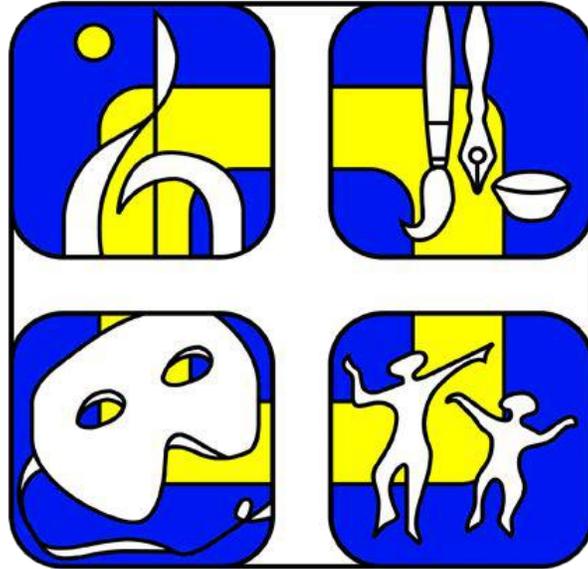


Medicine Hat Catholic Board of Education



St. Michael's School **2020-2021 School Re-Entry Plan**

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.

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

General:

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. 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. 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.

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. 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.

1. Physical Distancing:

- a. Physical distancing will be encouraged at all times in the hallways, classrooms and outside.
- b. Masks will be worn by grades 4-12 and staff (as mandated by the Alberta Government) when physical distancing cannot be managed.
 - i. In the classroom when students are in rows masks can be taken off

- c. Excess desks, shelves and cupboards have been stored to ensure distance in the classroom

2. Cohorting:

- a. Each classroom is a cohort.
 - i. Students will remain in their own grade groupings in their own classroom to reduce contact with other students.
 - ii. Teachers will move between cohorts.
 - iii. Assigned seating will be mandatory in all classrooms

3. Classrooms:

- a. In an attempt to physically distance students,
 - i. Rows will be implemented as well as a reduction of group work. And assigned seating will be maintained
 - ii. All rugs and soft furnishings will be disinfected and removed

4. Office, Staff Room and Shared Space Access:

- a. The main office door will remain closed as well as a plexiglass plate will be installed to ensure the safety of the secretary.
- b. Staff room occupancy has been reduced to ensure spacing
- c. Frequent cleaning of touch points including photocopiers, and high touch surfaces

5. Access Control:

- a. Main office door will remain closed
- b. A plexiglass panel will be installed with a small mail slot for information exchange
- c. Parents are asked to remain outside the building. If you need to access the school please call and arrange an appointment.
 - i. Payments can be made online, or by calling and arranging an appointment.
 - ii. When entering the school parents will be asked to complete a self-assessment document, and wear a mask in the building.
 - iii. For the immediate time the front doors will be locked and remain locked during the school day.
- d. Students riding the bus will be required to wear a mask.

6. Arrival/Dismissal Protocol:

- a. A door has been designated to each grade to reduce the number of students entering/exiting the front/side door(s). Students will be met outside by the teacher and proceed into the school as a cohort.
 - i. ELP- the side door directly opens to the classroom for parent drop off
 - ii. Kindergarten- will enter from the parking lot side of the school
 - iii. Grade 1- will enter from the north doors by the portables
 - iv. Grades 2 and 3 will enter from the north side door (usual recess door) after being gathered outside in separate areas.
 - 1. Grade 3 will gather at the bike racks.
 - v. Grade 4 and 5 will enter through the south playground door
 - vi. Grade 6 enter through the parking lot door.
 - 1. Teachers will meet students outside at designated area to accompany into the school.
- b. Teachers will accompany students outside to meet parents at the bus drop off at the front of the school through each of the designated doors.

7. Food and Nutrition Services:

- a. The lunch program will continue to function. The start date is yet to be determined. Staff will be hired and information will go out to parents once the program is up and running.
 - i. Lunch will be delivered to each classroom to avoid lineups in the hallway
- b. Hot lunch programs will be individually packaged. (pizza boxes) and distribution will ensure all food-handling staff practice meticulous hand hygiene. Masks will also be worn.

8. Paper Handling:

- a. Paper will be stored for 24 hours prior to distribution.
- b. Staff distributing papers will follow hand hygiene practices

9. Hand washing Facilities:

- a. ELP, K and grades 1-3 have sinks in the classroom for frequent handwashing.
- b. Grades 4-6 have staggered before/after recess/lunch times for handwashing.
- c. Sanitizer will be placed outside each classroom

10. Temporary Storage Area:

- a. Excess soft furniture, carpets and other non-essential furniture will be stored in empty classrooms.

11. Infirmary Room:

- a. Room 101 will function as an infirmary.
- b. An adult will be assigned to monitor students placed in this room until parents arrive to pick up students.
- c. Students and adults will wear a mask in this room
- d. Room will be cleaned after occupancy

12. Water Fountains:

- a. These frequent touch points will be wiped regularly.
- b. Students are encouraged to bring a full, labelled water bottle to school daily to reduce fountain use.

13. Playgrounds:

- a. Grades will be assigned to the equipment in an effort to reduce contamination.
- b. Hand washing or sanitization before and after use will be implemented.

14. Library

- a. The reading portion of library will occur in the classroom where physical distance has been established and maintained due to arrangement.
- b. Book exchange- where students can choose a book and sign it out.
 - i. Librarians will bring a selection of books to the classroom
 - ii. Any picks not signed out will remain in the bin for 24 hours
 - iii. All returns will need to be stored for 24 hours
 - iv. Books with plastic covers will be wiped off.

