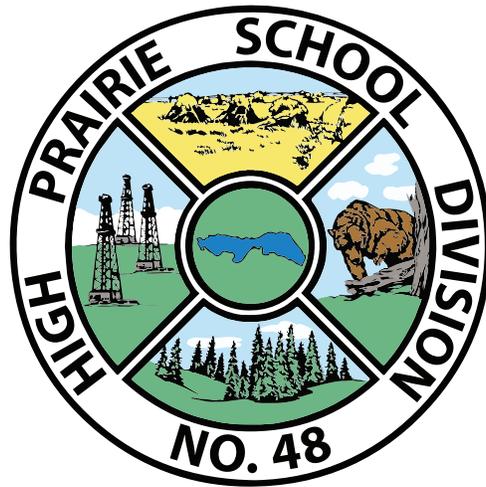


# High Prairie School Division 2021-22 School Re-Entry Handbook



*This plan is being developed to accommodate the re-entry of schools with Contingency Scenario 1: in-school classes (near normal with enhanced health measures).*

*Implementation of the division re-entry plan is subject to change based upon new information and direction from the Chief Medical Officer of Health and Alberta Education. It is developed using the most recent available information related to the COVID-19 pandemic.*

**Revised November 23, 2021**

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## Preamble

Whereas the safety and wellbeing of students and staff come first.

- All schools will adhere to the standards, guidelines and direction from the Chief Medical Officer for Health (CMOH) and Alberta Health Services (AHS),
- Psychological safety measures and trauma-informed practice will be valued and implemented alongside physical health and safety measures,
  - Team members, including our Educational Psychologists and Wellness Counsellor, trained in trauma-informed practice, will provide support.
- Staff and student workloads and mental health will be monitored and addressed.

Whereas the [two contingency scenarios for the 2021-22 school](#) year are:

- **Contingency Scenario 1: in-school classes** (near normal with enhanced health measures),
- **Contingency Scenario 2: at-home learning** (in-school classes are suspended/cancelled).

Whereas this plan is developed for Contingency Scenario 1: in-school classes in September under near-normal operations, as per the direction of Alberta Health Services and the Minister of Education.

Schools may exercise staggered entry when school begins this fall.

- High Prairie School Division (HPSD) will 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,
- Schools need to be prepared for increased student and staff absenteeism and the isolation period accompanying some illnesses,
  - This may necessitate the delivery of learning from a distance as the isolation period will prolong student and staff absenteeism.

- Schools and the school division must be prepared to move between contingency scenario 1 (in-person learning) to contingency scenario 2 (learning from home).

Whereas effective and ongoing communication with all community partners, parents, caregivers, students, unions, and employees is an essential aspect of successfully implementing these guidelines.

Whereas the definitions and requirements for mandatory isolation and quarantine are defined by the Government of Alberta on their website, <https://www.alberta.ca/isolation.aspx>.

**Isolation** helps prevent the spread of COVID-19 by reducing the number of people you could infect if you're sick. This means staying home and avoiding situations where the virus could spread.

- Albertans are legally required to isolate for 10 days if you tested positive or have any core symptoms that are not related to a pre-existing illness or health condition.
- If you have symptoms, take the online assessment to arrange testing.

**Quarantine** is intended to limit potential spread from people who have been exposed to COVID-19 but have not yet developed symptoms or tested positive.

- As of July 29, 2021, close contacts of positive cases are no longer required to quarantine for 14 days.
- Federal border measures and quarantine laws still apply for all international travellers entering Canada.

## 1. Communications

### 1.1 [Screening Questionnaire](#)

- Parents, students, and school staff must review the self-screening questionnaire each day before going to a school building. Visitors must also use this questionnaire to determine if they may enter a school.

**PLEASE NOTE, THE ABOVE SCREENING QUESTIONNAIRE DOES NOT SUPERSEDE ANY REQUIREMENTS FOR ISOLATION OR TESTING.**

### 1.2 Awareness Campaign

The following will be prepared for use in/by schools:

- Banners for each school/site will include the [screening questionnaire](#) and the general messaging about physical distancing, hand hygiene, wearing masks, avoiding contact, and if you're sick, stay home,
- Social media - banners in the header of each school Facebook page will be replaced with information on the school re-entry plan,
- Website - information on the HPSD website, [hpsd.ca/COVID19](https://hpsd.ca/COVID19), will reflect the school re-entry plan.

### 1.3 Media Inquiries

- All media inquiries related to COVID-19 shall be directed to the Learning Support Centre.

## 2. Wellness and Wellbeing

Wellness and the wellbeing of students, staff and school communities are a priority in relaunch. Schools and staff are collectively responsible for fostering safe, caring and welcoming environments that provide a continuum of support and services for their students' physical, social, and mental wellbeing.

An impact assessment of the students and staff is crucial as part of a trauma-informed transition back into classrooms. Ongoing 'check-ins' can assist in gathering important data to inform the level, if any, of trauma response and recovery necessary for effective support and responses in the school community. In supporting resilience within this environment, the following focus for learning will be:

### 2.1 Positive Behaviour Supports

Positive Behaviour Supports is a well-rounded approach to supporting the mental health and wellness of **students and staff**. Positive behaviour supports will be infused with:

- A trauma-informed lens, which means being sensitive to the impact of trauma on self and others. Supports are utilized to enable individuals to regulate and de-stress.
- Psychological First Aid principles to approach people in need of aid and to support access to resources to fulfill the need.

Positive Behaviour Supports Provide:

- A focus for leadership in fostering the conditions that support mental health and wellness through:
  - *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 in relation to their mental health and wellbeing. 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 support 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 support and services.
- For all staff, evidence-based approaches in ensuring a holistic approach to mental health and wellness will include the above as well as a focus on:
  - positive and safe relationships (priority),
  - social-emotional competencies (priority),
  - positive reinforcement,
  - clear, consistent expectations,
  - clear, consistent responses and

- consequences,
  - modification of the environment.
- More information on positive behaviour supports can be found at:
  - Alberta Education: [Positive Behaviour Supports](#),
  - Alberta Education: [Trauma-Informed Practices](#).

or 911 for emergency response), and fill out the AHS Online Self-Assessment tool to determine if they should be tested.

- Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

## 2.2 Available Supports

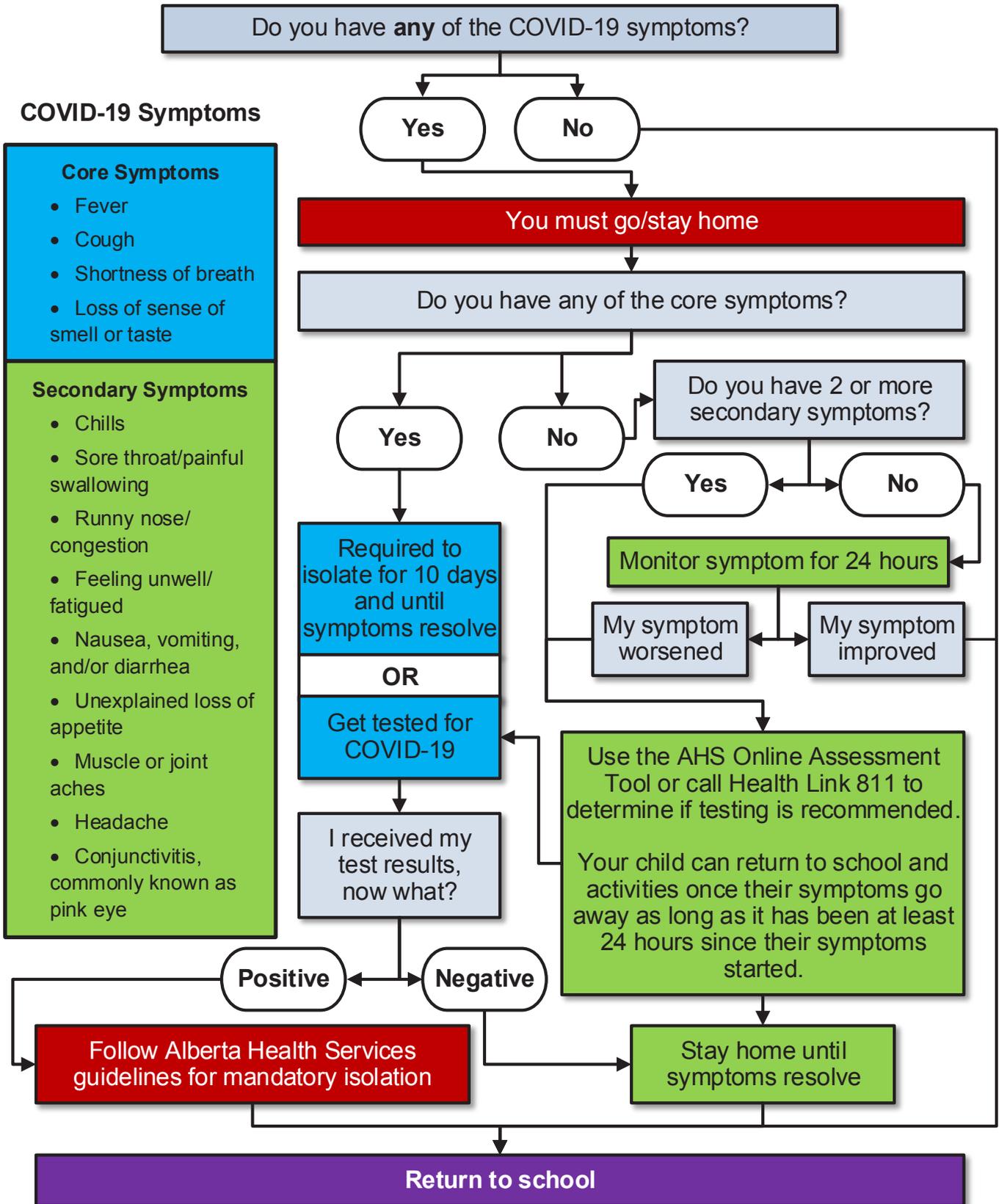
- HPSD Educational Psychologists and the Counselling Consultants will provide PD and support.
- HPSD [Employee Wellness](#) resources are available through the Alberta School Employee Benefit Plan.
- The Government of Alberta has put in place [expanded mental health supports](#) for Albertans in recognition of the unprecedented efforts already in place to slow the spread of COVID-19. There are additional resources on our website at [hpsd.ca/helplines](https://hpsd.ca/helplines) and [hpsd.ca/wellness](https://hpsd.ca/wellness). You can also go to the [Alberta Health Services website](#) for additional support.

