

Focus Area--Scenario 1	Please briefly describe your school's approach
<p>Physical Distancing, Hand hygiene/sanitation</p> <ul style="list-style-type: none"> Area rugs and soft furnishings that cannot be easily cleaned and disinfected should be removed. <p>Schools must develop procedures that outline hand hygiene and cleaning requirements for schools and should address:</p> <ul style="list-style-type: none"> Desk arrangement in classrooms. Students should be arranged so they are not facing each other Shared equipment; Auxiliary spaces and common rooms; and Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom. Proper hand hygiene and respiratory etiquette should be promoted. Consideration can be given to having students fill water bottles rather than having them drink directly from the mouthpiece of a fountain. 	<ul style="list-style-type: none"> -Physically removing any furniture that cannot be easily cleaned/disinfected -Reviewing re-entry plan with school staff and discussing classroom arrangements/configurations to meet guidelines -Providing training for staff/students upon re-entry regarding hygiene (and periodically throughout the school year) -Recommending staff/students bring their own water bottles
<p>Cohorting:</p> <p>The risk of transmission of COVID-19 is reduced by limiting exposure to others. Contact tracing is also more feasible when groups (cohorts) are maintained.</p> <ul style="list-style-type: none"> It is recommended, where possible, that students be cohorted by class. A cohort is defined as a group of students and staff who remain together. 	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -revising timetable/schedule to cohort groups as much as possible -staggering break times to limit potential interactions outside of cohorts
<p>In Person Learning:</p> <p>What are some strategies to support movement throughout the building?</p>	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -revising timetable/schedule to limit movement of students throughout the day. -staggered breaks, teachers moving class to class where possible (students remain in same room), coordinating with custodial staff on disinfecting rooms where

<ul style="list-style-type: none"> ● Consider how to best address traffic flow throughout the schools. This may include one-way hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to. ● For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed: <ul style="list-style-type: none"> ○ Does the activity involve shared surfaces or objects frequently touched by hands? ○ Can an activity be modified to increase opportunities for physical distancing? ○ What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)? ○ To align with physical distancing, field trips and activities requiring group transportation should be postponed at this time. ○ Stagger lunch/snack breaks to maintain physical distancing among children/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. Consider alternatives such as: <ul style="list-style-type: none"> -Recording or live-streaming individual performers in separate locations; -Including more lessons focused on music appreciation or music theory; -Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments). 	<p>new cohorts are coming in</p> <ul style="list-style-type: none"> -educating staff on planning programming to minimize risk due to sharing of surfaces, materials, and/or close proximity to others -postponing field trips -floor markings to manage traffic flow and encourage social distancing -staggered release times (ie. bus students released 5-10 minutes early) -postponing traditional band program -cleaning products on hand in classrooms for staff/students to use when required
<p>Expectations for shared use equipment:</p> <p>PE equipment, art supplies, music, math manipulatives, guided reading books, computers, etc.</p> <ul style="list-style-type: none"> ● Use of shared items or equipment is to be avoided where possible. ● Equipment that must be shared should be cleaned and disinfected after each use. 	<p>Please briefly describe your school’s approach</p> <ul style="list-style-type: none"> -Educate staff on adjusting pedagogy to avoid where possible the shared use of supplies/resources -Develop a procedure if the shared use of any materials is deemed to be essential (ie. a cleaning procedure between shared usage) -Encourage students to provide their own personal items where applicable

