

Medicine Hat Catholic Board of Education



St. Francis Xavier School
2020-2021 School Re-Entry Plan

Mrs. J. Van Ham

This document will continue to be updated based on orders from the Chief Medical Officer for Health, recommendations from Alberta Education, and the discovery of new evidence. It is based upon the collective wiser practice and advice of Public Health Authorities, Education Authorities, and world-wide School Jurisdictions and subject matter experts.

Principal's Message

As the 2020-2021 school year is set to begin, the staff of St. Francis Xavier School is excited to welcome students back into the building. Preparing for this return has been a collaborative effort between the government, MHCBE, and St. Francis Xavier. Though things will look different, the core commitment of building a Gospel-centered community of learning excellence while living our Catholic faith and *showing the Face of Christ to all* has not. We are committed to your kids and to their safety. We are committed to creating a positive learning environment where all students can learn, grow in faith, feel safe, and be valued as individuals.

We understand that many of you have questions about what school will look like when students return. This document provides a detailed look at the ways we have planned for a safe and effective re-entry, however, the Coles Notes version is that we have worked to ensure student safety by hiring more custodial staff and increasing cleaning, planned for physical distancing as much as possible, and will follow all Alberta Health regulations for schools.

Meeting your teacher on the first day of school might look a little different this year. Children will be meeting teachers in designated outdoor areas before we enter the school building (for more detail see the arrivals section of this document - pg. 7). This way, parents and guardians can drop off and meet their child's teacher in person, while still being able to maintain physical distancing and limit capacity in the school. We ask that all students grades 4-6 arrive in their masks as they join their class outside. Younger students may choose to wear masks as well, though it is not mandatory. If parents/guardians would like to meet the teacher on the first day, we ask that adults also wear a mask at outdoor drop off as well.

In order to limit the opportunity for the transmission of COVID-19 and keep our students and staff safe, we will be limiting access to the school building for the 2020-2021 school year. All doors will be locked throughout the day. This new process will help monitor the number of people in the building at one time and keep the schools as sanitary as possible. Parents will still be able to enter the school but by appointment only. We know this may be a big change for some, but we want to assure you that your child will be warmly welcomed into the school every day.

Information that is specific to St. Francis can be found under the School Plan/Site Environment heading (pg. 6). We know the year will be different, but we are doing everything we can to make it a wonderful year for all students. If you have any questions please do not hesitate to email or call.

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

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

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

Trusted Sources of Information

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

AHS Zone Environment Public Health Contacts

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

Provincial Measures

Public Health Measures

Mass Gatherings

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

Case Finding, Contact Tracing and Outbreak Management

Active testing of people with mild COVID-19 like symptoms (case finding) helps AHS identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up.

Medicine Hat Catholic Board of Education has implemented enhanced policies regarding reporting employee and student absenteeism to public health to assist with early identification of clusters and outbreaks. Attendance logs will be maintained at all buildings to assist with contact tracing.

Self-isolation and Quarantine

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

Physical Distancing and Minimizing Physical Contact

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

Wellness & Wellbeing

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

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

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

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

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

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

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

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

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

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

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

School Plan / Site Environment

Physical Distancing:

The following physical distancing strategies will be implemented where possible:

- Where possible, students and staff will participate in physical distancing.
- Teachers and students will utilize the outdoor space as much as possible.
 - Learning activities, unstructured time, and snack time may all take place outside.
 - P.E. activities will be outside as much as possible
 - When entering or exiting the building, and while outside, students and staff will participate in appropriate personal hygiene activities and will physically distance as much as possible.
- Close greetings (i.e. hugs, handshakes, high-fives, fist bumps) will be avoided. Students will be reminded to keep their “hands to themselves”. Other styles of greeting will be used instead.
- Individual activities will be encouraged.
 - Contact and shared item use will be minimized.
 - In grades 4-6 masks will be required when students are not able to physically distance.

- Group activities requiring physical contact will be modified.
- Traffic
 - Hallways will follow road rules and have right and left walking lanes (students will be taught and reminded).
 - Students will always use their designated entrance/exit doors.
 - Bathroom occupancy will be limited.
 - There will be no gathering in common areas inside the school.
- In situations where physical distancing is not possible (i.e. busses, classrooms, and some sporting activities), extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities will be required. Mask wearing in these areas will be required for grade 4-6 and encouraged for ELP - Grade 3.
- Assemblies and other school-wide events will be held virtually or outdoors to avoid large gatherings of people in one space.
- No community users will be allowed to use the building.
- Before & After School Care will proceed on the condition that additional cleaning requirements be performed by the care provider.

