

FOOTHILLS ALLIANCE SCHOOL COVID-19 RE-ENTRY HANDBOOK

Scenario 1 – Near Normal Operations

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Introduction

Purpose of Handbook

Foothills Alliance School is committed to the health and safety of its students, staff and community during the COVID-19 pandemic. Alberta Education has outlined three scenarios for school re-entry in the Fall, including:

- 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, in-school classes are cancelled

This handbook has been developed to support the safe re-entry to school for the 2020/2021 school year, under **Scenario 1**, near normal operations, as defined by Alberta Education and Alberta Health Services.

Audience

This handbook is intended to communicate key re-entry principles to Foothills Alliance School's parents, Foothills Alliance School's staff, Foothills Alliance School's board of directors, Alberta Education and Alberta Health Services.

Timeline of Handbook

This handbook has been created during the COVID-19 Pandemic. The handbook will be applicable beginning August 31, 2020, and will remain active for the 2020-2021 school year, or until administration announces that it is no longer active.

Where this handbook conflicts with another Foothills Alliance School policy or procedure, this handbook will take precedence. This handbook may change with time, dependent on the latest government guidance.

Guiding Principles of Handbook

This handbook was prepared in accordance with the following key principles:

- Student and staff safety are a key priority.
- Student learning and interaction with peers during the pandemic is essential.
- Risks of COVID-19 spread should be minimized whenever possible.
- Foothills Alliance School staff, parents and students are all partners in keeping our community safe – we are in this together.

Handbook Structure

This handbook will outline measures as follows:

- Health Guidelines – new expectations for parents and students
- School Operations – changes to school operations to manage risk
- Educational Program Changes – changes to educational planning to manage risk
- Facilities Cleaning and Personal Protective Equipment – strategies to keep our facility and community safe during the pandemic
- Visitor Guidelines – expectations of visitors to the school
- Staff Guidelines – how our staff will be staying safe and encouraging our students to stay safe

Health Guidelines

Daily Screening Expectations

Parents/guardians must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease by completing the Alberta Self Assessment Tool found in Appendix A before sending the child to school. The same assessment must be taken by any parent who is considering entering the school. If the child or parent answer yes to any question in the questionnaire, they **must not** enter the school building. As outlined in the staff section, all staff will need to follow similar screening procedures.

Parents must stay apprised of the latest list of symptoms for COVID-19, provided by Alberta Health Services. At the time of writing, symptoms include:

- Fever
- Cough
- Shortness of Breath / Difficulty Breathing
- Sore throat
- Chills
- Painful swallowing
- Runny Nose / Nasal Congestion
- Feeling unwell / Fatigued
- Nausea / Vomiting / Diarrhea
- Unexplained loss of appetite
- Loss of sense of taste or smell
- Muscle/ Joint aches
- Headache
- Conjunctivitis (Pink Eye)

Student Illness at School

If a student develops or exhibits COVID-19 related symptoms while at the school, the child will have their temperature taken and recorded, be masked and isolated in a space that is 2 meters away from others.

Staff supervising symptomatic students will wear gloves, mask and face shield while attending the student, and adhere to strict hand-washing techniques before and after.

The parent/guardian will be notified to come and pick up the student immediately. It is the expectation that the student is picked up within half an hour. Foothills Alliance School encourages parents to have an additional emergency contact available for pick-up if parents both work and are not able to pick-up within two hours.

All items the student touched will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be disinfected, i.e., paper, books, cardboard, will be removed from the classroom and stored in a sealed container for 10 days (if not sent home with the student).

Parents must then complete the [COVID-19 Self Assessment for Albertans](#) online, to identify whether or not COVID-19 testing is required for their student. If the assessment indicates that testing is required, the student must be tested and results received before returning to school. If the student is tested and cleared to return to school, parents must send evidence of the negative test to the school.

Confirmed cases of COVID-19

If there are cases of COVID-19 identified within school settings, Foothills Alliance School's Zone Medical Officer of Health will work directly with the school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students.

