



Public Schools Branch

Return to School September 2020

Name of School	Queen Charlotte Intermediate
Grade level configuration	7-9
Principal	K.J. White
Student enrollment Sept 2020	640
Total number of staff in the building	70

Overview

Guiding Principles:

- *Learning happens best when students are in schools with trained staff.*
- All students will be back to school 5 days/week.
- Safety of all students and staff is key. Honour the following themes:
 - Pre-screening of students and staff
 - Promotion of Physical Distancing
 - Enhanced Cleaning Protocols
 - Contact Tracing Mechanisms
 - Students/staff in cohorts with reduced interactions between cohorts
 - Staggering of transitions/movement in/out and within schools

Student and Staff Wellness Refer to Chapter 1 in PSB September 2020 Guidelines

Plan when student becomes sick during the school day	
Action	
<ul style="list-style-type: none"> ● they will immediately put on a non-medical mask ● be taken to a supervised designated location for isolation ● the family is contacted to pick the child up. ● Parents are to call 811 or their Health Care provider to arrange testing ● The areas the student occupied (classroom, sick area, washroom) would be immediately cleaned. 	<p>Student, teacher, Grade level administrator and cohort team leader will practice hand hygiene and will be required to wear a non-medical mask when moving student to isolation room and when being moved in the school. Student will go directly to the Science Lab Area on the grade 9 floor to isolate. GLA and/or CTL will call home and have parents pick up their child. GLA and/or CTL will walk student to the pick up area (next to office) and sign student out of school with parents in the pick up area. GLA will follow up with phone call home. Custodian will be contacted to clean and sanitize areas. Students in class may be moved as cleaning and sanitization is completed.</p> <p>Glossary of terms: Grade Level Administrator - GLA, Cohort Team Leader - CTL.</p>
Plan when staff becomes sick during the school day	
Action	
<ul style="list-style-type: none"> ● they are to put on a non-medical mask immediately ● notify the office that they will need to leave, 	<p>Staff will practice hand hygiene and will be required to wear a non-medical mask when moving to isolation room. Staff member will go to the Science Lab Area on the grade 9 floor (close to the main office) to isolate and/or go directly home to isolate. GLA will enact emergency sub plan (with seating plan). Staff will contact 811 to arrange testing. GLA will contact staff later in the day to check in on health of staff member. Students</p>

<ul style="list-style-type: none"> ● Proceed to a location for isolation, in conjunction with support from the office ● Area that was occupied is cleaned ● leave the building as soon as possible. ● Staff member will call 811 to arrange testing. 	<p>in class may be moved as cleaning and sanitization is completed.</p>
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Pre-Screening of Students and Staff Refer to Chapter 1 and Chapter 11 in PSB September 2020
Guidelines

Pre-screening of Students	
Declaration Reminder <ul style="list-style-type: none"> ● Emailed via SAS weekly ● On school website 	<p>Before school begins, K.J. will send out a mass e-mail with a link to our website that will let the parents know about pre-screening their students before school begins. Our website will have the information and the pre-screenng tool can be viewed or downloaded for each family. K.J. will send out a mass email each week to parents through SAS. In the mass e-mail, a pre-screening reminder will be included in the information. PSB will create a scripted email to be sent out in collaboration with schools and principals will make any necessary updates. PSB/Schools focus is safety and back to learning and we will highlight - Hand washing, proper use of hand sanitizer, physical distancing, and strongly encouraged to wear a non-medical mask (if not able to physically distance). Students and staff are required to wear a mask indoors during transitions and during emergency procedures.</p>
Pre-screening of Staff	
Declaration Reminder <ul style="list-style-type: none"> ● Declaration signed at first of the year ● Consent is understood upon arrival to the school building 	<p>K.J., Trevor, & Maureen - Leadership Team - will have all staff sign declarations at the first staff meeting on the 1st day back to school on September 1st. Leadership team will walk through and review the declaration and consent form. Administrators will do daily wellness checks on staff during the day. All signed declarations and sign in sheets will be stored in the main office of the school.</p>
Pre-screening of Visitors	
<ul style="list-style-type: none"> ● Identify and set up visitor area and maximum capacity 	<p>QC Leadership Team and QC staff will welcome all visitors in the supervised visitor reception zone located at the main</p>

