



ST. PHILIP SCHOOL

1901 Haultain Avenue
Phone: 306-659-7450
st.philip@gscs.ca

Saskatoon, SK S7J 1P4 Canada
Fax: 306-659-2140
www.gscs.ca/phi

September 3, 2020

Dear Parents and Guardians,

We hope everyone had a great and restful summer! For those families that are new to our school we would like to welcome you to St. Philip and for those returning families we hope that you are excited to begin another school year. St. Philip School is committed to our Catholic faith, and we are looking forward to working with our families to create a safe and caring school community.

St. Philip School Return to School Plan

Our school plan below is based on the Greater Saskatoon Catholic Schools plan that can be found by clicking on the following link [GSCS Return-to-School Plan](#).

Gradual Re-Entry of students

- September 8th, 2020 will be the first day students will return to school. Not all students will return on the first day.
- Pre-Kindergarten and Kindergarten students will be sent a specific schedule and calendar.
- We will divide the Grade 1 to 8 student classes in half (approximately) so that half the students in each class will attend for the first week.
 - Students with family names starting with letter A-K will attend on Tuesday Sept. 8 and Thursday Sept. 10.
 - Students with family names starting with letter L-Z will attend on Wednesday, Sept. 9, Friday, Sept. 11.
- Gradual re-entry will allow for careful relationship building and mental wellness as well as smaller groups to teach and practice new COVID-19 procedures.
- This gradual re-entry is not without implications and challenges for families and we are thankful for the patience and flexibility of parents and caregivers.
- Normal student attendance will resume Sept. 14 unless otherwise directed.

Distance Learning Option

- Distance Learning Plans were sent out on August 18th. Any family choosing this option can contact the school office and the office coordinator will assist in the registration process. Once distance learning groupings are made, families will be informed.

First Week of School

- As indicated in the Division communication, we have asked all parents not to enter the school.
- Your child should only bring the following material with them in their backpack as they will be returning home with them at the end of the day. For the first day please send a pencil case (pencil, eraser, glue, crayons, scissors) runners, and a notebook.

Personal and Protective Equipment for Students

- Grade 4 – 8 students are required to wear masks when:
 - moving to and from rooms.
 - appropriate physical distancing cannot be maintained.
 - masks are not required when students are in class, sitting and facing forward.
 - all students are required to wear masks while riding the bus.
- Masks are recommended for kindergarten – Grade 3 students when moving to and from rooms.
- Accommodations will be made for students who are unable to wear a mask due to medical or other needs.
- Consider sending multiple masks so that the masks can be changed during the day. Masks will be sent home each day to be washed. We encourage students to practice mask wearing prior to the beginning of school year so students are more comfortable and familiar with wearing them. Please clearly label your child's masks.
- Greater Saskatoon Schools has purchased masks and water bottles for students. Children may use their own mask and water bottles, if your child forgets or does not have said items, school will provide.

Entrances and Exits

The use of multiple entrances/exits will assist our school in keeping our students in cohorts. When arriving at the school we ask that you follow this process.

- Parents and guardians are asked to not enter the school at this time.
- Families will be contacted by the classroom teachers with specific drop-off and pick-up plans for our students.
- Students will meet their teachers at their outdoor classroom meeting spaces and will enter the school as a class at 8:40.
- Students are encouraged to stay at home and not arrive at school until at least 8:30 a.m. Students will not be permitted to wait at the front entrance or be dropped off early before school. Parents must make before and after school arrangements.
- For students in Grades 4-8, masks must be worn outside while they wait to enter the school and in the hallways of the school and can not be removed until students have entered their classrooms and are seated facing forward. Masks are optional for K-3 students.