## 2.3 Mandatory Daily Health Checks

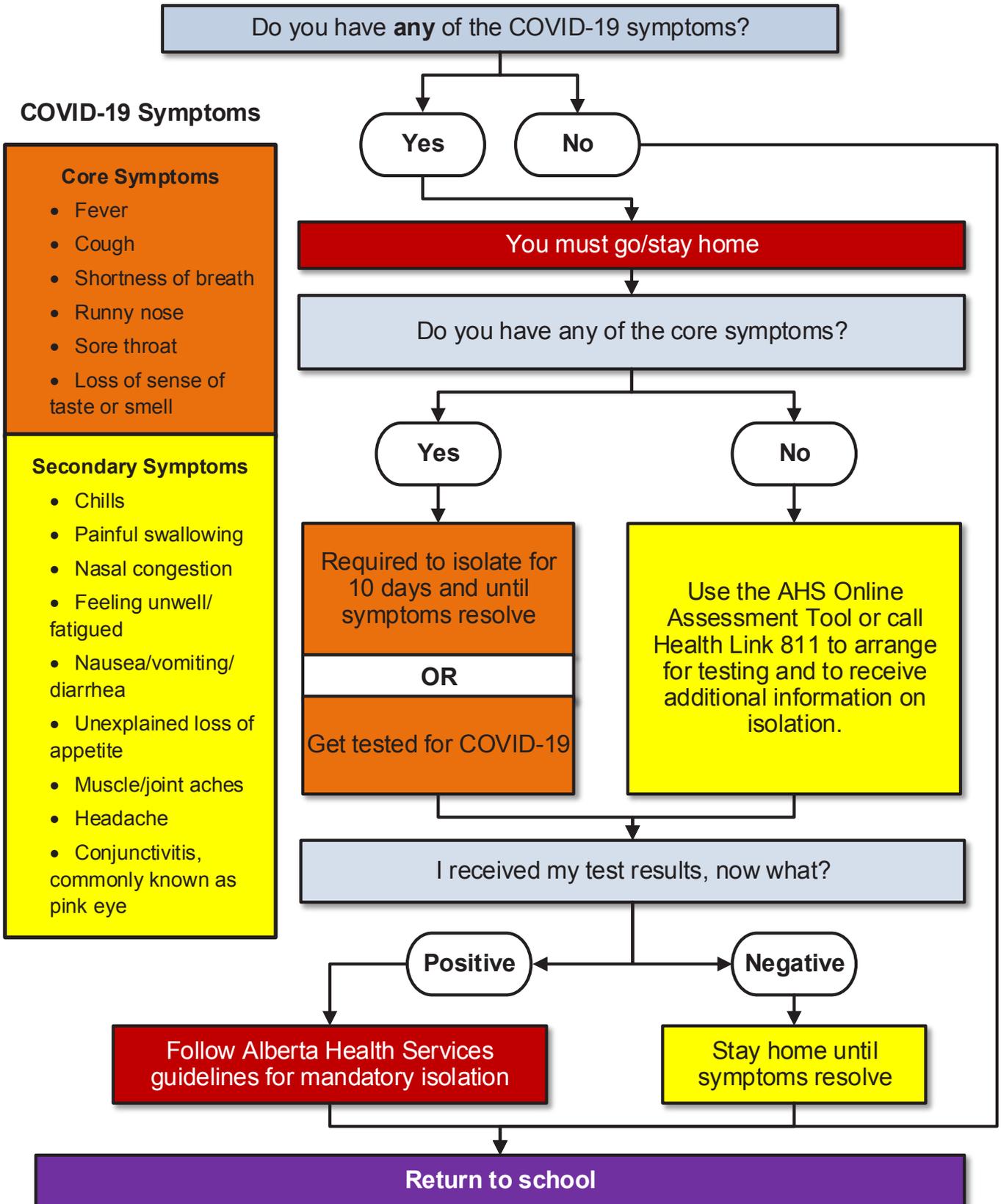
- Before leaving home, staff, students, visitors, and volunteers who access the school for work or education, must self-screen for symptoms each day that they enter the school using the attached tool ([see Screening Questionnaire](#)).
- Parents and students shall be provided with a copy of the screening tool upon school registration with the expectation that it needs to be completed on a daily basis.
- Schools shall 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 should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.
- Anyone that reports symptoms shall be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner,

**2.4 COVID-19 Symptom Flowchart for Youth and Adults**

**COVID-19 SYMPTOM FLOWCHART FOR CHILDREN UNDER 18**



**COVID-19 SYMPTOM FLOWCHART - ADULTS 18 YEARS AND OLDER**



**3. Curriculum and Instruction**

HPSD feels the best option for student learning is with in-person classes, and we recognize that there are students and parents who would like to know what alternatives are available.

**Homeschooling** - Parents choosing home education, supervised by a willing school authority, have the primary responsibility for planning, managing, providing, evaluating and supervising their children’s courses of study. **Students who enroll in homeschooling would not be eligible to return to in-person classes with HPSD after September 30.**

**Different School Authority** - Parents could choose to enroll in a different school authority. **Students who enroll in a different school authority would not be eligible to return to in-person classes with HPSD after September 30.**

**3.1 Plans for Students Requiring 1:1 Intervention**

Students requiring specialized supports or interventions are addressed on a case-by-case basis to determine the levels of support required to safely deliver educational programming. Any specialized supports will be noted in the ISP. Staff working with students that have Behaviour Support Plans in place must review these plans prior to working with the child.

**Learners requiring physical intervention (e.g. eating, toileting)**

- Use good hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, napkins, or dispensing equipment to handle food,
- Frequently wash hands with soap and water,
- Parents will be asked to provide food in clean containers and include their own utensils,
- Place all parent/guardian-provided food items in a designated area upon arrival.

**3.2 Learning Plans**

- Students will be returning to in-person schools this fall; however, everyone needs to be nimble to changes determined by AHS and Alberta Education. HPSD will work with

all staff, especially teaching staff members, to ensure a smooth transition to online learning should that be necessary. To accommodate the different learning environments in which students will be engaged, the curricular outcomes, and hours of instruction, teachers are expected to follow the Guidelines from Alberta Education.

- While teachers will maintain high expectations for learning and achievement, which are paramount in the development of all learning plans, consideration shall be given based on individual student circumstances.
- Teachers will participate in the collaborative grade level/subject area teams that will:
  - meet regularly for scheduled collaboration times,
  - develop common long-range plans
  - learn together and build efficacy by sharing practices that best enhance the learning process both in classrooms and remotely for the developmental age of their learner,
  - align learning plans to provide consistency of remote learning expectations in terms of time required and number of tasks,
- Classroom teachers are responsible for providing instructional material to students who are at home sick or in isolation. Teachers must also be prepared to continue programming and content delivery in the event they are at home in isolation.
- Caution will be used when live streaming classroom activities of teaching.
- Published classroom videos should never show students nor reference student names.
- Students at a distance will not record any live class.
- Teachers supporting students at home sick or isolating will use online conversations, digital assessments, submitted work, and student online activity to offer prompt, relevant feedback, coach students on next steps, answer questions, and track student learning.

### 3.3 Learning Supports

- All teachers or teacher teams will ensure regular, ongoing opportunities to students for:
  - Individualized support,
  - Collaborative learning and student connection,
  - Direct instruction,
  - Feedback for learning.
- Resources that support diverse student learning needs (e.g. English language learners, Learner Profiles and Student Supports, Francisation).
- [Learn Alberta Inclusive Education Library](#).