<ul style="list-style-type: none"> • Sign in form • Supervision of Visitor area • Visitors will practice hand hygiene before being escorted to their location in the building. 	<p>entrance. This zone is cleaned and sanitized regularly. With the square footage of our visitor zone, we can have a maximum of 10 people in this zone at one time. All visitors will read our signage upon entry, be responsible to review our guidelines, stand on identified floor markings and then sign the declaration sheet to log in before they begin their visit. Visitors will talk to one of our QC staff members about the purpose of the visit and one of our QC staff will escort the visitor to their destination within the school. All visitors will be required to wear a non-medical mask during transitions in the school and during emergency procedures. All visitors in other locations in the school will wear a mask (if not able to physically distance) during their visit. On conclusion of the visit, visitors will go back to the visitor zone, sign out and exit the school the same way they entered.</p>
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Personal Protective Equipment Refer to Chapter 1 in PSB September 2020 Guidelines

<p>Wearing non-medical masks - CPHO</p>	<p>Please see proper mask wearing procedures - click link https://www.princeedwardisland.ca/en/information/health-and-wellness/wearing-non-medical-masks-community</p>
<p>All students are required to wear a non-medical mask while riding on a bus. Students in grades 7-12 are required to wear a non-medical mask indoors during transitions and emergency procedures. Transition Examples - moving in the hallways between classes, moving in the hallways to the bathroom, moving to access another location in the school - to cafeteria, to an exit, to the gym, to specialist areas, to the office. Emergency Procedures Examples: Fire Drills, Bus Evacuation Drill, Lockdown Drills.</p> <p>Students in Grade 7-12 are strongly recommended to wear a non-medical mask at school when physical distancing cannot be maintained.</p>	<p>Transitioning to the Library, Learning hub, Cafeteria, Phys. Ed, Specialists, Guidance, break, lunch, outside. Other areas as needed.</p>

<p>Staff in grades 7-12 are required to wear a non-medical mask indoors during transitions and emergency procedures. Transition Examples - moving in the hallways between classes, moving in the hallways to the bathroom, moving to access another location in the school - to cafeteria, to an exit, to the gym, to specialist areas, to the office. Emergency Procedures Examples: Fire Drills, Bus Evacuation Drill, Lockdown Drills.</p> <p>Staff in Grade 7-12 are strongly recommended to wear a non-medical mask at school when physical distancing cannot be maintained.</p>	<p>Transitioning to the Library, Learning hub, Cafeteria, Phys. Ed, Specialists, Guidance, break, lunch, staff room, bus duty, washrooms, outside. When offering EA support, EAL support, YSW support, Admin assistant support, Leadership support. Other areas and support as needed.</p>
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Physical Distancing and Cohort Considerations Refer to Chapter 1 in PSB September 2020
Guidelines

*Cohort - A subgroup of the school that will, whenever possible, remain isolated from other cohorts. The cohort concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own cohort group. These groups are defined for our purposes in order to better organize our students into recognizable groups that will facilitate contact tracing as well as mitigate the unnecessary cross-contamination throughout the overall student body. Cohorts may be organized or look different from school to school based on the physical and structural limitations of the building and human resources.

Cohort Construction	
<p>Classes (What groups will make up each Cohort - Teachers, Students, EAs, YSWs, Custodians, other staff</p>	<p>Cohorts created to move within zones <i>All students will enter and exit their assigned cohort doors. Each entry and exit points of our school will have hand sanitizer, floor decals, signage, and supervision to support our students and staff.</i></p>
<p>Grade 7 Cohorts (55 or less for each cohort)</p>	<p>Grade 7 Cohorts - 7A & 7I - Grade 7 Door - Left Triple Doors - entrance & exit 7B & 7D - Grade 7 Door - Left Triple Doors - entrance & exit 7C & 7G - Grade 7 Door - Right Triple Doors - entrance & exit 7E & 7F - Grade 7 Door - Right Triple Doors - entrance & exit</p> <p>Triple doors - entry and exit - located in the Simmons Parking Lot</p>

