



**CONSEIL SCOLAIRE FRANCOPHONE PROVINCIAL  
DE TERRE-NEUVE-ET-LABRADOR**

**RE-ENTRY PLAN  
2020-2021**



## CONSEIL SCOLAIRE FRANCOPHONE PROVINCIAL DE TERRE-NEUVE-ET-LABRADOR

### INTRODUCTION

The health and safety of our students and staff remain the priority of the Conseil scolaire francophone provincial de Terre-Neuve-et-Labrador (CSFP). It is the foundation of the plan outlined in this document describing the conduct of the 2020–2021 re-entry in an effective teaching and learning school environment that is also healthy and safe.

The plan was designed following the guidelines outlined in the Plan de retour en classe de la maternelle à la 12<sup>e</sup> année (translated from Newfoundland and Labrador K-12 Education Re-entry Plan, published on July 6, 2020) and Newfoundland and Labrador Public Health Guidance for K-12 Schools, published by the Department of Health and Community Services on August 14, 2020 (translation to be published September 8, 2020). The plan describes measures to reduce the spread of the virus in our schools, in keeping with recommendations by public health and the Department of Education and Early Childhood Development (DEECD).

Measures set out in this document are subject to changes, in keeping with sanitary situation developments and public health recommendations. The plan will evolve according to recommendations by the province's Chief medical Officer of Health and the DEECD. Therefore, adaptability and patience should be exercised. If need be, the school district and schools will adopt an alternate way of operating in keeping with recommendations by the province's Chief medical Officer of Health. Any change will be posted on the school district website, schools' websites, as well as social media. Parents/guardians will also receive communications by email and through schools' newsletters.

The plan outlined in this document is guided by the following:

1. a healthy and safe environment for all school community members (students, families and staff);
2. the well-being and mental health of students and employees;
3. the continuity of teaching and learning:
  - a. ensuring all students complete the curriculum, to the extent possible;
  - b. providing the services needed to ensure, to the extent possible, in-class instruction for K-6 students;
  - c. supporting all with exceptionalities and those who require additional support;
4. compliance with DEECD guidelines;
5. compliance with public health authorities' guidelines and recommendations.

The objective of the plan outlined in this document is in-school attendance by all students (scenario 1),



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by implementing appropriate sanitary measures. Depending on the evolution of the situation, schools may need to resort to scenario 2 (i.e. partial in-school classes with additional health measures) or scenario 3 (in-school classes suspended or cancelled, and at-home and online learning continuing). Any change will be made in consultation with the DEECD and public health authorities.



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### TEACHING AND LEARNING

The DEECD's Plan de retour en classe de la maternelle à la 12e année describes three teaching and learning scenarios for the 2020–2021 school year.

#### **Scenario 1: Resuming in-school classes (near normal with health measures)**

- This scenario will be initiated based on public health districts' advice when the risk of COVID-19 transmission is very low.
- Regular in-class instruction will resume for all K-12 students.
- The school district will follow public health measures for in-class learning and extracurricular activities, including physical distancing to the extent possible. When a two-metre distance between desks is not possible, or if the learning activity doesn't allow it, the biggest spacing possible will be observed.
- Virtual learning or any other form of structured learning must be put in place for students who are required to stay home due to an illness or isolated due to COVID-19 infection or exposure.

Scenario 1 has all students participate in in-class instruction full time. For K-6 and grades 7–9 schools, cohorting will be encouraged to the extent possible in order to minimize contact between students and staff, and reduce exposure in case a student or an employee was to develop infection. (A cohort is a group of students who remain together for classes at all times.) When possible, teachers will be changing classrooms to teach cohorts, thus reducing movement of students. Some specialist teachers will continue teaching in other environments, including music rooms, gyms and science labs. Establishing cohorts in high school would be more challenging, due to the nature of curricula and the number of classes attended by students.

#### **Scenario 2: Partial resuming of in-school classes (with additional health measures)**

- This scenario will be initiated based on public health districts' advice when the risk of COVID-19 transmission is low to moderate.
- Priority will be given to in-class instruction for all K-6 students, to the extent possible.
- Students with exceptionalities and those who require additional support should always attend classes in person, to the extent possible.
- In-class instruction will represent a minimum of 30 to 50%. Balance of learning will be online.
- Priority will be given to K-6 students as well as essential workers who must go to work, in accordance with the province's level 4 and 5 alerts.
- Taking into consideration local circumstances, schools may divide students into two or more groups to go back on an alternating schedule.
- The school district must follow public health measures for student learning and extracurricular



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activities, including physical distancing.

- Due to physical distancing requirements, the school district will need to consider the following:
  - transportation by bus;
  - drop off/pick up protocols;
  - arrival;
  - start and end times for school days;
  - class schedules;
  - large gatherings, such as recess and lunch breaks (may need to off-set schedules or limit the number of students and supervisors);
  - use of washrooms;
  - use of hallways;
  - use of specialty classrooms (e.g., science labs);
  - configuration of furniture and equipment to ensure physical distancing;
  - hygiene and cleaning protocols;
  - isolation protocols for students who become ill at school.

