Introduction

The Ministry of Health and Ministry of Education have provided guidelines for the return to school that provide a framework for Saskatchewan Rivers Public School Division (SRPSD) to support schools in the development of their local school plans.

The purpose of this plan is to provide information regarding operations and procedures at Red Wing Public School that align with the guidelines provided in SRPSD Return to School Plan and the Re-Open Saskatchewan Primary and Secondary Educational Institution Guidelines.

Red Wing Public School is committed to work with Saskatchewan Rivers Public School Division, provincial authorities and our families to support the health and safety of students, staff and all stakeholders with the resumption of classes.
Dear Red Wing Families,

The Red Wing plan is not a unique one, but we have developed a localized plan which we believe suits the needs of our school community at this time. As such we feel the following goals are important and so worth sharing,

- We support and are looking forward to the **gradual return of students** starting on September 8th.
- We will strive to provide students with **adequate physical distancing** utilizing the room we have available as well as a staggered bell schedule for students.
- We will **organize students into class specific cohorts** which will become their “school bubble”. We will protect these cohorts from outside interference in a number of ways.
- There will be a focus by staff with students to further their **understanding of proper hygiene** including handwashing, and sanitizing of surfaces within the school.
- We will take time to ensure that all **students are welcomed back to the school environment** with a smiling face and comforting presence of our staff. Students have been out of the formal school setting for a long time and some may need time to re-acclimatize to it. We will do our best to support the mental health of the children in their return.
- **Academic development** will be a focus for us overall as it always is. We believe that students will be ready to learn after such a long layoff from regular classroom settings. The staff at the school will do our best to provide the **academically appropriate programming for our students** as we always have.

There are many pieces that need to be put in place in order to successfully support these goals but rest assured the staff of our school are ready to answer the call to support them.

**We will be hosting a virtual information session on Sept. 1 @ 7pm** so that we may go through the plan with parent/guardians and answer questions posed regarding our school startup. Information regarding that session will be communicated in the days previous to it.

G. McGregor
Principal

C. Grant-Walker
Vice Principal
This plan will be updated whenever new guidelines or directives are enacted by the school division or the province. All revisions of the plan will be communicated to parents and made available on the school’s website.

Please keep in mind that there is more information available on school re-openings that can be found within the SRPSD Return to School Plan. This can be found on the SRPSD homepage (www.srsd119.ca) and is considered to be a living document which will be adjusted as needed. It has served as the foundational piece for our plan which is specific to Red Wing Public School.

Details on the school’s processes and procedures are provided in each of the following sections:

1. General Return to School Accommodations
2. Student Supports and Safety
3. Communication and Remote Learning
4. Curriculum and Instruction
5. Extracurricular activities
6. Supporting Students with Intensive Needs
7. Transportation
8. Before and After School Program
9. Access to School Facilities and External Services
10. Caretaking & Maintenance
11. Parent Engagement & Support
12. Appendices
1. General Return to School Accommodations for COVID-19

Staggered Bell Schedules - Grades will follow one of two bell schedules;

- Our students have traditionally been at school between 8:30am and 3:30pm due to busing.
- Our students have been placed into 2 groups with specific class changes, recesses and lunch time within our day together.
- This plan will stagger recesses and lunch hours which, along with planned bathroom usage times, should minimize the congestion in our bootrooms/bathrooms and the general mixing of cohorts on the playground.
- Gr. 1, 3, 5, 7 – will follow Bell Schedule A which will start their instructional day at 8:40am and finish the day at 3:10pm
  - Other than the start/finish time these grades will still have a day similar to they always have, they will just start 20 mins earlier.
  - Due to their early finish time this group will have an additional 15 min recess to finish the day before returning to the school for bus dismissal.
- Gr. K, 2, 4, 6, 8 – will follow Bell Schedule B which will follow our traditional schedule starting at 9:00am and finishing at 3:30pm
- At 3:30pm students will load buses as per the plan below, this would also be the preferred time for all students being picked up to move to the NRRC/Buckland Arena parking lot and meet parents.