	<p>(See school floor plan) Grade 7 corridors, classrooms, and bathrooms will be reviewed with each Grade 7 Class and Cohort on Day 1 - September 8th.</p>
Grade 8 Cohorts (55 or less for each cohort)	<p>Grade 8 Cohorts - 8A & 8H - Grade 8 Door - Back Door - entrance & exit 8B & 8G - Grade 8 Door - Corner Door - entrance & exit 8C & 8E - Grade 8 Door - Corner Door - entrance & exit 8D & 8F - Grade 8 Door - Back Door - entrance & exit</p> <p>Corner Door - entry and exit - located in the Simmons Parking Lot Back Door - entry & exit - located in back of school by ball field (See school floor plan) Grade 8 corridors, classrooms, and bathrooms will be reviewed with each Grade 8 Class and Cohort on Day 1 - September 8th.</p>
Grade 9 Cohorts (55 or less for each cohort)	<p>Grade 9 Cohorts - 9A & 9D - Grade 9 Door - Front of school - left - entrance & exit 9B & 9C - Grade 9 Door - Front of school - left - entrance & exit 9E & 9F - Main Door - Front of school - right - entrance & exit 9G & 9H - Main Door - Front of school - right - entrance & exit</p> <p>Grade 9 Door - entry and exit - Facing North River Road. Main Door - entry & exit - Facing North River Road. (See school floor plan) Grade 9 corridors, classrooms, and bathrooms will be reviewed with each Grade 9 Class and Cohort on Day 1 - September 8th.</p>

Cohorts Mixing for Instructional Reasons Refer to Chapter 1 in PSB September 2020 Guidelines

Classes (What cohorts will mixed)	Cohorts to move from one zone to another
<i>Band Class</i>	<i>Students from grade 7 and grade 8 in the same band class will be given separate zones within the classroom to remain in their cohort and isolated from the other cohort</i>
<i>Exploratory</i>	<i>Grade 7s are working on wood working and grade 8s in the metal shop</i>
<i>Specialists Classes</i>	Example - 7A and 7I - send students to Band - staggered walk to Band Room - 7A students on left side of Band Room, 7I students on right side of Band Room - 6 feet plus apart as following CPHO guidelines. Cohorts - 7A and 7I did not mix. Exit Band Room - staggered walk back to class.

	<p>Phys.Ed - The gym will be made up of 2 separate “zones” - Gym A and Gym B - each is located on one side of the gym curtain in the main gym. 9A on one side of gym curtain - Gym A and then 9D on the other side of gym curtain - Gym B - both 9A and 9D will enter their gym zones through different entry and exit points and will not cross cohorts. All equipment and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives for Phys.Ed. As each student enters and exits the gym zones, they will use hand sanitizer as the cohort moves from their designated cohort zone to another zone within the school.</p>
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Student Transitions Refer to Chapter 1, Chapter 4, Chapter 6, Chapter 8 and Chapter 9 in PSB September 2020 Guidelines

Arrival	
*Staggering of times when possible	<p>Buses will wait in the parking lot area and will wait with doors closed. Each bus will be called up to stop and open doors in the designated arrival area with K.J., Trevor, and Maureen. As each student exits the bus, they are required to wear a non-medical mask as they transition from the bus to enter the school. Each student will enter the school through their assigned door, will hand sanitize, are required to wear a non-medical mask as they transition to their cohort zone to start the day.</p> <p>Parent drop off - Parents will remain inside their vehicles at all times during student drop off. Each student will exit a vehicle, enter the school through their assigned door, will hand sanitize, and are required to wear a non-medical mask as they enter the school. Each student will go to their cohort zone to start their school day.</p> <p>Walkers - Each student will enter the school through their assigned door, will hand sanitize, are required to wear a non-medical mask as they enter the school. Each student will go to their cohort zone to start their day.</p>
Departure *Staggering of times when possible	<p>Buses will wait in the parking lot area and will wait with doors closed. Each bus will remain stopped and doors closed in the designated departure area with K.J., Trevor, and Maureen. As each student will leave the school through their assigned door, they will hand sanitize, are required to wear a non-medical mask during transitions and on the bus. Each student will go directly to their assigned bus to wait for disembarkation.</p> <p>Parent pick up - Parents will remain inside their vehicles at all times during student drop off and pick up. As each student leaves</p>

