



Medicine Hat Catholic Board of Education

St. Patrick's School

School Re-Entry Plan (2020-2021)

Principal Message: On behalf of St. Patrick's staff, a warm welcome back to all students, staff, and parents to the 2020-2021 school year. We have missed all of you so much! I must share that the highlight of my summer was spending quality time with family and friends. In a time of social bubbles (cohorts) I was able to play, snuggle, learn, and laugh with others on a deeper level of appreciation and gratitude.

Over the past few weeks our amazing team of support staff, teachers, and school admin have carefully planned a safe and comfortable return to school for your child. No doubt, many of us may have mixed feelings of fear, anxiousness, and excitement as we return to school. The same feelings I get from riding a roller coaster and for some reason I always want to get back on for another ride. We encourage parents to review our School Re-Entry plan for greater details of procedures and practices that support a safe and caring learning environment for your child's best success (physically, socially, emotionally and academics).

Our School Re-Entry plan will continue to be updated based on the orders from the Chief Medical Officer for Health, recommendations from Alberta Education, and the discovery of new evidence. Thank you all for your patience and cooperation and please contact the office if you have questions or concerns. Looking forward to seeing all of you soon. God bless!

This document is based upon the collective wiser practice and advice of Public Health Authorities, Education Authorities, and world-wide School Jurisdictions and subject matter experts.

Medicine Hat Catholic Board of Education is committed to the following principles:

All schools will adhere to the standards, guidelines and direction from the Chief Medical Officer for Health (CMOH) and Alberta Health Services (AHS).

- In collaboration with education partners, MHCBE may develop additional health and safety requirements for all schools to ensure consistency across the division. These additions will enhance, not duplicate, CMOH and AHS requirements.
- Psychological safety measures and trauma-informed practice will be valued and implemented alongside physical health and safety measures.
- Effective and ongoing communication with all community partners, parents, caregivers, students, unions, and employees is an essential aspect of successfully implementing these guidelines.
- Provide welcoming, caring, respectful, safe, flexible, and inclusive learning environments that embrace diversity for our learners and communities across the division within a culture of belonging. These safe and caring environments will allow our learners to be well physically, socially and emotionally, take academic risks, think creatively and develop resiliency within an environment that focuses on respect and integrity grounded in our faith.
- Ensure continuity of learning through high quality design, instruction and assessment through rich, meaningful and appropriate learning experiences that are responsive to the needs of our learners and our communities across the division. These will allow our learners to develop the core competencies of academic achievement, lifelong learning, communicating, collaborating, problem solving, innovating, critical thinking and global citizenship. Learners will be able to explore and develop their skills and passions and achieve their highest potential. Students will demonstrate citizenship, engage intellectually and grow continuously as learners.

Trusted Sources of Information

We are committed to using information from official public health agencies as trusted sources of information, including [Alberta Health Services](#), the [Public Health Agency of Canada](#), and [Alberta Education](#).

AHS Zone Environment Public Health Contacts

- [Online Form](#)
- South Zone: MOH.South@ahs.ca (403)388-6111
- Weekends /Statutory Holidays – 24 hours : MOH.Edmonton@ahs.ca (780)443-3940

Provincial Measures

Public Health Measures

Mass Gatherings

The Chief Medical Officer for Health's Order for Mass Gatherings continues to prohibit gatherings and events in excess of 50 people, however, this Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given time if they are not all in one area and if they are actively engaged in physical distancing to the greatest extent possible. However, large gatherings of staff and students must not be held (i.e. assemblies, celebrations, sports, before & after school, etc.).

Case Finding, Contact Tracing and Outbreak Management

Active testing of people with mild COVID-19 like symptoms (case finding) helps AHS identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up. Medicine Hat Catholic Board of Education has implemented enhanced policies regarding reporting employee and student absenteeism to public health to assist with early identification of clusters and outbreaks. Attendance logs will be maintained at all buildings to assist with contact tracing.

Self-isolation and Quarantine

Should children, youth, and staff have common-cold, influenza, or COVID-19 like symptoms they must stay home, be assessed by their health care provider and tested for COVID-19. When someone is symptomatic, they should self-isolate and follow directions provided by their health care provider. Self-isolation is also advised for those who are considered a close contact of a confirmed case and are waiting to see if they develop COVID-19 illness. If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks. Staff exhibiting symptoms should contact 811 and get tested for COVID-19 as soon as testing is available.

Physical Distancing and Minimizing Physical Contact

Physical distancing (*i.e. maintaining a distance of 2 meters between two or more people*) is challenging in a K-12 school setting, particularly with younger students. As such, it is reasonable to establish different expectations for varying age levels and activities.