15. Practice Fire Drills, Lockdown, and Hold and Secure:

- a. Each grade/cohort is assigned a door to enter or exit, as well as a designated area along the fence line that is at least 2 metres from other classrooms.
 - i. At the beginning of the year each class will complete fire drills to practice proper formation on their own.

School Program & Activity Guidelines

1. Activity Planning:

- a. All assemblies will be digital for cohorts to view in their own classrooms
- b. All large-scale activities will be postponed at this time.

2. Music, Dance, and Theatre Programs:

- a. Music will be presented as an enrichment course involving music appreciation, creation of a personal instrument to be played and practiced at home.
- b. Participation in individual drama activities will occur outside where possible- study of mime and puppetry (students creating own puppets and scenes) will be key to reduce contact
- c. Art will be in each classroom focusing on material students already have in their possession rather than shared activities.
- d. All theatrical performances will be postponed at this time. Small group (cohort) performances will be videoed where applicable

3. Field Trips:

- a. Field trips have been postponed at this time.
- b. Outdoor field trips will only be considered if social distancing can be maintained.

4. Gymnasiums:

- a. Outdoor activities are being encouraged for Physical Education as long as weather permits
- b. Handwashing or sanitization has been incorporated in each classroom schedule before and after use of equipment in gym.
- c. Equipment will be assigned to each class and will be sanitized before being returned to storage.

5. Extracurricular Activities:

- a. Safety patrollers will be assigned on a weekly basis. The same patrollers will be in the morning and afternoon, as the vests are a fabric surface.
 - i. Vests will be washed on Fridays
 - ii. Signs will be wiped down following patrols

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

- a. Cohort is 30
 - i. Pickup and drop off will occur at the front door.
 1. Parents will be provided with a phone number to call to drop off/pick up students
 2. Students will take all of their belongings into the gym with them before and after school.

- ii. All Soft surfaces have been removed. No stuffed animals, carpets, play clothes etc.
- iii. Students will be assigned a center and all items will be cleaned/wiped after use, or taken out of rotation for 72 hours.
- iv. Physical distancing will be maintained, where it cannot be masks will be worn by staff and students in grade 4 and up.

Student & Staff Health

1. Stay Home When Sick:

- a. Staff and students (parents) will be required to complete a self-screening questionnaire daily to ensure health for work. The self-screening document is located at the end of this handout.
- b. The Alberta Government has suggested that all school staff be tested for COVID 19 even if they are asymptomatic and are working on measures to implement this process

2. Mandatory Daily Health Checks:

- a. Staff will be required to complete a self-screening questionnaire daily to ensure health for work

3. Illness While On-Site: (excerpt from Alberta Government document)

- a. Anyone experiencing symptoms is legally required to isolate for a minimum of 10 days or until symptoms resolve.
 - i. Cough, fever, shortness of breath, runny nose, or sore throat not related to a pre-existing condition
 - ii. If you have tested negative and have no known exposure, stay home until symptoms resolve
 - iii. If tested positive staff is legally required to quarantine for 14 days

2020 Government of Alberta /Published July 2020

4. Students and Staff with Pre-Existing Conditions: (excerpt from Alberta Government Document- July 2020)

- a. Student should be tested at least once before returning to school and have a negative COVID-19 result.
 - i. This is their baseline health status

- ii. If symptoms remain the same the student can attend school.
- b. It is recommended by the Minister or Education that all staff undergo asymptomatic testing prior to the school year.

5. Confirmed case of COVID – 19 (excerpt from Alberta Government Document- July 2020)

- a. An investigation by the public health team
 - i. To support school to minimize the spread
 - ii. Parents will be notified if a case is confirmed and public health officials will contact those in close contact with the case.

6. Student Hand Washing Requirements:

- a. Regular scheduled handwashing breaks will be established in each grade and maintained
 - i. Hand dryers are being replaced with drying towels.
 - ii. Hand sanitizer will also be placed in each classroom.

7. Staff Hand Washing Requirements:

- a. Regular scheduled handwashing breaks will be established in each grade and maintained
 - i. Hand dryers are being replaced with drying towels.
 - ii. Hand sanitizer will also be present in each classroom.

8. Learners with Diverse Needs:

- a. Parents of students with diverse needs are encouraged to contact the school to discuss the needs of their student
 - i. The school will arrange a meeting with parents where routines applicable to the need will be established.

Personal Protective Equipment (PPE)

1. Cleaning Schedules:

- a. Frequent touch points will be cleaned several times a day.
- b. After recess and lunch breaks all bathrooms and fountains will be cleaned.

- c. ELP classroom will be cleaned at 11:30 (after morning students have left) prior to the afternoon class entering.
- d. All classrooms will get a deep clean after school to prepare for the following day.

2. Keyboards – Electronic devices:

- a. Devices will be wiped after each classroom use by the students under the supervision of the teacher.

3. Shared Printers, Touch Screens:

- a. The student shared printer located in the library will be wiped after each class use.
- b. Touch screens (chromebooks) will be wiped after each use under the supervision of the teacher.
- c. Whiteboards will be wiped by teachers between student use.

4. Toys and Sports Equipment:

- a. ELP toys will be not be shared between morning and afternoon classes unless they can be sanitized between use. (dishwasher)
- b. Each class will be assigned equipment to be used only by the students in that class. Equipment will be sanitized before being returned to storage.

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 officer

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

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 should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

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

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

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](#)

