



Tommy Douglas Collegiate Safety Plan

Greeting:

Good afternoon Tommy Douglas families,

We hope you and your family are well and have had the opportunity to enjoy time relaxing with family and friends during the summer months. The new school year is quickly approaching, and the Tommy Douglas staff have been busy getting ready for a safe return to school. Thank you all for your patience as our school leadership team put together a return to school plan for our learning community that keeps health and safety at the forefront. This document contains information specific to Tommy Douglas Collegiate. The team have taken our direction from the Saskatchewan's Chief Medical Officer, the Response Planning Team and our own Saskatoon Public Schools safety plans. We encourage you to stay up to date with the school division [Saskatoon Public Schools Parent and Caregiver Handbook](#) as they will be updating regularly with any changes required. Information will also be found on our Tommy Douglas website as well as our parent portal.

Parent and Caregiver Reopening Handbook

Please refer to the [Parent and Caregiver Reopening Handbook](#) for general information on Saskatoon Public Schools reopening plan. This parent handbook provides detailed information on many important topics including:

- Safety Precautions
- Curriculum and Assessment
- Support Services
- Food and nutrition programs
- Facilities
- Supporting Students.

The guidelines of the Parent Handbook will be adhered to by our school along with elements specific to our school.

The following information represents our school specific plan for a safe return to school. Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer. Changes will be communicated as they occur.

Safety & Hygiene:

Proper hand hygiene is a key element to reducing the spread of illness. Hand sanitizer will be available in all schools at all entrances and in every classroom. Students are encouraged to bring their own bottle of hand sanitizer. There will be numerous prompts to wash hands or use hand sanitizer throughout the day, such as when first entering the building or entering the classroom.

We have a designated isolation space in the main office for anyone with COVID-19 symptoms who cannot leave the facility immediately. If a student is showing symptoms, they will be isolated in this space and provided with a medical mask until they can be picked up. The student will be supervised by a member of staff that will wear appropriate PPE.

Limiting Physical contact:

Students will be required to work at the same station on a regular basis. This will limit their touch points as well as aid in contact tracing. All classrooms will have a seating plan kept and students will need to be diligent in staying in their space.

Students are encouraged to pack in and pack out their materials for each school day. Lockers will not be issued to students this year unless there are special circumstances. This will be decided by administration on a case by case basis.

Limiting Shared Material and Equipment:

Students will be asked to follow classroom protocols for use of equipment as well as sanitation protocols after use of equipment. There will be spray disinfectant available and students may be expected to clean their equipment after use. Whenever possible we will assign students to the same machines/equipment during their class time.

All visitors to Tommy Douglas must:

- Enter the school through the main entrance only after scanning QR code provided on the entrance poster. The QR code will link the visitor to a Covid-19 questionnaire. Paper copies of the Covid-19 questionnaire will be available on site for guest without a device.
- Wear a mask and use the provided hand sanitizer before proceeding to the office window for further directions from office staff.

Mask usage:

At Saskatoon Public schools the health and safety of our students and staff are our number one priority. As indicated in the Parent and Caregiver Reopening Handbook:

- Grade 4-12 students are required to wear masks when appropriate physical distancing cannot be maintained.
- Staff are always required to wear masks when appropriate distancing cannot be maintained.
- When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning).
- All students are required to wear masks while riding the bus.
- All students are required to wear masks in school hallways.
- All visitors must wear masks.
- Saskatoon Public Schools will provide one reusable mask for each student. Additional disposable masks will be made available to students when needed and required.
- Students are welcome to bring their own masks.
- In some situations, wearing a mask may not be possible for a student. In these instances, school staff members will work with parents/caregivers to consider accommodations. More information can be found on the [CDC website](#).
- Staff members will be provided with a reusable mask and face shield for use as needed. Staff members may also choose to use their own mask.
- More information about the proper usage of masks or face coverings is available from the [Public Health Agency of Canada](#).

Staggered Start:

At Saskatoon Public Schools students are our number one priority. We want our students to be safe, healthy and excited to return to school and we want parents and caregivers to feel an equivalent amount of comfort with the reopening. In this current environment we need to practice new ways of being safe and happy at school. To this end our schools will be setting up a staggered start so that we all have an opportunity to practice and refine our new routines and procedures with the students.

