



Conseil scolaire du  
NORD-OUEST

# SCHOOL RE-ENTRY PLAN 2020-2021

Guide for the Opening and  
Operation of Schools  
(**Scénario 1**)

**Published: August 18, 2020**

**Updated : Sept. 2, 2020 (changes in red)**

NB - This back-to-school plan could be modified as directed by the Chief Medical Officer of Health or the Ministry of Education.

[csno.ab.ca](https://csno.ab.ca)

# All in This Together

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As part of the school reopening strategy, the Conseil scolaire du Nord-Ouest (CSNO) is pleased to provide the back-to-school plan for the 2020-2021 school year.

This guide specifies the practical procedures for reopening and operating CSNO schools in strict compliance with the prescriptions issued by the health authorities. It aims to support our collective responsibility for the health and safety of students, staff and visitors while ensuring that student learning continues under the safest and healthiest possible conditions in the context of the COVID-19 pandemic.

**This guide is adapted from Alberta Education: [Guidance for School Re-Entry Scenario 1 - In-school classes resume \(near normal, with health measures\)](#). Everyone in our learning communities will need to play their part and follow the protocols in this guide - after all, we're all in this together.**

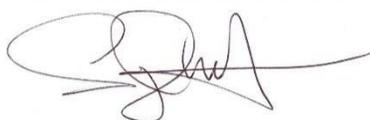
That said, for everyone's safety, some school routines and practices will be changed to adhere to Alberta Health Services (AHS) strategies to reduce the risk of coronavirus transmission and to ensure multiple levels of protection for all students, staff and the community. These changes are detailed in this guide and contain measures such as:

- Asking families, staff and visitors to perform daily health checks before entering school, enforcing a strict policy for anyone with signs of illness;
- Improve cleaning and disinfection practices in schools and buses;
- Encourage physical distancing when possible;
- Simplify the use of premises and circulation to allow greater physical distance;
- Cohorts of students, if possible;
- Required hand hygiene and respiratory etiquette;
- Protocols for shared management of materials and equipment.

This back-to-school plan may be changed as directed by the Chief Medical Officer of Health. This plan is based on the best available information and conditions related to the COVID-19 pandemic. It will evolve and be adjusted as information becomes available and as a result of the assessment of changing conditions related to Covid-19 in Alberta.

For schools to function "near normal," all stakeholders need to work together. This is a collective responsibility, and we must all take action to protect; maintain a high standard of hygiene and follow provincial health guidelines.

We thank you for your continued understanding and cooperation.



Sylvianne Maisonneuve  
President



Brigitte Kropielnicki  
Superintendent

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# RISK ASSESSMENT AND CONTROL

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The School Board has the obligation to implement the necessary means to reduce the transmission of COVID-19 in schools; providing rapid response to confirmed cases, maintaining high levels of hygiene and performing risk assessment for all tasks performed in daily operations.

## GENERAL BUILDING SAFETY

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Strict hygiene and sanitation measures are put in place as the 2020-2021 school year begins. Cleaning and disinfection of premises and equipment is an essential component in the fight against the spread of the coronavirus.

- The school buildings were completely cleaned during the summer period.
- The HVAC (heating, ventilation and air conditioning) systems were cleaned to ensure adequate ventilation.
- Before the start of the school year, each site will ensure that fresh water circulates in the water supply pipes.
- Carpets and soft furniture that cannot be easily cleaned and disinfected will be removed. Cleaning of permanent carpets will be more frequent.
- School staff must leave the building no later than 5:00 p.m. in order to facilitate cleaning.
- Each school will have procedures that describe the cleaning requirements; these procedures should cover:
  - High touch surfaces (including water fountains),
  - Toilets and sinks,
  - Shared equipment,
  - Auxiliary spaces and common rooms,
  - Other relevant places.

The measures outlined in this guide should be applied always, everywhere and by everyone. These actions are the most effective individual preventive measures against the spread of the virus.

Schools will implement a hygiene and disease prevention education with all students returning to school regarding the following:

- Hand washing
- Hygiene and respiratory etiquette
- Wearing non-medical masks
- Avoiding touching the face, mouth, nose and eyes
- Staying at home in case of illness and avoid close contact with sick people
- Observing the rules of physical distancing

# Hand hygiene and respiratory etiquette

## Hand Hygiene

Washing your hands often with lukewarm water and soap for at least 20 seconds or with a hydroalcoholic solution (at least 60%) limits the risk of transmission. Hand washing with soap and running water is essential. Otherwise, the use of a hand sanitizer is recommended. (See [Hand Hygiene Education](#))

### Everyone should wash their hands or use a hand sanitizer:

- On arrival at school and before their return home;
- Before and after any transition within the school setting (for example, in another classroom, interior-exterior transitions);
- Before eating and drinking;
- After going to the toilet;
- After playing outside;
- After sneezing or coughing into the hands;
- When hands are visibly dirty.