Wellness & Wellbeing

Wellness and wellbeing of students, staff and school communities remains a priority. This includes a Division wide and local responsibility to foster resiliency, build relationships, and stay connected. Schools, staff, and the school community are collectively responsible for fostering safe, caring and welcoming environments that provide a continuum of supports and services for their students' and staff physical, social and mental wellbeing. In supporting resilience within this environment, the existing wellness structures, within our 3 Year Education Plan, will continue to focus on:

Providing a continuum of support for the mental health and well-being of parent, students, and staff in a welcoming, caring, respectful and safe learning environment.

A focus for leadership in fostering the conditions that support mental health and wellness. The following resources may be of support for leaders in this regard.

- [Working Together to Support Mental Health in Alberta Schools](#)
- [The Heart of Recovery: Creating Supportive School Environments Following a Natural Disaster](#)

Shared leadership across schools and sites, will focus on creating the conditions for the following:

- **Collaboration:** student engagement, school based collaboration, division based collaboration, parent engagement and outside partner collaboration will be a priority.
- **Assessment:** identify where students and staff are at with their mental health and well-being. Continual formative check-ins for ongoing monitoring will be provided. Clarity of process to ensure early identification for those in need of further support.
- **Continuum of Supports:** An inclusive learning environment that ensures a continuum of supports from promotion to prevention, early identification, intervention and specialized services. Effective navigation and negotiation for supports that are provided in culturally meaningful ways will be a priority to ensure an integrated pathway of supports and services.

For all staff, evidence based approaches in ensuring a holistic approach to mental health and wellness. The following resources may be of support for teachers in this regard:

- Alberta Education: [Positive Behaviour Supports](#)
- Alberta Education: [Trauma Informed Practices](#)
- [Métis Nation of Alberta COVID-19 Mental Health Information](#)
- [Alberta Community and Social Services](#)
- [Supporting Learning at Home \(Mental Health\):](#) website (CRC)
- [Preparing Trauma Sensitive Teachers](#) (research paper)

- [Resilience - Tipping the Balance Towards Good Health](#) (article): Alberta Family Wellness
- [Brains Journey to Resilience](#) (video): Alberta Family Wellness
- [The Trauma Aware Educator](#) (online course)
- [Go to Educator Booster Sessions](#) (online)
- [Brain Story Certification](#) (online course)
- [Everyday Mental Health Classroom Resource](#) website

For all staff a focus on utilizing strategies and approach will include the above as well as the remaining tenants of positive behaviour supports such as:

positive and safe relationships (priority)

- social-emotional competencies (priority)
- positive reinforcement
- reinforcement of spiritual wellness through prayer, scripture and our religion programs
- clear consistent expectations
- clear consistent responses and consequences
- modification of the environment

School Plan / Site Environment

Physical Distancing:

The following physical distancing strategies should be implemented where possible:

- Grade 4 and 5 students are required to wear masks within the school (teacher discretion within classroom and activities - social distancing practices)
- Grades K, 1, 2, and 3 are encouraged to wear masks, but not mandatory within classrooms or cohort activities.
- We will encourage all students and staff to wear masks outside of cohort times (walking to the washroom or any other independent activity).
- Procedures and plans for in-person learning that supports physical distancing *where possible*, and to separate cohorts to the greatest extent possible will be daily practices.
- Organize students into smaller groups ([cohorts](#)) that stay together throughout the day. Cohorts consist of homeroom classes, teacher, and learning assistant(s).
- Strive to minimize the number of different teacher(s) and learning assistant(s) that interact with groups of students throughout the day (*i.e. minimize the amount of mixing between student and different staff in the setting*).
- Procedures for staff and student routines that support physical distancing *where possible* between all persons (except household members). Some considerations are staggered recesses and lunch, teacher led cohort transitions, staggering pick up/drop off times and locations to limit contact.
- Take students outdoors more often. Some considerations are...

