

New Horizons School 2020/21 Re-entry Plan (Scenario 1)

Changes to Version 1 Effective October 8, 2020

Cohorts - Clarifies that teachers/staff should not be in a cohort with each other, unless it is required for operational purposes (i.e., a teacher and a teacher's assistant who work with the same classroom cohort) (email from EDC DM October 8, 2020) – Staff room must be arranged to ensure physical distancing between chair and tables.

Cohorts – Emphasis on maintaining classroom cohorts at all times during the day (AHS phone call, October 8, 2020) – Students maintain cohort grouping at recess and noon hours.

Cleaning of recess and noon hour playground balls, frisbees, etc.

Auxiliary Spaces – limit the number of extra-curricular cohorts.

Introduction

Government directed on July 21, 2020 that Alberta schools will re-open in September under Scenario 1 (a return to near normal daily in-school classes with health measures). NHS school opening is based on the direction received from Alberta Health Services and Alberta Education. Our school has worked and continues to work on its Re-Entry Plan to ensure it aligns with the health and safety measures identified by Alberta Health Services and Alberta Education.

The following communication outlines expectations and planning to support the effective implementation of Scenario 1. Successful implementation is dependent upon the cooperation and efforts made by our community, staff, parents and students to follow established health measures.

Information on Scenario 2 and 3 are also included in this information package in the event that government makes changes to their decision to open under Scenario 1.

<u>Plan Purpose</u>

The purpose of this Re-Entry Plan is to provide students, parents and staff with information about returning to New Horizons School in September. This plan will outline how we will provide the supports required for return to school by students and staff. We want students, parents and staff to feel that although the pandemic has changed how we live and work, NHS remains the same safe and caring learning environment for all.

We recognize that it is not possible to eliminate all COVID – 19 transmission risks, but through the implementation of Alberta Education and Alberta Health Services health and safety measures we are

able to mitigate many of the risks associated with COVID - 19. Successfully mitigating these risks requires cooperation between home and school in implementing these safety measures.

Plan Goal

The goal of this plan is to support successful student re-entry into the school using Scenario 1 guidelines, while providing a strong education program for gifted students in a congregated setting. While the success of this plan is determined by how well we implement the provincially required health and safety measures and reduce the risk of COVID – 19 transmission, we will only succeed with strong support from students, parents and staff understanding and following the plan's health and safety measures.

Plan Monitoring

Datl.	- cc cl c.
Daily	 Ensure effective application of health and safety measures
	 Supervisor and teacher / Educational Assistant notes on successes and
	challenges of implementing health and safety measures (using google forms)
	 Student, staff and parent verbal and written feedback (including
	classroom discussions, parents phone calls, emails and letters, staff communication to the principal)
	Staff reports on classroom implementation of the re-entry plan
	Review of identified gaps in the plan's implementation
Weekly	 Administrator Meeting to discuss plan effectiveness and any required
	changes to the implementation of health and safety measures
	 Review of OH&S Risk Assessment Forms submitted by staff
	Review communication process with students, parents and staff
	regarding how the implementation is working and any changes that are required
	·
Monthly	Staff meeting discussion about plan's effectiveness and discuss
	potential changes to improve plan effectiveness

Expectations

Scenario 1 is the government mandated model and the following measures will be implemented:

To reduce COVID-19 transmission:

- a. Parents will use the AHS COVID-19 Screening tool to screen their children daily before bringing them to school. Students, staff and visitors must use the AHS screening tool and maintain a strict stay-at-home policy for anyone exhibiting symptoms of COVID-19. The screening tool is Appendix A of this re-entry plan.
- b. Temperature checks may be used using a contactless thermometer.
- c. Parents will pick up students if they develop symptoms at school during the day. If a child develops symptoms while at school, parents will be called to pick up the child immediately and the child will be brought to an isolated space with care to await pick up.
- d. Stay-at-home policy for any students or staff exhibiting COVID-19 symptoms. If siblings have been exposed to the child with the Covid-19 symptoms, they will also be required to self-isolate.
- e. **Parents and non-essential persons in the school will not be allowed**. Drop-off and pick up procedures are developed to support physical distancing.
- f. Plans for school events that involve gatherings will be altered. For example, parent teacher conferences will be conducted virtually. School assemblies will be hosted virtually.
- g. Communal sharing of resources, food and spaces will be limited. Parents will provide and maintain individual student school supplies, water bottle and other resources. If communal sharing of resources is required, students will wash or sanitize their hands before and after using the resources. Water bottle filling stations will remain open while drinking fountains will be closed. When sharing of equipment is required, the equipment shall be cleaned between uses.
- h. Hand hygiene is required when entering and exiting the school, classrooms, washrooms and before and after eating. Hand hygiene procedures will be followed when entering and exiting the school and classrooms and before and after eating. Sanitizer will be available throughout the classrooms, school and at entrances/exits.
- Respiratory etiquette will be taught and reinforced. This includes avoiding touching the face, disposal of used tissues promptly and covering coughs and sneezes with the elbow or tissue.
- j. Wearing of masks are required for grade 4 9 students and optional for K grade 3 students in the school. Government announced on August 4, 2020 that masks are required for grade 4 9 students in all common areas in the school and on busses. It will remain optional for grade 4 9 students to wear masks in classrooms. Mask wear is optional for grades 1 3 students. Government is providing two reusable masks for each student and staff member. If a child exhibits COVID-19 symptoms a mask must be worn while they are moved to an isolated space and to await parent pick up. Teachers and Educational Assistants must wear masks in all settings where physical distancing cannot be maintained. If a face shield is worn by the teacher or Educational Assistant, masks must also be worn.
- k. Guided foot traffic flow through entrances and hallways using markers on the floor or pylons/barriers. Students and staff must follow directional flow and observe physical distancing while moving throughout the school.

 Signage. Signage will be posted on all outside doors reminding individuals with COVID-19 symptoms to not enter the school. Signage will be placed throughout the school including washrooms reminding students and staff to wash or sanitize their hands, and to maintain physical distancing.

2 Cleanliness:

- a. School cleaning and disinfecting will be enhanced. Enhanced environmental cleaning and disinfecting, including daily cleaning for all areas of the school, washrooms and high-touch surface cleaned several times a day and a regularly scheduled deep cleaning when students are not present will occur.
- b. **Playground equipment** Kindergarten to grade 3 playground equipment (balls, skipping ropes, etc will use a three-bin rotation to enable the each bin to remain unused for 72 hours after its use. Grade 4 9 playground equipment will follow a two bin rotation where items are placed in the used bin following use and daily sanitizing of items occur at the end of the day. (new to plan October 13, 2020)

Handwashing. Students and staff should wash their hands for at least 20 seconds:

- When entering the school and before they go home
- Before and after transitions within the school such as recess
- · Before eating and drinking
- After using the bathroom
- After playing outside
- After coughing or sneezing into their hand
- When hands are dirty

Staff should wash hands for at least 20 seconds:

- Before handling food or assisting students with their food
- Before and after giving or applying medication or ointment to a child or self
- After contact with body fluids such as runny nose, spit, etc
- After cleaning tasks
- After removing gloves
- After any clean-up including putting article in garbage receptacles

3 Physical Distancing:

- a. **Rooms will be organized to enable physical distancing.** This includes separation of desks and teaching outside when appropriate.
- b. **Foot traffic through the school will be minimized.** Floor markers will guide traffic flow in hallways and school entrances and exits will be assigned to student groups.
- c. No large gatherings will be permitted within the school or on the school grounds. This includes school assemblies and field trips.
- d. Recess play with homeroom cohorts will be required. (note this change to move from encouraged to required is effective October 8)
- e. Music, physical education and other subject area activities may be altered to support physical distancing measures. No singing or wind instruments. Students use their own assigned chrome book and not share.
- f. Homerooms cohorts will be maintained as much as possible with the exception of junior high options classes and accelerated math students. Final determinations of structure for junior high options are yet to be determined.