<ul style="list-style-type: none"> • Arrangements for storage of personal items should be made. • Children/students should be provided with an area for storing personal items (ziploc, cubbies, hooks, lockers). 	
<p>Auxiliary Spaces:</p> <ul style="list-style-type: none"> • Gymnasiums can be used to deliver physical education programming. -When possible physical education should be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. Follow the Guidance for Outdoor Activity as relaunch progresses. - Administrators and teachers should choose activities or sports that support physical distancing (e.g. badminton over wrestling). • Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use. • School assemblies or other large gatherings (e.g., concerts or dances) should be avoided virtual options should be offered instead of in person gatherings. 	<p>Please briefly describe your school’s approach</p> <ul style="list-style-type: none"> -Physical education classes to occur outside whenever possible (weather dependent) -Physical education programming to follow physical distancing recommendations -Limiting and/or eliminating use of shared equipment -cleaning procedures to be developed and utilized where use of shared equipment occurs (ie. equipment is cleaned between different users) -School assemblies to be held virtually -In person gatherings to be limited and/or avoided -Any in person gatherings that do take place will follow AHS guidelines
<p>Office</p> <ul style="list-style-type: none"> • Depending on the size of the office a max occupancy number may be beneficial to ensure adequate spacing and limit the flow of traffic through the office. • If the exterior doors are locked, post contact numbers on the front of the door so the visitors may access reception. • Install plexiglass, plastic barriers or arrange for physical distancing measures. • Add lines and/or buttons on the floors to mark acceptable waiting distances. • A record of all visitors to the school must be kept for anyone in the school longer than 15 min. 	<p>Please briefly describe your school’s approach</p> <ul style="list-style-type: none"> -Post a max occupancy sign of 4 people (including admin assistants) outside of the office -Post school phone number outside of front door of school -Install plexiglass in office, learning commons and/or other applicable areas -Keep a log of all visitors in the school and provide masks for anyone entering the premises -Visitors require admin approval to enter the school building
<p>Supervision</p>	<p>Please briefly describe your school’s approach</p>

<ul style="list-style-type: none"> ● Supervision schedules will be organized by school. ● Where possible, school staff should be responsible for supervising the students in their cohort at recess and lunch times according to a staggered schedule. ● Adequate number of staff will be available to ensure staff are able to take their breaks as needed. 	<ul style="list-style-type: none"> -Staff supervision schedule developed -Staff training on guidelines to follow for supervision
<p>Arrival/Drop Off</p> <ul style="list-style-type: none"> ● Identify the need for staggered drop-off times, and multiple drop-off locations. ● Parents will be instructed to drop their child/children off between identified times. Parents should not be dropping off children earlier or later than this drop off window. Parents/guardians should only enter the school with prior approval. ● It is expected that when students arrive at school, they have completed their screening check with parents before attending school. ● If a student displays symptoms they would remain in an isolation area until the parent is able to pick them up. ● The school administrator will be on supervision and will have the duty to re-evaluate students as necessary and make the final call as to whether or not the student would be able to attend school if there are any concerns about symptoms. ● Lines could be drawn on sidewalks outside doors to encourage adequate spacing. ● Students are to store their personal items at their assigned desks. If a school can develop a plan whereby physical distancing is possible, lockers/cubbies/coat hooks can be available for student use. ● Note: Students who are late shall report to the main doors for entry. Parents will be required to contact the school ahead of time to ensure staff member is there to meet them 	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -Designated entry points for cohorts -Students to be trained to enter and exit the building promptly -Late students will need to access building from main doors -Staff/students/parents to be educated and provided with the self screening check <ul style="list-style-type: none"> -expectation is that every person who is entering the building has done the self screening check and is not showing any symptoms -Students displaying symptoms at school will remain in a designated isolation area until their guardian can pick them up. School administrator will make this decision on whether or not the student needs to be picked up. -Lines to be drawn on outside sidewalk to encourage physical distancing -Students to store personal items in their backpacks and/or spaces designated for their items in their classrooms

<p>Dismissal/Pick-Up</p> <ul style="list-style-type: none"> ● To avoid the congregation of families around the school at the end of the day each school is encouraged to consider arranging for staggered pick-up times. For example, those students walking home can leave a few minutes earlier than the bus students. ● Staff and students should wash their hands before leaving the school. ● Encourage social distancing as students wait for pick-up or while boarding the bus. ● Students walking should be directed to leave for home immediately. 	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -Staggered end of day times for town/bus students -Students to be trained to enter and exit the building promptly -Training will be provided to staff and students at the start of the school year and periodically throughout for proper hygiene -Adequate supervision to encourage social distancing -Hand sanitizer stations set up at every entrance and exit point
<p>Lunch/ Recess</p> <ul style="list-style-type: none"> ● In preparation for lunch and recess, a schedule may be implemented. Below is a sample of a lunch and recess process/schedule: <p>A. Eating Time</p> <ul style="list-style-type: none"> ○ All students will wash hands before and after eating. ○ Classes shall eat together in their cohort groups. ○ Classes can eat at their own desks in their classrooms or if lunch rooms are used, tables and chairs shall be cleaned and disinfected after each use. ○ There will be no sharing of food, cutlery or condiments. <p>B. Recess</p> <ul style="list-style-type: none"> ● There may be multiple shifts of recess time. School administration will arrange for the supervision of students. Classes can have recess together in their cohort groups. ● Each cohort or class could be assigned a specific space to play according to the schedule 	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -Students will eat with their cohorts
<p>Staff Room</p> <ul style="list-style-type: none"> ● Limit the amount of staff in the staff room. (Post 	<p>Please briefly describe your school's approach</p>

