

Returning to School: A GUIDE TO THE SAFE REOPENING OF NBISIING SECONDARY SCHOOL 2020-2021 School Year

Every day in-school learning with enhanced public health measures



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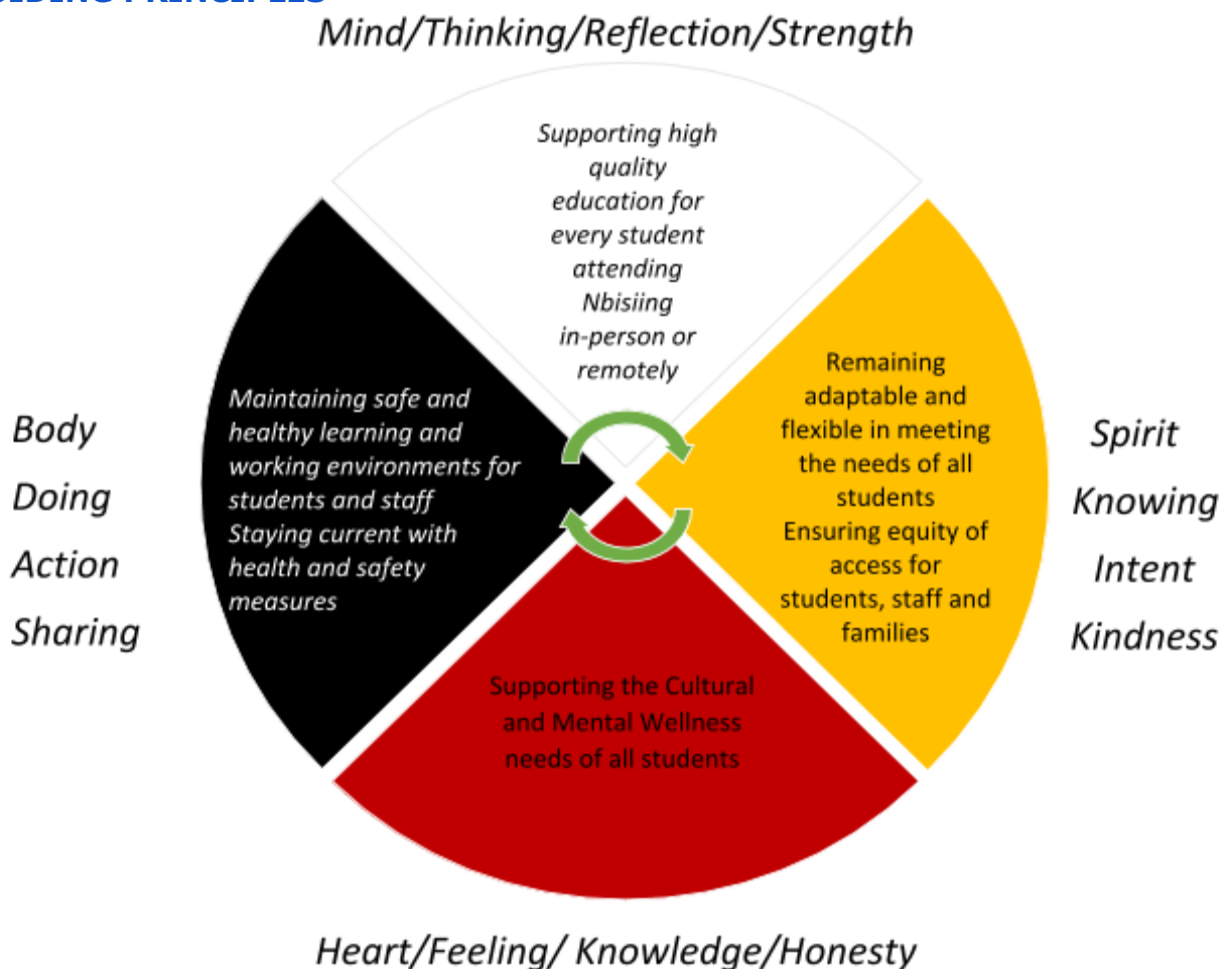
Approach to Reopening 2020-2021 School Year, Nbisiing Secondary School, Nipissing First Nation

