



Public Schools Branch

Return to School September 2020 - Planning Template

Name of School	Montague Consolidated
Grade level configuration	K-6
Principal	Betty MacDonald
Student enrollment Sept 2020	423
Total number of staff in the building	52
Last Updated	January 13, 2021

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. 	<ul style="list-style-type: none"> ● The student will put on a non-medical mask and go to the main office with a note from his/her teacher along with their personal items. Depending on the age of the student, they may be escorted by an adult. ● The administrators/admin assistant will contact the parent/guardian to come pick up the child and provide the family with information about next steps (call 811 or health care provider to arrange for testing). ● Staff supervising or assisting the student who is ill will be encouraged to wear a non-medical mask. ● The student will stay in the office until pick up. ● The parent will call the school phone when he/she arrives at the school and the child will exit the building. ● The class the child came from will be escorted to a non-occupied room to allow for cleaning and sanitizing of the classroom (e.g. library). Students and teacher will wear a non-medical masks during the transport ● Administrative assistant and/or administrators will contact the custodian to immediately clean the classroom. ● Custodian will notify the administrator when the classroom is ready for the students and teacher to return. Administrator/Administrative assistant will notify the teacher to return to the classroom ● After the child has been picked up, the office sick area will be cleaned and sanitized. ● Student's absence will be recorded in SAS.
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 ● Proceed to a location for isolation, in conjunction with support from the office ● Area that was occupied is cleaned 	<ul style="list-style-type: none"> ● The staff member will put on a non-medical mask and go to the office to inform administration. ● Administration will arrange for coverage of class or individual students. ● The classroom the staff member came from will be cleaned and sanitized. The students will be escorted to a designated space (e.g. library) during cleaning. Students and teacher will wear non-medical masks

<ul style="list-style-type: none"> ● leave the building as soon as possible ● Staff member will call 811 to arrange testing. 	<p>during the transport</p> <ul style="list-style-type: none"> ● Administrator will check with the staff person who is ill to see if they are able to drive themselves home or if they need to have someone called to pick them up or if they need to be driven home. ● Administrative assistants will contact the custodian to immediately clean the classroom. ● Custodian will notify the administrator when the classroom is ready for the students and teacher to return. Administrator/Administrative assistant will notify the teacher to return to the classroom. ● Administrative assistant and/or administrator will enter the teacher's absence in AESOP to document the illness. ● Follow up with teacher/staff, who is ill, at the end of the day to see how they are doing. ● The staff member will be informed about next steps (call 811 or health care provider to arrange for testing). <p>NOTE: <u>All</u> teachers will be expected to have an emergency sub plan in place in the event that they become sick at any point during the school day.</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	Responsible for sending it out
Declaration Reminder <ul style="list-style-type: none"> ● Emailed via SAS weekly ● Attendance 	Admin assistants send out a pre-screening checklist to all families to be used each morning before they send their child to school. We will also send this through email and our Home and School Facebook page before school begins. The administrators/administrative assistant will send out a weekly reminder to parents about the importance of promoting handwashing, non-medical masks, physical distancing and staying home when ill.
Pre-screening of Staff	Responsible for Record Maintenance
Declaration Reminder <ul style="list-style-type: none"> ● Declaration signed at first of the 	<ul style="list-style-type: none"> ● Administration will have staff sign a declaration form at the first staff meeting.

<ul style="list-style-type: none"> year Consent is understood upon arrival to the school building 	<ul style="list-style-type: none"> Frequent reminders to self-monitor for symptoms will be shared. Admin team will do daily wellness check-ins with staff. Signed forms will be kept in the office.
Pre-screening of Visitors	Location, set up and person responsible
<ul style="list-style-type: none"> Identify and set up visitor area and maximum capacity Sign in form Supervision of Visitor area Visitors will practice hand hygiene before being escorted to their location in the building. 	<ul style="list-style-type: none"> All outside doors will be locked except our main office doors during the school day. Visitors will call the main office and an admin assistant/administrator will let them in. The visitor area will be outside the main office. A table will be set up for sign-in forms. Admin Assistant will supervise and monitor visitor area when administrator is not present. This zone is cleaned and sanitized regularly. With the square footage of our visitor zone, we can have a maximum of 4 people in this zone at one time. All visitors will read our signage before entry, (it will be posted on our doors) be responsible to review our guidelines, stand on identified floor markings and then sign the declaration sheet before they begin their visit. All visitors must wear a non-medical mask during their time at the school. Visitors will be permitted in this area as they wait to speak with school personnel or their student(s) Prior to leaving the school, visitors will go back to the visitor zone, sign out and exit the school the same way they entered. If parents/guardians are picking up their child, we will promote calling the main office and we will send the student out to them.