Cohorting:

- Student homeroom classes will be their main cohort. Students will remain with their classes as much as possible.
- For classes with several teachers (Music, etc.) teachers will travel and students will remain in place. Teachers will teach their own group as much as possible.
- Student Recess will be staggered for now. Student groups will take turns playing on playground equipment and will be reminded to physically distance as much as possible.

Arrival Protocol:

- Go over the Risk Assessment Screening Questions on page 22 of this document **each day** before leaving for school.
- Please do not drop students off before 8:45 when outside supervision begins.
- Playground structures will be closed in the mornings to prevent cohort mixing and students should go straight to their designated areas.
- Students will line up outside the building in physically distant lines.
- For the first week of classes, and as necessary, teachers will meet their students at their designated entrance and lead them into their classrooms.
 - ELP, Kindergarten, and Ms. Gregus's grade 1/2 will line up 2 metres apart at the West Entrance
 - Ms. Folk's Grade 2/3s will line up 2 metres apart at the West entrance
 - Ms. Werre's Grade 4/5s will line up 2 metres apart at the East entrance (near the portables)

- Mr. Block's Grade 5/6s will line up 2 metres apart at the West entrance (near the portables)
- Student entrance into the building will be staggered to allow the previous students to exit the hallways.
- Parents and caregivers will leave their children outside the doors to the school and pick up their children from their designated door at the end of the day. Parents and caregivers should ensure physical distancing during drop off and pick up.
- At the end of the day dismissal will be staggered to avoid crowded hallways. Please pick up students promptly at the end of the day.
- Physical distancing of 2 meters must be maintained regardless of the number of parents/guardians arriving.
- Parents/guardians of Learners with Diverse Needs will, as required, communicate with staff via email prior to arrival to communicate any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please consult with administration if support is needed.
- Parents or caregivers wishing to enter the building should make an appointment with the secretary and there will be no parent drop ins. Parents and caregivers can maintain contact with the school and their child's teacher over phone, email, or appointment.
- If parents or caregivers have made an appointment they will also be reminded to practice diligent hand hygiene and maintain physical distancing when they enter the school.
- Parents with permission to enter the school must wear a mask.

Classrooms:

- Classrooms, desktops, and countertops will be decluttered of all non-essential items to allow for custodial cleaning. This will also provide a 'minimalist' type environment to accommodate space required for social distancing, limit frequently touched items and prevent sharing of spaces and items.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected will be removed.
- Employees and students will not share personal items (i.e. electronic devices, writing instruments, school supplies, food, food serving utensils, etc.).
- Where possible, natural ventilation will be maximized by opening the doors and windows to periodically change the air.
- Each classroom will determine the nearest hand washing station that will have access to soap and paper towels. So students can regularly wash their hands.
- Hand sanitizer stations will be placed outside of each classroom and at each entranceway
- Students will be required to wash/sanitize their hands prior to entering the classroom and before leaving the classroom.

- Workspaces and desks will be set as far apart as the space allows and will all face forward.
- Access to gyms, music rooms, and learning commons will be permitted for classroom space if needed.
 - Use of shared items such as instruments will not be allowed.
 - Gym equipment use will be limited to items that are easily cleaned.
- Staff will assign classroom seating to assist in contact tracing.
- Students will store their personal belongings in their desks, in their backpacks, which will hang behind their desks, or in a designated classroom area.

Office, Staff Room and Shared Space Access

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

Access Control:

- **Parents/guardians can attend the school as required and should contact the school secretary to make arrangements. They may enter through the front door only and will be required to wear a mask.**
 - When a visitor enters the school they will be asked to use the self-screening tool (*see Appendix D*) before they enter the school. If a visitor answers YES to any of the questions, the individual will not be admitted into the school.

Food and Nutrition Services:

- The St. Francis Xavier School lunch program will begin on September 8th.
- No food sharing for staff or students. Staff and students will be required to pack-in and pack-out all food each day.
- Parents / guardians will be asked to have student food provided in clean containers with their own utensils.
- Students must not share utensils, dishes, and water bottles or drink containers.
- For classroom meals and snacks:
 - No self-serve or family-style meal service. Instead, there will be pre-packaged meals or meals served by designated staff.