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INTRODUCTION

The health, safety and well-being of students and staff remains the priority as Nbisiing prepares to welcome students back to class for the 2020-2021 school year. Nbisiing will reopen for in-class and instruction with enhanced health and safety protocols. This includes an emphasis on screening for symptoms of COVID-19, cohorting, hand hygiene, cough/sneeze etiquette, physical distancing, the use of masks and other personal protective equipment as well as enhanced cleaning and disinfecting. It also includes a Public Health protocol to manage outbreaks. When students are in the classroom, the classroom furniture will be arranged to leave as much space as possible between students. While the school experience will look and feel different, the quality education delivered by our caring educators will remain the same. There will also be a renewed focus on mental and cultural wellness as we continue to support students.

GUIDING PRINCIPLES



This plan has been created by referencing the [Ministry's guidance documents Approach to Reopening Schools for the 2020-2021 School Year](#), the [Guide to Reopening Ontario's Schools, COVID-19 Reopening Schools](#). It is aligned to the ongoing guidance provided by the the [Lawrence Commanda Health Unit](#) and the [North Bay Parry Sound District Health Unit](#). Regular updates will be made to this plan based on information provided by these agencies. This document provides an overview of what parents/guardians, students, staff and community members can expect when classes resume on Tuesday, September 8, 2020.

I practice physical distance, handwashing and wearing a mask because...

The Seven Grandfather teachings

Humility – Dbaadendiziwin

Bravery – Aakwa'ode'ewin

Honesty – Gwekwaadzwin

Wisdom – Nbwaakaawin

Truth – Debwewin

Respect – Mnaadendimowin

Love - Zaagidwin



Humility – I am humble and an equal, I don't know if I have COVID, as we know people can spread the disease even without symptoms.

Bravery – I am strong, I will practice physical distance, handwashing and wearing a mask because I have the courage to face my fears.

Honesty – being truthful and true to yourself, the reality is COVID is real and I don't want to add to the spread of the virus.

Wisdom – I have the knowledge to keep my community and family safe, therefore I will practice physical distance, handwashing and wearing a mask because I know it works.

Truth – We must understand, speak and feel the truth, it gives us the ability to act without regret, therefore I act true to myself by practicing physical distance, handwashing and wearing a mask.

Respect – I respect the balance and needs of others, I don't want to get someone else sick with COVID, therefore I practice physical distance, handwashing and wearing a mask.

Love – I love all of creation, I love my family, and my friends, I want nothing but kindness and peace for all things around me, therefore I practice physical distance, handwashing and wearing a mask out of love.

VOLUNTARY SCHOOL ATTENDANCE

The return to school in the fall of 2020-21 will be voluntary and based on parent choice. For parents who choose not to send their son/daughter back to school, Nbisiing is prepared to continue to provide synchronous remote learning. Nbisiing will provide each distance learning student with a laptop and charger for each semester to access and complete school work. This laptop must be returned at the end of the school year. The earliest time students who opt for distance learning can re-integrate into face to face instruction in school will be at the end of each semester. This requirement will be in place for as long as public health circumstances require adapted delivery of education.

SCHOOL DAY ROUTINE AND SCHEDULE

Nbisiing will be returning to a normal school day routine, five days per week with enhanced health and safety protocols in place.

- All class sizes will accommodate 2 meter distancing within each classroom and maintain a maximum limit of 15 students per class. Individual classroom maximums will be posted on each classroom door.
- As Nbisiing’s population is under 100 students, we are able to offer our regular class timetables and remain in compliance with the [Ministry’s Guidelines for reopening schools](#).
- Nbisiing will also provide synchronous learning and use Google Classroom to post all assignments to accommodate those who voluntarily choose to stay home. The synchronous learning model aids in maintaining connection and community to support academic and mental wellness.



