



Holy Family  
Catholic Regional Division

# **2020-21 School Relaunch Handbook**

**Alberta Education**

**Scenario 1 (announced July 21, 2020)**

**In-school classes resume (near normal with health measures)**

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.

**Updated August 6, 2020**

# Introduction

Holy Family Catholic Regional Division developed this handbook as a reference guide for schools, students, staff, and parents/guardians. This guide is designed to support our collective responsibility to ensure a safe, caring, and welcoming relaunch that contributes to the overall Alberta relaunch plan and ensures that student learning will continue.

Implementation of this School Relaunch Plan may change based on future direction from the Chief Medical Officer of Health. It is based on the best available information and conditions related to the COVID-19 pandemic. This plan is drafted to reflect Scenario 1 and it will evolve and be adjusted as the status of the COVID-19 pandemic changes.

Day to day routines in schools will be changing to adhere to Alberta Health Services (AHS) risk mitigation strategies and to ensure multiple layers of protection for all students, staff, and community. These changes, detailed within the Handbook, contain measures such as:

- routine health screening for all students, staff, and visitors,
- enhanced cleaning and disinfecting recommendations,
- strict stay-at-home and pick up procedures for anyone exhibiting symptoms,
- physical distancing recommendations,
- reorganization of rooms and traffic flow to allow for more physical space,
- cohorting of students where possible,
- hand hygiene and respiratory etiquette expectations, and
- shared material and equipment handling expectations.

Alberta Health Services continues to put in place multiple layers of protection and new measures to control the spread of COVID-19. We understand that these changes may require some adjustments for the 2020-21 school year. As Dr. Deena Hinshaw advises, this is a collective responsibility, we all:

- must take measures to protect,
- must maintain high levels of hygiene, and
- must follow provincial health guidance to the best of our ability.

I thank all our students, parents and staff who participated in the re-entry survey in June. All feedback is being considered and will be balanced with guidelines provided by Alberta Education. All stakeholders can be assured of HFCRD's ongoing commitment to safety, learning and cooperation for student success in a Catholic community guided by Christ.

Betty Turpin,  
Superintendent of Schools

#### Acknowledgement

Holy Family Catholic Regional Division would like to thank the leadership of Northern Gateway Public School Division and Peace River School Division, and their teams for allowing us to use their School Relaunch 2020-21 Handbook Templates and some of the applicable content, as we embarked on our relaunch preparation journey.

HFCRD extends its thanks also to the Senior Administration Team and Provincial colleagues for the assistance in developing this Handbook. We thank our Board of Trustees for their approval and governance direction in the development of our relaunch vision.

Special thanks to Alberta Education, Alberta's Chief Medical Officer of Health and her team for their outstanding support.

# Index

<a href="#"><u>Introduction</u></a>	2
<a href="#"><u>Index</u></a>	4
<a href="#"><u>Principles</u></a>	6
<a href="#"><u>Objectives</u></a>	6
<a href="#"><u>Trusted Sources of Information</u></a>	7
<a href="#"><u>Communication</u></a>	7
<a href="#"><u>Provincial Health Measures</u></a>	8
<a href="#"><u>Public Health Measures</u></a>	8
<a href="#"><u>Mass Gatherings</u></a>	8
<a href="#"><u>Case Finding, Contact Tracing and Outbreak Management</u></a>	8
<a href="#"><u>Self-isolation and Quarantine</u></a>	8
<a href="#"><u>Physical Distancing and Minimizing Physical Contact</u></a>	8
<a href="#"><u>HFCRD Health Measures</u></a>	9
1. <a href="#"><u>Staff Involvement &amp; Training</u></a>	9
2. <a href="#"><u>School / Site Environment</u></a>	
2.1 <a href="#"><u>General Building Safety</u></a>	9
2.2 <a href="#"><u>Physical Distancing</u></a>	10
2.3 <a href="#"><u>Masks</u></a>	11
2.4 <a href="#"><u>Cohorting</u></a>	11
2.5 <a href="#"><u>Classrooms</u></a>	11
2.6 <a href="#"><u>Office, Staffroom and Shared Space Access</u></a>	12
2.7 <a href="#"><u>Expectations for Visitors and Volunteers</u></a>	13
2.8 <a href="#"><u>Expectations for drop-off/pick-up and entry areas at schools</u></a>	13
2.9 <a href="#"><u>Food &amp; Nutrition Services</u></a>	13
2.10 <a href="#"><u>Paper Handling</u></a>	14
2.11 <a href="#"><u>Hand Washing and Hand Sanitizing</u></a>	15
2.12 <a href="#"><u>Water Fountains</u></a>	15
2.13 <a href="#"><u>Playgrounds</u></a>	15
<a href="#"><u>Program &amp; Activity Guidelines</u></a>	15
3.1 <a href="#"><u>Scenario Selection</u></a>	15
3.2 <a href="#"><u>In-person learning</u></a>	15
3.3 <a href="#"><u>Activity Planning</u></a>	16
3.4 <a href="#"><u>Music, Dance, and Theatre Programs</u></a>	16

<a href="#"><u>3.5 CTF and CTS Programs</u></a>	17
<a href="#"><u>3.6 Field Trips</u></a>	17
<a href="#"><u>3.7 Gymnasiums</u></a>	17
<a href="#"><u>3.8 Libraries</u></a>	17
<a href="#"><u>3.9 Extracurricular Activities</u></a>	18
<a href="#"><u>3.10 Work Experience</u></a>	18
<a href="#"><u>3.11 International Programs</u></a>	18
<b><a href="#"><u>Student &amp; Staff Health</u></a></b>	19
<a href="#"><u>4.1 Stay Home When Sick</u></a>	19
<a href="#"><u>4.2 Mandatory Daily Health Checks</u></a>	19
<a href="#"><u>4.3 Illness While On-Site</u></a>	20
<a href="#"><u>4.4 Students &amp; Staff with Pre-Existing Conditions</u></a>	20
<a href="#"><u>4.5 Confirmed case of COVID-19</u></a>	20
<a href="#"><u>4.6 Student Handwashing Requirements</u></a>	20
<a href="#"><u>4.7 Staff Handwashing Requirements</u></a>	21
<a href="#"><u>4.8 Students Requiring Specialized Supports</u></a>	21
<a href="#"><u>4.9 Learners with Exceptional/Diverse Needs</u></a>	21
<b><a href="#"><u>Personal Protective Equipment (PPE)</u></a></b>	21
<b><a href="#"><u>Cleaning Protocols</u></a></b>	22
<a href="#"><u>6.1 Cleaning Schedules</u></a>	22
<a href="#"><u>6.2 Cleaning by Staff Supporting Learners with Exceptional/Diverse Needs</u></a>	22
<a href="#"><u>6.3 Shared Printers, Touch Screens, Digital Door Access Panels</u></a>	23
<a href="#"><u>6.4 Toys, Manipulatives and Sports Equipment</u></a>	23
<b><a href="#"><u>Transportation</u></a></b>	23
<a href="#"><u>7.1 Peace River School Division</u></a>	23
<a href="#"><u>7.2 Northern Gateway School Division</u></a>	24
<a href="#"><u>7.3 High Prairie School Division</u></a>	27
<b><a href="#"><u>Appendix</u></a></b>	29
<a href="#"><u>Appendix A - Safe Work Procedures COVID-19</u></a>	30
<a href="#"><u>Appendix B - Daily Health Checks for Students (SWP COVID-19)</u></a>	32
<a href="#"><u>Appendix C - Daily Health Checks for Adults (SWP COVID-19)</u></a>	33
<a href="#"><u>Appendix D - Enhanced Cleaning SWP COVID-19</u></a>	34
<a href="#"><u>Appendix E - Students Requiring Individualized Support Considerations COVID-19</u></a>	36
<a href="#"><u>Appendix F - Posters and Floor Stickers</u></a>	39
<a href="#"><u>Appendix G - Technology</u></a>	40

