

2020-2021 Re-Entry Handbook for Students, Parents/Guardians and Residential Staff



Scenario 1: In-School Learning

Classes resume, near normal operations with precautionary health measures.

The situation surrounding COVID-19 is ever-evolving and changing, and we are doing our best to keep up with the mandates. Please note, this re-entry handbook is current as of August 12, 2020, but is subject to change without notice.

Introduction

We have missed our students and cannot wait to welcome them back to school on **September 10th, 2020**. However, because of COVID-19 mandates, things are going to be different when they return. We are committed to excellent teaching and learning while ensuring safe and healthy environments for all students and staff.

Our surveys at the end of June indicated that most parents and students want school to return as close as possible to what was occurring last fall. That said, for everyone's safety we will be changing some school routines and practices to adhere to Alberta Health Services' (AHS) risk mitigation strategies and to ensure multiple layers of protection for all students, staff, and community. We are in a unique situation at Parkland School, because so many of our students are of a fragile nature when it comes to immune system function, and we are taking safety very seriously.

We have taken the guidelines provided by Alberta Education and the Chief Medical Officer of Health to create a plan that is currently tailored toward Alberta Education's Scenario 1: In-School Learning - classes resume, near normal conditions with health measures.

This plan is intended for staff, students, families, and community members. We have often heard Dr. Deena Hinshaw state, "We are in this together". This means that for a successful re-entry to occur, we will need everyone in our learning community to play their part. We ask that you continue to keep your social circles small, and to not expose your student to unnecessary people while school is in session, as there is safety in less numbers these days.

Parkland School is committed to the following principles:

- Student and staff health and safety are our priorities.
- High quality student learning will occur no matter which scenario we are in (as there may become instances of at-home learning throughout the year, if mandated).
- Collective effort to keep everyone safe, and schools open.
- Ongoing communication, and informing public of changes in expectations.
- Being prepared to transition from one scenario to another with short notice.

We recognize there are some details that need to be added as more information is known, but we hope the following document will provide you with the assurance you require to make an informed decision about returning to school under Scenario 1. Please remember this is a dynamic document and will change based on the newest guidelines and evidence based recommendations from the Chief Medical Officer of Health and Alberta Education.

Thank you,
Parkland School Administration

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General Building Safety and Cleaning Protocols

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from objects and surfaces. Parkland School will be enhancing regular cleaning regimes during the pandemic. [The Environmental Cleaning of Public Facilities](#) recommendations will be followed.

Summer Preparation

- A thorough cleaning of school facilities will be completed prior to opening.
- Stagnant water in the water lines will be flushed.
- Heating systems will be checked to ensure good ventilation.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected will be removed.

Day to Day Cleaning

As part of the enhanced cleaning regiment, additional cleaning protocols have been assigned to staff to ensure that our school has access to constant cleaning throughout the day, as well as deep cleaning during the evenings.

The following surfaces will be disinfected daily by staff:

- Classrooms: desks, chairs, doorknobs, light switches, sink faucets, soap dispensers, bathrooms.
- Hallways and Corridors: light switches, entrance door handles, alarm panels, doorknobs/pulls.
- Washrooms: all surfaces.
- Offices: desks, chairs, telephones, light switches, doorknobs, copiers.

Classroom Protocols and Cleaning

- The sharing of personal items will not be allowed (e.g. electronic devices, writing instruments, school supplies, food, etc.)
- Where possible, natural ventilation will be maximized by opening the doors and windows to periodically change the air.
- Where the subject requires the use of shared items like learning stations or manipulatives, such items will be disinfected after each use.
- Work areas will be disinfected between classes.

Health and Safety Measures

We are committed to using information from official public agencies as trusted sources of information, including [Alberta Health Services](#), the [Public Health Agency of Canada](#), [Alberta Education](#), and the [World Health Organization](#).

Daily Screening Practices

Prior to sending students to school, we ask that parents complete the daily [Screening Checklist](#). It is extremely important that this screening is done daily for each student. If you answer yes to any of the questions, please follow the instructions provided at the bottom of the checklist. All staff will also be required to complete the screening checklist upon arrival and temperatures will be taken. Students will also have temperature checks first thing in the morning.

Pre-Existing Conditions That Mimic COVID-19

We recognize that many of our students have allergies or ongoing health issues that exhibit symptoms similar to COVID-19. If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home, **and be tested**, and can **only** return to school once cleared. You will have to provide proof of clearance to return to school. For individuals that have chronic pre-existing conditions as described above, the school will keep a record of the typical baseline symptoms that may be confused for COVID-19, as they would with other medical conditions to try to mitigate continual questioning by school staff.