- Food provided by the family will be stored with the student's belongings.
- Food preparation areas remained closed to non-designated students, staff, or visitors.
- Food-handling staff will practice meticulous hand hygiene and will be excluded from work if they are symptomatic.
- Students will practice physical distancing while eating where possible.
- There will be no common food items (i.e. salt and pepper shakers, ketchup).
- Utensils will be used to serve food items (not fingers).
- Students will eat in their classroom or in their cohort outside, supervised by their teacher.
- Food Service Programs (Hot Lunch)
 - Food service establishments must follow the Alberta Health [restaurant guidance posted here](#).
 - Hot lunch will not use buffets. Instead, there will be a switch to pre-packaged meals or meals served by staff.
 - Food will be delivered to classrooms by lunch staff.
 - Cutlery, napkins and other items will be dispensed to students rather than allowing them to pick up their own items.

Paper Handling:

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

Hand washing Facilities:

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

Temporary Storage Area:

- As classrooms are decluttered to provide a 'minimalist' type environment, school sheds and the old computer lab may be used as temporary storage.

Infirmery Room:

- Room 102 will be used as an infirmery as necessary.
- The room shall contain hand sanitizer.
- If possible, the room should have a window so staff can monitor from outside the room.
- The room must have an “Infirmery - Do Not Enter” sign that can be posted while the room is in use. *See Appendix E.*
- The room has the capability to house more than one student.
- The room will be de-cluttered and all non-essential items to be removed to allow for ease of cleaning.
- After the infirmery room is used, custodial staff will be notified so an enhanced cleaning as can be conducted.

Water Fountains:

- Water Fountains will remain open, mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations.
- Students will be encouraged to fill water bottles rather than having them drink directly from the mouthpiece of a fountain.
- Water bottle filling stations will be installed in the school

Playgrounds:

- Playgrounds will remain open and [Alberta Guidance for Playgrounds](#) documents will be followed.

Practice Fire Drills, Lockdown, and Hold and Secure:

- There will be a review of current security processes to determine if changes need to occur due to COVID-19 safety guidelines / Safe Work Procedures. On-site staff must be made aware of any changes to security procedures.

School Program & Activity Guidelines

Activity Planning:

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

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

Music, Dance, and Theatre Programs:

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

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

Alternatives such as will be considered:

- Recording or live-streaming individual performers in separate locations
- Including more lessons focused on music appreciation or music theory
- Choose to play instruments that are lower risk (i.e. percussion or string instruments over wind instruments)

CTF Programs: Including the STFX Excellence Program

- For CTF and the Excellence program, staff will ask themselves how they will accomplish cleaning of shared surfaces and equipment.
- If that is not possible, all participants should ensure they are practicing hand hygiene before and after each use.
- Learning opportunities will be modified, where possible, to ensure appropriate physical distancing can be maintained.

Field Trips:

- Field trips will not be scheduled, they remain cancelled at this time.
- Academy offsite programming will proceed with appropriate social distancing and hand washing procedures in place.

Gymnasiums:

The gymnasium will be used to deliver physical education programming:

- 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 Activity](#) as relaunch progresses.
- Administrators and teachers will choose activities or sports that support physical distancing (i.e. badminton over wrestling).
- Use of shared items or sports equipment is discouraged. Equipment that is shared will be [cleaned and disinfected](#) before and after each use, and users must perform hand hygiene before and after each use.
- St. Francis will follow the advice of the [Alberta guidance for sport, physical activity, and recreation](#).
- Locker Rooms and Change Rooms:
 - The use of locker rooms and change rooms is discouraged whenever possible.
 - STFX will encourage participants to come dressed for their activity.
 - Capacity limits on how many people can use locker rooms at the same time will be set and physical distancing will be maintained.

Extracurricular Activities:

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

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

Before and after school care will continue to be offered.

- Staff must ensure physical distancing between participants.
- Proper handwashing and sanitizing must occur as participants enter and exit.
- All materials and equipment used must be sanitized.

Academy Programs:

The academy programming will continue

- Academy students will be divided into cohorts that match their classroom cohorts as much as possible.
- Busses will have seating plans.
- Locker room use will be staggered.
- Outdoor activities will be planned as much as possible and sports that promote physical distancing will be selected where possible.
- All off campus facility protocols will be followed by the instructor.