# Principles

Holy Family Catholic Regional Division 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, Holy Family Catholic Regional Division 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.
- Effective and ongoing communication with all community partners, parents, guardians, students, 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.
- 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.

# Objectives

As a part of ensuring continuity of learning and educational outcomes during the COVID-19 pandemic, these guidelines are intended to support Holy Family Catholic Regional Division's employees, students, parents, guardians, administrators, and school community members to:

- Be informed about public health measures and implement these to mitigate risk and ensure that all feel safe in schools.
- Understand their roles and responsibilities in maintaining and promoting public health and school safety.
- Maintain learning environments and experiences where a sense of belonging is emphasized and all students, staff, and parents/guardians are welcomed, cared for, respected, and safe.
- Ensure continuity of learning through high quality design, instruction, and assessment.

# Trusted Sources of Information

We are committed to using information from official public health agencies as trusted sources of information, including [Alberta Health Services: Alberta Education K to 12 School Re-Entry](#), the [Public Health Agency of Canada](#), and [Alberta Education](#).

AHS Zone Environment Public Health Contacts

- [Online Form](#)
- North Zone: [northzone.environmentalhealth@ahs.ca](mailto:northzone.environmentalhealth@ahs.ca) or 780-342-2000

# Communication

We are committed to providing staff and families with updates as we receive new information and direction through:

- Direct messages to parents/guardians/staff through email and/or School Messenger.
- HFCRD website
- Facebook
- Twitter
- Instagram
- Email to media

# Provincial Health 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 (ie: 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. HFCRD has implemented enhanced procedures 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 through [Alberta Health COVID-9 Self Assessment](#) and possibly be referred for testing 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, maintaining a distance of 2 metres 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. For example, younger students should be supported to have minimized physical contact with one another, while older students and adults should seek to maintain a safe physical distance whenever possible.



# HFCRD Health Measures

All HFCRD Staff must follow the applicable COVID-19 Safe Work Procedures (SWP) listed below and in the appendices.

## 1. Staff Involvement & Training

All HFCRD Staff will:

- Review this document and complete any and all orientation/training related to this document.
- Review all updates/notices provided to staff.
- Participate in any additional training and or education sessions, as required.
- Comply with the protocols of the Chief Medical Officer of Health.

## 2. School / Site Environment

School leaders and staff will utilize the following considerations to prepare classrooms and other HFCRD learning and work environments.

### 2.1 General Building Safety

During COVID-19, general building safety is of great importance in all HFCRD schools and facilities. Each school and facility must adhere to all of the guidelines listed below:

- Prior to school opening for the 2020-2021 school year, all schools will have undergone a thorough cleaning.
- Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. HFCRD locations will be cleaned and disinfected in accordance with the [Cleaning and Disinfectants for Public Settings document](#).
- Area rugs and soft furnishings that cannot be easily cleaned will be removed.
- Hand Hygiene - Students and staff are encouraged to wash their hands frequently as per the attached AHS guidelines poster. Proper hand hygiene and respiratory etiquette should be promoted. Schools must develop procedures that outline hand hygiene. Hand sanitizers will be placed at building entrances and exits, classroom entrances, high-touch areas such as microwave ovens and vending machines and other high traffic areas.
- Microwave Ovens: All microwave ovens will be removed from schools and stored for future use. Parents/Guardians could provide lunches in thermoses for warm meals.
- Vending Machines: All vending machines will not be operating.
- Water Fountains: Water filling stations will be available and all water fountains will be turned off. Students and staff are encouraged to use personal water bottles.

All schools will be cleaned as per the following schedule:

- The school will be cleaned thoroughly every evening after the school is closed.
- High touchpoints will be cleaned multiple times during the day.
- Supplies (paper towels, cloths, soap and disinfectant spray/wipes) will be checked daily when the classroom or area is unoccupied.
- If supplies are low, contact will be made with the custodian or school administration.
- Custodial staff must be aware of areas that have been occupied, and cleaning is required.

The following surfaces will be disinfected daily by cleaning staff:

- Classrooms: Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers, and all classroom surfaces.
- Hallways and Corridors: Light switches, elevator buttons, stair railings, entrance door handles, alarm panels, inside handicap door buttons.
- Washrooms: All surfaces.
- Offices: Desks, chairs, telephones, light switches, doorknobs, copiers/equipment

Additional Alberta Health Services (AHS) resources:

- AHS Infections Prevention Control [Posters](#)
- AHS Hand Washing Posters:
  - [Poster 1](#)
  - [Poster 2](#)
- How to use alcohol-based hand rub/sanitizer (AHS) [Poster](#)

## 2.2 Physical Distancing

Physical distancing (2-metre spacing) is a useful public health measure to help prevent the spread of disease. Increasing the space between persons decreases the risk of transmission. Where 2 metres is not possible between desks, the greatest possible spacing is recommended. In situations where physical distancing is not possible (i.e. busses, classrooms and some sporting facilities), masks for staff and grades 4-12 students must be worn and there should be extra emphasis on hand hygiene, respiratory etiquette, and not participating when sick.

Schools will be responsible for:

- Educating students, staff, and parents/guardians on the importance of physical distancing.
- Striving to maintain distance between cohorts by planning movements throughout the day.
- Reorganize rooms so students are not directly facing each other to allow for more physical space.
- Guide foot traffic flow through entrances and hallways by using markers on the floor or pylons/barriers.
- Avoid large gatherings like assemblies.