Personal Protective Equipment Refer to [Chapter 1 in PSB September 2020 Guidelines](#)

	Situation
<p>Students When in areas where reasonable physical distancing is not possible, students and staff will wear non-medical masks.</p> <ul style="list-style-type: none"> School Bus Fire drill 	<p>Other as applicable - We believe that it is important to start right away educating the students on why and when they need to wear their non-medical mask.</p>

<ul style="list-style-type: none"> ● Lockdown ● Transition between classes, if leaving cohort zone ● Transition between school buses 	<p>We will remind students that whenever they leave their classroom, while in the school, they will wear their non-medical mask.</p> <ul style="list-style-type: none"> ● Students will have their own non-medical masks and will wear non-medical masks when physical distancing cannot happen such as during small group work with students where physical distancing cannot not be maintained (IPLE, Literacy Support, Reach Back, Resource, EAL, Skills Group, Beh Resource, etc) ● Students will wear non-medical masks during fire drills, lockdown procedures and bus evacuations. ● Students will wear non-medical masks while they are on the school bus. ● Students will wear non-medical masks when moving in the hallway. <p>All students will be encouraged to wear non-medical masks on the first day of school until they are directed to their classrooms and cohorts are established.</p> <p>The direction from CPHO may change throughout the year. Depending on regulations and suggestions from CPHO, at the time, students will be expected to wear masks following those regulations.</p> <p>The current recommendation is that students in grades K-6 will wear non-medical masks when physical distancing cannot be maintained. Students in grades K-6 will be permitted to remove non-medical masks in classrooms if measures have been taken to reduce the risk of transmission.</p>
<p>Staff</p> <p>When in areas where reasonable physical distancing is not possible, it is strongly recommended that students and staff wear non-medical masks.</p> <ul style="list-style-type: none"> ● Close contact with students ● Lockdown ● Fire drill ● Moving between cohorts <ul style="list-style-type: none"> ○ Practice good hand washing 	<ul style="list-style-type: none"> ● Staff will have their own non-medical masks and will be encouraged to wear masks when physical distancing cannot happen. ● Staff will wear non-medical masks during fire drills and lockdown procedures. ● Staff will use Face Shields when necessary. ● Staff will sanitize/wash their hands when moving between cohorts. ● Staff will maintain their personal record of cohorts they work with each day.

<ul style="list-style-type: none"> ○ Maintain records of cohorts visited ○ Wear PPE when necessary 	<ul style="list-style-type: none"> ● Substitutes will maintain a record of cohorts they work with each day.
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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 structure limitations of the building and human resources.

Cohort Construction	
<p><i>*When students are within their cohorts, physical distancing will still be encouraged when possible.</i></p> <p><i>*All teachers will be required to provide class seating charts to administration.</i></p>	
<p>Classes (What groups will make up each Cohort - Teachers, students, EAs, custodians, etc)</p>	<p>Zone(s) Where will this cohort be located and be able to travel with less restrictions (outside of this zone, enhanced protocol will be necessary) Entry and exit points</p>
<p><i>Ex. Grade 7 Cohort - 7A, 7B, 7C, 7D</i></p> <p><i>Ex. Primary (Gr K,1,2,3)</i></p>	<p>Every cohort will have an assigned door (number 1-8) to enter and exit the building, we have them assigned in conjunction with our Fire drill plan.</p> <p>All classrooms with sinks in their rooms will be encouraged to use them as much as possible.</p> <p>Teachers will supervise their own cohort on the playground.</p> <p>Cohort 1: 3 - K Immersion classes - 44 students</p> <p>Cohort 2: 1 Immersion 38 students</p> <p>Cohort 3: 2 Immersion - 33 students</p> <p>Entrance and exit main doors, students will store their outdoor shoes on the designated boot trays. Classes may enter this area 2 rooms at a time under supervision. HR teachers will have to assist with physical distancing as students</p>

are entering and exiting this space.