	<p>the school through their assigned door, they will hand sanitize, are required to wear a non-medical mask during transitions and will go directly to their vehicle. All students and parents will remain inside vehicles to prepare for disembarkation from the parking lot.</p> <p>Walkers - As each student leaves the school through their assigned door, they will hand sanitize, and are required to wear a non-medical mask as they leave the school grounds. Each student will leave the school grounds and walk home.</p>
<p>Class to class *Staggering of times when possible</p>	<p>Beginning October 14th, 2020 - Students will be moving to classrooms for their learning and as part of their updated schedules and moving students will be required to do the following: wear a non-medical mask when traveling from class to class, walk on the right side of the hallway and stairs (follow arrows on floor and steps), go to lockers before first period, at break, at lunch (before and after), and at the end of the day, enter a classroom through identified entry and exit doors, stagger entry to classroom, if one door only, hand sanitize upon entry and exit of a classroom each period, and sanitize your desk and chair at the end of each period before leaving the classroom/learning area.</p> <p>Beginning October 14th, 2020 – As students begin to move to classrooms for learning - QC Staff will - wear a non-medical mask while greeting and meeting students outside classrooms during AM HR time, before and after all periods, and at the end of the day to ensure all students keep the flow of traffic going in the hallways and stairs each school day.</p> <p>We will have all students and staff within a cohort. During times when a student, group of students, staff, and/or a visitor are moving from one cohort to another, we will stagger the arrival and departure of a “Cohort” from one zone to another zone. During these transitions, each cohort will hand sanitize and/or hand wash, are required to wear a non-medical mask, and will continue to physically distance when moving from one zone to another zone.</p>
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<p>We will have all students and staff within a cohort. During times when a student, group of students, staff, and/or a visitor are moving within their own cohort and/or to another, we will stagger the arrival and departure of a “Cohort” from one zone to another zone, to and from the washroom, between classes, and to and from water bottle filling stations. During these transitions, each cohort will hand sanitize and/or hand wash, are required to wear a non-medical mask and will continue to physically distance when moving within their cohort zone.</p>

	<p>This will be the same for going to the washroom - as you leave class, hand sanitize, required to wear a non-medical mask, and will continue to physically distance as you go to the washroom. Ensure proper hand washing techniques after you use the washroom, as you leave the washroom, students and staff are required to wear a non-medical mask, continue to physically distance, and upon entry back to class, hand sanitize before you return to your assigned seat.</p> <p>Reminder - Each cohort will have assigned and designated washrooms available. Washrooms will be cleaned and sanitized throughout the day.</p>
Hand Washing/Sanitizing	<p>During the school day, we will have all students and staff hand sanitize and/or hand wash when entering and exiting school, going to and from the washroom/water filling stations, transitioning with their cohort, and moving from one zone to another zone.</p>
Hallways *Staggering of times when possible	<p>During the school day, we will have all students and staff within a cohort. During times when a student, group of students, staff, and/or a visitor are moving within their cohort and/or another zone, we will stagger the arrival and departure of a "Cohort" from one zone to another zone. During these transitions, each cohort will hand sanitize and/or hand wash, are required to wear a non-medical mask, and will continue to physically distance when moving from one zone to another zone.</p>
Lockers	<p>During the school day, we will have all students within a cohort. We will have assigned times and stagger students within cohorts to move to and from their lockers during the school day. During these transitions, each cohort will hand sanitize and/or hand wash, are required to wear a non-medical mask, and will continue to physically distance when moving to and from their lockers, to a classroom or assigned area within their cohort.</p>
Breaks *Staggering of times when possible	<p>Breakfast Program - When a student enters the BP, each student will hand sanitize, are required to wear a non-medical mask, and will continue to physically distance, as they go to an assigned cohort area within the cafeteria. Each student will remain in their assigned area until it is time to go to class at the beginning of the school day. As each student exits the cafeteria through an assigned exit door, each student will hand sanitize, are required to wear a non-medical mask, and will continue to physically distance, as they go directly to their Cohort zone.</p> <p>Break - During break time, each student will hand sanitize, are required to wear a non-medical mask, and will physically distance, as they leave their classroom to go to an assigned cohort area(s) within the school. (These areas may include an assigned classroom, and/or another designated area within the school). Each student will remain in their assigned area until it is time to go</p>