On **Tuesday September 8th** and **Wednesday, September 9th**, we will be conducting a staggered start for students. Students will attend their homeroom which is connected to their AM class in Quint 1 during the times scheduled below. Teachers will communicate all the new health and safety protocols and go through their general homeroom procedures. When students are dismissed, they will need to leave the school immediately so that we can prepare the school to welcome the next cohort of students. All students are required to attend on these days even if they have a scheduled spare in the AM of Quint 1. **Thursday, September 10th** will be the first full day for all students following the Quint 1 schedule.

	Tues. September 8th	Wed, September 9th
AM: 9:00 – 11:39	Grade 9 Students	Grade 11 Students
PM: 12:30 – 3:09	Grade 10 Students	Grade 12 Students

School day schedule:

To support the health and safety of students and staff members, Tommy Douglas Colligate will be adopting a block schedule for 2020-21. The school year will be divided into five learning terms or “quints.” A student will take two courses in each quint, one in the morning and one in the afternoon. The updated school year calendar can be found here [2020-2021 Secondary Quint Calendar](#)

Breaks will be staggered within each block. Students will be asked to maintain social distancing and wear a mask during this time.

When creating the quint schedule, we used the schedule you were given in the spring to fit into the quints. Below is a chart that shows when your semester classes are offered in the quint schedule.

Q1 Sep 8 - Oct 28	Q2 Oct 30 - Dec 17	Q3 Jan 4 – Mar 2	Q4 Mar 4 – Apr 30	Q5 May 4 – Jun 23
S1P3	S1P2	S1P1	S2P2	S2P1
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
S1P4	S1P5	S2P4	S2P5	S2P3

We will be operating a staggered start time to each school day. We created these different schedules based on the classes that you are registered in, not the student grade. For example, if you are a grade 11 student taking a grade 12 class in the PM of Quint 1, then you would follow the Grade 12 PM schedule.

GRADE 9 CLASSES		GRADE 10 CLASSES		GRADE 11 CLASSES (20 level classes)		GRADE 12 CLASSES (30 Level Classes)	
AM Class	9:00 – 11:39	AM Class	9:10 – 11:49	AM Class	9:00 – 11:39	AM Class	9:10 – 11:49
AM Break	10:00 – 10:10	AM Break	10:30 – 10:40	AM Break	10:15 – 10:25	AM Break	10:45 – 10:55
Lunch	11:39 – 12:30	Lunch	11:49 – 12:40	Lunch	11:39 – 12:30	Lunch	11:49 – 12:40
PM Class	12:30 – 3:09	PM Class	12:40 – 3:19	PM Class	12:30 – 3:09	PM Class	12:40 – 3:19
PM Break	1:30 – 1:40	PM Break	2:00 – 2:10	PM Break	1:45 – 1:55	PM Break	2:15 – 2:25

Lunch:

During the lunch break, Tommy Douglas students are encouraged to go home wherever possible. Students bringing their own food to school should use clean containers and bring their own utensils.

- If students remain in the school, they will be eating their lunch in their morning block classroom/designated space.
- Students choosing to leave the school for lunch will not be readmitted until 15 minutes prior to their afternoon block class unless there are extenuating circumstances.
- Students will be able to access Georgio's food service during the lunch hour while maintaining social distancing guidelines under the direction of school staff supervisors.
- Students will be able to access the nutrition program at lunch hour while maintaining social distancing guidelines under the direction of school staff supervisors.

Entering/Exiting the School:

Where possible, schools will assign groups of students or classroom specific doors to enter and leave the school. There will be appropriate door signage to ensure those entering the school have done a self-health check.

Students are encouraged to arrive no sooner than 15 minutes before their first class and should move directly to their class upon arrival. Teachers will open classroom doors 15 minutes prior to the beginning of morning and afternoon classes.