### 3.4 Assessment

- Diagnostic and pre-assessments will be used to plan for differentiation and interventions. School processes to gather, record, and share data, such as Collaborative Response Model structures and teacher team meetings, will be important, as will HPSD's commitment to strength-based programming.
- In accordance with [AP 360 Curriculum Planning, Assessment, and Reporting](#), teachers shall:
  - facilitate ongoing teacher-parent communications regarding student progress. This may include student portfolios in Seesaw or Google, the use of the SchoolMessenger tool for text and email, HPSD email, telephone, or Google Meet/Zoom technologies,
  - plan and model quality formative assessment practices with actionable feedback,
  - exercise professional judgment when determining overall grades based on most recent, relevant, and repeated evidence, and most consistent achievement, observations, and conversations rather than averages.
- Provincial learner assessments will resume in accordance with the Alberta 2021-22 School Year Plan.

### 3.5 Instructional Technologies

- Technology will be leveraged to enhance learning and provide continuity should

students be in-class or online.

- Student competency with the technologies used for learning will be developed through instruction and the development of relevant procedures.
- A Chromebook or iPad will be made available to each student who does not have their own device.
- Opportunities for families to develop familiarity with technologies being used for learning will be provided by schools and the Division.
- The Google Suite will be our primary method for providing the flexibility needed for continuity of learning.
- Where applicable, Seesaw will be used for K-2.
- Teachers are directed to use the HPSD teacher websites exclusively. For assistance, please contact [support@hpsd.ca](mailto:support@hpsd.ca).
- Technologies for audio and video possibilities will be available to every teacher.
- In situations where online instruction is required:
  - Synchronous and asynchronous instruction schedules will be communicated in advance to students and parents, along with the learning expectations and technology protocols,
  - Gradual release of responsibility instructional strategies will support student learning.
  - FOIP protocols must be followed.
- Teachers will use the approved Edsembl codes to accurately document student attendance.

## 4. Program Restrictions

### 4.1 Activity Planning

- For activity planning, staff shall determine the risk of the activities and whether the risk can be mitigated sufficiently. They are allowed to proceed based on the following questions as guidance:
  - Does the activity involve shared surfaces or objects frequently touched by hands?
  - What is the frequency/possibility to

- clean high touch surfaces (e.g. electronic devices, instruments, equipment, toys)?
- Age-appropriate decisions should be made in each instance.

- about current restrictions, see the webpage for public health actions.
- Music classes can go outside to play with no restrictions.

**4.2 Music Programs**

- Students are able to participate in a group performance activity (i.e., singing, dancing, playing instruments, theatre) as part of their education program curriculum.
  - Maintain 2 metres physical distancing between participating students, where possible.
  - Singers and wind instrument musicians should keep 2 metres away from other performers and individuals at all times.
  - Wind instruments should be equipped with a cover intended to prevent droplet transmission.
  - In indoor settings, groups should not sing or play wind instruments for more than 30 minutes at a time, with a 10-minute break afterwards to allow for air exchange in the room.
  - When performance activities involve singing, all singers, including students in kindergarten through grade 3, are strongly encouraged to wear masks when singing indoors.
  - As singing is a higher risk activity, students who have an exception to masking can be provided with another musical part (e.g., percussion) or if the child will be singing, they should be alone in a dedicated space or room (e.g., a different classroom, using a virtual video participation option).
  - Spectator attendance at indoor performance activities is limited to 1/3 fire code capacity. Attendees must be masked and must maintain 2 metres physical distance between households. Individuals who live alone may sit with their two designated close contacts.
- Students are able to participate in an extracurricular performance activity following the CMOH orders for general youth performance activities. For more information

**4.3 Field Trips**

- No restrictions are in place other than masking on the bus

**4.4 PE Programming**

- Gymnasiums can be used to deliver physical education programming.
- Lay coaches may come into the school with approval in advance by the Principal.
- Sports practices and outdoor activities may proceed.
- **Group physical activities** - Children and youth will be allowed to participate in group activities.
- Lessons, practices and physical conditioning activities are allowed for indoor and outdoor minor sports/activities and school athletics (for example, school sports activities that are outside of a physical education class or related part of the school curriculum).

**4.5 Use of Indoor Fitness Facilities by HPSD Staff**

- HPSD employees may resume using HPSD indoor fitness spaces for non-instructional use.

**4.6 Extra-Curricular Activities**

- As per the *Guide to Education*, extra-curricular activities complement and are not part of instructional time where there are student-teacher interaction and supervision.
- Schools shall have the flexibility to offer extra-curricular activities to students.
- School authorities, parents/guardians, students, and community members must continue to follow public health measures in place.

**4.7 Work Experience and Other Learning Experiences**

- Work experience may resume as long as risk is mitigated for all participants.
- If the work experience placement is in a workplace, the student is expected to follow

health rules set out by the workplace.

**4.8 CTS Programming**

- Students may wear non-surgical masks if working together at a food preparation station.
- Students will be taught good hand hygiene and reminded not to touch their face while sharing equipment.

**4.9 International Students**

- Once Canada lifts travel restrictions, and non-essential international travel resumes, international travel programs and international education programs in Alberta can resume if quarantine requirements and public health orders are followed.

**5. School/Site Environment**

- The [COVID-19 Hazard Identification, Assessment, and Control](#) document can be found on our website under COVID-19, resources.

**5.1 Mandatory Wearing of Masks**

- The Government of Alberta has made the wearing of non-medical **masks mandatory for all students on school buses.**
- **All students K-12 and all staff will wear masks in common areas such as hallways, libraries, washrooms and on buses and at all times in classrooms unless they are in their class, seated facing forward or they can maintain 2 metres distance.**
- **Students in Kindergarten to Grade 12 and teachers do not need to wear masks in the classrooms if the teacher is at 2 metres distance from students and students are in their seats facing forward. If students are facing each other, sitting in pods, or working together on group projects whereby they cannot distance they must be wearing masks.**
- **Neither students nor staff members need to wear masks while outside.**
- **Exceptions to the above are the medically exempt, while eating, during intense physical activity, or while outdoors.**

- Additional single-use masks will be available at schools and buses, if required.
- HPSD will make face shields available to staff as needed.