- Organize learning activities outside including snack time, place-based learning and unstructured time.
- Take activities that involve movement, including those for physical health and education, outside.
- Reassure students, parents and caregivers through weekly communications (Facebook/Email) that playgrounds are a safe environment, and encourage appropriate personal hygiene practices before, during, and after outdoor play.
- Avoid close greetings (i.e. hugs, handshakes, high-fives, fist bumps). Regularly remind students about keeping their “hands to yourself”.
- Incorporate more individual activities or activities that encourage more space between students and staff.
 - For younger students, adapt group activities to minimize physical contact and avoid shared items.
- Traffic Flow: teacher led cohort transition in hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.
 - Manage flow of people in common areas, including hallways and bathrooms (use of signs and pylons).
 - Remove and re stage seating in public areas to prevent gathering.
 - Consider limiting washroom occupancy. A maximum of 3 students in the washroom area at one time (use of red/green signs to flip for occupancy).
 - Washrooms will be sanitized throughout the day by the school custodian after high traffic times (staggered recesses, lunch, and end of school)
- Parents and caregivers and other non-staff adults entering school should be minimized. They should also be reminded to practice diligent hand hygiene and maintain physical distancing when they enter the school.
- The front doors will be locked to prevent mixed cohorts and safety for all. Parents will need to call the office to connect with the school or admin (includes doctor appointments, lunch drop offs, teacher/admin meetings, and late arrivals)
- In situations where physical distancing is not possible (i.e. busses, classrooms, and some sporting activities), extra emphasis on hand hygiene, wearing of masks, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.
- Assemblies and other school-wide events will be held virtually and/or shared presentations to staff will be shared with students on a weekly basis to avoid large gatherings of people in one space.
- School gym or classrooms will not be used for community related events (i.e. user groups).
- Out of School Care Program will Before proceed on the condition that additional cleaning requirements be performed by OSC staff.
- Outdoor activities and field rentals can occur.

Cohorting:

As the risk of transmission of COVID-19 is reduced by limiting exposure to others, cohorts are recommended where possible. A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting.

Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak. For the purposes of contact tracing, consider limiting capacity of rooms to a number that allows for physical distancing (i.e. less students in a smaller room and more students in a larger room).

It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for disease transmission (i.e. spacing between desks). Students will remain in cohorts with his/her homeroom teacher throughout the day of instruction. During lunch and recess students will remain in cohorts (homeroom classes).

Classrooms:

- Classrooms, desktops, and countertops will be decluttered of all non-essential items to allow for custodial cleaning. This will also provide a 'minimalist' type environment to accommodate space required for social distancing, limit frequently touched items and prevent sharing of spaces and items. Area rugs and soft furnishings that cannot be easily cleaned and disinfected will be removed.
- Employees and students must not be sharing personal items (i.e. electronic devices, writing instruments, school supplies, food, food serving utensils, etc.).
- Where possible, natural ventilation will be maximized by opening the doors and windows to periodically change the air.
- Waste receptacle is in an area where it will not inhibit physical distancing.
- A tissue box is in an area where it will not inhibit physical distancing.
- Each classroom must determine the nearest hand washing station that will have access to soap and paper towels.
- If assistance is needed with moving heavy items, administration will be notified.
- Workspaces and desks should be separated from each other by a minimum of 2 meters.
 - a. If 2 meters cannot be arranged between desks/tables, students should be arranged so they are not facing each other (i.e. arranged in rows rather than in small groups of 4 or a semi-circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student.
- Ideally, desks to be set up around the perimeter of the room leaving the central area open for adequate distancing during entry/exit of the classroom.
 - b. The number of occupied desks allowed in each classroom will be determined by current public health restrictions.
 - c. Unoccupied desks will be safely stored within the school or left within the classroom.

- Access to gyms, music rooms, and learning commons will be permitted for classroom space if needed.
 - a. Use of shared items such as instruments will not be allowed.
 - b. Gym equipment use will be limited to items that are easily cleaned. MHCBE will follow and implement ASAA recommendations.
- Staff will consider assigned classroom seating to assist in contact tracing.

Office, Staff Room and Shared Space Access

- Signs will be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.
- Access to the school office will be limited to maintain physical distancing.
- Staff will bring their own lunch and eating utensils (no takeout deliveries).
- Staff may use the microwave and fridge, however they must wash hands before and after each use. Staff must disinfect items touched before leaving.
- Photocopier room access will be limited. Staff are asked to limit printing. Staff must disinfect items touched (copier buttons, hole punch, stapler, etc.) before leaving.
 - a. Handouts for educational purposes are allowed but should be limited.
- Access to staff mailboxes will be limited. Paper handling guidelines remain in place and electronic communications are encouraged.
- Safe arrangements for storage of personal items will be made.
- Students will be provided with an area for storing personal items.
- School staff will have 2 locations for lunch break: staff room and music room

Access Control:

- Parents/guardians can attend the school as required.
 - a. When a visitor enters the school they should be asked to use the self-screening tool before they enter the school. If a visitor answers YES to any of the questions, the individual must not be admitted into the school.
- Authorized Maintenance and/or Operations Staff must wash hands as per appropriate hand washing protocol when entering a school and prior to entering the student area and only enter when the area is unoccupied or for emergency maintenance.

Arrival Protocol:

- Alberta COVID guidelines recommend no parents entering the school. Parents and/or guardians must remain outside of the school to drop off their children. Parents must not enter the school during high traffic times unless approved by the principal.
- All parents, staff, and grades 4 and 5 students must wear masks on school property before entering and leaving school.
- All entrance doors will be locked during the school day. School staff will control the flow of entrance and exit for best safety of students.
- Parents will need to call the office for pick up of lunches, late arrivals, and other personal appointments.

