



# **WEST HAVEN**

PUBLIC SCHOOL

**2020-2021 SCHOOL**

**RE-ENTRY PLAN**

**Information for  
Parent/Guardians/Students**

**UPDATED: November 2, 2020**

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# About COVID-19

## What is COVID-19?

COVID-19 is an illness caused by a coronavirus. It is a new disease that has not been previously identified in humans. [Coronaviruses](#) are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. COVID-19 is a new disease caused by the coronavirus (SARS-CoV-2) and was declared a global pandemic in March 2020.

Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when you cough or sneeze.
- close personal contact, such as touching or shaking hands.
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

These viruses are not known to spread through ventilation systems or through water.

## Symptoms

COVID-19 symptoms can be mild and are similar to influenza and other respiratory illnesses. According to information from the [Government of Alberta](#), most healthy people who are infected with the new, or novel, coronavirus will have a mild illness like a cold or flu. They may have a fever, cough, sore muscles or a sore throat. Some people may feel short of breath. Most people (about 80%) recover from this disease without needing special treatment. People who are much older or who already have health problems are more likely to get sicker with the novel coronavirus and may need to be hospitalized.

Alberta Health identifies the following [symptoms for COVID-19](#):

- Common symptoms: cough, fever (over 38°C), shortness of breath, runny nose or sore throat.
- Other symptoms can include: stuffy nose, painful swallowing, headache, chills, muscle or joint aches, feeling unwell in general, new fatigue or severe exhaustion, gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite), loss of sense of smell or taste, conjunctivitis (pink eye).
- Symptoms of serious illness: difficulty breathing or pneumonia.

If you have any of these symptoms, stay home and self-isolate to avoid spreading it to others. Alberta Health recommends calling Health Link at 811 for more information.

Evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who have not yet developed symptoms (pre-symptomatic) and those who will never develop symptoms (asymptomatic).

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven preventative measures.

## Prevention

Novel coronavirus spreads the same way as other viruses that cause colds and cases of flu. When people cough or sneeze, tiny drops of liquid go into the air. If the person has the coronavirus, the virus can be in those droplets and make others sick. One way a person can get sick is by breathing in tiny drops that have the virus in them, that can happen while talking with or being close to someone who is sick. Another way is by someone touching something that tiny drops have

landed on and then touching their mouth, nose or eyes. Sharing dishes and forks and spoons, water bottles and drink containers could also spread the virus from someone who is sick to someone who is not.

You can help prevent the spread of COVID-19. Prevention starts with awareness. The following practices will help reduce the spread of COVID-19:

- Practice physical distancing
- Self-isolate when you're feeling sick
- Wash your hands frequently
- Cover coughs and sneezes
- Avoid touching your face

In addition to the strategies listed above, it is required that all staff and teachers, as well as students in grades 4 to 12 wear non-medical face masks while in shared areas of the school outside of the classroom where physical distancing may not be possible, and on school buses. Staff and students do not have to wear masks while seated in the classroom during instruction where there is appropriate distance between the staff and students, and maximum possible distance between students' desks (as a principle, two metres should be maintained wherever possible). Non-medical face masks for students in kindergarten to grade 3 may be considered.

## ***Good Hygiene***

Wash your hands really well and often with soap and water for at least 20 seconds. Soap and water are always the best. But, if soap and water are not available, you can use hand sanitizer. If your hands are dirty, or you have touched a surface that others have touched, wash your hands. Don't touch your eyes, nose or mouth until your hands are washed. Cough or sneeze into your elbow or a tissue, then wash your hands. Washing your hands, not touching your face, and staying home when you are sick are the best ways to help you and your family and friends stay healthy.

## ***More Information***

If there is anything you might be confused or worried about, don't be afraid to ask someone you trust. More information can be found online at [alberta.ca/COVID19](https://alberta.ca/COVID19).

## ***COVID-19 Alberta Health daily checklist***

Alberta Health Services has developed two COVID-19 daily checklists, one for children under 18 and one for adults.

The new [COVID -19 Alberta Health daily checklist for children under 18](#) comes into effect on Monday, November 2, 2020 and will apply to Albertans under 18 and students who are 18 and over attending high school.

All other Albertans who are 18 and over, including school staff, will continue to use the Alberta Health daily checklist (please see pg 3 for Albertans 18 or over) that was previously developed by Alberta Health Services.

## ***Quarantine and Isolation***

CMOH Order 05-2020 has several legal requirements for quarantine and isolation (please see the table below).

### **Individuals with Close Contact to a person with COVID-19 and without symptoms of COVID-19 (Asymptomatic)**

AHS identifies close contacts as some who:

- Provides direct care for an individual with COVID-19 or who had similar close physical contact OR
- Had close prolonged contact OR
- Had direct contact with infectious body fluids of an individual with COVID-19 (i.e. was coughed or sneezed on).

If the individual has **close contact with a person who has COVID-19**, they are legally required to **quarantine** for 14 days from the last exposure as it can take up to 14 days for an individual to develop symptoms.

AHS will confirm and contact close contacts when there is a case at school and will contact parents and staff.

NOTE\* If symptoms develop see information on Symptomatic individuals

### Stay Home When Sick (Symptomatic)

If an individual is exhibiting any symptoms of COVID-19, stay home, seek health care advice, and take the [AHS Online Self-Assessment Tool](#) to determine if you should be tested.