School Year Calendar 2020 - 2021

Visit us regularly at www.nbisiing.ca for updates

| Month | Number of Instructional Days | Number of Professional Activity Days | Number of Scheduled Examination Days | 1 st Week | | | | | 2 nd Week | | | | | 3 rd Week | | | | | 4 th Week | | | | | 5 th Week | | | | | | | | | | | | | | | |
|----------------|------------------------------|--------------------------------------|--------------------------------------|--|---|---|---|---|----------------------|---|---|---|---|----------------------|---|---|---|----|----------------------|----|----|----|----|----------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| | | | | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | M | T | W | T | F | | | | | | | | | | | |
| August 2020 | | | | H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| September 2020 | 17 | 3 | 0 | | P | P | P | H | H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| October 2020 | 21 | 0 | 0 | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| November 2020 | 20 | 1 | 0 | | | | | | | | | | | M | M | | | | | | | | | PT | P | | | | | | | | | | | | | | |
| December 2020 | 13 | 1 | 0 | | | | | | | | | | | | | | | | | | | | | | P | D | D | D | D | H | H | D | D | D | D | D | D | D | |
| January 2021 | 20 | 0 | 5 | | | | | | | | | | H | | | | | | | | | | | | | | | | | | | | | | | | | | |
| February 2021 | 18 | 1 | 0 | | | | | | | | | | | | | | | H | | | | | | PT | P | | | | | | | | | | | | | | |
| March 2021 | 17 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April 2021 | 19 | 1 | 0 | | | | | | | | | | H | H | | | | | | | | | | | | | | | | | | | | | | | | | |
| May 2021 | 20 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 2021 | 13 | 0 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July 2021 | | | | | | | | | | | | | H | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | | |
| TOTAL | 178 | 7 | 10 | Note: The 2020-2021 calendar provides for 196 possible school days between September 1, 2020 and June 30, 2021. The school year shall include a minimum of 134 school days of which three days must be designated as professional activity days with respect to specific provincial education priorities as outlined in the Policy/Program Memoranda 151 and up to four extra days may be designated by the school as professional activity days. The remaining school days shall be instructional days. Up to ten instructional days may be designated as examination days. This calendar contains 178 instructional days and is based on a minimum of 110 hours per course with 80 minute class periods. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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THE CRITICAL ROLE OF FAMILIES

Families play a critical role in supporting health and safety in our school community. The most important thing families can do to help mitigate the transmission of COVID-19, is to [screen](#) their son/daughter **daily** prior to getting on the bus for any [COVID-19 symptoms](#) and keep them home from school if they are sick or have had close contact with anyone diagnosed with COVID-19. Parents/guardians should also encourage them to adhere to the health and safety measures put in place by their school including following physical distancing, practicing good hygiene habits, including hand washing and wearing a mask.

Families ultimately make the decision as to whether their son or daughter will attend in-school, face to face instruction or if they will continue with at-home remote learning. Both choices consider the guiding principles and include many factors including student engagement, well-being, learning, staffing, timetabling, space considerations, and above all student and staff health and safety. We will keep you informed on a regular basis on what is happening at the school, how we continue to address the challenges posed by COVID-19, and measures being taken to limit its spread in our school communities.

FACE COVERINGS (non-medical masks)

As of July 31st, 2020, face coverings are required in all NFN buildings which includes Nbisiing Secondary School. Nbisiing has purchased 2 reusable cloth face masks for each student attending Nbisiing in September 2020. There is no cost to the students or parents for these masks. Masks are to be [worn](#) on the buses, and in the building when students are moving from class to class, walking in the hallways etc. [Masks should be washed](#) each evening. Students are encouraged to bring two masks with them each day in case one becomes wet, dirty or damaged.

Please note that social distancing should still be practiced even with the use of masks.

In addition to wearing a mask, please remember to:

- [Wash your hands](#) often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose area with a tissue when you cough or sneeze or use the inside of your elbow

All classrooms will have hand sanitizers outside each classroom door. Each person must sanitize their hands prior to entering the room.

When students must change classrooms for a different course, they will wipe down the desk and chair before sitting down. Disinfectant wipes will be available in each classroom. All desks and chairs will be cleaned at the end of each school day by the custodians.