St. Philip Outdoor Meeting Space, Entrances, and Exits – Fall 2020

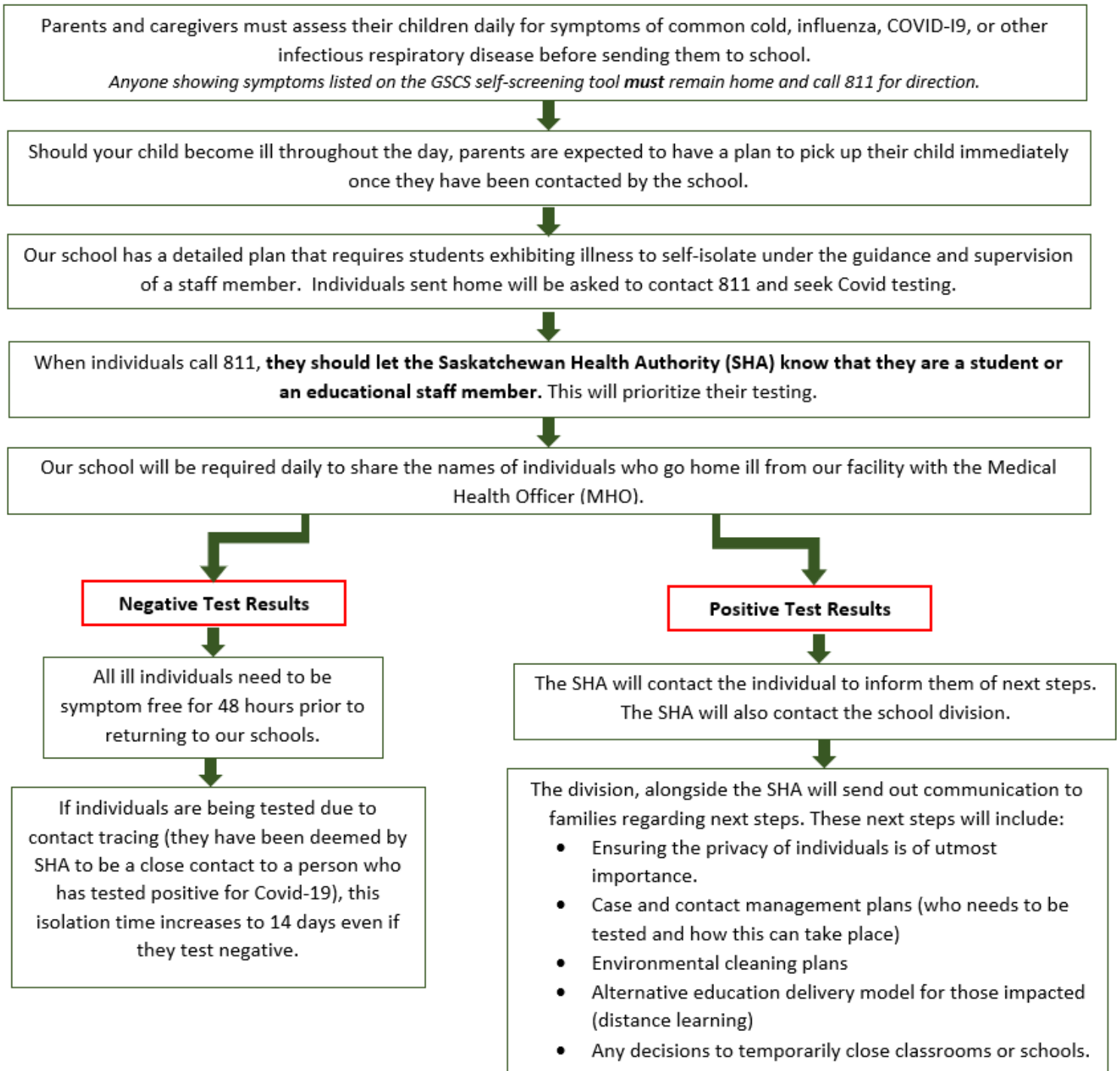


In order to follow Covid-19 guidelines and procedures, the following entrance and exit protocols must be followed at the beginning and end of the school day:

Before and After School Program	<ul style="list-style-type: none"> • Parents may not enter the school. • Specific drop off and pick-up plans will be communicated by program leaders.
KY and Grade 2/3SK	<ul style="list-style-type: none"> • Use the Haultain Avenue (south) gym entrance of St. Philip School. • Parents and caregivers can drop their child off and/or walk them to their outdoor classroom meeting space but cannot enter the school. · • Older siblings can drop students off but must then go to their designated outdoor classroom meeting space.
Grades 1/2MG and 3/4K	<ul style="list-style-type: none"> • Use the Haultain Avenue main (north) entrance of St. Philip School. • Parents and caregivers can drop their child off and/or walk them to their outdoor classroom meeting space but cannot enter the school. · • Older siblings can drop students off but must then go to their designated outdoor classroom meeting space.
Grade 4/5G	<ul style="list-style-type: none"> • Walk through the Taylor Street walkway to the back entrance next to the band room.
Grades 5/6H and 7K	<ul style="list-style-type: none"> • Walk through the St. Philip playground or Taylor Street walkway to the back entrance closest to the playground (south).
Grades 6/7HR and 8A	<ul style="list-style-type: none"> • Walk through the St. Philip playground or Taylor Street walkway to the back entrance closer to the church (by the middle years wing).