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<th>Bell Schedule A</th>
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<td>Bell to Enter School</td>
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<td>Period 1</td>
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<td>After School Recess</td>
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<td>Dismissal to Buses</td>
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<tr>
<th>Bell Schedule B</th>
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<td>Bell to Enter School</td>
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<td>Period 7</td>
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<td>Bus Dismissal</td>
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Start and End of Day Plan

- Parents are asked NOT to enter the school when picking up or dropping off their children as per the SRPSD Return to School Plan. A call to the office (306-763-5375) when needed to facilitate a student leaving the building will be given priority.
- Bus Transportation: Bus drivers will create and enforce seating plans that group together students who live in the same household. Students in grades 4-8 are required to wear masks on the bus, and we encourage students in K-3 to do so as well. Please note that no guest ridership will be permitted. For more information about bussing, please refer to the SRPSD Return to School Plan.

First Day of School Procedures:

- Students should not arrive prior to 8:30am
- Upon arrival students will enter the school through door indicated by their grade level and go directly to their classroom, signs will be visible for directions.
- Students are to sit in a desk indicated by their name and wait for teacher instructions.
- Parents needing to register their children (only new students need do this) or speak to Administration should come to the gymnasium via doors on the South side of the gym.
  - There will be a line to access help and following physical distancing guidelines.
  - Any adult in the building will need to use a mask upon entering. Disposable masks will be available at the door.
• Students will remain on buses in the morning until instructed to unload and proceed to their entry door and then to their playground where they will be strategically organized to maintain physical distancing until they enter the building to start the day either at 8:40am or 9:00am.

• At the end of the day students will be called to load with their busing cohorts as buses arrive, and it is deemed safe for them to move through the parking lot.

• Buses will then disembark for home when able to safely depart from the parking lot.

*These busing procedures at the end of the day are deemed to be a better way for us to reduce congestion in boot rooms at the end of the day and should be considered temporary.*

• Families able to provide transportation for their children to and/or from school are strongly encouraged to do so. Please communicate any changes in their established transportation plans with the school in advance (please make your plans known BEFORE 3:00PM).

• As such we are asking for families to understand that shifting the bell schedules means that the instructional day of some students may start and finish at different times, but we still encourage students’ time at school from 8:30am through 3:30pm.

• Regular daily attendance is an important part of the schooling process.

**Masking – see SRPSD guidelines for further details:**

• Those wearing masks will need to do so during all inside activities and on SRPSD buses.

• Masks suggested for use by students in Gr. K-3.

• Masks required for all students in Gr. 4-8.

• Masks required for all staff and visiting adults in the school.

• It is recommended that all students bring their own reusable masks to school.
  

  o The school will have disposable masks available for use when needed.

**Gradual Re-Entry of students in all schools**

• Students will return to school gradually, starting on **September 8, 2020**

• We have divided each class in half (approximately) so half the students in each class will attend on Tuesday Sept. 8 and Thursday Sept. 10 and the other half of students will attend on Wednesday Sept. 9 and Friday Sept. 11.

• Families with multiple children can plan to have children attend on the same day.

• Normal daily student attendance will resume Sept. 14 unless otherwise directed.
Students in Kindergarten will have an extended gradual start to the school year until September 22nd. As of September 24, all Kindergarten students will attend as per the Kindergarten calendar.

2. Student Supports and Safety

Students Showing Signs of Illness

- Any student showing unexplained or worsening signs or symptoms of COVID MUST be kept at home until they have documentation that the child has been cleared by a medical professional. Please consult the attached STUDENT COVID-19 Self-Monitor and Self-Isolate Scenarios appendix for details.
  - IT IS IMPERATIVE TO THE SUCCESS OF OUR SCHOOL RE-OPENING PLAN THAT CHILDREN PRESENTING IDENTIFIED SYMPTOMS OF COVID BE KEPT AT HOME.

- Any student who presents with unexplained or worsening symptoms while at school will be isolated from our school population until they can be picked up by a parent or guardian.
  - Use of a contactless thermometer may be used (with parent permission) to assist in determining the cause of symptoms which may be resulting from non-COVID sickness.

- We have established 2 rooms to be used for isolating students who show symptoms of COVID while at schools.

- A designated staff member will monitor the student from a safe distance and the child will be asked to wear a mask until they are retrieved from the school.

- As staff members we are NOT ALLOWED to transport students at this time so someone will need to be available to pick up sick children in a timely manner if called to do so.