CLASSROOM ARRANGEMENTS

- All students and staff have been timetabled for the Fall semester.
- As much as possible students who can stay in the same classroom for more than one class period will do so depending on the courses needed to fulfil their OSSD.
- Everyone will use the hand sanitizer provided at the entrance to each room.
- Students will clean their desks at the beginning of each class. This will become part of the regular classroom routine. Desks will be arranged with physical distancing measures.
- Students will choose a desk on the first day of classes and will keep that desk for the remainder of the semester.
- Teachers will use a combination of in-class and online synchronous instruction to meet the needs of the students in the classroom and those that are joining virtually from home.

COURSE COMPLETION

In order to increase the fluidity of instructional delivery should we have to move between face to face and online/remote delivery once again, teachers will provide direct teaching of the online skills needed to successfully complete courses. Each student will have courses scheduled and a timetable whether they are in the physical classroom or logging on remotely. Educators will use their professional judgement to provide some flexibility to students on an individual basis when students are unable to participate in synchronous learning.

- Remote education will be delivered online through Google Meets and Google Classroom
- Students will have direct synchronous contact with their teacher on a daily basis
- In the case of a whole school move to remote learning, students and teachers will maintain the same timetable as when they were in the building.
- Attendance will be taken at the beginning of each scheduled course
- All devices will be provided to students (laptops, chargers etc)
- Our IT teacher will provide technical support for students who experience difficulties
- Assessment, evaluation and reporting activities will proceed as usual, with a focus on overall expectations across all subjects and grades
- The primary purpose of assessment and evaluation is to improve student learning
- Where assessment approaches have relied on exams - culminating activities such as performance tasks, demonstrations, essays and projects can be used instead to determine students' grades or marks.

Nbisiing is using Google Classroom to assign student work and Power School to track student attendance and grades, however we are also offering a paper solution for families. This system involves distributing paperwork packets to families for the students to complete while at home, along with frequent emails and phone calls either to the students directly and/or to their parents. If the student has internet access, all classroom work can be done online, which will eliminate any public health risk associated with providing printed instructional support.

CLASS ATTENDANCE

- Classes will begin at the timetabled scheduled times and students are expected to be in attendance (physically or remotely) for attendance to be taken.
- Classes are scheduled for 80 minutes per course. Each teacher will determine the length of direct teaching and application time for each class and will communicate this clearly to students, parents/guardians and administration.
- Students are expected to attend class (in person or remotely) each day.
- Student attendance will be tracked in PowerSchool.

GRADING AND REPORTING

- Assessment, evaluation and reporting activities will proceed as usual, with a focus on overall expectations across all subjects and grades.
- Interim reports, as well as midterm and final report cards will be completed. Any student or parent/guardian
- Students will complete class assignments and can expect opportunities for feedback from their teacher and peers as they progress through the course curriculum whether we are using an in person or online model of delivery.
- The primary purpose of assessment and evaluation is to improve student learning.
- Where assessment approaches have relied on exams - culminating activities such as performance tasks, demonstrations, essays and projects will be used instead to determine students' grades or marks.
- Student grades will be 70% from course work throughout the semester and 30% from a final exam or culminating activities that evaluate the overall expectations for the course.
- To successfully complete a course and receive credit in the 2020-2021 school year, students must complete the work and demonstrate an understanding of the overall expectations for each course.

SPECIAL EDUCATION

Our Special Education Teacher will continue to work with parents, students and the Student Success Team to review, update and create IEPs. Teachers will continue to accommodate students with individual education plans (IEPs) and those needing additional support, whether they are in the classroom or distance learning from home.

A SHARED RESPONSIBILITY

- Safety is a shared responsibility between the school, the home and the community. Families play a critical role in limiting the spread of COVID-19.
- Parents/guardians will be required to screen their son/daughter daily for any COVID-19 symptoms and keep them home from school if they or anyone in the household are sick or have had close contact with anyone diagnosed with COVID-19.
- Families, including children, are required to self-isolate for 14 days if there has been travel outside of Canada.
- Parents/guardians can support their children's education by encouraging them to follow health and safety protocols at school, at home, on the bus, and in the community. This includes keeping a safe distance, washing or sanitizing hands, coughing or sneezing into an elbow, and wearing a mask, as required. It also includes following your school's protocols for pick up and drop off and any other health and safety measures that may be implemented.

