



Guidance for School Re-Entry –

Staff Handbook for Wabamun School

August 20, 2020

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## OVERVIEW

This document is designed to accommodate the return to school for staff and students in either a Scenario 1 or Scenario 2 where students will be attending Wabamun School.

These following measures have been developed for use by Parkland School Division and are based on the guidance documents developed by the Government of Alberta. The intent of this document is to guide schools and departments in preparation for the return of students. Each school will develop site specific plans that address the measures indicated in this document.

The scenarios include:

- **Scenario 1** - In-school classes resume, near-normal operations with health measures
- **Scenario 2** - In-school classes partially resume with additional health measures
- **Scenario 3** - At-home learning continues/resumes, in-school classes are cancelled

## GENERAL BUILDING SAFETY

### PROMOTE HEALTHY HYGIENE PRACTICES

At Wabamun during the staggered entry start day students will be taught and will review the following:

- Ensure students are taught and reminded about proper hand washing techniques. Students will practice with their class where and how to wash their hands. Students will be taught where and how to sanitize their hands.
- Ensure students are taught and reminded about the importance of physical distancing, coughing and sneezing techniques. Students will be shown and will practice distancing outside their entry door, their classroom door, by the washrooms, and other common spaces.
- Review proper [mask procedures](#) for putting on and taking off masks. As we require students in grades 4-12 and all staff to wear masks in all common areas and on busses and when social distancing or close contact is for more than 15 minutes. Please send a container or bag to safely store your child's mask when not in use. This includes washing and/or sanitizing their hands before removal, storage of the used mask, then washing and/or sanitizing their hands. Then practicing washing and/or sanitizing before putting on their mask and then washing and/or sanitizing their hands.
- Encourage the use of face masks where appropriate and instruct /remind students on the proper use, especially in situations where physical distancing is difficult to maintain or in situations where close contact is for more than 15 minutes, such as in the classroom.

To the highest extent possible, at Wabamun School:

- All sinks in schools will have soap and paper towels available to assist with hand washing.
- Students are encouraged to bring a water bottle labeled with their name instead of using water fountains.
- Teachers will share with students and families the process for hand cleaning and sanitation for their classrooms, such as before snack, before and after shared tools, equipment, when exiting and entering the classroom as all classrooms will be provided with a bottle of liquid hand

sanitizer and/or dispenser to be used by all students at the beginning and end of all classes and entering and exiting a classroom. It is encouraged that families send personal hand sanitizer with their children as well as if wearing a mask, a container or bag to safely store the mask when not in use.

- Signs will be posted through the school on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. [Link to posters.](#)
- There will be a mobile hand sanitizing station at the public entrance(s) of all the school by upon entering the foyer all guests and/or visitors will be required to use the hand sanitizing station when entering the school.

#### ENHANCED CLEANING AND DISINFECTING

- Day-time custodians will be available during relaunch to assist with enhanced cleaning.
  - The Principal will have a detailed plan created with the head custodian to ensure to the greatest extent possible high traffic areas, bathrooms and common spaces are cleaned as frequently as possible.
  - Clean and disinfect frequently touched surfaces (i.e. door handles, water fountain push buttons/knobs) within the school as frequently as possible based on school cleaning protocol developed with custodians/facilities. [enhanced cleaning protocol](#)
- In classrooms, it will be encouraged to keep the doors open and windows open when possible. As well as, when possible, all offices and common doors will be propped open to decrease touch points.
- Disinfectant/cleaning supplies will be available in all classrooms, teaching spaces, meeting rooms for ongoing cleaning between users.
- Individuals are asked to clean individual work spaces (i.e. teacher desk) following use and before using a new work space.
  - Where appropriate, students will be asked to wipe down individual work spaces (for instance, a teacher could spray desks and ask students to wipe the surface with a paper towel). This will be asked, when appropriate, when using a shared space.
- At Wabamun School, when it is safe and secure, to increase circulation of outdoor air, we will open doors or windows.
- All 'soft surfaces' (area rugs, pillows) that cannot be easily cleaned have been removed from classrooms or will be designated to a singular student use – such as personalized seating, or sensory equipment.

