

ALMADINA LANGUAGE CHARTER ACADEMY

COVID-19 HEALTH AND SAFETY RE-ENTRY GUIDANCE

The Implementation of plan is subject to change based upon new information and direction from the Chief Medical Officer of Health and Alberta Education.

Updated August 12th, 2020

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Campus Health Measures

Overview

The guidance provided in this document is intended to give an outline of the different scenarios that the Minister of Education has announced for schools in September 2020. Measures will be put in place by the school to meet the requirements of:

Provincial COVID-19 Health & Safety Guidelines for K-12 Settings.

The return to in-class learning is not without risk of infection transmission. By bringing many people together in a closed setting, such as a school, we expect that cases and even outbreaks of COVID-19 will occur in some locations within Alberta. Public health officials will be monitoring the situation closely and be ready with a plan that enables a rapid response to cases of COVID-19 in a school.

Our goal is to foster a healthy and safe working and learning environment for staff and students as we strive to operate effectively, ensuring that all school essential services are continuously provided.

If any of our campuses are connected to a confirmed or probable case of COVID-19, we will be contacting Alberta Health Services (AHS) and may be required to close in-class learning to allow the public health investigation to take place. The decision to send a cohort/class home or to close a school will be made in consultation with the local Medical Officer of Health.

The administration team has worked throughout the summer to develop this plan in accordance with the latest guidance from Alberta Education. We have consulted with Michelle Naef P.Eng., a technical risk management specialist. We have collaborated with other charter schools on devising comprehensive risk management plans. This plan may change with minimal notice at the order of the Minister.

Different Scenarios

- **Scenario 1**

In-school classes resume (near normal with health measures), the scenario announced in late July, 2020.

There are measures that school settings in Alberta can take to reduce the risk of transmission of respiratory illnesses, including COVID-19. Such measures include, but are not limited to, hand hygiene, respiratory etiquette, physical distancing, increasing frequency of cleaning and disinfection and having staff, increasing ventilation and ensuring staff/students stay home when ill. These are important steps that can support the health and well-being of our students and staff.

- **Scenario 2**

In-school classes partially resume (with additional health measures)

Almadina's re-entry plan is created in accordance with the province's relaunch strategy and guidelines and in Scenario 2, focuses primarily on hazard assessment and controls (eg. PPE, hygiene and health requirements).

- **Scenario 3**

Schools are closed and online learning for all students ensues

Continued collaboration to provide engaging online learning for all students.

Alberta Guidelines

General Building Safety

Almadina will be taking the following measures to comply with General Building safety guidelines:

- A thorough cleaning of school facilities will be completed prior to re-entry as was done in previous years. This will include disinfection and sanitization of all surfaces and traffic areas.
- Visual cues such as markings on floor, directional movement for patrons, no-stopping areas in narrow hallways, etc. Facility will need to have floor decals to assist students in exit and entry flow to avoid students grouping as they enter/exit.
- Additional support staff will guide the hallways and washrooms.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected have been removed.
- Reorganizing the front office and adding plexiglass partitions and dividers.
- Parent access to the front office and to the building will be by appointment only at all times pending the results of the COVID-19 questionnaire/self-assessment tool that parents must complete prior to entry.
- Thermometers will be used with staff and students to establish early symptoms of illness.
- Signage will be visible to parents. Parents must adhere to all AHS guidelines. Self-screening forms for parents and students will be shared in the parent agreement and online.
- Placement of hand sanitizer containing at least 70% alcohol content (or a non-alcohol-based hand sanitizer approved by Health Canada) will be at entrances, exits, classroom entrances and near high-touch equipment in the staff room.
- Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. microwave ovens in staff room, doorknobs, light switches, toilet handles, faucets and taps, railings etc. A list will be provided to the caretakers for follow up. The enhanced cleaning schedule will be available for your review.