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 class home or to close the 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.

Anyone testing positive for COVID-19 will not be able to return to school for a period of at least 14 days, until they receive a negative test and have fully recovered.

Students with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once according to the Alberta Health Services Guidance. This will establish a baseline for the individual. If symptoms change (worsen, additional symptom, change in baseline) the individual must stay home and be tested and cleared. Foothills Alliance School will track typical symptoms that may be confused for COVID-19 for students, as is usually done with other medical conditions (i.e.: allergies, illnesses requiring medication during school day, etc).

Hygiene

Foothills Alliance School will promote frequent and proper hand hygiene for students. Students must sanitize their hands before and after eating, when entering the building, when leaving the building, before and after gym, before and after using the sand or water tables. Hand washing with soap and water is required if a student has visibly dirty hands. Proper hand-washing procedure includes washing your hands with soap and water for at least 20 seconds. Timers have been added to the washrooms to assist children in washing for the appropriate length of time.

Hand sanitizer will be placed at entrances/exits, classrooms and high traffic areas. Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing or sanitizing. Staff will encourage and model proper hand washing, sanitizing, and distancing measures for students to observe and place into practice.

Foothills Alliance School's students will also be expected and encouraged to follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash), if they become symptomatic while at school. **No symptomatic students should be sent to school.**

School Operations

Physical Distancing

Children will be physically distanced when possible (limiting the number of children at each center, distance various centers in the classroom, mark the floor for appropriate distancing while lining up, etc.) However, physical distancing will not be a primary mitigation strategy, which is why it is key that anyone showing symptoms stays home, then gets tested and cleared before returning to school.

Student Entry and Dismissal

Every morning before leaving for school parents must screen their child using the screening questionnaire (shown at the bottom of the document). If any child from a household shows any symptoms then parents must keep all of their children at home that day. Parents will be sent a copy of the self-assessment tool for their reference.

Parents who enter the building must wear a mask, use hands sanitizer upon entering and exiting, maintain social distancing when possible and avoid contact with other cohorts.

Parents will not have access to school washrooms before or after class and must ensure their children use the washroom before leaving their home.

Parents will not have the opportunity to speak with teachers/administration during drop-off and pick-up. All communication must be done by email or phone call where In-person meetings can be arranged.

Kindergarten

Drop-off

1. Parents will line-up with their children outside the main school entrance.

2. Parents must maintain social distancing when waiting at the door.
3. A Kindergarten staff member will collect students at 8:55 – five minutes before the start of class.
4. Parents will not be entering the building.
5. Kindergarten staff will assist students in the boot room and with jacket removal etc. and escort them into class as quickly as possible.
6. Kindergarten children have a 15 minute window to arrive at school before the next cohort accesses the building (8:55 to 9:10) If a child is late they must wait with their parent until 9:30 to access the school.
7. Late students will call into their classroom (403-547-2193 ext. 294) to inform their teacher they have arrived. A staff member will leave the classroom to retrieve the late student

Pick-up

1. Kindergarten children will take all their belonging (shoes, backpacks, jackets, etc.) with them to gym.
2. Parents will park in the southwest corner of the church parking lot and wait for their children at the southwest entrance to the church.
3. Children will be dismissed from the gym to the southwest church entrance.

Classroom C (Mrs. Calder and Mrs. Min - morning classes)

Drop-off

1. Parents and children will wait in their vehicles until 9:10 when a staff member will indicate it is their turn to enter the building.
2. Parents and children will remove their outdoor shoes and leave them on a mat in the foyer (i.e. they will not enter the school boot room).
3. Parents and children will sanitize their hands in the foyer (sanitizer provided)
4. Parents and children will access the school through the adjacent hallway (i.e. the doors that lead to Rundle Hall and the Gym)
5. Parents will help children hang up their coats, sign in their child for the day, escort their child to the classroom and then leave the building through the main hallway and boot room.
6. Children will leave their backpacks on their coat hook, but bring their supply case into the classroom when they arrive.
7. Late students will call into their classroom (403-547-2193 ext. 295) to inform their teacher they have arrived. A staff member will leave the classroom to retrieve the late student

Pick-up

1. Parents may not enter the building until instructed to do so (11:40)
2. Children will be dismissed one at a time to their parents.
3. Parents and children will retrieve belongings and leave the school as quickly as possible using the main school hallway and doors. Note: Bathrooms will be closed at this time.