Masks and Personal Protective Equipment (PPE)

Masks will be worn by staff working with students. We recognize that our students may be incapable of wearing a mask due to various health, developmental, or psychological reasons, so staff will be wearing masks and/or face guards 100% of the time while on duty.

Two reusable non-medical masks will be provided to each student on their first day of school from the government. Parents are encouraged to discuss this with their children and if possible, begin getting them used to wearing masks (if available) before their return to school. Students will be supported in using non-medical masks. Student and staff masks will be laundered on-site each day.

Non-reusable masks will also be available in schools for circumstances when and if the reusable masks are not available, and on buses. Gloves will be available for staff to use at all times.

Responding to Illness While at School

Students exhibiting signs of illness will be moved to an isolation room immediately. Parents/guardians/residential staff will be notified immediately and advised to pick up their child. If the parent is unable to pick up their child, they **must** designate an emergency contact. This is a responsibility all families must adhere to. The emergency contacts need to have the ability to come and get your child from the school in the event that you are unable to do so.

Stay Home When Sick

Those unsure if they, or a student, should self-isolate are directed to use the Alberta [COVID-19 Self-Assessment Tool](#).

All students 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.

Students must stay home until they have been assessed by a health care provider to exclude COVID-19, or other infectious diseases.

Once your child has been assessed and has received a negative result, please bring evidence of the result to the school. You may email this to prkland@shaw.ca, but it must show proof of date.

Students will be supported by their school to do at-home learning if they are required to isolate due to illness or because they are a close contact of a case of COVID-19. This may look like paper packages delivered to the home, and/or could include online lessons.

Confirmed Cases of COVID-19

If there are cases of COVID-19 identified within the school setting, the Zone Medical Officer of Health be immediately notified, and will work directly with the jurisdiction and school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students.

In the event of an active case, AHS **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 Zone Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work at home if they are required to self-isolate.

Teaching Safety

During the first days of school staff will learn the new school specific COVID-19 safety precautions that have been put in place. Staff will follow guidelines for keeping up with student hygiene and age appropriate lessons on handwashing and mask use will be taught (if possible).

Learning and Instruction

As we return to learning under Scenario 1, students will cover all of the curricular areas with no significant change to hours of instruction.

Snoezelen Room will be closed, and there will be no mixing of cohort classrooms. There will be no gatherings within the kitchen area. Snack class will continue, but food will be delivered to each cohort classroom, as mass occupancy in small spaces is prohibited. The sensory gym will still be open, but occupancy will be limited to specific cohorts.

All classrooms, the sensory gym, and common spaces will be disinfected between cohort uses. Cleaning solutions will be kept out of reach at all times.

Supporting At-Home Learning While Self-Isolating or Ill

Consistent with what happens during non-pandemic times, should a child be required to stay home for a short period of time due to illness or required self-isolation, classroom teachers will provide key work for the student to be able to work on while at-home. Homework bundles or tasks will be provided to the student by the regular teacher.

Alternatives to In-School Learning

We believe that having students learn in school is always the best, but recognize there is uncertainty for some of our families as we move closer to September. An “at-home” learning approach will be offered to students in grades K-12 for the 2020-2021 school year only. This approach is offered to families who are not comfortable returning to in-person classes at this time. It will involve a combination of online instruction and independent work which requires a significant commitment from both students and parents. It will not provide the same learning opportunities or support as in-person. Unlike the emergency pandemic learning that took place in the spring of 2020, at-home learning will require students to participate full time in their learning and to meet all of the curricular outcomes and assessments in the Alberta Programs of Study. Packages that are sent home will therefore be collected and used for assessment purposes on a regular basis.

School Supported

At-home learning will be supported by classroom teachers and administration. At-home learning will involve content designed and created by classroom teachers.

To participate in at-home learning, students will need:

- A reliable internet connection.
- A device capable of accessing the internet such as a computer, Chromebook, or tablet such as an iPad or Android Tablet.
- A web camera for video meetings and lessons (most devices come with these).
- Parent supervision and support.
- A quiet space to work.

Supporting Students Requiring Individual/Specialized Support and Medically Fragile

We are pleased to be welcoming back all of our staff to support programming.

School Operations and Protocols

Physical Distancing

Where possible, students and their staff (aide with student = a unit) will be following the two metre physical distancing recommendations from Alberta Health Services and Alberta Education. The aide will be responsible to keep their “unit” distanced from other “units”. In situations where the recommended two metre physical distancing is not possible, the wearing of non-medical masks; extra emphasis on hand hygiene; respiratory etiquette; not participating when sick; and cleaning and disinfecting on a regular basis before and after activities are strategies that we will be employing at all times. This is why it is extremely important that anyone showing symptoms must stay home and get tested and cleared before returning to school.