There will be hand sanitizer containing at least 60 % alcohol (or non-alcoholic hand sanitizer) at entrances and exits, at the entrance to classrooms, near frequently touched equipment, such as microwave ovens, vending machines and other high-traffic areas. (See [Hand Sanitizer - What you need to know](#))

- Bottles of hand sanitizer will be kept out of the reach of children.
  - Staff will supervise the use of an alcohol disinfectant when used by young children.
- Schools will have [posters](#) promoting hand and respiratory hygiene and how to wash hands in each washroom and other spaces as needed.
- Schools will put in place supervision strategies to ensure that everyone sanitizes their hands at all entry and exit points of the classroom and school.

## Hand Hygiene for Staff

Staff should wash their hands for at least 20 seconds or use hand sanitizer:

- Before handling food or helping children to eat;
- Before and after giving or applying medicines or ointment to a child or to yourself;
- After contact with bodily fluids (i.e. runny nose, sputum, vomiting, blood);
- After cleaning tasks;
- After removing gloves;
- After handling garbage.

## Respiratory Etiquette

Respiratory etiquette is a set of rules designed to reduce the risk of transmission. These rules include:

- Covering your mouth and nose when coughing or sneezing with a tissue or your elbow bent;
- Use disposable tissues;
- Immediately throw away used tissues in the trash;
- Wash your hands frequently;
- Do not touch your mouth or eyes with your hands.

All staff and preschool, elementary and secondary school students will be made aware of respiratory etiquette.

## Personal Protective Equipment (PPE)

- Reception areas are equipped with temporary plexiglass screens. These screens will be cleaned following the protocol provided.
- Each room in the school will be stocked with a supply of temporary masks for staff use (or, in special circumstances, for student use), gloves and wipes.
- Each school will have protective visors for those who need such protection (certain educational assistants, teachers, nursing support).
- Each school will receive an electronic thermometer which will not be used as a general screening tool, but only for a specific use.
- There will be disinfection stations for each room, in addition to building entrances.

Employees have a responsibility under occupational health and safety law to follow safe work procedures, including the use of PPE if necessary.

### Wearing a Mask

- It is required that all teachers and staff in all school settings and students in grades 4-12 wear non-medical masks while in shared areas of school, outside the classroom, and on school buses where they may not be able to maintain the recommended physical distancing requirements.
- 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.
  - Grades 4 to 12 students and staff will receive at least 2 reusable masks and can also bring some from home. (Students should always have one mask with them, as well as a spare mask at school).
  - A grade 4 to 12 student who shows up at the bus or school without a mask will be offered a non-reusable mask on an exceptional basis. He or she will not be allowed to ride the bus or enter the school without a mask.
- **Schools will have procedures for the wearing of masks at recess (grades 4 to 6).**
- Non-medical face masks may be considered but are not routinely recommended for younger students in grades K-3. It is recommended that these students instead adhere to the other public health strategies that mitigate the risk of transmission of COVID-19, such as cohorting, hand hygiene and respiratory etiquette to reduce the risk of transmission.
- Authorized visitors must wear a mask to enter and move around the school.
- 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.
- Parents/guardians are encouraged to help their children become comfortable with wearing a mask.
- **Guideline for wearing non-medical masks**

## Cleaning

Cleaning and disinfection of premises and equipment is an essential component in the fight against the spread of the virus.

- The janitorial service will implement frequent cleaning and disinfection procedures for high contact surfaces such as: vending machines, microwave ovens, door handles, stair railings, light switches, water fountain buttons, toilets, shared facilities and common areas.
  - The janitorial service will provide day cleaning;
  - High contact surfaces should be cleaned several times a day
- The janitorial service must clean all areas of the school daily and do a deep cleaning when the students are not present;
  - A sign will be posted in each space which indicates when the room was last cleaned.
  - The janitorial service will follow standardized “enhanced cleaning procedures,” as directed by the facilities manager. (See **Appendix A**)
- While janitors take care of the cleaning and disinfection of common areas, all staff play a role in preventing the spread of COVID-19 and keeping school facilities safe for all. As such, all staff are encouraged to clean commonly used surfaces and shared items in their work environment. (More information on cleaning and disinfection [here](#).)
  - Classrooms will be equipped with disinfecting wipe for cleaning shared spaces and objects during the day.
- Use of the playground is permitted, but the school is responsible for cleaning the play structure at least 10 minutes prior to use. (See: [Guidelines for Playgrounds](#))
- Water fountains will be available. The mouthpieces are not a major source of virus transmission and will be cleaned according to the manufacturer's recommendations.
  - Students are encouraged to fill their water bottles rather than drinking directly from a water fountain.
- Other information from Alberta Health Services:
  - [Infection Prevention and Control](#)
  - [Handwashing](#)
  - [Using hand sanitizer](#)
  - [Wearing non-medical masks](#)