#### IN CLASS PROCESS AND INFORMATION FOR TEACHERS AND STAFF

- Please read the above planning for safety and reach out to administration if you have concerns or would like to see the plans for the above in terms of custodial, windows / doors or supplies. [checklist for preparing for covid](#) - Les Worthington – is the contact for this in our administration roles.
- Teachers will need to create class specific plans for cleaning, location of sanitizer and processes for their class to complete. These need to be in writing and submitted to Administration and be a part of the parent information letter sent home.
  - Where sanitizer and cleaners will be located in class
  - How and where students will keep their personal items (jackets / lunches / backpacks)
  - The process that is preferred when entering the class and exiting the class, sanitizing and also line ups and movement

- o How with resources be shared or not shared and what extra supplies maybe necessary for creating personalized materials and not shared items
- o the process for hand cleaning and sanitation for their classrooms, such as before snack, before and after shared tools, equipment, when exiting and entering the classroom as all classrooms will be provided with a bottle of liquid hand sanitizer and/or dispenser to be used by all students at the beginning and end of all classes and

## SCREENING

- All parents, students and staff are provided with the [COVID-19 Screening Questionnaire](#). That will determine whether or not a student must stay at home to complete the [AHS Self Assessment Tool](#). See the full [Staff and Students Entry Protocol](#).
- Links to the self-assessment tool will be sent home or shared (newsletters, school websites, etc.) throughout the school year as appropriate.
- Before arriving at school, all students, staff or visitors must self-screen for symptoms using the supplied checklist. A copy **DOES NOT** need to be submitted each day.
  - o Schools may implement additional screening procedures based on the needs of programs and/or student population. Please see the additional REAL parent guide.
- Staff should ask students daily if they have self-screened (where appropriate).
- If a child/staff member develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child/staff member should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.
- Schools must keep records of children’s known pre-existing conditions. Please contact the office if a child has a pre-existing condition to confirm that we are aware at Wabamun School and to learn the process needed for documenting their baseline health prior to the start of school.
- Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the [AHS Online Self- Assessment tool](#) to determine if they should be tested.
- Signs will be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold at all entrances to the school.

## TEACHERS AND SCREENING

- If appropriate, please confirm with students if they are completing the screening questionnaire daily. You do not have to keep a record. You can review the process on the first day and include this information to your letter to parents.

## RESPONDING TO ILLNESS

- Staff members, parents, and students must not enter the school if they have symptoms of COVID-19. This document and the supporting documents are available on the Wabamun website, will be shared in a parent email and resent as needed to ensure to the greatest extent possible that all staff, parents and students are aware they are to not enter the school if they have symptoms.

- Wabamun School has a procedure to address staff that become symptomatic during the school day to allow that staff member to isolate/leave the school for the time period recommended by the Chief Medical Officer of Health and Alberta Health Services. The staff member is encouraged to use the [AHS Online Assessment Tool](#) to arrange testing.
- If a student develops symptoms while at the school facility, the student will be asked to wear a non-medical mask if they are able to, and be isolated in a separate room, which will be located close to the office. A staff member will stay with the student and check on them regularly if it is deemed appropriate. The parent/guardian will be notified to come and pick up the student immediately. If the separate room is not available, the student will be kept at least 2 meters away from other students. The student will be encouraged to access COVID- 19 testing by accessing the [AHS Online Testing tool](#).
  - If the student requires close contact and care, staff will continue to care for the student until the parent is able to pick up the student. Staff will wear a mask and/or additional personal protective equipment during all interactions with the student and should avoid contact with the student’s respiratory secretions.
  - Staff/students must wash their hands before donning a mask and before and after removing the mask (as per [mask guidance](#)), and before and after touching any items used by the student.
  - All items the student touched/used while isolated will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected will be removed from the classroom and stored in a sealed container for a minimum of 10 days.
  - The room used to isolate will be appropriately cleaned and disinfected following use.
- Wabamun Schools will have an established "infirmary" that is different than our office located infirmary to accommodate students exhibiting symptoms while they wait for parent/emergency contact pickup.
- If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school will follow outbreak notification procedures as per routine zone protocols. In such an event, the Principal must contact Division Office and Alberta Health Services.
- Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by Alberta Health Services (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 close a school will be made in consultation with [the local MOH](#).