Access to School Buildings

It is important to note that while our buildings are open to students and staff, they will be very limited to the public to minimize risk as much as we can. This will include parents, guardians and any visitors to our schools. We recognize there will be exceptions which will be managed on an individual basis by administration. In most cases, if a parent needs to speak to a teacher or administrator we will strive to do virtual meetings or phone calls. If a face-to-face meeting is required, visitors will need to make an appointment ahead of time. When you do have an appointment, you will need to complete a health screening, utilize hand sanitizer and wear a mask upon entry as per AHS guidelines. We will still encourage communication between our families and their school, it will just look different. Your child’s communication book will become an invaluable source of communication during this time.

Student Entry and Exits

We will be using an IN and OUT door system. All staff and students must utilize hand sanitizer prior to entering the building. Once in the school, students will head directly to their classroom and stay with their cohort all day.

Student Flow Inside the Building

Inside the school there will be directional signage in hallways and on doors to minimize physical interaction.

Classrooms

Upon entering **and** exiting classrooms, students will be required to sanitize their hands. Hand sanitizer will be provided in each classroom and staff will help students access this regularly. Desks and countertops in classrooms will be decluttered of all non-essential items to allow for more efficient cleaning. Area rugs and soft furnishings that cannot be easily cleaned and disinfected will be removed and stored until we are able to bring them back into the classrooms. There will be no sharing of manipulatives unless disinfecting takes place between uses.

Desks will be separated from each other to the best of the ability given the size of the classroom and number of students. If two metres cannot be arranged between desks/tables, they will be arranged so they are not facing each other, keeping in mind student and staff safety at all times. A seating plan will be created in each classroom to facilitate contact tracing in the event of a positive test for COVID-19.

Staff and students are to utilize their own personal items (e.g. electronic devices, writing instruments, school supplies) and minimize any shared items. Teachers will organize their curricular content to minimize the need for shared resources at the beginning of the school year.

Student Groupings/Cohorting

A cohort is defined as a group of students and staff who remain together, and there will be no intermingling of people from other cohorts.

Student Drop Off and Pick Up

To keep your children safe, parents/guardians are to remain clear of school entrances, staff will meet students at the entrance door and take the students into the school buildings, and will deliver them back to their parents at the entrance doors. Parents/guardians/residential staff must not enter the school unless they have made an appointment.

School Assemblies

In an effort to reduce interactions between cohorts, multi-classroom/cohort gatherings such as assemblies or whole school groupings will not take place until further notice.

Shared School Spaces

Snoezelen, the kitchen, and the ball pit room are closed. There will be additional cleaning measures taken in the student washrooms. The playground will remain open for student use, as will the Sensory Gym. Physical distancing will be maintained and gym shoes will be mandatory.

Visitors/Parents

In order to minimize risks outside persons will not be permitted until further notice. Authorized visitors include parents/guardians and residential staff (**with prior approval of Director or scheduled meeting**), delivery personnel, school staff, and RCMP. All visitors must sign in at the office. Parents will be informed of the process to book a meeting time with school staff. These meetings may be face-to-face (keeping physical distance), by telephone, or by electronic means using Zoom.

Eating Lunch

Students will practice physical distancing guidelines while eating lunch in the school. There will be no food sharing between students. Students must not share utensils, dishes, water bottles or drink containers. Students will be asked to wash their hands or use hand sanitizer before and after eating. Desks will be sanitized after they are used for eating. Where available, microwaves will be accessible (cleaning will be required after each use), but we ask that every effort be made to send lunches and snacks that do not require the use of the microwave to mitigate risk.

Recess

Staff will encourage students to practice physical distancing while having recess breaks. The playground can remain open as long as the Alberta Guidance for Playgrounds document is followed.

Class Transitions/Breaks

Students will be supported to practice physical distancing and to follow posted traffic flow protocols (floor stickers and single lane flow) during class transitions. Staff/student “units” will be asked not to stop and congregate during transitions between classes.

Extra-Curricular Activities

There will be no extra-curricular activities during this time, such as bowling or swimming, until further notice.

Field Trips

There will be no field trip activities or community involvement during this time, until further notice. No community pre-vocational training will take place.

Food Handling

Schools will need to ensure all food handling protocols from AHS are followed including wearing gloves and masks for anyone delivering snacks or shopping for food items.