## 2.3 Masks

- Grade 4 to 12 students and all staff must wear masks where physical distancing cannot be maintained, including on school buses.
- Exemptions will be made for students and staff who are unable to wear a mask due to medical or other needs.
- Mask use for kindergarten to grade 3 students is optional.
- All students and staff will get 2 reusable masks.
- School staff will get one reusable face shield to use in schools at their discretion. A mask must still be worn while wearing a face shield.
- It is an expectation that all masks be appropriate for a Catholic school environment and will not be offensive or distracting.

## 2.4 Cohorting

As the risk of transmission of COVID-19 is reduced by limiting exposure to others, cohorts are recommended where possible. 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.

Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak.

It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for disease transmission (i.e., spacing between desks).

Schools will be responsible for:

- Keeping cohorts together during the day, including lunch, recess, etc. Schools will create staggered schedules for breaks to maintain cohort separation and social distancing.
- Whenever possible, having staff move to different areas to meet intact cohorts.
- The Division will work with individual schools to consider whether students will be allowed to leave school during the breaks.
- Striving to limit the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day (i.e., minimize the amount of mixing between students and different staff in the setting).
- Whenever possible, staggering transitions (i.e., class times, recess, and bathroom breaks) to minimize contacts with other cohorts.
- Assigning lockers based on cohorts.

## 2.5 Classrooms

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

accommodate space required for physical distancing, limit frequently touched items and prevent sharing of spaces and items.

- Area rugs and soft furnishings that cannot be easily cleaned and disinfected must be removed.
- Staff and students must not be sharing personal items (e.g. electronic devices, writing instruments, school supplies, food, food serving utensils, etc.). [See Appendix G.](#)
- Workspaces and desks should be separated from each other by a minimum of 2 meters.
  - If 2 metres cannot be arranged between desks/tables, students should be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student.
- Ideally, desks are to be set up in the classroom leaving a designated area open for adequate distancing during entry/exit of the classroom.
  - The number of occupied desks allowed in each classroom will be determined by current public health restrictions.
  - Unoccupied desks can be safely stored or left within the classroom.
- Access to science classrooms is permitted, following established physical distancing requirements, for instruction. If physical distancing is not possible (ie: science experiments or dissection), a virtual option must be provided.
- Access to gyms, music rooms, and learning commons/libraries will be permitted for classroom space if needed.
  - Use of shared items such as instruments will not be allowed.
  - Gym equipment use will be limited to items that are easily cleaned. HFCRD will follow and implement Alberta School Athletics Association's (ASAA) recommendations (in alignment with AHS guidelines).
- Staff will assign classroom seating to assist in contact tracing.
- Students must be provided with an area for storing personal items.

## **2.6 Office, Staffroom and Shared Space Access**

- Signs will be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold ([see Appendix F](#)).
- Access to the school office will be limited to maintain physical distancing.
- The staffroom will have a posted maximum capacity and furnishing will be arranged to accommodate physical distancing where possible.
- Staff will bring their own lunch, dishes, and eating utensils.
- Staff may use the microwave and fridge, and be mindful of sanitizing before and after each use.
- Photocopier room access will have a posted maximum capacity. Staff are asked to limit printing. Staff must disinfect items touched (copier buttons, hole punch, stapler, etc.) when finished.
- Handouts for educational purposes are allowed but should be limited.
- Access to staff mailboxes will be limited. Paper handling guidelines remain in place and electronic communications are encouraged.
- Safe arrangements for storage of personal items must be made.

## **2.7 Expectations for Visitors and Volunteers**

- Parents/guardians are required to make arrangements with the Principal prior to entering the school.
- All entrances of the school will be locked.
- Hand sanitizer will be required and made available upon entry.
- When visitors, including parents and guardians, enter the school they will be asked to use the self screening tool ([see Appendix C](#)) before they enter the school. If a visitor answers YES to any of the questions, the individual must not be admitted into the school.
- A record (sign-in) must be kept of all visitors.
- Authorized Maintenance and/or staff must sanitize hands as per the COVID-19 Safe Work Procedure ([see Appendix A](#)) when entering a school, and prior to entering the student area and only enter when the area is unoccupied or for emergency maintenance.

## **2.8 Expectations for drop-off/pick-up and entry areas at schools**

- Parents/guardians must remain outside of the school to drop off their children. They must not enter the school during high traffic times unless approved by the Principal.
- School leaders will determine student entry points, and if the drop-off and pick-up schedule needs to be staggered based on local factors.
- Physical distancing of 2 meters must be maintained regardless of the number of parents/guardians arriving.
- Parents/guardians of Learners with Exceptional/Diverse Needs will, as required, communicate with staff prior to arrival to communicate any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please consult with the administration if support is required.

## **2.9 Food & Nutrition Services**

- No food sharing for staff or students.
- Parents/guardians will be asked to have student food provided in clean containers with their own utensils.
- Students must not share utensils, dishes, and water bottles or drink containers.
- For classroom meals and snacks:
  - No self-serve or family-style meal service. Instead, switch to pre-packaged meals or meals served by designated staff.
  - Food provided by the family should be stored with the student's belongings.
  - Treats for special occasions and potluck-style meals for staff and students are prohibited.
  - Special lunch days such as hot dog days and pizza days are suspended at this time.
  - Food fundraising sales both in and out of school are suspended at this time.
  - Food preparation areas remain closed to non-designated students, staff, or visitors.

- Ensure that food-handling staff practice hand hygiene and are excluded from work if they are symptomatic.
- Students should practice physical distancing while eating.
- There must be no common food items (e.g., salt and pepper shakers, ketchup).
- Utensils, not fingers, must be used to serve food items.
- If a school is using a common lunchroom and staggering lunch times, ensure that all surfaces are cleaned and disinfected after each use.
- Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff.
- Food Service Programs (Cafeteria & Hot Lunch)
  - Food service establishments must follow the Alberta Health [restaurant guidance](#).
  - School Cafeterias must implement alternate processes to reduce the number of people dining together at one time:
    - Remove/rearrange dining tables to maintain physical distancing.
    - Place tape or other markings on floors to maintain a physical distancing of 2 metres.
    - Stagger meal service times to reduce the number of people present at any one time.
    - Adapt other areas to serve as additional dining space to increase spacing among persons in the same room.
  - Do not use buffets.
  - Dispense cutlery, napkins and other items to students rather than allowing them to pick up their own items.

## 2.10 Paper Handling

Although currently under review by Alberta Health Services, all staff must continue to follow the established HFCRD paper handling process:

- Use digital photos, scans, or other electronic resources in place of paper copies wherever possible.
- Wash/sanitize hands both prior to and after handling papers that will be shared with others. Do not share paper resources if you are symptomatic.
- Use gloves when receiving paper from external sources or leave the package untouched for 72 hours.
- Avoid touching your face; in particular, your eyes, nose and mouth. If you touch your face in these areas while working with paper, wash/sanitize your hands and/or change your gloves.
- Clean and disinfect surfaces where materials are being handled (i.e. marking homework) after completion of task.

