitor and Self-Isolate Scenarios

To ensure open communication and safety for Saskatchewan Rivers Public School Division staff and students; parents/guardians and students are to observe the following guidelines pertaining to students who have been exposed to COVID-19 or have symptoms related to COVID-19.

Terminology:

Self-Monitor: monitor yourself for symptoms of respiratory illness, such as fever, cough, sore throat and difficulty breathing. Avoid crowded places and increase your personal space from others when possible.

Self-Isolate: stay at home, monitor yourself for symptoms for 14 days, avoid all contact with others and follow local public health authority advice.

Close contact: provided direct care to someone or had direct contact(>15 minutes) with infectious body fluids of a person without consistent and appropriate use of recommended PPE, lived with or had prolonged contact with a probable or confirmed case.

Casual contact: being in the presence of or having limited direct contact for minimal period/s of time.

This document is a guide only and may be updated at any time following health authority guidance. Any hours or days referenced below are subject to change, as Public Health updates their guidelines

Students should Self-Monitor or Parent/Guardian should monitor the student if:	Student Information
Student has no symptoms, and	
<ul style="list-style-type: none"> • Is/was in casual contact with someone who may have been exposed to COVID-19 in the last 14 days • Is/was in casual contact with someone who has symptoms of COVID-19 • Is/was in casual contact with older adults/people who are medically vulnerable • Has been asked to self-monitor by the local health authority • Has have travelled outside of Saskatchewan within last 14 days 	<ul style="list-style-type: none"> • Student can remain at school • Self-monitor for 14 days
You have come into casual contact (<15 minutes) with someone diagnosed with COVID-19	<ul style="list-style-type: none"> • Inform School Admin • Self-monitor for 14 days.

<ul style="list-style-type: none"> • Lives with someone or have been in close contact with someone for a prolonged period of time wh has symptoms of COVID-19 and is waiting for laboratory test results 	<ul style="list-style-type: none"> • Inform School Admin / classroom teacher • If negative test results for the other individual–student can remain at school and self-monitor • If positive test results for the other individual–student to leave immediately and contact Public Health who will advise on the mandatory self-isolation process. Public Health will advise when student can return to school.
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<p>Students should <u>Self-Isolate</u> and <u>Parent/Guardian</u> should monitor the student if:</p>	<p align="center">Student Information</p>
<p>Student has unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following:</p> <ul style="list-style-type: none"> • Fever • Cough • Headache • Muscle and/or joint aches • Sore throat • Chills • Runny nose • Nasal congestion • Conjunctivitis • Dizziness • Fatigue • Nausea/vomiting • Diarrhea • Loss of appetite 	<ul style="list-style-type: none"> • Student is to stay at home and inform School Admin of absence • If symptomatic, student should be tested, call 811. If student chooses not to test, student should follow the mandatory selfisolation guidelines from Public Health. • If negative test results – follow self-isolation guidelines from Public Health. • If positive test results – Contact school admin and follow guidelines from Public Health.

<ul style="list-style-type: none"> • Shortness of taste or breath • Loss of sense of smell • Difficulty breathing 	
<ul style="list-style-type: none"> • Student has come in close contact for a prolonged period of time with someone diagnosed with COVID-19 	<ul style="list-style-type: none"> • Student is to stay home and inform School Admin • Follow the mandatory self-isolation guidelines from Public Health, regardless of symptoms. If symptoms develop, student to remain in isolation until they have been gone for 48 hours or 14 days, which ever is longer • If positive test results – Contact school to inform of absence. And follow guidance from Public Health regarding the mandatory self isolation period
<ul style="list-style-type: none"> • Student has travelled outside of Canada within the last 14 days. 	<ul style="list-style-type: none"> • Student is to self-isolate for 14 days, if symptomatic, call 811 • Parent/Guardian/Student are to inform School Admin

Appendix D: Exchange of Materials Guidelines

Document developed with guidance from Saskatchewan Health Authority

Learning Resources:

- Minimize materials/assignments coming back to schools.
 - 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
 - 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 an 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 redistributed within 72hours. 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