- No food sharing for staff or students. Staff and students will be required to pack-in and pack-out all food each day.
- Parents/guardians will be asked to have student food provided in clean containers with their own utensils.
- Students must not share utensils, dishes, water bottles or drink containers.
- For classroom meals and snacks:
 - Snacks will be delivered to classrooms.
 - Lunches provided by the family should be stored with the student’s belongings in the classroom.
 - Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
 - Students will practice physical distancing while eating.
 - Common food items are prohibited (e.g., salt and pepper shakers, ketchup).
 - Utensils must be used to prepare food items (not fingers).
 - Ensure that all surfaces are cleaned and disinfected after each use.

School Kitchen use for Staff

- Staff will have designated eating areas to maintain classroom cohorts and will be responsible for disinfecting after eating.
- Tables will be arranged to maintain physical distancing.
- Tape or other markings on floors will be used to maintain a physical distance of two metres.
- Adapt other areas to serve as additional dining spaces to increase spacing among staff when eating and at coffee breaks.
- Staff will be required to bring own cutlery and dishes, there will be no shared eating utensils.
- Condiments and spices must be individually packaged.
- Touch points on microwaves will be disinfected after each use.

Washrooms

Students and staff will be expected to use the washrooms located within their own classrooms whenever possible. One staff/student grouping will be allowed in the hallway washroom at a time. Washrooms will receive enhanced cleaning throughout the day. Signage illustrating washing hands and physical distancing will be posted and staff will be supporting this.

Shared School Technology

Schools will work to limit multiple students accessing the same device in a day. Devices are to be cleaned after each individual's use. Where possible, we recommend bringing personal devices to limit additional contacts throughout the day.

Practice Fire Drills and Lockdown Drills

The school will review current processes to determine if changes need to occur due to COVID-19 safety guidelines. Staff will be practicing drills instead of the student population until further notice.

Student and Staff Health and Well-Being

While many students are excited about the return to school, we recognize that this may be an anxious time for some. The health and well-being of students, staff and school communities will continue to be a priority as we return to learning. We are collectively responsible for fostering safe, caring and welcoming environments that provide a continuum of supports and services for students' physical, social and mental well-being.

MENTAL HEALTH SUPPORTS FOR STAFF:

- Alberta Health Services – Information for Teachers
- MORE: Mental Health Online Resources for Educators
- HUMANICARE: Available to all school staff

MENTAL HEALTH/PSYCOSOCIAL SUPPORTS FOR STUDENTS AND FAMILIES:

- HEALTHLINK – Call 811
- Mental Health Helpline: 1-877-303-2642
- Alberta Community and Social Services – Children's Mental Health

Transportation

Alberta Education has mandated the use of masks on school buses. Families are required to complete the daily [Screening Checklist](#) prior to sending their student on the bus. Should the student display any concerning symptoms, they must remain home until tested and cleared.

Parkland School Busing

For contact tracing purposes, students will be assigned to a seat. The seating plan will spread out the riders to the best of the ability given the limited space on the bus. Individuals must sit in the assigned seat. Students will be supported in maintaining physical distancing when loading and unloading the bus. Bus drivers and riders will be supported with masks and shields to wear.

Should a child display or bring to the driver's attention COVID-19 like symptoms when getting on the bus or while riding, the driver will have the student sit in a specified seat on the bus. The driver will report the student's name to the Principal and COVID-19 procedures will be followed. If this occurs on the way to school, the student will be taken directly to the designated COVID-19 isolation space and the parent notification protocol will take place by the school.

City of Red Deer Transportation

Action Bus will follow the same protocols.

Conclusion

Please note, as the COVID-19 pandemic evolves, so will our plans for school re-entry. This is a dynamic and changing document. You will be emailed with updates as they arise.

We appreciate your continued support, patience and understanding as we move forward with our plans for re-entry and the 2020-2021 school year, and we can't wait to have our students and staff back in the classrooms!

Screening Questionnaire

PARENTS/GUARDIANS/RESIDENTIAL STAFF MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT CAN ATTEND SCHOOL.

Risk Assessment: Initial Screening Questions

Do you, or your child attending school, have any of the below symptoms:

		CIRCLE ONE	
1.	• 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 school had close unprotected* contact (face-to-face contact within 2 meters) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close unprotected contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "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. Your child must stay home and use the online [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered **"NO"** to all of the above questions, your child may attend school.

Please be aware if any of the above symptoms present during the school day, the student will be isolated and you will be required to pick your child up at the school as soon as possible. Please have a plan in place to pick up your child at any time during the day if required to do so.