RECORD KEEPING

Nbisiing will keep records of:

- classes and daily attendance
- seating charts, bus cohorts and lunch cohorts
- NFN tracking forms for teachers
- daily visitors who are approved to enter the school (Visitors might include supply teachers, occasional teachers and custodians/cleaners).

Schools will maintain these records and the records will be readily available for public health for contact tracing purposes.

REPORTING ABSENTEEISM

Nbisiing will submit a weekly report to the NFN Lawrence Commanda Health Centre to notify them of any absenteeisms due to illness. If Nbisiing reaches 15% absence due to illness, then the Health Unit will be notified and we will follow their recommendations. It is important that each parent/guardian notifies the school of the reason for any absences as soon as possible the morning of the student's absence. If you leave a message, please include the best phone number to get in touch with you that day. While students are away from school, they can access all classroom work on Google Classroom and can contact their teachers with any questions via email.

PROGRAMMING

PHYSICAL EDUCATION

Physical education classes will continue with protocols outlined in the PHE Canada document, [Covid-19 Pandemic: Return to School Canadian Physical and Health Education Guidelines](#).

NUTRITION CLASSES

Nbisiing will not be offering these courses in the Fall semester, however theoretical components of Food courses may be delivered in the 2nd semester with a focus on nutrition, health and safety, and meal planning.

CO-OPERATIVE EDUCATION

Co-op placements will be offered virtually.

In-person placements can be arranged in alignment with direction and recommendations of the North Bay Parry Sound District Health Unit.

AFTER SCHOOL PROGRAMMING

As per the Ministry reopening guidelines, organized sports and clubs can continue if physical distancing is possible and equipment and spaces are sanitized between each use.

OPENING EXERCISES

We will continue with our morning opening exercises with some changes due to Covid-19. The morning drum song will be pre-recorded and played over the school's PA system. Due to the requirements for physical distancing, the Grandfather drum will not be used. Hand drums without signing may be used. Each student who wishes to drum will have their own hand drum and practice physical distancing when drumming with others. The morning thanks will be said over the PA system and the system will be disinfected after each use.

BREAKFAST PROGRAM

The breakfast program will comply with the increased health and safety protocols for Covid-19. With physical distancing students will pick up their 'Grab and Go' bag and take it to their assigned desk to eat for this nutrition break. Increased cleaning protocols as required for Covid-19 will be completed before and after serving students.

LUNCH HOUR

Students will be placed in cohorts and assigned a room for lunch. Students are encouraged to bring their own lunches. No sharing of food is permitted. Increased cleaning protocols as required for Covid-19 will be completed before and after serving students.

SAFETY AND WELL-BEING

In planning for the reopening of schools, it is critical to balance the risk of infection and transmission of COVID-19 in children with the impact of school closures on their physical and mental health.

In its plan for reopening schools, Nbisiing has complied with the following:

- The directive from the Ministry of Education with guidance from Public Health.
- Health and safety protocols to mitigate risk and protect people, including students, staff, parents/guardians, education partners and the community as reviewed with input from NFN's Health Department and the North Bay Parry Sound District Health Unit.

The Ministry of Education is creating a resource to support the re-entry of students to schools. This resource incorporates feedback gathered to facilitate the re-entry for students who may struggle with transitions. Our school can link students with our wellness team as well as refer them to community services.

SOCIAL-EMOTIONAL AND CULTURAL WELL-BEING OF STUDENTS AND STAFF

Nbisiing's Wellness Lead and Cultural Lead will develop videos and resources for students, parents, and teachers to access in person and online. They will work with students individually or in small groups to address any well-being needs. They will also schedule a once a week classroom visit with each class to present a teaching and provide support for any student needs. They will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop stronger outreach programs in the areas of Wellness and Culture to support their needs. School Mental Health Ontario will provide schools with a professional learning framework and toolkit to support the mental health of all students. Staff will engage in professional learning prior to school opening.

VISITOR RESTRICTIONS

To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitors will be limited to essential services. All visitors, including parents and guardians must make prior arrangements to enter the school and must complete a Covid self- assessment and wear a mask while on school premises. All visitors are required to sign in/out and provide their full name and telephone number. These precautionary measures protect everyone in the building.