If governm	If government mandate Scenario 2 at any time following start of school, the following measures will								
be implem	be implemented:								
1	All health and safety measures from Scenario 1 will be followed.								
2	A maximum of 14 students per class will attend classes on alternating days or weeks.								
	(To be determined)								
3	Non-essential persons will not be allowed in the school.								

If Scenario	If Scenario 3 is government mandated the following measures will be implemented to support							
student le	student learning and enable parents to facilitate home learning experiences for your child:							
1	Parent communication and student connection to school will be supported. Clear							
	instructions and expectations will be provided to parents including attendance and							
	student participation in planned lessons and learning activities. Classroom teachers will							
	provide support opportunities for class interactions and collaboration. Parents should							
	email their child's teacher if there are any questions or concerns.							
2	School educational programs will follow the Alberta Education Program of Studies.							
	Your child's teacher will provide specifics of the learning outcomes, the learning							
	resources and the learning links required to complete the lesson or learning activity.							

Emergency Procedures								
1	If a child becomes symptomatic during the school day:							
	a. Parents will be called to pick up their child as soon as possible.							
	b. The child will be moved to an isolated space and cared for until the parent arrives.							
	c. The child can return to school following Alberta Health Services guidelines including screening or testing if directed.							
	d. If the child is diagnosed with COVID-19, AHS will direct and consult with the family and school to mitigate and manage risks of COVID-19 transmission.							
2	If there is a school emergency that requires evacuation of the school:							
	a. Students will be evacuated immediately from the school using the nearest exit. Note that physical distancing may not be followed.							
	b. Once the school is cleared for re-entry, students will return to school following							
	Scenario 1 or 2 protocols.							

The Plan - What will the school day look like to your child?

The First Day of the school Year

Staggered Start – September 1 - 3

School opens for students on September 1, 2020. The staff of NHS are committed to working to support student re-entry so that students feel safe and secure with coming back to school. This means that we will begin the year with a three-day staggered start. This means one third of all students in each classroom will attend for one day, followed by another one third of students attending the second day and the final third of students attending on the third day. Our goal in staggering the start dates is to provide an opportunity for students to orient themselves to the school and the many additional hand hygiene, cleaning and health and safety protocols that will be required.

Please note that Kindergarten staggered entry may differ from grade 1 – 9 staggered entry.

No School September 4

There will be no school on September 4 to provide staff with the opportunity to meet and discuss the student orientation and to make any required changes to protocols and/or the physical organization of the school or classroom.

A Student's School Day

Be Prepared for Things to Look and Be Done Differently

Parents should prepare their children for things at school to be done differently than before classes were cancelled. Some of the changes that students can expect to see may include staff and students wearing masks, increased expectations for physical distancing and regular hand hygiene.

Pre-Screening Your Child at Home Before School

Parents will use the attached pre-screening checklist to screen your child prior to leaving home to drop your child at school or to travel to their bus stop. See Appendix A for the pre-screen checklist. If you answer 'yes' to any of the questions, stay home.

The school will provide specific information about educational programming for your child if they have been directed to remain at home.

If a Child Gets Sick or Shows Symptoms at School

If a child shows symptoms at school, they will be moved to the designated sick room. Attending supervisor will wear gloves, mask, protective eyewear (if required) and disinfect the area where the student was working. A mask will be provided to the child immediately. A supervisor will look after the child in the sick room. Parents will be called to come pick up their child immediately. The child will not be able to travel home on the bus. See Appendix A for symptoms.

Arrival at school – Student drop off

Students should arrive between 8:00 and 8:30 am as supervision will be provided until class instruction begins at 8:35 a.m.

Drivers are expected to follow the school's <u>Traffic and Parking Management Plan</u>. Parents will remain in their vehicles during drop off unless assisting their child out of the vehicle (no parents will be permitted into the school unless prior arrangements are made with school administration). Supervisors will not be able to assist students from vehicles.

