

Parkland School Division

Guidance for School Re-Entry – Principals' Handbook

September 18, 2020



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OVERVIEW

This document is designed to accommodate the return to school for staff and students in either a Scenario 1 or Scenario 2 where students will be attending classes in person.

These following measures have been developed for use by Parkland School Division and are based on the guidance documents developed by the Government of Alberta. The intent of this document is to guide schools and departments in preparation for the return of students. Each school will develop site specific plans that address the measures indicated in this document.

The scenarios include:

- **Scenario 1** - In-school classes resume, near-normal operations with health measures
- **Scenario 2** - In-school classes partially resume with additional health measures
- **Scenario 3** - At-home learning continues/resumes, in-school classes are cancelled

GENERAL BUILDING SAFETY

PROMOTE HEALTHY HYGIENE PRACTICES

- Ensure students are taught and reminded about proper hand washing techniques.
- Ensure students are taught and reminded about the importance of physical distancing, coughing and sneezing techniques.
- Require students in Grades 4-12 and all staff to wear masks in all common areas and on buses. [Link to procedure.](#)
- Encourage the use of face masks where appropriate and instruct and remind students on the proper use, especially in situations where physical distancing is difficult to maintain or in situations where close contact is for more than 15 minutes.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. [Link to posters.](#)
 - Posters will be printed and distributed to schools in August
- Encourage parents to send hand sanitizer for students' individual use.
- Plan for times for students to wash hands following activities that have students touch shared surfaces/items (keyboards, basketballs, etc.).
- All classrooms will be provided with a bottle of liquid hand sanitizer and/or dispenser to be used by all students at the beginning and end of all classes.
- All schools will have a mobile hand sanitizing station at the public entrance(s) of all schools.
 - All guests and/or visitors will be required to use the hand sanitizing station when entering the school.
- All sinks in schools will have soap and paper towels, and/or hand dryers available to assist with hand washing.
- Students are to be encouraged to bring a water bottle instead of using water fountains.

ENHANCED CLEANING AND DISINFECTING

- Day-time custodians will be available during relaunch to assist with enhanced cleaning.
 - School principals should meet with day-time custodians to develop site-based plans for cleaning.
 - Clean and disinfect frequently touched surfaces (i.e. door handles, water fountain push buttons/knobs) within the school as frequently as possible based on school cleaning protocol developed with custodians/facilities.
- To the greatest extent possible, minimize the need to touch surfaces by implementing measures such as propping doors open, etc.
- Disinfectant/cleaning supplies will be available in all classrooms, teaching spaces, meeting rooms for ongoing cleaning between users.
- Individuals are asked to clean individual work spaces (i.e. teacher desk) following use and before using a new work space.
 - Where appropriate, students will be asked to wipe down individual work spaces (for instance, a teacher could spray desks and ask to students to wipe the surface with paper towel).
- Schools are to increase circulation of outdoor air as much as possible by opening doors or windows where practical.
- All 'soft surfaces' (area rugs, pillows) that cannot be easily cleaned must be removed from classrooms.

Material Safety Data Sheets

- [STUDENT – GERMS-BE-GONE Hand Sanitizer](#)
- [VISITOR ENTRANCE – Ultra Hand Sanitizer MSDS](#)
- [DISINFECTANT – EV Sunrise Disinfectant RTU](#)
- [DISINFECTANT – NeutraQuat256 GHS SDS EN 2016](#)

SCREENING

- All parents, students and staff are to be provided with the [COVID-19 Screening Questionnaire](#) at the start of the school year and/or at registration.
- Links to the self-assessment tool should be sent home or shared (newsletters, school websites, etc.) throughout the school year as appropriate.
- Before arriving at school, all students, staff or visitors must self-screen for symptoms using the supplied checklist. A copy **DOES NOT** need to be submitted each day.
 - Schools may implement additional screening procedures based on the needs of programs and/or student population.
- Staff should ask students daily if they have self-screened (where appropriate).
- If a child/staff member develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child/staff member should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school. Refer to the PSD - [Stay at Home Guide](#).
- Schools must keep records of children's known pre-existing conditions.
- Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the [AHS Online Self-Assessment tool](#) to determine if they should be tested.
- Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