- Below is a list of recalled sanitizing and disinfecting products has been provided to our caretakers to ensure that the products we are using are not posing any health risks.
<https://healthycanadians.gc.ca/recall-alert-rappel-avis/hc-sc/2020/73385a-eng.php>
- In the event of a confirmed case, that particular classroom will be subject to additional enhanced sanitization and cleaning measures and protocols.
- Students will be asked to label their personal items and not to share them.
- Water fountains can remain open for bottle filling only.
- Windows should be opened to increase ventilation in the building as much as possible
- The ventilation systems of both the Mountain View and the Ogden campuses are being upgraded to increase the fresh air changes in both schools. A summary of the upgrades will be available for your review.
- Provide each homeroom with a hand sanitizer station at the door.
- All Professional Development days will be online from late August 2020 to January 2021
- Parent teacher interviews will be held via online video conferencing tools. This is subject to change given updates from the Minister.
- Students are not allowed in the office unless they are authorized by administration.
- Teachers will be expected to check by phone if a student can come into the office.
- Sneeze guards will be put up in the office to protect the office staff sitting at the desks.
- Sneeze guards will be placed on the desks of teachers, librarian, administration and the desks of I.T. team personnel
- The photocopier room will be limited to one person at a time.
- Staff must sanitize photocopier controls before and after each usage, there will be a spray bottle available for their use
- Face Shields are available and strongly encouraged IN ADDITION to mandated face masks. These are reusable. They are available for substitute

teachers, contractors and external support staff such as O.T. and S.L.P. personnel.

- A protocol for service providers is detailed in a later section.
- Staff and students must observe hand hygiene protocols at all times. Posters on how to hand wash/ use alcohol-based hand rub are placed around the school as reminders. Encourage staff to use the Alberta Education re-entry toolkit available here:

<https://www.alberta.ca/k-to-12-school-re-entry-2020-21-school-year.aspx>

- Custodians are required to complete daily health checks and a cleaning schedule. They are to keep a cleaning record outlining the frequency and timing of each cleaning/sanitizing activity, especially washrooms, door knobs and high touch surface areas.

Screening

Almadina will keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child must be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.

Almadina will be taking the following measures to comply with the AHS screening guidelines:

- Parents will be asked to monitor their children daily for symptoms. They must not send students who are feeling ill and/or are displaying flu-like symptoms to school or if they are sick.
- Some parents may be apprehensive about sending their children to schools. Dr. Hinshaw indicated that Local Public Health will provide the school board/authorities with information to assure parents.
- Staff members who are feeling sick or have flu-like symptoms must not come to school. Other stakeholders who are sick will not be allowed in school.
- Schools should keep records of children's known pre-existing conditions, parents are encouraged to get COVID testing to establish a baseline to help distinguish between allergies or COVID symptoms
- Provide daily health reports to the superintendent or central office in order for him or her to be informed and make determinations, attendance must be monitored at the campus
- Track reasons for student and staff absences.
- Report positive cases of COVID-19 to the local health department for additional closing guidance and contact tracking.
- No sharing guideline for food and supplies, all students should have their own supplies

Risk Assessment: Initial Screening Questions

<https://www.alberta.ca/assets/documents/edc-covid-19-screening-questionnaire-english.pdf>

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
	Painful swallowing	YES	NO
	Runny Nose / Nasal Congestion	YES	NO
	Chills	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. Have you, or anyone in your household, returned from travel outside of Canadian the last 14 days?		YES	NO
3. Have you or your children attending the program had close unprotected* contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever		YES	NO
4. Have you or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?		YES	NO

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.

Cohorting

A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting.

Almadina will be taking the following measures to comply with the cohorting guidelines:

- Reducing students' transitions between classes. Teachers will be the ones transitioning not the students unless deemed necessary.
- PE classes:- the majority of instructions and activities will be taking place outside of the school. Larger groups will be broken down to smaller groups and assigned to different rooms to ensure physical distancing is maintained
- If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections will be instituted. "These may include engineering controls (such as plexiglas barriers or partitions), administrative controls (adapting the activity to minimize or eliminate close contacts) or use of Personal Protective Equipment (masks, face shields or gloves.)
- Students will not have locker access. They will need to take their backpacks to class with them. All lockers will be locked at all times.
- Where physical distancing is not possible, such as recesses and fire drills, students must remain with their cohort at all times. The school field may be sectioned per cohort as much as possible for rapid contact tracing/tracking purposes.
- Student desks will be arranged in rows. No group work will take place in a classroom setting
- All student cohorts in Grade 4 and up will wear a mask as mandated by A.H.S. Younger student cohorts are encouraged to wear masks.
- Fundraising activities are postponed for the foreseeable future
 - Grade 4 recycling program will be postponed
- Off site field trips are postponed for the foreseeable future
- Learning experiences including external agencies (Teacher's Pet etc) are postponed for the foreseeable future
- Learning tasks involving singing, choral reading etc. can only occur if they are done outside

Physical Distancing

Almadina has put in place procedures and plans that support physical distancing and separate cohorts to the greatest extent possible.