## SCREENING

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Before leaving home, staff, students, visitors and volunteers who will access school for work or learning must self-screen for symptoms each day they enter the school using the attached Screening Tool (Appendix B).

- Parents and students will receive a copy of the Screening Tool with the expectation that it must be completed daily.
- Anyone who reports symptoms will be directed to stay home, seek health care advice as needed (e.g. call Health Link 811 or their primary health care practitioner, or 911 in an emergency) and complete the [AHS Online Self-Assessment](#) to determine if they should be tested.
- Posters will be posted to remind everyone not to enter if they have symptoms of Covid-19, even if symptoms resemble a mild cold.

## Pre-existing conditions

Schools keep a record of students' known pre-existing medical conditions. Parents should ensure that this information is up to date by contacting the school.

- If a student has symptoms that are related to a known pre-existing medical condition (e.g., allergies) the student should be tested for COVID-19 to confirm that the illness is not the cause of these symptoms before going to school or before returning to school.
- If the pre-existing symptoms worsen, the student should be retested for COVID-19 to confirm that the illness is not the cause of these symptoms before going to school or before returning school.

## COHORTING

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A cohort is defined as a group of students (and staff) who stay together. The size of the cohort depends on the physical space of the classroom or learning setting. Cohorting reduces the number of close contacts a person with COVID-19 can have at school and helps public health officials in their effort to trace contacts and contain an outbreak.

- At the CSNO, the assignment principles aims for class groups of around 15 students whenever possible. Therefore, in general each class grouping will be a cohort, but in some cases additional distancing measures may be considered.
- The number of adults (staff flow) will be limited for each cohort as much as possible.
- All teachers must ensure that students have assigned seats (desks, chairs, etc.).
- For contact tracing purposes, the maximum number of people in a room should be limited to a number that allows for physical distancing (e.g. fewer students in a smaller room and more students in a larger room).

## PHYSICAL DISTANCIATION

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Physical distancing (2 metre spacing) is a public health measure to help prevent the spread of disease. Increasing the space between persons decreases the risk of transmission.

- Non-essential furniture in classrooms and common areas will be removed to facilitate physical distancing.
- Where it is not possible to place desks two metres apart, the greatest possible spacing is recommended and students should be arranged so they are not facing each other (e.g. in rows rather than in small groups of 4 or in a semi-circle).
- Schools are responsible for educating students, staff and parents about the importance of physical distancing.
- Other possible measures to encourage physical distancing:
  - Implementation of contactless modes of interaction;
  - Assigned places in classrooms;
  - Traffic control in the school and signage at reception, in hallways and elsewhere as needed.

# DROP-OFF/PICK-UP, SCHOOL ENTRY AND TRAFFIC FLOW

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Parents / guardians must stay outside the school when dropping off or picking up their children. They should not enter the school unless arrangements have been made in advance with the school office.

Parents / guardians are encouraged to contact staff by email or phone for any additional information that may be needed to support their child.

Schools will have procedures to:

- Manage bus drop-off, parent drop-off, students walking to school, as well as students entering the school that support 2-meter distancing as much as possible, between all individuals (except family members);
- Ensuring grades 4 to 6 students and staff wear masks as they enter the school;
- Reduce the number of students in the hallways and common areas;
- Manage visitors at reception;
- Reduce the use of common assembly areas;
- Manage the use of lockers, if necessary;
- Limit contact between staff, parents or guardians and students as much as possible
- Control the traffic flow in schools. This can include one-way hallways and doors and designated entrance and exit doors. Note that it is important not to reduce the number of exits and to respect the fire code.

## Risk Mitigation for High Traffic Areas

At the beginning of the school year, students will be taught the new practices regarding traffic flow in the school, as well as all other new established practices.