	<p>back to class after break. As each student goes back to class, as they enter their class, each student will hand sanitize, are required to wear a non-medical mask, and will physically distance, as they go to their seat.</p> <p>Lunch with Cafeteria - When a student enters the cafeteria, each student will hand sanitize, are required to wear a non-medical mask, and will physically distance, as they go to an assigned cohort area within the cafeteria. Each student will remain in their assigned area during lunch. As each student exits the cafeteria through an assigned exit door, each student will hand sanitize, are required to wear a non-medical mask, and will physically distance, as they go directly back to their Cohort zone.</p> <p>Lunch without Cafeteria - When a student leaves the school for lunch (grade 8 & 9 students only) each student will hand sanitize, are required to wear a non-medical mask, and will physically distance, as they go to an assigned cohort exit door, to leave school property to go for lunch. As each student returns from lunch, they will follow the same procedure as when they left the school. Each student will enter the school through their assigned door, will hand sanitize, are required to wear a non-medical mask, and will physically distance, as they go directly to their cohort zone. All students are encouraged to stay with friends from their own cohort during lunch and to have a small social circle.</p>
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Custodian/Cleaner - Enhanced Cleaning and Disinfection of Shared Areas and Surfaces Refer to Chapter 2 and Chapter 3 in PSB September 2020 Guidelines

*Shared Chromebooks, sporting equipment, home ec, shop tools etc.

What needs enhanced cleaning protocols	
Ex.- Shared desks	At end of class, each student will be provided paper towel, teacher will spray each desk with recommended sanitizer/cleaner and student will wipe down desk and properly dispose of paper towel.
Chromebooks	During the school day, each student will wipe down the chromebook that they are using before the next user. Each student will follow PSB cleaning practices when taking and replacing a chromebook in a chromebook cart. Only one student at a time will be at the cart.
Sporting Equipment	Sporting equipment and areas within each zone used by each

	cohort will be cleaned and sanitized before the next cohort arrives for Phys.Ed. and/or to use the equipment.
Home Ec	Home Ec. equipment and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives for Home Ec.
IA Lab	IA Lab equipment and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives for IA. Safety glasses will be sanitized before next user group or cohort.
Science Lab Materials	Equipment, materials, and areas within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives to use any Science Lab Materials.
Library Space *Items returned have to be quarantine for 72 hours	All items within each zone used by each cohort will be cleaned and sanitized before the next cohort arrives to use the library. We will follow provincial library guidelines when and if we can use items and how often they can be used.

Extra Curricular Refer to Chapter 5 in PSB September 2020 Guidelines

Activities	
Ex. Intramurals, Student committees, Multiple gatherings/assemblies	We will follow the most current CPHO guidelines for planning these activities as we return to school. Intramurals will be within a cohort, in a designated zone in the gym and/ or outside. We will follow the provincially organized recreational guidelines: Organized Recreational Activities and Team Sports Guidance Other student activities will be introduced and staggered upon our September return to school plan.
Change Rooms	Beginning October 14 th , 2020 - Students will begin to use the change rooms for Phys.Ed classes and School Sports Teams. Change Rooms Guidelines: Personal hygiene and physical self-care are essential parts of personal wellness and physical literacy. In keeping with these curricular outcomes, as well as maintaining the safety of students and staff, during engagement in physical activity, students are encouraged to wear proper attire. Reopening the change rooms would give students the opportunity to change into appropriate clothing prior to engaging in physical activity.