Classroom C (Mrs. Calder and Mrs. Min – afternoon classes)

Drop-off

1. Parents will park in the southwest corner of the church parking lot and enter the southwest church entrance at 12:55.
2. Parents will help their children remove their outdoor shoes that must be left in the entranceway on the mat provided.
3. Parents will escort their child to the gym. (parents must wear a mask into the building)
4. Children will leave backpacks and jackets by the gym entrance, and sanitize their hands.
5. Parents will sign in their child and leave the same way they came.
6. After playing the in gym children will carry their belongings to the boat room and classroom.
7. Students arriving later than 1:30 p.m. will call into their classroom (403-547-2193 ext. 295) to inform their teacher they have arrived. A staff member will leave the classroom to retrieve the late student

Pick-up

1. Parents will enter the school when instructed to do so (3:25)
2. Children will be dismissed one at a time to their parents.
3. Parents and children will retrieve belongings and leave the school as quickly as possible using the main school hallway and doors.

Classroom B (Mrs. Sparks)

Drop-off

1. Parents will park in the southwest corner of the church parking lot and enter the southwest church entrance at 9:25.
2. Parents will help their children remove their outdoor shoes that must be left in the entranceway on the mat provided.
3. Parents will escort their child to the gym. (parents must wear a mask into the building)
4. Children will leave backpacks and jackets by the gym entrance, and sanitize their hands.
5. Parents will sign in their child and leave the same way they came
6. After playing in the gym children will carry their belongings to the boat room and classroom.
7. Students arriving later than 10:00 a.m. will call into their classroom (403-547-2193 ext. 296) to inform their teacher they have arrived. A staff member will leave the classroom to retrieve the late student

Pick-up

1. Parents will enter the school when instructed to do so (11:55)
2. Children will be dismissed one at a time to their parents.
3. Parents and children will retrieve belongings and leave the school as quickly as possible using the main school hallway and doors.

Cohorts

As has been communicated by Alberta Health Services, the risk of transmission of COVID-19 is reduced by limiting exposure to others. In light of this, cohorting has been an encouraged form of practice. A

cohort is defined as a group of students and staff who remain together. Contact tracing is also more feasible when groups (cohorts) are maintained. Foothills Alliance School's students will be cohorted by classroom. The cohorts will not mix in the hallway, washrooms, gym or any other common spaces in the school.

Since most staff members are part of more than one cohort (i.e. they work in more than one class), they will be required to wear a mask or face shield in all cohorts.

Hallways Density

To ensure cohorts remain separate and do not mix in the hallways, each classroom will appoint a monitor (staff or parent). The monitor will ensure students are not leaving the classroom when another cohort is in the hallway/washroom and that children from different cohorts in the coat area remain at least 2 meters apart. Teachers will adjust classroom protocols to limit the number of times a child will need to access the hallway (i.e. bring your backpack into the classroom at the start of the day rather than getting it before snack time, etc.)

Posters reminding parents/students to socially distance will be placed in all hallways.

Large Gatherings

Typical large gatherings (i.e. parent orientation, kick-off, Christmas concerts, etc.) will not occur. Online alternatives will be implemented.

Water Fountains

Water Fountains located in Foothills Alliance Church will not be used.

Washrooms

Regular washroom access will be maintained. Washroom capacity will be posted, and students will be expected to wait, while practicing physical distancing from each other, if the washroom capacity is exceeded. Washrooms will be cleaned regularly. Signage will be placed about washing hands and physical distancing.