Schools will be moving to an alternating schedule (depending on the school layout) for scenario 2. Classes will be divided in two and, over a two-week period, the two groups will receive in-school instruction 50% of the time, and the other half will consist of at-home online learning. Students will receive instruction and be guided as to the next steps of at-home learning before leaving school. When students return to school, teachers will assess their progress and carry on with the teaching and learning. In scenario 2, teachers will provide students and their family access to learning activities via Google Classroom. The goal is to help families keep abreast of the learning activities both in school and at home. Note: priority will be given to siblings to attend in-school classes on the same days when limited to half the school population.

If a school is required to shift from scenario 1 to scenario 2 due to an increase in COVID-19 cases in the district, several points will need to be taken into account for students who require additional support. Curriculum planning teams will collaborate to develop programming in order to meet students' in-school learning needs.

In line with the teaching and learning policy adapted to students and the DEECD service model, schools will sustain the implementation of a student streaming approach. Priority will also be given to services for students that don't follow the prescribed curriculum (thus, have an alternate program or class).

### **Scenario 3: At-home learning continues (in-school classes are suspended/cancelled)**

- This scenario will be initiated based on public health districts' advice when the risk of COVID-19 transmission is moderate to high.



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- The school district will offer at-home instruction and learning opportunities to their students. The expectation is that teaching and assessment of curriculum outcomes will continue.
- The school district must consider and enable the full participation and inclusion of students with exceptionalities within the school environment.

In the event that schools have to resort to 100% at-home virtual learning, teachers will be maintaining relationships with students and teaching curricula. As such, teachers could be required to work from school unless it is closed under public health order. If a school is closed to the entire staff, teachers will be working from home.

As is the case for scenario 2, the support and specific program will be sustained for students in need of additional support. In accordance with the teaching and learning policy adapted to students and the DEECD service model, schools will sustain the implementation of a student streaming approach. Schools will provide services to students that don't follow the prescribed curriculum (thus, have an alternate program or class).

In accordance with the above-mentioned guidelines:

- teachers will continue assessing the progress of their students;
- teachers will keep a log of contact times and student assessment profiles;
- school administration will be responsible for monitoring student engagement and progress;
- students will be liable to actively engage in learning and diligently pursue their studies;
- the school district, families and students will continue observing public health measures in place.

### **Teaching Hours—Scenario 3**

Scenario 3 expectations as to the amount of teaching hours for school year 2020–2021. The specified teaching hours only represent minimums and could be increased by the school district.

#### K-3

- Focusing on learning outcomes in languages and mathematics, conducive to the development of literacy and numeracy.
- Integrating health programs learning outcomes (focusing on social and emotional learning and mental health).
- Ensuring a minimum of five instructional hours per student per week.



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### Grades 4–6

- Focusing on learning outcomes in languages and mathematics, conducive to the development of literacy and numeracy.
- Integrating learning outcomes in science, human science and wellness (focusing on social and emotional learning and mental health).
- Ensuring a minimum of six to eight instructional hours per student per week.

### Grades 7–9

- Focusing on learning outcomes in mathematics, languages and literacy, science, human science and wellness (focusing on physical and mental health).
- Ensuring a minimum of twelve to sixteen instructional hours per student per week.

### Grades 10–12

- Focusing on specified course requirements for high school graduation, including language (English and French), social studies, mathematics, and science (biology, chemistry, physics and science).
- Ensuring a minimum of three instructional hours per two-credit course per week. Ensuring a minimum of one and a half instructional hours per one-credit course per week (based on year long, non-semesterized courses).
- Teachers must continue assessing the progress of students.
- Students must remain actively engaged in learning and diligently pursue their studies.
- The school district, parents/guardians, children and students must continue to follow public health measures in place.

### **Differentiation**

As staff will be planning teaching and learning with scenarios 1, 2 and 3, differentiated support for all students should be kept in mind. Teachers will dedicate time to preparing differentiated support for students with exceptionalities and those in need of additional support.

Schools will implement the teaching and learning policy adapted to students and the student services model. Services to students that don't follow the prescribed curriculum (i.e., alternate program or class) will remain. It is a school program created in response to the learning profile of the student, working on the four following: career development, personal development, independent living and functional studies. Curriculum planning teams will collaborate to develop programming in order to meet students' in-school learning needs.



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### **Personalized Programs and Services for Students**

Student services will continue to implement and monitor individual education plans and individual service plans. Student services will be responsible for assessing individual education plan needs for staff working with students in situations where physical distancing is difficult to maintain. Behaviour management plans will be developed for students in need of support in terms of self-regulation. The educational team at the school district office could be consulted to develop strategies regarding these plans.