#### If the Symptomatic Individual is tested for COVID-19

- If the individual receives a **positive test result**, they are legally required to isolate for a minimum of 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
- If the individual receives a **negative test result**, (and has no known exposure to COVID-19), they are to **stay home** until symptoms resolve.

#### If the Symptomatic individual does NOT get tested for COVID-19

- If the individual has any of the common symptoms (fever, cough, shortness of breath, or loss of sense of smell or taste) they are **legally required to isolate for a minimum of 10 days** from the start of symptoms, or until symptoms resolve, whichever takes longer.
- If the individual has ONE of the other symptoms of COVID-19 (chills without fever, sore throat/painful swallowing, runny nose/congestion, feeling unwell/fatigue nausea, vomiting, diarrhea, unexplained loss of appetite, muscle or joint aches, headache, pink eye), the individual is required to **stay home for at least 24 hours**.
  - If symptoms **improve** during that time, they can return to school and activities when they feel well enough. testing is not necessary until symptoms resolve.
  - If the symptom **does not improve or worsens** after 24 hours use the [AHS Online Self-Assessment Tool](#) to determine if you should be tested.
- If the individual has TWO or more of the other symptoms of COVID-19 (chills without fever, sore throat/painful swallowing, runny nose/congestion, feeling unwell/fatigue nausea, vomiting, diarrhea, unexplained loss of appetite, muscle or joint aches, headache, pink eye), the individual is required to **stay home** and take the [AHS Online Self-Assessment Tool](#) to determine if they should be tested. Children can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started.

## Re-entry Information for Parents and Students

Following the provincial government's direction, Black Gold School Division (BGSD) is implementing the [Guidance for School Re-entry - Scenario 1](#) from Alberta Education and Dr. Hinshaw, the Chief Medical Officer of Health, for September 2020. Wherever possible, having children physically attend school is recommended and our teachers are eager to get back into the classroom and work with students. Parents should be reassured that our schools are meeting Alberta Health Services (AHS) guidelines in providing a safe environment for student learning. Dr. Hinshaw has stated the decision to allow in-school learning with public health measures in place weighs the risks of prolonged school closures on students' educational experience and overall well-being against the risk of COVID-19 outbreaks. It is possible that we may have to

transition between scenarios during the school year. Health officials will work with school authorities to make the decision to transition all students to *partial* In-school Classes learning (Scenario 2) or Distance Education (Scenario 3) based on multiple factors including the number of COVID-19 cases in a zone or a school and the risk of ongoing transmission. Please note that changes may be made to this plan in response to changes directed by Alberta Education.

In September, teachers will initially focus on the social and emotional needs of students and administering screening tools to identify gaps in student learning. Supporting students to be ready to learn is an important first step in school re-entry. Once teachers have identified gaps in student learning, they can plan their instruction to address these gaps prior to moving forward.

BGSD recognizes that each Black Gold family has unique needs and we are aware that not all families are comfortable with their child(ren) returning to in-school classes in September. While we will be offering in-school classes for students in September, we remain committed to providing an educational program for all students that best supports the child through different program delivery choices.

This document details the conditions that will be in place for each program delivery choice. **Parents/guardians will be asked to declare which learning experience is best for each of their children and in doing so, make a 5 month (one semester) commitment until the end of January.** This will enable us to deploy teachers and student supports as needed for effective programming. Students may switch learning experience options beginning on February 1, 2021. Parents/guardians will be asked to make this decision in December so there is adequate time to plan for students programming and staffing.

| <b>In-school Classes</b>                         |   |
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| <i>Daily Health Check for Students and Staff</i> | Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms <b>each day before they leave for school</b> using the <a href="#">Alberta Health Daily Checklist</a> . *Children and students must complete the daily checklist for children under 18 on pages 1 and 2. All other Albertans who are 18 and over, including school staff must complete the daily checklist for adults 18 and older on page 3) |

## Transportation

### Buses

- Children/students should not board the bus if they have symptoms of COVID-19. Be sure that the self-screening tool has been used each day prior to leaving for the bus.
- Students in Grades 4 - 12 are required to wear a non-medical face mask when on the bus and at the transfer site.
- Students in Kindergarten - Grades 3 are encouraged to wear a face mask.
- Bus Drivers will use a face mask and a face shield when loading or unloading students from the bus. Bus Drivers will remove their face covering when the bus is in motion for maximum visibility.
- When wearing a face mask, care should be taken to ensure the mask is used correctly and safely.
- Students should be wearing their face mask at the bus stop or anytime they are waiting to board the bus.
- As much as practical, children/students start boarding from the back seats to the front of the bus.
- Students will be assigned seats and students who live in the same household will be seated together.
- As much as practical, students start disembarking from the front seats to the back of the bus.
- Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run.
- A vehicle cleaning log will be kept by each driver.
- All children/students must perform hand hygiene (hand sanitizer) when **entering the bus**. Hand sanitizer will be available.
- Students in Grades 4 - 12 are required to wear a face mask when on the bus.
- Students in Kindergarten - Grades 3 are encouraged to wear a face mask when possible.
- When wearing a face mask, care should be taken to ensure the mask is [used correctly and safely](#).
- Each school bus will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.
- No sharing of personal items (food, toys, water bottles, etc.)
- A child who becomes symptomatic during the bus trip should be provided a mask if they are not already wearing one. The driver will contact the school to make the appropriate arrangements to pick up the child/student (see Responding to Illness below).