Classroom Set-up

In Scenario 1, physical distancing will be limited, with 22 to 24 students in each classroom. Furniture and materials that cannot be sanitized will be removed. Teachers will develop assigned seating lists or rearrange tables so students are not facing each other. Students will not share supplies. Soft, non-wipeable seating will not be accessible to students.

Food Sharing

No activities that involve sharing food should occur between students or staff. If students are eating snacks in classrooms, any food brought from home must be stored with the student's belongings until it is time for snack. Proper hand washing or sanitizing must take place before the consumption of food and after the food has been eaten. As well, desk surfaces will need to be cleaned and disinfected after eating.

If a child forgets their snack, one will be provided for them. Snacks provided to children must be pre-packed individual servings. No homemade foods can be served, but individual pre-packaged treats are allowed. Staff members must wear gloves when helping children with opening snacks, handing out prepackaged treats, etc.

In class “cooking” can continue as long as children are not sharing ingredients or the food they prepare (i.e. individual cooking experiences).

Reducing population density throughout the school

All public area seating is restricted and building access for parents is limited to student drop-off and pick-up. The general public is discouraged from entering the building unless absolutely necessary.

Large gathering spaces such as the gym and Rundle Hall can be utilized to accommodate physical distancing and may be considered for use for various activities to help mitigate distance requirements.

All physical education classes are encouraged to be outside, weather permitting, and physical education curriculum will be modified to accommodate for distancing and to avoid sharing of equipment when possible.

Gymnasium

Students will continue to use the gymnasium for Physical Education. Teachers will collaborate when planning gym activities and utilize outdoor areas when possible. Activities will focus on games that do not require shared equipment and allow for some physical distancing. Any shared equipment will be disinfected before being used by another cohort.

Educational Program Changes

Curriculum

Foothills Alliance School will maintain its commitment to high quality; Christ centered education during the pandemic.

At-Home Support

Any student exhibiting symptoms of COVID-19 must stay home. Foothills Alliance School requires parents of these students to complete the online COVID-19 assessment tool through AHS, to determine whether or not testing is required. To best support each student’s learning, Foothills Alliance School recommends having students tested for COVID-19 as soon as possible. If the test comes back negative, the student can return to school, and scheduled learning. During the time off for testing, teachers will provide support for at-home learning (worksheets, zoom call, etc.)

If a student must self-isolate due to COVID-19, their teacher will provide as much support as possible. It should be noted that this support will not reflect the online learning that occurred in the Spring of 2020,

but would instead represent the same level of support that a student would have received before the pandemic.

If an entire class must self-isolate due to COVID-19, online teaching will occur during the isolation period, similar to the Spring of 2020.

Activity Planning

Where possible, activities will be modified to increase opportunities for physical distancing and reduce sharing of objects. Any activity involving shared items or equipment will be avoided where possible. If equipment must be shared, then all shared items must be cleaned and disinfected after each use.

Field Trips

As per Alberta Health Regulations, all field trips and activities requiring group transportation are postponed at this time.

Supporting Students Who Require Individual/Specialized Support

Foothills Alliance School will maintain learning opportunities for students specific to their Individualized Program Plan (IPP). Specialized supports, such as occupational therapists and speech-language pathologists, will provide service following their professional association guidelines. Some of these services will be face-to-face but physically distanced where possible. Therapists and Educational Aides working in the school will wear face shields or masks.

Facilities Cleaning & Personal Protective Equipment

Facilities Cleaning

A thorough cleaning of the facilities has taken place prior to re-entry and procedures are in place to ensure increased cleaning practices and efficiencies.

Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. door knobs, light switches, counters, etc.) inside and outside classrooms will be conducted. All washrooms and high-touch areas will be cleaned after each use by different cohorts.

Each night, the entire school (including toys) will be disinfected.

Custodian hours have been increased to accommodate additional cleaning of the facility. Cleaning logs will be kept and maintained to ensure the completion of all cleaning and disinfecting protocols. An Electrostatic sanitizer has also been purchased to assist in sanitizing large areas efficiently and effectively.