Health and Safety of our School Community

The health and safety of our students and staff is of utmost importance. Greater Saskatoon Catholic Schools (GSCS) and the Medical Health Officers (MHO) have collaborated on a plan to facilitate communication to report and track ill individuals and establish protocols in the event of a positive Covid-19 case identified within our schools. The following procedures all support both our schools and the SHA:



Schedules

School day scheduling has changed to ensure our students stay within cohorts. Our school recess and lunch schedules will be as follows:

Group 1 (Grades 2/3SK, 3/4K, 5/6H, 6/7HR)

Recess: (9:55 a.m. - 10:10 a.m. / 1:45 p.m.- 2:00 p.m.)

Lunch Recess: 11:40 a.m. – 12:10 p.m. (bell at 12:05 p.m. to come in)

Zone	Monday	Tuesday	Wednesday	Thursday	Friday
1 - Tarmac	6/7HR	5/6H	3/4K	2/3SK	6/7HR
2 - New Playground	2/3SK	6/7HR	5/6H	3/4K	2/3SK
3 - Old Playground	3/4K	2/3SK	6/7HR	5/6H	3/4K
4 - Field (Munroe)	5/6H	3/4K	2/3SK	6/7HR	5/6H
5 – Field (Haultain)					

Lunch: 12:10 p.m. – 12:40 p.m. (bell at 12:35 p.m. to clean up)

Group 2 (Grades KY, 1/2MG, 4/5G, 7K, 8A)

Recess: (10:25 a.m. - 10:40 a.m. / 2:10 p.m.- 2:25 p.m.)

Lunch Recess: 12:10 p.m. – 12:40 p.m. (bell at 12:35 p.m. to come in)

Zone	Monday	Tuesday	Wednesday	Thursday	Friday
1 - Tarmac	8A	7K	4/5G	1/2MG	1/2MG
2 - New Playground	1/2MG	KY	7K	4/5G	8A
3 - Old Playground	4/5G	1/2MG	8A	KY	7K
4 - Field (Munroe)	7K	8A	1/2MG	7K	4/5G
5 – Field (Haultain)		4/5G		8A	KY

Lunch: 11:40 a.m. – 12:10 p.m. (bell at 12:05 p.m. to clean up)

Our school has determined specific plans to ensure the use of washrooms as well as our common space is scheduled to allow for sanitizing and limiting student contact.

St. Philip Water Bottle Filling and Washroom Breaks

- Kindergarten will use their own washroom and sink, so they are not included in this schedule.
- Water fountains are not to be used.
- Students may use the washroom at any time if necessary but must allow for social distancing in the washroom if another classroom cohort is there.
- Students upstairs (Grades 6 and 8) should use the stairway that leads to the gym hallway, not the stairway that passes the Grades 5 and 7 classes.
- Washrooms:
 - 1/2MG, 2/3SK, 3/4K, and 4/5G use the washroom in the main hallway by the office.
 - Grades 5/6H, 6/7HR, 7K, and 8A use the washroom by the gym.
- Water Bottle Filling Stations:
 - Grades 1/2 MG and 2/3SK use the station in the main hallway by the office.
 - Grades 3/4K and 4/5G use the station upstairs by their classrooms.
 - Grades 5/6H, 6/7HR, 7K, and 8A use the station by the gym.

Break	Time	Grades
1	9:00-9:10	1/2MG and 5/6H
	9:10-9:20	3/4K and 6/7HR
	9:20-9:30	2/3SK and 7K
	9:30-9:40	4/5G and 8A
2	10:50-11:00	1/2MG and 5/6H
	11:00-11:10	3/4K and 6/7HR
	11:10-11:20	2/3SK and 7K
	11:20-11:30	4/5G and 8A
3	12:50-1:00	1/2MG and 5/6H
	1:00-1:10	3/4K and 6/7HR
	1:10-1:20	2/3SK and 7K
	1:20-1:30	4/5G and 8A
4	2:40-2:50	1/2MG and 5/6H
	2:50-3:00	3/4K and 6/7HR
	3:00-3:10	2/3SK and 7K
	3:10-3:20	4/5G and 8A

Lunch

If possible, students should return home to eat lunch. If students must eat lunch at school, they will eat in their classrooms. Strict cleaning protocols will be observed. Students who stay for lunch will be responsible to bring everything that they require in containers that they are able to open, and to bring home any leftover food, containers and recyclables. Students are reminded not to share any food items with others. There will be staggered eating and recess times to reduce the number of students on the playground at any given time

- Lunch hour supervisors will supervise inside and on the playground throughout the entire noon hour.
- Each cohort/class will have their own designated Physical Education equipment.
- Students that are returning from home, should not arrive at the school until 12:35 p.m. They will be required to wait in their classroom meeting area until teacher arrives.