- Physical distancing of 2 meters must be maintained regardless of the number of parents/guardians arriving.
- Parents/guardians of Learners with Diverse Needs will, as required, communicate with staff via email prior to arrival to communicate any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please consult with the administration if support is needed.

Food and Nutrition Services:

- No food sharing for staff or students. Staff and students will be required to pack-in and pack-out all food each day.
- Parents / guardians will be asked to have student food provided in clean containers with their own utensils.
- Students must not share utensils, dishes, and water bottles or drink containers.
- For classroom meals and snacks:
 - No self-serve or family-style meal service. Instead, switch to pre-packaged meals.
 - Food provided by the family should be stored with the student's belongings.
 - Food preparation areas remained closed to non-designated students, staff, or visitors.
 - Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
 - Students should practice physical distancing while eating.
 - There must be no common food items (i.e. salt and pepper shakers, ketchup).
 - Utensils are encouraged to be used to serve food items (not fingers).
 - All surfaces of tables and desks will be cleaned and disinfected after each use (recess and lunch)
- Food Service Programs (Cafeteria & Hot Lunch)
 - Food service establishments must follow the Alberta Health [restaurant guidance posted here](#).
 - Do not use buffets. Instead, switch to pre-packaged meals or meals served by staff.
 - Dispense cutlery, napkins and other items to students rather than allowing them to pick up their own items.

Library and AR Program:

- All classrooms will be lead by homeroom teachers to the library
- Students will wash or sanitize hands before and after library classes
- Books will be returned in labelled bins (each day of the week), stored for 24 hours, and then placed back on shelves
- Minimal furniture will be in the library
- Students will rotate in groups of 5 to sign out books while others are reading in designated areas

- Students will then be go back to homerooms for the remainder of library time
- AR Program will be modified as needed by homeroom teachers
 - Morning AR assessment times will be supervised by staff, during Successmaker times, or within homerooms
 - AR book exchanges will occur during designated times scheduled by teachers and the librarian
- Grade 4 and 5 students will wear masks in the library at all times

Paper Handling:

- Use digital photos/scans/or other electronic resources in place of paper copies wherever possible.
- Wash/sanitize hands both prior to and after handling papers that will be shared with others. Do not share paper resources if you are symptomatic.
- Avoid touching your face; in particular, your eyes, nose and mouth. If you touch your face in these areas while working with paper, wash/sanitize your hands and/or change your gloves.
- Clean and disinfect surfaces where materials are being handled (i.e. marking homework) after completion of task.
- All paper handouts or booklets will be printed 24hrs prior to use (covered in boxes). Excess copies will remain in boxes within classrooms.

The safety of our school communities remains a priority. Be aware that the above steps are put in place out of an abundance of caution. There is a lack of definitive information on the survivability of the COVID-19 virus on surfaces. There is also a lack of evidence on the likelihood of the virus being transmitted through the handling of paper.

Masks:

- Mandatory for grades 4 and 5 students, and all staff
- Kindergarten and grades 1, 2, and 3 students are encouraged to wear masks during independent transitions (washroom, library, etc.).
- Parents must wear masks upon entering the school and on school property.
- Grades 4 and 5 students will wear masks when entering and leaving the school, including recess times. During recess students may remove masks.
- In the classrooms:
 - Students may remove masks while seated in rows (not facing one another)
 - Masks must be worn when grades 4 & 5 students leave desks
 - Masks must be worn by grade 4 & 5 students during library and successmaker times.

- All group work requires wearing of masks (exception of kindergarten and grades 1, 2, and 3)
- Teachers may remove masks for instructional purposes keeping within proper social distancing
- All school staff will wear masks when working closely with students

Hand washing Facilities:

- Proper hand washing reminders must be placed at all hand washing and sanitization stations (*see Appendix E*).
- Hand sanitizer must be available in entrances, exits, classroom entrances, high-touch equipment such as microwave ovens and vending machines and other high traffic areas.

Temporary Storage Area:

As classrooms are decluttered to provide a ‘minimalist’ type environment, Administrators may select a room, or area, if available for temporary storage during COVID-19. Boiler, electrical and mechanical rooms **MUST NOT** be used for storage.

Infirmary Room (Principal Office):

- A selected area will, ideally, have a sink for hand washing and a waste receptacle. If no sink is possible the room shall contain hand sanitizer.
- If possible, the room should have a window so staff can monitor from outside the room.
- The room must have an “Infirmary - Do Not Enter” sign that can be posted while the room is in use. *See Appendix E*.
- The room must have the capability to house more than one student.
- The room will need to be de-cluttered and all non-essential items to be removed to allow for ease of cleaning.
- The first aid room must not be used as an infirmary room.
- After the infirmary room is used, custodial staff will be notified so an enhanced cleaning as can be conducted.