Teachers will be sanitizing classroom surfaces regularly, and wiping down any shared equipment or items after each use.

Personal Protective Equipment Expectations

Foothills Alliance School will follow AHS guidelines in regards to personal protective equipment and masks. AHS notes that *“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 may choose to wear a non-medical face mask to protect one another.”*. As such, parents may choose to send their students to school with a mask, but masks are not mandatory. Masks sent with students must respect the character and nature of the school.

For employees, who are part of more than one class cohort, face shields and/or masks are mandatory.

Visitor Guidelines & Drop-off/Pick-up

Visitors should not enter the building if feeling unwell or experiencing any COVID-19 symptoms. All visitors to the school will be asked to use the self-screening tool (see Appendix A) before entering the school. If a visitor answers YES to any of the questions, the individual must not be admitted to the school.

Visitors will be required to sign in at the office. The signatures of the visitors should also be taken as an agreement that they do not carry any symptoms of COVID-19 as outlined in the self-assessment tool.

Parents will be allowed to enter the building on a limited basis, having completed the self-assessment tool. Foothills Alliance School asks that all parents stay in their vehicles during pick-up and drop-off, until signaled to enter the building by a staff member.

Foothills Alliance School recognizes that certain visits are necessary and unavoidable and request that parents plan their visits to the school during non-rush periods (beginning and end of classes).

Some acceptable reasons to come into the school building include:

- Drop-off of medication or forgotten supplies
- Discussion of an urgent matter with staff
- Early pick-up for appointments, etc.

Classroom Volunteers

Parent/Classroom Volunteers will still be utilized in each classroom. All volunteers must complete the self-assessment before entering the school. Volunteers will be required to wear a mask, sanitize/wash their hands regularly throughout the day and remain with their class cohort the entire time they are in the school. As well as assisting with classroom activities, class volunteers will be asked to help with many of the extra classroom cleaning tasks.

Classroom volunteers must be parents/guardians or another adult who lives with or has close daily contact with a student in the cohort.

Staff Guidelines

Screening, Time-off

Staff will not be allowed into the building if exhibiting symptoms of COVID-19. All staff are expected to complete the questionnaire in Appendix A before going to work. Staff will be expected to complete the AHS COVID-19 self-assessment if symptomatic, and will be asked to provide proof of a negative test before return to school. Time-off policies have been adjusted to ensure that staff are not unduly penalized for staying home due to illness.

Substitute Teachers

Foothills Alliance School recognizes that it may incur increased staff absenteeism due to its strict screening policies. As such, Foothills Alliance School has worked to increase its substitute teaching list to ensure availability of substitutes. Foothills Alliance School also encourages internal coverage where possible. In the event a suitable substitute cannot be found, class(es) may have to be cancelled. Class cancelations are a last resort. Parents will need to check their email each school day to ensure their child's class has not been cancelled for the day.

Any teachers who are staying home from work due to illness must complete the AHS COVID-19 Self-Assessment as soon as possible, so that they may get tested and return to work as soon as they've received clearance from AHS to do so.

Employee Hygiene

Foothills Alliance School promotes frequent and proper hand hygiene for employees. Employees must wash their hands before and after eating, when entering the building, when leaving the building, when entering class spaces and when leaving class spaces. Where hand washing isn't practical, hand sanitizing is required. Proper hand washing procedure includes washing your hands with soap and water for at least 20 seconds or using the provided hand sanitizer. Hand washing with soap and water is required if the employee has visibly dirty hands.

Hand sanitizer (approved by Health Canada) will be placed at entrances/exits, classrooms and high traffic areas.

Foothills Alliance School's employees should also follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash).

Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing.

Illness while at the school

Staff members will not enter the building if they have symptoms of COVID-19. Foothills Alliance School will maintain a zero tolerance policy for illness, for staff, students and parents entering the building.