Students will enter through their assigned entrance door where supervisors spray sanitize student hands. Students will travel directly to their classroom. Students should avoid congregating with others and observe physical distancing of 2 metres while walking to their entrance door and to their classroom. Distance markers will be provided on the sidewalk and direction markers will be in the hallways.

If your child accesses bus transportation, the school bus stop is on Strathcona Drive. Students from each bus will have a designated school entry to support arrival and dismissal protocols. When entering the school, supervisors will spray sanitize student hands. Students should avoid congregating with each other, observe physical distancing practices and walk directly to their classroom through their assigned door. As buses will not enable physical distancing wearing masks is required. Parents should visit EIPS web page for further information regarding bus transportation requirements.

Entering the school to start your day

Upon entering the school through their designated entrance, students will use hand sanitizer. Maintaining physical distancing of 2 metres, students will travel to their classroom where they will wash (soap and water for 20 seconds) or sanitize their hands and store their personal belongings. Instructions about where to store personal belongings will be provided by the classroom teacher.

Students will follow the floor markings in the hallway to support physical distancing measures.

The School Day

Students will spend most of their day in the same classroom to limit foot traffic in the hallways. Staff will travel between classrooms wherever needed. Staff and students should always maintain physical distancing of 2 metres when inside or outside the classroom.

Washrooms

If students need to go to the washroom, their teacher will provide permission. No more than two students are permitted in the washroom at one time. Students will follow the hallway arrows for travelling to and from the washroom, will wash their hands prior to leaving the washroom and will use hand sanitizer upon return to the classroom.

Recess and Lunch Time

Students will sanitize their desk as well as their hands prior to eating lunch at their desk. After eating is completed, students will again sanitize their desks.

Teachers will provide direction to students when it is time to go outside for recess and lunch time. Students will follow directional arrows on hallway floors to their assigned entrance/exit door. Outdoor areas will be divided into sections and classroom teachers will instruct students where their play area is outside. At all times, physical distancing measures should be maintained. At the end of recess students enter through their assigned door and sanitize their hands upon entry to the school.

Learning Commons

Students will have limited access to the Learning Commons for accessing books or using the space. Teachers will provide students with direction about how to access materials from the Learning Commons and how to return materials handled or used. Materials returned will be placed in quarantine for the specified time period required by AHS guidelines.

Dismissal

Child pick-up procedures will remain in place as identified in the school's <u>Traffic and Parking Management Plan</u> with the following expectations. Parents who leave their vehicle to meet their children must wait at the entry to the school yard and maintain physical distancing.

In order to reduce congestion and pick-up times, older students will have designated pick-up areas in one of three locations identified below. Parents are expected to park in these areas and wait for their children at those locations. Parents will be informed of their designated pick-up zone before the school year begins.

- Kinsmen Park parking lot
- Village Drive (south of New Horizons School)
- Wilson Crescent (north of New Horizons School

The classroom teacher will direct students when it is time to dismiss for the day. Students will follow hallway floor markings and exit the school using their assigned entrance/exit door and sanitize their hands as they exit the school.

Students taking the bus will have a staggered dismissal time. Students will follow hallway floor markings and exit the school using their assigned entrance/exit door and sanitize their hands as they exit the school.

Questions

If parents have questions about the re-entry process, please visit the school's web page for the New Horizons Charter School Re-entry Plan. Please also email the school administration or contact the school office and someone will get back to you with a response to your question.

Communication

Open lines of communication between home and school is essential. Parents are encouraged to call or email the school office or their child's teacher if there are any questions or concerns.

Parents will receive an information package that contains the following information:

- Information about how the school will implement each of the three scenarios
- Distancing Measures
- Transportation
- Cleaning (School)
- Hand Hygiene and Respiratory Etiquette
- Screening for Symptoms Checklist
- Student Drop-Off and Pick-Up Procedures

COVID-19 safe practice posters will be placed throughout the school.

More information pertaining to the COVID-19 virus is available at: https://www.alberta.ca/coronavirus-info-for-albertans.aspx.