Water Fountains:

Water Fountains can remain open, mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations. Consideration can be given to having students fill water bottles rather than having them drink directly from the mouthpiece of a fountain.

Playgrounds:

Playgrounds can remain open as long as the [Alberta Guidance for Playgrounds](#) document is followed. Playground is **NOT** open before school begins (must have teacher supervision and students must remain in cohorts within designated areas).

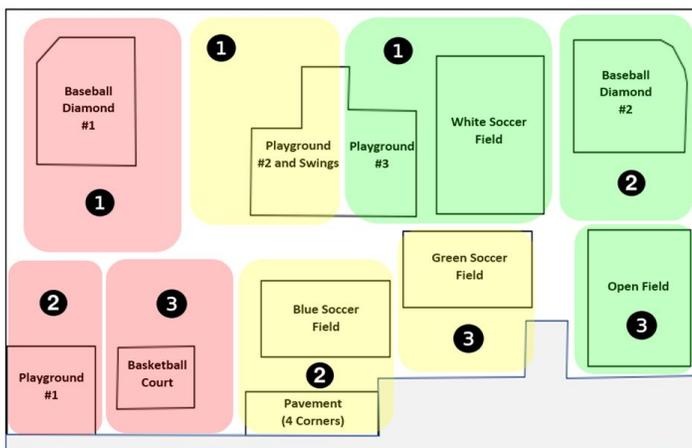
Staggered Recess (Gr. 1, 2 and 3) and (Gr. 4 and 5): Kindergarten classes have the flexibility and staff for individual recesses before or after the times below:

Staggered AM Recess		Staggered Lunch and Recess	
10:10-10:25 am	Grades 4 and 5	11:45 am - 12:05 pm	- Kindergarten, 1, 2, 3 lunch - Grades 4 and 5 recess
Allow 10 minutes for students on recess to enter school and classrooms for lunch			
10:35 - 10:50 am	Grades 1, 2, and 3	12:15 - 12:35 pm	- Grades 4 and 5 lunch - Kindergarten, 1, 2 and 3 lunch

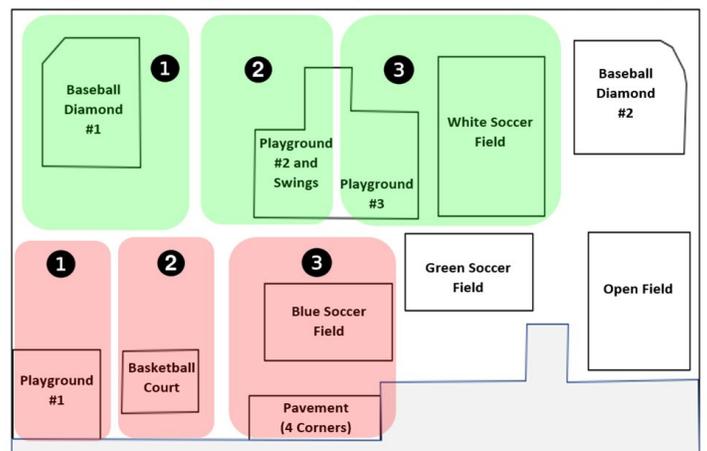
Staggered Recess and Designated Playground Areas:

- Cohorts will be able to play with common grades on the playground with assigned areas
 - Cohorts will play within homerooms classes in assigned playground zones and areas.
 - Designated areas of play for each grade level
 - Each area has a 1 designated playground structure, 1 or more soccer fields, and 1 paved area (chalk games)
 - Areas are rotated week by week - assigned by administration

Daily Rotation Playground Areas (Grades 1-3 ZONES = 9 cohorts)



Daily Rotation Playground Areas (Grades 4 & 5 ZONES = 5 cohorts)



Practice Fire Drills, Lockdown, and Hold and Secure:

All staff will practice and be aware of security processes and procedures to determine if changes need to occur due to COVID-19 safety guidelines / Safe Work Procedures.

School Program & Activity Guidelines

Activity Planning:

For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:

- Does the activity involve shared surfaces or objects frequently touched by hands?
- Can an activity be modified to increase opportunities for physical distancing?
- What is the frequency / possibility to clean high touch surfaces (i.e. electronic devices, instruments, equipment, toys)?

Music, Dance, and Theatre Programs:

Practice, rehearsals, and instruction of dance, music, and theatre may proceed so long as the [guidance for music, dance, and theatre](#) is followed. Music, dance, concerts, theatrical performances, and community events within the school and are cancelled at this time.

Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering, shouting, or playing wind instruments must be postponed at this time.

Consider alternatives such as:

- Recording or live-streaming individual performers in separate locations
- Including more lessons focused on music appreciation or music theory
- Choose to play instruments that are lower risk (i.e. percussion or string instruments over wind instruments)
- All music classes will be instructed within homerooms to prevent increase of hallway traffic (with the exception of guitar instruction/classroom)

CTF or CTS Programs: not applicable to St. Patrick's School

Field Trips:

Field trips should not be scheduled, they remain cancelled at this time.

Gymnasiums:

Gymnasiums can be used to deliver physical education programming:

- When possible physical education should be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. [Follow the Guidance for Outdoor Activity](#) as relaunch progresses.
- Equipment will be stored in classrooms for gym activities, not placed back in the equipment room until the activity/unit is complete (24 hours later).
- Administrators and teachers should choose activities or sports that support physical distancing (i.e. badminton over wrestling).
- Consider using auxiliary space such as gyms and learning commons to deliver education programs to aid in physical distancing.
- Use of shared items or sports equipment is discouraged. Equipment that is shared must be [cleaned and disinfected](#) before and after each use, and users must perform hand hygiene before and after each use.
- School assemblies or other large gatherings (i.e. concerts or dances) must be avoided and virtual options should continue to be offered instead of in person gatherings.
- Schools must follow the advice of the [Alberta guidance for sport, physical activity, and recreation](#).

Extracurricular Activities:

MHCBE has cancelled all indoor extra-curricular activities until *Guidelines for resuming indoor sport are developed*. Alberta Education is working with Alberta Health and education partners, including the Alberta School Athletics Association, to explore possibilities for athletic activities and events within the context of current health measures. For more guidance on outdoor sports and recreation, refer to the [Guidance for Outdoor Recreation](#).

Work Experience: not applicable to St. Patrick's School

International Students:

Once Canada lifts travel restrictions and non-essential international travel resumes, international education programs in Alberta can resume if quarantine requirements and [public health orders](#) are followed.

Out of School Care (Before and After School Care):

Academy Programs: not applicable to St. Patrick's School

Student & Staff Health

Stay Home When Sick:

- All students and staff who have symptoms of COVID-19, **OR** travelled outside Canada in the last 14 days, **OR** were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- Students and employees must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases **AND** their symptoms have resolved.
- Children and students must be supported by their school to learn at home if they are required to isolate due to illness or because they are a close contact of a case of COVID-19.
- Those unsure of if they, or a student, should self-isolate must be directed to use the Alberta [COVID-19 Self-Assessment Tool](#).
 - If still concerned, they can be advised to contact 8-1-1, or the local public health unit to seek further input.
 - There is no role for screening students or staff for symptoms, checking temperatures, or COVID-19 testing. Such activities are reserved for health care professionals.
- If a student or staff develops symptoms in or outside of the school that could be caused by COVID-19 or by a known preexisting condition (i.e. allergies), the individual should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.

Mandatory Daily Health Checks:

- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
 - School Administrators will use the Division developed school protocol to clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. See *Appendix B*.
 - Parents / guardians are required to keep students home who are showing symptoms listed on the health check form.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
 - School Division along with School Administrators will ensure staff are aware of their responsibility to assess themselves daily prior to entering the school. See *Appendix C*.

Illness While On-Site:

- Staff who become ill must notify their supervisor and immediately self-isolate.
- Students exhibiting signs of illness must be moved to the infirmary room.
- Parents/caregivers must be notified and advised to pick-up their child immediately.
- Parents must designate an emergency contact for student pickup. Within the Alberta Government's pandemic response, this is something that all families must adhere to.
- MHCBE will communicate to families that they are expected to designate an emergency contact who will be able to immediately pick up the student if parents/guardians are unable to do so.
- An immediate pickup assumes that the student will be picked up within an hour.
- Staff supervising symptomatic students must;
 - Keep all other staff out of the infirmary room,
 - Provide the student with a face mask,
 - Use strict hand washing techniques, and
 - Maintain physical distancing
- After the student is picked-up, post a sign indicating the room must be cleaned and contact the appropriate custodial staff.
- All items the student touched/used that day must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected (i.e. paper, books, cardboard puzzles) must be removed from the classroom and stored in a sealed container for a minimum of 10 days.
- If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school must follow outbreak notification procedures as per routine zone protocols (*under review for September 2020*).

Students and Staff with Pre-Existing Conditions:

Individuals who have allergies or ongoing health issues must be tested at least once according to the [Alberta Health Services Guidance Document](#). This will establish a baseline for the individual. If symptoms change (worsen, additional symptom, change in baseline), the individual must follow [Stay Home When Sick Protocol](#).

