

Medicine Hat Catholic Board of Education



***St. Louis School***  
**2020-2021 School Re-Entry Plan**

***Mr. R. Blackmer***

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

## Principal's Message

Welcome back everyone! The following document has been designed to inform the parents and guardians of St. Louis School of the many precautionary measures that will be in place to promote the health and wellbeing of our students, staff and school community. It is important that as our schools reopen, children along with parents and guardians feel safe and cared for every day. It is our goal that our schools remain open and that we can continue to deliver the highest quality of education at this time. Some of the main points to be stressed, that are mentioned in detail in this document are as follows:

1. Extra custodial staff has been hired to ensure continual cleaning and disinfecting throughout the school day and before and after school hours.
2. The use of masks and face shields will be used by all staff.
3. Students in grades 4-6, as directed by the province, will be required to wear masks when in the hallways and when they are not seated in their desks, one in front of the other. Masks need not be worn when students are outside.
4. When in the school, students will remain within their grade configurations as much as possible (cohorting).
5. All visitors to the school will be required to wear masks and parents will be asked to drop off their children at the door.
6. Our breakfast and lunch program will continue.
7. Physical distancing will be part of our daily routine.
8. Hand washing and hand sanitization will be practiced and encouraged throughout the school day by all staff and students.

## 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](mailto:MOH.South@ahs.ca) (403)388-6111
- Weekends /Statutory Holidays – 24 hours : [MOH.Edmonton@ahs.ca](mailto: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 parents, 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

#### Physical Distancing:

- Upon lining up after all recess bells, students will remain in single file, two metres apart before entering the school. Kindergarten and grade one students will use the southeast entrance and grades 2-6 will use the southwest entrance.
- There will be staggered dismissal times at the end of the day
- Students and staff **MUST** wear masks in common areas such as halls  
And bathrooms
- Parents and guardians dropping off students, particularly the ELP children, will drop their children off at the front door and staff will escort the students into the classrooms.
- Parents are asked to call the school to book an appointment if they wish to speak to a teacher or the principal.
- Parents, when absolutely necessary need to enter the school, will be required to wear a mask.
- Inside the classrooms, students will be seated one in front of the other, or when possible, with their desk apart from other children.

- St. Louis School will not have large gatherings in the gymnasium (assemblies/religious celebrations) until otherwise directed that it is safe to do so.
- When possible, PE classes will be held outdoors.
- Teachers will plan physical activities that do not include a lot of physical interactions.
- Recess dismissal and entry times will be staggered to ensure less students in the hallways and stairwells at one time.
  - All equipment will be sanitized prior to use and after use.
  - Staff will use masks when unable to keep social distance in the classroom. If a student needs staff support at their desk, students and staff will be required to wear masks. Alberta Education will be providing two reusable masks per child. The school will have a limited supply of paper masks available when needed.
  - Dismissal time will be staggered by grade at the end of the day.
  - On the first day of school, Aug. 31, parents who are accompanying their children to school will be asked to remain outdoors. Any specific questions or concerns will be addressed by the principal upon request later in the day either by phone call or by appointment. Teachers will spend a portion of the morning discussing new procedures that we will be undertaking as a school to practice social distancing and sanitation.
  - Mr. Blackmer will also be visiting each classroom in the morning to address any student or staff concerns that may arise.

### **Cohorting:**

- Students will remain in their grade configurations throughout the day with the exception of grade three students who will assemble as one group for mathematics
- Assigned seating will be mandatory in all classrooms.

### **Classrooms:**

- Our grade configurations will be as follows:  
ELP, Kindergarten, Grade one, Grade Two/Three, Grade Three/Four and Grade Five/Six
- Students from grades 1-6 will not face each other within their grade configurations.

- Grade one students, due to the small numbers may use the music room for their music classes. The other classes will have music class within their classrooms with the teacher instructing from the front of the classroom.
- Assigned seating will be mandatory in all classrooms.

### **Office, Staff Room and Shared Space Access**

- Signs
- Authorized Maintenance and/or Operations Staff must wash hands as per appropriate hand washing protocol when entering a school and prior to entering the student area and only enter when the area is unoccupied or for emergency maintenance.
  - Two additional tables have been placed in the staff room so that staff can sit apart from each other during break times.

### **Access Control:**

- Parents and Guardians will have access to the school through the front door only if they have already booked an appointment.
- For the immediate time, the front doors will be locked during school hours.
- Essential visitors please enter through the main doors and must wear a mask.

### **Arrival Protocol:**

- Parents/Guardians will remain outside and staff will meet their children at the door.
  - Students will be required to wear a mask if they are riding the bus.

### **Food and Nutrition Services:**

- Lunch Services will continue to be offered at St. Louis School as well as our breakfast program in the classroom.
- Gloves and proper sanitation protocols will be in place.
- Lunch will be buffet style with each child being handed out his or her food portion by the lunch staff.
- Lunch will be delivered to each classroom to avoid line ups in the hallway.

### **Paper Handling:**

- Paper towels will be provided in the washrooms instead of air hand dryers.
- Library books will be stored in plastic containers upon return for a minimum of 24 hours before being placed back on the shelves.

### **Hand washing Facilities:**

- Each classroom has a sink for handwashing as well as a hand sanitizer station. These areas will be cleaned regularly by our custodial staff. Children will be required to use these stations regularly, especially after recess and before consuming lunch or snacks.