TRANSPORTATION

Details regarding transportation can be found on our [website](#) and [NFN's website](#). For more information contact the Education Department at 705-753-6995.

WASHROOM USAGE

A limit of 2 students are allowed in the washroom at the same time. Posters have been placed at each of the washroom doors stating the occupancy. The main doors will remain propped open so no one has to touch the door to open it. Before leaving the washroom, students must follow the posted cleaning instructions and wipe down all surfaces they have touched.

LOCKERS

Students will not have access to lockers. All students are encouraged to bring what they need for the day in their backpacks and keep it with them throughout the day.

SCHOOL ASSEMBLIES AND FIELD TRIPS

Nbisiing will not hold any whole school assemblies and will discontinue student travel and participation in educational excursions (field trips) for the 2020-2021 school year.

USE OF THE KITCHEN

The use of the kitchen is off limits to everyone except staff who will prepare the 'Grab and Go' bags for the Breakfast Program. No other use of the kitchen is permitted at this time.

MOVEMENT IN HALLWAYS

Students will be discouraged from congregating in the hallways, in common areas, and on school property. Physical distancing must be practiced at all times.

COHORTING

Secondary students will be limited to approximately 100 student contacts within two subjects/courses per week. The purpose of cohorting is to limit the mixing of students and facilitate contact tracing. If a student or staff member develops an infection, the number of exposures would be reduced and can easily be tracked to limit the spread of COVID-19.

FIRE DRILLS AND LOCKDOWNS

Fire drills will continue with enhanced health and safety measures. Nbisiing may modify evacuation drills by designating areas of the building for physical evacuation or conduct tabletop exercises to review what to do during a fire drill.

Lockdown practices will continue. Teachers will review lockdown procedures as a tabletop exercise rather than moving all occupants into one corner of the classroom. Lockdown practices will be pre-scheduled with communication to all staff.

MONITORING AND RESPONDING TO REPORTS OF COVID-19 SYMPTOMS

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If a student becomes ill during the school day, they are to leave the classroom and come to the table outside of the front office. They are to take a 'sick' card and notify the person at the front desk. Please **DO NOT** come into the office. Once the office personnel has been notified, they are to go to the isolation room. A COVID-19 isolation kit containing staff/student PPE for illnesses is located in the isolation room containing a mask, face shield, gloves, kleenex, wipes and sanitizer. The office will call your parent/guardian to pick you up. Students will be supervised and remain in the isolation area until a parent/guardian can pick them up. Students who become ill while at school are not permitted to get on the bus to go home. Where possible the isolation room will be ventilated (open window). The isolation room will be cleaned and disinfected after each use. The learning materials will be provided for students who are required to stay home to quarantine.

PROCESS FOR TESTING

If a student becomes ill and requires [Covid-19 testing](#), they cannot return to the school until the school has been notified that the student's test was negative. As Nbisiing serves students who are NFN members living on reserve as well as students who live in Sturgeon Falls and North Bay, we will provide absenteeism due to illness reports to both the NFN Lawrence Commanda Health Unit and the North Bay Parry Sound District Health Unit.

West Nipissing General Hospital Testing Centre

Book an appointment: 705-580-2186

Location: 219 O'Hara St. Sturgeon Falls

Age restrictions: Must be 2 years old or older to be tested

Note: Even though the West Nipissing testing site is run by the West Nipissing General Hospital, it is not at the hospital. The address is for the West Nipissing Community and Recreation Centre.

North Bay Regional Health Centre Testing Centre

Book an appointment: 705-474-8600 ext 4110

Location: North Bay Regional Health Centre 50 College Dr., North Bay

DAILY SCREENING

COVID -19 SYMPTOMS LIST

Symptoms of COVID-19, which is the disease caused by the 2019 novel coronavirus, range from mild — like the flu and other common respiratory infections — to severe. Symptoms may appear **2-14 days after exposure to someone with COVID-19**.