**Parents are asked to clearly confirm the following information:**

- Wabamun school asks that you confirm your student has two emergency contacts with the understanding that these individuals would be expected to pick up a sick child in a timely manner if they become symptomatic. The office will be reviewing students contact information and reaching out to families that have yet to complete this information.
- Please reach out to the office prior to school starting if your child has a preexisting condition that may display with COVID-19 symptoms. Wabamun School will 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.

## TEACHERS AND STAFF INFORMATION

- Staff members must not enter the school if they have symptoms of COVID-19, email all administration, all the secretaries and book your absence in the self-serve absence system. Do not come into school to set up lesson plans, set up your classroom or assist in getting things together – even if it is after hours. We will support you and assist your replacement as a team.
- Complete your emergency sub plans – immediately – we do have a plan of support and the collaborative schedule will lend itself for us to come together and support each other, but it may take a day when while you are away – so please complete your emergency sub plans and ensure that the administration and the secretaries know how to access them. This includes Educational Assistants.
- Please complete the screening questionnaire daily and do not come to work if you are symptomatic. Answering “yes” to any of these questions means that an individual must complete the [Alberta Health Services Online Assessment tool](#) and follow the directions. The results from the online Assessment Tool will determine whether or not you may enter the school.
- You are legally required to isolate for a minimum of 10 days, or until symptoms resolve whichever takes longer, if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing health condition or if you test positive for COVID-19.
- If you tested negative and have no known exposure to the virus, stay home until your symptoms resolve. If you tested negative and have had an exposure to the virus, you are legally required to quarantine for 14 days from the exposure date.
- If a staff member becomes ill while in the building. Please ensure, if possible, you are wearing a mask. If coverage is needed immediately, as you are with your class or a student, call the office and another staff member will come to allow you to leave your area immediately. Please collect your personal belongings for the day. Please go to the infirmary for isolation and call the office on the phone to relay information and confirm you are healthy to drive home.
- Please reach out to the office prior to school starting if you have a preexisting condition that may display with COVID-19 symptoms. If a staff member has pre-existing conditions, they should be tested at least once before returning to school and have a negative COVID-19 test result. These symptoms would be their baseline health status.
- If symptoms present themselves that would be consistent with the pre-existing condition, (i.e.; runny nose from allergies) as long as the cough or runny nose is always the same and does not get worse, the staff can attend school.

## COHORTS

To the greatest extent possible at Wabamun School:

- Students will remain in their homeroom cohort for the day for all grades.
- Teachers will be planning to have classroom activities with “cohorts within the cohort” where students work with the same group when close proximity is required, such as shared play, science labs, group work.
- When possible teachers will switch classrooms, not students, except for Physical Education and Recess – all shared areas or tools, will be disinfected between uses and students will wash or sanitize their hands prior to entering a space and again when leaving a space.
- Recess breaks, lunch time, transition between classes, etc. will be staggered to keep cohorts separated. In most situations, except for the start of the day and end of the day,

it will mean that one class, when possible, will be using their designated exit and entrance into the building at a time.

- Will keep records of cohorts and potential interactions between students/cohorts to assist with potential contact tracing.

#### TEACHERS AND STAFF COHORTING

- Staff will move from class to class if they team multiple cohorts
- Staff will clean and sanitize their work spaces prior to starting and leaving a shared workstation. (such as tables, or desks or the workroom)
- Staff will need to wear a mask at all times in common spaces, and when working with students, physical distancing is recommended if possible.
- Physical Education teachers will come and pick up students from their classrooms. This will allow the teacher time to sanitize and clean their shared space, prior to the next group of students entering.
- Staff will maintain records of their students “cohort within a cohort” and not change this frequently
- Cohorts are for contact tracing purposes, not for sterile or safe groups, they will decrease the number of people that everyone interacts with but is not intended to be non-changing.

#### PHYSICAL DISTANCING

To the greatest extent possible at Wabamun School will:

Field Trips and other educational supports:

- Cancel/postpone any field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements.
- Limit any events or activities to those that can maintain physical distancing support proper hygiene (i.e. hand washing).
- Limit access to the school of any non-essential visitors or volunteers including parents. This includes dropping off in the mornings and picking up at the end of the day. If a pick up is needed mid-day, the parent can come to the main office and the student will come to meet them there. The office will maintain records of contacts within the school by any visitors to the school.