Almadina will be taking the following measures to comply with the Physical Distancing guideline:

- Mandatory masking- Students and staff members must wear masks throughout all common areas and where social distancing is not possible, such as hallways, washrooms, and common areas including classrooms.
- Foot traffic will be limited and guided within the school - Foot traffic will be guided through entrances and exits and floor markers will guide directional traffic flow within the hallways. Teachers will be transitioning between classes as much as possible and not the students. Student transitions will be very limited and staggered as necessary.
- Large gatherings will be limited until health restrictions are removed including field trips, assemblies, school events etc...
- Recess play with homeroom cohorts will be encouraged - Recess procedures will include hand hygiene before going out for recess, and students will be encouraged to play within homeroom cohorts during recess. The school field will be sectioned to reflect the cohort groupings out on recess.
- Physical education activities will be altered to meet regulations and provide programming alternatives to students - The school will be providing alternative activities for students, and the majority of PE classes will be held outside in the field to maintain cohort groupings as much as possible.
- Seating plans- Floors will be marked to indicate where desks are to be positioned. Students will be seated in rows in the classroom. Students will not be facing each other nor will they be seated in groups.
- Typical “buddy” groupings (buddy reading, tech buddies) will be postponed at this time
- No greetings that involve physical contact, such as handshakes or hugs
- In situations where physical distancing is not possible (e.g., busses, classrooms and some sporting activities), extra emphasis on hand hygiene, respiratory etiquette, and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.
- Scheduled bathroom visits across classrooms to maintain distancing

- Schools should consider staggering the start and end of the school day as well as breaks/lunch to reduce the number of students in hallways and common areas
- School start for the in-person learning program will start on September 1, 2020 as outlined on the 2020-2021 school calendar with a staggered start up for the first two weeks to ensure all students are aware of protocols and understand the “new normal”
- Grades 1-9:
 - Group A (In-person) - Days 1, 3, 5
 - Group B (In-person) - Days 2, 4, 6.
 - Group C (online)
- On September 14, 2020, all students enrolled with the in-person learning program delivery will attend full time.
- On September 8, 2020 all students enrolled with the online learning program will begin online learning full time.
- Students are not to bring foods that require the use of microwaves, counter spaces and utensils. Students will not have access to any of the items e.g. counter, utensil, microwave, etc...
- Monitor and supervise bathrooms to minimize student numbers and ensure physical distancing All toilet seats must have toilet lids/cover. Toilet lids and covers must be put down prior to flushing. All Urinals in boys washrooms will be sealed off completely. Encourage staff/students to follow this practice to reduce aerosolized spray. All staff and students are reminded that flushing the toilet is the last action in the washroom before exiting
- Assign students to use different entrances or create directional paths to reduce crowds.
- Sanitization stations will be placed at each entrance for students to use as they enter and leave the building.

Parental Protocols and Expectations

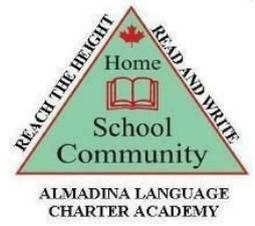
- Drop-off/pickup must support physical distancing of 2 metres between all persons (except household members)
- Parents are not permitted to enter any of the school buildings at any time. Staff can transition a student to a waiting parent outside of the school as necessary. Parents are not to congregate at the entry for parent drop off and pick up. All student drop offs and pick ups must take place during the designated times. No early drop offs or late pick ups will be allowed.
- **Screen your child daily** - Use the Pre-Screening COVID-19 Assessment tool daily to determine if your child has any symptoms of COVID-19 and should not enter the building and/or attend school. Follow MOH guidelines or call 811 to determine the need for testing and/or self-isolation. Your child can return to school following MOH guidelines.
- **Parent/Teacher Interviews** will be conducted via video conferencing platforms or phone calls.
- **Self-Screen** - In the event you have been scheduled by school personnel to enter the school, use the Pre-Screening COVID-19 Assessment tool, and do not enter if you have any of the COVID-19 symptoms.
- Emergency Procedures
 - What happens if my child becomes symptomatic during the school day?**
 - If a child becomes symptomatic the office manager or the administration will call home or emergency contacts to pick up the child as soon as possible, and parents will seek health advice from Alberta Health Services (AHS).
 - The child will be isolated as much as possible, either in a designated isolated space or in the classroom.
 - The student can return to school following Medical Officer of Health guidelines including screening, and testing if directed by AHS to identify and mitigate risk.
 - In the event that a student is diagnosed with COVID-19, AHS will direct and consult with the family and school to mitigate and manage risks within the community on a case-by-case basis.
 - No one directed home due to the onset of symptoms will be permitted to return until they confirm a negative COVID-19 test.