RESPONDING TO ILLNESS

- Staff members, parents, and students must not enter the school if they have symptoms of COVID-19.
- Schools must clearly communicate expectations to parents and community.
- Schools must develop procedures to address staff that become symptomatic during the school day to allow that staff member to isolate/leave the school for the time period recommended by the Chief Medical Officer of Health and Alberta Health Services. The staff member is encouraged to use the [AHS Online Assessment Tool](#) to arrange testing.
- If a student develops symptoms while at the school facility, the student should be asked to wear a non-medical mask if they are able to, and be isolated in a separate room. The parent/guardian should be notified to come and pick up the student immediately. If a separate room is not available, the student must be kept at least 2 metres away from other students. The student should be encouraged to access COVID-19 testing by accessing the [AHS Online Testing tool](#).
 - If the student requires close contact and care, staff can continue to care for the student until the parent is able to pick up the student. Staff should wear a mask during all interactions with the student and should avoid contact with the student's respiratory secretions.
 - Staff/students must wash their hands before donning a mask and before and after removing the mask (as per [mask guidance](#)), and before and after touching any items used by the student.
 - All items the student touched/used while isolated must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected should be removed from the classroom and stored in a sealed container for a minimum of 10 days.
 - The room used to isolate must be appropriately cleaned and disinfected following use.
- Schools should ensure that all parents provide names and information of two emergency contacts with the understanding that these individuals would be expected to pick up a sick child in a timely manner if they become symptomatic.
- Schools should ensure they establish an appropriately located "infirmary" to accommodate students exhibiting symptoms while they wait for parent/emergency contact pickup.
- Schools must keep records of a student's known pre-existing conditions. If a student develops symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.
- If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school should follow outbreak notification procedures as per routine zone protocols. In such an event, principals must contact Division Office.
- Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by Alberta Health Services (AHS) and may be required to close in-person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to close a school will be made in consultation with [the local MOH](#).

COHORTS

To the greatest extent possible:

- Plan to have students work in a cohort.
- Plan classroom activities with “cohorts within the cohort” where students work with the same group when close proximity is required.
- Plan to have teachers switch classrooms, not students.
- Schedule staggered breaks, lunch time, transition between classes, recess, etc. to keep a cohort separate.
- Schools are to keep records of cohorts and potential interactions between students/cohorts to assist with potential contact tracing.
- Refer to the [Parkland School Division Extracurricular and Classroom Cohorts Protocol](#).

PHYSICAL DISTANCING

To the greatest extent possible:

- Cancel/postpone any field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements.
- Limit any events or activities to those that can maintain physical distancing support proper hygiene (i.e. hand washing).
- Limit access to the school of any non-essential visitors or volunteers including parents. Maintain records of contacts within the school by any visitors to the school.
- It is **recommended** to space seating/desks 2 meters (6 feet) apart if possible.
- All teachers are to keep accurate seating plans within classrooms.
- Turn desks to face the same direction (rather than facing each other) or have students sit on one side of tables, spaced apart.
- In situations where physical distancing is not possible (e.g., buses, some classrooms and some sporting activities.), extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.
- It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for virus transmission (i.e. spacing between desks).
- Recommend the use of masks for students or staff when physical distancing is not possible (where appropriate) or in situations where close contact is for more than 15 minutes.
- Close or limit seating in communal spaces such as cafeterias, student common areas, libraries etc.
- Remove any unnecessary furniture items from classrooms to maximize the amount of space between desks.
 - Teachers may contact the Facilities Services Department if you do not have space to store excess furniture.
- Stagger the dismissal of classes within the school day to provide for physical distancing in hallways.
- Stagger break times/lunch breaks to decrease numbers of students in hallways, common areas or in playgrounds.
- Increase supervision in busy areas of schools/grounds to encourage appropriate physical distancing.
- Consider how to best address traffic flow throughout the schools. This may include one-way hallways and designated entrance and exit doors. (Note that it is important not to reduce the number of exits and ensure the fire code is adhered to).