**5.2 Physical Distancing**

- 2 metres of physical distancing should be maintained, where possible.
- In situations where physical distancing is not possible (e.g., on the bus, in classrooms and while participating in some sporting activities), or for younger grades with play-based curricula, there should be extra emphasis on hand hygiene, respiratory etiquette, not attending school when ill and cleaning and disinfecting on a regular basis before and after activities.

**5.3 Cohorting**

- Students in Kindergarten to Grade 6 must be cohorted during the school day including outside at breaks and for extracurricular activities.
- Cohorting is by class. Mixing classes is not advised. This will mean no intermixed boost groups, or combined classes in K-6 unless cohorts can be separated in the classroom setting. (like two grades in a gym where they can be separated into two distinct groups).
- If multiple classes are taking the bus to a field trip excursion the school must try to separate the classes by putting one class at the front of the bus and the other at the rear of the bus.
- Once at the field trip location, classes should not be mixed
- Mixing students from other schools for extra-curricular and for field trips is not encouraged.
- Teachers can still teach multiple classes during the day one class at a time.
- **There are no cohorting requirements for 7-12**

**5.4 Classrooms**

- Classrooms, desktops, and countertops must be decluttered of all non-essential items to allow for cleaning. This will also provide a 'minimalist' type environment,

limit frequently touched items and prevent sharing of spaces and items.

- Employees and students should avoid sharing personal items. Teachers shall encourage students to refrain from sharing school supplies. Where possible, natural ventilation should be maximized by opening the doors and windows to periodically change the air.
- Fans in the classroom should be accompanied by open windows.
- Fans should not be used in the room of an infected individual (isolation room).
- Each classroom should determine the nearest handwashing station that will have access to soap and paper towels. Hand Sanitizers will be made available in classrooms and other supervised areas. If assistance is needed with moving heavy items, please notify administration.

### **5.5 Student Lockers and Personal Storage Space**

- Teachers are strongly encouraged to minimize the physical material they request students to bring from home.

### **5.6 Office and Staff Room**

- Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.
- Staff meetings may be via an online environment or face-to-face with the whole or parts of the staff.
- Face-to-face meetings must follow school and AHS guidelines and protocols around hand sanitizer use and wiping surfaces.
- Staff may use the microwave and fridge; however, they must wash hands or use hand sanitizer before and after each use.
- Photocopier room access will be limited to staff. Schools will post protocols for photocopier and workroom use. Staff are asked to limit printing. Staff must use good hand hygiene before and after using the photocopier.
- Electronic communications are encouraged.

### **5.7 Libraries**

#### **Common Areas**

- Prohibition on attendance by attendees who are sick or isolating.
- Hand hygiene (see section 8.1: Hand Cleaning Requirements).
- Coughing and sneezing etiquette.
- Cleaning and disinfection practices.
- Hand sanitizer containing at least 60% alcohol should be available at library entrances and exits and throughout the library.

#### **Layout and Flow**

- No restrictions in place

#### **Check-out and Returns**

- Staff handling returned materials should always follow hand hygiene practices.

#### **Cleaning and Disinfecting**

- Clean high-traffic areas, checkouts, and high-touch surfaces more frequently
- Provide ample waste disposal options
- Ensure waste containers are lined with plastic bags for safer garbage disposal

### **5.8 Arrival Protocol**

- HPSD will provide banners and posters to stop visitors (including parents) from entering the school without appointments. Posters will include the [screening questionnaire](#) and the school's phone number.
- Expectations for student drop-off/pick-up and entry areas at school.
- Parents/guardians shall remain outside of the school when dropping off/picking up their children.
- Approval from the Principal to enter the school can be obtained by phoning the school. Parents/guardians of learners requiring specialized support and/or 1:1 intervention will consult with the Learning Support Teacher (LST) at their child's school.

### **5.9 Expectations for visitors and other service providers entering the school**

- **Visitors may enter the school by appointment only and must be masked at all times.**
- Access to the school will be restricted and will follow established arrival protocol.

- No person shall enter the school if they are ill.
- Parents/guardians can attend the school if they are required for meetings, to pick up children, or pick up and drop off learning material. Parents will have appointments or will have called the school to gain entrance.
- When any service provider, delivery driver, or independent contractor asks to gain entrance to the school, they will be asked to use the screening questionnaire 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.
- A record of all visitors must be maintained in DocuShare and will include contact information for security and contact tracking purposes.
- Authorized Central Support, Maintenance and/or Operations Staff must complete a screening questionnaire, and follow hand hygiene as per the hand hygiene guidelines.
- The Principal will be made aware of everyone who has entered the school.

### **5.10 Food Handling**

- Activities that involve the sharing of food items between students or staff should not occur (e.g., pot luck, buffet-style service).

### **Food From Home**

- Microwaves shall be wiped down frequently.
- Parents/guardians shall be asked to provide food in clean containers with their own utensils.
- Students shall store food containers in a designated place in the classroom or in their locker and wash hands or use hand sanitizer before eating.
- Students should not be sharing utensils, dishes, and water bottles or drink containers.
- Staff may continue to use the fridges in the staff room.

### **Food Services**

- The sharing of food between students shall be restricted to a supervised food

preparation program.

- For classroom meals and snacks:
  - Food provided by the family should be stored with the student’s belongings.
  - Restrict access to food preparation areas to approved staff and students.. This does not include microwaves in student lounge areas.
  - Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
  - Utensils and gloves shall be used to serve food items (not fingers).
  - If a school is using a common lunchroom and staggers lunchtimes, ensure that all surfaces, tables, and chairs are cleaned and disinfected after each use.

### **Food Service Programs (Cafeteria and Hot Lunch)**

- Schools may adapt other areas to serve as additional dining space to increase spacing among persons in the same room.

### **5.11 Water Stations**

- If schools do not have water bottle fill stations, the water fountains can be kept open to fill water bottles.
- Schools will make plans to monitor, teach safe use procedures, and ensure regular cleaning.
- It is preferable that students fill water bottles at the fill station or the water cooler.
- Clean and disinfect water fountains, fill stations, and coolers at least twice per day.
- Place signage at water fountains, fill stations and coolers advising staff and students to:
  - Avoid allowing their water bottle to come into contact with the nozzle,
  - Wash hands with soap and water or use hand sanitizer if the water station requires them to touch a button or lever,
  - Teach students how to safely use water stations.