Student & Staff Health

If students or staff are ill with any common cold, influenza or COVID-19 like symptoms they must stay home. Staff must complete the [AHS Self-Assessment](#). Staff must advise their administrator if they are unable to attend work due to illness and log the absence appropriately.

Stay Home When Sick

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

Mandatory Daily Health Checks

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

- School Division along with School Administrators will ensure staff are aware of their responsibility to assess themselves daily prior to entering the school. See *Appendix C*.

Illness While On-Site

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

Students & Staff with Pre-Existing Conditions

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

Confirmed case of COVID-19

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

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort / class home or to close a school will be made by the local Medical Officer of Health. If this were to occur the school will support students and staff to learn or work at home if they are required to self-isolate.

Student Hand Washing Requirements

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

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

Staff Hand Washing Requirements

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

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

Students Requiring Individualized Supports

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

Learners with Diverse Needs

If the student needs support for eating:

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

Personal Protective Equipment (PPE)

Staff and students in grades 4-6 will be mandated to wear masks when physical distancing is not possible.

In circumstances where 2 meters of physical distance is not possible (especially if the circumstance requires prolonged close contact for longer than 15 minutes), teachers, staff and students in grades 4-6 must wear a self-provided non-medical face mask to protect one another. Students in ELP - grade 3 are not mandated to wear masks, but they are recommended for travelling through common areas and where social distancing is not possible. Guidance on mask use is [available here](#). The Alberta non-medical masks website can be [accessed here](#).

PPE will be made available to as an additional layer of protection to:

- school infirmaries
- staff who are working with complex needs students
- student who may fall ill during divisional transportation
- bus drivers for cleaning and when physical distancing isn't possible

Staff and families who choose to enhance their level of protection are to supply their own PPE.

- PPE expenses can be submitted to the employee ASEBP wellness spending account. (when available)
- Two reusable masks for each student and staff member will be provided.

Cleaning Protocols

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. MHCBE locations will be cleaned and disinfected in accordance with the [Cleaning and Disinfectants for Public Settings document](#).

Cleaning Schedules

- The school will be cleaned thoroughly every evening after the school is closed.
- High touch points will be cleaned multiple times during the day.
- Supplies (paper towels, soap and spray bottles) will be checked daily when the area is unoccupied.
- If supplies are low contact the custodian or school administration.
- Custodial Staff must be made aware if the infirmary area has been occupied. Cleaning is required prior to next use.
- The following surfaces are disinfected daily:
 - **Classrooms:** Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers.
 - **Hallways and Corridors:** Light switches, elevator buttons, stair railings, water fountain push buttons & mouth pieces, entrance door handles, alarm panels, inside handicap door buttons
 - **Washrooms:** All surfaces
 - **Offices:** Desks, chairs, telephones, light switches, doorknobs, copier

Staff who wish to enhance this level of cleaning are encouraged to use Alberta Health Services [recommended cleaning and sanitizing solutions](#).

Cleaning by Staff Supporting Learners with Diverse Needs

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

Keyboards - Electronic devices - Interactive Displays

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

- First, remove visible dirt, grease, etc.
- Check the manufacturer's instructions for cleaning and disinfecting requirements.
- Dry surfaces thoroughly to avoid pooling of liquids.
- Consider using plastic covers or screen protectors to make cleaning and disinfection easier.

- Turn off any electronics and unplug all connections before cleaning (remove batteries from anything with a removable battery).
- For screens, use a soft cloth and do not press hard.
- Do not use alcohol-based sanitizers or disinfectants on keyboards, phones, monitors or touch screens.
- Do not clean inside any ports or openings.
- More detailed cleaning instructions to come from MHCBE Information Technology Department.

Shared Printers, Touch Screens, Digital Door Access Panels

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

Toys and Sports Equipment

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

COVID-19 Facts

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

Transmission

- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 2 meters).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Signs and Symptoms

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

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

How to avoid spread

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

Respiratory Etiquette

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

Hand washing is required

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before and after touching face (nose, eyes or mouth)
- Before and after administering medications
- Before and after food preparation, handling, or serving
- Before and after assisting student with eating

How to wash hands

Follow video from World Health Organization

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

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

If No Sink Is Available

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

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

Risk Assessment: Initial Screening Questions

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 <u>and who is ill**</u> ?	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 must stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

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

Appendix C - Daily Wellness and Wellbeing Checks

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

Students

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

Staff

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