- Consider marking appropriate areas with directional arrows, 2 metre physical distancing areas where lineups occur (For example: parent waiting areas, front offices, playground equipment), within classrooms for younger students or other applicable areas.
- Place signage limiting capacity of washrooms as required.
- Place signage on meeting rooms limiting capacity as required.
- All floor markings are available from PSD's Facilities Services Department.
- Principals may schedule a 'walk-through' with the Facilities Services Director to determine required physical distancing floor markings, directional arrows/signs.
- Remove, reduce and/or restage seating in public areas to prevent or limit gathering of students, visitors, and staff.

IN-PERSON LEARNING

- Schools should develop procedures and plans for in-person learning that supports physical distancing (**recommended** 2 metres).
 - Record of detailed seating plans must be kept.
- For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they should 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, equipment)
- Teachers should consider sequencing of learning plans/activities to cover and/or 'easy to physically distance activities' at the beginning of the school year.
- Schools should consider planning complimentary/optional/'non-core' classes/courses that are easy to physically distance/have limited sharing in the first term.
- Teachers/schools should plan for students, who are attending In-Person Learning, to miss periods of time due to requirements for self-isolation, delays in Covid-19 test results, etc.

EXPECTATIONS FOR DROP-OFF/PICK-UP AND ENTRY AREAS AT SCHOOLS

- Plan for the use of multiple entrances to the school during morning start-up and afternoon dismissal to limit the number of students in close proximity in entrances, hallways etc.
- Communicate to parents the expectations/procedures for student drop-off.
 - Consider setting parent drop off times and/or locations as separate from bus drop off times.

EXPECTATIONS FOR VISITORS AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL

- There should be no non-essential visitors allowed into the school.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school.
- A record of all visitors must be kept.
- The school must screen service providers, visitors, volunteers and independent contractors using the attached tool (see Appendix D) before they enter the school. A copy (paper or electronic) of the completed screening tool must be kept by the school/division. If a service provider/contractor answers YES to any of the questions, the individual must not be admitted into the school.
- Delivery drivers must also make a declaration that they are symptom free and may be assessed verbally by school staff.
 - Delivery companies will be contacted by division personnel and be provided with a copy of the assessment tool (Appendix D).
- In the case of a delivery driver answering 'Yes', the driver/school will make alternate delivery arrangements.

EXPECTATIONS FOR SHARED USE EQUIPMENT

- Use of shared items or equipment is to be avoided where possible.
- Equipment that must be shared must be cleaned and disinfected before and after each use.
- Consider asking parents to provide a plastic tub (i.e. "Rubbermaid") for storage of student items (where appropriate).
- Students should be provided with an area for storing personal items.
- Plan for times/procedures for students to wash hands following activities that have students touch shared surfaces/items (keyboards, basketballs, etc.).
- Require parents to send individual supplies, equipment wherever possible.

AUXILIARY SPACES

- Gymnasiums are open for use during re-entry to deliver physical education, extracurricular or other educational programs.
 - 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 Fitness](#) as relaunch progresses.
 - Administrators and teachers should choose activities or sports that support physical distancing (e.g. badminton over wrestling).
- Use auxiliary space such as gyms and libraries to deliver education programs to aid in physical distancing.
- Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use.
- Joint Use Agreements for community use of school facilities have been suspended until Oct 1, 2020 to allow for the development of appropriate protocols.

FOOD SERVICE

CAFETERIAS

- School Cafeterias must use alternate processes to reduce the numbers of people dining together at one time.
- Remove/rearrange dining tables or place signs on tables/chairs that are not to be used to maintain physical distancing.
- Cafeteria vendors/providers must submit the Government of Alberta COVID-19 Relaunch Consideration Plan in alignment with [Guidance for Food Catering](#).
- Place tape or other markings on floors to maintain a physical distancing of no less than 2 metres.
- Stagger meal service times to reduce the numbers 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. Instead, switch to pre-packaged meals or meals served by staff.
- Dispense cutlery, napkins and other items to students, rather than allowing them to pick up their own items.
- If a school is using a common lunchroom and staggering lunch times, ensure that all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.

BREAKFAST/SNACK/HOT LUNCH PROGRAMS

- Any 'grab-and-go' or snack food items should be pre-packaged and distributed in a manner that limits touching.
 - For instance, items could be laid out by type/flavour to prevent multiple students searching through looking for a favourite flavour of granola bar.
- Any food preparation should be done in compliance with industry specific guidelines.
- Use of volunteers to prepare hot lunches, snacks etc. should be limited or eliminated during re-entry.
 - If volunteers are required, all applicable industry specific and/or Alberta Health procedures regarding safe preparation must be followed.
- Any service of snacks, hot lunches, etc. must consider physical distancing.
- Stagger service times to reduce the numbers of people present at any one time.
- Dispense cutlery, napkins and other items to students, rather than allowing them to pick up their own items.