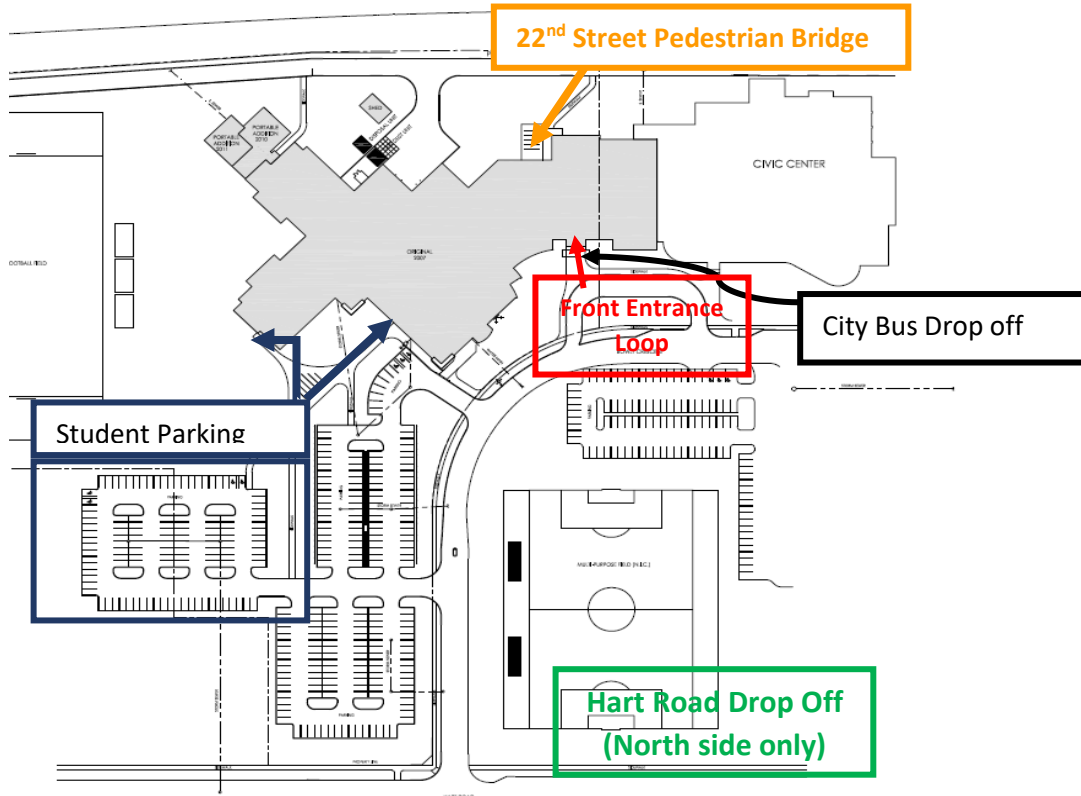
Tommy Douglas students usually enter the school based on their mode of transport. Therefore, we will ask students to enter through the following entrances:

- **Students who arrive by City bus or get dropped off in the loop in front of the school-** Enter through the main doors at the front of the school. Students will not be able to enter through the Shaw Center doors.
- **Students who get dropped off near the student parking lot or use the Student Parking Lot -** Choose between the two west facing doors based on which entrance is closer to their class.
- **Students who use the pedestrian bridge that goes over 22nd street** – Enter through the north facing community entrance.
- **Any student walking to school** – Enter through the doors that are closest to their classroom.

If a student arrives early the only doors that will be open will be the main doors at the front of the school. Tables in our commons area will be marked to ensure physical distancing and mask requirements would still apply. If students regularly come early, administration will communicate with parents/guardians to discuss possible solutions.

With the increased traffic flow that will occur during drop off and pick up, we would ask that parents drop students off further away from the school. Please consider using Hart Road as indicated on the map.

When students exit the school, they will choose the door that is nearest to their class.



Busing:

Information from City Transit will be coming soon.

Lockers:

Lockers will be available upon special request.

Flow of traffic within the school:

Directional arrows to support safe movement in schools will be used. Social distancing decals will be installed on floors where necessary. As students move through our building it will be important that they follow the directional arrows to limit congestion. If Students need to use the bathroom, they will use the nearest bathroom. Students will fill their water bottle during their scheduled break at the closest water filling station.

Traffic Flow: Students will stay on right side of the hallways. The central stairs (hub) will be designated as going up only. The stairs at the end of both hallways will be designated for going down only. Directional arrows have been placed to remind students.