<p>signage)</p> <ul style="list-style-type: none"> ● Staff shall wash their hands on entry or use hand sanitizer. ● Remove excess chairs or tables to ensure adequate space. ● Items touched, such as microwave handles and buttons, kettle or coffee pot handles, cupboard and fridge handles, and faucet taps shall be disinfected by staff after each use. 	<ul style="list-style-type: none"> -Post max capacity number in the staff room -Educate staff on importance of proper hygiene -Remove excess furniture -Provide disinfectant in staff room
<p>Physical Education</p> <ul style="list-style-type: none"> ● If possible, students will participate in PE activities outside as the risk of transmission is reduced. Gymnasiums can be used to deliver physical education programming. ● Follow the Guidance for Sport, Physical Activity and Recreation, Stage 2 as relaunch progresses. ● Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use. ● Avoid activities that encourage contact. Instead, switch to non-contact drills or activities where a 2 metre distance can be maintained between all participants 	<ul style="list-style-type: none"> -Whenever possible have physical education classes outside -Follow physical activity and recreation guidelines -Plan activities that eliminate and/or minimize the use of shared equipment <ul style="list-style-type: none"> -disinfect any shared equipment between users -Plan activities that meet social distancing guidelines
<p>Fitness Room (if applicable)</p> <ul style="list-style-type: none"> ● Designate a responsible person to oversee activities to ensure public health guidelines are followed. ● Limit the amount of portable fans. ● To ensure physical distancing, facilities may consider reducing capacity. ● Any participant that is exhibiting any covid related symptoms cannot enter the facility. ● Reconfigure fitness equipment (e.g., weight machines) to promote physical distancing. Consider installing physical barriers between 	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -Equipment has been reorganized to maximize social distancing. -Capacity in the fitness room will be reduced . -Mandatory sanitization of all equipment after use---all surfaces that were touched. -Fitness room users will be required to hand sanitize when entering and exiting the room.

<p>equipment wherever increased distancing is not possible.</p> <ul style="list-style-type: none"> ● It is strongly recommended that both physical barriers and at least 3 metres of distance are in place between machines. Greater distances should be placed between equipment used for high intensity activities (e.g., treadmills, stationary bikes) to lessen the likelihood of transmission from higher exertion. Remove unnecessary communal items. ● Provide hand sanitizer (60% alcohol or higher) at entry and exit points. ● Increase frequency of sanitation of commonly touched surfaces and shared equipment (such as water fountain handles, doorknobs, handrails, light switches, countertops, tables, equipment handles and consoles). ● Follow the Guidance for Sport, Physical Activity and Recreation, Stage 2 as relaunch progresses. 	
<p>Hallways</p> <ul style="list-style-type: none"> ● There should be minimal student travel in the hallways. ● Lines could be placed down the center of the hallway for separate traffic flow. Keep with the “Keep right” rule when walking down the hallway. ● In some schools, hallways could be designated to have staff and students walking in one direction only. 	<p>Please briefly describe your school’s approach</p> <ul style="list-style-type: none"> -cohorting classes in designated rooms where possible to limit hallway traffic -signage to direct traffic flow
<p>Music, Dance & Drama</p> <ul style="list-style-type: none"> ● Practice, rehearsals, and instruction of dance, music and drama programs may proceed as long as the Guidance for Music, Dance and Theatre is followed. Music, dance and drama performances are suspended at this time. ● In-person singing, cheering or shouting or playing wind instruments should be postponed at this time. Consider alternatives such as: <ul style="list-style-type: none"> ○ Recording or live-streaming individual 	<p>Please briefly describe your school’s approach</p> <ul style="list-style-type: none"> -traditional band program will be postponed -all theatre performances postponed -music, drama and theatre classes to follow social distancing guidelines