### **Curriculum**

With the closure of schools last spring, students are most likely at different levels of academic knowledge and skills. To address this and ensure curriculum completion, adjustments have been made to specific courses and programs by the DEECD. Teachers should refer to the website to look for adjustments to the various curricula. Program coordinators will also be reviewing courses and support teachers in implementing curricula.

### **Hands-on Classes**

Some classes, such as technology, skilled trades, home economics, music, physical education and art classes, will require more significant changes, in keeping with the two-metre physical distance as well as the need to clean or disinfect shared equipment. If safety cannot be assured with in-school instruction, online activities will be recommended to reach learning outcomes.

### Music

The safety of students and staff will require the need for additional procedures when it comes to music classes and bands/choirs, particularly for the disinfection of instruments and classroom layout. In most cases, students should be assigned their own instruments. Learning experiences involving singing or unprotected wind instruments (without masks nor physical barriers) in person will be stopped indefinitely. Schools could consider alternatives such as:

- Recording or live-streaming individual performers in separate locations;
- Including more lessons focusing on music appreciation or music theory;
- Choosing to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments).

Document [Guidance for Music Classes in Newfoundland and Labrador During COVID-19](#) (by the NLTA and the Coalition for Music Educators) provides teachers with strategies to support music education in a healthy and safe environment.



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### **Assessment**

With all scenarios, students will be assessed according to the school descriptions and the grade weighting by the school district. The type of assessment may need to be adjusted depending on the scenario, but the reach of students' learning outcomes will be assessed. The educational team at the school district office will be available for consultation.

### **Identity Building**

The CSFP has an obligation to support students in the building of their identity as francophones. To that end, cultural activities promoting identity building will remain, with some changes. There will be more virtual activities to avoid visitors and gatherings. The *cultural and identity agent* will cooperate with schools at the organization of relevant curriculum-based cultural activities.

### **Classroom Layout**

When possible, students should always use the same seat in the classroom. That space will be their personal space, which will be as far as possible from others. When feasible, the same students will remain with the same teacher, with minimal changes. Physical barriers, such as unused desks or visual markers, could be used to help keep students apart. All students' belongings should be kept in their personal space. The sharing of space, such as coat hangers or lockers, is not recommended. Students will use the same desk/table every day.

### **Kindergarten Classrooms**

Although a two-metre distance cannot easily be kept by four and five-year-olds, the no-contact-rule should be reinforced. Learning activities will be designed for small groups, and furniture as well as play areas should be used to help maintain physical distance. Plush toys will be removed from classrooms. Manipulative toys and materials that are difficult to clean and disinfect will be reduced as much as possible, but children will still be provided with a wide range of play material.

### **Handing of Assignment**

When possible, students' assignments will be submitted electronically using the Google platform, which is accessible by all teachers and students. It is recommended that an area in the classroom be determined for students to leave hands-on assignments, rather than handing it to the teacher. While there is no evidence that COVID-19 can survive on paper, it is recommended that all assignments be left in a specified area for at least 24 hours prior to being handled by the teacher. When this is not possible, teachers should wash their hands after having handled the material.

### **School Supplies and Equipment**

Students must have their own supplies as sharing between students is unadvised. If a person uses a device such as a Chromebook, the user will be required to wipe it with a disinfectant and a cleaning



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cloth, before being used by another person. An isopropyl alcohol solution can be used on electronics. It is always recommended to wait 24 to 72 hours before use as a precautionary measure. Teachers will restrict the sharing of supplies, and will encourage and use, to the extent possible, of electronics in the classroom. Sufficient supplies will be made available to each student, and where it is not practical or possible, shared material will be cleaned or disinfected between each use. Teachers will show students how to clean items, such as the keyboard, mouse, skilled trade tools, home economics equipment, and some music instruments.

### **Learning commons**

At the reopening of schools, the learning commons will be opened to students. However, schools will need to establish a procedure for the handling and checkout of books. It is recommended that returned books be quarantined for a period of 24 hours before putting them back on the shelves. Students will have access to the learning commons to checkout books. Learning activities will be sustained when physical distancing is possible and good hygiene practice can be implemented.

### **Hygiene Measures Education**

As school reconvenes, teachers will show students good hygiene habits, and will regularly reinforce it. Staff will need to emphasize the importance of handwashing, and the need to avoid touching their face, eyes, nose and mouth, as well as the importance to cough and sneeze in their sleeve in the absence of a tissue. Signs will also be displayed in washrooms to illustrate proper handwashing and other hygiene measures.

### **Pedagogical Support**

The school district office educational team will continue supporting schools with regard to student support. When possible, the school district office educational team will use virtual means to interact with school personnel and/or students.