OFF-CAMPUS/WORK EXPERIENCE, OTHER LEARNING EXPERIENCES, EXTRACURRICULAR, FIELD TRIPS

- Work experience may resume as long as the risk of infection is mitigated for all participants.
- If the work experience placement is in a workplace, the student is expected to follow health rules set out by the workplace, which must comply with the [Workplace Guidance for Business Owners](#).
- The time that individuals are in close contact should be kept to a minimum.
- Use of shared items or equipment should be avoided. Equipment that must be shared should be cleaned and disinfected before and after each use, and users must perform hand hygiene before and after each use.
- Learning experiences involving unprotected in-person singing, music, or creative performances may pose an increased risk of transmission and should be avoided wherever possible. Alternatives such as recording or live-streaming individual performers in separate locations.
 - Music, drama etc. are **NOT** being cancelled at this time.
 - Schools are encouraged to look at additional measures to ensure enhanced safety, physical distancing, and alternative delivery/instructional methods.
 - [Guidance for Live Instrumental Music](#)
 - [Guidance for Singing and Vocal Performance](#)
- Sports practices and outdoor activities may proceed in accordance with [sector specific guidance](#).
- Planning of sports events and competitions may proceed with the understanding that additional requirements and/or cancellation may yet occur.
- For more guidance on outdoor sports and recreation, refer to the [Guidance for Outdoor Recreation](#).
- Cancel/postpone any field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements.
- Limit any events or activities to those that can maintain physical distancing support proper hygiene (i.e. hand washing).

APPENDIX A – SCREENING QUESTIONNAIRE

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

A copy DOES NOT need to be submitted to the school each day unless requested to do so (based on individual school/program needs).

RISK ASSESSMENT: INITIAL SCREENING QUESTIONS

1.	Does the attendee have any new onset (or worsening) of any of the following	CIRCLE ONE	
		YES	NO
	• 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.	Has the attendee travelled outside of Canada in the last 14 days?	YES	NO
3.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

* Face-to-face contact within 2 metres. A health care worker in a occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

** 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above

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 – SUPPORTING DOCUMENTS

[Parkland School Division COVID Frequently Asked Questions](#)

[PSD Early Education Re-Entry Plan](#)

[Parkland School Division Covid Record Keeping Protocol](#)

[Parkland School Division Facility Entry Protocol – Staff and Students](#)

[Parkland School Division Facility Entry Protocol – Visitors](#)

[Parkland School Division Mask Protocol](#)

[Parkland School Division Responding to Illness Protocol](#)

[PSD Covid Protocol for Supporting Students With Complex Needs](#)

[PSD COVID-19 Negative Test Declaration for Casual and Support Staff](#)

[Negative COVID-19 Test Declaration \(Student\)](#)

[Negative COVID-19 Test Declaration \(Staff\)](#)

[PSD Protocol for Educational Assistants Working in the Home of Students with Complex Needs](#)

[PSD Transportation Services COVID-19 Measures](#)

[PSD Staff Guide for Mental Health](#)

[Substitute Teacher Protocol for PSD Schools and Sites](#)

[AHS – Covid-19 Implementing School Re-Entry Guidance \(Aug. 20th additional ideas\)](#)

[COVID-19 in School \(K-12\) Settings \(Resource Guide for schools before, during and after a COVID-19 outbreak\)](#)

[Parkland School Division Pre-Existing Conditions Form](#)

[Parkland School Division Accommodation and Leave Protocol](#)

[Parkland School Division Extracurricular and Classroom Cohorts Protocol](#)

GENERAL BUILDING SAFETY – ENHANCED CLEANING SUPPORTING DOCUMENTS

[Parkland School Division Cleaning Protocol 1. Template](#)

[Parkland School Division Cleaning Protocol 2. School Checklist](#)

[Parkland School Division Cleaning Protocol 3. Classroom Checklist](#)