Drop off and pick up of paper:

- School Administration will communicate the protocol.
- Students/parents/guardians are expected to follow the drop-off and pick-up of paper as per the protocol that is established by each school.

The safety of our school communities remains a priority. Be aware that drop-off and pick-up protocol is developed with an abundance of caution. All large packages will have a central location for drop off.

There is a lack of definitive information on the survivability of the COVID-19 virus on surfaces. There is also a lack of evidence on the likelihood of the virus being transmitted through the handling of paper.

## 2.11 Hand Washing and Hand Sanitizing

- Proper hand washing reminders will be placed at all hand washing and sanitizing stations ([see Appendix F](#)).
- Hand sanitizer/disinfectant wipes will be available in entrances, exits, classroom entrances, high-touch equipment and other high traffic areas.

## 2.12 Water Fountains and Water Filling Stations

Water filling stations will be available and all water fountains will be turned off. Students and staff are encouraged to use personal water bottles.

## 2.13 Playgrounds

Playgrounds can remain open as long as the [Alberta Guidance for Playgrounds](#) document is followed.

# 3. Program & Activity Guidelines

## 3.1 Scenario Selection

Any changes in the school re-entry scenario will be determined by AHS with information on local school-based and community information. We will remain in communication with public health authorities and will continue to follow their advice.

Alberta Education has indicated that HFCRD, like all its educational provincial counterparts, has the autonomy to react to COVID-19 issues regarding learning and instruction. HFCRD will communicate clear expectations if/when a change to scenario occurs.

## 3.2 In-person Learning

Schools will develop procedures and plans:

- for in-person learning that supports physical distancing where possible, and to separate cohorts to the greatest extent possible. **(See Section 2.3 above for further guidelines)**
- to best address traffic flow throughout the schools. This may include:
  - one-way hallways,
  - single direction lanes in hallways,

- designated entrance and exit doors,
  - restricted access to high traffic and gathering areas. To minimize the amount of student transition time throughout the day teachers are encouraged to move between classes instead of students moving.
- to enhance the flexibility of transitioning from one scenario to another (i.e., shifting from scenario 1 to 2 to 3) promote common planning for delivery of essential outcomes in the core subjects.
- to stagger lunch/breaks/recess to maintain physical distancing among students where possible.
- for implementing safe activities, consideration should be given to:
  - pursuing learning and physical activities where optimal physical distancing can be achieved. Guidelines for resuming indoor sport are under development by provincial bodies and will be shared when available. **(See Section 2.2 above for further information)**
  - avoid field trips and activities requiring group transportation.
  - avoid activities involving shared surfaces or objects frequently touched by hands.
  - the ease in which high touch surfaces (e.g., electronic devices, science and music instruments, tools/equipment, toys) are able to be adequately cleaned after each activity. [See Appendix G.](#)
- Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering or shouting or playing wind instruments are postponed at this time.

### 3.3 Activity Planning

For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:

- Does the activity involve shared surfaces or objects frequently touched by hands?
- Can an activity be modified to increase opportunities for physical distancing?
- What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?

### 3.4 Music, Dance, and Theatre Programs

Practice, rehearsals, and instruction of dance, music, and theatre may proceed so long as the [guidance for music, dance, and theatre](#) is followed. Music, dance and theatrical performances are cancelled at this time.

Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering, shouting, or playing wind instruments must be postponed at this time.

Consider alternatives such as:

- recording or live-streaming individual performers in separate locations,
- including more lessons focused on music appreciation or music theory,
- choosing to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments)



### 3.5 CTF and CTS Programs

For CTF and CTS programs, staff should ask themselves how they will accomplish cleaning of shared surfaces and equipment. If that is not possible, all participants should ensure they are practicing hand hygiene before and after each use. Learning opportunities should be modified, where possible, to ensure appropriate physical distancing can be maintained.

### 3.6 Field Trips

Field trips and activities requiring group transportation are cancelled at this time. International and out of province trips will follow the protocols of the Chief Medical Officer of Health.

### 3.7 Gymnasiums

Gymnasiums can be used to deliver physical education programming.

- When possible physical education should be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. [Follow the Guidance for Outdoor Activity](#) as relaunch progresses.
- Administrators and teachers should choose activities or sports that support physical distancing (e.g. badminton over floor hockey).
- Consider using auxiliary space such as gyms and learning commons/libraries to deliver education programs to aid in physical distancing.
- 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.
- School assemblies or other large gatherings (e.g., concerts or dances) are suspended and virtual options should continue to be offered instead of in person gatherings.
- Schools must follow the advice of the [Alberta guidance for sport, physical activity, and recreation](#).
- Locker Rooms and Change Rooms
  - The Division will work with individual schools to consider whether locker rooms/change rooms will be accessible.

### 3.8 Libraries/Learning Commons

- Schools will need to decide if they will use the learning commons or school library space as instructional space. Schools that decide to use the space for instruction must follow COVID-19 strategies that support physical distancing. These spaces will be cleaned and disinfected between each cohort of students.
- If the space is used for instruction, students and staff will not be permitted to access books and resources.
- The protocol to access library materials and resources will be as follows, based on provincial recommendations.
  - Students and staff will not access directly
  - Staff will submit a request for the resources

- A library staff member wearing a mask and gloves will pull the resources
- The resources will be disinfected and then delivered to the classroom
- Inside the classroom, resources will be disinfected after each use by a student
- After the resources are returned to the library, they will sit for 72 hours and then be disinfected and reshelfed.
- When staff are assigned to work in the library, all hard surfaces and the overall space will be cleaned and disinfected daily according to COVID-19 cleaning standards.
- Students should use hand sanitizer as they enter and exit the Learning Commons/Library if the area is being used for instructional purposes.
- In order to maintain physical distancing, a maximum capacity of the number of attendees allowed in the library at any given time will be posted.
- Classroom books must only be shared within a cohort. Any books shared between cohorts require 72 hours between each use and be disinfected.
- Libraries will refer to the [Alberta Guidance for Libraries](#) for procedures and processes.

### **3.9 Extracurricular Activities**

HFCRD has suspended all extra-curricular activities until Guidelines for resuming sports are developed. Alberta Education is working with Alberta Health and education partners, including the ASAA to explore possibilities for athletic activities and events within the context of current health measures.

For more guidance on outdoor sports and recreation, refer to the [Guidance for Outdoor Recreation](#).

### **3.10 Work Experience/Off Campus Programming**

Work experience/off campus programming may resume as long as the risk of infection is mitigated for all participants. The student is expected to follow health rules set out by the workplace which should comply with the [Workplace Guidance for Business Owners](#).