In classroom and Homeroom distancing:

- Try to space desks and tables as far apart as possible, attempting to reach the recommended guideline of 2 meters (6 feet). In classrooms where this is not possible, Teachers will configure their classrooms to have the greatest space possible and will have set seating plans. Shared tables are in some classrooms where students will be spaced as far apart as possible, not facing each other, which may be beside each other not across.
- All teachers are to keep accurate seating plans within classrooms that do not change frequently, these will be shared with the office.
- In all classrooms the desks will face the same direction (rather than facing each other) or will have students sit on one side of tables, spaced apart not facing each other.
- In situations where physical distancing is not possible (e.g., buses, classrooms where the recommendation of 2 meters is not possible and some sporting activities.), for students’ gr 4-9 mask use will be supported, grades K-3, students who are comfortable wearing a



mask will be supported as well as extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.

- In classrooms and when in the hallways, students will maintain physical distance within a cohort whenever possible to minimize the risk for virus transmission (i.e., spacing between desks, spots on the floors in line for the bathrooms).
- Teachers in grades 4-9 will recommend the use of masks for students or staff when physical distancing is not possible (where appropriate) or in situations where close contact is for more than 15 minutes in classrooms. Masks are required in grades 4-9 when in common spaces and on busses. For K-3, we welcome families that are comfortable with their child wearing a mask. Please send a container to store the mask when not in use.
- Teachers have removed any unnecessary furniture items from classrooms to maximize the amount of space between desks

#### Common Areas and hallway distancing:

- The Common Space, (Example: Library) that should be ready for use will have limited seating, and may be used by staff for activities that require larger social distancing than is available for their classrooms. As it is a common space, face masks would be worn by students in grade 4-9 and supported for K-3. The student would wash or sanitize their hands prior to entering and would again upon leaving. The space would also be sanitized between class uses.
- Have a staggered dismissal of classes to provide for physical distancing in hallways, this may alter *slightly* the end time for students.
- The recess and lunch breaks will be staggered to decrease numbers of students in hallways, common areas or in the playground which will *slightly* alter those times for the class cohort. Siblings may not have the same recess and lunch times.
- There will be increased supervision in busy areas of schools/grounds during morning drop off to encourage appropriate physical distancing.
- There will be signage, floor spots and arrows to address traffic flow throughout the schools. This will be reviewed with students during their staggered entry date to start the year. 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).
- There will be areas with directional arrows, 2-meter physical distancing areas where lineups occur (For example: parent waiting areas, front offices, playground equipment, bathrooms), within classrooms for students or other applicable areas.

#### Bathrooms and common rooms:

- There will be a limit to the capacity for all bathrooms of 2 at a time. The bathroom/ change rooms in the gym, will have a capacity of 1 per time. All bathrooms will have markers for those waiting as will the single use bathrooms will have markers for those waiting. Teachers will review and practice the bathroom process for their classrooms on the first day back in school and share that with families.
- Signage will be placed for all meeting rooms limiting capacity as required.
- There is reduced seating in the office and common spaced to prevent or limit gathering of students, visitors, and staff.

#### TEACHERS AND STAFF

- Please review the above information, come and see Les with any questions or concerns.

- Teachers and Staff will need to create a bathroom / hand washing plan and practice this on the staggered entry date and communicate this home to parents, regular practice will be needed in terms of location and ability to assist students with social distancing while waiting.