### **5.12 Isolation Rooms**

- The selected area will, ideally, have a sink for handwashing, a waste receptacle, be located near washroom facilities, and be near an exit. If no sink is possible, the room shall contain

hand sanitizer.

- Students shall be monitored at all times, preferably from a safe distance.
- The room must have an "Isolation - Do Not Enter" sign that can be posted while the room is in use.
- Staff shall maintain a sign-in, sign-out sheet, which shall be stored in DocuShare.
- The room must have capabilities to house more than one student, or there must be another space in the school that can be used as a second isolation room.
- The room will need to be decluttered, and all non-essential items to be removed to allow for ease of cleaning.
- After the isolation room is used, staff will be notified and conduct enhanced cleaning (See section 8: Cleaning Protocols)
- Staff members monitoring students shall consider wearing a mask (Guidance for Respiratory Illness pg 2). Students in the isolation room from Grades 4 -12 shall wear a mask unless the conditions prevent mask use.
- The use of fans is prohibited in the isolation room.

### **5.13 Paper Handling**

- Use digital photos/scans or other electronic resources in place of paper copies wherever possible,

### **5.14 Practice Fire Drills, Lockdown, and Hold & Secure**

- THIS IS NOT AN AREA TO SPEND TIME ON. IN THE EVENT OF A REAL EMERGENCY, GETTING OUT OF THE BUILDING OR INTO A HOLD AND SECURE AREA TAKES PRECEDENCE.
- Fire Drills will be conducted as per the usual schedule.
- On-site staff must be made aware of any changes to security procedures.

### **5.15 Temporary Storage Area**

- Classrooms shall be decluttered to provide a 'minimalist' type environment.
- Administrators may select a room or area, if available, for temporary storage during COVID-19.
- If extra storage is necessary, contact Jody

Frowley at [jfrowley@hpsd.ca](mailto:jfrowley@hpsd.ca) or call (780) 523-3337 if you have any questions about storage.

- Boiler, electrical, and mechanical rooms **MUST NOT** be used for storage.

### **5.16 Auxiliary Spaces**

- No social gatherings including in-person assemblies, open houses, school council meetings, ceremonies, spectators at sporting events, community use.
- Outdoor activities and field rentals can occur, but no access to the interior of our schools shall be permitted.
- Playschool users can proceed on the condition that they follow school protocol outlined in this document and that the additional custodial requirements are paid for or performed by the provider.

### **5.17 Recess/Playgrounds**

- Recess breaks may be staggered by the schools to reduce the number of students exiting/playing/entering the school.
- Playgrounds will remain open for student use.
- Playground equipment will not be cleaned by the school custodial staff, and there is no expectation that the equipment is disinfected.
- Parents may request their child(ren) not to play on the equipment. The school will attempt to honour parents' requests to the best of their ability.
- Students shall practice hand hygiene after a break and before entering the classroom.

### **5.18 Carpooling**

- Staff shall be masked while carpooling.

### **5.19 Ceremonies and Celebratory Events**

- No social gatherings including in-person assemblies, open houses, school council meetings, ceremonies, spectators at sporting events, community use.

## **6. Transportation**

### **6.1 Parent Responsibility**

- Parents/guardians are required to complete

the daily health checklist prior to sending their student on the bus using the [screening questionnaire](#).

- Parents and students shall not be in the pick-up area or enter the bus if they have symptoms of COVID-19.
- Should the student display any concerning symptoms, they must remain home until tested and cleared.

**6.2 Students on the Bus**

- **All students shall wear masks on the bus.**  
The parent will be responsible for providing and cleaning the masks regularly.
- Students will be assigned seats, and a record of this seating plan will be kept, on the bus, in the Transportation Department, and in the school. Transportation shall provide the Records Officer with the seating plans. Drivers are encouraged to involve parents during seating plan situations that may cause behavioural issues or cohorting challenges.
- Individuals must sit in the assigned seat and cannot move seats to sit with friends. Any student not sitting in their assigned seat will be reported to the school administration.
- If a child becomes symptomatic (see section 2) during the bus trip, the student will be assigned to the designated isolation seating. The driver will contact the school to make the appropriate arrangements to pick up the student at the school.
- **Student names shall not be shared by means of radio. Always use the seating number to identify the student.**
- Students on our buses will be expected to adhere to seating plans, wearing masks, and cohorting arrangements. Failure to comply may result in a student being prohibited from riding on the bus.

**6.3 Procedures for Loading and Unloading the Bus**

- Schools shall develop procedures for student loading, unloading, and transfers.
- All students and all adults must wear masks on the school bus.

**6.4 Driver Responsibility**

- The driver will be provided with reusable masks that they are required to wear during loading and unloading or any time interacting with students unless they have a medical condition that prohibits the use of a mask. A driver shall contact the Human Resources Department if their condition prohibits them from wearing a mask.
- Drivers shall develop seating plans for the students.
- Students from the same household may share seats.
- **Bus cleaning and records:**
  - Increase frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS prior to each run, seat tops, access rail. This will occur twice daily, at a minimum.
  - Vehicle cleaning logs shall be provided to the Records Manager to be stored in DocuShare.
- **Should a child display or bring to the driver’s attention concerning symptoms when getting on the bus or while riding, when safe and appropriate to do so, the driver must:**
  - stop,
  - move the student to the reserved seat at the front,
  - have the student keep their mask on unless it is causing them breathing difficulties,
  - wipe down the immediate area that the student was in, and
  - report the student’s seating number to the HPSD Transportation Department.
- If this occurs on the way to school, the HPSD Transportation department will notify the school for a staff member from the school to meet the bus to take the affected student into the isolation room in the school.
- **Student names shall not be shared by means of radio. Always use the seating number to identify the student.**
- The school will contact the parent to arrange to pick up the student.
- HPSD will provide bus drivers with:

- cleaning supplies,
- face shields,
- gloves, and
- reusable masks.
- Bus drivers shall be responsible for requesting additional supplies when needed from the HPSD Transportation Department.
- Bus drivers shall be trained in the proper use and disposal of PPE.