Group 1 (2/3SK, 3/4K, 5/6H, 6/7HR)

Lunch Recess: 11:40 a.m. – 12:10 p.m. (bell at 12:05 p.m. to come in)

Lunch: 12:10 p.m. – 12:40 p.m. (bell at 12:35 p.m. to clean up)

Group 2 (KY, 1/2MG, 4/5G, 7K, 8A)

Lunch Recess: 12:10 p.m. – 12:40 p.m. (bell at 12:35 p.m. to come in)

Lunch: 11:40 a.m. – 12:10 p.m. (bell at 12:05 p.m. to clean up)

School Partners

Our school has Before and After, and daycare that operate within our building. The school administration has met with each partner to review GSCS safety protocols. If you are accessing these programs, please use information below for registration and access.

Parent Child Development Co-Operative

1901 Haultain Avenue

306-659-7106

Centre Manager: Shelley Farkas

Sfarkas.pcdc@sasktel.net

Choir/Music

Based on the following guidelines within the Re-Open Saskatchewan Plan August 2020, GSCS will not be offering choir as a course or as an extracurricular activity until further notice.

Singing within a cohort may take place within a classroom if physical distancing guidelines can be followed, singers face forward, and mask are worn. If the teacher is facing the singers, they should wear eye protection or a face shield.

Band

Based on the Re-Open Saskatchewan Plan Guidelines, band instruction will be on pause at this time. At this time, we are recommending that parents not pursue instrument rental.

Library

A specific plan regarding the safe exchange of books is under review and will be shared out shortly.

Extra-Curricular and Field Trips

At this time, all extra-curricular activities and field trips to public spaces are on pause.

Limiting Physical Contact

Our school will be cohorting our students so that they spend the majority of the day with the same group (class) of students. Students will have limited shared material within this cohort. Although physical contact will be reduced using multiple strategies, students will not always be distanced by two meters.

During specific time such as recess, multiple cohorts may be required to be in the same general location. If this needs to occur, students will maintain two-meter distance between cohorts and no materials shall be shared.

Facilities

Many environmental measures have been put into place in our school. Visual cues, signage, plexiglass and reduced furniture will assist students in mitigating physical contact. Staff members will be explicitly teaching students the new routines, such as how to circulate in our schools to increase distance between people and reduce physical contact.

Illness In Care

If a student seems ill and needs to be isolated/sent home, our school plan will include:

- Two isolation rooms/spaces.
- Students will be given a disposable medical mask if it is safe to do so. Face shields/ medical masks/gloves will be worn by staff working with sick students. [How to remove disposable gloves – Health Canada](#) [Putting on Gloves – Public Health Ontario](#)
- The school will call families to come pick up their child.
- A confidential logbook will be kept detailing time/date and name of the student who used the room as well as when it was cleaned and by whom. This information will be shared with the Saskatchewan Health Authority daily should contact tracing be required.
- At no time will an ill person be left unattended.
- These rooms/spaces will be used by one student at a time.
- Isolation rooms/spaces need to be fully sanitized after every use.

- Each isolation room will have hand sanitizer, paper towel, sanitizing solution and PPE.
- A garbage can with plastic bag will be in each room.
- Signage indicating “Room in Use” and “Sanitation Complete” will be posted.
- Parents/guardians must designate an emergency contact for student pick up if they are unable to pick up their child. All families must adhere to this.
- All items the student touched/used that day will be cleaned and disinfected after the student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) will be removed from the classroom and stored in a sealed container for a minimum of 10 days.
- All students who go home ill need to be symptom free for 48 hours prior to returning to school.

Sanitation

In order to ensure a safe learning and work environment, regular disinfection of surfaces that individuals regularly come in contact with is required. The disinfection of a surface is the process of applying a mixture of water and disinfectant (as per manufacturer’s recommendation) to surfaces to kill any bacteria and viruses that may be present.