### **Attendance of Students**

Teachers will keep records of attendance for all students in scenarios 1 and 2. When in-school classes are offered, all students are required to attend. Data accuracy will be extremely important where contact tracing is required. Parents who opted to homeschool their children during scenario 1 or 2 must submit a homeschooling request to the school district. For more information, please contact school administration. (Note: homeschooling is not the same as online learning, which students have experienced March 16 to June 5, 2020.)



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### **Specialized Personal Protective Equipment**

Students in need of visual aids to communicate will be identified by student services, and specialized personal protective equipment will be provided to staff that care for them. This will include clear-window masks for lip reading.



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### TEACHING AND LEARNING—STAFF

#### **Early Return to School**

Staff will be back at work on September 2, 2020, in order to prepare for students' return. During the first three days, employees will be trained on health and safety, social and emotional learning and trauma-informed practices. It will also be an opportunity to familiarize themselves with school reopening plans and protocols.

#### **Social and Emotional Learning**

School staff will receive training on social and emotional learning. Returning to school could be stressful to some students. They may feel anxious or nervous and be worried about the virus. It is thus imperative that students be greeted with empathy and relationships with students and families be (re)created.

#### **Staff Accommodation**

Staff members who are immunosuppressed or have underlying medical conditions can safely return to school. Some may require the use of personal protective equipment or other accommodations, which will be assessed on a case-by-case basis. Staff members with supporting medical documentation who cannot return to school for health reasons are invited to contact human resources at the school district office for information on the procedure to request accommodations.



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### **HYGIENE MEASURES**

To ensure the safety of all, the CSFP will adopt an approach with multiple measures to reduce the risk of COVID-19 spreading. The CSFP will observe all instructions by the province's Department of Health and Community Services and Chief Medical Officer of Health. Reinforced cleaning and sanitary measures will be implemented to reduce the risk of the virus spreading and ensure the protection of everyone.

The virus mainly spreads from one person to another by respiratory droplets from the nose or mouth when an infected person coughs, sneezes or talks. COVID-19 can be contracted by inhaling the droplets. It is therefore important to observe physical distancing. Droplets can be found on objects or surfaces (e.g., tables, door handles and railings) for a period of 3 to 72 hours depending on the surface. Consequently, COVID-19 can be contracted by touching the eyes, nose or mouth after being in contact with these objects or surfaces. One must regularly wash their hands using soap and water or a hydroalcoholic solution. Health measures described in this document represent provincial recommendations to prevent the spread of the virus.

#### **Workplace Inspection and Monitoring**

Since their closing on March 16, 2020, schools have been inspected regularly. For the re-entry, the CSFP is implementing protocols in regard to the reinforced cleaning of schools and administrative centre.

#### **Physical Distancing**

The province's Chief Medical Officer of Health recommends observing a two-metre distancing rule between people to reduce the risk of the virus spreading. The CSFP will be complying with this precaution to the extent possible. When a two-metre distance cannot be observed, classrooms will be rearranged to allow for the greatest distance possible between desks. This complies with the Plan de retour en classe de la maternelle à la 12<sup>e</sup> année, published on July 6, 2020 by the DEECD.

#### **Visual Aids for Physical Distancing: Signs, Markers and Partitioning**

Signs on the walls and markers on the floors will help students and staff remain aware of precautions associated with COVID-19. The CSFP will be providing printed signs describing proper handwashing, cough and sneeze etiquette, etc. Schools may also customize and print their own signs from the many models available. Floor directional flow arrows will be provided, which will help control traffic and maintain physical distancing. Visual aids will be displayed everywhere in the schools, including entrances/exits, cafeteria, learning commons, break room, outside elevators, gymnasiums, other common areas as well as the school office/secretariat. Entrance and exit doors will be identified for arrival and departure times.



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In some instances, it could be necessary to extend the time interval between periods, due to the increase in transit time from one room to another. It is understood that these important physical distancing measures can result in less time spent in class.

Physical distancing at the entrance will be determined by each school. However, additional entrance/exits could be used to avoid gatherings. Where waiting lines are necessary, physical distancing will be encouraged if possible and practical.

Classrooms are considered a bubble (cohort); therefore, physical barriers are not necessary. Plexiglas partitions are only required for staff protection when physical distancing with visitors is not possible. The main reception areas of schools (such as the secretariat) must be adapted to suit the needs (i.e., it is preferable to move a desk away from the counter rather than adding a partition). Where there is no distancing nor partitions, staff and visitors must wear non-medical masks.

### **Hand Hygiene**

Handwashing is one of the main recommendations to avoid contracting COVID-19. It is a possible option in some low population schools. However, most schools will be using hand sanitizer, installed at all main entrances and learning environments. Students will be required to disinfect their hands upon arrival and, as a general rule, every hour afterwards. Students will also be required to disinfect their hands before and after eating, by using any type of equipment, and wash their hands after using the washroom. Although the sharing of equipment is unadvised, there will be instances where equipment will be used by more than one student. In such cases, hand sanitizer should be used before and after use.