- If your child has a known, pre-existing condition that causes COVID-19 symptoms, they should be tested to confirm that COVID-19 is not the cause of the symptoms and to establish a “baseline” for staff.
- Should two or more members of a cohort develop symptoms consistent with COVID-19, we will initiate the “outbreak notification procedure” that is to be provided by Alberta Health Services prior to the beginning of the school year.
- All volunteer services and opportunities have been postponed until further notice.

In-person learning

Almadina will be taking the following measures to comply with the In-person learning guideline:

- Larger class groupings will be moved to bigger classrooms and other areas to maintain the social distancing guidelines.
- Students/ teachers must wear masks where social distancing is not possible. 2 reusable masks per student and per teacher will be provided by the school. Parents may give their child additional masks as well.
<https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-covid-19-patients-masks.pdf>
- Teachers will need to use their own school laptops when transitioning between classes. Teachers will need to sanitize the area used prior to moving to another class
- Online Library-RazKids can replace the home reading, SeeSaw/class Dojo/Google Classroom, etc... to replace the agenda. Seesaw can also be used to create library boards per class by the library.
- Librarians may receive student book requests/orders via email from teachers, and she will deliver requested books to classrooms. Strict sanitization procedures must be followed.
- Teachers will stagger student access to the library: 3-4 students maximum will be allowed in the library at a time to ensure physical distancing guidelines are maintained.
- No more carpet time, more direct modelled instruction will occur
- The gym and stage space will also be utilized for instruction as needed to ensure physical distancing guidelines are maintained
- Online/Digital Textbooks will be accessible, if available
- 4 additional substitute educational assistants per campus will be on call to support this process starting in September.
- The school schedule includes time dedicated to communicating the COVID plan to students and ensuring their understanding, particularly in the month of September and during the staggered entry period.
- Where sharing of equipment is required, hand hygiene should be reinforced as much as possible with the use of any shared equipment like technology devices. Students must sanitize their hand before and after each use of electronic devices, such as laptops, ipads, chromebooks, etc...
- Reduce activities that combine classes or grade levels as much as possible.



- Staff are also reminded that social and mental health supports are available for our students and families. Almadina’s counsellors remain available to provide support.

Online Learning

This is a short term temporary online arrangement due to the unique concerns some parents have expressed with the ongoing pandemic. This will involve up to 6 hours of online mandated instruction and approximately 3 hours of daily independent work. Parents who choose thAn online learning option will be available for parents who commit to a partnership that requires a high level of parental support and supervision.e online learning option will need to be committed until January 2021. It is a short temporary arrangement that will be reviewed by both parents and the school. Online learning grade groupings will be arranged once there are sufficient students to establish this grouping.

- a. **Parent Communication and Student Connection will be supported** - Clear instructions and expectations will be shared with parents including attendance and participation. Parents will be expected to follow up with their children on a daily basis.
- b. **Access to Instructional Resources will be facilitated** - The school will provide technology devices, digital and paper instructional resources to parents to support student learning.

Parents must inform the school prior to August 26, 2020 if they are going to commit to online learning until January 2021.

Expectations for visitors and other service providers entering the school

- Visitor log: keep accurate records of any person other than students and staff entering the building, their reason for entering, and the locations they have accessed in the building . Any approved visitor must complete self-screening and provide follow up contact information
- Restrict vendor access to the school to times when students are not present.
- Restrict the number of people in the school building who are not students or staff to a minimal number and ensure that someone is assigned to enforce the rules.
- Parents and other visitors will not be permitted to enter the building unless we have a predetermined and preapproved appointment. Parents must make appointments with administration to address concerns over the phone or via email.
- Delivery drivers, contractors, other service providers, etc... must complete a Pre-Screening COVID-19 Assessment prior to their entry to the building.
- When a school visit is essential, the school must screen visitors using the screening table before they enter the school. If a visitor answers YES to any of the questions, the individual must not be admitted into the school. In the case of a delivery driver answering YES, the driver/school will make alternate delivery arrangements. The office manager can pick up delivery items at the door.
- All service personnel will be subject to a thermometer check and must wear a mask to enter the premises.