Washrooms lower floor main doors. Madame Angela's class will use the washroom and extra sink in their room.

11:10 Play areas are divided into 5 areas and designated soccer fields. There will be a schedule to allow all cohorts to have an opportunity to play in each area at some point during the 6 day cycle. This schedule will be shared with all staff.

At the beginning and end of the recess HR teachers will be there to assist their students.

Cohort 4: K English, and 1 English - 43 students

Cohort 5: 2 English - 30 students

Entrance and Exit will be the doors down by the gym. Students will store their shoes on designated boot trays. Classes may enter this area 2 rooms at a time under supervision. HR teachers will have to assist with physical distancing as students are entering and exiting this space to go outside

Washrooms: closest to gymnasium except for K MacKenzie who will use the washroom closest to the office below the stairs.

11:10 Play areas are divided into 5 areas and designated soccer fields. There will be a schedule to allow all cohorts to have an opportunity to play in each area at some point during the 6 day cycle. This schedule will be shared with all staff.

At the beginning and end of each recess HR teachers will be there to assist their students.

1:20-1:35 Same direction as above for cohorts 1-4

Cohort 6: Grades 5, 5/6 and 6 English - 53

Entrance and Exit Main doors by office

Washrooms upper floor by main office

Students will store their outdoor shoes on a mat or in their locker outside their homeroom. They will leave their indoor shoes in the classroom at recess time and put on their outdoor shoes in their cohort area before going outside.

11:35 Outside areas are divided into 6 areas (one additional area added for upper floor) and designated soccer fields. There will be a schedule to allow all cohorts to have an opportunity to play in each area at some point during the 6 day cycle.

This schedule will be shared with all staff.

At the beginning and end of each recess HR teachers will be there to assist their students.

Cohort 7: 3 English and 2 grade 4 English classes - 50

Entrance and Exit by main office doors.

Washroom upstairs by main office

Grade 3 English will use the washroom in their classroom.

Students will store their outdoor shoes on a mat or in their locker outside their homeroom. They will leave their indoor shoes in the classroom, at recess time, and put on their outdoor shoes in their cohort area before going outside.

Cohort 8a: 5 immersion, 5/6 immersion (43)

Cohort 8b: 6 immersion (23)

Entrance/Exit lower gym doors

Students will store their outdoor shoes on a mat or in their locker outside their homeroom. They will leave their indoor shoes in the classroom at recess time and put on their outdoor shoes in their cohort area before going outside.

Entrance and Exit will be lower doors by gym, but for recess they will use the back doors leading to the playground.

HR teachers will have to assist with physical distancing as students are entering and exiting this space to go outside.

Washrooms upstairs by music room.

Cohort 8a and 8b will receive the majority of their instruction separately but may come together for recesses.

Cohort 9: 2 grade 4 FI classes - 39

Entrance and Exit Main doors by office

Washrooms upper floor by main office, 4 RA will use the washroom by the main office

Students will store their outdoor shoes, on a mat or in their locker, outside their homeroom. They will leave their indoor shoes in the classroom at recess time and