Personal Hygiene at school - Staff will review expectations of personal hygiene and sanitization upon student arrival at school the first day, it will be repeated early and often until normalized with students.

- How to properly put on and take off masks, and when it is appropriate to do so.
  - Proper handwashing procedures with students.

- Students will be required to use sanitizer upon entering classrooms, when moving from one work area of a classroom to another, and before/after using classroom materials.
  - Hand sanitizers will be provided but parents are encouraged to send personal hand sanitizing bottles with their children for personal use (no sharing of personal bottles will take place).

- Students will be required to wash hands with soap and water when noticeably soiled, there will be a plan in place to limit the number of students in the bathroom at one time and increased regular cleaning will take place in these areas.

- Staff will disinfect learning spaces and materials on a regular basis and always between different user groups sharing space (ie. classrooms).
Plan for Student Distancing in Common Areas

- Signage and floor marking stickers will be used to direct students and maintain orderly flow of movement within the school. This includes distancing lineups at the water bottle filling station and for the washrooms.

- See plan for staggered recess/lunch hour and planned bathroom break times for more information on how we have used timetabling to limit student cohort mixing during the school day.

- Class cohorts leaving to go outside for recess will wait until the other classes have left the bootroom before they leave their classrooms.

- Students will be assigned play areas when outside for recess.

- We will extend our expectation of classes lining up in their own space outside entry doors to all grades until it can be assured that students from different classes do not occupy the same space as other class cohorts.

- Students will experience a further reduction in gathering in bootrooms as we utilized hallway storage of outdoor footwear for the bootrooms that are too small to physically keep distance from others.

- Students with classroom “cubbies” will be required to place all belongings into plastic bags upon their entry to the classroom. Exceptions may be made where students may hang backpacks and jackets on the back of their chairs, at the discretion of the classroom teacher.

- Students in Grade 7 and 8 will have access to their hallway lockers. Lockers will be alternated by grade so that some distancing can be allowed while in lockers. Keep in mind that 7s and 8s will not be doing class changes at the same time due to their (mostly) staggered timetables (15 mins difference).

Lunch at School

- Students will be sitting in an assigned place for time spent eating. For most students that will mean in their own desks except where use of other spaces can be utilized to increase physical distancing of larger classes.

- SRPSD has provided schools with additional lunch supervision hours to ensure student safety.

- Families are encouraged to use brown bags, cellophane wraps (ie. Saran Wrap) and other disposable means of packaging foods for their children’s lunches. Those sending reusable bags or packaging should wash them daily in soap and warm water.

- Staff will schedule staggered use of bathrooms for handwashing and model proper procedures for doing so.

- Students are encouraged to bring 1 or 2 pre-filled water bottles with them to school each day.

Student and School Community Assemblies

- Large gatherings at the school will not occur until further notice as per the SRPSD guidelines.

- We will continue to celebrate student successes and acknowledgements, but with individual classes or virtually within the school.
● We do still have plans to go forward with the Walkathon in October with guidelines supporting physical distancing in place.

Student Personal Belongings

● Upon arrival at the school on the first day students will place all belongings on their desks and teachers will go through classroom plans for storage of items.

● Students will place all outerwear in plastic bags to be hung at the back of the room upon entering classrooms. Backpacks may be hung on the chairs students sit in during instruction.

● Students in Grades 7 and 8 will have access to hallways lockers. These lockers will not be shared by students, students will need to practice proper physical distancing when accessing their lockers and will be supported by staff in doing so.

● Students are strongly encouraged to limit the personal items being brought to school. If items are not needed for the students academic day as listed in these points, they should not be brought to school.

● Students will have access to our bottle filling station – please send children with a refillable water bottle.
  
  o this station will be popular as it is our only place to fill bottles, please send students with bottles filled daily whenever possible.
  
  o all water fountains will be closed until further notice

Visitors to the School

● As per the direction from SRPSD:

  Parents, caregivers are expected to limit their physical presence in school to situations that are essential. When parents and caregivers are required in person, prior notification is encouraged and individuals, rather than pairs or groups of caregivers, are encouraged.