Risk mitigation for high traffic areas in school facilities

Schools must institute controls to promote physical distancing between all attendees in areas in and outside of the classroom, including hallways, washrooms, and common areas

Almadina will be taking the following measures to comply with Risk mitigation for high traffic areas in school facilities guideline:

- Mandatory masking- Students in Grade 4 and up and all staff members must wear masks throughout all common areas and where social distancing is not possible, such as hallways, washrooms, and common areas and classrooms. Younger students will be encouraged to wear a mask.
- Removing and restaging seating in public areas to prevent gathering
- Limiting bathroom occupancy and discouraging restroom use during transition times..
- Scheduled restroom breaks to avoid overcrowding
- Eliminate school wide activities and assemblies that combine classes or grade levels. The Remembrance Day will be an online event.
- In locations where students line up, place social distancing decals on the floor to indicate appropriate social distancing
- Make alternate plans for whole staff gatherings, these will be held outside for staff meetings.
- Support staff have been assigned to actively monitor high traffic areas to enforce physical distancing, hand hygiene and no-gathering instructions.

Common and shared Spaces

Although the majority of our Physical Education classes will be taking place outside, gymnasiums are open for use and may be used to deliver physical education programming as needed, for example during extreme weather conditions.

Instructional tasks should follow the guidelines contained in:

<https://www.alberta.ca/assets/documents/covid-19-relaunch-sports-physical-activity-and-recreation.pdf>

- The gymnasium may also be utilized for instruction other than PE. It may be divided into two classrooms as needed. Those classes will be separated by a heavy duty partition.
- If the gym is used, doors will be opened to increase air flow
- Any physical gym activities will not involve shared gym equipment
- There may be a shorter gym class or rotated with outside and inside activities to make smaller groupings
- The stage space will also be utilized as well while also maintaining the physical distancing guidelines as much as possible
- Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use.
- School assemblies or other large gatherings (e.g., concerts or dances) must be avoided and virtual options can be offered for events like Remembrance Day.

Monitoring and Responding to Illness

Almadina will be taking the following measures to comply with the Responding to Illness Guidelines:

- Staff members, parents, and children/students must not enter the school if they are feeling sick, have flu-like symptoms, or are displaying symptoms of COVID-19.
- If a student develops symptoms while at the school, the student will be asked to wear a non-medical mask if they are able to, and be isolated in a separate room. Parents will be contacted immediately for the student to be picked up. If parents are not able to pick up their child, they must assign a designate to do so.
- All items the student touched/used while isolated will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected will be removed from the classroom and stored in a sealed container for a minimum of 10 days.
- Almadina will keep records of a student's known pre-existing conditions. If a student develops symptoms, the student 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.

Student Transportation

Almadina will be taking the following measurements to comply with student Transportation Guideline:

https://docs.google.com/document/d/1vVlxRzuT1U0I5uh1wTQzP6gJMqnWI4gJAHeUY0u_2go/edit

- Parents must not be in the direct pick-up area or enter the bus at any time.
- Encourage those parents who are able to drive their children to drive them instead of using bussing.
- The driver should be provided with a protective zone, which may include: a face mask, shield and sneeze guard
- Any student getting on the bus who is in Grade 4 and above must wear a mask
- There will be disciplinary follow up if a student in Grade 4 and above removes a mask during a bus ride
- Increase frequency of cleaning and disinfection of high touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS prior to each run as per First Student protocols
- Assigned seating on the bus to assist with contact tracing.
- Travel/transportation of children and students must follow public health measures in place.
- Family members will sit on the same seat and a seating plan will be shared with the school
- Students will load from the back
- Students start unloading from the front seats
- If a child becomes symptomatic during the bus trip, The driver will contact the school to make the appropriate arrangements to have parents contacted to meet the child at the bus.
- The student who is ill should be met by a staff person and physical distancing should be observed
- The parent of the ill student will be contacted, close contacts of the student will need to be identified and monitored
- Increase frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS prior to each run. - It is recommended that vehicle cleaning logs be kept.