<ul style="list-style-type: none"> performers in separate locations; ○ Including more lessons focused on music appreciation or music theory; ○ Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments). Ensure these items are disinfected after each use. ● If class is conducted in the Music Room ensure all students have access to chairs that can be easily disinfected; if seating will be shared. Sanitize chairs and items that may have been touched after each use. ● Ensure physical distancing is implemented. Class sizes may need to be reduced. 	
<p>Washrooms</p> <ul style="list-style-type: none"> ● Reduce occupancy to ensure physical distancing if needed. (max occupancy signs should be posted). ● Sanitizing faucets, stall doors, toilet handles, paper towel dispensers, etc shall occur often. ● Garbage will be emptied regularly. ● Adequate supply of soap and paper towels will be provided. ● Proper handwashing signs will be posted. 	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -maximum occupancy signs -custodial staff to frequently clean and sanitize -handwashing signs posted
<p>Food Services (Foods class/Nutrition/Cafeteria) (if applicable):</p> <ul style="list-style-type: none"> ● No activities that involve the sharing of food between students or staff should occur. ● Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff. ● Students must not share utensils, dishes and water bottles or drink containers. For classroom meals and snacks: ● No self-serve or family-style meal service. Instead, switch to pre-packaged meals or meals served by designated staff. ● Food provided by the family should be stored with the student's belongings. 	<p>Please briefly describe your school's approach</p> <p></p> <p></p> <ul style="list-style-type: none"> -cafeteria services postponed <ul style="list-style-type: none"> -consultation will occur with cafeteria staff to determine what services will be made available this school year (following guidelines) -food preparation classes will occur following alberta education and AHS guidelines

- **Close the food preparation areas off that could be accessed by students/children, non-designated staff, or essential visitors.**
- **Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.**
- **Students/children should practice physical distancing while eating.**
- **There should be no common food items (e.g., salt and pepper shakers, ketchup).**
- **Utensils should be used to serve food items (not fingers).**
- **If a school is using a common lunchroom and staggering lunch times, ensure that cleaned and disinfected after each use all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.**

Food Service Programs (Cafeteria)

- **Food service establishments should follow the Alberta Health restaurant guidance posted here.**
- **School Cafeterias should use alternate processes to reduce the numbers of people dining together at one time.**
- **Remove/rearrange dining tables to maintain physical distancing.**
- **Place tape or other markings on floors to maintain a physical distancing of 2 metres.**
- **Stagger meal service times to reduce the numbers of people present at any one time.**
- **Adapt other areas to serve as additional dining space to increase spacing among persons in the same room. ● Do not use buffets. Instead, switch to pre-packaged meals or meals served by staff.**
- **Dispense cutlery, napkins and other items to students/children, rather than allowing them to pick up their own items.**
- **If vending machines remain operational, hand sanitizer must be available**

Learning Commons

Where possible, students should sign out books online.

Please briefly describe your school's approach

<ul style="list-style-type: none"> • Staff handling returned materials should always follow hand hygiene practices • Students should use hand sanitizer as they enter and exit the Learning Commons. • In order to maintain physical distancing, consider limiting the number of attendees allowed in the library at any given time. • Follow the COVID-19 Guidance for Libraries as relaunch progresses. • Students should not share library books from the teacher's library unless books are not signed out for 72 hours in between use. 	<ul style="list-style-type: none"> -Encourage students to sign out books online -Maximum occupancy posted -Procedure followed for students signing in and out books to meet 72 hour in between use requirement -Hand sanitizer station available -Follow Library guidelines
<p>Playgrounds</p>	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -no playground -designated green spaces will be assigned for cohorts
<p>Classrooms</p>	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -teachers will arrange desks to be forward facing and spaced out as much as possible -teachers will arrange for individual storage spaces for cohorts
<p>PPE plexiglass barriers, physical distance, masks, shields, hand sanitizers,</p>	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -plexiglass barriers to be installed in learning commons and office area -proper signage to be placed throughout building for traffic flow, physical distancing reminders -masks to be worn in all common areas and hallways
<p>Work experience, off campus, green certificate (if applicable)</p>	<p>Please briefly describe your school's approach</p> <ul style="list-style-type: none"> -Off Campus coordinators will regularly inspect all off campus programs to ensure that proper protocols are being put in place to minimize the spread of Covid 19. If a student is concerned that this is not occurring, they should contact Mr. Charchun immediately.

COVID-19 INFORMATION

Screening Questionnaire

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

Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**?	YES	NO
4.	Have you/your child attending the program or activity had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child or anyone in your household been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

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

** "ill" means someone with COVID-19 symptoms on the list above"

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

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