### **3.11 International Programs**

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

## **4. Student & Staff Health**

If students or staff are ill with any common cold, influenza or COVID-19 like symptoms they must stay home and complete the [AHS Self-Assessment](#) and follow the recommendations of AHS. Staff must advise their administrator if they are unable to attend work due to illness and follow the guidelines of the Collective Agreement and/or AP 440 Support Staff.

## 4.1 When to Stay Home

- All students and staff who have symptoms of COVID-19, **OR** travelled outside Canada in the last 14 days, **OR** were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate. These students and staff must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases **AND** their symptoms have resolved.
- Students must be supported by their school to learn at home if they are required to isolate.
- If staff members are unsure if they should self-isolate, they are directed to use the Alberta [COVID-19 Self-Assessment Tool](#).
  - If still concerned, they can be advised to contact 811, or the local public health unit to seek further input.

## 4.2 Mandatory Daily Health Checks

- Parents/guardians must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
  - School Administrators will clearly communicate with parents/guardians their responsibility to assess their children daily before sending them to school. [See Appendix B.](#)
  - Parents/guardians are required to keep students home who are showing symptoms listed on the health check form.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
  - School Division, along with School Administrators/Site Supervisors, will ensure staff are aware of their responsibility to assess themselves daily prior to entering the school. [See Appendix C.](#)

## 4.3 Illness While On-Site

- Staff who become ill must contact their Principal/supervisor and immediately self-isolate.
- Students exhibiting signs of illness must be moved to the infirmary room.
- Parents/guardians must be notified and advised to pick-up their child immediately.
- Parents/guardians must designate an emergency contact and alternate for student pickup. Within the Alberta Government's pandemic response, this is something to which all families must adhere.
- Schools may assess temperatures if a student is showing symptoms.
- The school will communicate to parents/guardians or emergency contact to immediately pick up their child.
- An immediate pickup assumes that the student will be picked up within an hour.
- Staff supervising symptomatic students must:
  - wear PPE which will be provided,
  - keep all other staff out of the infirmary room,
  - provide the student with a face mask,

- use strict handwashing techniques, and
- maintain physical distancing.
- After the student is picked-up, post a sign indicating the room must be cleaned and contact the appropriate custodial staff.
- All surfaces touched and items used that day by the student must be cleaned and disinfected as soon as possible by designated caretaking staff. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) must be removed from the classroom and stored in a sealed container for a minimum of 72 hours.
- If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school must follow outbreak notification procedures as per routine zone protocols (*under review for September 2020*).

#### 4.4 Students & Staff with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues must be tested at least once according to the [Guidance for School Re-Entry Plan](#). This will establish a baseline for the individual. If symptoms change (worsen, additional symptom, change in baseline), the individual must follow [Stay Home When Sick Protocol](#).

#### 4.5 Confirmed Case of COVID-19

If there is a case of COVID-19 identified within a school setting, the Zone Medical Officer of Health will work directly with the school division and school administration to provide follow-up recommendations and messaging for staff, parents/guardians, and students. It is important for the school to ensure that they collaborate with the Division Office and the Zone Medical Officer of Health during potential and confirmed cases.

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. **The decision to send a cohort/class home or to close a school will be made by the local Medical Officer of Health.** If this were to occur the school will support students and staff to learn or work from home if they are required to self-isolate.

#### 4.6 Student Handwashing/Sanitizing Requirements

Soap and water for 20 seconds are the preferred method for cleaning hands.

- 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- outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before touching face (nose, eyes or mouth)
- Whenever hands are visibly dirty
- Regularly throughout the day

## 4.7 Staff Handwashing/Sanitizing Requirements

Soap and water for 20 seconds is the preferred method for cleaning hands.

- Before leaving home, on arrival at work and before leaving work
- After using the toilet
- Before and after any transitions within the school setting (e.g. to another classroom, indoor- outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before and after touching the 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
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- Before and after cleaning tasks
- When donning and doffing gloves
- After handling garbage
- Whenever hands are visibly dirty and regularly throughout the day

## 4.8 Students Requiring Specialized Supports

Children are screened case by case to determine levels of support required to safely bring students into the school environment and any specialized supports will be noted in the Individual Program Plan and/or Academic Plan. Staff working with students who have an Individual Program Plan in place must review these plans prior to working with the child. Please [see Appendix E](#).

## 4.9 Learners with Exceptional/Diverse Needs

If the student needs support for eating:

- Use recommended hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, disposable napkins, or dispensing equipment to handle food.
- Frequently wash hands with soap and water for 20 seconds ([Hand Washing Protocol](#))
- Place all Learners with Exceptional/Diverse Needs and parent/guardian provided food items in a sanitized designated area upon arrival.
- Parents/guardians will be asked to have food provided in clean containers with their own utensils.

## 5. Personal Protective Equipment (PPE)

All staff and grades 4-12 students will wear masks/face shields during certain activities. See Section 2.3 above.

In circumstances where 2 metres of physical distance is not possible, teachers, staff and students must wear a non-medical face mask/face shield to protect one another. Guidance on mask use is [available here](#). The Alberta non-medical masks website can be [accessed here](#).

PPE will be made available, as an additional layer of protection, to:

- School designated infirmary room.
- Staff who are working with students with complex medical needs.
- Students who may fall ill during transportation.

Families and staff who choose to enhance their level of protection are to supply their own PPE.

## 6. Cleaning Protocols

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. HFCRD locations will be cleaned and disinfected in accordance with the [Cleaning and Disinfectants for Public Settings document](#).

### 6.1 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 by on site caretaker.
- Supplies (paper towels, soap, disinfectant wipes/spray 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 by custodial staff:
  - Classrooms: Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers, loft board
  - Hallways and Corridors: Light switches, elevator buttons, stair railings, entrance door handles, alarm panels, inside handicap door buttons
  - Washrooms: All surfaces
  - Offices: Desks, chairs, telephones, light switches, doorknobs, copier

Staff who wish to enhance this level of cleaning are encouraged to use AHS' recommended cleaning and sanitizing solutions which will be provided.

### 6.2 Cleaning by Staff Supporting Learners with Exceptional/Diverse Needs

- Staff working with Learners with Exceptional/Diverse Needs must be prepared to clean high touch areas throughout the day as needed.
- Staff working with Learners with Exceptional/Diverse Needs will have access to disinfectant sprays and wipes.
- These spaces need to be left neat and uncluttered at the end of the day.