## 7. Personal Protective Equipment (PPE)

- Alberta Health Services (AHS) and Alberta Education require the regular use of masks for all staff and all students shall wear masks on the bus.
- Masking is generally not recommended for younger children; however, if families choose to have their children wear masks, care should be taken that the children not be stigmatized.
- HPSD will also provide the following to each school, site, and bus for use by staff where needed as a part of their job description:
  - disposable and reusable masks,
  - face shields,
  - hand sanitizer,
  - cleaning supplies, and
  - gloves.
- Staff and students are responsible for laundering their own masks.
- Each school will be provided with a supply of face shields for those requiring such protection (SLPs, OT, some Educational Assistants, some Learning Support Teachers). Staff provided with face shields shall be responsible for daily cleaning of the face shield.
- HPSD will provide disposable gloves and masks for the staff supervising in the isolation room. School plans shall include appropriate use and disposal of PPE.

## 8. Cleaning Protocols

- Schools shall make an inventory of communal furniture and equipment that do not meet the cleaning requirements and make plans to have these items removed or covered in a

material that can be cleaned appropriately. Regular cleaning and disinfection are essential to limiting the transmission of COVID-19. HPSD locations will be cleaned and disinfected in accordance with the [AHS COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities](#) document.

### 8.1 Hand Hygiene Requirements

- Handwashing with soap and water for 20 seconds is the preferred method for cleaning hands. This should be performed:
  - before leaving home, on arrival at school, and before leaving school,
  - after using the toilet,
  - before and after any transitions within the school setting (e.g. to another classroom, indoor and outdoor transitions, etc.),
  - after contact with body fluids (i.e., runny noses, spit, vomit, blood),
  - After sneezing or coughing,
  - before and after breaks and sporting activities,
  - before and after eating any food, including snacks,
  - before touching the face (nose, eyes or mouth),
  - before and after administering medications,
  - before and after food preparation, handling, or serving,
  - before and after assisting a student with eating,
  - before and after cleaning tasks,
  - when donning and doffing a mask,
  - when donning and doffing gloves,
  - after handling garbage,
  - whenever hands are visibly dirty,
  - regularly throughout the day.
- Hand sanitizer will be made available through the school for students when hand washing is not possible.
- Placement of hand sanitizer in entrances, exits, classroom entrances, high-touch equipment such as microwave ovens and vending machines and other high traffic areas.

- Place posters on handwashing by sinks and on using hand sanitizer at all hand sanitizer dispensers.

**8.2 GHS (Globally Harmonized System)**

**Requirements**

- HPSD is using cleaning chemicals approved by [Alberta Health Services recommended cleaning and sanitizing solutions](#). The use of these chemicals shall be restricted to staff trained in their use.
- Approved detergent and disinfectant products:
  - Must adhere to health requirements, and the instructions on the labels will be closely followed.
  - Disinfectants will have an eight-digit Drug Identification Number (DIN) and be approved for use by Health Canada.
- All disinfectants and detergents must be safely stored out of reach of students.
- Hand sanitizers will be available throughout the school. They will be located in areas that are supervised to ensure safe usage and adherence to best practices.
- [Safety Data Sheets](#) (SDS) for all cleaning products are available through [PublicSchoolWorks](#). HPSD staff who are using custodial products must review the SDS for the product before they use it, for the following information, but not limited to:
  - What to do in case of exposure, and
  - What PPE is required for use?
- All chemicals must be properly labelled in accordance with WHMIS requirements.

**8.3 Cleaning Schedules**

- The school will be cleaned throughout the day by staff and in the evenings by contracted janitors. Staff and custodians will use a “wipe-twice” method to clean and disinfect. Wipe surfaces with a cleaning agent to clean and wipe again with a disinfectant that destroys germs.
- In cooperation with the Custodian Supervisor and the Safety Officer, schools will continue to use their procedures and checklists for the Custodian, staff and students that should

address:

- Placement of hand sanitizer in entrances, exits, classroom entrances, high-touch equipment such as microwave ovens and vending machines and other high traffic areas. HPSD will provide hand sanitizer to the schools/sites.
- Use of disinfectants provided by the Division to sanitize:
  - High contact surfaces (including water fountains),
  - Washrooms,
  - Shared equipment,
  - Auxiliary spaces and common rooms, and
  - Other areas that may apply.
- Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. microwaves and vending machines) inside and outside classrooms.
- Supplies (paper towels, soap, and spray bottles) shall be checked daily when the classroom or area is unoccupied.
- If supplies are low, contact the school administration.
- Custodians and staff must be aware of areas that have been occupied by someone who became sick as extra cleaning shall be required.

**• It is recommended that the following surfaces are cleaned daily:**

- **Classrooms:** telephones, doorknobs, light switches, sink faucets, soap dispensers,
- **Hallways and Corridors:** Light switches, elevator buttons, stair railings, water stations, entrance door handles, alarm panels, inside handicap door buttons
- **Washrooms:** All surfaces
- **Offices:** telephones, light switches, doorknobs, copier

**8.4 Cleaning by Staff Supporting Learners Requiring 1:1 Intervention**

- Staff working with learners requiring physical intervention (such as eating, toileting, etc.) must be prepared to work with other staff to clean high-touch areas throughout the day as

needed.

- These spaces need to be left neat and uncluttered at the end of the day.
- Staff working with learners requiring physical intervention will have access to disinfectant sprays, paper towels, and PPE, as required.

### **8.5 Toys and Sports Equipment**

- HPSD staff will select the minimum number of toys.
- Selected items must be able to be easily cleaned. No stuffed toys or porous items are permitted unless they are used only by one student and are placed in a personal storage bin when not in use.
- Parents/guardians must not allow students to bring toys from home unless approved by administration.
- All toys will be cleaned/disinfected as needed.