School Staff Information for the Re-Entry Plan

Screening for Symptoms

Schools will keep records of children and staff with pre-existing conditions such as allergies. If symptoms are developed the child/staff member should be tested for COVID-19 to confirm that it is not COVID-19 before returning to school.

Anyone reporting symptoms will be directed to stay home and follow up with health care to determine if testing is recommended.

Signage will be posted on all outside doors reminding individuals with COVID-19 symptoms to not enter the school.

Mask and Face Shield Wear

Teachers and Educational Assistants must wear masks in all settings where physical distancing cannot be maintained. If a face shield is worn by the teacher or Educational Assistant, masks must also be worn.

Student or Staff Shows Symptoms at School

If a child shows symptoms at school, move the child to the designated sick room. Attending supervisor should wear gloves, mask, protective eyewear and disinfect the area where the student was working. Provide the child with a mask immediately. A supervisor will look after the child in the sick room. Physical distancing should be maintained between the child and staff member. Proper hand hygiene should always be followed.

The parent / guardian should be contacted immediately to pick them up right away.

Staff members who develop symptoms at school should immediately go home. If the individual requires a ride home one will be provided.

Any materials used by the student or staff member should be removed and stored in a sealed container according to AHS guidelines.

Visitors displaying symptoms must not enter the school. A record will be kept of all visitors to the school.

Informing Supervisor/AHS

Staff must inform the principal if they test positive for Covic-19. Parents must inform the principal or their child's teacher if they test positive for COVID-19.

Hazard Assessment and Controls

With the return of staff and students to New Horizons School and the delivery of educational programming for scenario 1, it is important that staff are aware of and deal with potential hazards appropriately.

Alberta Health Services (https://open.alberta.ca/dataset/d15fd819-4bce-413e-9333-709928546337/resource/53f61081-0e58-4b3f-82e5-5f368d327b9a/download/2015-03-ohs-best-practices-bp018.pdf) note that a site-specific hazard assessment "is performed before work starts" (p. 5) The purpose of this plan is to deal with associated risks centered on the transmission of the COVID-19 virus. Therefore, prior to classes beginning it is essential that all staff survey their classrooms, offices and work areas to ensure any potential risk of transmission is mitigated.

Page 17 of this document identifies ways to control the hazard (in this case, transmission of a virus). These are:

- 1. Engineering controls Control hazard at source by making physical changes to the environment (e.g. plexiglass barriers on desks, isolation room for sick students)
- 2. Administrative controls Control the hazard along the path (e.g. safe work practices, physical distancing, frequent cleaning)
- 3. Personal Protective Equipment (PPE) Control the hazard at the student or staff (e.g. masks)

All staff must complete a hazard assessment for the environment that they work (e.g. classroom, office) prior to students arriving at the school. A new hazard assessment should be completed for each new environment that a teacher uses for their work and or if conditions within an environment change (e.g. teacher changes desk arrangement in classroom). A hazard assessment checklist is included with this plan (Appendix B).

Reporting Hazardous Conditions

Staff should discuss their plan to address hazards with their principal. Any situation that arises that creates or has the potential to create a hazardous condition must be reported to the principal and or the school's OHS Committee.

Supporting Physical Distancing

Classroom Configuration

Physical distancing or 2 metres is an effective measure. In scenario 1 physical distancing is to be implemented where possible. If it is not possible for student desks to be 2 metres apart, they should be arranged to be as far apart as possible and arranged in rows facing the same direction (<u>not</u> in groups or other configurations such as a semi-circle). Teachers should plan their classroom desks to maximize the opportunity to have 2m between desks.

School Staff Room (change effective October 8, 2020)

School staff are not considered a cohort and should ensure safe distancing in areas such as staff rooms where congregating may occur. Tables will be spaced for 2 metre separation with appropriate barriers where appropriate. Cloth chairs will be replaced by plastic chairs.