### **6.3 Shared Printers, Touch Screens, Digital Door Access Panels & Electronic Devices**

- When possible send all print jobs or copying jobs from your computer to minimize copier contact.
- Every user must perform hand washing prior to using the machine or apply ample hand sanitizer.
- Electronic devices such as ChromeBook carts, laptops, iPads, etc. will be designated to a cohort of students.
- Students may be permitted to bring their own devices, but they must be sanitized once they enter the classroom. [See Appendix G.](#)

### **6.4 Toys, Manipulatives and Sports Equipment**

- HFCRD Staff will select non-porous toys and sports related equipment required.
- Selected items must be easily cleaned. No stuffed toys or porous items.
- Parents/guardians will be encouraged to ensure their children do not bring stuffed toys or other non-porous items from home (ie. blankets) as per [Government of Alberta Guidelines \(Guidance for School Re-entry - Scenario 1\).](#)

## **7. Transportation**

Buses used for transporting students must be cleaned and disinfected according to the guidance provided in the [Cleaning and Disinfectants for Public Settings document](#). Additional measures should be taken, including encouraging private (e.g. parents or caregivers) vehicle use where possible to decrease transportation density.

### **7.1 PRSD: Glenmary School, Good Shepherd School, Holy Family School and Rosary School**

The information below is the most current information available as of August 6, 2020. New updates may be found at the [Peace River School Division website](#).

Prior to the start of the 2020-2021 school year, all school buses will undergo a thorough cleaning. Transportation management staff will meet with all school bus drivers and school administrators prior to school start-up to review COVID-19 requirements.

- Parents will be required to complete daily at-home screening for their child(ren)'s symptoms prior to students boarding the school bus. ( Appendix C - screening questionnaire)
- Parents and students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19.
- Students will be required to wear a mask while traveling on a school bus.
- The bus driver will be provided with a protective face shield for use during loading and unloading and will be required to wear a mask when physical distancing cannot be



maintained.

- Front row seats will have no occupancy (2-metre physical distance from the school bus driver).
- Bus drivers will be provided with five cloth reusable non-medical masks for emergency use.
- Students will be assigned seats, and a record of this seating plan will be kept and updated as needed in order to assist with contact tracing. Students who live in the same household will be seated together whenever possible.
- Students will not be permitted to eat while on the school bus in an effort to limit food sharing and to sustain appropriate levels of hygiene.
- Attendance records will be kept for contact tracing purposes and retained for two months.
- Bus notes will be suspended due to contact tracing requirements.
- The PRSD Transportation Department will support schools in developing procedures for student loading, and unloading that support physical distancing of 2 metres between all persons (except household members), when possible and may include:
  - Students start loading from the back seats to the front of the bus.
  - Where feasible, limit the number of students per bench unless from the same Household.
    - Students from the same household may share seats.
    - Students start unloading from the front seats to the back of the bus.
    - Transferring of students will be suspended, unless in mechanical situations (bus breakdown).
      - Interschool service between schools will be suspended.
      - If a child becomes symptomatic during the bus trip, a mask will be made available. The driver will contact the PRSD Transportation office, who will contact an office manager at the appropriate school.
      - A communication workflow process for outbreak notifications will be adopted to include reporting from Holy Family Catholic Regional Division (HFCRD), Conseil Scolaire du Nord-Ouest (CSNO) and Grande Prairie Catholic School Division (GPCSD) to the PRSD Transportation Department.
        - Buses will be kept dedicated to one driver as much as possible.
        - Increased frequency of cleaning and disinfection of high-touch surfaces will be completed at the end of the morning and afternoon school bus runs.
        - Drivers will be supplied with disposable gloves, cleaning and disinfectant spray, paper towels and hand sanitizer.
        - Completion of required ongoing cleaning on buses will be documented on driver timesheets.

## **7.2 NGSD: St. Stephen's School**

The information below is the most current information available as of August 6, 2020. New updates may be found at the [Northern Gateway School Division website](#).

Buses used for transporting students must be cleaned and disinfected according to the guidance provided in the [Cleaning and Disinfectants for Public Settings document](#). Additional



measures should be taken, including encouraging private (e.g. parents or caregivers) vehicle use where possible to decrease transportation density.

Families should expect transportation delays and cancellations as modified service is implemented.

Students accessing transportation (riding on a school bus) are strongly encouraged to wear a self-provided non-medical mask for the duration of the ride. Students should be encouraged to physically distance from other students, except siblings, while waiting for the bus to arrive, (combined stops).

## **7.21 Before Travelling on a School Bus**

### **Monitoring for Symptoms**

- All students and drivers who experience symptoms, must self-isolate and stay home.
- Parents and students must not be in the pick-up area or enter the bus if they have symptoms of COVID-19.
- A student who develops symptoms while at school must not be permitted to return home on a school bus and should be picked up by a parent or guardian.
- If a student develops symptoms while on the school bus, the driver should attempt to isolate the student and inform the school upon arrival. Due to privacy concerns, information regarding student health cannot be communicated through the radio system.

### **Hand Hygiene**

- Thorough [hand washing](#) with soap and water is still the single most effective way to reduce the spread of COVID-19.
- Bus drivers must wash their hands often, including before and after completing trips.
- Students should be reminded by parents or teachers to wash their hands with soap and water for 20 seconds before they leave home to take the bus, when they arrive at school, when they are leaving school prior to taking the bus, and when they get home.

### **Cleaning High-Touch Surfaces in the School Bus**

- A vehicle cleaning log must be kept.
- The following equipment will be available for cleaning:
  - personal protective equipment (as required by the operator's health and safety protocol),
  - disposable cloths,
  - paper towels and absorbent materials,
  - waste disposal bags and tape, and
  - cleaning agents/disinfectants.
- Cleaning is a critical first step for disinfecting affected surfaces. When cleaning school bus interiors:
  - put on disposable, water-proof gloves and avoid hand contact with the face, especially the nose and eyes.
  - use a hard-surface disinfectant authorized by Health Canada recommended for routine cleaning and disinfection, and for areas potentially contaminated with

COVID-19. For a list of hard-surface disinfectants for use against coronavirus (COVID-19), please see [Health Canada's website](#).

- follow the manufacturer's instructions for the recommended dilution rates, contact times and conditions specific to the surface.
  - avoid bleach except on simple plastics and don't use solvents.
- High touch surfaces in school buses that must be regularly cleaned include but are not limited to:
  - seats,
  - inside hand railing,
  - floors,
  - interior windows and wall section below passenger windows,
  - inside and outside door handles (including manual control for service door),
  - inside door grab handles, pads and armrests,
  - keys,
  - steering wheel,
  - shift lever and console,
  - dashboard,
  - turn signal and wiper stalks,
  - seat and seat adjuster, and
  - any other parts that are commonly used and that may have been touched.
- Dispose of soiled disinfection cloths, disposable gloves and any other items in contact with contaminated surfaces in a waste disposal bag. Seal the waste disposal bag and discard in a lined trash bin. Clothing worn during cleaning as well as any reusable cloths used must be stored in a sealed disposable bag until they can be laundered.
- Wash hands when finished using proper hand washing techniques.
- In addition to regular cleaning of school bus interiors, the number of drivers per vehicle will be limited to ensure that the same drivers use the same vehicle and keep the same work schedules in order to limit contacts as much as possible.