- Schools will use control measures to ensure physical distancing as much as possible between all participants in and outside of classrooms. This can mean:
  - Staggering start and end-times for classes to avoid crowded hallways.
  - Removal and rearrangement of seats or equipment.
  - Traffic flow control in all common areas:
    - Minimize student movement and limit student movement throughout the day, particularly unsupervised movement.
    - Limit the number of occupants in bathrooms and display the maximum number.
    - Limit access to lockers between classes.
    - Structure traffic flow in the hallways:
      - People walking in hallways must follow the “rules of the road”.
      - The use of signs, columns or posts and signage on the floor.
- Staff and grades 4 to 12 students should wear non-medical mask while outside of the classroom and in common areas.
- Emergency drills (fire, lockdown, etc.) will be modified according to the recommended safety standards.

# LEARNING

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## Procedures for In-Person Learning

The 2020-2021 school calendar for schools will be maintained. ([See 2020-2021 school calendars](#))

Schools will have procedures and plans for learning that support physical distancing to the greatest extent possible.

- Staff will organize activities that encourage space between students and staff (minimize group activities) and separate cohorts as much as possible.
- 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).
- Staff and students should be aware of how people move around the classroom in order to maintain 2-meter distancing, if possible.
- Students should not move desks or chairs.
- In elementary levels, students should stay in the same group, in the same room, in the same desk and with the same staff whenever possible.
- In high school, teachers will move from class to class.
- There should be no physical contact; no greetings, such as handshakes or hugs.
- Competitions between schools are cancelled until further notice. Sports teams from our schools may have after-school practices. A youth who participates in another sports team (Club or community) cannot participate in school sports teams and therefore does not have access to practices at school.
- Guidelines for returning to indoor sport are being developed by provincial agencies and will be communicated when available.
- In order to meet physical distancing requirements, field trips and activities requiring group transportation are cancelled until further notice.
- Schools will stagger recess and lunch breaks to maintain physical distancing between students.

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

Alternatives will be considered, such as:

- Recording or live-streaming individual performers in separate locations;
- More lessons focused on music appreciation or music theory;
- Choose instruments that are lower risk (e.g., percussion or string instruments over wind instruments).

## Fall Review

As usual, teachers are encouraged to spend time at the start of the new year to help students assimilate the key concepts of spring home learning. This review should not be used for assessment, but rather to help guide and shape teaching over the coming months. Emphasis will be placed on academic courses as needed.

## Support Home Learning During Isolation or Illness

As happens during regular programming, if a child has to stay at home for a period of time due to illness, teachers will provide the student with essential work that they can do at home. Homework

or tasks will be provided to the student by the regular teacher, but he or she will not engage in home learning as was the case in spring 2020.

## Learning Options

Due to health concerns and parents' choice in regards to the pandemic, families can choose not to send their child to their school. In this case, parents are invited to contact the Superintendent to discuss their options:

- online education supported by the School Authority (to be determined) – please contact the Superintendent [brigittekropielnicki@csno.ab.ca](mailto:brigittekropielnicki@csno.ab.ca)
- [home education](#) under the *Alberta Education Home Education Regulation* – please contact the Superintendent [brigittekropielnicki@csno.ab.ca](mailto:brigittekropielnicki@csno.ab.ca)

## Diploma Exams

The return to in-school classes includes administration of diploma exams for the 2020-2021 school year, which will remain mandatory. The results will continue to constitute 30 percent of the student's final diploma course mark.

## Provincial Achievement Tests - 6 and 9 Grade (scenario 1)

Participation in provincial achievement tests (PATs) is optional. The established PAT schedule allows flexibility for school authorities to administer them within a specified time frame.

- Participation is optional, with the decision to participate residing at the school authority level. The CSNO's decision will be made in September.
- The administration of PATs is limited to foundational subjects (English Language Arts, Mathematics, French Language Arts/Français).
- School authorities can decide to excuse some or all students from PATs if their learning has fallen behind.

## Student Learning Assessment (SLA) - Grade 3 (scenario 1)

Like the 2019-2020 school year, school authorities have flexibility to administer SLAs. The CSNO will decide in September whether and to what extent all or some of their schools or classes within a school will participate.

## Work experiences (high school students)

- Work experiences can continue provided the risk of infection is mitigated for all participants.
- If the placement is in a workplace, the student is expected to follow health rules set out by the workplace, which should comply with [Workplace Guidance for Business Owners](#).
- Joint use of items or equipment should be avoided. Equipment that must be shared should be cleaned and disinfected before and after each use, and users should perform hand hygiene before and after each use.