Confirmed case of COVID - 19

If there are cases of COVID-19 identified within school settings, the Zone Medical Officer of Health will work directly with the school division and school administration to provide follow-up recommendations and messaging for staff, parents / guardians, and students. It is important for the school to ensure that they collaborate with the Division Office and the Zone Medical Officer of Health during potential and confirmed cases.

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort / class home or to close a school will

be made by the local Medical Officer of Health. If this were to occur the school will support students and staff to learn or work at home if they are required to self-isolate.

Student Hand Washing Requirements:

Soap and water for 20 seconds are the preferred method for cleaning hands.

- Before leaving home, on arrival at school, and before leaving school
- After using the toilet
- Before and after any transitions within the school setting (i.e. to another classroom, indoor- outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Whenever hands are visibly dirty
- Regularly throughout the day

Staff Hand Washing Requirements:

Soap and water for 20 seconds are the preferred method for cleaning hands.

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- Before and after any transitions within the school setting (i.e. to another classroom, indoor- outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before and after touching the face (nose, eyes or mouth)
- Before and after administering medications
- Before and after food preparation, handling, or serving
- Before and after assisting student with eating
- After contact with body fluids (i.e., runny noses, saliva, vomit, blood)
- Before and after cleaning tasks
- When donning and doffing gloves
- After handling garbage
- Whenever hands are visibly dirty and regularly throughout the day

Learners with Diverse Needs:

Children are screened case by case to determine levels of support required to safely bring students into the school environment and any specialized supports will be noted in the ISP or BSP. Staff working with students that have Individual Support Plans or Behaviour Support Plans in place must review these plans prior to working with the child.

Personal Protective Equipment (PPE)

Cleaning Schedules:

If the student needs support for eating:

- Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food.
- Frequently wash hands with plain soap and water.
- Place all Learners with Diverse Needs and parent/guardian provided food items in a sanitized designated area upon arrival.
- Parents will be asked to have food provided in clean containers with their own utensils.

Cleaning by Staff Supporting Learners with Diverse Needs:

- Staff working with Learners with Diverse Needs will have access to disinfectant sprays and paper towels.
- These spaces need to be left neat and uncluttered at the end of the day.

Keyboards – Electronic devices:

Phones, chromebooks, computers, and other frequently touched electronics like tablets, remotes, keyboards, mice, earbuds, and other devices must be cleaned and disinfected regularly. When cleaning electronic devices please consider the following:

- Students and staff will sanitize before and after the use of all electronic devices
- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting requirements.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.
- Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
- For screens, use a soft cloth and do not press hard.
- Do not use alcohol-based sanitizers or disinfectants on keyboards, phones, monitors or touch screens.
- Do not clean inside any ports or openings.
- More detailed cleaning instructions to come from MHCBE Information Technology Department.

Shared Printers, Touch Screens:

- When possible send all print jobs or copying jobs from your computer to minimize copier contact.
- Every user must perform hand washing prior to using the machine or apply ample hand sanitizer.
- Each morning prior to staff accessing the machine the following must occur:
 - Wear disposable gloves when cleaning and disinfecting
 - Use the approved disinfectant/cleaner provided by MHCBE
 - DO NOT saturate the cloth or damage to the equipment may occur
 - Ensure the device is powered down and unplugged
 - Gently wipe down the surface of the machine
 - Take care to prevent moisture from entering inside the product
 - Allow time to air dry and ensure device is completely dry before powering on
 - Device is now ready for use

Toys and Sports Equipment:

- MHCBE staff will select the minimum number of toys and sports related equipment required.
- Selected items must be easily cleaned. No stuffed toys or porous items.
- Parents/guardians must not allow students to bring toys from home.

Appendices

Appendix A - Safe Work Procedures COVID-19

Appendix B - Daily Health Checks for Students SWP COVID-19

Appendix C - Daily Wellness and Wellbeing Checks

Appendix D - Daily Health Checks for Adults SWP COVID-19

Appendix E - Posters and Floor Stickers

Appendix A - Safe Work Procedures COVID-19

COVID-19 Facts

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases. [Coronavirus disease \(COVID-19\)](#) is a new strain that was discovered in 2019 and has not been previously identified in humans.

Transmission

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 2 meters).

- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Signs and Symptoms

- respiratory symptoms (shortness of breath and breathing difficulties)
- fever, cough, and/or nasal drip
- nausea, vomiting, and/or diarrhea

Symptoms may appear **2-14 days after exposure**.