### Students Driving to School

- Students should only have people from their household in the vehicle with them.
- Students are asked to arrive at school well before school begins and go directly to their classroom to minimize contact outside of their cohort.
- Students will maintain 2 metres physical distance between all people (except household members) in an area determined by the school (field/paved play area, etc.).

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| <p><i>Arriving at the School</i></p>   | <ul style="list-style-type: none"> <li>• Parents and children/students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19.</li> <li>• Each school will develop procedures for student pick-up and drop-off that allow physical distancing of 2 metres between families (as much as possible), support respiratory etiquette and access to hand hygiene.</li> </ul>  |
| <p><b><i>Entry Protocols</i></b></p>   |   |
| <p><i>Stay at Home when Sick</i></p>   | <ul style="list-style-type: none"> <li>• Stay at home if exhibiting symptoms of COVID-19 that are not related to a pre-existing illness/health condition.</li> </ul>  |
| <p><i>Staggered School Year Start Dates.....</i><br/><i>Meet The Teacher</i></p> | <ul style="list-style-type: none"> <li>• Students have not been in school since March 13 and we have added a number of new protocols designed to keep students as safe as possible. Staggered entry will include a reduced number of students. Following the schedule below, staff will work with students to explain new processes and procedures that must be followed. This will give students the opportunity to become familiar with new routines that will be in place in the school and classrooms.</li> </ul> <p><b>We recognize that some students may not be able to attend on the designated day below (childcare issues, etc). Please contact your school to advise them that your child will not be attending that day but will begin school on September 4, 2020.</b></p> <ul style="list-style-type: none"> <li>○ <b>September 1:</b> Grades 3, 6, and 9 only</li> <li>○ <b>September 2:</b> Grades 2, 5, and 8 only</li> <li>○ <b>September 3:</b> Grades 1, 4, and 7 only</li> <li>○ <b>September 4:</b> All students attend and regular classes begin.</li> </ul> |
| <p><i>Drop-off and Pick-up Procedures</i></p>                                    | <ul style="list-style-type: none"> <li>• Where feasible schools will coordinate staggered drop-off and pick-up times and locations to limit contact between staff, parents/guardians, children and students as much as possible. Please follow the schedule determined by your school for drop-off and pick-up times.</li> <li>• Parents/Guardians and caregivers must remain outside the school to pick-up and drop-off their children.</li> </ul>   |
| <p><i>Hand Hygiene and Safe Practices</i></p>                                    | <ul style="list-style-type: none"> <li>• Everyone must perform hand hygiene (hand sanitizer) when <b>entering and exiting the school.</b></li> <li>• Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.</li> </ul>   |

West Haven Public School (WHPS) will be operating in a cohort model that has students remain in a designated class cohort. Students will stay in their classroom for the vast majority of the day and their subject area teachers will rotate in to see them. The information that follows is subject to change as we better understand our school-specific context. Any notable changes will be published on our school website and shared with parents through school messenger and we will update this document as necessary.

Classes will begin at 8:35 each morning, with a warning bell ringing at 8:30. Doors will be opened at 8:15 and there will be both outdoor and hallway supervision available at that time. We encourage students to do their best to arrive within that fifteen minute window so that we can create an orderly and social-distanced flow to classes. We will be utilizing various entry points based upon the closest entry/exit door to the classroom.

Entry doors will be clearly labeled by class. Supervisors will encourage students to remain physically distanced while preparing to enter the building. All students will be expected to use hand-sanitizer and put on their masks as they enter the building. Students will proceed directly to their designated classroom and take their assigned seat. Students will change their shoes in their classrooms so that there isn't congestion in the bootrooms.

If students arrive late and their regular entrance is locked, they will proceed to the front doors. After accessing hand-sanitizer, putting on their mask and being signed-in by an adult in the office, they will proceed directly to their classroom.

### **Student Drop-off & Entry/Exit to School Building**

- COVID19 self-screening to be completed with parent/guardian at home.
- Students in grades 4-9 must be wearing a mask before entering the building. Students in K-3 are still highly recommended to wear masks.
- Students enter the building at their designated door and sanitize their hands.
- Students must proceed directly to their homeroom and sanitize again.
- End of day - Students will sanitize prior to leaving and will exit at the designated time through their assigned door.

Similar to our entrance protocols, our emphasis is on moving students from their classroom safely, quickly and to limit opportunities for interactions. We are mindful of the number of students who rely on bussing. Our school day ends officially at 3:15 pm and we will release classes according to designation, beginning approximately five minutes before the official end of the school day. Teachers in grades 1-3 will walk the students outside to the designated dismissal area where they will then dismiss students. Students meeting siblings for dismissal should establish a location outside the school where they can consistently meet.

We will utilize specific entry and exit doors for grade-level cohorts.

Students will need to leave the building with all of their materials immediately. Students are encouraged to dress appropriately for the weather. We recognize that as we move into a typical Leduc winter we'll need to work together as a community to ensure that we keep our students safe from the elements.