Mental Health Supports:

- Staff will collaborate and review supportive conversations for dialoguing with students as they return to school, acknowledge experiences and focus on actions and thinking to move forward
- Students will be staggered for the first two weeks to ensure relationship building is prioritized
- Establishing routines is important to provide security and comfort for students
- Wellness Empowerment Program staff and school counselors are available to support teachers in establishing a positive caring environment
- C.I.R.T. staff members will provide additional support, in consultation with the principals
- Almadina is continuing to pursue collaborative partnerships through additional government funding available at:
<https://www.alberta.ca/mental-health-and-addiction-covid-19-community-funding-grant.aspx>

- **Other resources:**

Help in tough times:

<https://www.albertahealthservices.ca/amh/page16759.aspx>

Helping children cope with changes resulting from COVID-19:

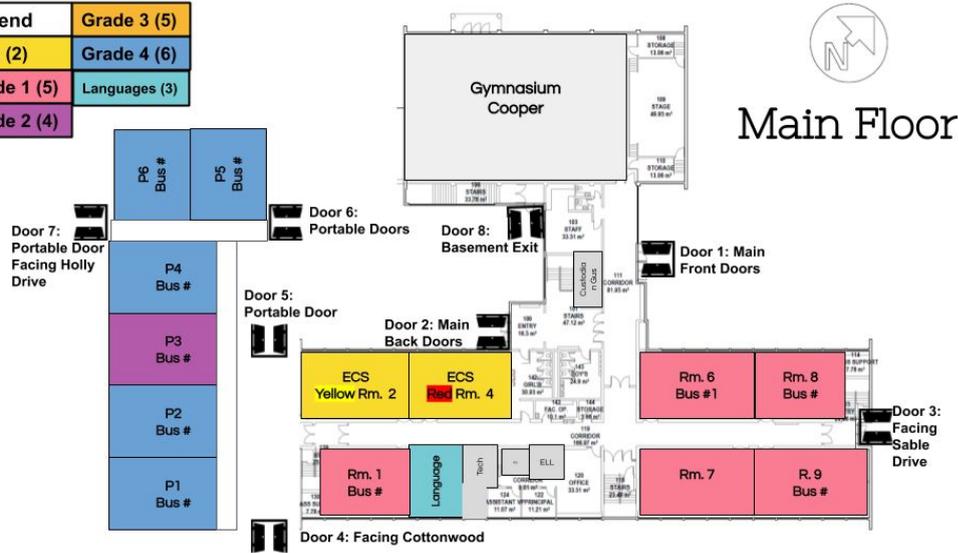
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html>

Mental Health Helpline: 1-877-303-2642. Toll free line provides confidential and anonymous services, crisis intervention, information about mental health services and referrals to other agencies.

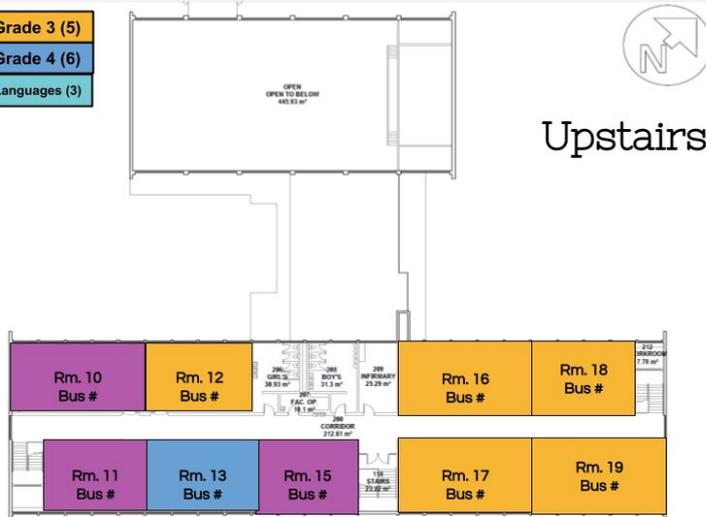
Maps

Mountain View

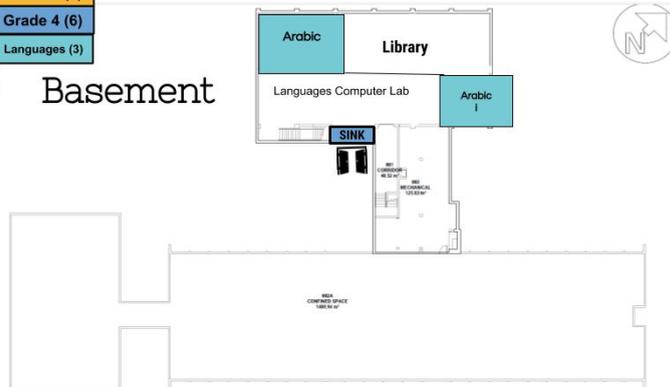
Legend	Grade 3 (5)
ECS (2)	Grade 4 (6)
Grade 1 (5)	Languages (3)
Grade 2 (4)	