## IN-PERSON LEARNING

### **At Wabamun School, our amazing and supportive staff will:**

- have cleaning procedures, processes and altered room configurations to support social distancing.
- implement regular hand washing and sanitizing upon entering and exiting their classroom and when activities such as recess, PE or Music occur.
- modify their classroom plans to limit student movement in class, limit sharing of resources and limit student close contact.
- share their classroom specific plans with Administration and families to ensure clarity and support understanding.
- Sequence learning plans/activities to cover and/or 'easy to physically distance activities' at the beginning of the school year.
- collaborate and plan together with the on-line, at home learning teams to support students and families with flexibility in programming.
- plan for students, who are attending In-Person Learning, to miss periods of time due to requirements for self-isolation, delays in Covid-19 test results, etc.
- plan and share student assigned seating plans throughout the day in the classroom, including for eating lunch. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support health contact tracing should that be required.
- plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, they must be cleaned and disinfected after use.
- Plan for students to have their own personal supplies to use that are stored separately
- For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they should proceed:
  - Does the activity involve shared surfaces or objects frequently touched by hands?
  - Can an activity be modified to increase opportunities for physical distancing?
  - What is the frequency/possibility to clean high touch surfaces? (e.g., electronic devices, equipment)

In-person CTF courses for grade 7-9:

At this time, our traditional WEST End CTF will be restructured. Wabamun School will be offering complimentary/optional/'non-core' classes/courses that are easy to physically distance/have limited sharing in the first term and will be based on the cohorts. There will be a choice of complimentary/optional/'non-core' classes offered to the Junior High Cohort. This will be reviewed throughout the year depending on health measures.

Recess times:

Morning recess will be staggered and students will be outside with their cohort in a designated area. These areas will be rotated to allow all students access to areas of the school throughout the month. Lunch hour will run as a reverse/split lunch. Half of the students will eat lunch in their classrooms while the other half will be outside for recess. At the mid-point of lunch hour, the students outside will be called in and those eating will go outside.

Again, areas outside will be designated to specific classroom cohorts and physical distancing will be supported. Each classroom cohort will have a bin of outdoor materials to play with.

#### Washroom protocols:

Washrooms will be cleaned and disinfected several times throughout the day. There will be a maximum number of 2 students permitted in the washroom at one time.

#### Lunch:

It is important for students who stay at school for lunch to remember to bring their lunch each day as it is not easy for school staff to accommodate family members dropping off food. We will have healthy lunch options available if a student does not have a lunch or snacks that will follow the COVID-19 health protocols. If a student forgets their lunch, families should phone the office and we will work out a solution. Students will store lunches with their other personal belongings. All students must wash their hands before eating, and **eat only their own food**. Students are not permitted to share food under provincial health guidelines. At this time, microwaves will not be available to students.

#### Other Food at Wabamun School:

At this time, treats cannot be sent from home for birthdays or other special days, and teachers will not hand out food or treats in the classroom.

#### Music

Music instruction will continue at Wabamun School, but it will look different. In-person singing, cheering or shouting, and playing wind instruments is postponed at this time unless socially distanced outside. Instruction will focus on music appreciation, theory and playing percussion or string instruments. Music will be instructed in some classes or in the music rooms and they will be cleaned and disinfected between each cohort of students.

#### Physical Education

Wabamun School will continue to provide physical education instruction. We will try to deliver much of the programming outside as it is most desirable, and activities that support physical distancing, such as badminton, are recommended. Sharing equipment is discouraged. Equipment that is used will be cleaned and disinfected before and after each use. Students must wash or sanitize their hands before and after using equipment. Use of the change room will not be permitted as such students will not be changing for class at this time, a separate set of clothes should still be sent should a student get wet, or dirty when outside and need to change. Also shoes that meet the requirements of movement should be sent to facilitate indoor classes if needed.

#### TEACHERS AND STAFF

- Please read the above information and ask any questions as they arise. The above information is a guide to help make decisions for in person learning and is not exhaustive of all the situations and contexts.

#### EXPECTATIONS FOR DROP-OFF/PICK-UP AND ENTRY AREAS AT SCHOOLS

#### **Drop off:**

Students should not arrive prior to 7:35 unless on a bus, as supervision begins at 7:35. Please keep in mind that the bell for entrance to the school is not until 7:57. Students will not be able to enter the school earlier and wait in the common spaces as has been the prior practice. All students will have an assigned door to use every time they enter and exit their school. K-3 students will use the front door, 4-6 students will use the playground doors, and 7-9 students will use the junior high doors.

Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school.