Hand washing and/or sanitizing is mandatory. Students are encouraged to bring their own sanitizer, which would meet government guidelines. Unscented sanitizer is required for those who bring their own. Hand sanitizer stations will be available at each designated entrance. Each classroom and learning space will also have hand sanitizer available for use. Students will be required to use hand sanitizer as they enter the building and as they enter each classroom. Staff will supervise the use of hand sanitizer when students enter the building and the classroom.

**Bussing:**

Students boarding a bus should wait together in their family groupings and wear masks. Students will then board the bus from the back to the front as much as possible and according to assigned seating. Students who take a transfer bus will be asked to remain in their seats if they do not change buses. Those who change buses should wait outside their next bus and will be cued to board by the supervising staff member.

## **General Protocols**

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| <i>Physical Distancing</i>                               | <ul style="list-style-type: none"><li>• Everyone in the school shall maintain 2 metres physical distancing whenever possible.</li><li>• Where physical distancing is not possible, extra emphasis on cohorting, hand hygiene, respiratory etiquette, and cleaning and disinfecting on a regular basis (before and after activities) will be implemented.</li><li>• It is important that students and staff stay home if they have any <a href="#">symptoms of COVID-19</a> that are not related to a pre-existing condition.</li></ul>   |
| <i>Cohorts</i>   | <ul style="list-style-type: none"><li>• Cohorting limits exposure to others and aids in contact tracing if needed.</li><li>• Each class will be considered a cohort and efforts to maintain physical distancing even within a cohort will minimize the risk for disease transmission.</li><li>• Cohorting should be maintained during activities outside the classroom, such as recess and lunch breaks. The cohort concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own cohort group.</li><li>• If students from two different cohorts wish to socialize, they should remain 2 meters apart.</li><li>• If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections must be instituted such as engineering controls (such as plexiglass barriers or partitions), or administrative controls (adapting the activity to minimize or eliminate close contacts).</li></ul>                       |
| <i>Engineered and Administrative Controls in Schools</i> | <ul style="list-style-type: none"><li>• School offices will be equipped with a plexiglass divider to protect visitors and staff from potential exposures.</li><li>• Directional arrows will be posted in each school to support physical distancing.</li><li>• Schools may designate different entrances and exits for different classes of students.</li><li>• Schools may post occupancy limits for bathrooms, common areas and meeting rooms to allow physical distancing.</li><li>• All rugs/soft surfaces that cannot be cleaned and sanitized have been removed from classrooms.</li><li>• Unnecessary furniture has been removed from classrooms.</li><li>• The following high touch items will not be used in schools except as needed in Foods classes: refrigerators, microwaves, dishwashers and vending machines.</li><li>• There will be no use of school cutlery, cups, dishes, etc. except as needed in Foods classes.</li><li>• All food sales, including cafeterias, hot lunch programs, bake sales and self-serve nutrition programs are cancelled.</li><li>• All school assemblies will be virtual.</li></ul> |

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| <p><i>Visitors to School</i></p>      | <ul style="list-style-type: none"> <li>• No one should enter the school if she or he is ill. (<a href="#">Complete the self-assessment tool</a>)</li> <li>• Follow all instructions of AHS and the school.</li> <li>• Only required visitors can attend the school.</li> <li>• A record of all visitors will be kept at each school.</li> <li>• The number of schools that substitute teachers will work in will be limited as much as possible.</li> </ul>   |
| <p><i>Pre-existing Conditions</i></p> | <ul style="list-style-type: none"> <li>• The guidance that Alberta Education and the Chief Medical Officer of Health have provided us addresses children with known pre-existing conditions. <b>"The student should be tested at least once before returning to school and have a negative COVID-19 test result to confirm that COVID-19 is not the source of their symptoms. These symptoms would be their baseline health status. As long as the cough or runny nose is always the same and does not get worse, the student can attend school. Talk to your school about your child's pre-existing medical condition so the school may keep a confidential record of this condition."</b></li> <li>• BGSD recommends that a COVID-19 test be done closer to the start of the school year and as the guidelines state, talk to your child's school at that time. Should a student be required to self-isolate or quarantine, our teachers will provide materials for students who are at home if students are healthy enough to do school work.</li> <li>• Schools must keep records of a student's known pre-existing conditions. Throughout the school year, if a student develops symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student 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.</li> </ul> |