Hand sanitizer with at least 60% alcohol will be made available in areas and learning environments where handwashing is impossible. Hand sanitizer will be installed at every entrance, in all classrooms and other areas where water and soap are inaccessible.

Systematic hand hygiene will be required:

- upon arrival;
- before entering a classroom, the learning commons, lab, gymnasium and other learning environments;
- after recess or lunch break;
- before and after eating;
- before and after using the washroom;
- after using a tissue, coughing or sneezing;
- before and after using shared material or surface;
- before leaving school.



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### **Equipment Disinfection**

Although the sharing of equipment and supplies is unadvised, disinfectants will be made available when it cannot be avoided. In such cases, disinfectant will be provided. Teachers are responsible for the disinfection of their own equipment and supplies, but not those of the students. Students will be taught to clean items, such as the keyboard and mouse, skilled trade tools, home economics equipment and some music instruments.

### **Ventilation**

To ensure clean and healthy air, the government of Newfoundland and Labrador has created a [Natural Ventilation Protocol](#) more than ten years ago. Schools will follow the protocol during the new school year. The use of portable fans and heaters will be forbidden. To allow for air circulation, and to avoid people touching handles too often, doors to classrooms and other areas will remain opened at all times (knobs are to be kept locked in case of a lockdown).

### **Non-Medical Masks in School**

The following guidelines in regard to the wearing of non-medical masks are based on the province's Chief Medical Officer of Health recommendations and are subject to change if there are changes in the epidemiology or new medical evidence regarding COVID-19:

- Non-medical masks will not be mandatory in the classroom for K-12 students.
- Some students will choose to wear a non-medical mask in the classroom. It is at the discretion of students and their parents/guardians. The CSFP will respect their choice.
- Non-medical masks will be recommended in situations where a student cannot maintain physical distancing for long periods of time and is in close proximity to a person outside of their cohort.
- Non-medical masks will be mandatory in common areas of a school (e.g., hallways, washrooms) for high school students and staff members, as well as for middle school students and staff where students change classrooms.
- Staff members will be required to wear non-medical masks under the following circumstances:
  - if physical distancing is impossible away from their cohort (e.g., in the break room);
  - teachers and other staff members switching from a cohort to another or teaching several cohorts/groups will be required to wear a non-medical mask if it is impossible to maintain physical distancing between them and other staff members or students;
  - School office staff will be required to wear non-medical masks if physical distancing is impossible or if physical barriers have not been installed.

Each school will be provided with reusable non-medical masks for staff and students, as well as disposable masks for students showing signs of illness. Some staff members, such as instructional



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resource teacher (IRT), caregivers and school administrators could have a need for additional protection equipment if they work with students with special needs (i.e., difficulties with liquids, drooling, sputum or excessive saliva, administering medication or other sanitary tasks).

### **Personal Protective Equipment (PPE)**

Two washable and reusable non-medical masks will be provided to staff members, and one per K-12 student, for use in accordance with Chief Medical Officer of Health recommendations. Staff will be required to care for their masks, wash them and ensure it is always ready to use during working hours. Schools will also have a box of disposable masks for mandatory and immediate use available to any student showing signs of illness such as a cough, as they wait to be picked up. Janitors and people providing direct physical care to students will be required to wear disposable gloves to perform their duties. Task assessment on the workplace by the officers responsible for occupational health and safety could determine that face shields constitute necessary additional protection. Personal protective equipment will be provided to staff on the basis of their role.

### **Plexiglas Partition**

A portable Plexiglas partition could be installed in high traffic areas where a two-metre physical distance is not possible, such as the main office or areas used by field staff for student assessments. When a two-metre distance can be maintained, Plexiglas will not be required. Where there is no barrier and physical distancing cannot be maintained, the wearing of non-medical masks will be required.

### **Health/Isolation Room**

Each school and each working area must have a health or isolation room which will be used to temporarily isolate any student or staff member who become ill during the day. A sanitary kit with personal protective equipment will be provided to every school. It will include nitrile, vinyl or synthetic gloves, a facial mask, a face shield or safety glasses for staff members, a box of tissues, hand sanitizer, spray disinfectant or disinfecting wipes and paper towels.

### **Cleaning of the School**

The building will be cleaned and disinfected daily after school hours. Surfaces in every high-traffic area (door handles, railings, faucets, etc.) will be disinfected, at a minimum, twice a day, mid-morning and mid-afternoon. To ensure proper hand hygiene protocols are observed, maintenance staff will fill soap dispensers when they are at 50% or less, and will immediately replace hand sanitizer when it is empty. With cafeterias being closed, desks will be used to eat lunch and work on assignments. Consequently, at the end of each day, every desk used will be cleaned using a general purpose cleaner, and then disinfected. Students may bring their own placemats to facilitate individual hygiene and that of the classroom (all students belongings will be brought back home for cleaning every day). Auxiliary tasks usually performed by janitors, such as collection of mail or other supplies, the transit of paper and



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material in the school, the setting up of chairs for meetings, and so forth, will be eliminated indefinitely. Janitors will spend all working hours cleaning and disinfecting the premises.