We have always welcomed parent involvement and presence in our school but with the current situation, the front door of the school will be locked in order to better monitor the flow of visitors to our school within the parameters outlined above. Please ring the doorbell or call the office at (306)763-5375 for assistance. Parent visitors are still welcome as needed with the understanding that an should be pre-scheduled whenever possible. All visitors will need to sanitize their hands upon entry, wear a mask, and sign in at the office as per contact tracing practices promoted by the Saskatchewan Health Authority.

At the start and end of the day our staff will have procedures in place to assist students getting where they need to be (buses or at the pick-up point North of the school in the NRRC/Buckland Arena Parking lot).
3. Communication and Remote Learning

- Communication from classroom level will take place via SeeSaw for all grades.
- Direct communication from the school will take place with the SchoolMessenger platform (Email and Text).
- Indirect Communication from the school will take place using our Social Media accounts (Facebook and Instagram)
- If needed, Remote Learning course work will be delivered using the following platforms:
  - Grades 4-8 will use the Google Suite of programs (ie. Classroom)
- Remote Learning for students working from home due to illness will be supported by school and school division personnel.

Students working from home for a prolonged period of time will need proper documentation from a doctor.

4. Curriculum and Instruction

- Staff will continue to utilize a variety of teaching strategies to engage our students. Pre-assessments and formative assessments will be used to plan instruction ensuring that we are meeting the needs of our students. As always, staff will review concepts and differentiate instruction when it is appropriate to facilitate success for all students.
- Students will be situated in front facing positions of their classroom for direct instruction.
- In the event of illness, parents are encouraged to contact their child’s teacher who will arrange for homework to be sent home via SeeSaw K-4 or Google Classroom Gr. 5-8.
- Classroom learning materials entering or exiting the school will be subject to a 3 day quarantine period as per SRPSD guidelines, thus we will be limiting our use of hardcopy materials between school and home. In situations where this is not prudent we will ensure that the quarantining of materials takes place with little to no disruption to student learning.
- Library Materials - students will have access to reading materials both within the classroom and from the school library. Procedures for borrowing books will follow safe handling of materials guidelines.

Physical Education and Music/Band

- Physical Education - Classes will take place outside as much as possible to allow for physical distancing. When classes must be indoors, activities will be planned to ensure space between students and mask usage will be necessary. Equipment will be sanitized between classes. Students will not be changing for PE classes and so consideration should be made for students being active in their daily wear when they have PE on that day.
- Band/Music - Special accommodations for these classes will prioritize the use the gymnasium or will use outdoor space where possible. In all cases proper protocols as per the Re-Open Saskatchewan Guidelines for the safe instruction of Music/Band will be followed for sanitizing instruments and maintaining physical distance between students.
• Specific plans from these subject area teachers will be communicated to parents on the first day of class with the teacher(s).

• Students will need to wear masks for music class in grades 4-8, and it is strongly encouraged for grades K-3. Staff will ensure that physical distancing is in place.

Bring Your Own Device (BYOD)

• For students in Grades 5-8 we will encourage bringing their own (wireless) laptop and tablet use for use during curricular instruction as per the request of their teachers.
  o Ie. BYOD would not necessarily be a daily occurrence but when desired by the teacher for academic uses.

• Student devices would be connected via the SRPSD WiFi network and thus be under the same filtering restrictions as our own devices.

• There would be no expectation that students be able to bring devices but supported to minimize shared use of Red Wing devices between students.

• Red Wing shared devices will still be accessible by students but BYOD allows us to lessen the extent to which they are shared between students. Shared devices will be disinfected between each use as per SRPSD policy.

5. Extra-Curricular Activities

• Are on hold until further notice as per SRPSD Return to School Plan.

• Extracurricular activities will resume in compliance with the Saskatchewan: Sports and Activity Guidelines, Chief Medical Officer guidance, Ministry of Education and RPT, public health order directives as well as guidance from SHSAA return to sport protocols.

6. Supporting Students with Intensive Needs

• As with any school year we take pride in providing responsive education for all of our students.

• Inclusion continues to be a core value at our school. Additional supports from the school team and the division’s Intensive Supports team will continue to be available to respond to student needs.

• Teachers will continue to follow the Academic Response to Intervention plans in place for struggling students. This may include contact from your child’s classroom teacher, Education Support Teacher or Administration as we work to collaboratively support your child’s learning needs.