	<p>put on their outdoor shoes in their cohort area before going outside.</p> <p>11:35 Outside areas are divided into 6 areas (one additional area added for upper floor) and designated soccer fields. There will be a schedule to allow all cohorts to have an opportunity to play in each area at some point during the 6 day cycle. This schedule will be shared with all staff.</p> <p>At the beginning and end of each recess HR teachers will be there to assist their students.</p> <p>Cohort 10: 2 grade 3 FI classes - 35</p> <p>Washrooms by the music room.</p> <p>Entrance and Exit doors by the gym, they will use the stairs closest to the gym to go downstairs.</p> <p>Students will store their outdoor shoes, on a mat or in their locker, outside their homeroom. They will leave their indoor shoes in the classroom at recess time and put on their outdoor shoes in their cohort area before going outside.</p> <p>HR teachers will have to assist with physical distancing as students are entering and exiting this space to go outside.</p> <p>11:35 Outside areas are divided into 6 areas (one additional area added for upper floor) and designated soccer fields. There will be a schedule to allow all cohorts to have an opportunity to play in each area at some point during the 6 day cycle. This schedule will be shared with all staff.</p> <p>At the beginning and end of each recess, HR teachers will be there to assist their students.</p> <p>1:40-1:55 Recess same directions as above for recess for cohorts 5-9</p>
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Cohorts Mixing for Instructional Reasons Refer to [Chapter 1 in PSB September 2020 Guidelines](#)

Classes (What cohorts will mixed)	The library will not be a hallway, students will walk around it staying in their cohort hallway.
	Phys Ed Curtain will be used to divide the gym into two separate spaces and where possible, classes from the same cohort will be

	<p>scheduled when there is a need to have more than one gym class at a time. Phys Ed teachers will have equipment selected for each cohort to use. Students will not be permitted to share equipment across cohorts.</p> <p>Book Buddy No book buddy classes.</p> <p>Library Library classes scheduled with cohorts in mind. (Classes from the same cohort on the same day of the cycle.) Returned library books will be housed in labeled bins. These books will be quarantined for 72 hours.</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	There will be 6 people on duty inside and outside supporting student arrival. Administrators, and staff without homerooms.
*Staggering of times when possible	<p>Bus</p> <ul style="list-style-type: none"> ● Students must wear non- medical grade masks while travelling on the bus. ● Buses will start unloading at 8:15. Bus drivers will be encouraged to gauge their runs based on this unloading time so that we do not have students sitting on the bus for extended periods of time. ● Each student will exit the bus and continue wearing a non-medical mask. The students will be directed to their cohort door and enter the school. Each student will enter the school through their assigned door, according to their cohort, and go to their classrooms. ● Each student will go to their homeroom to begin the school day. HR Teachers will be in their rooms to receive the students. Students will sanitize their hands on arrival to their classrooms. ● When students are transferring busses, they must wear non-medical masks and physically distance. <p>Parent drop off</p> <ul style="list-style-type: none"> ● 8:15 Parents will drop off students in front of the main parking lot by the office.. Students will wear a non-medical mask and will be directed to their entry door based on

	<p>their cohort.</p> <ul style="list-style-type: none"> • Parents will stay in their vehicles and students will enter the school by their assigned doors. This is a no parking zone, it is drop off only. <p>Walkers- Walkers should arrive at 8:20. They will use the sidewalk and will be directed to enter the building using their cohort door. They will wear their non-medical mask when they arrive on the sidewalk.</p>
Departure	
*Staggering of times when possible	<p>Bus - Students must put on their masks before boarding the bus. Each cohort will exit the building using the exit door assigned to them. The HR Teacher will walk their students to a bus supervisor (admin or non homeroom teacher) who will then take the student to the buses.</p> <ul style="list-style-type: none"> • 2:40 Cohorts 6, 8A and 8B (grades 5 & 6) • 2:45 Cohorts 3,5, 7,9,& 10 (grades 2, 3 & 4) • 2:50 Cohorts 1,2,,4, (grades K-1) <p>These times may vary. The first cohorts will go and then then when they are safely out the next cohorts will go. Students will be encouraged to wear their non-medical masks and physically distance.</p> <p>There will be staff assigned to supervise the walkers from each cohort until HR teachers return.</p> <p>Parent pick up- 2:55</p> <ul style="list-style-type: none"> • Parents/Guardians will be asked to remain in their vehicles. • Once buses have been dismissed there will be an announcement made for walkers to leave the building. • HR teachers will walk with their students to the assigned exit doors. • If a parent/guardian is running late the student will remain in the visitor area of the school. <p>Walkers-</p> <ul style="list-style-type: none"> • Cohort walkers will all stay in one area and will be supervised by a non-HR teacher until the HR teacher returns from dropping off the bus students. • Once buses have been dismissed there will be an announcement made for walkers to leave the building. • HR teachers will walk with their students to the doors they will exit using the cohort assigned doors.