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| <p><i>Responding to Illness: if a Student Develops One or More Symptoms of COVID-19 (<a href="#">See all COVID-19 symptoms</a>)</i></p> | <p>If student develops symptoms at home:</p> <ul style="list-style-type: none"> <li>• Students/children must not enter the school if they have symptoms of COVID-19.</li> <li>• The student/child must stay home, seek health care advice as appropriate (e.g. call Health Link 811, or their primary care practitioner or, if needed, 911 for emergency response, and fill out the AHS Online COVID-19 Self-Assessment Tool to determine if they should be tested. If student develops symptoms at school:</li> <li>• The child/student will be asked to wear a non-medical mask if they are able.</li> <li>• The child/student will be isolated in a separate room. If a separate room is not available, the child/student must be kept at least 2 metres away from other children/students.</li> <li>• The child/student's parent/guardian will be notified to pick up the student immediately.</li> <li>• If the child/student requires close contact and care, staff can continue to care for the child/student until the parent is able to pick up the child/student. The student and staff should wear a mask and close interactions with the student that may result in contact with the student's respiratory secretions should be avoided. If very close contact is required, the staff member should also use a face shield or eye protection.</li> <li>• Staff/students must perform hand hygiene before donning a mask and before and after removing the mask and before and after touching any items used by the child/student.</li> <li>• All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the classroom and stored in a sealed container for a minimum of 72 hours.</li> </ul> |
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| <p><i>Responding to Illness: if a Staff Member or Visitor Develops One or More Symptoms of COVID-19 (See all COVID-19 symptoms)</i></p> | <p>If staff member or visitor develops symptoms at home:</p> <ul style="list-style-type: none"> <li>● Staff and visitors must not enter the school if they have symptoms of COVID-19.</li> <li>● The staff member or visitor must stay home, seek health care advice as appropriate (e.g. call Health Link 811, or their primary care practitioner or, if needed, 911 for emergency response, and fill out the AHS Online COVID-19 Self-Assessment Tool to determine if they should be tested. If staff member develops symptoms at work: <ul style="list-style-type: none"> <li>● The staff member will be asked to wear a non-medical mask if they are able.</li> <li>● The staff member will go home as soon as possible.</li> <li>● If the staff member is unable to leave immediately, they will be isolated in a separate and empty room or maintain a 2 metre distance from others.</li> <li>● Staff must wash their hands before donning a mask and before and after removing the mask and before and after touching any items used by the staff member.</li> <li>● All items the staff member touched/used while isolated must be cleaned and disinfected as soon as the staff member leaves. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the classroom and stored in a sealed container for a minimum of 72 hours.</li> </ul> </li> </ul>  |
| <p><i>Guidelines if a case of COVID-19 is confirmed by AHS in a school.</i></p>   | <ul style="list-style-type: none"> <li>● The zone medical officer of health will work with school authorities to quickly: <ul style="list-style-type: none"> <li>○ Identify cases</li> <li>○ Identify close contacts</li> <li>○ Create isolation measures when needed</li> <li>○ Provide follow-up recommendations</li> </ul> </li> <li>● A COVID-19 case will not automatically lead to school closure. It could be that only the group of students and staff who came in close contact will be required to quarantine for 14 days.</li> <li>● Parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person.</li> <li>● BGSD will support students and staff to learn or work at home if they are required to self-isolate.</li> <li>● Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by AHS and may be required to close in-person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to cancel classes will be made in consultation with the local Minister of Health.</li> <li>● If there is an absence rate of 10% due to illness OR there are an unusual amount of individuals with similar symptoms, school administrators must report to the local public health unit or school nurse as per their usual outbreak notification process, regardless of the COVID-19 test results for each individual. The purpose of this is to continue to monitor for other clusters of illness that may not be COVID-19 related and alert Alberta Health Services to potential outbreaks of other diseases.</li> <li>● NOTE* If there are suspected or confirmed cases of COVID-19 in a school, AHS has outlined the procedures and responsibilities of schools, AHS, and Alberta Health. (See Appendix 1)</li> </ul> |

## Masks

- The wearing of masks is a medical decision not an educational one.
- Mask use is mandatory for students in Grades 4 - 12 and all staff in all settings where physical distancing cannot be maintained.
- Students in Kindergarten - Grade 3 may choose to wear a mask.
- Non-medical masks are not required while students are seated in the classroom during instruction if following the physical distancing guidance above. If close contact between students, or students and teachers/staff is occurring as a result of classroom activities, non-medical masks should be used for the duration of this activity.
- All teachers, staff and students in Grades 4 - 12 are required to wear face masks in all shared and common areas such as hallways and on buses. .
  - Masks are required for this group as there is increasing evidence that older students may be more likely to transmit COVID-19 than younger students, and are at a higher risk of significant disease than younger students.
  - When non-medical face masks are used, hands should be cleaned before and after putting it on and taking it off. Avoid touching the mask once it is on. Masks should be changed after they become wet or soiled.
  - After removing a reusable non-medical face mask that will be reworn prior to washing, it should be placed into a clean, breathable bag or container (allows for evaporation) for storage. Consider using a bag that can be washed. All masks should have two distinct sides, one side that touches the face and one that faces outwards.
  - Do not reuse masks that are wet or soiled prior to laundering. A wet or soiled mask that requires laundering should be placed into a sealed bag or container where it is stored until it can be taken home and washed
  - Disposable masks that are damaged or dirty should be discarded into a garbage bin that is lined with a plastic bag.
  - A very small number of individuals may not be able to wear masks due to sensory or health issues. Face shields are not considered to be equivalent to non-medical face masks. It is important to comply with other personal preventative practices such as frequent hand hygiene and physical distancing as much as possible.
  - Additional guidance on non-medical face masks is available [here](#)
- Exemptions to mask requirement for all teachers and staff in all school settings and students in grades 4-12 include:
  - Persons who are unable to place, use or remove a non-medical face mask without assistance;
  - Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation;
  - Persons consuming food or drink in designated areas;
  - Persons engaged in physical exercise;
  - Persons providing care or assistance to a person with a disability where a non-medical face mask would hinder that caregiving or assistance;
  - Persons engaging in services that require the temporary removal of the non-medical face mask, and
  - Spaces where physical barriers have been installed between persons.
- Alberta's government will provide two reusable masks for each student.
- When wearing face masks, care should be taken to ensure [guidance on non-medical mask use](#) is followed and masks are used correctly and safely.
- Parents/guardians should be encouraged to help their children become comfortable with wearing a mask. Masks should not be worn by anyone who is unable to remove the mask without assistance (e.g., due to age, ability or developmental status).
- Practices such as physical distancing, cohorting, hand washing, staying home when