• Existing Inclusion and Intervention Plans (IIPs) for students with additional needs may be updated in order to:
  o Focus on transition plans to facilitate re-entry to school;
  o Revise goals as necessary to ensure student health and safety.
● Existing student safety plans will be reviewed and updated in collaboration with all stakeholders when necessary.

● In situations where a student cannot safely attend school for medical reasons, two scenarios may be considered in an accommodation process. In both cases the families will be supported by school and school division personnel:
  ○ Remote learning may be considered for students whose medical restrictions make it unsafe for them to attend classes in the school setting.
  ○ In the event that a school’s accommodation plan for a student determines that remote learning best aligns with the student’s needs, the school team, division personnel and parents shall collaborate to implement a remote learning plan that ensures continued focus on the achievement of outcomes as identified in the student’s Inclusion and Intervention Plan.
  ○ It may not be possible to support all students with intensive needs in person due to health and safety guidelines or with remote learning due to the nature of the student’s educational program. In such cases AP 154 - Temporary Exclusion of Students for Safety or Medical Reasons shall be followed.

● In the event that a student will be absent from school for a determined, short, period of time, the school team and parents shall collaborate to support the student’s continued growth in all subject areas during the absence in anticipation of the student’s return to the classroom.

7. Transportation

● Parents are encouraged to support their children in walking, biking or providing other transportation to school whenever possible. Alternatives to using the bus service can help minimize exposure to viruses and increase student health and fitness.

● Remind parents that they are to avoid entering the school when picking up or dropping off their children.

● Reminders:
  ○ Busing will only be provided for the delivery of students to and from school or school programs.
  ○ No field trips or extra-curricular trips will be supported until the School Division grants permission.
  ○ No guest ridership will be permitted.
  ○ Bus drivers will create and enforce seating plans that group together students who live in the same household.
  ○ Regular cleaning and sanitization of buses will occur in accordance with SRPSD transportation sanitization plans.
  ○ Masks or Face Shields will be worn by bus drivers
  ○ Masks are required for students in grades 4-12 during bus transportation. Masks for students in Pre-K to Grade 3 are optional. Refer to SRPSD Return to School Plan for more details
8. Before and After School Program

- The program will continue to operate as it did last year with the exception that protocols related to COVID-19 safety considerations will be in place similar to those of our classrooms.
- The details regarding pickup and dropoff of students will be outlined in a plan to be shared with parents of the program prior to September 8th.

9. External Services - Access to School Facilities

- Non-partnership based community use of facility rentals are postponed until further notice.

10. Caretaking & Maintenance

- Disinfecting of an area in addition to regular routines will be developed within the caretaker’s day.
- Caretakers will be responsive to the needs of staff and students in adhering to cleaning standards set out in the SRPSD Return to School Plan.
- All cleaning and disinfecting products are Health Canada approved.

11. Parent Engagement and Support

- The SCC AGM will take place on Wednesday, September 23 at 6:30 pm in a format to be determined.
- Parents or students seeking mental or emotional support can contact the school or Catholic Family Services at (306) 922-3202 or 1-877-922-3202. Email: cfspa@sasktel.net or visit the website at www.cfspa.ca
- Families may access mental health supports via:
  - Recognized service provider via their employee benefits plan
  - Saskatchewan Health Authority (SHA) -
    - 911 for emergency services
    - P.A. Mental Health Services - 1-888-765-6055
    - Saskatchewan Health Line - 811
  - Community Service Providers
  - Private mental health practitioners
- Our school social workers and SHA outreach workers may be of support in directing families to community-based mental health supports.
- We also have Social Worker in our school who can connect families with outside services as needed. Please feel free to contact the school (306-763-5375) or Mrs. Pocha directly (dpocha@srsd119.ca) if needed.

12. Appendices

- Student COVID-19 Self-Monitor and Self-Isolate Scenarios
- How to safely use a non-medical mask or face covering
**SRPSD STUDENTS COVID-19 Self-Monitor and Self-Isolate Scenarios**

To ensure open communication and safety for Saskatchewan Rivers Public School Division staff and students; parents/guardians and students are to observe to the following guidelines pertaining to students who have been exposed to COVID-19 or have symptoms related to COVID-19.