### **Infirmary Room:**

- After the infirmary room is used, custodial staff will be notified so an enhanced cleaning as can be conducted.

### **Water Fountains:**

- a. Cleaning schedule – custodians
- b. Bottle fills available at each school

### **Playgrounds:**

- Regular cleaning and sanitization

### **Practice Fire Drills, Lockdown, and Hold and Secure:**

- At the beginning of the school year, fire drills will be carried out with individual classes going outside to practice the proper formation.
- Lockdown drills will continue to take place but instead of children gathered in a common space in the classroom, they will remain at their desks or tables and sit quietly.

# School Program & Activity Guidelines

## 1. Activity Planning:

- At this time, additional activities such as school wide assemblies, attending Mass at St. Patrick's Church, and field trips have been postponed.

## 2. Music Program:

- Music classes will take place within the classroom at this time, with the exception of our grade one and kindergarten students, as their numbers will permit the use of the music room and still maintain social distancing.
- The use of woodwind instruments (recorders) will not be permitted at this time nor singing. Materials used by students (rhythm instruments or guitars) will be sanitized after use. Guitars will be numbered and given to a specific student each time.

## 3. Field Trips:

- Until further direction, all field trips will be cancelled

## 4. Gymnasium:

- Use of shared items or sports equipment is discouraged. Equipment that is shared must be [cleaned and disinfected](#) before and after each use, and users must perform hand hygiene before and after each use.
- Students will continue to have their own locker in the hallway. Locker surfaces will be disinfected by custodial staff daily. Measures will be implemented so students can access lockers while maintaining social distancing.

## 5. Extracurricular Activities:

- No extracurricular activities will be planned or carried out at this time.

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

Our NFNA will not be able to operate after school care at this time.

A letter will be sent to those parents who have used this service in past years.

# Student & Staff Health

## 1. Stay Home When Sick:

- Parents and Guardians must not send children to school if they show any signs of illness.

## 2. Mandatory Daily Health Checks:

- Temperatures will be taken with our touchless thermometer for all students suspected of being ill.
- Secretary will keep a record of student symptoms when parents call-in. We will have on record any prior medical conditions.

## Illness While On-Site:

- After the student is picked-up, post a sign indicating the room must be cleaned and contact the appropriate custodial staff.
- All items the student touched/used that day must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected (i.e. paper, books, cardboard puzzles) must be removed from the classroom and stored in a sealed container for a minimum of 10 days.
- If a student is showing a symptom, they will be removed from the classroom and provided with a mask. The family will be notified and it will be requested that the student is picked-up and tested for COVID-19.
- If a staff member becomes ill during the day, arrangements will be made for a substitute teacher to come in. Healthy staff members may supervise the class so that the ill teacher can go home and isolate. Staff will be permitted to return when deemed safe to do so.

## 3. Students and Staff with Pre-Existing Conditions:

- Constant communication will be maintained with our parents of children with pre-existing health conditions. Extra precautions in respect to social distancing and sanitation or workplaces for these students will take place.

#### 4. Confirmed case of COVID – 19

- Individuals will be required to remain away from the school for the minimum of 14 days or until he/she exhibits no signs of Covid-19.

#### 5. Student Hand Washing Requirements:

- After coming in from recess, including before school
- Before snack and lunch times
- After using the washroom
- After gym classes
- Before and after using shared classroom materials.

#### 6. Staff Hand Washing Requirements:

- Throughout the day, especially upon entering and leaving the classroom for lunch or recess breaks and before using the photocopier and other shared materials in the workroom

#### 7. Learners with Diverse Needs:

- Increased precautions will be taken with our students with diverse needs including constant communication with parents, continual sanitization of work areas, social distancing and constant wearing of masks by staff working with the student.

## Personal Protective Equipment (PPE)

### ● **Cleaning Schedules:**

- The school will be cleaned thoroughly every evening after the school is closed.
- High touch points will be cleaned multiple times during the day.
- Supplies (paper towels, soap and spray bottles) will be checked daily when the area is unoccupied.
- If supplies are low contact the custodian or school administration.
- Custodial Staff must be made aware if the infirmary area has been occupied. Cleaning is required prior to next use.
- The following surfaces are disinfected daily:

- **Classrooms:** Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers.
  - **Hallways and Corridors:** Light switches, elevator buttons, stair railings, water fountain push buttons & mouth pieces, entrance door handles, alarm panels, inside handicap door buttons
  - **Washrooms:** All surfaces
  - **Offices:** Desks, chairs, telephones, light switches, doorknobs, copier
- **Cleaning by Staff Supporting Learners with Diverse Needs:**
    - For those staff working with students with diverse learning needs a mask will be worn at all times. Regular surface cleaning will also be mandatory throughout the day.
- **Keyboards – Electronic devices:**  
(Disinfected by staff after each use).
- **Shared Printers, Touch Screens**  
(Disinfected by staff after each use).
- **Toys and Sports Equipment:**  
(Students will not be permitted to share or borrow materials from other students. When it is necessary that an item is shared, the teacher will disinfect the item prior to giving it to the student).

## 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**

		<b>CIRCLE ONE</b>	
1.	Do you, or your child attending the program, have any of the below symptoms:		
	• 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.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you or your children attending the program had close <u>unprotected*</u> contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	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 be a case of COVID-19?	YES	NO

\* “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](#)