### DAILY SCREENING

#### COVID-19 Screening Procedures

Before entering the premises, all students and staff members will be required to answer the questionnaire de dépistage scolaire on a daily basis, to determine if they can attend school. Please note that the screening questionnaire is subject to changes in accordance with instructions by public health authorities; any change will be communicated by the school.

Although families are asked to observe their children daily for cold, flu or other COVID-19-related symptoms, if school staff consider that a child is ill, parent/guardian will be asked to pick them up as quickly as possible. Symptomatic students will not be allowed on the school bus.

School staff will not be responsible for the screening of sick students. However, if a staff member thinks that a student shows signs of the virus, school administration will be informed. If a student describes a family member or themselves having symptoms or being tested positive for COVID-19, it will also be communicated to school administration.

Public health will be providing guidance in case of signs and/or symptoms, confirmed cases or suspected cases of COVID-19. Schools must not inform staff or families if a staff member or a student becomes ill at home or at school, even if there are COVID-19 symptoms involved, unless otherwise instructed by public health.

#### Screening and Contact Tracing

Any person wanting to enter a school must complete the questionnaire de dépistage scolaire. This applies to students, before entering the premises. Only those who answered *No* to all screening questions can enter the premises.

It is understood that positive answers to the screening will be common, as symptoms are similar to those of the cold, the flu, allergic reactions and other common ailments. This could result in increased staff absenteeism and less attendance in students. At the first symptoms (e.g., even if allergies are suspected), people must contact the HealthLine (811) and follow the advice in regard to testing and their return date.

Schools have reliable records on student attendance and personnel assiduity, which contributes to proper contact tracing if need be. A new challenge this school year will be the obligation to also keep contact information for every person entering the premises. For example, when a parent is required by the school administration to attend a meeting, or a delivery person rings the main entrance, the secretary or any other member of the personnel greeting the person will follow this procedure:



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- ask the visitor if they have answered the screening questionnaire (which will be displayed at the entrance for this purpose);
- require them to fill a contact form in the office. The best way to proceed would be verbally (i.e., by communicating the information which the staff member must record). It could also be paper form, with the obligation to sanitize their hands before and after using a pen.

### **Confirmed COVID-19 Cases**

If a student or staff member tests positive for COVID-19, the school will follow public health guidelines. This could require the transition of one or several classes to distance learning, and/or the closure of the school to in-person attendance for a given period of time, in accordance with Chief Medical Officer of Health recommendations.

### **Illness**

A staff member showing signs of illness must stay home. A staff member who has been in contact with a person who tested positive to COVID-19 will be required to follow public health guidelines. Information regarding provincial government guidelines and COVID-19 testing can be found [here](#).

### **Students Illnesses and Care for Students With COVID-19 Symptoms**

A student becoming ill at school and/or showing signs of the virus must be moved to a designated isolation room. A parent, guardian or emergency contact person will then be called to immediately pick up the student. While in the isolation room, the student will be required to wear a disposable mask, and any staff caring for them will also be required to wear a mask as well as a face shield. The student will be required to present a medical certificate in order to come back to school.



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### **SCHOOL OPERATIONS**

#### **Classrooms with Water Access**

Classrooms with access to water will be equipped with hand soap and paper towels.

#### **Fountains**

Fountains will only be used to fill individual water bottles and should be identified as filling stations only, until further notice.

#### **Recycling**

The mixing of cohorts is unadvised during the pandemic. For that reason, students will be required to bring back home any containers for recycling. Schools may continue recycling items such as delivery boxes.

#### **Community Use of Schools**

Until further notice, parents and community groups will not be given access to school premises without prior authorization. Furthermore, the school district office will be monitoring nonessential school visitors, including school district office staff, nonessential contractors and food service providers. Before and after-school care on school premises cannot be operated without the approval of the school district office. The use after school hours of a gymnasium, music room or any other area where students can gather is prohibited. Until further notice, school facilities will not be used by groups of students (band, sports teams, leadership groups) on weeknights nor on weekends. However, the use of community spaces after school hours, only by community centre tenants, will be possible as of October, in compliant with public health recommendations.

#### **Playgrounds and Outdoor Spaces for Recess**

A school managing a scenario 1 will be authorized to use playground equipment as long as cohorts of students do not come into contact and that students wash their hands before and after. In scenarios 2 and 3, the use of playground equipment will not be authorized. Students will be required to wash their hands before and after recess. Schools may stagger recess based on school size or outdoor space access. Plans and locations of play areas must specify means of minimizing contacts between cohorts during this period.