How to avoid spread

- For staff who are ill with respiratory illness symptoms (shortness of breath, breathing difficulties, fever and cough) to stay home from school/work. If you have symptoms contact 811 for guidance.
- The consistent practice of good respiratory etiquette, social distancing (2 meters/6 feet) and hand hygiene.
- Please note, masks are recommended for people who are not experiencing symptoms.
- Follow the guidelines from the Health Minister and Self-Isolate, when required.
- Contact 8-1-1 for health advice and guidance.
- Do not share office equipment like pens, scissors, staplers, etc.
- Do not share food (fruit trays, deli trays, etc.)
- Avoid skin to skin contact with others (handshaking, hugging, etc.)
- Avoid touching your face with your hands
- No congregating in common rooms or areas (lunchroom, lobby, office washroom, etc.)
- Endeavour to make use of phone calls instead of in-person conversations
- Whenever possible, relocate to another workspace or location to maximize social distancing
- Always follow the guidelines and recommendations of the public health officer

Respiratory Etiquette

- Covering the mouth and nose during coughing or sneezing with a tissue or a flexed elbow and disposing of used tissues in a plastic-lined waste container.
- Followed by hand washing.

Hand washing is required

- Before leaving home, on arrival at work and before leaving work
- After using the toilet

- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before and after touching face (nose, eyes or mouth)
- Before and after administering medications
- Before and after food preparation, handling, or serving
- Before and after assisting student with eating

How to wash hands

Follow video from World Health Organization

<https://www.youtube.com/watch?v=3PmVJQUCm4E> and,

- remove jewelry
- wet hands with running water
- distribute liquid cleanser thoroughly over hands
- clean hands for 20 seconds following steps 1-9
 1. Rub palm to palm
 2. Rub right palm over the back of left hand with interlaced fingers and vice-versa
 3. Rub palm to palm with fingers interlaced
 4. Back of fingers on opposing palms
 5. Rub thumb rotationally, clasped in opposing hand
 6. Rub tips of fingers rotationally on opposing palm
 7. Rinse hands thoroughly
 8. Dry hands with paper towel
 9. Use paper towel to shut off water

If No Sink Is Available

- Use waterless antiseptic agents. For COVID-19 a 60% alcohol agent is required.
 - Please note, this is not as effective as washing hands with soap and water. Antiseptic agents are to be used as a last line of defense only.
- If hands are soiled with visible contamination, they must first be washed with soap and water.

Appendix B - Daily Health Checks for Students COVID-19

Parents/Guardians/ Students must use this questionnaire daily to decide if the student should attend school.

Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, 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
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you or your children attending the program had close <u>unprotected</u> * contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* “unprotected” means close contact without appropriate personal protective equipment (PPE).

If you have answered “**Yes**” to any of the above questions, please **DO NOT** enter the school at this time. You must stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

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

Appendix C - Daily Wellness and Wellbeing Checks

Parents, students, and staff are encouraged to use the following resources, in collaboration with their schools, as formative assessment to identify where students and staff are with their mental health and wellbeing.

Students

1. [Mental Health Continuum](#)
2. [Emotion Thermometer](#)
3. [Scaling Questions](#)
4. [Outcome Scale](#)
5. [4-Pack](#)

Staff

1. [Wellness Together Canada](#)
2. [Mental Health Continuum](#)
3. [Wellness Wheel: Minds Matter](#)

Appendix D - Daily Health Checks for Adults COVID-19

Staff, volunteers, and parents/guardians entering the schools must use this questionnaire daily to decide if they should attend school.

Risk Assessment: Initial Screening Questions

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

If staff have answered “**Yes**” to any of the above questions, please **DO NOT** enter the school at this time. You must stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19. Staff must immediately isolate and advise their supervisor if they are unable to work due to illness and log the absence in ADS.

If staff are presenting baseline symptoms such as seasonal allergies please contact your supervisor for further guidance.

Screening Questionnaire

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
		YES	NO
	• 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
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**?	YES	NO
4.	Have you/your child attending the program or activity had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child or anyone in your household been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protective equipment (PPE).

** "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 use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

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

Appendix E - Posters and Floor Stickers

Infirmery - Do Not Enter

Closed for Cleaning:

[Help Relaunch Safely](#)

[Please Do Not Enter](#)

[Physical Distancing](#)

[Physical Distancing - Elevator Etiquette](#)

[Temporary Closure](#)

[Hand Washing Poster 1](#)

[Hand Washing Poster 2](#)

[How to Hand Wash](#)

[How to use sanitizer](#)

[How to wear a non-medical mask](#)

Mental Health Support Info: [English](#), [French](#)



Floor Sticker - do not enter



Floor Sticker - distance



Floor Sticker - wait here



Floor Sticker - one way



Floor Sticker - distance tape