Parent/Caregiver access to school:

At Tommy Douglas we value and encourage open communication with all our parents/caregivers. Parents/caregivers are encouraged to contact the main office to make an appointment if they need to talk with staff face to face. At this point, we request that in person visits occur only if necessary. If you would like to contact staff, we encourage you to visit our Tommy Douglas [Parent Portal](#) or call 306-683-7910 to request a specific staff member’s contact information.

In the case where a face to face visit is needed, Parent/Caregivers must follow the protocols below.

- The number you may use to reach our office is 306-683-7910 to book an appointment
- Parents/caregivers may enter the school through the main entrance only after scanning QR code provided on the entrance poster. The QR code will link the visitor to a Covid-19

questionnaire. Paper copies of the Covid-19 questionnaire will be available on site for guest without a device.

- Parent/Caregivers must have completed the Covid-19 questionnaire before entering the school.
- Parent/Caregivers must wear a mask and use the provided hand sanitizer before proceeding to the office window for further directions from office staff.

Extra-Curricular Activities:

Another important update to share is regarding in-person extracurricular activities for the fall. The decisions regarding extracurricular activities was made to ensure the health and safety of students and staff members, and to protect the class cohorts we are creating in collegiates by limiting student interactions.

Performing arts activities such as musicals, plays, and band concerts, are postponed. With regards to sports, the Saskatoon Secondary Schools Athletic Directorate (SSSAD), in collaboration with Greater Saskatoon Catholic Schools and Saskatoon Public Schools, has decided that the following sports will not be offered in high schools this fall:

- Cross Country
- Football
- Soccer
- Volleyball

As the situation evolves, the plans for extracurricular activities will be reviewed and updated. We will continue to provide updated information as it becomes available.

Learning Options:

Students best engage in their learning through connection with their teacher and with fellow students. However, in-person learning may not be the best option for every student in the fall. Students will have a choice between in-class learning or online learning.

As families choose between in-class and online learning, school staffing may be adapted and classroom assignments may change early in the school year. We appreciate the patience and understanding of families as we work through these issues.

For the 2020-21 school year, Saskatoon Public Schools [Online Learning Centre](#) (OLC) is offering K-12 curriculum online.

Mental Health and Social-Emotional Supports

In addition to the section in the Parent and Caregiver Reopening Handbook on supporting students we want to make sure that families are aware of as always, students who need additional support

for their well-being may receive support from the school counsellor. Parents and students who believe this support may be necessary can reach out to Student Services, the school administrators or other school staff to discuss. The counsellors will work with their team to determine appropriate supports, which may include direct support and/or assisting students and families to access other services in the community. To support students and families as safely as possible students will be able to request the services of our counsellors using an online platform. When intervention is required our counsellors are willing to work with students and families through phone calls, video calls or in person meetings. For in person meetings, appropriate safety measures will be utilized according to the most current public health guidelines.

Well-being is one of our four student goals in our school division strategic plan. Opportunities to learn about and practice well-being exist across multiple curricular areas.

Communications:

Attendance is essential for student success in school. In the case that your student misses a class please communicate this to our school by contacting the attendance secretary at 306-683-7910. If your student misses an extended period of time, it is imperative that you contact their classroom teachers to support a learning plan.

Other:

Tommy Douglas offers two unique programs: Off the Grid and Softball Academy. Both programs are running with the following adaptations:

OFF THE GRID

Off the Grid is running full swing this fall with the program scheduled for the afternoons of the first 4 Quints. We are hitting the ground running as we head off outside to utilize the warm weather as much as possible. Tree planting, forest survival skills, canoeing and biking will be some added adventures in the first Quint. As the year progresses, we'll keep the same focus of escaping outdoors but begin to tackle climate and social justice topics. Student safety is a top priority and there is no safer place to be than the great outdoors! We will see you on Sept 8th! Bring your mask and your outdoor gear for whatever weather comes our way!

SOFTBALL ACADEMY

On field, we will be following safety protocols established and implemented by Softball Saskatchewan/ Saskatoon Minor Softball League during this season's abbreviated schedule. Gordie Howe Sports Complex has established safety protocols, which we will be required to follow when training indoors. These protocols include personal sanitizing, participant number restrictions within different instructional areas, and restricted access within the complex.