**Terminology:**

**Self-Monitor:** monitor yourself for symptoms of respiratory illness, such as fever, cough, sore throat and difficulty breathing. Avoid crowded places and increase your personal space from others when possible.

**Self-Isolate:** stay at home, monitor yourself for symptoms for 14 days, avoid all contact with others and follow local public health authority advice.

**Close contact:** provided direct care to someone or had direct contact with infectious body fluids of a person without consistent and appropriate use of recommended PPE, lived with or had prolonged contact with a probable or confirmed case.

**Casual contact:** being in the presence of or having limited direct contact for minimal period/s of time.

*This document is a guide only and may be updated at any time following health authority guidance.*

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<tr>
<th><strong>Students should Self-Monitor or Parent/Guardian should monitor the student if:</strong></th>
<th><strong>Student Information</strong></th>
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</table>
| Student has no symptoms, and  
- Is/was in casual contact with someone who may have been exposed to COVID-19 in the last 14 days  
- Is/was in casual contact with someone who has symptoms of COVID-19  
- Is/was in casual contact with older adults/people who are medically vulnerable  
- Has been asked to self-monitor by the local health authority  
- Has have travelled outside of Saskatchewan within last 14 days |  
- Student can remain at school  
- Self-monitor for 14 days |
| Has come into close contact for a short period of time with someone diagnosed with COVID-19 |  
- Inform School Admin  
- Self-monitor for 14 days. |
| Lives with someone or have been in close contact with someone for a prolonged period of time who has symptoms of COVID-19 and is waiting for laboratory test results |  
- Inform School Admin / classroom teacher  
- If negative test results for the other individual–student can remain at school and self-monitor  
- If positive test results for the other individual–student can remain at school and self-monitor, testing for student is strongly recommended:  
  - If student does not test, then HR may request doctor’s note to access sick leave and/or return to work.  
  - If negative test and student has no symptoms– remain at school and self-monitor following guidelines outlined by Saskatchewan Health Authority.  
  - If positive test results **Self Isolate** and return to school after the student has no symptoms and follows timelines outlined by Saskatchewan Health Authority |
### Students should Self-Isolate and Parent/Guardian should monitor the student if:

Student has unexplained new or worsening symptoms (even mild symptoms) that may include one or more of the following:

- Fever
- Headache
- Sore throat
- Runny nose
- Conjunctivitis
- Fatigue
- Diarrhea
- Shortness of breath
- Difficulty breathing

- Cough
- Muscle and/or joint aches
- Chills
- Nasal congestion
- Dizziness
- Nausea/vomiting
- Loss of appetite
- Loss of sense of taste or smell

- Student is to stay at home and inform School Admin
- Five doctor’s note required unless specifically requested. Testing is strongly recommended.
  - If you do not test, then the school may request doctor’s note prior to returning to school
  - If negative test results – provide a note from a doctor regarding fitness to return to school or return to school after you have no symptoms and follow timelines outlined by Saskatchewan Health Authority
  - If positive test results – continue to stay at home while medically unfit – provide note from doctor to return to school

- Student is required to be tested, either due to symptoms or doctor’s orders and/or are waiting for the results of the test

- Student has come in close contact for a prolonged period of time with someone diagnosed with COVID-19

- Student has have travelled outside of Canada within last 14 days.

### Student Information

- Student is to stay at home and inform School Admin
- If negative test results for other individual – return to school immediately
- If positive test results for other individual – testing for student is strongly recommended:
  - If you do not test, then the school may request doctor’s note prior to returning to school
  - If negative test for you and you have no symptoms – return to school and self-monitor following guidelines outlined by Saskatchewan Health Authority
  - If positive test results – continue to stay at home while medically unfit – provide note from doctor to return to school or return to school after student has no symptoms and follow timelines outlined by Saskatchewan Health Authority

- If positive test results for other individual – testing for student is strongly recommended:
  - If you do not test, then the school may request doctor’s note prior to returning to school
  - If negative test and no symptoms – return to school and self-monitor following guidelines outlined by Saskatchewan Health Authority
  - If positive test results – continue to stay at home while medically unfit – provide note from doctor to return to school or return to work after you have no symptoms and follow timelines outlined by Saskatchewan Health Authority

- Student is to stay at home – self monitor for 14 days
- Parent/Guardian/Student are to inform School Admin