CALL 911 IF YOU ARE EXPERIENCING ANY OF THE FOLLOWING SYMPTOMS:

- severe difficulty breathing (struggling for each breath, can only speak in single words)
- severe chest pain (constant tightness or crushing sensation)
- feeling confused or unsure of where you are
- losing consciousness

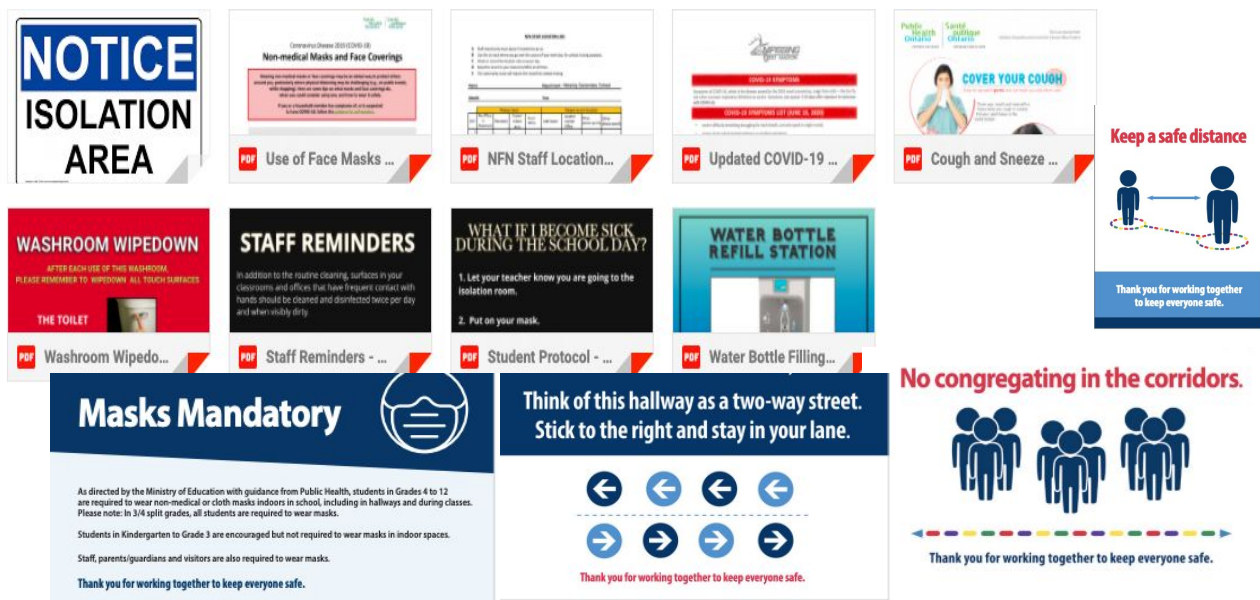
THE MOST COMMON SYMPTOMS OF COVID-19 INCLUDE:

- fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius or higher)
- chills
- cough that's new or worsening (continuous, more than usual)
- barking cough, making a whistling noise when breathing (croup)
- shortness of breath (out of breath, unable to breathe deeply)
- sore throat
- difficulty swallowing
- runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- lost sense of taste or smell
- pink eye (conjunctivitis)
- headache that's unusual or long lasting
- digestive issues (nausea/vomiting, diarrhea, stomach pain)
- muscle aches
- extreme tiredness that is unusual (fatigue, lack of energy)
- falling down often
- for young children and infants: sluggishness or lack of appetite

Complications from COVID-19 can include serious conditions, like pneumonia or kidney failure and, in some cases, death.

WALL SIGNAGE AND FLOOR MARKINGS

Signage is posted at school entry and exit areas, and entrances to classrooms, common areas, and meeting spaces such as the main office, principal and vice-principal offices etc. One Way Directional Signage has been placed in the hallway to direct traffic flow and assist with physical distancing. Signage outlining cleaning protocols, maximum room capacities, and reminders of proper hygiene protocols to reduce the risk of infection have been placed throughout the offices and school. Movement in the school is controlled by 3 variables: wearing masks, following directional arrows and physical distancing.