If an employee becomes sick while at work, the following requirements apply:

- Employees who begin having COVID-19 symptoms while at school should leave and begin isolation at home immediately.
- Remaining classroom staff will assume the responsibilities of the absent member.
- After being directed to leave the school, symptomatic employees should follow hand hygiene and respiratory etiquette and maintain at least 2 meters of distance from all others.
- Once a sick individual has left the workplace, Foothills Alliance School's facility staff will clean and disinfect all surfaces and areas with which they may have come into contact.
- Foothills Alliance School's administration will consider and record the names of all close contacts (employees and students) that the sick worker has been in contact with that day and in the 48 hours prior to when the symptoms started. This information may be necessary if the sick employee later tests positive for COVID-19.

Staff Safety Protocols

As per direction by Alberta Health, physical distancing will be required in shared spaces such as the staffroom, hallways and classrooms. Foothills Alliance School will set staffroom occupancy limits as required.

All staff will be required to wipe down high touch surfaces that they use in the staffroom before it is used by another member of staff (e.g. microwave touch panel, toaster, coffee maker). No activities that involve the sharing of food between staff should occur. Increased cleaning measures will ensure that the custodian cleans the staffroom each day.

Physical distancing is expected at all meetings (including team meetings). Meetings will be held via Zoom if adequate space is not available for all participants of the meeting to physically distance (e.g. staff meetings, professional development and devotions).

It is an expectation that all staff will model appropriate hand hygiene and physical distancing practices to the students throughout the day, and encourage students to adhere to these practices.

Contractor Guidelines

Contractors who provide therapy to extra and special needs students will be allowed into the facility. Contractors must complete the COVID-19 Screening Questionnaire, and not enter the building if exhibiting any symptoms of COVID-19.

Contractors will be required to sign in and out in the front office. Contractors will be expected to physically distance by two meters at all times, and wear masks or face shields.

Any materials used by the contractor in the delivery of services must be disinfected between use by different students.

When creating therapy groups, contractors must keep classroom cohorts separate (i.e. only children from the same class may receive therapy together)

Appendix A – COVID-19 Self Assessment Tool

To protect the students, staff and families of Foothills Alliance School **DO NOT** enter the building if you are ill. All students and adults intending to enter the school must first complete a self-assessment.

If you answer “Yes” to any of the questions below, **DO NOT** enter the school at this time.

If you answer “No” to all the questions, you may enter the building. Be sure to use the hand sanitizer located in the foyer before and after your visit.

1.	Do you, or your child attending the program, have any of the following symptoms?	Circle One	
		YES	NO
	• Temperature above 100.4°F or 38°C	YES	NO
	• Cough	YES	NO
	• Shortness of Breath/Difficulty Breathing	YES	NO
	• Sore Throat	YES	NO
	• Runny Nose/Nasal Congestion	YES	NO
	• Feeling unwell/Fatigued	YES	NO
	• Nausea/Vomiting/Diarrhea	YES	NO
	• Muscle Aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Have you or anyone in your household, travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you or your child(ren) attending the program had close <u>unprotected*</u> contact (face to face contact with 2 meters/6 feet) with someone who is ill with cough and/or fever?	YES	NO
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 have a case of COVID-19?	YES	NO

*Unprotected means close contact without appropriate personal protection equipment (PPE – such as gloves, mask, face shield)



Note:

- Unless requested you do not need to provide a hard copy of the assessment tool. However, you must perform the assessment daily before leaving your home.
- Consistently bringing a sick child to school may result in expulsion.