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|  | sick and increased cleaning of surfaces continue to be the priority of public health measures. |
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| <i>Expectations for Shared use of Equipment</i> | <ul style="list-style-type: none"> <li>• Absolutely no sharing of personal items will be permitted (pencils, crayons, erasers, toys, water bottles, books, etc.)</li> <li>• When school equipment must be shared (i.e. Chromebooks, CTS shop equipment, P.E. racquets, etc) it must be cleaned and disinfected after each use.</li> </ul>   |
| <i>Water Bottles and Fountains</i>              | <ul style="list-style-type: none"> <li>• AHS guidelines state that 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.</li> <li>• Water fountain knobs and push buttons are considered high touch surfaces and must be regularly cleaned and disinfected.</li> <li>• It is recommended that students bring their own water bottle (labelled with their name) and fill water bottles rather than having them drink directly from the mouthpiece of a fountain.</li> </ul>  |
| <i>Personal Belongings</i>                      | <ul style="list-style-type: none"> <li>• Lockers can be used in schools where it is possible to ensure no crowding: <ul style="list-style-type: none"> <li>• Lockers need to be spaced out;</li> <li>• Lockers assigned based on cohort/grade/class; and</li> </ul> </li> <li>• When it is not possible to ensure no crowding, students will continue to bring what they need for the day and keep school supplies and textbooks in their backpack.</li> <li>• In schools where lockers are located in the classroom and only one class uses the classroom, lockers can be used. Teachers will coordinate access to these lockers so students can maintain a physical distance when using their locker. As with other personal spaces, students will be asked to wipe their lockers daily.</li> <li>• All students and staff are encouraged to use a backpack for all personal belongings.</li> <li>• Lunches are to be stored with personal belongings (in a backpack). Please consider wide mouth thermos containers for hot food as microwaves are not available.</li> </ul> |
| <i>Electronic Devices</i>                       | <ul style="list-style-type: none"> <li>• Students are encouraged to bring their own educational devices (BYOED).</li> <li>• Student personal devices are to be stored with their personal belongings.</li> </ul>  |

At West Haven Public School (WHPS), each grade level has a designated area of the school where the majority of their classes will take place. Teachers will move between class cohorts rather than students moving to each class. Students will walk to their PE classes following the directional arrows in the hallways.

While physical distancing within the classroom will pose a challenge, we anticipate high levels of success in limiting traffic in our hallways. Our classroom cohort model will effectively limit the number of students who are in the hallway at any one time and we have essentially eliminated the use of common gathering spaces beyond the classrooms. We will have effective signage to help provide visual cues to students to help them with physical distancing and we will highlight this signage in subsequent messaging. We will also do a careful review of traffic flow protocols and all signage in our grade level orientations during the week students return.

These are some of the signs you will see utilized throughout the school to promote social distancing:

- visitors
- masks
- water bottles

- personal belongings

Students will be required to keep all of their belongings with them at all times. Backpacks will be placed near the student desk for quick access to supplies and as directed by the teacher. Students are required to take all belongings with them at the end of each school day. There may be times when students are unable to take their backpacks with them. In those situations, students will be provided with a locked area to store their backpacks or under direct teacher supervision. Students may choose to use backpacks that are lockable, i.e., can place a small luggage lock/zipper pull through the eyelet. Please keep in mind that those who ride bikes will either need to lock their helmet to the bike (which is encouraged as space is at a premium) or onto their backpacks. Many older students bring cellphones to school. Students are asked to keep these cellphones in their backpacks at all times unless it is a break time or they are directed by the teacher. As space will be at an absolute premium within each classroom, we are encouraging students to really limit what they bring to school each day. Each student will have access to a Chromebook, either brought from home or available through the school (as per availability/schedule), and there will be no need to carry heavy textbooks or binders filled with handouts. This will help minimize the need to bring heavy texts back and forth.

All students presenting with illness-like symptoms (which are not tied to a child's pre-existing conditions/baseline symptoms) will be isolated and masked in our medical room, space permitting. The school's conference room may be used as overflow.

Masks are mandatory in all areas of the school in grades 4-9 with K-3 being highly encouraged to wear a mask, especially in common areas. There are many masks styles available. At WHPS we are looking for students to have their mouth and nose covered.

All visitors to the school are encouraged to first try calling the office or emailing us at [WHPS@blackgold.ca](mailto:WHPS@blackgold.ca) or your child's teacher for support. If this is not possible, please come to the main office as long as you do not present any COVID like symptoms. All teacher meetings will be virtual (email/phone/video conference, etc).

WHPS water fountains are open and students will be able to fill their labelled water-bottle throughout the day.

Whereas we highly value our nutrition program, we are unable to run this valued program as we have previously done until further notice. Some single serve, individually wrapped items may be available for students in need.

We will hold our first virtual assembly to introduce all staff to the students and share common information prior to the end of month.