- Additional caretaking staff have been added to allow for enhanced cleaning protocols.
- Sanitizing of the school will take place 5-6 times during the day.
- Disinfection of a learning space will take place immediately following a student falling ill. The space will be cleared of occupants to allow for a completion disinfection of the space.
- All shared technology (photocopiers, phones, computers, appliances) will be sanitized between each user.
- All high touch area within hallways, entrances, and main offices will be sanitized 5-6 times per day.
 - All doors
 - Doorknobs
 - Crash bars
 - Push plates/surfaces that are used to push
 - Glass that shows repeated contact with hands
 - Light switches
 - Water bottle filling stations (every hour)
 - Hand sanitizing stations
 - Stairwells
 - Handrails
 - Washrooms (every two hours). Sanitizing times and dates will be noted on a tracking sheet posted in each bathroom.

- Pencil sharpeners
- Taps, sinks and counters
- Desktops

Mental Health and Social-Emotional Supports

Students and staff returning to school do so with a varying range of emotions; fear for some, and the weight of uncertainty for most due to the unseen force of COVID-19. Greater Saskatoon Catholic Schools has been preparing to welcome students back with a strong emphasis on the social and emotional needs of students. Strategies to support self-regulation, manage anxiety and build resilience will be shared with school teams and with students. Our school has received a manual titled Supporting the Mental Wellness of our School Staff. Knowing that when our staff are healthy and strong, the culture of our buildings and student well-being is strengthened. The strategies shared with staff and students will support them in self-regulation, reducing anxiety and building resilience.

Our school counsellors will be focussing on welcoming students back using trauma informed practices and school teams will do what they always do to build relationships and resilience with their students.

While there is still a great amount of work to do, and we know we will not be able to control how exactly Covid-19 will impact us, we are committed to hearing the concerns, valuing the input, planning for mitigation of risk, and ensuring that the spread of our faith, love and care outweigh the spread the Corona Virus.

Students with Intensive Needs

We will continue to work collaboratively with our families who have children with Intensive Needs to plan appropriately. If you wish to have your child access Online Learning, please contact the school to register.

Transportation Instruction

Families are strongly encouraged to transport their own children when possible. For students who require school bus transportation to/from school, there will be the following changes:

- students will be assigned seats (same household together, school cohort as well);
- A full bus sanitization is to be completed after the morning and afternoon runs;
- for double-looped routes, drivers will wipe down high-touch areas (handrail, seats, window latches) with approved disinfectant after each route; • double-looped school buses may arrive slightly later than the start time due to sanitization of the bus after the first route.
- personal protective equipment (PPE) will be mandated for drivers;
- masks are required for all students while riding the bus;

- staggered arrival and departing times may be required at some schools to reduce the number of students using exterior doors at the same time.

Supports for Changes to Pedagogical Approaches

Although learning experiences will be adapted to ensure safety protocols are followed, students will return to accessing the full curriculum that they were used to and enjoyed prior to school suspension. Certain activities and instructional methods will require modifications to reduce contact. Your child's classroom teacher will be able to speak to any modifications that are required to courses such as physical education. Teachers will be using an online platform (such as Google Classroom or Seesaw) to communicate with families to support learning and communication.

As the school year progresses and school plans require change, we will keep families up to date. School staff will be contacting families to welcome students back as well as provide them class-specific plans. We look forward to working with families in creating a safe and faith filled learning environment for all of our students. As always, if you have any questions, please email pkobussen@gscs.ca or call our school at (306)659-7450.

Sincerely,
Paola Kobussen
Acting Principal of St. Philip Catholic School

Covid-19 Screening Questionnaire

Parents/guardians/students must use this questionnaire daily
to decide if the student should attend school

Risk Assessment: Initial Screening Questions

Do you, or your child, have any of the below symptoms:	CIRCLE ONE	
• Fever	Yes	No
• Cough	Yes	No
• Shortness of breath/Difficulty Breathing	Yes	No
• Sore throat	Yes	No
• Chills	Yes	No
• Painful swallowing	Yes	No
• Runny nose/Nasal congestion	Yes	No
• Feeling unwell/Fatigued	Yes	No
• Nausea/vomiting/diarrhea	Yes	No
• Unexplained loss of appetite	Yes	No
• Loss of sense of taste or smell	Yes	No
• Muscle/joint aches	Yes	No
• Conjunctivitis (Pink eye)	Yes	No
Has the person attending the facility travelled outside of Canada in the last 14 days?	Yes	No
Have you/your child had close contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days <u>and who is ill**?</u>	Yes	No

Have you/your child or anyone in your household been in close contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	Yes	No
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** "ill means someone with COVID-19 symptoms on the list above"

If you have answered **"Yes"** to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and call 811 for directions.

If you have answered **"No"** to all the above questions, you may attend school.