Appendix B – Summary of Classroom Protocols

1. Students and staff will be cohorting by class – maximum 30 in a cohort
2. Staff are required to wear face shields (provided by the school)
3. Develop assigned seating lists or rearrange tables so students are not facing each other.
4. Students wash their hands regularly throughout the day (when entering the school in the morning, before/after eating, etc.)
5. Remove circle time carpets and replace with washable mats (or nothing at all)
6. Students will have their own supplies
7. Activities should not include singing, cheering, etc.
8. Children will be social distanced when possible (limit the number of children at each center, distance various centers in the classroom as much as possible, mark the floor for appropriate distancing while lining up, etc.)
9. Change books in bookcase after usage by each cohort
10. Remove all natural materials (i.e. materials that are not easily cleaned) from the classroom
11. Limit the use of shared materials (change paint brushes before each user, supervise the use of playdough – each student has their own dedicated dough, etc.)
12. Limit the amount of times a child will need to access the hallway (i.e. bring your backpack into the classroom at the start of the day rather than getting it before snack time, etc.)
13. Teachers are responsible for monitoring and enforcing the rules
14. Rules must be posted in the classroom and shared with the parents
15. Toys, chairs and high touch areas must be disinfected between usage by different cohorts
16. Parent volunteers must reside or cohort with the student

Washing/Sanitizing Hands Protocol

- The teacher is in-charge of ensuring that students wash their hands regularly throughout the day
- The teacher will ensure that proper hand-washing techniques are taught at the beginning of the year, and reminded regularly throughout the year
- The teacher will ensure that students follow a set routine for washing their hands, so they are not all lining up at the sink at the same time
- Students will wash their hands:
 1. Right when they enter the classroom at the beginning of the day
 2. Before and after gym
 3. Before and after eating
 4. Before and after using the sand or water tables
 5. As they leave the school

Appendix C – Summary of Gym Protocols

1. Sanitize/wash hands before and after gym class
2. Clean/Disinfect equipment after usage (i.e. before usage by another cohort)
3. Choose games that do not require shared equipment.
4. Teachers will collaborate when planning gym activities
5. Teachers will look at assigning equipment to particular cohorts
6. Keep a distance between each other when going to and from the gym
7. Only play sports/activities that allow physical distancing
8. Encourage outside activities.

Gym Protocols:

- Students and staff will use hand sanitizer before gym and wash with soap and water after gym.
- Teachers will ensure the coat room and hallways are free of other cohorts before taking children to and from the gym.
- Students will line up and walk in the hallways ensuring that there is proper distance between them (when possible)
- Use a door stopper at the bottom of the door so students do not need to hold the door
- Gym expectations and rules should be discussed with students regularly
- Students should sit in the gym with proper distancing between them (use of hula hoops for younger children)
- Teacher should ensure proper planning of the day so that all equipment is ready to go
- Teacher should have a gym game plan that will abide by social distancing expectations
- Teachers may utilize the outdoor space if not occupied by another cohort
- After gym is done, equipment will be disinfected immediately by parent volunteers or assistant teachers.

Appendix D – Summary of Washroom Protocols

1. Bathrooms will be cleaned thoroughly each day by the custodian.
2. Faucets, handles, toilets, and doorknobs will be disinfected/sanitized between use by different cohorts.
3. Students will not be permitted to go to the washrooms on their own. Staff must ensure other cohorts are not in the hallway or bathroom before accompanying children to the washroom (the 2 children to one adult rule still applies)
4. Only five children at a time will be allowed in the washrooms. Children waiting their turn will line-up in front of their classroom.
5. Stalls and sinks in the gym washroom will be assigned to classroom cohorts – each cohort must only use the stalls/sinks assigned to them.
6. Faucets, handles, toilets and knobs in gym bathroom must be cleaned daily over the lunch hour and at the end of the day.

Protocols

- Teachers will instruct students how to use the washrooms following the proper routines including how to reduce touching things with their hands (use a paper towel instead), washing hands thoroughly after using the washroom, and lining up using the proper guidelines
- Staff will teach proper hand-washing technique to children (timers have been placed in the washrooms to encourage children to wash their hands for the appropriate length of time)
- Staff will ensure cohorts are not mixing in the hallways and washrooms
- Teachers will stagger washroom breaks by class to ensure separation of cohorts
- Classroom staff will disinfect sinks/stalls used by their cohort in the gym bathroom after each class.