Disinfectant is available to disinfect areas used by staff during the day. Disinfecting should occur immediately before and after eating lunch. Hand sanitizer is available in the staffroom, classroom and hallways for staff use.

Supporting Distancing Practices

Students should be instructed about physical distancing. Student travel outside of the classroom should be minimized. Teachers shall direct student travel for dismissal, recess and lunch. Scheduled times and areas of play on the playground will be established by the principal.

Students should be encouraged to always observe 2m separation whether in the classroom, in the school or on the playground. If 2 metre separation is not possible, students should increase hand hygiene, respiratory etiquette and clean and disinfect desks regularly.

Students will also remain with their cohort for all classes except for some option classes.

Emergencies not Allowing for Physical Distancing

In the event of an emergency, there is risk that physical distancing will not be possible. Teachers should follow normal school procedures for evacuating the school and or lock-down procedures.

Cleaning and Sanitizing in Classrooms and School

A school caretaker will clean and disinfect high touch surfaces including door handles, microwave ovens, light switches, water fountain buttons and common areas in the school during the school day and each evening after the school has been closed.

Disposable towels and spray disinfectant will be available for staff to disinfect high touch surfaces in their classrooms.

Use of shared resources or equipment is to be avoided.

Hand Hygiene and Respiratory Etiquette

Education

Teachers for all grade levels provide health education on the following topics:

- How to wash hands (see AHS guidelines)
- Respiratory etiquette
- Staying home if sick
- Physical distancing
- Avoiding touching face, mouth, nose and eyes.

Signage

Signs will be posted in all areas of the school that promote each of the above topics.

AHS Guidelines for Masks

Putting a Mask On (proper protocols for donning and doffing and disposing PPE):

Masks are to be put on prior to entering area where 2m distance can not be maintained

- Do NOT touch the front of the mask.
- Remove mask from box carefully touching only the outside edges of the mask.
- Secure elastics around back of ears.
- Fit flexible band, if applicable, across bridge of nose.
- Fit mask snug to face and below chin.
- Wash hands.

While Wearing Masks (Individuals should follow appropriate use of masks):

- It is important to ensure that while a mask is being worn, the mask is not compromised in any way making it ineffective.
- Keep hands away from mask/face. Do NOT touch the mask.
- Do NOT keep masks around the neck/chin area when 21 not using.

Taking a Mask Off:

- Remove gloves before removing mask.
- Unhook elastics from behind ears with fingers/hands.
- Do NOT touch the front of the mask while removing.
- Dispose of mask into garbage (do NOT place on any surface).
- Wash hands after removing mask.

When to Take a Mask Off:

- Using the directions above under the heading "taking a mask off", remove a mask when going for a break or for lunch, at the end of a workday).
- Masks are effective as long as they remain dry. If they get wet, change them as soon as possible.

Appendix A

Screening Questionnaire

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

1.	Do you, or your child attending the program, have any of the below symptoms:	Circle	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?						
3.	Have you or your children attending the program had close unprotected* contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?						
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?						

^{* &}quot;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 should stay home and use the COVID-19 Self-Assessment Tool to determine whether you need to be tested for COVID-19.

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

Appendix B

Formal hazard assessment and control (template)

Job/position/work type:	Date of assessment:					
Assessment performed by: (nan	Reviewed/revised:					
Tasks (List all tasks/activities of the	Hazards (List all existing and potential health	Severity	Likelihood	Risk	Controls (List the controls for each hazard: Elimination, Engineering, Administrative, Personal	
job/position)	and safety hazards)	S	$S \times L = R$		Protective Equipment)	Date implemented:

Version 2 – October 13, 2020

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Severity:			Likelihood:					Risk:		
ı										

How serious could the consequences be?

- 3 It could kill you or cause a permanent disability, today or over time.
- 2 It could send you to the hospital.
- 1 It could make you uncomfortable.

How likely is it going to happen?

- 3 It is highly likely.
- 2 It might happen.
- 1 It is unlikely.

Calculate the risk of hazards to prioritize preventive actions.

Severity x Likelihood = Risk

Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

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