# VISITORS AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL

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According to the CSNO's administrative directive, all entrance doors to the school must be locked during the school day to control public access and a register of all visitors is kept up to date.

- To minimize risk, volunteers and guest speakers are not permitted at this time.
- Authorized visitors are: parents, delivery staff, CSNO staff, service consultants, RCMP and AHS.
- Before a visitor enters the school, they will use the self-assessment tool posted on the school door.
  - If a visitor answers YES to any of the questions, they should not be admitted to the school.
- All visitors to the school must be registered in the school visitors' register.
- All visitors to the school must wear a mask.
- Parents will be informed of the procedure to follow to meet with the teachers or the school administration. These meetings can take place face to face, remotely or electronically.

## COMMON USE OF EQUIPMENT

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Sharing of equipment / resources should be avoided whenever possible. Where this is not possible, schools will develop procedures and plans for shared use that take into account the following:

- Where possible, equipment (for example, electronic devices, gymnastics, science, art, or music equipment, etc.) must be designated and labelled (with a tear-off label) for a single student. If this is not possible, assign the equipment to the fewest number of students.
- Shared equipment should be cleaned and disinfected after each use. Note that cleaning protocols vary depending on the type of equipment. Specific cleaning protocols will be posted if necessary.
- Students / staff should use hand sanitizer or follow hand hygiene protocols before collecting and returning equipment to storage areas.
- Schools will make arrangements for the storage of personal items. Schools should consider appropriate physical distances and cleaning and disinfection procedures.

## Shared Articles

Each school will have strategies to minimize contact of shared articles. In particular:

- A procedure for borrowing library books in order to limit the handling of books;
- The mandatory use of online payments. Cash and checks will only be accepted in exceptional cases;

- Dedicated work areas as much as possible;
- Students will have designated computers / devices as needed. Disinfection practises before and after use will be in place;
- Practices that reduce the sharing of common objects during playtime (ex. balls);
- Practices to minimize sharing or to ensure disinfection between uses of common elements shared in classrooms (for example, CTS classes);
- Non-essential education items brought from home to school will be kept to a minimum (items brought from home will either be disinfected or quarantined for 3 days);
- Items sent home from school will be limited as much as possible. Items (ex. drawing) sent home should stay there, it is up to the parents to manage the object;
- Classroom doors left ajar to minimize contact with the door handle;
- Efforts to provide a lunch / snack that does not require much preparation or use of the microwave oven (NB - the microwave oven must be disinfected after each use and the line-up must respect the physical distance of 2 m);

#### **Toys:**

- Plush toys and blankets should not be shared;
  - These will be washed in hot water and dried when sharing between children or the use will be stopped.
- Students should not bring toys from home without first notifying school staff.
  - Stuffed toys should not be brought to school.
  - Personal toys should not be shared.
- Sensory toys will be placed immediately in a designated bucket for cleaning and disinfection;.

#### **Photocopiers:**

- Hands and the photocopier should be disinfected before and after use;
  - Use gloves or sanitize your hands before loading paper into the copier.

# AUXILIARY SPACES

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- Gymnasiums can be used to offer physical education programming.
  - Whenever possible, physical education classes should be held outdoors as the risk of transmission is higher indoors than outdoors. Follow [directions for outdoor activities](#).
  - Administrators and teachers should choose activities or sports that support physical distancing (ex. badminton over wrestling).
- Spaces such as gymnasiums and libraries will be used to provide educational programs that support physical distancing.
- The use of shared sporting items or equipment is discouraged. Equipment that is to be shared should be cleaned and disinfected before and after each use, or users should practise hand hygiene before and after each use.
- School assemblies and other important gatherings are cancelled at this time and virtual options may be offered instead of in-person gatherings.

# FOOD SERVICES

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- There should never be any activities involving the sharing of food between students or staff.
  - Classes in which food preparation is taught may occur as long as students do not share the food they prepare with other students or staff.
- For classroom meals and snacks:
  - No self-service or family-style meals. Instead, serve prepackaged meals or meals served by designated staff.
  - Food provided by the family must be stored with the student's belongings.
  - Students, non-designated staff or essential visitors cannot access areas where food is prepared.
  - Food-handling staff will use meticulous hand hygiene and will be excluded from work if they are symptomatic.
  - Students should respect physical distancing when eating.
  - There should be no common food (ex. salt and pepper shakers, ketchup).
  - Utensils or gloves should be used when serving food items (not fingers).
  - If a school uses a common lunch area and lunch hours are staggered, all table and chair surfaces (including the underneath edge of the chair seat) should be cleaned and disinfected after each use.
- Regarding food service programs:
  - Cutlery, napkins and other items should be distributed to students, rather than allowing them to serve themselves.
  - Food services (cafeteria) must follow recommendations: [Alberta Health for restaurants](#).