## ***Classes and Programming***

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| <i>Classroom Hygiene</i> | <ul style="list-style-type: none"> <li>• Everyone entering the classroom must perform hand hygiene.</li> <li>• An emphasis will be placed on hand hygiene, respiratory etiquette and physical distancing as much as possible while in classrooms.</li> <li>• Students and staff will wipe their own workspace such as desks, chromebooks, etc. before and after using. Younger students may require help from the teacher or education assistant.</li> </ul> |
| <i>Class Sizes</i>       | <ul style="list-style-type: none"> <li>• Class sizes will be similar to previous years as there is no additional funding to hire more teachers.</li> <li>• Where 2 metres is not possible between desks, they will be separated by the greatest possible spacing in each classroom.</li> </ul>   |

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|                                   | <ul style="list-style-type: none"> <li>● If 2 metres cannot be arranged between desks/tables, students should be arranged so they are not facing each other (e.g. 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.</li> <li>● In situations where physical distancing is not possible, extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities will occur.</li> <li>● In circumstances where 2 metres of physical distance is not possible (especially if the circumstance requires prolonged close contact for longer than 15 minutes), teachers, staff and students in Grades 4 - 12 are required to wear a non-medical face mask to protect one another and students in Kindergarten - Grade 3 can choose to wear a face mask.</li> <li>● Teachers will have seating plans for all classes.</li> <li>● Each class will be considered a cohort and interaction between cohorts will be minimized. <ul style="list-style-type: none"> <li>○ Cohorts encourage individuals who cannot maintain 2 metre physical distancing (i.e. classes) to interact with the same people (their cohort) rather than switching daily contacts or randomly interacting with other people.</li> <li>○ Within each cohort (classroom), students will maintain the greatest physical distancing possible to minimize the risk for disease transmission (i.e., spacing between desks).</li> </ul> </li> </ul> |
| <i>Student Movement</i>           | <ul style="list-style-type: none"> <li>● Where possible, teachers will move between classrooms and students will remain at their desks.</li> <li>● Hallway protocols are developed to ensure students remain a safe distance apart while moving throughout the building</li> <li>● Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations. Teachers and staff will reinforce protocols.</li> </ul>  |
| <i>Breaks</i>                     | <ul style="list-style-type: none"> <li>● Snack, lunch, recess, and class change breaks will be staggered in each school to maintain physical distancing among children/students.</li> </ul>   |
| <i>Using Playground Equipment</i> | <ul style="list-style-type: none"> <li>● Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.</li> <li>● Encourage children to avoid sharing toys or sports equipment and limit contact with individuals outside of their cohort.</li> <li>● Increased focus on respiratory etiquette and physical distancing will be taken around playground equipment.</li> </ul>  |

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| <i>Physical Education</i> | <ul style="list-style-type: none"> <li>• When possible physical education will be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors and will follow the <a href="#">Guidance for Sport, Physical Activity and Recreation</a>.</li> <li>• Teachers will choose activities or sports that support physical distancing (e.g. badminton over wrestling).</li> <li>• Locker rooms and change rooms: <ul style="list-style-type: none"> <li>○ Schools will develop change room protocols for Grades 7 through 12 students that will reflect time and space availability.</li> <li>○ Lockers will not be available for use.</li> </ul> </li> <li>• School Fitness Centres are open for programming purposes only. Recreational use, by staff and students, is strictly prohibited. All activities within the fitness centre must strictly follow the recommendations included in the Guidance for Sport, Physical Activity and Recreation guideline and must follow all cleaning protocols.</li> </ul> |
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| <i>Option Courses</i> | <ul style="list-style-type: none"> <li>• Where AHS recommendations and guidelines can be followed (i.e. cleaning, physical distancing, cohorting, etc.) these courses will continue to be available to students.</li> <li>• No singing or playing wind instruments in Kindergarten to Grade 6.</li> <li>• Strict protocols to maximize student safety will be in place for Grades 7 - 12 music/band classes.</li> <li>• Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff. Enhanced cleaning protocols will be implemented.</li> </ul> |
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| <i>Extracurricular Activities/Field Trips</i> | <ul style="list-style-type: none"> <li>• Extracurricular activities, field trips requiring busing, and all overnight student excursions are postponed. This will be reviewed by November 30, 2020.</li> </ul> |
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| <i>Can a Student Switch to Distance Education?</i> | <ul style="list-style-type: none"> <li>• Yes, students can switch to distance education beginning February 1, 2021.</li> <li>• Parents/guardians will be asked to make this decision in December so there is adequate time to plan for students programming and staffing.</li> </ul> |
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| <i>Provincial Testing</i> | <ul style="list-style-type: none"> <li>• Students will participate in provincial testing (Achievement Tests and Diploma Exams) in accordance with Alberta Education testing schedules.</li> <li>• Students in grades 6 and 9 will write the Math and Language Arts PATs.</li> </ul> |
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Classrooms will be organized in rows to meet the criteria for physical distancing. In instances where tables are being used with more than one child, students will be placed at opposite ends of the table to respect physical distancing guidelines. In all cases, students should not be turning to talk to a neighbour without a mask.

**Classroom Routines**

- Students will sanitize their hands as they enter the classroom.
- For grades 4-9, masks are **mandatory** except when working independently at their desk or when outside.
- School supplies and materials cannot be shared amongst students.
- Students are reminded to put their masks on when they leave the classroom and until they return to their desk. Students should have a daily supply of masks (minimum 2) and bags or pouches. One pouch for clean masks and the other for used ones. These pouches should go back and forth to school

each day so that the soiled reusable masks can be washed. Students using disposable masks should simply dispose of these after each use.