RESPONSIBILITIES FOR RETURNING TO SCHOOL

Teachers will:

- Complete a self assessment for COVID-19 before coming to work
- Comply with the HR policy on Preventing Covid in the workplace
- Wear a mask each day
- Teach lessons for students in person and for students logging on synchronously
- Post all assignments and classroom learning materials on Google Classroom
- Provide timely and ongoing feedback on student work
- Mark assignments and provide feedback for improvement
- Update parents regularly on progress of student learning and completion of assignments
- Provide monthly updates to parents on what students are learning in their class
- Initiate discussions with parents on a weekly basis to see how students learning from home are progressing via telephone or through email (parent's choice)
- Wipe down their desk and any touched surfaces during the day (photocopier room, washroom etc)

Parents will:

- Notify the school prior to September 8th if their son/daughter will be attending in person or remotely by completing the [enrolment survey](#).
- Email or call the school and confirm their contact information (Address and phone number)
- Support their son or daughter to complete assignments
- Communicate with the Teacher regarding their son/daughter's assignments and progress
- Attend online meetings or teleconferences when requested by teacher or staff
- Respond to emails and work with the teachers and school to support their son/daughter's learning
- Communicate the importance to their son/daughter of completing the self-assessment each morning and to stay home if they are not feeling well.
- Notify the school first thing in the morning if their son or daughter will not be attending school that day
- Be available to pick up their son or daughter from the school should they become ill

Students will:

- Complete a self assessment for COVID-19 symptoms BEFORE getting on the bus
- Wear a mask each day and bring a 2nd one in case it is needed
- Attend class in person or online as scheduled in their timetable
- Complete assignments and submit to teacher for marking
- Follow expectations for responsible digital citizenship
- Ask their teachers or support staff for help when they need it
- Submit their assignments to be marked
- Complete 40 hours of Volunteer in Community before graduation year (High School)
- Bring a lunch with them to school
- Keep all their belongings in a backpack (no use of lockers)
- Sit at the same desk in each room (choose a desk on the first day)
- Notify their teacher and the office if they begin to feel sick and stay in the isolation room until their parent/guardian picks them up
- Use hand sanitizer before they enter each classroom, clean their desk before they sit down, wipe down the washroom when they use it (touched surfaces), and use hand sanitizer at the end of the day before getting on the bus.

FACILITIES CLEANING

The safety of our employees and students is priority. The cleaning steps outlined below will be completed daily to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students and to reduce the risk of spread of infection.

| Category | Area | Frequency |
|-----------------------------|--|---|
| Common shared areas | Washrooms Gymnasium, handles, railings in hallways | <ul style="list-style-type: none"> Wiped down after each use Washrooms will be cleaned at the end of each day Shared surfaces will be wiped down at least 3 times throughout each day |
| Classrooms | Desks | <ul style="list-style-type: none"> Teachers and students will wipe down all touch surfaces on their desks before sitting down. Teachers who use the same desk all day are encouraged to wipe down touch surface at least two times a day. Custodians will clean classrooms prior to students arriving each school day. |
| Workspaces | Classrooms, Offices | <ul style="list-style-type: none"> During the lunch hour where possible At the end of each day. |
| Appliances | Refrigerators, Microwaves, Coffee Machines | <ul style="list-style-type: none"> Refrigerator - each use Other appliances - not in use |
| Electronic Equipment | Copier machines, Shared computer monitors, TV's, Telephones, keyboards | <ul style="list-style-type: none"> User is to wipe down before each use Will be disinfected at end of each day |
| General Used Objects | Handles, light switches, sinks, restrooms | <ul style="list-style-type: none"> A minimum of 4 times a day (Before Students arrive, mid morning, at lunch, mid afternoon and after students leave) |
| Buses | Bus seats, handles/railing, belts, window controls | <ul style="list-style-type: none"> At the end of each use/run as detailed in the Bussing Approach Plan |

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

VENTILATION

Ventilation Cleaning and disinfecting will take place in the absence of students. Nbisiing's ventilation system has the ability to exchange fresh outdoor air by way of mechanical ventilation. Where possible, staff will open windows throughout the teaching day to allow fresh air to enter the classrooms/building. Building automation systems will be reviewed to improve the amount of air exchange.

Miigwech. Thank you for working together to keep everyone safe.