General Information

QCIS has (2) change room areas for both males and females. There are benches that wrap around 3 of the walls.

Our larger change rooms (1 male and 1 female), have benches that measure, 15'5", 16'4' and 18'7". Using these measurements, we are able to fit 9 students in the change room at one time while still maintaining physical distancing requirements of 6 feet or greater. (Seating will be marked by tape)

Our smaller change rooms (1 male and 1 female), have benches that measure, 10', 21'7" and 12'6". Using these measurements, we are able to fit 8 students in the change room at one time while maintaining physical distancing requirements of 6 feet or greater. (Seating will be marked by tape)

Capacity Limits

8 students max in smaller change rooms and 9 in larger rooms.

Students will be required to wear masks when entering, while changing and exiting the change room.

Supervision

The teacher for each class will be responsible for allowing the first 8 (or 9) students into each locker room, and to ensure the remaining students only enter the room when another student has left. Students waiting to access the change area will be in the gymnasium. As one student returns to the gym from the change room, another student will be permitted to go change.

For after school sports, a coach, manager, teacher liaison or a physical education teacher will be assigned the responsibility of ensuring the rooms are used properly. Students waiting to access the change rooms will be lined up in the hallway outside the change room doors. Each time one leaves the room, one student will be permitted to enter.

Cleaning

We have established cleaning protocols to be followed by the teachers and custodial staff to help to ensure the safety of everyone in our building.

Following each class during the day, the change room benches and door handles will be sanitized. This will be completed by either the PE teacher or cleaning staff.

After school, there will only be one group in per evening, so one cleaning after that usage will be completed by custodians.

Conclusion

By limiting the number of students who enter the changing rooms so that they are able to physically distance, combined with wearing masks and sanitizing hands, we feel confident that

	<p>students will be able to change in a safe environment for our Phys Ed classes, as well as our PEISAA sports after school. As mentioned, the ability to change before and after physical activity promotes personal hygiene and self-care. Both of which are very important learning opportunities in our curriculum, and for adolescents in general.</p>
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Staff Considerations Refer to Chapter 10 in PSB September 2020 Guidelines

Staff Breaks and lunch	<p>Staff will hand sanitize, are required to wear a non-medical mask, and will physically distance as they leave their classroom/cohort to go to their assigned cohort area(s) within the school for breaks. (These areas may include an assigned classroom, staff zone, TPC and/or another designated area within the school). Staff will remain in their assigned area until it is time to go back to their next assigned class. As each staff member completes their break, as they enter a class, staff will hand sanitize, are required to wear a non-medical mask, and will physically distance as they begin to instruct and support student learning. After break and lunch is completed, staff will need to clean up after themselves if eating in a lunchroom or shared area and dishes etc. cannot be left in the sink.</p>
Staff Materials	<p>Items within each zone used by each staff member will be cleaned and sanitized before the next staff member uses the materials. As staff may need to use multiple materials within a cohort, we will follow guidelines as required.</p>
Substitutes	<p>Substitutes - Each substitute will sign in and out at the main door of the school they are working in for the day. Substitutes will follow all guidelines and sign the declaration. In school, a substitute will be assigned a cohort for the day and will follow all cohort schedules and zones.</p>
Shared Staff Spaces	<p>All items and the shared space used by staff cohorts will be cleaned and sanitized before the next staff member uses the shared space. As staff may need to use multiple shared spaces we will have each space cleaned and sanitized where applicable for each school day. We will follow guidelines.</p>
Meetings between and with staff	<p>We will limit the amount of meetings and when we meet we will meet within staff cohorts and follow guidelines for multiple</p>

	gatherings. Virtual meetings will continue.
Staff support multiple schools	Staff that travel between multiple schools will hand sanitize and/or hand wash, are required to wear a non-medical mask, and will physically distance as they travel between schools.