<p>Class to class *Staggering of times when possible</p>	<p>Ex. No movement of classes outside of the cohort zone except for specialist-</p> <ul style="list-style-type: none"> ● There will be no classes outside of the cohort zone except for specialists (physical education, music, resource, guidance) and washroom. ● Music and PhysEd - HR teacher will transition students to specialist. The students will be transitioned back to their HR by a Cohort teacher who has just dropped his/her students off to the specialist class. Students and staff are encouraged to wear non-medical masks in the hallways. ● One-way traffic will be enforced in the hallway to reduce the opportunity for cross-cohort contamination. ● During these transitions, each cohort will hand sanitize and/or hand wash, be encouraged to wear a non-medical mask, and physically distance when moving out of their cohort zone and/or to another zone.
<p>Washrooms *Staggering of times when possible and limiting numbers</p>	<ul style="list-style-type: none"> ● Classes within a cohort will be encouraged to make planned washroom visits when they can for hand washing and toileting. ● Teachers will be required to monitor washroom usage by students to limit the numbers in the washrooms. ● If the maximum capacity of the washroom has been met, students will have to wait outside the bathroom, practicing proper physical distancing. ● Fountains will not be available for student or staff use. ● Students will be encouraged to take their own full water bottle from home. ● In the event that students need to fill their water bottle, there will be times for cohorts to use the water bottle filling stations (one the top floor by the office and one on the lower floor by the gym) throughout the day.
<p>Hand Washing/Sanitizing</p>	<ul style="list-style-type: none"> ● Students will be encouraged to wash hands frequently. ● Students and staff members must wash hands or sanitize before going outside to recess, coming in from recess, before food consumption and movement between cohorts.
<p>Hallways *Staggering of times when possible</p>	<ul style="list-style-type: none"> ● When possible, we will limit the need to transition in the hallways for classes ● Stagger times for multiple classes in the hallway ● Students and staff will wear a non-medical mask when leaving the classroom ● Physical distancing will be encouraged

	<ul style="list-style-type: none"> ● Directionality signs on the floor
Lockers	<ul style="list-style-type: none"> ● Outdoor footwear will be lined up outside the classroom against the wall or in their locker. ● Students will store indoor footwear in the classroom during the day..
<p>Breaks *Staggering of times when possible</p>	<p>Breakfast Program -</p> <ul style="list-style-type: none"> ● All students will have access to a breakfast program in their own classrooms. ● The menu will need to be adjusted to allow for this program change to happen. ● Food will be stored in classrooms or planning areas. ● Breakfast volunteers will prepare Homeroom trays and staff will pick up the tray in the morning and bring it to the classroom. <p>Snack -</p> <ul style="list-style-type: none"> ● Children will bring their own snack item from home. ● Students will be expected to wash their hands prior to eating. ● Students will be expected to wipe down and sanitize their own desk surface after eating. ● Students will eat at their own workspaces and if they need additional snacks, teachers will provide from the supplies on hand. <p>Recess</p> <ul style="list-style-type: none"> ● Students will be expected to wash their hands or sanitize prior to going outside for recess and coming inside from recess. <p>Lunch without Cafeteria-</p> <ul style="list-style-type: none"> ● Children will bring their own lunch from home. ● Students will be expected to wash their hands prior to eating (or sanitize their hands with hand sanitizer). ● Students will be expected to wipe down and sanitize their own desk surface after eating ● If students participate in the HotLunch program (online ordering of their lunch) lunches will be delivered to the cohort by the office volunteer. ● Milk carts will also be delivered to cohorts by designated students, the students will not be entering the classrooms they will place the milk on a table outside the classrooms.