### **7.2.2 While Travelling on a School Bus**

Students accessing transportation (riding on a school bus) are strongly encouraged to wear a self-provided non-medical mask for the duration of the ride.

- Students must be assigned seats and a record of this seating plan must be kept in order to assist with contact tracing in the case of a student being a case of COVID-19.
- Student loading, unloading, and transfer procedures must be established that support physical distancing of 2 metres between all persons (except household members), when possible and should include:
  - Students start loading from the back seats to the front of the bus.
  - Where feasible, limit the number of students per bench unless from the same household.
  - Students from the same household may share seats.
  - Students start unloading from the front seats to the back of the bus.
- Students will be strongly encouraged not to eat while on the school bus in an effort to limit food sharing and sustain appropriate levels of hygiene.

- Bus drivers are encouraged to carry alcohol-based hand sanitizer (ABHS) with at least 60% alcohol and use it after assisting a student to their seat, touching wheelchairs or other assistive devices, or having other direct contact with students, as needed throughout a trip. ABHS must be properly labeled and stored in accordance with its material safety data sheet. ABHS must be stored outside the reach of children.

### **Physical Distancing**

- Physical distancing will be very challenging on a school bus. Maintaining a two meter distance will be nearly impossible. All students accessing school bus service are strongly encouraged to wear a non-medical mask for the duration of their bus ride.

### **Personal Protective Equipment**

- School bus drivers will wear a self-provided non-medical mask and a face covering while loading and unloading passengers, and other personal protective equipment including gloves or safety glasses as recommended in [Transport Canada's guidance](#) Personal Protective Equipment and their uses by Commercial Vehicle Drivers. School bus drivers will wear a self-provided non-medical mask for the duration of the bus ride.
- The choice of PPE must not interfere with the driver's ability to access vehicle controls, or hinder or distort the driver's view - directly or through mirrors - of the road, students around the bus or of passengers.

#### **7.2.3 After Travelling on a School Bus**

- Repeat a thorough cleaning of high-touch surfaces with appropriate disinfectants as described above.
- Bus drivers who start to experience symptoms after completing a trip must stay home, self-isolate, and advise their supervisor so that additional steps can be taken to protect other drivers using the school bus.

### **7.3 HPSPD: St. Andrew's School**

The information below is the most current information available as of August 6, 2020. New updates may be found at the [High Prairie School Division website](#).

#### **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**

- Students who are in grades 4 and above shall wear masks on the bus. Alberta's government is supplying each student with 2 reusable masks. The student/parent will be responsible for 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 in order to assist with contact tracing should a student test positive for COVID-19. Transportation shall provide the Records Manager with the seating plans. Students who live in the same household shall be seated together. 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 that support physical distancing between all persons (except household members) as per section 5.9.
- When possible, and where feasible, students start loading from the back seats to the front of the bus.
- Students grades 4-12 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 unless they have a medical condition that prohibits the use of a mask. A driver shall contact the Human Resources Department if they their condition prohibits them from wearing a mask.
- Drivers shall develop seating plans for the students.
  - Where feasible, limit the number of students per bench unless from the same household.
  - 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.

- HPSP 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 HPSP Transportation Department.
- Bus drivers shall be trained in the proper use and disposal of PPE

## Appendix

[Appendix A - Safe Work Procedures COVID-19](#)

[Appendix B - Daily Health Checks for Students SWP COVID-19](#)

[Appendix C - Daily Health Checks for Adults SWP COVID-19](#)

[Appendix D - Enhanced Cleaning SWP COVID-19](#)

[Appendix E - Students Requiring Individualized Support Considerations COVID-19](#)

[Appendix F - Posters and Floor Stickers](#)

[Appendix G - Technology](#)

## **Appendix A - Safe Work Procedures (SWP) COVID-19**

### **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.
- 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 of the Virus**

- 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.
- Consistent practice of good respiratory etiquette, physical distancing (2 meters/6 feet) and hand hygiene.
- 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..
- Avoid 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 physical distancing.
- Always follow the guidelines and recommendations of the public health officer.

## **Respiratory Etiquette**

- Cover mouth and nose during coughing or sneezing with a tissue or a flexed elbow and dispose of used tissues in a plastic-lined waste container and maintain hand washing hygiene.

## **Handwashing Requirements**

Soap and water for 20 seconds is the preferred method for cleaning hands.

- 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 the video from the World Health Organization.

<https://www.youtube.com/watch?v=3PmVJQUCm4E>

- 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 a sink for handwashing is not 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.

## Appendix B - Daily Health Checks for Students (SWP COVID-19)

Parents/Guardians/Students must use this questionnaire daily to decide if the student should attend school.

### Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	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 Health Checks for Adults (SWP COVID-19)

Staff, volunteers, and parents/guardians entering the schools must use this questionnaire daily to decide if they should attend school.

### **Risk Assessment: Initial Screening Questions**

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	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

If you have answered “**No**” to all the above questions, you may attend school.

If staff 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. Staff must immediately isolate and advise their supervisor if they are unable to work due to illness and log the absence in ADS.

If staff are presenting baseline symptoms such as seasonal allergies please contact your supervisor for further guidance.

## Appendix D - Enhanced Cleaning SWP COVID-19

The purpose of this document is to provide a procedure for custodial staff to follow while performing enhanced cleaning of schools/sites due to COVID-19 to ensure student and worker safety and effective disinfecting.

### Enhanced Cleaning

Regular cleaning as well as enhanced cleaning of washrooms, horizontal surfaces and high touch points such as: door handles, light switches, handrails, and water fountains. Please follow the process below to ensure cleaning is appropriate for COVID-19.

### Personal Protective Equipment

- Rubber gloves, splash goggles, masks.

### Procedure

1. Perform hand washing as per Hand Washing Safe Work Procedure (SWP).
2. Put on required PPE.
3. Ensure access is restricted to the room to be cleaned.
  - a. The custodial cart can be placed outside the room against a wall, **DO NOT** bring into the room.
  - b. Use a bucket to bring in essential supplies only to the room.
  - c. Bucket along with all its contents will be thoroughly disinfected before being placed back on the cart to prevent cross contamination.
  - d. A waste bag will be placed on the floor by the doorway.
  - e. A wet mop can be pre-dipped and stood in the corner of the room. Its handle should be disinfected thoroughly before being placed back in the cart.
4. Using HFCRD approved disinfectant, begin cleaning at the doorway and work around the room in a clockwise direction to ensure no areas are missed.
5. Using a disinfectant and separate clean microfiber cloth, rub and scrub all horizontal and contact surfaces, including;
  - a. Chairs, low ledges, window crank, counter, sinks, wall mounted equipment, light switches, doorknobs, desktops and any horizontal surfaces used during classroom activities that day.
6. For washrooms using separate clean microfiber cloth, disinfect working from top to bottom.
  - a. Clean the light switches, door handle, grab bars, dispensers, sink fixtures, basin, underside and pipes, shower fixtures/bathtub and any specific areas identified by the staff.
  - b. Use a separate clean microfiber cloth and a separate bucket of solution, clean toilet fixtures, seat, tank and base. Wipe splash marks from the wall and around the toilet. Use the bowl mop to clean the bowl.
7. Remove trash from the garbage bins, damp wipe the can inside and out and replace the liner.