## **9. Trusted Sources of Information**

### **9.1 AHS Environmental Public Health**

- Portal link: <https://ephisahs.albertahealthservices.ca/create-case/>
- Contact: [northzone.environmentalhealth@ahs.ca](mailto:northzone.environmentalhealth@ahs.ca) Grande Prairie 780-513-7517

### **9.2 AB Education K-12 School Re-Entry Guidance and Plans**

### **9.3 2021–2022 School Year Plan**

**10. Employee Leave Requests Regarding COVID-19**

Reason for Leave Request	Symptoms/Illness/Self-Isolation Due to COVID	Illness/Sick	Family Member with COVID Symptoms	Accommodation Due to COVID	Child Care	Family Member with Compromised Health	Travel Isolation	Refusal to Work
<b>Details</b>	<p>Adults over 18 are legally required to isolate for a minimum of 10 days if they have the following core symptoms that are not related to a pre-existing illness or health condition:</p> <ul style="list-style-type: none"> <li>cough</li> <li>fever</li> <li>shortness of breath</li> <li>runny nose</li> <li>sore throat</li> <li>loss of taste or smell</li> </ul> <p>If you have any of the secondary symptoms, you must stay home and use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation. Secondary symptoms are as follows:</p> <ul style="list-style-type: none"> <li>Chills</li> <li>Painful swallowing</li> <li>Nasal congestion</li> <li>Feeling unwell/fatigued</li> <li>Nausea/vomiting/diarrhea</li> <li>Unexplained loss of appetite</li> <li>Muscle/joint aches</li> <li>Headache</li> <li>Conjunctivitis, commonly known as pink eye</li> </ul>	<ul style="list-style-type: none"> <li>Illness/Sick leave is still accessible as per your collective agreement or appointment letter, and medical notes are required as per the agreement.</li> <li>Contact your Administrator or Human Resources at hr@hpsd.ca.</li> </ul>	<ul style="list-style-type: none"> <li>If a family member has COVID symptoms, they are required to isolate, however, the employee may still attend work while implementing extra care and precautions.</li> </ul>	<ul style="list-style-type: none"> <li>Staff with significant health related concerns that have supporting medical documentation which demonstrate an accommodation should be explored due to the COVID virus may discuss accommodations.</li> <li>Contact Human Resources for support at hr@hpsd.ca.</li> </ul>	<ul style="list-style-type: none"> <li>We recognize that some staff may choose to request a leave of absence to care for their children.</li> </ul>	<ul style="list-style-type: none"> <li>If a staff member provides care for a family member with compromised immune system, they may apply for a job protected leave.</li> </ul>	<ul style="list-style-type: none"> <li>Non-essential travel to destinations outside of Canada is presently not recommended by Alberta Health.</li> </ul>	<ul style="list-style-type: none"> <li>If an employee is at work and feels they are in a dangerous or hazardous situation, they will speak to their supervisor to start an investigation and follow our Administrative Procedure 175 Health and Safety.</li> <li>It is our goal that the Division can work with employees to find solutions.</li> </ul>
<b>Paid/Unpaid</b>	<ul style="list-style-type: none"> <li>Paid using sick time. If there is no sick time available, it will be unpaid with job security.</li> </ul>	<ul style="list-style-type: none"> <li>Paid using sick time if available and unpaid if no sick time is available.</li> </ul>	<ul style="list-style-type: none"> <li>Paid and Unpaid days as per Collective Agreement/contract.</li> </ul>	<ul style="list-style-type: none"> <li>Working under approved accommodation.</li> </ul>	<ul style="list-style-type: none"> <li>Unpaid Leave</li> </ul>	<ul style="list-style-type: none"> <li>Unpaid Leave</li> </ul>	<ul style="list-style-type: none"> <li>School holidays and/or Vacation days.</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable.</li> </ul>
<b>Application</b>	<ul style="list-style-type: none"> <li>Teachers enter absence on ESS.</li> <li>Support Staff enter absences on your timesheet (and ESS, where applicable) and identify it as COVID related.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers enter absence on ESS.</li> <li>Support Staff enter absences on your timesheet &amp; ESS (where applicable) and identify it is COVID related if this is the case.</li> </ul>	<ul style="list-style-type: none"> <li>Personal leave, Family medical if taking a family member to hospital or medical appointment.</li> </ul>	<ul style="list-style-type: none"> <li>No absence report necessary if accommodation approved by HR.</li> </ul>	<ul style="list-style-type: none"> <li>Personal Leave, no absence report required.</li> </ul>	<ul style="list-style-type: none"> <li>Personal Leave, no absence report required.</li> </ul>	<ul style="list-style-type: none"> <li>Employees must confirm in advance of travelling that they have the accrued time to be able to isolate for the required isolation period upon return and must obtain prior approval for the use of accrued vacation for both the period of travel and the mandatory isolation period.</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable.</li> </ul>
<b>What to do</b>	<ul style="list-style-type: none"> <li>Do not enter the workplace.</li> <li>Complete the AHS Self-Assessment.</li> <li>Communicate to school/site when COVID test is scheduled and the result of this COVID test once known.</li> <li>Your supervisor will contact the HPSD HR department at hr@hpsd.ca.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate to your Administrator.</li> <li>A medical note is required after three days absence.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss your situation with your Administrator. If an employee would like to take days within their collective agreement or an unpaid personal leave they may apply in writing with their request to Human Resources at hr@hpsd.ca and may qualify for other job protected leave as set by Employment Standards.</li> </ul>		<ul style="list-style-type: none"> <li>Discuss your situation with your Administrator. If an employee would like to take days within their collective agreement or an unpaid personal leave they may apply in writing with their request to Human Resources at hr@hpsd.ca and may qualify for other job protected leave as set by Employment Standards.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss your situation with your Administrator. If an employee would like to take days within their collective agreement or an unpaid personal leave they may apply in writing with their request to Human Resources at hr@hpsd.ca and may qualify for other job protected leave as set by Employment Standards.</li> </ul>	<ul style="list-style-type: none"> <li>If circumstances require you to isolate outside of your vacation time as a result of your travels, seek assistance from your Administrator and contact Human Resources at hr@hpsd.ca.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss your situation with your Administrator and follow Administrative Procedure 175 Health and Safety for refusing to work.</li> </ul>