#### **Curricula Information Session/Meet-the-Teacher Night**

Due to restrictions on visitors on school premises, the curriculum information session/meet-the-teacher night will not take place in person. However, school may offer virtual contact opportunities.



## CONSEIL SCOLAIRE FRANCOPHONE PROVINCIAL DE TERRE-NEUVE-ET-LABRADOR

### **Parent-Teacher Meetings**

There will be no parent-teacher meetings in person for the first semester/term. However, families will be given the opportunity to meet teachers via a virtual platform or by phone. An announcement regarding parent-teacher meetings for the second semester/term will be made in early 2021.

### **Bon Départ**

The Bon Départ program (for children starting kindergarten in September 2021) will be updated in October 2020.

### **Arrivals/Start of Classes**

Arrivals could be staggered, and several entrances could be used to allow for physical distancing. This will be determined once the approved scenario is confirmed. Students will be required to wash/disinfect their hands when entering the premises.

### **Departures/End of Classes**

Departures could be staggered, and several exits could be used to allow for physical distancing. This could have an impact on teaching time in schools.

### **Technology**

The government's initiative to support the acquisition of laptops and tablets will allow the CSFP to renew computer equipment and provide staff and students with new digital devices. The devices will be distributed as they become available, with priority being given to Grade 12 students who currently don't have one. As it was the case last spring, digital devices will be lent to students to allow them to pursue at-home learning. The CSFP is also committed to supporting families in need of an internet connection. Parents/guardians will be invited to contact the school for such request.

### **Breakfast Programs**

Breakfast programs can carry on as long as volunteers can maintain a physical distance. It will consist of carryout that students will eat in their classroom. Surfaces, trash cans and containers used for food preparation will be disinfected before and after every use.

### **Lunch Breaks, Cafeterias and Food Service Providers**

As recommended by the Chief Medical Officer of Health, there are particular considerations for cafeterias and catering services. The following is not prescriptive and risk mitigation will be adapted to the specific context of each school:

- Have students eat in their classrooms or outside rather than gather together in the cafeteria. It is recommended that K-6 students eat their meal in their classroom with their cohort to reduce potential contacts in the cafeteria.



## CONSEIL SCOLAIRE FRANCOPHONE PROVINCIAL DE TERRE-NEUVE-ET-LABRADOR

- Limit the number of people allowed in the cafeteria at any given time in order to observe physical distancing.
  - Cohorts may use cafeterias at specific times. If the space is large enough to accommodate more than one cohort, with sufficient physical distancing between them, several cohorts may use the space at once. Protocols must be implemented to ensure physical distancing of all cohorts at all times. Where cohorting is not possible, students will be encouraged to maintain a two-metre distance from one another while in the cafeteria, and the number of people allowed will be a maximum of 50% of its capacity, provided that physical distancing can be respected.
- Increasing signage and markers on the floor in cafeterias to remind students/staff members to observe physical distancing and ensure unidirectional traffic.
- Increasing the number of hand disinfection stations in the cafeteria.
- Removing self-serve stations (e.g., buffets and condiments/utensils stations). Reducing contact with food with individual wrapping.
- Cafeteria staff members will be required to wear non-medical masks when preparing and serving food.
- All catering service providers must answer the screening questionnaire daily.
- Microwaves will indefinitely be unavailable to students.
- Food from restaurants cannot be delivered to schools, as nonessential visitors will not be authorized on the school premises during this period.

### **Washrooms**

Signs will be posted in washrooms, reminding students to observe physical distancing and hand hygiene protocols. Washrooms will be cleaned according to a protocol approved by the Chief Medical Officer of Health.

### **Carpets**

Groups of students should not gather on rugs. Carpets used for regular student traffic can be left in place; However, students should not be sitting on it unless they can always sit at the same spot while maintaining physical distancing. When possible, rugs formerly used for group instruction will be temporarily rolled-up and stored during this public health emergency. Any carpet that is visibly soiled will be removed and discarded.

### **Extracurricular Activities**

No gatherings of students will be allowed at school beyond regular school hours until further notice. In lieu, students will be encouraged to join forces with their peers online until restrictions are lifted.



## CONSEIL SCOLAIRE FRANCOPHONE PROVINCIAL DE TERRE-NEUVE-ET-LABRADOR

Extracurricular outdoor programs could be organized with approved sports (determined by the school district office) in compliance with COVID-19 protocols of the various sports organizations.

### **Visitors, Volunteers and Family Access**

Visitors, volunteers and parents/guardians will not be authorized access to CSFP school premises during the COVID-19 public health emergency. Exceptions will be made for parents/guardians attending mandatory meetings organized by school administration, or volunteers approved by school administration. Parents picking up their child will wait outside and a staff member will escort the student to the exit door.

### **Fire Evacuation**

Fire drills will be sustained in a modified manner. In September, schools should ring the fire alarm at least once, with students remaining inside, to ensure everyone recognizes the sound. Subsequently, teachers should plan for monthly emergency evacuations from each classroom to ensure that staff and students know where to go in the event of a real emergency evacuation.