When students grade K-3 arrive at school, they will:

- go to the area outside their assigned door where a staff member will be supervising.
- follow physical distancing guidelines to stay at least two meters apart while they wait outside
- follow physical distancing guidelines to line up when it is time to enter the school
- wait for staff to bring them into the school.
- Entrance will be staggered to limit how many students enter the school at the same time. This schedule may be slightly different from the regular bell schedule. During extreme weather, such as severe cold or rain, schools will have a plan in place so students can enter the school early.

When students grade 4 - 9 arrive at school, they will:

- go to the area outside their assigned door, a staff member will be supervising.
- follow physical distancing guidelines to stay at least two meters apart while they wait outside
- follow physical distancing guidelines to line up when it is time to enter the school
- staff will allow students in quickly, not waiting for the full class to arrive, as students are able to walk directly to their class where their teacher will be waiting to assist.
- Entrances will be staggered to limit how many students enter the school at the same time. This schedule may be slightly different from the regular bell schedule. During extreme weather, such as severe cold or rain, schools will have a plan in place so students can enter the school early.

The process above is the same for parent drop off as well as bus students. For the first few weeks rotating extra staff members will be outside supervising and supporting distancing. The extra staff will also help students across the grades locate their door and their teacher. The staggered entry to the school year will facilitate this process and be practiced as well by all students.

**Pick up:**

Students will be released from their homerooms to go out their designated doors based on bus line up first. When all bus students have exited the building, students being picked up or are walking home will be allowed to leave their class on a staggered release starting with Kindergarten. This may *slightly* alter the end of day for students, *slightly* earlier for bus students and *slightly* later for those being picked up.

Adults picking up students at school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others.

## SUPERVISION AND ASSIGNABLE TIME - TEACHERS

- All teachers will have an increase in their supervision but we will look to decrease your assignable time in other areas. No one will be over their time limit – if you feel you are or have questions, please see Les.
- All support staff will have some level of supervision in their schedules, which will mean that breaks will be staggered and possibly during class time. When creating your schedule with your teachers, be mindful of when your supervision is as it will not necessarily be the same as your students breaks.
- Please see the supervision schedule.

## EXPECTATIONS FOR VISITORS AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL

- Non-essential visitors will not be allowed into the school, those needing to meet with teachers, or staff can make an appointment.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school, an appointment is required. See [Visitor Entry Protocol](#) for screening requirements and for the form the visitors are required to fill out.
- A record of all visitors will be kept.
- The school will screen service providers, visitors, volunteers and independent contractors using the attached tool (see Appendix D) before they enter the school. A copy (paper or electronic) of the completed screening tool must be kept by the school/division. If a service provider/contractor answers YES to any of the questions, the individual must not be admitted into the school.
- Delivery drivers must also make a declaration that they are symptom free and may be assessed verbally by school staff.
  - Delivery companies will be contacted by division personnel and be provided with a copy of the assessment tool (Appendix D).
- In the case of a delivery driver answering 'Yes', the driver/school will make alternate delivery arrangements.

## STAFF

- Please do not bring non-essential visitors to the school, even in non-school hours unless required.
- If a volunteer or outside visitor is required in your classroom, please see administration for permission and a plan for safety.

## EXPECTATIONS FOR SHARED USE EQUIPMENT

- Use of shared items or equipment is to be avoided where possible.
- Equipment that must be shared must be cleaned and disinfected before and after each use.
- Students will be provided with an area for storing personal items, some classes will have the use of lockers, others will have locations and shelving provided in the classroom where their classroom lockers are located in a difficult to physically distance area and/or a high touch area, such as outside washrooms.

- Plan for times/procedures for students to wash hands following activities that have students touch shared surfaces/items (keyboards, basketballs, etc.).

#### STAFF AND TEACHERS

- Please read the above information – the [protocols](#) for disinfecting and handwashing include staff shared equipment – for example the photocopier, chrome books, iPad, laminator, staff room resources (fridge, microwave, coffee machine)
- If you have a need for additional supplies to be added to your class lists please see administration and inform Debbie to update the websites lists.

#### AUXILIARY SPACES

- Gymnasiums are open for use during re-entry to deliver physical education, extracurricular or other educational programs.
  - 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. Follow the [Guidance for Outdoor Fitness](#) as relaunch progresses.
  - Teachers will be choosing easier to physically distance activities.
- Use of shared items or sports equipment will be discouraged. Each homeroom class will have a bin of equipment to use for recess, or outdoor play. Equipment that must be shared will be cleaned and disinfected before and after each use, or users will perform hand hygiene before and after each use.
- Joint Use Agreements for community use of school facilities have been suspended until Oct 1, 2020 to allow for the development of appropriate protocols.