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	How will this be addressed
Ex. HS - Shared desks (Period A and then Period B class)	<ol style="list-style-type: none"> 1. 11:10 Covid Cleaners will clean bottom floor classroom desk tops 11:35 Covid Cleaners will clean upper floor classroom desk tops 2. At the end of class each student will be provided paper towel, teacher will spray paper towel with disinfectant and student will wipe down desk top and properly dispose of paper towel
Chromebooks	<ul style="list-style-type: none"> ● Instructions will be provided from ITSS on how to safely clean all electronic equipment such as chrome books, tablets, FM system, etc.
Sporting Equipment	<ul style="list-style-type: none"> ● PE equipment will be divided by cohorts. Each day it will be cleaned and sanitized and returned to the designated cohort storing area. ● Regular Cleaning will happen throughout the day.
Music	<ul style="list-style-type: none"> ● Music equipment will be divided by cohorts. Each day it will be cleaned and sanitized and returned to the Music cart or classroom area that is designated for that cohort. ● Carts must be cleaned at the end of each day, prior to moving to a new cohort. ● Singing will not be permitted in Music class unless singers can maintain at least 3.5m/12ft distance.
Resource Support	<ul style="list-style-type: none"> ● Resource teachers will work with small groups of students from the same cohort. ● Resource teachers will be encouraged to wear non-medical masks when working with these students when physical distancing cannot be maintained and for periods of close prolonged contact. ● Scheduling of groups will be from the same cohort on the same cycle day where possible. ● All books/learning materials that can be cleaned without damaging the book/material will be cleaned.
Intramurals	<ul style="list-style-type: none"> ● Intramurals will be scheduled by cohorts with the Physical Education Teacher ● Intramurals will be scheduled during recess time.

	<ul style="list-style-type: none"> ● Students transitioning to the gym will wear a non-medical mask ● Students must wash or sanitize their hands prior to going to intramurals and after intramurals, before entering the classroom.
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Extra Curricular Refer to [Chapter 5 in PSB September 2020 Guidelines](#)

Activities	Planning needed
Ex. Intramurals, Student committees, Mass gatherings/ assemblies	
Assemblies	Whole school assemblies will be postponed until clearance is granted from CPHO. We may hold cohort assemblies.
	Parent Nights <ul style="list-style-type: none"> ● Virtual Options ● Small group meetings for Home and School ● Videos ● Google Meet

Staff Considerations Refer to [Chapter 10 in PSB September 2020 Guidelines](#)

	How will this be addressed
Staff Breaks	<ul style="list-style-type: none"> ● Staff will hand sanitize, wear a non-medical mask, and physically distance as they leave their classroom/zone/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. ● Staff will take breaks within their cohort area. ● Staff can access the fridge and appliances necessary to heat up their lunches in the staff room. Staff can sit in designated cohort table areas. ● Teachers must clean up after themselves after eating. ● Dishes cannot be left in the sink and/or mailboxes. You must take them back to your class or put them inside your lunch box/bag/can.

	<ul style="list-style-type: none"> Teachers can bring beverages back to their classrooms but must be in a closed lid container.
Staff Materials	<ul style="list-style-type: none"> All staff members will be encouraged to use good hand hygiene, washing hands as much as possible and sanitizing
Substitutes	<ul style="list-style-type: none"> 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 CPHO guidelines and sign the declaration. In school, a sub will be assigned a cohort for the day and will follow all cohort schedules and zones. If the sub enters another cohort he/she will document that before leaving at the end of the day.
Shared Staff Spaces	<ul style="list-style-type: none"> Enhanced cleaning protocol will be enforced in these areas where staff members must wash hands or hand sanitize before they enter the shared space and again when they leave.
Meetings between and with outside personnel	<ul style="list-style-type: none"> All meeting attendees will sanitize and/or hand wash, be encouraged to wear a non-medical mask, and physically distance as they travel within the school. Each member will sign in and sign out of the school upon entry and exit.
Staff support multiple schools	<ul style="list-style-type: none"> Staff that travel between multiple schools will hand sanitize and/or hand wash, wear a non-medical mask, and physically distance as they travel between schools. Each staff will sign in and sign out of each school upon entry and exit per school.