Appendix E – Summary of Illness Protocols

1. Staff must be tested for Covid one week before returning to work and periodically throughout the year.
2. Enforce strict “do not attend” policy for all staff and students. Parents who consistently bring sick children to school may face expulsion of their child.
3. Anyone entering the building must complete the Self-Assessment tool
4. Covid symptom information will be posted in the school.
5. Parents will sign a wavier acknowledging that staff will do all we can to mitigate risk but will not be held responsible if there is an outbreak.
6. Parents will be informed that classes may have to be cancelled if staff are ill and unable to find suitable substitutes.
7. If a staff member becomes symptomatic at school, they will leave the school and get tested immediately. They may return to school once receiving a negative test result. Remaining classroom staff will assume the responsibilities of the absent member.
8. Children who become sick at school will have their temperature taken and recorded, be masked and isolated. Parents will be notified and will be expected to pick up their child immediately. A staff member will need to stay with the child until they are picked-up, but should maintain 2 meters distance and wear a mask.
9. Anyone sent home from school or absent from school due to illness will need to be tested for COVID-19 and will only be able to return to class once they are symptom free and a negative result has been confirmed.
10. Families, who choose not to have their child tested, will need to stay isolated for 10 days or until symptom free whichever is longer.
11. Anyone who is in contact with a confirmed case of COVID will need to stay out of the school for 14 days even if they are asymptomatic.
12. If a child tests positive for COVID-19 all students and staff in that child’s cohort will need to be tested. AHS services will need to be contacted and the school will follow medical advice.
13. The classroom of the infected child will need to be thoroughly cleaned by custodial staff.
14. If there is more than one confirmed case, it may be necessary to close the school to allow for additional contact tracing and extra cleaning.
15. Anyone testing positive for COVID-19 will not be able to return to school for a period of 14 days, until they receive a negative test and have fully recovered.

Checklist

- Post Covid mitigation procedures and posters in various locations throughout the school.
- Inform parents of all Covid mitigation procedures
- Post Self-Assessment tool on front entrance.
- Provide a copy of the Self-Assessment tool and Wavier to all parents.
- Hire more substitute teachers
- Purchase PPE and thermometers
- Contact families of absent students regarding reason for their absence, enforce testing plan as outlined above
- Contact AHS for advice if there is a confirmed case of Covid at our school (Administration)

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- ❑ Record child’s temperature, date, time parents were contacted, etc. when sending a children home from school (form available from Administration)

Appendix F – Preliminary Information for Scenarios 2 and 3

Foothills Alliance School is committed to the health and safety of its students, staff and community during the COVID-19 pandemic. Alberta Education has outlined three scenarios for school re-entry in the Fall, including:

- 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, in-school classes are cancelled

In **scenario 2** children would attend school some days and learn at home on alternating days. Classes would be split into smaller cohorts and assigned days to attend in-person classes. All parameters of scenario 1 would still apply.

(Example: Group A (15 students/staff) and Group B (15 students/staff))

Kindergarten - Group A would attend school Monday, Wednesday and alternating Fridays. - Group B would attend school Tuesdays, Thursdays and alternating Fridays.

T/Th classes - Group A would attend on Tuesday, Group B on Thursday

M/W/F classes - Group A would attend on Mondays and alternating Fridays - Group B would attend on Wednesdays and alternating Fridays.

Children would receive online education on the days they do not attend in-person classes.

In **scenario 3** children would not be attending in-person classes. Education would move completely online similar to what was available in the Spring of 2020.

Alberta Education has provided the following expectations regarding education under scenario 3 for the 2020-21 school year.

Content to be delivered for all Kindergarten to Grade 3:

- focus on language/literacy and mathematics/numeracy curriculum outcomes incorporate health curriculum outcomes (with a focus on mental health)
- average of five hours of work per student per week

Preschool classes would have access to weekly activities and learning resources as well as zoom calls with their classroom teacher.

It is possible that we will have to switch between the various scenarios at different times in the school year based on the mandate from Alberta Education. Regardless of the scenario children will continue to receive programming and education (either in-person or online) and preschool tuition fees will still apply.

Please note we as a school do not decide which scenario to offer, this is determined by Alberta Education with direction from Alberta Health Services.