- Students will clean their desks. Teachers will spray desktops and provide students with paper towels to wipe down their own area. Students should also wipe down the backs of their chairs and other desk spaces that they touch. Students will sanitize their hands as they leave class.

At WHPS students will be taking breaks in classrooms as much as possible to reduce hallway congestion and maintain physical distance. Teachers will endeavour to take students outside for fresh air breaks. **During all breaks, grades 4-9 students will be required to wear a mask.** Jr. High students wishing to leave the school campus at lunch should have their parents complete the permission form on PowerSchool. Whether students are on site or off site students should always remember to wear their masks and physical distance from others. To maintain cohorts, students eating at school will eat their lunch in their homerooms. Once JH students are seated they may remove their masks to eat their lunch. When the lunch period ends, JH students will be given the option to take part in other activities.

Physical Education teachers will be using plans to support activity based learning as much as possible. Where possible students will be outside using resources developed by a team of Black Gold Phys. Ed. specialists. Due to space restrictions, students will not be changing for Physical Education.

Each cohort will be assigned their complementary course (options) classes to mitigate students being blended. These classes will be divided into terms and change each term. We realize that student choice is not a possibility while maintaining classroom cohorts until the cohorting situation changes.

Students will use the washrooms in their designated zone. Students will not be permitted to congregate in the washrooms. Three students maximum will be permitted in the washroom at a time. We will have a process to limit the number of students accessing the washrooms at any time, including high volume handwashing times such as lunch break.

Please refer to the school calendar for the May/June assessment dates (PATs and Final Exams).

While outside for recess, students will have free time to play. In order to minimize large groups in one area, classes will have designated areas in which to play. Students will be able to use the playground equipment during designated times. When reentering the school, students will sanitize their hands. Please remember that students should still endeavour to maintain social distancing while outside. Large groups and close contact activities will be limited.

## Cleaning Protocols

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| <i>Hand Hygiene</i>        | <ul style="list-style-type: none"> <li>● In addition to hand washing with soap, BGSD will provide appropriate amounts of recommended hand sanitizer in schools and on buses, and hand sanitizing dispensers will be available at each school entry way.</li> <li>● While washing with soap and water for 20 seconds is the preferred method for cleaning hands, hand sanitizer can be used when this is not practical.</li> <li>● Recommended hand hygiene protocols:             <ul style="list-style-type: none"> <li>○ Before leaving home, on arrival at school, and before leaving school.</li> <li>○ After using the toilet.</li> <li>○ Before and/or after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, etc.).</li> <li>○ After sneezing or coughing.</li> <li>○ Before and after breaks and sporting activities.</li> <li>○ Before and after eating any food, including snacks.</li> <li>○ Before touching face (nose, eyes or mouth).</li> <li>○ Whenever hands are visibly dirty.</li> </ul> </li> </ul> |
| <i>High Touch Areas</i>    | <ul style="list-style-type: none"> <li>● There will be increased frequency of cleaning and disinfecting of high-touch areas in schools.</li> <li>● Where required, extra custodial time has been added to accommodate this work.</li> </ul>  |
| <i>Bus Cleaning</i>        | <ul style="list-style-type: none"> <li>● Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run and vehicle cleaning logs will be kept.</li> </ul>  |
| <i>Cleaning Workspaces</i> | <ul style="list-style-type: none"> <li>● Materials for staff and students to clean/sanitize their own workspace (desks, shared devices, etc.) will be available in the classroom.</li> <li>● Students and staff will wipe their own workspace before and after using. If students remain at the same desk all day, this would be done at the beginning and end of the day.</li> </ul>  |

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Students will be responsible to clean their own work space. The teacher will go around to each desk, spray the desk area, and the student will wipe down with the provided paper towel and then dispose into the receptacle. This process will also occur upon exiting and during eating times.

## Mental Health/Psychosocial Supports for Students and Staff

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| <i>Providing Mental Health Support</i> | <ul style="list-style-type: none"> <li>● Staff have access to professional learning on supporting the mental health of students.</li> <li>● Information on accessing mental health resources for students, families and staff is posted on the Black Gold Engaging Students website and the <a href="#">BGSD website</a>.</li> </ul> |
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West Haven Public School (WHPS) recognizes that the changes going on will have a significant impact on almost all children and their families. As such our school and teachers will be putting a focus on social emotional learning (SEL). The goal for this will be to meet each child's unique mental health needs.

*Government of Alberta Guidance for School Re-entry - Scenario 1*  
[COVID-19 information: Guidance for School Re-entry - Scenario 1](#)

*References:*

[Alberta K to 12 School Re-entry Website](#)

[Alberta Health Daily Checklist.](#)

[Screening Questionnaire](#)

[Guidance for Sport, Physical Activity and Recreation](#)

[Guidance for Playgrounds \(updated June 18, 2020\)](#)

[Elementary - Returning to School Safely Video](#)

[Junior and High School - Returning to School Safely Video](#)

If you have questions about the school re-entry plan, please contact us at [bgsd@blackgold.ca](mailto:bgsd@blackgold.ca).