### **Lockdown**

Lockdown exercises will not be conducted until further notice. However, a modified exercise will take place in order to review procedures in the event of a real life-threatening situation. The modified exercise should reinforce the two-metres distancing rule.

### **Playground**

Students will be required to wash their hands before and after playing with playground equipment. Structures could be inaccessible during COVID-19, even if schools remain opened.

### **Educational Outings**

School trips requiring transportation will be stopped indefinitely. School staff may continue to visit outdoor points of interest (parks, pathways). Teachers could also experiment with virtual field trip options until the province states that large gatherings can take place indoors.

### **Fundraisers**

Fundraisers are forbidden indefinitely.

### **Contactless Payments**

In order to reduce cash handling, schools could choose the use of email electronic transfers (e-transfers). For more information, contact the Assistant director — finance and administration.



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### **Water Bottles**

Students will be encouraged to bring every day their own water bottle, filled and labelled with their full name. Water fountains may be used to fill bottles but drinking directly from it will not be allowed until further notice.

### **Lockers and Storage Cabinets/Bins**

Administrators will analyze space availability to determine if lockers and cabinets can be used while observing physical distancing. Off-set schedules will be developed so groups of students can access their lockers in order to reduce congestion in hallways. Students should bring all required materials in the classroom to reduce the need to visit their locker. The sharing of lockers/storage space will not be allowed, except for students living in the same household.

### **Kindergarten**

Due to visitor restrictions, families of kindergarteners will not be authorized to escort their child inside the school until further notice.

### **Communication with Students and Their Families**

The school district office will keep on communicating effectively with all stakeholders and providing support to schools as we prepare for re-entry in September. The school district office and schools will continue to update families through the use of the tools most commonly used by their school community. At the school district office level, it includes press releases and interviews with the media, the CSFP website Twitter account. Schools will be working with School Messenger, emails, website, social media (Twitter, Facebook, etc.) or other local communication tools.

Students and teachers will keep on using the Google platform for teaching and learning communications and interactions. Families will learn more on the Google platform (Docs/Meet/Classroom) in September.

### **Staff Gatherings**

Staff members are expected to promote physical distancing by showing the example to students, as well as by observing health recommendations. Gatherings are to be avoided, which includes in the break room.

### **Doors**

Classrooms and office doors should remain opened during the day in order to reduce the touching of handles to a minimum. In case of an emergency (lockdown), knobs should be kept locked. There should be a balance in complying with the fire code to have some doors closed and others opened to minimize contact in high-traffic areas. The district will work with fire departments with regard to compliance with the fire code for the closure of some doors, and the need to keep some opened to minimize contact between people.



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### **Outdoor Spaces**

In good weather, staff members will be encouraged to take advantage of outdoor spaces to teach and for recess.



## CONSEIL SCOLAIRE FRANCOPHONE PROVINCIAL DE TERRE-NEUVE-ET-LABRADOR

### **SCHOOL TRANSPORTATION**

#### **School Transportation—Bus**

The school district office staff are in the process of establishing routes and will communicate the information to families prior to the start of school.

Students using alternative transportation will continue to do so, subject to prior approval by the school district office and the DEECD.

All drivers as well as all caregivers on the bus will be required to wear non-medical masks. However, no student is required to wear a non-medical mask if they cannot tolerate it. Students will be assigned seats and must use the same seat every day. In accordance with instructions by the Chief Medical Officer of Health, there should be a maximum of two students per seat on school buses. Students who live in the same household should be seated together.

Each school administration, in consultation with the student transportation services staff, must establish bus schedules and routes which allow the loading and unloading of students while maintaining proper physical distance and allowing efficient and safe arrival and departure of students.



## CONSEIL SCOLAIRE FRANCOPHONE PROVINCIAL DE TERRE-NEUVE-ET-LABRADOR

### **USEFUL DOCUMENTS and RESOURCES**

Please find below hyperlinks to useful documents and resources.

#### **Documents:**

[Connaître les faits: Retour en classe](#)

[Guide des parents: Année scolaire 2020-2021](#)

[Plan de retour en classe de la maternelle à la 12<sup>e</sup> année](#)

[Renseignements sur la COVID-19](#)

[Newfoundland and Labrador K-12 Education Re-entry Plan](#)

[Newfoundland and Labrador Public Health Guidance for K-12 Schools](#)

[Questionnaire de dépistage](#)

#### **Signs:**

[Tousse sans contaminer](#)

[Ne va pas à l'école si tu es malade](#)

[Tiens-toi à une distance sécuritaire des autres](#)

[Pour rester en santé](#)

[Lave-toi les mains](#)

[Lave-toi les mains \(2\)](#)

[Lave-toi les mains et désinfecte-les](#)

[Ne partage pas](#)