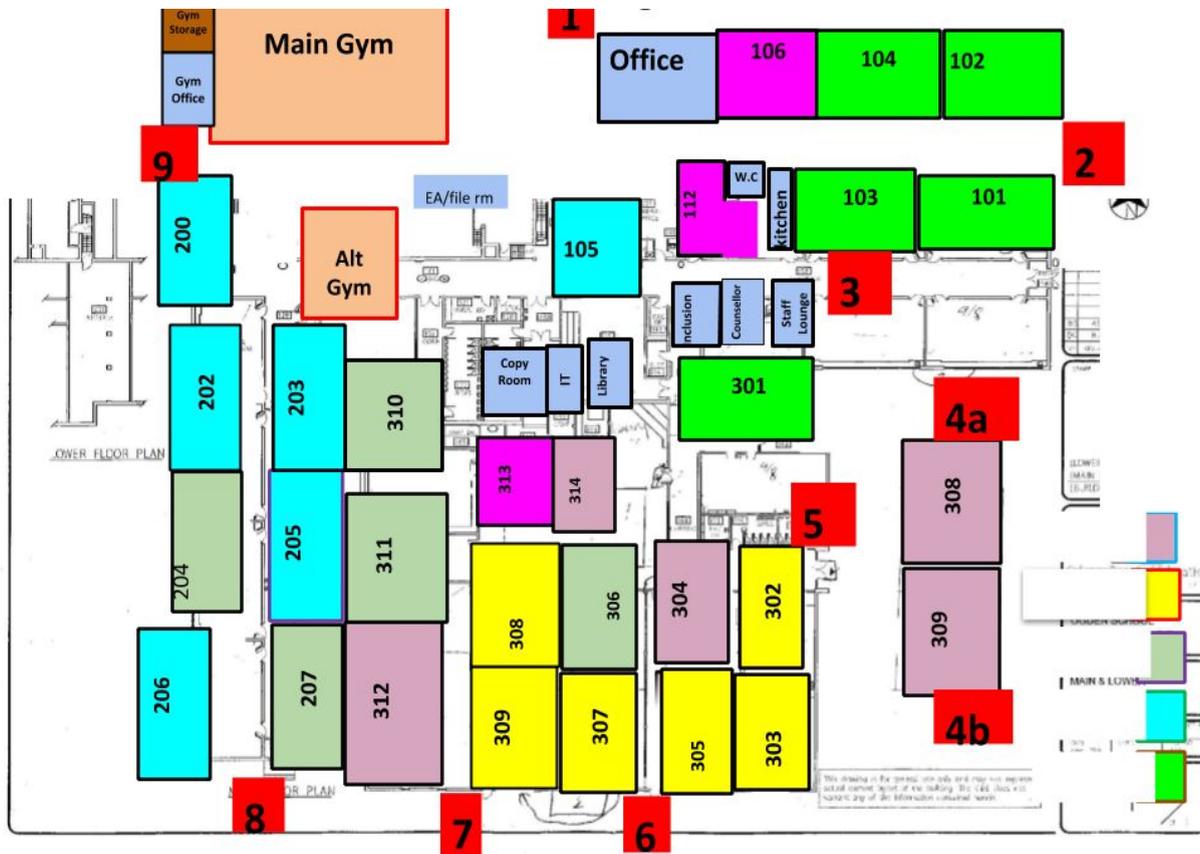
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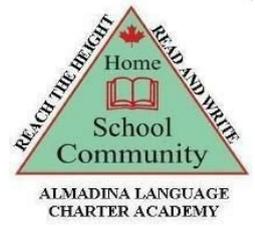


Legend	Grade 3 (5)
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Ogden Map





Parent Agreement for self-screening and drop-off/pick-up protocols

To read about our Parent Protocols Agreement please visit

<https://app.luminpdf.com/viewer/5f355b6ef102df0013538650>