- a. **Do not** leave additional liners in the bottom of the garbage container or hanging over the side.
- 8. Take garbage/soiled items to exterior dumpsters.
- 9. Wash hands as per Hand Washing Safe Work Procedure.
- 10. Cleaning high touch surfaces during the day should occur twice daily for areas in use.

## **Appendix E - Students Requiring Individualized Support**

### **Considerations COVID-19**

Learners with exceptional/diverse, or complex needs are considered vulnerable students. These students may have Individual Program Plans (IPPs) requiring personal care and staff to be in close proximity. As a result, this document has been created to aid in creating plans for students due to COVID-19.

Note: The following considerations apply for HFCRD staff supporting students in schools.

#### **Personal Protective Equipment (PPE)**

- To mitigate risk, we have daily health checks before admittance and school designated isolation room, infirmary room and first aid room should a child or staff member become ill while on site.
- No additional personal protective equipment (PPE) is required for personal care unless identified on a case by case basis.

#### **Complex Medical Needs**

Students with complex medical needs may have Medical Plans developed. The same personal protective equipment (PPE) needed, prior to COVID-19, for implementing a student's Medical Plan continues to be required during this time of concern.

#### **Food/Eating**

Use proper hygiene practices when handling food. Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food. Frequently wash hands with soap and water to reduce risk of transmission if you are handling foods.

- Wash hands as per [Hand Washing Protocol](#)
- Staff prepare student's food wearing gloves; use paper towel to place fresh food items on and keep food in the container it was brought in
- Staff support student in washing hands, if required
- Staff monitor to ensure student remains seated while eating
- Staff to return all waste and containers to student's backpack (pack in, pack out)

#### **Toileting**

- Staff ensure the appropriate toileting items are accessible in the washroom
- Wash hands as per [Hand Washing Protocol](#)
- Staff wear gloves
- Staff support student in areas required
  - Staff to remain at the student's side
  - Students refrain from speaking and turn their head away from the staff, if able.
- If a second person is required to assist, they will wear gloves, physical distancing when possible
- Bathroom door remains ajar (if appropriate) to support physical distancing

- Staff support student in washing hands, if required
- Remove gloves
  - Remember the outside of the gloves is contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.
- Wash hands as per Hand Washing Protocol

### **Self-Injurious Behaviours**

- Wash hands as per [Hand Washing Protocol](#)
- Staff employ a prompt (verbal, visual, physical action) to student
- Staff request assistance
- Staff approach employing Non Violent Crisis Intervention (NVCi)-supportive stance or Supporting Individuals Through Valued Attachments (SIVA) emergency safety interventions
- Staff assist if safe:
  - Pushing into the bite
  - For head banging – place a soft object between head and floor/wall/etc.
- Wash hands as per Hand Washing Protocol

### **Handwashing**

- Staff support student to wash hands as required
  - In addition, if student touches face, mouth or nose, whenever possible staff support the student to wash their hands
- Staff utilize verbal cues for hand washing and/or a visual guide for hand washing
- Staff remains at the student's side when a student requires hands on support and asks the student not to speak and to turn their head away from staff, if able.
  - Staff support to wash hands with soap and water, dry hands with paper towel
- Wash hands as per [Hand Washing Protocol](#)

### **Communication:**

- Wash hands as per [Hand Washing Protocol](#)
- If student requires “hand over hand” support for signing, wash hands with soap and water
  - Support student to wash hands, as above
- Wash hands as per Hand Washing Protocol
- Ensure assistive communication devices are wiped down with disinfectant twice daily

### **Programming**

- Students may use self-regulation items (ie. fidgets) identified specifically for the student
- Items to be wiped down twice daily or after each use as required
- Include tasks/activities in the student's clearly marked bin
- If using edible reinforcers, follow the eating protocol above

### **Medication Administration**

- Wash hands as per [Hand Washing Protocol](#)

- Staff wear gloves, if required, as per health care provider's recommendations
- Administer medication
- Remove gloves ([AHS Proper Glove Use](#))
  - Remember the outside of the gloves are contaminated. Grasp palm area of gloved hand and peel off first glove. Slide fingers of hand under the other glove at wrist and peel off. Discard in regular waste.

## **Specialized Equipment**

Staff need to support students with specialized equipment (e.g.: Helmet, stander, stroller/wheelchair, lift):

- Wash hands as per [Hand Washing Protocol](#)
- Staff to remain at student's side upon the advice of the occupational therapist or physical therapist, ask student not to speak and turn head away from worker, if able
  - Staff to support student, as needed

## **Recommendations for Worker Safety**

Staff review student's updated **IPP** and follow-up accordingly when students exhibit any of the following behaviour:

1. Spitting
  - Wipe down any area that has possible saliva with disinfectant
  - If in contact with saliva, wash hands and/or affected areas
2. Biting
  - If in contact with saliva, wash hands and/or affected areas
  - If skin is broken seek first aid and follow universal precautions
  - Wear forearm protectors, as necessary
3. Lunging
  - Move self out of way
  - If in contact with saliva, wash hands and/or affected areas
4. Grabbing
  - If in contact with saliva, wash hands and/or affected areas
5. Assisted movement
  - If in contact with saliva, wash hands and/or affected areas
  - If staff are supporting a student 2:1 within 6 feet, they may choose to wear a non-medical grade mask

## Appendix F - Posters and Floor Stickers

Schools can duplicate these Posters and order Floor Stickers from  
Infirmary - Do Not Enter

Closed for Cleaning:

[Help relaunch Safely](#)

[Please Do Not Enter](#)

[Physical Distancing](#)

[Physical Distancing - Elevator Etiquette](#)

[Temporary Closure](#)

[Hand Washing Poster 1](#)

[Hand Washing Poster 2](#)

[How to Hand Wash](#)

[How to use sanitizer](#)

[How to wear a non-medical mask](#)

Mental Health Support Info: [English](#), [French](#), [Spanish](#), [Arabic](#), [Chinese \(simple\)](#), [Chinese \(traditional\)](#), [Punjabi](#).



Floor Sticker - do not enter



Floor Sticker - distance

Floor Sticker - wait here



Floor Sticker - one way

## Appendix G - Technology

- [Lenovo Chromebook and Desktop Cleaning Guidelines](#)
- [Dell Cleaning Guidelines](#)
- [HP Cleaning Guidelines](#)