# RESPONDING TO ILLNESS

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Staff, parents and students should not enter the school if they are showing symptoms of COVID-19.

## Before Coming to School:

- Staff should screen daily for symptoms of colds, flu or COVID-19 before entering the school.
- Parents and caregivers should screen daily for symptoms of cold, flu, or COVID-19 before entering the school using the COVID-19 Screening Tool.

## Students with Symptoms at School

- If a student exhibits symptoms of COVID-19 (for example, fever, new or worsening cough, difficulty breathing, runny nose, or sore throat), he/she must wear a non-medical mask and should be isolated if possible and the parent / guardian must be notified immediately to come pick up the student.
  - If the parents cannot pick up their child, they must have a plan so that someone else can pick up the child within an hour.
  - If no separate room is available for the student while waiting to be picked up by a parent or guardian, the student should be kept at least 2 metres from all other staff and wear a face mask.
  - 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 must 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 and the child is young the staff member should also use a face shield or eye protection.
  - Staff/students must wash their hands before donning a mask, before and after removing the mask (as per Alberta Health mask guidance), and before and after touching any items used by the child/student.
  - The isolation area for the sick should be cleaned and disinfected after the student has left, and any items that cannot be disinfected (for example, paper books or cardboard) should be placed in a plastic bag and stored for at least 10 days.
  - If a student is sent home for showing signs of COVID-19, the parent or guardian should call 811 and follow the advice provided by Alberta Health Services.
  - The student cannot return to school until he or she complies with current public health requirements.
- Schools must keep records of a student's known pre-existing conditions. 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.
- **For more information:** [Student illness - if a student has COVID-19 symptoms.](#)
- Each school will receive two contactless thermometers to assist with managing student and staff health. Thermometer use will be at the discretion of the school authority.

## Staff Who Show Symptoms at School:

- If a staff member shows symptoms of COVID-19, they should notify the school principal and go home. Staff will need to complete a time-off request using sick days for the time they are away from school.

- See the “Staff Guide” document for more details.

#### **Managing people with symptoms at school:**

- Each class will have a kit containing: gloves, masks, cleaning wipes.
- After a sick person leaves the school, all surfaces, items and areas that they may have come in contact with should be cleaned and disinfected.
- Staff are required to inform their supervisor if they have a positive result.
- Parents are asked to inform the school if their child has a positive result.

#### **If a case of COVID-19 is confirmed in connection with a school**

- Public health services will provide recommendations on what to do next. Public health services are responsible for managing all cases of COVID-19, following up on the patients' contact with other people and assessing the need for isolation measures.
- 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. (See [A resource guide for schools before, during, and after a COVID-19 outbreak](#))

## STUDENT TRANSPORTATION

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Before the start of the 2020-2021 school year, all school buses will undergo a thorough cleaning. The transportation coordinator will meet with the bus drivers and school principals before the start of school.

**NB - School transportation for École Héritage and the École Nouvelle Frontière is under the management of the CSNO and school transportation for École des Quatre-Vents is provided by PRSD. As much as possible, the standards will be the same for all three services.**

### **Important Information for Parents / Students**

- Parents should complete a daily screening of their child/children's symptoms before they can board the bus. (Appendix B – Screening Tool)
- Parents and students should not be in the boarding area or enter the bus if they are showing COVID-19 symptoms.
- Students from grade 4 to 6 will be required to wear a non-medical mask on the bus.
- Students will not be allowed to eat on the bus in order to limit food sharing and maintain an appropriate level of hygiene.
- Use of bus notes will be suspended due to contact tracing requirements.
- Inter-school service between schools will be suspended (ÉQV).
- The transfer of students will be suspended, except in the event of mechanical problems (bus breakdown).
- If a child or student (K to 3) develops symptoms during the bus ride, the child or student will be asked to wear a mask. The driver will contact the school to make the appropriate arrangements for someone to pick up the child / student (see "In Case of Illness" above).
  - A seat will be designated on the bus to isolate a sick child.