#### TEACHERS AND STAFF

- Weather permitting, please have PE outside always. Also, consider taking students outside as much as possible

#### FOOD SERVICE

##### BREAKFAST/SNACK/HOT LUNCH PROGRAMS

- Any 'grab-and-go' or snack food items should be pre-packaged and distributed in a manner that limits touching.
  - For instance, items could be laid out by type/flavour to prevent multiple students searching through looking for a favourite flavour of granola bar.
- Any food preparation should be done in compliance with industry specific guidelines.
- Any vendors/providers must submit the Government of Alberta COVID-19 Relaunch Consideration Plan in alignment with [Guidance for Food Catering](#).
- Use of volunteers to prepare hot lunches, snacks etc. should be limited or eliminated during re-entry.
  - If volunteers are required, all applicable industry specific and/or Alberta Health procedures regarding safe preparation must be followed.
- Any service of snacks, hot lunches, etc. must consider physical distancing.
- Dispense cutlery, napkins and other items to students, and their food items rather than allowing them to pick up their own items.

- Wabamun School will work with our Hot Lunch Program and develop a safety plan to follow. The program may not begin until later in the year than typical to allow for this collaboration.

#### TEACHERS AND STAFF

- To start the year, we will not be running foods and cooking classes, if and when cooking occurs then students and staff will follow the AHS guidelines.
- If you have any questions or ideas to move forward with food – such as sharing or bringing food for students – please speak to administration and follow the recommendation above.

#### OFF-CAMPUS/WORK EXPERIENCE, OTHER LEARNING EXPERIENCES, EXTRACURRICULAR, FIELD TRIPS

- Learning experiences involving unprotected in-person singing, music, or creative performances may pose an increased risk of transmission and should be avoided wherever possible. Alternatives such as recording or live-streaming individual performers in separate locations.
  - Music, drama etc. are **NOT** being cancelled at this time.
  - Schools are encouraged to look at additional measures to ensure enhanced safety, physical distancing, and alternative delivery/instructional methods.
- Sports practices and outdoor activities may proceed in accordance with [sector specific guidance](#).
- Planning of sports events and competitions may proceed with the understanding that additional requirements and/or cancellation may yet occur.
- For more guidance on outdoor sports and recreation, refer to the [Guidance for Outdoor Recreation](#).
- Cancel/postpone any field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements.
- Limit any events or activities to those that can maintain physical distancing support proper hygiene (i.e. hand washing).

#### TEACHERS AND STAFF

- Please see administration regarding any extracurricular activities and field trips.
- We will be waiting on the associations to decide if Athletics extracurricular will be running in September

#### APPENDIX C – SCREENING QUESTIONNAIRE

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

**A copy DOES NOT need to be submitted to the school each day unless requested to do so (based on individual school/program needs).**

#### RISK ASSESSMENT: INITIAL SCREENING QUESTIONS

1	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
		YES	N O
	• Fever	YES	N O
	• Cough	YES	N O
	• Shortness of Breath / Difficulty Breathing	YES	N O
	• Sore throat	YES	N O
	• Chills	YES	N O
	• Painful swallowing	YES	N O
	• Runny Nose / Nasal Congestion	YES	N O
	• Feeling unwell / Fatigued	YES	N O
	• Nausea / Vomiting / Diarrhea	YES	N O
	• Unexplained loss of appetite	YES	N O
	• Loss of sense of taste or smell	YES	N O
	• Muscle/ Joint aches	YES	N O
	• Headache	YES	N O
	• Conjunctivitis (Pink Eye)	YES	N O
2	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	N O
3	Have you or your children attending the program had close <u>unprotected</u> * contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	N O
4	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	N O

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

Answering “yes” to any of these questions means that an individual must complete the Alberta Health Services [Online Assessment tool](#) and follow the directions. The results from the Alberta Health Services Online Assessment Tool will determine whether or not you may enter the school.