## Reduced Risk of Transmission

- Seating will be assigned to students and the distribution of places will be noted to facilitate contact tracing if a student has COVID-19. Students who live in the same household will be seated together whenever possible.
- Attendance records will be kept for contact tracing purposes and will be retained for two months.
- Schools will have procedures for boarding and disembarking of students that comply with physical distancing between all individuals (except members of the same family) when possible and may include:
  - Students board the bus starting with the rear seats.
  - As far as possible, the number of students per seat will be limited unless they are part of the same family.
  - The students get off the bus from front to back.
- There will be non-medical masks for emergencies on the bus.
- More frequent cleaning and disinfection of high-contact surfaces will be done at the end of morning and afternoon school bus trips.

## Protective measures for bus drivers

- The driver will have at his disposal a protective face shield and a reusable mask to use during boarding and disembarking.
- The seats in the first rows will not be occupied.
- Buses will be dedicated to a single driver where possible.

# COMMUNICATION

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Schools will ensure that they:

- communicate with parents / students / staff (including substitutes) before the start of the school year and ensure parents are aware of safety protocols and new practices (measures taken to prevent the risk of transmission of infection) and remind them of their role;
- regularly remind students, parents and staff of measures to prevent the spread of COVID-19;
- remind staff, students and parents of the mental health resources available to them.

# APPENDIX A

## Cleaning Procedures (Scenario 1)

- School water and plumbing lines will be purged so that any stagnant water is replaced with fresh water.
- Janitors will use liquid solutions only with no dry sweeping.
- Detergents and disinfectants will meet health requirements and label instructions will be followed.
- Janitors will use a "wipe-twice" cleaning and disinfecting method: wipe surfaces with a cleaner to remove dirt and oils and wipe / spray again with a disinfectant that destroys germs.
- Janitors must clean and disinfect high touch surfaces several times a day, for example:
  - Doorknobs, light switches, toilet handles, faucets, elevator buttons, ramps, microwaves.
  - Every day:
    - Phones, computers, tablets, remote controls, keyboards, desktop computers, conference room equipment, cash registers, surface counters, customer service counters, menus;
    - Staff lounge, kitchen and toilets.
  - After Each Use:
    - Equipment handles, hand tools, machine control panels, seat belt buckles, joysticks and motorized mobile equipment controls.
- Janitors must use [infection prevention and control standards](#) as it relates to COVID-19.

### Disinfectants:

- According to Health Canada, a disinfectant solution can be made by mixing one part of bleach with 50 parts of water. For example, 1 teaspoon (5 ml) bleach in 1 cup (250 ml) of water. These instructions are based on bleach that contains 5% sodium hypochlorite.
- [List of Disinfectants With Proven Use Against COVID-19](#)
  - The chosen disinfectant must not corrode or damage surfaces. For example :
    - Bleach may discolour fabric surfaces,
    - Ammonium-based disinfectant damages vinyl surfaces.

## ANNEXE B



# Questionnaire d'autoévaluation



Les PARENTS / ÉLÈVES / MEMBRES DU PERSONNEL / VISITEURS **doivent** répondre à ce questionnaire avant d'entrer à l'école.

1. Est-ce que vous ou votre enfant qui participe au programme présentez-vous l'un des symptômes ci-dessous?		
▪ Fièvre	OUI	NON
▪ Toux	OUI	NON
▪ Essoufflement ou difficultés respiratoires	OUI	NON
▪ Gorge irritée	OUI	NON
▪ Frissons	OUI	NON
▪ Déglutition douloureuse	OUI	NON
▪ Écoulement nasal ou congestion nasale	OUI	NON
▪ Sensation de malaise ou fatigue	OUI	NON
▪ Nausées, vomissements ou diarrhée	OUI	NON
▪ Perte d'appétit inexplicée	OUI	NON
▪ Perte du goût ou de l'odorat	OUI	NON
▪ Douleurs musculaires ou articulaires	OUI	NON
▪ Maux de tête	OUI	NON
▪ Conjonctivite	OUI	NON
2. Est-ce que vous ou un membre de votre ménage avez voyagé à l'extérieur du Canada au cours des 14 derniers jours?	OUI	NON
3. Est-ce que vous ou vos enfants inscrits au programme êtes entrés en contact étroit sans protection* (contact en personne à moins de 2 mètres) avec une personne qui souffre de toux ou de fièvre?	OUI	NON
4. Au cours des 14 derniers jours, est-ce que vous ou un membre de votre ménage êtes entrés en contact étroit sans protection* avec une personne faisant l'objet d'une enquête ou qui est un cas confirmé dont la COVID-19?	OUI	NON

\* « sans protection » signifie un contact étroit sans l'utilisation d'équipement de protection individuelle approprié.



**Si vous avez répondu « OUI » à l'une des questions ci-dessus, veuillez NE PAS ENTRER dans l'école.**

Vous devriez rester à la maison et remplir le questionnaire [COVID-19 Self-Assessment Tool \(https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx\)](https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx) pour déterminer si vous devriez avoir un test de la COVID-19.



# Daily Screening Tool



**PARENTS / STUDENTS / STAFF / VISITORS must complete this questionnaire before entering the school.**

1. Do you, or your child have any of the following symptoms?		
▪ 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 smell or taste	YES	NO
▪ muscle/joint aches	YES	NO
▪ headache	YES	NO
▪ conjunctivitis (pink eye)	YES	NO
2. Have you, or anyone in your household travelled outside of Canada in the last 14 days??	YES	NO
3. Have you, or anyone in your household had close unprotected (without personal protective equipment) contact (face-to-face contact within 2m) with someone who is ill with a cough and/or fever?	YES	NO
4. Have you or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO



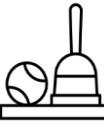
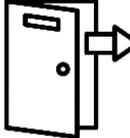
**If you have answered “Yes” to any of the above questions, please DO NOT enter the school at this time.**

**You should stay home and complete the COVID-19 Self-Assessment Tool (<https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx>) to determine if you should have a COVID-19 test.**

# Daily practices in the school - TEMPLATE

(The school will adjust this template according to its specific practices.)

NAME OF SCHOOL: \_\_\_\_\_

To remember		
Before leaving for school		<ul style="list-style-type: none"> <li>Complete the daily screening tool BEFORE leaving for school.</li> <li>If you answer YES to a question, please stay home, contact HealthLink, and seek treatment before you return to school.</li> <li>Bring your mask and a spare mask, if possible.</li> </ul>
Before entering school		<ul style="list-style-type: none"> <li>Parents will have to wait outside the school or in their vehicle</li> <li>Keep a physical distance of two metres between you.</li> <li>Students will enter the school _____.</li> </ul>
Beginning of lessons - entering the building		
Wearing a mask		<ul style="list-style-type: none"> <li>Please wear your mask to your classroom and follow the teacher's instructions.</li> </ul>
Hand Sanitizer		<ul style="list-style-type: none"> <li>Use hand sanitizer when entering the school.</li> <li>Disinfection stations will be installed at the entrance to all classrooms.</li> </ul>
In the Classroom		<ul style="list-style-type: none"> <li>Use hand sanitizer every time you enter a classroom.</li> <li>Please sit in the designated area, respecting physical distancing as much as possible.</li> <li>Speak to your teacher if you have to leave the classroom.</li> <li>Use your own materials and don't share your supplies with others.</li> </ul>
Hallways		<ul style="list-style-type: none"> <li>Follow the intended flow of traffic for hallways and stairwells.</li> <li>Please move quickly from class to class.</li> </ul>
Washrooms		<ul style="list-style-type: none"> <li>Ask your teacher if you need to use the washroom during school hours.</li> <li>Students should disinfect or wash their hands before and after using the toilet.</li> </ul>
Technology		<ul style="list-style-type: none"> <li>Please bring your own device if possible.</li> <li>Shared devices will be available but will need to be wiped down and cleaned after use.</li> </ul>
Lunch		<ul style="list-style-type: none"> <li>Students will have their lunch _____</li> <li>Students will have to wipe their desk / table before and after the meal.</li> <li>Students will have to disinfect their hands before and after eating.</li> <li>There will be no sharing of food or utensils.</li> <li>The use of the microwave oven by the students is: _____</li> </ul>
Recreation and Breaks		<ul style="list-style-type: none"> <li>Students will use several doors for recess.</li> <li>Recess and other breaks have been staggered to reduce interaction between students</li> <li>Supervisors will encourage students to maintain physical distance during the break</li> <li>Playgrounds will be open, with certain conditions.</li> <li>Class breaks are used to move to another class, to the toilet or fill water bottles</li> <li>Our class schedule and bell are adjusted _____</li> </ul>
The end of the day - leaving school		
school exit		<ul style="list-style-type: none"> <li>Students will disinfect their hands when leaving the classroom and walk directly out of the school.</li> <li>Students waiting to be picked up will go to the designated area: _____</li> <li>Parents will have to wait outside the school or in their vehicle.</li> <li>Students waiting for the bus will wait in the designated area maintaining a physical distance.</li> </ul>

